

# YOLO LOCAL AGENCY FORMATION COMMISSION

## Regular Meeting AGENDA

**April 27, 2017 - 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)  
WADE COWAN (CITY MEMBER)  
DON SAYLOR (COUNTY MEMBER)  
WILL ARNOLD (CITY MEMBER)

### **ALTERNATE COMMISSIONERS**

ROBERT RAMMING (PUBLIC MEMBER)  
JIM PROVENZA (COUNTY MEMBER)  
ANGEL BARAJAS (CITY MEMBER)

CHRISTINE CRAWFORD  
EXECUTIVE OFFICER

ERIC MAY  
COMMISSION COUNSEL

This agenda has been posted at least five (5) calendar days prior to the meeting in a location freely accessible to members of the public, in accordance with the Brown Act and the Cortese Knox Hertzberg Act. The public may subscribe to receive emailed agendas, notices and other updates at [www.yololafco.org/lafco-meetings](http://www.yololafco.org/lafco-meetings).

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 the LAFCo Meeting Minutes of March 23, 2017
5. Ratify **Resolution 2017-02** commending Alternate Public Member Robert Ramming his tenure with the Yolo LAFCo
6. Review and file Fiscal Year 2016/17 Third Quarter Financial Update
7. Adopt the amended MSR/SOI Update Schedule for LAFCo's FY 2017/18 Annual Work Plan
8. Correspondence

## PUBLIC HEARINGS

9. Consider approval of **Resolution 2017-01** adopting the Municipal Service Review (MSR) for the Dunnigan County Service Area (CSA) and determining that an update to the CSAs Sphere of Influence (SOI) is not necessary at this time (LAFCo No. S-047)
10. Consider and adopt the proposed LAFCo budget for fiscal year 2017/18 and set May 25, 2017 as the public hearing date to approve the final budget

## EXECUTIVE OFFICER'S REPORT

11. 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.
  - CALAFCO Staff Workshop Update
  - EO Activity Report - March 20 through April 21, 2017

## COMMISSIONER REPORTS

12. Action items and reports from members of the Commission, including announcements, questions to be referred to staff, future agenda items, and reports on meetings and information which would be of interest to the Commission or the public.
  - Present **Resolution 2017-02** commending Alternate Public Member Robert Ramming for his tenure with the Yolo LAFCo

## ADJOURNMENT

13. Adjourn to reception outside the Board Chambers for Alternate Public Member Robert Ramming

The next Regular LAFCo Meeting is May 25, 2017

I declare under penalty of perjury that the foregoing agenda was posted by 5:00 p.m. on April 21, 2017, 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).

ATTEST:  
Terri Tuck, Clerk  
Yolo 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 the next day following conclusion of the meeting at [www.yololaftco.org](http://www.yololaftco.org).



**Consent 4.**

**LAFCO**

**Meeting Date: 04/27/2017**

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**Information**

**SUBJECT**

Approve the LAFCo Meeting Minutes of March 23, 2017

**RECOMMENDED ACTION**

Approve the LAFCo Meeting Minutes of March 23, 2017.

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**Attachments**

LAFCo Minutes 03/23/17

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**Form Review**

Form Started By: Terri Tuck  
Final Approval Date: 04/11/2017

Started On: 04/11/2017 12:13 PM

# YOLO LOCAL AGENCY FORMATION COMMISSION

## MEETING MINUTES

March 23, 2017

The Yolo Local Agency Formation Commission met on the 23<sup>rd</sup> day of March 2017, at 9:00 a.m. in the Yolo County Board of Supervisors Chambers, 625 Court Street, Room 2006, Woodland CA. Voting members present were Chair and Public Member Olin Woods, County Members Matt Rexroad and Don Saylor, and City Member Wade Cowan. Voting member absent was Will Arnold. Others present were Alternate Public Member Robert Ramming, Executive Officer Christine Crawford, Analyst Sarah Kirchgessner, and Clerk Terri Tuck.

### CALL TO ORDER

Chair Woods called the Meeting to order at 9:00 a.m.

### Item No 1 Pledge

Charline Hamilton, City of West Sacramento Director of Community Development, led the Pledge of Allegiance.

### Item No 2 Roll Call

PRESENT: Cowan, Rexroad, Saylor, Woods ABSENT: Arnold

### Item No 3 Public Comments

None

### CONSENT

### Item No 4 Approve the LAFCo Meeting Minutes of January 26, 2017

### Item No 6 Correspondence

**Minute Order 2017-04:** Approved recommended action Items 4 and 6 on Consent. Item 5 was pulled from Consent.

Approved by the following vote:

MOTION: Saylor SECOND: Rexroad  
AYES: Cowan, Rexroad, Saylor, Woods  
NOES: None  
ABSTAIN: None  
ABSENT: Arnold

### Item No 5 Review and File the Yolo LAFCo Financial Statement for Fiscal Year 2015/16 prepared by the Yolo County Department of Financial Services

**Minute Order 2017-05:** The Commission pulled this item for discussion. After discussion, the recommended action was approved.

Approved by the following vote:

MOTION: Saylor SECOND: Rexroad  
AYES: Cowan, Rexroad, Saylor, Woods  
NOES: None  
ABSTAIN: None  
ABSENT: Arnold

**REGULAR**

**Item № 7** **Consider and adopt the LAFCo Annual Work Plan for fiscal year 2017/18, determining that an MSR/SOI Update for the City of West Sacramento is not warranted, and direct staff to prepare a draft fiscal year 2017/18 budget and update to the Shared Services Strategic Plan for the April meeting to reflect these priorities**

**Minute Order 2017-06:** The recommended actions were approved.

Approved by the following vote:

MOTION: Rexroad SECOND: Cowan  
AYES: Cowan, Rexroad, Saylor, Woods  
NOES: None  
ABSENT: Arnold

**Item № 8** **Authorize staff to begin recruitment process of interested persons for the position of the alternate public member seat**

**Minute Order 2017-07:** The recommended action was approved.

Approved by the following vote:

MOTION: Cowan SECOND: Rexroad  
AYES: Cowan, Rexroad, Saylor, Woods  
NOES: None  
ABSENT: Arnold

**Item № 9** **Executive Officer's Report**

The Commission was given written reports of the Executive Officer's activities for the period of January 23 through March 17, 2017, and was verbally updated on recent events relevant to the Commission.

Staff stated that the Yolo Leaders YEDTalks on *Changing National Policy to Local Policy – Impacts and Opportunities* was held yesterday afternoon at UC Davis. The event was well attended and staff received positive feedback.

**Item № 10** **Commissioner Reports**

There were no reports.

**Item № 11    Adjournment**

**Minute Order 2017-08:** By order of the Chair, the meeting was adjourned at 9:39 a.m. to the next Regular LAFCo Meeting on April 27, 2017.

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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:** 04/27/2017

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**Information**

**SUBJECT**

Ratify **Resolution 2017-02** commending Alternate Public Member Robert Ramming his tenure with the Yolo LAFCo

**RECOMMENDED ACTION**

Ratify **Resolution 2017-02** commending Alternate Public Member Robert Ramming his tenure with the Yolo LAFCo.

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**Attachments**

Robert Ramming Resolution 2017-02

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**Form Review**

Form Started By: Terri Tuck  
Final Approval Date: 04/11/2017

Started On: 04/11/2017 12:17 PM

YOLO LOCAL AGENCY FORMATION COMMISSION

**Resolution of Commendation  
Robert Ramming**

RESOLUTION № 2017 - 02

**WHEREAS**, on March 28, 2005, Robert Ramming was appointed by the Yolo Local Agency Formation Commission and was sworn in on April 25, 2005, as an Alternate Public Member to the Commission; and

**WHEREAS**, Commissioner Ramming was reappointed for two additional four-year terms, serving for a total of twelve continuous years as the Alternate Public Member on the Yolo LAFCo from April 2005 through April 2017; and

**WHEREAS**, as an alternate public member of the Yolo LAFCo, Commissioner Ramming was sincere and diligent in his dedication to LAFCo. To stay well-informed of current projects, Mr. Ramming attended most of the Commission meetings as an audience member during his tenure, and attended numerous California Association of LAFCOs (CALAFCO) Conferences, which included such locales as Monterey, San Diego, Sacramento, Universal City, Yosemite, Napa, and Monterey; and

**WHEREAS**, Mr. Ramming was always prepared to discuss the issues of the day, ask pertinent questions and provide valuable insights, even though he served as an alternate member in his twelve-year tenure on the Commission; and

**WHEREAS**, Robert Ramming grew up on a farm in Santa Barbara County during the 1970s, moved to Yolo County in 1980, bought farmland in 1984, and started farming as a business in 1994. Since then, he has developed his Pacific Star Gardens into a favorite destination for loyal customers and is in his 24<sup>th</sup> growing season providing passers-by the fresh, organically-grown picks of the season; and

**WHEREAS**, Commissioner Ramming epitomizes the LAFCo mission by using his farm as a recurring educational opportunity for schoolchildren learning about agriculture and life in the country. He also educates the adults about agricultural land preservation, urban limits and the politics of water; and

**WHEREAS**, Commissioner Ramming donates much of his time sharing his wealth of knowledge with other small organic farmers and supporting the local organic food movement by participating in numerous conferences, associations and coalitions that support sustainable agriculture; and

**WHEREAS**, Robert Ramming shares himself, his passion for agriculture and his farming bounty with the whole Yolo County community by bringing people out to the farm, showing them where food comes from and how farming is practiced.

**WHEREAS**, Commissioner Ramming's departure will leave a void and he will be sincerely missed at Yolo LAFCo.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** that the Yolo Local Agency Formation Commission commends Robert Ramming for his valuable contribution as a Yolo LAFCo Commissioner and warmly wishes him the best in all of his future endeavors.

**PASSED AND ADOPTED** this 27<sup>th</sup> day of April 2017, by the following vote:

**AYES:** Arnold, Cowan, Rexroad, Saylor, Woods

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Olin Woods, Chair  
Yolo Local Agency Formation Commission

**LAFCO**

**Meeting Date:** 04/27/2017

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**Information**

**SUBJECT**

Review and file Fiscal Year 2016/17 Third Quarter Financial Update

**RECOMMENDED ACTION**

Review and file Fiscal Year 2016/17 Third Quarter Financial Update.

**FISCAL IMPACT**

None.

**REASONS FOR RECOMMENDED ACTION**

The intent of the quarterly financial report is to provide the Commission with an update on how LAFCo performed financially in the previous quarter as compared to the adopted budget and to discuss any issues as appropriate. The practice was recommended during a previous audit as an additional safeguard to ensure sound financial management, given the small size of the LAFCo staff.

**BACKGROUND**

The LAFCo FY 2016/17 budget was adopted on May 26, 2016. Overall, for the first three quarters of FY 2016/17, the LAFCo budget remains generally on target. The Income Statement (attachment A) shows the amount expended for the quarter, the year to date amount and budget, and the percentage of the budget used. The General Ledger Report (attachment B) shows a running balance of all transactions, including both revenue and expenditure amounts.

**REVENUES**

During the first three quarters of FY 2016/17 LAFCo received \$372,977.07 (102.2%) of its expected revenues of \$364,950. LAFCos most significant revenue source comes from local government agency payments. During this quarter, the City of Winters paid its portion of the LAFCo budget and LAFCo received \$537.63 of its Investment Earnings (\$1,500), making a total of 67.01% (\$1005.19) earned for this fiscal year. Staff did not assume any fee revenues this year

because it tends to be minimal and uncertain.

However, other revenue received in the third quarter included corrections made in the processing of LAFCo fees for the Westucky II Out of Agency Agreement with the City of Woodland (LAFCo No.921), making total revenues received in the third quarter at \$9,404.59.

## EXPENDITURES

During the first three quarters of FY 2016/17 LAFCo expended a total of 60.16% (\$302,993.61) of its annual budgeted costs of \$503,680. LAFCo expended 73.50% of its Salary and Benefits appropriation and 26.14% of its Services and Supplies appropriation.

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### **Attachments**

[ATT A-Income Statement](#)

[ATT B-General Ledger](#)

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### **Form Review**

Form Started By: Terri Tuck

Started On: 04/11/2017 12:47 PM

Final Approval Date: 04/11/2017

# Income Statement

GL293 Date 04/18/17  
Time 09:03

Company 1000 - YOLO COUNTY  
Income Statement  
For Period 7 Through 9 Ending March 31, 2017

USD

Item 6-ATT A

Page 1

Fiscal Year 2017 Budget

1

6940 6940 LOCAL AGENCY FORMATION COMM

Account Nbr	Description	Period Amount	Period Budget	Pct Of Budget	Year To Date Amount	Year To Date Budget	Pct Of Budget
NETFUND/POST	NET FUND BALANCE						
REVENUES	REVENUES						
REVUSEMONEY	REVENUE FROM USE OF MONEY AND						
400700-0000	INVESTMENT EARNINGS-POOL	537.63-	0.00	0.00	1,005.19-	1,500.00-	67.01
	Total REVENUE FROM USE OF MONE	537.63-	0.00	0.00	1,005.19-	1,500.00-	67.01
INTGOVREVENU	INTERGOVERNMENTAL REVENUES						
OTHRGOVAGNCY	OTHER GOVERNMENTAL AGENCIES						
402010-0001	OTHR GOVT AGENCY-OTH CO-CITYS	0.00	0.00	0.00	181,725.00-	181,725.00-	100.00
402030-0001	OTHR GOVT AGENCY-WEST SAC	0.00	0.00	0.00	58,905.00-	58,905.00-	100.00
402040-0001	OTHR GOVT AGCY-WOODLAND	0.00	0.00	0.00	56,128.00-	56,128.00-	100.00
402050-0001	OTHR GOVT AGCY-WINTERS	5,557.00-	0.00	0.00	5,557.00-	5,557.00-	100.00
402060-0001	OTHR GOVT AGCY-DAVIS	0.00	0.00	0.00	61,135.00-	61,135.00-	100.00
	Total OTHER GOVERNMENTAL AGENC	5,557.00-	0.00	0.00	363,450.00-	363,450.00-	100.00
	Total INTERGOVERNMENTAL REVENU	5,557.00-	0.00	0.00	363,450.00-	363,450.00-	100.00
CHG FOR SVCS	CHARGES FOR SERVICES						
403460-0000	OTH CHRG FR SVC-LAFCO FEE	3,309.96-	0.00	0.00	8,521.88-	0.00	0.00
	Total CHARGES FOR SERVICES	3,309.96-	0.00	0.00	8,521.88-	0.00	0.00
	Total REVENUES	9,404.59-	0.00	0.00	372,977.07-	364,950.00-	102.20
EXPENDITURES	EXPENDITURES						
SALARY&BEN	SALARIES AND EMPLOYEE BENEFITS						
SALARY&WAGES	SALARY AND WAGES						
500100-0000	REGULAR EMPLOYEES	52,086.77	0.00	0.00	163,380.19	223,195.00	73.20
	Total SALARY AND WAGES	52,086.77	0.00	0.00	163,380.19	223,195.00	73.20
EMPBENEFITS	EMPLOYEE BENEFITS						
500310-0000	RETIREMENT	11,832.56	0.00	0.00	37,132.38	51,030.00	72.77
500320-0000	OASDI	3,643.59	0.00	0.00	11,328.45	15,914.00	71.19
500330-0000	FICA/MEDICARE	852.13	0.00	0.00	2,649.40	4,032.00	65.71
500360-0000	OPEB - RETIREE HEALTH INSURANC	4,152.34	0.00	0.00	13,030.61	17,908.00	72.76
500380-0000	UNEMPLOYMENT INSURANCE	0.00	0.00	0.00	0.00	400.00	0.00
500390-0000	WORKERS' COMPENSATION INSURANC	0.00	0.00	0.00	469.22	500.00	93.84
500400-0000	OTHER EMPLOYEE BENEFITS	16,635.28	0.00	0.00	47,142.71	61,362.00	76.83
	Total EMPLOYEE BENEFITS	37,115.90	0.00	0.00	111,752.77	151,146.00	73.94
	Total SALARIES AND EMPLOYEE BE	89,202.67	0.00	0.00	275,132.96	374,341.00	73.50
SERVSUPPLIES	SERVICES AND SUPPLIES						
501020-0000	COMMUNICATIONS	416.79	0.00	0.00	1,102.05	2,500.00	44.08
501030-0000	FOOD	216.49	0.00	0.00	366.68	350.00	104.77
501051-0000	INSURANCE-PUBLIC LIABILITY	0.00	0.00	0.00	500.00	500.00	100.00
501070-0000	MAINTENANCE-EQUIPMENT	71.74	0.00	0.00	181.86	750.00	24.25
501090-0000	MEMBERSHIPS	0.00	0.00	0.00	2,548.00	3,250.00	78.40
501100-0000	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	250.00	0.00
501110-0000	OFFICE EXPENSE	21.70	0.00	0.00	580.95	1,250.00	46.48
501111-0000	OFFICE EXP-POSTAGE	0.00	0.00	0.00	73.50	500.00	14.70
501112-0000	OFFICE EXP-PRINTING	30.86	0.00	0.00	63.49	1,000.00	6.35
501125-0000	IT SERVICE-DPT SYS MAINT	0.00	0.00	0.00	0.00	150.00	0.00
501126-0000	IT SERVICE-ERP	0.00	0.00	0.00	1,342.00	2,684.00	50.00
501127-0000	IT SERVICE-CONNECTIVITY	0.00	0.00	0.00	1,421.00	2,842.00	50.00
501151-0000	PROF & SPEC SVC-AUDITG & ACCTG	0.00	0.00	0.00	0.00	5,000.00	0.00
501152-0000	PROF & SPEC SVC-INFO TECH SVC	0.00	0.00	0.00	0.00	400.00	0.00

# Income Statement

GL293 Date 04/18/17  
Time 09:03

Company 1000 - YOLO COUNTY  
Income Statement  
For Period 7 Through 9 Ending March 31, 2017

USD

Page 2

Fiscal Year 2017 Budget

1

6940 6940 LOCAL AGENCY FORMATION COMM

Account Nbr	Description	Period Amount	Period Budget	Pct Of Budget	Year To Date Amount	Year To Date Budget	Pct Of Budget
SERVSUPPLIES	SERVICES AND SUPPLIES						
501156-0000	PROF & SPEC SVC-LEGAL SVC	287.50	0.00	0.00	1,582.15	10,000.00	15.82
501165-0000	PROF & SPEC SVC-OTHER	892.50	0.00	0.00	4,245.25	50,000.00	8.49
501180-0000	PUBLICATIONS AND LEGAL NOTICES	125.61	0.00	0.00	834.13	2,000.00	41.71
501190-0000	RENTS AND LEASES - EQUIPMENT	20.00	0.00	0.00	1,133.51	1,500.00	75.57
501192-0000	RENTS & LEASES-RECRDS STRGE	0.00	0.00	0.00	0.00	738.00	0.00
501205-0000	TRAINING	1,020.00	0.00	0.00	3,040.00	3,200.00	95.00
501210-0000	MINOR EQUIPMENT	0.00	0.00	0.00	4,694.25	4,800.00	97.80
501250-0000	TRANSPORTATION AND TRAVEL	371.87	0.00	0.00	3,601.83	10,800.00	33.35
	Total SERVICES AND SUPPLIES	3,475.06	0.00	0.00	27,310.65	104,464.00	26.14
OTHERCHARGES	OTHER CHARGES						
502201-0000	PAYMENTS TO OTH GOV INSTITUTN	150.00	0.00	0.00	550.00	1,000.00	55.00
	Total OTHER CHARGES	150.00	0.00	0.00	550.00	1,000.00	55.00
CONTINGENCY	APPROPRIATION FOR CONTINGENCIE						
503300-0000	APPROP FOR CONTINGENCY	0.00	0.00	0.00	0.00	23,875.00	0.00
	Total APPROPRIATION FOR CONTIN	0.00	0.00	0.00	0.00	23,875.00	0.00
	Total EXPENDITURES	92,827.73	0.00	0.00	302,993.61	503,680.00	60.16
	Total NET FUND BALANCE	83,423.14	0.00	0.00	69,983.46-	138,730.00	50.45-

# General Ledger Report

Item 6-ATT B

GL290 Date 04/18/17  
Time 09:15

Company 1000 - YOLO COUNTY  
RUNNING BAL TRANS - RUNNING BALANCE TRANS REPORT  
For Period 07 - 09 Ending March 31, 2017

USD  
Page 1  
Sort Variable Level, Account  
Type Amounts  
Activity Beg Bal and Activity

Accounting Unit 694000000000 LOC AGENCY FORM BAL SHEET USE Resp Level 6940-0001-00001

Posting	Sy	Pd	Journal/Seq	Inco	Transaction Desc	Activity	Catg	Debit	Credit	Balance
			Account 100000-0000	CASH IN TREASURY					Begin Balance	253,533.04
01/01/17	GL	07 N	612-00	1000	DEC 2016 INT APPR RS				74.83	253,458.21
01/01/17	GL	07 N	612-00	1000	DEC 2016 INT APPR RS				6.80	253,451.41
01/01/17	GL	07 N	611-01	1000	Auto Offset From Zon				178.07	253,273.34
01/01/17	GL	07 N	613-00	1000	Auto Offset From Zon		715.70			253,989.04
01/05/17	AP	07 N	10-00	1000	Auto Offset From Zon				11.20	253,977.84
01/05/17	AP	07 N	25-00	1000	Auto Offset From Zon				200.88	253,776.96
01/06/17	AP	07 N	11-00	1000	Auto Offset From Zon				71.74	253,705.22
01/09/17	GL	07 N	183-00	1000	Auto Offset From Zon				8.50	253,696.72
01/12/17	GL	07 N	237-00	1000	Auto Offset From Zon				128.08	253,568.64
01/13/17	PR	07 N	1-00	1000	Auto Offset From Zon				15,785.69	237,782.95
01/23/17	CB	07 N	76-00	1000	Auto Offset From Zon		5,557.00			243,339.95
01/23/17	CB	07 N	186-00	1000	Auto Offset From Zon		5,557.00			248,896.95
01/27/17	PR	07 N	6-00	1000	Auto Offset From Zon				14,816.84	234,080.11
01/27/17	AP	07 N	121-00	1000	Auto Offset From Zon				8.10	234,072.01
01/31/17	GL	07 N	363-00	1000	Auto Offset From Zon		3,309.96			237,381.97
01/31/17	GL	07 N	514-00	1000	Auto Offset From Zon				8.50	237,373.47
01/31/17	GL	07 N	515-00	1000	Auto Offset From Zon				30.86	237,342.61
02/01/17	GL	08 N	601-00	1000	REV7CBN186-142 Auto				5,557.00	231,785.61
02/03/17	AP	08 N	14-00	1000	Auto Offset From Zon				892.50	230,893.11
02/07/17	GL	08 N	198-00	1000	Auto Offset From Zon				128.43	230,764.68
02/10/17	PR	08 N	3-00	1000	Auto Offset From Zon				14,601.57	216,163.11
02/15/17	AP	08 N	76-00	1000	Auto Offset From Zon				1,020.00	215,143.11
02/24/17	PR	08 N	9-00	1000	Auto Offset From Zon				14,601.53	200,541.58
02/27/17	AP	08 N	117-00	1000	Auto Offset From Zon				11.20	200,530.38
02/28/17	GL	08 N	68-00	1000	Auto Offset From Zon				116.67	200,413.71
02/28/17	GL	08 N	226-01	1000	Auto Offset From Zon				50.00	200,363.71
02/28/17	GL	08 N	228-01	1000	Auto Offset From Zon				50.00	200,313.71
02/28/17	GL	08 N	230-01	1000	Auto Offset From Zon				50.00	200,263.71
02/28/17	GL	08 N	580-01	1000	Auto Offset From Zon				287.50	199,976.21
03/02/17	GL	09 N	106-00	1000	Auto Offset From Zon				8.50	199,967.71
03/08/17	GL	09 N	159-00	1000	Auto Offset From Zon				126.28	199,841.43
03/10/17	PR	09 N	1-00	1000	Auto Offset From Zon				14,601.54	185,239.89
03/24/17	PR	09 N	4-00	1000	Auto Offset From Zon				14,795.50	170,444.39
03/27/17	AP	09 N	122-00	1000	Auto Offset From Zon				11.20	170,433.19
03/31/17	AP	09 N	162-00	1000	Auto Offset From Zon				144.99	170,288.20
03/31/17	GL	09 N	611-00	1000	Auto Offset From Zon				170.48	170,117.72
03/31/17	GL	09 N	614-00	1000	Auto Offset From Zon				80.95	170,036.77
03/31/17	GL	09 N	735-00	1000	Auto Offset From Zon				8.50	170,028.27
Total Activity Account								15,139.66	98,644.43	
			Account 100000-0000	CASH IN TREASURY					End Balance	170,028.27
			Account 101000-0143	RC-LAFCO OPEB					Begin Balance	50,741.49
01/01/17	GL	07 N	612-00	1000	DEC 2016 INT APPR RS			74.83		50,816.32
Total Activity Account								74.83		
			Account 101000-0143	RC-LAFCO OPEB					End Balance	50,816.32

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Posting	Sy	Pd	Journal/Seq	Inco	Transaction Desc	Activity	Catg	Debit	Credit	Balance
Account			101000-0144		RC-LAFCO PC REPL				Begin Balance	136.51
01/01/17	GL	07	N	612-00	1000 DEC 2016 INT APPR RS			6.80		143.31
					Total Activity	Account		6.80		
			101000-0144		RC-LAFCO PC REPL				End Balance	143.31
Account			190200-0000		FUTURE LONG TERM DEBT REQUIRE				Begin Balance	657,707.00
			190200-0000		FUTURE LONG TERM DEBT REQUIRE				End Balance	657,707.00
Account			195010-0000		DEFERRED OUTFLOWS-PENSIONS				Begin Balance	123,779.00-
			195010-0000		DEFERRED OUTFLOWS-PENSIONS				End Balance	123,779.00-
Account			210900-0000		COMPENSATED ABSENSES (S/T)				Begin Balance	4,362.00-
			210900-0000		COMPENSATED ABSENSES (S/T)				End Balance	4,362.00-
Account			220501-0000		DEFERRED INFLOWS PENSION				Begin Balance	72,443.00-
			220501-0000		DEFERRED INFLOWS PENSION				End Balance	72,443.00-
Account			230000-0000		COMPENSATED ABSENSES (L/T)				Begin Balance	4,362.00-
			230000-0000		COMPENSATED ABSENSES (L/T)				End Balance	4,362.00-
Account			230600-0000		OTHER POST EMPLOYMENT BENEFITS				Begin Balance	58,485.00-
			230600-0000		OTHER POST EMPLOYMENT BENEFITS				End Balance	58,485.00-
Account			230650-0000		NET PENSION LIABILITY				Begin Balance	394,276.00-
			230650-0000		NET PENSION LIABILITY				End Balance	394,276.00-
Account			300500-0001		FUND BAL-COMMITTED-OPEB				Begin Balance	50,672.99-
			300500-0001		FUND BAL-COMMITTED-OPEB				End Balance	50,672.99-
Account			300600-0000		FD BAL-ASSIGNED				Begin Balance	67,357.50-
			300600-0000		FD BAL-ASSIGNED				End Balance	67,357.50-
Account			300600-0001		FD BAL-ASSIGNED-CAP ASSET REPL				Begin Balance	130.51-
			300600-0001		FD BAL-ASSIGNED-CAP ASSET REPL				End Balance	130.51-
Account			300999-0000		UNASSIGNED				Begin Balance	32,843.44-
			300999-0000		UNASSIGNED				End Balance	32,843.44-
			694000000000		LOC AGENCY FORM BAL SHEET USE				End Balance	69,983.46

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Posting	Sy	Pd	Journal/Seq	Inco	Transaction Desc	Activity	Catg	Debit	Credit	Balance
Account			400700-0000		INVESTMENT EARNINGS-POOL				Begin Balance	467.56-
01/01/17	GL	07	N	611-01	1000 TREAS INV FEES Q2 EN 880000000009900	10000		151.03		316.53-
01/01/17	GL	07	N	611-01	1000 TREAS INV FEES Q2 EN 880000000009900	10000		24.78		291.75-
01/01/17	GL	07	N	611-01	1000 TREAS INV FEES Q2 EN 880000000009900	10000		2.26		289.49-
01/01/17	GL	07	N	613-00	1000 DEC 31 INTERST APPOR 880000000009900	10000			607.03	896.52-
01/01/17	GL	07	N	613-00	1000 DEC 31 INTERST APPOR 880000000009900	10000			99.61	996.13-



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Posting	Sy	Pd	Journal/Seq	Inco	Transaction Desc	Activity	Catg	Debit	Credit	Balance
			Account	400700-0000	INVESTMENT EARNINGS-POOL				Balance Fwd	996.13-
01/01/17	GL	07 N	613-00	1000	DEC 31 INTERST APPOR	8800000000009900	10000		9.06	1,005.19-
Total Activity Account								178.07	715.70	
			Account	400700-0000	INVESTMENT EARNINGS-POOL				End Balance	1,005.19-
			Account	402010-0001	OTHR GOVT AGENCY-OTH CO-CITYS				Begin Balance	181,725.00-
			Account	402010-0001	OTHR GOVT AGENCY-OTH CO-CITYS				End Balance	181,725.00-
			Account	402030-0001	OTHR GOVT AGENCY-WEST SAC				Begin Balance	58,905.00-
			Account	402030-0001	OTHR GOVT AGENCY-WEST SAC				End Balance	58,905.00-
			Account	402040-0001	OTHR GOVT AGCY-WOODLAND				Begin Balance	56,128.00-
			Account	402040-0001	OTHR GOVT AGCY-WOODLAND				End Balance	56,128.00-
			Account	402050-0001	OTHR GOVT AGCY-WINTERS				Begin Balance	0.00
01/23/17	CB	07 N	76-00	1000	WintersShareFY16/17B	850400000006000	29450		5,557.00	5,557.00-
01/23/17	CB	07 N	186-00	1000	WintersShareFY16/17B	850400000006000	29450		5,557.00	11,114.00-
02/01/17	GL	08 N	601-00	1000	REV7CBN186-78 Winter	850400000006000	29450	5,557.00		5,557.00-
Total Activity Account								5,557.00	11,114.00	
			Account	402050-0001	OTHR GOVT AGCY-WINTERS				End Balance	5,557.00-
			Account	402060-0001	OTHR GOVT AGCY-DAVIS				Begin Balance	61,135.00-
			Account	402060-0001	OTHR GOVT AGCY-DAVIS				End Balance	61,135.00-
			Account	403460-0000	OTH CHRG FR SVC-LAFCO FEE				Begin Balance	5,211.92-
01/31/17	GL	07 N	363-00	1000	CORR JE 2017-06-163	850400000006000	35000		1,654.98	6,866.90-
01/31/17	GL	07 N	363-00	1000	Westucky II Out of A	850400000006000	35000		1,654.98	8,521.88-
Total Activity Account									3,309.96	
			Account	403460-0000	OTH CHRG FR SVC-LAFCO FEE				End Balance	8,521.88-
			Account	500100-0000	REGULAR EMPLOYEES				Begin Balance	111,293.42
01/13/17	PR	07 N	1-00	1000	Summarized transacti			8,656.32		119,949.74
01/27/17	PR	07 N	6-00	1000	Summarized transacti			8,656.31		128,606.05
02/10/17	PR	08 N	3-00	1000	Summarized transacti			8,656.33		137,262.38
02/24/17	PR	08 N	9-00	1000	Summarized transacti			8,656.31		145,918.69
03/10/17	PR	09 N	1-00	1000	Summarized transacti			8,656.31		154,575.00
03/24/17	PR	09 N	4-00	1000	Summarized transacti			705.73		155,280.73
03/24/17	PR	09 N	4-00	1000	Expense accrual			148.86		155,429.59
03/24/17	PR	09 N	4-00	1000	Summarized transacti			7,950.60		163,380.19
Total Activity Account								52,086.77		
			Account	500100-0000	REGULAR EMPLOYEES				End Balance	163,380.19

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			Account	500310-0000	RETIREMENT				Begin Balance	25,299.82
01/13/17	PR	07	N	1-00	1000	Summarized transacti		1,967.68		27,267.50
01/27/17	PR	07	N	6-00	1000	Summarized transacti		1,967.68		29,235.18
02/10/17	PR	08	N	3-00	1000	Summarized transacti		1,967.69		31,202.87
02/24/17	PR	08	N	9-00	1000	Summarized transacti		1,967.68		33,170.55
03/10/17	PR	09	N	1-00	1000	Summarized transacti		1,967.68		35,138.23
03/24/17	PR	09	N	4-00	1000	Expense accrual		1,019.26		36,157.49
03/24/17	PR	09	N	4-00	1000	Expense accrual		26.46		36,183.95
03/24/17	PR	09	N	4-00	1000	Summarized transacti		948.43		37,132.38
Total Activity Account								11,832.56		
			Account	500310-0000	RETIREMENT				End Balance	37,132.38
			Account	500320-0000	OASDI				Begin Balance	7,684.86
01/13/17	PR	07	N	1-00	1000	Summarized transacti		660.77		8,345.63
01/27/17	PR	07	N	6-00	1000	Summarized transacti		604.97		8,950.60
02/10/17	PR	08	N	3-00	1000	Summarized transacti		592.58		9,543.18
02/24/17	PR	08	N	9-00	1000	Summarized transacti		592.57		10,135.75
03/10/17	PR	09	N	1-00	1000	Summarized transacti		592.57		10,728.32
03/24/17	PR	09	N	4-00	1000	Expense accrual		269.54		10,997.86
03/24/17	PR	09	N	4-00	1000	Expense accrual		7.56		11,005.42
03/24/17	PR	09	N	4-00	1000	Summarized transacti		323.03		11,328.45
Total Activity Account								3,643.59		
			Account	500320-0000	OASDI				End Balance	11,328.45
			Account	500330-0000	FICA/MEDICARE				Begin Balance	1,797.27
01/13/17	PR	07	N	1-00	1000	Summarized transacti		154.53		1,951.80
01/27/17	PR	07	N	6-00	1000	Summarized transacti		141.49		2,093.29
02/10/17	PR	08	N	3-00	1000	Summarized transacti		138.58		2,231.87
02/24/17	PR	08	N	9-00	1000	Summarized transacti		138.58		2,370.45
03/10/17	PR	09	N	1-00	1000	Summarized transacti		138.59		2,509.04
03/24/17	PR	09	N	4-00	1000	Expense accrual		63.04		2,572.08
03/24/17	PR	09	N	4-00	1000	Expense accrual		1.77		2,573.85
03/24/17	PR	09	N	4-00	1000	Summarized transacti		75.55		2,649.40
Total Activity Account								852.13		
			Account	500330-0000	FICA/MEDICARE				End Balance	2,649.40
			Account	500360-0000	OPEB - RETIREE HEALTH INSURANC				Begin Balance	8,878.27
01/13/17	PR	07	N	1-00	1000	Summarized transacti		690.51		9,568.78
01/27/17	PR	07	N	6-00	1000	Summarized transacti		690.51		10,259.29
02/10/17	PR	08	N	3-00	1000	Summarized transacti		690.51		10,949.80
02/24/17	PR	08	N	9-00	1000	Summarized transacti		690.51		11,640.31
03/10/17	PR	09	N	1-00	1000	Summarized transacti		690.51		12,330.82
03/24/17	PR	09	N	4-00	1000	Expense accrual		357.68		12,688.50
03/24/17	PR	09	N	4-00	1000	Expense accrual		9.28		12,697.78
03/24/17	PR	09	N	4-00	1000	Summarized transacti		332.83		13,030.61

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694029816991					LOCAL AGENCY FORMATION COMM					Level 6940-2981-06991
-----										
Account			500360-0000		OPEB - RETIREE HEALTH INSURANC				Balance Fwd	13,030.61
					Total Activity	Account		4,152.34		
			500360-0000		OPEB - RETIREE HEALTH INSURANC				End Balance	13,030.61
-----										
Account			500390-0000		WORKERS' COMPENSATION INSURANC				Begin Balance	469.22
			500390-0000		WORKERS' COMPENSATION INSURANC				End Balance	469.22
-----										
Account			500400-0000		OTHER EMPLOYEE BENEFITS				Begin Balance	30,507.43
01/13/17	PR	07	N	1-00	1000	Summarized transacti		1,100.00		31,607.43
01/13/17	PR	07	N	1-00	1000	Summarized transacti		2,555.88		34,163.31
01/27/17	PR	07	N	6-00	1000	Expense accrual		200.00		34,363.31
01/27/17	PR	07	N	6-00	1000	Summarized transacti		2,555.88		36,919.19
02/10/17	PR	08	N	3-00	1000	Summarized transacti		2,555.88		39,475.07
02/24/17	PR	08	N	9-00	1000	Summarized transacti		2,555.88		42,030.95
03/10/17	PR	09	N	1-00	1000	Summarized transacti		2,555.88		44,586.83
03/24/17	PR	09	N	4-00	1000	Summarized transacti		2,555.88		47,142.71
					Total Activity	Account		16,635.28		
			500400-0000		OTHER EMPLOYEE BENEFITS				End Balance	47,142.71
-----										
Account			501020-0000		COMMUNICATIONS				Begin Balance	685.26
01/09/17	GL	07	N	183-00	1000	185-1 11/16 INTERNAL 850400000002000	53200	8.50		693.76
01/12/17	GL	07	N	237-00	1000	185-1 12/16 INTERNAL 850400000002000	53200	128.08		821.84
01/31/17	GL	07	N	514-00	1000	185-1 12/16 INTERNAL 850400000002000	53200	8.50		830.34
02/07/17	GL	08	N	198-00	1000	185-1 01/17 INTERNAL 850400000002000	53200	128.43		958.77
03/02/17	GL	09	N	106-00	1000	185-1 01/17 INTERNAL 850400000002000	53200	8.50		967.27
03/08/17	GL	09	N	159-00	1000	185-1 02/17 INTERNAL 850400000002000	53200	126.28		1,093.55
03/31/17	GL	09	N	735-00	1000	185-1 02/17 INTERNAL 850400000002000	53200	8.50		1,102.05
					Total Activity	Account		416.79		
			501020-0000		COMMUNICATIONS				End Balance	1,102.05
-----										
Account			501030-0000		FOOD				Begin Balance	150.19
02/28/17	GL	08	N	68-00	1000	Stack'd&Brew'd-YoloL 850400000006000	53300	116.67		266.86
03/31/17	GL	09	N	611-00	1000	Nugget-LAFCo SS Work 850400000006000	53300	44.87		311.73
03/31/17	GL	09	N	614-00	1000	Nugget-YoloLeadersSp 850400000006000	53300	54.95		366.68
					Total Activity	Account		216.49		
			501030-0000		FOOD				End Balance	366.68
-----										
Account			501051-0000		INSURANCE-PUBLIC LIABILITY				Begin Balance	500.00
			501051-0000		INSURANCE-PUBLIC LIABILITY				End Balance	500.00
-----										
Account			501070-0000		MAINTENANCE-EQUIPMENT				Begin Balance	110.12
01/06/17	AP	07	N	11-00	1000	13078INLAND BUSI 850400000006000	53700	71.74		181.86
					Total Activity	Account		71.74		
			501070-0000		MAINTENANCE-EQUIPMENT				End Balance	181.86

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			Account	501090-0000	MEMBERSHIPS				Begin Balance	2,548.00
				501090-0000	MEMBERSHIPS				End Balance	2,548.00
			Account	501110-0000	OFFICE EXPENSE				Begin Balance	559.25
01/05/17	AP	07	N	10-00	1000	10246DSW HOLDING	850400000006000 54200	6.20		565.45
01/27/17	AP	07	N	121-00	1000	10246DSW HOLDING	850400000006000 54200	3.10		568.55
02/27/17	AP	08	N	117-00	1000	10246DSW HOLDING	850400000006000 54200	6.20		574.75
03/27/17	AP	09	N	122-00	1000	10246DSW HOLDING	850400000006000 54200	6.20		580.95
					Total Activity Account			21.70		
				501110-0000	OFFICE EXPENSE				End Balance	580.95
			Account	501111-0000	OFFICE EXP-POSTAGE				Begin Balance	73.50
				501111-0000	OFFICE EXP-POSTAGE				End Balance	73.50
			Account	501112-0000	OFFICE EXP-PRINTING				Begin Balance	32.63
01/31/17	GL	07	N	515-00	1000	LAFCO 1/17 SIGN REQ	850400000006000 54202	30.86		63.49
					Total Activity Account			30.86		
				501112-0000	OFFICE EXP-PRINTING				End Balance	63.49
			Account	501126-0000	IT SERVICE-ERP				Begin Balance	1,342.00
				501126-0000	IT SERVICE-ERP				End Balance	1,342.00
			Account	501127-0000	IT SERVICE-CONNECTIVITY				Begin Balance	1,421.00
				501127-0000	IT SERVICE-CONNECTIVITY				End Balance	1,421.00
			Account	501156-0000	PROF & SPEC SVC-LEGAL SVC				Begin Balance	1,294.65
02/28/17	GL	08	N	580-01	1000	LEGAL SERVICES 2ND Q	850400000006000 55200	287.50		1,582.15
					Total Activity Account			287.50		
				501156-0000	PROF & SPEC SVC-LEGAL SVC				End Balance	1,582.15
			Account	501165-0000	PROF & SPEC SVC-OTHER				Begin Balance	3,352.75
02/03/17	AP	08	N	14-00	1000	10778MARCUS NEUV	850400000006000 55500	892.50		4,245.25
					Total Activity Account			892.50		
				501165-0000	PROF & SPEC SVC-OTHER				End Balance	4,245.25
			Account	501180-0000	PUBLICATIONS AND LEGAL NOTICES				Begin Balance	708.52
03/31/17	GL	09	N	611-00	1000	Democrat-Notice/Dunn	850400000006000 55700	125.61		834.13
					Total Activity Account			125.61		
				501180-0000	PUBLICATIONS AND LEGAL NOTICES				End Balance	834.13
			Account	501190-0000	RENTS AND LEASES - EQUIPMENT				Begin Balance	1,113.51
01/05/17	AP	07	N	10-00	1000	10246DSW HOLDING	850400000006000 55800	5.00		1,118.51
01/27/17	AP	07	N	121-00	1000	10246DSW HOLDING	850400000006000 55800	5.00		1,123.51
02/27/17	AP	08	N	117-00	1000	10246DSW HOLDING	850400000006000 55800	5.00		1,128.51
03/27/17	AP	09	N	122-00	1000	10246DSW HOLDING	850400000006000 55800	5.00		1,133.51

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Accounting Unit 694029816991 LOCAL AGENCY FORMATION COMM Resp Level 6940-2981-06991								
Account	501190-0000		RENTS AND LEASES - EQUIPMENT				Balance Fwd	1,133.51
			Total Activity	Account		20.00		
	501190-0000		RENTS AND LEASES - EQUIPMENT				End Balance	1,133.51
Account	501205-0000		TRAINING				Begin Balance	2,020.00
02/15/17 AP 08 N	76-00 1000		CALAFCowkshpReg	850400000006000	56900	1,020.00		3,040.00
			Total Activity	Account		1,020.00		
	501205-0000		TRAINING				End Balance	3,040.00
Account	501210-0000		MINOR EQUIPMENT				Begin Balance	4,694.25
	501210-0000		MINOR EQUIPMENT				End Balance	4,694.25
Account	501250-0000		TRANSPORTATION AND TRAVEL				Begin Balance	3,229.96
01/05/17 AP 07 N	25-00 1000		1st2ndQTRMileageFY16	850400000006000	57300	200.88		3,430.84
03/31/17 AP 09 N	162-00 1000		FY16/17 3rdQTRMileag	850400000006000	57300	144.99		3,575.83
03/31/17 GL 09 N	614-00 1000		AceParkingSac-CETFRO	850400000006000	57300	26.00		3,601.83
			Total Activity	Account		371.87		
	501250-0000		TRANSPORTATION AND TRAVEL				End Balance	3,601.83
Account	502201-0000		PAYMENTS TO OTH GOV INSTITUTN				Begin Balance	400.00
02/28/17 GL 08 N	226-01 1000		NOE-919 MERCESA Disso	850100091909016	59520	50.00		450.00
02/28/17 GL 08 N	228-01 1000		NOE-920 Goospaster O	850100092009016	59520	50.00		500.00
02/28/17 GL 08 N	230-01 1000		NOE-921 WestuckyOOA-	850100092109016	59520	50.00		550.00
			Total Activity	Account		150.00		
	502201-0000		PAYMENTS TO OTH GOV INSTITUTN				End Balance	550.00
694029816991			LOCAL AGENCY FORMATION COMM				End Balance	69,983.46-

=====  
Company 1000 Totals:  
Debit Transactions 113,784.09  
Credit Transactions 113,784.09  
Debit Balances 1,181,688.51  
Credit Balances 1,181,688.51  
P/L Debit Transactions 98,562.80  
P/L Credit Transactions 15,139.66  
Net Loss 83,423.14

# General Ledger Report

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GL290 Date: 04/18/17  
Time: 09:14

JOB SUBMISSION PARAMETERS

User Name: YLLSFPD\TTuck  
Job Name: GL290TT  
Step Nbr: 1

Company: 1000                      YOLO COUNTY                      USD  
or Company Group:  
Reports: RUNNING BAL TRANS

Year Code:                      or Posting Dates:                      -  
or Year: 2017  
Periods: 7 - 9

Accounting Unit: 6940                      LOCAL AGENCY FORMATION COMM  
Accounts: -  
Subaccounts: -  
Report Currency: B                      Base

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**Consent 7.**

**LAFCO**

**Meeting Date:** 04/27/2017

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**Information**

**SUBJECT**

Adopt the amended MSR/SOI Update Schedule for LAFCo's FY 2017/18 Annual Work Plan

**RECOMMENDED ACTION**

Adopt the amended MSR/SOI Update Schedule for LAFCo's FY 2017/18 Annual Work Plan.

**FISCAL IMPACT**

None.

**REASONS FOR RECOMMENDED ACTION**

As discussed at the March meeting during the FY 2017/18 Work Plan item, staff noted a request by the City of Woodland to have their sphere of influence updated next fiscal year (earlier than anticipated) and that staff would adjust the schedule accordingly. Attached is a revised schedule that moves up the City of Woodland one fiscal year and pushes the Sacramento-Yolo Port District back one fiscal year, effectively swapping them in the order to even out staff workload. This updated schedule should be adopted by the Commission as a formality.

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**Attachments**

[Revised FY17/18 MSR/SOI Update List](#)

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**Form Review**

**Inbox**

Christine Crawford (Originator)  
Form Started By: Christine Crawford  
Final Approval Date: 04/13/2017

**Reviewed By**

Christine Crawford

**Date**

04/13/2017 01:42 PM  
Started On: 04/11/2017 03:58 PM

FY 2017/18 MSR/SOI Update Schedule - Adopted April 27, 2017			
FY Scheduled	City/District/JPA	Last MSR Adopted	FY Next MSR Due (every 5 yrs)
2017/18	Knights Landing Ridge Drainage District	3/28/2005	2009/10
	Snowball County Service Area		
	Reclamation District 108 (Colusa)		
	Reclamation District 150		
	Reclamation District 307		
	Reclamation District 537		
	Reclamation District 730		
	Reclamation District 765		
	Reclamation District 785		
	Reclamation District 787		
	Reclamation District 827		
	Reclamation District 900		
	Reclamation District 999		
	Reclamation District 1600		
	Reclamation District 2035		
	Reclamation District 2068 (Solano)		
	Reclamation District 2076		
Reclamation District 2093 (Solano)			
Reclamation District 2120			
Garcia Bend County Service Area	1/26/2009	2013/14	
City of Woodland	3/28/2011	2015/16	
<b>Yolo Emergency Communications Agency (YECA) JPA*</b>	n/a		
2018/19	<b>Sac - Yolo Port District</b>	6/22/2009	2013/14
	Dunnigan Water District	10/24/2013	2018/19
	Yolo County Flood Control & Water Conservation District		
	Wild Wings County Service Area #14	6/26/2014	2018/19
	<b>YC Public Agency Risk Mgmt. Insurance Authority (YCPARMIA) JPA*</b>	n/a	
2019/20	Cacheville Community Services District	7/24/2014	2019/20
	Knights Landing Community Services District	12/4/2014	2019/20
	Yolo County Resource Conservation District	2/26/2015	2019/20
	<b>Woodland-Davis Clean Water Agency JPA*</b>	n/a	
	<b>WS Area Flood Control Agency (West SAFCA) JPA*</b>	n/a	
2020/21	Esparto Community Services District	7/23/2015	2020/21
	Madison Community Services District		
	Capay Fire Protection District	4/28/2016	2020/21
	Clarksburg Fire Protection District		
	Dunnigan Fire Protection District		
	East Davis Fire Protection District		
	Elkhorn Fire Protection District		
	Esparto Fire Protection District		
	Knights Landing Fire Protection District		
	Madison Fire Protection District		
	No Man's Land Fire Protection District		
	Springlake Fire Protection District		
	West Plainfield Fire Protection District		
	Willow Oak Fire Protection District		
	Winters Fire Protection District		
	Yolo Fire Protection District		
	Zamora Fire Protection District		
	City of Davis	5/26/2016	2020/21
	El Macero County Service Area		
	Willowbank County Service Area		
	North Davis Meadows County Service Area		
City of Winters	3/24/2016	2020/21	
<b>Yolo Habitat Conservancy JPA*</b>	n/a		
2021/22	Dunnigan County Service Area	4/27/2017 (scheduled)	2021/22
	Capay Cemetery District	6/22/2017 (tentative)	2021/22
	Cottonwood Cemetery District		
	Knights Landing Cemetery District		
	Mary's Cemetery District		
	Winters Cemetery District		
	Davis Cemetery District		
	City of West Sacramento	3/23/2017	2021/22
<b>Valley Clean Energy Alliance JPA*</b>	n/a		

\* LAFCo MSRs of the JPAs pending city/county confirmation of support



Consent 8.

**LAFCO**

**Meeting Date:** 04/27/2017

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**Information**

**SUBJECT**

Correspondence

**RECOMMENDED ACTION**

Receive and file the following correspondence:

- A. CALAFCO Legislative bills currently being tracked (03/31/17)
  - B. Assembly Bill 464 - Support Letter
  - C. Assembly Bill 979 - Support Letter
  - D. Assembly Bill 1725 Omnibus Bill - Support Letter
- 

**Attachments**

ATT A-CALAFCO Currently Tracked Legislative Bills (03/31/17)

ATT B-AB 464 Support Letter

ATT C-AB 979 Support Letter

ATT D-AB 1725 Support Letter

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**Form Review**

Form Started By: Terri Tuck

Started On: 04/13/2017 02:16 PM

Final Approval Date: 04/13/2017

**CALAFCO Currently Tracked Bills  
As of 3/31/2017**

Item 8-ATT A

**Priority 1**

AB 464

(Gallagher R) Local government reorganization.

Current Text: Amended: 3/14/2017 Text

Introduced: 2/13/2017

Last Amend: 3/14/2017

Status: 3/15/2017-Re-referred to Com. on L. GOV.

Location: 2/27/2017-A. L. GOV.

*Set for hearing May 3rd.  
Send support letter.*

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Summary: Under the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, current law requires that an applicant seeking a change of organization or reorganization submit a plan for providing services within the affected territory that includes, among other requirements, an enumeration and description of the services to be extended to the affected territory and an indication of when those services can feasibly be extended. This bill would specify that the plan is required to also include specific information regarding services currently provided to the affected territory, as applicable, and make related changes.

Position Subject

Sponsor Annexation Proceedings

**CALAFCO Comments:** *This bill makes a fix to Gov. Code Sec. 56653 based on the court finding in the case of The City of Patterson v. Turlock Irrigation District. The court found that because the services were already being provided via an out of area service agreement, the application for annexation was deemed incomplete because it was not a new service to be provided. By making the fix in statute, any pending/future annexation for a territory that is already receiving services via an out of area service agreement will not be in jeopardy.*

*As amended, corrections were made to: 56653(b)(3) reading "proposed" rather than "provided", and in Government Code Section 56857 an exemption added pursuant to Public Utilities Code Section 9608 for territory already receiving electrical service under a service area agreement approved by the Public Utilities Commission pursuant to Public Utilities Code Section 9608.*

AB 979

(Lackey R) Local government.

Current Text: Introduced: 2/16/2017 Text

Introduced: 2/16/2017

Status: 2/17/2017-From printer. May be heard in committee March 19.

Location: 2/16/2017-A. PRINT

*Bill amended 4/6/17 to address all CALAFCO concerns/issues -> support.*

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Summary: Current law, the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, provides the sole and exclusive authority and procedure for the initiation, conduct, and completion of changes of organization and reorganization for cities and districts and makes related findings and declarations. This bill would make nonsubstantive changes to those findings and declarations.

Position Subject

Sponsor CKH General Procedures

**CALAFCO Comments:** *Currently in spot bill form, this bill is co-sponsored by CALAFCO and CSDA. The intent is to amend code Sec. 56332.5 to streamline the process of seating special districts on LAFCo by mirroring current statute 56332 (the process for electing special district representatives into the special district seats). Keeping the process voluntary, it allows for voting by mail whether or not the district wants to have special districts represented on LAFCo. Further, it will allow for the consolidation of that question with the independent special district selection committee appointment to a countywide redevelopment agency oversight board pursuant to Health and Safety Code 34179 (j)(3).*

**AB 1725**

(Committee on Local Government) Local agency formation commission: fees.  
Current Text: Introduced: 3/20/2017 Text  
Introduced: 3/20/2017  
Status: 3/30/2017-Referred to Com. on L. GOV.  
Location: 3/30/2017-A. L. GOV.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Summary: The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, among other things, authorizes a local agency formation commission to establish a schedule of fees and a schedule of service charges for proceedings taken pursuant to the act, as specified. This bill would revise that provision to authorize a local agency formation commission to establish a schedule of fees and a schedule of service charges pursuant to the act.

Position	Subject
Sponsor	CKH General Procedures

**CALAFCO Comments:** *This is the annual Omnibus bill. The bill currently has one item and will be amended soon to include five (5) additional items.*

**SB 37**

(Roth D) Local government finance: property tax revenue allocations: vehicle license fee adjustments.  
Current Text: Introduced: 12/5/2016 Text  
Introduced: 12/5/2016  
Status: 3/24/2017-Set for hearing April 3.  
Location: 3/15/2017-S. APPR.

*Revenue for 4 cities cut from VLF*

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Calendar: 4/3/2017 10 a.m. - John L. Burton Hearing Room (4203) SENATE APPROPRIATIONS, LARA, Chair

Summary: Beginning with the 2004–05 fiscal year and for each fiscal year thereafter, existing law requires that each city, county, and city and county receive additional property tax revenues in the form of a vehicle license fee adjustment amount, as defined, from a Vehicle License Fee Property Tax Compensation Fund that exists in each county treasury. Current law requires that these additional allocations be funded from ad valorem property tax revenues otherwise required to be allocated to educational entities. This bill would modify these reduction and transfer provisions for a city incorporating after January 1, 2004, and on or before January 1, 2012, for the 2017–18 fiscal year and for each fiscal year thereafter, by providing for a vehicle license fee adjustment amount calculated on the basis of changes in assessed valuation.

Position	Subject
Support	Financial Viability of Agencies, Tax Allocation

**CALAFCO Comments:** *This bill is identical to SB 817 (Roth, 2016), SB 25 (Roth, 2015) and SB 69 (Roth, 2014) with the exception of the chaptering out language included in the 2016 version (which addressed the companion bill AB 2277 (Melendez, 2016)). The bill calls for reinstatement of the VLF through ERAF for cities that incorporated between January 1, 2004 and January 1, 2012. There are no provisions for back payments for lost revenue, but the bill does reinstate future payments beginning in the 2017/18 year for cities that incorporated between 1-1-2004 and 1-1-2012.*

SB 448

(Wieckowski D) Local government: organization: districts.  
Current Text: Introduced: 2/15/2017 Text  
Introduced: 2/15/2017  
Status: 2/23/2017-Referred to Com. on GOV. & F.  
Location: 2/23/2017-S. GOV. & F.

concept of addressing "idle" districts  
proposes audits every 2 yrs for all spec districts

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Summary: The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 provides the exclusive authority and procedure for the initiation, conduct, and completion of changes of organization and reorganization for cities and districts, as specified, and defines various terms for these purposes. This bill would define the term "inactive district" for purposes of that act.

Position

Subject

None at this time

recently amended - now real bill language  
CKH General Procedures

**CALAFCO Comments:** This is a spot bill. According to the author's office, they have been working with the State Controller's office on the clean-up of inactive districts (both dependent and independent). CALAFCO was not contacted by the author's office, but has talked with them since the bill's introduction. CALAFCO understands the author has submitted amendments to Leg Counsel although we have not yet seen those amendments. We are working with the author's office to properly define "inactive district" and to help streamline the process of the dissolution of districts identified as inactive where it makes sense to take that action.

CALAFCO will continue to work with the author's office and other stakeholders and watch for amendments.

### Priority 3

AB 267

(Waldron R) Community services districts.  
Current Text: Introduced: 2/1/2017 Text  
Introduced: 2/1/2017  
Status: 2/2/2017-From printer. May be heard in committee March 4.  
Location: 2/1/2017-A. PRINT

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Summary: Current law provides for the organization and powers of community services districts, including the continuation of any community services district, improvement district of a community services district, or zone of a community services district, that was in existence on January 1, 2006. This bill would make nonsubstantive changes to these provisions.

Position  
Watch

Subject

**CALAFCO Comments:** According to the author's office this is a spot bill.

AB 577

(Caballero D) Disadvantaged communities.  
Current Text: Amended: 3/9/2017 Text  
Introduced: 2/14/2017  
Last Amend: 3/9/2017  
Status: 3/13/2017-Re-referred to Com. on E.S. & T.M.  
Location: 2/27/2017-A. E.S. & T.M.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Summary: Current law defines a disadvantaged community as a community with an annual median household income that is less than 80% of the statewide annual median household income for various purposes, that include, but are not limited to, the Water Quality, Supply, and Infrastructure Improvement Act of 2014, eligibility for certain entities to apply for funds from the State Water Pollution Cleanup and Abatement Account, and authorization for a community revitalization and investment authority to carry out a community revitalization plan. This bill would expand the



definition of a disadvantaged community to include a community with an annual per capita income that is less than 80% of the statewide annual per capita income.

Position  
Watch

Subject  
Disadvantaged Communities

**CALAFCO Comments:** *Sponsored by the Environmental Justice Coalition for Water, this bill is intended to expand the definition of disadvantaged communities to include multi-family households. According to the author's office this will be a two-year bill. CALAFCO will retain a Watch position until any amendments are in print.*

AB 645

(Quirk D) Local government: organization: dissolution.

Current Text: Introduced: 2/14/2017 Text

Introduced: 2/14/2017

Status: 3/2/2017-Referred to Com. on L. GOV.

Location: 3/2/2017-A. L. GOV.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Summary: Under current law, if a change of organization consists of a dissolution, the commission is required to order the dissolution subject to confirmation of voters if, among other things, the proposal was not initiated by the commission and if a subject agency has not objected to the proposal, the commission has found that, for an inhabited territory protests have been signed by either 25% of the number of landowners within the affected territory who own at least 25% of the assessed value of land within the territory or 25% of the voters entitled to vote as a result of residing or owning land within the affected territory. This bill would decrease that threshold to 10% of the number of landowners within the affected territory who own at least 25% of the assessed value of land within the territory or 10% of the voters entitled to vote as a result of residing or owning land within the affected territory.

Position

Subject

Watch

CKH General Procedures,  
Disincorporation/dissolution, Special  
District Consolidations

**CALAFCO Comments:** *According to the author's office this is a spot bill pending the outcome of the Alameda LAFCo special study on Eden Healthcare District. Update: The author's office indicates they will hold off moving this bill. CALAFCO will continue to Watch.*

AB 892

(Waldron R) Municipal water districts: water service: Indian tribes.

Current Text: Amended: 3/23/2017 Text

Introduced: 2/16/2017

Last Amend: 3/23/2017

Status: 3/27/2017-Re-referred to Com. on L. GOV.

Location: 3/23/2017-A. L. GOV.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Summary: Current law, upon the request of certain Indian tribes and the satisfaction of certain conditions, requires a district to provide service of water at substantially the same terms applicable to the customers of the district to the Indian tribe's lands that are not within a district, as prescribed. This bill would authorize, rather than require, a district to provide this service of water. The bill would apply this authorization to all Indian tribes whose lands are owned by the tribe.

Position  
Watch

Subject  
Water

AB 1728

(Committee on Local Government) Health care districts: board of directors.

Current Text: Introduced: 3/22/2017 Text

Introduced: 3/22/2017

Status: 3/23/2017-From printer. May be heard in committee April 22.

Location: 3/23/2017-A. PRINT

*Yolo has no healthcare districts.*

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Summary: Each health care district has a board of directors with specific duties and powers respecting the creation, administration, and maintenance of the district, including purchasing, receiving, having, taking, holding, leasing, using, and enjoying property. This bill would require the board of directors to adopt an annual budget in a public meeting, on or before September 1 of each year, that conforms to generally accepted accounting and budgeting procedures for special

districts, establish and maintain an Internet Web site that lists contact information for the district, and adopt annual policies for providing assistance or grant funding, if the district provides assistance or grants.

Position  
Watch

Subject  
Other

**CALAFCO Comments:** *As introduced, this bill requires healthcare districts to adopt annual budgets, establish and maintain a website (and prescribes the required site content), and adopt policies for grant funding.*

SB 80

(Wieckowski D) California Environmental Quality Act: notices.

Current Text: Amended: 2/14/2017 Text

Introduced: 1/11/2017

Last Amend: 2/14/2017

Status: 3/29/2017-Action From E.Q.: Do pass.To APPR..

Location: 3/29/2017-S. APPR.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Summary: The California Environmental Quality Act requires the lead agency to mail certain notices to persons who have filed a written request for notices. The act provides that if the agency's offer to provide the notices by email, upon filing a written request for notices, a person may request that the notices be provided to him or her by email. This bill would require the lead agency to post those notices on the agency's Internet Web site. The bill would require the agency to offer to provide those notices by email. Because this bill would increase the level of service provided by a local agency, this bill would impose a state-mandated local program.

Position  
Watch

Subject  
CEQA

SB 206

(Committee on Governance and Finance) Validations.

Current Text: Introduced: 2/1/2017 Text

Introduced: 2/1/2017

Status: 3/23/2017-Read third time. Urgency clause adopted. Passed. (Ayes 37. Noes 0.) Ordered to the Assembly. In Assembly. Read first time. Held at Desk.

Location: 3/23/2017-A. DESK

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Summary: Would enact the First Validating Act of 2017, which would validate the organization, boundaries, acts, proceedings, and bonds of the state and counties, cities, and specified districts, agencies, and entities. This bill would declare that it is to take effect immediately as an urgency statute.

Position  
Support

Subject  
LAFCo Administration

**CALAFCO Comments:** *One of three annual acts which validate the boundaries of all local agencies.*

SB 207

(Committee on Governance and Finance) Validations.

Current Text: Introduced: 2/1/2017 Text

Introduced: 2/1/2017

Status: 3/23/2017-Read third time. Urgency clause adopted. Passed. (Ayes 37. Noes 0.) Ordered to the Assembly. In Assembly. Read first time. Held at Desk.

Location: 3/23/2017-A. DESK

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Summary: Would enact the Second Validating Act of 2017, which would validate the organization, boundaries, acts, proceedings, and bonds of the state and counties, cities, and specified districts, agencies, and entities. This bill would declare that it is to take effect immediately as an urgency statute.

Position  
Support

Subject  
LAFCo Administration

**CALAFCO Comments:** *One of three annual acts which validate the boundaries of all local agencies.*

**SB 208**

(Committee on Governance and Finance) Validations.

Current Text: Introduced: 2/1/2017 Text

Introduced: 2/1/2017

Status: 3/23/2017-Read third time. Passed. (Ayes 37. Noes 0.) Ordered to the Assembly. In Assembly. Read first time.

Held at Desk.

Location: 3/23/2017-A. DESK

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Summary: Would enact the Third Validating Act of 2017, which would validate the organization, boundaries, acts, proceedings, and bonds of the state and counties, cities, and specified districts, agencies, and entities.

Position

Support

Subject

LAFCo Administration

**CALAFCO Comments:** *One of three annual acts which validate the boundaries of all local agencies.*

**SB 365**

(Dodd D) Regional park and open-space districts: County of Solano.

*CALAFCO opposes - bypasses LAFCo process*

Current Text: Introduced: 2/14/2017 Text

Introduced: 2/14/2017

Status: 3/30/2017-Withdrawn from committee. Ordered to second reading.

Location: 3/30/2017-S. SECOND READING

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Calendar: 4/3/2017 #9 SENATE SEN SECOND READING FILE - SENATE BILLS

Summary: Current law authorizes proceedings for the formation of a regional park and open-space or regional open-space district in specified counties in the state to be initiated by resolution of the county board of supervisors adopted after a noticed hearing, and specifies the contents of the resolution. This bill, in addition, would authorize the formation of a regional district in the County of Solano to be initiated by resolution of the county board of supervisors after a noticed hearing. The bill would specify the contents of the resolution, including the calling of an election, as prescribed.

Position

Oppose

Subject

LAFCo Administration

**CALAFCO Comments:** *This bill calls for the formation of a regional park and open space district which will circumvent the LAFCo formation process. CALAFCO discussed our concerns with the author's office, who has made it clear they will not be considering any potential amendments unless requested by Solano LAFCo.*

**SB 435**

(Dodd D) Williamson Act: payments to local governments.

Current Text: Introduced: 2/15/2017 Text

Introduced: 2/15/2017

Status: 3/21/2017-Set for hearing April 19.

Location: 2/23/2017-S. GOV. & F.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Calendar: 4/19/2017 9:30 a.m. - Room 112 SENATE GOVERNANCE AND FINANCE, MCGUIRE, Chair

Summary: Would, under the Williamson act, reduce the amount per acre paid to a city, county, or city and county under these provisions to \$2.50 for prime agricultural land, \$0.50 for all other land devoted to open-space uses of statewide significance, and, for counties that have adopted farmland security zones, \$4 for land that is within, or within 3 miles of the sphere of influence of, each incorporated city.

Position

Watch

Subject

Ag Preservation - Williamson

**CALAFCO Comments:** *According to the author's office, this bill (originally sponsored by the CA Farm Bureau but no longer) is intended to ensure ongoing subvention funding for counties and cities to enter into contracts with owners of agricultural land that commit to protecting and preserving the property as resource land and farmland. The current language is placeholder language and at present the author is working with the Dept. of Conservation and stakeholder groups to determine a reasonable path forward for the reinstatement of the Williamson Act funding.*

*CALAFCO will watch the bill for pending amendments.*

SB 634

(Wilk R) Santa Clarita Valley Water District.  
Current Text: Introduced: 2/17/2017 Text  
Introduced: 2/17/2017  
Status: 3/28/2017-From committee: Do pass and re-refer to Com. on GOV. & F. (Ayes 7. Noes 0.) (March 28).  
Re-referred to Com. on GOV. & F.  
Location: 3/28/2017-S. GOV. & F.

*Bypasses LA LAFCO process*

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Summary: Current law, the Castaic Lake Water Agency Law, created the Castaic Lake Water Agency and authorizes the agency to acquire water and water rights, including water from the State Water Project, and to provide, sell, and deliver water at wholesale for municipal, industrial, domestic, and other purposes. This bill would repeal the Castaic Lake Water Agency Law. This bill contains other related provisions and other current laws.

Position  
Oppose Unless Amended

Subject  
Special District Consolidations

**CALAFCO Comments:** *This bill consolidates two independent water districts in Los Angeles and does not include the LAFCO process. CALAFCO shared our concerns with the author's office and continues to be in conversations. CALAFCO's position requests amendments to deal with variables via legislation and keep the LAFCO process intact.*

SB 693

(Mendoza D) Lower San Gabriel River Recreation and Park District.  
Current Text: Introduced: 2/17/2017 Text  
Introduced: 2/17/2017  
Status: 3/21/2017-Set for hearing April 19.  
Location: 3/9/2017-S. GOV. & F.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Calendar: 4/19/2017 9:30 a.m. - Room 112 SENATE GOVERNANCE AND FINANCE, MCGUIRE, Chair

Summary: Would specifically authorize the establishment of the Lower San Gabriel River Recreation and Park District, by petition or resolution submitted to the Los Angeles County Local Agency Formation Commission before January 1, 2020, subject to specified existing laws governing recreation and park districts, including their formation, except as provided. The bill would authorize specified city councils and the Los Angeles County Board of Supervisors to appoint the initial board of directors of the district.

Position  
Watch

Subject  
LAFCO Administration

**CALAFCO Comments:** *This bill forms the Lower San Gabriel River Recreation and Park District while leaving the LAFCO process intact. CALAFCO will keep watching to ensure it stays that way.*

*AB 548 Dissolves JPA & forms transit district in San Bernardino. Another bill that circumvents LAFCO.*

*\* LGC reached out to CALAFCO to help get LAFCOs the resources they need.*

*(who is on LHC? working group?)  
\* Little Hoover Commission - included many CALAFCO recommendations tabled report because too status quo. LAFCOs not doing their job. Special districts hidden, 10 yr sunset, etc. CALAFCO response letter. LHC would re-scope intentions/goals. Pamela to send EO's letter shr sent*





YOLO  
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April 18, 2017

Assemblymember James Gallagher  
California State Assembly  
State Capital Room 2158  
Sacramento, CA 95814

**Subject: Support of AB 464 as Amended**

Dear Assemblymember Gallagher:

The Yolo Local Agency Formation Commission (LAFCo) is pleased to support your bill **AB 464**, as amended on March 14, 2017. Sponsored by the California Association of Local Agency Formation Commissions (CALAFCO), the bill makes necessary technical changes to existing LAFCo law to solidify the current practice of LAFCos approving annexations of areas already being served by a local agency through an out of area service agreement (Government Code Section 56133).

As a result of a court decision in 2014 in the case of *City of Patterson v. Turlock Irrigation District*, all future annexations of an area receiving services through an approved out of area service agreement will not be valid. What began as a local issue has now become a critical statewide concern. This bill seeks to remedy that problem by ensuring that within certain conditions, LAFCos can continue to evaluate applications which include the annexation of territory where services are already being provided via an out of area service agreement. Further, it allows for common sense boundary alignments and more predictable growth planning.

By allowing the annexation of these areas, **AB 464** also ensures the people paying for and receiving the services can participate in elections and potentially serve on the governing board of the service provider.

It is important to note that this bill does not change the current rights of a city or district to oppose an annexation, nor does it change any protest provisions in current law. It simply ensures the ability for LAFCos to continue the practice of common sense boundary oversight for service providers. As there are many pending annexations throughout the state that are associated with previously approved out of area service extensions, this legislation is critical to the successful annexation of these areas.

There are approximately 671 parcels in unincorporated Yolo County that are currently provided some services by a city (either via direct LAFCo approval or grandfathered status). Yolo LAFCo recently received an application for the City of Davis to extend municipal water to serve an additional 95 parcels where the existing well system has had repeated violations for nitrates, chromium 6, iron

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625 Court Street, Suite 203  
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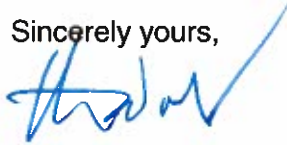
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and aluminum and the residents are unable to drink the water. Arguably, all of these 766 total parcels should ideally be annexed to the cities that serve them per LAFCo's mission under state law. However, this recent court opinion would thwart that effort and compromise each LAFCo's ability to provide sensible government boundaries.

For these reasons, the Yolo LAFCo is pleased to support **AB 464**. Thank you for carrying this important piece of legislation.

Sincerely yours,



Olin Woods  
Commission Chair

cc: Members, Assembly Local Government Committee  
Misa Lennox, Assembly Local Government Committee  
William Weber, Consultant, Assembly Republican Caucus  
Pamela Miller, Executive Director, CALAFCO

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April 18, 2017

Assemblymember Tom Lackey  
California State Assembly  
State Capitol, Room 2174  
Sacramento, CA 95814

**RE: Support of AB 979 as Amended**

Dear Assemblymember Lackey:

The Yolo Local Agency Formation Commission (LAFCo) is pleased to support your bill **AB 979**, as amended on April 6, 2017. Co-sponsored by the California Association of Local Agency Formation Commissions (CALAFCO), this bill facilitates streamlining the process of seating special district representation on Local Agency Formation Commissions (LAFCos).

The statutory mission of LAFCos is to discourage urban sprawl, preserve agricultural land and open space, encourage the orderly formation and development of local agencies, and ensure the efficient provision of services by those local agencies. By statute, each LAFCo is composed of representatives from the county, cities within the county, and a member of the public (with each seat having an alternate). Special districts have the ability to opt into representation on LAFCos, and since 1972 special districts have chosen to obtain representation on 30 of the 58 LAFCos. Our LAFCo is one that does not currently have special district representation.

Under current law, special districts may acquire representation on a LAFCo if a majority of all special districts in the county adopt a Board resolution supporting such action, with all of them having to be adopted within a one-year period. This can be a time intensive process requiring resources and an organized effort.

**AB 979** simplifies this process by mirroring the existing election process for appointment of LAFCo commissioners through the independent special districts selection committee. The change would allow special district representation on LAFCo to be achieved through a more streamlined process while still allowing for each district to vote on the matter.

Simplifying the LAFCo representation process would empower special districts in the 28 counties with no special district representation to more effectively consider their participation on LAFCo. We believe special district representation on LAFCo provides a more diverse and balanced decision-making foundation to the LAFCo process.

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For these reasons, we are pleased to support **AB 979** and thank you for authoring this important piece of legislation.

Yours sincerely,



Olin Woods  
Commission Chair

cc: Members, Assembly Local Government Committee  
Misa Lennox, Associate Consultant, Assembly Local Government Committee  
William Weber, Consultant, Assembly Republican Caucus  
Pamela Miller, Executive Director, California Association of Local Agency Formation  
Commissions  
Kyle Packham, Legislative Director, California Special Districts Association

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April 18, 2017

Honorable Cecilia Aguiar-Curry, Chair  
Assembly Local Government Committee  
California State Assembly  
State Capitol, Room 5144  
Sacramento, CA 95814

**RE: Support of AB 1725: Local Government Committee Omnibus Bill**

Dear Chair Aguiar-Curry:

The Yolo Local Agency Formation Commission (LAFCo) is pleased to support the Assembly Local Government Committee Bill **AB 1725** which makes technical, non-substantive changes to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (the Act).

This annual bill includes technical changes to the Act which governs the work of local agency formation commissions. These changes are necessary as commissions implement the Act and small inconsistencies are found or clarifications are needed to make the law as unambiguous as possible. **AB 1725** currently makes minor technical corrections to language used in the Act. The Yolo LAFCo and the California Association of Local Agency Formation Commissions (CALAFCO) are grateful to the members of our Legislative Committee and to your Committee and staff, all of whom worked diligently on this language to ensure there are no substantive changes while creating a significant increase in the clarity of the Act for all stakeholders.

This legislation helps insure the Cortese-Knox-Hertzberg Act remains a vital and practical law that is consistently applied around the state. The Yolo LAFCo appreciates your Committee's authorship and support of this bill, and your support of the mission of LAFCos. As always we are happy to provide any additional information needed.

Yours sincerely,

Olin Woods  
Commission Chair

cc: Members, Assembly Local Government Committee  
Misa Lennox, Associate Consultant, Assembly Local Government Committee  
William Weber, Consultant, Assembly Republican Caucus  
Pamela Miller, Executive Director, CALAFCO

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## Public Hearings 9.

### LAFCO

Meeting Date: 04/27/2017

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### Information

#### SUBJECT

Consider approval of **Resolution 2017-01** adopting the Municipal Service Review (MSR) for the Dunnigan County Service Area (CSA) and determining that an update to the CSAs Sphere of Influence (SOI) is not necessary at this time (LAFCo No. S-047)

#### RECOMMENDED ACTION

1. Receive staff presentation on the Dunnigan County Service Area MSR.
2. Open the Public Hearing for public comments on this item.
3. Close the Public Hearing.
4. Consider the information presented in the staff report and during the Public Hearing. Discuss and direct staff to make any necessary changes.
5. Approve **Resolution 2017-01**, adopting the Municipal Service Review for the Dunnigan County Service Area and determining that an update to the CSA's Sphere of Influence is not necessary at this time.

#### FISCAL IMPACT

No fiscal impact.

#### REASONS FOR RECOMMENDED ACTION

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (CKH Act) is LAFCo's governing law and outlines the requirements for preparing periodic Municipal Service Reviews (MSRs) and Sphere of Influence (SOI) updates. MSRs and SOIs are tools created to empower LAFCo to satisfy its legislative charge of "discouraging urban sprawl, preserving open-space and prime agricultural lands, efficiently providing government services, and encouraging the orderly formation and development of local agencies based upon

local conditions and circumstances”.

An MSR is conducted prior to, or in conjunction with, the update of an SOI. LAFCos are required to review agency's SOIs every five years. This MSR is being conducted in advance of the typical 5-year cycle to reflect discussion in the last 1-2 years regarding potentially having a local special district, such as the Dunnigan Fire Protection District (FPD), assume the Dunnigan County Service Area (CSA) responsibility of paying community PG&E streetlight bills. If this is reflected in the MSR, a streamlined process can be used to dissolve the Dunnigan CSA (i.e. a protest process is not required). For clarification, MSR adoption merely paves the way for the transfer of services and dissolution. The MSR itself doesn't change anything. Should the County and the Dunnigan FPD agree to transfer services, separate actions would be required.

## **BACKGROUND**

### **District Profile and Background**

Dunnigan County Service Area (CSA) was formed January 8, 1991 as a single function special district responsible for providing street lighting services to the town of Dunnigan. The Yolo County Board of Supervisors governs the Dunnigan CSA, and receives input from a five member advisory committee composed of Dunnigan residents. The CSA is staffed by the County Administrator's Office (CAO), and is billed for the staff time of the CSA Manager, finance staff, and County legal counsel when such services are utilized.

The CSA contracts with Pacific Gas and Electric (PG&E) to supply electricity for its public street lighting system, as well as to install, maintain, and service the light poles across much of the developed area in the community of Dunnigan. Consequently, the CSA does not own or operate any equipment, although it is financially responsible for all one-time installation and ongoing costs associated with maintaining the street lighting network. The CSA largely functions as a pass-through agency, collecting funds from the Dunnigan residents to pay the PG&E bills for the public street lighting service.

The CSA covers over 600 acres of land in northern Yolo County, and its service area includes most of the inhabited and commercial areas in the town of Dunnigan. It is bounded by County Road 6 on the south, County Road 2 on the north, Southern Pacific railroad tracks to the east, and County Road 88 to the west. A map of the service area was included in the MSR. In June 2014, LAFCo approved a sphere of influence for the CSA because there is a lighting plan which contemplates additional streetlights for public safety that would expand the service area.

### **Municipal Service Overview**

MSRs are designed to equip LAFCo with information to guide decision making



regarding agency boundaries and the provision of efficient government services. LAFCo has broad discretion regarding the scope of the study including determining the geographic or agency focus of the report and identifying alternatives for improving the efficiency, cost-effectiveness, accountability and reliability of public services.

This MSR is effectively an update to the last MSR adopted in June 2014. Since that time, the Dunnigan Specific Plan has been removed from the County's General Plan which indicates that significant growth is no longer being contemplated for the Dunnigan community. The other focus of the updates reflect the recommendation that the CSA's single function of paying streetlight bills could potentially be transferred to another local district or converted to a lighting and landscape district and the CSA could be dissolved altogether. LAFCo has been having conversations with the Dunnigan Fire Protection District about potentially taking over the CSA's service, however the FPD board just recently indicated that it is not interested.

### **Public Involvement**

LAFCo staff has taken several steps to allow for public and stakeholder involvement in the MSR/SOI process for the Dunnigan CSA. Staff has met with the Chair of the Dunnigan CSA Advisory Committee several times (the full committee has not met in over a year) and also has attended several board meetings of the Dunnigan Fire Protection District. While researching, the MSR staff also met with the County's CSA Manager, the Community Services Director, and staff from the District 5 County Supervisor's office.

A "Notice of Availability of the Draft MSR/SOI and Public Hearing" was released by LAFCo, which requested written comments from the public and stakeholders and a notice printed in the Woodland Democrat. The Draft MSR was sent to the Dunnigan CSA Advisory Committee, the County CSA Manager and the District 5 BOS office. Staff received a call from Anita Tatum, the Chair of the Advisory Committee, and was asked to attend the April 13, 2017 Dunnigan Fire Protection District board meeting because board members had questions and concerns with the MSR. At the conclusion of the discussion, the FPD board stated that a letter would be sent to LAFCo indicating it is not interested in taking over the CSA's services at this time. This letter has been received via email and is attached. Therefore, staff has made recommended edits to the Draft MSR accordingly which formats the **added text** and ~~deleted text~~ so its clear what has changed as compared to the public draft.

### **Municipal Service Determinations**

The CKH Act requires that MSRs make written determinations on seven topics. Of these seven study areas, LAFCo identified follow up recommendation in for areas (Capacity and Adequacy, Financial Ability, Shared Services and Accountability). The Dunnigan CSA MSR determinations are listed below (as amended in the

errata draft).

### **1. Growth and Population**

Dunnigan is not projected to experience any significant development or growth that might impact the CSA's street lighting contract for PG&E services.

### **2. Disadvantaged Unincorporated Communities**

The Dunnigan CSA does not provide any public services related to sewers, municipal and industrial water, or structural fire protection. Therefore, the provisions of SB 244 regarding disadvantaged unincorporated communities do not apply to the Dunnigan CSA.

### **3. Capacity and Adequacy of Public Facilities and Services**

The capacity and adequacy of the County's CSA services are adequate. The Dunnigan CSA Advisory Committee has adopted a lighting plan in 2014 that would potentially add up to six more street lights to improve public safety, however, it has not yet taken necessary steps to implement the plan. It's not yet known if there is public support for funding the additional street lights. LAFCo has no concerns about the CSA's current capacity to manage the street lighting contract with PG&E, but if the street light network is expanded, revenues would need to be increased via a Proposition 218 approved rate increase.

#### Recommendations:

- Prior to expanding the number of street lights in the CSA, the County should determine if there is public support to pass a Proposition 218 election to increase revenues to finance them.
- If there is sufficient public support, conduct a rate study and a Proposition 218 process to increase funds.
- Process an application with LAFCo to annex into the CSA any new parcels that may be assessed if the Proposition 218 measure is successful.

### **4. Financial Ability**

Overall, the Dunnigan CSA appears financially stable, but that is due to two, one-time cash transfers of approximately \$20,000 each. The current assessments are barely enough to cover the PG&E utility payments and do not support the County's professional services charges to administer the CSA and its advisory committee. PG&E replacing the current street lights for LED anticipated to be completed in Spring 2017 may reduce the utility payments, but any potential savings in electricity costs are unknown at this time. If the CSA chooses to expand its lighting it will need to conduct Proposition 218 proceedings to ensure that it receives adequate funding for any additional street lights. The County set an intent to create quarterly user-friendly financial reports for each CSA approximately one year ago, however, this has yet to be implemented and needs to be prioritized by the County to improve transparency and effectively

communicate with CSA advisory committees.

### Recommendations:

- The CSA should consider means to reduce the CSA's professional services expenditures. The County may wish to consider whether an advisory committee is necessary to manage the street lighting contract with PG&E and/or consider transferring contract management to another local district to reduce administration costs.
- The CSA should assess definitively whether the existing cash in treasury provides sufficient reserve or if additional funds are needed. The CSA should establish a dedicated reserve for unexpected costs by placing some of the cash in treasury into a reserve. In addition, the County Department of Financial Services should move the \$20,000 intended for a CSA lighting plan into a restricted account.
- If the CSA chooses to move forward with expanding its lighting infrastructure, it will need to conduct Proposition 218 proceedings to increase its special assessment for street lighting, but will first need to commission a rate study to determine the expected cost and appropriate rates for providing the service.
- Yolo County should apply its Budget and Financial Management policies to each CSA as a separate enterprise fund. Specifically, the Dunnigan CSA's structural deficits need to be addressed, a reserve needs to be established, and Capital Improvement Planning may need to occur, if necessary depending on determination of the County's liability to replace street lights.
- County staff needs to prioritize its plan to provide quarterly financial reports for each CSA that clarify in detail the various funds, fund balances, sources of revenue for each fund, and a more detailed list of expenditures in each fund or for each service, and provided to the Board of Supervisors and the advisory committees.

### **5. Shared Services and Facilities**

LAFCo staff is not aware of any opportunities for shared services that are not already being utilized, as CSAs are already essentially a shared service. One governance option that could be considered is transferring management of the street lighting contract with PG&E to another local district and dissolving the CSA. A county service area is an excessive governance and administration structure for what is merely a pass-through to pay PG&E street lighting bills.

### Recommendations:

- The County should consider transferring the CSA's services to another local district and dissolve the Dunnigan CSA accordingly.

### **6. Accountability, Structure and Efficiencies**

The CSA has publicly accessible meetings that are publicized in accordance with the Brown Act. Although there is currently one vacancy on the advisory

committee, there does not appear to be chronic issues with filing advisory committee vacancies. The CSA adopts annual budgets and completes annual audits as part of the county wide financial management policies, although more of this information needs to be transparent online. One governance option that has been considered is transferring management of the street lighting contract with PG&E to the Dunnigan Fire Protection District (FPD) or other district and dissolving the CSA. However, when LAFCo staff met with the Dunnigan FPD board on April 13, 2017 it indicated that it was not interested in taking on these services. A County Service Area is an excessive governance and administration structure for what is merely a pass-through to pay PG&E street lighting bills. Transferring these services to a local district would provide for local control of these funds, hopefully creating more trust with local residents.

### Recommendations:

- The County’s CSA website should be updated to post all available information, including annual budgets and quarterly financial reports specific to the particular CSA, municipal service rates, advisory committee members, all minutes of advisory committee meetings, agendas, and announcements for the next meeting in a readily apparent location.

### **7. Other Issues**

No additional issues have been identified for this MSR.

### **CEQA**

LAFCo staff and counsel have reviewed the Municipal Service Review pursuant to the California Environmental Quality Act (CEQA) and determined that a Municipal Service Review is not a “project” per CEQA Guidelines Section 21065. An MSR is not an activity which may cause a direct or indirect physical change to the environment.

---

### **Attachments**

[ATT A-Resolution 2017-01](#)

[ATT B-Dunnigan CSA Errata Draft MSR](#)

[ATT C-Dunnigan FPD Response Letter](#)

---

### **Form Review**

#### **Inbox**

Christine Crawford (Originator)

Form Started By: Christine Crawford

Final Approval Date: 04/18/2017

#### **Reviewed By**

Christine Crawford

#### **Date**

04/18/2017 12:50 PM

Started On: 04/12/2017 10:42 AM

**LOCAL AGENCY FORMATION COMMISSION OF YOLO COUNTY**

**Resolution № 2017-01**

**Adopting the Municipal Service Review (MSR) for the Dunnigan County Service Area (CSA) and Determining That an Update to the CSA's Sphere of Influence is Not Necessary at This Time  
(LAFCo No. S-047)**

**WHEREAS**, the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 set forth in Government Code Sections 56000 et seq. governs the organization and reorganization of cities and special districts by local agency formation commissions established in each county, as defined and specified in Government Code Sections 56000 et seq. (unless otherwise indicated all statutory references are to the Government Code); and,

**WHEREAS**, Section 56425 et seq. provides that the local agency formation commission in each county shall develop and determine the sphere of influence of each local governmental agency within the county, and enact policies designed to promote the logical and orderly development of areas within the spheres of influence, as more fully specified in Sections 56425 et seq.; and,

**WHEREAS**, Section 56430 requires that local agency formation commissions conduct a municipal service review (MSR) prior to, or in conjunction with, consideration of actions to establish or update a sphere of influence (SOI) in accordance with Sections 56076 and 56425; and,

**WHEREAS**, in 2016, the Yolo County Local Agency Formation Commission (LAFCo) undertook to conduct a review of the municipal services and sphere of influence of the Dunnigan County Service Area (CSA); and,

**WHEREAS**, based on the results of the MSR staff has determined that the SOI for the Dunnigan CSA does not need to be updated; and,

**WHEREAS**, staff has reviewed the Municipal Service Review pursuant to the California Environmental Quality Act (CEQA) and determined that a Municipal Service Review is not a "project" per CEQA Guidelines Section 21065 because an MSR is not an activity which may cause a direct or indirect physical change to the environment; and

**WHEREAS**, the Executive Officer set a public hearing for April 27, 2017 for consideration of the draft Municipal Service Review and caused notice thereof to be posted, published and mailed at the times and in the manner required by law at least twenty-one (21) days in advance of the date; and,

**WHEREAS**, on April 27, 2017, the draft Municipal Service Review came on regularly for hearing before LAFCo, at the time and place specified in the Notice; and,

**WHEREAS**, at said hearing, LAFCo reviewed the draft Municipal Service Review, and the Executive Officer's Report and Recommendations; each of the policies, priorities and factors set forth in Government Code Sections 56430; LAFCos Guidelines and Methodology for the Preparation and Determination of Municipal Service Reviews; and all other matters presented as prescribed by law; and,

**WHEREAS**, at that time, an opportunity was given to all interested persons, organizations, and agencies to present oral or written testimony and other information concerning the proposal and all related matters; and,

**WHEREAS**, the Commission received, heard, discussed, and considered all oral and written testimony related to the sphere update, including but not limited to protests and objections, the Executive Officer's report and recommendations, the environmental documents and determinations and the service review.

**NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED** that the Local Agency Formation Commission of Yolo County hereby:

1. States that each of the foregoing recitals is true and correct.
2. Adopts Resolution 2017-01 adopting the Municipal Service Review for the Dunnigan County Service Area as set forth in Exhibit A attached hereto and incorporated herein by this reference, subject to the following finding and recommendations:

## **FINDINGS**

1. Finding: Approval of the Municipal Service Review is consistent with all applicable state laws and local LAFCo policies.

Evidence: The project was prepared consistent with the requirements in the Cortese-Knox-Hertzberg Act for a MSR and all applicable Yolo LAFCo policies and adopted Standards for Evaluation. The MSR includes written determinations as required by Section 56430 of the Cortese Knox Hertzberg Local Government Act.

## **RECOMMENDATIONS**

1. Prior to expanding the number of street lights in the CSA, the County should determine if there is public support to pass a Proposition 218 election to increase revenues to finance them.
2. If there is sufficient public support, conduct a rate study and a Proposition 218 process to increase funds.
3. Process an application with LAFCo to annex into the CSA any new parcels that may be assessed if the Proposition 218 measure is successful.
4. The CSA should consider means to reduce the CSA's professional services expenditures. The County may wish to consider whether an advisory committee is

necessary to manage the street lighting contract with PG&E and/or consider transferring contract management to another local district to reduce administration costs.

5. The CSA should assess definitively whether the existing cash in treasury provides sufficient reserve or if additional funds are needed. The CSA should establish a dedicated reserve for unexpected costs by placing some of the cash in treasury into a reserve. In addition, the County Department of Financial Services should move the \$20,000 intended for a CSA lighting plan into a restricted account.
6. If the CSA chooses to move forward with expanding its lighting infrastructure, it will need to conduct Proposition 218 proceedings to increase its special assessment for street lighting, but will first need to commission a rate study to determine the expected cost and appropriate rates for providing the service.
7. Yolo County should apply its Budget and Financial Management policies to each CSA as a separate enterprise fund. Specifically, the Dunnigan CSA's structural deficits need to be addressed, a reserve needs to be established, and Capital Improvement Planning may need to occur, if necessary depending on determination of the County's liability to replace street lights.
8. County staff needs to prioritize its plan to provide quarterly financial reports for each CSA that clarify in detail the various funds, fund balances, sources of revenue for each fund, and a more detailed list of expenditures in each fund or for each service, and provided to the Board of Supervisors and the advisory committees.
9. The County should consider transferring the CSA's services to another local district and dissolve the Dunnigan CSA accordingly.
10. The County's CSA website should be updated to post all available information, including annual budgets and quarterly financial reports specific to the particular CSA, municipal service rates, advisory committee members, all minutes of advisory committee meetings, agendas, and announcements for the next meeting in a readily apparent location.

**PASSED AND ADOPTED** by the Local Agency Formation Commission, County of Yolo, State of California, this 27<sup>th</sup> day of April, 2017, by the following vote:

Ayes:  
Noes:  
Abstentions:  
Absent:

---

Olin Woods, Chair  
Yolo County Local Agency Formation Commission

Attest:

---

Christine Crawford, Executive Officer  
Yolo County Local Agency Formation Commission

Approved as to form:

---

Eric May, Commission Counsel



2017

Item 9-ATT B

Public Review Draft (w/ Errata Changes)  
MUNICIPAL SERVICE REVIEW AND  
SPHERE OF INFLUENCE STUDY  
UPDATE

FOR THE

Dunnigan County Service Area (CSA)





**Project Name:** MSR/SOI Update for Dunnigan County Service Area (CSA)

**LAFCo Project No.** S-047

**Conducted By:** Yolo Local Agency Formation Commission  
625 Court Street, Suite 203  
Woodland, CA 95695

**Date:** Public Review Draft February 28, 2017

**Subject Agency:** Dunnigan County Service Area

**Agency Address:** County of Yolo  
625 Court Street, Suite 202  
Woodland, CA 95695

**Agency Contact Person:** Beth Gabor, County Service Area Manager

**Phone Number:** (530) 666-8153

**Date of Last MSR/SOI Adopted by LAFCo:** June 26, 2014

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**MSR/SOI BACKGROUND**

**ROLE AND RESPONSIBILITY OF LAFCO**

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, as amended (“CKH Act”) (California Government Code §§56000 et seq.), is LAFCo’s governing law and outlines the requirements for preparing Municipal Service Reviews (MSRs) for periodic Sphere of Influence (SOI) updates. MSRs and SOIs are tools created to empower LAFCo to satisfy its legislative charge of “discouraging urban sprawl, preserving open-space and prime agricultural lands, efficiently providing government services, and encouraging the orderly formation and development of local agencies based upon local conditions and circumstances (§56301). CKH Act Section 56301 further establishes that “one of the objects of the commission is to make studies and to obtain and furnish information which will contribute to the logical and reasonable development of local agencies in each county and to shape the development of local agencies so as to advantageously provide for the present and future needs of each county and its communities.”

Based on that legislative charge, LAFCo serves as an arm of the State; preparing and reviewing studies and analyzing independent data to make informed, quasi-legislative decisions that guide the physical and economic development of the state (including agricultural uses) and the efficient, cost-effective, and reliable delivery of services to residents, landowners, and businesses. While SOIs are required to be updated every five years, they are not time-bound as planning tools by the statute, but are meant to address the “probable physical boundaries and service area of a local agency” (§56076). SOIs therefore guide both the near-term and long-term physical and economic development of local agencies their broader county area, and MSRs provide the near-term and long-term time-relevant data to inform LAFCo’s SOI determinations.

**PURPOSE OF A MUNICIPAL SERVICE REVIEW**

As described above, MSRs are designed to equip LAFCo with relevant information and data necessary for the Commission to make informed decisions on SOIs. The CKH Act, however, gives LAFCo broad discretion in deciding how to conduct MSRs, including geographic focus, scope of study, and the identification of alternatives for improving the efficiency, cost-effectiveness, accountability, and reliability of public services. The purpose of a Municipal Services Review (MSR) in general is to provide a comprehensive inventory and analysis of the services provided by local municipalities, service areas, and special districts. A MSR evaluates the structure and operation of the local municipalities, service areas, and special districts and discusses possible areas for improvement and coordination. The MSR is intended to provide information and analysis to support a sphere of influence update. A written statement of the study’s determinations must be made in the following areas:

1. Growth and population projections for the affected area;
2. The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere of influence;
3. Present and planned capacity of public facilities, adequacy of public services, and infrastructure needs or deficiencies including needs or deficiencies related to sewers, municipal and industrial water, and structural fire protection in any disadvantaged, unincorporated communities within or contiguous to the sphere of influence;
4. Financial ability of agencies to provide services;
5. Status of, and opportunities for, shared facilities;
6. Accountability for community service needs, including governmental structure and operational efficiencies; and

7. Any other matter related to effective or efficient service delivery, as required by commission policy.

The MSR is organized according to these determinations listed above. Information regarding each of the above issue areas is provided in this document.

## **PURPOSE OF A SPHERE OF INFLUENCE**

In 1972, LAFCOs were given the power to establish SOIs for all local agencies under their jurisdiction. As defined by the CKH Act, “sphere of influence” means a plan for the probable physical boundaries and service area of a local agency, as determined by the commission” (§56076). SOIs are designed to both proactively guide and respond to the need for the extension of infrastructure and delivery of municipal services to areas of emerging growth and development. Likewise, they are also designed to discourage urban sprawl and the premature conversion of agricultural and open space resources to urbanized uses.

The role of SOIs in guiding the State’s growth and development was validated and strengthened in 2000 when the Legislature passed Assembly Bill (“AB”) 2838 (Chapter 761, Statutes of 2000), which was the result of two years of labor by the Commission on Local Governance for the 21<sup>st</sup> Century, which traveled up and down the State taking testimony from a variety of local government stakeholders and assembled an extensive set of recommendations to the Legislature to strengthen the powers and tools of LAFCOs to promote logical and orderly growth and development, and the efficient, cost-effective, and reliable delivery of public services to California’s residents, businesses, landowners, and visitors. The requirement for LAFCOs to conduct MSRs was established by AB 2838 as an acknowledgment of the importance of SOIs and recognition that regular periodic updates of SOIs should be conducted on a five-year basis (§56425(g)) with the benefit of better information and data through MSRs (§56430(a)).

Pursuant to Yolo County LAFCO policy an SOI includes an area adjacent to a jurisdiction where development might be reasonably expected to occur in the next 20 years. A MSR is conducted prior to, or in conjunction with, the update of a SOI and provides the foundation for updating it. In Yolo County, a SOI generally has two planning lines. One is the 10-year boundary which includes the area that may likely be annexed within 10 years, while the 20-year boundary is anticipated to accommodate boundary expansions over a 20-year horizon.

LAFCo is required to make five written determinations when establishing, amending, or updating an SOI for any local agency that address the following (§56425(c)):

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 the commission determines that they are relevant to the agency.
5. For an update of an SOI of a city or special district that provides public facilities or services related to sewers, municipal and industrial water, or structural fire protection, the present and probable need for those public facilities and services of any disadvantaged unincorporated communities within the existing sphere of influence.

## **DISADVANTAGED UNINCORPORATED COMMUNITIES**

SB 244 (Chapter 513, Statutes of 2011) made changes to the CKH Act related to “disadvantaged unincorporated communities,” including the addition of SOI determination #5 listed above. Disadvantaged

unincorporated communities, or “DUCs,” are inhabited territories (containing 12 or more registered voters) where the annual median household income is less than 80 percent of the statewide annual median household income.

On March 26, 2012, LAFCo adopted a “Policy for the Definition of ‘Inhabited Territory’ for the Implementation of SB 244 Regarding Disadvantaged Unincorporated Communities”, which identified 21 inhabited unincorporated communities for purposes of implementing SB 244.

CKH Act Section 56375(a)(8)(A) prohibits LAFCo from approving a city annexation of more than 10 acres if a DUC is contiguous to the annexation territory but not included in the proposal, unless an application to annex the DUC has been filed with LAFCo. The legislative intent is to prohibit “cherry picking” by cities of tax-generating land uses while leaving out under-served, inhabited areas with infrastructure deficiencies and lack of access to reliable potable water and wastewater services. DUCs are recognized as social and economic communities of interest for purposes of recommending SOI determinations pursuant to Section 56425(c).

## ORGANIZATION OF MSR/SOI STUDY

This report has been organized in a checklist format to focus the information and discussion on key issues that may be particularly relevant to the subject agency while providing required LAFCo’s MSR and SOI determinations. The checklist questions are based on the Cortese-Knox-Hertzberg Act, the LAFCo MSR Guidelines prepared by the Governor’s Office of Planning and Research and adopted Yolo LAFCo local policies and procedures. This report provides the following:

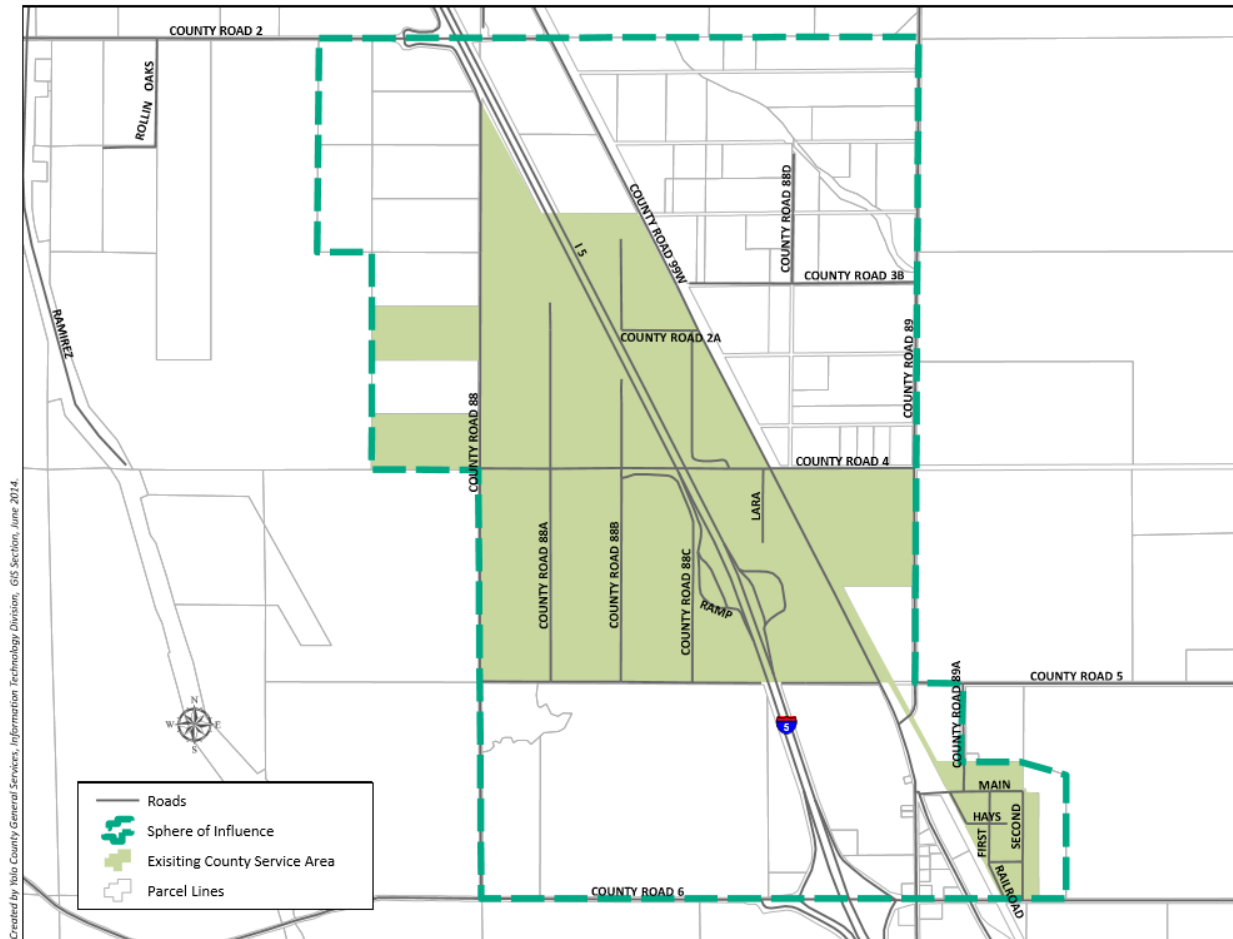
- Provides a description of the subject agency;
- Provides any new information since the last MSR and a determination regarding the need to update the SOI;
- Provides MSR and SOI draft determinations for public and Commission review; and
- Identifies any other issues that the Commission should consider in the MSR/SOI.

## AGENCY PROFILE

Dunnigan County Service Area (CSA) was formed January 8, 1991 as a single function special district responsible for managing a contract with PG&E for street lighting services in the town of Dunnigan (County of Yolo, 1991). At the time of its formation, the CSA was also given the latent power to provide all services allowable for CSAs by California law, which it may activate by seeking approval of the LAFCo Commission.

The CSA covers over 600 acres of land in northern Yolo County, and its service area comprises most of the inhabited and commercial areas in the town of Dunnigan. It is bounded by County Road 6 on the south, County Road 2 on the north, Southern Pacific railroad tracks to the east, and County Road 88 to the west (refer to the map below for more details). The CSA’s sphere of influence was coterminous with its service boundaries, and both had remained the same since the time of its formation, until June 26, 2014 when LAFCo approved a sphere of influence for the Dunnigan CSA to allow for potential expansion of the CSA’s lighting network.

Dunnigan CSA Boundary and Sphere of Influence Map



Adopted by LAFCo on June 26, 2014

The CSA contracts with Pacific Gas and Electric (PG&E) to supply electricity for its public lighting system, as well as to install, maintain, and service the light poles across much of the developed area in the community of Dunnigan. Consequently, the CSA does not own or operate any equipment, although it is financially responsible for all one-time and ongoing costs associated with the street lighting network. The CSA largely functions as a pass-through agency, collecting funds from the Dunnigan residents to pay the PG&E bills for the public street lighting service.

The Yolo County Board of Supervisors governs the Dunnigan CSA. The Board receives advice from a five member advisory committee composed of local Dunnigan residents, who are appointed to the committee by the Board. As directed by California Government Code Section 25212.4, the advisory committee's role is to provide advice to the Board regarding the services and facilities of the CSA, but it is not within the authority of the advisory committee to make decisions, manage, or direct the delivery of services and facilities. On July 1, 2016, management of the CSAs transferred to the County Administrator's Office and is staffed accordingly, and is billed for the staff time of the CSA Coordinator, finance staff, and County legal counsel when such services are utilized.

## AFFECTED AGENCIES

Per Government Code Section 56427, a public hearing is required to adopt, amend, or revise a sphere of influence. Notice shall be provided at least 21 days in advance and mailed notice shall be provided to each affected local agency or affected County, and to any interested party who has filed a written request for notice with the executive officer. Per Government Code Section 56014, an affected local agency means any local agency that overlaps with any portion of the subject agency boundary or SOI (included proposed changes to the SOI).

The affected local agencies for this MSR/SOI are:

### County/Cities:

- City of Davis
- City of West Sacramento
- City of Winters
- City of Woodland
- County of Yolo

### County Service Areas (CSAs)

- Dunnigan CSA

### K-12 School Districts:

- Davis Joint Unified.
- Esparto Unified
- Pierce Joint Unified
- River Delta Unified
- Washington Unified
- Winters Joint Unified
- Woodland Joint Unified

### Community College Districts

- Delta Community College District
- Los Rios Community College District
- Solano Community College District
- Yuba Community College District

### Special Districts:

- Cemetery District – Mary's
- Community Service District – Cacheville, Esparto, Knight's Landing, Madison
- Fire Protection District – Dunnigan
- Sacramento-Yolo Port District
- Reclamation District – 150, 307, 537, 730, 765, 785, 787, 827, 900, 999, 1600, 2035, 2076, 2120
- Yolo County Resource Conservation District
- Water District – Dunnigan

### Multi-County Districts:

- Reclamation District – 108 (Colusa), 2068 (Solano), 2093 (Solano)
- Water District – Colusa Basin Drainage
- Sacramento-Yolo Mosquito Vector Control District



**MUNICIPAL SERVICE REVIEW**

**POTENTIALLY SIGNIFICANT MSR DETERMINATIONS**

The MSR determinations checked below are potentially significant, as indicated by “yes” or “maybe” answers to the key policy questions in the checklist and corresponding discussion on the following pages. If most or all of the determinations are not significant, as indicated by “no” answers, the Commission may find that a MSR update is not warranted.

- Growth and Population
- Disadvantaged Unincorporated Communities
- Capacity, Adequacy & Infrastructure to Provide Services
- Financial Ability
- Shared Services
- Accountability
- Other

**1. GROWTH AND POPULATION**

Growth and population projections for the affected area.	YES	MAYBE	NO
a) Is the agency’s territory or surrounding area expected to experience any significant population change or development over the next 5-10 years?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Will population changes have a significant negative impact on the subject agency’s service needs and demands such that agency investment would be required to increase capacity?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) Will projected growth require a change in the agency’s sphere of influence boundary?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Discussion:**

- a) According to the U.S. Census (2010) the population in the town of Dunnigan was 1,416 in 2010, and the State Department of Finance estimates that the population in the Yolo County unincorporated areas grew at 5.3% from 2015-2016. The Dunnigan community is not projected to experience significant growth in the near future that would result in a significant negative impact to the CSAs ability to provide services.
- b-c) The County of Yolo was previously processing an application for the Dunnigan Specific Plan (DSP) which would have created new development and growth in the Dunnigan community. However, the project is no longer viable and the County Board of Supervisors has amended its General Plan to remove references to the specific plan in the Dunnigan area. Therefore, significant population growth and corresponding governance changes for new municipal services is no longer planned or needed (e.g. expanded powers for the CSA or potentially an independent community services district).

**Growth and Population MSR Determination**

Dunnigan is not projected to experience any significant development or growth that might impact the CSA's street lighting contract for PG&E services.

**2. DISADVANTAGED UNINCORPORATED COMMUNITIES**

The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere of influence.

	YES	MAYBE	NO
a) Does the subject agency provide public services related to sewers, municipal and industrial water, or structural fire protection?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) <b><i>If yes</i></b> , are there any "inhabited unincorporated communities" (per adopted Commission policy) within or adjacent to the subject agency's sphere of influence that are considered "disadvantaged" (80% or less of the statewide median household income) that do not already have access to public water, sewer and structural fire protection ( <b><i>if "no" to a), this question may be skipped</i></b> )?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) If "yes" to both a) and b), it is feasible for the agency to be reorganized such that it can extend service to the disadvantaged unincorporated community (if "no" to either a) or b), this question may be skipped)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Discussion:**

- a-c) The Dunnigan CSA does not provide any public services related to sewers, municipal and industrial water, or structural fire protection. The CSA's only service is public street lighting.
- b) ~~The term "Inhabited Unincorporated Communities" is defined per Commission adopted policy as those areas on the County of Yolo 2030 General Plan Land Use Map (see Figures LU 1B through LU 1H) that contain land use designations that are categorized as Residential by Table LU 6. The communities of Rumsey and West Kentucky are also included in this definition (even though the current land use designations are Agriculture (AG) and Commercial Local (CL) respectively) because their existing uses are residential. These communities are as follows:~~

Binning Farms	Guinda	Rumsey
Capay	Knights Landing	West Kentucky
Clarksburg	Madison	West Plainfield
<b>Dunnigan</b>	Monument Hills	Willow Oak
El Macero	North Davis Meadows	Willowbank
El Rio Villa	Patwin Road	Yolo
Esparto	Royal Oak	Zamora

Dunnigan is considered an "inhabited unincorporated community".

~~According to SB 244 (Chapter 513, Statutes of 2011) disadvantaged unincorporated communities, or “DUCs,” are inhabited territories where the annual median household income is less than 80 percent of the statewide annual median household income.~~

~~As established above, the only inhabited unincorporated community within or contiguous to the Dunnigan CSA’s sphere of influence is the town of Dunnigan. Dunnigan has a median household income of \$61,111, which is nearly equivalent to the statewide median household income of \$61,400 (U.S. Census Bureau, 2010). A community is only considered disadvantaged for the purposes of SB 244 if the community has a median household income level at less than 80% of the median statewide income, which means that Dunnigan is not a disadvantaged unincorporated community.~~

**Disadvantaged Unincorporated Communities MSR Determination**

The Dunnigan CSA does not provide any public services related to sewers, municipal and industrial water, or structural fire protection. ~~Additionally, the Dunnigan community is not considered “disadvantaged”, as its median household income is nearly equivalent to the statewide median household income.~~ Therefore, the provisions of SB 244 regarding disadvantaged unincorporated communities do not apply to the Dunnigan CSA.

<b>3. CAPACITY AND ADEQUACY OF PUBLIC FACILITIES AND SERVICES</b>			
Present and planned capacity of public facilities, adequacy of public services, and infrastructure needs or deficiencies including needs or deficiencies related to sewers, municipal and industrial water, and structural fire protection in any disadvantaged, unincorporated communities within or contiguous to the sphere of influence.			
	<b>YES</b>	<b>MAYBE</b>	<b>NO</b>
a) Are there any concerns regarding public services provided by the agency being considered adequate?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Are there any deficiencies in agency capacity to meet service needs of existing development within its existing territory?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) Are there any issues regarding the agency’s capacity to meet the service demand of reasonably foreseeable future growth?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d) Are there any significant infrastructure needs or deficiencies to be addressed for which the agency has not yet appropriately planned?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e) Are there changes in state regulations on the horizon that will require significant facility and/or infrastructure upgrades?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

- f) Are there any service needs or deficiencies for disadvantaged unincorporated communities related to sewers, municipal and industrial water, and structural fire protection within or contiguous to the agency's sphere of influence?
- 

**Discussion:**

- a-c) LAFCo does not have any concerns about the capacity of the Dunnigan CSA to manage the street lighting contract with PG&E for services to the town of Dunnigan. The contract is structured as a simple funding pass-through, and PG&E handles the maintenance of streetlights.
- d) The Dunnigan CSA Advisory Committee has expressed in the past the need for additional street lights in the community and has completed a lighting plan to address these issues. However, next steps of determining public support and funding additional streetlights has not yet occurred.

The Advisory Committee would like to add street lights at road intersections that serve residential and commercial areas, some of which are beyond the CSA's present boundaries. Many of the proposed additions to the Dunnigan CSA's street lighting network stem from concerns over public safety such as increased auto safety at intersections, increased visibility of pedestrians, and the deterrence of criminal activity. In addition, there had been concerns about street lights taking advantage of new LED technology, however, according to the CSA Manager, PG&E is working on a street light retrofit plan with implementation anticipated in Spring 2017.

In a Draft Dunnigan CSA Lighting Plan dated March 2014, the advisory committee identified the following six priorities for additional lighting due to public safety concerns:

1. Road 5 at Road 88A (road is narrow and dangerous)
2. Road 5 at 88B (road is narrow and dangerous)
3. Road 4 at Highway 99W (dangerous corner with poor visibility)
4. Road 89, south of its split from Highway 99 (fast moving traffic in both directions)
5. North of the post office parking lot, on the west side of Highway 99
6. West of I-5 on the south side of Road 4, between Road 88A and Road 88B

LAFCo amended the CSA's sphere of influence in 2014 to accommodate future annexation of these areas should additional lighting be funded and installed. However, additional planning by the Advisory Committee to implement the 2014 Lighting Plan has not occurred.

Should the CSA Advisory Committee move forward with adding new lighting areas proposed in the Lighting Plan, financial resources will become an issue. As evidenced in Section 4 of this MSR, the CSA is barely able to support its existing level of service at its current funding level. In order to implement the proposed street lighting plan, the CSA Advisory Committee will need to consider taking several steps aimed at expanding the CSA's service boundary and increasing its revenues.

1. Determine if there is public support for a rate increase to fund additional street lights.
2. Conduct a rate study to determine both the one-time and ongoing revenues, and subsequent rates, which will be necessary to sustain the proposed lighting service improvements.
3. Conduct Proposition 218 proceedings to raise the CSA's rates for lighting service.

4. Conduct proceedings to annex additional land into the CSA service boundaries.

e) LAFCo is not aware of any upcoming State legislative changes pertaining to public street lighting.

f) ~~The town of Dunnigan is not a disadvantaged unincorporated community~~ **Dunnigan CSA's single purpose is to pay PG&E street light bills**, and therefore ~~are~~ **fore** are no service needs or deficiencies relating to SB 244 that need to be addressed in this MSR.

**Capacity and Adequacy of Public Facilities and Services MSR Determination**

The capacity and adequacy of the County's CSA services are adequate. The Dunnigan CSA Advisory Committee has adopted a lighting plan in 2014 that would potentially add up to six more street lights to improve public safety, however, it has not yet taken necessary steps to implement the plan. It's not yet known if there is public support for funding the additional street lights. LAFCo has no concerns about the CSA's current capacity to manage the street lighting contract with PG&E, but if the street light network is expanded, revenues would need to be increased via a Proposition 218 approved rate increase.

**Recommendations:**

- Prior to expanding the number of street lights in the CSA, the County should determine if there is public support to pass a Proposition 218 election to increase revenues to finance them.
- If there is sufficient public support, conduct a rate study and a Proposition 218 process to increase funds.
- Process an application with LAFCo to annex into the CSA any new parcels that may be assessed if the Proposition 218 measure is successful.

<b>4. FINANCIAL ABILITY</b>			
Financial ability of agencies to provide services.			
	<b>YES</b>	<b>MAYBE</b>	<b>NO</b>
a) Does the organization routinely engage in budgeting practices that may indicate poor financial management, such as overspending its revenues, failing to commission independent audits, or adopting its budget late?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b) Is the organization lacking adequate reserve to protect against unexpected events or upcoming significant costs?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) Is the organization's rate/fee schedule insufficient to fund an adequate level of service, and/or is the fee inconsistent with the schedules of similar service organizations?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d) Is the organization unable to fund necessary infrastructure maintenance, replacement and/or any needed expansion?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e) Is the organization lacking financial policies that ensure its continued financial accountability and stability?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

f) Is the organization's debt at an unmanageable level?

**Discussion:**

<b>Dunnigan County Service Area Operating Budget</b>					
	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>
<b>Revenues:</b>					
Investment Earnings	\$ 43	\$ 21	\$ 21	\$ 79	\$ 402
Special Assessments	\$ 6,498	\$ 6,574	\$ 6,536	\$ 6,536	\$ 6,536
Other Financing Sources	\$ -	\$ -	\$ 20,032	\$ -	\$ 20,000
<b>TOTAL REVENUES</b>	<b>\$ 6,541</b>	<b>\$ 6,595</b>	<b>\$ 26,589</b>	<b>\$ 6,615</b>	<b>\$ 26,938</b>
<b>Expenditures:</b>					
Auditing & Fiscal Services	\$ 608	\$ 608	\$ 608	\$ 872	\$ 608
Legal Services	\$ -	\$ -	\$ 68	\$ -	\$ -
Professional & Specialized Services	\$ 1,722	\$ 638	\$ 2,005	\$ 1,150	\$ 121
Utilities	\$ 4,583	\$ 5,487	\$ 5,172	\$ 4,277	\$ 6,481
<b>TOTAL EXPENDITURES</b>	<b>\$ 6,913</b>	<b>\$ 6,733</b>	<b>\$ 7,852</b>	<b>\$ 6,299</b>	<b>\$ 7,210</b>
<b>REVENUES LESS EXPENDITURES</b>	<b>\$ (371)</b>	<b>\$ (138)</b>	<b>\$ 18,737</b>	<b>\$ 316</b>	<b>\$ 19,728</b>
<b>End of Year Cash in Treasury</b>	<b>\$ 7,445</b>	<b>\$ 7,659</b>	<b>\$ 26,484</b>	<b>\$ 26,360</b>	<b>\$ 46,088</b>

SOURCE: County of Yolo Budget and Revenue Status Reports

- a) The Dunnigan County Service Area routinely adopts and operates an annual budget as part of the larger Yolo County budget process, which is approved by the Yolo County Board of Supervisors. The table above provides a summary of the budget trends for Dunnigan CSA's expenditures and revenues for the last 5 fiscal years. As evidenced by the table above, the CSA did not operate within its revenues for FYs 2011-12 and 2012-13, and would not have in FYs 2013-14 or 2015-16 either if it weren't for two separate cash transfers of roughly \$20,000 each. The only year the CSA operated within the assessments collected was 2014-15. In 2013-14, the CSA received \$20,032 from a defunct road maintenance district dissolved by the County and in 2015-16 the CSA received an additional \$20,000 in funds from the County earmarked for a CSA lighting plan. It's worth noting that for all 5 fiscal years, the assessments are sufficient to cover utility bills, it's the professional services costs generated by the management costs/advisory committee that exceeds the assessment revenue. The CSA should consider means to reduce the CSAs professional services expenditures. The County may wish to consider whether an advisory committee is necessary to manage the street lighting contract with PG&E and/or continue efforts to transfer contract management to ~~the Dunnigan FPD~~ or **local** another district to reduce administration costs.
- b) The CSA does not currently have a dedicated reserve, but there is excess cash in treasury mainly from the two transfers of approximately \$20,000 each (one of which is intended to be earmarked for a lighting plan, however these funds do not appear restricted in the accounting system). PG&E is currently retrofitting its street lights in Dunnigan to install LED technology, which is estimated to be completed in Spring 2017. It's not clear if the CSA would be liable for any unexpected street light replacement or any other significant costs, so it's difficult to state whether the cash in treasury is sufficient for reserve

purposes. However, the cash in treasury does provide an approximately \$26,000 buffer for unexpected costs and another \$20,000 future planning purposes. The CSA should assess definitively whether the existing cash in treasury provides sufficient reserve or if additional funds are needed. The CSA should establish a dedicated reserve for unexpected costs by placing some of the cash in treasury into a reserve. In addition, the County Department of Financial Services should move the \$20,000 intended for a CSA lighting plan into a restricted account.

- c) The Dunnigan CSA currently collects \$19 per parcel each year to provide its street lighting service. As evidenced by the table above, the CSA did not operate within its revenues for FYs 2011-12 and 2012-13, and would not have in FYs 2013-14 or 2015-16 either if it weren't for two separate cash transfers of roughly \$20,000 each. The only year the CSA operated within the assessments collected was 2014-15. The assessments are sufficient to cover the utility bills from PG&E but are not sufficient for the County to administer the CSA and/or the Advisory Committee. See also the discussion and recommendations under 4a) for potential ways to reduce CSA administration costs. Regarding any plans to increase the lighting service area in Dunnigan, the existing fee will not support any additional street lights. If the CSA chooses to move forward with expanding its lighting infrastructure, it will need to conduct Proposition 218 proceedings to increase its special assessment for street lighting, but will first need to commission a rate study to determine the expected cost and appropriate rates for providing the service.
- d) Please see the discussion and recommendations provided under 4b).
- e) The Dunnigan CSA is a part of the County of Yolo, and is governed by the Yolo County Board of Supervisors. As such, the CSA is subject to the financial policies that have been adopted by the County. However, it's not apparent that these policies are being applied to the CSAs individually as unique enterprise funds. For example, policies regarding addressing structural deficits, use of reserves, funding contingencies, and developing Capital Improvement Plans are applied at the countywide level, but do not appear to be applied at the individual CSA level. In order to enhance transparency of the CSA's operations, the County intends to compile and provide user-friendly quarterly financial reports for each CSA. This quarterly report would be provided to the Board of Supervisors and advisory committees for each CSA that clarify in detail the various funds, fund balances, sources of revenue for each fund, and a more detailed list of expenditures in each fund or for each service.

However, the intent for this quarterly report has been in the works for approximately one year and has not yet been created. It requires a special report to be programmed in the County's INFOR system. This report needs to be prioritized by the County and the process implemented. This process will greatly improve CSA transparency and improve communication and expectations between CSA advisory committees and County CSA staff.

- f) The CSA does not currently have any debt.

**Financial Ability MSR Determination**

Overall, the Dunnigan CSA appears financially stable, but that is due to two one-time cash transfers of approximately \$20,000 each. The current assessments are barely enough to cover the PG&E utility payments and do not support the County’s professional services charges to administer the CSA and its advisory committee. PG&E replacing the current street lights for LED anticipated to be completed in Spring 2017 may reduce the utility payments, but any potential savings in electricity costs are unknown at this time. If the CSA chooses to expand its lighting it will need to conduct Proposition 218 proceedings to ensure that it receives adequate funding for any additional street lights. The County set an intent to create quarterly user-friendly financial reports for each CSA approximately one year ago, however, this has yet to be implemented and needs to be prioritized by the County to improve transparency and effectively communicate with CSA advisory committees.

**Recommendations:**

- The CSA should consider means to reduce the CSA’s professional services expenditures. The County may wish to consider whether an advisory committee is necessary to manage the street lighting contract with PG&E and/or consider transferring contract management to ~~the Dunnigan Fire Protection District~~ or another local district to reduce administration costs.
- The CSA should assess definitively whether the existing cash in treasury provides sufficient reserve or if additional funds are needed. The CSA should establish a dedicated reserve for unexpected costs by placing some of the cash in treasury into a reserve. In addition, the County Department of Financial Services should move the \$20,000 intended for a CSA lighting plan into a restricted account.
- If the CSA chooses to move forward with expanding its lighting infrastructure, it will need to conduct Proposition 218 proceedings to increase its special assessment for street lighting, but will first need to commission a rate study to determine the expected cost and appropriate rates for providing the service.
- Yolo County should apply its Budget and Financial Management policies to each CSA as a separate enterprise fund. Specifically, the Dunnigan CSA’s structural deficits need to be addressed, a reserve needs to be established, and Capital Improvement Planning may need to occur, if necessary depending on determination of the County’s liability to replace street lights.
- County staff needs to prioritize its plan to provide quarterly financial reports for each CSA that clarify in detail the various funds, fund balances, sources of revenue for each fund, and a more detailed list of expenditures in each fund or for each service, and provided to the Board of Supervisors and the advisory committees.

<b>5. SHARED SERVICES AND FACILITIES</b>			
Status of, and opportunities for, shared facilities.			
	<b>YES</b>	<b>MAYBE</b>	<b>NO</b>
a) Are there any opportunities for the organization to share services or facilities with neighboring or overlapping organizations that are not currently being utilized?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>



**YOLO LAFCo MUNICIPAL SERVICE REVIEW/SPHERE OF INFLUENCE STUDY**

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b) Are there any governance options that may produce economies of scale and/or improve buying power in order to reduce costs?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c) Are there governance options to allow appropriate facilities and/or resources to be shared, or making excess capacity available to others, and avoid construction of extra or unnecessary infrastructure or eliminate duplicative resources?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d) Are there governance options to allow appropriate facilities and/or resources to be shared, or making excess capacity available to others, and avoid construction of extra or unnecessary infrastructure or eliminate duplicative resources?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Discussion:**

a-b) The Dunnigan CSA currently contracts with PG&E to supply electricity as well as to install, maintain, and service its light poles. The CSA also shares many services with the County, which offers the administrative, overhead and management services necessary to keep the CSA functioning. Additionally, CSA management is shared between the various CSAs in Yolo County, which allows small CSAs who could not independently afford a dedicated staff member to receive the attention and staffing they need to function. The CSA boundaries overlap with a few other local special districts, ~~most notably the Dunnigan Fire Protection District (FPD).~~ Please see the discussion below under 5c-d) regarding potential options to reduce administration costs by transferring the CSA services to ~~the Dunnigan FPD~~ **another local district**.

c-d) One governance option under consideration is transferring management of the street lighting contract with PG&E to the Dunnigan Fire Protection District (FPD) or other district and dissolving the CSA. A County Service Area is an excessive governance and administration structure for what is merely a pass-through to pay PG&E street lighting bills. In addition, transferring these services to the Dunnigan FPD would provide for local control of these funds, hopefully creating more trust with local residents.

The services an FPD may provide are listed in Health and Safety Code Section 13862:

- Fire protection services;
- Rescue services;
- Emergency medical services;
- Hazardous material emergency response services;
- Ambulance services; and
- Any other services relating to the protection of lives and property.

Street lighting relates to the protection of lives and property and, therefore, LAFCo suggests FPD management of the service contract with PG&E is allowable under this code section. **However, when LAFCo met with the Dunnigan FPD board on April 13, 2017 it indicated that it was not interested in taking on these services and a letter to this effect was received by LAFCo dated April 15, 2017.**

**Shared Services MSR Determination**

LAFCo staff is not aware of any opportunities for shared services that are not already being utilized, as CSAs are already essentially a shared service. One governance option ~~under consideration~~ **that could be**

**considered** is transferring management of the street lighting contract with PG&E to ~~the Dunnigan Fire Protection District (FPD) or another~~ **local** district and dissolving the CSA. A County Service Area is an excessive governance and administration structure for what is merely a pass-through to pay PG&E street lighting bills. ~~In addition, transferring these services to the Dunnigan FPD would provide for local control of these funds, hopefully creating more trust with local residents.~~

**Recommendations:**

- The County should **consider transferring the CSA’s services to another local district** ~~continue its efforts to transfer PG&E contract management services to the Dunnigan FPD and dissolve the Dunnigan CSA accordingly.~~

<b>6. ACCOUNTABILITY, STRUCTURE AND EFFICIENCIES</b>			
Accountability for community service needs, including governmental structure and operational efficiencies.			
	<b>YES</b>	<b>MAYBE</b>	<b>NO</b>
a) Are there any issues with meetings being accessible and well publicized? Any failures to comply with disclosure laws and the Brown Act?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Are there any issues with filling board vacancies and maintaining board members?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) Are there any issues with staff turnover or operational efficiencies?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d) Is there a lack of regular audits, adopted budgets and public access to these documents?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e) Is the agency involved in any Joint Powers Agreements/Authorities (JPAs)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
f) Are there any recommended changes to the organization’s governance structure that will increase accountability and efficiency, enhance services, or eliminate redundancies?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g) Are there any opportunities to eliminate overlapping boundaries that confuse the public, cause service inefficiencies, unnecessarily increase the cost of infrastructure, exacerbate rate issues and/or undermine good planning practices?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Discussion:**

- a-b) The Yolo County Board of Supervisors meets on various Tuesdays in Room 206 of the County Administration Building, where they make decisions regarding the Dunnigan CSA during their regular meeting agendas. The Board is in compliance with public meeting regulations, and all meeting materials (including agendas, minutes, and video recordings) can be accessed on the County’s website.

Additionally, the Dunnigan CSA advisory committee sets their regular meeting time for the third Tuesday of the month at 7:00pm, however LAFCo understands from the BOS District 5 office that the advisory committee hasn't met in approximately one year. There are no requirements in the Government Code indicating how often a CSA advisory committee must hold a meeting. However, when the advisory committee does meet, the meetings are publicly noticed to comply with Brown Act regulations and to ensure that meetings are publicly accessible. The committee currently has one vacancy on its five-member committee, but does not appear to have had chronic issues with filling vacancies. The committee did report to LAFCo staff that the group was not actively meeting for several years, and only began meeting again in September 2013, and now seems to have gone somewhat dormant again. The advisory committee certainly doesn't need to meet monthly, perhaps just once or twice per year, but it may be time for the CSA to calendar a meeting.

- c) At the February 25, 2014 Advisory Committee meeting, several members of the Advisory Committee and public expressed concerns to LAFCo regarding the management of the CSA particularly with regards to financial matters. The County's policy shift to a full cost recovery model has left the community feeling unreasonably charged for staff time (see the discussion under item 4a). When the Advisory Committee began actively meeting again in 2013 they requested that the CSA Coordinator no longer attend their meetings in order to realize savings in staff costs. Senior County staff and representatives of the CSA Advisory Committee have met to discuss and resolve these disagreements, and County staff has made noteworthy efforts to resolve issues with the Dunnigan residents and Advisory Committee. However, the relationship appears to remain strained, and significant efforts have been required on the part of the Director of Community Services (to attend advisory committee meetings at no charge, prior to the transfer of CSA management to the CAO) and staff from Board of Supervisors District 5 to keep the relationship with the Dunnigan residents and Advisory Committee intact; more resources than are warranted to manage a street lighting contract with PG&E.

- d) The Dunnigan County Service Area is part of the County of Yolo, and is therefore subject to the same financial regulations and practices of the County. The Board of Supervisors routinely adopts a budget for the CSA as part of their annual budget process, the County Auditor-Controller provides financial reports at the close of each FY, and the County also commissions an independent audit each year. This information is all publicly available on the County Auditor-Controller website.

However, the Dunnigan CSA documentation is very difficult to pinpoint in the County's financial documents (such as adopted budgets, financial reports and audits), which often span several hundred pages and dozens of County departments. The CSA webpage currently has very little posted on it, which could instead provide an opportunity to communicate information to the Dunnigan residents. Even at the current funding levels of the CSA, spending minimal staff time maintaining the website could potentially improve communication between CSA staff and the Dunnigan residents. Additionally, providing adequate financial and operations documentation on the website would increase the overall transparency of the organization. When LAFCo prepared the last MSR in 2014, CSA staff stated that it intended to begin providing adopted budgets and third party financial audits on each CSA website beginning in fiscal year 14/15. However, as of December 2016 the information was still not available online and the webpage for the Dunnigan CSA was very outdated.

- e) The Dunnigan CSA is not part of any JPA.
- f-g) During LAFCo's 2014 MSR update, the Advisory Committee inquired about forming a Community Services District (CSD) so that they could have independence from the County and obtain local decision

making ability, however, a CSD is an excessive form of governance for a single purpose agency that only provides a pass through function for PG&E bills and doesn't appear to be financially viable as an independent agency based on the current assessments.

One governance option ~~under consideration~~ ***that has been considered*** is transferring management of the street lighting contract with PG&E to the Dunnigan Fire Protection District (FPD) or another district and dissolving the CSA. A County Service Area is also an excessive governance and administration structure for what is merely a pass-through to pay PG&E street lighting bills. In addition, transferring these services to ~~the Dunnigan FPD~~ ***a local district*** would provide for local control of these funds, hopefully creating more trust with local residents.

**Accountability, Structure and Efficiencies MSR Determination**

The CSA has publicly accessible meetings that are publicized in accordance with the Brown Act. Although there is currently one vacancy on the advisory committee, there does not appear to be chronic issues with filing advisory committee vacancies. The CSA adopts annual budgets and completes annual audits as part of the county wide financial management policies, although more of this information needs to be transparent online. One governance option ~~under consideration~~ ***that has been considered*** is transferring management of the street lighting contract with PG&E to the Dunnigan Fire Protection District (FPD) or other district and dissolving the CSA. ***However, when LAFCo met with the Dunnigan FPD board on April 13, 2017 it indicated that it was not interested in taking on these services.*** A County Service Area is an excessive governance and administration structure for what is merely a pass-through to pay PG&E street lighting bills. Transferring these services to ~~the Dunnigan FPD~~ ***a local district*** would provide for local control of these funds, hopefully creating more trust with local residents.

**Recommendations:**

- The County's CSA website should be updated to post all available information, including annual budgets and quarterly financial reports specific to the particular CSA, municipal service rates, advisory committee members, all minutes of advisory committee meetings, agendas, and announcements for the next meeting in a readily apparent location.
- ~~CSA staff should continue working with the Dunnigan FPD Board with the goal of transferring management of the PG&E contract to the FPD to provide more local control of funds and reduce administration costs. If the FPD Board agrees to take over contract management, the Board of Supervisors should adopt a resolution requesting LAFCo to dissolve the Dunnigan CSA accordingly.~~

<b>7. OTHER ISSUES</b>			
Any other matter related to effective or efficient service delivery, as required by commission policy.			
	YES	MAYBE	NO
a) Are there any other service delivery issues that can be resolved by the MSR/SOI process?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Discussion:**

- a) LAFCo staff met with several Dunnigan CSA stakeholders while researching this MSR, including the CSA advisory committee, the Dunnigan FPD board, staff in Supervisor Chamberlain's office (the Board member representing District 5) and staff from the County Administrator's Office who now manages the CSAs. None of these parties identified additional service delivery issues that need to be resolved in this MSR.

**Other Issues MSR Determination**

No additional issues have been identified for this MSR.

## SPHERE OF INFLUENCE STUDY

On the basis of the Municipal Service Review:

- Staff recommends that the Municipal Service Review DOES NOT identify and support the need to change the agency's Sphere of Influence. Therefore, NO CHANGE to the agency's SOI is recommended and SOI determinations HAVE NOT been made.
- Staff recommends that the Municipal Service Review DOES identify and support the need to change the agency's Sphere of Influence. Therefore, A CHANGE to the agency's SOI is recommended and SOI determinations HAVE been made and are included in this MSR/SOI study.

## Existing Sphere

LAFCo recently approved a sphere of influence for the Dunnigan CSA on June 26, 2014 to allow for potential additional street lights. No additional lights have been installed yet, and correspondingly, none of the SOI areas have been annexed so far. Therefore, no additional areas or other changes to the SOI are needed at this time. The Dunnigan CSA has ample territory in its current SOI to grow, as desired.

## REFERENCES

- County of Yolo. (2009). 2030 Countywide General Plan.
- County of Yolo. (1991). *Yolo County Board of Supervisors Resolution 91-7: Resolution Ordering the Formation of the Dunnigan County Service Area.*
- Dunnigan County Service Area Advisory Committee. (2014). *Draft Dunnigan CSA Lighting Plan.*
- State of California. *California Government Code, Section 25212.4.*  
[http://www.leginfo.ca.gov/html/gov\\_table\\_of\\_contents.html](http://www.leginfo.ca.gov/html/gov_table_of_contents.html)
- Yolo County Local Agency Formation Commission. (1990). *Resolution of the Yolo County Local Agency Formation Commission Approving the Negative Declaration and the Formation of the Dunnigan County Service Area: Resolution 90-5.*
- United States Census Bureau. (2010). Dunnigan CDP, California.  
[http://factfinder2.census.gov/faces/nav/jsf/pages/community\\_facts.xhtml](http://factfinder2.census.gov/faces/nav/jsf/pages/community_facts.xhtml)
- Valenzuela, P. (2017). Board of Supervisors, District 5. *Personal Communication.*

**COMMISSIONERS**  
Anita Tatum- Chairman  
Bob Becker  
Neil Busch  
Tim Hornbuckle  
Neil Busch  
Tim Hornbuckle



**FIRE CHIEF**  
Michael Urlaub  
  
**SECRETARY**  
Sherrill Jenkins

Item 9-ATT C

**DUNNIGAN FIRE PROTECTION DISTRICT**  
**P.O. BOX 213**  
**DUNNIGAN, CA 95937**  
**(530) 724-3515**

April 15, 2017

Christine Crawford, Executive Officer  
LAFCo

Dear Christine,

My fellow Dunnigan Fire Protection District (Fire District) Commissioners and I would like to thank you for attending our recent meeting held on April 13, 2017, to explain the details of Yolo LAFCo Municipal Service Review/Sphere of Influence Study for the Dunnigan County Service Area (CSA) and how it might relate to future responsibilities of our Board of Commissioners. Based on your answers to our questions, we better understood what might be required of our Fire District Board of Commissioners, if we chose to take oversight responsibility for the CSA.

Based on our clarified understanding, we concluded that it would not be a good fit for our Board to assume this CSA oversight role. Although we understand the need to have more local control over this activity, we feel that 1) the recent changes to the administrative support of the CSA may be enough to correct previous concerns of the CSA Board, and 2) the Fire District Board is not the right oversight body to assume this responsibility.

Respectfully yours,

Anita Tatum, Chairperson  
Dunnigan Fire Protection District Board of Fire Commissioners

## Public Hearings 10.

### LAFCO

Meeting Date: 04/27/2017

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### Information

#### SUBJECT

Consider and adopt the proposed LAFCo budget for fiscal year 2017/18 and set May 25, 2017 as the public hearing date to approve the final budget

#### RECOMMENDED ACTION

1. Receive staff presentation on the Draft LAFCo Budget (Options 1 and 2) for fiscal year 2017/18.
2. Open the public hearing for public comments on the item.
3. Close the public hearing.
4. Consider the information presented in the staff report and during the public hearing, direct staff to close the restricted account for OPEB liability and use these funds to offset agency costs, and adopt Draft LAFCo Budget Option 2.
5. Set May 25, 2017 as the public hearing to consider approval of the Final LAFCo Budget for fiscal year 2017/18.

#### FISCAL IMPACT

The attached LAFCo budget includes proposed revenues and expenditures for LAFCo for the 2017/18 fiscal year (FY). This proposed budget maintains adequate support for the Commission to meet its responsibilities under the Cortese-Knox-Hertzberg (CKH) Act and the shared services priorities identified for FY 17/18 in the adopted LAFCo Annual Work Plan.

#### REASONS FOR RECOMMENDED ACTION

Yolo County LAFCo adopts an annual budget with notice to the four cities and Yolo County. In accordance with the CKH Act, a proposed budget must be adopted by May 1 and final budget by June 15 of each year. Following approval of the final budget and no later than July 1, the auditor requests payment from each agency. In order to meet these time lines, the final budget is scheduled to be adopted at the May 25, 2017 LAFCo Commission meeting and invoices will go out thereafter.

In accordance with the CKH Act, the cities and County split the cost of LAFCo funding 50/50. A formula for the split of the cities' share is outlined in Government Code Section 56381 (b)(1); which would be in proportion to a city's tax revenue or an alternative method approved by a majority of the cities. Beginning in FY 2007-08, the cities developed an alternative formula to apportion their 50% of LAFCo funding by averaging a city's general tax revenue (less grant monies) and population.



A more detailed table describing the formula is attached for review (this agenda software program does not handle tables well). In summary, the breakdown of agency apportionment of the LAFCo budget for FY 2017/18 is as follows:

City of Davis 17.73%  
City of West Sacramento 16.21%  
City of Winters 1.59%  
City of Woodland 14.47%  
County of Yolo 50.00%

## **BACKGROUND**

Overall, the draft budget for FY 17/18 decreases slightly from \$503,554 to \$498,535 (a decrease of \$5,020). Despite this small decrease overall, agency costs will go up significantly because there is much less uncommitted or "extra" fund balance from FY 15/16 that can be used to offset agency costs this year. We talked about this "bump" in agency costs at the March LAFCo Meeting during the financial statement item (in relation to LAFCo's "net position" going down). Specifically, LAFCo was able to use \$138,730 of fund balance to offset agency costs last year and we only have \$24,083 available to offset costs this fiscal year. However, there is a partial solution to this issue as described in detail below.

### **Revenues**

The FY 17/18 expected revenues include anticipated income from other agencies and interest. Staff has not assumed any fee revenue for this year because it tends to be minimal and uncertain (although we do expect 1-3 applications from the City of Woodland).

### **Budget Option 1**

The following itemizes the draft budget cost for each agency (and net increase as compared to the previous fiscal year).

City of Davis \$83,855 (increase of of \$22,720)  
City of West Sacramento \$76,661 (increase of \$17,756)  
City of Winters \$7,506 (increase of \$1,949)  
City of Woodland \$68,454 (increase of \$12,326)  
County of Yolo \$236,476 (increase of \$54,751)

In terms of a solution to partially ameliorate increased agency costs, LAFCo has been holding \$50,000 in a restricted account that was intended for OPEB (Other Post Employment Benefits) liability that was initially established in FY 2013/14 when a plan to address escalating OPEB costs was not yet developed. Since that time, the County has adopted a plan and OPEB costs are now included in LAFCo's Salaries and Benefits costs in the budget (Account # 500360). Therefore, these reserved funds are no longer needed and the Commission can direct staff to have this restricted account (currently valued at \$50,673) closed and use these funds to offset agency costs.

### **Budget Option 2**

If the Commission decides to close this restricted OPEB account and use these funds to offset agency costs, resulting costs would be as follows (and net increase as compared to the previous fiscal year):

City of Davis \$74,870 (increase of of \$13,735)  
City of West Sacramento \$68,448 (increase of \$9,543)  
City of Winters \$6,702 (increase of \$1,145)  
City of Woodland \$61,120 (increase of \$4,992)  
County of Yolo \$211,139 (increase of \$29,414)

### **Staff Recommendation**

Staff recommends that the Commission direct that that the restricted OPEB account be closed and use

these funds to offset agency costs. Notwithstanding these OPEB funds, LAFCo adheres to its adopted financial policy to reserve an amount equal to 20% of our overall budget as a cushion against any unforeseen costs (5% appropriated as contingency, 15% reserved in fund balance), which is relatively conservative for public agencies. LAFCo also reserves additional funds for recurring costs such as conducting an audit every 3 years and replacing staff computers every 4 years.

Following Commission direction on the draft budget at the April meeting, staff will make any changes as directed by the Commission and send the proposed budget to the city/county managers for review and comment. Staff will report on all feedback received during the final budget hearing on May 25, 2017.

## **Expenditures**

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

Overall, the total salary and benefits is projected to increase 8.6% from the current year's adjusted budget. This is due to:

- A projected 5% step increase for the Executive Officer (subject to Commission approval);
- A projected 5% step increase for the Management Analyst (subject to Executive Officer approval);
- A County-approved 2% cost of living (COLA) increase for all employees; and
- Cost increases for employee CALPERS and retiree health benefits.

### ***Services and Supplies***

Overall, LAFCo related expenditures in services and supplies are projected to decrease by 32.3% in the next fiscal year. We have Municipal Service Reviews (MSRs) and a new Web Transparency Report Card in the adopted work plan for FY 17/18, but all of them will be completed "in house" and will not require substantial consultant costs (just minor GIS and graphics support). The Commission decision to not complete a new MSR for the City of West Sacramento saved approximately \$40,000 in costs.

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## **Attachments**

[ATT A-Agency Apportionment Table](#)

[ATT B-Draft Budget Option 1](#)

[ATT C-Draft Budget Option 2 \(Close OPEB Restricted Account\)](#)

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## **Form Review**

### **Inbox**

Christine Crawford (Originator)  
Form Started By: Christine Crawford  
Final Approval Date: 04/13/2017

### **Reviewed By**

Christine Crawford

### **Date**

04/13/2017 02:33 PM  
Started On: 04/11/2017 10:34 AM

Agency	General Revenue	% of General Revenue	City Population DOF 2015	% of Total City Pop	Average % of Revenue and Population	Apportionment
Davis	\$ 49,323,074	34%	68,314	37%	35.46%	17.73%
West Sacramento	\$ 52,349,259	36%	53,082	29%	32.42%	16.21%
Winters	\$ 3,563,919	2%	7,214	4%	3.17%	1.59%
Woodland	\$ 38,902,903	27%	57,526	31%	28.95%	14.47%
Yolo County						50.00%
<b>Total</b>	\$ 144,139,155		186,136	100%	100%	100.00%

Account #	Account Name	FY 16/17 Revenue Budgeted	FY 17/18 Proposed Revenue	Net Change	Agency Apportionment FY 17/18
<b>REVENUES</b>					
400700	INVESTMENT EARNINGS-POOL	\$ 1,500	\$ 1,500	\$ -	
402010	OTHER GOVT AGENCY-COUNTY	\$ 181,725	\$ 236,476	\$ 54,751	50.00%
402030	OTHER GOVT AGENCY-WEST SACRAMENTO	\$ 58,905	\$ 76,661	\$ 17,756	16.21%
402040	OTHER GOVT AGENCY-WOODLAND	\$ 56,128	\$ 68,454	\$ 12,326	14.47%
402050	OTHER GOVT AGENCY-WINTERS	\$ 5,557	\$ 7,506	\$ 1,949	1.59%
402060	OTHER GOVT AGENCY-DAVIS	\$ 61,135	\$ 83,855	\$ 22,720	17.73%
403460	OTH CHRG FR SVC-LAFCO FEES	\$ -	\$ -	\$ -	
404190	OTHER SALES - TAXABLE				
	UNUSED FUND BALANCE FROM PREVIOUS FY	\$ 138,730	\$ 24,083	\$ (114,647)	
					\$ 472,951.65
	TOTAL AGENCY COST	\$ 363,449	\$ 472,952	\$ 109,503	
	TOTAL OTHER SOURCES	\$ 140,230	\$ 25,583	\$ (114,647)	
	<b>TOTAL FINANCING SOURCES</b>	<b>\$ 503,679</b>	<b>\$ 498,535</b>	<b>\$ (5,144)</b>	
<b>FUND BALANCE</b>					
	FUND BALANCE (AT CLOSE OF FY 15/16)	\$ 151,006			
	RESTRICTED ACCT - OPEB LIABILITY (FY 15/16)	\$ (50,673)			
	RESERVE (AUDITS EVERY 3 YRS)	\$ (5,000)			Monies held for audits every 3 years
	RESERVE (COMPUTER REPLACEMENT 4 YRS)	\$ -			Monies held for computer replacement every 4 years
300600	FUND BALANCE ASSIGNED (CONTINGENCY)	\$ (71,250)			Contingency 15% held in fund balance (per LAFCo policy)
	<b>TOTAL TO REMAIN IN FUND BALANCE</b>	<b>\$ 126,923</b>			
	"EXTRA" FUND BALANCE TO OFFSET COSTS	\$ 24,083			Extra fund balance applied to offset agency costs

Account #	Account Name	FY 16/17 Budget	FY 17/18 Proposed Budget	Net Change	Explanation of Change
<b>SALARIES AND BENEFITS</b>					
500100	REGULAR EMPLOYEES	\$ 223,195	\$ 245,111	\$ 21,916	
500310	RETIREMENT (CALPERS)	\$ 51,030	\$ 56,932	\$ 5,902	
500320	OASDI	\$ 15,914	\$ 17,425	\$ 1,511	
500330	FICA/MEDICARE TAX	\$ 4,032	\$ 4,456	\$ 424	
500360	OPEB - RETIREE HEALTH INSURANCE	\$ 17,908	\$ 19,609	\$ 1,701	
500380	UNEMPLOYMENT INSURANCE	\$ 400	\$ 400	\$ -	
500390	WORKERS' COMPENSATION INSURANCE	\$ 500	\$ 500	\$ -	
500400	OTHER EMPLOYEE BENEFITS	\$ 61,362	\$ 62,178	\$ 816	
	<b>TOTAL SALARY &amp; BENEFITS</b>	<b>\$ 374,340</b>	<b>\$ 406,611</b>	<b>\$ 32,270</b>	
<b>SERVICES AND SUPPLIES</b>					
501020	COMMUNICATIONS	\$ 2,500	\$ 2,500	\$ -	
501030	FOOD	\$ 350	\$ 350	\$ -	
501051	INSURANCE-PUBLIC LIABILITY	\$ 500	\$ 500	\$ -	
501070	MAINTENANCE-EQUIPMENT	\$ 750	\$ 750	\$ -	
501090	MEMBERSHIPS	\$ 3,250	\$ 3,500	\$ 250	
501100	MISCELLANEOUS EXPENSE	\$ 250	\$ 250	\$ -	
501110	OFFICE EXPENSE	\$ 1,250	\$ 1,250	\$ -	
501111	OFFICE EXP-POSTAGE	\$ 500	\$ 500	\$ -	
501112	OFFICE EXP-PRINTING	\$ 1,000	\$ 1,000	\$ -	
501125	IT SERVICES-DPT SYS MAINT (Dept System Maint.)	\$ 150	\$ -	\$ (150)	
501126	IT SERVICES-ERP (Enterprise/Resource/Planning)	\$ 2,684	\$ 3,701	\$ 1,017	
501127	IT SERVICES-CONNECTIVITY	\$ 2,842	\$ 2,813	\$ (29)	
501151	PROF & SPEC SVC-AUDITG & ACCTG	\$ 5,000	\$ 5,000	\$ -	Building reserve for audits on 3 year intervals.
501152	PROF & SPEC SVC-INFO TECH SVC	\$ 400	\$ 800	\$ 400	
501156	PROF & SPEC SVC-LEGAL SVC	\$ 10,000	\$ 7,000	\$ (3,000)	Per County Counsel Estimate
501165	PROF & SPEC SVC-OTHER	\$ 5,000	\$ 10,000	\$ 5,000	MSRs "in house" this FY w/ minimal graphics/GIS support.
501165	PROF & SPEC SVC-OTHER (Shared Services (SSP))	\$ 45,000	\$ 10,000	\$ (35,000)	No specific costs for shared services anticipated
501180	PUBLICATIONS AND LEGAL NOTICES	\$ 2,000	\$ 2,000	\$ -	
501190	RENTS AND LEASES - EQUIPMENT	\$ 1,500	\$ 1,500	\$ -	
501192	RENTS & LEASES-RECRDS STRGE (Archives)	\$ 738	\$ 860	\$ 122	
501205	TRAINING	\$ 3,200	\$ 4,200	\$ 1,000	
501210	MINOR EQUIPMENT (COMPUTERS)		\$ 1,200	\$ 1,200	New account to replace equipment pre-fund (below)
501250	TRANSPORTATION AND TRAVEL	\$ 10,800	\$ 7,500	\$ (3,300)	
502201	PAYMENTS TO OTHER GOV INSTITUTIONS	\$ 1,000	\$ 1,000	\$ -	Incidental filing fees, etc.
	<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>\$ 100,664</b>	<b>\$ 68,174</b>	<b>\$ (32,490)</b>	
<b>OTHER FINANCING USES</b>					
503110	TRANSFERS OUT - EQUIPMENT PRE FUND	\$ 4,800		\$ (4,800)	No longer using - for Yolo County only
503300	APPROP FOR CONTINGENCY	\$ 23,750	\$ 23,750	\$ -	20% Total - 5% Appropriated/15% in Fund Balance
	<b>TOTAL APPROPRIATIONS</b>	<b>\$ 503,554</b>	<b>\$ 498,535</b>	<b>\$ (5,020)</b>	

Account #	Account Name	FY 16/17 Revenue Budgeted	FY 17/18 Proposed Revenue	Net Change	Agency Apportionment FY 17/18
<b>REVENUES</b>					
400700	INVESTMENT EARNINGS-POOL	\$ 1,500	\$ 1,500	\$ -	
402010	OTHER GOVT AGENCY-COUNTY	\$ 181,725	\$ 211,139	\$ 29,414	50.00%
402030	OTHER GOVT AGENCY-WEST SACRAMENTO	\$ 58,905	\$ 68,448	\$ 9,543	16.21%
402040	OTHER GOVT AGENCY-WOODLAND	\$ 56,128	\$ 61,120	\$ 4,992	14.47%
402050	OTHER GOVT AGENCY-WINTERS	\$ 5,557	\$ 6,702	\$ 1,145	1.59%
402060	OTHER GOVT AGENCY-DAVIS	\$ 61,135	\$ 74,870	\$ 13,735	17.73%
403460	OTH CHRG FR SVC-LAFCO FEES	\$ -	\$ -	\$ -	
404190	OTHER SALES - TAXABLE				
	UNUSED FUND BALANCE FROM PREVIOUS FY	\$ 138,730	\$ 74,756	\$ (63,974)	
					\$ 422,278.65
	TOTAL AGENCY COST	\$ 363,449	\$ 422,279	\$ 58,830	
	TOTAL OTHER SOURCES	\$ 140,230	\$ 76,256	\$ (63,974)	
	<b>TOTAL FINANCING SOURCES</b>	<b>\$ 503,679</b>	<b>\$ 498,535</b>	<b>\$ (5,144)</b>	
<b>FUND BALANCE</b>					
	FUND BALANCE (AT CLOSE OF FY 15/16)	\$ 151,006			
	RESTRICTED ACCT - OPEB LIABILITY (FY 15/16)	\$ -			
	RESERVE (AUDITS EVERY 3 YRS)	\$ (5,000)			Monies held for audits every 3 years
	RESERVE (COMPUTER REPLACEMENT 4 YRS)	\$ -			Monies held for computer replacement every 4 years
300600	FUND BALANCE ASSIGNED (CONTINGENCY)	\$ (71,250)			Contingency 15% held in fund balance (per LAFCo policy)
	<b>TOTAL TO REMAIN IN FUND BALANCE</b>	<b>\$ 76,250</b>			
	"EXTRA" FUND BALANCE TO OFFSET COSTS	\$ 74,756			Extra fund balance applied to offset agency costs

Account #	Account Name	FY 16/17 Budget	FY 17/18 Proposed Budget	Net Change	Explanation of Change
<b>SALARIES AND BENEFITS</b>					
500100	REGULAR EMPLOYEES	\$ 223,195	\$ 245,111	\$ 21,916	
500310	RETIREMENT (CALPERS)	\$ 51,030	\$ 56,932	\$ 5,902	
500320	OASDI	\$ 15,914	\$ 17,425	\$ 1,511	
500330	FICA/MEDICARE TAX	\$ 4,032	\$ 4,456	\$ 424	
500360	OPEB - RETIREE HEALTH INSURANCE	\$ 17,908	\$ 19,609	\$ 1,701	
500380	UNEMPLOYMENT INSURANCE	\$ 400	\$ 400	\$ -	
500390	WORKERS' COMPENSATION INSURANCE	\$ 500	\$ 500	\$ -	
500400	OTHER EMPLOYEE BENEFITS	\$ 61,362	\$ 62,178	\$ 816	
	<b>TOTAL SALARY &amp; BENEFITS</b>	<b>\$ 374,340</b>	<b>\$ 406,611</b>	<b>\$ 32,270</b>	
<b>SERVICES AND SUPPLIES</b>					
501020	COMMUNICATIONS	\$ 2,500	\$ 2,500	\$ -	
501030	FOOD	\$ 350	\$ 350	\$ -	
501051	INSURANCE-PUBLIC LIABILITY	\$ 500	\$ 500	\$ -	
501070	MAINTENANCE-EQUIPMENT	\$ 750	\$ 750	\$ -	
501090	MEMBERSHIPS	\$ 3,250	\$ 3,500	\$ 250	
501100	MISCELLANEOUS EXPENSE	\$ 250	\$ 250	\$ -	
501110	OFFICE EXPENSE	\$ 1,250	\$ 1,250	\$ -	
501111	OFFICE EXP-POSTAGE	\$ 500	\$ 500	\$ -	
501112	OFFICE EXP-PRINTING	\$ 1,000	\$ 1,000	\$ -	
501125	IT SERVICES-DPT SYS MAINT (Dept System Maint.)	\$ 150	\$ -	\$ (150)	
501126	IT SERVICES-ERP (Enterprise/Resource/Planning)	\$ 2,684	\$ 3,701	\$ 1,017	
501127	IT SERVICES-CONNECTIVITY	\$ 2,842	\$ 2,813	\$ (29)	
501151	PROF & SPEC SVC-AUDITG & ACCTG	\$ 5,000	\$ 5,000	\$ -	Building reserve for audits on 3 year intervals.
501152	PROF & SPEC SVC-INFO TECH SVC	\$ 400	\$ 800	\$ 400	
501156	PROF & SPEC SVC-LEGAL SVC	\$ 10,000	\$ 7,000	\$ (3,000)	Per County Counsel Estimate
501165	PROF & SPEC SVC-OTHER	\$ 5,000	\$ 10,000	\$ 5,000	MSRs "in house" this FY w/ minimal graphics/GIS support.
501165	PROF & SPEC SVC-OTHER (Shared Services (SSP))	\$ 45,000	\$ 10,000	\$ (35,000)	No specific costs for shared services anticipated
501180	PUBLICATIONS AND LEGAL NOTICES	\$ 2,000	\$ 2,000	\$ -	
501190	RENTS AND LEASES - EQUIPMENT	\$ 1,500	\$ 1,500	\$ -	
501192	RENTS & LEASES-RECRDS STRGE (Archives)	\$ 738	\$ 860	\$ 122	
501205	TRAINING	\$ 3,200	\$ 4,200	\$ 1,000	
501210	MINOR EQUIPMENT (COMPUTERS)		\$ 1,200	\$ 1,200	New account to replace equipment pre-fund (below)
501250	TRANSPORTATION AND TRAVEL	\$ 10,800	\$ 7,500	\$ (3,300)	
502201	PAYMENTS TO OTHER GOV INSTITUTIONS	\$ 1,000	\$ 1,000	\$ -	Incidental filing fees, etc.
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## Executive Officer Report 11.

### LAFCO

Meeting Date: 04/27/2017

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### Information

#### SUBJECT

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.

- CALAFCO Staff Workshop Update
  - EO Activity Report - March 20 through April 21, 2017
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### Attachments

[EO Activity Report Mar 20-Apr 21](#)

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### Form Review

Form Started By: Terri Tuck  
Final Approval Date: 04/11/2017

Started On: 04/11/2017 12:27 PM



## LAFCo EO Activity Report

### March 20 through April 21, 2017

Date	Meeting/Milestone	Comments
03/22/2017	Yolo Leaders Forum	YEDSpring2017 Summit: Changing National Policy to Local Policy – Impacts and Opportunities
03/27/2017	Conference call for LAFCo101 Session at CALAFCO Staff Workshop	Coordinating for CALAFCO Staff Workshop - LAFCo 101 Session
03/27/2017	Conference call w/Serena Unger (Farmland) and CALAFCO committee	CALAFCO White Paper
03/28/2017	Conference call w/CALAFCO Planning Committee Meeting	CALAFCO Staff Workshop
4/4-4/7/17	CALAFCO Staff Workshop - Fresno	Speaker in 2 sessions (LAFCo 101 and MSR Accountability/Transparency) and Attendee
04/12/2017	Shared Services – Davis/County 2x2	Attended. Discussion re potential annexation of Royal Oaks Mobile Home Park in south Davis
04/13/2017	Dunnigan FPD Meeting	Re: Dunnigan CSA MSR/SOI
04/19/2017	Shared Services – Training w/ County Staff	Active shooter training for supervisors
04/19/2017	Yolo County Development Review Committee Meeting	County considering removing specific plan growth areas for Elkhorn, Knights Landing and Madison. Plus agri-tourism and Williamson Act