



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 8/9/2011  
Agenda Placement: 9A  
Set Time: 9:15 AM PUBLIC HEARING  
Estimated Report Time: 30 minutes

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors

**FROM:** Ridenhour, Don - Director  
Public Works

**REPORT BY:** Juan Arias, ENGINEERING MANAGER PUBLIC WORKS - 259-8374

**SUBJECT:** Napa County Five Year Capital Improvement Plan - Fiscal Years 2011/2012-2015/2016

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### **RECOMMENDATION**

Director of Public Works recommends that the Board of Supervisors hold a public hearing and consider a resolution adopting the Napa County Five Year Capital Improvement Plan for Fiscal Years 2011/2012 to 2015/2016 as provided for by Government Code Section 66002.

### **EXECUTIVE SUMMARY**

The Napa County Five Year Capital Improvement Plan for Fiscal Years 2011/2012-2015/2016 is a document that provides direction and guidance for the County to carefully plan and manage its capital and infrastructure needs for new facilities and rehabilitation or upkeep of existing facilities. For Napa County this includes capital and infrastructure needs in such diverse areas as: County building facilities, the County Airport, County roads and County Measure A funded projects. Identifying capital projects and their anticipated funding sources assists in the planning and scheduling of finances for projects and the staff resources needed to plan, design, and construct the projects.

### **PROCEDURAL REQUIREMENTS**

1. Open the public hearing;
2. Staff report;
3. Public comment;
4. Close the public hearing;
5. Motion, second, discussion, and vote on a motion to adopt the Napa County Five Year Capital Improvement Plan for Fiscal Years 2011/2012 through 2015/2016.

### **FISCAL IMPACT**

Is there a Fiscal Impact?                      No

### **ENVIRONMENTAL IMPACT**

**ENVIRONMENTAL DETERMINATION:** General Rule. It can be seen with certainty that there is no possibility the proposed action may have a significant effect on the environment and therefore CEQA is not applicable. [See Guidelines For the Implementation of the California Environmental Quality Act, 14 CCR 15061(b)(3)].

While the adoption of the Five Year Capital Improvement Plan is not a project, appropriate CEQA review will be conducted for those items listed in the Five Year Capital Improvement Plan at the appropriate time during implementation of each individual project.

### **BACKGROUND AND DISCUSSION**

The underlying strategy of a Capital Improvement Plan ("CIP" or "the Plan") is to plan for the necessary land acquisition, construction and maintenance of public facilities necessary for the safe and efficient provision of public services in accordance with County policies and objectives adopted in the County's General Plan. A critical element of a balanced CIP is the provision of funds to preserve or enhance existing facilities, and to provide new facilities to respond to changing service needs and community growth. The Napa County Capital Improvement Plan has historically been a short term plan prepared on an annual basis to address the County's capital improvement needs.

A Five Year CIP provides guidance for the County to carefully plan and manage its capital and infrastructure needs for new facilities and rehabilitation or upkeep of existing facilities. Many of the projects described in the Plan are exempt under California Environmental Quality Act ("CEQA") because they are minor alterations to existing public structures or minor rehabilitations, which can be seen with certainty that there is no possibility that they may have a significant effect on the environment. For those projects not exempt under CEQA, there shall be project-specific environmental reviews prior to a County decision and/or action for such projects.

It is recommended that a Capital Improvement Plan be implemented for a longer term (five fiscal year period) for the following reasons:

- If the Board and staff anticipate that certain expensive projects will be necessary in the next four to five years, the Board and staff can better plan the required schedules, budgets and staff resources to deliver the projects.
- The required timeline to deliver more complex projects is usually more than one fiscal year. A five-year plan will illustrate to the public, the Board and staff the complete schedules and budgets required for the delivery of all projects over the required number of fiscal years.
- A five-year plan facilitates long-range financial planning by matching estimated revenue against capital needs, establishing capital expenditures and identifying the need for municipal borrowing and indebtedness within a sound long-range fiscal framework.
- Preparation and yearly update of a Five Year Capital Improvement Plan is a best management practice for capital programs, as evidenced by implementation of Five Year Capital Improvement Plans in many other jurisdictions.

On December 14, 2010, the Napa County Board of Supervisors approved the Five Year Capital Improvement Plan for Fiscal Years 2010/2011 through 2014/2015. The Five Year Capital Improvement Plan for Fiscal Years

2011/2012 through 2015/2016 is based on the following planning documents or processes:

- Napa County Conceptual Site Development and Phasing Plan Through 2028
- Napa County Preliminary Facilities Conditions Assessment
- Napa County Emissions Reduction Plan for County Operations
- Five Year Airport Capital Improvement Plan (ACIP)
- Five Year Roads Capital Improvement Plan (RCIP)
- Five Year Measure A Capital Improvement Plan
- Projects submitted for consideration by County Departments on an annual basis
- Projects budgeted in Fiscal Year 2011/2012

Given the differing purposes of recent planning efforts, careful coordination and analysis of findings was required prior to their inclusion into this CIP. For example, the Preliminary Facilities Conditions Assessment called for a project in Building A at the Health and Human Services campus, but since the Napa County Conceptual Site Development and Phasing Plan Through 2028 calls for the demolition of the same building within the next five years, the project was not included in this Five Year CIP.

The 2011/2012-2015/2016 Five Year CIP is herein presented. Funds required to support projects in the Plan have either been previously approved by the Board or will be presented to the Board for approval through the annual budget process. The 2011/2012 projects in the plan represent projects that were budgeted by the Board for the current fiscal year.

Government Code Section 65401 requires for the Five Year CIP to be submitted to the County's Conservation, Development and Planning Department for review and report to the Board as to conformity with the adopted general plan or part thereof. The Five Year CIP has been submitted to and reviewed by the County's Conservation, Development and Planning Department and a memo reporting to the Board on conformity with the adopted general plan is attached as Exhibit A of this report.

While the Five Year CIP is to serve as the long range plan, it is to be reviewed and updated annually parallel to the budgeting process. The Five Year CIP is a living, changing document since priorities may be changed due to funding opportunities or circumstances that make a project more or less urgent. The adoption of the CIP is neither a commitment to a particular project nor a limitation to a particular cost. As a basic tool for scheduling anticipated capital projects, it is also a key element in planning and controlling future capital financing. For this reason the CIP includes many "unfunded" projects for which needs have been identified, but specific solutions and funding have not been determined.

It is to be noted that of the estimated \$130,000,000 required for the Five Year Capital Improvement Plan, approximately \$118,000,000 is for capital projects such as new facilities or major construction projects and approximately \$12,000,000 is for maintenance related projects.

Staff recommends bringing the 2012/2013-2016/2017 Five Year CIP to the Board for consideration in June 2012. This will allow for the Five Year CIP first year projects to be consistent with the budget recommendations for Fiscal Year 2012/2013 and for a better coordination between the Five Year CIP Plan and the County budgeting process. Staff will then bring a Five Year CIP for the Board's consideration in June of each year since five year capital improvement programming should be part of the County's budget and management process.

A hard copy of the plan is available to the public with the County Clerk of the Board.

## **SUPPORTING DOCUMENTS**

- A . Five Year Capital Improvement Plan Report Cover
- B . Table of Contents
- C . Letter of Transmittal - Part I
- D . Letter of Transmittal - Part II
- E . Charts and Tables
- F . Project Detail Sheets - Airport Part I
- G . Project Detail Sheets - Airport Part II
- H . Project Detail Sheets - Emission Reduction Plan
- I . Project Detail Sheets - Measure A
- J . Project Detail Sheets - Roads Part I
- K . Project Detail Sheets - Roads Part II
- L . Project Detail Sheets - Buildings (A)
- M . Project Detail Sheets - Buildings (A-B)
- N . Project Detail Sheets - Buildings (C)
- O . Project Detail Sheets - Buildings (C)
- P . Project Detail Sheets - Buildings (G-H)
- Q . Project Detail Sheets - Buildings (H)
- R . Project Detail Sheets - Buildings (H)
- S . Project Detail Sheets - Buildings (J)
- T . Project Detail Sheets - Building (L)
- U . Project Detail Sheets - Buildings (S-Y)
- V . Appendix - Project Index
- W . Appendix - Glossary of Funding Sources
- X . Resolution
- Y . Exhibit A

CEO Recommendation: Approve

Reviewed By: Helene Franchi