

For Fiscal Years Ending:
2022-2026

County of Yolo Capital Improvement Plan



Yolo Branch Library, courtesy WMB Architects



October 2021

FY 2022 - 2026 CAPITAL IMPROVEMENT PLAN

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TABLE OF CONTENTS

<i>Message from the Interim County Administrator</i>	1
Introduction	2
Completed Projects	5
<i>ROADS AND BRIDGES</i>	6
<i>COUNTYWIDE FACILITY MAINTENANCE</i>	7
<i>AIRPORT DRAINAGE</i>	8
<i>GIBSON HOUSE</i>	8
<i>TELECOM COUNTYWIDE PHONE SYSTEM REPLACEMENT</i>	9
<i>MICROSOFT OFFICE 365 IMPLEMENTATION</i>	9
<i>TULI MEM PARK</i>	10
<i>GRASSLANDS REGIONAL PARK TRAIL SYSTEM DEVELOPMENT PROJECT</i>	10
<i>KNIGHTS LANDING BOAT RAMP IMPROVEMENTS</i>	11
<i>PROBATION CASE MANAGEMENT SYSTEM PHASE II</i>	11
<i>SHIPLEY WALTERS CENTER FOR YOLO COUNTY ARCHIVES AND LIBRARY SERVICES REMODEL</i>	12
<i>FINAL CLOSURE OF WMUS 4 & 5</i>	12
<i>CONSTRUCTION OF NEW MODULE 6F</i>	13
<i>PINE TREE GARDEN'S EAST HOUSE</i>	13
Project Narratives: 2022-2026	14
<i>General Government</i>	14
<i>COUNTY AIRPORT RUN-UP APRONS</i>	15
<i>YOLO BRANCH LIBRARY</i>	16
<i>COUNTYWIDE FACILITY MAINTENANCE</i>	17
<i>INFOR SYSTEM UPGRADE</i>	18
<i>COMMUNICATIONS CONDUIT</i>	19
<i>VIRTUAL ENVIRONMENT</i>	20
<i>ENERGY SERVICES</i>	21
<i>100 WEST COURT STREET</i>	22
<i>120 WEST MAIN STREET</i>	23

<i>PARKS AND FACILITIES SHOP</i>	24
<i>Law and Justice</i>	25
<i>SHERIFF DETENTION EXPANSION PHASE II A: LEINBERGER JAIL</i>	26
<i>SHERIFF DETENTION EXPANSION PHASE II A: MONROE</i>	27
<i>SHERIFF RECORD MANAGEMENT SYSTEM</i>	28
<i>MONROE JAIL SHOWERS</i>	29
<i>Community Services</i>	30
<i>KNIGHTS LANDING NEIGHBORHOOD PARK</i>	31
<i>CONSTRUCTION OF LIQUID WASTE DIGESTER</i>	32
<i>RECONSTRUCTION OF WMU G LEACHATE POND</i>	33
<i>CONSTRUCTION OF NEW MODULE 6H</i>	34
<i>LANDFILL GROUNDWATER CONTROL</i>	35
<i>ENGINE 5 AT METHANE POWER PLANT</i>	36
<i>APPLIANCE COLLECTION AND PROCESSING AREA</i>	37
<i>NEW LIQUID SURFACE IMPOUNDMENT H4</i>	38
<i>LANDFILL ROAD MAINTENANCE</i>	39
<i>CONSERVATION EASEMENT PURCHASE FOR MITIGATION OF BORROW SITE</i>	40
<i>ELECTRIC VEHICLE CHARGING STATIONS</i>	41
<i>PERMITTING SOFTWARE REPLACEMENT PROJECT</i>	42
<i>ROADS AND BRIDGES</i>	43
Future Outlook	45
<i>Emerging Needs</i>	45
<i>Upcoming Projects</i>	45
<i>Next Steps</i>	46
Appendices	47
<i>Appendix A CIP Finance Plan</i>	48
<i>Appendix B Process Flow Chart</i>	55
<i>Appendix C Capital Planning Schedule</i>	57
<i>Appendix D Capital Asset Management Policy</i>	59

Message from the Interim County Administrator

October 2021

The 2022-2026 Capital Improvement Plan (CIP) is presented to the Board of Supervisors for your review and consideration. This list of planned, major capital expenditures is the culmination of the goals and objectives of each of the County's departments based on readiness to proceed, funding and Board approval status. It represents the guiding vision for the County by providing a long-range view of major project initiatives and capital expenditures.



The CIP is revised each year to provide updates on the County's capital needs, and to include additional projects being pursued within the timeframe of the CIP. The CIP covers a five-year period to fine-tune our capital planning process and better align with best practices and the County strategic plan.

As with previous versions, this CIP includes a Finance Plan which identifies funding streams and strategies for funding priority projects included in the CIP. The Finance Plan also provides updated information on the bond financing of some of the projects included in the CIP.

Much progress has occurred in the past year, as is reflected in this year's CIP, but much work remains to ensure sustainable and reliable capital assets that best promote the County's responsibility in service of our community.



Chad Rinde,
Interim County Administrator

INTRODUCTION

Purpose of the Capital Improvement Plan (CIP)

Yolo County's government is accountable for considerable investment in buildings, land, infrastructure, equipment, technology, and other capital assets. The preservation, maintenance, and future improvement of these assets constitute a primary responsibility for the County. Therefore, implementing a sound capital asset management plan allows for strategic planning for the County's future needs while avoiding emergencies and major costs in the future.

The Yolo County Board of Supervisors established the Capital Improvement Plan (CIP) in recognition of the need to develop and adopt a consolidated capital asset management plan, budget for its implementation, and incorporate its impact on the operating budget. The CIP includes capital projects in the implementation phase as well as those projects scheduled to be implemented within the next five fiscal years. The CIP is used as a tool for the implementation of projects included in various Board-adopted plans, including the Yolo County Strategic Plan, General Plan, Information Technology Strategic Plan, Facilities plans, Parks Master Plan, Airport Master Plan, Cache Creek Resources Management Plan, Landfill plan and other special projects at the direction of the Board of Supervisors.

Yolo County's CIP is a dynamic document that incorporates new projects and updates to previously submitted projects. The Capital Projects Coordinator, with assistance from the Capital Improvement Committee, prepares and updates the CIP annually. Capital projects may be completed or postponed as the evolving needs of the County change within the five-year outlook of the annual CIP. Removal of a project from a subsequent annual CIP does not indicate that project is rejected; only that it is not planned for in the current five-year scope.

All projects meeting the definition of a capital project are included in the CIP along with project funding details. Considered a strategic planning tool, the CIP may be used by the Board to prioritize countywide capital projects. The CIP does not indicate approval of specific projects; however, only projects included in the Board-approved CIP will receive funding consideration. The Board of Supervisors retains discretion and direction regarding emergency needs. Individual projects must still go through the project approval process. Final project appropriations must be included in the respective capital improvement budgets submitted in the recommended or adopted budget. Appendix D provides the County's Capital Asset Management Policy.

Objective

The CIP serves as a tool for sound fiscal planning and project implementation that furthers the Strategic Plan Goals of the County. Specifically, this document seeks to:

- Provide a consolidated document of County capital projects for public review
- Facilitate long-range fiscal planning
- Allow for prioritization of capital projects based on County goals

CIP Management

Management of the CIP is split into four distinct roles:

Capital Project Manager (CPM): Each CIP project has a formally identified Capital Project Manager selected by the project's department. The CPM is responsible for the day-to-day management of the CIP project.

Capital Projects Coordinator (CPC): The County Administrator appoints the Capital Projects Coordinator to guide the preparation of the CIP and tracking of approved capital projects.

Capital Improvement Committee (CIC): The Capital Improvement Committee is a body comprised of the Chief Financial Officer, County Administrator Designee, Capital Projects Coordinator, General Services Director, and other individuals appointed by the County Administrator. The CIC is responsible for reviewing all CIP Project Proposals and developing and recommending the CIP and any amendments.

CIP Planning Process

For a project to be included in the CIP plan, it must pass through a formally established process:

Project Development: First a department must select a CPM to manage a potential capital project on behalf of the department. This individual will be responsible for the day-to-day management of the project and may work with the CPC, CIC and Chief Financial Officer regarding project reporting and financials.

Project Planning: The CPM then submits a project questionnaire to the CPC. The Departments and CPMs are expected to have adequately scoped any proposed project to provide reasonable cost estimates toward developing an implementation schedule. Departments and CPMs are to complete the necessary procedures to secure project funding before questionnaire submittal. Additionally, e-Builder is available to the CPM as an electronic path to managing capital projects. e-Builder provides a full range of options to manage large-scale construction projects effectively, including vendor interface.

Project Review and Plan Development: Once submitted, all questionnaires are reviewed by the CPC and the CIC following the established Capital Project Evaluation and Prioritization Criteria detailed in the County's Capital Asset Management Policy (See Appendix D). Based on the review, the CPC, with the help of the CIC, make recommendations as to which projects to include in the Yolo County five-year Capital Improvement Plan.

Plan Adoption: The County Administrator reviews the recommendations of the CIC and requests revisions if needed. Once finalized the County Administrator submits the recommended CIP for review and input by the Committee on Capital Investments and finally recommends approval by the Yolo County Board of Supervisors pursuant to the timeline established in the annual budget preparation schedule. Adoption of the Capital Improvement Plan does not indicate the Board of Supervisors' approval of any specific project concept or funding plan.

CIP Finance Plan: The CIP Finance Plan will determine a funding strategy for an identified group of projects over a fixed three-year period, defined as the CIP Financing Period. The reason for a three-year financing plan is to maintain each block of financing as separate and distinct even though the CIP plan

itself is a rolling plan which looks outward into the future. The goal of the financing plan is to consolidate projects efficiently, and to minimize the overall number of debt transactions to the extent possible. As a result, the CIP Finance Plan will still use distinct blocks of three fiscal years, while the overall CIP plan maintains a rolling five-year period. Another critical reason for utilizing a three-year financing block is the time constraints on the expenditure of certain types of financing (i.e., bonds), which require 85% to be spent within three years of the debt transaction. The CIP Finance Plan is included in Appendix A of the CIP.

COMPLETED PROJECTS

ROADS AND BRIDGES

Department:

Community Services – Public Works

Capital Project Manager:

Nicholas S. Burton

Project Description:

The purpose of this project is to maintain and repair roads and bridges throughout Yolo County.

Roads

- Mitigation Project for County Road 98 Widening-Phase I Project
- 2018 Pavement Rehabilitation Project
 - CR 13 from SR 113 to CR 14
 - CR 14 from CR 13 to CR 85
 - CR 85 from 1 mile s/o CR 14 to SR 16
 - 2nd Street Yolo, CR 99W to Clay
 - CR 27 from 1 mile w/o CR 92D to CR 93CR 27 Rehabilitation Project, CR 94 to CR 95 and CR 97-CR 98
- HSIP Guardrail Replacement Project- Old River Road, South River Road
- 2019 Pavement Rehabilitation Project
- HSIP Striping Project
- 2020 Pavement Rehabilitation Project
- CR 95 Bridge over Dry Slough-Replacement

COUNTYWIDE FACILITY MAINTENANCE

Department:

General Services

Capital Project Manager:

Kevin Yarris

Project Description:

This project provides ongoing maintenance to County facilities to keep County buildings in good running condition. The Jacobs strategic space utilization study provided information and recommendations regarding necessary ongoing maintenance for County facilities.

Facility Maintenance

- Gutter Guards installed at 600 A Street (Davis), County Administration, Sheriff Administration and Morgue and the Esparto Library.
- All NOVAR HVAC controls converted to Delta.
- Buildings painted: Sheriff Administration, Community Services at 292 West Beamer.
- Pergola repair and replacement and County Administration building.
- Old Juvenile Detention Facility demolished.
- Campground water tank replaced.
- Esparto Landfill office renovation.
- Roof replacements at 294 West Beamer (Fleet) and Gonzales (HHSA).

AIRPORT DRAINAGE

Department:

County Administrator's Office

Capital Project Manager:

Mindi Nunes

Project Description:

This was a two-phase project consisting of design and construction for drainage improvements to the Yolo County Airport. The project provided drainage improvements to support the airport's current needs and accommodate future development so that areas of the airport do not flood and contribute to increased flooding downstream. This is especially important due to the nearby Rolling Acres subdivision. The project was also included in the County's 2015-2019 Airport Capital Improvement Program.

GIBSON HOUSE

Department:

County Administrator's Office

Capital Project Manager:

Mindi Nunes

Project Description:

In 2018 the Board of Supervisors approved funding to address facility needs at the Gibson House including proper preservation space for the historical collection and ADA accessible pathways and ramps. In addition, YoloArts agreed to fund various tenant improvements to aid in the operational transition, using up to \$270,500 in funds previously pledged to YoloArts but held in the County treasury. Tenant improvements included conversion of a barn to a multi-purpose classroom, a new pergola, and administration space upgrades.

Discovery of asbestos and lead paint in the administration building during the renovation process resulted in the County providing a five-year usage of an adjacent property for use by YoloArts as temporary administration space until a long-term solution is determined. Tenant improvements for the adjacent property will be funded through YoloArts' \$270,500.

TELECOM COUNTYWIDE PHONE SYSTEM REPLACEMENT

Department:

Innovation & Technology Services

Capital Project Manager:

Tom Bates

Project Description:

This project replaced the existing, aging County phone system with a current, feature-rich system that will provide many efficiencies to County staff. The previous County phone system served the County well, but many parts of it were over 20 years old. The County needed a modern phone system that provides basic phone service, as well as: greater mobility, collaboration, flexibility for future additions, and allows staff to work remotely more easily and efficiently.

MICROSOFT OFFICE 365 IMPLEMENTATION

Department:

Innovation & Technology Services

Capital Project Manager:

Tom Bates

Project Description:

This project moved County email and file storage to the cloud and provided expanded tools, accessibility, and opportunities. Previously, Outlook accounts had limited storage in the county's data center. As accounts grew, data storage and backups took more and more resources. Having email and file storage hosted by Microsoft gives us access to 100 gigabyte accounts, video conferencing, document management and process automation through SharePoint, and takes the burden off our IT operation. Implementing such tools progresses us further toward virtual collaboration and away from the difficulty of getting people physically in the same room at the same time. The County will have ongoing annual subscription costs for these services.

TULI MEM PARK

Department:

County Administrator's Office

Capital Project Manager:

Jill Cook

Project Description:

This project consisted of the development of a combined community park and aquatic recreation center in Esparto. Specifically, the project components included an approximately 41,000 square-foot aquatic center, with an 8-lane, 25-yard outdoor swimming pool and leisure pool, a little league/softball field, soccer/football field, outdoor basketball court, picnic area, a one-half mile walking trail, and parking.

GRASSLANDS REGIONAL PARK TRAIL SYSTEM DEVELOPMENT PROJECT

Department:

General Services, Parks Division

Capital Project Manager:

Jeff Anderson

Project Description:

Grasslands Regional Park is a 320-acre park located south of Davis, four miles south of Interstate 80. The project consisted of the development of a trail system and related improvements through a portion of the park. The trail was constructed in the southern half of the park, immediately south of the Burrowing Owl Preserve and the model airplane facility, and east of the southern archery range and the area designated as a dog park. The project consisted of 6,605 linear feet of standard trail, 1,122 linear feet of ADA-compliant path, gravel parking lot, two shade structures, one interpretive kiosk, four interpretive signs, three picnic tables, four benches, new park entry sign, and ADA signs.

KNIGHTS LANDING BOAT RAMP IMPROVEMENTS

Department:

General Services, Parks Division

Capital Project Manager:

Jeff Anderson

Project Description:

This project consisted of upgrades and improvements to the boat launch in Knights Landing. These improvements, which included expansion of the existing boat ramp, parking lot improvements, camp host facilities, educational/information kiosk, and slope stabilization improvements, will provide opportunities for multiple user types. It will also enhance the security and stability of the park.

PROBATION CASE MANAGEMENT SYSTEM PHASE II

Department:

Probation

Capital Project Manager:

Dan Fruchtenicht

Project Description:

This project consisted of the implementation and ongoing efforts of a new case management system for Probation Juvenile and Adult Services. The new system improved staff's efforts with inputting and extracting user-designed information, enhanced the data reporting/performance metrics abilities and modernized the software to meet current IT standards. The new Case Management System (CMS) has enhanced security features needed to meet federal Criminal Justice Information Services (CJIS) compliance standards.

Phase I involved the design and build of the base probation case management system and became operational in March 2016. Amid designing and building Phase II, which was intended to add case management capabilities for the Juvenile Detention Facility (JDF), the County terminated the Office of Refugee and Resettlement (ORR) grant. In light of this reduction in detained juvenile population, in addition to a steadily declining local population at the JDF, Phases II and III were canceled. The system receives regular, on-going maintenance and requested updates from ITS, but the project is complete.

SHIPLEY WALTERS CENTER FOR YOLO COUNTY ARCHIVES AND LIBRARY SERVICES (FORMERLY LIBRARY CENTRAL SERVICES, ARCHIVES & RECORDS CENTER) REMODEL

Department:

General Services and Library

Capital Project Manager:

Kevin Yarris, Mark Fink, Heather Lanctot

Project Description:

A \$2 million renovation of the Library Central Services, Archives and Records Center was completed in July 2019. To help ensure the long-term preservation of Yolo County's history, the renovated archives facility included a custom built HVAC system that meets archival specifications for temperature and humidity, a reconfiguration of the facility to increase storage capacity for the collection, installation of motorized compact shelving, installation of a pre-action sprinkler system, addition of ADA compliant reading and work room spaces, the installation of LED lighting, new flooring and paint, and upgrades to the staff breakroom, conference room, reception area and restrooms. The renovated facility was renamed the *Shipley Walters Center for Yolo County Archives and Library Services* in honor of a long-time volunteer and community organizer.

The County Preservation Plan for the Archives/Records Center was adopted in 2012.

FINAL CLOSURE OF WMUS 4 & 5

Department:

Community Services Department
Division of Integrated Waste Management

Capital Project Manager:

Ramin Yazdani

Description:

The closure of the Waste Management Units (WMUs) entailed covering the filled WMUs with a geosynthetic membrane and one foot of vegetative soil, planted with native grasses to prevent erosion. It also involved the installation of an updated landfill gas collection system, including wells, piping, blowers, and instrumentation to minimize emissions.

The final closure of WMUs 4 and 5 will help reduce greenhouse gas emissions and minimize negative environmental issues resulting from waste decomposition, including groundwater and air pollution, as well as off-site migration of landfill gas.

CONSTRUCTION OF NEW MODULE 6F

Department:

Community Services Department
Division of Integrated Waste Management

Capital Project Manager:

Ramin Yazdani

Description:

Current Waste Management Units (WMUs) are filling with waste and the Regional Water Quality Control Board is requiring that the County close WMUs 4 and 5 by 2019. WMUs 6A through 6D will be filled to capacity and closed between 2020 and 2025. Design and construction take time. Therefore, a new WMU had to be constructed to allow for various landfill operations. Construction of new Module 6F is now complete.

PINE TREE GARDEN'S EAST HOUSE

Department:

Health and Human Services Agency

Capital Project Manager:

Sandra Sigrist

Project Description:

The Mental Health Services Act (MHSA) provides California counties with funds for capital facility purchases, including property purchases that will benefit individuals living with severe and persistent mental illness. Pine Tree Garden's East House is a Board and Care/Adult Residential facility in Davis. The MHSA funding will go to New Hope Corporation, who will proceed with ownership according to the terms and covenants of the Memorandum of Understanding between the County and New Hope Corporation. The County will separately contract for services in the facility.

PROJECT NARRATIVES: 2022-2026

General Government

COUNTY AIRPORT RUN-UP APRONS

Department:
General Services

Capital Project Manager:
Kevin Yarris

Project Description:

Currently, planes wishing to take off or land at the Yolo County Airport must wait if planes are on the taxiway performing safety checks prior to take off. There is nowhere off the taxiway to pull out to do such safety and preflight checks. This project would create new paved turnouts for planes doing such checks. It will allow other planes to come and go without any wait or backups.

This project was developed back in 2015. The design has been done as has the environmental impact study. The Categorical Exemption was approved in October 2020. One outcome of the most recent drainage survey was that the new pavement required for the aprons would create more impermeable surface that would add to the existing flooding at the airport. As such, the project to create a drainage settling basin was required to go before this project would be allowed. The county has met with the FAA and this project is in the current Airport CIP. Some of the design needs to be updated as conditions have changed since 2015 and we expect the Federal Aviation Administration (FAA) to approve this for grant funding this year.

Estimated Timeline:

This project is estimated to be completed in April 2022.

Project Cash Flow:

	2021-22	Total
Total Project Expenditures	\$1,500,000	\$1,500,000
Identified Funding:		
 FAA Share	\$1,350,000	\$1,350,000
 Subtotal Identified Revenues	\$1,350,000	\$1,350,000
Unidentified Funding	\$150,000	\$150,000

YOLO BRANCH LIBRARY

Department:

Library

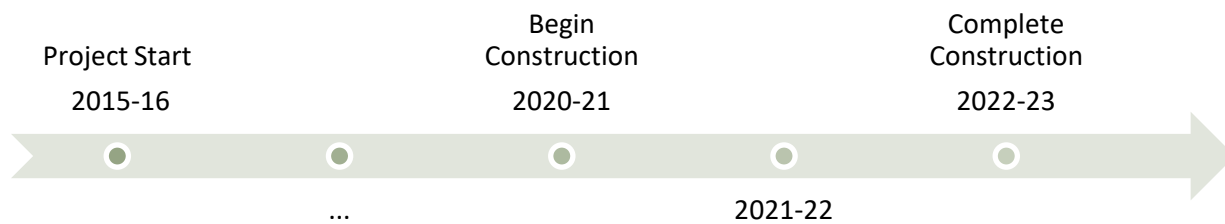
Capital Project Manager:

Mindi Nunes and Mark Fink

Project Description:

This project includes a new building to replace the existing Yolo Branch Library facility. The Jacobs Countywide Strategic Space Utilization Study found the Yolo Branch Library building to be in poor condition, and was formally condemned by a structural engineer. This structure was demolished in March 2021. Library services have been temporarily relocated to an on-site portable building until construction of a new building is completed. The new library will be approximately 4,000 square feet in size and include expanded book and media collections in English and Spanish; expanded public use computer stations; a fully ADA accessible facility; efficient use of daylight, natural ventilation and heating; ventilation, and air conditioning systems; a dedicated children’s area and teen space; quiet study rooms; a large community room that will be accessible when the Library is closed; and a covered outdoor area. Construction started in September 2021 and is expected to be completed by September 2022.

Estimated Timeline:



Project Cash Flow:

	Prior FYs	2018-19	2019-20	2020-21	2021-22	Total
Total Project Expenditures	\$497,302	\$155,316	\$245,976	\$131,386	\$4,416,220	\$5,446,200
Identified Funding:						
DIF-Library	\$300,000				\$1,000,000	\$1,300,000
Capital Improvement Reserve (GF)		\$289,800			\$123,655	\$413,455
ACO Fund	\$200,000	\$59,743	\$292,244	\$750,000	\$134,558	\$1,436,545
Library Operating Fund					\$600,000	\$600,000
State Grant and Donations					\$1,683,733	\$1,683,733
Use of Money, Rent, Other	\$3,395	\$606	\$6,150	\$2,316		\$12,467
Subtotal Identified Revenues	\$503,395	\$350,149	\$298,394	\$752,316	\$3,541,946	\$5,446,200
Unidentified Funding	(\$6,093)	(\$194,833)	(\$52,419)	(\$620,930)	\$874,274	\$0

COUNTYWIDE FACILITY MAINTENANCE

Department:
General Services

Capital Project Manager:
Kevin Yarris

Project Description:

This project is to provide ongoing maintenance to County facilities to keep County buildings in good running condition. The Jacobs strategic space utilization study provided information and recommendations regarding necessary ongoing maintenance for County facilities. The Facilities team has narrowed the recommended deferred maintenance list to priority projects and the Capital Improvement Committee continues to explore alternate sustainable funding strategies for these ongoing needs. General Services is also currently working with a security consultant to assess the overall County security systems and protocols. Once the report is received and evaluated the department will develop a multi-year budget for any areas that need to be mitigated. Projects budgeted for fiscal year 2021-22 with their budgeted funding sources are as follows:

Project	Location	Funding Source	Funding Amount
Fire Hydrants	Justice Campus	ACO	\$28,000
Airport Backflow Devices	Airport	ACO	\$12,000
DA Window Replacement	DA Building Court St	ACO	\$40,000
Monroe Ground Valves	Monroe Jail Facility	ACO	\$25,000
Gutter Guards	Various County Locations	ACO	\$10,000

Estimated Timeline:

This is a project for ongoing facility maintenance and, therefore, there is no set completion date.

Project Cash Flow:

	2019-20	2020-21	2021-22	2022-23	2023-24	Total
Total Project Expenditures	\$3,002,000	\$250,000	\$115,000	\$2,000,000	\$2,000,000	\$7,367,000
Identified Funding:						
ACO	\$0	\$250,000	\$115,000	\$0	\$0	\$365,000
Subtotal Identified Revenues	\$0	\$250,000	\$115,000	\$0	\$0	\$365,000
Unidentified Funding	\$3,002,000	\$0	\$0	\$2,000,000	\$2,000,000	\$7,002,000

INFOR SYSTEM UPGRADE

Departments:

Financial Services, Human Resources,
Innovation & Technology

Capital Project Managers:

Chad Rinde, Alberto Lara, Lee Gerney

Project Description:

This project will implement the upgrade of the County’s Info Financial and Human Resources Enterprise Resource Planning System from Version 10 to INFOR CloudSuite Financial/HR. This upgrade will replace the County’s current single-tenant hosted solution with a cloud-based (Software as a Service) system, and is expected to provide the following benefits:

- Supporting paperless processes and providing advanced visibility and reporting
- Allowing significantly improved data integration with other third-party applications to support business intelligence and workflows to reduce manual processes
- Freeing up County IT resources from performing maintenance and patching
- Strengthening grant, cost, and capital project accounting
- Automating accounts payable
- Allowing Special Districts to access the system directly
- Automating tracking of professional development and HR regulatory compliance

Estimated Timeline:

Project kickoff is expected in October 2021, with a target go-live date of January 2023.

Project Cash Flow:

	2021-22	2022-23	Total
Total Project Expenditures*	\$2,604,000	\$1,780,572	\$4,384,572
Identified Funding:			
General Fund	\$685,000	\$1,185,000	\$1,870,000
Carryforward	\$568,000	\$0	\$568,000
ACO	\$851,000	\$595,572	\$1,446,572
IGT	\$500,000	\$0	\$500,000
Subtotal Identified Revenues	\$2,604,000	\$1,780,572	\$4,384,572
Unidentified Funding	\$0	\$0	\$0

* Project costs will be cost recoverable from state and federal grant funding sources through the County Cost plan, and recoverable costs would return to the General Fund over approximately a 5-year period thereafter. It is expected that this cost recovery mechanism will recover at least 50% of the cost back to the General fund over this 5-year period.

COMMUNICATIONS CONDUIT

Department:

Innovation & Technology Services

Capital Project Manager:

Tom Bates

Project Description:

Communications conduit Project 1 involves installation of communications conduit at the intersection of CR103 and CR27, then east on CR27 to CR104, then south on CR104 to the County landfill. Project 2 extends conduit infrastructure from the intersection of CR103 and CR27, west to CR102, then south on CR102 where the conduit will connect with the City of Davis conduit at the city limits. Current County fiber optic cable between Woodland and Davis is direct-bury (not in conduit), over 30 years old, is deteriorating, and is a lower grade than needed for today’s communications. This conduit would complete one section of a new route between Woodland and Davis and would eventually contain new, higher quality fiber cable in it. It would also support connecting the landfill to the County data and voice network by fiber, possibly support the Yolo County Broadband Strategic Plan in this area, and could potentially lead to a partnership with the City of Davis, both for access to County buildings in Davis and access for the City to their wastewater treatment plant on CR28H. Project 1 was designed and constructed in January 2018. Project planning is moving forward for Project 2 in FY 2021-22.

Estimated Timeline:

Project 1: Completed and network connection to landfill has been on new fiber optic cable since November 2019.

Project 2: This will be a partnership between Wave, City of Davis, and the County. Due to changes at Wave the partnership was temporarily suspended, but Wave and the County and City are now moving forward.



Project Cash Flow:

	2017-2018	2018-19	2019-20	Total
Total Project Expenditures	\$355,000	\$0	\$0	\$355,000
Identified Funding:				
Telecom ISF*	\$355,000	\$0	\$0	\$355,000
Subtotal Identified Revenues	\$355,000	\$0	\$0	\$355,000
Unidentified Funding	\$0	\$0	\$0	\$0

* ISF recovers its cost through charges to County Departments, thus costs come from a variety of funding sources, including the General Fund.

VIRTUAL ENVIRONMENT

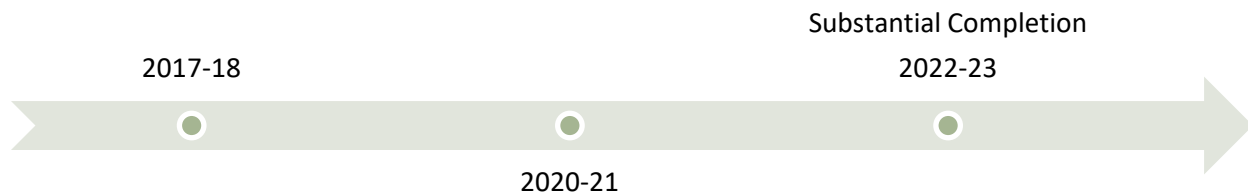
Department:
Innovation and Technology Services

Capital Project Manager:
Tom Bates

Project Description:

This project consists of replacement of Yolo County’s virtual private cloud environment. In the spring of 2014, the County made its first purchase of virtual hardware and software. As with any hardware, it eventually needs to be replaced, and this project is for planning its replacement.

Estimated Timeline:



Project Cash Flow

	2017-18	2018-19	2019-20	2020-21	Total
Total Project Expenditures	\$0	\$0	\$600,000	\$0	\$600,000
Identified Funding:					
IT connectivity fees	\$0	\$0	\$600,000	\$0	\$600,000
Subtotal Identified Revenues	\$0	\$0	\$600,000	\$0	\$600,000
Unidentified Funding	\$0	\$0	\$0	\$0	\$0

ENERGY SERVICES

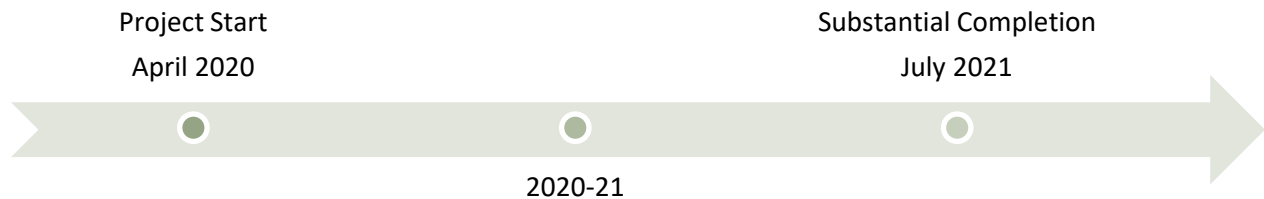
Department:
General Services Department

Capital Project Manager:
Kevin Yarris

Project Description:

In 2018 the County underwent a comprehensive energy analysis that found three energy programs whose annual savings would be capable of financing themselves at a term favorable to the County. The programs are: Base Overview (replacement of old lighting, irrigation and bathroom systems with high efficiency alternatives, and a base plant conversion), Base Overview plus Installation of Battery Storage, and Landfill Gas Modernization (store energy during off-peak hours and sell at peak times). These proposed projects will be in accordance with, and completed with the intention, of assisting the County in achieving the goals described in the 2011 Yolo County Climate Action Plan. Staff recommended, and the Board of Supervisors approved, a base project that will replace 266 aging HVAC units, over 10,000 interior and exterior lights, 576 bathroom fixtures and 29 power transformers. The project will cost \$10,065,791 with a net cumulative benefit of almost \$4.3 million over 15 years. The county is financing the project through bond issuance. The Battery storage component is still being evaluated and the county has applied for Self-Generation Incentive Program (SGIP) monies to cover the estimated \$6,000,000 cost. The Landfill Gas Modernization is not being pursued at this time. Project is in the close-out phase.

Estimated Timeline:



Project Cash Flow:

	2019-20	2020-21	2021-22	Total
Total Project Expenditures	\$1,000,000	\$7,500,000	\$1,565,791	\$10,065,791
Identified Funding:				
Bond Financing	\$1,000,000	\$7,500,000	\$1,565,791	\$10,065,791
Subtotal Identified Revenues	\$1,000,000	\$7,500,000	\$1,565,791	\$10,065,791
Unidentified Funding	\$0	\$0	\$0	\$0

100 WEST COURT STREET

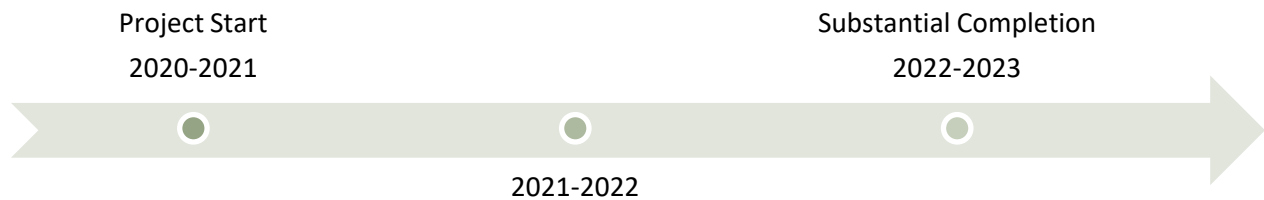
Department:
General Services Department

Capital Project Manager:
Kevin Yarris

Project Description:

In 2020 the Board approved purchase of the building at 100 West Court Street in Woodland, beginning a series of department moves to maximize the use of current County facilities. The 100 West Court Street project includes remodeling the building to allow the Department of Child Support Services to remain on the first floor and the Department of Innovation and Technology Services to occupy the second floor. This project is out to bid in August 2021.

Estimated Timeline:



Project Cash Flow:

	2021-22	Total
Total Project Expenditures	\$1,340,000	\$1,340,000
Identified Funding:		
IT Charges	\$150,000	\$150,000
Telecom Fund Balance	\$250,000	\$250,000
Development Impact Fees	\$600,000	\$600,000
CIP Bond	\$300,000	\$300,000
	\$1,300,000	\$1,300,000
Subtotal Identified Revenues	\$1,300,000	\$1,300,000
Unidentified Funding	\$40,000	\$40,000

120 WEST MAIN STREET

Department:

General Services Department

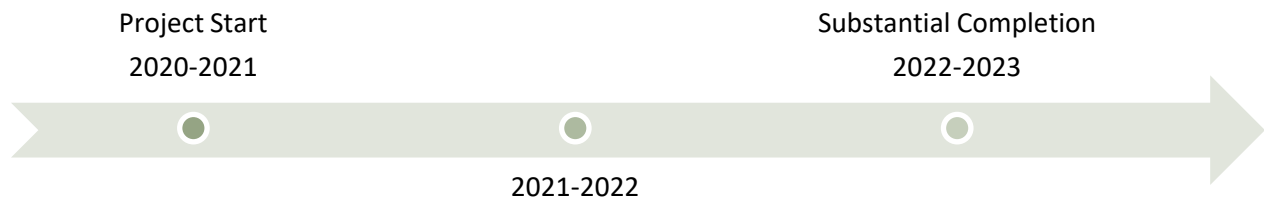
Capital Project Manager:

Kevin Yarris

Project Description:

In 2020 the Board approved purchase of the building at 100 West Court Street in Woodland, beginning a series of department moves to maximize the use of current County facilities. The work at 120 West Main Street includes the remodel of Suites A & B for the Grand Jury and of Suite D for the Department of Agriculture. The Administration unit of the Facilities Division will move into this building in the area previously held by the Probation Department. This project also includes building a shop and fencing off a corporation yard at the site.

Estimated Timeline:



Project Cash Flow:

Staff will include this portion of the narrative at a later date as this project does not have complete financial numbers yet.

PARKS AND FACILITIES SHOP

Department:

General Services

Capital Project Manager:

Kevin Yarris

Project Description:

This project is part of the bigger series of projects relocating the Agriculture Department, Innovation and Technology Services, Grand Jury, and Facilities. The buildings at the current Ag/Facilities/UC Cooperative Extension campus are the County's oldest and there is no ability to expand or renovate. That campus is being considered for future residential development or possibly a memory care facility, which is more consistent with the current residential component of the neighborhood. This project will allow for future development of the current Ag Campus by allowing the Facilities group to move and co-locate with the Parks group. This project is being targeted for the 2023-24 timeframe after completion of the 100 West Court Street and 100 West Main Street projects.

Estimated Timeline:

This project will take approximately one year for programming, conceptual design, and bidding; plus another year for construction.

Project Cash Flow:

Staff will include this portion of the narrative at a later date as this project does not have complete financial numbers yet.

PROJECT NARRATIVES

Law and Justice

SHERIFF DETENTION EXPANSION PHASE II A: LEINBERGER JAIL

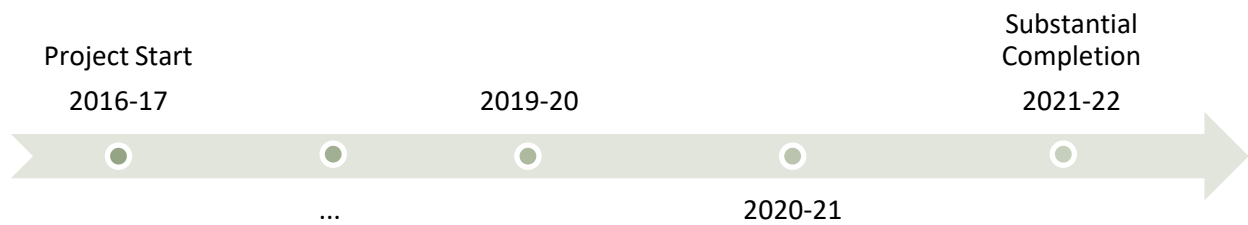
Department:
General Services Department

Capital Project Manager:
Kevin Yarris and Gene Wais

Project Description:

Assembly Bill 109 (AB 109) was specifically enacted to address overcrowding and recidivism issues at state prisons. The law mandates that individuals sentenced to non-serious, non-violent, or non-sex offenses serve their sentences in county jails rather than state prison. This capital project will expand and renovate the county’s detention services to accommodate the influx of these inmates thus making the County AB 109 compliant. The county applied for and received Senate Bill 863 (SB 863) Adult Local Criminal Justice Construction grant funds for the Leinberger Detention Center. The project calls for the complete replacement of the facility. Demolition was completed in the Summer of 2021 and as of August 2021, grading and pouring the slab has been completed. We are awaiting the approval of the plan updates the State Fire Marshall’s office required. Those new requirements set the project back up to three months and will incur additional costs as a result.

Estimated Timeline:



Project Cash Flow:

	Prior FYs	2018-19	2019-20	2020-21	2021-22	Total
Total Project Expenditures	\$2,263,128	\$548,761	\$330,000	\$5,858,111	\$27,000,000	\$36,000,000
Identified Funding:						
SB863 - Grant	\$0	\$0	\$0	\$0	\$30,500,000	\$30,500,000
In Kind Match (ACO)	\$322,002	\$0	\$0	\$0	\$9,198	\$331,200
CIP Bond	\$1,941,126	\$548,761	\$330,000	\$2,348,913	\$0	\$5,168,000
Subtotal Identified Revenues	\$2,263,128	\$548,761	\$330,000	\$2,348,913	\$30,509,198	\$36,000,000
Unidentified Funding	\$0	\$0	\$0	\$3,509,198	(\$3,509,198)	\$0

SHERIFF DETENTION EXPANSION PHASE II A: MONROE

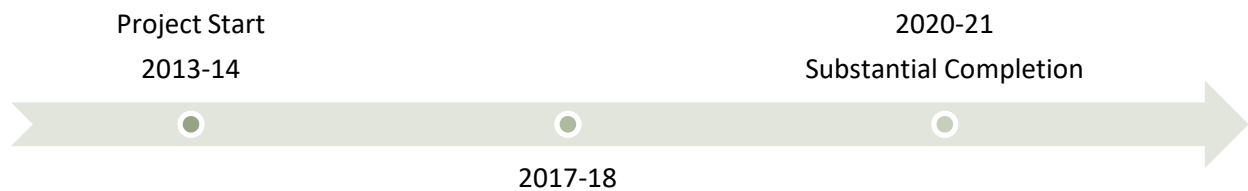
Department:
County Administrator's Office

Capital Project Manager:
Mark Bryan

Project Description:

In 2014, the Board adopted a resolution authorizing acceptance of local Jail Construction Financing (AB 900) Phase II funds in the amount of \$36,295,000 from the Board of State and Community Corrections. These funds were used to expand the current main detention facility to include new housing, program space, kitchen, and day reporting center. In addition, renovations would be made to the existing footprint to provide for additional health and mental health beds, separate booking and intake, and upgrade to the security electronics. Construction of this project is complete as of August 2021, with the final notice of completion still pending.

Estimated Timeline:



Project Cash Flow:

	Prior FYs	2018-19	2019-20	2020-21	2021-22	Total
Total Project Expenditures	\$6,403,982	\$17,082,868	\$14,747,898	\$6,200,713	\$347,208	\$44,782,669
Identified Funding:						
AB900 - Grant	\$0	\$16,198,999	\$14,021,461	\$5,946,189	\$128,351	\$36,295,000
Cash Match (ACO + DIF)	\$3,120,000	\$0	\$0	\$0	\$0	\$3,120,000
In Kind Match (ACO)	\$35,697	\$0	\$0	\$0	\$0	\$35,697
In Kind – Land	\$1,400,000	\$0	\$0	\$0	\$0	\$1,400,000
CIP Bond	\$1,848,285	\$883,869	\$726,436	\$254,524	\$218,857	\$3,931,972
Subtotal Identified Revenues	\$6,403,982	\$17,082,868	\$14,747,898	\$6,200,713	\$347,208	\$44,782,669
Unidentified Funding	\$0	\$0	\$0	\$0	\$0	\$0

SHERIFF RECORD MANAGEMENT SYSTEM

Department:

Sheriff's Office

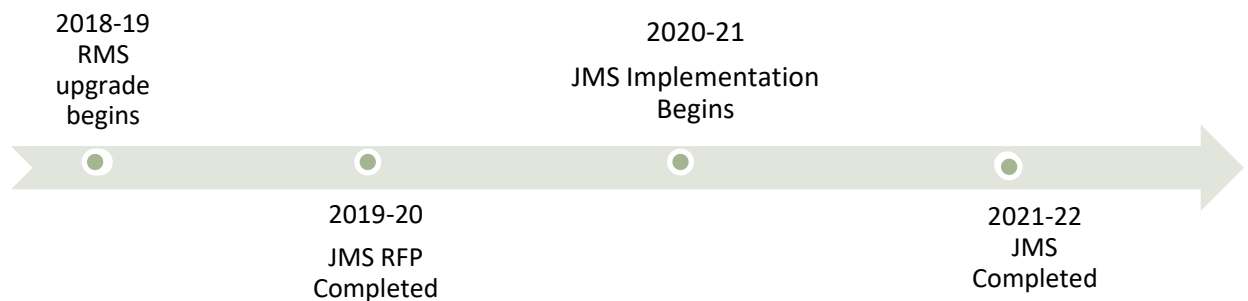
Capital Project Manager:

Mashan Wolfe

Project Description:

The Sheriff's Department purchased Tiburon software 15 years ago to serve as the Jail Management System (JMS), Records Management System (RMS), automated report writing and evidence management tool, as well as many other functions. The software has not undergone any significant upgrades in the 15 years since implementation. It is antiquated, inefficient, and cannot be modified or changed as the need arises. Due to the requirements of the jail and patrol varying so greatly, the Sheriff's Office has decided to approach the replacement of Tiburon as two separate projects. The RMS/report writing/evidence management portion of Tiburon will move forward as one project, and the JMS as another. The Sheriff's Office has contracted with the parent company of Tiburon, Central Square, to upgrade both the RMS and JMS into the RMS Enterprise and JMS Zeurcher software systems.

Estimated Timeline:



Project Cash Flow:

	2019-20	2020-21	Total
Total Project Expenditures	\$432,628	\$1,322,160	\$1,754,788
Identified Funding:			
Small and Rural Fund	\$432,628	\$1,322,160	\$1,754,788
Subtotal Identified Revenues	\$432,628	\$1,322,160	\$1,754,788
Unidentified Funding	\$0	\$0	\$0

MONROE JAIL SHOWERS

Department:

General Services

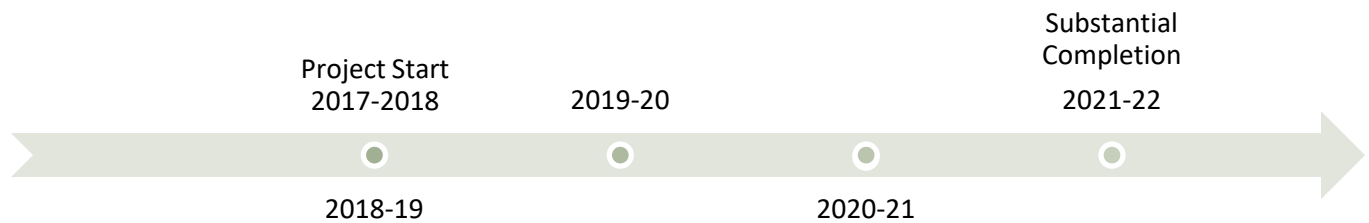
Capital Project Manager:

Kevin Yarris

Project Description:

This project includes installation of new stainless steel shower pans and plumbing features, in addition to updates to the shower walls. Improvements to the thirty-two showers located in 82400 Upper Section of the Monroe Jail will reduce maintenance commitments for repairs and increase the life-cycle of the shower facility. The final phase of this project will be completed in 2021.

Estimated Timeline:



Project Cash Flow:

	Prior FYs	2019-20	2020-21	2021-22	Total
Total Project Expenditures	\$199,000	\$71,500	\$13,650	\$166,850	\$451,000
Identified Funding:					
ACO	199,000	\$71,500	\$13,650	\$166,850	\$451,000
General Fund/Bonds	\$0	\$0	\$0	\$0	\$0
Subtotal Identified Revenues	\$199,000	\$71,500	\$13,650	\$166,850	\$451,000
Unidentified Funding	\$0	\$0	\$0	\$0	\$0

PROJECT NARRATIVES

Community Services

KNIGHTS LANDING NEIGHBORHOOD PARK

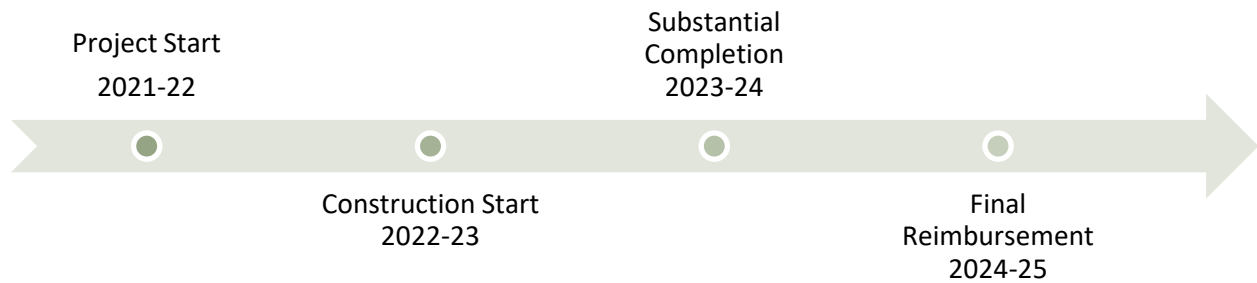
Department:
County Administrator's Office

Capital Project Manager:
Jill Cook

Project Description:

This project consists of construction of a park in the center of Knights Landing. The park will be located adjacent to the Science and Technology Academy Charter School. The park amenities include a soccer and baseball field, a full basketball court, play structure and play area, walking paths and associated community gathering space and parking.

Estimated Timeline:



Project Cash Flow:

	2018-19	2019-20	2020-21	2021-22	2022-23	Total
Total Project Expenditures	\$61,320	\$16,680	\$19,445	\$0	\$4,000,000	\$4,097,445
Identified Funding:						
State Grant	\$0	\$0	\$0	\$0	\$4,000,000	\$4,000,000
General Fund (Rural Community Invest Program)	\$68,000	\$0	\$0	\$0	\$0	\$68,000
General Fund (Other)	\$0	\$29,445	\$0	\$0	\$0	\$29,445
Subtotal Identified Revenues	\$60,000	\$29,445	\$0	\$0	\$4,000,000	\$4,097,445
Unidentified Funding	\$0	\$0	\$0	\$0	\$0	\$0

CONSTRUCTION OF LIQUID WASTE DIGESTER

Department:

Community Services Department
 Division of Integrated Waste Management

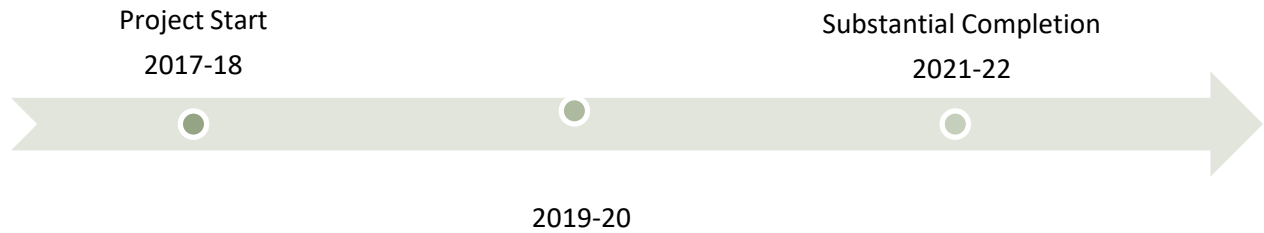
Capital Project Manager:

Ramin Yazdani

Project Description:

This project consists of the construction of a pond cover for a portion of one of the liquid waste management ponds and the installation of new food processing equipment. This will allow digestion of liquid food waste resulting in the production of methane which will be collected and used for power production at the landfill or transferred via pipeline to the Sacramento Municipal Utility District for power production. This project is currently under construction and will be completed by December 2021.

Estimated Timeline:



Project Cash Flow:

	2017-18	2018-19	2019-20	2020-21	2021-22	Total
Total Project	\$335,000	\$0	\$1,700,000	\$1,800,000	\$1,300,000	\$5,135,000
Identified Funding:						
Sanitation Enterprise	\$335,000	\$0	\$537,000	\$1,800,000	\$0	\$2,672,000
Bond Financing	\$0	\$0	\$1,163,000	\$0	\$1,300,000	\$2,463,000
Subtotal Identified Revenues	\$335,000	\$0	\$1,700,000	\$1,800,000	\$1,300,000	\$5,135,000
Unidentified Funding	\$0	\$0	\$0	\$0	\$0	\$0

RECONSTRUCTION OF WMU G LEACHATE POND

Department:

Community Services Department
 Division of Integrated Waste Management

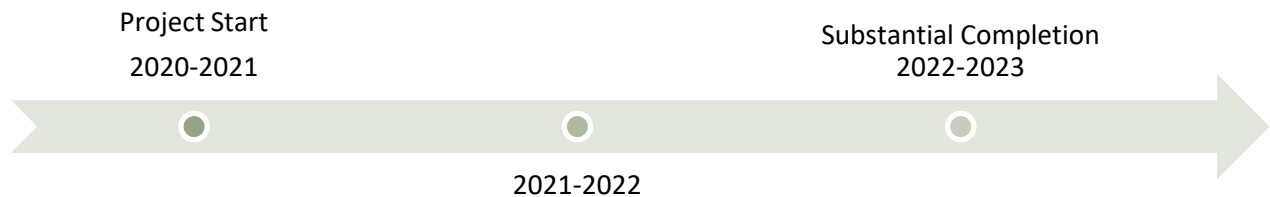
Capital Project Manager:

Ramin Yazdani

Project Description:

This project will reconstruct the existing Waste Management Unit G leachate pond to increase the height of levee around the pond for flood protection and allow better access for customers. Project design is complete and is waiting to go to bid for construction. Anticipated funding will be through the Clean Water State Revolving Fund. Applications are due by December 31, 2021 with funds available July 1, 2022. Alternate funding will be a combination of Sanitation Enterprise and Bond Financing.

Estimated Timeline:



Project Cash Flow:

	2020-21	2021-22	2022-23	Total
Total Project Expenditures	\$0	\$0	\$3,000,000	\$3,000,000
Identified Funding:				
Sanitation Enterprise	\$0	\$0	\$0	\$0
Bond Financing	\$0	\$0	\$0	\$0
Clean Water State Revolving Fund			\$3,000,000	\$3,000,000
Subtotal Identified Revenues	\$0	\$0	\$3,000,000	\$3,000,000
Unidentified Funding	\$0	\$0	\$0	\$0

CONSTRUCTION OF NEW MODULE 6H

Department:

Community Services Department
 Division of Integrated Waste Management

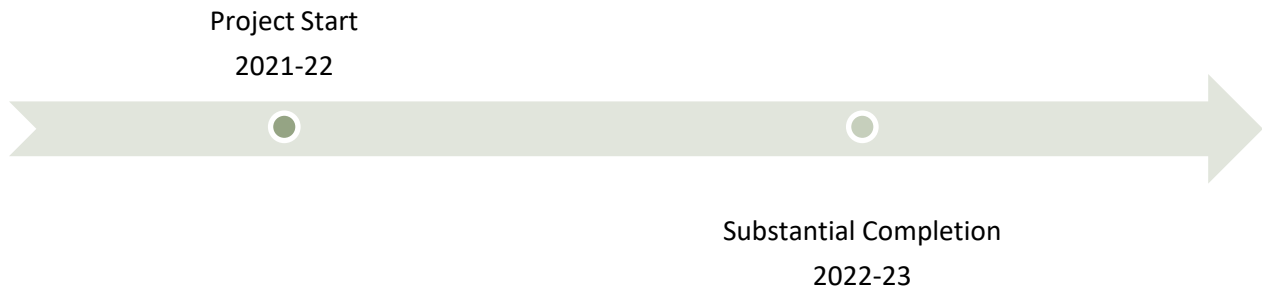
Capital Project Manager:

Ramin Yazdani

Project Description:

Waste Management Unit (WMU) F will be partially filled with waste between 2020 and 2022. A new landfill module (WMU H) must be designed and constructed by 2023 to allow for adequate space for waste filling. This project is in progress, with subgrade soil placement near complete. Landfill construction will begin in FY 2022-23. Construction will be complete in two phases. Phase 1 includes general fill to raise the base of the module prior to installation of the waste containment system. Phase 2 will include the waste containment system. The Division is currently working with DFS on bond financing for phase 2 of this project.

Estimated Timeline:



Project Cash Flow:

	2021-22	2022-23	Total
Total Project Expenditures	\$3,000,000	\$4,500,000	\$7,500,000
Identified Funding:			
Sanitation Enterprise	\$3,000,000	\$0	\$3,000,000
Bond Financing	\$0	\$4,500,000	\$4,500,000
Subtotal Identified Revenues	\$3,000,000	\$4,500,000	\$7,500,000
Unidentified Funding	\$0	\$0	\$0

LANDFILL GROUNDWATER CONTROL

Department:

Community Services Department
 Division of Integrated Waste Management

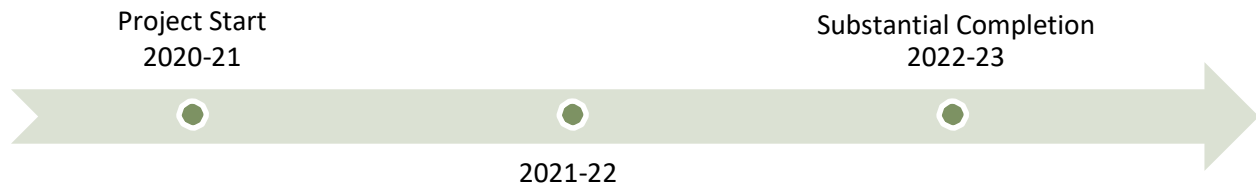
Capital Project Manager:

Ramin Yazdani

Project Description:

The current groundwater extraction system needs to be re-evaluated and additional groundwater extraction system to be installed, such as extraction wells, underground slurry cut-off wall, or other methods to maintain the required groundwater separation between waste and groundwater under the older landfill units. The work is required by the Regional Water Quality Control Board (Water Board) to ensure adequate separation between waste and groundwater. The Division has worked with the Water Board on a phase approach where groundwater extraction wells will be added incrementally, results evaluated, and next steps determined. Phase 1 of the process will be complete this summer and its operation evaluated throughout the next year. Based on the results of this evaluation, the scope of the next phase will be determined. For planning purposes, \$2,500,000 is included in future years for the next phases. The Division also will be seeking funding through the Clean Water State Revolving Fund program for subsequent phases. Alternate funding will be through Sanitation Enterprise and/or bond financing.

Estimated Timeline:



Project Cash Flow:

	2020-21	2021-22	2022-23	Total
Total Project Expenditures	\$539,000	\$863,000	\$2,500,000	\$3,902,000
Identified Funding:				
Sanitation Enterprise	\$539,000	\$863,000	\$0	\$1,402,000
Clean Water State Revolving Fund	\$0	\$0	\$2,500,000	\$2,500,000
Subtotal Identified Revenues	\$539,000	\$863,000	\$2,500,000	\$3,902,000
Unidentified Funding	\$0	\$0	\$0	\$0

ENGINE 5 AT METHANE POWER PLANT

Department:

Community Services Department
 Division of Integrated Waste Management

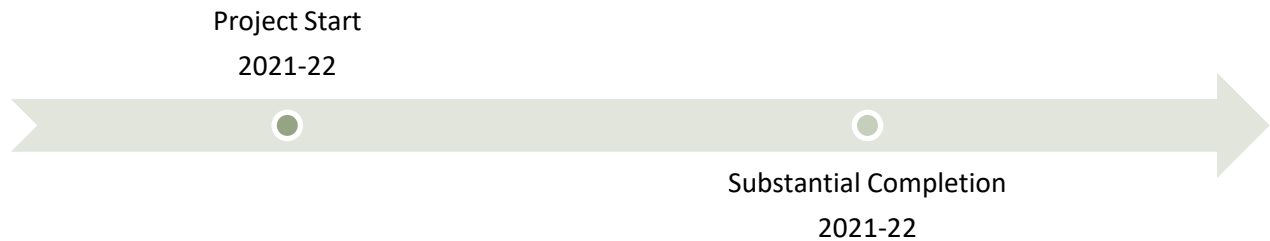
Capital Project Manager:

Ramin Yazdani

Project Description:

Install fifth engine at the landfill gas to energy facility at the landfill. Excess landfill gas generated at the landfill is currently being flared. A fifth engine will allow much of this excess gas to be utilized to generate electricity. Electricity is currently being sold to SMUD under a power purchase agreement, the additional revenue from electricity sales will offset the purchase of this engine in 3 years.

Estimated Timeline:



Project Cash Flow:

	2021-22	Total
Total Project Expenditures	\$678,964	\$678,964
Identified Funding:		
Sanitation Enterprise	\$678,964	\$678,964
Subtotal Identified Revenues	\$678,964	\$678,964
Unidentified Funding	\$0	\$0

APPLIANCE COLLECTION AND PROCESSING AREA

Department:

Community Services Department
 Division of Integrated Waste Management

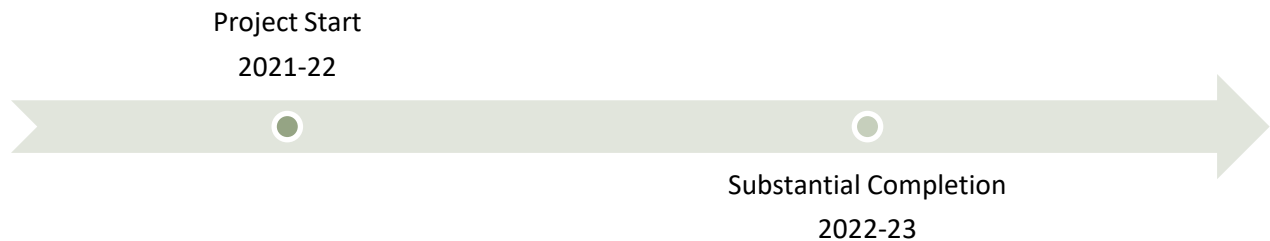
Capital Project Manager:

Ramin Yazdani

Project Description:

This project will upgrade the landfill recycling and diversion area to include a dedicated appliance collection and processing area. The receiving and processing area will be concrete pad with asphalt concrete pavement surrounding. Area will also include a water treatment unit for stormwater runoff. The division’s 2021-22 budget includes \$520,000 for this work but the majority of this project will be delayed to 2022-23 to take advantage of anticipated bond financing.

Estimated Timeline:



Project Cash Flow:

	2021-22	2022-23	Total
Total Project Expenditures	\$50,000	\$470,000	\$520,000
Identified Funding:			
Sanitation Enterprise	\$50,000	\$0	\$50,000
Bond Financing	\$0	\$470,000	\$470,000
<i>Subtotal Identified Revenues</i>	<i>\$50,000</i>	<i>\$470,000</i>	<i>\$520,000</i>
Unidentified Funding	\$0	\$0	\$0

NEW LIQUID SURFACE IMPOUNDMENT H4

Department:

Community Services Department
 Division of Integrated Waste Management

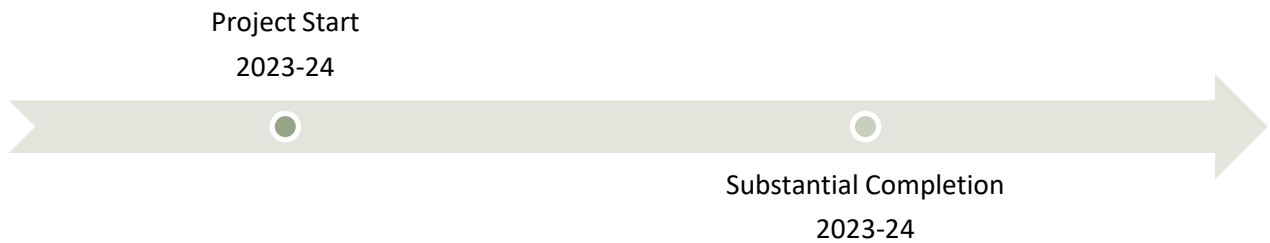
Capital Project Manager:

Ramin Yazdani

Project Description:

The landfill currently has three liquid surface impoundments (WMU G, WMU H1 and H3) which are available for landfill leachate or other liquid wastes. The landfill has a growing liquid waste business and anticipates the need for an additional liquid waste pond in the near future. CEQA is currently being completed on this pond. Anticipated project start and completion date is in FY 2023-24. Financing will be through anticipated bonds with revenue from the landfills liquid waste program financing the bonds.

Estimated Timeline:



Project Cash Flow:

	2023-24	Total
Total Project Expenditures	\$6,400,000	\$6,400,000
Identified Funding:		
Sanitation Enterprise	\$0	\$0
Bond Financing	\$6,400,000	\$6,400,000
<i>Subtotal Identified Revenues</i>	<i>\$6,400,000</i>	<i>\$6,400,000</i>
Unidentified Funding	\$0	\$0

LANDFILL ROAD MAINTENANCE

Department:

Community Services Department
 Division of Integrated Waste Management

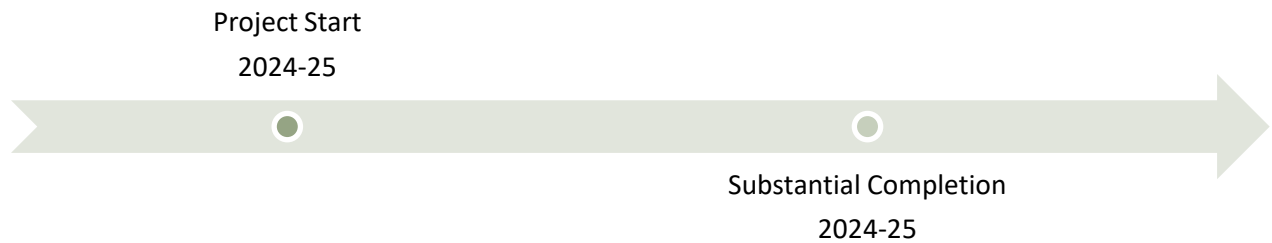
Capital Project Manager:

Ramin Yazdani

Project Description:

The interior paved roads of the landfill are coming due for periodic maintenance. The project would include road rehabilitation and paving portions of the access road from the landfill scale house to the active disposal area. Anticipated project start and completion will take place in FY 2024-25. Project financing will be through anticipated bond funds. Alternate project financing from Sanitation Enterprise fund.

Estimated Timeline:



Project Cash Flow:

	2024-25	Total
Total Project Expenditures	\$2,200,000	\$2,200,000
Identified Funding:		
Sanitation Enterprise	\$0	\$0
Bond Financing	\$2,200,000	\$2,200,000
<i>Subtotal Identified Revenues</i>	<i>\$2,200,000</i>	<i>\$2,200,000</i>
Unidentified Funding	\$0	\$0

PERMITTING SOFTWARE REPLACEMENT PROJECT

Department:
Community Services Department

Capital Project Manager:
Patricia Valenzuela

Project Description:

This project consists of the replacement system for permitting in the Department of Community Services. The Building Division will have a more streamlined, user-friendly software with completion of this project. Customers will also be able to have expanded online services and are able to submit and pay for permits and projects remotely.

Estimated Timeline:



Project Cash Flow:

	2021-22	2022-23	2023-24	Total
Total Project Expenditures	\$200,000	\$165,000	\$0	\$365,000
Identified Funding:				
Building Division Fees	\$200,000	\$165,000	\$0	\$365,000
Subtotal Identified Revenues	\$200,000	\$165,000	\$0	\$365,000
Unidentified Funding	\$0	\$0	\$0	\$0

* The expenses and revenues are not including the annual maintenance fees associated with this software.

ROADS AND BRIDGES

Department:

Community Services - Public Works

Capital Project Manager:

Nicholas S. Burton

Project Description:

The purpose of this project is to maintain and repair roads and bridges throughout Yolo County. A list of the individual locations and planned maintenance or repair included in this project is as follows:

Roads

- South River Road Rehabilitation and HSIP Guardrail Replacement – **in construction**
- County Road (CR) 98 Widening – Phase 2 Project – CR 29 to Solano County – **in right-of-way phase/preliminary design**
- 2021 Chip Seal Project – **in construction**
 - CR 93 from State Route (SR) 16 to CR 24
 - CR 24 from CR 93 to CR 95
 - CR 95 from CR 24 to CR 32
- CR 32A Railroad Crossing Relocation – **preparation of project study report**
- 2022 Pavement Preservation Project – **in preliminary design**
 - CR 99W from CR 1/Colusa County to CR 18
 - County Roads within the Town of Yolo
 - CR 19A from CR 99 to approximately 0.25-mile southeast (to the west of the railroad crossing)
- CR 27 Bike Lane and Road Rehabilitation Project – **in preliminary design**
 - CR 27 from CR 99 to the railroad crossing east of CR 100A
- Construction Ready Plans for CR 31 and CR 32 – **in preliminary design**
 - CR 31 from CR 93A to CR 98
 - CR 32 from Interstate 505 to CR 93A
- 2023 Pavement Preservation Project – **locations currently under consideration**
 - CR 89 from SR 16 to CR 26
 - CR 89 from CR 28 to CR 31
 - CR 32 from CR 93A to CR 98
 - CR 104/Mace Blvd from City of Davis to Tremont Road
- 2024 Pavement Preservation Project – **locations to be determined**
- 2025 Pavement Preservation Project – **locations to be determined**

Bridges

- CR 40 Bridge over Cache Creek – **in construction**
- CR 95A Stevenson Bridge over Putah Creek-Solano County Project – **in design with Solano as lead**
- CR 29 Bridge over Dry Slough-Replacement – **in right-of-way phase**
- CR 41 Bridge over Cache Creek Rehab/Replacement – **in right-of-way phase/preliminary design**
- CR 96 Bridge over Union School Slough-Replacement – **in environmental/preliminary design**
- CR 96 Bridge over Dry Slough – Replacement – **in environmental/preliminary design**
- CR 49 Bridge over Hamilton Creek – Replacement – **in environmental/preliminary design**

Project Cash Flow:

	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Total Project Expenditures	\$19,696,001	\$13,784,280	\$20,377,571	\$35,375,041	\$22,142,827	\$111,365,720
Identified Funding:						
Federal Highway Bridge Program	\$4,255,000	\$7,255,717	\$872,000	\$4,012,283	\$3,035,640	\$19,430,640
Federal RSTP	\$2,213,250	\$805,623	\$14,807,187	\$14,807,187	\$0	\$32,633,247
Federal HSIP	\$904,427	\$0	\$0	\$0	\$0	\$904,427
HUTA	\$3,703,324	\$22,940	\$1,698,384	\$1,698,384		\$7,123,032
SB1	\$6,510,000	\$5,700,000	\$3,000,000	\$4,050,000	\$4,050,000	\$23,310,000
El Macero CSA	\$0	\$0	\$0	\$0	\$250,000	\$250,000
Cal Fire Funds	\$2,000,000	\$0	\$0	\$0	\$0	\$2,000,000
SACOG Funds	\$100,000	\$0	\$0	\$0	\$0	\$100,000
General Fund	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal Identified Revenues	\$19,696,001	\$13,784,280	\$20,377,571	\$24,567,854	\$7,335,640	\$85,751,346
Unidentified Funding	\$0	\$0	\$0	\$10,807,187	\$14,807,187	\$25,435,000

Notes:

A portion of “Unidentified Funding” shown above is for later phases of the CR98 Phase II project, which is a SACOG funded project that is expected to compete for federal funds in future federal funding cycles through SACOG.

CR 32A Railroad Crossing Relocation funding is only included for the project study report.

FUTURE OUTLOOK

Emerging Needs

The CIP will continue to be updated annually to incorporate new projects, thus allowing for it to stay relevant and useful for planning purposes. While many of the projects listed in this report are supplemented with funding from a variety of sources, there are still projects with unidentified funding needs. An updated CIP Finance Plan is included in Appendix A.

Upcoming Projects

While this document highlights the projects for the next five fiscal years, there are some notable projects on the horizon. These projects may be incorporated into the CIP in future iterations.

New Animal Shelter/Small Animal Annex/ Barn

The Yolo County Animal Shelter was identified in the Jacobs Strategic Space Study as inadequate for staff space and in need of repair. Also, the shelter does not meet best management practices for animals due to its size and age. The animal shelter project would involve the construction of a new Yolo County Animal Shelter in partnership with the cities, the Yolo SPCA, and the non-profit, Unleashing the Possibilities, Inc., whose mission is to raise funds toward the new shelter. The specific location and configuration of the shelter are still being determined based on costs and funding.

Yolo County Airport Runway 16-34 Rehabilitation Phase 2

This project consists of rehabilitating Runway 16-34 by applying a 2.5" asphalt overlay on the existing runway surface. The runway will then be grooved and marked. This project will be completed once additional grant funding is available from the FAA.

Winters/Yolo County Complete Streets Improvements (SR 128/CR 32)

This project proposes to construct complete street improvements along the State Route 128/Grant Avenue-County Road 32/Russell Boulevard corridor (over I-505). This potentially includes the addition of various bike and pedestrian improvements, traffic easing elements, roundabouts, beautification efforts and an alternate method for pedestrians to cross the SR 128/I-505. The main objective is to minimize conflicts between pedestrians, bicyclists, and vehicles. A project study report has been completed and the project is scheduled to begin in 2019. Project alternatives are still being considered. Funding for this project would come from local, state, and federal funds.

South Davis Community and Education Center (Library)

In reviewing the needs of the Davis region and the capacity challenges experienced by the Mary L. Stephens branch library facilities, the South Davis Library Ad Hoc Committee has expressed interest in establishing a 'Davis Community and Education Center' in South Davis (in the area south of Interstate 80 and east of Pole Line Road). Establishing an additional library facility in South Davis is essential to reduce facility capacity issues, expand services to a growing Davis

community, and provide access for those who have difficulty traveling to the Mary L. Stephens library. This would be a shared use facility among agencies and serve as a community space with a variety of amenities in addition to library services. At this point in time the Ad Hoc Committee is exploring the interests of potential partners in the vision for the center and developing a conceptual design for the facility.

County Warehouse

This project would replace the County's current two main leased warehouses with a County-owned warehouse on the County's vacant property south of the Yolo Emergency Communications Agency (YECA) and west of the Gonzales Health & Human Services Agency (HHSA) building. The new warehouse would provide a safer (fenced) storage facility that will increase access and convenience for HHSA, which is a primary user of current warehouse space, as well as storage space for disaster preparedness supplies.

Child Support Services Yuba City Office Relocation

The Colusa Sutter Yolo Regional Child Support Agency is acquiring new space for staff in the Yuba City Office to replace the current 5,500 square foot facility. The lease has run on this space and it is too large for the agency's current needs. The agency is attempting to downsize their physical footprint to approximately 3,000 square feet by "hoteling" staff with a mixture of teleworking and in-office schedules. The agency plans to lease a space near the government center in Yuba City. Planned capital improvements will include construction work and purchases to make the space suitable for staff. Tenant improvements are planned for completion by April 2022.

Cache Creek Nature Preserve Visitor Center and Trail Project

This project proposes to replace existing modular trailer buildings at the Cache Creek Nature Preserve with a new visitor center and administration building, and to add parkway trail improvements and amenities. The Cache Creek Visitor Center & Trail project will greatly benefit the health and quality of life for youth, seniors, and families in the County by improving physical activity, cultural enrichment, and environmental education.

Next Steps

The 2022-2026 Capital Improvement Plan features the fourth CIP Finance Plan, detailing, in concept, the financing plan for priority capital improvement projects. The Finance Plan, included in Appendix A, will assist in development and decision making regarding important capital projects within the County.

Annually, the CIP will be prepared and updated by the Capital Projects Coordinator with assistance from the CIC. Specifically, new projects will be incorporated into the plan, in accordance with the established project submittal and prioritization process, and previously submitted projects will be updated. In this way, the CIP will continue to function as a dynamic and up-to-date document, allowing it to be consistently relied upon for long term management of County capital assets for the foreseeable future.

APPENDICIES

- Appendix A: CIP Finance Plan**
- Appendix B: Process Flow Chart**
- Appendix C: Capital Planning Schedule**
- Appendix D: Capital Asset Management Policy**

Appendix A

THE CIP FINANCE PLAN

Five-Year Rolling CIP

The CIP is designed to identify and incorporate the County’s capital needs over a five-year period. Each year the CIP Program will be updated to incorporate capital needs. For example, in the first year the CIP will identify the capital needs for years 1-5; in the second year the CIP will identify the capital needs for years 2-6. In this manner, the County will continually produce a rolling five-year CIP program. While this approach will result in some overlap from year to year, it provides the flexibility to respond to changing needs and priorities, and will ensure the continued evaluation and planning for future capital needs.

In addition to the rolling CIP, a CIP Finance Plan will also be developed. The Finance Plan will determine a funding strategy for an identified group of projects over a fixed three-year period, defined as the CIP Financing Period. The reason for a three-year financing plan is to maintain each block of financing as separate and distinct even though the CIP plan itself is a rolling plan which looks outward into the future. The goal of the financing plan is to consolidate projects efficiently, and to minimize the overall number of debt transactions, to the extent possible. As a result, the CIP Finance Plan will still use distinct blocks of three fiscal years, while the overall CIP plan still maintains a rolling five-year period. Another critical reason for utilizing a three-year financing block is due to the time constraints on the expenditure of certain types of financing (i.e., bonds) which require 85% to be spent within three years of the debt transaction.

At the end of each three-year Financing Period, a new CIP Finance Plan will be developed to determine a funding strategy for the subsequent three-year period. Each year, the CIP Budget will implement the first year of each rolling five-year CIP Program, in accordance with the funding strategy developed in the CIP Financing Plan.

Funding Streams

Funding for projects in the CIP occurs through a variety of sources. A brief description of some of these sources is as follows:

General Purpose Revenues: General purpose revenue is revenue derived from sources not specific to any program or service delivery and may be used for any purpose that is a legal expenditure of County funds. The primary source of general purpose revenue is property tax, while other minor sources include sales and use tax, real property transfer tax, and fines and penalties. General purpose revenue includes funding that was previously set aside for specific purposes, such as Information Technology (IT) Innovation Funds.

Accumulated Capital Outlay Fund: The Accumulated Capital Outlay (ACO) Fund is used to supplement the cost of constructing and acquiring buildings, facilities, and equipment for Yolo County. The ACO Fund receives funding from an allocation of the 1 percent general property tax.

Enterprise Funds: Enterprise Funds are used for “business-like” activities that are funded primarily through user charges. These funds are intended to be entirely self-supporting and are not typically subsidized by general purpose revenues. Yolo County uses Enterprise Funds to account for the central landfill, airport operations, and the building and permitting program, all of which provide funding for their respective capital needs.

Internal Service Funds: Internal service funds account for the financing of goods or services provided by one department or agency to other County departments or agencies on a cost-reimbursement basis. Yolo County maintains a number of Internal Service Funds to account for activities such as equipment replacement, fleet services and unemployment self-insurance. The Telecom Internal Service Fund will contribute to the current CIP Program.

Development Impact Fees: Development Impact Fees are levied to mitigate the impact of new development in Yolo County. These fees are charged to developers before the issuance of building permits and provide capital funding for new facility needs associated with countywide public protection, health and human services, library services, Sheriff patrol and investigation, and County administration.

State Funding/Realignment: Reflects non-grant funding that is provided to the County by the State of California for specific purposes, including services and programs that were transferred from the State to counties, known as Realignment. Examples of State funding that is included in the CIP program include Highway Users Tax, Mental Health Services Act (MHSA) and Public Safety Realignment (AB109).

Grant Funding – The County receives grants from State and Federal agencies for specific purposes, including capital projects. Grant funding awarded for capital projects typically requires that the County provide matching funds from other revenue sources for a portion of the total project cost. Examples of grant funding currently included in the CIP program include Federal Aviation Administration grants, State grants for new jail construction under AB 900 and SB 863, and State and Federal grant funding for road and bridge improvements, such as the Local Highway Bridge Program and the Regional Surface Transportation Program.

Lease Revenue Bond Financing – or Participation bonds are a capital financing tool where existing capital assets are leased, or issued Certificates of Participation (COPs) as collateral for bond financing. This type of financing does not require voter approval and minimizes the accumulation of additional capitalized interest on financed amounts used for capital projects.

CIP Cash Flow

In the preparation for the Capital Improvement Plan for FY 2022-2026, the County worked to assemble best estimates of the available revenues and expenditures associated for each project included in the plan. It is important to note that the CIP is not a budgetary document nor is it providing approval for funding of the individual projects. Rather the CIP provides an identification of the estimated available revenues and costs associated with each project.

Each project in the CIP includes an estimate of the project costs and possible funding sources, if any, to support the project development. The overall estimated costs and funding sources are listed in the project cash flow tables to demonstrate the identified revenues and expenses associated with the projects. The gap between identified projected revenues and expenditures is summarized as “Unidentified Funding”.

Financing for CIP Priorities

In fiscal year 2015-16, with the inaugural planning of 2015-2018 CIP, the County started with the development of a Debt Assessment Model (DAM). The DAM is a tool that is employed to look at the current outstanding debt load and the existing policies of the County to determine debt capacity. The model, based on County budget staff input, incorporates reasonable expectations of revenue and expenditures to determine the capacity of financing projects associated with the plan. This model is periodically reviewed and updated associated with each financing plan.

Credit Rating

Significant work occurred in the lead up to the financing, including an analysis of County properties that could be used as collateral for the bonds and preparing an official statement (prospectus) for bond investors. During this time County staff met with Standard & Poor’s (S&P), the rating agency for the 2017 Lease Revenue Bonds, and received a credit rating of “A+”. This rating reflected a holding of the County’s long-term rating. The bonds were sold in July 2017 and received a total of 5 underwriter bids and a total interest cost of 2.79%. This was a favorable result as the County had projected long term rates to rise and had previously presented a conservative estimate of up to 3.90% to the Board when authorizing bond issuance. The following priority project scope was refined and included in the County of Yolo 2017 Capital Projects Lease Revenue Bonds issued in July 2017:

2015-2018 CIP FINANCE PLAN

2017 Lease Revenue Bonds – August 2, 2017

Principal of \$17,165,000*, Debt Service Annual of \$1,251,403, Interest Cost of 2.785078%

PROJECT	BONDED CONSTRUCTION COST	AVERAGE ANNUAL DEBT SERVICE (20 yrs.) *
Sheriff Expansion: Monroe	\$6,700,000	\$446,116
Sheriff Expansion: Leinberger	\$5,000,000	\$339,323
Historic Courthouse	\$5,000,000	\$332,830

Library Archives	\$2,000,000	\$133,133
TOTALS:	\$18,700,000	\$1,251,403

**Total debt is lower due to County making a cash contribution of \$685,000 and bonds sold at a premium.*

2018 Private Placement – June 27, 2018

Principal of \$4,221,189, Debt Service Annual of \$348,065, Interest Cost of 2.810%

PROJECT	ACQUISITION COST	AVERAGE ANNUAL DEBT SERVICE (15 yrs.)
Health & Human Services Facility – 500A Jefferson	\$4,169,390	\$348,065

2018-2021 CIP FINANCE PLAN

2019 Telecommunication Lease Purchase* – July 1, 2019

Principal of \$795,572, Debt Service Annual of \$172,778, Interest Cost of 4.06%

PROJECT	CONSTRUCTION COST	AVERAGE ANNUAL DEBT SERVICE (5 yrs.) *
Telecommunications System	\$1,295,572	\$172,778

**Total debt is lower due to the Telcom Internal Service Fund making a \$500,000 Cash contribution to the project.*

2019 Solid Waste (Landfill) Revenue Bonds* – November 20, 2019

Principal of \$12,375,000*, Debt Service Annual of \$900,000, Interest Cost of 2.751%

PROJECT	BONDED CONSTRUCTION COST	AVERAGE ANNUAL DEBT SERVICE (20 yrs.) *
Landfill Module 6F	\$8,000,000	\$514,286
Landfill Surface Impoundment Improvement	\$2,000,000	\$128,571
In-Vessel Digester	\$1,000,000	\$64,286
Mitigation Land Purchase	\$1,000,000	\$64,286
Groundwater Control under Old Landfill Cells	\$2,000,000	\$128,571
TOTALS:	\$14,000,000	\$900,000

**Total Project Funding was \$14,000,000 however is lower than principal due to a premium being included in the Bond.*

2020 Energy Conservation Project – February 1, 2020

Principal of \$10,159,381, Debt Service Annual of \$856,705, Interest Cost of 2.48%

PROJECT	CONSTRUCTION COST	AVERAGE ANNUAL DEBT SERVICE (15 yrs.)
Energy Conservation Projects	\$10,159,381	\$856,708

2020 Private Placement – May 27, 2020

Principal of \$16,000,000, Debt Service Annual of \$1,040,000, Interest Cost of 2.66%

PROJECT	ACQUISITION COST	AVERAGE ANNUAL DEBT SERVICE (20 yrs.) *
Health & Human Services Gonzales Building	\$12,750,000	\$832,653
100 West Court St. Building	\$3,150,000	\$205,714
TOTALS:	\$15,925,000	\$1,040,000

Collateral (Facilities) Committed Through 2020 Private Placement

Location Name	Building Value*	Year Built	Commitment
Monroe Detention Center	\$31,157,930	1988	AB 900 Grant
Juvenile Detention Facility	\$18,276,877	2004	SB 1022 Grant
Bauer Health Bldg.	\$16,291,175	2007	2012 COPS
Erwin Meier Admin Bldg.	\$15,418,129	1984	2012 COPS
Gonzales HHS Building	\$13,971,177	2001	2020 Private Placement
Turner (West Sacramento) Library	\$6,493,338	2010	2017 Lease Rev. Bonds
120 W. Main Building	\$6,350,774	1960	2018 Private Placement
500 A Jefferson Building	\$6,198,731	1995	2020 Private Placement
District Attorney Building	\$4,842,940	1999	2017 Lease Rev. Bonds
Leinberger Detention	\$4,027,228	Not Listed	SB 863 Grant
Sheriff Administration Office	\$3,670,811	1997	2010 Justice Solar
Probation Administration	\$2,404,497	2006	2017 Lease Rev. Bonds
Davis Office Building	\$2,381,690	1989	2017 Lease Rev. Bonds
Boat & Evidence Building	\$2,207,191	2007	2017 Lease Rev. Bonds
Communication Building	\$2,003,313	1984	2017 Lease Rev. Bonds
Animal Shelter	\$1,004,941	1970	2010 Justice Solar
Morgue	\$832,139	1997	2010 Justice Solar
Cat Annex	\$381,133	2002	2010 Justice Solar

*Reflects YCPARMIA insured value

The facilities above represent the majority of the County’s facilities that are eligible to be utilized as collateral. Other significant facilities may be ineligible to use as collateral due to age, historical status, or the County not having ownership of the underlying land. The list of remaining eligible facilities for collateral has continued to significantly decrease over time.

2021-2024 CIP FINANCE PLAN

No financings have been completed under the 2021-2024 finance plan. Additional information on the finance and forecasted activities are below.

Potential Projects for Next Financing

There are additional priority projects that continue to be investigated for the next capital improvement financing:

PROJECT	BONDED CONSTRUCTION COST	ESTIMATED ANNUAL DEBT SERVICE
Adult Day Health Center	TBD	TBD
Animal Shelter	TBD	TBD
South Davis Library	TBD	TBD
Landfill WMU 6H	TBD	TBD

The projects listed above still have unfunded gaps or additional work is required prior to their consideration for financing.

In the 2018-2021 Capital Improvement Financing plan, a significant degree of the County’s Debt Capacity, as well as collateral facilities, have been exhausted. The projects have been successfully accomplished and included a significant energy financing project across the majority of County Facilities and three key building acquisitions, which were intended to lower long term costs of operations. The completion of these financings as well as the occurrence of the recession caused by the global pandemic associated with COVID-19 has hardened the recommendation of the Financial Services Department to recommend the Capital Improvement Committee and Board of Supervisors avoid incurring debt financing.

This theme sets the stage in the creation of the 2021-2024 financing plan. There presently is not a recommendation for performing any general fund backed financing as part of any of the CIP projects. While this may evolve over the course of the CIP time horizon, staff continue to push toward creative approaches of blending various County and other available resources that may be available to finance projects without borrowing. Given the accelerated recovery from COVID-19 and the amount of State and Federal resources that are being made available, staff are encouraging departments to attempt to take advantage of opportunities presented by other funders to meet capital needs. While at times this can be time consuming, debt avoidance is presently in the County’s long-term financial interest.

Appendix B

PROCESS FLOW CHART

Project Development:

- Department foresees a need or begins discussions on a Capital Project
- Capital Project Manager (CPM) is selected to manage the project on behalf of the department
- CPM completes department specific procedures, if applicable, as well as project research and planning



Project Planning:

- CPM contacts Capital Project Coordinator (CPC) for project guidance and to determine the appropriate Capital Improvement Plan (CIP) Project Questionnaire identified for their specific capital project
- Departments and CPMs are expected to have completed the necessary procedures to secure project funding prior to questionnaire submittal
- CPM completes and submits project questionnaire to the CPC for initial review



Project Review and Plan Development:

- The Capital Projects Coordinator and Capital Improvement Committee (CIC) will review questionnaires based on the Capital Project Evaluation and Prioritization Criteria detailed in Section E., Item IV of the County's Capital Asset Policy and recommend projects for inclusion in the Yolo County Three-Year Capital Improvement Plan
- The CIC, with the help of the CPC, will compile approved projects into the County's CIP and submit the plan to the County Administrator for review
- The CIC has the right to request additional project information if necessary for project review and plan development



Plan Adoption:

- The County Administrator will review the plan and, if needed, request revisions
- Once finalized the County Administrator will submit the recommended CIP for review and approval by the Yolo County Board of Supervisors pursuant to the timeline established in the annual budget preparation schedule



Project Management:

- Departments will identify a CPM for each project who will be responsible for the day-to-day management of the project.
- This individual may work with the CPC, CIC, and Chief Financial Officer (CFO) regarding project reporting and financials
- The CPC will also be responsible for monitoring and reporting the project's effect on department performance as it relates to department goals and performance measures

Appendix C

CAPITAL PLANNING SCHEDULE

County of Yolo
Capital Planning Schedule

Date	Planning Milestone
August 2021	Capital Project Coordinator to call for completed project questionnaires for next fiscal year's new projects
August 2021	CIC to review new project requests and follow up with departments as needed.
August 2021	Project status updates requested from existing capital improvement projects contained in FY CIP
September 2021	Draft Capital Improvement Plan Update report prepared and vetted with CIC
October 2021	Capital Improvement Plan presented to the Board of Supervisors

Appendix D

CAPITAL ASSET MANAGEMENT POLICY



County of Yolo

Administrative Policies Procedure and Manual

TITLE: CAPITAL ASSET MANAGEMENT	DEPARTMENT: COUNTY ADMINISTRATIVE OFFICE
TYPE: POLICY	DATE: MARCH 2020

A. **POLICY STATEMENT**

Yolo County's government is accountable for considerable investment in buildings, land, infrastructure, equipment and other capital assets. The preservation, maintenance, and future improvement of these assets are a primary responsibility of the County. Planning and implementing a sound capital asset management plan, policy, and program today will not only help Yolo County avoid emergencies and major costs in the future, but strategically plan for the future needs of the County.

The Yolo County Board of Supervisors (Board) in recognition of the need to develop and adopt a consolidated capital asset management plan, budget for its implementation and incorporate its impact on the operating budget, established the five-year Capital Improvement Plan (CIP). The CIP includes capital projects that have been completed, are in the stages of implementation, and those projects to be implemented within the next five fiscal years. Additionally, the CIP is used as a tool for the implementation of projects included in various Board-adopted plans (General Plan, County Strategic Plan, Information Technology Framework, Facilities Plans, Parks Master Plan, Airport Master Plan, Cache Creek Area Management Plan, etc.). Yolo County's CIP is a dynamic document, where new projects are incorporated in the plan and previously submitted projects are updated.

The CIP is prepared and updated annually by the Capital Projects Coordinator with assistance from the Capital Improvement Committee, and includes all projects meeting the definition as outlined herein. Considered a tactical planning tool, the CIP may be used by the Board to prioritize county-wide capital projects. The CIP also provides such detail as necessary regarding funding of projects. While the CIP does not indicate approval of a project, only projects included in the Board-approved CIP will be considered for funding with the exception of emergency needs. Final appropriations for projects in excess of \$200,000 are included in the County Capital Improvement project budgets submitted in the recommended budget. Projects that are less than \$200,000 are included in the General Services Department Budget.

B. PURPOSE

Establishing a capital asset policy aides in the provision of control and accountability over the County’s capital assets to ensure compliance with State and Federal laws and to assist departments in gathering and maintaining information required for maintenance, replacement, insurance, cost recovery, rate setting, and financial reporting. The purpose of this policy is:

1. To describe the policies and procedures utilized in the County’s CIP;
2. To put in place guidelines for the budgeting, financing, and accounting of the County’s capital assets; and
3. To provide County officials and employees in elected offices, county divisions, departments, and special districts criteria for the prioritization of County CIP projects.

This capital asset policy is in accordance with Generally Accepted Accounting Principles (GAAP) for proper recording, valuation, depreciation, useful lives, retirements and disposals, and financial reporting.

C. APPLICABILITY

The following policy applies to all County officials and employees in elected offices, County divisions, departments and special districts for whom the Board is required to adopt an annual budget that includes capital asset management plan items. In situations where the Board serves as the entity’s governing body, projects meeting the definitions outlined herein must be presented to the Board for approval.

D. DEFINITIONS

Capital Assets: The term capital assets include tangible assets such as land, improvements to land, building, building improvements, vehicles, machinery, equipment, works of art and historical treasures, infrastructure, and intangible assets such as software, easements and land use rights, that are used in operations and have initial useful lives extending beyond a single reporting year.

Capital Expenditures: Expenditures incurred for the improvement to, or acquisition of, capital assets.

Capital Improvement Plan Amendment: A change of the adopted CIP that adds or deletes a project, modifies the total adopted budget of a project, or alters the approved scope of a project.

Capital Project: A Capital Project is the use of resources to acquire, construct, or improve a capital asset. Each project has a specific purpose, justification and cost. Projects propose physical improvements in different elements of the County’s infrastructure. Improvements include, but are not limited to, construction, reconstruction, rehabilitation, modification, renovation, expansion, replacement, extension of streets, bridges, buildings, sidewalks, playgrounds, traffic signals and signs, ramps, lights; acquisition of land, buildings with associated relocation, demolition; and improvements such as landscaping, fencing and paving.

Capital Projects Coordinator: An individual, appointed by the County Administrator (CAO), to guide the preparation of the CIP and/or the completion of approved capital projects.

Capital Project Manager: Each CIP project will have a formally identified project manager selected by the project’s department, responsible for the day-to-day management of the CIP project.

Capital Improvement Committee: A body comprised of the Chief Financial Officer, CAO Designee, Capital Projects Coordinator, General Services Director, and other individuals appointed by the CAO, responsible for

the review of all CIP Project Proposals, and the development and recommendation of the CIP and any CIP amendments.

Capitalization: Capitalization refers to the act of recording outlays as capital assets based on certain criteria for financial reporting purposes. The capitalization threshold is the dollar amount below which capitalization does not occur.

Project Fiscal Lead: Each CIP project will have a formally identified fiscal lead, who will be responsible for project budgeting, accounting, accounts payable, contract management, bond drawdowns (if applicable) and other financial tasks required for execution and completion of the project.

Operating Project Review Committee: A body comprised of the Chief Financial Officer and Capital Projects Coordinator responsible for the review of all active CIP projects. Presentations will be made quarterly to the board on the status of each active CIP project.

E. **CAPITAL ASSET CATEGORIES**

Yolo County provides for the following Capital Asset categories:

I. Buildings

Buildings are capital assets with physical properties of a permanent nature, such as structures, structural attachments, storage facilities, storage tanks, towers, etc. Buildings are capitalized when the acquisition and ancillary costs, or appraised fair market value at time of donation, exceed \$10,000.

Includes (not all inclusive):

- a.) Acquisition price if purchased, legal fees and title search.

Includes, if constructed (not all inclusive):

- b.) Site preparation, surveying fees, soil testing
- c.) Architectural, engineering, cost of construction, permits and licenses
- d.) Construction management, direct and indirect (except general administration costs), legal fees
- e.) Condemnation costs
- f.) Insurance during construction
- g.) Cost of fixtures attached to and forming a permanent part of the structure (e.g., boilers, lighting fixtures, plumbing, shelving – if attached, air conditioning, heating systems, etc.)

Additions are extensions of an existing unit which increases the unit's capacity. Costs include the same items as if constructed new and are capitalized if costs exceed \$10,000.

Improvements (or betterments) are capitalized expenditures if they materially add value to the property or appreciably extends its life. The cost of replacing an existing component with one of higher quality is to be added to the value of the asset when the original cost of the replaced component can be specifically identified. If the original cost of the component cannot be identified, the expenditure is treated as maintenance though the asset's life may be extended. Replacing part of an existing asset with another of like quality is not betterment, even though the useful life is extended. All betterments are capitalized when costs exceed \$10,000. Improvements are added to the cost of the related structure rather than treated as a separate asset.

II. Construction (Or Development) In Progress

This class is used to accumulate costs incurred to construct or develop a capital asset before it is substantially ready to be placed into service.

III. Energy Infrastructure and Systems

This class of capital assets refers to infrastructure, systems, and improvements that result in increased energy efficiency, power generation and distribution, and/or reductions in greenhouse gas emissions. Projects may include: the installation or electric vehicle supply equipment (EVSE); solar power systems; and other alternate energy systems.

IV. Equipment

Tangible personal property which is moveable or, if attached, is readily detachable without appreciable impairment to the unit to which it is attached, has a useful life of more than one (1) year, and a value of \$5,000 or more. Equipment includes vehicles, heavy machinery, furnishings, computers, office equipment, instruments, technical and diagnostics equipment, and similar moveable items. Equipment should be recorded at historical cost plus ancillary charges, net of all trade discounts and rebates necessary to place the asset into its intended location and condition for use.

Includes (not all inclusive):

- a.) Preparation costs
- b.) Freight or other transportation charges
- c.) All taxes
- d.) Installation costs

Exception: Yolo County does not capitalize partitions and other office landscaping and workstations or library books.

V. Improvements Other Than Buildings (Land Improvements)

Includes permanent (non-moveable) improvements, other than buildings, that add value to land, but do not have an indefinite life. Examples include fences, retaining walls, parking lots, and most landscaping. All improvements to land are capitalized if costs related to a specific improvement exceed \$5,000.

VI. Infrastructure

Long-lived capital assets that normally are stationary in nature and can be preserved for a significantly greater number of years than most other capital assets are infrastructure. Infrastructure with costs exceeding \$25,000 is capitalized. Infrastructure assets include roads, bridges, tunnels, drainage and flood control systems (dams), underground pipe (other than related to utilities), water and sewer systems, traffic signals and lighting systems.

Original cost may be estimated if records are unavailable or inadequate. Expenditures that are capital in nature (additions and improvements) should be capitalized as part of the infrastructure asset if they increase the capacity or efficiency of the related infrastructure asset and costs exceed \$25,000.

Includes (not all inclusive):

- a.) Architectural, engineering and surveyor fees
- b.) Condemnation costs
- c.) Legal fees

- d.) Constructions costs
- e.) Permits and licenses
- f.) Appurtenances (e.g., traffic signs, signals, street signs, grade separations)

VII. Intangible Capital Assets

Software, licenses of commercially available software, easements and land use rights, and other purchased intangible assets are valued at historical cost, including all appropriate ancillary costs. Intangible assets with cost exceeding \$5,000 are capitalized:

- a.) Software
- b.) Easements and land use rights

VIII. Land

Land is the investment held in fee title in real estate, other than structures and improvements, including land acquired for infrastructure purposes. Any rights (e.g., mineral rights) purchased with the land are not valued separately unless they are acquired separately. Normally land is characterized by indefinite life and not depreciated. Land used as a landfill or used as a source of gravel, or used in other ways that impairs the land, may need to be depreciated and classified under a separate asset category other than land. Land is capitalized regardless of cost and should be valued at fair value at date of acquisition.

Includes (not all inclusive):

- a.) Acquisition price or estimated fair market value (FMV) if donated
- b.) Appraisal negotiation, legal fees, title search and surveying fees
- c.) Costs of obtaining consents and payments for condemnations costs
- d.) Filing costs
- e.) Basic site improvements, including the cost of removing, relocation, or reconstructing the property of others (e.g. power lines).

IX. Works of Art, Historical Treasures, and Similar Assets Described as a Collection

The County has elected to not capitalize these assets regardless of costs as long as the collections meet the following criteria:

- a.) The purpose of the collection is display or research;
- b.) The collection is being adequately maintained; and
- c.) The proceeds from the sale of collection items will be applied to acquire new items.

Yolo County does not classify maintenance as a capital asset. Maintenance includes expenditures, which neither materially add to the value of property nor appreciably prolong its life, but merely keep it in an ordinary efficient operating condition.

F. **ADMINISTRATIVE PROCEDURES**

I. Capital Improvement Plan Development

The Capital Projects Coordinator will solicit Capital Improvement Plan Project Questionnaires from Capital Project Managers pursuant to the timeline established in the annual budget preparation schedule.

- a.) Capital Improvement Plan Project Questionnaires will be submitted in a format and with content to be determined by the Capital Projects Coordinator.

- b.) The Capital Projects Coordinator will present all submitted Capital Improvement Plan Project Questionnaires to the Capital Improvement Committee for review and prioritization.
- c.) The Capital Improvement Committee will evaluate each submitted Capital Improvement Plan Project Questionnaire and assess its relative importance based on the approved Capital Project Evaluation and Prioritization Criteria, which may be revised by the County Administrator.
- d.) The Chief Financial Officer will review and recommend funding sources for each Capital Improvement Plan Project Questionnaire, and may propose that the timeline for project completion be altered to match the availability of funding.
- e.) Projects deemed to be insufficiently planned, or which are proposed for completion more than five years in the future, or for which sufficient available funding cannot be identified, may be placed on an upcoming projects list containing known projects that may be added to the capital improvement program in the future.
- f.) The final proposed Capital Improvement Plan will be submitted to the County Administrator for review and, as the County Administrator deems appropriate, revision.

II. Capital Improvement Plan Adoption

- a.) The County Administrator will annually submit a recommended five-year Capital Improvement Plan for review by the Board pursuant to the timeline established in the annual budget preparation schedule.
- b.) The Capital Improvement Plan will provide:
 - 1) A statement of the objectives of the Capital Improvement Plan and its relationship with the Board's Strategic Planning Goals and Objectives and approved County Plans;
 - 2) An implementation schedule for each of the proposed capital improvements;
 - 3) An estimate of the costs and sources of revenue for financing each project, and an estimate of the impact of each project on the County operating budget;
 - 4) A schedule of debt issuance proposed to fund any portion of the CIP; and
 - 5) An estimate of the impact of proposed debt issuance on the debt ceiling established by the County's Debt Policy.

III. Amending the Adopted Capital Improvement Plan

- a.) No work on a capital project shall be undertaken if it is inconsistent with the approved scope of the project or if it will require expenditures that, when combined with all other project costs previously incurred or reasonably expected to be incurred, would exceed the approved project budget.
- b.) The approved scope and budget of a project may be revised by amendment.
 - 1) The Capital Project Manager will submit proposed amendments in a form, and with content, to be determined by the Capital Projects Coordinator.
 - 2) The Capital Projects Coordinator will assess the need for the amendment and make a recommendation for approval, denial, or revision to the Capital Improvement Committee.
 - 3) The Capital Improvement Committee will review the proposed amendment and recommendation, and will by majority vote recommend approval, denial, or revision to the County Administrator.
 - 4) The County Administrator will approve or deny the recommended action.
 - 5) If approved, the project amendment will be placed by the Capital Projects Coordinator on a Board agenda for approval or denial.

IV. Capital Project Evaluation and Prioritization Criteria:

All Capital Improvement Plan Project Questionnaires will be evaluated based on their ability to foster the achievement of the Board's Strategic Plan Goals. Departments should identify not only which goal the project is in-line with, but also whether the project satisfies multiple goals in their completed Capital Improvement Plan Project Questionnaires.

In addition to assessing each project's alignment with the Board's Strategic Planning Goals, the Capital Improvement Committee will review and prioritize each project based on the following criteria:

- a.) **Project Need:** Is this project needed? Will the project bring the County into compliance with an existing or new legal mandate? Does the project enhance or maintain a current asset of Yolo County? Does the project address an existing or potential threat to lives and property? What are the potential benefits of the project? What problems does this project solve? What are the impacts of the deferral of this project?
- b.) **Project Readiness:** Has the appropriate project planning been completed? Is this project ready to be implemented? What is needed to make this project ready for implementation? Who will be involved in management and implementation of this project? Is this project connected to other capital projects?
- c.) **Project Funding:** What are the project's impacts on the departments operating budget? How does the project impact the General Fund? Does this project require additional FTEs? Does this project have funding available? What applications, if any, have been submitted for project funding (i.e. grant applications)? Are you requesting funding through the CIP?
- d.) **Project Sustainability:** Is this project based on not only what makes the most sense now, but what makes the most sense in the future? Does this project represent a fiscally responsible decision?
- e.) **Project Outcomes:** What are the expected outcomes or goals of the project? How will this project allow your department to meet standards for performance and customer service?
- f.) **Quality and Completeness of Proposal:** The Capital Improvement Plan Project Questionnaire provides opportunities for Departments to address the criteria listed above and provide the Capital Projects Coordinator and Capital Improvement Committee with a detailed narrative on the need, readiness, funding, sustainability, and outcomes of their proposed project.

G. REPORTING

The following reporting will be completed with regard to the Capital Improvement Plan for capital projects included in the Board approved CIP:

- a.) Within 90 days of project completion the Capital Projects Coordinator will close out all open contracts and the Chief Financial Officer will transfer any remaining unused budget authority to a capital project reserve account, from which it may be reallocated to other projects.
- b.) The Chief Financial Officer will provide the Board with a report each quarter showing the status of each approved capital project.

H. **CAPITAL BUDGETING**

For each fiscal year the Board shall include any capital project funding as part of the annual budget process. These capital expenditures are to be incurred over a given fiscal year from funds appropriated by the Board for projects scheduled in the same year. All capital expenditures to be incurred during a given fiscal year will be included in the County's annual budget document. The Capital Improvement Committee shall recommend annual ongoing funding levels for each of the capital asset categories identified within the CIP. The Board will consider approval of these funding levels during their annual review of the CIP. Preparing and maintaining the Capital Budget is imperative to continue the County's strong fiscal management practices. Central to this management effort is providing accurate and thorough justifications for proposed capital projects, making the capital budgeting cycle transparent and straightforward. The County will develop a process for ensuring that capital investments provide the maximum community benefit and that appropriate supporting policies are implemented. In each fiscal year, the Capital Improvement Program budget will be included in the County's annual budget, but shall be summarized and presented separately from the operating budget. The annual CIP budget reflects the portion of total capital project expenditures that are expected to occur in that year. The annual budget for any given capital project is separate and distinct from the total budget for that project, which may span multiple fiscal years.

All capital projects greater than \$200,000 shall be presented to the Board of Supervisors for approval of the project budget and design. The project budget should include all project-related expenditures, broken down by major expenditure category such as planning & design, construction, project management and contingency. The project budget should also include the specific revenue sources that are anticipated to fund the project expenditures, including any amounts that are unidentified. No capital project shall be taken to the Board for approval if more than 50% of the funding sources are unidentified. For planning purposes, a project can be taken to the Board with more than half of funding unidentified.

Board approval of a project budget will establish the authorized expenditure limits for that project. Any expenditures beyond this limit shall require a subsequent action by the Board to amend the project budget. Revisions to the project budget that move expenditures between expenditure types or change the mix of funding sources may be approved administratively by the County Administrator, so long as the overall project budget does not increase. If a project is completed with savings, any residual funding sources that were part of the approved project budget may be transferred to other approved capital projects, as legally allowable, to cover funding shortfalls or to be used in lieu of less restrictive funding sources.

I. **CAPITAL FINANCING**

The County shall include with each annual capital budget the long-term plan for CIP financing, which includes a multi-year financial forecast for the major funds available to the CIP. The capital financing strategy should promote financial strength and flexibility; limit the cost of acquiring capital assets while meeting community needs; and strengthening the County's standing with bond rating agencies, investors, and community stakeholders.

Financial analysis of funding sources is conducted for all proposed major capital improvement projects. The CIP shall be updated and priorities reviewed annually in light of changes in needs, available funding, or available staffing. The Board has established the Committee on Capital Investments to review the status of all projects. County financial staff determines the funding sources and, if not available, provides input toward scope changes to meet the fiscal constraints. Any financing of a capital project that is recommended to be funded through debt service will follow the procedures outlined in the Borrowing, Debts and Obligations policy.

Financing Plan

Each capital project shall identify the financing plan to be utilized in funding the project. Available options include:

- a.) Pay-as-you-go financing. Funded from the operating budget using fund balance and/or capital reserves
- b.) Inter-fund borrowing
- c.) Debt financing. In accordance with the County policy on *Borrowing, Debts and Obligations*
- d.) Public-Private partnerships and economic development
- e.) Federal and other intergovernmental grants
- f.) Any combination of the above

Financing shall be designed to allow proper matching of benefits and costs. A project's financing term shall never exceed the estimated useful life of the capital asset.

J. ACCOUNTING FOR CAPITAL ASSETS

I. Capitalization Thresholds

Capital assets are recorded at historical cost or at estimated historical cost if actual historical cost is not available. Contributed capital assets are valued at their estimated fair market value on the date contributed. Capital include assets with an initial individual cost of more than \$10,000 for land, structures, improvements and easements; infrastructure with a cost of \$25,000 or more; and equipment and software with a cost greater than \$5,000 and an estimated useful life in excess of one year.

II. Capital Asset Depreciation and Estimated Useful Life

Capital assets used in operations are depreciated and amortized using the straight-line method over the lesser of the capital lease period or their estimated useful lives in the government-wide statements and the proprietary funds.

The County's depreciation policy for Capital Assets, including estimated useful lives, is detailed below:

Asset Type	Method	Useful Life
<i>Non-depreciable Capital Assets</i>		
Land	N/A	N/A
Easements in Perpetuity	N/A	N/A
Construction (Or Development) In Progress	N/A	N/A
Asset Type	Method	Useful Life
<i>Depreciable Capital Assets</i>		
Land Improvements	Straight line, full month convention	10 – 40 years
Buildings	Straight line, full month convention	10 – 40 years
Infrastructure	Straight line, full year convention	10 – 50 years
Equipment	Straight line, full month convention	2 – 20 years
Software	Straight line, full month convention	Life of License or 2-7 years

The County considers salvage value immaterial.

III. Capital Asset Control and Accountability

The Department of Financial Services maintains an inventory of all capital assets, which is updated annually based on certifications from all departments.

Land and Buildings

All acquisitions and disposals of land and buildings must be approved by the Board of Supervisors.

The Department of Financial Services will review all minutes to ensure that land and buildings are acquired and disposed of in accordance with Board instructions and make the necessary changes to the land and buildings listings. As part of the budget process, County departments submit space requirements to General Services, who will review all requirements and determine whether additional space is required through lease or acquisition of real property in accordance with the policy for Departmental Requests for Leased Space.

Federally funded real estate general requirements:

- a.) Title to real property funded from federal funds shall vest with the County and shall be used only for authorized purpose and shall not be encumbered without approval of federal awarding agency.
- b.) Approval of the federal awarding agency is required to use the property for other purposes when the County determines it is no longer needed for the original purpose. Use is limited to federal programs consistent with those sponsored by the federal awarding agency.
- c.) When the property is no longer needed the County shall request disposition instructions from the federal awarding agency.

In addition to the above general requirements, some awards may have more stringent requirements that will need to be complied with.

Equipment

All acquisitions of equipment must be made in accordance with County policies and procedures and State and Federal regulations. At a minimum all equipment purchases shall be approved by the County Administrator and acquired in accordance with County procurement procedures.

Departments shall notify the Purchasing Agent of all equipment transfers, trade-ins and disposals.

Federally funded equipment general requirements:

- a.) Title to equipment funded from federal funds shall vest with the County.
- b.) The equipment shall not be used to service non-federal entities for a fee that is less than private companies charge for equivalent services.
- c.) The County shall use the equipment for which it was intended as long as it is needed, whether or the not the purpose continues to be supported by federal funds and shall not be encumbered without approval of the federal awarding agency. When no longer needed for the original purpose the County shall use the equipment in connection with other federally sponsored programs in the following order of priority:
 - 1) Activities sponsored by the federal awarding agency which funded the equipment, then
 - 2) Activities sponsored by other federal awarding agencies.

- d.) When acquiring replacement equipment, the County may use the equipment to be replaced as trade-in or sell the equipment and use the proceeds to offset the cost of the replacement equipment subject to the federal awarding agency.
- e.) Equipment records shall include the following:
 - 1) A description of the equipment
 - 2) Serial number, model number or other identification number
 - 3) Source of the equipment, award number, CFDA number
 - 4) Whether title vests with the County or awarding agency
 - 5) Acquisition date and cost
 - 6) Information to determine the federal participation percentage
 - 7) Location and condition of the equipment and the date the information was reported (part of physical inventory)
 - 8) Ultimate disposition data
- f.) Equipment owned by federal agency shall be identified to indicate federal ownership
- g.) Physical inventory of the equipment and reconciliation to equipment records shall be conducted at least once every two years.
- h.) A control system shall be in effect to ensure adequate safeguard to prevent loss, damage or theft. Any loss, damage or theft shall be fully investigated and documented.
- i.) Adequate maintenance procedures shall be implemented to keep the equipment in good condition.
- j.) Where the County is authorized or required to sell the equipment, proper sales procedures shall be established to provide for competition to the extent practicable and result in the highest possible return.
- k.) When the equipment is no longer needed by the County for the original intended purpose, the equipment may be used for other activities in accordance with the following standards.
 - 1) Equipment with a current fair market value (FMV) exceeding \$5,000, the County may retain the equipment for other uses provided that compensation is made to the original federal awarding agency. Compensation shall be computed by applying the federal participation to the current FMV.
 - 2) If the County no longer needs the equipment, the County shall request disposition instructions from the federal awarding agency.

In addition to the above general requirements, some awards may have more stringent requirements that will need to be complied with.