

**AGENDA
REGULAR MEETING
YECA GOVERNING BOARD**

**Yolo Emergency Communications Agency, 35 N. Cottonwood Street, Woodland, CA 95695
September 2, 2015
2:00 P.M. Public Session**

ALL ITEMS ARE FOR ACTION UNLESS OTHERWISE NOTED WITH AN ASTERISK (*).

1. Call to Order (2:00 PM)

2. Public Comment *

Speakers must state their name and city of residence for the record and limit their remarks to three minutes. Members of the public audience may address the Governing Board on any item not on today's agenda. No response is required and no action can be taken, however, the Governing Board may add the item to the agenda of a future meeting.

3. Announcements

4. Approval of the Agenda

5. Consent Agenda

Consent Agenda items are considered to be routine and will be considered for adoption by one motion. There will be no separate discussion of these items unless a member of the Governing Board, member of the audience, or staff requests that the Governing Board remove an item. If an item is removed, it will be discussed in the order in which it appears on the Agenda.

- a. Approval of the Minutes from the July 29, 2015, Regular Meeting – Pg. 1
 - b. Operations Division Report - Pg. 3
 - c. Current Year Budget Status Update – Pg. 5
 - d. Alcohol & Drug Policy – Pg. 6
 - e. Superior Courts CLETS Connection - Pg. 7
- 6. FY13/14 External Audit Presentation by Macias Gini & O'Connell LLP, Scott Brunner, CPA**
- a. FY14 Fiscal Audit Report - Pg. 8
- 7. CalPERS Side Fund Analysis**
- a. Government Financial Strategies Inc., Findings and Recommendation – Pg. 9

8. FY16 Budget Package

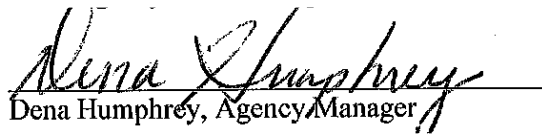
- a. FY15/16 Proposed Capital Investment Plan (CIP) – Pg. 11
- b. FY15/16 Proposed Base Budget – Pg. 14
- c. Financial Policy Concept - General Reserve - Pg. 17

9. Next Scheduled JPA Board Meeting October 7, 2015

10. Items for Future Agenda

11. Adjournment

I declare under penalty of perjury that the foregoing agenda was available for public review and posted on/or before August 28, 2015 on the bulletin board outside of the Yolo County Board of Supervisors Chambers, Erwin Meier Administration Center, 625 Court St., Woodland, California and on the agency website: <http://www.yeca911.org/BoardCalendar2015.html>


Dena Humphrey, Agency Manager

**The meeting room is wheelchair accessible and disabled parking is available. If you are a person with a disability and you need disability related accommodations to attend the meeting, please contact Marci Criste at (530) 666-8919 or (530) 666-8909 (fax). Requests for accommodations must be made at least two full business days before the start of the meeting. **

Agenda Item: 5.a

**YOLO EMERGENCY COMMUNICATIONS AGENCY (YECA)
GOVERNING BOARD
July 29, 2015
MINUTES**

The YECA Governing Board met on Wednesday, 29, 2015 at the Yolo Emergency Communications Agency, Woodland CA. Board Chair Sergio Gutierrez called the meeting to order at 2:04 p.m.

PRESENT: Primary Board Members: Sergio Gutierrez, City of Winters, Tom Lopez, Yolo County, Dan Bellini, City of Woodland, Tom McDonald, City of West Sacramento, Gary Fredericksen, Yocha Dehe Wintun Nation, and Dena Humphrey, Executive Director.

Entry No. 2

Public Comment

None

Entry No. 3

Announcements

Board Chair Sergio Gutierrez congratulated Dispatch Assistant Maria Roa on a successful EMD delivery of a healthy baby girl in Winters. Board Member Gary Fredericksen commended Dispatch on the great job they did with the strike teams and handling all the requests last Wednesday night.

Entry No. 4

Minute Order No. 2015-10: Approval of Agenda

The Agenda was approved as presented.

MOTION: Bellini SECOND: Fredericksen AYES: Bellini, Gutierrez, Fredericksen, Lopez, McDonald.

Entry No. 5

Minute Order No. 2015-11: Approval of Consent Agenda

The Consent Agenda was approved as presented.

MOTION: Lopez SECOND: Bellini AYES: Gutierrez, Bellini, Fredericksen, Lopez, McDonald.

Entry No. 6

Minute Order No. 2015-12: Unfinished Business

Executive Director Dena Humphrey brought back to the Board the expiring YEMSA contract with CALSTAR for Air Ambulance Dispatching services. Two options were presented and after some discussion the Board approved the new YEMSA contract as is and that YECA would assume the dispatch duties for the member agencies served by YECA.

MOTION: Lopez SECOND: Fredericksen AYES: Gutierrez, Bellini, Fredericksen, Lopez, McDonald.

Entry No. 7

Minute Order No. 2015-13: New MOU with YCDA and Non-Represented Compensation Packages

Executive Director Dena Humphrey summarized for the Board the major changes in both the YCDA MOU and the non-represented compensation packages. A motion was made to approve the three year MOU with the Yolo County Dispatchers' Association and the compensation packages for the non-represented employees.

MOTION: Lopez SECOND: Bellini AYES: Gutierrez, Bellini, Fredericksen, Lopez, McDonald.

Entry No. 8

Minute Order No. 2015-14: Governing Board Elections

For FY 2015/2016, member Tom Lopez was elected Chair and member Tom McDonald was elected Vice-Chair.

MOTION: Fredericksen SECOND: Bellini AYES: Gutierrez, Bellini, Fredericksen, Lopez, McDonald.

The next scheduled meeting will be September 2, 2015.

Meeting was adjourned at 2:25 p.m.

Minutes submitted by: Marci Criste, Recording Secretary

STAFF REPORT

Agenda Item: 5.b

Date: August 25, 2015

To: YECA Governing Board

Thru: Dena Humphrey, Executive Director

From: Karen Avara, Operations Manager

Subject: Operations Division Report

Recommendation: No action required; information only.

Summary: Operations staff is currently engaged in the following:

- Grants:
YECA will be submitting a request for Homeland Security Grant in the amount of \$118,000 to replace the Uninterrupted Power Supply (UPS) that supports our 9-1-1 system and Motorola radio consoles.
- Staffing:
Interviews were conducted on August 17th and 21st, and we will continue to accept applications until our vacant positions are filled.
- Internal Affairs: June-July 2015
 1. **Grievances:** None
 2. **Complaints:** None
 3. **Commendations:** None
- Monthly Gold Board Employee Recognition:
August 2015:
We celebrated many thanks and recognition for doing a great job in July. Chris Brewer was selected as the July 2015 raffle winner, a citizen submitted an email commending Chris for excellent customer service. Congratulations Chris.

Others recognized for their contributions in July:

Kim Lindsay, Amanda Garrison, Tammy Lancaster, Laura Swink, Diana Wilson, Vanesa Hoyt, Maria Roa, Mayra Berumen-Perez, Kristen Root, Molly Scott, Scott Roberson, Kim Maynard, and Tammy Leggins.

Thank you all for doing a great job.

Statistical Information:

- Monthly Phone Statistics:

Month	9-1-1	Non-Emergency	Outgoing	Total
July	6,324	17,615	7,160	31,099

- Monthly CAD Events:

Included in “Other” category are AMR, Animal Control, All Public Works, County Maintenance, Social Services, Environmental Health, and Public Guardian.

Month	Law	Fire	Other
July	15,299	2,092	932

- Confidential Records Requests:

Month	# of Requests
July	151

Agenda Item: 5.c

YECA BUDGET MANAGEMENT SUMMARY

2015 / 2016 As of 8/27/15

	8% JUL-15	17% AUG-15	25% SEPT-15	33% OCT-15	42% NOV-15	50% DEC-15	58% JAN-16	67% FEB-16	75% MAR-16	83% APR-16	92% MAY-16	100% JUN-16
360 360-1 ADMINISTRATION												
Appropriations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures	\$ 36,855	\$ 130,248	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
360 360-2 OPERATIONS - DISPATCH												
Appropriations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures	\$ 235,299	\$ 464,253	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL for all budget units - B/U 360-1 Administration; 360-2 Operations Dispatch;												
Appropriations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures	\$ 272,155	\$ 594,501	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
360 360-3 RAD BofA Capital Lease RADIO PROJECT												
Appropriations	\$ 54,120	\$ 54,120	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unencumbered	\$ 54,120	\$ 54,120	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Percent Expended	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Estimated Revenue	\$ 54,120	\$ 54,120	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Realized Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unrealized Revenue	\$ 54,120	\$ 54,120	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Percent Realized	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%

STAFF REPORT

Agenda Item: 5.d

Date: September 2, 2015

To: YECA Governing Board

From: Dena Humphrey, Executive Director

Subject: YECA Alcohol & Drug Policy

Recommendation: Approve Proposed YECA Alcohol & Drug Policy

Summary:

The proposed Drug & Alcohol policy is being submitted to the Board for approval. Currently YECA has no comprehensive policy that addresses this subject in a personnel policy. The origination of this policy derived from Yolo County. YECA worked through County Counsel and the YCDA association through the meet and confer process with the proposed policy. In addition, the policy requires Supervisors and above to have "Reasonable Suspicion" training, which will be coordinated using YCPARMIA resources.

[CLICK FOR ATTACHMENT](#)
YECA Alcohol and Drug Abuse Policy

STAFF REPORT

Agenda Item: 5.e

Date: September 2, 2015

To: YECA Governing Board

Thru: Dena Humphrey, Executive Director

From: Mike Bowler, IT Manager

Subject: CLETS access for Yolo Superior Court

Recommendation: Delegate Signing Authority to the Executive Director for an MOU with the Yolo County Superior Courts

Summary:

The Yolo County Superior Court currently accesses the DOJ CLETS system through a program that will be discontinued in the end of September 2015. Searching for an alternative access point, the Court contacted the Yolo County Sheriff's Office (YSO) seeking permission to use the YSO CLETS connection.

Since YECA houses and manages the YSO CLETS connection on behalf of the YSO, the Court has asked permission to access CLETS via the connection managed by YECA.

The DOJ has given the Court approval for this arrangement.

YECA is able to provide the Court with access to CLETS using the Omnixx CLETS program that YECA hosts. The Omnixx program is used by each of the Records departments of the YECA member agencies. YECA hosted Omnixx is also used by the City of Davis, though Davis will be discontinuing using the program in the near future.

YECA staff respectfully requests that the JPA Board authorize YECA to negotiate an MOU with the Court for CLETS access. The MOU would contain a cost-recovery provision to allow YECA to recover from the Court both one-time and recurring costs for the service of providing CLETS access. YECA would model the MOU and cost recovery after the MOU currently in place with the City of Davis.

Agenda Item: 6

FY13/14 External Audit Presentation by Macias Gini & O'Connell LLP, Scott Brunner, CPA

[CLICK FOR ATTACHMENT](#)

FY14 Fiscal Audit Report

Agenda Item: 7



MEMORANDUM

To: Dena Humphrey
From: Jonathan Edwards
Date: May 26, 2015
Re: Research Regarding Viability of Issuing Pension Obligation Bonds to Refinance Unfunded Accrued Liability with CalPERS

Dena, I'm writing to summarize our research regarding the potential of issuing pension obligation bonds ("POBs") to refinance the Agency's side fund and/or other unfunded accrued liabilities (UAL) with CalPERS. Currently, CalPERS charges the Agency 7.5% annual interest on the UAL.

Side Fund

Regarding the side fund, it used to be the case that investment returns on side fund monies deposited with CalPERS (including monies from refinancing the Side Fund UAL) were spread amongst all agencies in the risk-sharing pool, thus significantly decreasing any direct impact from investment gains/losses on any one member's account. This is no longer the case for side funds. Now, investment gains and losses are credited directly to each member, rather than spread, thus bringing into play the same risks from issuing POBs to refinance a side fund as exists from issuing POBs to refinance other UALs, as described below.

Risks of POBs

Based on our research, there are numerous risks and disadvantages associated with POBs, including those discussed in the Government Finance Officers Association's ("GFOA") advisory on *Evaluating the Use of Pension Obligation Bonds* (1997 and 2005) and more recent advisory regarding pension obligation bonds (2015), both of which are enclosed. Several notable risks are:

- Shortfall of CalPERS Investment Return v. Costs of Borrowing - funds deposited with CalPERS for investment by a member agency, including POB proceeds, are subject to CalPERS investment returns. If these returns are less than CalPERS' target return, which is currently 7.5%, then, essentially, the member agency owes the difference. If the member also has a POB, then the member agency has to pay both the POB borrowing costs plus CalPERS. For example, if the POB borrowing cost was 6.5% and CalPERS earned 5%, then the member agency owes 6.5% on the POB + 2.5% to CalPERS (7.5% target - 5% actual return = 2.5% shortfall) = 9% total, which is more than the 7.5% interest CalPERS would have charged on the unfunded liability.
- CalPERS Decreasing Target Investment Return - If CalPERS were to decrease its targeted investment return (currently 7.5%) below the POB borrowing cost, then the Agency would be financially worse off from having issued the POB.
- Overfunding - funds deposited with CalPERS for investment, including proceeds of POBs, are subject to CalPERS investment returns. If CalPERS investment returns exceed CalPERS' target of 7.5%, then the member agency may end up being "overfunded". CalPERS will not return the overfunded amount. Further, according to the GFOA's advisory titled *Evaluating the Use of Pension Obligation Bonds*, there may be ". . . potential pressures for additional benefits by government employees if plans are fully funded and the government's contribution as a percentage of payroll has declined relative to neighboring jurisdictions."

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POB Analysis

According to page 12 of the Agency's June 2013 actuarial report (enclosed) and the UAL amortization schedule recently provided by CalPERS (enclosed), the Agency has several line item UALs with various amortization periods, with the majority of the total combined UAL having an amortization period of 22 years or longer. We prepared the enclosed preliminary **POB** issuance refinancing analysis to provide a general indication of potential projected savings. It can be seen that based on the assumptions noted therein, the projected refinancing savings are approximately \$54,000 in today's dollars, which equates to 2.57% of the balance refinanced. Further, taking into account both the assumed interest rate and issuance costs, the true interest cost (which is the borrowing cost to be compared to CalPERS' target rate of 7.5%) is 7.03%.

Prepaying Side Fund Liability from Cash on Hand

Dena, you asked us to describe the amount the Agency would save if it repaid the Side Fund UAL from cash on-hand. CalPERS reports that the remaining Side Fund payments for fiscal years 2015-16 through 2020-21 [six years] total \$359,275 and that the amount required to prepay the Side Fund on or about June 30, 2015, is \$289,606.¹ Further, I understand from you that the Agency's cash on-hand is earning approximately 0.3%. Prepaying from cash on-hand is akin to refinancing without issuance costs and at the interest rate/investment return being earned on the cash. Assuming \$289,606 borrowed for six years at 0.3%, the total annual payments would be \$292,654, which is a savings of \$66,620 compared to the total Side Fund payments [\$359,275]. Discounted at 0.3%, the total savings equates to \$65,835 in today's dollars.

Finally, since the amount required to prepay the Side Fund (\$289,606) is a relatively small portion of the total UAL (\$2.47 million), the above-described risk of being overfunded would be relatively minimal.

Conclusion

Dena, based on the research and information summarized above, it appears that issuing POBs to repay the UAL would potentially garner relatively minimal projected savings and introduce numerous risks, including that the Agency could be financially worse off. On the other hand, prepaying the Side Fund from cash on-hand would achieve significant projected savings with comparatively much less risk.

Please let me know if you have any questions or comments.

JSE/abm

Enclosures

- Actuarial Report-June 2013 [from CalPERS]
- Amortization Schedule for Agency's Miscellaneous Plan (from CalPERS)
- Preliminary Analysis of Refinancing with Private Placement POB
- GFOA advisory on Evaluating the Use of Pension Obligation Bonds (1997 and 2005)
- GFOA advisory regarding Pension Obligation Bonds (2015)

¹ Based on information from CalPERS, prepayment between June 15 and June 30, 2015, requires first prepaying the payments due in 2016-17 onwards, and then prepaying the 2015-16 annual payment in early July.

STAFF REPORT

Agenda Item: 8.a

Date: September 2, 2015

To: YECA Governing Board

From: Dena Humphrey, Executive Director

Subject: Proposed Capital Asset Plan (CIP)

Summary:

The proposed CIP is the initial draft to the Board to capture the future costs of capital assets for the next five years. The plan is to identify when the asset is needed along with other potential funding streams that could help offset some of the costs to the member agencies through possible grants or State reimbursements. Last fiscal year the Board approved CIP items in the budgeted amount 669k.

FY14/15 Approved CIP Items:

Last year the Board approved several Facility and Radio items for an approximate cost of \$669k. Some of these projects have been completed, while the remaining are planning to be completed over the next two months. The following below is the status of those projects:

Project	Cost	Status
Misleading Breakers	\$ 5,000	<i>Completed</i>
Gold Elite Radio Consoles	\$605,000	<i>Completed</i>
Beam Repair	\$ 5,000	October 2015
Retaining Wall	\$ 12,000	October 2015
HVAC Deck	\$ 15,000	October 2015
HVAC & Air System Equip	\$ 17,000	<i>Completed</i>
HVAC (Equip Room)	\$ 10,000	October 2015
TOTAL	\$669,000	

The projects that were completed was approximately \$627k, leaving \$42k in projects not completed. Last year's CIP scheduled the \$55k budgeted amount for FY15/16 to address the "soil embankment erosion and exposed walls" around the building from the Nov 2013 Building Needs Assessment. This leaves a remaining unfinished projected balance cost of \$97k (\$42k + \$55k) for projects not completed on the Building needs Assessment.

Board Approved Unfinished CIP Items in FY14/15

1. Beam Repair	\$ 5,000
2. Retaining Wall	\$12,000
3. HVAC Deck	\$15,000
4. <u>HVAC (Equip Room)</u>	<u>\$10,000</u>
Total	\$42,000

Last Year's Projected CIP for FY15/16

5. <u>Soil Embankment</u>	<u>\$55,000</u>
Grand Total	\$97,000

Building:

The HVAC construction to re-locate the newly purchased units is estimated at \$100k. The HVAC project would include addressing the soil embankment on the south and west side of the building, removing the metal deck, and back filling the retaining wall. The difference between last years approved items for the HVAC project, beam work, and the soil embankments slated for this year is approximately \$28k.

The recommendation to the Board is to not address the soil embankment on the North and East side of the building estimated at \$35k and to use that money towards hiring an architectural firm to design and project an estimated budget towards a remodel or new building.

Radio/911Equipment:

1. TSM 8000Server: This server is the backbone to the microwave system and is at life cycle end and will no longer will be supported by Alcatel.
2. Dispatch 911 Phones: The current Plant/CML Vesta Pallas E9-1-1 phone system was installed in 2010, and became eligible for replacement July 2015 from the State, anticipated installation date is October 2015.
3. 9-1-1/Radio UPS: This equipment is the uninterrupted power supply (UPS) for both the 911 telephone phone system and radio system. The estimated current age is 20 years and is at end of life.
4. 911 Voice Logger: This equipment records all telephone and radio audio and is slated to be replaced with the new 911 Phone system.

Project	Priority Value	Funding Sources	Replacement Cost (est.)	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20
<u>Furniture</u>								
Dispatch Consoles		Member Agencies	\$85,000				\$85,000	
<u>Server Room</u>								
UPS		Member Agencies	\$35,000					\$35,000
SAN		Member Agencies	\$92,000			\$92,000		
R720 Servers (2)		Member Agencies	\$34,000			\$34,000		
R710 Servers (3)		Member Agencies	\$34,000		\$34,000			
Core Switches (4)		Member Agencies	\$44,000			\$44,000		
Core Switches (2)		Member Agencies	\$22,000					\$22,000
Offsite SAN (Disaster Recovery)		Member Agencies	\$92,000		\$92,000			
<u>Radio/911 Equipment Room</u>								
TSM 8000 Server - Microwave		Bond Money	\$17,000	\$17,000				
Dispatch 911 Phones (CPE)		State	\$318,000	\$318,000				
911/Radio UPS		HSG	\$115,000	\$115,000				
911 Voice Logger (Server only) I		State	\$52,000	\$52,000				
911 Voice Logger (Server only) II		Member Agencies	\$55,000		\$55,000			
<u>Radio Sites</u>								
Bald Mtn Generator		HSG						\$50,000
<u>Building</u>								
Beam Work		Member Agencies	\$25,000	\$25,000				
HVAC & Soil Embankment		Member Agencies	\$100,000	\$100,000				
Totals			\$1,120,000	\$627,000	\$181,000	\$170,000	\$85,000	\$107,000
Total per Funding Source		Member Agencies		\$125,000	\$181,000	\$170,000	\$85,000	\$57,000
		State		\$370,000				
		Grants		\$115,000				\$50,000

STAFF REPORT

Agenda Item: 8.b

Date: September 2, 2015

To: YECA Governing Board

From: Dena Humphrey, Executive Director

Subject: Proposed Base Budget for FY 15/16 (Excludes CIP Costs)

Summary:

This year's proposed base budget for FY15/16 captures the operational costs and current staffing for 41 positions this year. The proposed base budget is inclusive of all bargaining costs for the represented and non-represented. However, the proposed base budget is not inclusive of any costs identified below titled "Proposed Additional Costs." These additional costs are being presented to the Board for consideration with additional funds made available through a fund balance and remaining Bond money.

The total base budget for FY15/16 is \$7,082,621 the allocation portion to partners is \$5,088,548 for operations. This represents a \$200k, or 4% cost increase to previous year's allocation. The cost increase is inclusive of bargaining and reflects increases from salaries (CalPERS, Merits, COLA's, Health, etc.) \$235k; including the two (2) new FTE Dispatch positions. Whereas, the capital equipment account and capital lease was reduced by \$35k.

Each budget unit under fund 360 is broken down as follows: Administration 360-1 reflects overhead salaries, services, and supplies; Operations 360-2, reflects salaries, services, supplies; Grants 360-3, reflects all current projects funded by the equipment lease bond and grants.

The agency allocations shown on the table below reflects the allocated operational & overhead costs along with the scheduled capital lease payments. The allocated operational & overhead cost is a reflection of operational costs minus capital lease, contracts, rebates, and based off the 2014 Annual Calls for Service Usage Report. This year's allocation rates for the member agencies was calculated at W. Sac 38%, Woodland 34%, Yolo County 23%, Winters 5%, and Yocha Dehe 1% of the operating budget that was presented to the Board Jan 22, 2015..

Proposed Base Budget for FY15/16

Budgets: 360-1 Administration & 360-2 Operations

Total Salaries & Benefits	\$4,005,254
Total Service & Supplies	\$1,245,026
Total Other Charges	\$ 409,563
Capital Equipment & Contingency	\$1,350,000
TOTAL APPROPRIATIONS	\$7,009,843

Total Member Contribution	\$5,088,548
Total Capital Lease Payments	\$ 403,063
Total Other	\$1,518,232
TOTAL REVENUE	\$7,009,843

Budget: 360-3 Grants

Total Services & Supplies	\$ 72,778
TOTAL APPROPRIATIONS	\$ 72,778

Capital Lease & HSG FY13/14	\$ 72,778
TOTAL REVENUE	\$ 72,778

Total Appropriation Budget 360-1 & 360-2	\$7,009,843
Total Appropriation Budget 360-3	\$ 72,778
JPA GROSS TOTAL	\$7,082,621

Member Agency Allocations:

FY 15-16 Base Budget	
Agency Totals (Operations & Capital)	FY 15-16
Yocha Dehe Cost - Operations	\$51,737
Yocha Dehe - Capital	\$8,626
Total	\$60,363
Yolo County Cost - Operations	\$1,167,831
Yolo County - Capital	\$143,992
Total	\$1,311,823
West Sac Cost - Operations	\$1,933,695
West Sac - Capital	\$55,515
Total	\$1,989,210
Woodland Cost - Operations	\$1,724,840
Woodland - Capital	\$97,149
Total	\$1,821,989
Winters Cost - Operations	\$259,144
Winters - Capital	\$22,014
Total	\$281,158

FY15/16 Proposed Additional Costs

- **FY15/16 Proposed Expenses and Contingency**

\$240,000 CalPERS Payoff
\$125,000 CIP HVAC, South & West Soil Embankments, and Beam Work
\$100,000 Contingency
\$ 75,000 Architectural Design & Projected Costs for Remodel
\$ 50,000 Payout Retirement
\$ 590,000 Total

- **Available Funds**

\$1,350,000 Fund Balance
\$ - 590,000 {Less Proposed FY15/16 Expenses}
\$ 760,000 Proposed Ending Fund Balance

- **Restricted \$130K Bond Money for Radio or CAD**

\$92,000 Actatel Microwave System 10yr Warranty
\$17,000 Microwave Server
\$16,000 Mapping GIS Mobile upgrade
\$ 5,000 Training on CAD upgrade
\$130,000 Sub-total
\$ -80,000 {Less amount included in Base Budget for 360-1}
\$ 50,000 Total for Budget Unit 360-3 Grants

STAFF REPORT

Agenda Item: 8.c

Date: September 2, 2015
To: YECA Governing Board
From: Dena Humphrey, Executive Director
Subject: Financial Policy Concept – General Reserve

Recommendation: Consideration & Discussion

Summary:

The concept of setting a general reserve is being presented to the JPA Board for consideration. Currently YECA does not have a financial policy that sets a general reserve amount or gives direction towards funding future capital projects. There are certain rules that fall under the Governmental Accounting Standards Board (GASB) that would need to be researched and presented to the Board for clarification and restrictions.

The purpose of this item is to gather discussion and to have a clear understanding of the Board's vision towards setting a solid fiscal policy for agency stability and continued operations during uncertain times. The other planning component for consideration includes allotting funding towards future capital projects. The proposed recommendations to the Board is to look at several priorities in setting a fiscal strategy to optimize the financial strength of the agency:

1. Setting a general reserve amount
2. Maintaining a yearly contingency amount for equipment or building failures – proposed \$100k
3. Designating funds towards future CIP items
4. Paying down the CalPERS side funds
5. Exploring investment opportunities

The current operating budget is approximately \$5M. A general reserve of 15%-20% of the operating budget would be \$750k to \$1M. Below are proposed priorities for the Board to consider when yearend surplus money is available and how to use the surplus as a re-investment:

Setting Financial Priorities for Yearend Balances

- Priority 1: Replenish anything under the general reserve amount set by the Board
- Priority 2: Replenish Equipment Contingency Fund anything under \$100k
- Priority 3: Any residual or designated amount deposited into a Capital Fund for future CIP
- Priority 4: Any designated dollar amount to pay down CalPERS Side Funds

The purpose of this concept item is to receive feedback from the Board. Through consideration, then to research GASB and compile an actual policy to bring back to the Board for final approval encompassing the Board's vision.