

LOCAL AGENCY FORMATION COMMISSION OF YOLO COUNTY

Regular Meeting AGENDA

January 28, 2016 - 9:00 a.m.

BOARD OF SUPERVISORS CHAMBERS

625 COURT STREET, ROOM 206
WOODLAND, CALIFORNIA 95695

COMMISSIONERS

OLIN WOODS, CHAIR (PUBLIC MEMBER)
MATT REXROAD, VICE CHAIR (COUNTY MEMBER)
BILL KRISTOFF (CITY MEMBER)
DON SAYLOR (COUNTY MEMBER)
CECILIA AGUIAR-CURRY (CITY MEMBER)

ALTERNATE COMMISSIONERS

ROBERT RAMMING (PUBLIC MEMBER)
JIM PROVENZA (COUNTY MEMBER)
ROBB DAVIS (CITY MEMBER)

CHRISTINE CRAWFORD
EXECUTIVE OFFICER

ERIC MAY
COMMISSION COUNSEL

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

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

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

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

CALL TO ORDER

1. Pledge of Allegiance
2. Roll Call

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

CONSENT AGENDA

4. Approve LAFCo Meeting Minutes of September 24, 2015
5. Review and file the Fiscal Year 15/16 First Quarter Financial Update and correction to the Fiscal Year 14/15 Fourth Quarter Financial Update
6. Correspondence

REGULAR AGENDA

7. Consider and adopt the Yolo LAFCo 2016 Meeting Calendar
8. Consider a request to authorize the Wild Wings County Service Area to provide emergency out of agency water service to Milton B. Watts APN 025-440-044 (LAFCo No 917), subject to the findings and conditions contained in the staff report
9. Consider the Yolo LAFCo Project Policies which consolidates previously adopted local policies into one document including: Standards of Evaluation, Out of Agency Services, Agricultural Conservation, Inhabited Territory per SB 244 (re: Disadvantaged Unincorporated Communities), and Municipal Service Review/Sphere of Influence Guidelines

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.
 - MSR Update
 - Shared Services
 - Commissioner Stipend
 - EO Activity Report - September 21, 2015 through January 22, 2016

COMMISSIONER COMMENTS

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

ADJOURNMENT

12. Adjourn to the Shared Services JPA Working Group Meeting immediately following the meeting at the following location: County Administration Building, 625 Court Street, Room 106.

The next meeting scheduled is February 25, 2016.

I declare under penalty of perjury that the foregoing agenda was posted by 5:00 p.m. on January 22, 2016, 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.

Terri Tuck, Clerk
Yolo County LAFCo

NOTICE

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

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

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



Consent 4.

LAFCO

Meeting Date: 01/28/2016

Information

SUBJECT

Approve LAFCo Meeting Minutes of September 24, 2015

RECOMMENDED ACTION

Approve LAFCo Meeting Minutes of September 24, 2015.

Attachments

[LAFCo Minutes 09/24/15](#)

Form Review

Form Started By: Terri Tuck
Final Approval Date: 01/12/2016

Started On: 01/12/2016 11:35 AM

LOCAL AGENCY FORMATION COMMISSION of YOLO COUNTY

MEETING MINUTES

September 24, 2015

The Local Agency Formation Commission of Yolo County met on the 24th day of September 2015, 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, County Member Don Saylor, and City Members Bill Kristoff and Cecilia Aguiar-Curry. Voting Members absent were County Member Matt Rexroad. Others present were Executive Officer Christine Crawford, Analyst Sarah Kirchgessner, Clerk Terri Tuck, and Counsel Eric May.

Items № 1 and 2 Call To Order, Pledge Of Allegiance And Roll Call

Chair Woods called the Meeting to order at 9:05 a.m.

Terri Tuck, Commission Clerk, led the Pledge of Allegiance.

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

Item № 3 Public Comments

None

CONSENT

Item № 4 Approved LAFCo Meeting Minutes Of July 23, 2015

Item № 5 Review And File Fiscal Year 2014/15 Fourth Quarter Financial Update

Item № 6 Correspondence

Minute Order 2015-27: All recommended actions on Consent were approved.

Approved by the following vote:

MOTION: Aguiar-Curry SECOND: Saylor

AYES: Aguiar-Curry, Saylor, Woods

NOES: None

ABSTAIN: None

ABSENT: Kristoff, Rexroad

Commissioner Kristoff arrived at 9:06 a.m.

REGULAR

Item № 7 Authorized The Executive Officer To Adjust The Part-time Employment Status For The Management Analyst Position From Half-time to Three-quarter Time In Order To Expand LAFCo's Capacity To Work On Shared

**Services, And Authorize A Budget Transfer From Account 86-9900
Appropriations for Contingency To Salaries And Benefits If Needed**

Minute Order 2015-28: The recommended action was approved.

Approved by the following vote:

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

Item № 8 Executive Officer's Report

The Commission was given written reports of the Executive Officer's activities for the period of July 20 through September 18, 2015, and was verbally updated on recent events relevant to the Commission.

Staff indicated that Citygate Associates have completed their initial analysis for the Combined Fire Protection Districts Municipal Service Review and Sphere of Influence Study (MSR/SOI). Staff expects an administrative draft of their report in about a month.

Staff indicated that Policy Consulting Associates (PCA) has completed their initial round of information gathering for the Combined City of Davis and Associated County Service Areas (CSA) MSR/SOI. PCA has already spoken with the City and North Meadows CSA. The El Macero CSA meeting has been scheduled but no word on a Willowbank CSA meeting yet. Chair Woods stated that the Willowbank CSA meeting would be held November 18, 2015.

Staff stated that the Combined Reclamation Districts and Levee Maintenance District MSR/SOI is in the preliminary stages and is being done in house using the UC Davis Flood Governance Study as a starting point. Staff is working closely with the Regional Flood Management Plan technical advisory and working group as they continue developing broader state-funded flood control projects countywide along the Sacramento River.

Staff recently attended the CALAFCO Annual Conference in Sacramento where Terri Tuck won the Achievement Award for Outstanding Clerk. Another Yolo LAFCo nominee, Chris Tooker from Sacramento LAFCo, took home the Lifetime Achievement Award. Additionally, Yolo LAFCo won 1st Place in the white wine category at the CALAFCO Beer and Wine Competition for its entry of the Albarino 2014 from Turkovich Winery in Winters.

Staff also stated that; overall, the CALAFCO Conference sessions were well attended and informative, including a session regarding legislative updates (attached).

One bill to highlight that may affect Yolo County is Senate Bill 88 (SB 88), a drought trailer bill for 2015/16, which has already been signed by the Governor. It authorizes the State Water Resources Control Board (SWRCB) to require water systems to consolidate with or receive service from other reliable public water systems. Based on a list provided by the SWRCB that shows water systems with at least one violation, the disadvantaged

communities in Yolo County with problem water systems appear to be Dunnigan, Madison and Westucky.

Additionally, staff highlighted some of the key changes at CALAFCO (attached as correspondence in the agenda packet). That includes, beginning in 2017, transitioning away from the LAFCo volunteer host model for its annual conferences and having them in key locations such as Sacramento, Monterey and San Diego; raising the conference registration fee by \$95 over the next three years; increasing the hours of the Executive Director from 24 hours a week to 32 hours in order to respond to increased legislative demands, and other pressures; and, correspondingly, increasing CALAFCO membership dues by 7% a year for the next two years.

Item № 9 **Commissioner Comments**

Commissioner Saylor asked for any information on current development proposals in and around the cities of Winters, Woodland, and Davis. Staff replied that there are currently no forthcoming proposals for LAFCo.

Staff indicated that there has been no movement on the proposed development in Winters. Next steps would be for the developer to work with Winters on a specific plan.

Additionally, staff identified two proposals moving forward in Davis, the Mace Ranch Innovation Center (Mace) and the University Downtown Gateway Project (Nishi). Both draft environmental impact reports (EIR) are currently out for public review. Staff has submitted an EIR comment letter (attached as correspondence in the agenda packet) for the Mace project. To move forward both projects, under Davis ordinance, would require a vote of the electorate. Then, following that, it would come to LAFCo as a proposal for annexation.

Commissioner Saylor commented that the City of Benicia is reviewing a revised draft EIR for its terminals that would accept crude oil shipments east of here. Saylor states that at this point, the consultants and Benicia staff have identified a potential for serious incidents up rail in our communities, including the cities of West Sacramento, Davis, Roseville, and all the way through the region. However, they do not mitigate it or propose any action to mitigate these potential incidents and state that they are prohibited from mitigating because of federal protection. A year ago, the Board of the Sacramento Area Council of Governments (SACOG) sent a 25-page comment letter on the earlier version of the EIR; however, because SACOG is in contention with the City's reason for not mitigating, SACOG unanimously voted to send another comment letter on the revised draft. Saylor, as Chair of SACOG, stated that SACOG disagrees with the City's comments because it is a discretionary act by a local government to approve this terminal and in order for them to find that they can pursue they have the opportunity to mitigate the impact and to require conditions of approval. Saylor indicated that Yolo County and other cities that he knows of have forwarded their comments on the draft EIR and that if anyone else wishes to comments are due October 15, 2015.

Chair Woods asked if the Mace Ranch Innovation Center project had any competitor's. Staff replied that the only competitor at this point is the University Downtown Gateway project (Nishi).

Item № 10 Adjournment

Minute Order 2015-29: By order of the Chair, the meeting was adjourned at 9:29 a.m. to the next scheduled meeting on October 22, 2015.

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: 01/28/2016

Information

SUBJECT

Review and file the Fiscal Year 15/16 First Quarter Financial Update and correction to the Fiscal Year 14/15 Fourth Quarter Financial Update

RECOMMENDED ACTION

Review and file the Fiscal Year 15/16 First Quarter Financial Update and correction to the Fiscal Year 14/15 Fourth Quarter Financial Update.

FISCAL IMPACT

None

REASONS FOR RECOMMENDED ACTION

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

BACKGROUND

The LAFCo FY 2015/16 budget was adopted on May 28, 2015. During the first quarter LAFCo remained on track with regards to both revenue and expenditures.

At the end of the first quarter LAFCo had received 99.7% of its expected revenues. LAFCo's most significant revenue source comes from government agency payments, and at the close of the first quarter had received all of its agency payments, which includes the County and the cities of Davis, West Sacramento, Winters, and Woodland. The only portion of LAFCo's revenues that have not yet been collected are attributed to investment earnings (\$1,500) which constitute a very small portion of revenues, and may still be collected in the remaining three quarters of the fiscal year.

During the first quarter of FY 2015/16 LAFCo expended 25.2% (\$125,133.08) of its annual budgeted costs of \$495,812. LAFCo expended 26.5% (\$91,689.94) of its Salary and Benefits appropriation and 29.3% (\$33,443.14) of its Services and Supplies appropriation.

Salary and Benefits Corrections

Please note the payroll corrections (attached) for the fourth quarter of FY 2014/15 and the first quarter of FY 2015/16. In April 2015, the County began using the payroll portion of its new financial system, INFOR, which has resulted in several glitches. From April until October 2015, LAFCo's payroll (and several other outside agencies who use the County's financial system) was paid out of County funds instead of LAFCo funds. The discrepancy was discovered, and on October 30, 2015, the Department of Financial Services (DFS) transferred the LAFCo payroll funds to reimburse the County.

Staff had stated in its fourth quarter staff report that the Salary and Benefits appropriations for FY 2014/15 was only 74.4% expended at year end, when it actually was 100.4% expended. Overall, LAFCo expended 83% of its annual budgeted costs for FY 2014/15.

Staff has made the adjustments and the correct percentages are stated in this staff report. Additionally, for these same reasons, there will be corrections to the second quarter financial update for FY 2015/16 when it is available.

Attachments

ATTs A-F FY15/16 1st QTR Financial Update

Form Review

Inbox

Christine Crawford
Form Started By: Terri Tuck
Final Approval Date: 01/22/2016

Reviewed By

Christine Crawford

Date

01/21/2016 02:59 PM
Started On: 01/20/2016 11:51 AM

					Expenditure Budget Status through 9/30/15							
Fund	BU	CC	Acct	Account Name	Adopted Appropriation	Adjusted Appropriation	Expenditures	Outstanding Encumbrance	Unencumbered Balance	Percent Approp Used	Actual Expenditures	
368	3681		861101	REGULAR EMPLOYEES	\$205,020.00	\$205,020.00	\$0.00	\$0.00	\$205,020.00	0%	\$55,867.63	
368	3681		861201	RETIREMENT	\$44,774.00	\$44,774.00	\$0.00	\$0.00	\$44,774.00	0%	\$12,162.72	
368	3681		861202	O A S D I	\$14,182.00	\$14,182.00	\$0.00	\$0.00	\$14,182.00	0%	\$4,264.90	
368	3681		861203	FICA/MEDICARE	\$3,566.00	\$3,566.00	\$0.00	\$0.00	\$3,566.00	0%	\$997.44	
368	3681		861301	GROUP INSURANCE-OPEB CONTRIB	\$14,351.00	\$14,351.00	\$0.00	\$0.00	\$14,351.00	0%		
368	3681		861400	UNEMPLOYMENT INSURANCE	\$850.00	\$850.00	\$0.00	\$0.00	\$850.00	0%		
368	3681		861500	WORKERS COMPENSATION INSURANCE	\$1,500.00	\$1,500.00	\$500.00	\$0.00	\$1,000.00	33%		
368	3681		861600	CO CONT-OTHER FRINGE BENEFITS	\$61,362.00	\$61,362.00	\$0.00	\$0.00	\$61,362.00	0%	\$17,897.25	\$91,189.94
368	3681	8610		Total SALARIES AND EMPLOYEE BENEFITS	\$345,605.00	\$345,605.00	\$500.00	\$0.00	\$345,105.00	0.1%	26.5%	
368	3681		862090	COMMUNICATIONS	\$2,500.00	\$2,500.00	\$395.02	\$0.00	\$2,104.98	16%		
368	3681		862130	FOOD	\$350.00	\$350.00	\$76.79	\$0.00	\$273.21	22%		
368	3681		862202	INSURANCE-PUBLIC LIABILITY	\$500.00	\$500.00	\$500.00	\$0.00	\$0.00	100%		
368	3681		862271	MAINT-EQUIPMENT	\$750.00	\$750.00	\$102.76	\$697.24	(\$50.00)	107%		
368	3681		862330	MEMBERSHIPS	\$3,100.00	\$3,100.00	\$2,381.00	\$0.00	\$719.00	77%		
368	3681		862360	MISCELLANEOUS EXPENSE	\$250.00	\$250.00	\$0.00	\$0.00	\$250.00	0%		
368	3681		862390	OFFICE EXPENSE	\$750.00	\$750.00	\$293.36	\$74.50	\$382.14	49%		
368	3681		862391	OFFICE EXP-POSTAGE (OPTIONAL)	\$500.00	\$500.00	\$126.85	\$0.00	\$373.15	25%		
368	3681		862392	OFFICE EXP-PRINTING (OPTIONAL)	\$1,000.00	\$1,000.00	\$76.63	\$0.00	\$923.37	8%		
368	3681		862417	IT SERVICES-DPT SYS MAINT	\$1,146.00	\$1,146.00	\$0.00	\$0.00	\$1,146.00	0%		
368	3681		862418	IT SERVICES-ERP	\$2,777.00	\$2,777.00	\$0.00	\$0.00	\$2,777.00	0%		
368	3681		862419	IT SERVICES-CONNECTIVITY	\$2,751.00	\$2,751.00	\$0.00	\$0.00	\$2,751.00	0%		
368	3681		862421	AUDITING & FISCAL SERVICES	\$20,000.00	\$20,000.00	\$0.00	\$0.00	\$20,000.00	0%		
368	3681		862422	INFORMATION TECHNOLOGY SERVICE	\$400.00	\$400.00	\$0.00	\$0.00	\$400.00	0%		
368	3681		862423	LEGAL SERVICES	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0%		
368	3681		862429	PROFESSIONAL & SPECIALIZED SRV	\$55,000.00	\$55,000.00	\$20,865.38	\$1,692.50	\$32,442.12	41%		
368	3681		862460	PUBLICATIONS & LEGAL NOTICES	\$1,500.00	\$1,500.00	\$2,719.90	\$0.00	(\$1,219.90)	181%		
368	3681		862491	RENTS & LEASES-EQUIPMENT	\$1,500.00	\$1,500.00	\$15.00	\$50.00	\$1,435.00	4%		
368	3681		862495	RECORDS STORAGE "ARCHIVES"	\$483.00	\$483.00	\$0.00	\$0.00	\$483.00	0%		
368	3681		862548	TRAINING EXPENSE	\$12,000.00	\$12,000.00	\$3,376.21	\$0.00	\$8,623.79	28%		
368	3681		862610	TRANSPORTATION & TRAVEL	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0%		
368	3681	8620		Total SERVICES AND SUPPLIES	\$114,257.00	\$114,257.00	\$30,928.90	\$2,514.24	\$80,813.86	29.3%		
368	3681		863102	PAYMENTS TO OTH GOVT INSTIT	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0%		
368	3681	8630		Total OTHER CHARGES	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.0%		
368	3681		866110	OPER TRANS OUT-EQUIP PRE-FUND	\$1,200.00	\$1,200.00	\$0.00	\$0.00	\$1,200.00	0%		
368	3681	8660		Total OPERATING TRANSFERS OUT	\$1,200.00	\$1,200.00	\$0.00	\$0.00	\$1,200.00	0.0%		
368	3681		869900	APPROP FOR CONTINGENCY	\$23,750.00	\$23,750.00	\$0.00	\$0.00	\$23,750.00	0%		
368	3681	8690		Total PROVISIONS FOR CONTINGENCIES	\$23,750.00	\$23,750.00	\$0.00	\$0.00	\$23,750.00	0.0%		
368	3681			CC Total NONE	\$485,812.00	\$485,812.00	\$31,428.90	\$2,514.24	\$451,868.86	7.0%		
368	3681	SSP	862429	PROFESSIONAL & SPECIALIZED SRV	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0%		
368	3681	SSP	8620	Total SERVICES AND SUPPLIES	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.0%		
368	3681	SSP		CC Total SHARED SERVICES INITIATIVE	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.0%		
368				FD Total LOCAL AGENCY FORMATION COMM	\$495,812.00	\$495,812.00	\$31,428.90	\$2,514.24	\$461,868.86	6.8%	25.2%	\$122,618.84

Revenue Budget Status through 9/30/15										
Fund	BU	CC	Account	Account Name	Adopted Estimated Revenue	Adjusted Estimated Revenue	Revenue Realized	Unrealized	Percent Revenues Realized	
368	3681		824100	INVESTMENT EARNINGS	\$1,500.00	\$1,500.00	\$0.00	\$1,500.00	0%	
368	3681		8240	Total REVENUE FR USE OF MONEY & PROP	\$1,500.00	\$1,500.00	\$0.00	\$1,500.00	0 %	
368	3681		825820	OTHER GOVT AGENCY-OTH CO-CITYS	\$184,944.00	\$184,944.00	(\$184,944.00)	\$0.00	100%	
368	3681		825821	OTHER GOVT AGENCY-WEST SAC	\$63,610.00	\$63,610.00	(\$63,610.00)	\$0.00	100%	
368	3681		825822	OTHER GOVT AGCY-WOODLAND	\$53,232.00	\$53,232.00	(\$53,232.00)	\$0.00	100%	
368	3681		825823	OTHER GOVT AGCY-WINTERS	\$5,857.00	\$5,857.00	(\$5,857.00)	\$0.00	100%	
368	3681		825824	OTHER GOVT AGCY-DAVIS	\$62,245.00	\$62,245.00	(\$62,245.00)	\$0.00	100%	
368	3681		8252	Total INTERGOVT REV-OTHER	\$369,888.00	\$369,888.00	(\$369,888.00)	\$0.00	100 %	
368	3681		827700	OTHER INCOME	\$0.00	\$0.00	(\$335.01)	(\$335.01)	0%	
368	3681		8270	Total MISCELLANEOUS	\$0.00	\$0.00	(\$335.01)	(\$335.01)	0 %	
368				FD Total LOCAL AGENCY FORMATION COMM	\$371,388.00	\$371,388.00	(\$370,223.01)	\$1,164.99	99.7%	

General Ledger July 2015							
Account	Date	Program	Description	Document	Debit	Credit	Balance
01-0000	07/01/2015	*****	CASH IN TREASURY		\$0.00	\$0.00	\$306,859.90
01-0000	07/01/2015		REVERSE JE007496 6/30/15	JE000622	\$0.00	\$5,740.95	\$301,118.95
01-0000	07/06/2015		WARRANTS	WA070615	\$0.00	\$2,933.50	\$298,185.45
01-0000	07/09/2015		WARRANTS	WA070915	\$0.00	\$2,577.00	\$295,608.45
01-0000	07/13/2015		RECEIVED OF CITY OF WOODLAND	DP217106	\$53,232.00	\$0.00	\$348,840.45
01-0000	07/13/2015		RECEIVED OF CITY OF WINTERS	DP217110	\$5,857.00	\$0.00	\$354,697.45
01-0000	07/13/2015		YCPARMIA INV#7206/7181 FY14/15	JE000091	\$0.00	\$1,000.00	\$353,697.45
01-0000	07/16/2015		RECEIVED CITY OF W.SACRAMENTO	DP217176	\$63,610.00	\$0.00	\$417,307.45
01-0000	07/16/2015		166-1 15/16 COUNTY CONTRIB	JE000121	\$184,944.00	\$0.00	\$602,251.45
01-0000	07/22/2015		WARRANTS	WA072215	\$0.00	\$11.20	\$602,240.25
01-0000	07/29/2015		CLK/REC PROCESSING FEE-NOD	IB160018	\$0.00	\$2,260.00	\$599,980.25
01-0000	07/31/2015		185-1 07/15 INTERNAL TELEPHONE	JE000339	\$0.00	\$126.63	\$599,853.62
			Ending Balance:		\$307,643.00	\$14,649.28	\$599,853.62
04-0000	07/01/2015	*****	RESTR CASH-OPEB		\$0.00	\$0.00	\$50,187.88
			Ending Balance:		\$0.00	\$0.00	\$50,187.88
04-0001	07/01/2015	*****	RESTR CASH-PC REPLACEMENT		\$0.00	\$0.00	\$2,400.00
			Ending Balance:		\$0.00	\$0.00	\$2,400.00
40-0500	07/01/2015	*****	FUTURE LONG TERM DEBT REQUIRE		\$0.00	\$0.00	\$8,489.00
			Ending Balance:		\$0.00	\$0.00	\$8,489.00
52-0000	07/01/2015	*****	ACCOUNTS PAYABLE		\$0.00	\$0.00	(\$6,293.45)
52-0000	07/01/2015		REVERSE JE007496 6/30/15	JE000622	\$5,740.95	\$0.00	(\$552.50)
52-0000	07/01/2015		REV JE7413 LAFCO CO-PO 6/30	JE000753	\$552.50	\$0.00	\$0.00
			Ending Balance:		\$6,293.45	\$0.00	\$0.00
60-0600	07/01/2015	*****	ACCRUED COMPENSATION ABSENCES		\$0.00	\$0.00	(\$8,489.00)
			Ending Balance:		\$0.00	\$0.00	(\$8,489.00)
71-0000	07/31/2015	*****	RESERVE FOR ENCUMBRANCES		\$0.00	\$0.00	(\$3,443.80)
			Ending Balance:		\$0.00	\$0.00	(\$3,443.80)
74-0001	07/01/2015	*****	COMMITTED-OPEB		\$0.00	\$0.00	(\$50,158.38)
			Ending Balance:		\$0.00	\$0.00	(\$50,158.38)
74-0500	07/01/2015	*****	FUND BALANCE-ASSIGNED		\$0.00	\$0.00	(\$67,357.50)
			Ending Balance:		\$0.00	\$0.00	(\$67,357.50)
74-0501	07/01/2015	*****	ASSIGNED-CAPITAL ASSET REPL		\$0.00	\$0.00	(\$2,400.00)
			Ending Balance:		\$0.00	\$0.00	(\$2,400.00)
75-0000	07/01/2015	*****	FUND BALANCE AVAILABLE		\$0.00	\$0.00	(\$233,238.45)
75-0000	07/01/2015		APPROPRIATION	JE000002	\$495,812.00	\$0.00	\$262,573.55
75-0000	07/01/2015		ESTIMATED REVENUE	JE000003	\$0.00	\$371,388.00	(\$108,814.45)
			Ending Balance:		\$495,812.00	\$371,388.00	(\$108,814.45)
82-0000	07/31/2015	*****	REVENUE		\$0.00	\$0.00	(\$307,643.00)
			Ending Balance:		\$0.00	\$0.00	(\$307,643.00)

General Ledger July 2015							
Account	Date	Program	Description	Document	Debit	Credit	Balance
86-0000	07/31/2015	*****	EXPENDITURES		\$0.00	\$0.00	\$8,355.83
			Ending Balance:		\$0.00	\$0.00	\$8,355.83
91-0000	07/31/2015	*****	ESTIMATED REVENUES		\$0.00	\$0.00	\$371,388.00
			Ending Balance:		\$0.00	\$0.00	\$371,388.00
93-0000	07/31/2015	*****	APPROPRIATIONS		\$0.00	\$0.00	(\$495,812.00)
			Ending Balance:		\$0.00	\$0.00	(\$495,812.00)
95-0000	07/31/2015	*****	ENCUMBRANCES		\$0.00	\$0.00	\$3,443.80
			Ending Balance:		\$0.00	\$0.00	\$3,443.80

General Ledger August 2015							
Account	Date	Program	Description	Document	Debit	Credit	Balance
01-0000	08/01/2015	*****	CASH IN TREASURY		\$0.00	\$0.00	\$599,853.62
01-0000	08/04/2015		RECEIVED OF CITY OF DAVIS FOR	DP217480	\$62,245.00	\$0.00	\$662,098.62
01-0000	08/04/2015		RECEIVED OF CITY OF W. SACRAMENTO FOR	DP217480	\$335.01	\$0.00	\$662,433.63
01-0000	08/10/2015		07/15 CAL CARD LAFCO-TTUCK	JE000406	\$0.00	\$715.75	\$661,717.88
01-0000	08/10/2015		07/15 CAL CARD LAFCO-CCRAWFORD	JE000406	\$0.00	\$111.65	\$661,606.23
01-0000	08/12/2015		WARRANTS	WA081215	\$0.00	\$939.94	\$660,666.29
01-0000	08/19/2015		WARRANTS	WA081915	\$0.00	\$4,517.85	\$656,148.44
01-0000	08/31/2015		08/15 CAL CARD LAFCO-CCRAWFORD	JE000820	\$0.00	\$76.63	\$656,071.81
01-0000	08/31/2015		08/15 CAL CARD LAFCO-TTUCK	JE000820	\$0.00	\$76.79	\$655,995.02
01-0000	08/31/2015		185-1 08/15 INTERNAL TELEPHONE	JE000933	\$0.00	\$126.00	\$655,869.02
			Ending Balance:		\$62,580.01	\$6,564.61	\$655,869.02
04-0000	08/01/2015	*****	RESTR CASH-OPEB		\$0.00	\$0.00	\$50,187.88
			Ending Balance:		\$0.00	\$0.00	\$50,187.88
04-0001	08/01/2015	*****	RESTR CASH-PC REPLACEMENT		\$0.00	\$0.00	\$2,400.00
			Ending Balance:		\$0.00	\$0.00	\$2,400.00
40-0500	08/01/2015	*****	FUTURE LONG TERM DEBT REQUIRE		\$0.00	\$0.00	\$8,489.00
			Ending Balance:		\$0.00	\$0.00	\$8,489.00
60-0600	08/01/2015	*****	ACCRUED COMPENSATION ABSENCES		\$0.00	\$0.00	(\$8,489.00)
			Ending Balance:		\$0.00	\$0.00	(\$8,489.00)
71-0000	08/31/2015	*****	RESERVE FOR ENCUMBRANCES		\$0.00	\$0.00	(\$2,628.20)
			Ending Balance:		\$0.00	\$0.00	(\$2,628.20)
74-0001	08/01/2015	*****	COMMITTED-OPEB		\$0.00	\$0.00	(\$50,158.38)
			Ending Balance:		\$0.00	\$0.00	(\$50,158.38)
74-0500	08/01/2015	*****	FUND BALANCE-ASSIGNED		\$0.00	\$0.00	(\$67,357.50)
			Ending Balance:		\$0.00	\$0.00	(\$67,357.50)
74-0501	08/01/2015	*****	ASSIGNED-CAPITAL ASSET REPL		\$0.00	\$0.00	(\$2,400.00)
			Ending Balance:		\$0.00	\$0.00	(\$2,400.00)
75-0000	08/01/2015	*****	FUND BALANCE AVAILABLE		\$0.00	\$0.00	(\$108,814.45)
			Ending Balance:		\$0.00	\$0.00	(\$108,814.45)
82-0000	08/31/2015	*****	REVENUE		\$0.00	\$0.00	(\$370,223.01)
			Ending Balance:		\$0.00	\$0.00	(\$370,223.01)
86-0000	08/31/2015	*****	EXPENDITURES		\$0.00	\$0.00	\$14,920.44
			Ending Balance:		\$0.00	\$0.00	\$14,920.44
91-0000	08/31/2015	*****	ESTIMATED REVENUES		\$0.00	\$0.00	\$371,388.00
			Ending Balance:		\$0.00	\$0.00	\$371,388.00
93-0000	08/31/2015	*****	APPROPRIATIONS		\$0.00	\$0.00	(\$495,812.00)
			Ending Balance:		\$0.00	\$0.00	(\$495,812.00)
95-0000	08/31/2015	*****	ENCUMBRANCES		\$0.00	\$0.00	\$2,628.20
			Ending Balance:		\$0.00	\$0.00	\$2,628.20

General Ledger Sept 2015							
Account	Date	Program	Description	Document	Debit	Credit	Balance
01-0000	09/01/2015	*****	CASH IN TREASURY		\$0.00	\$0.00	\$655,869.02
01-0000	09/01/2015		185-1 08/15 INTERNAL TELEPHONE	JE001539	\$0.00	\$17.00	\$655,852.02
01-0000	09/16/2015		WARRANTS	WA091615	\$0.00	\$12,727.09	\$643,124.93
01-0000	09/23/2015		WARRANTS	WA092315	\$0.00	\$3,417.78	\$639,707.15
01-0000	09/29/2015		09/15 CAL CARD LAFCO-CCRAWFORD	JE001420	\$0.00	\$127.00	\$639,580.15
01-0000	09/30/2015		185-1 09/15 INTERNAL TELEPHONE	JE001628	\$0.00	\$125.39	\$639,454.76
01-0000	09/30/2015		WARRANTS	WA093015	\$0.00	\$94.20	\$639,360.56
			Ending Balance:		\$0.00	\$16,508.46	\$639,360.56
04-0000	09/01/2015	*****	RESTR CASH-OPEB		\$0.00	\$0.00	\$50,187.88
			Ending Balance:		\$0.00	\$0.00	\$50,187.88
04-0001	09/01/2015	*****	RESTR CASH-PC REPLACEMENT		\$0.00	\$0.00	\$2,400.00
			Ending Balance:		\$0.00	\$0.00	\$2,400.00
40-0500	09/01/2015	*****	FUTURE LONG TERM DEBT REQUIRE		\$0.00	\$0.00	\$8,489.00
			Ending Balance:		\$0.00	\$0.00	\$8,489.00
60-0600	09/01/2015	*****	ACCRUED COMPENSATION ABSENCES		\$0.00	\$0.00	(\$8,489.00)
			Ending Balance:		\$0.00	\$0.00	(\$8,489.00)
71-0000	09/30/2015	*****	RESERVE FOR ENCUMBRANCES		\$0.00	\$0.00	(\$2,514.24)
			Ending Balance:		\$0.00	\$0.00	(\$2,514.24)
74-0001	09/01/2015	*****	COMMITTED-OPEB		\$0.00	\$0.00	(\$50,158.38)
			Ending Balance:		\$0.00	\$0.00	(\$50,158.38)
74-0500	09/01/2015	*****	FUND BALANCE-ASSIGNED		\$0.00	\$0.00	(\$67,357.50)
			Ending Balance:		\$0.00	\$0.00	(\$67,357.50)
74-0501	09/01/2015	*****	ASSIGNED-CAPITAL ASSET REPL		\$0.00	\$0.00	(\$2,400.00)
			Ending Balance:		\$0.00	\$0.00	(\$2,400.00)
75-0000	09/01/2015	*****	FUND BALANCE AVAILABLE		\$0.00	\$0.00	(\$108,814.45)
			Ending Balance:		\$0.00	\$0.00	(\$108,814.45)
82-0000	09/30/2015	*****	REVENUE		\$0.00	\$0.00	(\$370,223.01)
			Ending Balance:		\$0.00	\$0.00	(\$370,223.01)
86-0000	09/30/2015	*****	EXPENDITURES		\$0.00	\$0.00	\$31,428.90
			Ending Balance:		\$0.00	\$0.00	\$31,428.90
91-0000	09/30/2015	*****	ESTIMATED REVENUES		\$0.00	\$0.00	\$371,388.00
			Ending Balance:		\$0.00	\$0.00	\$371,388.00
93-0000	09/30/2015	*****	APPROPRIATIONS		\$0.00	\$0.00	(\$495,812.00)
			Ending Balance:		\$0.00	\$0.00	(\$495,812.00)
95-0000	09/30/2015	*****	ENCUMBRANCES		\$0.00	\$0.00	\$2,514.24
			Ending Balance:		\$0.00	\$0.00	\$2,514.24

Revenue Detail July 1 - September 30, 2015											
Date	FD	B/U	C/C	Account	Program	Vendor	Vendor Name	Description	Warrant Number	DOC #	Amount
07/16/2015	368	3681		825820		0	UNASSIGNED VENDOR	166-1 15/16 COUNTY CONTRIB		JE000121	(\$184,944.00)
07/16/2015	368	3681		825821		0	UNASSIGNED VENDOR	FY15/16 BUDGET-W SAC		DP217176	(\$63,610.00)
07/13/2015	368	3681		825822		0	UNASSIGNED VENDOR	FY15-16 BUDGET-WOODLAND		DP217106	(\$53,232.00)
07/13/2015	368	3681		825823		0	UNASSIGNED VENDOR	FY15/16 BUDGET-WINTERS		DP217110	(\$5,857.00)
08/04/2015	368	3681		825824		0	UNASSIGNED VENDOR	FY15/16 BUDGET-DAVIS		DP217480	(\$62,245.00)
08/04/2015	368	3681		827700		0	UNASSIGNED VENDOR	TRAVEL REIMBURSE		DP217480	(\$335.01)
											(\$370,223.01)

Expenditure Detail by Account										
July 1 - September 30, 2015										
Date	FD	BU	CC	Acct	Vendor	Vendor Name	Description	WT #	DOC #	Amount
07/13/15	368	3681		861500	2449	YCPARMIA	INV#7206LA 07/02/15	00000001	JE000091	\$500.00
							Account 3683681 861500		Total:	\$500.00
07/31/15	368	3681		862090	0	UNASSIGNED VENDOR	185-1 07/15 INTERNAL TELEPHONE	00000001	JE000339	\$126.63
08/31/15	368	3681		862090	0	UNASSIGNED VENDOR	185-1 08/15 INTERNAL TELEPHONE	00000001	JE000933	\$126.00
09/01/15	368	3681		862090	0	UNASSIGNED VENDOR	185-1 08/15 INTERNAL TELEPHONE	00000001	JE001539	\$17.00
09/30/15	368	3681		862090	0	UNASSIGNED VENDOR	185-1 09/15 INTERNAL TELEPHONE	00000001	JE001628	\$125.39
							Account 3683681 862090		Total:	\$395.02
08/31/15	368	3681		862130	0	UNASSIGNED VENDOR	08/15 CAL CARD LAFCO-TTUCK	00000001	JE000820	\$76.79
							Account 3683681 862130		Total:	\$76.79
07/13/15	368	3681		862202	2449	YCPARMIA	INV#7181LA 07/02/15	00000001	JE000091	\$500.00
							Account 3683681 862202		Total:	\$500.00
09/16/15	368	3681		862271	3351	INLAND BUSINESS SYSTEMS INC	INV#0AZ5011 08/28/15 PO160143	09456365	PO160143	\$102.76
							Account 3683681 862271		Total:	\$102.76
07/06/15	368	3681		862330	6029	CALIFORNIA ASSOCIATION FOR	INV#2015-57 07/01/15	09451946	CL134799	\$2,381.00
							Account 3683681 862330		Total:	\$2,381.00
07/22/15	368	3681		862390	29920	DSW HOLDINGS INC	INV#9951047 070915 7/9/15 PO16	09453047	PO160094	\$6.20
08/12/15	368	3681		862390	33557	STAPLES CONTRACT & COMMERCIAL	INV#8035359008 07/31/15	09454166	CL136699	\$132.44
08/19/15	368	3681		862390	29920	DSW HOLDINGS INC	INV#9951047 080615 8/9/15 PO16	09454705	PO160094	\$3.10
09/16/15	368	3681		862390	29920	DSW HOLDINGS INC	INV#9951047 090315 9/3/15 PO16	09456360	PO160094	\$6.20
09/23/15	368	3681		862390	2213	THE DAVIS ENTERPRISE INC	ACC#302852 ANNUAL SUBSCRIPTION	09456747	CL138410	\$145.42
							Account 3683681 862390		Total:	\$293.36
08/10/15	368	3681		862391	0	UNASSIGNED VENDOR	07/15 CAL CARD LAFCO-TTUCK	00000001	JE000406	\$126.85
							Account 3683681 862391		Total:	\$126.85
08/31/15	368	3681		862392	0	UNASSIGNED VENDOR	08/15 CAL CARD LAFCO-CCRAWFORD	00000001	JE000820	\$76.63
							Account 3683681 862392		Total:	\$76.63
07/01/15	368	3681		862429	0	UNASSIGNED VENDOR	REV JE7413 LAFCO CO-PO 6/30	00000001	JE000753	(\$552.50)
07/06/15	368	3681		862429	38593	MARCUS NEUVERT	INV#14-03-YCLAFCO 6/26/15	09451947	PO150410	\$552.50
08/12/15	368	3681		862429	38593	MARCUS NEUVERT	INV#15-01-YCLACO 08/10/15 PO16	09454272	PO160210	\$807.50
08/19/15	368	3681		862429	39076	CITYGATE ASSOCIATES LLC	INV#23708 07/31/15 AGR#2015-03	09454686	CL137036	\$4,509.75
09/16/15	368	3681		862429	39076	CITYGATE ASSOCIATES LLC	INV#23731 08/31/15 AGR#2015-03	09456301	CL138234	\$12,613.13
09/23/15	368	3681		862429	39077	POLICY CONSULTING ASSOC LLC	INV#YOLO-2015-3 09/14/15	09456750	CL138666	\$2,935.00
							Account 3683681 862429		Total:	\$20,865.38
07/29/15	368	3681		862460	0	UNASSIGNED VENDOR	CLK/REC PROCESSING FEE-NOD	00000001	IB160018	\$50.00
07/29/15	368	3681		862460	0	UNASSIGNED VENDOR	WESTERN YOLO DIST.MSR/SOE-NOD	00000001	IB160018	\$2,210.00
08/10/15	368	3681		862460	0	UNASSIGNED VENDOR	07/15 CAL CARD LAFCO-TTUCK	00000001	JE000406	\$459.90
							Account 3683681 862460		Total:	\$2,719.90
07/22/15	368	3681		862491	29920	DSW HOLDINGS INC	INV#9951047 070915 7/9/15 PO16	09453047	PO160094	\$5.00
08/19/15	368	3681		862491	29920	DSW HOLDINGS INC	INV 9951047 080615 8/9/15 PO16	09454705	PO160094	\$5.00
09/16/15	368	3681		862491	29920	DSW HOLDINGS INC	INV#9951047 090315 9/3/15 PO16	09456360	PO160094	\$5.00
							Account 3683681 862491		Total:	\$15.00

Expenditure Detail by Account										
July 1 - September 30, 2015										
Date	FD	BU	CC	Acct	Vendor	Vendor Name	Description	WT #	DOC #	Amount
07/09/15	368	3681		862548	6029	CALAFCO	2015 CALAFCO CONF REGISTRATION	09452229	CL135009	\$2,577.00
08/10/15	368	3681		862548	0	UNASSIGNED VENDOR	07/15 CAL CARD LAFCO-CCRAWFORD	00000001	JE000406	\$111.65
08/10/15	368	3681		862548	0	UNASSIGNED VENDOR	07/15 CAL CARD LAFCO-TTUCK	00000001	JE000406	\$129.00
09/23/15	368	3681		862548	27645	TERRI TUCK	TRAVEL-CALAFCO CONF-SACTO	09456751	CL138525	\$159.00
09/23/15	368	3681		862548	35585	CHRISTINE CRAWFORD	TRAVEL-CALAFCO CONF-SACTO	09456746	CL138526	\$63.08
09/23/15	368	3681		862548	38869	ERIC MAY	TRAVEL-CALAFCO CONF-SACTO	09456749	CL138524	\$26.28
09/23/15	368	3681		862548	39454	SARAH KIRCHGESSNER	TRAVEL CLAIM-CSAC COURSE	09456748	CL138523	\$30.00
09/23/15	368	3681		862548	39454	SARAH KIRCHGESSNER	TRAVEL-CALAFCO CONF-SACTO	09456748	CL138523	\$59.00
09/29/15	368	3681		862548	0	UNASSIGNED VENDOR	09/15 CAL CARD LAFCO-CCRAWFORD	00000001	JE001420	\$127.00
09/30/15	368	3681		862548	26630	J O WOODS	TRAVEL-CALAFCO CONF-SACTO	09457179	CL138935	\$94.20
							Account 3683681 862548		Total:	\$3,376.21
										\$31,428.90
										\$91,189.94
										Payroll expenses Jul-Sep
Total Budget Year Expenditures:										\$122,618.84

PAYROLL CORRECTIONS									
Date	FD	BU	CC	ACCT	Description	DOC #	Amount		
10/30/15	368			010000	Cash in Treasury	CORR PPE 4/4-6/13 PR FR 110	JE002133	(\$76,580.43)	
10/30/15	368			750000	Fund Balance-Unassigned	CORR PPE 4/4-6/13 PR FR 110	JE002133	\$76,580.43	
					Total Payroll for ppe 04/04-06/13/15			\$76,580.43	
10/30/15	368	3681		861101	Salary	CORR PPE 6/27 PR FR 110 1021	JE002134	\$8,249.19	
10/30/15	368	3681		861201	CalPERS	CORR PPE 6/27 PR FR 110 1021	JE002134	\$1,690.74	
10/30/15	368	3681		861202	OASDI	CORR PPE 6/27 PR FR 110 1021	JE002134	\$619.14	
10/30/15	368	3681		861203	Medicare Tax	CORR PPE 6/27 PR FR 110 1021	JE002134	\$144.80	
10/30/15	368	3681		861600	Benefits	CORR PPE 6/27 PR FR 110 1021	JE002134	\$2,556.75	4thQTR FY14/15
					Total Payroll for ppe 06/27/15			\$13,260.62	\$89,841.05
10/30/15	368	3681		861101	Salary	CORR PPE 7/11 PR FR 110 1021	JE002135	\$8,626.85	
10/30/15	368	3681		861201	CalPERS	CORR PPE 7/11 PR FR 110 1021	JE002135	\$1,878.55	
10/30/15	368	3681		861202	OASDI	CORR PPE 7/11 PR FR 110 1021	JE002135	\$642.55	
10/30/15	368	3681		861203	Medicare Tax	CORR PPE 7/11 PR FR 110 1021	JE002135	\$150.28	
10/30/15	368	3681		861600	Benefits	CORR PPE 7/11 PR FR 110 1021	JE002135	\$2,556.75	
					Total Payroll for ppe 07/11/15			\$13,854.98	
10/30/15	368	3681		861101	Salary	CORR PPE 7/25 PR FR 110 1021	JE002136	\$6,941.90	
10/30/15	368	3681		861201	CalPERS	CORR PPE 7/25 PR FR 110 1021	JE002136	\$1,510.59	
10/30/15	368	3681		861202	OASDI	CORR PPE 7/25 PR FR 110 1021	JE002136	\$551.70	
10/30/15	368	3681		861203	Medicare Tax	CORR PPE 7/25 PR FR 110 1021	JE002136	\$129.02	
10/30/15	368	3681		861600	Benefits	CORR PPE 7/25 PR FR 110 1021	JE002136	\$2,556.75	
					Total Payroll for ppe 07/25/15			\$11,689.96	
10/30/15	368	3681		861101	Salary	CORR PPE 8/8 PR FR 110 1021	JE002137	\$8,612.32	
10/30/15	368	3681		861201	CalPERS	CORR PPE 8/8 PR FR 110 1021	JE002137	\$1,875.39	
10/30/15	368	3681		861202	OASDI	CORR PPE 8/8 PR FR 110 1021	JE002137	\$652.22	
10/30/15	368	3681		861203	Medicare Tax	CORR PPE 8/8 PR FR 110 1021	JE002137	\$152.55	
10/30/15	368	3681		861600	Benefits	CORR PPE 8/8 PR FR 110 1021	JE002137	\$2,556.75	
					Total Payroll for ppe 08/08/15			\$13,849.23	
10/31/15	368	3681		861101	Salary	CORR PPE 8/22 PR FR 110 1021	JE002187	\$7,820.31	
10/31/15	368	3681		861201	CalPERS	CORR PPE 8/22 PR FR 110 1021	JE002187	\$1,702.41	
10/31/15	368	3681		861202	OASDI	CORR PPE 8/22 PR FR 110 1021	JE002187	\$603.11	
10/31/15	368	3681		861203	Medicare Tax	CORR PPE 8/22 PR FR 110 1021	JE002187	\$141.04	
10/31/15	368	3681		861600	Benefits	CORR PPE 8/22 PR FR 110 1021	JE002187	\$2,556.75	
					Total Payroll for ppe 08/22/15			\$12,823.62	
10/31/15	368	3681		861101	Salary	CORR PPE 9/5 PR FR 110 1021	JE002188	\$7,820.34	
10/31/15	368	3681		861201	CalPERS	CORR PPE 9/5 PR FR 110 1021	JE002188	\$1,702.43	
10/31/15	368	3681		861202	OASDI	CORR PPE 9/5 PR FR 110 1021	JE002188	\$603.12	
10/31/15	368	3681		861203	Medicare Tax	CORR PPE 9/5 PR FR 110 1021	JE002188	\$141.06	
10/31/15	368	3681		861600	Benefits	CORR PPE 9/5 PR FR 110 1021	JE002188	\$2,556.75	
					Total Payroll for ppe 09/05/15			\$12,823.70	
10/31/15	368	3681		861101	Salary	CORR PPE 9/19 PR FR 110 1021	JE002189	\$7,820.33	
10/31/15	368	3681		861201	CalPERS	CORR PPE 9/19 PR FR 110 1021	JE002189	\$1,702.43	
10/31/15	368	3681		861202	OASDI	CORR PPE 9/19 PR FR 110 1021	JE002189	\$603.12	
10/31/15	368	3681		861203	Medicare Tax	CORR PPE 9/19 PR FR 110 1021	JE002189	\$141.04	
10/31/15	368	3681		861600	Benefits	CORR PPE 9/19 PR FR 110 1021	JE002189	\$2,556.75	
					Total Payroll for ppe 09/19/15			\$12,823.67	
10/31/15	368	3681		861101	Salary	CORR PPE 10/3 PR FR 110 1021	JE002190	\$8,225.58	
10/31/15	368	3681		861201	CalPERS	CORR PPE 10/3 PR FR 110 1021	JE002190	\$1,790.92	
10/31/15	368	3681		861202	OASDI	CORR PPE 10/3 PR FR 110 1021	JE002190	\$609.08	
10/31/15	368	3681		861203	Medicare Tax	CORR PPE 10/3 PR FR 110 1021	JE002190	\$142.45	
10/31/15	368	3681		861600	Benefits	CORR PPE 10/3 PR FR 110 1021	JE002190	\$2,556.75	1stQTR FY15/16
					Total Payroll for ppe 10/03/15			\$13,324.78	\$91,189.94



Consent 6.

LAFCO

Meeting Date: 01/28/2016

Information

SUBJECT

Correspondence

RECOMMENDED ACTION

Receive and file the following correspondence:

- A. Colantuono Fall 2015 Newsletter
 - B. CALAFCO Quarterly-November 2015
 - C. CALAFCO 2016 Calendar
 - D. CALAFCO Bulletin-SB 239 implementation
 - E. CALAFCO Legislative proposal involving JPAs
-

Attachments

[Att A-Colantuono Fall 2015 Newsletter](#)

[Att B-CALAFCO Quarterly-November 2015](#)

[Att C-CALAFCO 2016 Calendar](#)

[Att D-CALAFCO Bulletin-SB 239 Implementation](#)

[Att E-CALAFCO JPA Proposed Legislation](#)

Form Review

Form Started By: Terri Tuck
Final Approval Date: 01/12/2016

Started On: 01/12/2016 11:40 AM

COLANTUONO
HIGHSMITH
WHATLEY, PC

Update on Public Law Court Orders \$10.5m Fee Refund

By Michael G. Colantuono

Most cities and counties in California, and many special districts, fund facilities and services for new development with impact fees, typically collected upon issuance of building permits or certificates of occupancy. Such fees have proven essential since Proposition 13 reduced property taxes in 1978. Developers dislike such fees, of course, and persuaded the Legislature to adopt the Mitigation Fee Act to regulate them.

Among other things, the Mitigation Fee Act requires local governments to justify fees before adopting them by identifying the purpose of a fee, the uses to which it is to be put—including any facilities it will fund (as by referencing a capital improvement program or a general or specific plan), and demonstrating a reasonable relationship between the use of the fee and the developments which pay it, and between the need for a facility and the type of development on which a fee is imposed.

The Act also requires agencies to annually account for fee receipts and expenditures and to adopt a report every five years to renew the findings described above and to identify the sources expected to complete funding of incomplete facilities and approximately when that funding will be in hand. If those findings are not made, the agency “shall refund the moneys.” Once funding is in hand, the agency has six months to identify a construction start date. Any unneeded funds must be refunded “by direct payment, by providing a temporary suspension of fees, or by any other reasonable means” the local agency chooses.

Although the Act dates from the 1980s, no published appellate decision enforced the duty to refund fees until now. In August 2015, the Orange County panel of the Court of Appeal found the City of San Clemente had failed to properly account for \$10.5 million in beach parking fees and ordered the City to refund them. The City has petitioned the Supreme Court to review that decision; that petition is pending as of early October.

(continued on page 2)

We've Moved!

Colantuono, Highsmith & Whatley moved its Northern California office on July 24, 2015 to:

Colantuono, Highsmith & Whatley, PC
420 Sierra College Drive, Suite 420
Grass Valley, CA 95945-5091

Our phone numbers remain unchanged:

(530) 432-7357 (voice)
(530) 432-7356 (fax)

Our Los Angeles address and phones also remain unchanged:

Colantuono, Highsmith & Whatley, PC
300 South Grand Avenue, Suite 2700
Los Angeles, CA 90071-3137
(213) 542-5700 (voice)
(213) 542-5710 (fax)

Michael Colantuono, David Ruderman, Michael Cobden, Jon diCristina, Gary Bell, and our payables and receivables department are in Grass Valley. Our other attorneys are in Los Angeles.

Our website and email addresses remain unchanged, too:

www.chwlaw.us

Court Orders \$10.5m Fee Refund (cont.)

San Clemente faced substantial residential development in its eastern area, outside the coastal zone, in the mid-1980s. It expected that development to create demand for increased beach parking and imposed a \$1,500 fee on new units in 1989 to fund that parking. Although it spent about \$500,000 to acquire a parcel adjacent to an existing parking lot, it never developed any parking. In the 1990s, the City studied its parking needs and, in 1995, it concluded a new parking structure was unnecessary. It therefore reduced the fee, but did not spend or refund funds on hand. The City adopted a five-year report to justify retaining the funds in 2004 and readopted the same report in 2009.

Homeowners sued in August 2012 to compel the City to refund the unexpended fees. They also sought to force the City to sell the undeveloped parcel it had acquired and to refund fee proceeds used to administer the parking fee program. The trial court ordered the City to refund unexpended fees and accrued interest of approximately \$10.5 million to owners of the properties for which it had been paid, finding the five-year reports were not sufficient to justify retention of the fees. However, the court denied the plaintiffs' other demands.

The Court of Appeal affirmed, agreeing the City had not adequately shown a continuing need for the funds and that the statute therefore required refunds. That the 2009 report duplicated the 2004 report was proof the City had not made a fresh finding it still needed the funds to provide the parking facilities for which the fees had been paid. The Court also faulted the City for failing—20 years after the fee was imposed—to identify what it would build. It did affirm the trial court's conclusions the City need not sell the vacant parcel or refund its costs to administer the fee program.

Every local government with significant development impact fee revenues should review fee balances, ensure annual and five-year reports are

current and credible, and have an articulate plan to spend fees timely.

There is no doubt the administrative burden to comply with the Mitigation Fee Act is high and many cities and counties retain consultants and outside counsel to assist. However, the *San Clemente* case shows consequences of non-compliance can be dire.

◇ ◇ ◇

*For more information on this topic,
contact Michael at 530/432-7357 or
MColantuono@chwlaw.us*

Welcome, Gary Bell

Gary Bell has joined our Grass Valley office, in both our municipal advisory and litigation practices.

He previously served as City Attorney of Firebaugh and as General Counsel to the Sierra Cedars Community Services District. His practice covers a range of public law issues, including constitutional law, public works, conflicts of interest, code enforcement, land use, open meetings and records, and post-redevelopment issues. He serves as Assistant City Attorney of Grass Valley and Assistant General Counsel of the Successor Agency to its Redevelopment Agency and supports the work of our other Northern California general counsel clients. His current litigation projects include defense of a Proposition 218 challenge to a water agency's connection charge.

Gary graduated with highest honors from UC Santa Cruz in 2008 with a B.A. in psychology. He received his J.D. in 2012 from UC Davis, where he was staff editor of the UC Davis Business Law Journal, a research assistant in constitutional law, and served on the Student Services and Fees Administrative Advisory Committee. While at Davis, Gary worked as a law clerk in the Governor's Office of Legal Affairs and as a legal extern to Placer County Superior Court.

Gary was a California State Senate Fellow and staffed the Senate Local Government Committee. Before joining CH&W, Gary advised municipal clients throughout California on a wide range of issues, including those affecting counties, cities, school districts, and special districts. Welcome, Gary!

City's At-Large Elections Okayed

By Ryan Thomas Dunn

A Local Agency Formation Commission (LAFCO) can condition incorporation of a city to allow voters to at-large or by-district Council elections. The Court of Appeal recently clarified that new cities can change the voters' choice by another ballot measure.

Riverside LAFCO approved incorporation of Wildomar in August 2007 subject to voter approval. Voters approved incorporation effective July 1, 2009, elected 5 initial Councilmembers at large and opted for district elections in the future.

A year later, the City Council drew districts, but also placed a question on the ballot to change to at-large elections. In November 2009, voters approved that measure. A Cityhood opponent and an election consultant sued, claiming the change to at-large elections violated the Government Code. The trial court ruled for the City, and the Court of Appeal affirmed.

The plaintiffs cited several Government Code provisions, including section 34871, which allows four options to create districts; because at-large elections were not among these, the plaintiffs argued the City could not change to an at-large system before at least one by-district election. The court cited section 57378, providing for the choice of district elections on incorporation, and read it to allow the City to use section 34873 to repeal a by-district system if a council member's term is not affected. The court also cited cities' inherent power, recognized in case law, to repeal their own ordinances.

The plaintiffs also argued the LAFCO resolutions approved by voters on incorporation could never be repealed. The court found no authority to elevate LAFCO resolutions over city ordinances and cited the Government Code to conclude an ordinance could trump the LAFCO resolutions. The court also cited a Government Code provision requiring a newly incorporated city to apply County ordinances for 120 days after incorporation or until superseded by City ordinance. If cities can override County ordinances, why not LAFCO resolutions? If the Legislature protected County ordinances for 120 days, but was silent as to LAFCO ordinances, what authority protects them at all? Finally, the Court found no law to make district elections irrevocable.

This case is most relevant to new cities, but stands for the broader proposition that cities may switch to an at-large system in the absence of any authority to the contrary, such as a city's charter or California Voting Rights Act (which generally requires by-district elections in cities with significant minority populations).

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

Act Now on Pre-Paid Cell Phone Taxes

By Holly O. Whatley

Prepaid mobile telephony is fast-growing and includes services such as prepaid wireless cards, pay-as-you-go mobile phones and prepaid top-off cards. Despite this growth, collection of utility users taxes (UUT) on such services has been inconsistent. Gov. Brown signed into law last year's AB 1717 (Perea, D-Fresno), the Local Prepaid Mobile Telephony Services Collection Act. It requires retailers and phone carriers to collect UUT on prepaid services beginning January 1, 2016. Retailers must pay the local UUT to the Board of Equalization (BOE), which will distribute it to cities and counties quarterly, as it does sales and use tax.

AB 1717 has a few wrinkles to note. First, it imposes rate tiers that dictate the rate to be collected, which may be less than the local UUT rate. For example, AB 1717 reduces a city's UUT from 3.5 to 2.5 percent for prepaid services. Thus, it reduces tax rates for cities and counties with UUT rates above the top of each tier; the top-most tier is 9 percent. It remains to be seen whether the improved UUT collection AB 1717 promises will make up for these lower rates. A city's or county's tax rate for services other than prepaid mobile telephone is unaffected.

To receive all the UUT to which it is entitled, a city or county must adopt resolutions and a tax collection agreement with BOE a quarter in advance. The deadline for collections starting on January 1 was September 1. The BOE will collect UUT beginning April 1, 2016 for cities and counties which approve the resolutions and agreement by December 1, 2015. Thus, cities and counties which have not yet acted should do so soon.

BOE requires a collection agreement to include the city's or county's certification that its UUT ordinance applies to prepaid cellular telephony and its promise to indemnify the BOE for any liability for collecting the UUT. Thus, each city and county must carefully analyze its ordinance to determine whether it applies to prepaid cellular telephony. Legal help may be needed.

Agencies should also consider whether UUT ordinances comply with Proposition 218. If not, or if an ordinance does not include prepaid services, a city or county should consider seeking voter approval of an updated ordinance. Legal assistance on that task is advisable, too.

◇ ◇ ◇

For more information on this topic,
contact Holly at 213/542-5704 or
HWhatley@chwlaw.us



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The contents of this newsletter do not constitute legal advice. You should seek the opinion of qualified counsel regarding your specific situation before acting on the information provided here.

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News from the Board of Directors

CALAFCO QUARTERLY

November 2015

CALAFCO Board 2016 Committees

At their November 13 meeting, the CALAFCO Board appointed members to the 2016 standing committees as follows:

Legislative Committee

Jim Curatalo (South)
Shiva Frentzen (Central)
William Kirby (At-Large)
John Leopold (Coastal)
Mike McGill (At-Large)
Ricky Samayoa (North)

Nominations Committee

Bill Connelly
James Curatalo (Chair)
John Marchand
Anita Paque

Awards Committee

Cheryl Brothers
Larry Duncan (Chair)
Michael Kelley
William Kirby
John Leopold

Gay Jones (a) (Central)
Michael Kelley (a) (South)
Anita Paque (a) (At-Large)
Sblend Sblendorio (a) (Coastal)
Josh Susman (a) (North)

2016 Annual Conference

Gay Jones
Gerard McCallum
Sblend Sblendorio (Chair)
Josh Susman

Conferences and Workshops Update

2015 ANNUAL CONFERENCE A SUCCESS



A final Conference report was provided to the Board on November 13. Participant evaluations rated the overall experience a 5.2 out of 6.0, and there was an evaluation return rate of approximately 38%, which is the highest ever received. Financially,

the Conference was successful in that revenues slightly exceeded budget and expenses were lower than budgeted. Overall, it appears a net profit of approximately 34% was earned, which exceeds the Association's policy of 15%. This year, \$18,738 was received in Conference Sponsorships.

Total attendance was 252 registrants with 11 guests and 17 guest speakers, for a total of 280. CALAFCO wishes to once again thank our Conference host, **Sacramento LAFCo**, and program committee chair **David Church**, along with everyone who helped to plan and execute this year's Annual Conference. All Conference materials are posted on the CALAFCO website.

2016 STAFF WORKSHOP

Plans are underway for the 2016 Staff Workshop. Our host this year is **Los Angeles LAFCo** and we will be at the Hilton Universal City. The Workshop is set for March 30 - April 1. The theme is **JEOPARDY: What is the Evolving Role of LAFCo?** A special Mobile Workshop panel and tour is planned at Universal Studios to learn about the NBC Universal Evolution Plan, Alt. No. 10: No Residential Alternative, and the program planning committee and host LAFCo are planning a fun

surprise for our luncheon and dinner entertainment! Look for program and registration details coming soon.

2016 ANNUAL CONFERENCE

The program planning committee is being formed to begin planning the program for the next Annual Conference. The dates are **October 26 - 28, 2016**. We will be hosted by the **Santa Barbara LAFCo** and will be at the Fess Parker DoubleTree by Hilton. Planning for this conference will get underway shortly.

CALAFCO U Update

The final CALAFCO U for 2015 was held in Sacramento on November 9. The topic was **Implementing SB 88 - Water System Consolidations: What Does It Mean For LAFCo?** Panelists included staff from the State Water Resources Control Board (SWRCB) and the Governor's Office of Planning and Research (OPR). After hearing about the functions of the SWRCB, an overview of SB 88 and how the SWRCB plans to implement the legislation, attendees had an opportunity, in small group discussions, to provide the panel feedback on potential issues, how we see LAFCo involved in the implementation, and what would be needed in order to make that work. This information is being collated and will be presented back to the SWRCB and OPR, and used by CALAFCO to work on clean-up legislation this coming year. There were a total of 34 people in attendance. Initial evaluation results indicate the session was very well received.

CALAFCO Board Actions

The Board met on November 13 and took the following administrative actions:



- ◆ Made Board Committee appointments as noted above;
- ◆ Received and filed the 1st Quarter financial reports indicating the Association continues to be in strong fiscal health;
- ◆ Renewed the contract of CALAFCO's Administrator Jeni Tickler for another three years;
- ◆ Renewed the Executive Director's contract for three years, and approved the change in compensation to account for an average of 32/hrs. week as part of that contract renewal (as previously approved by the Board and reported to the membership);
- ◆ Adopted a revised FY 2015-16 budget based on all of the Board's organizational changes made at their July 31 meeting;
- ◆ Approved the recommended 2016 Legislative Committee staff appointments;
- ◆ Reviewed the Association's current Legislative Policies, which resulted in no recommendations for potential changes; and



- Received the request for consideration of a CALAFCO Code of Ethics Policy, and supported the idea of a subcommittee creating a draft policy for the Board's review and consideration at their February 2016 meeting.

CALAFCO Legislative Update

2016 will be the second year of the two-year legislative cycle. The Legislative Committee (Committee) held its first meeting via conference call November 6 with the first in-person meeting set for December 11 in Sacramento. While the legislature is currently out of session, there is a lot of work going on behind the scenes.



During the legislative recess, CALAFCO's work with OPR and the SWRCB continues. OPR has been holding a series of land use and water workshops along with rural communities workshops, planning six across the state over the past two months or so. While attendance to these workshops is by OPR invitation only, CALAFCO has ensured at least one LAFCo has been present at each one.

CALAFCO conducted a two-part series of LAFCO 101 in the Capitol for legislative staff the first two weeks of November. While attendance was lower than anticipated, those that did attend took away an enlightened understanding of LAFCo authority.

During their November meeting, the Board took a great deal of time deliberating the Legislative Committee's feedback of potential legislative priorities for 2016 during their November 13 meeting. The outcome of those deliberations was a general consensus of the priorities for 2016 which will be reported back to the Legislative Committee during their December 11 meeting. Those priorities include maintaining a focus on potential legislation to strengthen the relations between LAFCos and JPAs, limiting the number of items that are contained within the 2016 annual Omnibus bill, and focusing efforts in participating in (but not sponsoring) legislation to clean up SB 88. The Board further restated their intention to sponsor legislation on amending Protest Provisions, with the focus as a priority for the 2017-2018 legislative session (rather than in 2016). The Board acknowledged other priorities are not able to be considered at this time due to CALAFCO's resource limitations.

A full detailed legislative tracking report can be found on the CALAFCO website in the Members Only section.



CALAFCO Associate Members' Corner

This section highlights our Associate Members. The information below is provided to CALAFCO by the Associate member upon joining the Association. All Associate member information can be found in the CALAFCO Member Directory.



Earlier this year CALAFCO highlighted three of our Gold Associate Members. In this edition we highlight the rest of our current Gold Associate Members.



Meyers Nave

Meyers Nave is a law firm dedicated to providing California's public agencies both general counsel and specialized services in matters involving land use, annexations, incorporations, labor and employment, Brown Act, telecommunications, eminent domain and other critical areas. **Meyers Nave** has been a Gold Associate Member since February 2006. Learn more about **Meyers Nave** at www.meyersnave.com.



Project Resource Specialists

Project Resource Specialists provides management and legislative support to all levels of local government including LAFCo for Municipal Service reviews, agency organization and project management support. Beginning as a Silver Associate Member in May 2007, they became a Gold Associate Member in July 2014. Learn more about Project Resource Specialists by emailing them at ehrichprs@gmail.com.



CALAFCO wishes to thank all of our Associate Members for your support and partnership. We look forward to continuing to highlight our Associate Members in each Quarterly Report.

Mark Your Calendars For These Upcoming CALAFCO Events

- CALAFCO Legislative Committee meeting, December 11, 2015, Sacramento
- CALAFCO Legislative Committee meeting, January 22, 2016, San Diego
- CALAFCO Board of Directors meeting, February 5, 2016, Irvine

Look for a 2016 calendar of events coming in December.



2016 Events Calendar

JANUARY

- 20-22 California Association of Sanitation Agencies Conference (Palm Springs)
- 22 **CALAFCO Legislative Committee** (San Diego)

FEBRUARY

- 5 **CALAFCO Board of Directors Meeting** (Irvine)
- 26 **CALAFCO Legislative Committee** (Sacramento)

MARCH

- 9 Association of CA Water Agencies Legislative Symposium (Sacramento)
- 10-13 Local Government Commission Ahwahnee Conference (Yosemite)
- 18 **CALAFCO Legislative Committee** (Conference Call)
- 30-31 **CALAFCO Staff Workshop** (Universal City)

APRIL

- 1 **CALAFCO Staff Workshop** (Universal City)
- 6 California Assn. of Sanitation Agencies Legislative Policy Forum (Sacramento)
- 6-8 Fire District Association Annual Meeting (Napa)
- 22 **CALAFCO Legislative Committee** (Ontario)
- 27 League of Cities Legislative Day (Sacramento)

MAY

- 20 **CALAFCO Legislative Committee** (Conference Call)
- 3-6 Association of California Water Agencies Conference (Monterey)
- 6 **CALAFCO Board of Directors Meeting** (Sacramento)
- 17-18 California Special Districts Assn. Legislative Days (Sacramento)
- 18-19 California State Assn. of Counties Legislative Conference (Sacramento)

JUNE

- 24 **CALAFCO Legislative Committee** (Conference call)

JULY

- 29 **CALAFCO Board of Directors Meeting** (San Diego)

AUGUST

- 5 **CALAFCO Legislative Committee** (Conference call)
- 10-12 California Association of Sanitation Agencies Annual Conference (Monterey)

SEPTEMBER

- 28-30 Regional Council of Rural Counties Annual Conference (South Lake Tahoe)

OCTOBER

- 5-7 League of California Cities Annual Conference (Long Beach)
- 10-13 California Special Districts Assn. Annual Conference San Diego)
- 26-28 **CALAFCO Annual Conference** (Santa Barbara)
- 28 **CALAFCO Board of Directors Meeting** (Santa Barbara)

NOVEMBER

- 11 **CALAFCO Legislative Committee (2017)** (Conference call)
- 29-30 Association of California Water Agencies Conference (Anaheim)
- 29-30 California State Assn. of Counties Annual Conference (Palm Springs)

DECEMBER

- 1-2 California State Assn. of Counties Annual Conference (Palm Springs)
- 1-2 Association of California Water Agencies Conference (Anaheim)
- 2 **CALAFCO Board of Directors Meeting** (Sacramento)
- 9 **CALAFCO Legislative Committee (2017)** (San Diego)

Sharing Information and Resources

CALIFORNIA ASSOCIATION OF
LOCAL AGENCY FORMATION
COMMISSIONS

1215 K Street, Suite 1650
Sacramento, CA 95814

916-442-6536

For current information and other CALAFCO resources please visit www.calafco.org





The Implementation of SB 239

This bulletin is intended to provide our member LAFCoS with information on the implementation of SB 239. It is a result of CALAFCO's meeting with a number of representatives from the Sponsor of the bill along with union representatives from CalFIRE Local 2881 and the CA Fire Chief's Association. Authored by Senator Hertzberg and sponsored by the California Professional Firefighters, the bill was signed into law by Governor Brown on October 10, 2015, and takes effect January 1, 2016.

In summary, the bill amends Government Code Sections 56017.2 and 56133, and adds GC §56134 relating to the extension of fire protection services outside existing city or district boundaries. The bill deems "existing boundaries" as those that exist as of 12-31, 2015. It requires LAFCo approval on any new contract for the extension of fire services or a contract extension or amendment that transfers greater than 25% of the service area or changes the employment status of more than 25% of employees of any affected agencies. Further, it requires the applicant to include in their application a comprehensive fiscal analysis (CFA) prepared by independent contract, and outlines the required contents of the application and the CFA. The contents of the CFA are identified in Section 56134 (f) and are not as exhaustive as what is required in a CFA for a proposed city incorporation.

What the bill is intended to do according to the sponsor:

- ❖ Require the applicant to provide LAFCo, as part of the application, proof that the 25% trigger is occurring.
- ❖ It is up to each LAFCo to determine what the required proof would be (for example, service maps demonstrating the change of +25% of the service area, or employment statistics that would provide proof of the +25% of change in employment status). Each LAFCo is encouraged to create local policies on what they would require as the proper documentation.
- ❖ While the term "employment status" found in 56134 (B) is not defined, it is the intent of the sponsor that this means a change in service providers (department as employer). While a change in wages/benefits/hours worked/working conditions may be viewed by some as a change in "employment status, but, it was, according to the sponsor, not the original intent of the term. Each LAFCo is encouraged to create a local policy to define this term.
- ❖ The change of +25% in employment status of the employees of any public agency affected by the contract or agreement is intended to apply to the entire department. In other words, +25% as compared to the department affected.
- ❖ Section 56134 (a) (2) states in part, that if a contract or agreement that, in combination with other contracts or agreements, triggers the +25% change in service area or employment status, it shall be subject to the definition of a fire protection contract pursuant to this section, and as such will not be exempt from this process. What is unclear about this situation is if it is just this one contract that is subject to the law, or if all existing contracts within the jurisdictional area are affected. The sponsor indicated it is their intent that it be just the one contract rather than all of the contracts within that service area, as all of the other contracts are not the trigger of the +25%. Each LAFCo is encouraged to consider a local policy to clarify this situation.

What the bill is not intended to do according to the sponsor:

- ❖ The bill is not intended to apply to the renewal of existing contracts, unless the renewal included amendments or the inclusion of new territory that triggered the +25% change in service area or employment status.
- ❖ The bill is not intended to apply to mutual or automatic aid agreements.
- ❖ The bill is not intended to apply to ambulance services agreements.
- ❖ If a current contract expires and a service area no longer wants to contract for services and will take over providing the services themselves, this bill does not apply, as there is no contract to review and approve.

What has yet to be determined:

- ❖ What happens if both parties agree on the contract? It has been suggested that future consideration may be given to an exemption in these cases. For now, if the situation meets the criteria, the new law must be followed, even though both parties may be in full agreement to the proposed changes.
- ❖ How to measure the cumulative effect of incremental extensions affecting less than 25% of the service area of employment status. Since the law requires the public agencies to go to LAFCo only in the instances where they have identified a greater than 25% impact, questions remain as to the process of documenting cumulative impacts to either the affected service area or the employment status when changes of either are less than 25%.

All LAFCos are encouraged to meet early with all of the stakeholders that may be impacted by this new law. You are also encouraged to create local policies as noted above to best implement the law based on local conditions and circumstances. Please contact CALAFCO with any questions.



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ALTERNATES
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Councilmember
City of Davis

Staff
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SARAH KIRCHGESSNER
Management Analyst

TERRI TUCK
Commission Clerk

ERIC MAY
Commission Counsel

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Woodland CA 95695

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lafco@yolocounty.org

www.yololafco.org

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

From: Christine Crawford, Executive Officer

Re: CALAFCO Legislative Proposal to Amend the Joint Exercise
of Powers Act

Date: January 28, 2016

This memo and attachments are intended to update you on the deliberations of the CALAFCO Legislative Committee and Board of Directors regarding joint power authorities.

For at least a year the CALAFCO Legislative Committee and Board of Directors have been discussing the idea of certain joint power authorities filing their agreements (and amendments to those agreements) with the LAFCo at the same time they file with the Secretary of State (SOS). At their most recent meeting in November, the Board approved moving forward with the sponsorship of legislation in 2016 to implement this filing.

The language has been narrowed considerably from what was originally proposed. This proposal is for stand-alone joint power authorities who have at least one member that is a public agency, as defined in GC § 56054, to file.

CALAFCO met with Senator Mike McGuire's (Senate District 2) Legislative Director in December, and the Senator agreed to author the bill. With feedback from the Legislative Committee, Keene Simonds (Marin LAFCo) put together the attached Legislative Proposal Data Sheet (ATT E1). Also included is the language proposed (ATT E2) which has been sent to Legislative Counsel. Based on early feedback from Leg Counsel, we have added 6503.9 which defines "affected county" pursuant to these sections.

Staff will continue to update the Commission regarding this proposed legislation.

DECEMBER 2015



LEGISLATIVE PROPOSAL

To enhance the timely documentation and facilitation of shared public services involving counties, cities, and special districts in all 58 California counties.

PROPOSAL TO AMEND THE JOINT EXERCISE OF POWERS ACT

CALAFCO is sponsoring a proposal authored by Senator Mike McGuire (Senate District 2) to amend State law to expand the filing requirements for certain stand-alone joint-power authorities (JPAs) at the time of their establishment or amendment to include LAFCOs. The proposal's key purpose is to enhance the documentation and facilitation of shared public services to produce more accountable and efficient government while concurrently improving the public's awareness of these arrangements. The proposal calls for JPAs to file their agreements and amendments with LAFCOs just as they currently do with the Secretary of State and in doing so provide two important and distinct public policy benefits...

- The proposal helps LAFCOs meet their long-standing directive from the Legislature to document, assess, and facilitate shared public service opportunities in all 58 counties.
- The proposal advances LAFCOs' service to the general public as a community resource by developing more inclusive repositories on local public services, and as such responds affirmatively to an earlier recommendation made by the Legislative Analyst's Office.

THE PROBLEM...

Under existing State law there is no direct means for LAFCOs to be noticed and informed on the existence and activities of JPAs. This lack of direct notice, notably, is an increasing challenge to LAFCOs in meeting their standing directive to plan and oversee responsive and efficient government services given JPAs' expanding role in delivering municipal services in California while keeping the general public appropriately informed.

THE SOLUTION...

The proposal creates a formal link under State law between certain stand-alone JPAs and LAFCOs with the former providing notice to the latter at the time of establishment or agreement amendment to help reconcile the referenced information gap. This link would allow LAFCOs to be directly and timely informed on JPA activities while also being better positioned in working with local agencies to promote new and expanded shared services that produce more accountable and efficient government.

LAFCO PRIMER...

LAFCOs are planning arms of the State of California and – among other things – oversee the establishment, expansion, and organization of cities and special districts in all 58 counties. In 2000 the legislature expanded LAFCOs focus to regularly prepare independent studies on the adequacy and performance of local governmental services relative to need and facilitate opportunities for shared and consolidated public services.



California Association of Local Agency Formation Commissions

Legislative Proposal Involving Joint-Power Authorities
Board Approved on January 30, 2015

Summary:

The proposal seeks to amend the Joint Exercise of Powers Act (Government Code 6503) to require stand-alone joint-power authorities that have county, city, or special district members to file their agreements and amendments with LAFCOs just as they currently do with the Secretary of State.

Proposed Amendments:

Amend the "Joint Exercise of Powers Act" to revise Section 6503.6 as well as add Section 6503.8 to include LAFCOs in existing JPA filing requirements.

6503. The agreements shall state the purpose of the agreement or the power to be exercised. They shall provide for the method by which the purpose will be accomplished or the manner in which the power will be exercised.

6503.1. (a) When property tax revenues of a county of the second class are allocated by that county to an agency formed for the purpose of providing fire protection pursuant to this chapter, those funds may only be appropriated for expenditure by that agency for fire protection purposes.

(b) As used in this section, "fire protection purposes" means those purposes directly related to, and in furtherance of, providing fire prevention, fire suppression, emergency medical services, hazardous materials response, ambulance transport, disaster preparedness, rescue services, and related administrative costs.

(c) This section shall not be interpreted to alter any provision of law governing the processes by which cities or counties select providers of ambulance transport services.

6503.5. Whenever a joint powers agreement provides for the creation of an agency or entity that is separate from the parties to the agreement and is responsible for the administration of the agreement, such agency or entity shall, within 30 days after the effective date of the agreement or amendment thereto, cause a notice of the agreement or amendment to be prepared and filed with the office of the Secretary of State. The agency or entity shall furnish an additional copy of the notice of the agreement or amendment to the Secretary of State, who shall forward the copy to the Controller. The notice shall contain:

(a) The name of each public agency that is a party to the agreement.

(b) The date that the agreement became effective.

(c) A statement of the purpose of the agreement or the power to be exercised.

(d) A description of the amendment or amendments made to the agreement, if any. Notwithstanding any other provision of this chapter, any agency or entity administering a joint powers agreement or amendment to such an agreement, which agreement or amendment becomes effective on or after the effective date of this section, which fails to file the notice required by this section within 30 days after the effective date of the agreement or amendment, shall not thereafter, and until such filings are completed, issue any bonds or incur indebtedness of any kind.

6503.6. Whenever an agency or entity files a notice of agreement or amendment with the office of the Secretary of State pursuant to Section 6503.5, the agency or entity shall file a copy of the full text of the original joint powers agreement, and any amendments to the agreement, with the Controller, and if any such agency or entity includes a member that is a local agency as defined in Section 56054, that agency or entity shall, within 90 days after the effective date of the agreement or amendment thereto, file a copy of the agreement or amendment with the local agency formation commissions in all affected counties as defined in Section 56012.

6503.7. Within 90 days after the effective date of this section, any separate agency or entity constituted pursuant to a joint powers agreement entered into prior to the effective date of this section and responsible for the administration of the agreement shall cause a notice of the agreement to be prepared and filed with the office of the Secretary of State. The agency or entity shall also furnish an additional copy of the notice of the agreement to the Secretary of State who shall forward the copy to the Controller. The notice shall contain all the information required for notice given pursuant to Section 6503.5. Notwithstanding any other provision of this chapter, any joint powers agency that is required and fails to file notice pursuant to this section within 90 days after the effective date of this section shall not, thereafter, and until such filings are completed, issue any bonds, incur any debts, liabilities or obligations of any kind, or in any other way exercise any of its powers. For purposes of recovering the costs incurred in filing and processing the notices required to be filed pursuant to this section and Section 6503.5, the Secretary of State may establish a schedule of fees. Such fees shall be collected by the office of the Secretary of State at the time the notices are filed and shall not exceed the reasonably anticipated cost to the Secretary of State of performing the work to which the fees relate.

6503.8. No later than July 1, 2017~~677~~, any separate agency or entity constituted pursuant to a joint powers agreement that includes, as a member, ~~that is a local agency~~, ~~as a member, a local agency~~ as defined in Section 56054 and was entered into prior to the effective date of this section shall, ~~shall, as the agency~~ and as responsible for the administration of the agreement, ~~shall~~, ~~cause a copy of the agreement to be filed with the local agency formation commissions in all affected counties, as defined in Section 56012.~~

6503.9. As used in this section, "affected county" means a county that either is a party to, or includes within its boundaries another local agency that is a party to, an agreement entered into pursuant to this chapter.

* * *

California Association of Local Agency Formation Commissions

Legislative Proposal Involving Joint-Power Authorities
Board Approved on January 30, 2015

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(a) The name of each public agency that is a party to the agreement.

(b) The date that the agreement became effective.

(c) A statement of the purpose of the agreement or the power to be exercised.

(d) A description of the amendment or amendments made to the agreement, if any. Notwithstanding any other provision of this chapter, any agency or entity administering a joint powers agreement or amendment to such an agreement, which agreement or amendment becomes effective on or after the effective date of this section, which fails to file the notice required by this section within 30 days after the effective date of the agreement or amendment, shall not thereafter, and until such filings are completed, issue any bonds or incur indebtedness of any kind.

6503.6. Whenever an agency or entity files a notice of agreement or amendment with the office of the Secretary of State pursuant to Section 6503.5, the agency or entity shall file a copy of the full text of the original joint powers agreement, and any amendments to the agreement, with the Controller, and if any such agency or entity includes a member that is a local agency as defined in Section 56054, that agency or entity shall, within 90 days after the effective date of the agreement or amendment thereto, file a copy of the agreement or amendment with the local agency formation commissions in all affected counties.

6503.7. Within 90 days after the effective date of this section, any separate agency or entity constituted pursuant to a joint powers agreement entered into prior to the effective date of this section and responsible for the administration of the agreement shall cause a notice of the agreement to be prepared and filed with the office of the Secretary of State. The agency or entity shall also furnish an additional copy of the notice of the agreement to the Secretary of State who shall forward the copy to the Controller. The notice shall contain all the information required for notice given pursuant to Section 6503.5. Notwithstanding any other provision of this chapter, any joint powers agency that is required and fails to file notice pursuant to this section within 90 days after the effective date of this section shall not, thereafter, and until such filings are completed, issue any bonds, incur any debts, liabilities or obligations of any kind, or in any other way exercise any of its powers. For purposes of recovering the costs incurred in filing and processing the notices required to be filed pursuant to this section and Section 6503.5, the Secretary of State may establish a schedule of fees. Such fees shall be collected by the office of the Secretary of State at the time the notices are filed and shall not exceed the reasonably anticipated cost to the Secretary of State of performing the work to which the fees relate.

6503.8. No later than July 1, 2017, any separate agency or entity constituted pursuant to a joint powers agreement that includes, as a member, a local agency as defined in Section 56054 and was entered into prior to the effective date of this section shall, as responsible for the administration of the agreement, cause a copy of the agreement to be filed with the local agency formation commission in all affected counties.

6503.9. As used in this section, "affected county" means a county that either is a party to, or includes within its boundaries another local agency that is a party to, an agreement entered into pursuant to this chapter.

* * *



Regular 7.

LAFCO

Meeting Date: 01/28/2016

Information

SUBJECT

Consider and adopt the Yolo LAFCo 2016 Meeting Calendar

RECOMMENDED ACTION

Consider and adopt the Yolo LAFCo 2016 Meeting Calendar.

FISCAL IMPACT

None.

REASONS FOR RECOMMENDED ACTION

The intent of an annual calendar is to provide the Commission with an overview of the year and consideration of events that affect meeting dates.

BACKGROUND

Staff has considered the meeting dates as set by Yolo LAFCo Administrative Policies and Procedures; impact of holidays; CALAFCO events; county and city association annual events; and, traditional break periods for meetings. Given these considerations the attached calendar proposes an overview of anticipated LAFCo meetings for the 2016 calendar year. This calendar does not preclude the calling of special meetings as needed or cancellation of meetings, if appropriate.

Please note that staff has moved the regularly scheduled meetings for October and December.

Because the CALAFCO Annual Conference will occur October 26-28, 2016, and a regular SACOG meeting is scheduled for October 20, 2016, staff has moved the October LAFCo meeting from the fourth Thursday of the month to Thursday, November 10, 2016.

Additionally, the CA State Association of Counties (CSAC) Annual Meeting occurs November 29-December 2, 2016, so staff has moved the December LAFCo meeting from the regular first Thursday of that month to the second Thursday, December 8, 2016.

Attachments

[2016 LAFCo Meeting Calendar](#)

Form Review

Inbox

Christine Crawford

Christine Crawford

Form Started By: Terri Tuck

Final Approval Date: 11/09/2015

Reviewed By

Terri Tuck

Christine Crawford

Date

11/09/2015 12:02 PM

11/09/2015 01:31 PM

Started On: 11/09/2015 11:22 AM

2016 Yolo LAFCo Meeting Calendar

JANUARY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY

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28	29					

MARCH

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27	28	29	30	31		

APRIL

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MAY

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29	30	31				

JUNE

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JULY

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AUGUST

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SEPTEMBER

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OCTOBER

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30	31					

NOVEMBER

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DECEMBER

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25	26	27	28	29	30	31

MEETING CALENDAR EVENTS	
	Cap to Cap (Apr 9-13)
Yolo LAFCo Meetings	CSAC Legislative Conference (May 18-19)
County Holidays	NACo Annual Conference (Jul 22-25)
CALAFCO Staff Workshop (Mar 30-Apr 1)	RCRC Annual Meeting (Sep 28-30)
CALAFCO Conf. Santa Barbara (Oct 26-28)	League of CA Cities Conference (Oct 5-7)
	CSAC Annual Meeting (Nov 29-Dec 2)



Regular 8.

LAFCO

Meeting Date: 01/28/2016

Information

SUBJECT

Consider a request to authorize the Wild Wings County Service Area to provide emergency out of agency water service to Milton B. Watts APN 025-440-044 (LAFCo No 917), subject to the findings and conditions contained in the staff report

RECOMMENDED ACTION

Approve the request to authorize the Wild Wings County Service Area to provide emergency out of agency water service to Milton B. Watts APN 025-440-044 (LAFCo No 917), subject to the findings and conditions contained in the staff report.

FISCAL IMPACT

None. LAFCo will be reimbursed for staff time associated with processing this request in accordance with the adopted fee schedule.

REASONS FOR RECOMMENDED ACTION

In accordance with the Cortese Knox Hertzberg Act Section 56133, any extension of municipal services outside an agency's jurisdictional boundaries requires LAFCo approval. Under normal circumstances, the subject property must be located within the agency's sphere of influence. However, LAFCo may also authorize extended services outside an agency's sphere of influence (SOI) in order to respond to an existing or impending public health or safety threat.

In accordance with our local policies regarding processing emergency connections, if there is imminent peril to the public health and safety (e.g. a failing well or septic system), the Executive Officer may issue a temporary approval, which shall only be in effect until the Commission's next meeting. The Commission must render the final decision regarding out of agency services.

BACKGROUND

On November 30, 2015, an application was submitted to LAFCo to request an emergency water connection to the Wild Wings County Service Area (CSA) due to a failed onsite private well. The subject property is owned by Milton B. Watts, who was the landowner at the time the Wild Wings development was subdivided. His original home has since been incorporated into the subdivision along the residential street, but for the purposes of public services opted to keep his parcel out of the County Service Area. The subject parcel is also not located within the CSA's sphere of influence. Aerial maps illustrating the site and surrounding uses can be referenced in the letter attached to this report.

Staff analyzed the requested connection to Wild Wings CSA water service for conformance with our local policies, including proof of the failed well, and issued an emergency temporary approval the following day on December 1, 2015. The letter authorizes the connection subject to the requirement that within 6 months, the applicant submit an application to LAFCo requesting annexation to the Wild Wings CSA. On December 2, 2015, an emergency meeting of the Wild Wings CSA advisory committee was held. The Yolo County CSA Manager reported that the CSA was supportive of connecting the parcel to water service and LAFCo's condition to ultimately annex the site to the CSA. Staff's understanding is that water service was established immediately thereafter as infrastructure was already available in the street directly in front of Mr. Watts' home.

The subject parcel is already within and surrounded by the Wild Wings development, so this extension of services does not convert any agricultural/open space land or induce new growth. Arguably, it should have been part of the CSA in the first place. The attached temporary approval letter provides additional background information.

Attachments

Att A-Draft Resolution 2016-01

Form Review

Inbox

Christine Crawford (Originator)
Form Started By: Christine Crawford
Final Approval Date: 01/20/2016

Reviewed By

Christine Crawford

Date

01/20/2016 12:04 PM
Started On: 01/19/2016 03:11 PM

RESOLUTION № 2016-01

**Approval for the Wild Wings County Service Area to Provide
Emergency Out of Agency Water Service to Milton B. Watts APN 025-440-044
LAFCO No. 917**

WHEREAS, on November 30, 2015, the County of Yolo submitted an application for Emergency Out of Agency Services on behalf of the Wild Wings County Service Area and Milton B. Watts (APN 025-440-044); and

WHEREAS, the application included a letter from Durham Pump & Irrigation dated November 30, 2015 verifying that the onsite private well is unusable due to holes inside the casing; and

WHEREAS, the project was analyzed in accordance with Government Code Section 56133, Yolo LAFCo's local policy for Out of Agency Service Review adopted December 4, 2014, and applicable CEQA Guidelines; and

WHEREAS, the Executive Officer reviewed the Proposal and issued a Temporary Approval dated December 1, 2015 subject to Commission approval; and

WHEREAS, the Executive Officer prepared and filed a report with recommendations with this Commission at least five (5) days prior to the date of the January 28, 2016 meeting during which the request was set to be considered; and

WHEREAS, an opportunity was given to all interested persons, organizations, and agencies to present oral or written testimony, protests, objections, and any other information concerning the Proposal and all related matters; and

WHEREAS, at said meeting, the Application, the CEQA documentation, and the Executive Officer's Report and Recommendations were reviewed and considered; and

NOW, THEREFORE, BE IT RESOLVED by the Yolo County Local Agency Formation Commission approves out of agency water services between the Wild Wings County Service Area and Milton B. Watts APN 025-440-044 (LAFCO No. 917) subject to the following findings and conditions of approval:

Findings

1. **Finding**: Staff has reviewed the proposed project and determined that it is exempt under CEQA in accordance with Section 15269 for emergency projects, Section 15301 for minor alteration of existing facilities, and Section 15303 for new construction of small facilities and a Notice of Exemption will be filed.

Evidence: LAFCo approval of Out of Agency Services is a discretionary action subject to CEQA. However, this project involved an emergency water connection to an existing single family residence due to a failed onsite private well. The existing home is situated on an already developed suburban street and the water

infrastructure already existed in the street directly in front of the subject property. Therefore, the project resulted in minimal construction, if any, and has already been connected due to the emergency nature of the project.

2. Finding: Approval of Out of Agency Services for the project is consistent with LAFCo policies and is a logical extension of municipal water service.

Evidence: There are no growth-inducing impacts associated with this water connection since the parcel is already developed with a single family residence. This lot is the only lot on this residential street that is not within the CSA boundary and is an "island" outside of the CSA, and therefore, annexation to the CSA has been required as a condition of approval. The CSA is able to provide water service to the parcel without detracting from current service levels and approval of a water connection is generally consistent with LAFCo policies. Since the parcel is developed, there will be no environmental impacts including any impacts to agricultural land.

3. Finding: The extension of water service to the subject property is in response to an impending threat to the public health of the residents of the affected site.

Evidence: A letter was submitted dated November 30, 2015 from Durham Pump & Irrigation verifying that the applicant's well is unusable due to holes inside the casing.

Conditions of Approval

1. The property owner shall submit an application to the Yolo County LAFCo requesting a sphere of influence update and annexation for APN 025-440-044 to the Wild Wings CSA, within 6 months of final Commission approval of this Out of Agency Service request (LAFCo No. 917).
2. The applicant will pay all appropriate LAFCo application processing fees (charged on a time and materials basis, including time to prepare agenda materials for the LAFCo Commission meeting on January 28, 2016).
3. To the extent allowed by law, the applicant and the real party of interest, if different, agree to defend, indemnify, hold harmless and release the Yolo County Local Agency Formation Commission, its agents, officers, attorney and employees from any claim, action or proceeding brought against any of them, the purpose of which to attack, set aside, void, or annul the approval of this application or adoption of the environmental review which accompanies it. This indemnification obligation shall include, but not be limited to, damages, costs, expenses, attorney fees, or expert witness fees that may be asserted by any person or entity, including the applicant, arising out of or in connection with the approval of this application, whether or not there is concurrent passive negligence of the part of the Yolo County Local Agency Formation Commission its agents, officers, attorney or employees.

PASSED AND ADOPTED by the Yolo County Local Agency Formation Commission of the County of Yolo, State of California, this 28th day of January 2016, by the following vote.

AYES: Kristoff, Rexroad, Saylor, Aguiar-Curry, Woods

NOES: None

ABSENT: None

Olin Woods, Chair
Yolo County Local Agency Formation Commission

ATTEST:

Christine Crawford, Executive Officer
Yolo County Local Agency Formation Commission

Approved as to form:

Eric May, Commission Counsel

LOCAL
AGENCY
FORMATION
COMMISSION OF
YOLO COUNTY



December 1, 2015

Milton B. Watts
33486 Canvas Back Street
Woodland, CA 95695

Re: Temporary Approval for the Wild Wings County Service Area to Provide Emergency Out of Agency Water Service to APN 025-440-044 (LAFCO № 917)

Thank you for your application dated November 30, 2015 to the Yolo County Local Agency Formation Commission to receive water from the Wild Wings County Service Area (CSA) due to the recent failure of your private onsite well. This letter serves as temporary approval of your water connection to the Wild Wings CSA until the LAFCo Commission has had an opportunity to meet and render a final decision (scheduled for January 28, 2016). This approval is subject to the following conditions and the parcel's connection to Wild Wings CSA water service will indicate your agreement to these conditions:

1. The property owner shall submit an application to the Yolo County LAFCo requesting a sphere of influence update and annexation for APN 025-440-044 to the Wild Wings CSA, within 6 months of final Commission approval of this Out of Agency Service request (LAFCO № 917).
2. The applicant will pay all appropriate LAFCo application processing fees (charged on a time and materials basis, including time to prepare agenda materials for the LAFCo Commission meeting on January 28, 2016).
3. That the applicant and the real party of interest, if different, agree to defend, indemnify, hold harmless and release the Yolo County Local Agency Formation Commission, its agents, officers, attorney and employees from any claim, action or proceeding brought against any of them, the purpose of which to attack, set aside, void, or annul the approval of this application or adoption of the environmental review which accompanies it. This indemnification obligation shall include, but not be limited to, damages, costs, expenses, attorney fees, or expert witness fees that may be asserted by any person or entity, including the applicant, arising out

CHAIR
OLIN WOODS
Public Member

VICE CHAIR
MATT REXROAD
Supervisor – 3rd District

BILL KRISTOFF
Councilmember
City of West Sacramento

DON SAYLOR
Supervisor – 2nd District

CECILIA AGUIAR-CURRY
Mayor
City of Winters

ALTERNATE
ROBERT RAMMING
Public Member

ALTERNATE
JIM PROVENZA
Supervisor – 4th District

ALTERNATE
ROBB DAVIS
Councilmember
City of Davis

Staff
CHRISTINE M. CRAWFORD, AICP
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

of or in connection with the approval of this application, whether or not there is concurrent passive negligence of the part of the Yolo County Local Agency Formation Commission its agents, officers, attorney or employees.

Background

LAFCo may also authorize extended services outside an agency's sphere of influence (SOI) to respond to an existing or impending public health or safety threat. In accordance with our local policies regarding processing emergency connections, if there is imminent peril to the public health and safety (e.g. a failing well or septic system), the Executive Officer may issue a temporary approval, which shall only be in effect until the Commission's next meeting (scheduled for January 28, 2016).

A letter has been submitted dated November 30, 2015 from Durham Pump & Irrigation stating verifying that the well is unusable due to holes inside the casing, although in the future a video camera will check the extent of the damage. The Wild Wings CSA Advisory Committee has scheduled an emergency meeting for Wednesday, December 2, 2016 to review the connection request.

There are no growth-inducing impacts associated with this water connection since the parcel is already developed with a single family residence. This lot is the only lot on this residential street that is not within the CSA boundary and is an "island" outside of the CSA, and therefore, annexation to the CSA has been required as a condition of approval.

The CSA is able to provide water service to the parcel without detracting from current service levels and approval of a water connection is generally consistent with LAFCo policies. Since the parcel is developed, there will be no environmental impacts including any impacts to agricultural land.

Other Agency Involvement

Generally, there are no requirements in an Out of Agency Service Agreement for published or mailed notice. When there is an impending threat to public health, Section 56133 (c)(2) requires notification to any alternative service provider that has filed a map and a statement of its service capabilities. However, there are no alternate service providers in the area.

CEQA

LAFCo approval of Out of Agency Services is a discretionary action subject to CEQA. However, staff has reviewed the proposal and determined that it is exempt under CEQA in accordance with the following CEQA Guidelines sections:

- Section 15269 for emergency projects
- Section 15301 for minor alteration of existing facilities
- Section 15303 for new construction of small facilities.

We sincerely hope that water service can be restored to your property as soon as possible. If you have any questions regarding your temporary approval, conditions or

process please do not hesitate to give me a call or email me at christine.crawford@yolocounty.org .

Sincerely,



Christine M. Crawford, AICP
Executive Officer

cc: LAFCo Commission
Regina Espinoza, Yolo County CSA Manager

Attachments:

1. Letter from Durham Pump & Irrigation dated November 30, 2015
2. Aerial map of subject property from Yolo County Planning and Public Works
3. Aerial map with Wild Wings CSA boundaries shown



Durham Pump & Irrigation

P.O. Box 60, Durham, CA 95938 | 530-891-4821

WM. P. WILSON & SONS

202 Kentucky Ave., Woodland, CA 95695 | 530-662-8654

November 30, 2015

Milton Watts
33486 Canvas Back
Woodland, Ca. 95695

To Whom It May Concern:

Wm. P. Wilson pulled the pump and motor at 33486 Canvas Back Woodland, Ca. on 11/30/15. It is determined that the well is unusable, due to holes inside the casing, we were able to conclude this because of the roots growing inside. In the future we will video the well to check the extent of damage.

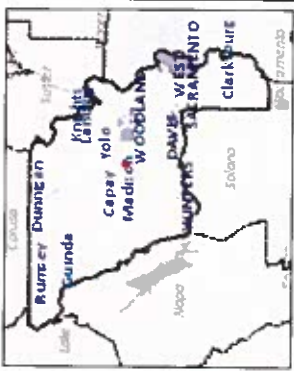
If you have any further questions, please give us a call at the number above.

Wm. P. Wilson & Sons

Willie Morales



YOLO COUNTY | PLANNING AND PUBLIC WORKS



- Legend**
- Parcels
 - Roads**
 - Freeways
 - Highways
 - US Hwy
 - Ramps
 - Major Roads
 - Streets
 - World Imagery

This report is a user generated static output from the Yolo County PPW Parcel Viewer and is for reference only.
 Data sources: Yolo County, FEMA, Agricultural Dept., US Census, ESRI

THIS MAP IS NOT TO BE USED FOR NAVIGATION



Scale 1: 1,210



Attachment #3 – Aerial Photo of Watts Parcel with Wild Wings CSA Boundaries Shown





Regular 9.

LAFCO

Meeting Date: 01/28/2016

Information

SUBJECT

Consider the Yolo LAFCo Project Policies which consolidates previously adopted local policies into one document including: Standards of Evaluation, Out of Agency Services, Agricultural Conservation, Inhabited Territory per SB 244 (re: Disadvantaged Unincorporated Communities), and Municipal Service Review/Sphere of Influence Guidelines

RECOMMENDED ACTION

Adopt the Yolo LAFCo Project Policies which consolidates previously adopted local policies into one document including: Standards of Evaluation, Out of Agency Services, Agricultural Conservation, Inhabited Territory per SB 244 (re: Disadvantaged Unincorporated Communities), and Municipal Service Review/Sphere of Influence Guidelines.

FISCAL IMPACT

None.

REASONS FOR RECOMMENDED ACTION

LAFCo policies have been adopted separately over the years and it would be beneficial to have them consolidated into one document.

BACKGROUND

Generally the intent of this clean-up effort is to better organize the policies into one consolidated document and not significantly change the original content. Staff has made minor updates as noted to either clean up the formatting, remove redundancies with what is already covered in state law, or correct government code section references. Where staff has made additions or deletions to the previously adopted text other than minor edits, it has been illustrated as **added text** and ~~deleted text~~ for clarity.

However, there is one policy change suggested herein which would remove the policies regarding having 10-year and 20-year sphere of influence (SOI) lines for cities and "municipal-like" special districts. Existing local policy creates distinctions in the sphere of influence lines (which are intended to indicate potential growth over a 20-year horizon) to create a further delineation of 10-year and 20-year lines. The intent of this policy is to create more direction within sphere of influence boundaries to indicate where more immediate growth should occur. However, the reality is that this distinction is not supported by state law and is not needed because Yolo County does not experience a lot of growth and LAFCo evaluates every annexation proposal on its merits regardless of this distinction. The 10-year and 20-year SOI lines have the potential to create confusion and most other LAFCos do not use them. And for the LAFCo's that do use such a phasing distinction, roughly half of the Executive Officers I heard from agree it causes confusion, is not helpful and would prefer not to have it. The theme expressed was that this distinction is most helpful in high growth counties where it is useful to phase annexations/development. Therefore, staff recommends policy references creating this distinction be deleted, which results in using the more common Sphere of Influence line.

Attachments

[Draft LAFCo Project Policies](#)

Form Review

Inbox

Christine Crawford (Originator)
Form Started By: Christine Crawford

Reviewed By

Christine Crawford

Date

01/21/2016 08:59 AM
Started On: 01/19/2016 02:06 PM

Final Approval Date: 01/21/2016

YOLO LAFCo

PROJECT POLICIES – DRAFT MARK-UP

Adopted xx

YOLO LAFCO

PROJECT POLICIES

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1.0 GENERAL PROVISIONS

1.1 TITLE

The Yolo County Local Agency Formation Commission (“LAFCo” *or* “**Commission**”) hereby adopts the following Project Policies ***governing common applications and LAFCo studies considered by the Commission***. These policies ***supersede those previously adopted***, shall apply to LAFCo and are adopted pursuant to the authority vested in the Commission by the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, Government Code Section 56000, et seq. (“CKH Act”). ***These policies shall guide the decision-making of the LAFCo Executive Officer and the Commission.***

2.0 STANDARDS OF EVALUATION FOR PROPOSALS FOR A CHANGE OF ORGANIZATION OR REORGANIZATION

The following standards are adopted for the evaluation of proposals for a change of organization or reorganization of local agencies.

2.1 CHOICE OF ENTITY

The provision of municipal services in highly urbanized areas by cities rather than by counties or special districts is favored. The further development of single purpose autonomous districts is disfavored. The formation of multi-purpose special districts contiguous to existing cities is disfavored. The creation of a multiplicity of small cities is disfavored. Accommodating additional growth within, or through the expansion of, the boundaries of those local agencies which can best accommodate and provide necessary governmental services and housing for persons and families of all incomes in the most efficient manner feasible is favored.

2.2 DUPLICATION OF AUTHORITY

The inclusion of territory within a city in one or more districts with common powers, or within two or more districts with common powers, is disfavored. The Commission shall determine whether an application violates the policy set forth in the preceding sentence. If the determination is in the affirmative, the Commission shall provide each affected city or district an opportunity to express its views to the Commission.

2.3 TERRITORY TO BE INCLUDED

The division of existing identifiable communities is disfavored, but at the same time the inclusion of heterogeneous economic and social interests within the same entity is favored. The division of existing communities identifiable on the basis of appreciable social, economic, or other factors is disfavored. The division of existing commercial districts is disfavored. The inclusion of contiguous or nearby urban areas within the same entity is favored. The inclusion of separate existing contiguous or nearby communities identifiable on the basis of appreciable, social, economic, or other factors is favored. Consistency with current spheres of influence is favored. Conformity with appropriate city or county general and specific plans is favored. The location of boundary lines of areas proposed for annexation to cities or districts so as to promote productivity and preservation of agricultural land is favored. Proposals which result in significant or serious operational or economic problems or disruptions of existing services in remaining adjacent territory are disfavored.

2.4 ECONOMIC FEASIBILITY OF PROPOSED FORMATIONS

If the proposal is for the formation of a new agency, the proponents shall demonstrate the economic feasibility of the proposed formation, taking into account both the assessed valuation of the subject territory and any other sources of revenue, compared to the type and cost of the services proposed to be provided. Any economic feasibility study shall include and address the following considerations:

- a) Infrastructure needs or deficiencies;
- b) Growth and population projections for the affected area;
- c) Financing constraints and opportunities;
- d) Cost avoidance opportunities;
- e) Opportunities for rate restructuring;
- f) Opportunities for shared facilities;
- g) Government structure options, including advantages and disadvantages of consolidation or reorganization of service providers;
- h) Evaluation of management efficiencies; and
- i) Local accountability and governance.

A proposal for the formation of a new agency shall also be accompanied by an analysis of the availability and economic feasibility of obtaining the proposed services from other private and public agencies.

2.5 FUTURE SERVICE

In evaluating a proposal, the Commission shall consider not only present service needs of the area under consideration, but shall also consider future services which may be required to take care of future growth or expansion. If a proposal is submitted to extend services into a previously unserved unincorporated area or to create a new service provider with the power or authority to extend services to urban type development in a previously unserved unincorporated area, the Commission will review the proposal to ensure that it is consistent with the policies set forth in State law and LAFCo policies.

2.6 DESCRIPTION, SERVICE PLAN, AND TIMETABLE REQUIRED

Any proposal to annex shall be accompanied by a service plan that describes the extension and financing of services and **timing of major milestones completion** of any related development project.

2.7 TERMS AND CONDITIONS

Any term or condition recommended for the Commission to impose pursuant to Government Code §56885.5 et seq. must be presented by a statement in writing that includes a description of each proposed term and condition. If the term or condition is proposed by an affected public agency, the statement in writing must be signed by the chief legislative or administrative officer of the agency. If the term or condition is proposed by a proponent, it must be signed by one of the proponents. In the absence of protest, the Commission shall evaluate the proposed terms and conditions on the basis of the written statement. In the case of a protest that is not resolved at the public hearing, the Commission may direct the Executive Officer to negotiate with the opposing parties and may also authorize independent evaluation of issues involved in the dispute.

2.8 BOUNDARIES

Boundary descriptions of territory included in any proposal shall be definite and certain. If the Commission determines that the boundary is indefinite or uncertain, it shall refer the proposal back to the proponents and require the proponents to submit a reviewed boundary description at the public hearing which is certified by the County Surveyor as being definite and certain. If

the Commission requires the inclusion of territory in addition to that proposed in an application, it may direct the County Surveyor to prepare a new boundary description.

Boundaries that split lines of assessment or legal parcel boundaries are disfavored. Boundaries which follow existing political boundaries and natural or manmade features such as rivers, lakes, railroad tracks, roads and freeways are favored. Boundaries which create islands, strips, or corridors are disfavored. Boundary lines of areas proposed for annexation to cities or districts, which include, where possible, land abutting both sides of a given street or right of way within the same entity are favored. When a boundary must follow a street or highway, the boundary will include the complete right of way for the entire street or highway.

2.9 PRE-ZONING

Any proposal for the annexation of territory to a city shall be accompanied by the city's general plan and pre-zoning for that territory, including the planned and probable use of the territory based upon the general plan and pre-zoning designations.

2.10 REGIONAL HOUSING

LAFCo encourages all pertinent agencies, both public and private, to collaborate on effective solutions to introduce more affordable housing into the County, including more housing for farm workers.

A proposal's effect on a city or cities and the County's ability to achieve their respective fair shares of the regional housing needs as determined by the Sacramento Area Council of Governments ("SACOG") shall be considered. In such consideration, the Commission shall review all relevant information presented to it, including but not be limited to, the following:

- a) The agency's regional housing needs allocation as determined by SACOG;
- b) Whether the affected agency has recently updated (within five years) the housing element of its general plan;
- c) Whether the affected agency has a certified housing element in its general plan;
- d) Whether the agency has an inclusionary housing ordinance that meets the minimum standard of the SACOG Affordable Housing Compact;
- e) The degree to which the agency has zoned adequate amounts and quality of land for housing;

-
- f) The degree to which development within the agency has met that agency's its "low income" and "very low income" housing targets as determined by SACOG;
 - g) Whether an agency had recently changed the affected territory's zoning from residential to a non-residential use; and
 - h) The extent to which the territory to be annexed will advance, or inhibit, the principles, goals, objectives, policies, and standards of the agency's housing element, including
 - i) Whether the territory to be annexed to a city will reduce another jurisdiction's ability to meet its housing element;
 - ii) Whether the proposal will advance or inhibit the agency's and other agencies' jobs/housing balance; and
 - iii) In cases where the territory to be annexed will be used for non-residential purposes, whether said territory was designated for housing by another agency.

2.11 WATER AND WATER AVAILABILITY

For any proposal that entails the provision of water services, the timely availability of water supplies adequate for projected needs will be evaluated as specified in Government Code §56668(l) and 65352.5. The applicant will provide information that addresses the factors set forth in Government Code §65352.5(c).

The applicant will also provide sufficient information for the Commission to determine that adequate services, facilities, and improvements can be provided and financed by the agency responsible for the provision of water services, including but not limited to:

- a) A "will serve" letter from the agency dated within six (6) months of the date of the Commission's consideration of the proposal; or
- b) An agreement between the developer and the agency sufficient for the agency to provide water services.

In evaluating the annexing agency's capacity to provide water, the Commission shall take into account the agency's ability to acquire the resources necessary to provide this service, including but not limited to securing water rights.

Annexation to an agency that has a cease and desist order, water connection moratorium, or similar service limitation preventing it or directing it not to issue additional water connections is disfavored.

The Commission may waive any of the foregoing requirements on a case-by-case basis if it determines there is a public health or safety threat that justifies the extension of water service.

2.12 ENVIRONMENTAL JUSTICE

The extent to which the proposal will promote environmental justice shall be considered. As used in this subdivision, “environmental justice” means the fair treatment of people of all races, cultures, and incomes with respect to the location of public facilities and the provision of public services.

2.13 PROPERTY TAX TRANSFER NEGOTIATIONS

Property tax exchange negotiations must be completed and filed with the Executive Officer before a Certificate of Filing may be issued.

N. _____ Justification

~~Any interested party may show justification for a proposal which violates the criteria set forth in this Resolution.~~

2.14 USE OF STANDARDS

In the evaluation of a proposal, the Commission shall consider these Standards for Evaluation, the Agricultural Conservation Policy, the Land Evaluation and Site Assessment model, any applicable sphere of influence, and any other criteria and requirements as may be adopted by the Commission from time-to-time, the requirements and criteria set forth in the Local Government Reorganization Act of 2000 (as it may be amended from time-to-time), including but not limited to Government Code § 56668, any relevant information concerning the proposal, the environmental review document, the Executive Officer's report, presentations of all interested parties at the public hearing, and any other relevant information as may be submitted to the Commission in connection with its consideration of the proposal.

3.0 OUT OF AGENCY SERVICE REVIEW

3.1 APPLICABILITY

Government Code § 56133 requires that districts and cities obtain LAFCo approval of any new or extended services outside the agency’s existing boundaries. For the Commission to approve the request, the area to be served must be within the sphere of influence (“SOI”) of the agency, and annexation of the territory is anticipated. LAFCo may also authorize extended services

outside an agency's SOI to respond to an existing or impending public health or safety threat (e.g. failing well or septic system).

The following services are exempt from this code section:

- a) Contracts or agreements solely involving two or more public agencies where the public service to be provided is an alternative to, or substitute for, public services already being provided by an existing public service provider and where the level of service to be provided is consistent with the level of service contemplated by the existing service provider.
- b) Contracts for the transfer of nonpotable or nontreated water.
- c) Contracts or agreements solely involving the provision of surplus water to agricultural lands and facilities, including, but not limited to, incidental residential structures, for projects that serve conservation purposes or that directly support agricultural industries. Approval from the Commission is required before any surplus water is provided to a project that will support or induce development.
- d) Service that a city or district was providing on or before January 1, 2001.
- e) A local publicly owned electric utility, as defined by Section 9604 of the Public Utilities Code, providing electric services that do not involve the acquisition, construction, or installation of electric distribution facilities by the local publicly owned electric utility, outside of the utility's jurisdictional boundaries.

LAFCo approval of out-of-agency agreements is a discretionary action under the California Environmental Quality Act (CEQA).

3.2 INITIATION OF PROCESS

Government Code § 56133 specifies that a city or special district must apply for and obtain LAFCo approval before providing new or extended services outside its jurisdictional boundaries. Initiation of the process can also be made by application from the prospective recipient of the services with agreement of the agency. *See Community Water Coalition v. Santa Cruz County LAFCo*, 200 Cal. App. 4th 1317 (2011).

3.3 STANDARDS OF EVALUATION

LAFCo will consider the following factors to determine the local and regional impacts of proposed out of agency services:

-
- a) Whether annexation is a reasonable and preferable alternative to LAFCo allowing extended services outside the agency's jurisdictional boundaries;
 - b) The growth inducing impacts of any proposal;
 - c) Whether the proposed extension of services promotes logical and orderly development of areas within the SOI (i.e. islands, strips and corridors are disfavored);
 - d) The agreed upon timetable and stated expectation for annexation to the agency providing the requested service;
 - e) The proposal's consistency with the policies and plans of all affected agencies;
 - f) The ability of the local agency to provide service to the proposed area without detracting from current service levels;
 - g) Whether the proposal contributes to the premature conversion of agricultural land or other open space land;
 - h) Whether the proposal conflicts with or undermines adopted Municipal Service Review determinations and/or recommendations; and
 - i) Other factors determined to be relevant by the Commission or staff.

3.4 EXPIRATION OF APPROVAL

LAFCo's authorization for extended services shall generally be valid up to one year from the date of approval and will expire unless a contract has been executed and construction commenced. If the extended services are part of an overall development proposal, the authorization shall generally be valid per the term specified by the lead agency project approvals, unless otherwise specified in the LAFCo conditions of approval.

3.5 EMERGENCY CONNECTIONS

In circumstances presenting an imminent peril to the public health and safety (e.g. a failing well or septic system), the Executive Officer will review the request immediately and depending on the specific nature of the problem and need for immediate action either issue a temporary approval, or defer the matter to the Commission's next meeting. If the Executive Officer gives temporary approval such approval shall only be in effect until the Commission's decision. LAFCo acknowledges that the Standards of Evaluation will not apply to emergency connections in most cases.

3.6 DEFINITIONS

NEW OR EXTENDED SERVICES - In determining whether out of agency services are considered “new or extended”, LAFCo defines “new or extended” in terms of geographical area/territory. If a specific service (e.g. water or sewer) has been authorized outside agency boundaries to a specified territory (either by grandfathered status prior to January 1, 2001 or by subsequent LAFCo approval) a new contract for the same type of service within the same territory does not require additional LAFCo review.

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;

~~B. In considering the completeness and appropriateness of any proposal, the Executive Officer and this Commission may require proponents and other interested parties to provide such information and analysis as, in their judgment, will assist in an informed and reasoned evaluation of the proposal in accordance with this policy. (this is in state law – not necessary)~~

~~C. No change of organization shall be approved unless it is consistent with the Spheres of Influence of all affected agencies. (this is in state law – not necessary)~~

- 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 ~~shall be given the utmost consideration~~, with Class I or II soil receiving the most significance, followed by the Revised Storie Index Rating.
- ii. ~~Consideration shall also be given to~~ 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) ~~The~~ **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.
- 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:

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- 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;
- 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;

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- 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.

5.0 DEFINITION OF INHABITED TERRITORY PER SB 244

5.1 DEFINITIONS

INHABITED TERRITORY – “Inhabited territory” for the purposes of implementing SB 244 (Wolk) shall be defined as the following list of inhabited unincorporated communities:

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

INHABITED UNINCORPORATED COMMUNITIES - “Inhabited Unincorporated Communities” is defined as those areas on the County of Yolo 2030 General Plan Land Use Map (see Figures LU-1B through LU-1H) that contain land use designations that are categorized as Residential by Table LU-6. The communities of Rumsey and West Kentucky are also included in this definition (even though the current land use designations are Agriculture (AG) and Commercial Local (CL) respectively) because their existing uses are residential.

6.0 MSR/SOI GUIDELINES

This document sets forth methodology and criteria ("~~guidelines~~") to be used to assist LAFCo, its staff and interested parties in the process and determination of spheres of influence and service reviews by LAFCo.

~~CITY-COUNTY SOI AGREEMENT~~(the following language is all in state law, not needed for local policy)

~~LAFCo are required to develop substantiating data and determine the "sphere of influence" for each governmental agency within each county (Government Code Section 56425). Each local agency formation commission is also expected to adopt policies to guide the development and determination of spheres of influence (Government Code Section 56425(a), (d)).~~

~~LAFCOs are required to review sphere documents not less than once every five years (Government Code Section 56425(f)). A commission retains the discretion to update a sphere more frequently as appropriate.~~

~~In addition, local agency formation commissions must prepare municipal service plans within the county or other appropriate areas as designated by each commission (Government Code Section 56430). Municipal service plans are technical studies to review the capability, capacity and ability of agencies to physically and efficiently provide services. A commission is required to conduct the municipal service reviews before, or in conjunction with, but no later than the time it is considering an action to establish or update a sphere of influence (Government Code Section 56430(d)).~~

~~Another part of the process that may occur before a sphere of influence is a pre sphere planning agreement between a county and a city involved with the sphere (Per Government Code Section 56425(b), at least 30 days prior to submitting an application to the commission for a determination of a new sphere of influence, or to update an existing sphere of influence for a city, representatives from the city shall meet with county representatives to discuss the proposed sphere, and its boundaries, and explore methods to reach agreement on the boundaries, development standards, and zoning requirements within the sphere to ensure that development within the sphere occurs in a manner that reflects the concerns of the affected city and is accomplished in a manner that promotes the logical and orderly development of areas within the sphere. If no agreement is reached between the city and county within 30 days, the parties may extend the discussions for an additional 30 days.~~

~~If an agreement is reached between the city and county regarding the boundaries, development standards, and zoning requirements within the proposed sphere, the agreement shall be forwarded to the commission, and the commission shall consider and the commission~~

~~shall give great weight to the agreement in the commission's final determination of the city sphere. If the commission's final determination is consistent with the agreement reached between the city and county, the agreement shall be adopted by both the city and county after a public hearing. Once the agreement has been adopted by the affected local agencies and their respective general plans reflect that agreement, then any development approved by the county within the sphere shall be consistent with the terms of that agreement.~~

~~If no agreement is reached within the 60-day period, the application for a determination of a new sphere of influence or to update an existing sphere may then be submitted to the commission.~~

~~Yolo County has four incorporated cities, and 54 special districts.~~

6.1 TYPES OF SPHERES OF INFLUENCE

Cities and special districts require slightly different approaches to sphere of influence documents. Cities are municipal service providers that are generally created to provide urban services to dense populations at relatively high standard levels. Some special districts, such as community services districts and county service areas can also be created to provide municipal services, but generally on a smaller scale.

Most special districts in Yolo County provide a few specialized services to rural populations and land. For example, water district services tend to be agriculturally related, as is the Resource Conservation District. Fire districts tend to be volunteer and rural in nature. Most Cemetery districts in Yolo County are primarily rural, but the Davis and Winters Cemetery District include the cities of Davis and Winters, respectively.

The agricultural and rural nature of unincorporated Yolo County is reflected in the sphere studies for the smaller special districts. The County's slow growth and strong agricultural conservation policies also tend to limit the growth of the special districts ~~as well. This results in three types of sphere studies.~~

~~1. Incorporated areas — Davis, West Sacramento, Woodland, and Winters plan for municipal services for their current populations and any projected growth. LAFCO will prepare and review the municipal services plan for each of these entities, as well as general and specific plan information and other available research relevant to these spheres and determine the extent and direction of probable, logical and efficient growth for each city.~~

~~City spheres of influence will ordinarily determine two boundaries within each sphere. Growth will be anticipated within ten-year and twenty-year timelines. Each will be used to provide~~

realistic and usable information to LAFCO and other interested parties for guiding growth. The end product, then, will be two parameters for cities:

- (a) ~~Ten year lines/areas that project the immediately foreseeable ongoing growth, and~~
- (b) ~~Twenty year lines/areas, which constitute the probable long term interface between service providers.~~

~~(Sphere of Influence Neither of these lines would **not** demarcate "urban services areas" as described in Government Code Section 56080(a)(2).)~~

~~2. Municipal like Special Districts Community services districts and county service areas that provide various types of municipal services to unincorporated communities will also have ten and twenty year sphere boundaries as described for the cities. LAFCO will again review the municipal services plan for each of these entities, as well as general and specific plan information and other available research relevant to these spheres, and determine the extent and direction of probable, logical and efficient growth for each district.~~

~~3. Rural Special Districts The remaining special districts do not have municipal level services to review. The municipal service reviews will be used to determine what type of services the district is expected to provide and the extent it actually is able to do so.~~

~~In these special districts, the spheres will delineate the service capability and expansion capacity of the agency. The ten year line will represent the ability of the district to provide services within ten years. The twenty year line will show the long term expectations of influence, impact, and control. The sphere may have only one line depending on the projections for the district and the ability to provide services. (there is no legal distinction between 10 and 20 year lines under CKH, its technically meaningless and staff would like to delete this local policy).~~

6.2 CRITERIA - MUNICIPAL SERVICES REVIEW (MSR)

~~In conducting a municipal service review, LAFCO will comprehensively review all of the agencies that provide the identified service or services within the designated geographic area. ***LAFCo may combine cities and/or special districts by the services provided or geography for the purposes of MSR/SOI analysis. A checklist template has been developed by LAFCo staff (see appendices) to streamline the review or can also be used to determine if a service review and/or sphere of influence update is needed.***~~

For each **MSR** geographic area that LAFCo determines to be appropriate for an analysis of the service or services to be reviewed, LAFCo shall prepare a written statement of its **the required** determinations **under Government Code §56430.** with respect to each of the following:

1. ~~Infrastructure needs or deficiencies.~~
2. ~~Growth and population projections for the affected area.~~
3. ~~Financing constraints and opportunities.~~
4. ~~Cost avoidance opportunities.~~
5. ~~Opportunities for rate restructuring.~~
6. ~~Opportunities for shared facilities.~~
7. ~~Government structure options, including advantages and disadvantages of consolidation or reorganization of service providers.~~
8. ~~Evaluation of management efficiencies.~~
9. ~~Local accountability and governance.~~ (noted in state law – these are already outdated)

6.3 CRITERIA - SPHERES OF INFLUENCE (SOI)

In determining the sphere of influence of each local agency, LAFCo will consider and prepare a written statement of its determinations **required under Government Code §56425.** with respect to each of the following:

1. ~~The present and planned land uses in the area, including agricultural and open space lands.~~
2. ~~The present and probable need for public facilities and services in the area.~~
3. ~~The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide.~~
4. ~~The existence of any social or economic communities of interest in the area if LAFCo determines that they are relevant to the agency. (outdated – just reference government code section)~~

LAFCo will consider the following criteria when studying and determining the spheres of influence for the cities and special districts within the County of Yolo (including but not limited to identifying the short term and long term sphere of influence lines):

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- a) Retention and strengthening of community identities, as well as increasing efficiency and conserving resources, by providing essential services within a framework of controlled growth;
 - b) Identification of the county's prime agricultural land and protection of this land through all available devices, such as including controlling the provision of services, requiring infill development first, and preferring non-prime land for growth. Other open-space resources such as stream banks, flood plains, and present and future recreation areas should also be protected for public benefit;
 - c) Creation of realistic and controlled, yet flexible, planning areas into which anticipated services can be expanded as growth requires and as the communities' resources provide;
 - d) Provision of infrastructure systems such as streets, sewers, water, open space for parks and recreation as a product of growth, rather than growth inducing;
 - e) Encouragement of city annexation or incorporation as a means of supplying the full range of urban services as required; and
 - f) Evaluation of the availability and need for basic services in each community and forecast these to meet anticipated population growth, and recommend creation, expansion, consolidation and/or reorganization of districts when need for such change is indicated.

~~County and city general and specific plans are basic documents that can be used to develop both the ten year and twenty year lines. In addition, general and specific plans for the county and its cities are continuously in the process of being reviewed and updated. A base of data needed to meet the criteria for the sphere boundaries often is available or can be extrapolated from planning work as it is completed. It will also be necessary to correlate the growth and service data to verify the information used in the planning studies. (this references some data sources and is not all inclusive, doesn't need to be in policy).~~

6.4 SOI METHODOLOGY

When adopting, amending, or updating a sphere of influence, LAFCo shall do all of the following:

- a) Require the relevant cities or districts to file written statements with LAFCo specifying the functions or classes of services provided by the agencies.

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- b) Establish the nature, location, and extent of any functions or classes of services provided by the existing agencies.

Both the service areas and the final boundaries call for different types and degrees of data.

6.5 SOI ANALYSIS FOR CITIES AND MUNICIPAL-LIKE SPECIAL DISTRICTS

~~A. Ten Year Lines~~

~~The information needed to establish the boundaries *for spheres of influence for cities and municipal-like districts* on-going growth during the next 10 years is as follows:~~

- a) Land Demand for Growth - The data necessary to establish the amount of land (beyond existing boundaries) needed to accommodate the growth projected ~~for determining both the ten year and the twenty year growth areas.~~ While this will furnish the net bulk requirement, additional studies, such as histories of subdivisions, developments, and annexations, and the location and importance of existing open space and agricultural lands, will be needed to indicate the probable location and direction of growth. ~~The data obtained will be organized into schedules at ten-year intervals showing population growth projections for each area and acreage required to satisfy this growth based on present and projected densities.~~ Subtraction of existing undeveloped land capable of development which is already within the city will furnish a net requirement for "new" land. Spot maps and density factors, when available, will assist in interpreting growth data.
- b) Water and Sewer Availability - The ability of each community to provide water and sewer to its service area will be a controlling factor for ~~both the ten and twenty year~~ ***sphere of influence boundaries*** lines. ~~This determination for both areas can usually be concluded at one time.~~ Any agency proposing new development must show the availability of water supplies adequate for projected needs into the future. Sphere of Influence revisions and amendments will need to review water availability before including new territory in a city or municipal special district.

~~Water and sewer mains should be either readily available or planned to be extended within the ten year line. The existing or planned mains of the respective agencies will furnish this information, based on demand generated and subject to the present or revised general plans and zoning ordinances. This data should also furnish the base from which to assess availability to the urban boundaries projected for the twenty year line.~~

Services will not be required to be immediately available for any of the area. An examination of plans for future capital expenditures by the responsible agency will furnish evidence for decisions on whether the service can reasonably be expected to be extended to the area ~~in ten years~~.

- c) Willingness and Ability to Extend Community Services - The willingness and capability of the community to provide services as growth proceeds are two of the factors determining the urban area's future. The ability to provide extension of services should include sufficient revenue for the services required following the proposed boundary change. Data involving police and fire protection, educational facilities, drainage, libraries, health services, solid waste management and other urban-type services which might be needed by the different communities should be analyzed. The study should determine present and projected fire protection, the efficiency and ability for expansion; the flood control effectiveness and its extension to the service and boundary areas; provision for parks and recreation to the expansion area; elementary and high schools and community colleges, existing and planned; solid waste disposal; and any other needed services of a specialized nature to meet individual community needs.
- d) Regional Housing Needs - The sphere study should also consider the agency's policies and approaches to meet its fair share of regional housing needs, if applicable. The agency under review should provide information supporting and explaining how it intends to accommodate and provide necessary governmental services for persons and families of all incomes in the most efficient and effective manner. This information is especially important if the agency proposes or is anticipated to have additional growth through the expansion of its present boundaries.
- e) Growth Incentives and Obstructions - Positive or negative factors regarding growth must be catalogued. Agency policies, expectations, and commitments, involving such factors as existing or planned freeway, road, or public transportation systems, shopping centers, educational facilities, industrial locations, and state and regional park acquisition and development plans that normally affect the amount and direction of growth should be included in the study.
- f) Natural obstacles to growth, including flood plains, unsuitable soils, waterways, etc. restrict expansion into certain areas. "Man-made" obstructions such as roads and highways, Williamson Act preserves, present and planned open-space areas for recreation and parks or buffer zones, need to be analyzed and mapped. If surface supply or ground water safe yield appear not adequate, the service cannot reasonably be

expected to be extended. Further, it may be local policy not to extend such services or otherwise to control or deter growth. This and other possible "development lien" or growth control policies must be examined as limiting factors.

- g) Information From Planning Departments - Land use designations and maps, special district maps, and school locations must be collected and organized and related to the study areas. The history of annexations to cities and special districts demonstrate when and where growth has already occurred and should be referred to as available.
- h) Agricultural Land and Open Space ~~LAFCo has adopted an Agricultural Conservation Policy (Section 4.0) that states:~~

~~"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."~~

All spheres will be written with full review and consideration of the adopted Agricultural Conservation Policy and the LESA Model as appropriate.

- i) Availability of Services. An assessment must be made of the willingness and feasibility of present and future agencies to extend services by agency, for example water capacity and availability, sewers and wastewater treatment facilities, as well as fire, police, drainage, recreation, landscaping maintenance, public utilities, and any other identified requirements within the projected boundary.
- j) Compatibility of Present Legal Boundaries. Existing legal boundaries in and around each community are to be mapped and analyzed as an aid to drawing lines. Special district boundaries, assessor parcels, city boundaries, and any other appropriate legal boundaries should be reviewed. Any planned extension of these areas, including planned capital expansions, should be noted.
- k) Boundaries. The current agency limits should be included in the sphere; however, if circumstances exist that make development of, or provision of services to certain areas unlikely, analysis of removing that area from the agency should be prepared.

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- l) Census Districts. Census information is important for all these analyses. Agency boundaries can often be used in conjunction with the census lines in order to provide a firm statistical base for each community.
 - m) Socioeconomic Interdependency. When information is available from field trips, county planning department, other county agencies and local leaders, the extent of economic, social and political influence of the community upon its surrounding area should be evaluated.

~~B. Twenty Year Lines~~

~~The twenty year line will usually be larger than the ten year line. However, there may be situations that will result in recommendations to reduce existing spheres. Whatever recommendations are made, they should reflect the probable long term configuration of the agency. These studies must be conducted with the realization, however, that no boundary is static.~~

~~To determine the full limits of community growth for the twenty year line the same criteria used to establish the ten year line will be used, but applying longer term expectations based on, in part, population projections and service abilities for the future.~~

6.6 SOI ANALYSIS FOR RURAL SPECIAL DISTRICTS

The previously discussed factors for incorporated areas will be applied, as appropriate, to unincorporated areas, together with the following additional factors:

- a) Recognizable natural or manmade topographic boundaries that tend to bind an area into a geographic unit;
- b) Examination of services and political boundaries that lend identity, including but not limited to postal zones, school, library, sewer, water, census, fire, parks and recreation, and waste disposal;
- c) Examination of the identified services furnished by the special district compared to those furnished by the County; and
- d) Projected ability to provide existing services, possible need for additional services in the near future and ability to receive more efficient services through mutual aide, consolidation, reorganization or other structural organization changes.

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- e) **The SOI analysis** ~~Ten-year and twenty-year lines~~ will consider population projections of the agency under consideration. This will provide some flexibility to the local agency for planning growth. ~~The ten-year line area will be limited to the acreage that reasonably can be expected to develop fairly soon, based on current policies and trends. The twenty-year line area will reflect a maximum outlook for eventual expansion.~~

6.7 LOCATING THE BOUNDARIES

~~The manner in which the final lines are drawn is the key to general acceptance of the policy that is involved. Location of the boundaries guide LAFCo to important policies affecting annexation, creation of special districts, the extension of urban services, and incorporation. The final maps that will appear for each review agency will be general guidance documents only. Precise interpretation will be on a case by case basis.~~ The following guidelines will be used both in the delineation of the boundaries and in their interpretation:

- a) Where the sphere boundary follows a street, road, highway or railroad it will be interpreted to follow the complete right-of-way for that thoroughfare the entire road or street.
- b) When sphere boundaries are not located on streets, roads, highways, or railroads, they are intended to follow man-made boundaries (in particular, assessor parcel lines), or natural boundaries (rivers, irrigation and navigation channels, natural drainage basins and flood channels, flood control levees, etc.).
- c) When these aids are not present, the method of determining the boundary will be explained on the map or subsequently determined by LAFCo as the need arises.

6.8 CONSIDERATION OF OTHER YOLO LAFCO POLICIES

LAFCo has adopted Standards of Evaluation for boundary changes, an Agricultural Conservation Policy and a Land Evaluation and Site Assessment model by which proposals are examined. These policies and relevant considerations will be incorporated into the preparation of both the Municipal Service Reviews and Sphere of Influence studies.

6.9 AGENCY CONSULTATION

Recommendations involving policy changes, legal boundary adjustments, changes in governmental form, and proposals for implementation of the recommendations, will be developed in cooperation with the cities, county, special districts and other affected agencies.

~~The need for changes will appear as the studies progress. The staff will keep a file covering each proposal, including at least the following:~~

- ~~1. The area, agency or subject involved.~~
- ~~2. The originating source.~~
- ~~3. The nature of each identified problem and proposed solution~~

The spheres will be provided, in draft, to the affected agencies and other interested parties before presentation to the Commission. Final recommendations will be made after consultation with area residents, landowners, and agency leaders.

6.10 PUBLIC COMMENT

For each document, citizen participation will be established sufficiently early to assure local comment. This input shall be received from members of the communities, landowners affected by recommendations, and any other residents of the area as well as any staff or volunteer of the agency under review. Discussions with the leaders of all entities will be used to identify initial problem areas, and obtain the agencies' growth plans and service capabilities.

The purpose and implications of the study and the information contribution of local leaders will be emphasized in these discussions. Through these interviews, the sphere of influence boundaries will endeavor to be consistent not only with LAFCo policy, but in the best interest of the subject agency and its inhabitants.

6.11 LAFCO ACTION ON SPHERES OF INFLUENCE

Final decisions on the sphere of influence boundaries will be determined by LAFCo at a duly noticed public hearing. The Commission will make the final determination of the actual sphere lines, based on staff analysis, public input, and other relevant factors.

Whether or not an agreement is reached ***regarding the boundaries, development standards, and planning and zoning requirements within a proposed sphere***, LAFCo retains the discretion to adopt a sphere of influence as it determines to be appropriate under the circumstances, and shall consider a sphere of influence for the city consistent with the policies adopted by the Commission pursuant to Government Code § 56425.

6.12 REVIEW TIMEFRAME

Government Code § 56425(g) requires that each sphere of influence be reviewed every five years. This review period does not preclude LAFCo, agencies or other interested parties from requesting an earlier update for any sphere of influence if needed prior to the five-year timeframe. ***Occasionally, some reviews may be scheduled longer than every five years, depending on countywide agency priorities. The Commission adopts a work plan every year which includes a schedule for MSR/SOI completion.***

CONCLUSION

~~The Yolo County municipal service reviews and spheres of influence will be prepared for all governmental agencies under LAFCO purview. The basis for the spheres will be the information gathered from general and specific plans, census data, any special or historical data, and community and agency input. The evaluations will also include the application of other policies adopted by LAFCO.~~

7.0 APPENDIX

7.1 LAND EVALUATION AND SITE ASSESSEMENT MODEL

See Attached.

7.2 MSR/SOI CHECKLIST TEMPLATE

See Attached.

COUNTY OF YOLO
LOCAL AGENCY FORMATION COMMISSION
LAND EVALUATION AND SITE ASSESSEMENT
LESA

I. Introduction

The following Yolo County Land Evaluation and Site Assessment (LESA) Model has been designed as a potential planning tool to assist in making decisions concerning the relative significance of agricultural land resources. The model itself is rooted in concepts originally devised at the federal level, but has been customized to address the unique agricultural resource issues of Yolo County.

Background on LESA on the National Level

In 1981, the federal Resources Conservation Service (NRCS), known at the time as the Soil Conservation Service, released a new system that was designed to provide objective ratings of the agricultural suitability of land compared to demands created by nonagricultural uses of land. The rating system became known as Land Evaluation and Site Assessment, or LESA. Soon after it was designed, LESA was adopted as a procedural tool at the federal level for identifying and addressing the potential adverse effects of federal programs (e.g., funding of highway construction) on farmland protection. The Farmland Protection Policy Act of 1981 (Public Law 97-98) spells out requirements to ensure that federal programs, to the extent practical, are compatible with state, local and private programs and policies to protect farmland, and calls for the use of LESA to aid in this analysis. Typically, staff of the NRCS is involved in performing LESA scoring analyses of individual projects that involve other agencies of the federal government.

Local adaptation of LESA Models

Since its inception, the LESA approach has received substantial attention from state and local governments as well. Nationwide, over two hundred jurisdictions have developed local LESA methodologies. One of the attractive features of the LESA approach is that it is well suited to being modified to reflect regional and local conditions. Typical local uses of LESA have included assisting in decision-making concerning the siting of projects, alterations in land zoning, and sphere of influence determinations. LESA is also increasingly being utilized for farmland protection programs, such as the identification of priority areas to concentrate conservation easement efforts.

Common Features of all LESA Models

All LESA models are based upon the identification of factors that can be linked to the relative significance of agricultural land resources. Factors are classified as two types: (1) Land Evaluation factors, focusing on the inherent qualities of soil (and sometimes water) resources, utilizing information that is commonly found within modern soil surveys; and (2) Site Assessment factors, which typically deal with social, political, and geographic issues that are also considered important

measures of agricultural significance, such as parcel size and proximity to urban areas.

Within a given LESA model, each factor is provided with a definition of how it is to be measured, and a point scale assigned. Increasingly, LESA models rate each factor on a 100-point scale, with 0 points being assigned to factors with very low values, and highest value ratings attaining up to 100 points. Once all factors have been rated (scored) each factor becomes weighted to determine its relative importance to all of the other factors being used. As a simple example, there may be two Land Evaluation factors and two Site Assessment factors in a given model, three of which are each weighted at 30% of the total value, and the final factor weighted at 10% of the total value. The actual number of factors being rated is very flexible, and will depend upon local conditions. The important detail is that the sum of the percentages (weights) of each score must add up to 100%. In this way a single numeric score (e.g., 75 points out of 100 possible points) will be attained when all of the weighted factors are summed.

Development of the Draft Yolo County LESA model

The Draft Yolo County LESA model was developed utilizing the procedures outlined above. Land Evaluation factors include information on the USDA Land Capability Classification and Storie Index Ratings for soils mapped within the Yolo County Soil Survey, as well as a measure of irrigation availability derived from the Department of Conservation's Important Farmland Map for Yolo County. The Site Assessment factors include measurements of parcel size, proximity to built-up areas and the potential for urban conflict, and the zoning designations of all parcels directly adjacent to the parcel in question.

The following text provides specific instructions for the actual measurement and weighting of each of these factors that were developed following field-testing of the Model on selected parcels throughout Yolo County.

II. Required Resources and Information

The Yolo County Land Evaluation and Site Assessment (LESA) model requires a series of straightforward measurements and calculations to score a given project. Listed below are the materials that will generally be needed to make these determinations.

A. Land Evaluation calculations require:

- An accurate map of the project, such as a parcel map. Parcel map books are available for review at the Yolo County Planning Department.
- A Yolo County Important Farmland Map produced biennially by the California Department of Conservation (DOC). These maps are available upon request from DOC, and are also available for review at the Yolo County LAFCO and Farm Bureau offices.
- The Soil Survey of Yolo County, California (USDA Soil Conservation Service, 1971), available for review at the Natural Resources Conservation Service, UC Davis Shields Library, etc.

- A planimeter for making acreage determinations of irregularly shaped units.
- A Land Evaluation Worksheet (included in the Appendix).

B. Site Assessment Calculations Require:

- A photocopy of the appropriate page from the Yolo County Addressing System.
- Access to current zoning maps. These are available in the Yolo County Planning Department.
- A planimeter, compass and engineer's scale.
- A Site Assessment Worksheet (included in the appendix).

Additionally, the Yolo County Planning Department has developed a County Geographic Information System (GIS) that includes considerable land resource information. The GIS has the capability to calculate many of the specific acreage figures that are needed to operate the Yolo County LESA Model, thereby simplifying the procedure for obtaining a LESA score for a given project.

III. Yolo County LESA Factor Scoring

A. Scoring of Land Evaluation Factors

The Yolo County LESA includes three Land Evaluation factors that are separately rated:

1. Land Capability Classification Rating
2. Storie Index Rating
3. Irrigated Farmland Rating

Identifying A Project's Soils

In order to utilize the Land Capability Classification and Storie Index factors in the Yolo County LESA Model, it is first necessary to identify the soils that exist on a given project and determine their relative proportions. A Land Evaluation Worksheet (included in Appendix 3) is utilized to tabulate these figures, based upon the following instructions:

1. Locate the project on the appropriate map sheet in the Soil Survey.
2. Photocopy the map sheet or trace the project boundaries and the soil series map unit polygons and symbols (see Appendix 1) from the Soil Survey of Yolo County. Clearly delineate the project boundaries. [This process is fairly easy since the parcels are usually farmed in such a way that they have a distinct outline in the aerial photo that matches the parcel outline. If it is too difficult to distinguish the project boundaries on the map, they will have to be measured, paying close attention to the map scale].
3. Use the planimeter directly on the photocopied or traced map to determine the percentage of the area represented by each soil type (each soil type will have a different map unit symbol). {Trace each map unit with the planimeter three times and then average the area measured. It is important that the

appropriate scale conversion be set on the planimeter, and that measurements be made in the unit of acres}.

- 4 Identify all of the soil types contained within the project and enter the corresponding map unit symbol for each of these in Column A of the Land Evaluation Worksheet.
5. Calculate the area of each soil type with the planimeter and enter the acreage figure in Column B of the Worksheet.
6. Sum Column B to get the total area of the project and enter this amount in the box at the bottom. Crosscheck the sum by calculating the total area with the planimeter. (Note: This figure should also be close to the size designated on the parcel map.)
7. Divide the area of each soil type by the total are to get the percentage of each soil type that comprises the project. Enter the percentages in Column C. they should add up to 100%.

The Land Capability Classification Rating

- 1 In the Guide to mapping units, following page 102 in the Soil Survey of Yolo County, identify the Land Capability Classification (LCC) designation (e.g., IV-e) for each soil type that has been identified in the project, and enter it in column D of the Land Evaluation Worksheet.
2. Table 1 provides a conversion of the Land Capability Classification to a numeric score, based upon 100 points. Determine the Land Evaluation point value for each LCC from Table 1 for each soil type. Enter these point values in Column E of the Land Evaluation Worksheet.

Table 1. Conversion of Land Capability Classification units

LCC	I	Ile	Ils,w	IIle	IIls,w	IVe	IVs,w	V	VI	VII	VIII
Points	100	90	80	70	60	50	40	30	20	10	0

3. Multiply the percentage of each soil type (Column C) by the LCC points (column E) and enter the results in Column F.
4. Sum the points in Column F to obtain a single LCC score for the project

The Storie Index Rating

1. As is done with the Land Capability Classification Rating, find the Storie Index Rating (SIR) for each soil type in the Guide to mapping units, following page 102 in the Soil Survey of Yolo County. Enter these numeric ratings in Column G of the Land Evaluation Worksheet.
2. Multiply the percentage of each soil type (Column C) by the SIR (Column G) and enter the value in Column H.
3. Sum the points in Column H to get a single SIR score for the project.

The Irrigated Farmland Rating

Under the Important Farmland protocols that have been created, lands that are identified as being either Prime Farmland or Farmland of Statewide Importance, must by definition have been irrigated during the previous four years (Important Farmland maps are updated every two years). In this way, the Yolo County Important Farmland Map can be utilized as an easy and straightforward way of identifying irrigated croplands.

1. Utilizing the Yolo County Important Farmland Map to locate and delineate the project.
2. Estimate if $\geq 50\%$ or $\leq 50\%$ of the project perimeter is bordered by irrigated farmland, denoted by the symbols P and S for Prime Farmland and Farmland of Statewide Importance, respectively. (Only Prime Farmland and Farmland of Statewide Importance are considered to be irrigated in this model).
3. Estimate the percentage of the project itself that is irrigated (the percentage of the project that is defined as Prime Farmland or Farmland of Statewide Importance), utilizing a planimeter or other method.
4. Utilizing Table 2, determine the Irrigated Farmland Rating for the project, and enter this figure on the Land Evaluation Worksheet.

Table 2. Irrigated Cropland Rating

Percentage of project that is irrigated	Score if 50% surrounded by irrigated farmland	Score if $\leq 50\%$ surrounded by irrigated farmland
75-100	100	100
50-74	80	60
1-49	80	40
0	80	0

B. Scoring of Site Assessment Factors

The Yolo County LESA Model includes three Site Assessment Factors that are separately scored:

1. Project Size Rating
2. Separation from Urban Conflict Rating
3. County Zoning Rating

A Site Assessment Worksheet is included in the Appendix to facilitate the scoring of these factors.

The Project Size Rating

1. Utilizing the same information collected for the different soil types identified for a given project (tabulated in Column C of the Land Evaluation Worksheet), determine the total acreage in each of three subsets: Class I and II soils; Class III soils; and Class IV or lower soils as defined by USDA LCC. Enter the acreage figures for each subset in the appropriate space on the Site Assessment Worksheet.
2. Use Table 3 to assign a point score for each of the three subsets of soils that may be found to exist in a given project. Determine which subset yields the highest score. This figure is used as the Project Size Rating, and is entered in the Site Assessment Worksheet. (For example, a given project may consist of 100 total acres, 50 of which are LCC Class I and II soils, and the remaining 50 being LCC Class III soils. In this case, the Class I and II soils would yield a score of 80 points, while the Class III soils would yield a score of 60 points. The higher score is created by the Class I and II soils, and this score [80 points] is the one that is then used to define the Project Size Rating for this project).

Table 3. Project Size Scores

Class I and II		Class III		Class IV or Lower	
<u>Acreage</u>	<u>Points</u>	<u>Acreage</u>	<u>Points</u>	<u>Acreage</u>	<u>Points</u>
≥80	100	≥160	100	≥320	100
60-80	90	120-160	90	240-320	80
40-59	80	80-119	80	160-239	60
20-39	50	60-79	70	100-159	40
10-19	30	40-59	60	40-99	20
≤10	0	20-39	30	≤40	0
		10-19	10		
		≤10	0		

The Urban Separation Rating

The percentage of the area (acreage) of a project that is beyond 500 feet of groups of 5 or more residential units is used as a measure of a project's separation from urban areas and potential urban conflict.

1. Locate the appropriate quadrant(s) (i.e., N19) for the project on the Yolo County Addressing System Field Binder Master Key (see Appendix 1).
2. Obtain a photocopy of the necessary page(s) from the Yolo County Planning Department (quadrant N19 is page N19). Sometimes an inset is needed as well.

3. Draw the boundaries of the project on the map. Locate all the cluster of 5 or more residential units within 500 feet of the edges of the project. Use a compass or engineer's scale to delineate the entire project that is within 500 feet of the edges of the units.
4. Using a planimeter, calculate the ratio of the project's area that is outside of the 500-foot delineation compared to the total project area. Multiply by 100 to obtain the Urban Conflict Rating, and enter this figure in the Site Assessment Worksheet. (For example, a project with 90% of its area outside the 500-foot delineation would receive an urban conflict score of 90.) Simply stated, a high score under the Urban Separation Rating is the result of a low proportion of a site being in close proximity to residential areas.

The County Zoning Rating

1. Use the parcel map(s) to help locate the project on the county zoning maps maintained by the Yolo County Planning Department. Determine whether or not the project is zoned AP. Identify the zoning of all of the parcels that are immediately adjacent to the project. Note exactly where the zoning changes occur along the project perimeter.
2. Measure the perimeter of the project and determine the proportion of the perimeter that is immediately adjacent to AP zoned parcels.
3. Calculate the ratio of the portion of the perimeter adjacent to AP zoning to the entire perimeter.
4. Derive the County Zoning Rating from Table 4.

Table 4. County Zoning Rating Scores

Project Zoning	Perimeter Zoning	Zoning Score
Zoned AP	≥75% of perimeter zoned AP	100
Zoned AP	50-74% of perimeter zoned AP	75
Zoned AP	≤49% of perimeter zoned AP	50
not zoned AP	≥75% of perimeter zoned AP	100
not zoned AP	50-74% of perimeter zoned AP	50
not Zoned AP	≤49% of perimeter zoned AP	0

IV. Weighting of Land Evaluation and Site Assessment Factors

Each of the Land Evaluation and Site Assessment factors is rated on a separate 100-point scale. Once this rating has been completed, the factors are weighted to define their relative significance in creating a single LESA score for a given project.

Individual Factor Weights

Each of the Yolo County LESA factors has been weighted according to the following:

<u>Land Evaluation Factors</u>	
Land Capability Classification	20%
Storie Index	20%
Water	10%
Land Evaluation Subtotal	50%
<u>Site Assessment Factors</u>	
Project Size	20%
Urban Separation	15%
County Zoning	15%
Site Assessment Subtotal	50%
Total LESA Factor Weighting	100%

In the Yolo County LESA, weighting is equally divided between the Land Evaluation factors and the Site Assessment factors (each represents 50% of the total score). For a given project, each factor's previously derived score is multiplied by the assigned weighting. The summation of each of these six weighted scores yields a single LESA score for the project, based upon 100-point scale.

V. Thresholds

The Yolo county LESA Model provides scoring thresholds that can divide agricultural land resources into four basic categories. These thresholds have been based on extensive field testing of the Model in Yolo County. The grouping are the following:

≥75 Points:	Tier 1 Agricultural Resource - the very highest agricultural importance
60-74 Points	Tier 2 Agricultural Resource - high agricultural importance
40-59 Points	Tier 3 Agricultural Resource - moderate agricultural importance
≤40 Points	Tier 4 Agricultural Resource - low agricultural importance

These thresholds are best suited for analysis of broad land use designations, such as those made under sphere of influence studies. For more specific parcel by parcel studies, such as for consideration of annexations, LESA thresholds that are based upon the individual LE and SA scores may be in order. In this way, given project would need to attain minimum score under both the LE and SA scores, in addition to the cumulative score. This reduces the likelihood of the skewing of scores (e.g. project with receiving score of 60, but with LE and SA subscores of 10 and 50).

VI. Appendix

Appendix 1 - Samples of Needed Base Information for LESA Rating

1. Zoning Map Designations
2. Soil Survey Map
3. Addressing Page

Appendix 2 - Examples of completed LESA Rating Worksheets

Examples of completed LESA Rating Worksheets

1. Land Evaluation Worksheet
2. Site Assessment Worksheet
3. Combined LESA Score Sheet

Appendix 3 - Blank LESA Worksheets

1. Land Evaluation Worksheet
2. Site Assessment Worksheet
3. Combined LESA Score Sheet

**COUNTY OF YOLO
LOCAL AGENCY FORMATION COMMISSION**

**LESA MODEL
LAND EVALUATION WORKSHEET**

(See Yolo County LESA narrative for detailed scoring instructions)

Name of Project: _____

1. Land Capability Classification, and 2. Storie Index Scoring

A	B	C	D	E	F	G	H
Soil Type (map unit)	Area	% (B/total area)	LCC	LCC points	LCC Score (C*E)	SIR	SIR Score (C*G)
Total Area				LCC Score		SIR Score	

LCC Point Assignment Table

LCC	I	Ile	Ils,w	IIle	IIls,w	IVe	IVs,w	V	VI	VII	VIII
Points	100	90	80	70	60	50	40	30	20	10	0

3. Irrigated Farmland Scoring

Total area of project _____(a)

Area of project that is irrigated _____ (b)

(b) / (a) x 100 = _____ % of project that is irrigated

Length of project perimeter _____ (c)

Length of perimeter adjacent to irrigated farmland _____ (d)

(d) / (c) x 100 = _____ % surrounded by irrigated farmland

See table below for appropriate Irrigated Farmland Score.

Irrigated Farmland Score _____

Percentage of project that is irrigated	Score if 50% surrounded by irrigated farmland	Score if ≤50% surrounded by irrigated farmland
75-100	100	100
50-74	80	60
1-49	80	40
0	80	0

COUNTY OF YOLO
LOCAL AGENCY FORMATION COMMISSION

LESA MODEL
SITE ASSESSMENT WORKSHEET

(See Yolo County LESA narrative for detailed scoring instructions)

Name of Project: _____

1. Project Size

	Acres	Points
Class I and II Acres	_____	_____
Class III Acres	_____	_____
Class IV or Lower Acres	_____	_____
Project Size Score _____		

Project Size Scoring

Class I and II		Class III		Class IV or Lower	
<u>Acreage</u>	<u>Points</u>	<u>Acreage</u>	<u>Points</u>	<u>Acreage</u>	<u>Points</u>
≥80	100	≥160	100	≥320	100
60-80	90	120-160	90	240-320	80
40-59	80	80-119	80	160-239	60
20-39	50	60-79	70	100-159	40
10-19	30	40-59	60	40-99	20
≤10	0	20-39	30	≤40	0
		10-19	10		
		≤10	0		

2. Urban separation

(Area of project not in urban conflict) / (total area if project) X 100 = Separation from Urban Conflict Score)

(_____) / (_____) X 100 = Urban separation Score

Urban Separation Score _____

SITE ASSESSMENT WORKSHEET (continued)

Name of Project: _____

3. County Zoning

Is project, or portion of project zoned AP? Yes No

Total length of project perimeter _____ (a)

Length of perimeter directly adjacent to AP zoning _____ (b)

(b) / (a) X 100 = _____ % of perimeter zoned AP

See table below for appropriate zoning score.

County Zoning Score _____

County Zoning Scoring

Project Zoning	Perimeter Zoning	Zoning Score
Zoned AP	≥75% of perimeter zoned AP	100
Zoned AP	50-74% of perimeter zoned AP	75
Zoned AP	≤49% of perimeter zoned AP	50
not zoned AP	≥75% of perimeter zoned AP	100
not zoned AP	50-74% of perimeter zoned AP	50
not Zoned AP	≤ 49% of perimeter zoned AP	0

COUNTY OF YOLO
 LOCAL AGENCY FORMATION COMMISSION
 LESA MODEL
 COMBINED LAND EVALUATION AND
 SITE ASSESSMENT PROJECT SCORE SHEET

Score X Weight = Weighted
Score

Land Evaluation

Land Capability Classification _____ X (0.20) = _____

Storie Index Rating _____ X (0.20) = _____

Irrigated Farmland _____ X (0.10) = _____

Site Assessment

Project Size _____ X (0.20) = _____

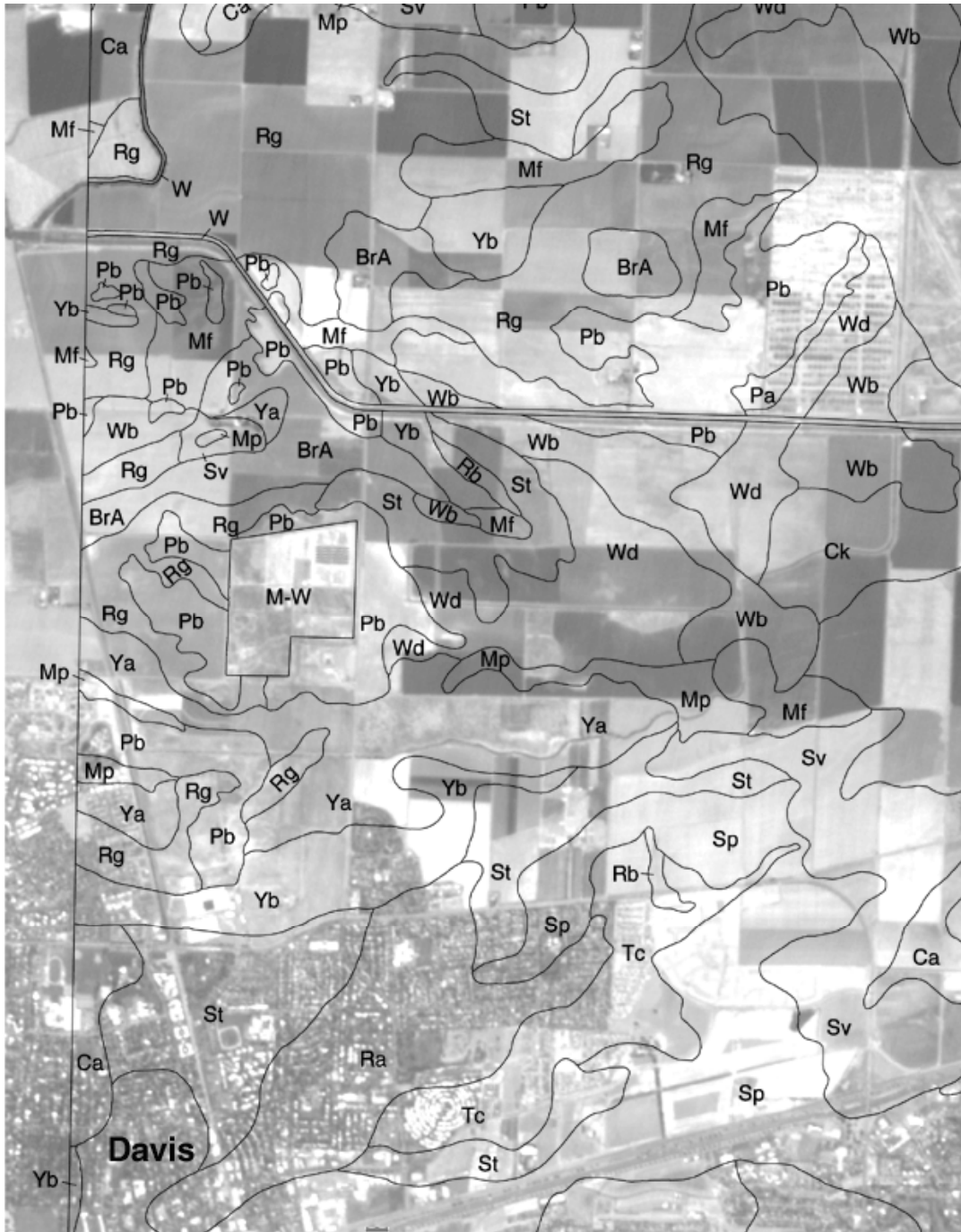
Separation from Urban Conflict _____ X (0.15) = _____

County Zoning _____ X (0.15) = _____

Sum the above weighted scores to obtain the Total LESA Score.

Total LESA Score _____

Soil Survey of Yolo County, CA - Davis



2014

MUNICIPAL SERVICE REVIEW
AND SPHERE OF INFLUENCE
STUDY

FOR THE

[insert]





Project Name: MSR/SOI for

LAFCo Project No. S

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

Date:

Subject Agency:

Agency Address:

Agency Contact Person:

Phone Number:

**Date of Last MSR/ SOI
Adopted by LAFCo**

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MSR/SOI BACKGROUND

ROLE AND RESPONSIBILITY OF LAFCO

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

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

PURPOSE OF A MUNICIPAL SERVICE REVIEW

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

1. Growth and population projections for the affected area;
2. The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere of influence;

3. Present and planned capacity of public facilities, adequacy of public services, and infrastructure needs or deficiencies including needs or deficiencies related to sewers, municipal and industrial water, and structural fire protection in any disadvantaged, unincorporated communities within or contiguous to the sphere of influence;
4. Financial ability of agencies to provide services;
5. Status of, and opportunities for, shared facilities;
6. Accountability for community service needs, including governmental structure and operational efficiencies; and
7. Any other matter related to effective or efficient service delivery, as required by commission policy.

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

PURPOSE OF A SPHERE OF INFLUENCE

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

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

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

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

1. The present and planned land uses in the area, including agricultural and open-space lands.

2. The present and probable need for public facilities and services in the area.
3. The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide.
4. The existence of any social or economic communities of interest in the area if the commission determines that they are relevant to the agency.
5. For an update of an SOI of a city or special district that provides public facilities or services related to sewers, municipal and industrial water, or structural fire protection, the present and probable need for those public facilities and services of any disadvantaged unincorporated communities within the existing sphere of influence.

DISADVANTAGED UNINCORPORATED COMMUNITIES

SB 244 (Chapter 513, Statutes of 2011) made changes to the CKH Act related to “disadvantaged unincorporated communities,” including the addition of SOI determination #5 listed above. Disadvantaged unincorporated communities, or “DUCs,” are inhabited territories (containing 12 or more registered voters) where the annual median household income is less than 80 percent of the statewide annual median household income.

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

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

ORGANIZATION OF MSR/SOI STUDY

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

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

AGENCY PROFILE

Describe the agency, its location, history, number of employees, structure, services it provides, etc.. Use points and reference roads, (for example ... north of the City of Davis between CR 27 and CR 31....). Include a map of the existing agency boundary (including SOI boundary)

[Insert Figure 1 – Location Map]

AFFECTED AGENCIES

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

The affected local agencies for this MSR/SOI are:

County/Cities:

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

County Service Areas (CSAs)

- Dunnigan, El Macero, Garcia Bend, Madison-Esparto Regional CSA (MERCSA), North Davis Meadows, Snowball, Wild Wings, and Willowbank

School Districts:

- Davis Joint Unified
- Esparto Unified
- Pierce Joint Unified
- River Delta Unified
- Washington Unified
- Winters Joint Unified
- Woodland Joint Unified
- Los Rios Community College District
- Solano Community College District
- Yuba Community College District

Special Districts:

- Cemetery District – Capay, Cottonwood, Davis, Knight’s Landing, Mary’s, Winters
- Community Service District – Cacheville, Esparto, Knight’s Landing, Madison
- Fire Protection District – Capay, Clarksburg, Dunnigan, East Davis, Elkhorn, Esparto, Knights Landing, Madison, No Man’s Land, Springlake, West Plainfield, Willow Oak, Winters, Yolo, Zamora
- Sacramento-Yolo Port District
- Reclamation District – 150, 307, 537, 730, 765, 785, 787, 827, 900, 999, 1600, 2035, 2076, 2120
- Yolo County Resource Conservation District
- Water District – Dunnigan, Knight’s Landing Ridge Drainage, Yolo County Flood Control & Water Conservation

Multi-County Districts:

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

MUNICIPAL SERVICE REVIEW

POTENTIALLY SIGNIFICANT MSR DETERMINATIONS

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

- | | |
|--|--|
| <input type="checkbox"/> Growth and Population | <input type="checkbox"/> Shared Services |
| <input type="checkbox"/> Disadvantaged Unincorporated Communities | <input type="checkbox"/> Accountability |
| <input type="checkbox"/> Capacity, Adequacy & Infrastructure to Provide Services | <input type="checkbox"/> Other |
| <input type="checkbox"/> Financial Ability | |

1. GROWTH AND POPULATION

Growth and population projections for the affected area.	YES	MAYBE	NO
a) Is the agency's territory or surrounding area expected to experience any significant population change or development over the next 5-10 years?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Will population changes have an impact on the subject agency's service needs and demands?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Will projected growth require a change in the agency's service boundary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Discussion:

a) Describe the current and projected population.

Describe any reasonably foreseeable development projects in the territory or surrounding area over the next 5-10 years.

b)

c)

Growth and Population MSR Determination

Summary/concluding statement regarding the determination as a whole for use in staff reports, resolutions, findings, etc.

SUGGESTED REFERENCES:

- U.S. Census Bureau- American Fact Finder- *Current Population*
<http://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml>
- U.S. Department of Finance- Population Projections
<http://www.dof.ca.gov/research/demographic/reports/view.php#objCollapsiblePanelProjectionsAnchor>
- City and/or County General Plans
- City and/or County planning departments

2. DISADVANTAGED UNINCORPORATED COMMUNITIES

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

	YES	MAYBE	NO
a) Does the subject agency provide public services related to sewers, municipal and industrial water, or structural fire protection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Are there any "inhabited unincorporated communities" (per adopted Commission policy) within or adjacent to the subject agency's sphere of influence that are considered "disadvantaged" (80% or less of the statewide median household income)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) If "yes" to both a) and b), it is feasible for the agency to be reorganized such that it can extend service to the disadvantaged unincorporated community (if "no" to either a) or b), this question may be skipped)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Discussion:

- a) Please see agency profile. A "yes" response indicates that the agency provides a service that may trigger the provisions of SB 244 and a LAFCo determination regarding any disadvantaged unincorporated communities within or adjacent to the agency's sphere of influence is required. A "no" response indicates that the provisions of SB 244 would not apply to a SOI update, if applicable.
- b) The term "Inhabited Unincorporated Communities" is defined per Commission adopted policy as those areas on the County of Yolo 2030 General Plan Land Use Map (see Figures LU-1B through LU-1H) that contain land use designations that are categorized as Residential by Table LU-6. The communities of Rumsey and West Kentucky are also included in this definition (even though the current land use designations are Agriculture (AG) and

Commercial Local (CL) respectively) because their existing uses are residential. These communities are as follows:

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

If any of the above listed communities are located within the agency's territory or surrounding area:

- Describe the current statewide median household income. Define what 80% of that would be, in order to determine the median household income threshold for being defined as a disadvantaged unincorporated community.
- Provide median household income data on the inhabited unincorporated community, if applicable, and determine if they are considered "disadvantaged unincorporated communities" according to SB 244.
- Describe the location and characteristics of the DUC.

If none of these communities are located within or surrounding the agency's territory, just say so and income information is not needed.

c) Is there any way to extend services to the DUC? Is it feasible?

Disadvantaged Unincorporated Communities MSR Determination

Summary/concluding statement regarding the determination as a whole for use in staff reports, resolutions, findings, etc.

SUGGESTED REFERENCES:

- U.S. Census Bureau- Median Household Incomes
<http://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml>

3. CAPACITY AND ADEQUACY OF PUBLIC FACILITIES AND SERVICES

Present and planned capacity of public facilities, adequacy of public services, and infrastructure needs or deficiencies including needs or deficiencies related to sewers, municipal and industrial water, and structural fire protection in any disadvantaged, unincorporated communities within or contiguous to the sphere of influence.

	YES	MAYBE	NO
a) Are there any deficiencies in agency capacity to meet service needs of existing development within its existing territory?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

YOLO LAFCo MUNICIPAL SERVICE REVIEW/SPHERE OF INFLUENCE STUDY

b) Are there any issues regarding the agency's capacity to meet the service demand of reasonably foreseeable future growth?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Are there any concerns regarding public services provided by the agency being considered adequate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Are there any significant infrastructure needs or deficiencies to be addressed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Are there changes in state regulations on the horizon that will require significant facility and/or infrastructure upgrades?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) Are there any service needs or deficiencies for disadvantaged unincorporated communities related to sewers, municipal and industrial water, and structural fire protection within or contiguous to the agency's sphere of influence?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Discussion: (responses can be combined if appropriate)

- a)
- b)
- c)
- d)
- e)
- f)

Capacity and Adequacy of Public Facilities and Services MSR Determination

Summary/concluding statement regarding the determination as a whole for use in staff reports, resolutions, findings, etc.

For "NO" responses: Be brief but clearly demonstrate why the answer is no.

For "YES" or "MAYBE" responses: Discuss the reasoning for your response in detail.

Responses may require discussion of the following issues:

- Describe the organization's service delivery system, including any infrastructure or facilities.
- Discuss any complaints filed by community members or neighboring organizations.
- Discuss any compliance issues with State regulations.
- Describe the potential for future population growth or development, and discuss the organization's ability to meet the expanding service delivery demands that will

accompany that growth. In particular, consider infrastructure or staffing expansions that will be required to meet the additional demand for services.

- Describe both near-term and long-term infrastructure needs and deficiencies.
- Discuss the organization’s plan for dealing with upcoming infrastructure needs and deficiencies.
- If the agency provides sewer, municipal and industrial water, or structural fire protection services, describe any disadvantaged unincorporated communities within or contiguous to the organization’s sphere of influence. Describe the level and adequacy of services that these communities are receiving and identify any service deficiencies that should be addressed.

SUGGESTED REFERENCES:

- Yolo County General Plan
<http://www.yolocounty.org/Index.aspx?page=1514>
- Agency General Plan, Facility Master Plan or Capital Improvement Plan

4. FINANCIAL ABILITY

Financial ability of agencies to provide services.

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

Yolo LAFCo

MSR/SOI for xxxxxx
Date

Discussion:

a) **Budget:**

Describe the organization's budget cycle, who is responsible for approving the organization's budget, and whether budgets are passed regularly and on-time.

Discuss whether the organization has regular independent audits.

Describe the organization's major expenditure categories (Include a 5-year trend chart).

Discuss how the expenditures have changed since the previous MSR/SOI.

Discuss any opportunities to reduce expenditures.

Describe the organization's major revenue sources (Include a 5-year trend chart).

Describe any grants or donations the organization has received since the previous MSR/SOI.

Discuss how revenues have changed since the previous MSR/SOI.

Discuss the stability of the revenue sources.

Discuss any opportunities to increase revenues.

Describe the organization's "revenues less expenditures" and end of year fund balances (Include a 5-year trend chart).

b) **Reserves:**

Describe the organization's reserve and contingency fund balances (Include a 5-year trend chart).

Describe the organization's reserve and/or contingency fund policies.

Discuss whether the organization regularly contributes to the reserve, and if so, how much.

Discuss whether the organization has used its reserve or contingency fund recently.

Discuss whether the organization's level of reserve is adequate to protect against unexpected events or upcoming significant costs.

c) **Rate/Fee Schedule:**

Describe the organization's rate/fee schedule.

Discuss when the rate/fee schedule was adopted, and describe any recent efforts to alter the rate/fee schedule.

Compare the organization's rate/fee schedule to other organization's providing similar services in the region.

Describe the relationship between the rate/fee structure and level of service.

d) **Infrastructure Maintenance and Replacement:**

Describe the organization's capital improvement plan and/or infrastructure maintenance and replacement schedule.

Discuss whether the organization is on track with the timeline outlined in its infrastructure plan.

Discuss the organization's plans for funding upcoming maintenance and replacements.

e) **Financial Policies:**

Describe the organization's financial policies.

Discuss whether the policies are in keeping with best practices.

Discuss when the policies were adopted, and if they are appropriately updated.

f) **Debt:**

Describe any debt that the organization is currently repaying, including the total original amount and remaining balance, type of debt, interest rate, use of debt, and payment schedule.

Describe any debt that has been paid off by the organization since the most recent MSR/SOI.

Discuss any debt the organization expects to incur in the near future.

Describe the organization's debt management policy.

Financial Ability MSR Determination

Summary/concluding statement regarding the determination as a whole for use in staff reports, resolutions, findings, etc.

For "NO" responses: Be brief but clearly demonstrate why the answer is no, cite sources, etc.

For "YES" or "MAYBE" responses: Discuss the reasoning for your response in detail.

SUGGESTED RESOURCES:

- Budget Reports/ Financial Statements
- Independent Audits/ Comprehensive Annual Financial Report (CAFR)
- Grant Donation History
- Rate/Fee Schedule
- California State Controller's Office- Special District Annual Financial Reports
 - Reports include revenues, expenditures, and long-term debt information for every California special district
http://www.sco.ca.gov/ard_locarep_districts.html
- Government Finance Officers Association- Best Practices
http://www.gfoa.org/index.php?option=com_content&task=view&id=118&Itemid=130

5. SHARED SERVICES AND FACILITIES

Status of, and opportunities for, shared facilities.

	YES	MAYBE	NO
a) Is the agency currently sharing services or facilities with other organizations? If so, describe the status of such efforts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Are there any opportunities for the organization to share services or facilities with neighboring or overlapping organizations that are not currently being utilized?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Are there any governance options that may produce economies of scale and/or improve buying power in order to reduce costs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Are there governance options to allow appropriate facilities and/or resources to be shared, or making excess capacity available to others, and avoid construction of extra or unnecessary infrastructure or eliminate duplicative resources?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Discussion: (responses can be combined if appropriate)

- a)
- b)
- c)
- d)

Shared Services MSR Determination

Summary/concluding statement regarding the determination as a whole for use in staff reports, resolutions, findings, etc.

For “NO” responses: Be brief but clearly demonstrate why the answer is no.

For “YES” or “MAYBE” responses: Discuss the reasoning for your response in detail.

Responses may require discussion of the following issues:

- Describe organizations within proximity to the organization that offer similar services.
- Discuss shared services or use of facilities that are currently being implemented.
- Discuss opportunities for shared services or facilities that are not currently being utilized.
- Discuss what actions would be required to implement those opportunities and the potential benefit of such efficiencies.

SUGGESTED RESOURCES:

- Agency interviews
- Review of any service agreements, i.e. MOUs or JPAs...

6. ACCOUNTABILITY, STRUCTURE AND EFFICIENCIES

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

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

Discussion: (responses can be combined if appropriate)

- a)
- b)
- c)
- d)

- e)
- f)
- g)

Accountability, Structure and Efficiencies MSR Determination

Summary/concluding statement regarding the determination as a whole for use in staff reports, resolutions, findings, etc.

For “NO” responses: Be brief but clearly demonstrate why the answer is no.

For “YES” or “MAYBE” responses: Discuss the reasoning for your response in detail.

Responses may require discussion of the following issues:

- Describe the organization's governance structure and meeting schedule.
- Describe efforts the organization has made to ensure accountability including, regularity of governance meetings, compliance with the Brown Act, and public outreach efforts.
- Describe the organization's staffing level and service delivery system.
- Describe how the organization processes complaints or service delivery issues.
- Describe any potential opportunities for consolidation with neighboring organizations that might increase accountability or efficiency.

SUGGESTED RESOURCES:

- Organization's website
- Agency Interviews
- Customer feedback

7. OTHER ISSUES

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

	YES	MAYBE	NO
a) Are there any other service delivery issues that can be resolved by the MSR/ SOI process?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Discussion:

- a) Describe the additional issue.
Discuss opportunities for resolution

Other Issues MSR Determination

Summary/concluding statement regarding the determination as a whole for use in staff reports, resolutions, findings, etc.

Yolo LAFCo

MSR/SOI for xxxxxx
Date

SUGGESTED RESOURCES:

- Organization's website
- Agency interviews or discussion with Supervisorial District staff.

SPHERE OF INFLUENCE STUDY

On the basis of the Municipal Service Review:

- Staff has reviewed the agency's Sphere of Influence and recommends that a SOI Update is NOT NECESSARY in accordance with Government Code Section 56425(g). Therefore, NO CHANGE to the agency's SOI is recommended and SOI determinations HAVE NOT been made.
- Staff has reviewed the agency's Sphere of Influence and recommends that a SOI Update IS NECESSARY in accordance with Government Code Section 56425(g). Therefore, A CHANGE to the agency's SOI is recommended and SOI determinations HAVE been made and are included in this MSR/SOI study.

SPHERE OF INFLUENCE MAP(S)

Insert Figure(s) of existing SOI (and proposed SOI if applicable)

POTENTIALLY SIGNIFICANT SOI DETERMINATIONS

If no SOI is recommended, the following determinations sections should be deleted from the study.

The SOI determinations below are potentially significant, as indicated by "yes" or "maybe" answers to the key policy questions in the checklist and corresponding discussion on the following pages.

- Present and Planned Land Uses
- Need for Public Facilities and Services
- Capacity and Adequacy of Provide Services
- Social or Economic Communities of Interest
- Disadvantaged Unincorporated Communities

1. PRESENT AND PLANNED LAND USES

The present and planned land uses in the area, including agricultural and open-space lands.

	YES	MAYBE	NO
a) Are there any present or planned land uses in the area that would create the need for an expanded service area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Would the SOI conflict with planned, orderly and efficient patterns of urban development?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Is there a conflict with the adopted SACOG Metropolitan Transportation Plan/Sustainable Communities Strategy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Would the SOI result in the loss of prime agricultural land or open space?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Would the SOI impact the identity of any existing communities; e.g. would it conflict with existing postal zones, school, library, sewer, water census, fire, parks and recreation boundaries?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) Are there any natural or made-made obstructions that would impact where services can reasonably be extended or should otherwise be used as a logical SOI boundary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g) Would the proposed SOI conflict with a Census boundary, such that it would compromise the ability to obtain discrete data?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Discussion: (responses can be combined if appropriate)

- a)
- b)
- c)
- d)
- e)
- f)
- g)

Present and Planned Land Uses SOI Determination

Summary/concluding statement regarding the determination as a whole for use in staff reports, resolutions, findings, etc.

2. NEED FOR PUBLIC FACILITIES AND SERVICES

The present and probable need for public facilities and services in the area.

	YES	MAYBE	NO
a) Would the SOI conflict with the Commission's goal to increase efficiency and conservation of resources by providing essential services within a framework of controlled growth?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Would the SOI expand services that could be better provided by a city or another agency?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Does the SOI represent premature inducement of growth or facilitate conversion of agriculture or open space lands?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Does the SOI conflict with the Regional Housing Needs Analysis (RHNA) or other SACOG growth projections?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Are there any areas that should be removed from the SOI because existing circumstances make development unlikely, there is not sufficient demand to support it or important open space/prime agricultural land should be removed from urbanization?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) Have any agency commitments been predicated on expanding the agency's SOI such as roadway projects, shopping centers, educational facilities, economic development or acquisition of parks and open space?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Discussion: (responses can be combined if appropriate)

- a)
- b)
- c)
- d)
- e)
- f)

Need for Public Facilities and Services SOI Determination

Summary/concluding statement regarding the determination as a whole for use in staff reports, resolutions, findings, etc.

SUGGESTED RESOURCES:

- SAGOC SCS land use map
- County General Plan
- Agency Capital Improvement Plans

3. CAPACITY AND ADEQUACY OF PROVIDED SERVICES

The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide.

	YES	MAYBE	NO
a) Are there any issues regarding the agency's capacity to provide services in the proposed SOI territory?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Are there any issues regarding the agency's willingness and ability to extend services?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Discussion: (responses can be combined if appropriate)

- a)
- b)

Capacity and Adequacy of Provided Services SOI Determination

Summary/concluding statement regarding the determination as a whole for use in staff reports, resolutions, findings, etc.

4. SOCIAL OR ECONOMIC COMMUNITIES OF INTEREST

The existence of any social or economic communities of interest in the area if the commission determines that they are relevant to the agency.

	YES	MAYBE	NO
a) Are there any "inhabited unincorporated communities" (per adopted Commission policy) within or adjacent to the subject agency's sphere of influence that are considered "disadvantaged" (same as MSR checklist question 2b)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Discussion:

Yolo LAFCo

MSR/SOI for xxxxxxx
Date

a) Please see response to MSR checklist question 2b.

Social or Economic Communities of Interest SOI Determination

Summary/concluding statement regarding the determination as a whole for use in staff reports, resolutions, findings, etc.

5. DISADVANTAGED UNINCORPORATED COMMUNITIES

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

	YES	MAYBE	NO
a) Does the subject agency provide public services related to sewers, municipal and industrial water or structural fire protection (same as MSR checklist question 2a)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) If yes, does the proposed SOI exclude any disadvantaged unincorporated community (per MSR checklist question 2b) where it either may be feasible to extend services or it is required under SB 244 to be included?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Discussion:

a) Please see response to MSR checklist question 2a.

b)

Disadvantaged Unincorporated Communities SOI Determination

Summary/concluding statement regarding the determination as a whole for use in staff reports, resolutions, findings, etc.

REFERENCES

ATTACHMENTS



Executive Officer Report 10.

LAFCO

Meeting Date: 01/28/2016

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.

- MSR Update
 - Shared Services
 - Commissioner Stipend
 - EO Activity Report - September 21, 2015 through January 22, 2016
-

Attachments

[EO Activity Report](#)

Form Review

Form Started By: Terri Tuck
Final Approval Date: 01/20/2016

Started On: 01/20/2016 10:57 AM

LAFCo EO Activity Report

September 21, 2015 through January 22, 2016

Date	Meeting/Milestone	Comments
09/21/2015	Shared Services – Emergency Operations Center (EOC) Planning & Intelligence Section Training	Attended
09/24/2015	CAO – LAFCo Coordination	Meeting with County's Intergovernmental Relations Manager (aka Rural City Manager) to review initiatives in rural communities.
09/25/2015	Shared Services – Meeting w/Petrea Marchand (Consero Solutions)	Broadband
09/29/2015	Shared Services – Meeting w/County Department of Financial Services, Internal Audit Division	JPA Oversight plans
09/29/2015	Carol Richardson's Retirement Party	Attended representing LAFCo.
09/30/2015	Meeting w/Rick Fenaroli (Wild Wings CSA resident)	Interest in converting the existing County Service Area (CSA) into a Community Services District (CSD)
10/01/2015	Shared Services – Meeting w/Patrick Blacklock (CAO)	Yolo Leaders – Desired outcomes for Shared Services JPA
10/01/2015	Shared Services – Meeting w/Patty Wong (County Librarian)	Re Non-Profit Oversight
10/01/2015	INFOR Training	County's new financial system
10/05/2015	Meeting w/County Counsel (Phil Pogledich) and Commission Counsel (Eric May)	County Service Areas (CSAs)
10/06/2015	Meeting w/Matt Rexroad	Wild Wings CSA – Potential to Create CSD
10/06/2015	Conference call w/Jennifer Stephenson (PCA)	EI Macero CSA MSR/SOI
10/06/2015	Follow-up Meeting w/County & stakeholders	MERCSEA Storm Drainage Maintenance – Fee for Service research results, ROW/Easements, Permits, Estimates, Next Steps
10/06/2015	Meeting w/Richard Lauckhart (EI Macero resident) and Jennifer Stephenson (PCA)	EI Macero CSA MSR/SOI

Date	Meeting/Milestone	Comments
10/07/2015	Shared Services – Meeting w/Oscar Villegas (BOS)	Proposed Shared Services JPA
10/08/2015	Shared Services – Meeting w/Paul Navazio (City of Woodland)	Yolo Leaders Forum – Objectives and Next Steps for Shared Services JPA
10/08/2015	Shared Services – Meeting w/Dirk Brazil (City of Davis)	Yolo Leaders Forum – Objectives and Next Steps for Shared Services JPA
10/09/2015	Shared Services – Meeting w/Marty Tuttle (City of West Sacramento)	Yolo Leaders Forum – Objectives and Next Steps for Shared Services JPA
10/12/2015	Shared Services – Meeting w/John Donlevy (City of Winters)	Yolo Leaders Forum – Objectives and Next Steps for Shared Services JPA
10/12/2015	Shared Services – Meeting w/Lisa Baker (Yolo County Housing)	Yolo Leaders Forum - Preliminary meeting
10/12/2015	Shared Services – Meeting w/Petrea Marchand (Consero Solutions)	Broadband
10/13/2015	INFOR Training	County's new financial system
10/14/2015	Conference call w/Sam Mazza (Citygate)	FPD MSR/SOI
10/15/2015	Shared Services – Davis/County 2x2	Attended
10/15/2015	Shared Services – Meeting w/Robb Davis	Yolo Leaders & Non-Profit Coordination
10/15/2015	Shared Services – EOC Activation Exercise	Attended
10/16/2015	Shared Services – Yolo Manager's Meeting	Attended
10/16/2015	Shared Services – Meeting w/Kristin Weivoda (YEMSA)	Yolo Leaders Forum - Preliminary meeting
10/16/2015	Shared Services – Meeting w/Dana Carey (OES)	Yolo Leaders Forum - Preliminary meeting
10/16/2015	Shared Services – Meeting w/Dena Humphrey (YECA)	Yolo Leaders Forum - Preliminary meeting
10/16/2015	Meeting w/Taro (PPWES), Lewis Bair (RD 108), Cindy Tuttle (CAO)	Snowball CSA # 6 / RD 108 merger discussion
10/19/2015	Shared Services – Meeting w/Tim O'Halloran (YCFWCD)	Yolo Leaders Forum - Preliminary meeting

Date	Meeting/Milestone	Comments
10/19/2015	Shared Services – Meeting w/Jeffrey Tonks (YCPARMIA)	Yolo Leaders Forum - Preliminary meeting
10/20/2015	Shared Services – Meeting w/Petrea Marchand (Yolo Habitat Conservancy)	Yolo Leaders Forum - Preliminary meeting
10/21/2015	Shared Services – Conference call w/Tim O'Donnell (OC Cities Coalition)	Yolo Leaders Forum - Preliminary meeting
10/21/2015	Meeting w/Cindy Tuttle & Alex Tengolics (CAO)	MERCSA Dissolution / Plan for Service
10/22/2015	Meeting w/Jim Provenza & Gina Daleiden (BOS), Cindy Tuttle (CAO)	Process for Municipal Service Reviews - Davis CSAs
10/22/2015	Shared Services – Monthly Meeting w/Cindy Tuttle (CAO)	CAO-LAFCo projects
10/22/2015	Yolo Training Academy – Meeting Facilitation Workshop	Attended
10/22/2015	Shared Services – Meeting w/Lisa Baker (Yolo County Housing)	Yolo Leaders Forum - Preliminary meeting
10/23/2015	Shared Services – Meeting w/Jill Cook (HHSA)	Yolo Leaders Forum - Preliminary meeting
10/23/2015	Shared Services – Lunch Meeting w/John Paul (Spiral Broadband)	Broadband
10/23/2015	Shared Services – Meeting w/Cecilia Aguiar-Curry, John Donlevy (Winters), John Paul (Spiral)	Broadband in Winters
10/26/2015	Shared Services – Meeting w/Michael Taylor (UCD Fire Training Consortium)	Yolo Leaders Forum - Preliminary meeting
10/28/2015	Shared Services – Yolo Leaders Forum- “YOLO-Talks” on Collaboration	Attended
10/28/2015	Shared Services – Dinner w/John Donlevy, Tim O'Donnell	Attended

Date	Meeting/Milestone	Comments
10/29/2015	Follow-up Meeting w/County & stakeholders	MERCOSA Storm Drainage Maintenance – Fee for Service research results, ROW/Easements, Permits, Estimates, Next Steps
10/29/2015	Shared Services – SACOG Shared Services Task Force Meeting	Attended
10/29/2015	Yolo County Housing Open House	Attended
11/02/2015	Meeting w/Jim Provenza & Gina Daleiden (BOS), Cindy Tuttle (CAO), Bill Denby (El Macero CSA), John Cooluris (Willowbank CSA)	MSR Process
11/04/2015	Shared Services – Lunch Meeting w/Lisa Baker (YCH)	Networking
11/05/2015	Shared Services – Conference call w/National Telecommunications & Information Administration (NTIA), Paul Navazio, Lynn Johnson, Wendy Ross (Woodland)	Broadband infrastructure in Woodland
11/06/2015	Shared Services – Conference call w/Michael Ort (Praxis), Petrea Marchand (Consero Solutions), Kevin Yarris (County GSA), Jodi Mulligan (Valley Vision)	Broadband in Knights Landing / other opportunities
11/09/2015	Conference call w/Sam Mazza (Citygate)	FPD MSR/SOI
11/13/2015	Shared Services – YCFCWCD Harvest Celebration Luncheon	Attended
11/14/2015	Shared Services – CA Broadband Workshop (Mountain View)	Attended via webcast
11/18/2015	Willowbank CSA Meeting	MSR/SOI
11/19/2015	Shared Services – Meeting Diane Parro (City of Davis)	Davis Broadband Plan
11/19/2015	Shared Services – Yolo Manager's Meeting	Attended

Date	Meeting/Milestone	Comments
11/19/2015	Shared Services – Meeting w/PPWES (Taro Echiburu, Panos Kokkas, Todd Riddiough, Jim Campbell) Kevin Yarris	Define the Department of Planning, Public Works & Environmental Services contribution to the broadband effort
11/19/2015	Shared Services – Monthly Meeting w/Cindy Tuttle (CAO)	CAO-LAFCo projects
11/19/2015	Shared Services – Monthly Meeting w/Petrea Marchand (Consero Solutions)	Broadband
11/20/2015	Region Rising (SACOG & Valley Vision Event)	Attended
11/23-11/27/2015	Thanksgiving Holiday	Vacation – Off the grid
11/30/2015	Shared Services – Conference Call w/Magellan Advisors	Update on Yolo Broadband Initiatives
12/02/2015	Shared Services – Meeting w/Praxis, Valley Vision, Consero Solutions and the County	Yolo County: Broadband Opportunities and Existing Infrastructure
12/03/2015	Shared Services – Meeting w/Governance Working Group	Attended
12/04/2015	Shared Services – Meeting w/Patty Wong & Rachel Hudson	Non-profit coordination
12/07/2015	Meeting w/Elisa Sabatini (CAO)	County service area financial reports
12/09/2015	Meeting w/Pat Blacklock	Fire Protection District – Financial issues
12/09/2015	Shared Services – Meeting w/Spiral Internet and the County	Yolo County: Broadband Opportunities and Existing Infrastructure
12/10/2015	Shared Services – Webinar - Broadband and Digital Inclusion Planning in Rural Areas-Part 1: Gathering Info	Attended
12/10/2015	Shared Services – Lunch meeting w/Anne Neville (NTIA State Broadband Initiative)	Broadband
12/11/2015	Meeting w/Gary Frederickson (Yocha Dehe) & Barry Burns (Esparto Fire)	FPD MSR/SOI Discussion
12/15/2015	Shared Services – Monthly Meeting w/the County	Yolo Broadband Task Force
12/17/2015	Meeting w/John Donlevy (Winters)	FPD MSR/SOI

Date	Meeting/Milestone	Comments
12/18/2015	Shared Services – Woodland/County 2x2	Attended
12/18/2015	Yolo Managers' Meeting	Attended
12/21/2015	Conference call w/Sam Mazza (Citygate)	FPD MSR/SOI
12/22/2015	Lunch meeting w/Tara Thronson (Deputy to Supervisor Saylor)	Broadband
12/24-01/01/2016	Christmas Holiday	Vacation – Off the grid
01/05/2016	Meeting w/Olin Woods	LAFCo Agenda Review
01/05/2016	Shared Services – Monthly Meeting w/Cindy Tuttle (CAOs Office)	CAO-LAFCo projects
01/06/2016	Shared Services – Meeting w/Robb Davis, Patty Wong & Rachel Hudson	Non-Profit Leaders Capacity Building
01/06/2016	Shared Services – Meeting w/Malinda Mattson (US Dept of Commerce, EDA), County & cities of Woodland & Winters	Yolo Broadband collaboration – Potential for Joint EDA grant application for broadband feasibility studies and planning
01/06/2016	Shared Services – Meeting w/Tara Thronson (BOS) & Diane Parro (Davis)	Broadband Strategy Session
01/07/2016	Meeting w/Michelle Clark (Yolo Land Trust)	Cap & trade funds for agricultural land conservation
01/12/2016	Shared Services – Conference call for Women in Leadership (John Donlevy, Patricia Thompson)	Potentially coordinating leadership forum
01/12/2016	Fire Chief's meeting	Attended-distributed Admin Draft MSR/SOI for FPDs
01/14/2016	Shared Services – Meeting w/Jodi Mulligan (Valley Vision)	Discussed Yolo Broadband priorities for consortia work plan
01/14/2016	Shared Services – Meeting w/ Amanda Berlin (new West Sacramento Assistant City Manager)	Networking
01/14/2016	Shared Services – Meeting w/Diane Richards (West Sacramento)	Broadband in West Sacramento
01/14/2016	Shared Services – Monthly Meeting w/the County	Yolo Broadband Task Force
01/15/2016	Shared Services – Yolo Manager's Meeting	Attended

Date	Meeting/Milestone	Comments
01/20/2016	Shared Services – Yolo County Financial Officer Forum	INFOR update & training, risk assessment, etc.
01/21/2016	Shared Services – Non-Profit Leaders Alliance Steering Team Meeting	Attended Re Non Profit Oversight
01/21/2016	Shared Services – Yolo Broadband Working Group: Networking w/County & cities	Discussion Topics: Joint EDA grant, New England Fiber Mapping Tool, Agency updates
01/22/2016	Meeting with Barry Burns – Esparto FPD Chief	Administrative Draft MSR for the FPD comments
01/22/2016	Shared Services – University Downtown Gateway District Meeting (Nishi)	Attended