

# YOLO COUNTY LOCAL AGENCY FORMATION COMMISSION

## Regular Meeting AGENDA

**January 24, 2013 - 9:00 a.m.**

### **BOARD OF SUPERVISORS CHAMBERS**

625 COURT STREET, ROOM 206  
WOODLAND, CALIFORNIA 95695

### **COMMISSIONERS**

OLIN WOODS, CHAIR (PUBLIC MEMBER)  
MATT REXROAD, VICE CHAIR (COUNTY MEMBER)  
SKIP DAVIES (CITY MEMBER)  
DON SAYLOR (COUNTY MEMBER)  
BILL KRISTOFF (CITY MEMBER)

### **ALTERNATE COMMISSIONERS**

ROBERT RAMMING (PUBLIC MEMBER)  
JIM PROVENZA (COUNTY MEMBER)  
CECILIA AGUIAR-CURRY (CITY MEMBER)

CHRISTINE CRAWFORD  
EXECUTIVE OFFICER

ROBYN TRUITT DRIVON  
COMMISSION COUNSEL

All persons are invited to testify and submit written comments to the Commission. If you challenge a LAFCo action in court, you may be limited to issues raised at the public hearing or submitted as written comments prior to the close of the public hearing. All written materials received by staff 72 hours before the hearing will be distributed to the Commission. If you wish to submit written material at the hearing, please supply 10 copies.

All participants on a matter to be heard by the Commission that have made campaign contributions totaling \$250 or more to any Commissioner in the past 12 months must disclose this fact, either orally or in writing, for the official record as required by Government Code Section 84308.

Any person, or combination of persons, who make expenditures for political purposes of \$1,000 or more in support of, or in opposition to, a matter heard by the Commission must disclose this fact in accordance with the Political Reform Act.

### **CALL TO ORDER**

1. Pledge of Allegiance
2. Roll Call

3. Public Comment : Opportunity for members of the public to address the Yolo County Local Agency Formation Commission (LAFCo) on subjects not otherwise on the agenda relating to LAFCo business. The Commission reserves the right to impose a reasonable limit on time afforded to any topic or to any individual speaker.

#### **CONSENT AGENDA**

4. Approve LAFCo Special Meeting Minutes of December 3, 2012
5. Review and File Fiscal Year 2012/13 2nd Quarter Financial Update

#### **REGULAR AGENDA**

6. Authorize the Chair to sign an Agreement for Services between Yolo LAFCo and Rosenow Spevacek Group, Inc. not to exceed \$46,130 for the preparation of the Yolo County Water Districts Combined Municipal Service Review and Sphere of Influence Study
7. Consider approval of the Draft Audit prepared by Richardson & Company of the Yolo Local Agency Formation Commission's financial statements for Fiscal Year Ending 2012

#### **EXECUTIVE OFFICER'S REPORT**

8. A report by the Executive Officer on recent events relevant to the Commission and an update of Yolo LAFCo staff activity for the month. The Commission or any individual Commissioner may request that action be taken on any item listed.
  - Yolo County Animal Services Update
  - SACOG Shared Services Presentation Update
  - Davis Cemetery District
  - CALAFCO 2013 Staff Workshop Update
  - Staff Activity Report - December 4, 2012 to January 18, 2013

#### **COMMISSIONER COMMENTS**

9. Opportunity for any Commissioner to comment on issues not listed on the agenda. No action will be taken on off-agenda items unless authorized by law.

#### **ADJOURNMENT**

10. Adjournment

Next Special meeting Date: January 29, 2013  
Next Regular meeting Date: February 28, 2013

I declare under penalty of perjury that the foregoing agenda was posted January 18, 2013 by 5:00 p.m. at the following places:

- On the bulletin board at the east entrance of the Erwin W. Meier Administration Building, 625 Court Street, Woodland, California; and
- On the bulletin board outside the Board of Supervisors Chambers, Room 206 in the Erwin W. Meier Administration Building, 625 Court Street, Woodland, California.
- On the LAFCo website at: [www.yololafco.org](http://www.yololafco.org).

Terri Tuck, Clerk  
Yolo County LAFCo

#### **NOTICE**

If requested, this agenda can be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 and the Federal Rules and Regulations adopted in implementation thereof. Persons seeking an alternative format should contact the Commission Clerk for further information. In addition, a person with a disability who requires a modification or accommodation, including auxiliary aids or services, in order to participate in a public meeting should telephone or otherwise contact the Commission Clerk as soon as possible and at least 24 hours prior to the meeting. The Commission Clerk may be reached at (530) 666-8048 or at the following address:

Yolo County LAFCo  
625 Court Street, Room 203  
Woodland, CA 95695

Note: Audio for LAFCo meetings will be available directly following conclusion of the meeting at [www.yololafco.org](http://www.yololafco.org).



Consent **4.**

**LAFCO**

**Meeting Date:** 01/24/2013

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**Information**

**SUBJECT**

Approve LAFCo Special Meeting Minutes of December 3, 2012

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**Attachments**

Item 4 - Minutes

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**Form Review**

Form Started By: Terri Tuck  
Final Approval Date: 01/14/2013

Started On: 01/14/2013 11:12 AM

# LOCAL AGENCY FORMATION COMMISSION of YOLO COUNTY

## SPECIAL MEETING M I N U T E S

December 3, 2012

The Local Agency Formation Commission of Yolo County met on the 3<sup>rd</sup> day of December 2012, at 3:30pm in the Yolo County Board of Supervisors Chambers, 625 Court Street, Room 206, Woodland CA. Members present were Chair and Public Member Olin Woods, County Members Matt Rexroad and Don Saylor, and City Members Skip Davies and Bill Kristoff. Others present were Alternate Public Member Robert Ramming, Executive Officer Christine Crawford, Commission Clerk Terri Tuck, and Commission Counsel Robin Drivon

### Item No 1 and 2    Call to Order, Pledge of Allegiance and Roll Call

Vice Chair Rexroad called the Special Meeting to order at 3:30 p.m.

City Member Skip Davies led the Pledge of Allegiance

PRESENT: Davies, Kristoff, Rexroad, Saylor ABSENT: Woods

### Item No 3    Public Comments

None

## CONSENT

### Item No 4    Approve LAFCo Meeting Minutes of October 25, 2012

### Item No 5    Approve Appropriations of \$600 from the "Services and Supplies" Object to the "Salaries and Benefits" Object for the 2012/13 Yolo LAFCo Budget

**Minute Order 2012-42:** By consensus, the recommended actions were approved on Consent.

Approved by the following vote:

AYES: Davies, Kristoff, Rexroad, Saylor

NOES: None

ABSTAIN: None

ABSENT: Woods

## PUBLIC HEARING

Chair Woods arrived at the dais at 3:34 p.m.

**Item No 6**     **Public Hearing to Consider and Approve the Yolo County Flood Control and Water Conservation District Reorganization (LAFCo No. 914) and Waive Conducting Authority Proceedings**

After a report from staff and discussion by the Commission, Yolo County Flood Control and Water Conservation District Manager Tim O'Halloran spoke. The Chair opened the Public Hearing. No one came forward.

**Minute Order 2012-43:** The recommended actions were approved by **Resolution 2012-07** in accordance with and subject to the findings and conditions contained in the December 3, 2012 staff report:

Approved by the following vote:

MOTION: Rexroad  
SECOND: Saylor  
AYES: Davies, Kristoff, Rexroad, Saylor, Woods  
NOES: None  
ABSTAIN: None  
ABSENT: None

**REGULAR**

**Item No 7**     **Consider and Approve the Shared Services Strategic Plan Prepared by the Shared Services Ad Hoc Committee**

**Minute Order 2012-44:** The recommended action was approved. The sub-committee will continue to meet on an as needed basis. The Commission will review the Shared Services Strategic Plan as needed and at least every two years. Additionally, the following language changes will be made to the Plan:

**Shared Services Values -**

6. **LAFCo participation in the review of** oversight **issues** of joint powers agencies is needed in order to maintain quality performance and public trust.
9. **Effective** ~~Efficient~~ government service delivery will involve partnerships with agencies...

**Shared Services Goals and Action Items -**

**Goal 1** – LAFCo promotes the most **effective** ~~efficient~~ forms of government for...

Approved by the following vote:

MOTION: Woods  
SECOND: Saylor  
AYES: Davies, Kristoff, Rexroad, Saylor, Woods  
NOES: None

ABSTAIN: None  
ABSENT: None

**Item No 8**     **Executive Officer's Report**

The Commission was given a verbal report on recent events relevant to the Commission and an update of the staff's activities for the month, including the Shared Service Initiative.

Staff reported that a Request for Proposals to prepare a combined Yolo Water Districts Municipal Service Review and Sphere of Influence Study was released November 2012. The proposals are due December 19<sup>th</sup> with interview to be scheduled in early January 2013.

Staff stated that during a recent Board of Supervisor (BOS) meeting, Supervisors Provenza and Saylor asked for an update on the Sacramento Area Council of Governments (SACOG), relative to shared services. Staff conveyed that the requested update may manifest into a presentation to the BOS from SACOG's Chief Executive Officer Mike McKeever or Chief Operating Officer Kirk Trost. It's been suggested that it would be appropriate for LAFCo and the BOS to have a joint meeting to view the presentation since LAFCo is involved with shared services. Staff will notify the Commission as to when this might occur.

When the Davis Cemetery District Municipal Service Review and Sphere of Influence Study was approved in July 2012, it was suggested that staff of all of the Cemetery Districts have semi-annual meetings to share resources and network. Staff reported that none of the Cemetery Districts wish to participate.

Staff conveyed that the office would be closed for the upcoming holiday from December 24, 2012 through January 1, 2013.

**Item No 9**     **Commissioner Comments**

Commissioner Saylor reported that the SACOG Salutes! presentation of awards will take place during the upcoming SACOG meeting December 6<sup>th</sup> and, that jointly, the Yolo County Transit District, the Yocha Dehe Wintun Nation, and the City of Woodland, will receive an award for exemplary service in recognition of unique cooperation of transit services to provide transportation to Cache Creek Casino employees.

Commissioner Saylor also reported that during the California State Association of Counties (CSAC) Conference in November, he was invited to present on shared services and collaboration.

Chair Woods announced that Orange LAFCo Executive Officer Joyce Crosthwaite was retiring, effective December 6, 2012.

Additionally, Chair Woods asked that today's meeting be adjourned in honor of Christine's one year anniversary with the Yolo LAFCo.

**Item No 10   Adjournment**

**Minute Order 2012-45:** By order of the Chair, the Special Meeting was adjourned at 4:22 p.m. in honor of Executive Officer Christine Crawford's one year anniversary with the Yolo LAFCo.

Next Regular Meeting is January 24, 2013

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Olin Woods, Chair  
Local Agency Formation Commission  
County of Yolo, State of California

ATTEST:

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Terri Tuck  
Clerk to the Commission





Consent **5.**

**LAFCO**

**Meeting Date:** 01/24/2013

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**Information**

**SUBJECT**

Review and File Fiscal Year 2012/13 2nd Quarter Financial Update

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**Attachments**

Item 5 - Staff Report

Item 5 - ATT A-E

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**Form Review**

Form Started By: Terri Tuck  
Final Approval Date: 01/14/2013

Started On: 01/14/2013 11:16 AM

LOCAL  
AGENCY  
FORMATION  
COMMISSION OF  
YOLO COUNTY



To: Olin Woods, Chair, and Members of the  
Yolo County Local Agency Formation Commission

From: Christine Crawford, Executive Officer  
Terri Tuck, Commission Clerk

Date: January 24, 2013

Subject: Fiscal Year 2012/13 - 2<sup>nd</sup> Quarter Financial Update

### **Recommended Action**

Review and file the fiscal year (FY) 2012/13 2<sup>nd</sup> quarter financial update.

### **Background**

The LAFCo FY 2012/13 budget was adopted on May 14, 2012. No substantive changes or budget adjustments have been adopted by the Commission (other than transferring \$600 for the Executive Officer's cell phone allowance from the "Services and Supplies" major object to "Salaries and Benefits" on December 3, 2012)..

The intent of the quarterly financial report is to provide the Commission with an update of how LAFCo performed financially in the last quarter as compared to the adopted budget and to discuss any issues as appropriate. The practice came about during our last financial audit process because with only two staff members, additional review of LAFCo expenditures was recommended.

### **Analysis**

#### **Salaries and Employee Benefits**

The total salary and employee benefits are on track for this fiscal year. At December 31st we were 50% through the fiscal year and the attached revenue and expenditure summary shows LAFCo has used 49% of its appropriation.

#### **Services and Supplies**

The attached expenditure summary indicates that the total services and supplies portion of the budget is only 12% expended. This is primarily due to the \$110,000 appropriated to Professional and Specializes Services

CHAIR  
Olin Woods  
Public Member

VICE CHAIR  
Matt Rexroad  
Supervisor – 3<sup>rd</sup> District

Skip Davies  
Mayor  
City of Woodland

Don Saylor  
Supervisor – 2<sup>nd</sup> District

Bill Kristoff  
Councilmember  
City of West Sacramento

ALTERNATE  
Robert Ramming  
Public Member

ALTERNATE  
Jim Provenza  
Supervisor – 4<sup>th</sup> District

ALTERNATE  
Cecilia Aguiar-Curry  
Mayor  
City of Winters

Staff  
Christine M. Crawford  
Executive Officer

Terri Tuck  
Commission Clerk

Robyn Truitt Driven  
Commission Counsel

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Woodland CA 95695

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lafco@yolocounty.org

www.yololafco.org

(Account 862429), which represents a significant proportion of the overall Services and Supplies major object total.

Regarding shared services, \$60,000 of this allocation was intended for the LAFCo contract with West Sacramento for a half time budget analyst, which as the Commission is already aware, was not working out and has been put on hold. Staff is actively seeking to obtain analyst services instead via a graduate school intern or potentially other agency sources. Also, staff may be requesting approval at a later date to use some of this budget for follow up consulting work related to the Yolo County Animal Services study, which will be discussed during the Executive Officer's Report item on the agenda.

Regarding LAFCo services, staff expects a significant portion of the remaining \$42,660 currently available to be expended if the Commission authorizes the agreement for services to prepare the MSR for the water districts (agenda Item 6). Although \$50,000 was appropriated when the final budget was adopted for the current year, \$32,608 went unused from the previous year (because staff expected to go over budget with salaries and employee benefits and intentionally held off on expenditures in case these monies were needed) and these additional funds were added to LAFCo's reserve. So there is additional money that is available for appropriation if needed.

### **Summary**

Overall the LAFCo budget was 35.8% expended through the 2<sup>nd</sup> quarter of FY 2012/13.

### **Attachments**

FY 2012/13 2<sup>nd</sup> quarter reports:

- A. Revenue- Expense Summary
- B. General Ledger (October, November and December)
- C. Revenue Detail
- D. Expenditure Detail (by date)
- E. Expenditure Detail (by account – roll up)

Item 5  
ATT A - Revenue/Expense Summary

Fund	BU	CC	Account	Account Name	Adopted Estimated Revenue	Adjusted Estimated Revenue	Revenue Realized	Unrealized	Percent Revenues Realized
368	3681		824100	INVESTMENT EARNINGS	\$1,500.00	\$1,500.00	(\$1,061.56)	\$438.44	71%
<b>368</b>	<b>3681</b>		<b>8240</b>	<b>Total REVENUE FR USE OF MONEY &amp; PROP</b>	<b>\$1,500.00</b>	<b>\$1,500.00</b>	<b>(\$1,061.56)</b>	<b>\$438.44</b>	<b>70.8%</b>
368	3681		825820	OTHER GOVT AGENCY-OTH CO-CITYS	\$188,066.00	\$158,066.00	(\$158,066.00)	\$0.00	100%
368	3681		825821	OTHER GOVT AGENCY-WEST SAC	\$62,927.00	\$52,889.00	(\$52,889.00)	\$0.00	100%
368	3681		825822	OTHER GOVT AGCY-WOODLAND	\$54,840.00	\$46,092.00	(\$46,092.00)	\$0.00	100%
368	3681		825823	OTHER GOVT AGCY-WINTERS	\$5,567.00	\$4,679.00	(\$4,679.00)	\$0.00	100%
368	3681		825824	OTHER GOVT AGCY-DAVIS	\$64,732.00	\$54,406.00	(\$54,406.00)	\$0.00	100%
<b>368</b>	<b>3681</b>		<b>8252</b>	<b>Total INTERGOVT REV-OTHER</b>	<b>\$376,132.00</b>	<b>\$316,132.00</b>	<b>(\$316,132.00)</b>	<b>\$0.00</b>	<b>100.0%</b>
368	3681		826225	LAFCO FEES	\$5,200.00	\$5,200.00	(\$6,595.70)	(\$1,395.70)	127%
<b>368</b>	<b>3681</b>		<b>8260</b>	<b>Total CHARGES FOR SERVICES</b>	<b>\$5,200.00</b>	<b>\$5,200.00</b>	<b>(\$6,595.70)</b>	<b>(\$1,395.70)</b>	<b>126.8%</b>
<b>368</b>	<b>3681</b>			<b>CC Total NONE</b>	<b>\$382,832.00</b>	<b>\$322,832.00</b>	<b>(\$323,789.26)</b>	<b>(\$957.26)</b>	<b>100.3%</b>
368	3681	SSP	825820	OTHER GOVT AGENCY-OTH CO-CITYS	\$0.00	\$30,000.00	(\$30,000.00)	\$0.00	100%
368	3681	SSP	825821	OTHER GOVT AGENCY-WEST SAC	\$0.00	\$10,038.00	(\$10,038.00)	\$0.00	100%
368	3681	SSP	825822	OTHER GOVT AGCY-WOODLAND	\$0.00	\$8,748.00	(\$8,748.00)	\$0.00	100%
368	3681	SSP	825823	OTHER GOVT AGCY-WINTERS	\$0.00	\$888.00	(\$888.00)	\$0.00	100%
368	3681	SSP	825824	OTHER GOVT AGCY-DAVIS	\$0.00	\$10,326.00	(\$10,326.00)	\$0.00	100%
<b>368</b>	<b>3681</b>	<b>SSP</b>	<b>8252</b>	<b>Total INTERGOVT REV-OTHER</b>	<b>\$0.00</b>	<b>\$60,000.00</b>	<b>(\$60,000.00)</b>	<b>\$0.00</b>	<b>100.0%</b>
<b>368</b>	<b>3681</b>	<b>SSP</b>		<b>CC Total SHARED SERVICES INITIATIVE</b>	<b>\$0.00</b>	<b>\$60,000.00</b>	<b>(\$60,000.00)</b>	<b>\$0.00</b>	<b>100.0%</b>
<b>368</b>	<b>3681</b>			<b>BU Total LOCAL AGENCY FORMATION COMM</b>	<b>\$382,832.00</b>	<b>\$382,832.00</b>	<b>(\$383,789.26)</b>	<b>(\$957.26)</b>	<b>100.3%</b>
<b>368</b>				<b>FD Total LOCAL AGENCY FORMATION COMM</b>	<b>\$382,832.00</b>	<b>\$382,832.00</b>	<b>(\$383,789.26)</b>	<b>(\$957.26)</b>	<b>100.3%</b>

Item 5  
ATT A - Revenue/Expense Summary

Fund	BU	CC	Acct	Account Name	Adopted Appropriation	Adjusted Appropriation	Expenditures	Outstanding Encumbrance	Unencumbered Balance	Percent Approp Used
368	3681		861101	REGULAR EMPLOYEES	\$148,772.00	\$149,372.00	\$72,778.15	\$0.00	\$76,593.85	49%
368	3681		861107	PAYOFF	\$0.00	\$0.00	\$810.46	\$0.00	(\$810.46)	0%
368	3681		861201	RETIREMENT	\$26,492.00	\$26,492.00	\$12,991.66	\$0.00	\$13,500.34	49%
368	3681		861202	O A S D I	\$10,630.00	\$10,630.00	\$5,380.56	\$0.00	\$5,249.44	51%
368	3681		861203	FICA/MEDICARE	\$2,510.00	\$2,510.00	\$1,258.36	\$0.00	\$1,251.64	50%
368	3681		861400	UNEMPLOYMENT INSURANCE	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0%
368	3681		861500	WORKERS COMPENSATION INSURANCE	\$1,500.00	\$1,500.00	\$500.00	\$0.00	\$1,000.00	33%
368	3681		861600	CO CONT-OTHER FRINGE BENEFITS	\$34,360.00	\$34,360.00	\$17,914.68	\$0.00	\$16,445.32	52%
<b>368</b>	<b>3681</b>		<b>8610</b>	<b>Total SALARIES AND EMPLOYEE BENEFITS</b>	<b>\$225,764.00</b>	<b>\$226,364.00</b>	<b>\$111,633.87</b>	<b>\$0.00</b>	<b>\$114,730.13</b>	<b>49 %</b>
368	3681		862090	COMMUNICATIONS	\$3,000.00	\$2,400.00	\$1,097.88	\$0.00	\$1,302.12	46%
368	3681		862130	FOOD	\$1,000.00	\$1,000.00	\$99.38	\$0.00	\$900.62	10%
368	3681		862202	INSURANCE-PUBLIC LIABILITY	\$1,000.00	\$1,000.00	\$483.85	\$0.00	\$516.15	48%
368	3681		862271	MAINT-EQUIPMENT	\$500.00	\$500.00	\$67.59	\$332.41	\$100.00	80%
368	3681		862330	MEMBERSHIPS	\$2,800.00	\$2,800.00	\$2,248.00	\$0.00	\$552.00	80%
368	3681		862390	OFFICE EXPENSE	\$2,000.00	\$2,000.00	\$422.55	\$35.20	\$1,542.25	23%
368	3681		862391	OFFICE EXP-POSTAGE (OPTIONAL)	\$1,000.00	\$1,000.00	\$283.00	\$0.00	\$717.00	28%
368	3681		862392	OFFICE EXP-PRINTING (OPTIONAL)	\$1,000.00	\$1,000.00	\$118.55	\$0.00	\$881.45	12%
368	3681		862417	IT SERVICES-DPT SYS MAINT	\$3,159.00	\$3,159.00	\$656.54	\$0.00	\$2,502.46	21%
368	3681		862418	IT SERVICES-ERP	\$1,066.00	\$1,066.00	\$0.00	\$0.00	\$1,066.00	0%
368	3681		862419	IT SERVICES-CONNECTIVITY	\$3,742.00	\$3,742.00	\$0.00	\$0.00	\$3,742.00	0%
368	3681		862422	INFORMATION TECHNOLOGY SERVICE	\$0.00	\$0.00	\$400.00	\$0.00	(\$400.00)	0%
368	3681		862423	LEGAL SERVICES	\$10,500.00	\$10,500.00	\$1,080.00	\$0.00	\$9,420.00	10%
368	3681		862429	PROFESSIONAL & SPECIALIZED SRV	\$110,000.00	\$110,000.00	\$640.32	\$0.00	\$109,359.68	1%
368	3681		862460	PUBLICATIONS & LEGAL NOTICES	\$1,000.00	\$1,000.00	\$477.20	\$0.00	\$522.80	48%
368	3681		862491	RENTS & LEASES-EQUIPMENT	\$1,500.00	\$1,500.00	\$662.70	\$797.30	\$40.00	97%
368	3681		862495	RECORDS STORAGE "ARCHIVES"	\$400.00	\$400.00	\$0.00	\$0.00	\$400.00	0%
368	3681		862520	SMALL TOOLS & MINOR EQUIPMENT	\$1,700.00	\$1,700.00	\$1,349.76	\$0.00	\$350.24	79%
368	3681		862548	TRAINING EXPENSE	\$8,000.00	\$8,000.00	\$7,080.39	\$0.00	\$919.61	89%
368	3681		862610	TRANSPORTATION & TRAVEL	\$3,500.00	\$3,500.00	\$388.53	\$0.00	\$3,111.47	11%
<b>368</b>	<b>3681</b>		<b>8620</b>	<b>Total SERVICES AND SUPPLIES</b>	<b>\$156,867.00</b>	<b>\$156,267.00</b>	<b>\$17,556.24</b>	<b>\$1,164.91</b>	<b>\$137,545.85</b>	<b>12 %</b>
368	3681		863102	PAYMENTS TO OTH GOVT INSTT	\$200.00	\$200.00	\$439.45	\$0.00	(\$239.45)	220%
<b>368</b>	<b>3681</b>		<b>8630</b>	<b>Total OTHER CHARGES</b>	<b>\$200.00</b>	<b>\$200.00</b>	<b>\$439.45</b>	<b>\$0.00</b>	<b>(\$239.45)</b>	<b>220 %</b>
<b>368</b>	<b>3681</b>			<b>CC Total NONE</b>	<b>\$382,831.00</b>	<b>\$382,831.00</b>	<b>\$129,629.56</b>	<b>\$1,164.91</b>	<b>\$252,036.53</b>	<b>34 %</b>
368	3681	SSP	862423	LEGAL SERVICES	\$0.00	\$0.00	\$1,046.25	\$0.00	(\$1,046.25)	0%
368	3681	SSP	862429	PROFESSIONAL & SPECIALIZED SRV	\$0.00	\$0.00	\$5,232.48	\$0.00	(\$5,232.48)	0%
<b>368</b>	<b>3681</b>	<b>SSP</b>	<b>8620</b>	<b>Total SERVICES AND SUPPLIES</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$6,278.73</b>	<b>\$0.00</b>	<b>(\$6,278.73)</b>	<b>0%</b>
<b>368</b>	<b>3681</b>	<b>SSP</b>		<b>CC Total SHARED SERVICES INITIATIVE</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$6,278.73</b>	<b>\$0.00</b>	<b>(\$6,278.73)</b>	<b>0%</b>
368	3681			BU Total LOCAL AGENCY FORMATION COMM	\$382,831.00	\$382,831.00	\$135,908.29	\$1,164.91	\$245,757.80	35.8%
368				FD Total LOCAL AGENCY FORMATION COMM	\$382,831.00	\$382,831.00	\$135,908.29	\$1,164.91	\$245,757.80	35.8%

**County of Yolo  
Auditor Controller  
General Ledger**

**October 1 - 31, 2012**

Account	Date	Program	Description	Document	Debit	Credit	Balance
01-0000	10/01/2012	*****	CASH IN TREASURY		\$0.00	\$0.00	\$443,872.61
01-0000	10/01/2012		185-1 09/12 INTERNAL TELEPHONE	JE001398	\$0.00	\$126.51	\$443,746.10
01-0000	10/01/2012		JUL-SEP INTEREST APPORT	JE001658	\$1,061.56	\$0.00	\$444,807.66
01-0000	10/01/2012		185-1 09/12 INTERNAL TELEPHONE	JE001826	\$0.00	\$13.28	\$444,794.38
01-0000	10/02/2012		09/12 CAL CARD LAFCO-CCRAWFORD	JE001336	\$0.00	\$12.25	\$444,782.13
01-0000	10/12/2012		10/06/12 Payroll	PR000060	\$0.00	\$8,650.03	\$436,132.10
01-0000	10/18/2012		LEGAL SRVCS 4TH QTR 2011/12	IB130441	\$0.00	\$506.25	\$435,625.85
01-0000	10/18/2012		LEGAL SRVCS 4TH QTR 2011/12	IB130442	\$0.00	\$101.25	\$435,524.60
01-0000	10/18/2012		LEGAL SRVCS 1ST QTR 2012/13	IB130447	\$0.00	\$945.00	\$434,579.60
01-0000	10/18/2012		LEGAL SRVCS 1ST QTR 2012/13	IB130448	\$0.00	\$573.75	\$434,005.85
01-0000	10/19/2012		WARRANTS	WA101912	\$0.00	\$1,644.41	\$432,361.44
01-0000	10/24/2012		914 YCFCWCD REORG-MAP REVIEW	IB130493	\$0.00	\$640.32	\$431,721.12
01-0000	10/26/2012		10/12 CAL CARD LAFCO-TTUCK	JE001790	\$0.00	\$2,067.60	\$429,653.52
01-0000	10/26/2012		10/12 CAL CARD LAFCO-CCRAWFORD	JE001790	\$0.00	\$339.10	\$429,314.42
01-0000	10/26/2012		10/20/12 Payroll	PR000065	\$0.00	\$8,703.87	\$420,610.55
01-0000	10/29/2012		WARRANTS	WA102912	\$0.00	\$385.50	\$420,225.05
01-0000	10/30/2012		WDLD SHARE OF 12/13 LAFCO BDGT	DP197802	\$54,840.00	\$0.00	\$475,065.05
			<b>Ending Balance:</b>		<b>\$55,901.56</b>	<b>\$24,709.12</b>	<b>\$475,065.05</b>
40-0500	10/01/2012	*****	FUTURE LONG TERM DEBT REQUIRE		\$0.00	\$0.00	\$11,753.00
			<b>Ending Balance:</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$11,753.00</b>
60-0600	10/01/2012	*****	ACCRUED COMPENSATION ABSENCES		\$0.00	\$0.00	(\$11,753.00)
			<b>Ending Balance:</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$11,753.00)</b>
71-0000	10/31/2012	*****	RESERVE FOR ENCUMBRANCES		\$0.00	\$0.00	(\$1,395.11)
			<b>Ending Balance:</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$1,395.11)</b>
75-0000	10/01/2012	*****	FUND BALANCE AVAILABLE		\$0.00	\$0.00	(\$182,949.54)
			<b>Ending Balance:</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$182,949.54)</b>
82-0000	10/31/2012	*****	REVENUE		\$0.00	\$0.00	(\$379,293.56)
			<b>Ending Balance:</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$379,293.56)</b>
86-0000	10/31/2012	*****	EXPENDITURES		\$0.00	\$0.00	\$87,177.05
			<b>Ending Balance:</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$87,177.05</b>
91-0000	10/31/2012	*****	ESTIMATED REVENUES		\$0.00	\$0.00	\$382,832.00
			<b>Ending Balance:</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$382,832.00</b>
93-0000	10/31/2012	*****	APPROPRIATIONS		\$0.00	\$0.00	(\$382,831.00)
			<b>Ending Balance:</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$382,831.00)</b>
95-0000	10/31/2012	*****	ENCUMBRANCES		\$0.00	\$0.00	\$1,395.11
			<b>Ending Balance:</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,395.11</b>

County of Yolo Auditor Controller General Ledger									
November 1 - 30, 2012									
Account	Date	Program	Description	Document	Debit	Credit	Balance		
01-0000	11/01/2012	*****	CASH IN TREASURY		\$0.00	\$0.00	\$475,065.05		
01-0000	11/01/2012		185-1 10/12 INTERNAL TELEPHONE	JE001933	\$0.00	\$129.08	\$474,935.97		
01-0000	11/01/2012		185-1 10/12 INTERNAL TELEPHONE	JE002217	\$0.00	\$6.64	\$474,929.33		
01-0000	11/02/2012		WARRANTS	WA110212	\$0.00	\$140.60	\$474,788.73		
01-0000	11/07/2012		WARRANTS	WA110712	\$0.00	\$1,126.23	\$473,662.50		
01-0000	11/09/2012		11/03/12 Payroll	PR000073	\$0.00	\$8,515.47	\$465,147.03		
01-0000	11/16/2012		WARRANTS	WA111612	\$0.00	\$116.65	\$465,030.38		
01-0000	11/21/2012		11/17/12 Payroll	PR000084	\$0.00	\$8,515.48	\$456,514.90		
01-0000	11/30/2012		11/12 CAL CARD LAFCO-TTUCK	JE002311	\$0.00	\$94.00	\$456,420.90		
01-0000	11/30/2012		11/12 CAL CARD LAFCO-CCRAWFORD	JE002311	\$0.00	\$21.00	\$456,399.90		
01-0000	11/30/2012		WARRANTS	WA113012	\$0.00	\$331.75	\$456,068.15		
			<b>Ending Balance:</b>		<b>\$0.00</b>	<b>\$18,996.90</b>	<b>\$456,068.15</b>		
40-0500	11/01/2012	*****	FUTURE LONG TERM DEBT REQUIRE		\$0.00	\$0.00	\$11,753.00		
			<b>Ending Balance:</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$11,753.00</b>		
60-0600	11/01/2012	*****	ACCRUED COMPENSATION ABSENCES		\$0.00	\$0.00	(\$11,753.00)		
			<b>Ending Balance:</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$11,753.00)</b>		
71-0000	11/30/2012	*****	RESERVE FOR ENCUMBRANCES		\$0.00	\$0.00	(\$1,278.46)		
			<b>Ending Balance:</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$1,278.46)</b>		
75-0000	11/01/2012	*****	FUND BALANCE AVAILABLE		\$0.00	\$0.00	(\$182,949.54)		
			<b>Ending Balance:</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$182,949.54)</b>		
82-0000	11/30/2012	*****	REVENUE		\$0.00	\$0.00	(\$379,293.56)		
			<b>Ending Balance:</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$379,293.56)</b>		
86-0000	11/30/2012	*****	EXPENDITURES		\$0.00	\$0.00	\$106,173.95		
			<b>Ending Balance:</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$106,173.95</b>		
91-0000	11/30/2012	*****	ESTIMATED REVENUES		\$0.00	\$0.00	\$382,832.00		
			<b>Ending Balance:</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$382,832.00</b>		
93-0000	11/30/2012	*****	APPROPRIATIONS		\$0.00	\$0.00	(\$382,831.00)		
			<b>Ending Balance:</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$382,831.00)</b>		
95-0000	11/30/2012	*****	ENCUMBRANCES		\$0.00	\$0.00	\$1,278.46		
			<b>Ending Balance:</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,278.46</b>		

County of Yolo Auditor Controller General Ledger							
December 1 - 31, 2012							
Account	Date	Program	Description	Document	Debit	Credit	Balance
01-0000	12/01/2012	*****	CASH IN TREASURY		\$0.00	\$0.00	\$456,068.15
01-0000	12/01/2012		185-1 11/12 INTERNAL TELEPHONE	JE002391	\$0.00	\$125.88	\$455,942.27
01-0000	12/01/2012		185-1 11/12 INTERNAL TELEPHONE	JE002794	\$0.00	\$6.64	\$455,935.63
01-0000	12/03/2012		914 YCFCWCD REORG-REG VOTERS	IB130674	\$0.00	\$389.45	\$455,546.18
01-0000	12/05/2012		NOE-914 YCFCWCD REORG	IB130719	\$0.00	\$50.00	\$455,496.18
01-0000	12/07/2012		12/01/12 Payroll	PR000092	\$0.00	\$8,747.97	\$446,748.21
01-0000	12/11/2012		1ST QUARTER FY 12/13 COPIES	JE002484	\$0.00	\$78.40	\$446,669.81
01-0000	12/14/2012		WARRANTS	WA121412	\$0.00	\$4,114.35	\$442,555.46
01-0000	12/20/2012		FLOOD CONTOL/H2O CONSERVATION	DP199050	\$4,495.70	\$0.00	\$447,051.16
01-0000	12/20/2012		WARRANTS	WA122012	\$0.00	\$141.59	\$446,909.57
01-0000	12/21/2012		12/15/12 Payroll	PR000097	\$0.00	\$8,747.30	\$438,162.27
			<b>Ending Balance:</b>		<b>\$4,495.70</b>	<b>\$22,401.58</b>	<b>\$438,162.27</b>
40-0500	12/01/2012	*****	FUTURE LONG TERM DEBT REQUIRE		\$0.00	\$0.00	\$11,753.00
			<b>Ending Balance:</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$11,753.00</b>
60-0600	12/01/2012	*****	ACCRUED COMPENSATION ABSENCES		\$0.00	\$0.00	(\$11,753.00)
			<b>Ending Balance:</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$11,753.00)</b>
71-0000	12/31/2012	*****	RESERVE FOR ENCUMBRANCES		\$0.00	\$0.00	(\$1,164.91)
			<b>Ending Balance:</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$1,164.91)</b>
75-0000	12/01/2012	*****	FUND BALANCE AVAILABLE		\$0.00	\$0.00	(\$182,949.54)
			<b>Ending Balance:</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$182,949.54)</b>
82-0000	12/31/2012	*****	REVENUE		\$0.00	\$0.00	(\$383,789.26)
			<b>Ending Balance:</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$383,789.26)</b>
86-0000	12/31/2012	*****	EXPENDITURES		\$0.00	\$0.00	\$128,575.53
			<b>Ending Balance:</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$128,575.53</b>
91-0000	12/31/2012	*****	ESTIMATED REVENUES		\$0.00	\$0.00	\$382,832.00
			<b>Ending Balance:</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$382,832.00</b>
93-0000	12/31/2012	*****	APPROPRIATIONS		\$0.00	\$0.00	(\$382,831.00)
			<b>Ending Balance:</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$382,831.00)</b>
95-0000	12/31/2012	*****	ENCUMBRANCES		\$0.00	\$0.00	\$1,164.91
			<b>Ending Balance:</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,164.91</b>



Item 5  
ATT C - Revenue Detail

Date	FD	B/U	C/C	Account	Program	Vendor	Vendor Name	Description	Warrant Number	DOC #	Amount
10/01/2012	368	3681		824100		0	UNASSIGNED VENDOR	JUL-SEP INTEREST APPORT		JE001658	(\$1,061.56)
10/30/2012	368	3681		825822		0	UNASSIGNED VENDOR	12/13 LAFCO BDGT		DP197802	(\$46,092.00)
12/20/2012	368	3681		826225		0	UNASSIGNED VENDOR	YCFCWCD REORG914		DP199050	(\$4,495.70)
10/30/2012	368	3681	SSP	825822		0	UNASSIGNED VENDOR	12/13 LAFCO BDGT		DP197802	(\$8,748.00)
											<b>(\$60,397.26)</b>

Item 5  
ATT D - Expense Detail by Date

Date	FD	BU	CC	ACCT	Vendor	Vendor Name	Description	WT #	DOC #	Amount
10/01/12	368	3681		862090	0	UNASSIGNED VENDOR	185-1 09/12 INTERNAL TELEPHONE	00000001	JE001398	\$126.51
10/01/12	368	3681		862090	0	UNASSIGNED VENDOR	185-1 09/12 INTERNAL TELEPHONE	00000001	JE001826	\$13.28
10/02/12	368	3681		862610	0	UNASSIGNED VENDOR	09/12 CAL CARD LAFCO-CCRAWFORD	00000001	JE001336	\$12.25
10/12/12	368	3681		861101	99999	VARIOUS VENDORS	10/06/12 Payroll	00000003	PR000060	\$5,561.02
10/12/12	368	3681		861201	99999	VARIOUS VENDORS	10/06/12 Payroll	00000003	PR000060	\$992.70
10/12/12	368	3681		861202	99999	VARIOUS VENDORS	10/06/12 Payroll	00000003	PR000060	\$417.10
10/12/12	368	3681		861203	99999	VARIOUS VENDORS	10/06/12 Payroll	00000003	PR000060	\$97.55
10/12/12	368	3681		861600	99999	VARIOUS VENDORS	10/06/12 Payroll	00000003	PR000060	\$1,581.66
10/18/12	368	3681		862423	0	UNASSIGNED VENDOR	LEGAL SRVCS 1ST QTR 2012/13	00000001	IB130448	\$573.75
10/18/12	368	3681		862423	0	UNASSIGNED VENDOR	LEGAL SRVCS 4TH QTR 2011/12	00000001	IB130441	\$506.25
10/18/12	368	3681	SSP	862423	0	UNASSIGNED VENDOR	LEGAL SRVCS 1ST QTR 2012/13	00000001	IB130447	\$945.00
10/18/12	368	3681	SSP	862423	0	UNASSIGNED VENDOR	LEGAL SRVCS 4TH QTR 2011/12	00000001	IB130442	\$101.25
10/19/12	368	3681		862271	3351	INLAND BUSINESS SYSTEMS	INV 01K157 10/10/12 PO130140	09385416	PO130140	\$67.59
10/19/12	368	3681		862390	29920	DSW HOLDINGS INC	INV 9951047 100412 PO130089	09385402	PO130089	\$3.10
10/19/12	368	3681		862390	33557	STAPLES CONTRACT & COMMERCIAL	INV 114841309 09/30/12	09385294	CL047732	\$92.58
10/19/12	368	3681		862491	29920	DSW HOLDINGS INC	INV 9951047 100412 PO130089	09385402	PO130089	\$5.00
10/19/12	368	3681		862548	27239	DONALD D SAYLOR	CALAFCO CONF-TRAVEL DSAYLOR	09385293	CL047737	\$261.93
10/19/12	368	3681		862548	27645	TERRI TUCK	CALAFCO CONF-TRAVEL CLAIM	09385295	CL047405	\$263.91
10/19/12	368	3681		862548	32912	ROBERT E RAMMING	CALAFCO CONF-TRAVEL RRAMMING	09385292	CL047736	\$257.58
10/19/12	368	3681		862548	35585	CHRISTINE CRAWFORD	CALAFCO CONF-TRAVEL CLAIM	09385291	CL047404	\$262.38
10/19/12	368	3681		862548	36214	CITY OF WINTERS	CALAFCO CONF-TRAVEL-CACURRY	09385290	CL047558	\$261.84
10/19/12	368	3681		862610	35585	CHRISTINE CRAWFORD	2012/13 1ST QTR MILEAGE	09385291	CL047404	\$168.50
10/24/12	368	3681		862429	0	UNASSIGNED VENDOR	914 YCFCWCD REORG-MAP REVIEW	00000001	IB130493	\$640.32
10/26/12	368	3681		861101	99999	VARIOUS VENDORS	10/20/12 Payroll	00000003	PR000065	\$5,561.02
10/26/12	368	3681		861201	99999	VARIOUS VENDORS	10/20/12 Payroll	00000003	PR000065	\$992.70
10/26/12	368	3681		861202	99999	VARIOUS VENDORS	10/20/12 Payroll	00000003	PR000065	\$420.21
10/26/12	368	3681		861203	99999	VARIOUS VENDORS	10/20/12 Payroll	00000003	PR000065	\$98.28
10/26/12	368	3681		861600	99999	VARIOUS VENDORS	10/20/12 Payroll	00000003	PR000065	\$1,431.66
10/26/12	368	3681		862090	99999	VARIOUS VENDORS	10/20/12 Payroll	00000003	PR000065	\$200.00
10/26/12	368	3681		862548	34315	HYATT EQUITIES LLC	10/12 CAL CARD LAFCO-CCRAWFORD	00000001	JE001790	\$332.10
10/26/12	368	3681		862548	34315	HYATT EQUITIES LLC	10/12 CAL CARD LAFCO-TTUCK	00000001	JE001790	\$332.10
10/26/12	368	3681		862548	34315	HYATT EQUITIES LLC	10/12 CAL CARD LAFCO-TTUCK	00000001	JE001790	\$332.10
10/26/12	368	3681		862548	34315	HYATT EQUITIES LLC	10/12 CAL CARD LAFCO-TTUCK	00000001	JE001790	\$332.10
10/26/12	368	3681		862548	34315	HYATT EQUITIES LLC	10/12 CAL CARD LAFCO-TTUCK	00000001	JE001790	\$498.15
10/26/12	368	3681		862548	34315	HYATT EQUITIES LLC	10/12 CAL CARD LAFCO-TTUCK	00000001	JE001790	\$498.15

Item 5  
ATT D - Expense Detail by Date

10/26/12	368	3681		862548	8945	CALIFORNIA STATE ASSOCIATION	10/12 CAL CARD LAFCO-TTUCK	00000001	JE001790	\$75.00
10/26/12	368	3681		862610	0	UNASSIGNED VENDOR	10/12 CAL CARD LAFCO-CCRAWFORD	00000001	JE001790	\$7.00
10/29/12	368	3681		862491	33922	LYON FINANCIAL SVC UNDERWRITER	INV 213832769 10/13/12 PO13030	09386202	PO130307	\$105.45
10/29/12	368	3681		862548	26630	J O WOODS	CALAFCO CONF-TRAVEL CLAIM	09386161	CL048418	\$280.05
11/01/12	368	3681		862090	0	UNASSIGNED VENDOR	185-1 10/12 INTERNAL TELEPHONE	00000001	JE001933	\$129.08
11/01/12	368	3681		862090	0	UNASSIGNED VENDOR	185-1 10/12 INTERNAL TELEPHONE	00000001	JE002217	\$6.64
11/02/12	368	3681		862390	2213	THE DAVIS ENTERPRISE INC	ACCT 2852 10/23/12 YR SUB RNWL	09386401	CL048587	\$140.60
11/07/12	368	3681	SSP	862429	14356	CITY OF WEST SACRAMENTO	INV LAFCO-12/13-1 SHARED SRVCS	09386944	CL048973	\$1,126.23
11/09/12	368	3681		861101	99999	VARIOUS VENDORS	11/03/12 Payroll	00000003	PR000073	\$5,561.02
11/09/12	368	3681		861201	99999	VARIOUS VENDORS	11/03/12 Payroll	00000003	PR000073	\$992.70
11/09/12	368	3681		861202	99999	VARIOUS VENDORS	11/03/12 Payroll	00000003	PR000073	\$409.36
11/09/12	368	3681		861203	99999	VARIOUS VENDORS	11/03/12 Payroll	00000003	PR000073	\$95.73
11/09/12	368	3681		861600	99999	VARIOUS VENDORS	11/03/12 Payroll	00000003	PR000073	\$1,431.66
11/09/12	368	3681		862090	99999	VARIOUS VENDORS	11/03/12 Payroll	00000003	PR000073	\$25.00
11/16/12	368	3681		862390	29920	DSW HOLDINGS INC	INV 9951047 110112 PO130089	09387402	PO130089	\$6.20
11/16/12	368	3681		862491	29920	DSW HOLDINGS INC	INV 9951047 110112 PO130089	09387402	PO130089	\$5.00
11/16/12	368	3681		862491	33922	LYON FINANCIAL SVC UNDERWRITER	INV 215884396 11/12/12 PO13030	09387418	PO130307	\$105.45
11/21/12	368	3681		861101	99999	VARIOUS VENDORS	11/17/12 Payroll	00000003	PR000084	\$5,561.02
11/21/12	368	3681		861201	99999	VARIOUS VENDORS	11/17/12 Payroll	00000003	PR000084	\$992.70
11/21/12	368	3681		861202	99999	VARIOUS VENDORS	11/17/12 Payroll	00000003	PR000084	\$409.36
11/21/12	368	3681		861203	99999	VARIOUS VENDORS	11/17/12 Payroll	00000003	PR000084	\$95.74
11/21/12	368	3681		861600	99999	VARIOUS VENDORS	11/17/12 Payroll	00000003	PR000084	\$1,431.66
11/21/12	368	3681		862090	99999	VARIOUS VENDORS	11/17/12 Payroll	00000003	PR000084	\$25.00
11/30/12	368	3681		862391	0	UNASSIGNED VENDOR	11/12 CAL CARD LAFCO-TTUCK	00000001	JE002311	\$94.00
11/30/12	368	3681		862460	2213	THE DAVIS ENTERPRISE INC	AD 03542649-001 11/11/12	09389009	CL050846	\$331.75
11/30/12	368	3681		862610	0	UNASSIGNED VENDOR	11/12 CAL CARD LAFCO-CCRAWFORD	00000001	JE002311	\$6.00
11/30/12	368	3681		862610	0	UNASSIGNED VENDOR	11/12 CAL CARD LAFCO-CCRAWFORD	00000001	JE002311	\$15.00
12/01/12	368	3681		862090	0	UNASSIGNED VENDOR	185-1 11/12 INTERNAL TELEPHONE	00000001	JE002391	\$125.88
12/01/12	368	3681		862090	0	UNASSIGNED VENDOR	185-1 11/12 INTERNAL TELEPHONE	00000001	JE002794	\$6.64
12/03/12	368	3681		863102	0	UNASSIGNED VENDOR	914 YCFWCWCD REORG-REG VOTERS	00000001	IB130674	\$389.45
12/05/12	368	3681		863102	0	UNASSIGNED VENDOR	NOE-914 YCFWCWCD REORG	00000001	IB130719	\$50.00
12/07/12	368	3681		861101	99999	VARIOUS VENDORS	12/01/12 Payroll	00000003	PR000092	\$5,561.02
12/07/12	368	3681		861201	99999	VARIOUS VENDORS	12/01/12 Payroll	00000003	PR000092	\$992.70
12/07/12	368	3681		861202	99999	VARIOUS VENDORS	12/01/12 Payroll	00000003	PR000092	\$421.64

Item 5  
ATT D - Expense Detail by Date

12/07/12	368	3681		861203	99999	VARIOUS VENDORS	12/01/12 Payroll	00000003	PR000092	\$98.61
12/07/12	368	3681		861600	99999	VARIOUS VENDORS	12/01/12 Payroll	00000003	PR000092	\$1,649.00
12/07/12	368	3681		862090	99999	VARIOUS VENDORS	12/01/12 Payroll	00000003	PR000092	\$25.00
12/11/12	368	3681		862392	0	UNASSIGNED VENDOR	1ST QUARTER FY 12/13 COPIES	00000001	JE002484	\$78.40
12/14/12	368	3681		862390	29920	DSW HOLDINGS INC	INV#9951047 112912 PO130089	09390010	PO130089	\$3.10
12/14/12	368	3681		862491	29920	DSW HOLDINGS INC	INV 9951047 112912 PO130089	09390010	PO130089	\$5.00
12/14/12	368	3681	SSP	862429	36087	ANIMAL PROTECTION LEAGUE	INV 12-05 12/06/12 AGR 2012-06	09389904	CL051947	\$4,106.25
12/20/12	368	3681		862390	33557	STAPLES CONTRACT & COMMERCIAL	INV115316177 11/30/12	09390614	CL052349	\$36.14
12/20/12	368	3681		862491	33922	LYON FINANCIAL SVC UNDERWRITER	INV217963859 12/13/12 PO130307	09390698	PO130307	\$105.45
12/21/12	368	3681		861101	99999	VARIOUS VENDORS	12/15/12 Payroll	00000003	PR000097	\$5,561.02
12/21/12	368	3681		861201	99999	VARIOUS VENDORS	12/15/12 Payroll	00000003	PR000097	\$992.70
12/21/12	368	3681		861202	99999	VARIOUS VENDORS	12/15/12 Payroll	00000003	PR000097	\$421.03
12/21/12	368	3681		861203	99999	VARIOUS VENDORS	12/15/12 Payroll	00000003	PR000097	\$98.47
12/21/12	368	3681		861600	99999	VARIOUS VENDORS	12/15/12 Payroll	00000003	PR000097	\$1,649.08
12/21/12	368	3681		862090	99999	VARIOUS VENDORS	12/15/12 Payroll	00000003	PR000097	\$25.00
01/01/13	368	3681		862090	0	UNASSIGNED VENDOR	185-1 12/12 INTERNAL TELEPHONE	00000001	JE002863	\$125.44
01/04/13	368	3681		861101	99999	VARIOUS VENDORS	12/29/12 Payroll	00000003	PR000104	\$5,561.02
01/04/13	368	3681		861201	99999	VARIOUS VENDORS	12/29/12 Payroll	00000003	PR000104	\$992.70
01/04/13	368	3681		861202	99999	VARIOUS VENDORS	12/29/12 Payroll	00000003	PR000104	\$344.78
01/04/13	368	3681		861203	99999	VARIOUS VENDORS	12/29/12 Payroll	00000003	PR000104	\$80.64
01/04/13	368	3681		862130	35585	CHRISTINE CRAWFORD	2013 STAFF WKSHPLANNING	09391035	CL052568	\$58.90
01/04/13	368	3681		862610	35585	CHRISTINE CRAWFORD	2ND QTR MILEAGE-CCRAWFORD	09391035	CL052568	\$169.28
							<b>Total Budget Year Expenditures:</b>			<b>\$73,440.36</b>
							<b>Grand Total:</b>			<b>\$73,440.36</b>

Item 5  
ATT E - Expense Detail by Account

For Fiscal Year 2013					<b>County of Yolo</b>					
From 10/1/2012 To 12/31/2013								<b>Expenditure Detail with Account Totals</b>		
Date	FD	BU	CC	Acct	Vendor	Vendor Name	Description			
10/12/12	368	3681		861101		VARIOUS VENDORS	10/06/12 Payroll	00000003	PR000060	\$5,561.02
10/26/12	368	3681		861101		VARIOUS VENDORS	10/20/12 Payroll	00000003	PR000065	\$5,561.02
11/09/12	368	3681		861101		VARIOUS VENDORS	11/03/12 Payroll	00000003	PR000073	\$5,561.02
11/21/12	368	3681		861101		VARIOUS VENDORS	11/17/12 Payroll	00000003	PR000084	\$5,561.02
12/07/12	368	3681		861101		VARIOUS VENDORS	12/01/12 Payroll	00000003	PR000092	\$5,561.02
12/21/12	368	3681		861101		VARIOUS VENDORS	12/15/12 Payroll	00000003	PR000097	\$5,561.02
01/04/13	368	3681		861101		VARIOUS VENDORS	12/29/12 Payroll	00000003	PR000104	\$5,561.02
							<b>Account 3683681 861101</b>		<b>Total:</b>	<b>\$38,927.14</b>
10/12/12	368	3681		861201		VARIOUS VENDORS	10/06/12 Payroll	00000003	PR000060	\$992.70
10/26/12	368	3681		861201		VARIOUS VENDORS	10/20/12 Payroll	00000003	PR000065	\$992.70
11/09/12	368	3681		861201		VARIOUS VENDORS	11/03/12 Payroll	00000003	PR000073	\$992.70
11/21/12	368	3681		861201		VARIOUS VENDORS	11/17/12 Payroll	00000003	PR000084	\$992.70
12/07/12	368	3681		861201		VARIOUS VENDORS	12/01/12 Payroll	00000003	PR000092	\$992.70
12/21/12	368	3681		861201		VARIOUS VENDORS	12/15/12 Payroll	00000003	PR000097	\$992.70
01/04/13	368	3681		861201		VARIOUS VENDORS	12/29/12 Payroll	00000003	PR000104	\$992.70
							<b>Account 3683681 861201</b>		<b>Total:</b>	<b>\$6,948.90</b>
10/12/12	368	3681		861202		VARIOUS VENDORS	10/06/12 Payroll	00000003	PR000060	\$417.10
10/26/12	368	3681		861202		VARIOUS VENDORS	10/20/12 Payroll	00000003	PR000065	\$420.21
11/09/12	368	3681		861202		VARIOUS VENDORS	11/03/12 Payroll	00000003	PR000073	\$409.36
11/21/12	368	3681		861202		VARIOUS VENDORS	11/17/12 Payroll	00000003	PR000084	\$409.36
12/07/12	368	3681		861202		VARIOUS VENDORS	12/01/12 Payroll	00000003	PR000092	\$421.64
12/21/12	368	3681		861202		VARIOUS VENDORS	12/15/12 Payroll	00000003	PR000097	\$421.03
01/04/13	368	3681		861202		VARIOUS VENDORS	12/29/12 Payroll	00000003	PR000104	\$344.78
							<b>Account 3683681 861202</b>		<b>Total:</b>	<b>\$2,843.48</b>
10/12/12	368	3681		861203		VARIOUS VENDORS	10/06/12 Payroll	00000003	PR000060	\$97.55
10/26/12	368	3681		861203		VARIOUS VENDORS	10/20/12 Payroll	00000003	PR000065	\$98.28
11/09/12	368	3681		861203		VARIOUS VENDORS	11/03/12 Payroll	00000003	PR000073	\$95.73
11/21/12	368	3681		861203		VARIOUS VENDORS	11/17/12 Payroll	00000003	PR000084	\$95.74
12/07/12	368	3681		861203		VARIOUS VENDORS	12/01/12 Payroll	00000003	PR000092	\$98.61
12/21/12	368	3681		861203		VARIOUS VENDORS	12/15/12 Payroll	00000003	PR000097	\$98.47
01/04/13	368	3681		861203		VARIOUS VENDORS	12/29/12 Payroll	00000003	PR000104	\$80.64
							<b>Account 3683681 861203</b>		<b>Total:</b>	<b>\$665.02</b>
10/12/12	368	3681		861600		VARIOUS VENDORS	10/06/12 Payroll	00000003	PR000060	\$1,581.66
10/26/12	368	3681		861600		VARIOUS VENDORS	10/20/12 Payroll	00000003	PR000065	\$1,431.66
11/09/12	368	3681		861600		VARIOUS VENDORS	11/03/12 Payroll	00000003	PR000073	\$1,431.66

Item 5  
ATT E - Expense Detail by Account

For Fiscal Year 2013				<b>County of Yolo</b>					
From 10/1/2012 To 12/31/2013									
11/21/12	368	3681	861600		VARIOUS VENDORS	11/17/12 Payroll	00000003	PR000084	\$1,431.66
12/07/12	368	3681	861600		VARIOUS VENDORS	12/01/12 Payroll	00000003	PR000092	\$1,649.00
12/21/12	368	3681	861600		VARIOUS VENDORS	12/15/12 Payroll	00000003	PR000097	\$1,649.08
						<b>Account 3683681 861600</b>		<b>Total:</b>	<b>\$9,174.72</b>
10/01/12	368	3681	862090		UNASSIGNED VENDOR	185-1 09/12 INTERNAL TELEPHONE	00000001	JE001398	\$126.51
10/01/12	368	3681	862090		UNASSIGNED VENDOR	185-1 09/12 INTERNAL TELEPHONE	00000001	JE001826	\$13.28
10/26/12	368	3681	862090		VARIOUS VENDORS	10/20/12 Payroll	00000003	PR000065	\$200.00
11/01/12	368	3681	862090		UNASSIGNED VENDOR	185-1 10/12 INTERNAL TELEPHONE	00000001	JE001933	\$129.08
11/01/12	368	3681	862090		UNASSIGNED VENDOR	185-1 10/12 INTERNAL TELEPHONE	00000001	JE002217	\$6.64
11/09/12	368	3681	862090		VARIOUS VENDORS	11/03/12 Payroll	00000003	PR000073	\$25.00
11/21/12	368	3681	862090		VARIOUS VENDORS	11/17/12 Payroll	00000003	PR000084	\$25.00
12/01/12	368	3681	862090		UNASSIGNED VENDOR	185-1 11/12 INTERNAL TELEPHONE	00000001	JE002391	\$125.88
12/01/12	368	3681	862090		UNASSIGNED VENDOR	185-1 11/12 INTERNAL TELEPHONE	00000001	JE002794	\$6.64
12/07/12	368	3681	862090		VARIOUS VENDORS	12/01/12 Payroll	00000003	PR000092	\$25.00
12/21/12	368	3681	862090		VARIOUS VENDORS	12/15/12 Payroll	00000003	PR000097	\$25.00
01/01/13	368	3681	862090		UNASSIGNED VENDOR	185-1 12/12 INTERNAL TELEPHONE	00000001	JE002863	\$125.44
						<b>Account 3683681 862090</b>		<b>Total:</b>	<b>\$833.47</b>
01/04/13	368	3681	862130	35585	CHRISTINE CRAWFORD	2013 STAFF WKSHPP PLANNING	09391035	CL052568	\$58.90
						<b>Account 3683681 862130</b>		<b>Total:</b>	<b>\$58.90</b>
10/19/12	368	3681	862271	3351	INLAND BUSINESS SYSTEMS	INV 01K157 10/10/12 PO130140	09385416	PO130140	\$67.59
						<b>Account 3683681 862271</b>		<b>Total:</b>	<b>\$67.59</b>
10/19/12	368	3681	862390	29920	DSW HOLDINGS INC	INV 9951047 100412 PO130089	09385402	PO130089	\$3.10
10/19/12	368	3681	862390	33557	STAPLES CONTRACT & COMMERCIAL	INV 114841309 09/30/12	09385294	CL047732	\$92.58
11/02/12	368	3681	862390	2213	THE DAVIS ENTERPRISE INC	ACCT 2852 10/23/12 YR SUB RNWL	09386401	CL048587	\$140.60
11/16/12	368	3681	862390	29920	DSW HOLDINGS INC	INV 9951047 110112 PO130089	09387402	PO130089	\$6.20
12/14/12	368	3681	862390	29920	DSW HOLDINGS INC	INV#9951047 112912 PO130089	09390010	PO130089	\$3.10
12/20/12	368	3681	862390	33557	STAPLES CONTRACT & COMMERCIAL	INV115316177 11/30/12	09390614	CL052349	\$36.14
						<b>Account 3683681 862390</b>		<b>Total:</b>	<b>\$281.72</b>
11/30/12	368	3681	862391		UNASSIGNED VENDOR	11/12 CAL CARD LAFCO-TTUCK	00000001	JE002311	\$94.00
						<b>Account 3683681 862391</b>		<b>Total:</b>	<b>\$94.00</b>
12/11/12	368	3681	862392		UNASSIGNED VENDOR	1ST QUARTER FY 12/13 COPIES	00000001	JE002484	\$78.40
						<b>Account 3683681 862392</b>		<b>Total:</b>	<b>\$78.40</b>
10/18/12	368	3681	862423		UNASSIGNED VENDOR	LEGAL SRVCS 1ST QTR 2012/13	00000001	IB130448	\$573.75
10/18/12	368	3681	862423		UNASSIGNED VENDOR	LEGAL SRVCS 4TH QTR 2011/12	00000001	IB130441	\$506.25

Item 5  
ATT E - Expense Detail by Account

For Fiscal Year 2013				<b>County of Yolo</b>							
From 10/1/2012 To 12/31/2013								<b>Expenditure Detail with Account Totals</b>			
							<b>Account 3683681 862423</b>		<b>Total:</b>		<b>\$1,080.00</b>
10/24/12	368	3681	862429		UNASSIGNED VENDOR	914 YCFWCDC REORG-MAP REVIEW	00000001	IB130493			\$640.32
							<b>Account 3683681 862429</b>		<b>Total:</b>		<b>\$640.32</b>
11/30/12	368	3681	862460	2213	THE DAVIS ENTERPRISE INC	AD 03542649-001 11/11/12	09389009	CL050846			\$331.75
							<b>Account 3683681 862460</b>		<b>Total:</b>		<b>\$331.75</b>
10/19/12	368	3681	862491	29920	DSW HOLDINGS INC	INV 9951047 100412 PO130089	09385402	PO130089			\$5.00
10/29/12	368	3681	862491	33922	LYON FINANCIAL SVC UNDERWRITER	INV 213832769 10/13/12 PO13030	09386202	PO130307			\$105.45
11/16/12	368	3681	862491	29920	DSW HOLDINGS INC	INV 9951047 110112 PO130089	09387402	PO130089			\$5.00
11/16/12	368	3681	862491	33922	LYON FINANCIAL SVC UNDERWRITER	INV 215884396 11/12/12 PO13030	09387418	PO130307			\$105.45
12/14/12	368	3681	862491	29920	DSW HOLDINGS INC	INV 9951047 112912 PO130089	09390010	PO130089			\$5.00
12/20/12	368	3681	862491	33922	LYON FINANCIAL SVC UNDERWRITER	INV217963859 12/13/12 PO130307	09390698	PO130307			\$105.45
							<b>Account 3683681 862491</b>		<b>Total:</b>		<b>\$331.35</b>
10/19/12	368	3681	862548	27239	DONALD D SAYLOR	CALAFCO CONF-TRAVEL DSAYLOR	09385293	CL047737			\$261.93
10/19/12	368	3681	862548	27645	TERRI TUCK	CALAFCO CONF-TRAVEL CLAIM	09385295	CL047405			\$263.91
10/19/12	368	3681	862548	32912	ROBERT E RAMMING	CALAFCO CONF-TRAVEL RRAMMING	09385292	CL047736			\$257.58
10/19/12	368	3681	862548	35585	CHRISTINE CRAWFORD	CALAFCO CONF-TRAVEL CLAIM	09385291	CL047404			\$262.38
10/19/12	368	3681	862548	36214	CITY OF WINTERS	CALAFCO CONF-TRAVEL-CACURRY	09385290	CL047558			\$261.84
10/26/12	368	3681	862548	34315	HYATT EQUITIES LLC	10/12 CAL CARD LAFCO-CCRAWFORD	00000001	JE001790			\$332.10
10/26/12	368	3681	862548	34315	HYATT EQUITIES LLC	10/12 CAL CARD LAFCO-TTUCK	00000001	JE001790			\$332.10
10/26/12	368	3681	862548	34315	HYATT EQUITIES LLC	10/12 CAL CARD LAFCO-TTUCK	00000001	JE001790			\$332.10
10/26/12	368	3681	862548	34315	HYATT EQUITIES LLC	10/12 CAL CARD LAFCO-TTUCK	00000001	JE001790			\$332.10
10/26/12	368	3681	862548	34315	HYATT EQUITIES LLC	10/12 CAL CARD LAFCO-TTUCK	00000001	JE001790			\$498.15
10/26/12	368	3681	862548	34315	HYATT EQUITIES LLC	10/12 CAL CARD LAFCO-TTUCK	00000001	JE001790			\$498.15
10/26/12	368	3681	862548	8945	CALIFORNIA STATE ASSOCIATION	10/12 CAL CARD LAFCO-TTUCK	00000001	JE001790			\$75.00
10/29/12	368	3681	862548	26630	J O WOODS	CALAFCO CONF-TRAVEL CLAIM	09386161	CL048418			\$280.05
							<b>Account 3683681 862548</b>		<b>Total:</b>		<b>\$3,987.39</b>
10/02/12	368	3681	862610		UNASSIGNED VENDOR	09/12 CAL CARD LAFCO-CCRAWFORD	00000001	JE001336			\$12.25
10/19/12	368	3681	862610	35585	CHRISTINE CRAWFORD	2012/13 1ST QTR MILEAGE	09385291	CL047404			\$168.50
10/26/12	368	3681	862610		UNASSIGNED VENDOR	10/12 CAL CARD LAFCO-CCRAWFORD	00000001	JE001790			\$7.00
11/30/12	368	3681	862610		UNASSIGNED VENDOR	11/12 CAL CARD LAFCO-CCRAWFORD	00000001	JE002311			\$6.00
11/30/12	368	3681	862610		UNASSIGNED VENDOR	11/12 CAL CARD LAFCO-CCRAWFORD	00000001	JE002311			\$15.00
01/04/13	368	3681	862610	35585	CHRISTINE CRAWFORD	2ND QTR MILEAGE-CCRAWFORD	09391035	CL052568			\$169.28
							<b>Account 3683681 862610</b>		<b>Total:</b>		<b>\$378.03</b>

Item 5  
ATT E - Expense Detail by Account

For Fiscal Year 2013					<b>County of Yolo</b>						
From 10/1/2012 To 12/31/2013								<b>Expenditure Detail with Account Totals</b>			
12/03/12	368	3681		863102		UNASSIGNED VENDOR	914 YCFCWCD REORG-REG VOTERS	00000001	IB130674		\$389.45
12/05/12	368	3681		863102		UNASSIGNED VENDOR	NOE-914 YCFCWCD REORG	00000001	IB130719		\$50.00
							<b>Account 3683681 863102</b>		<b>Total:</b>		<b>\$439.45</b>
10/18/12	368	3681	SSP	862423		UNASSIGNED VENDOR	LEGAL SRVCS 1ST QTR 2012/13	00000001	IB130447		\$945.00
10/18/12	368	3681	SSP	862423		UNASSIGNED VENDOR	LEGAL SRVCS 4TH QTR 2011/12	00000001	IB130442		\$101.25
							<b>Account 3683681SSP 862423</b>		<b>Total:</b>		<b>\$1,046.25</b>
11/07/12	368	3681	SSP	862429	14356	CITY OF WEST SACRAMENTO	INV LAFCO-12/13-1 SHARED SRVCS	09386944	CL048973		\$1,126.23
12/14/12	368	3681	SSP	862429	36087	ANIMAL PROTECTION LEAGUE	INV 12-05 12/06/12 AGR 2012-06	09389904	CL051947		\$4,106.25
							<b>Account 3683681SSP 862429</b>		<b>Total:</b>		<b>\$5,232.48</b>
<b>Total Budget Year Expenditures:</b>											<b>\$73,440.36</b>
<b>Grand Total:</b>											<b>\$73,440.36</b>





Regular **6.**

**LAFCO**

**Meeting Date:** 01/24/2013

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**Information**

**SUBJECT**

Authorize the Chair to sign an Agreement for Services between Yolo LAFCo and Rosenow Spevacek Group, Inc. not to exceed \$46,130 for the preparation of the Yolo County Water Districts Combined Municipal Service Review and Sphere of Influence Study

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**Attachments**

Item 6 - Staff Report

Item 6 - ATT A-Contract

Item 6 - ATT B-RSG Proposal

Item 6 - ATT C-LAFCo RFP

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**Form Review**

Form Started By: Terri Tuck  
Final Approval Date: 01/14/2013

Started On: 01/14/2013 11:18 AM

LOCAL  
AGENCY  
FORMATION  
COMMISSION OF  
YOLO COUNTY



CHAIR  
Olin Woods  
Public Member

VICE CHAIR  
Matt rexroad  
Supervisor – 3<sup>rd</sup> District

Skip davies  
Mayor  
City of Woodland

Don saylor  
Supervisor – 2<sup>nd</sup> District

Bill kristoff  
Councilmember  
City of West Sacramento

ALTERNATE  
Robert ramming  
Public Member

ALTERNATE  
Jim provenza  
Supervisor – 4<sup>th</sup> District

ALTERNATE  
Cecilia Aguiar-Curry  
Mayor  
City of Winters

Staff  
Christine m. crawford  
Executive Officer

Terri tuck  
Commission Clerk

Robyn trutt drivon  
Commission Counsel

625 Court Street, Suite 203  
Woodland CA 95695

(530) 666-8048  
lafco@yolocounty.org

[www.yololafco.org](http://www.yololafco.org)

**To:** Olin Woods, Chair, and Members of the  
Yolo Local Agency Formation Commission

**From:** Christine Crawford, Executive Officer  
Terri Tuck, Commission Clerk

**Date:** January 24, 2013

**Subject:** Authorize the Chair to sign an Agreement for Services between Yolo LAFCo and Rosenow Spevacek Group, Inc. not to exceed \$46,130 for the preparation of the Yolo County Water Districts Combined Municipal Service Review and Sphere of Influence Study.

### Recommended Action

Authorize the Chair to sign an Agreement for Services between Yolo LAFCo and Rosenow Spevacek Group, Inc. (RSG) not to exceed \$46,130 for the preparation of the Yolo County Water Districts Combined Municipal Service Review and Sphere of Influence Study.

### Fiscal Impact

The fiscal year 2012/13 LAFCo budget appropriated a total of \$110,000 in Account 86-2429 for Professional and Specialized Services with \$60,000 for Shared Services and \$50,000 for LAFCo related services. Of the \$50,000 appropriated for LAFCo services, there is \$42,659.68 remaining.

Although the proposal came in at a proposed budget of \$46,130, during the interview RSG agreed that the scope of work for this project may not be as broad as originally anticipated and agreed to negotiate a lower price. Staff anticipates having a reduced scope and fee to present at the January 24, 2013 meeting.

Although \$50,000 was appropriated for professional services when the final budget was adopted for the current year, keep in mind that \$32,608 went unused from the previous year (because staff expected to go over budget with salaries and employee benefits and intentionally held off on professional service expenditures in case these monies

were needed) and these unused funds went into LAFCo's reserve at the close of the fiscal year. So there is additional money that is available for Commission appropriation as needed.

## **Background**

Yolo LAFCo issued a Request for Proposals last November for the preparation of the Yolo County Water Districts Combined Municipal Service Review and Sphere of Influence Study. Five proposals were received from the following consultants:

- Dudek, Sacramento, CA (\$47,610)
- Policy Consulting Associates, LLC, Palm Springs, CA (\$26,990)
- Quad Knopf, Roseville CA (\$46,629)
- Rosenow Spevacek Group, Inc., Santa Ana, CA (\$46,130)
- Swale, Inc., Grass Valley, CA (\$23,300)

Three of the five firms were invited to interview on January 16<sup>th</sup> with Chair Woods, Tim O'Halloran, General Manager of the Yolo County Flood Control and Water Conservation District, Robyn Drivon and Christine Crawford. The firms interviewed included Policy Consulting Associates, Quad Knopf and RSG.

## **Analysis**

The interview panel unanimously selected RSG based on its evaluation of the proposal and the interview dialog itself. Jim Simon, Principal and Ken Lee, Senior Associate conveyed a superior understanding of the project and were extraordinarily insightful about what Yolo LAFCo is looking to get out of this Municipal Service Review process. That is, not an overall redo of the MSR previously conducted in 2005 but an opportunity to drill down on some key issues affecting the districts, namely a road map for potential dissolution of the Yolo-Zamora Water District and governance issues associated with providing services to the proposed Dunnigan Specific Plan. RSG was previously selected to perform fiscal analysis for the proposed Dunnigan incorporation (but the project never materialized) so they have a good foundational understanding of these districts and the issues.

## **Attachments:**

- A. Sample contract for consulting services for Yolo LAFCo
- B. Proposal for Consulting Services, Rosenow Spevacek Group, Inc., December 18, 2012
- C. Yolo LAFCo Request for Proposals, November 14, 2012

**SAMPLE CONTRACT**

**AGREEMENT No. \_\_\_\_\_**

(Agreement for a Municipal Services Review/ Sphere of Influence Study/CEQA Initial Study  
for Name of City / District)

This Agreement is made and entered into this      day of     , 20    , by and between the Yolo County Local Agency Formation Commission, a local agency formation commission duly organized in accordance with the law of the State of California (herein referred to as “Commission”), and Consultant Name (herein referred to as “Consultant”).

**WITNESSETH**

**WHEREAS**, the Commission is required to provide municipal services reviews/sphere of influence studies for all local governmental agencies within the County of Yolo; and

**WHEREAS**, the Commission is authorized by Government Code Section 56375(k) to enter into contracts to carry out and effect the functions of the Commission; and

**WHEREAS**, the Commission issued a request for proposal to provide professional expertise and services as necessary to prepare a municipal services review, sphere of influence and environmental initial study for the City/District; and

**WHEREAS**, Consultant submitted a proposal to provide such services; and

**WHEREAS**, the parties have developed a Scope of Work describing the services to be provided by Consultant, a copy of which is attached as Exhibit A; and

**WHEREAS**, Consultant has represented and warrants to the Commission that it has the necessary training, experience, expertise and competency to provide the municipal services review, sphere of influence and environmental initial study for the City/District, at a cost to the Commission as herein specified, that it will be able to perform the herein described services at acceptable cost to the Commission by virtue of its current and specialized knowledge of relevant data, issues, and conditions, and that it will do so in a manner consistent with Commission policies and procedures and the law as set out in Government Code Sections 56000 et seq. and all other applicable laws and regulations; and

**WHEREAS**, Consultant understands that the Commission is relying on the above representations by Consultant entering this Agreement.

**NOW, THEREFORE**, in consideration of the mutual promises set forth below the Commission and Consultant hereby agree as follows:

**I. BASIC SERVICES**

- A. Consultant shall prepare and provide a municipal services review, sphere of influence and environmental initial study of the City/District in a manner satisfactory to the Commission’s Executive Officer (“Executive Officer”). More specifically, Consultant shall perform the work set forth in Exhibit A in a manner satisfactory to the Executive Officer, in accordance with all applicable Federal, State and Local laws and regulations, and all terms and conditions set forth in this Agreement. These services include the following tasks:

- Task 1:** Prepare and submit administrative draft of City/District Municipal Services Review and Sphere of Influence, including content, and format, including data collection and updating information and discussions with interested parties.  
Payment of \$\_\_\_\_\_.
- Task 2:** Prepare and present Draft Municipal Services Review/Sphere of Influence Study and Environmental Initial Study for receipt by Commission at public meeting.  
Payment of \$\_\_\_\_\_.
- Task 3:** Prepare and present Final Municipal Services Review/Sphere of Influence Study and Initial Study at public meeting/hearing.  
Payment of \$\_\_\_\_\_.

- B. Consultant will provide all facilities, equipment, personnel, labor and materials necessary to provide the foregoing services in accordance with this Agreement.
- C. Consultant shall perform all services required hereunder in a satisfactory and professional manner and shall conform to the standards of quality, practice and competence normally displayed by a person in the Consultant's business or profession in this area. The Consultant shall devote such time and effort to the performance of the services required pursuant to this Agreement as may be necessary for the satisfactory performance of the Consultant's obligations hereunder.
- D. This Agreement includes the following exhibits, which are attached to this Agreement and are incorporated herein by this reference:

- Exhibit A: Scope of Work
- Exhibit B: Hourly Rates

In the event of any conflict between any of the provisions of this Agreement (including Exhibits), the provision that requires the highest level of performance from Consultant for the Commission's benefit shall prevail.

## **II. ADDITIONAL SERVICES**

Consultant shall furnish and perform any additional services related to the Project but beyond the scope of services described above (including but not limited to Exhibit A) as are mutually agreed to by Contractor and the Executive Officer; insofar as they do not fall within the scope of the basic services required of Consultant under Section I hereinabove and cause the Consultant extra expenses, and if authorized in advance in writing by the Executive Officer and the Consultant, and subject to the maximum compensation limits set forth in subSection IIIB, below. Consultant shall provide such services in a manner satisfactory to the Director and in accordance with, and generally accepted industry standards.

## **III. COMPENSATION AND REIMBURSEMENT OF SERVICES**

- A. For the services required by this Agreement, and as each specified task described in Article I above is completed, and subject to the condition that the specified task has been completed in a manner satisfactory to the Executive Officer, Consultant shall be compensated the amount for each task as set forth in Article I; provided, however, that the total amount of

compensation to be paid Consultant for the services described in Article I shall not exceed \$\_\_\_\_\_.

B. Insofar as they do not fall within the scope of the basic services required of Consultant under Section I and cause the Consultant extra expenses, and if authorized in advance in writing by the Executive Officer, for the services described in Section II above, and subject to the condition that the services to date have been completed in a manner satisfactory to the Executive Officer, Consultant shall be compensated at the rates set forth in Exhibit B; provided however, that the total compensation payable to Consultant for such services shall not exceed (\$\_\_\_\_\_ ) for all services required of Consultant pursuant to Section II above.

C. All reimbursement for expenses incurred by Consultant in the performance of this Agreement is included in the foregoing amounts.

#### **IV. METHOD OF PAYMENT**

A. Within thirty (30) days of the completion of each task identified in Article I in a manner that is satisfactory to the Executive Officer, the Consultant shall submit an invoice detailing the services provided and the person(s) providing the service; if the invoice is for Additional Services, it shall also include the amount of time spent providing the services calculated to one-tenth of an hour, the rate per hour charged, and an itemization of the actual expenses for which reimbursement is requested. If requested by the Executive Officer, Consultant shall provide any further documentation to verify the compensation and reimbursement sought by Consultant. All claims are subject to audit verification.

B. Within fifteen (15) calendar days of the receipt of Consultant's detailed invoice, the Executive Officer shall either authorize payment or advise Consultant in writing of any concerns that the Executive Officer has with the invoice or any need for further documentation.

C. Within thirty (30) calendar days of authorization by the Executive Officer for payment of an invoice, the County Auditor-Controller shall either authorize payment of the compensation sought and/or payment of the reimbursement of expenses sought or advises Consultant in writing of any concerns that the County Auditor-Controller has with the request or any need for further documentation.

D. Notwithstanding anything to the contrary in this Agreement, an amount equal to five percent (5%) of each task invoice submitted by Consultant, shall be withheld until completion of the project that is acceptable to the Executive Officer. Upon such completion, and if Consultant is otherwise in full compliance with the terms of this agreement, the Executive Officer shall promptly remit all withheld monies to Consultant.

#### **V. REPORTS**

Consultant shall be responsible for submitting appropriate drafts and updates to the Commission staff as specified in the Scope of Work or as otherwise reasonably requested by the Commission or the Executive Officer. Consultant shall submit project progress reports as reasonably requested by the Commission or Executive Officer. Final report shall be provided in Word format on a computer disc, or e-mailed as a Word attachment, to the Yolo County LAFCO. All payments to the Consultant are contingent upon timely receipt and completion of the required components.

## **VI. RECORDS RETENTION**

Consultant will maintain all records pertaining to this Agreement, including but not limited to service delivery, fiscal and administrative controls, for four (4) years after final payment has been made under the terms of this Contract. Upon request, the Consultant shall promptly make these records available to the Commission at any reasonable time. At least thirty (30) calendar days prior to any destruction of these records following the four years, Consultant shall notify the Commission. Upon such notification, the Commission shall either agree to the destruction or authorize the records to be forwarded to the Commission for further retention.

## **VII. DISPUTES**

Any dispute arising under this Agreement shall be decided by the Commission Chair, who shall put his or her decision in writing and mail a copy thereof to the address for the notice to Consultant. The decision of the Chair shall be final unless, within thirty (30) days from the date such copy is mailed to Consultant, Consultant appeals the decision in writing to the full Commission. Any such written appeal shall detail the reasons for the appeal and contain copies of all documentation supporting Consultant's position. In connection with any appeal proceeding under this paragraph, Consultant shall be afforded the opportunity to be heard and offer evidence in support of its appeal to the Commission at a regular Commission meeting. Pending a final decision of the dispute, Consultant shall proceed diligently with the performance of this Agreement and in accordance with the Chair's decision. The decision of the Commission on the appeal shall be final for purposes of exhaustion of administrative remedies.

## **VIII. TERM AND TERMINATION**

- A. The term of this Agreement shall be from date. The Consultant shall commence performance under this Contract on the date of its execution.
- B. Should either party fail to substantially perform its obligations in accordance with this Agreement, the other party may notify the defaulting party of such default in writing and provide not less than fifteen (15) days to cure the default. Such notice shall describe the default, and shall not be deemed a forfeiture or termination of this Agreement. If such default is not cured within said thirty-day period (or such longer period as is specified in the notice or agreed to by the parties), the party that gave notice of default may terminate this Agreement upon not less than fifteen (15) days advance written notice. The foregoing notwithstanding, neither party waives the right to recover damages against the other for breach of this Agreement.
- C. This Agreement is subject to the Commission appropriating and approving sufficient funds for the activities required of the Consultant pursuant to this Agreement. If the Commission's adopted budget does not contain sufficient funds for this Agreement, the Commission may terminate this Agreement by giving notice ten (10) days thereof to the Consultant, in which event the Commission shall have no obligation to pay the Consultant any further funds or provide other consideration and the Consultant shall have no obligation to provide any further services under this Agreement.

## **IX. APPLICABLE LAWS; REQUIRED LICENSES**

- A. Consultant shall observe and comply with all applicable laws, ordinances, codes and regulations

of all governmental agencies having jurisdiction over the scope of services or any part hereof. All services performed by the Consultant must be in accordance with these laws, ordinances, codes and regulations. Consultant shall indemnify and save the Commission harmless from any and all liability, liens, penalties and consequences from any non-compliance or violations of such laws, ordinances, codes and regulations.

- B. Consultant shall secure and maintain throughout the term of this Agreement all licenses, permits, qualifications, and approvals of whatsoever nature which are legally required for Consultant to provide the services required in this Agreement.

## **X. NON-DISCRIMINATION IN SERVICES AND BENEFITS**

- A. Consultant certifies that any service provided pursuant to this Agreement shall be without discrimination based on color, race, creed, national origin, religion, sex, age, or physical or mental handicap in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. Section 2000d, rules and regulations promulgated pursuant thereto, or as otherwise provided by State and federal law; nor on the basis of sexual preferences as determined by federal, State, or local regulations; except as may be required by federal, State or local regulations or other administrative directives established by the Commission. For the purpose of this Agreement, distinctions on the grounds of race, color, creed, or national origin include but are not limited to the following: denying a participant any service or benefit to a participant which is different, or is provided in a different manner or at a different time from that provided to other participants under this Agreement; subjecting a participant to segregation or separate treatment in any way in the enjoyment or any advantage or privilege enjoyed by other receiving any service or benefit; treating a participant differently from others in determining whether the participant has satisfied any admission, enrollment quota, eligibility, membership, or other requirement or condition which individuals must meet in order to be provided any service or benefit; and the assignment of times or places for the provision of services on the basis of race, color, creed, or national origin of the participants to be served.
- B. If Consultant has 50 or more employees, Consultant shall develop a written Affirmative Action Compliance Program. If Consultant has fewer than 50 employees, it shall comply with Section 202 of Part II of Executive Order 11346, as amended by Executive Order 11375.

## **XI. CONSULTANT'S RESPONSIBILITIES**

Consultant shall exercise all of the care and judgment consistent with good practices in the performance of the services required by this Agreement. In addition, Consultant shall indemnify, defend and hold harmless the Commission, its officers, agents, and employees from and against any and all claims, demands, losses, defense costs, expenses (including attorney fees) or liability of any kind or nature, for personal injury or property damage arising out of or, as a result of litigation or administrative proceeding(s), alleged to arise out of:

- (1) Any negligent act, error or omission of Consultant, its officers, agents or employees, in performing the services, responsibilities or duties required of Consultant by this Agreement; or
- (2) Any breach of any statutory, regulatory, contractual or legal duty of any kind related, directly or indirectly, to the services, responsibilities or duties required of Consultant by this Agreement.



In providing any defense under this Paragraph, Consultant shall use counsel reasonably acceptable to the Commission Counsel and Consultant's insurance carrier. The provisions of this Paragraph shall survive the termination or expiration of this Agreement.

## **XII. PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE**

A. During the term of this Agreement, Consultant shall at all times maintain, at its expense, comprehensive general liability insurance, Workers' Compensation and Employers' Liability insurance as required by the State of California, professional liability insurance and automobile liability insurance. The comprehensive general liability insurance shall include broad form property damage insurance.

1. Minimum Coverage (as applicable) - Insurance coverage shall be with limits not less than the following:
  - a. **Comprehensive General Liability** - \$1,000,000 per occurrence and \$2,000,000 aggregate
  - b. **Automobile Liability** - \$1,000,000 per occurrence (general) and \$500,000 per occurrence (property) [include coverage for Hired and Non-owned vehicles.]
  - c. **Professional Liability/Malpractice/Errors and Omissions** - \$1,000,000 per occurrence and \$2,000,000 aggregate (if any engineer, architect, attorney, accountant, medical professional, psychologist, or other licensed professional performs work under a contract, the consultant must provide this insurance. If not, then this requirement automatically does not apply.)
  - d. **Workers' Compensation – Statutory Limits/Employers' Liability** - \$1,000,000 per accident for bodily injury or disease (If there are no employees, this requirement automatically does not apply.)
2. The Commission, its officers, agents, employees and volunteers shall be named as additional insured on all but the workers' compensation and professional liability insurance. (Evidence of additional insured may be needed as a separate endorsement due to wording on the certificate negating any additional writing in the description box.)
3. Said policies shall remain in force through the life of this Agreement and, with the exception of professional liability coverage, shall be payable on a "per occurrence" basis unless the Executive Officer specifically consents in writing to a "claims made" basis. For all "claims made" coverage, in the event that the Consultant changes insurance carriers Consultant shall purchase "tail" coverage covering the term of the Agreement and not less than three years thereafter. Proof of such "tail" coverage shall be required at any time that the Consultant changes to a new carrier prior to receipt of any payments due.
4. The Consultant shall declare all aggregate limits on the coverage before commencing performance of this Agreement, and the Executive Officer reserves the right to require higher aggregate limits to ensure that the coverage limits required for this Agreement as set forth above are available throughout the performance of this Agreement.
5. Any deductibles or self-insured retentions must be declared to and are subject to the approval of the Executive Officer.
6. Each insurance policy shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30)

days' prior written notice by certified mail, return receipt requested, has been given to the Executive Officer (ten (10) days for delinquent insurance premium payments).

7. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise approved by the Executive Director.
  8. The policies shall cover all activities of Consultant, its officers, employees, agents and volunteers arising out of or in connection with this Agreement.
  9. For any claims relating to this Agreement, the Consultant's insurance coverage shall be primary, including as respects the Commission, its officers, agents, employees and volunteers. Any insurance maintained by the Commission shall apply in excess of, and not contribute with, insurance provided by Consultant's liability insurance policy.
  10. The insurer shall waive all rights of subrogation against the Commission, its officers, employees, agents and volunteers.
- B. Prior to commencing services pursuant to this Agreement, Consultant shall furnish the Executive Officer with original endorsements reflecting coverage required by this Agreement. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. All endorsements are to be received by, and are subject to the approval of, the Executive Officer before work commences. Consultant may use forms provided by the Executive Officer or, as an alternative, may provide complete, certified copies of all required insurance policies, including endorsements effecting the coverage required by these specifications.
- C. During the term of this Agreement, Consultant shall furnish the Executive Officer with original endorsements reflecting renewals, changes in insurance companies and any other documents reflecting the maintenance of the required coverage throughout the entire term of this Agreement. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. Consultant may use forms provided by the Executive Officer or, as an alternative, may provide complete, certified copies of all required insurance policies, including endorsements effecting the coverage required by these specifications.

### **XIII. WORKERS' COMPENSATION**

Consultant shall provide worker's compensation coverage as required by State law, and prior to commencing services pursuant to this Agreement shall file the following statement with the Executive Officer in a form substantially as set forth below.

#### **"WORKERS' COMPENSATION CERTIFICATE"**

I am aware of the provisions of Paragraph 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing any services required by this Agreement.

The person executing this certificate on behalf of Consultant affirmatively represents that she/he has the requisite legal authority to do so on behalf of Consultant, both the person executing this Agreement on behalf of Consultant and Consultant understand that the Commission is relying on this representation in entering into this Agreement."

#### **XIV. NOTICE**

- A. All notices shall be deemed to have been given when made in writing and delivered or mailed to the respective representatives of Commission and Consultant at their respective addresses as follows:

CONSULTANT: Consultant Name and address

COMMISSION: Yolo County Local Agency Formation Commission  
625 Court Street, Suite 203  
Woodland CA 95695

- C. Notices may also be provided by electronic mail as follows:

CONSULTANT: enter email address

COMMISSION: [Christine.Crawford@yolocounty.org](mailto:Christine.Crawford@yolocounty.org)

- D. Any party may change the mailing address, electronic mail address or facsimile number to which such communications are to be given by providing the other parties with written notice of such change at least fifteen (15) calendar days prior to the effective date of the change.
- E. All notices shall be effective upon receipt and shall be deemed received through delivery if personally served or served using facsimile machines, or on the fifth (5th) day following deposit in the mail if sent by first class mail.

#### **XV. CONFLICT OF INTEREST**

- A. Consultant shall comply with the laws and regulations of the State of California and Commission regarding conflicts of interest, including, but not limited to, Article 4 of Chapter 1, Division 4, Title 1 of the California Government Code, commencing with Section 1090, and Chapter 7 of Title 9 of said Code, commencing with Section 87100 including regulations promulgated by the California Fair Political Practices Commission.
- B. Consultant covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of Consultant's obligations and responsibilities hereunder. Consultant further covenants that, no person having any such interest shall be employed by Consultant in the performance of this Agreement. This covenant shall remain in force until Consultant completes performance of the services required of it under this Agreement.
- C. Consultant agrees that if any fact comes to its attention which raises any question as to the applicability of any conflict of interest law or regulation, Consultant will immediately inform the Commission and provide all information needed for resolution of the question.

#### **XVI. COVENANT AGAINST CONTINGENT FEES**

Consultant warrants that it has not employed or retained any company or person, other than a bona fide employee working for Consultant, to solicit or secure this Agreement, and that it has not paid or agreed to pay any company or person, other than a bona fide employee, any fee, commission, percentage, brokerage fee, gift, or any other consideration, contingent upon or

resulting from the award or making this agreement. For breach or violation of this warranty, the Commission shall have the right to annul this Agreement without liability, or in its discretion to deduct from the agreement price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift or contingent fee.

## **XVII. ASSIGNMENT AND SUBCONTRACTS**

The services and obligations required of Consultant under this Agreement are not assignable in whole or in part. In addition, Consultant shall not subcontract any portion of the services required of Consultant by this Agreement without the express written consent of the Commission or designee. If any portions of the services required of Consultant are subcontracted, the sub-Consultant(s) shall maintain the same insurance as required of Consultant by this Agreement, and Consultant shall be fully responsible to the Commission for all work undertaken by Consultants.

## **XVIII. AUDIT**

Consultant agrees that the Commission or its designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. Consultant agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records.

## **XIX. STATUS OF CONSULTANT**

- A. It is understood and agreed by all the parties hereto that Consultant is an independent Consultant and that no relationship of employer-employee exists between the Commission and Consultant. Neither Consultant nor Consultant's assigned personnel shall be entitled to any benefits payable to employees of the Commission. Consultant hereby indemnifies and holds the Commission harmless from any and all claims that may be made against the Commission based upon any contention by any third party that an employer-employee relationship exists by reason of this Agreement.
- B. It is further understood and agreed by all the parties hereto that neither Consultant nor Consultant's assigned personnel shall have any right to act on behalf of the Commission in any capacity whatsoever as an agent or to bind the Commission to any obligation whatsoever.
- C. It is further understood and agreed by all the parties hereto that Consultant must issue any and all forms required by Federal and State laws for income and employment tax purposes, including W-2 and 941 forms, for all of Consultant's assigned personnel.

## **XX. AMENDMENT**

- A. This Agreement may be amended only by written instrument signed by the Commission and Consultant.
- B. Consultant shall submit, in writing in a form required by the Commission, a request for program revision to the Commission prior to the implementation of any proposed changes or modifications to the scope of work set forth in Exhibit A. Such requests must be received by the Commission to allow sufficient time for Commission staff to review, comment and obtain joint

State and Commission approval. Failure to comply with this requirement could result in expenditure disallowances, suspension of further funding, or the termination of this Agreement.

#### **XXI. WAIVER**

The waiver by the Commission or any of its officers, agents or employees or the failure of the Commission or its officers, agents or employees to take action with respect to any right conferred by, or any breach of any obligation or responsibility of this Agreement shall not be deemed to be a waiver of such obligation or responsibility, or subsequent breach of same, or of any terms, covenants or conditions of this Agreement.

#### **XXII. AUTHORIZED REPRESENTATIVE**

The person executing this Agreement on behalf of Consultant affirmatively represents that she/he has the requisite legal authority to enter into this Agreement on behalf of Consultant and to bind Consultant to the terms and conditions of this Agreement. The person executing this Agreement on behalf of Consultant understands that the Commission is relying on this representation in entering into this Agreement.

#### **XXIII. PUBLIC RECORDS ACT**

Upon its execution, this Agreement (including all Exhibits) shall be subject to disclosure pursuant to the California Public Records Act.

#### **XXIV. ADDITIONAL PROVISIONS**

- A. Where there is a doubt as to whether a provision of this document is a covenant or a condition, the provision shall carry the legal effect of both. Should the Commission choose to excuse any given failure of Consultant to meet any given condition, covenant or obligation (whether precedent or subsequent), that decision will not be, or have the legal effect of, a waiver of the legal effect in subsequent circumstances of either that condition, covenant or obligation or any other found in this document. All conditions, covenants and obligations continue to apply no matter how often Commission may choose to excuse a failure to perform them.
- B. Except where specifically stated otherwise in this document, the promises in this document benefit the Commission and Consultant only. They are not intended to, nor shall they be interpreted or applied to, give any enforcement rights to any other persons (including corporate) which might be affected by the performance or non-performance of this Agreement, nor do the parties hereto intend to convey to anyone any "legitimate claim of entitlement" with the meaning and rights that phrase has been given by case law.

#### **XXV. ENTIRE AGREEMENT**

This Agreement constitutes the entire agreement between the Commission and Consultant and supersedes all prior negotiations, representations, or agreements, whether written or oral. In the event of a dispute between the parties as to the language of this Agreement or the construction or meaning of any term hereof, this Agreement shall be deemed to have been drafted by the parties in equal parts so that no presumptions or inferences concerning its terms or interpretation may be construed against any party to this Agreement.

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement on the date first written above by affixing their signature hereafter.

**YOLO COUNTY LAFCO**

**CONSULTANT**

By \_\_\_\_\_  
Olin Woods, Chair

By \_\_\_\_\_  
Consultant Name

Attest:

By \_\_\_\_\_  
Christine M. Crawford, Executive Officer

Approved as to Form

\_\_\_\_\_  
Robyn Truitt Drivon, Commission Counsel

EXHIBIT A  
SCOPE OF WORK

EXHIBIT B  
HOURLY RATES  
(Additional Services)

EXHIBIT C  
W-9

EXHIBIT D  
Certificate of Insurance

## PROPOSAL FOR CONSULTING SERVICES

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YOLO COUNTY WATER DISTRICTS COMBINED MSR/SOI STUDY  
Yolo County Local Agency Formation Commission



ROSENOW SPEVACEK GROUP, INC.  
309 W 4<sup>th</sup> St, Santa Ana, CA 92701  
T 714.541.4585  
F 714.541.1175

Jim Simon, Principal  
[jsimon@webrsg.com](mailto:jim@webrsg.com)

December 18, 2012





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***Sample work product is provided under separate cover.***



ROSENOW SPEVACEK GROUP INC.  
309 WEST 4TH STREET  
SANTA ANA, CALIFORNIA  
92701-4502

T 714 541 4585  
F 714 541 1175  
E INFO@WEBRSG.COM  
WEBRSG.COM

**Via Overnight Mail**

December 18, 2012

Christine Crawford, Executive Officer  
YOLO LAFCO  
625 Court Street, Room 203  
Woodland, California 95695

**PROPOSAL FOR CONSULTING SERVICES  
2013 YOLO COUNTY WATER DISTRICTS COMBINED MSR/SOI STUDY**

Dear Ms. Crawford:

In response to your Request for Proposals dated November 14, 2012, Rosenow Spevacek Group, Inc. ("RSG") is pleased to present this proposal for consulting services to the Yolo County Local Agency Formation Commission ("LAFCO") for the 2013 Yolo County Water Districts Combined Municipal Service Review/Sphere of Influence Study ("MSR/SOI Study").

This proposal delineates our scope of services, fee proposal and other supporting information to prepare an independent MSR/SOI Study of the subject special districts, including the Dunnigan Water District, Yolo County Flood Control and Water Conservation District, and Yolo-Zamora Water District. Our approach focuses on cost-effectively equipping LAFCO and affected agencies with the data and information necessary to establish updated Spheres of Influence and, perhaps more importantly, initiate special district reorganizations and prepare the necessary "Plans for Providing Services" under Government Code Section 56653.

We look forward to the opportunity to discuss our proposal with you.

Sincerely,  
ROSENOW SPEVACEK GROUP INC.

Jim Simon  
Principal

Ken Lee  
Senior Associate

- REDEVELOPMENT PLANNING
- REAL ESTATE ECONOMICS
- HOUSING
- FINANCING
- REAL ESTATE ACQUISITION
- ECONOMIC DEVELOPMENT
- GOVERNMENT SERVICES



## UNDERSTANDING & APPROACH

RSG has an intimate knowledge of LAFCO's mission and purpose, including the legislative intent behind Municipal Services Reviews ("MSRs") and periodic Sphere of Influence ("SOI") updates. Our team members were there when the Hertzberg Commission on Local Governance for the 21<sup>st</sup> Century ("CLG21") first contemplated the concept of MSRs, when the CLG21 vetted the idea with local government stakeholders, and when MSRs were written into law in 2000 through AB 2838 (Chapter 761, Statutes of 2000).

Since then, we have both participated in and observed how MSRs have unfolded, including changes to the MSR statute and how LAFCOs have implemented MSRs in a variety of manners. In some situations, a lack of growth pressure or lack of significant changes in service levels do not warrant an extensive review and a "checklist" approach is sufficient to reaffirm an existing SOI. In other situations, a comprehensive, in-depth analysis of demographic trends, financial data, infrastructure capacity/conditions, rate structures, service extension barriers for "disadvantaged unincorporated communities," and shared service delivery alternatives is warranted to lay the groundwork for SOI updates and/or imminent changes of (re)organization. And in other situations, there may be a political minefield and the MSR is a necessary tool that allows LAFCO to play independent facilitator and evaluator and bring parties together around common data and agreement points.

Whatever the situation, we are adept at partnering with LAFCO staff and conducting our due diligence activities in a manner that allows us to tailor our approach and scope of analysis to ensure LAFCO meets its legislative charge while creating meaningful baseline information that can help all local decision-makers make better informed and balanced decisions, whether that be the Commission itself, or its constituent agencies.

## **YOLO COUNTY WATER DISTRICTS**

In the case of the combined MSR/SOI Study for the Yolo County Water Districts – Dunnigan Water District (“DWD”), Yolo County Flood Control and Water Conservation District (“YCFCWCD”), and Yolo-Zamora Water District (“YZWD”) – RSG contemplates a cost-efficient MSR that is somewhere near the middle of the spectrum in complexity, and that does not require extensive technical, engineering studies, many of which can become cost-prohibitive very early in the MSR process. Based on the information contained in the Request for Proposal (“RFP”), prior studies have indicated that dissolution of YZWD is politically and financially feasible in the near-term. However, additional data and information about YZWD’s current operations, facilities, and infrastructure conditions, would create a critical foundation for more focused discussions about who should initiate dissolution, which of the two other existing water districts should be the successor, and whether there are any additional SOI updates or boundary changes that should be contemplated in the future. RSG envisions that the MSR, by virtue of LAFCO’s required determinations, will provide guidance and substance for the preparation of a Plan for Providing Services required by Government Code Section 56653 for any change of organization or reorganization.

In addition to YZWD, additional baseline information about DWD and YCFCWCD will be provided and evaluated to identify any additional opportunities for increasing service delivery efficiencies, including non-traditional interagency shared service delivery models that don’t require formal LAFCO action, consistent with Section 56133(e) of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, as amended (“CKH”) (Government Code §§56000 et seq.). Appropriate recommendations for SOI updates of those agencies will also be provided.

## **LAFCO MSR/SOI STUDY GUIDELINES**

As outlined in LAFCO’s adopted “Methodology Guidelines for the Preparation of Municipal Service Reviews and Determination of Sphere of Influence Reports” (“MSR Guidelines”), RSG will review current land use plans, demographic forecasts, land ownership configurations/changes, and other relevant data sets to establish 10-year and 20-year lines/areas of future growth for each of the water districts. RSG is aware of the fact that the greater Dunnigan area has the potential for significant growth based on development proposals for the area. As requested in the RFP, RSG will create new or updated GIS shapefiles in ArcMap for use by LAFCO, including metadata if needed. RSG has a team of analysts that are highly trained in GIS and can provide a range of GIS data and mapping services.

## **INTERAGENCY COORDINATION AND COLLABORATION**

RSG does not believe in a cookie cutter approach to agency-specific studies but instead emphasizes the importance of spending sufficient upfront time with LAFCO and affected agency staffs to ensure the accuracy of RSG’s understanding of the fiscal, political, and socio-economic landscape, prior to conducting heavy data analysis or policy evaluation. RSG’s work during the past 33 years with a diverse mix of local governments up and down the state has equipped us with the unique ability to engage agencies in highly technical discussions while staying focused on the big picture and walking tightly along fine political lines. We also do our homework before engaging affected agencies so that we know the right questions to ask, including questions that may help their staffs see new opportunities for greater intergovernmental collaboration around new or different cost-efficient shared service delivery models.

## **INDEPENDENT FINANCIAL REVIEWS**

RSG possesses strong expertise and background in municipal and special district finance. We understand how local governments run by profiling each agency’s “fiscal genetics,” understanding

their revenue portfolio, operational business model, and long-term financial health and sustainability. To the extent the MSR/SOI Study requires an in-depth independent financial review, or a higher level review, RSG is equipped and ready to provide such a review.

RSG's work sample, which is being submitted under separate cover, is for an independent financial review of a proposed Plan for Providing Services for the proposed reorganization of two water districts. It was a highly politicized and controversial proposal and we were able to maintain our independent, unbiased role in it even amidst meetings with staffs from both districts.

## **DUNNIGAN**

RSG is also very familiar with the unincorporated community of Dunnigan, as we were hired by LAFCO in spring 2011 to prepare a Comprehensive Fiscal Analysis ("CFA") for the proposed incorporation of Dunnigan. While the incorporation application never progressed to the stage requiring a CFA, RSG invested significant time getting to know the area's history, composition of major landowners, and limitations in tax base to support cityhood. As listed in LAFCO's SB 244 inventory of "inhabited territory," however, RSG also understands that Dunnigan's status as "inhabited territory" for purposes of SB 244 needs to be reviewed as part of the MSR/SOI Study.

Dunnigan consists of a developed community of approximately 0.8 square miles, with a 3.5 square mile area designated as the Dunnigan Specific Plan Area, and a 20-square mile incorporation boundary. If a Specific Plan is adopted and implemented, the community could see significant growth with as many as 7,500 residential units, or alternatively the General Plan build-out of 173 units, plus 450 acres of commercial and industrial uses. Relative to other parts of the County, Dunnigan may see a high amount of development particularly given the size of the community today. The impacts of the most likely development scenario will be studied and accounted for in the MSR/SOI Study, if directed to do so by LAFCO staff.



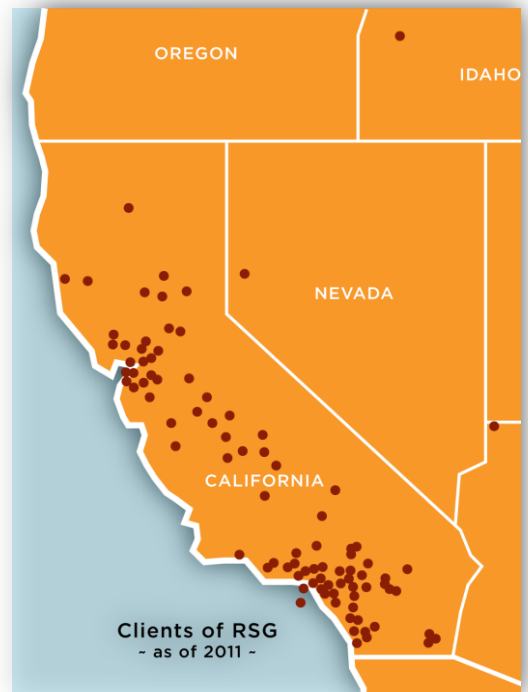
## ABOUT THE FIRM AND OUR QUALIFICATIONS

Rosenow Spevacek Group, Inc. (RSG) serves as trusted advisors providing reliable information and thorough analyses to local governments and private entities. Founded in 1979, our firm offers a variety of community improvement, management, financial, real estate, and affordable housing services. Our value-added offerings help clients address and solve their most pressing challenges.

Our diversified client portfolio includes a mix of local governments and private entities:

- ◆ We serve approximately 100 public agencies each year including cities, counties, special districts, and LAFCOs.
- ◆ Our private clients include developers, home builders, investors, and business owners.

We are retained not only to study and analyze, but also to help create implementable solutions and deliver meaningful outcomes to make our clients more effective and efficient.



Our success is built around a passionate and talented team of analysts, planners, GIS experts, former public sector employees, organizational development experts and real estate professionals. Our team strives to understand each client's unique situation and then formulates the most comprehensive and implementable solutions possible. In the end, we provide our clients with value. Our value has helped cities incorporate, communities re-vision their service models, families find affordable neighborhoods, and developers build communities that provide employment opportunities and generate revenue. It's Intelligent Community Development in whatever form or need requested by our clients.

RSG's products and service offerings are built around our five core competencies:

- ◆ Community Investment and Improvement
- ◆ Local Government Solutions
- ◆ Financial Analysis
- ◆ Real Estate and Development
- ◆ Housing

## **MISSION STATEMENT**

*"RSG creates solutions to enhance communities' physical, economic, and social future."*

## **CORE VALUES**

All of our work aligns with our core values – they define who we are as people, how we can be expected to work, and what our clients can expect from our consulting services. These include:

- ◆ *Social and community responsibility*
- ◆ *Excellence in products and services*
- ◆ *Creativity and innovation*
- ◆ *Honest and ethical behavior above all else*

## **CORPORATE INFORMATION**

Rosenow Spevacek Group, Inc. is a California-based, Subchapter "S" corporation. Founded in 1979, the firm provides a wide array of community development consulting services to local government organizations and private entities. Ownership is divided among four shareholders, three of whom are active in the day-to-day consulting assignments for our clients, including Kathleen Rosenow, Felise Acosta, and Jim Simon.

Our corporate offices are located in Santa Ana, California, with a satellite office in Julian, California. Most of our employees work out of our Santa Ana office, although we have several employees working from remote offices in San Francisco, Sacramento, and San Diego.

## RSG STAFF

RSG has a staff of 16 consulting staff, exclusive of sub-consultants for IT/IS, accounting and marketing/graphic design. We pride ourselves on our ability to appropriately allocate our time and resources to ensure that projects are completed on time and within budget. A breakdown of our staff is presented below.

<b>Professional Staff</b>	
Principals/Partners	3
Directors	1
Senior Associates	2
Associates	5
Senior Analysts	3
Analysts	1
<u>Research Assistant/Technician</u>	<u>1</u>
Total Professional Staff	16

## RSG ACADEMY (HOW WE TRAIN)

We believe you need to trust the specific skills and aptitudes of your consultants, and not simply assume your consultants are fully capable of performing to your standards. To that end, RSG has developed a multifaceted training program for staff development called RSG Academy. Though most of our professional staff have masters degrees, all RSG consulting staff is required to participate in this training program which involves 42 two-hour modules (84 hours) involving critical thinking, policy analysis, management, report writing, financing, real estate, construction, and other technical and business skills. The Academy has been recognized by our clients and professional associations, and RSG has delivered trainings to external groups as well.

More information on RSG Academy may be found on our website: [www.webrsg.com](http://www.webrsg.com).



## RESOURCE ALLOCATION (HOW WE WORK)

With a large staff of consulting professionals, RSG must manage staff allocation regularly to ensure that our clients experience consistent, timely, and high-quality services. We do this on an ongoing basis, starting with training our staff before assigning them to any project for which they must provide service. Each month, all employees submit a forecast of their three-month workload, developed in collaboration with supervisors, to our resource management team that reviews overall hourly commitments and assigns staff accordingly. When we respond to a proposal, we consider the expertise needed as well as the availability of personnel, and make assignments at that stage – even before we get a contract. This early commitment of resources minimizes the personnel turnover on engagements so our clients have a consistent team of consultants working on their project.





## PROJECT MANAGEMENT (HOW WE MANAGE)

For every project, RSG assigns a Project Manager to work with the Principal to complete the project. The functions of the project managers are to work closely with RSG's Principals throughout the process, maintain and control all aspects of the detailed schedule, review documents for quality control, follow up as needed with client staff, and coordinate the activities of RSG's consulting team.

All RSG Project Managers have received management training, mentoring, and must be proficient in the required technical skills needed for a specific project to be assigned as the Project Manager.



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## LOCAL GOVERNMENT SOLUTIONS

- LAFCO Studies
- Financial Forecasting and Reporting
- Outsourcing and Interim Staffing
- Strategic Planning
- Organizational Assessments
- Fiscal Impact and Nexus Reports

RSG's deep knowledge and years of experience in the public sector allows us to assist local government agencies in delivering services at higher levels, more efficiently, and at reduced costs. Using our experience in working with over 100 public jurisdictions, we assist leaders in making critical decisions by providing thorough analysis and recommendations. Through our interim staffing services, we assist managers and department heads in performing basic services, plan for contingencies, and design processes in the context of shifting fiscal and policy constraints.

RSG understands the legal framework for how local government agencies must function, the array of regulations and apportionment methodologies on local revenues, and the management and political challenges that must be balanced in each jurisdiction. We take great pride in our ability to discover the different priorities, expectations, and challenges in communities where we work, and develop an implementable plan for services that is specific to each of our clients.

RSG has provided cutting-edge solutions for local government agencies, including outsourcing, shared service studies, and long-range fiscal planning. We have helped LAFCOs develop policies for island annexations and worked with cities on crafting a viable path in delivering services to areas in their sphere of influence. We have helped cities understand how they need to restructure the services they deliver, and the manner in which they evaluate how they will take discretionary actions in the future. With our assistance, our clients have been able to instill more fiscal discipline at all levels of their organization, become more effective, and have staff engaged in identifying solutions that meet the strategic needs of their community.

## **LAFCO STUDIES**

RSG has helped incorporate, annex, and reorganize dozens of public agencies by preparing annexation fiscal studies, initial and comprehensive incorporation fiscal analyses, special district consolidation and reorganizational studies. With our extensive LAFCO knowledge, we have also produced independent reports for local agency formation commissions, cities, special districts, and local stakeholders.

## **FINANCIAL FORECASTING AND REPORTING**

RSG prepares monthly cash flows, mid-year and annual budget forecasts, and long-range fiscal projections to assist local government agencies manage resources and anticipate fiscal challenges before they arise. We prepare studies of proposed impact and service fees to inform decision-makers of the costs of operations and comparative data to other jurisdictions. RSG also prepares annual reports on behalf of our clients to state and county agencies to assist staff in meeting compliance and reporting requirements.

## **OUTSOURCING AND INTERIM STAFFING**

As a trusted advisor to over 100 local agencies, RSG has provided ongoing and interim staff services to address a wide range of client circumstances. These circumstances include retirements, layoffs, resignations, lack of expertise, and the need to reduce staff costs. Our team has served as interim city managers, department heads and program managers in economic development, planning, redevelopment, community development, and finance. We have done everything from directing staff, managing projects, preparing hundreds of staff reports and resolutions, to handling personnel issues.

## **STRATEGIC PLANNING**

Using proven facilitation skills and focused dialogues, we leverage the best in the community to define the vision, mission, core values, guiding principles, goals, strategic objectives, and work programs. We join with our clients' existing knowledge, skills and abilities to visualize, define, and implement their strategic objectives. RSG continually augments its staffing, resources, and core competencies with management skills that help our clients achieve measurable and sustainable results.

## **ORGANIZATIONAL ASSESSMENTS**

Does your service delivery model meet the needs of your community today? Are staff resources aligned to the organizational strategic priorities or compartmentalized and outdated? In times of limited resources and high expectations for service levels, local government agencies have called upon RSG to align the outcomes sought for local services and the optimal processes and management models for meeting those services with limited resources.

## **FISCAL IMPACT AND NEXUS REPORTS**

RSG can determine the financial impacts associated with new development and redevelopment through nexus fee studies. In addition, we can assess the propriety of development impact fees associated with infrastructure improvements.

## RECENT ASSIGNMENTS

<b>Year Completed</b>	<b>Type of Contract</b>	<b>Contracting Agency</b>
2011	General Plan Update Fiscal Impact Study (Ongoing)	City of La Quinta
2011	Economic Impact Study of Proposed Development	SDG Russell Ranch Development
2010	SOI Annexation Strategy	City of Sparks, NV
2010	Fiscal Impacts of Proposed Developments	City of Hemet
2009	Goodell Property Annexation Fiscal Analysis	City of Huntington Beach
2009	East Orange WCD Reorganization	Irvine Ranch Water District
2009	Bolsa Chica Lowlands and Ecological Reserve Annexation Fiscal Analysis	City of Huntington Beach
2009	Enclave Annexation	City of La Quinta
2009	MUNI/San Bernardino Valley WCD Consolidation Fiscal Analysis	San Bernardino LAFCO
2009	Devonshire Annexation Study	City of San Carlos
2009	Proposed Development Impacts on the General Fund	City of San Carlos
2008	Sunrise Annexation Fiscal Analyses	County of Sacramento and City of Rancho Cordova (joint contract)
2008	Heber Incorporation Preliminary Fiscal Analysis	Heber Public Utility District
2008	Rossmoor Comprehensive Fiscal Analysis Peer Review	Orange County LAFCO
2008	Police Department Compensation and Service Deficiency Studies	City of Holtville
2008	MWDOC Governance Study Review	Winzler & Kelly

<b>Year Completed</b>	<b>Type of Contract</b>	<b>Contracting Agency</b>
2008	Town Center Fiscal Impact Analysis	City of Dana Point
2008	Economic Impacts of Development	City of Twentynine Palms
2007	Midway City Islands Annexation Fiscal Impact Analysis	City of Westminster
2007	South Oroville Annexation Strategy	City of Oroville
2007	Santa Rosa Island Annexation Fiscal Analyses	County of Sonoma
2007	City of Oakhurst Comprehensive Fiscal Analysis and Revenue Neutrality Support	Madera LAFCO
2006	City of Wildomar Comprehensive Fiscal Analysis	Wildomar Incorporation Now
2006	Placentia Island Fiscal Impact Analysis	Orange County LAFCO
2005	Fiscal Impact Analysis	City of Seal Beach
2004	Incorporation Preliminary Fiscal Analysis	Saddleback Canyon Incorporation Committee



## PROJECT PERSONNEL

Jim Simon will be the Principal-in-Charge with Ken Lee, Senior Associate, serving as Project Manager for this engagement. Mr. Simon would direct and oversee all aspects of this engagement, and Mr. Lee would be responsible for managing the day-to-day project components and working with LAFCO staff on reports and presentations. Mr. Simon has 20+ years of direct experience leading fiscal impact analyses and other governance studies for LAFCOs, cities, counties, and special districts, including CFAs for cityhood endeavors.

Mr. Lee has 15 years of experience of public and private sector experience in local government. He spent 7 years working for Orange County LAFCO where he oversaw a variety of city incorporations, special district reorganizations, complex city annexations, SOI studies, and MSRs. During that time, he served as CALAFCO's Legislative Chair/Vice-chair for four years and represented CALAFCO's interests before the CLG21 and Legislature, including testimonies to key legislative policy committees for AB 2838, including advocacy for MSRs. During his tenure in city government and private consulting, Mr. Lee has continued to be actively involved in LAFCO affairs. In 2011/2012, Mr. Lee was hired by CALAFCO to coordinate with the Governor's Office of Planning and Research to update an important technical advisory report titled "LAFCOs, General Plans, and City Annexations," which included long-awaited updates to incorporate AB 2838, MSRs and SOI updates, and SB 244 related to disadvantaged unincorporated communities.

Mr. Simon and Mr. Lee would be supported by Alexa Smittle, Associate, who would be responsible for any in-depth financial analyses necessary. She would also team with Mr. Lee to interface with affected agencies on data requests and other inquiries. Ms. Smittle has highly skilled in fiscal impact analyses, right-sizing studies, and other management evaluations. Other support members of the consulting team, as necessary, would include Suzy Kim, Senior Analyst, responsible for analytical support and report-writing, and Brandon Fender, Research Assistant, responsible for field work and GIS analysis. Other professional staff may be assigned as needed.

Resumes of Mr. Simon, Mr. Lee, and Ms. Smittle follow.

# JIM SIMON

## Principal

Jim Simon joined RSG in 1991 and has served as a Principal and shareholder since 2001. Mr. Simon's expertise lies in the areas of economic development strategies, local government fiscal and management studies, real estate pro forma and market analysis, and other community development strategies and implementation initiatives. As a Principal, Mr. Simon leads and oversees engagements, ensures product quality, and is the primary contact person on his assignments regardless of size.

Mr. Simon has worked on more than ten economic development strategies, analyzed financial and market aspects of over \$500 million in development in the last ten years, and aided in the incorporation or annexation of over a dozen communities. Mr. Simon's work includes a wide range of public and private sector clients, from private developers in Boise, Idaho, to the City of Los Angeles, to the small town of Holtville on the Mexico-California border. Mr. Simon's clients include local government agencies and for-profit developers. His assignments are geographically diverse in locations throughout Northern California and Nevada as well as Southern California.

## Recent Engagements

- Conceived and led long-term financial projections for City of Grand Terrace to help demonstrate to elected officials the challenges of structural deficits that lead to short term alterations of service levels.
- Performed economic impact analysis on the development in south Los Angeles of a Kaiser Permanente medical office project announced in May 2012.
- Negotiated and structured terms and conditions of a workforce housing development in Goleta which was recognized by the American Planning Association's Central Coast Chapter as a "Hard Won Victory."
- Collaborated with city staff in the preparation of Oroville's 2012 Business Assistance Program grant application by providing market analysis to support the application and program planning.
- Led the RSG team in an analysis of real estate market conditions and other assumptions employed by the Los Angeles County Assessor's office in their 2012-13 property value forecast.

Mr. Simon works to understand his clients' goals and needs, and adopts those as his own. To best serve his clients, he translates their goals into performance metrics to assure the highest quality work product. He uses the word "we" when referring to clients, and embeds in his assignments an understanding of what the client is ultimately trying to achieve and how the RSG team can add the most value to that end.



### Education

- BA, Business Administration - Entrepreneurial Management Concentration, California State University, Fullerton, 1991

### RSG Academy

- Consulting: The RSG Way
- Management and Supervision
- Analysis 101
- Real Estate and Market Analysis

### Professional Memberships & Certifications

- California Association for Local Economic Development
- CALED 2012 Annual Conference Steering Committee
- California Association of Local Agency Formation Commissions
- Former Planning Commissioner, City of Laguna Niguel
- Former Environmental Review Board Member, City of Laguna Niguel

# KEN LEE

## Senior Associate and Project Manager

Ken Lee joined RSG in 2009 after spending more than 11 years in the public sector as well as private consulting in strategic planning, organizational development, and group facilitation. His well-rounded professional background offers clients strategic perspective for achieving their economic, political, and organizational objectives. Since joining RSG, Mr. Lee has continued to expand his skill sets and has assisted communities in a variety of professional capacities, including adjunct staff, professional facilitator, and fiscal consultant. Mr. Lee's focus areas while at RSG include long-range market trends analysis, economic development strategies, public participation design and facilitation, brownfields revitalization, land use planning/entitlements, and LAFCO studies.

### Recent Engagements

- Independent Financial Review for San Bernardino LAFCO of a proposed Plan for Providing Services for a controversial reorganization of two water districts.
- Contract Community Development Director for the City of Irwindale in Los Angeles County, serving as an adjunct executive team member and department head, and overseeing the Community Development Department's Economic Development, Planning, and Code Enforcement functions and staff.
- Long-range trends analyses for the cities of Carlsbad and La Quinta that expand upon traditional market studies to incorporate new and emerging trends in socio-economic demographics/psychographics, retail consumer preferences and generational shifts, job clusters, real estate and housing, and hospitality.
- Design and facilitation of a series of community workshops (six in total) in the City of Brea for a major rails-to-trails project and a green community facility project at Birch Hills Golf Course. Workshop content involved a diverse range of participation tools and formats specifically designed for the audience.
- Economic Strategic Plan for the City of Irwindale aimed at leveraging current assets and resources for the long-term fiscal sustainability of the City. Involved extensive business stakeholder outreach, near-term market analysis, financial projections, site-level market analysis, and strategic planning/goal-setting.
- Five-year property tax projections (FY 2010-11 through 2014-15) for the County of Orange, Office of Finance & Budget, to be used for the annual Strategic Financial Plan. Core tasks involved researching and analyzing property sales/re-sales, foreclosures, building permit activity, Proposition 8 reductions, and extensive economic forecasting.

Mr. Lee made the conscious decision to transition from working **in** the public sector to consulting **for** the public sector because of his passion for working with a diverse mix of communities and to help them individually achieve success. He believes he can now leave a bigger and longer-lasting impact on local communities by helping them better equip themselves to navigate economic and political uncertainties through aligned vision and execution.



### Education

- BS, Environmental Policy Analysis & Planning, University of California, Davis, 1997.
- Graduate Coursework, Fully Employed MBA, San Diego State University, 2008.

### Training & RSG Academy

- Consulting: The RSG Way
- Management and Supervision
- Analysis 101
- Blight
- Tax
- Affordable Housing
- Real Estate and Market Analysis
- Development and Construction

### Professional Memberships, Certifications & Activities

- LA County Economic Development Corporation, Board of Governors
- San Gabriel Valley Economic Partnership
- California Association of Local Agency Formation Commissions (CALAFCO), Past Legislative Chair
- Former CRA Brownfields Committee

# ALEXA SMITTLE

## Associate and Project Manager

Alexa Smittle joined RSG in 2005 and is currently a project manager serving clients throughout the State of California. During her time at RSG, Ms. Smittle has helped communities explore the policies and potential initiatives which influence economic development efforts, from long term strategies to neighborhood market studies. Ms. Smittle's other work has focused on municipal finance and service provision as well as developing expertise in fiscal impact modeling for sustainability forecasts and new development proposals. Her favorite endeavors are projects that provide clients with insight on funding options and local economic growth opportunities that best fit their community.

### Recent Engagements

- Developing the General Plan Economic Development Element and subsequent implementation strategy for Dana Point, a small coastal community, focused on tourism and quality of place planning.
- Working with a non-profit builder to develop selection criteria and identify potential sites in Orange County for efficient structure rehabilitation to facilitate emergency shelter for young families and increase competitiveness for funding following policy changes at HUD.
- Recently completed Phase 2 of a three-phase effort to incorporate economic planning into a broader General Plan update process for the City of Carlsbad, that includes identifying economic trends in development, tourism and recreation, quantifying fiscal impacts of different land use changes, and finally developing an economic development element.
- Evaluated the market capacity for development of a proposed unique commercial land use, and determined potential associated revenues to create an annexation feasibility study of a substantial but geographically challenging area, inclusive of policy recommendations for the City of Sparks (Nevada).
- Completed a market study for 12 million square feet of Class A business park in Sparks, Nevada as part of a 1.2 million acre master planned community. The proposed office park is intended to house research and development laboratories and offices, and as such required not only an analysis of the competitive real estate market, but significant research into job clusters and trends in those industries.

Ms. Smittle maintains close ties to the UCI Urban and Regional Planning master program, working with individual students on thesis projects as well as delivering "Local Government 101" lectures to classes. She also recently served on a Technical Advisory Panel for the Urban Land Institute's Young Leaders Group in Orange County, which provided a local non-profit with a how-to guide on searching for and selecting properties that better meet the needs of the children it serves. She looks forward to new relationships, projects, and opportunities as communities all across California strive to provide quality lifestyles for residents and businesses.



### Education

- Master of Urban and Regional Planning, University of California, Irvine, 2005.
- BS, Regional Planning, University of Arizona, 2000.

### Training & RSG Academy

- IEDC; Business Development and Retention Management
- CalLAFCo University: Fire District Consolidation
- Management and Supervision
- Property Tax
- Real Estate and Market Analysis
- Development and Construction

### Professional Memberships, Certifications & Activities

- California Community Economic Development Association
- California Redevelopment Association
- CRA Technical Committee Member
- Panelist - Building Industry Association, Orange County
- Panelist - Association of California Cities, Orange County





## **SCOPE OF WORK AND SCHEDULE**

Pursuant to CKH Sections 56425 and 56430 and LAFCO's local guidelines, RSG would prepare an MSR/SOI Study designed to: (1) Meet the requirements of the law for LAFCO to conduct periodic MSRs and SOI updates, including all statutorily-required MSR and SOI determinations; (2) Prepare key baseline data and information necessary for LAFCO or the subject agencies to initiate changes of (re)organization, including the dissolution of YZWD; (3) Identify other opportunities for increase cost-efficiencies that would result in cost savings to the agencies and their ratepayers. As described earlier, the scope of the MSR can vary widely and is largely driven by LAFCO's desired outputs and outcomes for the study, including a possible roadmap for dissolution that recommends one or more successor agencies, including the transfer of service responsibilities to those agencies, along with the former district's assets and liabilities. RSG is flexible and can spend time with LAFCO staff prior to contract execution to collaboratively scope out a schedule of tasks and timeline that meet LAFCO's budgetary objectives while providing value to LAFCO and the subject agencies through the MSR process. A preliminary scope is presented below.

### **TASK 1: SCOPING MEETING**

To fully understand key historical factors and current issues involving the water districts prior to commencing work, RSG will conduct an initial working session with LAFCO staff to finalize project scope and process and formalize overall study objectives, schedules, policy and fiscal assumptions, and the roles and responsibilities of RSG and LAFCO staff.

RSG would develop a work plan and schedule of the major activities involved in the process, including anticipated delivery and completion dates as well as a protocol for regular check-in conversations or e-mail updates with LAFCO staff. The engagement will be managed through ongoing teleconferences, status reports and maintenance of the project schedule.

## **TASK 2: DATA COLLECTION AND REVIEW**

RSG would draft data request letter for transmittal by LAFCO to DWD, YCFCWCD, and YZWD. The letter would also serve to introduce the RSG project team. RSG recommends LAFCO transmittal of the letters directly to the districts because it activates the statutory provisions of CKH Sections 56378 and 56430(d), which compel local agencies to respond to and provide information to LAFCO upon request, whether part of the MSR or another special study.

Upon transmittal of the letters, RSG would make contact with each district and schedule a trip to the area to meet separately with staff from the three water districts, in conjunction with the LAFCO Executive Officer and other appropriate staff. The purpose of the initial meeting will be to outline the MSR/SOI Study process for the agencies, review the data/information request transmitted to staff, ask clarifying questions about any data/information already received and reviewed, and interview staff on key questions which RSG would review prior with LAFCO staff.

Once the data is compiled and evaluated, RSG would prepare a preliminary summary memo to LAFCO outlining our review of the information, along with any support material, and conduct a conference call to discuss any LAFCO comments or concerns.

## **TASK 3: MAPPING**

RSG would assemble a database of relevant GIS shapefiles and other data and, based on copies of existing SOI maps, digitize the SOIs of the three subject water districts. To ensure accuracy, RSG would compare the SOI boundary against other landmarks or features, including parcel boundaries, easements (where available), and other boundary data. All GIS mapping will be based on the coordinate and projection systems outlined in the RFP. Upon transmittal of SOI maps and shapefiles, RSG will hold conference calls with staff to review their accuracy.

## **TASK 4: DETERMINE NEED FOR TECHNICAL STUDIES/REVIEWS**

Based on the preliminary summary memo from Task 2, RSG and LAFCO will confirm the need for any technical studies or reviews including, but not limited to, fiscal trends analysis of historical financial data received from the districts and engineering surveys or other assessment. If such studies are required or desired, RSG will coordinate with LAFCO to ensure that sufficient project budget is included as optional services.

## **TASK 5: ADMINISTRATIVE DRAFT OF MSR/SOI STUDY**

Based on Tasks 1-4, RSG will prepare a comprehensive administrative draft of the MSR/SOI Study report for review by LAFCO staff. The report will address all of the LAFCO determinations required by CKH Sections 56425 and 56430(d), and additional factors/criteria established by local LAFCO policy and guidelines. Three hard copies, plus an electronic version, will be sent to LAFCO staff for review. RSG will hold a conference call with LAFCO staff to review the report and LAFCO staff's comments/edits. RSG will incorporate comments, edits, and corrections and submit the Draft MSR/SOI Study report to LAFCO for distribution to the Commissioners. 15 hard copies, plus an electronic version, will be sent to LAFCO staff for transmittal to the Commission and interested agencies. RSG will attend a Commission meeting or other venue, as appropriate, to provide a summary presentation of the report, discuss issues/concerns, and/or respond to questions.

## **TASK 6: FINAL DRAFT OF MSR/SOI STUDY**

RSG will incorporate comments, edits, and corrections from the Commission, affected agencies, and the public for the Final Draft and submit it to LAFCO for distribution to the Commissioners. 15 hard

copies, plus an electronic version, will be sent to LAFCO staff for transmittal to the Commission and interested agencies. RSG will attend a Commission meeting or other venue, as appropriate, to provide a summary presentation of the final report, discuss issues/concerns, and/or respond to questions. Upon approval, RSG will transmit 10 copies and an electronic version of the final-approved report to LAFCO staff.

**Optional Services**

Additional services can be provided to the client upon request in order to provide continuity throughout the MSR/SOI Study process. The services could include the following:

Additional Meetings

Additional meetings beyond those included here would be charged on a time and materials basis.

GIS Mapping

Additional mapping services beyond the basic SOI boundaries of the affected water districts.

Technical Studies/Analysis

More in-depth fiscal studies/analysis may be required.

**SCHEDULE**

As mentioned earlier in this Proposal, the schedule is contingent on finalization of the scope of services and subject to change based on some recommendations we presented to expedite the initial findings. Irrespective of such changes, the following schedule delineates the approximate timeframes for completion of the tasks in this scope of work.

<b>PROJECT SCHEDULE</b>						
<b>Yolo County Water Districts Combined MSR/SOI</b>	*	Mo. 1	Mo. 2	Mo. 3	Mo. 4	Mo. 5
<i>Award Contract</i>	█					
Task 1: Scoping Meeting	█					
Task 2: Data Collection and Review		█	█			
Task 3: Mapping		█	█			
Task 4: Technical Studies/Reports <sup>1</sup>			█	█		
Task 5: Admin. Draft of MSR/SOI Study				█	█	
5.1: Review/Edits of Report					█	
Task 6: Final Draft of MSR/SOI Study						█
6.1: Review/Edits of Report						█
<i>Meetings / Calls / Presentations</i>	*	*	*	*	*	*

<sup>1</sup> Schedule could be 3 to 5 weeks shorter depending on need for technical studies/reports.



## PROJECT BUDGET

Based on the Scope of Work outlined in this proposal, RSG has prepared the preliminary budget estimate provided on the following page. Assumptions built into this budget estimate are flexible. If selected as the qualified candidate for this project, we would work with LAFCO staff to finalize the Scope of Work, Schedule, and Budget in alignment with LAFCO's budgetary target and desired outputs/outcomes for the MSR/SOI Study. This budget estimate does not include any additional in-depth technical studies or reports. The need for any such reports would be jointly identified by RSG and LAFCO staff as part of Task 4 of the Scope of Work. RSG's preliminary budget estimate is **\$46,130** and is based on the following 2012 Rate Schedule.

Principal / Director	\$ 210
Senior Associate	\$ 165
Associate	\$ 150
Senior Analyst	\$ 125
Analyst	\$ 115
Research Assistant	\$ 100
Technician	\$ 75
Clerical	\$ 60
Reimbursable Expenses	Cost plus 10%

RSG does not charge clients for travel or mileage (except direct costs related to field work/surveys), parking, standard telephone/fax expenses, general postage or incidental copies. However, we do charge for messenger services, overnight shipping/express mail costs and teleconferencing services. Except for the 43 copies of the Administrative Draft and Final Draft Reports outlined in the following budget estimate, we also charge for copies of reports, documents, notices, and support material in excess of five (5) copies. These costs are charged back at the actual expense plus a 10% surcharge.

RSG issues monthly invoices payable upon receipt, unless otherwise agreed upon in advance. Invoices identify tasks completed to date, hours expended and the hourly rate.

<b>ESTIMATED HOURS AND FEES BY TASK</b>							
<b>Yolo County Water Districts Combined MSR/SOI Study</b>						<b>RSG, Inc.</b>	
<b>TASK</b>	<b>Rate</b>	Director \$210	Senior Associate \$165	Associate \$150	Senior Analyst \$125	Research Asst. \$100	<b>Total</b>
Task 1: Scoping Meeting Meeting(s): 1 in-person Deliverable(s): Work plan/refined schedule		6	6	0	2	0	\$ 2,500
Task 2: Data Collection and Review Meeting(s): 3 in-person w/ Water Districts Deliverable(s): Data request; Summary memo		4	35	20	10	20	12,865
Task 3: Mapping Meeting(s): 1 conf. call to review maps Deliverable(s): ArcMap shapefiles of SOIs		1	4	0	5	10	2,495
Task 4: Determine Need for Technical Studies/Reports Meeting(s): 1 conf. call Deliverable(s): To be determined		1	2	2	0	0	840
Task 5: Admin. Draft of MSR/SOI Study Meeting(s): 1 conf. call; 1 in-person Deliverable(s): Admin. Draft #1 (3); Admin. Draft #2 (15)		5	50	25	25	15	17,675
Task 6: Final Draft of MSR/SOI Study Meeting(s): 1 conf. call; 1 in-person Deliverable(s): Final Draft #1 (15); Final Draft #2 (10)		3	25	5	10	5	7,255
<b>Total Hours</b>		20	122	52	52	50	296
<b>Total Fee for Services</b>		\$ 4,200	\$ 20,130	\$ 7,800	\$ 6,500	\$ 5,000	\$ 43,630
<b>Reimbursables (Report Reproduction/Transmittal)</b>							<b>2,500</b>
<b>Total Estimated Budget</b>							<b>\$ 46,130</b>



## **REFERENCES**

Jim Simon, Principal-in-Charge of this engagement, and Ken Lee, Project Manager, have managed the following projects similar in scope to the services sought by LAFCO. We encourage you to contact our references, or follow up with any additional questions.

### **INDEPENDENT FINANCIAL REVIEW OF MUNI/SBVWCD CONSOLIDATION - SAN BERNARDINO LAFCO**

RSG was retained by San Bernardino LAFCO in March 2009 to conduct a third-party, independent financial review of the proposed consolidation of two dissimilar water agencies under AB 2067 (Harman—Chapter 471, Statutes of 2004). RSG's analysis included an independent review of the Plan for Services submitted by the San Bernardino Valley Municipal Water District for the consolidation application, and preparation of a comprehensive report detailing a historical trend analysis used to assess the financial viability of MUNI's consolidation with the San Bernardino Valley Water Conservation District.

Kathleen Rollings-McDonald, Executive Officer  
909.383.9900

### **IRWD-EOCWD REORGANIZATION - IRVINE RANCH WATER DISTRICT**

Irvine Ranch Water District (IRWD) hired RSG to assist in reviewing the feasibility of reorganizing with a dissimilar special district, which could have resulted in potential cost savings to ratepayers by taking advantage of greater economies of scale and scope. RSG also advised IRWD on the LAFCO process, including special LAFCO determinations that would be required depending on how reorganization was initiated and by which affected agency.

Paul Cook, General Manager  
949.453.5300

## **INCORPORATION FEASIBILITY STUDY - HEBER**

RSG was retained by the Heber Public Utility District (HPUD) to prepare a fiscal feasibility study of the proposed incorporation of the community of Heber. RSG analyzed the following items as part of the feasibility study: current fiscal year costs of providing existing services; base property tax allocation; current fiscal year revenues available to the proposed city; effects of transition to cityhood on services provided; and preliminary five-year fiscal year budgets. Due to a significant revenue shortfall, cityhood was not recommended, even after RSG explored the viability of revenue enhancement and further streamlining of services.

John Jordan, General Manager  
760.482.2440

## **ALISO VIEJO INCORPORATION COMPREHENSIVE FISCAL ANALYSIS**

The Orange County Local Agency Formation Commission (LAFCO) retained RSG to conduct a fiscal feasibility study of the proposed incorporation of the community of Aliso Viejo. RSG also assisted LAFCO in facilitating revenue neutrality and County repayment negotiations between the County of Orange and the Aliso Viejo cityhood proponents. RSG analyzed the following items to determine the fiscal feasibility of the Aliso Viejo community:

- Current fiscal year costs of providing existing services.
- Base property tax allocation.
- Current fiscal year revenues available to proposed city.
- Effects of transition to cityhood on services provided.
- Preliminary transition year budget.
- Preliminary ten-year fiscal year budgets.
- Preliminary revenue neutrality and county repayment impacts.
- Proposed city's provisional appropriations limit.

Carolyn Emery, Acting Executive Officer  
Orange County LAFCO  
714.834.2556

## **FOLSOM/SUNRISE ANNEXATION - RANCHO CORDOVA**

The City of Rancho Cordova and the County of Sacramento retained RSG to prepare a fiscal analysis of the potential revenues and expenditures associated with providing municipal services to an area proposed for annexation by the City. The study entailed collecting and analyzing historical trends and a forecast for the next five years, and showed the impact both with and without annexation on both parties. As part of annexation negotiations between the parties, the study helped form the foundation for an annexation agreement concluded in late 2009.

Donna Silva, City Finance Director  
916.851.8735

Linda Foster-Hall, County Budget Officer  
916.874.2453

# Yolo Local Agency Formation Commission Request For Proposal



To prepare the

## Yolo County Water Districts Combined Municipal Service Review/ Sphere of Influence Study

Including:

Dunnigan Water District

Yolo County Flood Control and Water Conservation District

Yolo-Zamora Water District

Response due by  
Wednesday, December 19, 2012 at 4:00 pm

Issued November 14, 2012



# YOLO LOCAL AGENCY FORMATION COMMISSION REQUEST FOR PROPOSAL

The Yolo County Local Agency Formation Commission (LAFCo) is seeking qualified candidates to prepare a combined Municipal Service Review (MSR) and Sphere of Influence (SOI) study for the Dunnigan Water District, Yolo County Flood Control and Water Conservation District and Yolo-Zamora Water District (Exhibit C).

## **Agency Descriptions**

The Dunnigan Water District is 15.6 square miles in size and provides agricultural water from the Tehama-Colusa Canal. It operates production, storage, transmission and distribution of water for irrigation, domestic industrial and municipal purposes, as well as any drainage or reclamation works connected with such undertakings. The Dunnigan Water District has an adopted Sphere of Influence (Exhibit D).

The Yolo County Flood Control and Water Conservation District (YCFCWCD) is 306 square miles in size and manages the use of surface and groundwater resources for irrigation and drainage for agricultural lands. The YCFCWCD also has an adopted Sphere of Influence (Exhibit D and E).

The Yolo-Zamora Water District is 32.3 square miles in size and was created with the intention to provide agricultural water. However, the Yolo-Zamora Water District does not have a secured source of surface water and does not provide any service. The 2005 MSR/SOI recommended that the Yolo-Zamora Water District be dissolved; however, this recommendation was never acted upon. This 2012/13 MSR/SOI should include analysis and an informed recommendation regarding the pros and cons of dissolution and how the existing district could be absorbed by the remaining two districts. The Yolo-Zamora Water District Sphere of Influence is coterminous with its district boundary.

## **Municipal Service Review (MSR) Guidelines**

The Cortese-Knox-Hertzberg Act (California Government Code Section 56430) requires that LAFCo complete a municipal service review (MSR) to develop baseline information for updating spheres of influence (SOI). The MSR must be done before or in conjunction with the SOI. The statute sets forth the form and content of the municipal service review, which must inform the Commission on the following seven issues:

1. Growth and population projections for the area.
2. The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere of influence.
3. Capacity of public facilities, adequacy of public service and infrastructure needs or deficiencies.
4. Financial ability of agencies to provide services.
5. Status of, and opportunities for, shared services.
6. Accountability for community service needs, including governmental structure and operation efficiencies.
7. Any other matter related to effective or efficient service delivery.

Yolo County LAFCo has methodology guidelines for preparation of municipal service review and sphere of influence studies on its website, [www.yololafco.org](http://www.yololafco.org), under "LAFCo policies". The Governor's Office of Planning and Research has additional information for preparing service reviews as well as any other sections by reference in Government Code sections relating to the MSR studies.

## **Sphere of Influence (SOI) Guidelines**

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In determining the sphere of influence of each local agency, the SOI study should consider and prepare a written statement of determinations with respect to each of the following:

1. The present and planned land uses in the area, including agricultural and open-space lands.
2. The present and probable need for public facilities and services in the area.
3. The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide.
4. The existence of any social or economic communities of interest in the area if they are relevant to the agency.
5. The present and probable need for those public facilities and services of any disadvantaged unincorporated communities within the existing sphere of influence (Yolo LAFCo has adopted a list of unincorporated communities in accordance with SB 244 that is available online).

These references, as well as any other sections referred to in Government Code, should be considered as part of the document to be produced.

## **Expectations of the Consultant**

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The successful firm or individual(s) will accomplish the following:

1. Research and investigate the standards, factors and criteria required by government code and local Yolo LAFCo policies for the preparation and writing of Municipal Services Reviews and Sphere of Influence studies for special districts, including the Guidelines for the Preparation of Municipal Service Plans and Determination of Sphere of Influence lines. The Cortese-Knox-Hertzberg Act (Government Code 56000, et. al) and any guidelines provided by the Governor's Office of Planning and Research are base documents for these studies. As part of these reviews, the consultant should also:
  - a) Focus on fiscal health indicators and financial viability of the agencies
  - b) Be proactive in identifying issues and make innovative yet practical solutions for agencies in need of new service and policy options
  - c) Incorporate opportunities for shared services and/or consolidations where appropriate
  - d) Provide logical and reasonable recommendations that are concise yet well supported
  - e) Prepare appropriate charts, graphs and maps for the specified study to provide clear, accurate and organized documentation for the MSR/SOI
  - f) Recommend findings, conclusions and actions to present to the Commission for their determination based on the research done in this study

The consultant is expected to use any and all available information relevant to both the MSR and SOI including interviews, surveys, previous research, reports, engineering reports, adopted district budgets, audit reports, state department reports, local health department reports, county general plans, previous MSR/SOI studies, authorities under

the law, etc. Sufficient data and information should be collected to construct a clear, concise and comprehensive report.

The report should reflect local LAFCo policies, which include agricultural conservation, affordable housing policies, water policies, sphere of influence methodology, standards of evaluation, and proposal policies and procedures. Specific information can be found on the Yolo LAFCo website [www.yololafco.org](http://www.yololafco.org).

Identification and evaluation of existing issues concerning the services provided by the districts and their ability to maintain the level of service necessary to meet local and state standards should be included in the reports. Inclusion and review of engineering considerations should be made a part of the overall document as appropriate. Alternative organizational approaches to provide services at regulated levels will be a required and very important section of the final reports. Shared services and providing high quality municipal services with “right-sized” government agencies is a priority of the Yolo LAFCo Commission. Innovative approaches to providing service for these communities are encouraged.

Yolo County LAFCo is committed to providing municipal service reviews and sphere of influence studies conducted in a fair, accurate and objective manner. The intent is to provide valuable and practical conclusions for improvements to service provision where possible. Also, the Commission wishes to provide effective and meaningful opportunities for public participation in the review process.

### **MSR/SOI Process and Deliverables**

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Preparation of the report will include the following steps:

1. Data collection: including but not limited to soliciting districts for information, interviews, research of existing information and documents available.
2. Review, interpretation and analysis: review and analysis of all the information collected, including engineering reports and financial data.
3. Mapping: GIS layers are currently available for the district boundaries but not the existing SOI boundaries. It is a goal of this study to create a SOI data layer for the subject districts that will integrate with LAFCo’s GIS database administered by the County. County GIS base maps are available at the link below. GIS mapping shall be in an ESRI compliant format, NAD 1983 State Plane California Zone II Projected (US Feet) Coordinate System, referenced to street centerlines and/or parcel lines.

<http://www.yolocounty.org/Index.aspx?page=823>

4. Produce Administrative Draft MSR/SOI with appropriate findings, determinations and recommendations for LAFCo staff review (3 hard copies plus electronic version). A copy of all the information referenced and used during the data collection process should be included.
5. Incorporate comments, edits and corrections and submit Draft MSR/SOI to Yolo LAFCo for distribution to the Commission and affected and interested agencies for comment (15 hard copies plus electronic version). Attendance at the LAFCo meeting releasing the draft MSR/SOI is required.
6. Preparation of final draft addressing comments from LAFCo Commission, LAFCo staff, affected and interested agencies and the public, including findings,

- determinations and recommendations (15 hard copies plus electronic version). Attendance at the Commission meeting(s) approving the final MSR/SOI is required.
7. Yolo LAFCo will be responsible for determining the appropriate level of environmental review and preparing all CEQA documentation for the MSR/SOI. CEQA analysis should not be included in the proposal.
  8. Following Commission approval of the MSR/SOI, please provide LAFCo with 10 hard copies plus an electronic version (both PDF and word versions) for distribution.

### **Contents of Proposal**

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The proposal shall be specifically responsive to this request and shall include, but not necessarily be limited to, the following:

1. General statement by the firm or individual about the proposal including an understanding and general approach to accomplishing the work as outlined. The statement should demonstrate the experience and qualifications to perform the required duties.
2. Specifically substantiated statement of the firm or individual's qualifications to perform the work, ability to stay within budget, and meet deadlines.
3. Identification and designation of the individual(s) who would perform the work, including resumes documenting their experience and competence to perform that work. Note that any subsequent changes in staff performing the work will require prior approval by LAFCo.
4. General time line and scope of work required to complete the documents in the most efficient and timely manner. The timeline should identify numerous check-in meetings with LAFCo staff as appropriate.
5. General proposal costs including identification of basic work tasks including a list of the firm's hours/rate structure for completing the scope of work. The costs should specify deliverables and number of meetings/presentations included in the fee.
6. List of references.
7. Sample of comparable study or report prepared by your firm.

**Application deadline is Wednesday, December 19, 2012 at 4:00 pm.**

### **Evaluation Process**

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Yolo LAFCo staff will review each proposal and evaluate the ability of each individual or firm to meet the expectations defined herein. References will be contacted. The proposals will be ranked and the top firms will be invited to an interview with LAFCo staff, LAFCo Commission representative(s) and potentially representatives from the subject agencies. A consultant will then be selected and the contract approval process will begin. LAFCo may modify this evaluation process as appropriate.

## **Consultant Selection**

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The following attributes will be considered in determining the award of the contract:

1. Understanding of the project and commitment to meet the expectations outlined in this Request for Proposal
2. Ability to work well with LAFCo and subject agency staff
3. Expertise with writing MSR/SOIs
4. Ability to produce a clear, well-researched and definitive product
5. Ability to demonstrate or create contacts with state regulatory agencies as required for the project
6. Provide clear and reasonable outline of cost estimates and past performance with staying within budget

## **Additional Information**

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Insurance:

The form of contract includes standard form insurance requirements and standard form insurance certificates, which are utilized by the Yolo County Public Agency Risk Management Insurance Authority (YCPARMIA), a self-insurance joint powers agency, of which Yolo LAFCo is a member. A copy of YCPARMIA's "Insurance Requirements Guidelines" is attached (Exhibit A), as is a draft contract (Exhibit B).

Contract Provisions:

Yolo LAFCo reserves the right to reject any and all proposals, waive any irregularity in the proposals and/or to conduct negotiations with any firms, whether or not they have submitted a proposal. The Commission's initial draft of the contract form to be used for agreements is attached to this RFP. Although the attached draft is subject to revision before execution by the parties, by submission of a proposal or statement of qualification the potential contractor indicates that except as specifically and expressly noted in its submission, it has no objection to the attached draft contract or any of its provisions, and if selected will enter into a final agreement based substantially upon the attached draft contract.

Consultants:

During the preparation phases, Yolo LAFCo reserves the right to hire consultants as necessary, in its discretion, to represent Yolo LAFCo in this project.

## **Submittal**

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Any questions regarding this proposal shall be submitted in writing to [lafoo@yolocounty.org](mailto:lafoo@yolocounty.org).

Proposals shall be submitted to:

Yolo Local Agency Formation Commission  
625 Court Street, Suite 203  
Woodland CA 95695

Proposal deadline:

**Wednesday, December 19, 2012, 4:00 pm**

Respectfully requested,

Christine M. Crawford AICP, Executive Officer

**Exhibits**

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- A. Insurance Requirements
- B. Sample Contract
- C. District boundary map
- D. Dunnigan Water District and Yolo County Flood Control and Water Conservation District SOI map
- E. Yolo County Flood Control and Water Conservation District SOI Map



Regular 7.

**LAFCO**

**Meeting Date:** 01/24/2013

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**Information**

**SUBJECT**

Consider approval of the Draft Audit prepared by Richardson & Company of the Yolo Local Agency Formation Commission's financial statements for Fiscal Year Ending 2012

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**Attachments**

[Item 7 - Staff Report](#)

[Item 7 - ATT A-Governance Letter](#)

[Item 7 - ATT B-2011/12 Audit](#)

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**Form Review**

Form Started By: Terri Tuck  
Final Approval Date: 01/14/2013

Started On: 01/14/2013 11:19 AM

LOCAL  
AGENCY  
FORMATION  
COMMISSION OF  
YOLO COUNTY

CHAIR  
Olin Woods  
Public Member

VICE CHAIR  
Matt Rexroad  
Supervisor – 3<sup>rd</sup> District

Skip Davies  
Mayor  
City of Woodland

Don Saylor  
Supervisor – 2<sup>nd</sup> District

Bill Kristoff  
Councilmember  
City of West Sacramento

ALTERNATE  
Robert Ramming  
Public Member

ALTERNATE  
Jim Provenza  
Supervisor – 4<sup>th</sup> District

ALTERNATE  
Cecilia Aguiar-Curry  
Mayor  
City of Winters

Staff  
Christine M. Crawford  
Executive Officer

Terri Tuck  
Commission Clerk

Robyn Truitt Drivon  
Commission Counsel

625 Court Street, Suite 203  
Woodland CA 95695

(530) 666-8048  
lafco@yolocounty.org

[www.yololafco.org](http://www.yololafco.org)

Item 7



**To:** Olin Woods, Chair, and Members of the  
Yolo Local Agency Formation Commission

**From:** Christine Crawford, Executive Officer  
Terri Tuck, Commission Clerk

**Date:** January 24, 2013

**Subject:** Consider Approval of the Draft Audit Prepared by  
Richardson & Company of the Yolo Local Agency Formation  
Commission's Financial Statement for the Fiscal Year  
Ending 2012

### **Recommended Action**

Consider approval of the draft audit prepared by Richardson & Company of the Yolo LAFCo's financial statement for the fiscal year ending 2012.

### **Fiscal Impact**

The contract approved by the Commission with Richardson & Company was for an amount not to exceed \$23,195. Fees for auditing LAFCo's financial statements for the past three fiscal years (FY) through June 30, 2011 were \$15,995, and were paid in last year's 2011/12 budget. The remaining \$7,200 for preparing the financial statement for FY 2011/12 will be paid out of this year's budget.

### **Background**

Richardson & Company, the certified public accounting firm, was selected to audit LAFCo's financial statements for the last four fiscal years. The financial statements for the fiscal years ending 2009, 2010 and 2011 were approved by the Commission on April 16, 2012. The draft financial statement for fiscal year ending 2012 has been prepared and is attached for review by the Commission.



## **Analysis**

### *Other Post Employee Benefits*

The Commission likely will recall that staff has been working with the County to identify its OPEB (other post-employment benefits) liability for over a year. The County hired an actuarial consultant to calculate the OPEB liability and recently determined that LAFCo's net present value of future OPEB costs is \$50,000 - less than what was estimated in last year's financial statement. This represents the net obligation accrued over the last three years since GASB 45 (Government Accounting Standards Board) went into effect. These obligations have been disclosed in our financial statement as required.

However, now that this obligation has been identified, LAFCo needs to put a plan in place to fund these costs. One issue that came up is that the total obligation for the previous Executive Officer's retirement is LAFCo's responsibility – even though most of her years of public service were with the County and not LAFCo. It is apparently common practice in these situations to have a separate agreement to divide these costs fairly and staff will pursue this option. But for now, LAFCo needs to show the entire obligation on its financial statement.

In terms of how to fund this obligation and pay this cost on an annual basis, the County is apparently looking at options to enter into or create a separate trust for funding OPEB, such as with CALPERS. Staff will need to continue working on this issue to set up a mechanism to fund this annual cost. Hopefully, more information will become available and there will be a clearer path to resolve these issues when we adopt next year's budget this May.

### *Future Audits*

As much as we enjoyed working with Richardson & Company, staff has been talking to Howard Newens, County Auditor-Controller, about getting a cost estimate to be included in the County's annual audit process going forward. While paying \$23,195 to audit the past four years is a good value considering the work that our auditor, Brian Nash, put into this effort, it is still a significant percentage of our annual budget and staff would like to see if there are more cost effective options – especially considering that our findings have been fairly minimal overall.

## **2011/12 Audit Findings**

None.

## **Attachments:**

- A: Governance Letter
- B: Draft Audit for FY 2011/12

# Richardson & Company

550 Howe Avenue, Suite 210  
Sacramento, California 95825

Telephone: (916) 564-8727  
FAX: (916) 564-8728

January 14, 2013

To the Chair and Members of the  
Yolo County Local Agency Formation Commission  
Woodland, California

We have audited the financial statements of the governmental activities and the major fund of Yolo County Local Agency Formation Commission (the LAFCO) as of and for the year ended June 30, 2012. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information to you in our engagement letter dated November 23, 2011. Professional standards also require that we communicate to you the following information related to our audit.

## Significant Audit Findings

### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the LAFCO are described in Note A to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2012. We noted no transactions entered into by the LAFCO during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the LAFCO's financial statements were the other postemployment benefits (OPEB) liability and compensated absences. Management's estimate of the OPEB liability was based on a separate valuation prepared by the County of Yolo actuary. We evaluated the key factors and assumptions used to develop the OPEB liability in determining that it is reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the financial statements are the OPEB and retirement plan disclosures in Notes D and E to the financial statements. The disclosures were based on actuarial valuations that use significant estimates and judgments about the future status of employees, cost trends and other factors that potentially may differ from those estimates and judgments.

The OPEB plan is currently not being funded by LAFCO. The liability will continue to grow without a funding plan being developed by LAFCO. Also, as we discussed in the management letter last year, the GASB issued GASB Statement No. 68, *Accounting and Financial Reporting for Pensions*, which requires the unfunded pension liability to be amortized over the average service life of the employees rather than a maximum 30 year period, requires the use of a lower interest rate assumption for unfunded liabilities as well as other changes in accounting. These required changes may potentially increase the actuarial liability and future contribution percentages when the standard is required to be implemented during the year ended June 30, 2015. The pension obligation is also required to be reported as a liability on the LAFCO's government-wide statement of net assets once this standard is implemented.

The financial statement disclosures are neutral, consistent and clear.

#### *Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

#### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. There were no audit adjustments posted during the year ended June 30, 2012.

#### *Disagreements With Management*

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

#### *Management Consultations With Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the LAFCO's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

#### *Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the LAFCO's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

*Other Information in Documents Containing Audited Financial Statements*

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

This information is intended solely for the use of the Commissioners, management and member agencies and is not intended to be and should not be used by anyone other than these specified parties.

*Richardson & Company*

January 14, 2013

**YOLO COUNTY LOCAL AGENCY FORMATION COMMISSION**

Audited Financial Statements and  
Compliance Report

June 30, 2012

YOLO COUNTY LOCAL AGENCY FORMATION COMMISSION

Audited Financial Statements and  
Compliance Report

June 30, 2012

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## INDEPENDENT AUDITOR'S REPORT

To the Chair and Members of the  
Yolo County Local Agency Formation Commission  
Woodland, California

We have audited the accompanying financial statements of the governmental activities and the major fund of the Yolo County Local Agency Formation Commission (the LAFCO) as of and for the year ended June 30, 2012, which collectively comprise the LAFCO's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the LAFCO's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of the LAFCO as of June 30, 2012, and the respective changes in financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated January 14, 2013, on our consideration of the LAFCO's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

Accounting principles generally accepted in the United States of America require that the budgetary comparison information and schedule of funding progress of the other postemployment benefits plan be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic

To the Chair and Members of the  
Yolo County Local Agency Formation Commission

financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

The LAFCO has omitted Management's Discussion and Analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

*Richardson & Company*

January 14, 2013



YOLO COUNTY LOCAL AGENCY FORMATION COMMISSION

STATEMENT OF NET ASSETS

June 30, 2012

<b>ASSETS</b>		
Cash		<u>\$ 199,656</u>
	<b>TOTAL ASSETS</b>	<u><u>\$ 199,656</u></u>
<b>LIABILITIES</b>		
Accounts payable		\$ 9,948
Accrued payroll		6,759
Compensated absences - current		9,479
Noncurrent liabilities:		
OPEB liability		50,000
Compensated absences - noncurrent		2,274
	<b>TOTAL LIABILITIES</b>	<u><u>78,460</u></u>
<b>NET ASSETS</b>		
Unrestricted		121,196
	<b>TOTAL NET ASSETS</b>	<u><u>121,196</u></u>
	<b>TOTAL LIABILITIES AND NET ASSETS</b>	<u><u>\$ 199,656</u></u>

The accompanying notes are an integral part of these financial statements.

YOLO COUNTY LOCAL AGENCY FORMATION COMMISSION

STATEMENT OF ACTIVITIES

For the Year Ended June 30, 2012

<b>EXPENSES</b>		
Salaries and benefits		\$ 224,362
Professional and specialized services		33,314
General and administrative		13,546
Legal		7,261
Training		6,825
Transportation and travel		2,022
Office		2,013
	<b>TOTAL EXPENSES</b>	<u>289,343</u>
<b>PROGRAM REVENUES</b>		
Intergovernmental revenues		
County of Yolo		165,909
City of Davis		60,059
City of West Sacramento		53,921
City of Woodland		46,952
City of Winters		4,977
	<b>TOTAL PROGRAM REVENUES</b>	<u>331,818</u>
	<b>NET PROGRAM REVENUES (EXPENSES)</b>	42,475
<b>GENERAL REVENUES</b>		
Other income		4,334
Interest income		2,189
	<b>TOTAL GENERAL REVENUES</b>	<u>6,523</u>
	<b>CHANGE IN NET ASSETS</b>	48,998
Net assets at beginning of year		<u>72,198</u>
	<b>NET ASSETS AT END OF YEAR</b>	<u><u>\$ 121,196</u></u>

The accompanying notes are an integral part of these financial statements.

YOLO COUNTY LOCAL AGENCY FORMATION COMMISSION

BALANCE SHEET - GOVERNMENTAL FUND

June 30, 2012

<b>ASSETS</b>		
Cash and investments		<u>\$ 199,656</u>
	<b>TOTAL ASSETS</b>	<u><u>\$ 199,656</u></u>
 <b>LIABILITIES AND FUND BALANCE</b>		
<b>LIABILITIES</b>		
Accounts payable		\$ 9,948
Accrued payroll		<u>6,759</u>
	<b>TOTAL LIABILITIES</b>	<u><u>16,707</u></u>
 <b>FUND BALANCE</b>		
Unassigned		<u>182,949</u>
	<b>TOTAL FUND BALANCE</b>	<u><u>182,949</u></u>
	<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<u><u>\$ 199,656</u></u>

The accompanying notes are an integral part of these financial statements.

YOLO COUNTY LOCAL AGENCY FORMATION COMMISSION

RECONCILIATION OF THE BALANCE SHEET TO THE GOVERNMENT-WIDE  
STATEMENT OF NET ASSETS

June 30, 2012

Fund balance - governmental funds	\$ 182,949
Amounts reported for governmental activities in the statement of net assets are different because:	
Certain liabilities are not due and payable in the current period and, therefore, are not reported in governmental funds:	
OPEB liability	(50,000)
Compensated absences	<u>(11,753)</u>
Net assets - governmental activities	<u><u>\$ 121,196</u></u>

The accompanying notes are an integral part of these financial statements.

YOLO COUNTY LOCAL AGENCY FORMATION COMMISSION

STATEMENT OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCE -  
GOVERNMENTAL FUND

For the Year Ended June 30, 2012

REVENUES

Intergovernmental revenues:

County of Yolo	\$ 165,909
City of Davis	60,059
City of West Sacramento	53,921
City of Woodland	46,952
City of Winters	4,977
Other revenues	4,334
Use of money	2,189

TOTAL REVENUES 338,341

EXPENDITURES

Salaries and benefits	256,142
Professional and specialized services	33,314
General and administrative	13,546
Legal fees	7,261
Training	6,825
Transportation and travel	2,022
Office expenses	2,013

TOTAL EXPENDITURES 321,123

NET CHANGE IN FUND BALANCE 17,218

Fund balance at beginning of year 165,731

FUND BALANCE AT END OF YEAR \$ 182,949

The accompanying notes are an integral part of these financial statements.

YOLO COUNTY LOCAL AGENCY FORMATION COMMISSION  
RECONCILIATION OF THE STATEMENT OF  
REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE  
TO THE GOVERNMENT-WIDE STATEMENT OF ACTIVITIES

For the Year Ended June 30, 2012

Net change in fund balance - governmental funds	\$ 17,218
Amounts reported for governmental funds in the statement of activities are different because:	
Changes in certain expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds:	
OPEB expense	9,942
Compensated absences	<u>21,838</u>
Change in net assets - governmental activities	<u>\$ 48,998</u>

The accompanying notes are an integral part of these financial statements.

# YOLO COUNTY LOCAL AGENCY FORMATION COMMISSION

## NOTES TO BASIC FINANCIAL STATEMENTS

June 30, 2012

### NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Yolo County Local Agency Formation Commission (the LAFCO) have been prepared in conformity with accounting principles generally accepted in the United States of America as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The most significant accounting policies of the LAFCO are described below.

**Background:** The LAFCO is an independent agency responsible for the implementation of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 in the County of Yolo. The LAFCO became an independent agency separate from Yolo County in 2001. The LAFCO's membership includes two county supervisors appointed by the County of Yolo Board of Supervisors, two City Council members appointed by the City Selection Committee, and one public member appointed by the LAFCO. The LAFCO is empowered to review, approve or deny boundary changes, city annexations, consolidations, special district formations, incorporations for cities and special districts, and to establish local "Spheres of Influence". The Sphere of Influence for each governmental agency is a plan for its future boundary and service area. The LAFCO's function is outlined in Government Code, Section 56000 et seq. known as the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000.

**Basis of Presentation – Government-wide Financial Statements:** The statement of net assets and statement of activities display information about the primary government (the LAFCO). These statements include the financial activities of the LAFCO.

The statement of activities presents a comparison between direct expenses and program revenues for the LAFCO's governmental activity. Direct expenses are those that are specifically associated with the LAFCO. Program revenues include contributions that are restricted to meeting the operational requirements of the LAFCO. Revenues that are not classified as program revenues, including interest income, are presented as general revenues.

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Nonexchange transactions in which the LAFCO gives (or receives) value without directly receiving (or giving) equal value in exchange, include the contributions from member jurisdictions.

When both restricted and unrestricted resources are available, it is the LAFCO's policy to use restricted resources first, then unrestricted resources as they are needed.

**Basis of Presentation – Fund Financial Statements:** The accounts of the LAFCO are organized on the basis of funds. A fund is a separate accounting entity with a self-balancing set of accounts. Each fund is established for the purpose of accounting for specific activities in accordance with applicable regulations, restrictions, or limitations.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the LAFCO considers all revenues to be available if they are collected within 90 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual basis accounting.

YOLO COUNTY LOCAL AGENCY FORMATION COMMISSION

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

June 30, 2012

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

The LAFCO reports the following major governmental fund:

General Fund – The General Fund is the general operating fund of the LAFCO and accounts for revenues collected to provide services and finance the fundamental operations of the LAFCO. The fund is charged with all costs of operations.

Compensated Absences: Unused vacation may be accumulated up to a specified maximum and is paid at the time of termination from the LAFCO's employment. Upon retirement, unused sick leave may either be reported to CalPERS to earn additional retirement service credit (2,000 hours of sick leave earns a full year of service credit) or may be paid to the employee (one half of the balance over 200 hours will be paid at the employee's hourly pay rate) at the discretion of the employee. The LAFCO is not obligated to pay for unused sick leave if an employee terminates prior to retirement or if less than 200 hours are accrued upon retirement. The LAFCO accrues accumulated unpaid compensated absences when earned by the employee. The cost of vacation and sick leave is recorded in the period earned in the government-wide statements. A liability is reported in the General Fund only if the liability has matured, for example, as a result of employee resignations or retirements.

Fund Balance: Governmental funds report nonspendable, restricted, committed, assigned and unassigned balances.

Nonspendable Funds – Fund balance should be reported as nonspendable when the amounts cannot be spent because they are either not in spendable form, or are legally or contractually required to be maintained intact. Nonspendable balances are not expected to be converted to cash within the next operating cycle, which include pre-paid expenses and long-term receivables.

Restricted Funds – Fund balance should be reported as restricted when constraints placed on the use of resources are either externally imposed by creditors, grantors, contributors, or laws or regulations of other governments, or imposed by law through constitutional provisions or enabling legislation.

Committed Funds – Fund balance should be reported as committed when the amounts can only be used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision-making authority. These amounts cannot be used for any other purpose unless the governing body modifies or removes the fund commitment.

Assigned Funds – Fund balance should be reported as assigned when the amounts are constrained by the government's intent to be used for specific purposes, but are neither restricted nor committed.

Unassigned Funds – Unassigned fund balance is the residual classification of the LAFCO's funds and includes all spendable amounts that have not been restricted, committed, or assigned to specific purposes. The Board has a policy of maintaining a reserve for contingencies of 20% of the overall budget. However, the criteria for use of the reserve for contingencies is not defined sufficiently to consider the amount to be a commitment of fund balance under GASB Statement No. 54.

The LAFCO has only unassigned fund balance.

Net Assets: The government-wide financial statements present net assets. Net assets are categorized as invested capital assets, restricted and unrestricted.



YOLO COUNTY LOCAL AGENCY FORMATION COMMISSION

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

June 30, 2012

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Invested in Capital Assets – This category groups all capital assets into one component of net assets. Accumulated depreciation reduces the balance in this category.

Restricted Net Assets – This category presents external restrictions imposed by creditors, grantors, contributors, laws or regulations of other governments and restrictions imposed by law through constitutional provisions or enabling legislation.

Unrestricted Net Assets – This category represents net assets of the LAFCO that is not restricted for any project or other purpose.

The LAFCO has only unrestricted net assets.

Budget: The LAFCO adopts an annual budget for the General Fund that is consistent with generally accepted accounting principles at the LAFCO's May meeting. The budget includes expenditures and the means of financing them and is used for planning purposes. Budgetary control is exercised at the major object level. All budgetary changes during the year require approval of the Commissioners. Encumbrances are used as an extension of normal budgetary accounting in the General Fund. Under this system, purchase orders, contracts, and other commitments for the expenditure of monies are recorded in order to reserve that portion of applicable appropriations. Encumbrances outstanding at year-end are recorded as restricted, committed or assigned fund balance since they do not constitute expenditures or liabilities.

Use of Estimates: The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from these estimates.

NOTE B – CASH AND INVESTMENTS

Investment in the County of Yolo Investment Pool: The LAFCO's cash is held in the County of Yolo treasury. The County maintains an investment pool and allocates interest to the various funds based upon the average daily cash balances. Investments held in the County's investment pool are available on demand to the LAFCO and are stated at fair value.

Interest Rate Risk: Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value on an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in the market interest rates. As of June 30, 2012, the weighted average maturity of the investments contained in the County of Yolo investment pool was approximately 398 days.

Credit Risk: Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. The County of Yolo investment pool does not have a rating provided by a nationally recognized statistical rating organization.

YOLO COUNTY LOCAL AGENCY FORMATION COMMISSION

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

June 30, 2012

NOTE B – CASH AND INVESTMENTS (Continued)

Custodial Credit Risk: Custodial risk is the risk that the government will not be able to recover its deposits or the value of its investments that are in the possession of an outside party. Custodial credit risk does not apply to a local government’s indirect deposits or investment in securities through the use of government investment pools (such as the County of Yolo investment pool)

NOTE C – LONG-TERM LIABILITIES

The following is a summary of long-term liability activity for the year ended June 30, 2012:

	<u>July 1, 2011</u>	<u>Additions</u>	<u>Retirements</u>	<u>June 30, 2012</u>	<u>Due Within One Year</u>
Compensated absences	\$ 33,591	\$ 5,255	\$ (27,093)	\$ 11,753	\$ 9,479

NOTE D – DEFINED BENEFIT PENSION PLAN

Plan Description: The LAFCO is a member in the Yolo County Miscellaneous Pension Plan (the Plan), which contributes to the California Public Employees’ Retirement System (CalPERS), an agent multiple-employer public employee defined benefit pension plan. CalPERS provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. CalPERS acts as a common investment and administrative agent for participating public entities within the State of California. Benefit provisions and all other requirements are established by state statute. The County selects optional benefits provisions from the benefit menu by contract with CalPERS and adopts those benefits through memorandum of understandings with the various bargaining units. CalPERS issues separate comprehensive annual financial reports. Copies of the CalPERS annual report may be obtained from CalPERS Headquarters, Lincoln Plaza North, 400 Q Street, Sacramento, CA 95811.

Under the option the County has selected, all full and part-time permanent County employees and extra help employees who have worked over 1,000 hours in a fiscal year are required to participate in the Yolo County Miscellaneous Pension Plan. Elected officials may also participate at their option. Per diem employees and extra help employee working less than 1,000 hours in a fiscal year are excluded. Benefits vest after five years of service. To be eligible for retirement an employee must be at least 50 years of age and have 5 years of CalPERS credited service. The annual retirement benefit for eligible employees is payable monthly for life, in an amount equal to 2.5% of their average monthly pay rate for the last consecutive 36 months of employment, for each year of credited service up to 37 1/2 years.

Funding Policy: Plan members are required to contribute 8% of their annual covered salary to the Plan. Plan member contributions are paid by the plan member or the LAFCO pursuant to employment agreements with the various bargaining units. Plan members contributed 7.5% of their annual covered salary during the year ended June 30, 2012 and the LAFCO made the remaining contributions required of plan members on their behalf. The LAFCO is required to contribute at an actuarially determined rate. The rate for the year ended June 30, 2012 was 15.743%. The contribution requirements of plan members and the LAFCO are established and may be amended by PERS. The LAFCO’s contributions for the years ended June 30, 2012, 2011 and 2010 were \$24,263, \$50,772 and \$62,492, respectively.

YOLO COUNTY LOCAL AGENCY FORMATION COMMISSION

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

June 30, 2012

NOTE E – OTHER POSTEMPLOYMENT BENEFITS PLAN

Plan Description: The LAFCO participates in the County of Yolo Retiree Healthcare Plan (the Plan), an agent multiple-employer defined benefit other postemployment benefits (OPEB) plan, which provides health insurance benefits to eligible retired employees and their beneficiaries. Medical insurance benefits are administered by the California Public Employee’s Retirement System (CalPERS), a multiple-employer public employee retirement system that acts as a common investment and administrative agent for participating public entities within the State of California, in accordance with the Public Employees Medical and Hospital Care Act (PEMHCA). To be eligible, an employee must retire under the CalPERS program within 120 days of separation from employment. Medical and dental insurance benefits for retirees are not currently required by contract, but have been provided as a matter of practice. Information about the Plan may be found in the County of Yolo Comprehensive Annual Financial Report (CAFR) at yolocounty.org under the publications listed on the page for the Auditor-Controller and Treasurer-Tax Collector.

Funding Policy: The contribution requirements of participating employers and plan members are established and may be amended by the County of Yolo Board of Supervisors. Currently the County and the LAFCO do not contribute to the Plan and pay retiree health insurance premiums on a pay-as-you-go basis. However, the County is evaluating trust alternatives for funding the Plan, including the CalPERS California Employers Retiree Benefit Trust (CERBT).

The LAFCO’s OPEB cost equals the amount of the annual required contribution (ARC) plus or minus adjustments for prior year differences in the amount of actual contributions as compared to the ARC. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year and to amortize any unfunded actuarial liabilities (or funding excess) over a period of 30 years. The current ARC rate was 6.2% of annual covered payroll during the year ended June 30, 2012.

The LAFCO made no contributions to the Plan during the year ended June 30, 2012 or any prior year. Consequently, the annual required contributions are reported as an OPEB liability in the government-wide financial statements.

Annual OPEB Cost: For the year ended June 30, 2012, the LAFCO’s annual OPEB cost (expense) of (\$9,942) was equal to the ARC of \$10,966, \$2,548 of interest on the net OPEB obligation and an adjustment to the ARC of (\$23,456). The adjustment to the ARC includes a change in estimate of (\$18,709) due to the valuation being performed separately for the LAFCO for the first time during the year ended June 30, 2012. The LAFCO’s annual OPEB cost, the percentage of annual OPEB cost contributed to the plan and the net OPEB obligation for the year ended June 30, 2012 and the two preceding years were as follows:

<u>Fiscal Year Ended</u>	<u>Annual OPEB Cost</u>	<u>Percentage of Annual OPEB Cost Contributed</u>	<u>Net OPEB Obligation</u>
6/30/2010	\$ 29,829	0.00%	\$ 29,829
6/30/2011	30,113	0.00%	59,942
6/30/2012	(9,942)	0.00%	50,000

YOLO COUNTY LOCAL AGENCY FORMATION COMMISSION

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

June 30, 2012

NOTE E – OTHER POSTEMPLOYMENT BENEFITS PLAN (Continued)

Funded Status and Funding Progress: The funded status of the plan as of June 30, 2012 was as follows:

Actuarial accrued liability (AAL)	\$ 50,000
Actuarial value of Plan assets	-
Unfunded actuarial accrued liability (UAAL)	<u>\$ 50,000</u>
Funded ratio (actuarial value of Plan assets/AAL)	<u>0.00%</u>
Covered payroll	\$ 148,000
UAAL as percentage of covered payroll	33.78%

Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality, and the healthcare cost trend. Amounts determined regarding the funded status of the plan and the annual required contributions of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. The schedule of funding progress, presented as required supplementary information, presents multiyear trend information that shows whether the actual value of plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits.

Actuarial Methods and Assumptions: Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

In the June 30, 2012 actuarial valuation, the entry age normal cost method was used. The actuarial assumptions included a 4.25% investment rate of return (net of administrative expenses) and an annual healthcare cost trend rate of 8.5% for non-Medicare participants and 8.9% for Medicare participants initially, reduced by decrements to an ultimate rate of 5.0% in 2020, a 3.0% general inflation assumption and 3.25% payroll increases. The actuarial value of plan assets was determined using techniques that spread the effects of short-term volatility in the market value of investments over a five year open period. The plan's unfunded actuarial accrued liability is being amortized as a level percentage of projected payroll over a closed 30 year period. The remaining amortization period at June 30, 2012 was 26 years.

NOTE F – INSURANCE

The LAFCO participates in the Yolo County Public Agency Risk Management Insurance Authority (YCPARMIA), a public entity risk pool of governmental entities within the County of Yolo, for comprehensive general and auto liability, and workers' compensation insurance. Through the LAFCO's membership in the YCPARMIA, the District is provided with excess coverage through the California State Association of Counties-Excess Insurance for catastrophic liability losses. Loss contingency reserves established by YCPARMIA are funded by contributions from member agencies.

YOLO COUNTY LOCAL AGENCY FORMATION COMMISSION

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

June 30, 2012

NOTE F – INSURANCE (Continued)

The LAFCO pays an annual premium to YCPARMIA that includes its pro-rata share of excess insurance premiums, charges for the pooled risk, claims adjusting and legal costs, and administrative and other costs to operate the YCPARMIA. The LAFCO’s deductibles and maximum coverage for the year ended June 30, 2012 was as follows:

Coverage	YCPARMIA	Excess	Deductible
General and Auto Liability	\$ 500,000	\$ 40,000,000	\$ 1,000
Worker's Compensation	500,000	1,000,000	1,000

The LAFCO has had no settlements which exceeded insurance coverage in the last three fiscal years and no significant changes or reductions in insurance coverage occurred during the year.

NOTE G – RELATED PARTY TRANSACTIONS

The County of Yolo provides legal services, information systems support, office space, furniture and accounting services to the LAFCO. Expenditures provided by the County for legal services and information systems support totaled \$7,189 and \$5,029, respectively, for the year ended June 30, 2012. Office space, furniture and accounting services are provided by the County free of charge.

NOTE H – SUBSEQUENT PRONOUNCEMENTS

In December 2010, the GASB issued Statement No. 62, *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements*. This Statement incorporates into GASB’s authoritative literature certain accounting and financial reporting guidance that is included in the following pronouncements issued on or before November 30, 1989, which does not conflict with or contradict GASB pronouncements: Financial Accounting Standards Board (FASB) Statements and interpretations; Accounting Principles Board Opinions; and Accounting Research Bulletins of the American Institute of Certified Public Accountants (AICPA) Committee on Accounting Procedure. This Statement also supersedes Statement No. 20, *Accounting and Financial Reporting for Proprietary Funds and Other Governmental Entities That Use Proprietary Fund Accounting*, thereby eliminating the election provided in paragraph 7 of that Statement for enterprise funds and business-type activities to apply post-November 30, 1989 FASB Statements and Interpretations that do not conflict with or contradict GASB Pronouncements. However, those entities can continue to apply, as other accounting literature, post-November 30, 1989 FASB pronouncements that do not conflict with or contradict GASB pronouncements, including this Statement. The provisions of this Statement are effective for periods beginning after December 15, 2011. Earlier application is encouraged. The provisions of this Statement generally are required to be applied retroactively for all periods presented.

In June 2011, the GASB issued Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*. This Statement provides financial reporting guidance for deferred outflows and inflows of resources. Concepts Statement No. 4, *Elements of Financial Statements*, introduced and defined those elements as consumption of net assets by the government that is applicable to a future reporting period, and an acquisition of net assets by the government that is applicable to a future reporting period, respectively. Concepts Statement 4 also identifies net position as the residual of all other elements presented in a statement of financial position.

YOLO COUNTY LOCAL AGENCY FORMATION COMMISSION

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

June 30, 2012

NOTE H – SUBSEQUENT PRONOUNCEMENTS (Continued)

This Statement amends the net assets reporting requirements of Statement No. 34 and other pronouncements by incorporating deferred inflows and outflows into the definitions of the required components of residual measure and by renaming that measure as net position, rather than net assets. The provisions of this Statement are effective for periods beginning after December 15, 2011. Earlier application is encouraged.

In March 2012, the GASB issued Statement No. 65, *Items Previously Reported as Assets and Liabilities*. This Statement establishes accounting and financial reporting standards that reclassify, as deferred outflows and inflows of resources, certain items that were previously reported as assets and liabilities and recognizes, as outflows or inflows of resources, certain items that were previously reported as assets and liabilities. This Statement reclassifies deferred amounts upon refunding of debt as deferred inflows or outflows and requires debt issuance costs to be expensed as incurred. This Statement also changes the recognition requirements of certain imposed and government-mandated nonexchange revenues, sales and intra-entity transfers of future revenues, initial direct costs of leases, acquisition costs related to insurance activities, loan origination fees and costs, loan commitment fees, fees paid to purchase a loan or group of loans, fees relating to loans held for sale and transactions resulting from the effects of regulation on customer rates. This Statement limits the use of the term “deferred” to the items reported as deferred inflows and outflows of resources. The provisions of this Statement are effective for periods beginning after December 15, 2012. Earlier application is encouraged.

In March 2012, the GASB issued Statement No. 66, *Technical Corrections–2012–an amendment of GASB Statements No. 10 and No. 62*. This Statement amends Statement No. 10, *Accounting and Financial Reporting for Risk Financing and Related Insurance Issues*, by removing the provision that limits fund-based reporting of an entity’s risk financing activities to the general fund and the internal service fund type and instead requires the use of the requirements of Statement 54, *Fund Balance Reporting and Governmental Fund Type Definitions* and Statement 34. This Statement also amends Statement No. 62 by modifying the specific guidance on accounting for operating lease payments that vary from a straight-line basis, the difference between the initial investment (purchase price) and the principal amount of a purchased loan or group of loans and service fees related to mortgage loans. The provisions of this Statement are effective for periods beginning after December 15, 2012. Earlier application is encouraged.

In June 2012, the GASB approved Statement No. 68, *Accounting and Financial Reporting for Pensions*. This Statement requires governments providing defined benefit pension plans to recognize their long-term obligation for pension benefits as a liability on the statement of net position and to more comprehensively and comparably measure the annual costs of pension benefits. This Statement requires cost-sharing employers to record a liability and expense equal to their proportionate share of the collective net pension liability and expense for the cost-sharing plan. This Statement requires the use of the entry age normal method to be used with each period’s service cost determined as a level percentage of pay and requires certain other changes to compute the pension liability and expense. This Statement also requires revised and new note disclosures and required supplementary information (RSI) to be reported by employers. The provisions of this Statement are effective for periods beginning after June 15, 2014. Earlier application is encouraged.

The LAFCO will fully analyze the impact of these new Statements prior to their effective dates listed above.

REQUIRED SUPPLEMENTARY INFORMATION

YOLO COUNTY LOCAL AGENCY FORMATION COMMISSION

SCHEDULE OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCE  
BUDGET AND ACTUAL - GOVERNMENTAL FUND

For the Year Ended June 30, 2012

	Budgeted Amounts		Actual Amounts	Variance With Final Budget Positive (Negative)
	Original	Final		
<b>REVENUES</b>				
Intergovernmental revenues				
County of Yolo	\$ 157,159	\$ 165,909	\$ 165,909	
City of Davis	56,892	60,060	60,059	\$ (1)
City of West Sacramento	51,077	53,921	53,921	
City of Woodland	44,476	46,952	46,952	
City of Winters	4,715	4,977	4,977	
Other revenues	4,000	4,000	4,334	334
Use of money	350	350	2,189	1,839
<b>TOTAL REVENUES</b>	<b>318,669</b>	<b>336,169</b>	<b>338,341</b>	<b>2,172</b>
<b>EXPENDITURES</b>				
Salaries and benefits	251,200	251,200	256,142	(4,942)
Professional and specialized services	56,620	74,120	33,314	40,806
General and administrative	16,148	16,148	13,546	2,602
Legal fees	8,000	8,000	7,261	739
Training	8,000	8,000	6,825	1,175
Transportation and travel	1,500	1,500	2,022	(522)
Office expenses	2,200	2,200	2,013	187
<b>TOTAL EXPENDITURES</b>	<b>343,668</b>	<b>361,168</b>	<b>321,123</b>	<b>40,045</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>(24,999)</b>	<b>(24,999)</b>	<b>17,218</b>	<b>42,217</b>
Fund balance at beginning of year	165,731	165,731	165,731	
<b>FUND BALANCE AT END OF YEAR</b>	<b>\$ 140,732</b>	<b>\$ 140,732</b>	<b>\$ 182,949</b>	<b>\$ 42,217</b>



YOLO COUNTY LOCAL AGENCY FORMATION COMMISSION

SCHEDULE OF FUNDING PROGRESS OF THE  
OTHER POSTEMPLOYMENT BENEFITS PLAN (UNAUDITED)

June 30, 2012

Actuarial Valuation Date	Actuarial Value of Assets (a)	Actuarial Accrued Liability (b)	Unfunded Actuarial Accrued Liability (b-a)	Funded Ratio (a/b)	Covered Payroll (c)	UAAL as a Percentage of Covered Payroll ((b-a)/c)
6/30/2012	\$ -	\$ 50,000	\$ 50,000	0%	\$ 148,000	33.78%

The LAFCO OPEB plan had a separate valuation for the first time as of June 30, 2012. No information is available prior to that date.

## COMPLIANCE REPORT

# Richardson & Company

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## INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the Chair and Members of the  
Yolo County Local Agency Formation Commission  
Woodland, California

We have audited the financial statements of the governmental activities and the major fund of the Yolo County Local Agency Formation Commission (the LAFCO) as of and for the year ended June 30, 2012, which collectively comprise the LAFCO's basic financial statements and have issued our report thereon dated January 14, 2013. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

### Internal Control Over Financial Reporting

Management of the LAFCO is responsible for establishing and maintaining effective internal control over financial reporting. In planning and performing our audit, we considered the LAFCO's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the LAFCO's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the LAFCO's internal control over financial reporting.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

To the Chair and Members of the  
Yolo County Local Agency Formation Commission

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the LAFCO's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

This report is intended solely for the information and use of the Commissioners, management and member agencies and is not intended to be and should not be used by anyone other than these specified parties.

*Richardson & Company*

January 14, 2013

YOLO COUNTY LOCAL AGENCY FORMATION COMMISSION

SCHEDULE OF FINDINGS

June 30, 2012

Internal Control Over Financial Reporting

Criteria: Internal controls over financial reporting should be in place to ensure management has the ability to initiate, record, process and report financial data consistent with the assertions of management in the financial statements.

CURRENT YEAR FINDINGS:

None

PRIOR YEAR FINDINGS:

Finding 2011-1

Condition: Significant consulting expenditures incurred during fiscal year 2007/08 were posted as expenditures during fiscal year 2008/09 and several transactions were not posted in the proper general ledger accounts for reporting purposes, such as the 2008/09 and 2009/10 pension contributions, 2009/10 travel expenditures and 2008/09 accrued payroll and benefits.

Effect: Several adjustments had to be posted during the audit to properly report these balances.

Cause: It does not appear the LAFCO's staff has a procedure in place to regularly review postings made into the general ledger to verify amounts are posted in the proper account and period.

Recommendation: We recommend the LAFCO's staff review invoices paid to ensure the expenditures are posted in the period that the work was performed as indicated on the invoice. We also recommend the LAFCO's staff compare year-end balances to the prior period and budget to ensure transactions are consistently reported in the general ledger each year. This will provide a second level of review over transactions posted on the LAFCO's behalf by the County of Yolo Auditor-Controller, Treasurer & Tax Collector's Office.

Status: The recommendation was implemented during the year ended June 30, 2012.

## LAFCo Activity Report December 4, 2012 – January 18, 2013

<b>Date</b>	<b>Meeting/Milestone</b>	<b>Comments</b>
12/06/2012	SACOG Board Retreat	Shared Services
12/07/2012	CALAFCO Legislative Committee Meeting	
12/07/2012	Shared Services – (Patrick Blacklock, Gina Daleiden, Diane Parro, Alyssa Manprin) (Lori Lubin, Evelyn Dale, Julie Sontag)	Yolo County Animal Services (YCAS) meeting requested by Lori Lubin regarding transition status
12/10/2012	Shared Services – Meeting w/Yolo Leaders Committee	Next Yolo Leaders discussion of topic for February and broadband topic for May 2013
12/12/2012	Lunch Meeting w/John Donlevy (City of Winters)	Shared Services discussion/general networking
12/13/2012	CALAFCO Staff Workshop Program Committee Meeting	Conference call planning April workshop
12/13/2012	Shared Services – Meeting w/ Patrick	YCAS transition plan
12/14/2012	Shared Services – Meeting w/Don Saylor	Yolo Leaders agenda
12/17/2012	Shared Services – Meeting w/County (Patrick Blacklock, Mindi Nunes) (Dr. Delaney, Dr. Hurley)	Meeting to discuss potential scope of work for additional study to move forward from August 2012 LAFCo study
12/18/2012	Lunch Meeting w/ Lisa Baker (Yolo County Housing)	Networking
12/19/2012	Shared Services – Meeting w/County (Patrick Blacklock, Dirk Brazil, Diane Parro, Don Saylor)	YCAS
12/20/2012	Meeting w/City of Davis (Steve Pinkerton)	Davis Projects
12/24-01/02	Holiday	LAFCo Office Closed
01/03/2013	CALAFCO Staff Workshop Program Committee Meeting	
01/03/2013	Meeting w/Chair Woods and Robyn Drivon	LAFCo Water Agency MSR/SOI Proposal Review
01/03/2013	Lunch Meeting w/ Susan Lovenburg and Renee Newton, UCD	Yolo Leaders agenda for February 27 regarding Community School Partnerships

Date	Meeting/Milestone	Comments
01/04/2013	Attended County-Davis 2x2	Requested to attend to provide a YCAS update and also hear Nishikawa Farms item.
01/04/2013	Lunch w/Diane Parro	CALAFCO Staff Workshop – Mobile Workshop
01/04/2012	Meeting w/City of Davis and UCD (Steve Pinkerton, Harriet Steiner, Ken Hiatt) (Marjorie Dickinson, John Meyer, Sid England, Robert Segar, Tim Ruff) (Patrick Blacklock, John Bencomo, Dian Parro, Dirk Brazil)	Solano Park/Nishi Work Planning Session
01/07/2013	Meeting w/Davis Cemetery District Staff (Susan Finkleman, Joe Cattarin)	Submit annexation application
01/07/2012	CALAFCO Staff Workshop Program Committee Meeting	Site visit of Hallmark Inn & Odd Fellows Lodge Hall and develop agenda program
01/10/2013	Monthly Meeting w/Don Saylor	Shared Service and LAFCo Items
01/10/2013	Meeting w/Mary Kimball (Executive Director Center for Land-Based Learning)	Mobile Workshop Planning
01/11/2013	Meeting w/George Gough (Monsanto Director of Government Affairs)	Mobile Workshop Planning
01/15/2013	Meeting w/Dan Flynn (Executive Director UCD Olive Center)	Mobile Workshop Planning
01/16/2013	Meeting w/Non-Profit Leaders	
01/16/2013	RFP Interviews with Consultants for combined Yolo Water Districts MSR/SOI	
01/17/2013	CALAFCO Staff Workshop Program Committee Meeting	
01/17/2013	CALAFCO Annual Conference Program Committee Meeting	
01/18/2013	Yolo Managers Meeting	