

LOCAL AGENCY FORMATION COMMISSION OF YOLO COUNTY

Regular Meeting AGENDA

September 25, 2014 - 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)
BILL KRISTOFF (CITY MEMBER)
DON SAYLOR (COUNTY MEMBER)
CECILIA AGUIAR-CURRY (CITY MEMBER)

ALTERNATE COMMISSIONERS

ROBERT RAMMING (PUBLIC MEMBER)
JIM PROVENZA (COUNTY MEMBER)
ROCHELLE SWANSON (CITY MEMBER)

CHRISTINE CRAWFORD
EXECUTIVE OFFICER

ERIC MAY
INTERIM COMMISSION COUNSEL

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

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

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

CALL TO ORDER

1. Pledge of Allegiance
2. Roll Call

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

CONSENT AGENDA

4. Approve LAFCo Meeting Minutes of July 24, 2014
5. Review and file the Summer 2014 CH&W Newsletter by Special Counsel Colantuono, Highsmith & Whatley, PC
6. Receive and file update on budget adjustments for Other Post Employee Benefits (OPEB) in FY 14/15 budget
7. Maintain the legal services of the office of Yolo County Counsel and appoint Deputy County Counsel Eric May or County Counsel's designee as LAFCo General Counsel and direct staff to return at the next meeting with a contract for services

REGULAR AGENDA

8. Receive an update regarding the FY 2014/15 Municipal Service Review and Sphere of Influence (MSR/SOI) work plan; provide direction regarding the scopes of work for the two MSRs to be contracted out this fiscal year, including (1) the combined City of Davis and associated county service areas study, and (2) the combined fire protection districts study
9. Discuss and comment on the draft agenda for the Shared Services Workshop tentatively scheduled to immediately follow the regular Commission meeting on October 23, 2014

EXECUTIVE OFFICER'S REPORT

10. 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.
 - Shared Services
 - ~Animal Services
 - ~Broadband
 - ~Yolo Leaders
 - City Selection Committee - LAFCo Alternate
 - Cal APA Conference - September 13-16, 2014
 - CALAFCO Conference Update
 - LAFCo Handbook - Now Online

COMMISSIONER COMMENTS

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

ADJOURNMENT

12. Adjournment

Next meeting scheduled for October 23, 2014

I declare under penalty of perjury that the foregoing agenda was posted by 5:00 p.m. on September 19, 2014, 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.yololaftco.org.

Terri Tuck, Clerk
Yolo County LAFCo

NOTICE

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

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

Note: Audio for LAFCo meetings will be available directly following conclusion of the meeting at www.yololaftco.org.



Consent 4.

LAFCO

Meeting Date: 09/25/2014

Information

SUBJECT

Approve LAFCo Meeting Minutes of July 24, 2014

RECOMMENDED ACTION

Approve LAFCo Meeting Minutes of July 24, 2014

Attachments

[ATT-Minutes of 7/24/14](#)

Form Review

Form Started By: Terri Tuck
Final Approval Date: 09/10/2014

Started On: 09/10/2014 01:38 PM

LOCAL AGENCY FORMATION COMMISSION of YOLO COUNTY

MEETING MINUTES

July 24, 2014

The Local Agency Formation Commission of Yolo County met on the 26th day of June 2014, at 9:00 a.m. in the Yolo County Board of Supervisors Chambers, 625 Court Street, Room 206, Woodland CA. Members present were Chair and Public Member Olin Woods, County Members Matt Rexroad and Don Saylor, and City Member Cecilia Aguiar-Curry. Others present were Executive Officer Christine Crawford, Analyst Tracey Dickinson, Clerk Terri Tuck and Interim Counsel Eric May.

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

Chair Woods called the Meeting to order at 9:01 a.m.

LAFCo Executive Officer Christine Crawford led the Pledge of Allegiance

PRESENT: Aguiar-Curry, Rexroad, Saylor, Woods ABSENT: Kristoff

Item No 3 Public Comments

None

CONSENT

Item No 4 Approve LAFCo Meeting Minutes of June 26, 2014

Item No 5 Review and File the July 2014 CALAFCO Quarterly

Item No 6 Receive Information Regarding the 2014 CALAFCO Annual Conference

Item No 7 Review and File the Fiscal Year (FY) 13/14 4th Quarter Financial Update

Minute Order 2014-22: Approves the recommended actions on Consent.

Approved by the following vote:

MOTION: Saylor SECOND: Aguiar-Curry

AYES: Aguiar-Curry, Rexroad, Saylor, Woods

NOES: None

ABSTAIN: None

ABSENT: Kristoff

PUBLIC HEARING

Item No 8 Receive the Staff Presentation on the Cacheville Service District Municipal Service Review (MSR), Open the Public Hearing for Comments, Close the Public Hearing, Find the Project is Exempt from Environmental Review, Adopt the MSR and Find That No Sphere of Influence Update is Necessary at This Time

After a report by staff the Chair opened the Public Hearing. No one came forward and the Public Hearing was closed.

Minute Order 2014-23: Approves the recommended actions by adopting **Resolution 2014-05.**

Approved by the following vote:

MOTION: Saylor
SECOND: Aguiar-Curry
AYES: Aguiar-Curry, Rexroad, Saylor, Woods
NOES: None
ABSTAIN: None
ABSENT: Kristoff

REGULAR

Item No 9 Consider CALAFCO 2014 Achievement Award Nominations

Minute Order 2014-24: Approves the recommended action nominating the following for CALAFCO Achievement Awards:

1. Yolo LAFCo Shared Services Initiative – Project of the Year
2. Terri Tuck – Outstanding LAFCo Clerk

Approved by the following vote:

MOTION: Saylor
SECOND: Rexroad
AYES: Aguiar-Curry, Rexroad, Saylor, Woods
NOES: None
ABSTAIN: None
ABSENT: Kristoff

Item No 10 Discuss and Comment on the Draft Agenda for the Shared Services Workshop Tentatively Scheduled to Immediately Follow the Regular Commission Meeting on October 23, 2014

The Shared Services Workshop was discussed. No action was taken.

Item № 11 Executive Officer's Report

The Commission was given a report of the staff's activities for the period of June 23 through July 18, 2014 and was verbally updated on recent events relevant to the Commission.

Staff stated that Request for Proposals for contracting out for sheltering and animal control services is due Monday, August 25, 2014.

Staff reported receiving the draft Broadband Strategic Plan and stated that the draft has been distributed for review to the working group of all of the cities and the County. The final report is set to be finalized by the end of August 2014.

Staff noted that, per Item 7 on today's Agenda, the County has changed its policy on how premiums for Other Post-Employment Benefits (OPEB) are handled. County staff stated that each Department of the County, of which LAFCo is included with regard to staff, will contribute its portion of OPEB premiums each fiscal year (FY), beginning with the 2013/14 fiscal year (FY). On June 30, 2014, the County Auditor-Controller's office appropriated \$7,302 of available LAFCo funds for LAFCos portion of OPEB premiums for FY 2013/14. Since LAFCos 2014/15 FY budget was adopted before the County's policy change, staff will bring back a proposed budget adjustment at the next Regular meeting of the Commission to include OPEB premiums for FY 2014/15. Going forward, OPEB premiums will be part of the LAFCo budget.

Staff indicated that with the departure of County Counsel; and concurrently, Commission Counsel, staff will be looking to agendize the appointment of new counsel at the next Regular meeting of the Commission.

Item № 12 Commissioner Comments

Commissioner Saylor stated that, with current and future development of the campus, the University of California, Davis (UCD), is seeking to detach from the Springlake Fire Protection District (FPD) because it provides its own fire protection services.

Commissioner Rexroad reported that shared services was a topic of discussion during the recent County and West Sacramento 2x2.

Item № 13 Adjournment

Minute Order 2014-26: By order of the Chair, the meeting was adjourned at 9:42a.m. to the next scheduled meeting on September 25, 2014.

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

ATTEST:

Terri Tuck
Clerk to the Commission



Consent 5.

LAFCO

Meeting Date: 09/25/2014

Information

SUBJECT

Review and file the Summer 2014 CH&W Newsletter by Special Counsel Colantuono, Highsmith & Whatley, PC

RECOMMENDED ACTION

Review and file the Summer 2014 CH&W 2014 Newsletter by Special Counsel Colantuono, Highsmith & Whatley, PC

Attachments

[ATT-CH&W Newsletter](#)

Form Review

Form Started By: Terri Tuck
Final Approval Date: 09/10/2014

Started On: 09/10/2014 01:41 PM

State Voting Rights Act Bars At-Large Elections

By Ryan Thomas Dunn

The Los Angeles Court of Appeal recently upheld a preliminary injunction under the California Voting Rights Act (“CVRA”) against the charter City of Palmdale requiring an end to at-large elections for City Council to improve the electoral chances of minority candidates. In doing so, the court held charter cities were subject to the CVRA and even allowed a court to enjoin a regularly scheduled election to enforce the Act. Ironically, the election result to be enjoined produced the City’s first African-American Councilmember.

The plaintiffs in *Jauregui v. City of Palmdale* alleged the City’s at-large elections diluted votes of Latino and African-American residents in violation of the CVRA. Plaintiffs presented statistical evidence from expert witnesses and evidence only one Latino and no African-Americans had served on the Council in a City which is 54% Latino and almost 15% African-American. The trial court found a violation of Elections Code section 14027, which prohibits at-large elections which result in the “dilution or abridgment of the rights of voters who are members of a protected class,” here Latinos and African-Americans. The City did not challenge on appeal the factual findings of vote dilution.

The plaintiffs sought to enjoin the City from conducting the November

2013 election on an at-large basis. The trial court granted the injunction, in part, which the Court of Appeal construed to enjoin only certification of election results rather than the conduct of the election. Palmdale held its election and the Court of Appeal then heard its appeal.

The City asserted two points on appeal: (1) the CVRA does not apply to charter cities; and (2) statute prohibits injunctions that prevent public officials from fulfilling ministerial duties, such as conducting elections.

In rejecting Palmdale’s contentions, the Court considered whether the City’s charter provisions could contradict a state statute. The Court of Appeal agreed with the City that its charter’s at-large provision addressed a municipal affair, but found an actual conflict between the CVRA and the charter provision because that charter provision, as it applied to Palmdale, impaired the ability of a protected class to elect candidates of its choice and thus amounted to illegal vote dilution. The Court also held that the CVRA addressed a matter of statewide concern because preventing vote dilution in any city “goes to the legitimacy of the electoral process.” The CVRA is also narrowly tailored, the Court held, because it “can necessarily only interfere with municipal governance when vote dilution is present.”

The Court also rejected Palmdale’s

argument from state law prohibiting injunctions against performance of official duties, holding the CVRA provision allowing courts to “implement appropriate remedies” allowed the injunction against the City’s certification of the results of the at-large November 2013 election.

The City has sought review in the California Supreme Court. If the Supreme Court does not take the case, *Jauregui* will stand as strong precedent that charter cities are bound by the CVRA and that trial courts have wide discretion to prevent at-large voting when there is evidence of vote dilution. In effect, the CVRA could prohibit at-large voting in cities with significant minority populations. It is notable that Palmdale did not challenge the finding of vote dilution on appeal, and the *Jauregui* court made no ruling on that point.

Plaintiffs’ lawyers are suing cities, school districts and other local governments around the State with significant minority populations to end at-large elections. Cities with diverse electorates which rely on at-large elections may wish to consult legal counsel about the requirements of the CVRA .

♦♦♦

For more information on this topic,
contact Ryan at 213/542-5717 or
rdunn@chwlaw.us.

Be Careful What You Pray For!

By Mathew T. Summers

The United States Supreme Court recently ruled in *Town of Greece v. Galloway* that Christian prayer before meetings of local legislative bodies does not violate the First Amendment's Establishment Clause. However, California officials should proceed cautiously as to prayer at public meetings, because three religion clauses in the California Constitution may demand more than the U.S. Constitution in terms of government neutrality toward religion. Because the California courts have not yet plainly construed these clauses, some uncertainty remains. However, it does seem that sectarian prayer at government meetings involves more legal risk in California than elsewhere.

The Town Board of Greece, New York, invited clergy to give invocations at its meetings. From 1999 to 2007, every participant was a Christian minister. In 2007, the plaintiffs complained and the Town began inviting leaders of other faiths to provide invocations before Town meetings. Nonetheless, the plaintiffs sued.

The Supreme Court held the Town's invocations do not violate the First Amendment's Establishment Clause, citing our country's long history of legislative prayer, which commenced with the Founders. The Court rejected the argument that Christian references rendered the prayers unconstitutional. Instead, the Court held that each clergyman may pray as he or she wishes as long as the prayers, over time, neither denigrate nor proselytize for any religion. The Court also held that a clergyman may ask the audience to bow their heads or to stand, but Town officials may not.

The California Constitution has three religion clauses: the Establishment Clause, the No Preference Clause, and the No Aid Clause. California's Establishment Clause is interpreted as its federal equivalent, and thus *Town of Greece* is persuasive on this clause. Further, in 2013, the Ninth Circuit approved the City of Lancaster's prayer policy

under the state and federal Establishment Clauses. However, neither case considered the No Preference and No Aid Clauses.

The No Preference Clause states: "Free exercise and enjoyment of religion without discrimination or preference are guaranteed." The California Supreme Court has not yet articulated a test to evaluate government action under this clause. In a 1991 case, the Court held that prayer at high school graduations violates the No Preference Clause because government appears to take a position on religious questions when it sponsors religious prayer. The No Aid Clause prohibits the government from providing material aid for religion, with exceptions for certain charitable works. The Court held that this section prohibits not just financial aid but also "any official involvement that promotes religion," such as government-sponsored prayer at public high school graduations.

Should a local government wish to pursue invocations, the following may reduce this legal risk: invocations should be open to anyone. The local government should avoid association with any particular religion or even with religion as opposed to irreligion or non-religious beliefs. Public officials should not ask audience members to bow their heads, to stand or otherwise to participate. Speakers should be cautioned not to proselytize or denigrate other religions. Public officials should not offer prayers from dais.

A policy allowing invocations before local government meetings involves legal risk in light of the undeveloped state of California law and the willingness of advocates for government neutrality on religion to sue to give force to the religion clauses of the California Constitution. Further legal developments are likely. Stay tuned!

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For more information on this topic, contact Matt at 213/542-5719 or msummers@chwlaw.us.

Michael Colantuono Elected Bar Treasurer

The Board of Trustees of the State Bar of California elected Michael G. Colantuono Treasurer of the Bar for the 2014–2015 year. Colantuono is entering his third year as an appointee of the Speaker of the California Assembly to the Trustees of the State Bar of California, the state agency which regulates the practice of law in California. Colantuono will be sworn in as Treasurer at the Bar's Annual Conference in San Diego in September.

The State Bar is comprised of some 237,000 attorneys licensed to practice in California and is a public corporation formed under state law. It is within the judicial branch and serves as an arm of the California Supreme Court. The Bar's missions include:

- To protect the public by ensuring that lawyers and other legal services providers meet the highest standards of competence and ethics.
- To provide services and benefits to meet lawyers' professional development, business and personal needs.
- To promote access to justice for all Californians regardless of financial means.

The Bar Treasurer leads the Board's work in overseeing the finances of the State Bar to protect the public. The Treasurer chairs the Bar's Audit Committee and Chairs or Vice-Chairs its Planning & Budget Committee. Colantuono said: "I am deeply honored by my peers' vote of confidence. I look forward to working with my fellow Trustees to protect the public, lead the profession, and seek adequate funding for our courts. I am grateful for this opportunity to continue my public service in a new setting."

Legislature has Full Plate of Revenue Measures

By Michael G. Colantuono

The Legislative season is heading toward its end-of-summer close and a number of proposals affecting local government revenues are pending. These include:

AB 1434 (Yamada, D-Davis) would direct the PUC to develop a program to establish a Low-Income Water Rate Assistance Program. Such **water rate** subsidy programs, common in public utilities, involve difficult questions under Propositions 218 and 26 because a subsidy to some rate payers cannot be funded by overcharging others. As of late July, the bill is pending in the Senate Appropriations Committee.

AB 1521 (Fox, D-Palmdale) would adjust property tax payments paid in lieu of Vehicle License Fees (VLF) for changes in assessed valuation of property to provide funding for cities which annex unincorporated territory. It would correct a disincentive to annex territory arising from the Legislature's elimination of earlier **VLF funding for annexation** areas. As of late July, it is pending in the Senate Appropriations Committee. Comparable language appears in SB 69 (Roth, D-Riverside), which would also restore funding for four cities in Riverside County which incorporated recently on the assumption these funds would be available and are struggling to stay afloat without them.

AB 1717 (Perea, D-Fresno) is a reprise of last year's AB 300 (which Governor Brown vetoed) and would authorize the State Board of Equalization to collect state and local **telephone users taxes** on prepaid telephone services. At present, it is difficult to collect taxes on prepaid telephone services because the point of sale (where the tax can be conveniently collected) is not the point of use (where the tax is due). This measure would assume the point of sale is the point of use and collect state and local telephone taxes along with sales tax. It would involve a loss of local control over the tax and the SBE would recoup its costs from local governments, but net tax

collections are expected to increase. As of late July, AB 1717 was pending in the Senate Appropriations Committee.

AB 1760 (Chau, D-Monterey Park and Bocanegra, D-San Fernando Valley) would prohibit agreements by which affordable housing providers make payments in lieu of taxes (PILOTs) to fund municipal services to **housing developments exempt from property tax**. As of late July, it is pending third reading in the Senate. SB 1203 (Jackson, D-Santa Barbara), a comparable measure, is pending third reading in the Assembly.

AB 2372 (Ammiano, D-San Francisco, and Bocanegra, D-San Fernando Valley) would allow **reassessment of commercial property** upon a "change of control" of a business entity. Specifically, it does not require one person take 50% ownership for a change of control; a change will be recognized if 90% of the ownership interest changes hands in 36 months regardless of how many buyers are involved. It reduces, but does not completely eliminate, the ease with which commercial property can escape reassessment upon what amounts to sale. The Howard Jarvis Taxpayers Association is neutral on the bill, although Cal.Tax and the California Teachers Association oppose it — for different reasons, of course! Cal.Tax supports the status quo. The CTA advocates an amendment of Proposition 13 to allow annual reassessment of commercial property — a so-called "split roll" by which residential property alone would retain the benefit of Proposition 13's limit of reassessments to when property is sold. As of late July, AB 2372 is pending third reading in the Senate. SB 1021 (Wolk, D-Davis) failed to get out of the Assembly Revenue & Taxation Committee in June and would have undone the *Borikas v. Alameda USD* decision and allowed school districts to impose special parcel taxes with different rates for residential and commercial property. The split roll debate is alive and well, it seems, notwithstanding broad agreement on AB 2372.

AB 2618 (John Pérez, D-Los Ange-

les) amends the Business Improvement District statute to clarify that incidental benefits to third parties from a BID's activities do not convert **BID assessments** into special taxes under Proposition 26. That measure generally prohibits a service fee if those who do not pay the fee benefit from the services it funds. AB 2618 is comparable to last year's AB 483 (Ting, D-San Francisco) which amended the Proposition 218 Omnibus Implementation Act to guide application of Proposition 26 (which amends Proposition 218) as to all **non-property based assessments**. As of late July, AB 2618 is pending third reading in the Senate.

SB 663 (Lara, D-Bell Gardens) clarifies the post-redevelopment statutes to ensure cities with pre-Proposition 13 **supplemental property taxes to cover pension obligations** will continue to receive those taxes. Absent the change, those funds may flow to the redevelopment property tax trust fund (**RPTTF**), which funds all local taxing agencies. As of late July, SB 663 is pending in the Assembly Appropriations Committee.

Plainly it is a busy session for public finance; local governments will do well to let their legislators and the Governor know which of these proposals are important to their ability to serve the public.

♦♦♦

For more information on this subject, contact Michael at 530/432-7357 or mcolantuono@chwlaw.us.

Colantuono, Highsmith & Whatley, PC is a law firm with offices in Los Angeles and outside Grass Valley in the Sierra Foothills which represents public agencies throughout California. Its municipal law practice includes public revenues, elections, post-redevelopment matters, land use, housing, CEQA, LAFCO matters and associated litigation. We are committed to providing advice that is helpful, understandable, and fairly priced.

Colantuono, Highsmith & Whatley, PC
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LAFCO

Meeting Date: 09/25/2014

Information

SUBJECT

Receive and file update on budget adjustments for Other Post Employee Benefits (OPEB) in FY 14/15 budget

RECOMMENDED ACTION

Receive and file update on budget adjustments for OPEB in the FY 14/15 budget.

FISCAL IMPACT

This budget amendment does not result in any increases to the FY 14/15 budget. Staff has transferred \$8,000 from Employee Salaries into a dedicated OPEB account in the Salaries and Benefits Major Category. The OPEB costs are entirely offset by the Executive Officer's purchase of 160 Extra Time Off hours (resulting in a total expected savings of \$8,320 in employee salaries).

REASONS FOR RECOMMENDED ACTION

The County recently began working on a strategy to fund its OPEB liability, which they started implementing at the end of FY 13/14. The new system involves the use of a "pay-as-you-go" system in which each department and affiliated organization is charged a prorated portion of the County's annual retiree premium payments, according to the payroll costs for each budget unit. LAFCo staff members are enrolled in the County's retirement system.

The County began implementing this strategy at the end of FY 13/14 by charging all departments with excess funds at the end of the year for their department's portion of the annual OPEB premium. LAFCo was charged \$7,302 in FY 13/14. The County intends to continue use of this strategy in FY 14/15, but the LAFCo 14/15 adopted budget does not include an appropriation for this new OPEB charge, as the County did not announce its new strategy until after the Commission adopted its annual budget in May.

BACKGROUND

LAFCo's administrative policies allow the Executive Officer to transfer funds between sub-categories within the same Major Object (such as Salaries & Benefits or Services & Supplies) without Commission approval, and staff has already amended the FY 14/15 budget to include an appropriation for its portion of the County's annual OPEB premium. The County has indicated that LAFCo may expect a 7% increase from the FY 13/14 cost of \$7,302, so staff has transferred \$8,000 into a dedicated OPEB account in the Salaries and Benefits Major Object. These funds were transferred from the sub-category of Regular Employee Salaries, and will be entirely offset by the Executive Officer's purchase of 160 Extra Time-Off hours (time off without pay), which amounts to a total savings of \$8,320 in employee salaries. More details regarding these adjustments can be found in the attached budget, with amendments highlighted in red.

Attachments

[ATT-Adj. FY 14/15 Budget](#)

Form Review

Inbox

Christine Crawford
Tracey Dickinson LAFCO
Form Started By: Tracey Dickinson
Final Approval Date: 09/18/2014

Reviewed By

Christine Crawford
Tracey Dickinson

Date

09/18/2014 10:58 AM
09/18/2014 11:15 AM
Started On: 09/02/2014 03:49 PM

FINAL LAFCO BUDGET - FINANCING SOURCES - SCHEDULE A
ADOPTED May 22, 2014 (amended June 26, 2014)
FISCAL YEAR 2014/15
FUND NO: 368

Account #	Account Name	FY 13/14 Revenue Budgeted	FY 14/15 Adopted Revenue	FY 14/15 Adjusted Revenues	Net Change	Agency Apportionment FY 14/15
REVENUES						
82-4100	INTEREST	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	
82-5820	OTHER GOVT AGENCY-COUNTY	\$ 182,070	\$ 169,103	\$ 169,103	\$ -	50.00%
82-5821	OTHER GOVT AGENCY-WEST SACRAMENTO	\$ 59,589	\$ 56,484	\$ 56,484	\$ -	16.70%
82-5822	OTHER GOVT AGENCY-WOODLAND	\$ 54,488	\$ 49,865	\$ 49,865	\$ -	14.74%
82-5823	OTHER GOVT AGENCY-WINTERS	\$ 5,874	\$ 5,429	\$ 5,429	\$ -	1.61%
82-5824	OTHER GOVT AGENCY-DAVIS	\$ 62,120	\$ 57,325	\$ 57,325	\$ -	16.95%
82-6225	LAFCO FEES	\$ 6,000	\$ 3,000	\$ 3,000	\$ -	
82-7600	OTHER SALES					
	FUND BALANCE & CONTINGENCY OFFSET	\$ 74,328	\$ 133,405	\$ 133,405	\$ -	
						\$ 338,205.00
	TOTAL AGENCY FY 14/15 COST	\$ 364,141	\$ 338,205	\$ 338,205	\$ -	
	TOTAL OTHER SOURCES	\$ 81,828	\$ 137,905	\$ 137,905	\$ -	
	TOTAL FINANCING SOURCES	\$ 445,969	\$ 476,110	\$ 476,110	\$ -	
FUND BALANCE						
	CURRENT FUND BALANCE	\$ 183,405				
	OPEB LIABILITY	\$ (50,000)				
	CONTINGENCY 15% HELD IN FUND BALANCE	\$ (67,328)				
	CONTINGENCY 5% TO BE APPROPRIATED	\$ (22,672)				
	OFFSET APPLIED TO 14/15	\$ (43,405)				
	REMAINING FUND BALANCE AVAILABLE	\$ -				

FINAL LAFCO BUDGET - FINANCING USES - SCHEDULE B
 FISCAL YEAR 2014/15
 FUND NO: 368

Account #	Account Name	FY 2013/14 Adjusted Budget	FY 14/15 Adopted Budget	FY 14/15 Adjusted Budget	Net Change	Explanation of Change
SALARIES AND BENEFITS						
86-1101	REGULAR EMPLOYEES	\$ 175,377	\$ 193,000	\$ 185,000	\$ (8,000)	Reduction of EO salary by \$8,000 due to purchase of 160 XTO hours
86-1102	EXTRA HELP	\$ -	\$ -	\$ -	\$ -	
86-1103	OVERTIME	\$ -	\$ -	\$ -	\$ -	
86-1201	RETIREMENT	\$ 33,432	\$ 39,677	\$ 39,677	\$ -	
86-1202	OASDI	\$ 12,765	\$ 13,871	\$ 13,871	\$ -	
86-1203	MEDICARE TAX	\$ 3,085	\$ 3,403	\$ 3,403	\$ -	
86-1301	OPEB	\$ -	\$ -	\$ 8,000	\$ 8,000	OPEB charge from FY 13/14 (\$7,302) with approx. 7% projected increase
86-1400	UNEMPLOYMENT INSURANCE	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	
86-1500	WORKER'S COMPENSATION INSURANCE	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	
86-1600	CAFETERIA PLAN BENEFITS	\$ 55,769	\$ 61,362	\$ 61,362	\$ -	
86-1999	SALARY ALLOCATION/ADJUSTMENT	\$ (8,096)	\$ (10,227)	\$ (10,227)	\$ -	
	TOTAL SALARY & BENEFITS	\$ 275,332	\$ 304,086	\$ 304,086	\$ -	
SERVICES AND SUPPLIES						
86-2090	COMMUNICATIONS	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	
86-2130	FOOD	\$ 500	\$ 350	\$ 350	\$ -	
86-2202	INSURANCE - PUBLIC LIABILITY	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	
86-2271	MAINTENANCE - EQUIPMENT	\$ 500	\$ 500	\$ 500	\$ -	
86-2330	MEMBERSHIPS	\$ 2,900	\$ 3,100	\$ 3,100	\$ -	
86-2360	MISCELLANEOUS	\$ 500	\$ 250	\$ 250	\$ -	
86-2390	OFFICE EXPENSE	\$ 1,000	\$ 750	\$ 750	\$ -	
86-2391	OFFICE EXPENSE - POSTAGE	\$ 750	\$ 500	\$ 500	\$ -	
86-2392	OFFICE EXPENSE - PRINTING	\$ 750	\$ 1,000	\$ 1,000	\$ -	
86-2417	IT SERVICES - Dept System Maintenance	\$ 970	\$ 1,048	\$ 1,048	\$ -	
86-2418	IT SERVICES - Enterprise/Resource/Planning	\$ 1,242	\$ 1,354	\$ 1,354	\$ -	
86-2419	IT SERVICES - Connectivity	\$ 2,696	\$ 3,000	\$ 3,000	\$ -	
86-2421	AUDITING & FISCAL SERVICES	\$ 6,000	\$ 6,000	\$ 6,000	\$ -	
86-2422	INFORMATION TECH SERVICES	\$ 400	\$ 400	\$ 400	\$ -	
86-2423	LEGAL SERVICES	\$ 10,500	\$ 7,500	\$ 7,500	\$ -	
86-2429	PROFESSIONAL & SPECIALIZED SERVICES	\$ 30,000	\$ 80,000	\$ 80,000	\$ -	
	PROF SERVICES - SHARED SERVICES (SSP)	\$ 50,000	\$ 20,000	\$ 20,000	\$ -	
86-2460	PUBLICATIONS & LEGAL NOTICES	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	
86-2491	RENTS & LEASES - EQUIPMENT	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	
86-2495	RECORDS STORAGE "ARCHIVES"	\$ 400	\$ 400	\$ 400	\$ -	
86-2548	TRAINING EXPENSE	\$ 10,000	\$ 12,000	\$ 12,000	\$ -	
86-2610	TRANSPORTATION & TRAVEL	\$ 1,500	\$ 2,000	\$ 2,000	\$ -	
86-3102	PAYMENTS TO OTHER GOVT INSTITUTIONS	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	
	TOTAL SERVICES & SUPPLIES	\$ 128,608	\$ 148,152	\$ 148,152	\$ -	
OTHER FINANCING USES						
86-6110	PC EQUIPMENT REPLACEMENT FUND	\$ 1,200	\$ 1,200	\$ 1,200	\$ -	
86-9900	APPROPRIATIONS FOR CONTINGENCY	\$ 40,829	\$ 22,672	\$ 22,672	\$ -	
	TOTAL APPROPRIATIONS	\$ 445,969	\$ 476,110	\$ 476,110	\$ -	



Consent 7.

LAFCO

Meeting Date: 09/25/2014

Information

SUBJECT

Maintain the legal services of the office of Yolo County Counsel and appoint Deputy County Counsel Eric May or County Counsel's designee as LAFCo General Counsel and direct staff to return at the next meeting with a contract for services

RECOMMENDED ACTION

1. Maintain the legal services of the office of Yolo County Counsel and appoint Deputy County Counsel Eric May, or County Counsel's designee, as LAFCo General Counsel.
2. Direct staff to return at the next meeting with a contract for services.

FISCAL IMPACT

The Yolo LAFCo Budget has adequate appropriations for general counsel as well as intermittent special counsel. In cases of litigation, there are emergency contingency funds available. The 2014/15 LAFCo budget has \$7,500 allocated for legal services. The fee for service by County Counsel staff is \$143.85 per hour.

REASONS FOR RECOMMENDED ACTION

LAFCo Administrative Policies and Procedures states that the Commission shall appoint legal counsel to advise it. With the August 2014 departure of County Counsel Robyn Truitt Drivon, and concurrently, Commission Counsel, it is necessary to appoint general LAFCo counsel.

BACKGROUND

Commission Counsel Robyn Truitt Drivon left her position as Yolo County Counsel on August 1, 2014 (see attached). With the recent departure of Ms. Drivon, it is necessary to appoint new general LAFCo counsel.

The Commission appointed Ms. Drivon interim Commission Counsel on September 22, 2008 upon the retirement of former Deputy County Counsel and long-term Commission Counsel Stephen Nocita. In January 2009, the Commission selected three legal firms for services for special situations that LAFCO may encounter and conflict of interest support to LAFCo general counsel. Ms. Drivon was then appointed Commission Counsel in February 2009.

Over the years during the evolution of LAFCo as an independent agency, County Counsel has performed services on an "interdepartmental" basis. However, the staff recommends that at this time it would be appropriate to have a formal agreement for services and recommends that staff return at the October meeting with a draft contract for Commission consideration.

Attachments

[ATT-Resignation Letter](#)

Form Review

Inbox

Christine Crawford

Form Started By: Terri Tuck

Final Approval Date: 09/18/2014

Reviewed By

Christine Crawford

Date

09/18/2014 12:51 PM

Started On: 09/10/2014 02:01 PM



County of Yolo

Office of the County Counsel

625 COURT STREET, ROOM 201 WOODLAND, CALIFORNIA 95695 TELEPHONE: (530) 666-8172
FACSIMILE: (530) 666-8279

ROBYN TRUITT DRIVON
COUNTY COUNSEL

July 24, 2014

Commissioner Olin Woods
Local Agency Formation Commission of
Yolo County (LAFCO)
625 Court Street, Room 203
Woodland, CA 95695

Re: Commission Counsel

Dear Commissioner Woods,

I would like to thank you and the LAFCO Commission for the opportunity to serve as its counsel. I will be leaving the County of Yolo August 1, 2014, and unable to continue as Commission Counsel.

At the pleasure of the Commission and with the concurrence of the incoming County Counsel, continuity of representation may continue through the Yolo County Counsel's Office under the able representation of County Counsel Deputy Eric May. I have taken the liberty of introducing him to Executive Director Christine Crawford and asked that he attend your July 24, 2014, meeting for further introductions.

Once again, I have thoroughly appreciated working with the Commission and its staff and look forward to following the continued leadership Yolo County LAFCO provides throughout the California LAFCO community.

Sincerely,

Robyn Truitt Drivon

cc: Christine Crawford, Executive Director



Regular 8.

LAFCO

Meeting Date: 09/25/2014

Information

SUBJECT

Receive an update regarding the FY 2014/15 Municipal Service Review and Sphere of Influence (MSR/SOI) work plan; provide direction regarding the scopes of work for the two MSRs to be contracted out this fiscal year, including (1) the combined City of Davis and associated county service areas study, and (2) the combined fire protection districts study

RECOMMENDED ACTION

1. Receive an update regarding the FY 2014/15 MSR and SOI work plan.
2. Provide feedback and direction regarding the scopes of work for the two MSRs to be contracted out this fiscal year, including (1) the combined City of Davis and associated county service areas study, and (2) the combined fire protection districts study.

FISCAL IMPACT

There is no fiscal impact in providing feedback and direction regarding the scopes of work. However, the next step is to contract out these two MSRs, with an estimated cost not to exceed \$40,000 for each MSR. This cost was included in the FY 14/15 budget, and staff's expectation is that due to these focused scopes of work the project bids may be lower than the estimate.

REASONS FOR RECOMMENDED ACTION

According to State law, LAFCo's are required to perform a MSR/SOI study on all special districts within their jurisdiction every five years. In February 2014 the Commission adopted the Fiscal Year 2014/15 MSR/SOI Update Schedule, which identifies four MSR/SOIs to be completed in FY 14/15. Additionally, two MSR/SOIs from FY 13/14 are still currently in progress. This agenda item is intended to provide an update to the Commission regarding the status of the six studies to be completed this year, including:

- A single district study of the Knights Landing Community Service District (CSD) (FY 13/14)
- A combined review of the western Yolo special districts (Esparto CSD, Madison CSD and MERCESA) (FY 13/14)
- A single district review of the Yolo County Resource Conservation District (FY 14/15)
- A combined review of all levee maintenance districts (FY 14/15)
- A combined review of all fire protection districts (FY 14/15)
- A combined review of the City of Davis and its associated county service areas (CSAs) (El Macero CSA, Willowbank CSA and North Davis Meadows CSA) (FY 14/15)

Two of these studies (the fire protection districts and the City of Davis/CSAs) are intended to be contracted out this fiscal year, and staff has begun work on developing a scope for each of these projects. The scopes have been developed using our MSR checklist as a basis and are intended to help the consultants focus their review on key issues, which staff hopes will help better target our resources towards the issues that will benefit most from outside analysis. This agenda item is intended to seek direction from the Commission specifically regarding the key issues that staff have identified for the two studies. The scopes will be included in the RFPs, and staff wants to ensure that the Commission is comfortable with the direction these projects are headed.

BACKGROUND

Below is an overview of each MSR including status, focus issues and next steps.

Knights Landing Community Service District

Expected Completion: Winter 2015

Staff began working with the Knights Landing CSD on this study in June 2014, and expects to present a completed study to the Commission in early 2015. Staff does not expect that this study will require an SOI update, but has identified several focus areas for the MSR, including:

- Financial struggles due to insufficient revenues
- Frequent turnover/lack of stability on the Board of Directors

Combined Western Yolo Special Districts

Expected Completion: Spring 2015

This study will involve a combined review of the Madison CSD, Esparto CSD and the Madison-Esparto Regional CSA (MERCESA). The major focus issue of the MSR is to address the overlapping boundaries of MERCESA and the CSDs, which has caused conflict between the districts. Staff is considering recommending the dissolution of MERCESA, along with the transfer of all Esparto functions to the Esparto CSD and all Madison functions to the Yolo County Flood Control and Water Control District (YCFCWCD).

However, MERCESA recently received a grant from the State to build a community swimming pool in Esparto, which cannot be transferred to the CSD due to state regulations. MERCESA is currently in the process of considering how to pay for ongoing maintenance of the pool, which will require a Proposition 218 election. The CSA is currently conducting a survey to determine the likelihood of a successful Proposition 218 (with survey results back in November or December). If the CSA chooses to move forward with a Prop 218 election, this would likely occur in March 2015. Until this issue is resolved, LAFCo staff is unable to make a recommendation to dissolve MERCESA. If the Prop 218 is unsuccessful, or the CSA chooses not to accept the pool grant, LAFCo staff will likely move forward with the recommendation described above. However, if the CSA does complete a successful Prop 218 and begin construction on the community pool, LAFCo staff will likely recommend that all MERCESA function with the exception of parks be transferred to Esparto CSD or YCFCWCD.

Yolo County Resource Conservation District

Expected Completion: Winter 2015

This will be a single district study of the Yolo County Resource Conservation District (RCD), and staff began working with the RCD staff on this MSR in July 2014. RCD staff have identified several potential focus areas for the MSR, including:

- Increasing competency training and stability for Board of Directors
- Increasing funding stability
- Increasing staff stability
- Potential annexation of cities into the RCD to increase property tax shares

Combined Levee Maintenance District Study

Expected Completion: Summer 2015

This study will involve a combined review of levee maintenance districts in Yolo County, including the Knights Landing Ridge Drainage District, the Snowball County Service Area (CSA), and 17 reclamation districts (RD). See the attached map for more information about the locations of the levee maintenance districts. The County of Yolo is currently conducting a governance study of these same levee maintenance districts to identify problem areas and improve the overall cohesiveness of Yolo's flood protection and levee maintenance system. The study will include analysis of the governance, performance and financial stability of each district, and will ultimately make recommendations regarding several possible re-organizations and/or consolidations of existing districts to improve the overall system.

Staff expects that the County's study will discuss similar topics to those included in a MSR/SOI, and intends to use the study as a starting point for conducting the combined levee maintenance MSR. County staff has stated that they are currently working with the consultant on final edits, and the completed study will be presented to the Board of Supervisors on October 21, 2014. Once the study has been adopted by the County, LAFCo staff plans to work with County staff to determine what role LAFCo will need to play in the recommendations, before proceeding with this MSR.

Combined Fire Protection District Study

Expected Completion: Summer 2015

This study will involve a combined review of the 15 fire protection districts (FPD) in Yolo County. Staff intends to hire a consultant for this MSR, and has completed a scope of work (attached) to guide the consultants in their work, as well as identifying the following focus areas for the study:

- **Capacity and Adequacy:** This MSR should provide extensive analysis on each FPD's ability to perform its fire protection functions, and any opportunities that exist to improve the delivery of this important service to residents of rural Yolo. LAFCo staff expects the consultant to begin with the development of criteria for assessing the capacity and adequacy of services provided by the FPDs (such as response times or ratio of callouts to staff), and LAFCo staff expects to be closely consulted during the development of these criteria.
- **Financial Ability:** Small districts in Yolo County often struggle with insufficient resources and financial management best practices. Yolo LAFCo prioritizes this issue in MSRs, and works closely with district to ensure that the MSR process yields not only the identification of financial problem areas, but also reasonable recommendations for how districts can work

towards becoming more financially stable.

- **Shared Services and Governance Restructure Options:** Residents of Yolo County are served by a total of 21 separate agencies providing fire protection services, including 16 special districts, four cities, and one university. This report will require extensive analysis regarding opportunities for shared services or governance restructure options between these various agencies. LAFCo staff does not believe that many opportunities for complete consolidation of FPDs exist, given the strong desire for local control and community identity within Yolo's unincorporated communities, and the relatively distant placement of Yolo's unincorporated communities. However, LAFCo does believe there may be opportunities for "functional consolidation" (in which Districts choose to contract for some or all of their services to an adjacent city or FPD), as well as smaller-scale shared service options (such as shared staffing, equipment or training).

Combined City of Davis and Associated County Service Area Study

Expected Completion: Summer 2015

This study will involve a combined review of the City of Davis and its three associated county service areas (CSA), El Macero, Willowbank, and North Davis Meadows. Staff intends to hire a consultant for this MSR, and has completed a scope of work (attached) to guide the consultants in their work, as well as identifying the following focus areas for the study:

- **Capacity and Adequacy:** This MSR should provide extensive analysis on each agency's ability to provide adequate services to customers. In particular, LAFCo is aware of upcoming issues with hexavalent chromium levels due to recent legislation from the State. Additionally, North Davis Meadows has significant water quality issues (including high levels of nitrates, arsenic and hexavalent chromium) within its existing well water system.
- **Financial Ability:** This MSR should focus its financial analysis predominantly on the CSAs, while also providing a high level analysis of the City of Davis. An in depth review of the City's financial circumstances is unlikely to yield any recommendations that the City is not already aware of. However, Yolo LAFCo believes that there is significantly more to be gained from an in depth review of the financial situation of the three CSAs and their financial relationships with the City of Davis, as small districts in Yolo often struggle with insufficient resources, oversight and financial management best practices.
- **Relationship between the City of Davis and CSAs:** The City of Davis provides water and/or wastewater services to the three CSAs. However, LAFCo is aware of several upcoming or ongoing issues that have developed as a result of this relationship, which should be considered in this MSR. El Macero: The El Macero CSA and City are engaged in ongoing legal issues which have developed as a result of disagreement over rates. Willowbank: The residents of Willowbank have expressed the concern that the water they receive from the City of Davis is too expensive for irrigation purposes, as properties in Willowbank are often very large and contain swimming pools. The residents would like to continue using the Davis water system for their domestic water purposes, but would like to drill a well to use for irrigation. The CSA is actively pursuing this option through a Proposition 218 election, which if passed, would fund the drilling of the well. If this option moves forward, Willowbank will likely still require the City to provide maintenance for the irrigation system, as the CSA staffing levels are not sufficient to take on this responsibility. North Davis Meadows: The existing well water system in North Davis Meadows is inadequate due to high chemical levels in the ground water. The CSA is currently working with the City to determine the cost of connecting North Davis Meadows to the City's water system.

Next Steps

Before moving forward with an RFP, staff hopes to receive feedback from the Commission regarding the scope and focus areas for the two MSRs to be contracted out this fiscal year, including (1) the combined City of Davis and associated county service areas study, and (2) the combined fire protection districts study. After incorporating any feedback, staff plans to place the MSR out for bid in October, hire a consultant in December, and begin work on the MSR in January 2015.

Attachments

[ATT A - FPD Scope](#)

[ATT B - Davis & CSAs Scoping Tool](#)

[ATT C - Reclamation Districts Map](#)

[ATT D - MSR/SOI Update Schedule](#)

Form Review

Inbox

Christine Crawford

Tracey Dickinson LAFCO

Form Started By: Tracey Dickinson

Final Approval Date: 09/18/2014

Reviewed By

Christine Crawford

Tracey Dickinson

Date

09/18/2014 11:18 AM

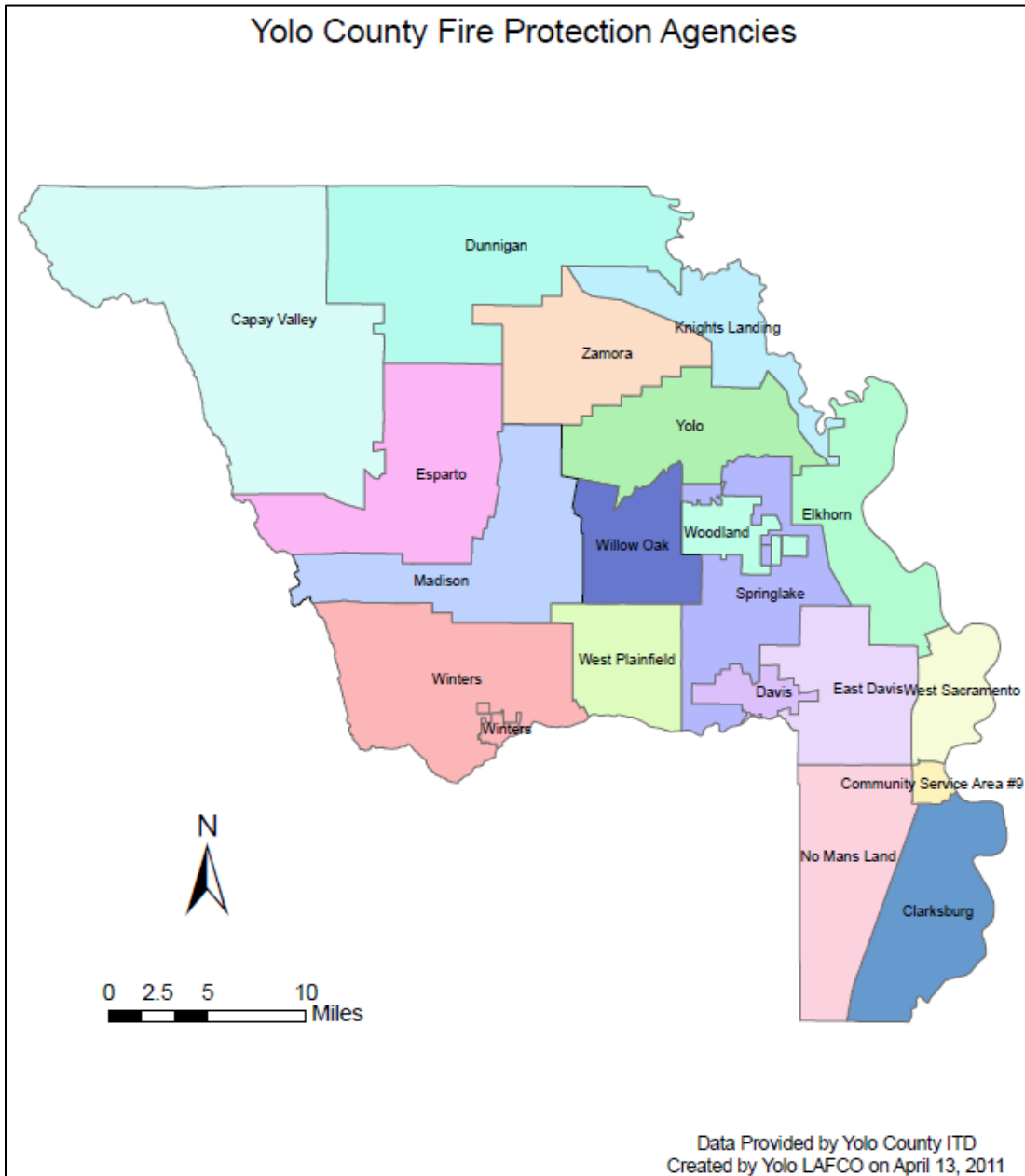
09/18/2014 11:28 AM

Started On: 09/17/2014 04:16 PM

Municipal Service Review (MSR) and Sphere of Influence (SOI) Scoping Tool

Yolo County Fire Protection Districts

Yolo County is fully covered with fire protection services, as shown in the map below. The county has a total of fifteen fire protection districts (FPDs), as well as fire protection services offered by each of the county's four cities (Davis, West Sacramento, Winters and Woodland), UC Davis and one county service area (CSA 9). This MSR/SOI will provide analysis for all fifteen FPDs (including Capay Valley FPD, Clarksburg FPD, Dunnigan FPD, East Davis FPD, Elkhorn FPD, Esparto FPD, Knights Landing FPD, Madison FPD, No Man's Land FPD, Springlake FPD, West Plainfield FPD, Winters FPD, Willow Oak FPD, Yolo FPD, and Zamora FPD), but will not include analysis on services offered by the four cities, UCD or CSA 9.



AGENCY PROFILES

This MSR/SOI will require a 1-2 page agency profile on each of the fifteen FPDs. Each agency profile should include (at a minimum):

- Description of the agency
- Map of the agency's existing service boundary and sphere of influence
- Location of the agency
- History of the agency
- Description of organizational structure and staffing
- Description of services provided by the agency

FOCUS ISSUES

This MSR will need to satisfy all MSR and SOI requirements as mandated by California law. However, Yolo LAFCo hopes to focus the majority of analysis on a few important areas:

- **Capacity and Adequacy:** This MSR should provide extensive analysis on each FPD's ability to perform its fire protection functions, and any opportunities that exist to improve the delivery of this important service to residents of rural Yolo. LAFCo staff expects the consultant to begin with the development of criteria for assessing the capacity and adequacy of services provided by the FPDs (such as response times or ratio of callouts to staff), and LAFCo staff expects to be closely consulted during the development of these criteria.
- **Financial Ability:** Small districts in Yolo County often struggle with insufficient resources and financial management best practices. Yolo LAFCo prioritizes this issue in MSRs, and works closely with district to ensure that the MSR process yields not only the identification of financial problem areas, but also reasonable recommendations for how districts can work towards becoming more financially stable.
- **Shared Services and Governance Restructure Options:** Residents of Yolo County are served by a total of 21 separate agencies providing fire protection services, including 16 special districts, four cities, and one university. This report will require extensive analysis regarding opportunities for shared services or governance restructure options between these various agencies.

LAFCo staff does not believe that many opportunities for complete consolidation of FPDs exist, given the strong desire for local control and community identity within Yolo's unincorporated communities, and the relatively distant placement of Yolo's unincorporated communities. However, LAFCo does believe there may be opportunities for "functional consolidation" (in which Districts choose to contract for some or all of their services to an adjacent city or FPD), as well as smaller-scale shared service options (such as shared equipment or staff training).

MUNICIPAL SERVICE REVIEW

GROWTH AND POPULATION:

Growth and population projections for the affected area

1. Is the agency's territory or surrounding area expected to experience any significant population change or development over the next 5-10 years?
2. Will population changes have an impact on the subject agency's service needs and demands?
3. Will projected growth require a change in the agency's service boundary?

This MSR is not likely to require more than a cursory analysis on the issue of growth and population change. The California Department of Finance (2013) projects that the unincorporated areas of Yolo County will see a population growth of only 1.04 percent between 2010 and 2015, with an additional 1.06 percent between 2015 and 2020. Additionally, while the County of Yolo 2030 General Plan does designate land for potential development in many of Yolo's unincorporated communities, there are no active development plans in the majority of these communities.

The most likely source of near term development is the Dunnigan Specific Plan (DSP), for which the County of Yolo is currently processing an application. If adopted, the DSP would create significant new development and growth in the Dunnigan community. However, the DSP is currently navigating significant General Plan policy issues and approval of the Plan is uncertain at this time. LAFCo staff expects that this MSR will assume no development in the foreseeable future for the communities served by FPDs, unless further progress is made on the DSP during the timeframe of this MSR.

DISADVANTAGED UNINCORPORATED COMMUNITIES:

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

1. Does the subject agency provide public services related to sewers, municipal and industrial water, or structural fire protection?
2. 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)?
3. 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)?

This MSR is expected to require almost no analysis on the issue of disadvantaged unincorporated communities. As evidenced in the FPD map, all of Yolo County is covered with fire protection services. There are no disadvantaged unincorporated communities that do not receive this service, meaning that the provisions of SB 244 are not a concern in this MSR.

CAPACITY AND ADEQUACY OF PUBLIC FACILITIES AND SERVICES:

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.

1. Are there any deficiencies in agency capacity to meet service needs of existing development within its

existing territory?

LAFCo staff has very little knowledge about the existing capacity of the FPDs to meet the service needs of their communities. This MSR should begin with the development or identification of criteria for assessing the capacity and adequacy of existing services provided by the FPDs (such as response times or ratio of callouts to staff). LAFCo staff should be consulted in the development of these criteria. Once developed, these criteria should be used to assess the capacity and adequacy of all 15 FPDs included in this report.

2. Are there any issues regarding the agency's capacity to meet the service demand of reasonably foreseeable future growth?

Generally speaking, population growth in Yolo is expected to be minimal over the 5-year MSR horizon, and is not likely to require extensive analysis.

The one project in process that could potentially be a "game changer" is the Dunnigan Specific Plan (DSP). However, as noted previously, approval of the DSP is uncertain at this time, and if approved, development of the DSP would be unlikely within five years. Additionally, specific plan law requires a complete analysis of the provision of public services in the area, including fire protection. The DSP would trigger a complete reorganization of municipal service delivery in Dunnigan that would be addressed through the specific plan process rather than an MSR. Therefore, LAFCo staff does not believe analysis on this issue will be necessary in this MSR.

3. Are there any concerns regarding public services provided by the agency being considered adequate?

LAFCo staff has very little knowledge about the existing capacity of the FPDs to meet the service needs of their communities. This MSR should begin with the development or identification of criteria for assessing the capacity and adequacy of existing services provided by the FPDs (such as response times or ratio of callouts to staff). LAFCo staff should be closely consulted in the development of these criteria. Once developed, these criteria should be used to assess the capacity and adequacy of all 15 FPDs included in this report.

4. Are there any significant infrastructure needs or deficiencies to be addressed?

LAFCo staff has very little existing knowledge on the infrastructure and equipment needs of the FPDs, so this MSR will require detailed analysis on this topic. This section should provide a brief inventory of the existing infrastructure and equipment (such as buildings and vehicles) belonging to each FPD. This section should also include analysis of the near term (within 5-years) and long term (within 20-years) infrastructure and equipment needs of each FPD.

5. Are there changes in state regulations on the horizon that will require significant facility and/or infrastructure upgrades?

This MSR will require basic research and analysis on upcoming state legislative initiatives that may impact the facility/infrastructure needs of FPDs. Initial research can be completed through interviews with FPDs, and additional research should only be completed if interviews identify any areas of concern.

6. 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 SOI?

This section should not require additional analysis. As previously established, all communities (disadvantaged or otherwise) are fully served with municipal fire protection services.

FINANCIAL ABILITY:

Financial ability of agencies to provide services.

LAFCo staff currently has very minimal knowledge of the financial ability of the local FPDs. However, small districts in Yolo County often struggle with insufficient resources and financial management best practices. This is something that Yolo LAFCo emphasizes and works closely with districts on during the MSR process. This MSR should provide extensive analysis and recommendations regarding any financial issues that the FPDs need to address.

1. 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?

This section should include a 5-year budget snapshot for each FPD, along with analysis regarding the overall budgeting and financial practices of each district. LAFCo staff can provide historical budgets for each FPD, but all other documents and information will have to be acquired directly from FPD staff.

2. Is the organization lacking adequate reserve to protect against unexpected events or upcoming significant costs?

This section should provide a description of the reserve and contingency practices of each FPD, as well as an inventory of each FPD's existing reserve dollars. The section should provide some analysis regarding the sufficiency of existing reserve to fund upcoming infrastructure issues. When problems are identified, the section should make recommendations for resolving the issues.

3. 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?

This section should require minimal to no analysis. FPDs are not generally funded through fees for service, but rather property taxes or special assessments.

4. Is the organization unable to fund necessary infrastructure maintenance, replacement and/or any needed expansion?

This section should discuss funding opportunities for any necessary infrastructure changes that were identified in the Capacity and Adequacy portion of the MSR. The report should specifically identify any near term improvements (within 5-years) that FPDs are not able to fund, and make recommendations for potential funding solutions.

5. Is the organization lacking financial policies that ensure its continued financial accountability and stability?

This section should include a brief inventory and analysis of the financial policies for each FPD. The report should provide recommendations on how FPDs without financial policies (or with outdated/insufficient policies) work towards developing and adopting such policies, and should emphasize which policies are particularly important for each District.

6. Is the organization's debt at an unmanageable level?

This section should include a brief description of each FPD's debt (if any). The section should provide some analysis on the organization's practices for taking out and repaying debt, and should indicate any FPDs that have potential issues with repaying their outstanding debt.

SHARED SERVICES AND FACILITIES:

Status of, and opportunities for, shared facilities.

1. Is the agency currently sharing services or facilities with other organizations? If so, describe the status of such efforts.
2. Are there any opportunities for the organization to share services or facilities with neighboring or overlapping organizations that are not currently being utilized?
3. Are there any governance options that may produce economies of scale and/or improve buying power in order to reduce costs?
4. 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?

This report will require extensive analysis regarding opportunities for shared services or resources between FPDs. LAFCo staff does not believe that many opportunities for complete consolidation of District's exist, given the strong desire for local control and community identity that exists within Yolo's unincorporated communities, and the relatively distant placement of Yolo's unincorporated communities. However, LAFCo does believe there may be opportunities for "functional consolidation," in which Districts choose to contract for some or all of their services to an adjacent city or FPD. There may also be opportunity for small-scale shared service options (such as sharing of portable equipment that is used on an interim basis or staff training), and these questions should be explored during interviews with FPDs. Analysis on potential shared service opportunities or functional consolidations should consider (1) the political and administrative feasibility, (2) the impact on budget and resources for affected Districts, and (3) the impacts on adequacy or capacity of service delivery for each affected District.

ACCOUNTABILITY, STRUCTURE, AND EFFICIENCIES:

Accountability for community service needs, including governmental structure and operational efficiencies.

1. Are there any issues with meetings being accessible and well publicized? Any failures to comply with disclosure laws and the Brown Act?

This question should be considered for each FPD, and the report should include a simple description of what each FPD is doing to make meetings accessible and compliant with Brown Act. If any issues are identified, the report should make individual recommendations for how the issues can be resolved.

2. Are there any issues with filling board vacancies and maintaining board members?

This question should be considered for each FPD, and the report should include a simple description of the status of each Board of Directors. If any issues are identified, the report should make individual recommendations for how the issues can be resolved.

3. Are there any issues with staff turnover or operational efficiencies?

This question should be considered for each FPD, and the report should include a simple description

of the department structure and staffing levels. If any issues are identified, the report should make individual recommendations for how the issues can be resolved.

4. Is there a lack of regular audits, adopted budgets and public access to these documents?

This question should be considered for each FPD, including a description of any actions on the part of the District to remain publicly accountable and accessible (such as operating a website or sending a newsletter). If any issues are identified, the report should make individual recommendations for how the issues can be resolved.

5. Are there any recommended changes to the organization’s governance structure that will increase accountability and efficiency?

This question should be considered for each FPD. The report should describe any opportunities for reorganization of governance structure that are identified, and make recommendations for how Districts can move forward with changes.

6. Are there any governance restructure options to enhance services and/or eliminate deficiencies or redundancies?

This report will require extensive analysis regarding opportunities for governance restructure or consolidation between FPDs. LAFCo staff does not believe that many opportunities for complete consolidation of District’s exist, given the strong desire for local control and community identity that exists within Yolo’s unincorporated communities, and the relatively distant location of Yolo’s unincorporated communities. However, LAFCo does believe there may be opportunities for “functional consolidation” in which Districts choose to contract for some or all of their services to an adjacent city or FPD.

7. 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?

This MSR will not require any analysis on the issue of overlapping boundaries. The only overlapping boundary issue exists between UC Davis and the Springlake FPD, and LAFCo anticipates that this issue will be resolved via a contract to pass property taxes from Springlake FPD to UCD prior to the completion of this MSR. There are no additional overlapping boundaries or spheres among the FPDs in Yolo County. All of Yolo County is covered by a single FPD, and each FPD has a sphere of influence that is coterminous with its boundaries.

OTHER ISSUES:

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

1. Are there any other service delivery issues that can be resolved in this MSR/SOI process?

LAFCo staff is not aware of any additional issues that are likely to be raised during the MSR, and expects this section to contain minimal to no analysis.

SPHERE OF INFLUENCE

This MSR is not expected to require a sphere of influence (SOI) update. All FPDs currently have SOI’s that are coterminous with their boundaries, and expanding any SOI would result in overlapping districts.

Municipal Service Review (MSR) and Sphere of Influence (SOI) Scoping Tool
City of Davis, El Macero CSA, Willowbank CSA and North Davis Meadows CSA

This MSR will review the City of Davis and its three associated county service areas (CSAs), including El Macero CSA, Willowbank CSA and North Davis Meadows CSA.

The three CSAs are included in this MSR because they are adjacent to the City of Davis, and connect with the City's water and/or wastewater system.

- **El Macero CSA** is responsible for providing water, wastewater and fire protection services to El Macero residents. The CSA contracts for both water and wastewater services with the City.
- **Willowbank CSA** provides water services to Willowbank residents. The CSA contracts for water service with the City, but residents use septic tanks rather than connecting to the City's wastewater system.
- **North Davis Meadows CSA** provides water, wastewater, recreation and parks, street lighting, median and landscape maintenance, and storm drainage control services to North Davis Meadows residents. The CSA connects to the City's wastewater system. The community uses well water for its water needs, but contracts with the City for maintenance of the water system.

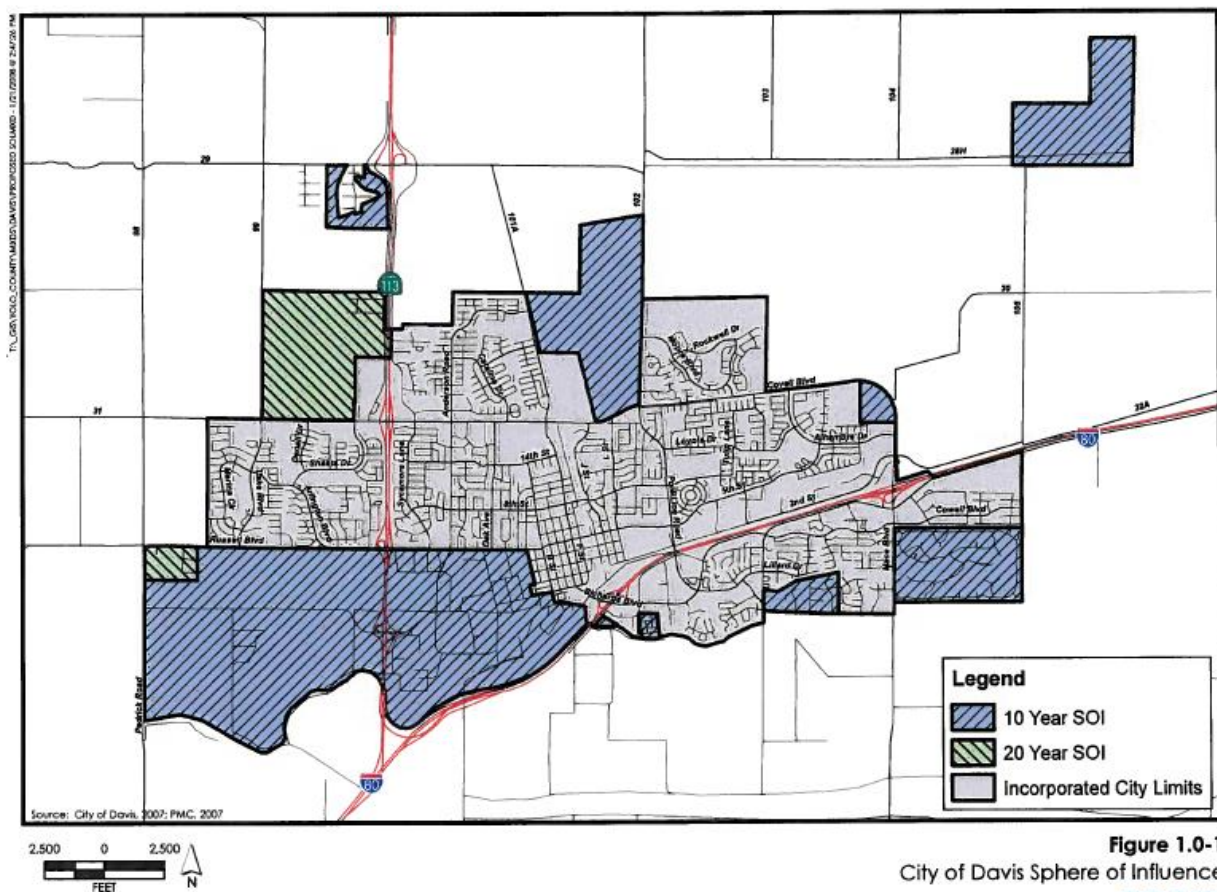
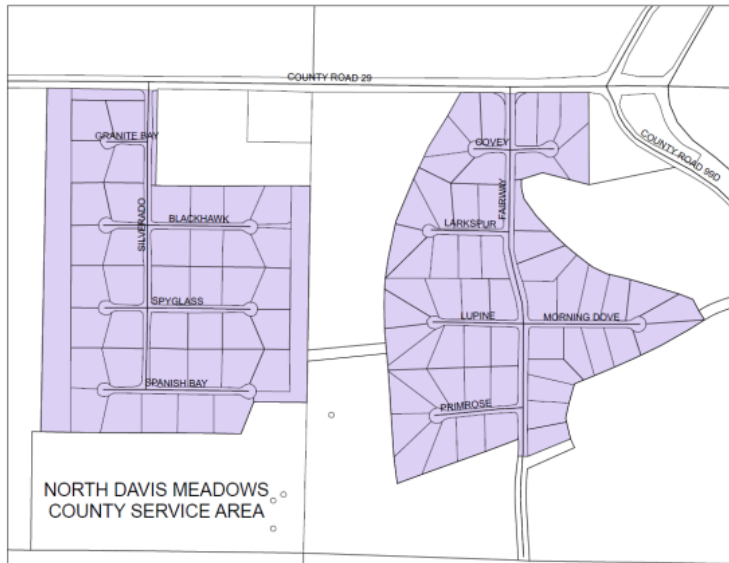
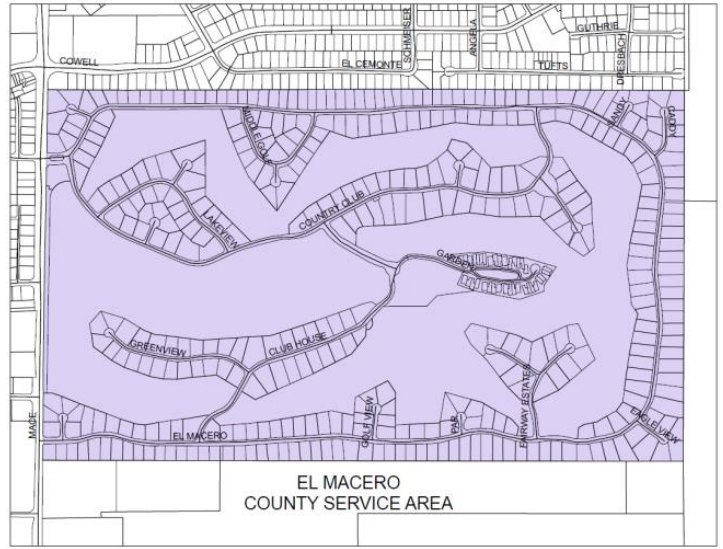
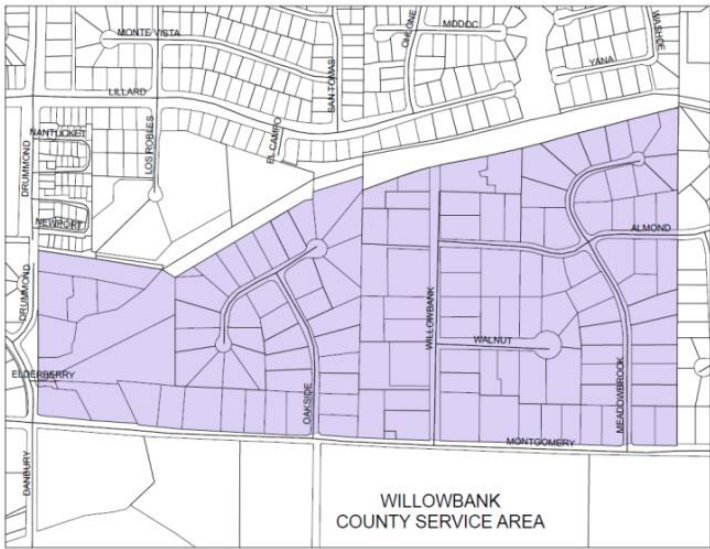


Figure 1.0-1
City of Davis Sphere of Influence
PMC



AGENCY PROFILES

This MSR will require a 1-2 page agency profile on each of the four agencies being reviewed. Each agency profile should include (at a minimum):

- Description of the agency and services provided
- Map of the agency's existing service boundary and sphere of influence
- Location of the agency
- History of the agency
- Description of organizational structure
- Description of services provided by the agency

FOCUS ISSUES

This MSR will need to satisfy all MSR and SOI requirements as mandated by California law. However, Yolo LAFCo hopes to focus the majority of analysis on a few important areas:

- **Capacity and Adequacy:** This MSR should provide extensive analysis on each agency's ability to provide adequate services to customers. In particular, LAFCo is aware of upcoming issues with hexavalent chromium levels due to recent legislation from the State. Additionally, North Davis Meadows has significant water quality issues (including high levels of nitrates, arsenic and hexavalent chromium) within its existing well water system.
- **Financial Ability:** This MSR should focus its financial analysis predominantly on the CSAs, while also providing a high level analysis of the City of Davis. An in depth review of the City's financial circumstances is unlikely to yield any recommendations that the City is not already aware of. However, Yolo LAFCo believes that there is significantly more to be gained from an in depth review of the financial situation of the three CSAs and their financial relationships with the City of Davis, as small districts in Yolo often struggle with insufficient resources, oversight and financial management best practices.
- **Relationship between the City of Davis and CSAs:** The City of Davis provides water and/or wastewater services to the three CSAs. However, LAFCo is aware of several upcoming or ongoing issues that have developed as a result of this relationship, which should be considered in this MSR.
 - **El Macero:** The El Macero CSA and City are engaged in ongoing legal issues which have developed as a result of disagreement over rates.
 - **Willowbank:** The residents of Willowbank have expressed the concern that the water they receive from the City of Davis is too expensive for irrigation purposes, as properties in Willowbank are often very large and contain swimming pools. The residents would like to continue using the Davis water system for their domestic water purposes, but would like to drill a well to use for irrigation. The CSA is actively pursuing this option through a Proposition 218 election, which if passed, would fund the drilling of the well. If this option moves forward, Willowbank will likely still require the City to provide maintenance for the irrigation system, as the CSA staffing levels are not sufficient to take on this responsibility.
 - **North Davis Meadows:** The existing well water system in North Davis Meadows is inadequate due to high chemical levels in the ground water. The CSA is currently working with the City to determine the cost of connecting North Davis Meadows to the City's water system.

MUNICIPAL SERVICE REVIEW

GROWTH AND POPULATION:

Growth and population projections for the affected area

1. Is the agency's territory or surrounding area expected to experience any significant population change or development over the next 5-10 years?
2. Will population changes have an impact on the subject agency's service needs and demands?
3. Will projected growth require a change in the agency's service boundary?

This MSR is not likely to require more than a cursory analysis on the issue of growth and population change.

DISADVANTAGED UNINCORPORATED COMMUNITIES:

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

1. Does the subject agency provide public services related to sewers, municipal and industrial water, or structural fire protection?
2. 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)?
3. 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)?

This MSR is expected to require only minimal analysis on the issue of disadvantaged unincorporated communities. There are four inhabited unincorporated communities adjacent to the City of Davis, including El Macero, North Davis Meadows, Royal Oak and Willowbank. The three communities served by CSAs (El Macero, North Davis Meadows and Willowbank) all have median income levels that will preclude them from qualifying as disadvantages unincorporated communities (DUCs). Royal Oak is a mobile home park located on the South edge of Davis, and may qualify as a DUC. However, LAFCo's understanding is that the community is fully served with water, wastewater and fire protection services through the City of Davis, despite not being included in the City boundaries. Therefore, the provisions of SB 244 are not expected to apply to this MSR.

CAPACITY AND ADEQUACY OF PUBLIC FACILITIES AND SERVICES:

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.

1. Are there any deficiencies in agency capacity to meet service needs of existing development within its existing territory?

This MSR should provide an overview of each agency's capacity to meet its existing service demand, for any services that might be affected by capacity issues. If capacity issues are identified, the report

should provide workable recommendations for how the issues can be addressed.

2. Are there any issues regarding the agency's capacity to meet the service demand of reasonably foreseeable future growth?

This MSR will likely project that minimal growth is expected in Davis or its surrounding communities on the 5-year MSR horizon, and is not likely to require extensive analysis on this issue.

3. Are there any concerns regarding public services provided by the agency being considered adequate?

This MSR should provide extensive analysis on the adequacy of services provided by the City and CSAs. In particular, LAFCo staff is aware of several adequacy issues that might be addressed in this MSR, including:

- High nitrate and arsenic levels in the well water for North Davis Meadows
- Hexavalent chromium levels significantly above the recently implemented state allowable maximum contamination level (MCL) in both City and CSA water systems

This MSR should also identify any other adequacy issues that may exist, and provide workable recommendations for addressing the issues.

4. Are there any significant infrastructure needs or deficiencies to be addressed?

This MSR will require detailed analysis on the infrastructure and equipment needs of the City or CSAs. This section should begin with a brief inventory of the existing infrastructure and equipment (such as buildings and vehicles) belonging to each agency. This section should also include analysis of the near term (within 5-years) and long term (within 20-years) infrastructure and equipment needs for each agency.

5. Are there changes in state regulations on the horizon that will require significant facility and/or infrastructure upgrades?

This MSR will require basic research and analysis on upcoming state legislative initiative that may impact the facility/infrastructure needs of each agency. In particular, LAFCo is aware that all agencies included in this MSR will be affected by California's recent adoption of a hexavalent chromium MCL, which is far below the existing levels in the Davis/CSA water supply.

6. 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 SOI?

This section should require only minimal analysis. As previously established, LAFCo believes that all inhabited communities adjacent to the City of Davis are fully served with water, wastewater and fire protection services.

FINANCIAL ABILITY:

Financial ability of agencies to provide services.

LAFCo is aware that the City of Davis has had some financial challenges in recent years, as with many cities throughout the state, which should be discussed in this MSR. However, an in depth review of the City's financial circumstances is unlikely to yield any recommendations that the City is not already aware of, and this MSR should keep its review of the City's financial ability at a high level.

However, Yolo LAFCo believes there is significantly more to be gained from an in depth review of the financial situation of the three CSAs included in this MSR, as small districts in Yolo County often struggle with insufficient resources, oversight and financial management best practices.

1. 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?

This section should include a 5-year budget snapshot for each agency, along with analysis regarding the overall budgeting and financial practices of each district.

2. Is the organization lacking adequate reserve to protect against unexpected events or upcoming significant costs?

This section should provide a description of the reserve and contingency practices of each agency, as well as an inventory of each agency's existing reserve dollars. The section should provide some analysis regarding the sufficiency of existing reserve. When problems are identified, the section should make recommendations for resolving the issues. Focus areas should include:

- Unfunded OPEB liability for City of Davis
- Complete lack of reserve for Willowbank CSA

3. 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?

This MSR should provide in-depth analysis of the appropriateness of the rates of each agency. In particular, this MSR should focus on the rates the City charges for each CSA. LAFCo is aware of ongoing legal issues between El Macero CSA and the City regarding the rates that are charged, which should be discussed in the MSR. This MSR should also discuss whether rates include a charge based on volume/use per connection, and make recommendations for moving to a metered rate system if not already in place at all agencies.

4. Is the organization unable to fund necessary infrastructure maintenance, replacement and/or any needed expansion?

This section should discuss funding opportunities for any necessary infrastructure changes that were identified in the Capacity and Adequacy portion of this MSR. The report should specifically identify any near term improvements (within 5-years) that agencies are not able to fund, and make recommendations for potential funding solutions.

5. Is the organization lacking financial policies that ensure its continued financial accountability and stability?

This section should require minimal analysis, as the City and County both have relatively comprehensive financial policies. The CSAs are a function of the County, and are responsible to the same financial policies as the County. The section may provide a brief inventory of existing City and County policies, and identify any important financial policies that may be missing or outdated.

6. Is the organization's debt at an unmanageable level?

This section should include a brief description of each agency's debt. The section should provide some analysis on the organization's practices for taking out and repaying debt, and should indicate

any agencies that have potential issues with repaying their outstanding debt.

SHARED SERVICES AND FACILITIES:

Status of, and opportunities for, shared facilities.

1. Is the agency currently sharing services or facilities with other organizations? If so, describe the status of such efforts.
2. Are there any opportunities for the organization to share services or facilities with neighboring or overlapping organizations that are not currently being utilized?
3. Are there any governance options that may produce economies of scale and/or improve buying power in order to reduce costs?
4. 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?

This MSR should consider this issue, but it will not likely require any in depth analysis. The City already shares many of its services and facilities with the neighboring CSAs, and LAFCo staff believe additional opportunities to expand shared services may be limited. The MSR should identify instances where shared service is already occurring, and then discuss any potential opportunities that exist to expand shared services to the CSAs or build shared service relationships with other neighboring special districts.

ACCOUNTABILITY, STRUCTURE, AND EFFICIENCIES:

Accountability for community service needs, including governmental structure and operational efficiencies.

1. Are there any issues with meetings being accessible and well publicized? Any failures to comply with disclosure laws and the Brown Act?

This question should be considered for each agency, and the report should include a simple description of what each agency is doing to make meetings accessible and compliant with Brown Act. If any issues are identified, the report should make individual recommendations for how the issue can be resolved.

2. Are there any issues with filling board vacancies and maintaining board members?

This question should focus on the status of the CSA Advisory Committees. LAFCo has no concerns about the status of the City Council or Board of Supervisors, which are as stable as can be expected in an elected body.

3. Are there any issues with staff turnover or operational efficiencies?

This question should be considered for each agency, and the report should include a simple description of the agency structure and staffing levels. If any issues are identified, the report should make individual recommendations for how the issues can be resolved.

4. Is there a lack of regular audits, adopted budgets and public access to these documents?

This question should be considered for each agency, including a description of any actions on the part of the District to remain publicly accountable and accessible (such as operating a website or sending a newsletter). If any issues are identified, the report should make individual recommendations for how the issues can be resolved.

-
5. Are there any recommended changes to the organization’s governance structure that will increase accountability and efficiency?

This question should be considered for each agency. However, this MSR is only expected to require minimal analysis on this issue. The most obvious governance restructure would involve annexation of the CSAs into the City. However, LAFCo does not believe such an annexation would be politically feasible at this time, given the strong desire of Yolo’s unincorporated communities to maintain their own community identities.

6. Are there any governance restructure options to enhance services and/or eliminate deficiencies or redundancies?

This question should be considered for each agency. However, this MSR is only expected to require minimal analysis on this issue. The most obvious governance restructure would involve annexation of the CSAs into the City. However, LAFCo does not believe such an annexation would be politically feasible at this time, given the strong desire of Yolo’s unincorporated communities to maintain their own community identities.

7. 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?

This MSR will not require any analysis on the issue of overlapping boundaries, as there are no overlapping boundaries of concern.

OTHER ISSUES:

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

1. Are there any other service delivery issues that can be resolved in this MSR/SOI process?

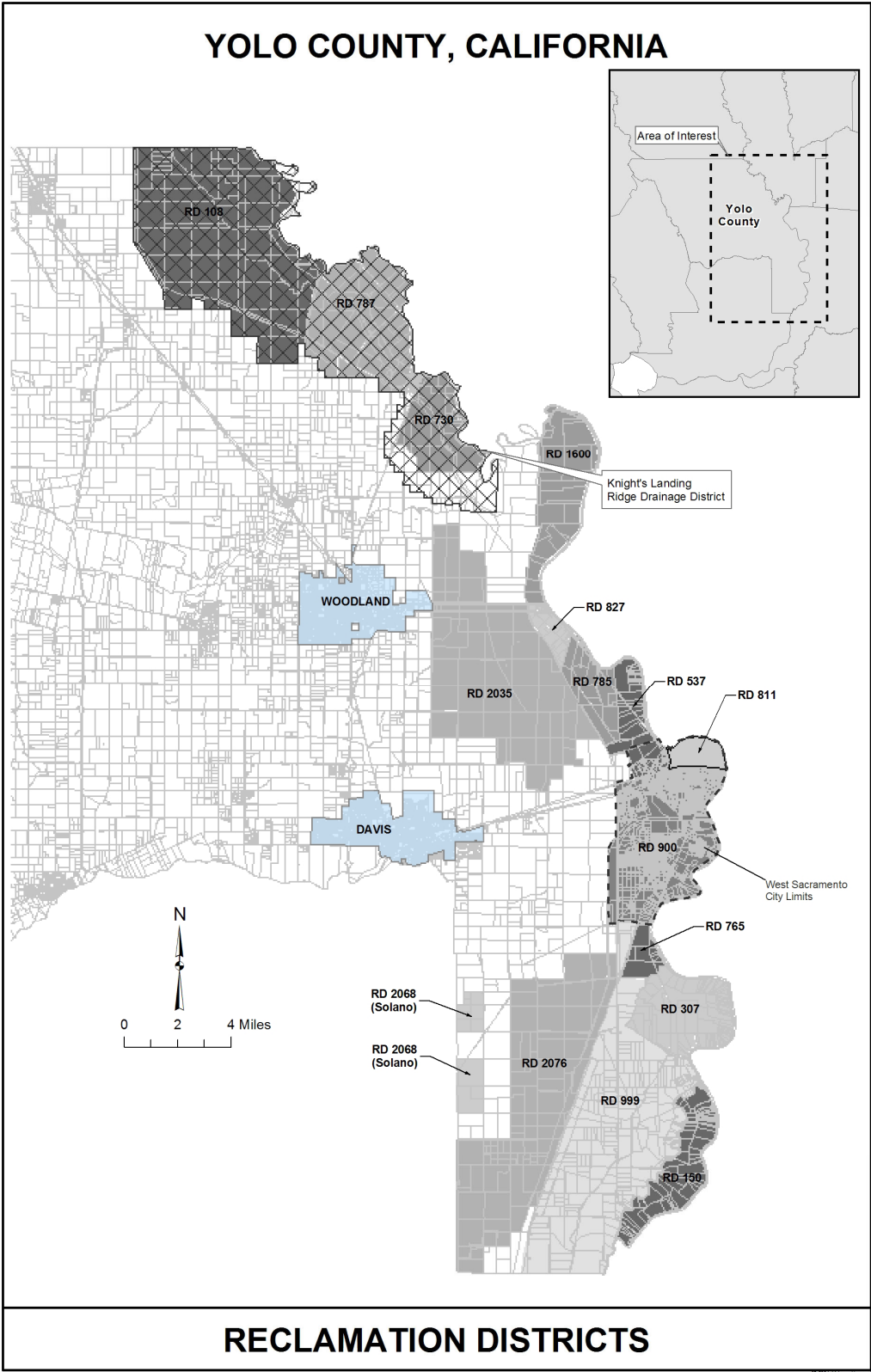
LAFCo staff is not aware of any additional issues that are likely to be raised during the MSR, and expects this section to contain minimal to no analysis.

SPHERE OF INFLUENCE

This MSR is not expected to require a sphere of influence (SOI) update. The CSAs have SOIs that are coterminous to their boundaries, and have not indicated any desire to expand.

LAFCo conducted a very comprehensive SOI update for the City of Davis in 2008, and City staff have stated that they do not anticipate any near term changes to their SOI or boundaries, with the exception of one potential project site. The City of Davis has recently identified a potential site for its Innovation Center project that is outside its existing SOI and boundary, which it expects to annex within the next five years. However, updating the sphere of influence to include the property would require an environmental review under CEQA. LAFCo and City staff have agreed to conduct a concurrent annexation and sphere update when the property is being annexed, in order to eliminate the need for multiple environmental review processes.

YOLO COUNTY LAFCO
MUNICIPAL SERVICE REVIEW and SPHERE OF INFLUENCE STUDY
Yolo County Public Water and Reclamation Districts



MSR/SOI Update Schedule - Adopted February 27, 2014

Approved
02/27/14

Attachment D

FY Scheduled	City/District	LAFCO №	Last Updated	Resolution #	5 Yr Update Due (FY)
2012/13	Wild Wings County Service Area #14	S-035			
2013/14	Esparto Community Services District	S-039	3/24/2003	2003-04	2007/08
	Madison-Esparto Regional County Service Area (MERCESA)	S-039	3/28/2005	2005-10	2009/10
	Madison Community Services District	S-039	6/23/2008	2008-04	2012/13
2013/14	Dunnigan County Service Area	S-019	2/27/2006	2006-01	2010/11
2013/14	Cacheville Community Services District	S-023	10/23/2006	2006-05	2011/12
2013/14	Knights Landing Community Services District	S-021	9/25/2006	2006-04	2011/12
	Knights Landing Cemetery District (Consider Combined Study)				
2014/15	Knights Landing Ridge Drainage District	S-001	3/28/2005	2005-05	2009/10
	Snowball County Service Area	S-021	3/27/2006	2006-02	2010/11
	Reclamation District 108 (Colusa)	S-001	3/28/2005	2005-05	2009/10
	Reclamation District 150	S-001	3/28/2005	2005-05	2009/10
	Reclamation District 307	S-001	3/28/2005	2005-05	2009/10
	Reclamation District 537	S-001	3/28/2005	2005-05	2009/10
	Reclamation District 730	S-001	3/28/2005	2005-05	2009/10
	Reclamation District 765	S-001	3/28/2005	2005-05	2009/10
	Reclamation District 785	S-001	3/28/2005	2005-05	2009/10
	Reclamation District 787	S-001	3/28/2005	2005-05	2009/10
	Reclamation District 827	S-001	3/28/2005	2005-05	2009/10
	Reclamation District 900	S-001	3/28/2005	2005-05	2009/10
	Reclamation District 999	S-001	3/28/2005	2005-05	2009/10
	Reclamation District 1600	S-001	3/28/2005	2005-05	2009/10
	Reclamation District 2035	S-001	3/28/2005	2005-05	2009/10
	2014/15	Reclamation District 2068 (Solano)	S-001	3/28/2005	2005-05
Reclamation District 2076		S-001	3/28/2005	2005-05	2009/10
Reclamation District 2093 (Solano)		S-001	3/28/2005	2005-05	2009/10
Reclamation District 2120		S-001	3/28/2005	2005-05	2009/10
Capay Fire Protection District		S-008	12/2/2004	2004-11	2009/10
Clarksburg Fire Protection District		S-025	6/25/2007	2007-06	2011/12
Dunnigan Fire Protection District		S-015	9/19/2005	2005-14	2009/10
East Davis Fire Protection District		S-026	12/10/2007	2007-08	2012/13
Elkhorn Fire Protection District		S-024	3/26/2007	2007-01	2011/12
Esparto Fire Protection District		S-009	10/25/2004	2004-08	2009/10
Knights Landing Fire Protection District		S-016	12/5/2005	2005-18	2010/11
Madison Fire Protection District		S-013	12/2/2004	2004-12	2009/10
No Man's Land Fire Protection District		S-026	12/10/2007	2007-08	2012/13
Springlake Fire Protection District		S-004	1/17/2003	2003-01	2007/08
West Plainfield Fire Protection District		S-028	12/10/2007	2007-09	2012/13
Willow Oak Fire Protection District	S-007	12/2/2004	2004-10	2009/10	
Winters Fire Protection District	S-029	9/22/2008	2008-08	2013/14	
Yolo Fire Protection District	S-017	9/19/2005	2005-15	2010/11	
Zamora Fire Protection District	S-018	9/19/2005	2005-16	2010/11	
2014/15	Yolo County Resource Conservation District	S-030	5/12/2008	2008-03	2012/13
2014/15	City of Davis	S-027	6/23/2008	2008-05	2012/13
	El Macero County Service Area	S-027	6/23/2008	2008-05	2012/13
	Willowbank County Service Area	S-027	6/23/2008	2008-05	2012/13
	North Davis Meadows County Service Area	S-022	10/23/2006	2006-06	2011/12
2015/16	City of Winters	S-029	9/22/2008	2008-08	2013/14
2015/16	City of West Sacramento	S-031	1/26/2009	2009-01	2013/14
	Garcia Bend County Service Area	S-031	1/26/2009	2009-01	2013/14
2015/16	Sac - Yolo Port District	S-033	6/22/2009	2009-03	2013/14
2016/17	City of Woodland	S-034	3/28/2011	2011-02	2015/16
2016/17	Capay Cemetery District	S-036	5/16/2011	2011-03	2015/16
	Cottonwood Cemetery District	S-036	5/16/2011	2011-03	2015/16
	Davis Cemetery District	S-037	7/26/2012	2012-05	2017/18
	Knights Landing Cemetery District	S-036	5/16/2011	2011-03	2015/16
	Mary's Cemetery District	S-036	5/16/2011	2011-03	2015/16
	Winters Cemetery District	S-036	5/16/2011	2011-03	2015/16
2018/19	Dunnigan Water District	S-038	10/24/2013	2013-04	2018/19
	Yolo County Flood Control & Water Conservation District	S-038	10/24/2013	2013-04	2018/19



LAFCO

Meeting Date: 09/25/2014

Information

SUBJECT

Discuss and comment on the draft agenda for the Shared Services Workshop tentatively scheduled to immediately follow the regular Commission meeting on October 23, 2014

RECOMMENDED ACTION

Discuss and comment on the draft agenda for the Shared Services Workshop tentatively scheduled to immediately follow the regular Commission meeting on October 23, 2014.

FISCAL IMPACT

None

REASONS FOR RECOMMENDED ACTION

This is an opportunity for staff to receive direction from the Commission regarding the details of the Shared Services Workshop.

BACKGROUND

Recap of July Meeting

At the July meeting, the Commission provided staff with the following direction regarding the Shared Services Workshop:

1. Set a tentative date for the workshop on October 23, 2014 in order to allow more time to discuss the proposals in response to the animal services RFP due on August 25th; and
2. Invite all the members of each city council and the Board of Supervisors and notice the workshop as a Public Hearing. And invite the city manager from each city, the County Administrative Officer or their designee.

Draft Agenda

A draft meeting agenda is attached for your reference. Following a brief overview and explanation of the workshop process, staff anticipates breaking into small working groups to brainstorm key questions regarding shared services opportunities, benefits and challenges. And then the groups would report out, creating the list of initiatives with relative priorities assigned.

Workshop Timing

Save the date workshop invitations have been sent to the Commission and the Yolo Managers for a tentative workshop date for October 23, 2014 from 9:30-11:30 a.m. The date generally worked for most except the County Administrative Officer who will be out of town for CSAC and no response was received from the West Sacramento City Manager. Alternate potential dates are October 30 or following our regular LAFCo meeting on December 4. Invitations to all the members of each city council and BOS have not gone out yet.

Since the Commission last discussed the Shared Services Workshop in July, the Shared Services program has experienced two setbacks: (1) only one proposal was received in response to the animal services RFP and it was from the existing service provider; and (2) the City of Davis decided it was unable to host the September Yolo Leaders meeting, but too late in the process to find an alternate host, topic and speakers.

However, the Yolo Broadband Strategic Plan is going in a very positive direction although it is taking longer than originally anticipated. We anticipate issuing a Public Draft of the Yolo Broadband Strategic Plan in October and then scheduling presentations with each city and the County during November and December before finalizing the Plan sometime in January. The agency presentations in November and December will be a good opportunity to highlight positive outcomes from the Shared Services Program.

Summary

This item has been scheduled to allow an opportunity for the Commission to provide any feedback regarding the timing of the workshop, invitees and draft agenda. Staff suggests that it may be beneficial to hold the workshop following completion of the Yolo Broadband Strategic Plan both in terms of building positive momentum and staff being able to better focus its resources.

Attachments

ATT-Draft Agenda

Form Review

Inbox

Christine Crawford

Form Started By: Christine Crawford

Final Approval Date: 09/18/2014

Reviewed By

Christine Crawford

Date

09/18/2014 11:35 AM

Started On: 09/18/2014 08:57 AM



Yolo Shared Services Workshop

October 23, 2014 from 9:30 AM - 11:30 AM

Erwin Meier Administration Building
625 Court Street, Room 106
Woodland, CA 95695

Draft Agenda

1. Brief review of SACOG and Orange County LAFCO's shared service programs and status to date
2. Explanation of each potential shared service area to be considered
3. Interactive exercise rating service areas in a manner (such as a graph) which considers the potential for positive impact versus feasibility to demonstrate which projects should be undertaken
4. Discussion regarding whether these initiatives are appropriate at a local (city or county), county wide (LAFCo) or regional (SACOG) level
5. Consensus regarding the tentative list of shared service initiatives with priorities assigned



LAFCO

Meeting Date: 09/25/2014

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.

- Shared Services
 - ~Animal Services
 - ~Broadband
 - ~Yolo Leaders
 - City Selection Committee - LAFCo Alternate
 - Cal APA Conference - September 13-16, 2014
 - CALAFCO Conference Update
 - LAFCo Handbook - Now Online
 - Staff Activity Report - July 21 to September 19, 2014
-

Attachments

[ATT-Staff Activity Report](#)

Form Review

Form Started By: Terri Tuck
Final Approval Date: 09/19/2014

Started On: 09/19/2014 07:26 AM

LAFCo Staff Activity Report

July 21 through September 19, 2014

Date	Meeting/Milestone	Comments
07/21/2014	Shared Services – Meeting with Patrick Blacklock (CAO)	Shared Services Governance
07/21/2014	Meeting w/County Staff (Supervisor Jim Provenza, Asst. CAO Dirk Brazil, Ag Commissioner John Young, County Counsel Phil Pogledich, Dist. 4 Asst. Deputy Supervisor Sandra Rodriguez)	Davis Innovation Parks – Ag Mitigation Discussion
07/23/2014	Shared Services – West Sacramento/County 2x2	Presented Re: Animal Services
07/24/2014	Shared Services – Conference call w/West Sacramento and Magellan Advisors	Broadband
07/25/2014	Meeting w/PPW Director Taro Echiburu	Ag Mitigation for Innovation Centers/County Service Areas
07/25/2014	Meeting w/Katherine Hess and Mike Webb (City of Davis)	SOI and Innovation Centers
07/25/2014	Shared Services – University Downtown Gateway Project (Nishi) District Meeting	Attended
07/28/2014	Shared Services – Conference call w/County Librarian Patty Wong and Magellan Advisors	Broadband Study Comments
07/28/2014	Shared Services – Conference call w/Lynn Johnson (Woodland) and Magellan Advisors	Broadband Study Comments
08/01/2014	Shared Services – Conference Call w/County IT Kevin Yarris and Magellan Advisors	Broadband Study Comments
08/04/2014	Meeting w/County Staff (Asst. CAO Dirk Brazil, Counsel Phil Pogledich, ACO Manager of Acct. & Budget Doug Olander, Dist. 2 Deputy Supervisor Diane Parro & Asst. Deputy Steve Rea)	Springlake FPD & UCD
08/06/2014	ICMA Webinar – “Service Delivery Collaborations-Are They Worth the Effort?”	Attended

Date	Meeting/Milestone	Comments
08/06/2014	Shared Services – Conference Call w/Magellan Advisors	Broadband
08/07/2014	YCAS Tour for LAFCo Animal Services RFP	Attended
08/07/2014	Shared Services – CETF Broadband Forum	Attended
08/08/2014	Conference Call w/CALAFCO U instructors	CALAFCO U Course – pre call
08/11/2014	CALAFCO University Course – LAFCos Role in Agricultural Resources, Preservation, and Mitigation	Instructor
08/12/2014	Lunch w/Nancy Pennebaker (Capay Valley Vision)	CVV Governance/MERCOSA Prop 218 Process
08/14/2014	Meeting w/ John Hodgson, Sotiris Kolokotronis and Taro Echiburu	Proposed Davis Innovation Center (next to Sutter Hospital)
08/14/2014	Meeting w/Jodi Mulligan (Capay Valley Vision) and Comcast	Tour of El Macero CSA and meeting w/Comcast
08/14/2014	Meeting w/County Ag Working Group	Attended
08/15/2014	Shared Services – Conference Call w/Sarah Worley (Davis)	Broadband
08/15/2014	Meeting w/Mel Smith	Esparto CSD MSR/SOI
08/18-08/25	Executive Officer Vacation	Off the grid
08/27/2014	Meeting w/Yolo County Ag Task Force	Attended
08/28/2014	Shared Services – Meeting w/County staff (Dirk Brazil, Taro Echiburu, Phil Pogledich)	Add to LRPC policy framework for considering development proposals near existing incorporated cities
08/28/2014	Call w/Kim Kinnee	Animal Services RFP
08/28/2014	Shared Services – Woodland/County 2x2	Attended
09/03/2014	Meeting w/Leo Refsland	Madison CSD MSR/SOI
09/10/2014	Meeting w/Olin Woods	Agenda Review
09/11/2014	Shared Services – In-house Meeting w/Magellan Advisors (John Honker)	Draft Broadband Review
09/11/2014	Shared Services – Meeting w/Magellan Advisors, Sarah Worley & Rob White (Davis)	Broadband Strategy
09/11/2014	Shared Services – Winters/County 2x2	Presented Re Animal Services

Date	Meeting/Milestone	Comments
09/12/2014	Shared Services – Broadband Working Group Meeting	Attended w/John Honker
09/13-09/16	Cal APA Conference – Orange County	Attended
09/17/2014	Shared Services – Meeting w/John Donlevy & Cecilia Aguiar-Curry	Shared Services
09/17/2014	Lunch meeting w/Cecilia Aguiar-Curry	Broadband
09/18/2014	Shared Services – Call w/Kim Kinnee (Yolo SPCA)	Animal Services
09/19/2014	Meeting w/Don Saylor	LAFCo Review, Yolo Leaders

LOCAL
AGENCY
FORMATION
COMMISSION OF
YOLO COUNTY



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

From: Christine Crawford, Executive Officer

Date: September 25, 2014

Subject: Supplemental Memo for Agenda Item #10 – Executive
Officer's Report

Shared Services

- **Animal Services** – Staff anticipated having an update for the Commission for our meeting, however, the Yolo city/county managers group apparently did not have a discussion regarding animal services at their latest monthly meeting as expected because they ran out of time. Staff has sent out an email trying to set a meeting time in early October solely dedicated to this topic.
- **Broadband** – The working group continues to work with our consultant towards completion of the Yolo Broadband Strategic Plan. We are refining the plan and, in particular, ironing out action items for each city and County. We anticipate releasing a draft Strategic Plan for public review in late October and during November/December, scheduling presentations with each city and the Board of Supervisors. Following these presentations, we plan to finalize the study with the feedback received.

One implementation item common to all agencies will be adopting General Plan policies that address broadband infrastructure, including the need to adopt broadband friendly policies and include broadband in development impact fees, development standards, etc.

- **Yolo Leaders** – The City of Davis was the host for this fall's Yolo Leaders Forum. Unfortunately, they determined late in the game they were unable to host this fall's forum after all. Coupled with staff's difficulty in getting a planning committee meeting scheduled,

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VICE CHAIR
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ROCHELLE SWANSON
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the last forum for 2014 has been cancelled and staff will work with the planning committee to regroup and retool for 2015.

City Selection Committee – LAFCo Alternate

The City of Davis has indicated via email that they will be changing their city alternate representative from Councilmember Rochelle Swanson to Councilmember Robb Davis. The appointment needs to be confirmed by the mayor's City Selection Committee at their next meeting, which is currently planned for December. Julie Dachtler (who coordinates the City Selection Committee) and I discussed whether calling a special meeting was warranted and decided against it because we are not anticipating any absences from city members before December. If an absence issue does come up, a meeting could potentially be pulled together.

Cal APA Conference – September 13-16, 2014

I attended one day of the CalAPA Conference earlier this week and attended sessions regarding demonstrating water supplies in a drought era, community participation and supporting urban agriculture. LAFCo paid the one day registration fee of \$275.00 and I paid for all travel and lodging costs. In this digital age, hard copies of the materials were not provided at the conference and the website indicates they will be available in mid-October.

CALAFCO Conference Update

The CALAFCO Annual Conference is coming up October 15-17, 2014 in Ontario, CA. Chair Woods, Commissioner Aguiar-Curry and Commissioner Saylor will be attending the conference, along with all three staff members and our County Counsel representative. Commissioner Aguiar-Curry will also be participating as a panelist in a session called "Growing Trends in Collaborative Service Delivery." Commissioner Saylor will be speaking at a session titled "Connecting LAFCos and COGs for Mutual Benefit." It's great for Yolo to have so much representation at the Annual Conference!

LAFCo Handbook – Now Online

In years past, we have provided Commissioners with a LAFCo Handbook binder for your reference. With the availability of materials on our website, we've decided to discontinue the hardcopy binder. If there are any concerns with that practice, please let us know.

Staff Activity Report

This update was already provided in the agenda packet for your review.