

**AGENDA
REGULAR MEETING
YECA GOVERNING BOARD
Wednesday, April 3, 2024
2:00 P.M. Public Session**

Yolo Emergency Communications Agency, 35 N. Cottonwood St, Woodland, CA 95695

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

1. Call to Order (2:00 PM)

2. Approval of the Agenda

3. Announcements

- a. 2023 Dispatcher of the Year “Katie Gonzalez”
- b. 2024 Dispatch Week Festivities Schedule

4. 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.

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 March 6, 2024, Regular Meeting
- b. Operations Division Report
- c. Current Year Budget Status Update

6. Old Business

- a. YECA Dispatch Room Remodel Update

7. FY24/25 Proposed Final Budget – Voted Item

- a. FY24/25 Final Budget
- b. FY24/25 Final CIP Summary
- c. FY24/25 Final CIP 3-Year Forecast
- d. FY24/25 Final Position Table

8. Closed Session

- a. Public Employee Performance Evaluation (GC54957)
Position Title: Executive Director

9. Next Scheduled JPA Board Meeting Date TBD

10. Items for Future Meeting Agenda

11. Adjournment

I declare under penalty of perjury that the foregoing agenda was available for public review and posted on/ or before March 29, 2024 on the bulletin board outside of the Yolo County, Erwin Meier Administration Center, 625 Court St., Woodland, California and on the agency website:



Dena Humphrey, Executive Director

If you are a person with a disability and you need disability related accommodations to attend the meeting, please contact Tianna Dumas at (530) 666-8900 or (530) 666-8909 (fax). Requests for accommodations must be made at least two full business days before the start of the meeting.

**YOLO EMERGENCY COMMUNICATIONS AGENCY (YECA)
GOVERNING BOARD**

March 6, 2024

2:00 P.M.

Minutes

The YECA Governing Board met on Wednesday March 6th, 2024 at Yolo Emergency Communications Agency 35 N Cottonwood – Conference Room, Woodland. Board Chair Binns called the meeting to order at 2:01pm.

PRESENT: Primary Board Members: Dena Humphrey, YECA Executive Director, Kim McKinney, City of Woodland, John Miller, City of Winters, Shawn Kinney, Yocha Dehe Wintun Nation, Steve Binns, City of West Sacramento, Tom Lopez, Yolo County

Entry No. 2

Minute Order No. 2024-11

Approval of the Agenda - [Approved](#)

MOTION: Lopez SECOND: Kinney AYES: Kinney, McKinney, Binns, Miller, Lopez

Entry No. 3

Announcements

- a. Introduction of new staff member Holly Zink, Sr. Accounting Technician

Entry No. 4

Public Comment – None

Entry No. 5

Minute Order No. 2024-12

Approval of Consent Agenda– [Approved](#)

- a. Approval of the Minutes from the December 6, 2023, Regular Meetings
- b. Operations Division Report
- c. Current Year Budget Status Update
- d. 2023 4th Quarterly Law & Fire Dispatch to Que Call Stats
- e. 2023 Annual Calls for Service Report
- f. After-Hours Coverage Amended Staff Summary for Additional New Holidays

Board Member McKinney requested item 5f be amended to exclude the City of Woodland as they do not recognize the additional new holidays. Revised board summary letter was submitted to the board for approval.

Board Member Lopez expressed concern that YECA is still providing After-hours coverage for West Sacramento Police Department and the liability that YECA is carrying by doing Records management tasks.

MOTION: Lopez SECOND: McKinney AYES: Kinney, Miller, McKinney, Binns, Lopez

Entry No. 6

FY22/23 External Audit Presentation by Richardson & Company, CPA's – *Info Only

- a. FY22/23 Fiscal Audit Summary
- b. FY22/23 Governance Letter
- c. FY22/23 Management Letter
- d. FY22/23 Fiscal Audit Financials – Attachment

Brian Nash from Richardson and Company, CPA's provided an overview summary of findings from annual Audit. Overall they found no compliance issues or issues with internal controls and had no difficulties in performing the audit.

Entry No. 7

Old Business

- a. YECA Dispatch Room Remodel Update
- a. Live911 Implementation Status Update

ED Humphrey shared a status update on remodel project. YECA staff has been working with Yolo County on preparing plans and building the solicitation package to go out to bid. Architectural, Electrical and Mechanical engineering plans have been completed.

IT Manager Billy Keen shared an update on Live911 implementation. Software programming, Procedures and Training Materials have been completed and delivered to member agencies to share with teams for deployment. Go-live date pending completion of training for dispatch staff.

Entry No. 8

FY24/25 Proposed Draft Budget & Presentation – *Info Only

- a. FY24/25 Proposed Budget
- b. FY24/25 Proposed CIP Summary
- c. FY24/25 Proposed CIP 3-Year Forecast
- d. FY24/25 Proposed Position Table
- e. IT Extra-Help Staff Summary

ED Humphrey presented Surplus Fund Balance Proposal ideas, five-year projections for member contributions, OPEB and CalPERS were presented, and three year CIP projection.

Board Member Lopez requested the \$125k, surplus funds to be increased into the General Reserve opposed to the Capital Reserve to meet the Board's goal of 20% of operating expense.

ED Humphrey noted that Records checks counts were updated with greater accuracy as new software was implemented January of 2023. New reports resulted in an increase contribution for Yolo County.

IT Manager Billy Keen provided statistical update on Extra-Help position after seven months of work. Proposed budget includes funding the IT Extra-Help position through FY24/25.

ED Humphrey will bring the budget as-is to the next board meeting as a voted item with the requested surplus fund changes.

Entry No. 9

Next Scheduled JPA Board Meeting Date: April 3, 2024

Entry No. 10

Items for Future Meeting Agenda

- a. FY24/25 Budget

Entry No. 11

Meeting Adjourned at 3:15p.m.

Minutes submitted by Billy Keen

STAFF REPORT

Agenda Item: 5.b

Date: April 3, 2024
To: YECA Governing Board
Thru: Dena Humphrey, Executive Director
From: Leah Goodwin, Deputy Director
Subject: February 2024 Operations Division Report
Recommendation: No action required; information only.
Summary: Operations staff is currently engaged in the following:

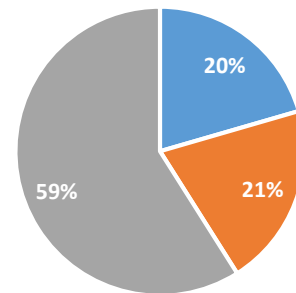
Staffing:

1. Out of 39 funded operations positions:

Classification	Filled	Funded	Vacant
Supervisor	4	4	0
Operations Supervisor	1	1	0
Dispatcher III	4	4	0
Dispatcher I/II	21	26	5
Dispatch Assistant	1	4	3
TOTAL	31	39	8

April 2024

■ Vacancies ■ In-Training ■ Trained



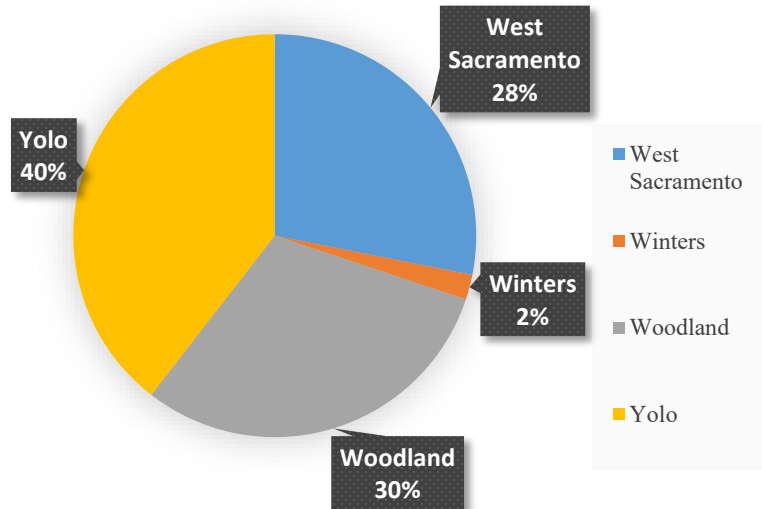
- a. Danielle Tavares has begun training on the YSO/WNP radio (2nd console).
 - b. Ledina Barrientes has completed training on the WDP radio (1st console).
 - c. Meghan Heald has completed training on the WSP radio (1st console).
 - d. Cynthia Anderson has begun training on the YSO/WNP radio (1st console).
 - e. Toni Hogan has completed training on the YSO/WNP radio (1st console).
 - f. Benicia Lammon has reclassified to a dispatcher position and has begun training on the WDP radio (1st console).
 - g. Madison Burgess and Hollie Kiser have completed the call taking phase of their training.
2. Dispatcher I, Rosita Vidales, has resigned from her position.
 3. Dispatch Assistant, Neal Bassett, has resigned from his position.

Statistical Information:

Monthly Phone Statistics:

	Jan	Feb	YTD
9-1-1	4,450	4,477	8,927
7-Digit Emergency	1,004	941	1,945
AMR	93	92	185
West Sacramento	3,167	3,497	6,664
Winters	244	230	474
Woodland	3,704	3,492	7,196
Yolo	4,617	4,740	9,357
Outgoing	4,983	4,935	9,918
TOTAL	22,262	22,404	44,666

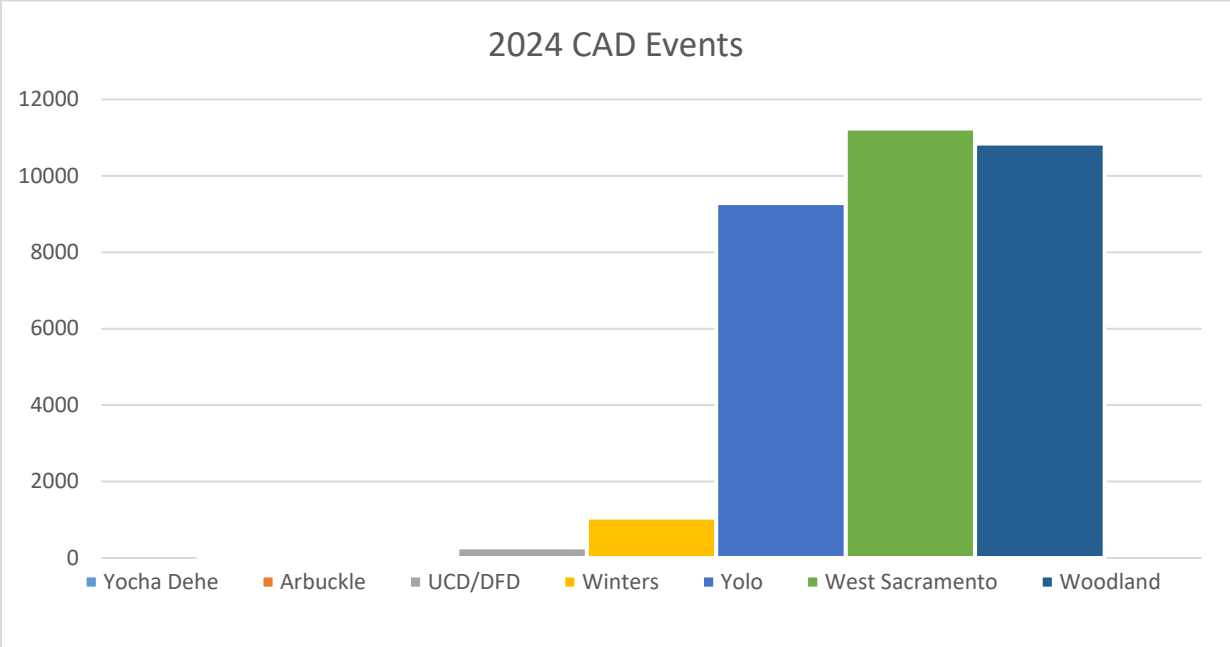
**2024 YTD
Incoming Non-Emergency
Lines**



Monthly CAD Events:

	Jan	Feb	YTD
West Sacramento			
Law	4,369	4,365	8,734
Fire	430	400	830
Medical	637	576	1,213
Animal Control	185	185	370
Public Works/Support	31	58	89
TOTAL	5,652	5,584	11,236
Winters			
Law	363	405	768
Fire	52	74	126
Medical	50	60	110
Animal Control	11	18	29
Public Works/Support	9	11	20
TOTAL	485	568	1,053
Woodland			
Law	4,497	4,183	8,680
Fire	265	272	537
Medical	525	487	1,012
Animal Control	200	166	366

Public Works/Support	68	184	252
TOTAL	5,555	5,292	10,847
	Jan	Feb	YTD
YSO			
Law	3,096	3,022	6,118
Fire	430	478	908
Medical	100	80	180
Animal Control	280	261	541
Public Works/Support	781	755	1,536
TOTAL	4,687	4,596	9,283
Yocha Dehe			
Fire	10	9	19
Medical	18	19	37
TOTAL	28	28	56
Arbuckle			
Fire	23	14	37
Medical	22	23	45
TOTAL	45	37	82
UCD/DFD			
Fire	76	86	162
Medical	58	61	119
TOTAL	134	147	281
GRAND TOTAL	16,586	16,252	32,838



CLETS Inquiries/Returns:

	Jan	Feb	YTD
Inquiries	10,065	9,290	19,355
Returns	52,233	48,451	100,684

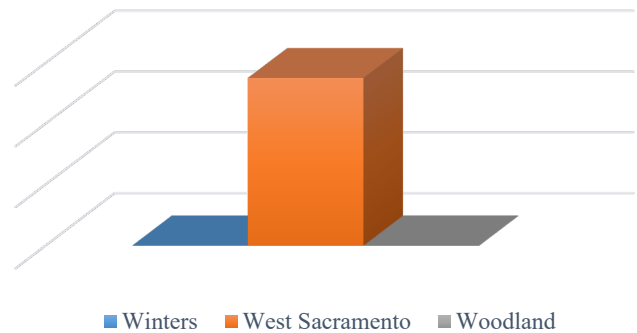
Confidential Records Requests (Audio & CAD Print out):

Jan	Feb	YTD
16	15	31

After-Hours Records Entries:

	Jan	Feb	YTD
West Sacramento	280	271	551
Winters	0	0	0
Woodland	0	0	0
TOTAL	280	271	551

2024 YTD Records Entries



Text to 9-1-1:

	Jan	Feb	YTD
TOTAL	9	11	20

IROC (Fire- Interagency Resource Ordering Capability):

	Jan	Feb	YTD
TOTAL	0	0	0

9-1-1 Answering Times:

In busiest hour; 90% off all 9-1-1 calls shall be answered within 15 seconds, 95% of all 9-1-1 calls should be answered within 20 seconds

Month & (Busiest Hour)	Jan (1700)	Feb (1800)	YTD AVERAGE
0-10 seconds	95.76%	96.30%	96.03%
0-15 seconds	98.94%	99.38%	99.16%
0-20 seconds	99.65%	99.69%	99.65%

Projects:

1. Leadership Development Training
 - a. Leadership pilot program
 - b. Train and develop Dispatch Supervisor Amanda Garrison.
 - c. Train and develop Dispatcher III Eakin, Patterson, and DaPrato.
2. EMD-QA
 - a. Operations Supervisor Hoyt provides weekly feedback for all cardiac events and calls, including PAIs, focusing on case review and compliance.
 - b. Monthly Cardiac Events entered in Yolo County Cardiac Arrest CQI
3. Disaster Recovery Plan
 - a. Regular training sessions for staff on effective evacuation procedures
 - b. Cases are used in tactical dispatch events and call out requests
4. Recruitment
 - a. Recruitment is open for the June 2024 academy.
5. Succession Planning
6. 2024 In-Service Training Plan
 - a. Radio Academy (January, April, October)
 - b. ProQA Refresher Training (January & November)
 - c. Fire Season Training (May)
 - d. IROC Refresher Training (April-May)
 - e. In- Service Law Training (TBD)
7. CalOES GIS Pilot Project
8. NG9-1-1 Equipment Installations
 - a. YECA is in Phase 2 (CalOES changed from phase 5 to 2 10/20/2021)
 - b. CPE Software Upgrade completed 4/13/2021
 - c. Atos Equipment installation completed 11/15/2021
 - d. Migration from Comtech Text to 9-1-1 to Rapid Deploy Radius completed 02/23/2022
 - e. CALOES Tiger Team completed PSAP readiness testing 08/23/2023
 - f. Tentative NG 911 installation in September 2024
9. Applicant Tracking System
10. Onboarding Implementation
11. Headset Replacement
12. Employee evaluation model
13. Dispatch remodel
14. Employee wellness program

YECA BUDGET MANAGEMENT SUMMARY

2023 / 2024 As of 3/27/2024

		8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%
		JUL-23	AUG-23	SEPT-23	OCT-23	NOV-23	DEC-23	JAN-24	FEB-24	MAR-24	APR-24	MAY-24	JUN-24
B/U	30	ADMINISTRATION											
		Appropriations	\$ 2,374,109	\$ 2,374,109	\$ 2,374,109	\$ 2,374,109	\$ 2,374,109	\$ 2,374,109	\$ 2,374,109	\$ 2,374,109	\$ 2,374,109	\$ 2,374,109	\$ 2,374,109
		Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Expenditures	\$ 333,379	\$ 448,268	\$ 513,232	\$ 639,179	\$ 856,221	\$ 913,292	\$ 996,939	\$ 1,156,043	\$ 1,218,353	\$ 1,308,931	\$ 1,308,931
		Unencumbered	\$ 2,040,730	\$ 1,925,841	\$ 1,860,877	\$ 1,734,930	\$ 1,517,888	\$ 1,339,224	\$ 1,377,170	\$ 1,218,066	\$ 1,308,931	\$ 2,374,109	\$ 2,374,109
		Percent Expended	14%	19%	22%	27%	36%	38%	42%	49%	51%	0%	0%
B/U	40	OPERATIONS - DISPATCH											
		Appropriations	\$ 4,651,703	\$ 4,651,703	\$ 4,651,703	\$ 4,651,703	\$ 4,651,703	\$ 4,651,703	\$ 4,651,703	\$ 4,651,703	\$ 4,651,703	\$ 4,651,703	\$ 4,651,703
		Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Expenditures	\$ 421,414	\$ 838,693	\$ 1,044,108	\$ 1,484,591	\$ 1,660,970	\$ 2,195,076	\$ 2,533,005	\$ 2,725,742	\$ 3,170,827	\$ 3,170,827	\$ 3,170,827
		Unencumbered	\$ 4,230,289	\$ 3,813,010	\$ 3,607,595	\$ 3,167,112	\$ 2,990,733	\$ 2,456,627	\$ 2,118,698	\$ 1,925,961	\$ 1,480,876	\$ 4,651,703	\$ 4,651,703
		Percent Expended	9%	18%	22%	32%	36%	47%	54%	59%	68%	0%	0%
B/U	50	INFORMATION TECHNOLOGY											
		Appropriations	\$ 711,800	\$ 711,800	\$ 711,800	\$ 711,800	\$ 711,800	\$ 711,800	\$ 711,800	\$ 711,800	\$ 711,800	\$ 711,800	\$ 711,800
		Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Expenditures	\$ 98,589	\$ 118,717	\$ 196,182	\$ 485,712	\$ 493,475	\$ 566,368	\$ 612,362	\$ 625,107	\$ 677,287	\$ 677,287	\$ 677,287
		Unencumbered	\$ -	\$ 593,083	\$ 515,618	\$ 226,088	\$ 218,325	\$ 145,432	\$ 99,438	\$ 86,693	\$ 34,513	\$ 711,800	\$ 711,800
		Percent Expended	14%	17%	28%	68%	69%	80%	86%	88%	95%	0%	0%
		TOTAL Appropriations	\$ 7,737,612	\$ 7,737,612	\$ 7,737,612	\$ 7,737,612	\$ 7,737,612	\$ 7,737,612	\$ 7,737,612	\$ 7,737,612	\$ 7,737,612	\$ 7,737,612	\$ 7,737,612
		Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Expenditures	\$ 853,382	\$ 1,405,678	\$ 1,753,522	\$ 2,609,482	\$ 3,010,666	\$ 3,674,736	\$ 4,142,306	\$ 4,506,893	\$ 5,066,467	\$ 5,066,467	\$ 5,066,467
		Unencumbered	\$ 6,884,230	\$ 6,331,934	\$ 5,984,090	\$ 5,128,130	\$ 4,726,946	\$ 4,062,876	\$ 3,595,306	\$ 3,230,719	\$ 2,671,145	\$ 7,737,612	\$ 7,737,612
		Percent Expended	11%	18%	23%	34%	39%	47%	54%	58%	65%	0%	0%
		TOTAL Estimated Revenue	\$ 7,737,612	\$ 7,737,612	\$ 7,737,612	\$ 7,737,612	\$ 7,737,612	\$ 7,737,612	\$ 7,737,612	\$ 7,737,612	\$ 7,737,612	\$ 7,737,612	\$ 7,737,612
		Realized Revenue	\$ 2,632,823	\$ 2,638,458	\$ 3,214,462	\$ 5,058,161	\$ 5,061,500	\$ 6,362,829	\$ 6,366,176	\$ 6,370,346	\$ 7,566,444	\$ 375,000	\$ 375,000
		Unrealized Revenue	\$ 5,104,789	\$ 5,099,154	\$ 4,523,150	\$ 2,679,451	\$ 2,676,112	\$ 1,374,783	\$ 1,371,436	\$ 1,367,266	\$ 171,168	\$ 7,362,612	\$ 7,362,612
		Percent Realized	34%	34%	42%	65%	65%	82%	82%	82%	98%	5%	5%

STAFF REPORT

Agenda Item: 7. a

Date: April 3, 2024

To: YECA Governing Board

From: Dena Humphrey, Executive Director

Subject: YECA Final Budget for FY24/25 – Voted Item

Summary:

This year's Final Budget for FY24/25 captures the operational costs for current staffing of 46 FTE's. The FY24/25 Final Budget is inclusive of all bargaining costs for the represented and non-represented.

Agency Overall:

The total Final Budget for FY24/25 is \$8,019,223. The use of surplus funds \$375k, and revenue from the UCD Fire contract \$168k, Arbuckle Fire \$46k, Homeland Security Grant & State reimbursements \$61k, T-Mobile lease agreement \$37k, and \$47k in bank interest and IRS Subsidies brought a total reduction of \$734k, to the member allocations. Revenue offsets for member allocations decreased \$59k or 8%.

The total gross budget increase from previous fiscal year was \$260,362 or a 3.4% increase. The allocation increase to members increased by \$293,802, due to reduced revenue from other sources. Majority of the cost increase came from salaries and benefits \$341k, along with increases in utilities and software costs.

FY24/25 will be year 8 of the 10-year capital plan. In prior years, capital costs were presented separately and typically funded with bond money or fund balance. The CIP now includes a 10-year forecast, which evenly allocates money yearly into the capital fund to ease spikes to members and ensures future funding for needed equipment. A comprehensive engineering and vendor review will be completed within the next 6-months addressing the radio infrastructure replacement. Next year the CIP will include radio replacement pricing updates along with an extended period of 5-years. As the agency continues to build another 10-year plan.

Cost Changes for FY24/25:

Salaries & benefits for 46 FTE's increased by \$341k or 6%. The extra-help position expense \$25k, is now included from the previous draft budget. The cost increase is inclusive of bargaining and reflects overall increases from i.e., CalPERS, Merits, COLA's, Medical, and OPEB. Total regular salaries increased \$117k, or 3% from previous year's budget. CalPERS costs increased \$91k, or 14% from previous year's budgeted amount, while CalPERS Medical increased \$97k, or 12%, remaining increases came from Worker's Compensation.

Supplies & Services major object resulted in an increase of \$61k, or 4.9%. A major contributor to this increase was the continual increase in electrical rates and software renewals fees.

Fiscal Year Comparison

Current year Budget FY23/24 comparison to FY24/25 Final Budget:

Major Objects	FY23/24	FINAL FY24/25	Change	Percent
Total Salaries & Benefits	\$ 5,634,621	\$ 5,976,390	\$ 341,769	6.0%
Total Service & Supplies	\$ 1,246,890	\$ 1,308,169	\$ 61,279	4.9%
Total Other Charges	\$ 345,447	\$ 336,664	\$ (8,783)	-2.5%
Capital Equipment & Reserve	\$ 531,903	\$ 398,000	\$ (133,903)	-25.0%
TOTAL APPROPRIATIONS	\$ 7,758,861	\$ 8,019,223	\$ 260,362	3.4%

Total Member Contribution	\$ 6,631,757	\$ 6,926,009	\$ 294,252	4.4%
Total Capital Lease Payments	\$ 342,947	\$ 334,164	\$ (8,783)	-2.5%
Total Other	\$ 784,157	\$ 759,050	\$ (25,107)	-3.2%
TOTAL REVENUE	\$ 7,758,861	\$ 8,019,223	\$ 260,362	3.4%

FY23/24 Current Year – Reserve Balance Summary:

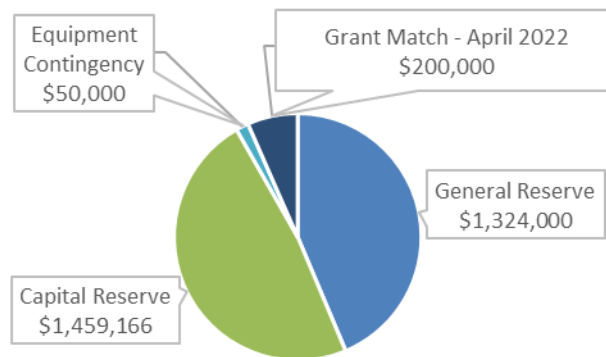
The General Reserve established Nov 2015 for emergency needs has a current balance \$1.32M, representing 19% of the current FY24 operating budget (goal set by the JPA Board 20%). The Board approved funds from the General Reserve Aug 2023 for the Dispatch remodel \$162k, plus a 20% retention for a total \$194k. As of date, no funds have been transferred out of the General Reserve.

The Capital/Special Projects Reserve is expected to have an FY23/24 yearend balance of \$1.45M.

The Equipment Contingency is a small contingency fund primarily set up for radio equipment failures, resulting in no change with the current balance of \$50k.

The Board approved setting aside \$200k, back in April 2022 for a potential grant match opportunity.

FY23/24 Current Reserve Balances



■ General Reserve
 ■ Capital Reserve
 ■ Equipment Contingency
 ■ Grant Match Apr 2022

FY24/25 Final – Reserve Balances Summary:

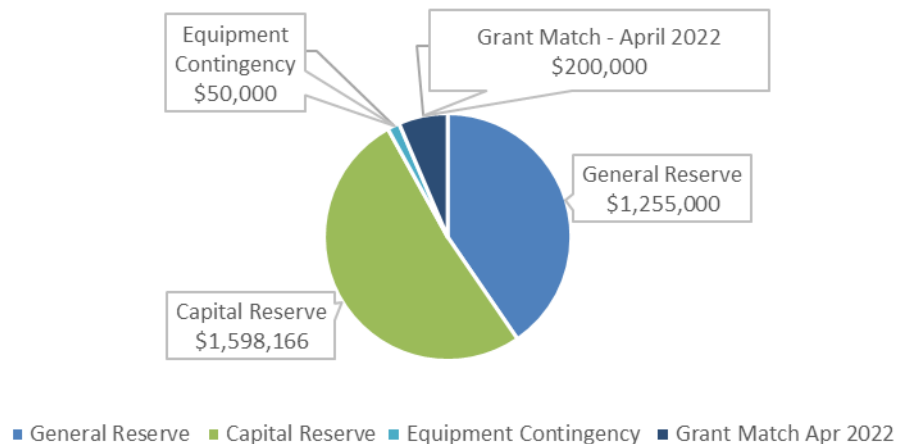
General Reserve:

The final budget includes the \$194k transferred out of the General Reserve for Dispatch remodel, leaving an approximate balance \$1.13M for FY24/25. With the use of surplus funds, the Board gave direction to increase \$125k, bringing the General Reserve to \$1.25M. This would reflect 17% of the FY24/25 operating budget in reserves reaching 86% of the Board’s goal.

Capital/Special Projects Reserve:

The final budget includes a contribution of \$139k, into the fund for FY25, bringing the balance to \$1.59M.

Final FY24/25 Reserve Balances



Use of Fund Balance

The agency realized a \$500k fund balance, a result of vacancies and carryovers from prior years, as noted in the FY22/23 Financial Audit. As a result, the agency proposes the following use of funds:

Description	Year	Amount	Fund	Division
1. Offset Member Shares for FY25 Budget	FY25	\$ 350,000	#10	#30
2. Increase General Reserve	FY25	\$ 125,000	#20	
3. Temporary Help – IT Technician	FY25	\$ 25,000	#10	
Total		\$ 500,000		

1. To offset member shares for FY24/25, the use of \$350k from fund balance was built into the FY24/25 Final Budget.
2. The increase would provide a replenishment of funds back to the General Reserve.
3. This year a request to fund \$25k, for an extra-help position to assist the IT Division is presented.

Final FY24/25 Member Agency Allocations

The agency allocations shown on the table below reflects operations & maintenance on a side-by-side comparison with the CIP allocation.

For the FY24/25 Final Budget encompassing member formula allocation, after-hour records were eliminated for both the Cities of Woodland & Winters for their three-year rolling averages.

**Note: the scheduled debt service payment will be paid fully Nov 2025*

Agency Totals	Current Year's Allocations	Final Budget	Amount Change	Percent
	FY 23/24	FY 24/25	Increase/ (Decrease)	
Winters - O&M/Capital	\$276,676	\$287,400	\$10,724	
Winters - Debt Service	<u>\$21,808</u>	<u>\$21,777</u>	(\$31)	
Total	\$298,484	\$309,177	\$10,693	3.64%
Woodland - O&M/ Capital	\$2,386,204	\$2,436,031	\$49,827	
Woodland - Debt Service	<u>\$96,239</u>	<u>\$96,105</u>	(\$134)	
Total	\$2,482,443	\$2,532,136	\$49,693	2.00%
West Sac - O&M/Capital	\$2,234,648	\$2,284,144	\$49,496	
West Sac - Debt Service	<u>\$54,995</u>	<u>\$54,919</u>	(\$76)	
Total	\$2,289,643	\$2,339,063	\$49,420	2.16%
Yolo County - O&M/Capital	\$1,663,375	\$1,844,638	\$181,263	
Yolo County - Debt Service	<u>\$142,643</u>	<u>\$142,446</u>	(\$197)	
Total	\$1,806,018	\$1,987,084	\$181,066	10.0%
Yocha Dehe - O&M/Capital	\$70,854	\$73,796	\$2,942	
Yocha Dehe - Debt Service	<u>\$8,545</u>	<u>\$8,533</u>	(\$12)	
Total	\$79,399	\$82,329	\$2,930	3.69%

5-Year Projections (FY24/25 – FY28/29)

CalPERS	5-Year Projected Future Employer Contribution Rates				
	2024-25	2025-26	2026-27	2027-28	2028-29
Employer Normal Cost%:	12.52%	12.5%	12.5%	12.5%	12.5%
Employer Normal Cost	\$ 345,401	\$ 357,490	\$ 370,002	\$ 382,952	\$ 402,100
UALS	\$ 392,751	\$ 432,000	\$ 469,000	\$ 498,000	\$ 573,000
Total CalPERS Cost	\$ 738,152	\$ 789,490	\$ 839,002	\$ 880,952	\$ 975,100
Amount Change	-	\$ 51,338	\$ 49,512	\$ 41,950	\$ 94,148
Percent Change	-	7.0%	6.3%	5.0%	10.7%

OPEB	5-Year Projected Annual Benefit				
	2024-25	2025-26	2026-27	2027-28	2028-29
Annual Projected Cost	\$ 90,000	\$ 93,024	\$ 102,096	\$ 110,496	\$ 113,520
Amount Change	-	\$ 3,024	\$ 9,072	\$ 4,200	\$ 3,024
Percent Change	-	3.4%	10%	4.1%	2.7%

5-Year YECA Member Annual Projection					
Members	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29
Winters	\$ 309,177	\$ 321,544	\$ 334,406	\$ 347,782	\$ 361,693
Woodland	\$ 2,532,136	\$ 2,633,421	\$ 2,738,758	\$ 2,848,309	\$ 2,962,241
W. Sac	\$ 2,339,063	\$ 2,432,626	\$ 2,529,931	\$ 2,631,128	\$ 2,736,373
Yolo	\$ 1,987,084	\$ 2,066,567	\$ 2,149,230	\$ 2,235,199	\$ 2,324,607
Yocha Deha	\$ 82,329	\$ 85,622	\$ 89,047	\$ 92,609	\$ 96,313
Total	\$ 7,249,789	\$ 7,539,781	\$ 7,841,372	\$ 8,155,027	\$ 8,481,228
Amount Change	-	\$ 289,992	\$ 301,591	\$ 313,655	\$ 326,201
Percent Change	-	4.0%	4.0%	4.0%	4.0%

In summary, the Final FY24/25 Budget reflects an average 4% increase per member and is inclusive of the debt service for an added buffer to this projection.

STAFF REPORT

Agenda Item: 7.b

Date: April 3, 2024
To: YECA Governing Board
From: Dena Humphrey, Executive Director
Subject: Final FY24/25 Capital Investment Plan (CIP)

Summary:

The proposed CIP costs for FY24/25 is a continuation of the 10-year plan. The initial draft to the Board for the 10-year CIP was approved April 2017. The plan identifies when the asset is needed along with potential funding streams from grants or State reimbursements. The projected Capital/Special Projects account balance for FY23/24 yearend projection to be \$1.4M.

The Board approved a fixed overall contribution of \$368k into the plan. This allows member agencies to receive a stable allocation for capital costs and provides YECA necessary funds for fluent operations. The total cost over the 10-year plan is estimated \$3.7M comprising of multiple equipment replacements throughout the years, primarily focusing on the replacement for the radio system in years FY25 and FY26.

The FY24/25 proposed expenditures for equipment is approximately \$259k. The approved grants expected to fund partial of FY24/25 equipment expenditures is 12% or \$30k, leaving the balance to be paid by the annual member CIP contribution.

Current FY23/24 CIP Items – Status

Dispatch Furniture Consoles: (Slated for Completion July/August 2024)

The current furniture in the communications center was purchased 20 years ago and is scheduled for replacement this year.

R740 Servers (2): (Slated for Completion May 2024)

The R730 servers are physical servers that support the virtual server infrastructure that are end-of-life servers for the network (CAD, Email, file storage, CLETS, etc.) that are in need of replacement due to age.

SAN (Disaster Recovery): (Slated for Completion May 2024)

The offsite SAN is a storage array (1 of 2) that stores YECA’s backup jobs offsite to preserve data in the event of a catastrophic failure at YECA (fire, flood, power spike that destroys the boxes, etc.) that has reached end of life.

TSM 8000 Server – Microwave: (Slated for Completion May 2024)

This server is the logging point for all radio system alarms from all equipment throughout the system. It is also the primary access point for programming and configuration of radio infrastructure.

Portable Radio’s: (Slated for Completion June 2024)

This is to replace YECA’s existing cache of portable back-up radios in the event of a console radio going down to communicate to the field or during an evacuation of the center.

Radio Site HVAC: (Slated for Completion June 2024)

Each radio site is equipped with two HVAC units each to control shelter room temperature. Bald Mountain will be the first site of six to be replaced.

Proposed FY24/25 CIP Items:

Radio Site HVAC:

Each radio site is equipped with two HVAC units each to control shelter room temperature. The Knights Landing will be the second site of six to be replaced.

9-1-1 Voice Logger (Server):

The 9-1-1 voice logger records the primary VHF/UHF channels and telephone calls that are made and received from the Vesta phone system. These servers have reached end of life.

YECA Roof:

Yolo County General Services hired a firm to assess the condition of all county buildings and provide budgetary estimates. YECA’s roof was identified for replacement during this assessment, as the original roof is 35+ years old.

Summary of costs for Proposed FY24/25 CIP Items:

Project	Cost	Status
Radio Site HVAC	\$ 30,000	<i>Slated for FY25</i>
9-1-1 Voice Logger	\$ 29,000	<i>Slated for FY25</i>
YECA Roof Replacement	\$ 200,000	<i>Slated for FY25</i>
TOTAL	\$ 259,000	

**FY24/25 Final CIP
Current & 3-Year Projection**

Project	FY 23-24	FY 24-25	FY 25-26	FY 26-27
Furniture				
Dispatch Consoles	\$260,000			
Server Room				
R740 Servers	\$52,000			
Offsite SAN (Disaster Recovery)				
UPS				
Core Switches (6)			\$66,000	
Internet Firewalls				
Interagency Firewalls				
911 Voice Logger (Server only) I		\$29,000		
911 Voice Logger (Server only) II	\$4,500			
SAN	\$90,000			
R730 Servers (2)				
Radio/911 Equipment Room				
Radio/Microwave Multiplexor				\$380,000
Batteries for Radio Power Plant				
Dispatch 911 Phones (CPE)			\$370,000	
TSM 8000 Server - Microwave	\$19,000			
Zetron Toning System				
Radios	\$32,000		\$235,000	
Microwave Radios				\$135,000
Channel Banks				\$135,000
GPS Clocks				\$20,000
Comparators				\$205,000
Radio Sites				
Batteries for Radio Power Plant				
Generator for Bald				
Radios			\$590,000	
Microwave Radios				\$550,000
Channel Banks				\$100,000
GPS Clocks				\$130,000
HVAC	\$30,000	\$30,000		\$60,000
Building				
YECA Roof		\$200,000		
Totals	\$487,500	\$259,000	\$1,261,000	\$1,715,000
Total per Funding Source (Grants)	\$223,000	\$30,000	\$556,000	\$90,000
Surplus Transfer (YECA Roof)				
Member Agencies	\$264,500	\$229,000	\$705,000	\$1,625,000
Annual Sinking Fund	\$368,000	\$368,000	\$368,000	\$368,000
Annual Balance	\$103,500	\$139,000	-\$337,000	-\$1,257,000
Running Balance	\$1,459,166	\$1,598,166	\$1,261,166	\$4,166

7.d Final FY24/25 Position Table

Authorized Position Resolution

as of
03/25/2024

Active Positions			Current				Proposed	
			Effective	FTE Auth	FTE Funded	FTE Vacant	FTE Current	Proposed FTE Changes
1	Executive Director	2015	1	1		1		1
2	HR/Fiscal Administrator	2016	0	0		0		0
3	Administrative Specialist II	2008	0	0		0		0
4	Operations Manager	2008	0	0		0		0
5	Dispatch Supervisor	1999	4	4		4		4
6	911/Public Safety Dispatcher I/II	2015	26	26	5	21		26
7	911/Public Safety Dispatcher III	2006	4	4		4		4
8	Dispatch Assistant	2014	4	4	3	1		4
9	IT Systems Manager	2012	1	1		1		1
10	Sr. Radio Administrator	2013	0	0		0		0
11	Radio Systems Administrator	2008	0	0		0		0
12	Systems Administrator	2018	1	1		1		1
13	Information Technology Specialist	2018	1	1		1		1
14	Accountant II	2021	0	0		0		1
15	Deputy Director	2021	1	1		1		1
16	Operations Supervisor	2021	1	1		1		1
17	Sr. Administrative Specialist – Confidential	2022	1	1		1		1
18	IT Helpdesk Technician	2023	0	0		0		0
19.	Sr. Accounting Technician	2023	1	1		1		1
Totals			46	46	8	40		46