



Staff Report

June 14, 2022

TO: Honorable Mayor and Members of the Town Council
FROM: Merrill Buck, Town Engineer
DATE: May 27, 2022
RE: Consideration and Proposed Resolution Adopting the Five-Year Capital Improvements Program and Appropriating Funds for FY 2022-23 and FY 2023-24

Recommendation

Staff recommends that the Town Council receive a presentation on the proposed five-year Capital Improvements Program, receive input from the public, provide feedback, and consider adoption of the CIP and appropriation of funding for the first two fiscal years, FY 2022-23 and FY 2023-24.

Issue Statement and Discussion

The Capital Improvement Program (CIP) is a planning tool that is used to coordinate the funding and timing of infrastructure improvements, over a five-year period. Selected improvements are prioritized by fiscal year and within fund categories according to the need or desire for such improvements, and in accordance with the Town's present and anticipated financial capability.

Improvements may consist of physical structures, systems, facilities, or equipment, needed to provide critical services to the community. Examples include the upkeep of infrastructure such as streets, sidewalks, traffic signals, stormwater drainage systems, parks, and facilities, including Town Hall, the Library, the Train Depot, and the Corporation Yard.

Some of the studies and documents that influence the CIP include: the Town Council Strategic Plan, General Plan, Pavement Management Plan, Storm Drain Master Plan, Transportation Plan, Trails and Bicycle Master Plans, Library Transition Plan, administrative policies, State mandated programs and regulations, and grant opportunities that align with Town needs.

The CIP is adopted as a five-year plan to assist with the long-range forecasting of expenditures. Budget appropriations are made for the first two years, taking effect at the start of each fiscal year. The remaining three years are shown for planning purposes. The CIP is updated every two-years, as a whole, with amendments typically considered at the end of the first fiscal year.

CIP projects are categorized as either funded or unfunded and grouped within the following broad project categories:

- Streets – Includes road resurfacing, striping, concrete repair, and traffic signals
- Drainage – Includes storm drain rehabilitation, condition assessment and cleaning
- Parks and Trees – Includes park improvements, tree pruning, and compost giveaway
- Facilities – Includes modifications or improvements to Town facilities
- Fleet & Equipment – Includes needed vehicles or equipment

Typically, each category will have its own unique funding source that is dedicated and can only be used to fund projects within that category. A description of the various funds and what the funds can be spent on, is included in the CIP along with a summary sheet for each fund that highlights the fund’s balance over time and proposed expenditures.

The value of funded CIP projects over the first two years proposed for adoption, is approximately \$8.2 million, broken down in the categories below.

<u>Category</u>	<u>FY 2022-23</u>	<u>FY 2023-24</u>	<u>Combined</u>	<u>Percentage</u>
Streets	3,335,000	1,350,000	4,685,000	57%
Drainage	1,550,000	350,000	1,900,000	23%
Parks & Trees	730,000	15,000	745,000	9%
Facilities	490,000	250,000	740,000	9%
Fleet & Equipment	120,000	40,000	160,000	2%
	\$6,225,000	\$2,005,000	\$8,230,000	

This represents a substantial amount of work given the limited staff resources that the Town currently has dedicated to the delivery of the CIP. An Implementation Framework showing the short-, medium- and long-term timing envisioned for the various projects included the CIP, is included as Attachment B.

Certain projects for which funding is not yet secure, planning is not yet complete, or the priority has not yet risen to the same level as funded projects, may not be shown in the CIP or may be identified as unfunded. If these projects reach a point where they are ready to move forward, they can be presented to Council and budgeted through supplemental appropriations. Very little work has been undertaken on the unfunded projects, so a cost estimate for them has not been prepared.

Planning Commission Approval

California Government Code Section 65401 requires that a local agency’s Capital Improvement Program be in conformance with the General Plan and that this determination is to be made by the agency’s designated planning agency. For the Town of Loomis, this is the Planning Commission. The CIP has not yet been presented to the Planning Commission for this determination. It is therefore recommended that the Council proceed with the potential approval and adoption of the CIP conditioned upon the Planning Commission’s General Plan conformance determination. Staff will return to Council with any updates, if necessary, following review by the Planning Commission.

CEQA Requirements

Adoption of the CIP is categorically exempt under the California Environmental Quality Act (CEQA) Guidelines Section 15061(b)(3) as the action does not commit to the undertaking of any project and has no potential for causing a significant effect on the environment. Each individual project within the CIP is subject to its own CEQA analysis as part of the project’s delivery.

Financial and/or Policy Implications

Project expenditures budgeted over the first two fiscal years of the CIP can be fully funded through appropriations from the identified funding sources, without creating a negative Fund balance. Project expenditures shown beyond the first two years have no direct fiscal impact on the Town, as only the first two years are proposed for appropriation.

Attachments

- A. Resolution
Resolution Exhibit A - Capital Improvements Program (June 2022)
- B. CIP Implementation Framework

TOWN OF LOOMIS

RESOLUTION 22 - _____

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOOMIS ADOPTING THE FIVE-YEAR CAPITAL IMPROVEMENTS PROGRAM FOR FISCAL YEARS 2022-23 THROUGH 2026-27 AND APPROPRIATING FUNDING FOR FISCAL YEARS 2022-23 AND 2023-24

WHEREAS, the Town of Loomis has prepared a five-year Capital Improvement Program (CIP) which identifies anticipated capital improvements for fiscal years 2022-2023 through 2026-2027; and

WHEREAS, the CIP also identifies the funding sources to finance the capital improvements proposed to be undertaken in the next five fiscal years and includes recommended time schedules and cost estimates for the various capital improvement projects; and

WHEREAS, the expenditures shown for the first two-years of the CIP are to be adopted with appropriations. Subsequent years are also included in the CIP, although these “future years” are subject to change due to more detailed engineering analysis becoming available, possible changes in project priorities, updates or revisions to anticipated revenues, and/or changes in cost and funding projections; and

WHEREAS, the CIP is anticipated to be updated every two-years, as a whole, while amendments can be considered by the Town Council at any time; and

WHEREAS, State Law requires that the designated planning agency review their agency’s Capital Improvement Plan to ensure conformance with the adopted General Plan; and

WHEREAS, Town Council has designated the Town’s Planning Commission as the planning agency for the Town of Loomis; and

WHEREAS, staff will present the CIP to the Planning Commission at its next regularly scheduled meeting to consider each project’s conformity to the adopted General Plan; and

WHEREAS, should the Planning Commission determine, during its review of the CIP, that any of the projects are inconsistent with goals of the General Plan, staff will return to Council for a discussion of those projects to either modification or exclude them from the CIP; and

WHEREAS, the Town Council has examined and deliberated on the budget with input from the public and now desires to adopt the five-year CIP and appropriate funds for the first-two years conditioned upon the Planning Commission’s General Plan conformance determination; and

WHEREAS, the Capital Improvement Program dated June 2022 is attached as Exhibit A to this resolution and represents the budget to be approved by the Town Council.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Loomis as follows:

1. That the Town Council hereby adopts the proposed five-year Capital Improvements Program for FY 2022-23 through FY 2026-27, with the effective date of adoption to coincide with the Planning Commission's General Plan conformance determination.
2. That the Town Council hereby appropriates funding for FY 2022-23 and FY 2023-24 as shown in the five-year Capital Improvements Program, with the effective date of the appropriation to coincide with the Planning Commission's General Plan conformance determination.
3. That any monies received during the first two fiscal years, as a consequence of approved project grants are hereby appropriated for purposes for which the grant has been approved, and the Town Manager is authorized to expend such monies and make payments in accordance with the terms, conditions and purposes of the grant.
4. That the Town Manager is hereby authorized to make expenditures in accordance with the budget as adopted, with the exception of those expenditures which require prior Town Council approval, in accordance with adopted Town ordinances, rules and regulations.

PASSED AND ADOPTED this 14th day of June 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Mayor

ATTEST:

Deputy Town Clerk

Exhibit A to Resolution 22-

Town of Loomis, Capital Improvements Program
June 2022

Implementation Framework for Funded CIP Projects

Category	Project Title	Time-Frame			
		On-Going	Short	Medium	Long
STREETS					
1	Street Resurfacing Program	X			
2	Sierra College Boulevard Resurfacing		X		
3	Sierra College Boulevard Widening			X	
4	Taylor Road at Horseshoe Bar Road Concrete Repair		X		
5	Citywide Concrete Repair		X		
6	Parking Lot Paving (South of Walnut Street)			X	
7	Rule 20A Undergrounding (Sierra College Blvd.)			X	
8	Citywide Striping and Signage	X			
9	Traffic Calming	X			
10	I-80/Horseshoe Bar Road Interchange Project Study Report			X	
11	Signal Interconnect (Taylor, King, Swetzer)				X
12	Speed Studies and Traffic Counts				X
13	Pavement Condition Inspection Update				X
14	Maintenance District Master Plan	X			
15	Del Oro School Graffiti Wall			X	
DRAINAGE					
16	Rachel Lane Storm Drain Rehabilitation	X			
17	Street Culvert Crossing Reconstruction	X			
18	Humphrey Road Ditch Undergrounding	X			
19	Storm Drain CCTV Inspection and Cleaning	X			
PARKS & TREES					
20	Sunrise Loomis Park Playground Replacement	X			
21	Blue Anchor Park and Depot Bus Stop Shade Sails		X		
22	Spray Park Water Circulation			X	
23	Tree Pruning	X			
24	Adopt an Oak Tree	X			
25	Downtown Baskets and Banners		X		
26	Compost Giveaway	X			
27	Blue Anchor Park Playground Surfacing Replacement				X
FACILITIES					
28	Library Parking and Entry Concrete ADA Improvements		X		
29	Library Interior ADA Improvements			X	
30	Town Hall HVAC Modifications		X		
31	Sunrise Loomis Park Restrooms				X
32	Document Scanning and Town Records Digital Archive		X		
33	EOC Communications System		X		
34	Corporation Yard Master Plan			X	
35	ADA Transition Plan		X		
36	Impact Fee Study		X		
37	Depot Security Camera Replacement			X	
38	Emergency Power Backup for Town Hall				X
FLEET & EQUIPMENT					
39	Corp Yard Truck Replacement		X		
40	Corp Yard Support Equipment		X		
41	Storm Drain and Channel Cleaning Equipment		X		
42	Town Hall Admin Pool Car			X	