

YOLO LOCAL AGENCY FORMATION COMMISSION

Regular Meeting AGENDA

May 25, 2017 - 9:00 a.m.

BOARD OF SUPERVISORS CHAMBERS
625 COURT STREET, ROOM 206
WOODLAND, CALIFORNIA 95695

COMMISSIONERS

OLIN WOODS, CHAIR (PUBLIC MEMBER)
MATT REXROAD, VICE CHAIR (COUNTY MEMBER)
WADE COWAN (CITY MEMBER)
DON SAYLOR (COUNTY MEMBER)
WILL ARNOLD (CITY MEMBER)

ALTERNATE COMMISSIONERS

VACANT (PUBLIC MEMBER)
JIM PROVENZA (COUNTY MEMBER)
ANGEL BARAJAS (CITY MEMBER)

CHRISTINE CRAWFORD
EXECUTIVE OFFICER

ERIC MAY
COMMISSION COUNSEL

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

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

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

CALL TO ORDER

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

CONSENT AGENDA

4. Approve the LAFCo Meeting Minutes of April 27, 2017
5. Correspondence

PUBLIC HEARINGS

6. Receive the Fiscal Year (FY) 2017/18 Final Budget, open the Public Hearing for comments, close the Public Hearing, consider and adopt the Final LAFCo Budget for FY 2017/18

REGULAR AGENDA

7. Elect a Chair and Vice Chair for the Commission to serve a one-year term, which ends May 2018
8. Consideration of applications for the public member alternate position
9. Consider and adopt an update to the Yolo LAFCo Shared Services Strategic Plan to add new FY 17/18 priorities from the workshop to its list of shared service areas and remove other miscellaneous items that are no longer applicable

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.

- EO Activity Report - April 24 through May 19, 2017

COMMISSIONER REPORTS

11. Action items and reports from members of the Commission, including announcements, questions to be referred to staff, future agenda items, and reports on meetings and information which would be of interest to the Commission or the public.

ADJOURNMENT

12. Adjourn to the next Regular LAFCo Meeting on June 22, 2017.

I declare under penalty of perjury that the foregoing agenda was posted by 5:00 p.m. on May 19, 2017, at the following places:

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

ATTEST:
Terri Tuck, Clerk
Yolo County LAFCo

NOTICE

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625 Court Street, Room 203
Woodland, CA 95695

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



Consent 4.

LAFCO

Meeting Date: 05/25/2017

Information

SUBJECT

Approve the LAFCo Meeting Minutes of April 27, 2017

RECOMMENDED ACTION

Approve the LAFCo Meeting Minutes of April 27, 2017.

Attachments

LAFCo Minutes 04/27/17

Form Review

Form Started By: Terri Tuck
Final Approval Date: 05/05/2017

Started On: 05/05/2017 09:46 AM

YOLO LOCAL AGENCY FORMATION COMMISSION

MEETING MINUTES

April 27, 2017

The Yolo Local Agency Formation Commission met on the 27th day of April 2017, at 9:00 a.m. in the Yolo County Board of Supervisors Chambers, 625 Court Street, Room 206, Woodland CA. Voting members present were Chair and Public Member Olin Woods, and City Members Wade Cowan and Will Arnold. Voting members absent were County Members Matt Rexroad and Don Saylor. Others present were Alternate Public Member Robert Ramming, Executive Officer Christine Crawford, Analyst Sarah Kirchgessner, and Clerk Terri Tuck.

CALL TO ORDER

Chair Woods called the Meeting to order at 9:07 a.m.

Item № 1 Pledge

Robert Ramming, outgoing Alternate Public Member, led the Pledge of Allegiance.

Item № 2 Roll Call

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

Item № 3 Public Comments

None

CONSENT

Item № 4 Approve the LAFCo Meeting Minutes of March 23, 2017

Item № 5 Ratify Resolution 2017-02 commending Alternate Public Member Robert Ramming for his tenure with the Yolo LAFCo

Item № 6 Review and File Fiscal Year 2016/17 Third Quarter Financial Update

Item № 7 Adopt the amended MSR/SOI Update Schedule for LAFCo's FY 2017/18 annual work Plan

Item № 8 Correspondence

Minute Order 2017-09: All recommended actions on Consent were approved.

Approved by the following vote:

MOTION: Arnold SECOND: Cowan

AYES: Arnold, Cowan, Woods

NOES: None

ABSTAIN: None

ABSENT: Rexroad, Saylor

PUBLIC HEARING

Item № 9 Consider approval of Resolution 2017-01 adopting the Municipal Service Review (MSR) for the Dunnigan County Service Area (CSA) and determining that an update to the CSAs Sphere of Influence (SOI) is not necessary at this time (LAFCo № S-047)

After a report by staff the Chair opened the Public Hearing. There were no comments and the Public Hearing was closed.

Minute Order 2017-10: The recommended action was approved and **Resolution 2017-01** was adopted, subject to the findings and conditions contained in the resolution..

Approved by the following vote:

MOTION: Arnold SECOND: Cowan

AYES: Arnold, Cowan, Woods

NOES: None

ABSTAIN: None

ABSENT: Rexroad, Saylor

Item № 10 Consider and adopt the proposed LAFCo Budget for Fiscal Year 2017/18 and set May 25, 2017 as the public hearing date to approve the final budget

After a report by staff the Chair opened the Public Hearing. There were no comments and the Public Hearing was closed.

Minute Order 2017-11: The recommended action was approved, directing staff to close the restricted account for OPEB liability, using those funds to offset agency costs for FY 2017/18; adopting Draft LAFCo Budget Option 2; and, setting May 25, 2017 as the public hearing date to approve the final budget for FY 2017/18.

Approved by the following vote:

MOTION: Arnold SECOND: Cowan

AYES: Arnold, Cowan, Woods

NOES: None

ABSTAIN: None

ABSENT: Rexroad, Saylor

Item № 11 Executive Officer's Report

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

The Commission was informed that staff attended the CALAFCO Staff Workshop in Fresno April 5 – 7, and presented two sessions during the 3-day event.

Staff reported they have been actively recruiting for the alternate public member seat and have received two applications, thus far. Staff conveyed that they hope to receive more, prior to next week's May 1st deadline. Staff indicated that a press release was sent to all local papers, and a notice of vacancy was posted on the website and sent to the cities,

County, and special districts.

Item № 10 Commissioner Reports

Commissioner Cowan reported that John Donlevy, Winters City Manager, indicated that he had met last week with the property owner's north of Winters regarding potentially moving up the timetable for the annexation of a small piece of property. Commissioner Cowan stated that the City may request moving the time line for the City's upcoming MSR/SOI to an earlier date than its scheduled timeline of 2020/21.

Alternate Public Member Robert Ramming was presented **Resolution 2017-02**, commending him for his tenure on the Yolo LAFCo.

Item № 11 Adjournment

Minute Order 2017-12: By order of the Chair, the meeting was adjourned at 9:48 a.m. to a reception outside the Board Chambers for Alternate Public Member Robert Ramming.

The next Regular LAFCo Meeting is May 25, 2017.

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: 05/25/2017

Information

SUBJECT

Correspondence

RECOMMENDED ACTION

Receive and file the following correspondence:

- A. 2017 CSDA Publication - CALAFCO Article
 - B. CALAFCO Thank You Letter-Staff Workshop
 - C. LAFCo NOP Response-West Davis Adult Community DEIR
-

Attachments

[ATT A-2017 CSDA Publication - CALAFCO Article](#)

[ATT B-CALAFCO Thank You Letter](#)

[ATT C-LAFCo NOP Response](#)

Form Review

Form Started By: Terri Tuck

Started On: 05/05/2017 09:51 AM

Final Approval Date: 05/05/2017



LAFCO AND SPECIAL DISTRICTS: A SPECIAL RELATIONSHIP BETWEEN TWO UNIQUE ENTITIES

*By Pamela Miller, Executive Director
California Association of Local Agency Formation Commissions*

There's been a lot of conjecture lately in Sacramento about Local Agency Formation Commissions (LAFCOs) and special districts. All of us find ourselves under the legislative spotlight given the recent interest by the Little Hoover Commission (as a follow-up to their 2000 report) and a rash of legislative bills in 2015 and 2016 relating to LAFCO and various special districts.

I find myself more frequently answering questions such as, "What do LAFCOs do?"; "Why don't LAFCOs take more action to consolidate districts?"; and "What kind of relationship exists between LAFCOs and special districts?"

The reality is that LAFCOs and special districts share more commonalities than differences. While the creation mechanisms differ, both are created for specific purposes. Both focus on providing services at the local level and work directly with local stakeholders. And, perhaps most importantly, both share a mission to ensure the effective and efficient provision of local services to the communities they serve (noting this is not the only mission of LAFCO).

For those of you who are unfamiliar with LAFCO, allow me to take a brief moment to introduce us. LAFCOs were created by the state Legislature in 1963 (under the provisions of the Knox-Nisbet Act) as a result of recommendations from then Governor Pat Brown's Commission on Metropolitan Area Problems. The Commission was charged with studying urban sprawl and its statewide effects and was formed by the Governor out of growing concern for the post-WWII population and housing boom in California. This boom led to a large number of problems, not the least of which included poorly planned cities due to rapid growth and a scramble to finance and extend government services to meet the increased service demands, the proliferation of freeway suburbs, city annexations wars, costly duplication of services, and the hasty conversion of agricultural land.

So, what does LAFCO do?

The original charge of LAFCO was very limited in scope: to review and approve or disapprove proposals for incorporations and the creation of special districts. However, over the past 54 years, the role, scope, and scale of services provided by LAFCOs have evolved greatly. Today, for example, LAFCOs process city and district annexations and detachments, district consolidations, dissolutions and mergers, city consolidations and disincorporations; address the activation and/or divestiture of district latent services or powers; conduct sphere of influence (SOI) updates and municipal service reviews (MSRs) of special districts and cities; and review and authorize the extension of services by special

districts and cities outside existing jurisdictional boundaries, among many other things. Many local agencies look to their LAFCO to facilitate discussions on things like shared services opportunities, property tax exchange agreements, or, more recently, the formation of Sustainable Groundwater Management Agencies (SGMA).

The composition of the LAFCO Commission in all 58 counties is all local, as is the funding. Today, 30 of the 58 LAFCOs enjoy special district representation. This map indicates in yellow those LAFCOs who have special district representation. Like CSDA, CALAFCO feels strongly that special district representation on LAFCO promotes a more diverse and informed decision-making

process. Without that representation, special districts are relinquishing their voices on LAFCO.

Recognizing the current statutory process for seating special districts on LAFCO may be a bit cumbersome, CALAFCO and CSDA have come together to co-sponsor legislation to maintain local control and flexibility, while reducing the red-tape in this process. This proposal was born from several years of discussion between CSDA and CALAFCO, as well as the Little Hoover Commission hearing held in August 2016. Both Associations identified improvements to the process for gaining representation on LAFCO as a future opportunity for collaborative change.

The role of LAFCOs and special districts

The nature of relationships between LAFCOs and special districts vary across the state from one of mutual respect, to a fear and contempt of LAFCO, and many places in between. Many LAFCOs are proactive in their efforts to stay connected with the special districts

Continued on page 20



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A special relationship between two unique entities [continued]

in their area. For those LAFCOs with special districts seated on their LAFCO, staying connected with special districts is a much easier task. Further, regardless of whether special districts are seated on LAFCO, a district's response to LAFCO's outreach is important to the building of that relationship. If you do not hear from your LAFCO, you are encouraged to reach out to them and initiate dialogue.


Special districts are strongly encouraged to talk with your respective LAFCO early and often when you are considering any kind of organizational change. Believe it or not, your LAFCO wants your district to be as successful as you do. So, the recommendations made by

the LAFCO during an application process or the MSR process are intended for that purpose.

So, what is a MSR and why are they done?

By statute, LAFCOs are required to conduct MSRs (Government Code Section 56430). Over the years, the frequency with which the MSR is to be conducted and the factors to be considered in a MSR have changed. Today, the statute indicates LAFCO shall, as necessary, review and update each SOI every five years. Should there be a change in the SOI, then the appropriate MSRs must be revisited. The "as necessary" clause allows for the adoption of local policies based on local circumstances and conditions.

MSRs today must include LAFCOs' determinations on seven areas, including: growth and population projections for the area being studied; location and characteristics of any disadvantaged unincorporated community within or contiguous to the SOI; present and planned capacity of facilities, adequacy of public services, and infrastructure needs and deficiencies; financial ability of the agency to provide the services; identification of opportunities for shared services; accountability for community service needs (including governance and operational efficiencies); and any other matters the LAFCO deems relevant in the provision of services.




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CALAFCO is hearing an increasingly concerning message regarding the recommendations in MSRs. Simply put, LAFCOs have been criticized for not doing enough when it comes to dissolving or consolidating districts. CALAFCO recognizes that CSDA and its members are also feeling the heat of this criticism. We want to acknowledge that reorganizing agencies does not necessarily improve services – ultimately LAFCO recommendations are designed to improve the provision of service. Each district has its own funding approach and some have distinctly different levels of service. Consolidation or dissolution for the sake of change is not as simple or logical a path as one presumes and often leads to unintended consequences. LAFCOs must always recognize and respect that a special district board is locally elected and is accountable to its constituents when making local decisions, even if in stark contrast to a LAFCO recommendation. So, when such a recommendation is made or when the LAFCO initiates a district reorganization action, it is not done lightly.

ensure the most efficient and effective provision of services to the community being served. The most successful and systemic changes occur when the local agencies involved work with the LAFCO rather than against the LAFCO, and always when the public is involved in the decision-making process. CALAFCO took our LHC testimony as an opportunity to educate and inform the LHC and others on what has been accomplished by LAFCOs and districts in the realm of creating greater service efficiencies through district reorganizations, while also acknowledging more can be done.

Future opportunities for collaboration, education, and action

CALAFCO and CSDA have made great progress in strengthening our Associations' relationship and increasing the lines of communication not only between the leaders of our organizations but also amongst our members. In addition to co-sponsoring legislation this year, we co-authored two User Guides in 2016 (one on the formation of a special district and one on the process for appointing special district representatives to new countywide RDA Oversight Boards). Going forward, CALAFCO will again participate in CSDA's Legislative Days in May; we continue to attend each other's Annual Conferences; and we continue to stand together in educating the larger statewide stakeholder community on the special relationship that exists between our two unique entities.

see this as an opportunity. This is a critical time for LAFCOs and special districts – we have the rare opportunity to stand in the spotlight and think and act constructively in terms of reasonable progress for special districts. There is no question the status quo is no longer acceptable...so it is up to us to collectively and collaboratively determine the best path forward and take the actions necessary towards that path. ■

There is no question the status quo is no longer acceptable...so it is up to us to collectively and collaboratively determine the path forward.

Having said that, many LAFCOs around the state have taken proactive action to reorganize districts. The inherent and complex issues related to reorganizations take time, effort and great understanding to successfully work through. These are not recommendations or actions taken lightly by the LAFCO and they are done with the intent to

on all things related to special districts and LAFCO, including the topic of consolidation. This is also true of members of the Legislature, in light of the increase in bills specific to individual districts over the past several years. The LHC report on special districts, climate adaptation, and LAFCOs was expected in early spring. However, we recently learned their final report is being postponed, and there is a strong possibility an additional hearing could occur. While we are concerned about this turn of events, we also

Further, both Associations have been making great effort since August 2016 to communicate a positive message and educate the members of the Little Hoover Commission



SPECIAL DISTRICTS LEGISLATIVE DAYS

May 16-17, 2017
HELD AT THE GRAND EVENTS CENTER

SEE CALAFCO EXECUTIVE DIRECTOR PAMELA MILLER AND CHAIR OF THE LITTLE HOOVER COMMISSION PEDRO NAVA SPEAK AT THE UPCOMING SPECIAL DISTRICTS LEGISLATIVE DAYS, MAY 16 – 17.

REGISTER FOR THE EVENT AT WWW.CSDA.NET.

RECEIVED

MAY 04 2017

YOLO LAFCo

May 3, 2017

Yolo LAFCo
625 Court Street, Suite 203
Woodland, CA 95695

Dear Yolo LAFCo Commission,

On behalf of the California Association of Local Agency Formation Commissions (CALAFCO), I would like to thank your commission for allowing your staff the opportunity to attend the CALAFCO 2017 annual staff workshop, held in Fresno, April 5 through 7.

We know how lean budgets and resources continue to be, and understand that prioritizing expenditures can be difficult. Ensuring your staff has access to ongoing professional development and specialized educational opportunities allows them the opportunity to better serve your commission and fulfill the mission of LAFCo. The sharing of information and resources among the LAFCo staff statewide serves to strengthen their network and creates opportunities for rich and value-added learning that is applied within each LAFCo.

Thank you again for supporting your staff's participation in the CALAFCO 2017 staff workshop. We truly appreciate your membership and involvement in CALAFCO. It remains our mission to provide high quality educational and networking opportunities for you as our valued member.

Yours sincerely,



Pamela Miller
Executive Director

**YOLO
LOCAL
AGENCY
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COMMISSION**



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Executive Officer

SARAH KIRCHGESSNER
Management Analyst

TERRI TUCK
Commission Clerk

ERIC MAY
Commission Counsel

625 Court Street, Suite 203
Woodland CA 95695

(530) 666-8048
lafco@yolocounty.org

www.yololafco.org

May 11, 2017

Katherine Hess
City of Davis Community Development and Sustainability Department
23 Russell Boulevard, Suite 2
Davis, CA 95616

Re: Notice of Preparation for the West Davis Active Adult Community DEIR

Dear Ms. Hess:

Thank you for the opportunity to comment on the Notice of Preparation for the West Davis Active Adult Community DEIR. As you know, LAFCo will be a responsible agency for this project and if the project is approved by the City and its voters, LAFCo will use this EIR to process subsequent annexation of the project area to the City of Davis.

As such LAFCo requests that the following issues be addressed in the Draft EIR:

- Impacts to agricultural resources from developing the project itself, plus the continued productivity and viability of surrounding agricultural lands;
- Housing need for the project; and
- Water and water availability.

Attached are Yolo LAFCo's Agricultural Conservation Policies for your reference in the DEIR. Please note that LAFCo has a different definition in state law for prime agricultural land than what is more commonly used. Specifically, the soils can qualify as prime agricultural land regardless of whether the soils are irrigated or not.

Thank you again for consulting with Yolo LAFCo. If you have any questions, please feel free to contact me.

Best regards,

Christine M. Crawford, AICP

encl: Yolo LAFCo Agricultural Conservation Policies

4.0 AGRICULTURAL CONSERVATION

4.1 LEGISLATIVE MANDATE

California Government Code § 56377 mandates LAFCO consider the following factors. In reviewing and approving or disapproving proposals which could reasonably be expected to induce, facilitate, or lead to the conversion of existing open-space lands to uses other than open-space uses, the commission shall consider all of the following policies and priorities:

- a) Development or use of land for other than open-space uses shall be guided away from existing prime agricultural lands in open-space use toward areas containing non-prime agricultural lands, unless that action would not promote the planned, orderly, efficient development of an area.
- b) Development of existing vacant or non-prime agricultural lands for urban uses within the existing jurisdiction of a local agency or within the sphere of influence of a local agency should be encouraged before any proposal is approved which would allow for or lead to the development of existing open-space lands for non-open-space uses which are outside of the existing jurisdiction of the local agency or outside of the existing sphere of influence of the local agency.

4.2 APPLICABILITY

Given the direction outlined by the California Legislature in Government Code § 56377, LAFCo adopts the following policies in respect to the conversion of agricultural land to urban uses. This policy is meant to apply both to city and special district changes of organization when urban development is the ultimate goal.

Unless otherwise provided in this Policy, the provisions of this Policy shall apply to all proposals requiring approval by the Commission, including but not limited to, any proposal for approval of a change of organization, reorganization, or out-of-agency service agreement.

This Policy applies to proposals of both public agencies and private parties. However, LAFCo recognizes that there are significant differences between public agencies and private parties. In light of those differences, in some circumstances it may not be appropriate to require mitigation for the loss of prime agricultural land as would otherwise be required by this Policy.

A fundamental difference is that public agencies are generally responsible to the electorate, while private parties are not. Public agencies are also generally required to provide constitutionally or statutorily mandated services. In addition, a public agency is generally

required, by law or policy considerations, to locate its facilities within its boundaries, while a private party has no such constraints.

Public agencies are also generally subject to constitutional or statutory constraints on their ability to raise revenues. Public agencies often experience increases in demand for services that are not (and often cannot) be accompanied by equivalent increases in revenues. In light of these and other fiscal constraints that are currently imposed upon public agencies, a mitigation requirement could result in an additional cost to a public agency that it is unable to recoup by increasing its revenues, which in turn could impair the agency's ability to provide its constitutionally and statutorily mandated services.

In addition, unlike private parties, public agencies are often exempt from the land use controls and regulations of other public agencies, despite the fact that the activities of the former occur within the boundaries of the latter. Although a public agency might request input from other local agencies, it is not necessarily bound by or required to follow their local planning requirements. As a result, a public agency's development or construction activities may not be subject to the same degree of control as a private party, and it might not learn of a mitigation requirement until after it has completed significant portions of the planning processes that are required by law.

Based upon the foregoing factors, LAFCo concludes that, in the case of proposals that are undertaken exclusively for the benefit of a public agency, the Commission should review the applicability of the mitigation requirements set forth in this Policy on a case-by-case basis to determine the appropriateness of requiring mitigation in any particular case.

4.3 AGRICULTURAL POLICY STATEMENT

Agriculture is a vital and essential part of the Yolo County economy and environment. Agriculture shapes the way Yolo County residents and visitors view themselves and the quality of their lives. Accordingly, boundary changes for urban development should only be proposed, evaluated, and approved in a manner which, to the fullest extent feasible, is consistent with the continuing growth and vitality of agriculture within the county.

4.4 REVIEW CRITERIA

To promote the policy statement, proposals shall be reviewed based on the following considerations:

- a) Existing developed areas should be maintained and renewed;

-
- b) Vacant land within developed areas should be developed before agricultural land is annexed for non-agricultural purposes;
 - c) Land substantially surrounded by existing agency boundaries should be annexed before other lands;
 - d) Urban development should be restricted in agricultural areas. For example, agricultural land should not be annexed for non-agricultural purposes when feasible alternatives exist;
 - e) The continued productivity and viability of agricultural land surrounding existing communities should be promoted, by preventing the premature conversion of agricultural land to other uses and, to the extent feasible, minimizing conflicts between agricultural and other land uses;
 - f) Development near agricultural land should not adversely affect the economic viability or constrain the lawful, responsible practices of the agricultural operations;
 - g) Where feasible, non-prime land should be annexed before prime land; and
 - h) A land's current zoning, pre-zoning, or land use designation is one of the factors the Commission will consider in determining whether mitigation will be required for the loss of agricultural land. A land's zoning, pre-zoning, or land use designation in the city's or County's general plan does not automatically exempt it from mitigation.

4.5 AGENCY GUIDELINES

LAFCo encourages local agencies to adopt policies that result in efficient, coterminous, and logical growth patterns within their general plan and sphere of influence areas and that encourage protection of prime agricultural land in a manner that is consistent with this Policy.

LAFCo encourages the maintenance of agricultural inter-city buffers between the cities. LAFCo encourages the cities and the County to formalize and strengthen existing agreements maintaining agricultural buffers.

LAFCo encourages local agencies to identify the loss of prime agricultural land as early in their processes as possible, and to work with applicants to initiate and execute plans to mitigate for that loss, in a manner that is consistent with this Policy, as soon as feasible. Local agencies may also adopt their own agricultural conservation policies, consistent with this Policy, in order to better meet their own circumstances and processes.

Detachment of prime agricultural lands and other open space lands shall be encouraged if consistent with the sphere of influence for that agency

4.6 STANDARDS FOR ANNEXATIONS INVOLVING PRIME AGRICULTURAL LAND

Annexation of prime agricultural lands shall not be approved unless the following factors have been considered:

- a) There is insufficient marketable, viable, less prime land available in the subject jurisdiction for the proposed land use;
- b) The adoption and implementation of effective measures to mitigate the loss of agricultural lands, and to preserve adjoining lands for agricultural use to prevent their premature conversion to other uses. Such measures may include, but need not be limited to: the acquisition and dedication of farmland, development rights, open space and conservation easements to permanently protect adjacent and other agricultural lands within the county; participation in other development programs (such as transfer or purchase of development rights); payments to responsible, recognized government and non-profit organizations for such purposes; the establishment of open space and similar buffers to shield agricultural operations from the effects of development; and
- c) Less prime agricultural land generally should be annexed and developed before prime land is considered for boundary changes. The relative importance of different parcels of prime agricultural land shall be evaluated based upon the following (in a descending order of importance):
 - i. Soil classification, with Class I or II soil receiving the most significance, followed by the Revised Storie Index Rating.
 - ii. The land's economic viability for continued agricultural use.

4.7 ANNEXATION OF LANDS IN AGRICULTURAL PRESERVE CONTRACT

Annexation for land uses in conflict with an existing agricultural preserve contract shall be prohibited, unless the Commission finds that it meets all the following criteria:

- a) The area is within the annexing agency's sphere of influence;
- b) The Commission makes findings required by Government Code § 56856.5.
- c) The parcel is included in an approved city specific plan;

-
- d) The soil is not categorized as prime;
 - e) Mitigation for the loss of agricultural land has been secured at least at a 1:1 ratio of agricultural easements for the land lost;
 - f) There is a pending, or approved, rescission for the property that has been reviewed by the local jurisdictions and the Department of Conservation; and
 - g) Any Williamson Act Contract on the property has been non-renewed if still awaiting rescission approval.

4.8 CHANGE OF ORGANIZATION/REORGANIZATION RESULTING IN CONVERSION OF PRIME AGRICULTURAL LAND

LAFCo will approve a change of organization which will result in the conversion of prime agricultural land or open space use to other uses only if the Commission finds that the proposal will lead to planned, orderly, and efficient development. The following factors shall be considered:

- a) Contiguity of the subject land to developed urban areas;
- b) Receipt of all other discretionary approvals for changes of boundary, such as rezoning, environmental review, and service plans as required by the Executive Officer before action by the Commission. If not feasible before the Commission acts, the proposal can be made contingent upon receipt of such discretionary approvals within not more than one (1) year following LAFCo action;
- c) Consistency with existing planning documents of the affected local agencies, including a service plan of the annexing agency or affected agencies;
- d) Likelihood that all or a substantial portion of the subject land will develop within a reasonable period of time for the project's size and complexity;
- e) The availability of less prime land within the sphere of influence of the annexing agency that can be developed, and is planned and accessible, for the same or a substantially similar use; and
- f) The proposal's effect on the physical and economic viability of other agricultural operations. In making this determination, LAFCo will consider the following factors:
 - i. The agricultural significance of the subject and adjacent areas relative to other agricultural lands in the region;

-
- ii. The existing use of the subject and adjacent areas;
 - iii. Whether public facilities related to the proposal would be sized or situated so as to facilitate the conversion of adjacent or nearby agricultural land, or will be extended through or adjacent to, any other agricultural lands which lie between the project site and existing facilities;
 - iv. Whether natural or man-made barriers serve to buffer adjacent or nearby agricultural land from the effects of the proposed development;
 - v. Provisions of the General Plan's open space and land use elements, applicable growth management policies, or other statutory provisions designed to protect agriculture. Such provisions may include, but not be limited to, designating land for agriculture or other open space uses on that jurisdiction's general plan, adopted growth management plan, or applicable specific plan; adopting an agricultural element to its general plan; and acquiring conservation easements on prime agricultural land to permanently protect the agricultural uses of the property; and
 - vi. The establishment of measures to ensure that the new property owners shall recognize the rights of adjacent property owners conducting agricultural operations and practices in compliance with the agricultural zone in accordance with the Right to Farm Ordinance adopted by the Yolo County Board of Supervisors.

4.9 AGRICULTURAL MITIGATION

Except as expressly noted in sections 4.13 and 4.14 below, annexation of prime agricultural lands shall not be approved unless one of the following mitigations has been instituted, at not less than a 1:1 replacement ratio:

- a) The acquisition and dedication of farmland, development rights, and agricultural conservation easements to permanently protect adjacent and other agricultural lands within the County.
- b) The payment of fees that is sufficient to fully fund the acquisition and maintenance of such farmland, development rights or easements. The per acre fees shall be specified by a Fee Schedule or Methodology, noted in Section 4.15, which may be periodically updated at the discretion of the Commission.

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- c) Any such measures must preserve prime agricultural property of reasonably equivalent quality and character that would otherwise be threatened, in the reasonably foreseeable future, by development and/or other urban uses.

The loss of fewer than twenty (20) acres of prime agricultural land generally shall be mitigated by the payment of in lieu fees as mitigation rather than the dedication of agricultural conservation easements. The loss of twenty (20) acres or more of prime agricultural land generally may be mitigated either with the payment of in lieu fees or the dedication of agricultural conservation easements. In all cases, the Commission reserves the right to review such mitigation on a case-by-case basis.

4.10 AGRICULTURAL EASEMENT REQUIREMENTS

If an applicant provides agricultural easements to satisfy this requirement, the easements must conform to the following characteristics:

- a) The land used to mitigate the loss of prime agricultural land must also be prime agricultural land as defined in this Policy and the CKH Act.
- b) In addition, it must also be of reasonably equivalent quality and character as the mitigated land as measured using both of the following methodologies:
 - i. Average Storie Index – The USDA calculation methodology will be used to calculate the average Storie Index or Revised Storie Index score. The mitigating land's average Index score shall be no more than 10% less than the mitigated land's average Index score. The decision of whether to use the Storie Index or Revised Storie Index is within LAFCo's sole discretion.
 - ii. Land Equivalency and Site Assessment ("LESA") Model – The LESA calculation shall be in accordance with the methodology adopted by this Commission (see appendices). The mitigating land's LESA score shall be no more than 10% below the mitigated land's LESA score.
- c) As a general rule, the Commission will not accept, as mitigation required by this Policy, an agricultural conservation easement or property that is "stacked" or otherwise combined with easements or property acquired for habitat conservation purposes, nor for any other purposes that are incompatible with the maintenance and preservation of economically sound and viable agricultural activities and operations. The Commission retains the discretion to make exceptions on a case-by-case basis, based upon whether the applicant made a good-faith effort to mitigate separately for the loss of habitat in

accordance with the Yolo Natural Heritage Program process but such efforts were infeasible, and whether the proposed "stacked" mitigation for the loss of prime agricultural land and habitat involves one of the following, whichever results in the greatest acreage of preserved land:

- i. Mitigation at a ratio of no less than 2:1 for the loss of prime agricultural soils; or
 - ii. Mitigation at a ratio of no less than 1:1 for the loss of all agricultural lands in the proposal area; or
 - iii. The property subject to the agricultural conservation easement is larger than the proposal area, meets the conditions specified in this Policy, and encompasses a complete field, legal parcel, or farm line.
- d) The presence of a home on land that is subject to an agricultural conservation easement is generally incompatible with the maintenance and preservation of economically sound and viable agricultural activities and operations on that land. The presence or introduction of a home may diminish the value of the agriculture conservation easement as mitigation for the loss of prime agricultural land. Consequently, an agricultural conservation easement will generally not be accepted as mitigation for the loss of prime agricultural land if the easement permits the presence of a home, except an existing home that has been present on the proposed easement for at least twenty-five (25) years, or construction of a comparable replacement for such a home. Exceptions to this section of the Policy may be granted by the Commission on a case-by-case basis if the home site is less than two acres and if the applicant can provide sufficient evidence that a home site on the agriculture conservation easement is necessary to further the goals of maintaining and preserving economically sound and viable agricultural activities and operations on that easement.

4.11 EASEMENT HOLDER

LAFCo favors the use of a local non-profit agricultural conservation entity or the regional branch of a nationally recognized non-profit agricultural conservation entity as the easement holder. The Commission will use the following criteria when approving the non-profit agricultural conservation entity for these purposes:

- a) Whether the entity is a non-profit organization that is either based locally or is a regional branch of a national non-profit organization whose principal purpose is holding and administering agricultural conservation easements for the purposes of conserving and maintaining lands in agricultural production;

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- b) Whether the entity has a long-term proven and established record for holding and administering easements for the purposes of conserving and maintaining lands in agricultural production;
 - c) Whether the entity has a history of holding and administering easements in Yolo County for the foregoing purposes;
 - d) Whether the entity has adopted the Land Trust Alliance’s “Standards and Practices” and is operating in compliance with those Standards; and
 - e) Any other information that the Commission finds relevant under the circumstances.

A local public agency may be an easement co-holder if that agency was the lead agency during the environmental review process. LAFCo also favors that applicants transfer the easement rights or in lieu fees directly to the recognized non-profit agricultural conservation entity in accordance with that entity’s procedures. The Commission retains the discretion to determine whether the agricultural conservation entity identified by the applicant and the local lead agency has met the criteria delineated above.

4.12 AGRICULTURAL MITIGATION IMPOSED BY OTHER AGENCIES

The Commission prefers that mitigation measures consistent with this Policy be in place at the time that a proposal is filed with the Commission. The loss of prime agricultural land may be mitigated before Commission action by the annexing city, or the County of Yolo in the case of a district annexation, provided that such mitigation is consistent with this Policy. LAFCo will use the following criteria in evaluating such mitigation:

- a) Whether the loss of prime agricultural land was identified during the project’s or proposal’s review process, including but not necessarily limited to review pursuant to the California Environmental Quality Act;
- b) Whether the approval of the environmental documents included a legally binding and enforceable requirement that the applicant mitigate the loss of prime agricultural land in a manner consistent with this Policy; and
- c) Whether, as part of the LAFCo application, an adopted ordinance or resolution was submitted confirming that mitigation has occurred, or requiring the applicant to have the mitigation measure in place before the issuance of a grading permit, a building permit or final map approval for the site.

4.13 MITIGATION FOR PUBLIC AGENCY PROJECTS

As noted in Section 4.2, the Commission has concluded that, in the case of proposals that are undertaken exclusively for the benefit of a public agency, the Commission should review the applicability of the mitigation requirements set forth in this Policy on a case-by-case basis to determine the appropriateness of requiring mitigation in any particular case. In making such a determination, the Commission will consider all relevant information that is brought to its attention, including but not limited to the following factors:

- a) Whether the public agency had any significant, practical option in locating its project, including locating the project on non-prime or less prime agricultural land;
- b) Whether the public agency is subject to or exempt from the land use regulations of another public agency;
- c) Whether the public agency identified the loss of agricultural land as an environmental impact during the project's review, including but not limited to California Environmental Quality Act review, and, if so, whether it adopted a "Statement of Overriding Considerations" for that impact;
- d) When the public agency learned of the agricultural conservation mitigation requirements of the Commission's Policy or that of another public agency (whether or not it was subject to that agency's land use control);
- e) Whether the public agency could reasonably have allocated or obtained sufficient revenues to provide for some or all of the mitigation required by this Policy if it had learned of that requirement before submitting its proposal to this Commission;
- f) Whether the public good served by the public agency's proposal clearly outweighs the purposes served by this Policy and its mitigation requirements; and
- g) Whether the proposal is necessary to meet the immediate needs of the public agency.

If the Commission determines that it is not appropriate to require mitigation for the loss of agricultural land resulting from a public agency's proposal, or to require less mitigation than otherwise prescribed by this Policy, it shall adopt findings, and a statement of overriding considerations if applicable, supporting that determination.

4.14 LESS THAN SIGNIFICANT AGRICULTURAL LAND LOSS

Mitigation shall not be required for the annexation of less than five (5) acres of land if the Commission finds that the land:

-
- a) Scores in the fourth tier of LESA;
 - b) Is “infill” as defined in this Policy; and
 - c) Has not been used for active agriculture purposes in the previous 20 years.

4.15 AGRICULTURAL CONSERVATION POLICY PAYMENT IN LIEU FEE METHODOLOGY

In lieu of the dedication of agricultural conservation easements that would otherwise be required by the Agricultural Conservation Policy, the Commission may permit the payment of fees as set forth in this Schedule to fully fund the acquisition and maintenance of farmland, development rights or agricultural conservation easements.

No less than 35% of the average per acre price for full and unencumbered fee title price in the last five (5) unimproved land purchases plus a five percent (5%) endowment of the cost of the easement, and the payment of the estimated transaction costs associated with acquiring an easement. The purchases must be within the general vicinity of the annexing entity and of a size equal to or greater than the total acreage of prime soils within the subject territory.

Payment of the In Lieu Fee is to be made directly to an agricultural conservation entity that meets the criteria set forth in Section 4.10 of this Policy. The agricultural conservation entity receiving these funds must present to the Commission a letter stating its intention to use these funds for the acquisition of farmland, development rights or agricultural conservation easements in Yolo County whose prime soils are reasonably equivalent to the proposal area’s soils and that the location of the easements will be within the general vicinity of the annexing entity and in an area within the County of Yolo that would otherwise be threatened, in the reasonably foreseeable future, by development and/or other urban uses.

4.16 DEFINITIONS

Except where noted, the following definitions are not defined in the California Government Code Sections 56000 et seq.

AFFECTED LOCAL AGENCY - any local agency which contains, or would contain, or whose sphere of influence contains or would contain, any territory for which a change of organization is proposed or ordered, either singularly or as part of a reorganization or for which a study is to be reviewed by LAFCo (Government Code § 56014).

AGRICULTURAL LAND - areas within which the primary zoning or general plan designation is AG, AP, or AE, or any other agricultural zone.

FEASIBLE - capable of being accomplished in a successful manner within a reasonable period of time, taking into account economic, legal, social, and technological factors (Government Code § 56038.5).

INFILL LAND - property surrounded, or substantially surrounded, by urban uses or incorporated or special district boundaries.

PRIME AGRICULTURAL LAND - (Government Code § 56064) an area of land, whether a single parcel or contiguous parcels, that has not been developed for a use other than an agricultural use and which meets any of the following qualifications:

- a) Land that qualifies, if irrigated, for rating as Class I or Class II in the USDA Natural Resources Conservation Service land use capability classification, whether or not land is currently irrigated, provided that irrigation is feasible.
- b) Land that qualifies for rating 80 - 100 Storie Index rating.
- c) Land that supports livestock used for the production of food and fiber and that has an annual carrying capacity equivalent to at least one animal unit per acre as defined by the United States Department of Agriculture in the National Range and Pasture Handbook, Revision 1, December 2003.
- d) Land planted with fruit or nut-bearing trees, vines, bushes, or crops that have a nonbearing period of less than five years and that will return during the commercial bearing period on an annual basis from the production of unprocessed agricultural plant production not less than four hundred dollars (\$400) per acre.
- e) Land that has returned from the production of unprocessed agricultural plant products an annual gross value of not less than four hundred (\$400) per acre for three of the previous five calendar years.

URBAN DEVELOPMENT - a change of organization that contemplates or is likely to lead to the conversion of land from agricultural use to a primarily nonagricultural related use, generally resulting in the need for services such as sewer, water, fire protection, schools, drainage systems, and police protection.

Public Hearings 6.

LAFCO

Meeting Date: 05/25/2017

Information

SUBJECT

Receive the Fiscal Year (FY) 2017/18 Final Budget, open the Public Hearing for comments, close the Public Hearing, consider and adopt the Final LAFCo Budget for FY 2017/18

RECOMMENDED ACTION

1. Receive staff presentation on the Final Budget for FY 2017/18.
2. Open the Public Hearing for public comments on the item.
3. Close the Public Hearing.
4. Consider and adopt the Final LAFCo Budget for FY 2017/18.

FISCAL IMPACT

The attached LAFCo budget includes proposed revenues and expenditures for LAFCo for FY 2017/18. This budget maintains resources for the Commission to meet its responsibilities under the Cortese-Knox-Hertzberg (CKH) Act and the Shared Services Program for FY 2017/18. Adopting a final budget will ensure LAFCo is adequately funded to meet its legal obligations and maintain the shared services program.

REASONS FOR RECOMMENDED ACTION

Each year Yolo County LAFCo adopts an annual budget with notice to the four cities and Yolo County. In accordance with the CKH Act, a proposed budget must be adopted by May 1 and final budget by June 15 of each year. Following approval of the final budget and no later than July 1, the auditor requests payment from each agency.

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

In summary, each agency's portion of the overall LAFCo budget is listed below, with the change relative to last year noted:

City of Davis: 17.73% (was 16.82%)

City of West Sacramento: 16.21% (was 16.21%)

City of Winters: 1.59% (was 1.53%)
City of Woodland: 14.47% (was 15.44%)
County of Yolo: 50.00%

BACKGROUND

The draft budget was heard and discussed at the April 27, 2017 meeting (the staff report is attached for reference). Overall, the LAFCo budget is relatively flat as compared to last year's (down \$5,020), however agency costs went up because there is not as much "extra" fund balance available to offset agency costs this year.

Two budget scenarios were presented to the Commission for direction (one option closed out a restricted account set up for OPEB costs that is no longer needed and applied the \$50,573 to offset agency costs, while the other did not). The Commission decided to select the budget option that closed the OPEB account (referenced in the April staff report as "Option 2") because the account is no longer needed and it helped offset agency costs.

Following the April meeting, staff sent the proposed budget to the city/county managers for their review and comment via email on April 27th, May 12th, and May 17th, 2017. Staff has confirmed with the managers from the City of Davis, the City of West Sacramento and Yolo County that they are okay with the proposed budget. Staff has not heard back from the City of Woodland or the City of Winters yet (although the Winters City Manager is on vacation through May 19th).

Attachments

[ATT A-LAFCo FY20017/18 Final Budget](#)

[ATT B-Staff Report and Draft FY2017/18 Budget from April Meeting](#)

Form Review

Inbox

Christine Crawford (Originator)
Form Started By: Christine Crawford
Final Approval Date: 05/17/2017

Reviewed By

Christine Crawford

Date

05/17/2017 02:21 PM
Started On: 05/12/2017 10:42 AM

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

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



Public Hearings 10.

LAFCO

Meeting Date: 04/27/2017

Information

SUBJECT

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

RECOMMENDED ACTION

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

FISCAL IMPACT

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

REASONS FOR RECOMMENDED ACTION

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

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

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

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

BACKGROUND

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

Revenues

The FY 17/18 expected revenues include anticipated income from other agencies and interest. Staff has not assumed any fee revenue for this year

because it tends to be minimal and uncertain (although we do expect 1-3 applications from the City of Woodland).

Budget Option 1

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

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

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

Budget Option 2

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

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

Staff Recommendation

Staff recommends that the Commission direct that the restricted OPEB account be closed and use these funds to offset agency costs.

Notwithstanding these OPEB funds, LAFCo adheres to its adopted financial policy to reserve an amount equal to 20% of our overall budget as a cushion against any unforeseen costs (5% appropriated as contingency, 15% reserved in fund balance), which is relatively conservative for public

agencies. LAFCo also reserves additional funds for recurring costs such as conducting an audit every 3 years and replacing staff computers every 4 years.

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

Expenditures

Salaries and Benefits

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

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

Services and Supplies

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

Attachments

[ATT A-Agency Apportionment Table](#)

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

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

Form Review

Inbox

Reviewed By

Date

Christine Crawford (Originator) Christine Crawford 04/13/2017 02:33 PM

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

Started On: 04/11/2017 10:34 AM

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

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

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

Account #	Account Name	FY 16/17 Revenue Budgeted	FY 17/18 Proposed Revenue	Net Change	Agency Apportionment FY 17/18
REVENUES					
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402040	OTHER GOVT AGENCY-WOODLAND	\$ 56,128	\$ 61,120	\$ 4,992	14.47%
402050	OTHER GOVT AGENCY-WINTERS	\$ 5,557	\$ 6,702	\$ 1,145	1.59%
402060	OTHER GOVT AGENCY-DAVIS	\$ 61,135	\$ 74,870	\$ 13,735	17.73%
403460	OTH CHRG FR SVC-LAFCO FEES	\$ -	\$ -	\$ -	
404190	OTHER SALES - TAXABLE				
	UNUSED FUND BALANCE FROM PREVIOUS FY	\$ 138,730	\$ 74,756	\$ (63,974)	
					\$ 422,278.65
	TOTAL AGENCY COST	\$ 363,449	\$ 422,279	\$ 58,830	
	TOTAL OTHER SOURCES	\$ 140,230	\$ 76,256	\$ (63,974)	
	TOTAL FINANCING SOURCES	\$ 503,679	\$ 498,535	\$ (5,144)	
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300600	FUND BALANCE ASSIGNED (CONTINGENCY)	\$ (71,250)			Contingency 15% held in fund balance (per LAFCo policy)
	TOTAL TO REMAIN IN FUND BALANCE	\$ 76,250			
	"EXTRA" FUND BALANCE TO OFFSET COSTS	\$ 74,756			Extra fund balance applied to offset agency costs

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	TOTAL APPROPRIATIONS	\$ 503,554	\$ 498,535	\$ (5,020)	

Regular 7.

LAFCO

Meeting Date: 05/25/2017

Information

SUBJECT

Elect a Chair and Vice Chair for the Commission to serve a one-year term, which ends May 2018

RECOMMENDED ACTION

Elect a Chair and Vice Chair for the Commission to serve a one-year term, which ends May 2018.

FISCAL IMPACT

None.

REASONS FOR RECOMMENDED ACTION

At the regular meeting of the Commission held in May of each year, the members of the Commission elect a Chair and Vice Chair to serve a one-year term as stated in the Yolo LAFCo Administrative Policies and Procedures and consistent with state law.

BACKGROUND

The current Chair is Public Member Olin Woods. The current Vice Chair is County Member Matt Rexroad.

Attachments

No file(s) attached.

Form Review

Form Started By: Terri Tuck
Final Approval Date: 05/15/2017

Started On: 05/15/2017 02:48 PM

LAFCO

Meeting Date: 05/25/2017

Information

SUBJECT

Consideration of applications for the public member alternate position

RECOMMENDED ACTION

Consider the applications for the public member alternate position and direct one of the following:

1. Select an ad hoc subcommittee to interview and nominate the best qualified candidate for Commission consideration at a future meeting;
2. Direct staff to invite the applicants to the June 22, 2017 meeting to make a presentation/interview with the entire Commission; or
3. Bypass the interview options and nominate/vote to select a candidate at this meeting based on the application materials submitted.

FISCAL IMPACT

None.

REASONS FOR RECOMMENDED ACTION

As the Commission is already aware, our Public Member Alternate, Robert Ramming declined the opportunity to be appointed for another 4-year term, thus creating a vacancy. The position has been advertised countywide and three applications were received.

Yolo LAFCo has adopted local policies regarding the appointment for a public member alternate and the policies direct the Executive Officer to place the applications received on the next regular meeting agenda for the Commission to consider the applications and determine if a personnel committee will be established or not. The Commission has some discretion on how it would like to proceed with selecting a candidate. Direction is needed on how to proceed with the selection process.

BACKGROUND

Applications were due on Monday, May 1, 2017. Three were received from the following individuals:

- Richard DeLiberty
- Mary Kimball
- Matt Williams

The application materials received are attached for Commission review.

Attachments

[ATT A-Richard DeLiberty Application](#)

[ATT B-Mary Kimball Application](#)

[ATT C-Matt Williams Application](#)

Form Review

Inbox

Christine Crawford (Originator)
Form Started By: Christine Crawford
Final Approval Date: 05/17/2017

Reviewed By

Christine Crawford

Date

05/17/2017 09:47 AM
Started On: 05/12/2017 01:16 PM

YOLO
LOCAL
AGENCY
FORMATION
COMMISSION

625 Court Street, Suite 203
Woodland CA 95695

(530) 666-8048
lafco@yolocounty.org

www.yololafco.org

Item 8-ATT A



**ALTERNATE PUBLIC MEMBER APPLICATION
FOUR-YEAR TERM – MAY 2017-2021**

*Completed application form must be returned to the LAFCo Office
Applications may be sent via e-mail to lafco@yolocounty.org, hand-delivered
or mailed to 625 Court Street #203, Woodland CA 95695*

PLEASE PRINT OR TYPE

NAME: _____

ADDRESS: _____

HOME/CELL PHONE: _____

EMPLOYER: _____

OCCUPATION: _____

WORK PHONE: _____

EMAIL ADDRESS: _____

Please complete the following questions (attach additional pages if necessary):

Are you currently a registered voter within Yolo County? yes no

Are you currently an officer or employee of a city, county, special district, or joint powers authority in Yolo County? yes no

If so, are you willing to resign that position (if needed) to assume the LAFCo alternate public member appointment? yes no

Please list any education/relevant training you have received:

Please list any community activities/interests that are relevant for this position:

Please summarize your qualifications to serve as a member of the Commission:

What is your general availability for day meetings (regular meeting times are generally the 4th Thursday of the month at 9am in Woodland)?

Why are you interested in serving on the LAFCo Commission as a public board member?

Resumes and letters of recommendation/reference are not required, but will be accepted and should be attached to the completed application at the time of submission.



County of Yolo

OFFICE OF THE COUNTY ASSESSOR, 625 COURT STREET, ROOM 104, WOODLAND, CA 95695-3490

JESSE SALINAS
Assessor / Clerk-Recorder / Registrar of Voters

FROM: WEST SACRAMENTO (530) 666-8135
FROM: DAVIS (916) 375-6496
FAX NUMBER (530) 666-8135
(530) 666-8213

April 1, 2017

Christine M. Crawford
Executive Director
Yolo Local Agency Formation Commission
625 Court Street, Suite 203
Woodland, CA 95695

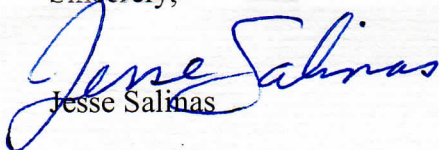
Dear Christine,

I understand that Yolo LAFCo is accepting applications for its alternative public member seat. Richard DeLiberty, a past county colleague and good friend, shared with me his interest in the position. I highly recommend Richard DeLiberty for this seat.

Richard Deliberty is a thoughtful and kind individual with an outstanding analytical mind. He is also a great team player that has a true commitment to fairness and justice. I have known Richard for more than 10 years and can vouch for his many qualities as a person and high performer. I have seen firsthand his ability to work through and understand very complicated issues. There is no question that he will quickly grasp any topic brought before LAFCo and be an overall great addition to the Commission.

Please feel free to contact me if you have any questions regarding this recommendation.

Sincerely,


Jesse Salinas

530-666-8107

RICHARD N. DeLIBERTY

Woodland, CA 95776

WORK EXPERIENCE

Yolo County, Department of Alcohol, Drug, and Mental Health Services

2007 to 2008

Chief Deputy Director

- Responsible for day to day operations of the Department
- Developed re-organization plan for department management
- Developed “work out” plan in response to budget deficit
- Introduced procurement process for housing support and assertive community treatment.
- Served as Interim Director
- Plan, develop, direct, integrate, monitor and evaluate alcohol, drug and mental health programs;
- Interpret and disseminate County, State, and Federal policy and regulations pertaining to alcohol, drug and mental health services and monitors implementation and compliance;
- Oversee the selection, training, supervision and evaluation of medical, non-medical, and other departmental staff; recruited new Medical Director.
- Work closely on specific projects and for ongoing operations with various County departments including Health, DESS, HR, Auditor’s Office, Probation, and IT.
- Work closely with the Local Mental Health Board, the drug and Alcohol Treatment Advisory Committee, other advisory committees and the Board of Supervisors regarding the status of the Alcohol, Drug and Mental Health Programs in the county.
- Oversee implementation of financial reports and other information systems.

DeLiberty Services

2005 to 2006

Principal / Consultant

- Consultation to State of Alabama re: expanding acute care alternatives
- Consultation to Nebraska Advocacy Services re: trauma free treatment alternatives

Health and Human Services Systems, State of Nebraska

2004 to 2005

Behavioral Health Administrator

- Single State Authority for Mental Health, Addictions, and Problem Gambling Services.
- Designated lead person for behavioral health reform.
- Oversaw three regional centers (state hospitals) and all community services across Nebraska.

Cummins Mental Health Center, Inc.

2002 to 2004

Executive Vice President for Administrative Services

- Responsible for strategic planning, including creating systems for developing and monitoring annual plan
- Implemented performance improvement projects emanating from variances from annual plan
- Supervised safety and facilities management
- Developed and interpreted monthly and ad hoc reports for management and policy consideration.
- Responsible for consumer participation in management.
- Oversaw Community Reintegration Services, including ACT team.
- Represented agency to community, other providers, and government.

Division of Mental Health and Addiction, State of Indiana

1992 to 2002

Deputy Director for Transitional Services

- Created a quality assurance system for Indiana’s public mental health services.
- Was lead executive on the creation of Indiana’s “Community Services Data System”, a web based data system collecting information from Indiana’s mental health and addictions providers.
- Worked with community organizations and advocacy groups to maximize their effectiveness.

RICHARD N. DeLIBERTY

- Wrote a long-term plan for the community-based care for the mentally ill in Indiana.
- Managed implementation of risk adjusted case rate system.
- Lead teams designing assessment instruments and systems for all consumers entering public mental health services.
- Developed plan for and managed patient transition during the closure of Central State Hospital. Published research indicates community resources expanded, quality of life improved, and cost of care declined.
- Developed and manage the Community Mental Health Transition Fund Program, a system of ensuring that funding moves from state hospitals into community services.
- Oversaw residential treatment for persons with mental illness, including reducing rules by 75%.
- Supervised community consultants, and respond to complaints and concerns from consumers, legislators, and other stakeholders.
- Supervised team to allocate \$140+ million state and federal dollars.
- Worked with Office of Medicaid Policy and Planning and providers to initiate and enhance utilization of Medicaid by providers.
- Served as Interim Deputy Director, Bureau of Developmental Disabilities (March, April 1994)
- Accepted additional responsibilities to "stabilize the Bureau and make policy recommendations". Reorganized central office.
- Successfully implemented strategy to expend \$1.4 million of unused residential funds.
- Initiated changes in residential contracting mechanisms to provide flexibility at the regional and local levels.

DeLiberty Services

1991 to 1992

Principal / Consultant

Consulting Business Manager, Acute Medical Care, Greencastle, IN

- Established collections procedures
- Developed financial systems
- Rectified accounts receivable problems

Consultant Administrator, Oral and Facial Surgery of Indiana, Inc

- Chief Financial Officer, Personnel Manager.
- Reviewed rates, incorporated relative values, oversaw third party reimbursement and managed Medicare appeals.
- Reviewed the financial effects of managed care, Medicaid, and Medicare on practice.
- Developed construction underwriting proposal and obtained construction funding. Oversaw construction and renovation.

Consulting Controller, Merchandise Warehouse, Inc.

- Established accounting, estimating, and budget systems
- Negotiated line of credit.

CII Management, Inc. and Comparato Investments Inc.

1985 to 1990

President, Vice President Planning, Administration, and Operations

- Co-founded corporations to develop and manage retirement centers in a multi-state region.
- Performed or oversaw feasibility studies including market and financial analyses, key informant interviews, focus groups, and analysis of competition.
- Selected sites, oversaw zoning, created architectural programs, and initiated developments.
- Lead planner, then manager of Towne Square Retirement Community, Merrillville, In.
- Obtained Long-Term Care certificates of need.
- Created and installed sales management and operations reporting systems.
- Developed and managed personnel systems for exempt and non exempt employees.
- Created marketing program with Marriott "CII Senior Citizenship Award" with Chambers of Commerce, "C.A.R.E." Program with local hospitals.
- Purchased all office systems. Developed applications in variety of software.

RICHARD N. DeLIBERTY

Beverly Enterprises, Retirement Living Division

1983 to 1985

Director of Planning and Executive Director of Development

- Supervised market selection and analysis.
- Oversaw design, development, and construction.
- Supervised interior design and space planning staff.
- Managed and approved contract negotiations and bid letting.
- Purchased furnishings and equipment for developments in several states.
- Obtained zoning approvals.
- Wrote economic development bond financing underwriting submissions.

Cummins Mental Health Center, Danville, In.

1979 to 1983

Associate Director

- Managed all non clinical aspects of a mental health center. Served as Alternate Chief Executive Officer.
- Managed state contract and 3rd Party reimbursements
- Installed computerized billing and accounting systems.
- As Personnel Director implemented retirement plan, and outplacement program.
- Implemented and managed management information and quality assurance systems.
- Successfully applied for and then implemented federal operations grant.
- Created and licensed an independent psychiatric inpatient unit.

Mental Health Center at Ft. Wayne, Inc. (Now "Park Center")

1974 to 1979

Aftercare Supervisor

- Wrote aftercare section of federal operations grant.
- Developed and managed psycho-social rehabilitation based aftercare program.
- Created model Drop In Center for Chronically Mentally Ill.

Program Supervisor, Group Treatment Homes

- Managed 150 bed group home and transitional living program.
- Assessed and interviewed all admissions.
- Became proficient in Gestalt and Group Psychotherapy models.

VOLUNTEER ACTIVITIES

- Member, City of Woodland Personnel Committee 2011 – 2014
- Member, Yolo County Grand Jury 2013 – 2015
- Panelist then Facilitator, Yolo County Neighborhood Court 2015 - present

OTHER WORK EXPERIENCE

- Adjunct Faculty, Indiana University. Mental Health Policy 1992, 1998
- Lecturer, Indiana University. Personnel Management. 1981 - 1983
- Lecturer, Manchester College. Social Policy. 1975 - 1976
- US Air Force, obtained E-5 rank. 1967 – 1971

EDUCATION

- University of Minnesota, B.A. Sociology, 1972
- Indiana University, School of Social Service, M.S.W. in Planning and Management, 1974
- University of Minnesota; 20 quarter credits toward Masters in Hospital Administration
- Indiana University; 20 credits completed towards MBA
- Indiana University Graduate School, 39 credits completed toward PhD.

RICHARD N. DeLIBERTY

PUBLICATIONS

- Pescosolido, Wright, McGrew, Mesch, Hohmann, Sullivan, Haugh, DeLiberty, & McDonel. (1997) "The Human and Organizational Markers of Health System Change: Framing Studies of Hospital Downsizing and Closure." In Kronenfeld, (ed.) *The Sociology of Health Care*, Vol. 14. Greenwich. CT: JAI Press. (pp 69 - 91)
- McDonel, Meyer, & DeLiberty. (1997) "Implementing state level mental health policy reforms in Indiana: closing a state-operated psychiatric hospital and passing major mental health reform legislation." May 1997 special issue of *International Journal of Psychiatry and Law*.
- Wright, White, & DeLiberty. (1997) "The closing of Central State Hospital: A case study in public academic collaboration." In Nydert, Figert, Shilby, and Burrows, (ed.) *The Collaborative Community*. Thousand Oaks, CA: Pine Forge Press. .
- DeLiberty. (1998) "Developing a Public Mental Health Report Card", *Managed Care Quarterly* 1998; 6(1): 1-7.
- DeLiberty, Newman, & Ward. (2001). "Risk Adjustment in the Hoosier Assurance Plan: Impact on Providers", *Journal of Behavioral Health Services & Research*, August 2001,28(3)
- Rapp, Li, Siegal, & DeLiberty. (2001). "Demographic and Clinical Correlates of Client Motivation Among Substance Abusers", *Health & Social Work, Vol. 28 #2, 107-116*.
- Debb, Holmes, & DeLiberty (2004). "Adjusting for Patient Characteristics and Selection Effects in Assessment of Community Mental Health Centers", *Med Care* 2004;42: 251-258.
- McGrew, Newman, DeLiberty (2007). "The Hoosier Assurance Plan Instrument for Adults (HAPI-A): The Psychometric Properties of a Level of Functioning Assessment Instrument Designed For Use in a State Managed Care Mental Health Program". *Community Mental Health Journal*, Volume 43 # 5, 481-515.

YOLO
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FORMATION
COMMISSION

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Item 8-ATT B



**ALTERNATE PUBLIC MEMBER APPLICATION
FOUR-YEAR TERM – MAY 2017-2021**

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PLEASE PRINT OR TYPE

NAME: Mary Kimball

ADDRESS: Woodland, CA 95695

HOME/CELL PHONE: _____

EMPLOYER: Center for Land-Based Learning

OCCUPATION: Executive Director, Non-Profit Organization

WORK PHONE: (530) 795-1520

EMAIL ADDRESS: mary@landbasedlearning.org

Please complete the following questions (attach additional pages if necessary):

Are you currently a registered voter within Yolo County? yes no

Are you currently an officer or employee of a city, county, special district, or joint powers authority in Yolo County? yes no

If so, are you willing to resign that position (if needed) to assume the LAFCo alternate public member appointment? yes no

Please list any education/relevant training you have received:

As a Yolo County Planning Commission, I have received a great deal of training, including many planning conferences and workshops over the years. In addition, as a Yolo Land Trust Board member, I attended many state conferences put on by California Council of Land Trusts (CCLT) and Land Trust Alliance (LTA) on land use policies, planning, and of course conservation easement tools and methods. Today, as a Board member of the YCFWCWD, I have been attending local, regional, and state workshops and conferences put on by AWCA (Association of California Water Agencies) and NCWA (Northern Ca Water Association) in regards to water policy, flood policy, and land use in general.

Please list any community activities/interests that are relevant for this position:

Board Member, Yolo County Flood Control and Water Conservation District, January 2015 - present

Board Member, Yolo Land Trust, 2005-2015, including 3 terms as Chair, 2 as Secretary

Planning Commissioner, Yolo County, 2008-2015, including 2 terms as Chair

Member, Yolo County Food and Ag Alliance, 2005 - Present

Please summarize your qualifications to serve as a member of the Commission:

I believe that the combination of experience provided by of the four above local boards that I have served on in the last 12 years have well prepared me to serve as a member of the Commission. Including my role as Executive Director of the Center for Land-Based Learning, I am well versed in local land use and agricultural issues, as well as very familiar with the many local special districts (including having worked for the Yolo Resource Conservation District for 4 years) and local government organizations. I am also very familiar with the use of the JPA's and their role in the county (Including the new one being created in Yolo County for SGMA (Yolo Subbasin Groundwater Agency)).

What is your general availability for day meetings (regular meeting times are generally the 4th Thursday of the month at 9am in Woodland)?

I am generally available in the mornings on every day except Mondays, as long as I have enough time to plan and get onto my schedule. I do have a leadership training program that I am a part of, that meets every OTHER month, on Thursdays. It is in the Bay Area, and the next one is in May (May 25th). After that, they are on July 27th, September 21st, and November 16th. It is only for 2017.

Why are you interested in serving on the LAFCo Commission as a public board member?

Of the three main objective of LAFCO, preserving ag land resources and discouraging urban sprawl have been the main focus of my professional development and volunteerism for the last 15 years in Yolo County. I have missed my time on the Yolo Planning Commission, working on land use issues, and believe that my experience (especially as Chair of the PC during the many General Plan hearings in 2008) should be utilized as a resource for the County and its citizens.

Resumes and letters of recommendation/reference are not required, but will be accepted and should be attached to the completed application at the time of submission.

Mary started with Land-Based Learning in 1998, and has led its growth since that time; in 1998, there was one program and 30 high school students. Today, Land-Based Learning runs five different model programs in 28 California counties, including the California Farm Academy, the only beginning farmer training and incubator program of its kind in Northern California, and which includes the West Sacramento Urban Farm Program and The Cannery Farm in Davis.

Raised on a small farm in Yolo County, Mary is very active in local, regional and statewide groups, including serving as Board member of the Yolo County Flood Control and Water Conservation District, a member of the California Community Colleges Agriculture & Natural Resources Statewide Advisory Committee, and the Agriculture, Water, and Environmental Technology Industry Representative to the California Community Colleges "Doing What Matters for Jobs and the Economy" statewide committee. She is a member of the American's Farm-to-Fork Capitol's Steering Committee, and the Golden1 Arena's Food Sourcing Advisory Committee. Mary also serves on the Wells Fargo Community Advisory Board, and as a co-lead for the Workforce Development Committee of the Central Valley AgPlus Food and Beverage Manufacturing Consortium.

Additionally, Mary served on the Yolo County Planning Commission from 2006-2014 (including two terms as chair), as a member of the Board of the Yolo Land Trust from 2004-2014, including three years as President, and is a founding member of the Yolo Food and Ag Alliance, which began in 2003.

Mary holds a Master's Degree in Human and Community Development from the Ohio State University (1996), and a B.S. Degree from the University of California at Davis in Agriculture Science and Management, Plant Science Option (1992). She is an alumnus of the California Agricultural Leadership Program (Class XXXII) and the American Leadership Forum, Mountain Valley Chapter (Class XV). She received the Award of Distinction from UC Davis College of Agriculture and Environmental Sciences in 2003, the Profiles in Leadership Award from the California Agricultural Leadership Foundation in 2014, the Wells Fargo CARES Award in 2015 for her work promoting agriculture and youth education in the Sacramento Region, and the Common Threads North Community Service Award for Women in Agriculture in 2016.

Short Bio

Mary Kimball is the Executive Director of the Center for Land-Based Learning, whose mission is to cultivate the next generation of farmers, agricultural leaders, and natural resource stewards. Mary was raised on a small farm in Yolo County, and has been involved in food and agricultural education at the local, regional, state, and national levels for over 20 years. She started with the Center for Land-Based Learning as the first employee in 1998, and has led the growth and development of the organization from one program in the Sacramento Region with 30 high school students, to today's portfolio that includes six different model programs for youth and adults, spanning 28 California Counties. The California Farm Academy is the only beginning farmer training and incubator program of its kind in Northern CA. Mary holds a Master's Degree in Human and Community Development from the Ohio State University, and a B.S. Degree from the University of California at Davis in Agriculture Science and Management, Plant Science Option.

YOLO
LOCAL
AGENCY
FORMATION
COMMISSION

625 Court Street, Suite 203
Woodland CA 95695

(530) 666-8048
lafco@yolocounty.org

www.yololafco.org



**ALTERNATE PUBLIC MEMBER APPLICATION
FOUR-YEAR TERM – MAY 2017-2021**

*Completed application form must be returned to the LAFCo Office
Applications may be sent via e-mail to lafco@yolocounty.org, hand-delivered
or mailed to 625 Court Street #203, Woodland CA 95695*

PLEASE PRINT OR TYPE

NAME: Matthews Williams Jr. (Matt)

ADDRESS: El Macero, CA 95618

HOME/CELL PHONE: _____

EMPLOYER: _____

OCCUPATION: Retired

WORK PHONE: _____

EMAIL ADDRESS: _____

Please complete the following questions (attach additional pages if necessary):

Are you currently a registered voter within Yolo County? yes no

Are you currently an officer or employee of a city, county, special district, or joint powers authority in Yolo County? yes no

If so, are you willing to resign that position (if needed) to assume the LAFCo alternate public member appointment? yes no

Please list any education/relevant training you have received:

My background is a solid foundation of experience and skills researching and solving problems, with an MBA from the Wharton School of the University of Pennsylvania and a BA from Cornell, as well as 30 years of private sector experience in Finance, Healthcare and Technology. Since coming to Davis in 1998, I have involved myself deeply in public service in the Arts, Finance and Budget, Water, Wastewater, Health, Seniors, Land Use Planning, and Housing.

Please list any community activities/interests that are relevant for this position:

Member of the Finance and Budget Commission of the City of Davis,
Member of the Davis Chamber of Commerce Government Relations Committee,
Past Chair of Yolo County South Davis General Plan Citizens Advisory Committee,
Past President of the El Macero Homeowners Association,
Past member of the Davis Joint School District's 7-11 Committee for Nugget Fields,
Past member of the Yolo County Health Council,
Past member of the City of Davis Water Advisory Committee, and
Past member of the City of Davis Natural Resources Commission.

Please summarize your qualifications to serve as a member of the Commission:

I have resided in Yolo County since 1998, and believe in community involvement and civic responsibility. I enjoy living in Yolo County because our community is engaged and involved, and I have personally participated in planning, land use, resource use, water, and wastewater issues in Yolo County and the Region for most of those 18 years.

What is your general availability for day meetings (regular meeting times are generally the 4th Thursday of the month at 9am in Woodland)?

My schedule is both open and flexible. I currently have no commitments on the 4th Thursday of the month. I do not anticipate any future commitments on that day, other than LAFCO, should I be appointed.

Why are you interested in serving on the LAFCo Commission as a public board member?

My 18 years living in the Yolo County community have been the best years of my life. The high quality of life that I have experienced here has made me passionate about both Yolo County's present and it's future, and I want to give back by helping Yolo County plan for a fiscally resilient and environmentally sound future.

Resumes and letters of recommendation/reference are not required, but will be accepted and should be attached to the completed application at the time of submission.

MATT WILLIAMS, JR.

SUMMARY

An energetic, reliable, creative problem solver with over 30 years of planning, developing, delivering and leading bottom-line focused strategies in the management of healthcare practice and healthcare technology. With strengths and experience in:

Financial Management	Strategic Direction Development	End-user Training
Business Analysis	Product Management	Marketing
Revenue Growth	Inhouse & Remote Computing	Technology Adoption
Customer Needs Analysis	Contract Negotiation	Solution Selling
Dispute Mediation	Multidisciplinary Collaboration	Team Building

PROFESSIONAL EXPERIENCE

Management skills in directing work; hiring, training and evaluating employees

- Over a 2-year period at a 225-bed University Hospital in Philadelphia, I managed and led the 73-person Patient Accounting/ Admissions/Outpatient Registrations team which:
 - Improved patient and physician satisfaction with the Admissions/Registration processes,
 - Reduced Accounts Receivable 42% in less than 18 months,
 - Increased Outpatient account collections 57% the first Fiscal Year and an additional 65% the second Fiscal Year,
 - Increased inpatient commercial insurance cash collections by 54% the first Fiscal Year and an additional 42% the second Fiscal Year.
 - Reduced Medicaid uncollectible year-end write-offs from \$462,000 in the immediately preceding Fiscal Year to under \$9,000 in the first Fiscal Year of my tenure.
 - Built a six person credit and collections department, which resulted in increased recoveries of uncollectible accounts by 54%, 43%, 57%, 65% and 588% in key areas.
- Devised the business plan, and managed, coordinated and directed the diverse, multi-functional team that brought 16 OrNda HealthCorp hospitals live on the SMS INVISION Hospital Information System with the following applications over a 5-year period in the 8 states of California, Florida, Georgia, Indiana, Mississippi, Missouri, Tennessee and Texas:
 - Patient Management, Medical Records, Patient Accounting and Billing, Receivables Management (Online Collection), General Ledger, Human Resources, Materials Management and Accounts Payable,
 - 4 of the 16 hospitals were also brought live on Nursing, Order Entry and Results Reporting,
 - 2 of the 16 also came live on Radiology, Mammography and Resource Scheduling, and
 - 1 of the 16 also came live on the Laboratory, Blood Bank, Microbiology system.
- Managed, coordinated and directed the multi-disciplinary team that bridged diverse constituencies and brought the University of South Alabama's 3 Hospitals (800+ beds), 30+ Ambulatory Clinics and a Medical Practice Plan of 200+ physicians live on SMS INVISION, Signature and EAD (Electronic Medical Record system).

Experience in the preparation of financial and statistical reports in order to maximize the effectiveness of service delivery systems and financial performance at UCDCM

- With extensive use of Excel, TSI, INVISION, Signature, and mainframe and online data sources, completed over 400 financial and productivity and business planning projects including hospital charging, costing and net revenue analyses, profitability analyses, contract performance reviews, program development, billing/payment audits, capital budgeting, operational budgeting and operational benchmarking.

- Prepared external and internal clinical and financial reports to support the fiduciary and clinical goals of Department Chairs, CAOs and Practice Managers that brought together RVU, contribution margin, profitability, budget and Clinical Cost Model information.
- Collaborated in the development and implementation of departmental goals and objectives.
- Continually initiated, developed and implemented methods and administrative systems that maximized clinical and financial program efficiencies.

Physician and Hospital Benchmarking Methodologies developed, refined and implemented

- Completed and validated monthly data loads of UCDHS information from Signature into the Faculty Practice Solutions Center's (FPSC) physician benchmarking system, which addresses physician productivity, financial, and operational management for faculty practices nationwide.
- Working closely with UCDMC Information Technology and numerous individual Department CAOs increased both the quality of the data being input from Signature into FPSC, and the quality of management information the FPSC system produces for UCDHS.
- For the past 4 years, worked extensively with the ThomsonReuters ActionOI hospital benchmarking system. Ongoing responsibilities have included:
 - Quarterly data collection, data validation, data input and data submission.
 - Balancing to UCDMC's DaFis Financial Statements.
 - Helped Nursing Administration maximize system utility, while simultaneously streamlining system overhead for all UCDMC's Inpatient Nursing Managers.
 - Support to Ambulatory Clinical Operations Administration, Cardiovascular Administration, Radiology Administration, Laboratory Administration, Pharmacy Administration, Information Technology and Materials Management Administration

Demonstrated Ability to Identify and Address Process Improvement Opportunities, as well as Lead and Manage the Team that Delivers Improved Results

- Devised the business plan and led its implementation, which guided the Executive Team of The Regional Medical Center of Memphis to a successful conversion from an in-house employee-staffed turnkey Hospital Information System (HIS) to a vendor outsourced "business solution" focused Hospital Information System,. Key accomplishments were:
 - Multi-million dollar one-time and annual Operations Budget savings for the Health System,
 - Developed guaranteed "levels of service" to the Health System's care givers and patients, which improved their confidence in and consistent use of the HIS
 - A clearly communicated vision, built through active listening and the ability to translate the "team" members' concerns/fears into strategies and tactics that aligned their expectation levels with the realities of 1) what an outsourced IT solution could truly deliver and 2) performance that the Health System's senior managers identified as valuable.
 - Defused the threat of mass personnel defections by the employees of the Medical Center's IT department, whose employer was changing from the Medical Center to the Information Technology company selected as the outsourcing vendor.

Excellent Communication Skills and Ability to Work with Department Chairs, CAOs, Practice Managers, Faculty and Nurse Managers as well as my Finance and Administration***... in Hospital Operations Management***

- As administrative resource for the UCDMC PM&R Therapies Department supported the practice manager in personnel recruitment activities; purchasing, travel, petty cashing, data entry, DaFis, Kronos and Decision Support.
- As front-line reception, registration, cashiering & scheduling in a UCDMC ambulatory clinic
- As medical office support staff in the UCDMG Rancho Cordova office.

- As line management of Patient Accounting, Inpatient Admissions and Ambulatory Registrations for the 10th largest medical college in the U.S., which included a 225 bed hospital and a 250+ physician faculty practice plan.

... in Healthcare System business plan development and program sustainability

- Developed a number of comprehensive clinical utilization projection, rate setting, risk planning and financial analysis models and decision support systems for hospitals, HMOs, PPOs and self-insured employers.
- Developed for Electronic Data Systems (EDS) a strategy and plan for a new business initiative in HMO/PPO MIS including market evaluation, needs analysis, product design and implementation.
- Developed the Marketing Plan, Competitive Analysis, Product Rollout Strategy and Product Development Plan for an early growth-stage health care information systems corporation.

... in Training, Teaching and Curriculum Development

- Facilitated as Faculty, 51 Onground and 23 Online University of Phoenix (UOP) courses in Applied Critical Thinking in Decision Making, Problem Solving, Business and Technical Analysis, Information Systems Management and Health Care Management.
- Developed and executed an education plan in the capabilities of the new Decision Support applications and services for the SMS field force.
- Developed training materials for, and taught over 50 career development workshops that significantly contributed to the mission of the Sacramento Professional Network (SPN) and the personal career plans of over 400 of SPN's members.

... in Customer Service

- Twice awarded the SMS Merit Award for "performance above and beyond the call of duty in providing customer support to our clients".
- Grew, in 6 years, annual revenues for SMS' first for-profit multi-hospital account from less than \$1 million per year to over \$7 million.
- Established the business plan for SMS' largest for-profit multi-hospital account, which has grown to an over \$35 million annual revenue stream.

HISTORICAL EMPLOYMENT

CREATIVE BUSINESS SOLUTIONS , Davis, CA <i>President and Principal Consultant</i>	2000 – Present, 1985 – 1988
UC DAVIS MEDICAL CENTER , Sacramento, CA <i>Financial Analyst V</i> <i>MOSC III</i>	2006 – 2011 2007 - 2011 2006 - 2007
UNIVERSITY OF PHOENIX , Phoenix, AZ <i>Practitioner Faculty</i>	2002 – 2005
IDX SYSTEMS CORPORATION , Alameda, CA <i>Business Development Manager</i>	1999 – 2000
SHARED MEDICAL SYSTEMS (SMS) , Pleasanton, CA <i>Senior Account Executive</i> <i>Decision Support Systems Marketing Executive</i> <i>Installation Director</i> <i>Associate Product Manager</i>	1981 – 1983, 1988 – 1999 1991 - 1999 1988 - 1990 1982 - 1983 1981 - 1983
OSTEOPATHIC MEDICAL CENTER OF PHILADELPHIA , Philadelphia, PA <i>Patient Accounting Manager</i>	1983 - 1984

EDUCATION

WHARTON SCHOOL OF THE UNIVERSITY OF PENNSYLVANIA , Philadelphia, PA MBA, Management	1984
CORNELL UNIVERSITY , Ithaca, NY	1980

BA, Ancient Roman History

LAFCO

Meeting Date: 05/25/2017

Information

SUBJECT

Consider and adopt an update to the Yolo LAFCo Shared Services Strategic Plan to add new FY 17/18 priorities from the workshop to its list of shared service areas and remove other miscellaneous items that are no longer applicable

RECOMMENDED ACTION

Consider and adopt an update to the Yolo LAFCo Shared Services Strategic Plan to add new FY 17/18 priorities from the workshop to its list of shared service areas and remove other miscellaneous items that are no longer applicable.

FISCAL IMPACT

Advancing the priorities developed at the Shared Services Workshop in February will involve significant staff time and may also involve some outside professional services that have been considered and included in the FY 2017/18 Draft Budget approved by the Commission on April 27, 2017.

REASONS FOR RECOMMENDED ACTION

In accordance with the Shared Services Strategic Plan adopted in December 2012 and last updated in April 2016, the ultimate authority and direction regarding LAFCo shared services activities rests with the Commission. This Strategic Plan has been updated each year following the workshop in order to reflect priorities.

BACKGROUND

At the March 23, 2017 LAFCo meeting, the Commission adopted the annual work plan for FY 2017/18 which included the new shared services priorities from the February workshop. Part of the Commission's direction was for staff to prepare an update to the Shared Services Strategic Plan to reflect these new priorities. Staff has prepared the proposed update to the Strategic Plan (attached) for Commission consideration accordingly. The array of shared services illustration on page 5 has been updated to include the new priorities from the February workshop.

Attachments

ATT A-DRAFT Shared Services Strategic Plan

Form Review

Inbox	Reviewed By	Date
Christine Crawford	Christine Crawford	05/08/2017 12:12 PM
Form Started By: Sarah Kirchgessner		Started On: 05/04/2017 10:29 AM
Final Approval Date: 05/11/2017		



Yolo Local Agency Formation Commission
Shared Services Strategic Plan December 2012
(Updated June 2013, April 2015, and April 2016)

This Shared Services Strategic Plan was adopted by the Yolo LAFCo Commission on December 3, 2012. The Commission directed that this Plan be periodically reviewed and updated as needed or at least every two years.

Shared Services Vision

Yolo LAFCo is a valued, county-wide regional agency, aggressively promoting efficient high-quality government services through collaboration and sharing of resources as illustrated in the attached radial diagram.

Shared Services Values

1. Yolo LAFCo has been requested to lead Shared Services by Yolo County and the four cities and will continue to develop shared service improvements with this collective support.
2. A “culture of collaboration” is key to fostering the trust required for shared services to be successful. It is worthwhile for LAFCo to invest its resources in fostering collaboration among our partner agencies.
3. Shared Services is a voluntary effort. LAFCo recognizes that each agency will determine what level of commitment and implementation is appropriate for them.
4. Staff will consult and collaborate with the executive managers of other agencies on shared service issues while ultimate authority and direction regarding LAFCo activities will come from the Commission.
5. LAFCo will assist other agencies in “teeing-up” shared service opportunities; however detailed implementation must be handed off to individual agencies. LAFCo can best assist agencies by keeping its eye on the big picture by analyzing new opportunities without getting over-involved in detailed implementation.
6. LAFCo participation in the review of oversight issues of joint powers agencies is needed in order to maintain quality performance and public trust.
7. LAFCo will utilize its existing tools and processes to evaluate new opportunities for shared services and improved government efficiencies such as the municipal service review (MSR).
8. LAFCo will proactively exercise its statutory mission and authority to initiate agency consolidations and/or dissolutions where appropriate and understands that such change will bring adaptive challenges that must be delicately handled.
9. Effective government service delivery will involve partnerships with agencies at numerous levels: the Sacramento Area Council of Governments (SACOG), school districts, UC Davis, the Yocha Dehe Wintun Nation, special districts, non-profits and potentially agencies in other counties.

Shared Services Goals and Action Items

Goal 1 - LAFCo promotes the most effective forms of government for the common good.

Action 1.1 LAFCo is proactive with its Municipal Service Review process to review an agency's financial ability to provide services and opportunities for shared services and facilities, including possible consolidation of government agencies.

Action 1.2 LAFCo will use the Municipal Service Review process to identify government inefficiencies and initiate agency consolidations and/or dissolutions where necessary to "right size" public agencies.

Action 1.3 Following completion of the MSR process, staff ~~aggressively~~ proactively follows up with agencies requiring status updates as necessary regarding their implementation of/compliance with LAFCo recommendations.

Goal 2 - LAFCo ~~actively works to~~ promotes shared services that will save agencies money and allow them to either maintain services levels during difficult financial times or even improve service delivery.

Action 2.1 LAFCo ~~evaluates~~ new-remaining shared service areas for their potential to maintain or improve services at a reduced cost ~~in order to determine the value of implementation~~ and will send a letter to the city/county managers to gauge interest.

Action 2.2 ~~LAFCo leverages its independent status to assist agencies to provide third party independent analysis in evaluating existing conditions and studying new shared opportunities~~ The list of remaining shared service areas to be explored include:

- Building/Fire Plan Check & Inspection
- Fleet Maintenance
- Park/Landscape Maintenance
- Arborist/Tree Maintenance,-

Action 2.2 LAFCo will suggest via letter to YCPARMIA that they address training needs and disseminate Yolo County Training Academy information.

Action 2.3 Staff facilitates any next steps as determined by the Commission to implement shared service opportunities.

Goal 3 ~~LAFCo assists the agencies in providing a framework and/or platform to facilitate shared services.~~

Action 3.1 ~~Staff creates an agreement framework(s) (JPA, MOU, contract templates, etc.) as appropriate to facilitate shared services among government agencies.~~

Action 3.2 ~~LAFCo promotes the creation of a web-based platform to foster information sharing, communication and a clearinghouse for shared services activities as needed.~~

Goal 34 - Yolo LAFCo fosters and promotes agency collaboration at all levels.

Action 34.1 Yolo LAFCo organizes and promotes regular Yolo Leaders/YED forums with agenda topics/speakers that are of interest and value to elected leaders in all geographic areas of the county and at all agency levels.

Action 34.2 LAFCo promotes shared services at any and all levels, speaking at and coordinating with CALAFCO, the SACOG innovation/shared services ad hoc committee, ~~Yolo Non-Profit Leaders~~, and others to coordinate and ~~complement~~complement ~~each others'~~each other's shared service efforts.

Goal 45 - LAFCo acts as a facilitator/convener as requested for appropriate Yolo intra-agency issues.

Action 45.1 Yolo LAFCo acts as a convener for multi-agency joint projects in a coordinating role as appropriate.

Goal 56 – LAFCo participates in the oversight of existing shared service partnerships implemented through joint powers agreements (JPAs) as needed. The following action items are subject to each city/county board adopting a resolution requesting LAFCo to undertake these activities.

Action 56.1 Yolo LAFCo ~~will~~ perform Municipal Service Reviews (MSRs) of some JPAs in the county. A draft Shared Services JPA for agency consideration will be structured to allow for consolidation and oversight of existing JPAs as deemed appropriate by the member agencies.

Action 56.2 MSRs for JPAs to be conducted in the following categories:

- JPAs that provide municipal-like services
- JPAs that have their own staff and operate entirely inside the county (i.e. do not extend outside the county)
- JPAs that have boards comprised of staff and operate entirely inside the countyTraining should be provided to newly appointed JPA board members regarding their oversight role and responsibilities.

Action 5.3 The following six JPAs will be added to the LAFCo MSR update schedule:

- Yolo Emergency Communications Agency (YECA)
- Yolo County Public Agency Risk Management Insurance Authority (YCPARMIA)
- Woodland-Davis Clean Water Agency
- West Sacramento Area Flood Control Agency (West SAFCA)
- Yolo Habitat Conservancy (YCH)
- Valley Clean Energy Alliance (VCEA)
- Other future JPAs that are formed and meet the criteria in Action 5.2

Goal 6 - LAFCo creates an annual Web Transparency Report Card.

Action 6.1 Determine transparency measurement criteria and notify every agency of the criteria, process, and timeline:

- Cities/County (5 agencies)
- Special Districts (49 Yolo plus 5 multi-county districts = 54 total special districts)
- Joint Power Authorities (24 total JPAs)

Action 6.2 Prepare a checklist for each agency based on the transparency criteria and conduct review of agency websites. The review would be provided to the agency for verification and/or website content modification.

Action 6.3 Finalize report by the end of each fiscal year.

Goal 7 - LAFCo conducts a shared services workshop on an as needed basis after review and recommendation from the Commission during its December meetings with representation from each city and the County to inform the following year's work plan and ensure agency engagement and participation in the selection and prioritization of LAFCo shared services activities.

Action 7.1 A workshop was held on February 23~~5~~, 2017~~6~~ and LAFCo priorities for fiscal year 2017~~6~~/18~~7~~ include (in no particular order):

- ~~○ JPA coordination and consolidation~~
- Broadband: Convening, meetings, and agency assistance.
- ~~○ Grant funding~~
- ~~○ Other priorities, such as potentially coordinating a meeting on organic waste, if requested~~
- Municipal Service Reviews of JPAs as discussed in Goal 5 and associated action items above.
- Web Transparency Report Card for the County as discussed in Goal 6 and associated action items above.





Executive Officer Report 10.

LAFCO

Meeting Date: 05/25/2017

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.

- EO Activity Report - April 24 through May 19, 2017
-

Attachments

[EO Activity Report - Apr24-May19](#)

Form Review

Form Started By: Terri Tuck

Started On: 05/04/2017 12:46 PM

Final Approval Date: 05/04/2017

LAFCo EO Activity Report

April 24 through May 19, 2017

Date	Meeting/Milestone	Comments
04/26/2017	Shared Services – City of Davis Broadband Task Force Meeting	Participant
04/27/2017	Shared Services – Yolo County Broadband Task Force Meeting	Participant
05/04/2017	Meeting with Carolyn West, CAOs Office	Process for Davis “Island” Annexation of Davis Creek Mobile Home Park and surrounding parcels
05/10/2017	Meeting w/Olin Woods	LAFCo Agenda review
05/10/2017	Shared Services – Yolo County Broadband Task Force Meeting	Participant
05/10/2017	Shared Services – Davis/County 2x2	Attended
05/16/2017	Integrated Emergency Management Concept (IEMC)-Planning & Intel Training Track	Participant-IEMC is a FEMA sponsored course provided to those playing a role in an Emergency Operations Center (EOC) within the Yolo Operational Area. This Planning & Intelligence Section (P&I) session has been designed to enhance the skills of Planning & Intelligence Staff while practicing Action Planning, Advanced Planning and Situational Status concepts within Emergency Management.
05/18/2017	Emergency Operations Center Exercise	Participant in EOC exercise
05/19/2017	Emergency Operations Center Training	Participate in EOC training