

YOLO LOCAL AGENCY FORMATION COMMISSION

Regular Meeting AGENDA

March 28, 2019 - 9:00 a.m.

BOARD OF SUPERVISORS CHAMBERS

625 COURT STREET, ROOM 206
WOODLAND, CALIFORNIA 95695

COMMISSIONERS

OLIN WOODS, CHAIR (PUBLIC MEMBER)
DON SAYLOR, VICE CHAIR (COUNTY MEMBER)
WILL ARNOLD (CITY MEMBER)
GARY SANDY (COUNTY MEMBER)
TOM STALLARD (CITY MEMBER)

ALTERNATE COMMISSIONERS

JIM PROVENZA (COUNTY MEMBER)
RICHARD DELIBERTY (PUBLIC MEMBER)
BABS SANDEEN (CITY MEMBER)

CHRISTINE CRAWFORD
EXECUTIVE OFFICER

ERIC MAY
COMMISSION COUNSEL

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

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 both the LAFCo Meeting Minutes and LAFCo Special Meeting Minutes of January 24, 2019
5. Consider the Executive Officer Telecommuting Application and Telecommuter's Terms and Conditions in accordance with the proposal to work remotely approved by LAFCo on December 6, 2018
6. Correspondence

PUBLIC HEARINGS

7. Public Hearing to consider and adopt **Resolution 2019-02** approving the Esparto Community Services District (CSD) Sphere of Influence Amendment and Annexation for the Esparto Recreation Center (LAFCo No. 931), adopting findings as a Responsible Agency under CEQA and waiving the protest proceedings, subject to findings and conditions contained in the staff report
8. Consider approval of **Resolution 2019-03** adopting the Joint Powers Agency (JPA) Service Review for the Yolo Emergency Communications Agency (YECA) (LAFCo No. S-050)

REGULAR AGENDA

9. Consider and adopt the LAFCo Annual Work Plan for fiscal year 2019/20
10. Select ad hoc Legislative Subcommittee member to replace former County Member Matt Rexroad

EXECUTIVE OFFICER'S REPORT

11. A report by the Executive Officer on recent events relevant to the Commission and an update of Yolo LAFCo staff activity for the month. The Commission or any individual Commissioner may request that action be taken on any item listed.

- Long Range Planning Calendar
- EO Activity Report - January 22 through March 22, 2019

COMMISSIONER REPORTS

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

ADJOURNMENT

13. Adjourn to the next Regular LAFCo Meeting on Thursday, April 25, 2019.

I declare under penalty of perjury that the foregoing agenda was posted by 5:00 p.m. on Friday, March 22, 2019, at the following places:

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

ATTEST:
Terri Tuck, Clerk
Yolo County LAFCo

NOTICE

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 LAFCo
625 Court Street, Room 107
Woodland, CA 95695



Consent 4.

LAFCO

Meeting Date: 03/28/2019

Information

SUBJECT

Approve both the LAFCo Meeting Minutes and LAFCo Special Meeting Minutes of January 24, 2019

RECOMMENDED ACTION

Approve both the LAFCo Meeting Minutes and LAFCo Special Meeting Minutes of January 24, 2019.

Attachments

LAFCo Meeting Minutes 01/24/19

LAFCo Special Meeting Minutes 01/24/19

Form Review

Form Started By: Terri Tuck
Final Approval Date: 03/11/2019

Started On: 03/11/2019 09:28 AM

YOLO LOCAL AGENCY FORMATION COMMISSION

MEETING MINUTES

January 24, 2019

The Yolo Local Agency Formation Commission met on the 24th day of January 2019, 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 Members Gary Sandy and Don Saylor, and City Members Will Arnold and Tom Stallard. Others present were Executive Officer Christine Crawford, Clerk Terri Tuck, and Counsel Eric May.

CALL TO ORDER

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

Item № 1 Oath of Office

County Member Gary Sandy was sworn in prior to the meeting.

Item № 2 Pledge

Gary Sandy led the Pledge of Allegiance.

Item № 3 Roll Call

PRESENT: Arnold, Sandy, Saylor, Stallard, Woods

ABSENT: None

Item № 4 Public Comments

None

CONSENT

Item № 5 Approve the LAFCo Meeting Minutes of December 6, 2018

Item № 7 Review and file Fiscal Year 2018/19 Second Quarter Financial Update

Item № 8 Correspondence

Minute Order 2019-08: Approved recommended action Items 5, 7 and 8. Item 6 was pulled from Consent for discussion.

Approved by the following vote:

MOTION: Arnold SECOND: Saylor

AYES: Arnold, Sandy, Saylor, Stallard, Woods

NOES: None

ABSTAIN: None

ABSENT: None

Item № 6 **Ratify Resolution 2018-10 adopting findings as a Responsible Agency under CEQA and Resolution 2018-11 adopting the MSR/SOI Update for the City of Woodland to reflect the December 6, 2018 LAFCo action**

Minute Order 2019-09: This item was pulled from Consent for staff clarification that LAFCo retains discretion on any future annexation or sphere of influence changes. The recommended action was approved.

Approved by the following vote:

MOTION: Arnold
 SECOND: Sandy
 AYES: Arnold, Sandy, Saylor, Stallard, Woods
 NOES: None
 ABSTAIN: None
 ABSENT: None

PUBLIC HEARING

Item № 9 **Public Hearing to consider and adopt Resolution 2019-01 approving the Esparto Community Services District (CSD) Annexation of APN 049-130-042 for Randall Jacobs Jr. (LAFCo No. 927), finding the proposal exempt from environmental review and waiving the protest proceedings, subject to findings and conditions contained in the staff report**

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

Minute Order 2019-10: The recommended action was approved and **Resolution 2019-01** was adopted.

Approved by the following vote:

MOTION: Arnold
 SECOND: Sandy
 AYES: Arnold, Sandy, Saylor, Stallard, Woods
 NOES: None
 ABSTAIN: None
 ABSENT: None

REGULAR

Item № 10 **Receive and file the 2018 Website Transparency Scorecard and direct staff to make any adjustments to the scorecard, if necessary**

Minute Order 2019-11: No action was taken on this item. However, after some discussion, the Commission provided the following suggestions to staff regarding next steps.

- Share results with agencies using information tailored for each one, offering to help the agencies with any deficiencies found on its website.
- Consider one centralized website for all districts or one per special district category, such as putting all cemetery districts on one website.

- Consider individual webpages on the County's website for each dependent special district, much like the current webpages of county services areas.
- Commissioners serve on the boards of some of these other agencies. Compile agency information for each Commissioner to share regarding improvement of website deficiencies.
- The current checklist includes minimal items. Consider adding credit for community engagement.
- Consider developing different checklists for different types of agencies. Cities should have a different set of tools than a smaller special district.
- Consider an intern to work with each agency one on one to facilitate website presence and public information. Social media is also beneficial.

Item № 11 Executive Officer's Report

The Commission was given written reports of the Executive Officer's activities for the period of December 2, 2018 through January 18, 2019, and was verbally updated on recent events relevant to the Commission.

On the recommendation of Commissioner Saylor, staff created a Long Range Meeting Calendar. Staff stated that the calendar would give Commissioners a snapshot of upcoming meetings and potential items that may be on future agendas. Going forward, the calendar would be available in monthly agenda packets for discussion and review. The Meeting Calendar notes the February 27, 2019, LAFCo meeting will be cancelled.

Item № 12 Commissioner Reports

Commissioner Arnold noted that during the City/County 2x2 there was discussion regarding the pending annexation of Davis Creek Mobile Home Park (aka Royal Oak).

Chair Woods acknowledged Public Alternate Member DeLiberty for standing in for him at last month's meeting.

Commissioner Stallard acknowledged and thanked City Alternate Member Sandeen who was prepared to attend today's meeting in his stead, however, Stallard's meeting was cancelled so he was able to be present today.

Item № 13 Adjournment

Minute Order 2019-12: By order of the Chair, the meeting was adjourned at 9:45a.m. to the next Regular LAFCo Meeting on March 28, 2019.

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

ATTEST:

Terri Tuck
Clerk to the Commission

YOLO LOCAL AGENCY FORMATION COMMISSION

This Special Meeting was held concurrently with the regularly scheduled LAFCo meeting.

SPECIAL MEETING MINUTES

January 24, 2019

The Yolo Local Agency Formation Commission met on the 24th day of January 2019, 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 Members Gary Sandy and Don Saylor, and City Members Will Arnold and Tom Stallard. Others present were Executive Officer Christine Crawford, Clerk Terri Tuck, and Counsel Eric May.

CALL TO ORDER

Chair Woods called the Meeting to order at 9:45 a.m.

Item No 1 Pledge

Gary Sandy led the Pledge of Allegiance.

Item No 2 Roll Call

PRESENT: Arnold, Sandy, Saylor, Stallard, Woods
ABSENT: None

Item No 3 Public Comments

None

Item No 4 Closed Session

Conference with Legal Counsel – Anticipated Litigation
Initiation of litigation pursuant to Gov. Code § 54956.9(c): 1 case

There was nothing to report out of Closed Session.

Item No 5 Adjournment

Minute Order 2019-12: By order of the Chair, the meeting was adjourned at 9:45a.m. to the next Regular LAFCo Meeting on March 28, 2019.

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: 03/28/2019

Information

SUBJECT

Consider the Executive Officer Telecommuting Application and Telecommuter's Terms and Conditions in accordance with the proposal to work remotely approved by LAFCo on December 6, 2018

RECOMMENDED ACTION

Consider the Executive Officer Telecommuting Application and Telecommuter's Terms and Conditions in accordance with the proposal to work remotely approved by LAFCo on December 6, 2018.

FISCAL IMPACT

The attached proposal to work remotely considered on December 6, 2018 reported an overall cost savings due to reducing the Executive Officer's hours to part time from September through December 2019. Up to 320 hours of Extra Time Off would reduce LAFCo Salary and Benefits expenses, which would cover any minor additional costs including consultants needed to fill in and a potential VPN (virtual private network).

REASONS FOR RECOMMENDED ACTION

The Telecommuting Policy includes a required Application and Terms and Conditions agreement (Attachment A) in the form prescribed by the policy. LAFCo directed staff to complete the application form and bring it back for approval and signature by the Chair.

LAFCo approved a proposal (Attachment B) for the Executive Director to work remotely and part time from approximately September 1 - December 20, 2019 to do a house exchange in Spain. Because LAFCo staff operate under the County's Human Resources policies, this request will be accommodated via the County's "Telecommuting Policy" and "Extra Time Off Program".

Attachments

ATT A-Yolo County Telecommuting Application

ATT B - Proposal for EO to Work Remotely Fall 2019

Form Review

Inbox

Christine Crawford (Originator)

Form Started By: Christine Crawford

Final Approval Date: 03/18/2019

Reviewed By

Christine Crawford

Date

03/18/2019 09:58 AM

Started On: 03/15/2019 02:40 PM

EXHIBIT A



YOLO COUNTY EMPLOYEE TELECOMMUTING APPLICATION

Instructions: *In order to be considered for telecommuting, this application must be filled out in its entirety. This application will be evaluated based on the number of days/hours per week an individual has requested to telecommute, the requirements of the applicant's current job, the number of individuals telecommuting within the work group, and department needs and requirements.*

TO BE COMPLETED BY EMPLOYEE

Name: Christine Crawford Department: LAFCo
 Job Title: Executive Officer Telephone Number: (530) 666-8048
Proposed Schedule: Mon Tues Wed Thurs Fri
 Hours Telecommuting: 8 8 8 8 8

Total Number of Telecommuting Hours Requested Per Week: **40 (Sept-Dec 2019 only)**

Description of Work Conducted while Telecommuting:

Telecommuting while on a home exchange outside of the country from September – December 2019. Proposal approved by LAFCo on December 6, 2018, which also included up to 320 hours of XTO to flex my time during this exchange abroad.

County Equipment and/or Services Required:

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Computer | <input type="checkbox"/> Telephone Line | <input type="checkbox"/> Software |
| <input type="checkbox"/> Printer | <input type="checkbox"/> Cell Phone | <input type="checkbox"/> Internet Service |
| <input type="checkbox"/> Pager | <input type="checkbox"/> IT Technical Support | <input checked="" type="checkbox"/> Other: VPN (depending on cost) |

I understand that telecommuting is a voluntary arrangement between the supervisor, the department, and the employee, and is not an entitlement or employee benefit. It may be terminated for any reason, at any time, by any party, with or without cause, and is not subject to the grievance procedure. I have read and will comply with all telecommuting policy and guidelines if approved for telecommuting.

Signature: _____ Date: _____

TO BE COMPLETED BY SUPERVISOR

I have verified the following with regard to the above-named employee:

- Is a regular, full-time employee who has successfully passed his/her probationary period.
- Has completed a minimum of one year in the current area of responsibility.
- Received a rating of at least Meets Standards on his/her most recent performance evaluation.
- Past work performance demonstrates the ability to work independently.

Comments:

- Is able to develop and successfully meet job-related measurable goals and objectives.

Comments:

- Current job requirements do not necessitate a full-time presence on the premises or “in-person” contact with the public or other departmental staff.

Comments: **Salary savings will be used to hire contract staff resources for “in person” contact as needed.**

Supervisor’s Comments: (Attach additional sheets if necessary)

Budget Impact: Estimated budget savings of \$21,798 for up to 320 hours of XTO. Contract staff expenses estimated at \$5,000 - \$10,000

- Approval of application as requested by employee
- Approval of application with modifications noted in “Comments” above
- Denial of application for telecommuting (see “Comments” above)

Signature: _____ Date: _____

TO BE COMPLETED BY DEPARTMENT HEAD

Department Head’s Comments: (Attach additional sheets if necessary)

- Approval of application as submitted by supervisor
- Approval of application with modifications noted in “Comments” above
- Denial of application for telecommuting (see “Comments” above)

Signature: _____ Date: _____

FOR HUMAN RESOURCES USE ONLY

Comments:

Signature: _____ Date: _____

EXHIBIT B

TELECOMMUTER'S TERMS AND CONDITIONS

1. This telecommuting arrangement shall be effective 9/1/2019 through 12/20/2019.
2. The employee, Christine Crawford, will telecommute on the following schedule:

<u>Mon</u>	<u>Tues</u>	<u>Wed</u>	<u>Thurs</u>	<u>Fri</u>
<u>8</u>	<u>8</u>	<u>8</u>	<u>8</u>	<u>8</u>

3. Telecommute days are scheduled and will not be substituted without advance approval of the supervisor. Use of sick leave on a scheduled telecommute day must be reported to the supervisor prior to the employee's scheduled hours, or as soon as possible after it is determined sick leave is needed. Use of vacation, floating holiday and other leaves must be approved in writing, in advance, by the supervisor. Overtime, shift differential, and/or other premium pays are not authorized unless approved in writing, in advance, by the supervisor.
4. The employee will perform the following work at the telecommuting site:

All duties of LAFCo Executive Officer as possible from a remote location.

5. Reports on telecommuting work assignments shall be reported to the employee's supervisor in the following manner and frequency:

Weekly reports via email.

6. In addition to expendable office supplies provided by the County, the following County equipment and/or services shall be loaned to the employee for use in telecommuting:

<u>Equipment</u>	<u>Brand Name</u>	<u>Serial Number</u>
<u>Surface Laptop</u>	<u>Microsoft</u>	<u>LAF-001</u>

Other: _____

Employee agrees to maintain the above equipment in operating condition; to operate it safely; and to return the equipment to the supervisor if employee discontinues telecommuting at either his/her own or the department's request, resigns, or otherwise terminates employment with the County. Failure to return any County supplied equipment will lead to the initiation of collection activities for the value of that property and may lead to disciplinary action.

No telecommuting related expense reimbursements shall be made to telecommuting employees.

7. The employee shall be provided and be responsible for the use, maintenance, and repair of the following equipment for use in telecommuting:

Microsoft Surface Laptop

8. Employee will telecommute from the following designated workstation (describe exact location in home):

Home office at home exchange location

A "Telecommuting Safety Checklist," Attachment A has been completed and is made a part of this Agreement. Employee certifies that the home office must be clean and free of obstructions. The home must be in compliance with all building codes. The employee shall not store, keep or use any hazardous materials in the designated work area except in strict compliance with all applicable laws and regulations. The supervisor or department head may deny an employee the opportunity to telecommute or may rescind a telecommuting arrangement based on a suspected lack of safety or hazardous materials in the designated home office space. The County may also have the designated home office space inspected from time to time as deemed appropriate to ensure compliance with health and safety requirements. Inspections will be made upon reasonable advance notice and will be conducted by a County-designated representative. Failure to make or keep an inspection appointment may be reason to terminate a telecommuting agreement.

9. Employee agrees to report any occupational injury or illness to his/her supervisor immediately and complete all necessary and/or County requested documents regarding the injury.

10. Employee shall be available pursuant to the following methods and schedule (e.g., by telephone during all scheduled telecommute hours):

Available during PST hours as needed via email, telephone and video conferencing.

Employee agrees to call the department office to obtain his/her messages or Voice Mail at least N/A times per telecommuting day. ***System automatically forwards vmail via email.**

11. Employee must attend the following meetings/events at the regular work site:

Potentially one (1) LAFCo meeting in person if needed.

Office needs take precedence over telecommute days. Employee must forgo telecommuting if needed in the office on a regularly scheduled telecommute day.

12. Employee shall comply with the County e-Mail and Internet Usage policies which address permissible uses, prohibited uses, and access and disclosure. Employee shall have no expectation of privacy when using these systems.

13. It is the responsibility of the telecommuter to maintain the confidentiality policies of the Department, and to protect County assets, information and information systems at the remote work location.

CERTIFICATION

I understand that telecommuting is a voluntary arrangement between the supervisor, the department, and the employee, and is not an entitlement or employee benefit. It may be terminated for any reason, at any time, by any party, with or without cause, and is not subject to the grievance procedure. I certify that I have read the Telecommuting Policy and these Telecommuting Terms and Conditions, that I understand their contents, and that I will abide by their terms.

Employee Signature:

Date:

Supervisor Signature:

Date:

Dept. Head Signature:

Date:

To: Commissioners
From: Christine Crawford
Re: Proposal to Work Remotely from Approximately August 27 – December 13, 2019 (16 weeks)
Date: November 27, 2018

I. Overview

My family has been presented with an exciting opportunity to do a house exchange in Banyoles, Spain (northeast Spain, between Barcelona and the border of France) for the UC Davis Fall Quarter 2019. There is a family wishing to come to UC Davis for a sabbatical, and we would theoretically swap houses with them.

The exchange is an exciting opportunity for my family, but would still allow me to continue working remotely during this time physically away. Most of my work could continue via email, phone, and video- and teleconferencing. I would be able to structure my work day to accommodate the eight-hour time difference. However, I would not be able to perform all of my duties, such as attending some meetings from a distance.

Because my employment with LAFCo is handled under the County’s Human Resources policies, Chair Woods and I met with Mindi Nunes (Assistant County Administrator and Acting Human Resources Director) on November 9, 2018 and she indicated this request could be handled via the County’s “Telecommuting Policy” and “Extra Time Off Program” which is explained below. Any arrangement would need the Commission’s approval.

II. Proposal

The proposal assumes I would work remotely on a part-time basis for at least 20 hours per week for up to 16 weeks. Yolo County has an adopted Telecommuting Policy where full-time staff in good standing can work remotely under a written agreement with conditions, subject to manager approval (in this case the Commission). The County also offers an Extra Time Off Program where employees can essentially buy extra vacation time (i.e. take additional time off without pay) subject to manager approval. This approach would maximize flexibility to handle peak work demands as needed, rather than a prescriptive 20 hours per week schedule.

As a result of the Extra Time Off, LAFCo would save on salary expenses. The salary savings calculations below are approximate and reflect a conservative scenario:

16 weeks x 20 hours unpaid time off/week = 320 hours

320 hours @ \$68.12 per hour = \$21,798 savings

In addition, there would be corresponding savings in OASDI (old age, survivors, and disability insurance tax) of approximately \$880.45 and Medicare of approximately \$352.63 for a total of \$1,233.08.

Under this proposal I would miss the September and October 2019 LAFCo meetings. The draft meeting calendar adds a meeting in August before my departure and pushes the December meeting back to the 18th so I can arrange to return by then if needed. If a September or October meeting needs to occur, Eric May is willing to present straightforward items. Other options could include hiring a consultant or if an item is significant or controversial, I could even fly back for the meeting.

In the event that there are day to day issues that require in-person attention locally, I propose that LAFCo engage a consultant experienced in LAFCo issues, such as a former Executive Officer from another county. Prior to departure, LAFCo can request bids per the County’s procurement policy (which LAFCo follows) to hire a consultant to perform any necessary tasks that are unable to be performed remotely (expected to be minimal). Consultant fees could be paid with the salary savings. If approved, there is sufficient time before late August 2019 to work through the budgeting and staffing issues.

III. Workload Impacts

Existing and Upcoming LAFCo Project Proposals

Below is an estimated timeline of upcoming LAFCo proposals. This timeline reflects the entirety of application submittal, processing and public hearings. Therefore, the hearing(s) would occur be at the later end of each timeline bar on the table.

2019											
Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Reorg RD 537 & RD 900 as Subsidiary Districts											
RD 537 & RD 900 Alternative Proposal											
City of Davis Annexation of Nishi 2.0											
City of Davis Annexation of WDAAC											
City of Woodland Annexation of Water Intake?											
							City of Woodland Annexation of Research and Tech Park				
									Web Transparency Scorecards		
									YED Fall 2019		
									CALAFCO Annual Conf		

MSRs

The following MSRs are scheduled for FY 2019/20 and can continue while I’m working remotely:

- MSR Cacheville CSD
- MSR Knights Landing CSD
- MSR Esparto CSD
- MSR Madison CSD
- MSR Dunnigan Water District
- MSR YCFCWCD
- MSR Yolo Subbasin Groundwater Authority JPA

Web Transparency Scorecards

These can continue while I'm working remotely. Terri generally does the website scoring and I would handle any issues and produce the final report.

YED-Talks

YEDFall2019 would be tentatively scheduled to occur in September or October 2019. I could continue to work with the Planning Committee to select a topic and line up speakers before I go, and work remotely refining the presentations but someone from the host agency steps in to run the event itself on that day.

CALAFCO

There is a CALAFCO staff meeting scheduled for January 31, 2019 to assign Deputy Executive Officer responsibilities for the year and a remote work arrangement could be factored into the decision making process. I would miss the CALAFCO Annual Conference scheduled for October 30 – November 1, 2019 in Sacramento. I could potentially work with the CALAFCO Program Committee but would miss the conference.

IV. Key Takeaways

- Generally, LAFCo work does not involve a lot of hard deadlines and work flow can be massaged around a temporary remote work arrangement.
- If this proposal to work remotely were approved, LAFCo would likely come out ahead financially, but be somewhat behind from a productivity standpoint.
- I appreciate that this is a big "ask", and will understand if the Commission decides it is untenable.

Consent 6.

LAFCO

Meeting Date: 03/28/2019

Information

SUBJECT

Correspondence

RECOMMENDED ACTION

Receive and file the following correspondence:

- A. Letter from CALAFCO regarding changes to member dues
 - B. Assembly Bill 1253 - Support Letter
 - C. Assembly Bill 213 - Support Letter
-

Attachments

[ATT A-CALAFCO Letter RE: Member Dues](#)

[ATT B-AB 1253-Support Letter](#)

[ATT C-AB 213-Support Letter](#)

Form Review

Form Started By: Terri Tuck
Final Approval Date: 03/13/2019

Started On: 03/13/2019 12:04 PM

March 6, 2019

TO: Member LAFCoS

Dear Member LAFCoS:

Over the last several years the CALAFCO Board of Directors has continued to develop member services to meet the changing needs of LAFCo commissioners, staff and stakeholders. Over its 48-year existence, CALAFCO has matured from a volunteer organization to a professional educational organization.

At the CALAFCO Annual Meeting in Yosemite last fall, the Board explained that additional revenues must be raised to close the ongoing structural deficit, which the association has operated with since its inception. As many of you heard, CALAFCO has had an unhealthy reliance on Conference revenue to balance the budget which is not a sound fiscal practice. Approximately \$69,000 in additional revenue is needed next fiscal year just to close the structural deficit. Failing to close this deficit jeopardizes CALAFCO's ability to maintain the existing level of services provided.

During the regional roundtables at the 2018 Conference, members provided the Board valuable feedback about the structural deficit and the dues structure. At the Board's recent strategic planning workshop and meeting, they deliberated at length about these two matters. It is clear the current dues structure no longer reflects the diversity of our membership and our structural deficit continues to grow as core revenue does not meet operational expenses.

During the recent Board strategic planning workshop, the Board-appointed ad hoc financial committee (who have been meeting for more than a year) presented the Board several options to close the deficit and offered a recommendation. After long (almost half-day) discussion, followed by another round of discussions at the Board meeting the next day, the Board made two critical decisions.

The first decision is a short-term action strategy to close the structural deficit. The Board unanimously approved a one-time cost sharing option to close the structural deficit. This option will take effect FY 2019-20. The cost sharing option includes a 16.25% dues increase to all member LAFCos, which will generate an additional \$33,452. The other \$35,591 necessary to close the structural deficit will be covered by using a substantial portion of the net profit received from the 2018 Annual Conference.

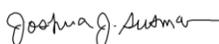
Just as important, the Board is committed to a long-term strategy of revising the current dues structure into a more sustainable and equitable model. As a result, the Board directed the ad hoc finance committee to bring a proposal to the Board at their May 10 meeting for a new dues structure to move the organization forward. This new dues structure will use the current FY 2018-19 dues as the baseline (rather than the increased dues for next FY).

A new dues structure requires the approval of the membership as it is a change in the Bylaws. It is the intention of the Board to place this item on the agenda for membership approval at the October 31, 2019 Annual Membership Business Meeting. Once the draft proposal is approved at its May 10 meeting, the Board will distribute the draft dues structure to the membership with ample time for review and discussion before the Annual Membership Business Meeting.

We understand raising dues at any time is a difficult proposition. Our work at CALAFCO strives to support the success and meet the needs of all member LAFCos, large and small. We are committed to continually enhancing the services of CALAFCO and fulfilling our mandate "to assist member LAFCos with educational and technical resources that otherwise would not be available." We hope you will agree when we discuss this at our annual membership meeting at this year's Conference.

We and the rest of the Board are available to answer any questions you may have. You are encouraged to seek out the feedback of your regional Board members.

On behalf of the CALAFCO Board of Directors,



Josh Susman
Chair of the Board



Pamela Miller
Executive Director

Cc: CALAFCO Board of Directors
enclosures

CALAFCO LAFCo Dues FY 2019-2020

As adopted by the Board March 1, 2019

County	DOF Population Jan 2018	Category	2016-2017 Dues	7.0% Increase	2017-2018 Dues	2.9% Increase	2018-2019 Dues	16.25% Increase	2019-2020 Dues
ALAMEDA	1,660,202	Urban	8,107	567	8,674	252	8,926	1,450	10,376
ALPINE	1,154	Rural	840	59	899	26	925	150	1,075
AMADOR	38,094	Rural	840	59	899	26	925	150	1,075
BUTTE	227,621	Suburban	2,548	178	2,726	79	2,805	456	3,261
CALAVERAS	45,157	Rural	840	59	899	26	925	150	1,075
COLUSA	22,098	Rural	840	59	899	26	925	150	1,075
CONTRA COSTA	1,149,363	Urban	8,107	567	8,674	252	8,926	1,450	10,376
DEL NORTE	27,221	Rural	840	59	899	26	925	150	1,075
EL DORADO	188,399	Suburban	2,548	178	2,726	79	2,805	456	3,261
FRESNO	1,007,229	Urban	7,163	501	7,664	222	7,887	1,282	9,169
GLENN	28,796	Rural	840	59	899	26	925	150	1,075
HUMBOLDT	136,002	Suburban	2,548	178	2,726	79	2,805	456	3,261
IMPERIAL	190,624	Suburban	2,548	178	2,726	79	2,805	456	3,261
INYO	18,577	Rural	840	59	899	26	925	150	1,075
KERN	905,801	Urban	6,105	427	6,532	189	6,722	1,092	7,814
KINGS	151,662	Suburban	2,548	178	2,726	79	2,805	456	3,261
LAKE	65,081	Rural	840	59	899	26	925	150	1,075
LASSEN	30,911	Rural	840	59	899	26	925	150	1,075
LOS ANGELES	10,283,729	Urban	8,107	567	8,674	252	8,926	1,450	10,376
MADERA	158,894	Suburban	2,548	178	2,726	79	2,805	456	3,261
MARIN	263,886	Suburban	2,548	178	2,726	79	2,805	456	3,261
MARIPOSA	18,129	Rural	840	59	899	26	925	150	1,075
MENDOCINO	89,299	Rural	840	59	899	26	925	150	1,075
MERCED	279,977	Suburban	2,548	178	2,726	79	2,805	456	3,261
MODOC	9,612	Rural	840	59	899	26	925	150	1,075
MONO	13,822	Rural	840	59	899	26	925	150	1,075
MONTEREY	443,281	Suburban	3,446	241	3,687	107	3,794	617	4,411
NAPA	141,294	Suburban	2,548	178	2,726	79	2,805	456	3,261
NEVADA	99,155	Rural	840	59	899	26	925	150	1,075
ORANGE	3,221,103	Urban	8,107	567	8,674	252	8,926	1,450	10,376
PLACER	389,532	Suburban	2,548	178	2,726	79	2,805	456	3,261
PLUMAS	19,773	Rural	840	59	899	26	925	150	1,075
RIVERSIDE	2,415,955	Urban	8,107	567	8,674	252	8,926	1,450	10,376
SACRAMENTO	1,529,501	Urban	8,107	567	8,674	252	8,926	1,450	10,376
SAN BENITO	57,088	Rural	840	59	899	26	925	150	1,075
SAN BERNARDINO	2,174,938	Urban	8,107	567	8,674	252	8,926	1,450	10,376
SAN DIEGO	3,337,456	Urban	8,107	567	8,674	252	8,926	1,450	10,376
SAN FRANCISCO	883,963	Urban	6,481	454	6,935	201	7,136	1,160	8,296
SAN JOAQUIN	758,744	Suburban	5,297	371	5,668	164	5,832	948	6,780
SAN LUIS OBISPO	280,101	Suburban	2,548	178	2,726	79	2,805	456	3,261
SAN MATEO	774,155	Urban	5,864	410	6,274	182	6,456	1,049	7,505
SANTA BARBARA	453,457	Suburban	3,399	238	3,637	105	3,742	608	4,350
SANTA CLARA	1,956,598	Urban	8,107	567	8,674	252	8,926	1,450	10,376
SANTA CRUZ	276,864	Suburban	2,548	178	2,726	79	2,805	456	3,261
SHASTA	178,271	Suburban	2,548	178	2,726	79	2,805	456	3,261
SIERRA	3,207	Rural	840	59	899	26	925	150	1,075
SISKIYOU	44,612	Rural	840	59	899	26	925	150	1,075
SOLANO	439,793	Suburban	3,419	239	3,658	106	3,764	612	4,376
SONOMA	503,332	Suburban	3,879	272	4,151	120	4,271	694	4,965
STANISLAUS	555,624	Suburban	4,090	286	4,376	127	4,503	732	5,235
SUTTER	97,238	Rural	840	59	899	26	925	150	1,075
TEHAMA	64,039	Rural	840	59	899	26	925	150	1,075
TRINITY	13,635	Rural	840	59	899	26	925	150	1,075
TULARE	475,834	Suburban	3,323	233	3,556	103	3,659	595	4,254
TUOLUMNE	54,740	Rural	840	59	899	26	925	150	1,075
VENTURA	859,073	Urban	6,591	461	7,052	205	7,257	1,179	8,436
YOLO	221,270	Suburban	2,548	178	2,726	79	2,805	456	3,261
YUBA	74,727	Rural	840	59	899	26	925	150	1,075
TOTAL	39,809,693		\$187,012	\$13,091	\$200,103	\$5,803	\$205,906	\$33,452	\$239,358

CALAFCO BULLETIN

Membership Dues Increase Questions & Answers



Question: *What's the issue?*

Answer: The issue is that CALAFCO has operated for many years with a structural deficit. The structural deficit is defined as the member LAFCo dues do not cover the operational costs of the organization. The organization continues an unhealthy and unstable fiscal reliance on net profits from the Annual Conference and a year-end net balance carryover to balance the budget.

Question: *How did the structural deficit happen?*

Answer: For many, many years CALAFCO's member LAFCo dues have not covered the operational costs of the organization. Overall, the cost of doing business is increasing and we are not accounting for the additional inflow of sustainable revenue to keep up with rising costs and expansion of services. As a result, the deficit grows.

Question: *How has CALAFCO been able to sustain itself if the structural deficit has been ongoing?*

Answer: In previous years, the organization relied on Fund Reserves and Conference net profit. Recently we have been using Conference net profits and end-of-year savings (net balance) to avoid having to use reserves. However, for FY 2018-19, the Board adopted an unbalanced budget, relying on Fund Reserves for the first time in a long time.

As recently as FY 2004-05 the organization ended the year with a deficit. The dues restructuring beginning FY 2005-06 helped close a portion of the structural deficit. The Board has been successful over the past 12 years in building a healthy Fund Reserve. Today the Fund Reserve balance is \$162,754, which represents approximately 60% of the operating costs of the organization. Some years CALAFCO has a strong net profit on the Conference, which sustains the budget for a few years. Further, CALAFCO has been budgeting a Conference net profit much higher than policy calls for in order to balance the budget. Last year we did not meet that target and this year our Annual Conference was at one time in jeopardy of happening due to the fires in the area.

Question: *How was the cost sharing solution and dues increase developed?*

Answer: In October 2016 the Board formed an ad hoc finance committee (with equitable regional representation as well as urban-suburban-rural representatives). After 15 months of work the committee made recommendations to the Board at the recent strategic planning workshop. To close the structural deficit short-term, the committee provided the Board four (4) options. In addition, CALAFCO has been reducing costs with minimal to no impact to the level of service being provided wherever possible. After lengthy consideration, the Board unanimously approved a hybrid of one of the options. The approved option calls for a 16.25% increase from member LAFCOs and the other portion of the deficit to be filled using net profits from the 2018 Annual Conference. These profits would have otherwise been budgeted for transfer to the Reserve Fund and/or used for special projects for the association.

As the cost-sharing strategy is a one-year only solution, the Board instructed the ad hoc committee to work on a long-term solution that calls for a revision of the current dues structure.

Question: *What is the current dues structure based on and will that change?*

Answer: The current dues structure is codified in the CALAFCO Bylaws and was approved by the membership in 2006. It is based on the county population categories by the California State Association of Counties (CSAC) as urban, suburban and rural. As stated above, the ad hoc committee is working on a new dues structure that goes beyond the current three (3) categories. It is anticipated the new structure will have more categories and will create greater equity in terms of the categories and their associated populations. The financial situation was discussed at the 2018 Annual Conference and in response to information gathered from the membership at the regional roundtables, the Board is intent on presenting all member LAFCOs with a sustainable and equitable solution.

At its May 10 meeting the Board plans to review and discuss this new draft structure, then distribute the draft recommended dues structure to the membership with ample time for review and discussion before the Annual Membership Business Meeting on October 31, 2019. If approved at this Annual Business Meeting, the new dues structure would take effect FY 2020-21 and serve to finally close the structural deficit.

As directed by the Board, the baseline for the new dues structure will be the current FY 2018-19 dues amount. What this means for you is the lower amount of what your LAFCo is paying now (versus what you will pay in FY 2019-20) will be the minimum baseline for calculating the new dues.

Question: *How do we know there will not be more dues increases in the future?*

Answer: Of course no one can predict the future economy. The goal of the Board is to permanently close the structural deficit and it believes this two-part strategy will accomplish that. Further, setting sights into the future, the hope is eventually there is enough sustainable revenue to again increase member services.

Question: *Who can I talk to if I have questions?*

Answer: If you have questions you are encouraged to contact Pamela Miller, CALAFCO's Executive Director at pmiller@calafco.org or 916-442-6536. You can also contact the CALAFCO Board Chair Josh Susman at jsusman@calafco.org. You are highly encouraged to reach out to any of your regional Board members. All of their names and contact information can be found on the CALAFCO website at www.calafco.org.

YOLO
LOCAL
AGENCY
FORMATION
COMMISSION

Item 6-ATT B



February 27, 2019

The Honorable Robert Rivas
California State Assembly
State Capital Room 5158
Sacramento, CA 95814

Subject: **Support of AB 1253**

Dear Assemblymember Rivas:

The Yolo Local Agency Formation Commission (LAFCo) is pleased to join the California Association of Local Agency Formation Commissions (CALAFCO) in support for **Assembly Bill 1253**. Sponsored by CALAFCO, the bill establishes a five-year pilot grant program to provide grants to LAFCos to address known service and governance concerns in disadvantaged communities. This program provides grants to LAFCos for conducting special in-depth studies and analyses of local government agencies and services for the purposes of creating improved efficiencies in the delivery of local government services and completing the dissolution of inactive special districts. The grant program would be administered by the Strategic Growth Council and sunset on December 31, 2025.

The Legislature established LAFCos in 1963 to encourage the orderly formation of local government agencies. Since that time, the regulatory role and responsibilities of LAFCos has substantially increased without additional funding. Operating in all 58 California counties, LAFCos are responsible for meeting important statutory directives to maintain orderly boundaries and seek greater efficiencies in delivering local services, and yet these directives often times cannot be met under current funding mechanisms. As a result, much needed LAFCo activities are sometimes delayed or rejected.

In August 2017, the Little Hoover Commission published a report on special districts and their oversight by LAFCos, which contained several recommendations directly related to LAFCo. One recommendation was for the Legislature to provide one-time grant funding to pay for specified LAFCo activities, particularly to incentivize LAFCos or smaller special districts to develop and implement dissolution or consolidation plans with timelines for expected outcomes.

By establishing this one-time grant funding, **AB 1253** provides an additional tool for LAFCos to address known service and governance concerns in disadvantaged communities by conducting detailed studies and potentially implementing greater efficiencies in delivering local services based on local circumstances and conditions. For these reasons, Yolo LAFCo is pleased to support **AB 1253**.

COMMISSION
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Supervisor – 2nd District

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City of Davis

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City of West Sacramento

STAFF

CHRISTINE M. CRAWFORD, AICP
Executive Officer

TERRI TUCK
Clerk to the Commission

MARK KRUMMENACKER
Financial Analyst

COUNSEL
ERIC MAY

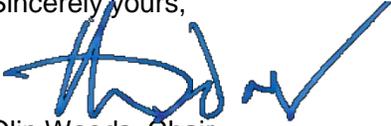
625 Court Street, Suite 107
Woodland CA 95695

(530) 666-8048
lafco@yolocounty.org

www.yololafco.org

Thank you for authoring this important piece of legislation. Please feel free to contact me should you have any questions about Yolo LAFCo's position.

Sincerely yours,

A handwritten signature in blue ink, appearing to read 'Olin Woods', with a checkmark-like flourish at the end.

Olin Woods, Chair

Cc: Senator Robert Hertzberg, co-author
Senator Anna Caballero, co-author
Pamela Miller, Executive Director, CALAFCO

YOLO
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Item 6-ATT C



February 27, 2019

The Honorable Eloise Gómez Reyes
California State Assembly
State Capital Room 2175
Sacramento, CA 95814

Subject: **Support of AB 213**

Dear Assembly Member Reyes:

The Yolo Local Agency Formation Commission (LAFCo) is pleased to support **Assembly Bill 213**. This bill would restore funding to approximately 140 cities that had annexed inhabited territory in reliance on previous financial incentives, then suffered significant fiscal harm when those funds were swept away due to the passage SB 89 (2011). The bill also offers similar incentives to support future annexations of inhabited territory to improve services to affected residents consistent with state LAFCo policies.

The VLF gap created by SB 89, one of the 2011 budget bills, created a financial disincentive for future city incorporations and annexations of inhabited territory. Further, it created severe fiscal penalties for those communities which chose to annex inhabited territories, particularly unincorporated islands. In several previous legislative acts, the Legislature had directed LAFCos to work with cities to annex unincorporated inhabited islands. The loss of financial incentive for these inhabited annexations has made it difficult for LAFCos to follow this legislative directive.

Reinstating revenues for annexations is consistent with statewide LAFCo legislative policies of providing communities with local governance and efficient service delivery options, including the ability to annex. The inability to do so creates a tremendous detriment to the creation of logical development boundaries and to the prevention of urban sprawl. Because **AB 213** reinstates a critical funding component to cities who previously annexed inhabited territory and did so relying on this financing, and to those cities who annex inhabited territory in the future, Yolo LAFCo supports this bill.

Thank you for carrying this important legislation. Please do not hesitate to contact me with any questions you may have on our position.

Sincerely,

A handwritten signature in blue ink, appearing to read "Olin Woods", is written over a blue horizontal line.

Olin Woods, Chair

Cc: Pamela Miller, Executive Director, CALAFCO
Dan Carrigg, Deputy Executive Director and Legislative Director, League of CA Cities

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Financial Analyst

COUNSEL
ERIC MAY

625 Court Street, Suite 107
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Public Hearings 7.

LAFCO

Meeting Date: 03/28/2019

Information

SUBJECT

Public Hearing to consider and adopt **Resolution 2019-02** approving the Esparto Community Services District (CSD) Sphere of Influence Amendment and Annexation for the Esparto Recreation Center (LAFCo No. 931), adopting findings as a Responsible Agency under CEQA and waiving the protest proceedings, subject to findings and conditions contained in the staff report

RECOMMENDED ACTION

1. Receive staff presentation and open the Public Hearing for public comments on the item.
2. Close the Public Hearing and consider the information presented in the staff report and during the public hearing.
3. Adopt findings as a Responsible Agency under CEQA
4. Adopt Resolution 2019-02 approving the Esparto CSD Sphere of Influence Amendment and Annexation for the Esparto Recreation Center (LAFCo No. 931) waiving conducting authority proceedings (attachment A)

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

Yolo County is constructing a community park and aquatic recreation center on the subject property. The 8.7-acre site would receive water and wastewater services from the Esparto Community Services District (ECSD). The CSD will also provide park and recreation operations and maintenance services to the recreation center. The property is not currently within ECSD boundaries and needs to amend its sphere of influence and be annexed into the ECSD.

BACKGROUND

The Esparto CSD was formed in 1969 to provide water, wastewater and street lighting services to the Esparto community. LAFCo added park and recreation services as an additional function in 2016. The subject parcel is not within the Esparto CSD's sphere of influence (SOI), which indicates areas intended for annexation. The property is located along the southern border of the existing CSD boundary and is surrounded by it on three sides. The parcel is currently zoned for public and quasi-public uses by Yolo County.

This request for SOI amendment and annexation was initiated by Yolo County and submitted to LAFCo on November 5, 2018. The landowner is the Esparto Unified School District and the Superintendent also signed the application indicating agreement with the proposal. The Board of Supervisors approved the property tax exchange on February 26, 2019 resolving that no taxes will be exchanged as a result of annexation because the Esparto CSD will charge usage fees for the service (Attachment B).

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (CKH), Government Code Section 56668.3, outlines the following factors to be considered by the Commission for a reorganization that includes the annexation of territory to any district:

1. Whether the proposed annexation will be for the interest of present and future landowners and inhabitants within the territory to be annexed;
2. Any resolution raising objections (financial or service concerns) that may be filed by an affected agency;
3. The adequacy of existing and planned future services to meet the probable future needs of the territory; and
4. Any other information which the commission deems appropriate for consideration.

The proposed SOI amendment and annexation is in the public interest, no objections have been filed to the proposal, the Esparto CSD has capacity to serve the project.

Public/Agency Notification and Waiver of Protest Proceedings

LAFCo provided notice of the public hearing to the landowners and registered voters within 300' of the subject parcel. A notice was also published on March 6, 2019 in the Woodland Daily Democrat. No objections from any affected or interested agency, landowners or the general public have been received. Pursuant to the CKH, Sections 56662 and 57002, the Commission may waive protest proceedings entirely because 100% of the landowners within the affected territory have consented to the proposal.

CEQA

Yolo County is the Lead Agency for undertaking the Esparto recreation

center project and a Notice of Determination for a Mitigated Negative Declaration was filed on January 18, 2017. The County has already undertaken the project, construction has commenced, and the project is nearing completion and will be open spring 2019. Therefore, LAFCo's discretionary action regarding the sphere of influence and annexation will not result in a significant effect on the environment because any effects have already occurred and have been mitigated under the County's Mitigated Negative Declaration (Attachment C).

Attachments

[ATT A-LAFCo Resolution 2019-02](#)

[ATT B-BOS Tax Exchange Reso19-23 02.26.19](#)

[ATT C-Esparto Community Park IS-MND 12-15-16](#)

Form Review

Inbox

Christine Crawford (Originator)
Form Started By: Christine Crawford
Final Approval Date: 03/19/2019

Reviewed By

Christine Crawford

Date

03/19/2019 11:38 AM
Started On: 03/18/2019 10:28 AM

RESOLUTION № 2019-02

**Approving the Esparto Community Services District
Sphere of Influence Amendment and Annexation for the Esparto Recreation Center
and Waiving Conducting Authority Proceedings (LAFCo № 931)**

WHEREAS, on November 5, 2018 Yolo County submitted an application to the Yolo Local Agency Formation Commission (LAFCo) for a sphere of influence amendment and annexation for the Esparto Recreation Center, APN 049-160-020 (“subject territory”); and

WHEREAS, the project is subject to a negotiated exchange per Revenue and Taxation Code Section 99(b)(3) which was approved by the Yolo County Board of Supervisors for zero exchange on February 26, 2019; and

WHEREAS, the project was routed to all subject, affected, and interested agencies and public notices were mailed to all landowners and registered voters within 300 feet and published in the Woodland Democrat on March 6, 2019; and

WHEREAS, the project was analyzed in accordance with all applicable sections of the Cortese-Knox-Hertzberg Act, LAFCo Standards of Evaluation and Agricultural Policy, and all other matters presented as prescribed by law; and

WHEREAS, the Executive Officer reviewed the proposal and prepared and filed a report with recommendations with this Commission at least five (5) days prior to the date of the March 28, 2019, meeting during which the project 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 Commission reviewed and considered the CEQA documentation and the Executive Officer’s Report including all the information, recommendations, findings, and conditions contained therein; and

NOW, THEREFORE, BE IT RESOLVED that the Yolo Local Agency Formation Commission approves the Esparto Community Services District Sphere of Influence Amendment and Annexation for the Esparto Recreation Center (LAFCo № 931) as illustrated in Exhibit A and hereby waives conducting authority proceedings pursuant to Government Code Section 56662 subject to the following findings and conditions of approval:

Findings

CEQA Findings

1. **Finding**: The Esparto Community Services District Sphere of Influence Amendment and Annexation for the Esparto Recreation Center (LAFCO № 931) is exempt from review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b)(3) (common sense exemption).

Evidence: Staff has reviewed the project and recommends that the project is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to Guidelines Section 15061(b)(3) of the CEQA Guidelines, “[w]here it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.” Therefore, the proposed project qualifies for the exemption under CEQA Guidelines Sections 15303 and 15061(b)(3). Yolo County is the Lead Agency for undertaking this project and a Notice of Determination for a Mitigated Negative Declaration was filed on January 18, 2017. The County has already undertaken the project, construction has commenced, and the project is nearing completion and will be open spring 2019. Therefore, LAFCo’s discretionary action regarding the sphere of influence and annexation will not result in a significant effect on the environment because any effects have already occurred and have been mitigated under the County’s Mitigated Negative Declaration.

Project Findings (in Accordance with Section Government Code Section 56668.3)

2. Finding: The annexation will be for the interest of present and future landowners and inhabitants within the territory to be annexed.

Evidence: This annexation and sphere of influence amendment would allow the Esparto Community Services District to provide water, wastewater and parks and recreation services to the project. The annexation is in the interest of the public and community that will be served by the recreation center. The Esparto Unified School District is the landowner and the territory is uninhabited.

3. Finding: No resolutions raising objections have been filed by an affected agency regarding the proposed project.

Evidence: The project proposal was routed to all subject, affected, and interested agencies and public notices were mailed to all landowners and registered voters within 300 feet and published in the Woodland Democrat on March 6, 2019. LAFCo has not received any objections (resolutions or otherwise) filed by an affected or interested agency regarding the proposed project.

4. Finding: The Esparto CSD has adequate services to meet the existing and probable future needs of the territory.

Evidence: The proposed annexation to the Esparto CSD consists of one parcel that has been developed with a pool and recreation center. Both sewer and water mains are located along the frontage of the parcel that will meet the needs the project parcel. The 2016 Yolo LAFCo Municipal Service Review and Sphere of Influence Study for the Western Yolo Special Districts analyzed the water and wastewater capacity for the Esparto CSD and found that both systems have capacity for additional connections.

Findings to Waive Proceedings (In accordance with Cortese-Knox-Hertzberg Act Section 56663(a))

- 5. Finding: The proposal of application for an annexation is accompanied by proof, satisfactory to the Commission, that all the owners of land within the affected territory have given their written consent to that reorganization.

Evidence: The application (LAFCo No 931) was signed by the Superintendent of the Esparto Unified School District as the landowner that comprises 100% of the affected territory. Additionally, the territory is uninhabited pursuant to the definition of inhabited in Section 56046 of Cortese-Knox-Hertzberg and no written demand for notice and hearing was received from an affected located agency during the notice period.

Conditions of Approval

- 1. The applicant and the real party of interest, if different, agree to defend, indemnify, hold harmless and release the Yolo 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 Local Agency Formation Commission its agents, officers, attorney or employees.
- 2. The project will be subject to all appropriate LAFCo, State Board of Equalization and County Clerk-Recorder fees prior to recording the Certificate of Completion for the Esparto CSD SOI Amendment and Annexation for the Esparto Recreation Center APN 049-160-020 (LAFCO № 931).
- 3. The effective date of the approval of this annexation is five (5) days after the date the Certificate of Completion is recorded by the County Recorder.

PASSED AND ADOPTED by the Yolo Local Agency Formation Commission, State of California, this 28th day of March 2019, by the following vote.

AYES:
NOES:
ABSENT:

Olin Woods, Chair
Yolo Local Agency Formation Commission

ATTEST:



Christine Crawford, Executive Officer
Yolo Local Agency Formation Commission

Approved as to form:



Eric May, Commission Counsel

BOARD OF SUPERVISORS
Yolo County, California

To: CAO ✓
Fin. Svcs. ✓

CONSENT CALENDAR

Excerpt of Minute Order No. 19-31 Item No. 9, of the Board of Supervisors' meeting of February 26, 2019.

MOTION: Sandy. SECOND: Provenza. AYES: Sandy, Provenza, Chamberlain, Villegas, Saylor.

9.

Adopt resolution determining that the proposed annexation of land into the Esparto Community Services District will not result in any property tax revenue impacts and therefore there will be no tax revenue exchange. (No general fund impact) (Blacklock/Tengolics)

Approved **Resolution No. 19-23** on Consent.



County of Yolo

www.yolocounty.org

To: The Chair and Members of the Board of Supervisors

Consent-General Government # 9.

Board of Supervisors

County Administrator

Meeting Date: 02/26/2019

Brief Title: Esparto CSD Annexation

From: Patrick Blacklock, County Administrator

Staff Contact: Alexander Tengolics, Manager of Governmental Relations, County Administrator's Office, x8068

Subject

Adopt resolution determining that the proposed annexation of land into the Esparto Community Services District will not result in any property tax revenue impacts and therefore there will be no tax revenue exchange. (No general fund impact)
(Blacklock/Tengolics)

Recommended Action

Adopt resolution determining that the proposed annexation of land into the Esparto Community Services District will not result in any property tax revenue impacts and therefore there will be no tax revenue exchange.

Strategic Plan Goal(s)

Operational Excellence
Thriving Residents

Reason for Recommended Action/Background

The Esparto Community Services District (District) has filed an application with the Yolo County Local Agency Formation Commission (LAFCo) requesting to annex into its service territory and its sphere of influence the Tuli Mem Park site identified as Yolo County Assessors Parcel No. 049-160-020 (Att. A). This annexation will allow the District to service property with water and waste water conveyance and treatment. As this jurisdictional change would affect the service area or service responsibility of one or more special districts, Revenue and Tax Code section 99 requires the County to negotiate any exchange of property tax revenue on behalf of the District and adopt a resolution determining what amount, if any, is to be exchanged (Att. C). The Yolo County Auditor has determined that there is no property tax revenue generated within the territory that is the subject of this jurisdictional change and that there will not be any tax revenue impact as a result of the annexation (Att. B). The County has noticed the District

of the determination of zero tax revenue impact.

Collaborations (including Board advisory groups and external partner agencies)

LAFCo, Esparto CSD, County Counsel, Department of Financial Services

Fiscal Information

No Fiscal Impact

Fiscal Impact of this Expenditure

Total cost of recommended action

Amount budgeted for expenditure

Additional expenditure authority needed \$0

On-going commitment (annual cost)

Source of Funds for this Expenditure

General Fund \$0

Attachments

Att. A. LAFCo Application

Att. B. Auditor Letter

Att. C. Resolution

Form Review

Inbox	Reviewed By	Date
Patrick Blacklock	Patrick Blacklock	02/07/2019 09:24 AM
County Counsel	Hope Welton	02/07/2019 09:41 AM
Elisa Sabatini	Elisa Sabatini	02/12/2019 09:27 AM
Carrie Scarlata	Carrie Scarlata	02/20/2019 11:37 AM
Form Started By: Alexander Tengolics		Started On: 12/21/2018 12:38 PM
Final Approval Date: 02/20/2019		

RECEIVED

YOLO
LOCAL
AGENCY
FORMATION
COMMISSION

625 Court Street, Suite 203
Woodland CA 95695

(530) 666-8048
lafco@yolocounty.org

www.yololafco.org

NOV 05 2018

YOLO LAFCO



PROPOSAL APPLICATION

Includes: Changes of Organization/Reorganization (Incorporation, Formation, Annexation, Detachment, Dissolution, or Consolidation), Out of Agency Service Reviews, Sphere of Influence Amendment, and Expansion of District Powers

This application is designed to be used for all proposals received by the Commission. If a question is not applicable to your proposal, please note accordingly.

A) An application is hereby made for changes involving the following cities and special districts:

Action: (ex. annexation, detachment)		Agency:
Sphere of Influence Amendment	to/from	Esparto Community Service District
Annexation	to/from	Esparto Community Service District
	to/from	

B) Proposal Detail (submit separate attachment if necessary):

Yolo County is seeking Esparto Community Service District Sphere of Influence Amendment and annexation of APN 049-160-020-000 into the Esparto Community Service District

C) This proposal includes:

	YES	NO
1) 12 or more registered voters:	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2) 100% consent of property owners:	<input checked="" type="checkbox"/>	<input type="checkbox"/>

D) Assessor's Parcel Numbers (Attach a list if necessary):

049-160-020-000				

E) Is this proposal consistent with the adopted Sphere of Influence of all affected agencies? If no, this application must include a Sphere of Influence Amendment.

F) If the proposal includes a Change of Organization/Reorganization, the following items must be submitted with this application:

1) A resolution of application adopted by the affected city or special district

OR

A petition of landowners or registered voters.

The Notice of Intent to Circulate a Petition and the Petition forms are located on the Forms page of LAFCo's website.

2) One copy of a metes-and-bounds description of the perimeter of the subject territory for review and approval by LAFCo's Surveyor.

3) A reproducible plat map (1 "hardcopy" and 1 digital copy) showing the subject territory AND the existing boundaries of the affected city or district.

4) Environmental Documents:

a) If a Negative Declaration or Environmental Impact Report (EIR) has been prepared by another agency for a project associated with this proposal, submit one copy to LAFCo with this proposal.

b) If no environmental document has been prepared, please complete the Environmental Questionnaire.

5) City Proposals:

If the proposal includes annexation to a city, submit one copy of the city's resolution or ordinance rezoning the subject territory. LAFCo cannot consider the proposal until rezoning has been completed.

a) For all city annexations that include areas that are inhabited (territory where 12 or more registered voters reside) or developed, include the number of existing housing units within the proposed city's annexation area as of the date in the resolution.

Annexing City:	
Detaching City/County:	
Total Housing Units:	

6) Property Tax Revenues:

If the proposal involves an annexation to a city and/or changes in district boundaries, negotiations for any exchange of property tax revenues *must be completed by the County and any affected city prior to LAFCo action*. For those proposals, LAFCo will notify the affected agencies after receiving your application and will provide preliminary information to begin the negotiations process.

7) Indemnification:

LAFCo requires that applicants indemnify LAFCo from litigation costs as a condition of submitting an application. Click the highlighted hyperlink for the Indemnification Form. Contact LAFCo staff if you have any questions.

8) Deposit:

Fees will be charged for all Commission proceedings and actions at the Commission's actual costs (including overhead). Click the highlighted hyperlink for the LAFCo's Fee Schedule.

All deposit fees listed are required to be paid by the applicant upon submittal of a proposal. A proposal with multiple actions requires a deposit for each action. If a proceeding is not listed, it will be subject to an initial fee as estimated by the Executive Officer. Any additional expenses incurred by the Commission, in excess of the deposited amount, will be billed to and paid by the applicant before completion of the LAFCo proceedings, including, but not limited to, consultant costs, feasibility studies, final recordation, and filings. Billing will be based on hourly rates. If a proposal is abandoned or terminated for any reason, the deposit amount not expended prior to that termination point will be refunded to the applicant.

Fees due to the State of California, including State Board of Equalization and the Department of Fish and Wildlife CEQA filing fees, will be paid by the applicant at the appropriate time and prior to final recordation of the Certificate of Completion.

JUSTIFICATION

- A) In as much detail as possible, please explain why this proposal is necessary and/or beneficial at this time. (For example, a proposed development or existing residences might require services not currently provided or available.)

Approval of the request will allow the Community Service District (CSD) to service the subject property with drinking water and waste water on conveyance and treatment. The county is currently constructing a park and pool complex on the subject property, known as the Esparto Pool Project.

In addition, the proposed annexation will close a CSD service gap given that all surrounding properties to the West, North and East are already within the CSD.

The property is bordered to the south by State Route 16

- B) Is this application proposed to carry out a development project? If so, describe the project.

The county is currently constructing a park and pool complex on the subject property, known as the Esparto Pool Project.

- C) Indicate below all discretionary approvals or permits from a city, the County, or another agency that will be needed to complete the project. If already approved, please indicate the date of approval and attached the adopted conditions of approval.

	Project File Number	Date of Approval
City or County Plan Amendment		
Rezoning (City)		
Rezoning (City)		
Tentative Subdivision Map		
Minor Land Division		
Other		

SITE DESCRIPTION

- A) Describe the general location and physical features of the territory included in this proposal. Refer to major roads, watercourses, and topographical features.

To the north - School parking lot Plainfield St, and single family residences; To the west one single family residence, Yolo Avenue (SR16), vacant commercial land and some commercial uses; To the east undeveloped residential land; To the south State Route 16, agricultural and rural residences.

The combined community park and aquatic recreation center would include the following facilities: 41,300 square foot pool complex, 6-one space parking lot, one 200-foot radius softball/little league field, two soccer/football fields.

- B) How many acres (or square miles) of territory are included in the proposal? 8.67 acres
- C) How many people live in the subject territory? 0
- D) How many registered voters live in the subject territory? 0

LAND USE INFORMATION

- A) General Plan and Zoning:
 1) If in the unincorporated area, what is the current General Plan designation? Public & Quasi Pub.

2) What is the current County zoning? Parks and Recreation

3) Is the territory within a city general plan area? YES NO

If so, what is the current general plan designation? _____

Has a city zoned or prezoned the territory? YES NO

If so, how is the territory zoned or prezoned? _____

B) Proposed Land Use:

1) Will the territory be developed with approval(s)? YES NO ^(C)

2) If no development is planned at this time, is development of the area anticipated? If so, when?
Community park + aquatic rec center construction is underway.

PLAN FOR PROVIDING SERVICES

A) List the agencies providing existing and proposed services to the territory. If not applicable or no change, please indicate accordingly.

SERVICE TYPE	Existing	Proposed
Sewer Service	<u>none</u>	Esparto Com. Services District
Water Service	Parks and Recreation <u>none</u> ^(C)	Esparto Com. Services District
Fire Protection		
Storm Drainage		
Police		
Street Lighting		
Maintenance		
Trash Pick-up		
Parks and Recreation	<u>none</u>	Esparto Com. Services District
Library		
Street Cleaning		
Other		

B) Will the area assume liability for any existing bonded debt upon annexation? YES NO

If so, please indicate taxpayer cost:

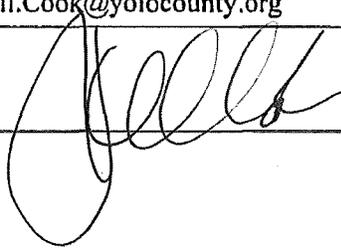
C) Will the territory be subject to any new or additional taxes, benefit charges, or fees? YES NO

If so, please explain:

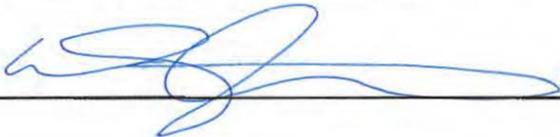
PROPONENT INFORMATION

LAFCo will consider the person signing this application as the proponent of the proposed action(s).

Notices and other communications regarding this application will be directed to the proponent at:

Name:	Jill Cook		
Address:	625 Court St		
City:	Woodland	Zip:	95695
Phones:	Work: 530-666-8699	Fax:	
	Cell:	Home:	
email:	Jill.Cook@yolocounty.org		
Signature:			

List any other person or agent who should be contacted concerning questions on this proposal (attach additional if needed):

Name:	Diego Ochoa - Esparto Schools Superintendent		
Address:	26675 Plainfield St		
City:	Esparto	Zip:	95627
Phones:	Work: 530-787-3446	Fax:	
	Cell:	Home:	
email:	dochoa@esparto12.org		
Signature:			

YOLO
LOCAL
AGENCY
FORMATION
COMMISSION

625 Court Street, Suite 203
Woodland CA 95695

(530) 666-8048
lafco@yolocounty.org

www.yololafco.org



INDEMNIFICATION AGREEMENT

As part of this application, applicant and real party in interest if different, agree to defend, indemnify, hold harmless, and release the Yolo Local Agency Formation Commission, its agents, officers, attorneys, and employees from any claim, action, or proceeding brought against any of them, the purpose of which is to attack, set aside, void, or annul the approval of this application or adoption of the environmental document, 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 on the part of the Yolo Local Agency Formation Commission, its agents, officers, attorneys, or employees.

Executed at Woodland _____, California on, 10/23/18 _____
City Date

APPLICANT: **Jill Cook**

Signature: _____

Title: **Deputy County Administrator**

Mailing Address: **625 Court St**

Woodland, CA 95695

REAL PARTY INTEREST:
(If different from Applicant)

Signature: _____

Title:

Mailing Address:



DISCLOSURE OF POLITICAL EXPENDITURES

Effective January 1, 2008, expenditures for political purposes, which are related to a change of organization or reorganization proposal that will be or has been submitted to LAFCo, are subject to the reporting and disclosure requirements of the Political Reform Act of 1974 and the Cortese-Knox-Hertzberg Act of 2000.

Please carefully read the following information to determine if reporting and disclosure provisions apply to you.

- Any person or combination of persons who, for political purposes, directly or indirectly contributes \$1,000 or more, or expend \$1,000 or more in support of, or in opposition to a proposal for a change of organization or reorganization that will be submitted to the Commission, shall disclose and report to the Commission to the same extent and subject to the same requirements of the Political Reform Act of 1974 (Government Code Section 81000 et seq.) as provided for local initiative measures, and Section 56700.1 of the Cortese-Knox-Hertzberg Act of 2000.
- Pursuant to Government Code Section 57009, any person or combination of persons who directly or indirectly contributes \$1,000 or more, or expends \$1,000 or in support of, or in opposition to, the conducting authority proceedings for a change of organization or reorganization, must comply with the disclosure requirements of the Political Reform Act of 1974, (Government Code section 81000 et seq.). Applicable reports must be filed with the Secretary of State and the appropriate city or county clerk. Copies of the report must also be filed with the Executive Officer of Yolo LAFCo.

A roster of current Yolo LAFCo commissioners is available from the LAFCo office

EVALUATION CHECKLIST FOR DISCLOSURE OF POLITICAL EXPENDITURES

The following checklist is provided to assist you in determining if the requirements of Government Code Sections 81000 et seq. apply to you. For further assistance contact the Fair Political Practices Commission at 428 J Street, Suite 450, Sacramento, CA 95814, (866) 275-3772 or at <http://www.fppc.ca.gov>.

1. Have you directly or indirectly made a contribution or expenditure of \$1,000 or more related to the support or opposition of a proposal that has been or will be submitted to LAFCo?

Yes
No

Date of contribution: Amount: \$

Name/Ref. No. of LAFCo proposal:

Date proposal submitted to LAFCo:

2. Have you, in combination with other person(s), directly or indirectly contributed or expended \$1,000 or more related to the support or opposition of a proposal that has been or will be submitted to LAFCo?

Yes
No

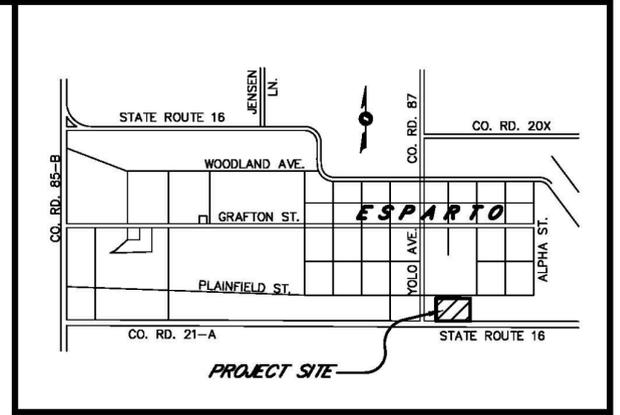
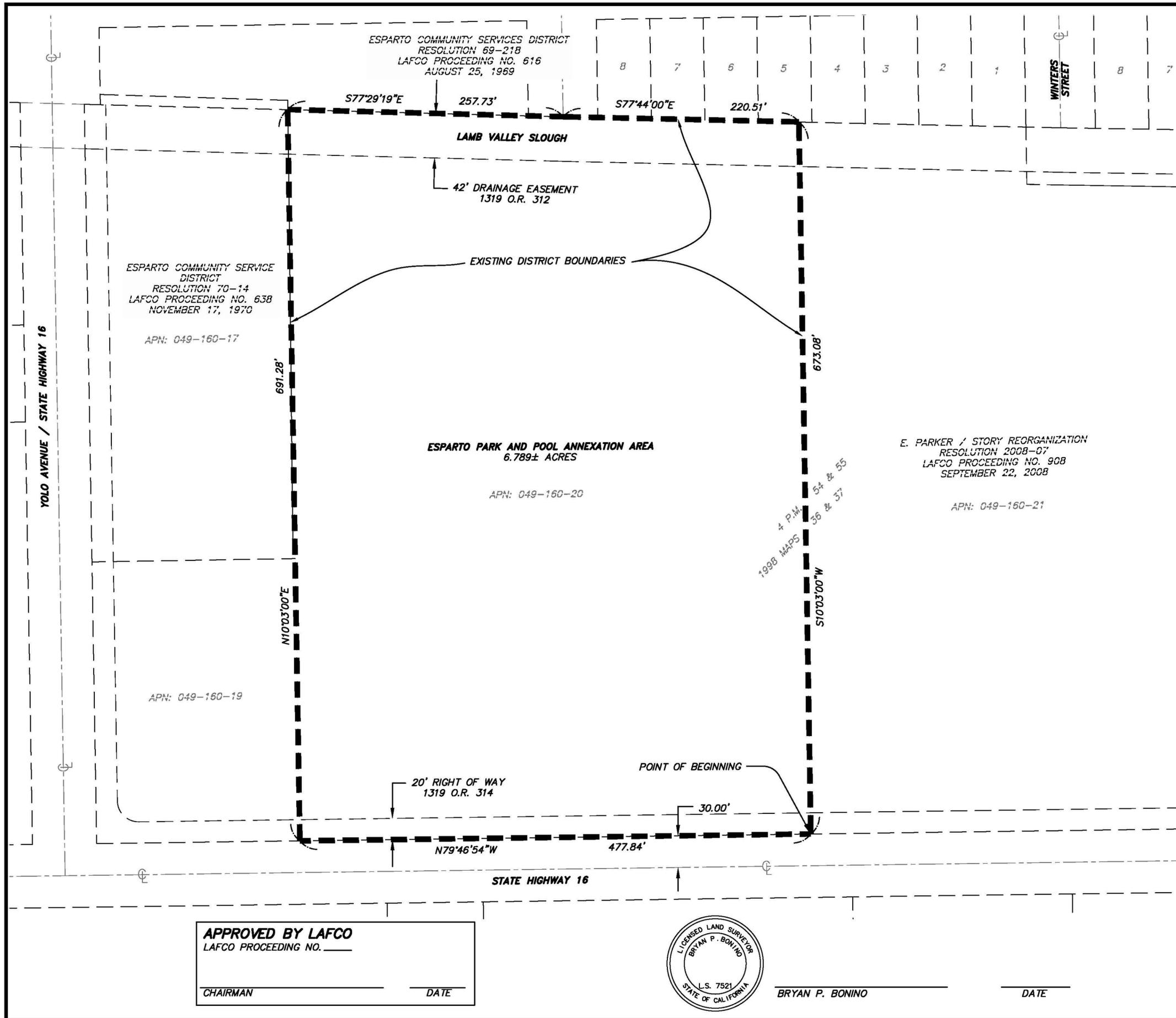
Date of contribution: Amount: \$

Name/Ref. No. of LAFCo proposal:

Date proposal submitted to LAFCo:

3. If you have filed a report in accordance with FPPC requirements, has a copy of the report been filed with Yolo LAFCo?

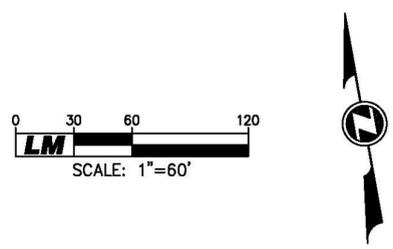
Yes
No



BOUNDARY DESCRIPTION:
 ALL THAT REAL PROPERTY SITUATE IN THE COUNTY OF YOLO, STATE OF CALIFORNIA AND BEING A PORTION OF RANCHO CANADA DE CAPAY LOCATED IN TOWNSHIP 10 NORTH, RANGE 1 WEST, MOUNT DIABLO BASE AND MERIDIAN, ALSO BEING A PORTION OF PARCEL 2 AS SHOWN ON BOOK 1998 OF MAPS AT PAGES 36 AND 37, SAID COUNTY RECORDS, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHEAST CORNER OF SAID PARCEL 2, SAID POINT ALSO BEING ON THE NORTH LINE OF STATE HIGHWAY 16; THENCE, ALONG SAID NORTH LINE, NORTH 79°46'54" WEST 477.84 FEET TO THE SOUTHWEST CORNER OF SAID PARCEL 2; THENCE, ALONG THE WEST LINE OF SAID PARCEL, NORTH 10°03'00" EAST 691.28 FEET TO THE NORTHWEST CORNER OF SAID PARCEL, SAID POINT ALSO BEING ON THE SOUTH LINE OF THAT CERTAIN ANNEXATION MAP ENTITLED "DISTRICT BOUNDARY MAP", LAFCO PROCEEDING NO. 616. THENCE, ALONG SAID SOUTH LINE THE FOLLOWING TWO (2) COURSES AND DISTANCES: 1) SOUTH 77°29'19" EAST 257.73 FEET; 2) SOUTH 77°44'00" EAST 220.51 FEET TO THE NORTHEAST CORNER OF SAID PARCEL 2; THENCE, ALONG THE EAST LINE OF SAID PARCEL 2, SOUTH 10°03'00" WEST 673.08 FEET TO THE POINT OF BEGINNING.

TOTAL ANNEXATION AREA: 6.79 ACRES OF LAND, MORE OR LESS.



APPROVED BY LAFCO
 LAFCO PROCEEDING NO. _____
 CHAIRMAN _____ DATE _____



BRYAN P. BONINO _____ DATE _____

ESPARTO PARK & POOL ANNEXATION TO THE ESPARTO COMMUNITY SERVICES DISTRICT
 BEING A PORTION OF RANCHO CANADA DE CAPAY IN TOWNSHIP 10 NORTH, RANGE 1 WEST, MOUNT DIABLO BASE AND MERIDIAN,

LM LAUGENOUR AND MEIKLE
 CIVIL ENGINEERING · LAND SURVEYING · PLANNING
 608 COURT STREET, WOODLAND, CALIFORNIA 95695 · PHONE: (530) 662-1755
 P.O. BOX 828, WOODLAND, CALIFORNIA 95776 · FAX: (530) 662-4602

464-68-1_base_1_topo_annex.dwg

FIGURE 2 – AERIAL MAP





County of Yolo

www.yolocounty.org

HOWARD H. NEWENS, CIA, CPA
Chief Financial Officer

CHAD RINDE, CPA
Assistant Chief Financial Officer

DEPARTMENT OF FINANCIAL SERVICES

625 Court Street, Room 102

PO BOX 1268
WOODLAND, CA 95776
PHONE: (530) 666-8190
FAX: (530) 666-8215
DFS @ yolocounty.org

- Financial Strategy Leadership
- Budget & Financial Planning
- Treasury & Finance
- Tax & Fee Collection
- Financial Systems Oversight
- Accounting & Financial Reporting
- Internal Audit
- Procurement

December 18, 2018

TO: Patrick Blacklock, CAO

FROM: Howard Newens, CFO
By: Sheryl Hardy-Salgado

SUBJECT: LAFCo 931 – Esparto CSD SOI Amendment and Annexation
of Parcel 049-160-020-000

The LAFCo project referenced above will amend Esparto Community Service District's Sphere of Influence and Annex parcel 049-160-020-000 (6.79 acres) into the district's boundaries. If granted, Esparto Community Service District could provide services to parcel 049-160-020-000.

Per LAFCo, this proposal is subject to Section 99.01 of the Revenue and Taxation code. Pursuant to Revenue and Taxation Code §99 and related subsections, the County Assessor's Office provided this office with the tax rate area of the property located within the boundaries of the proposed LAFCo project. Utilizing the Assessor's information, the agencies included in the Tax Rate Area are shown on the enclosure.

Pursuant to §99(b)(1)(B)3, the Auditor shall notify the government body of each local agency whose service area or service responsibility will be altered by the amount of, and allocation factors with respect to, property tax revenue estimated to §99(b)(2) that is subject to a negotiated exchange. However, there is not expected to be any tax revenue impact and therefore no property tax revenue is subject to a negotiated exchange.

Except as otherwise provided by law, pursuant to §99(b)(1)(B)(4), upon receipt of the enclosed estimates, the local agencies shall commence negotiations to determine the amount of property tax revenues to be exchanged between the local agencies. This negotiation period shall not exceed 60 days. The final exchange resolution shall specify how the annual tax increment shall be allocated in future years. Note this proposal does not expect to be subject to a negotiated exchange.

After review, no property tax loss or exchange between agencies will be necessary for the subject property. This annexation is compatible with an existing tax area which includes the Esparto Community Service District's boundary. No new tax rate area will be needed for the proposed annexation.

Please do not hesitate to contact Alexander Tengolics, Legislative & Government Affairs Specialist at (530) 666-8068 prior to the anticipated Board meeting with any concerns or questions about this determination.

Respectfully,



CR Sheryl Hardy-Salgado
Department of Financial Services
Property Tax Accounting Unit

HN:shs
Cc: Christine Crawford, LAFCo
Esparto Community Service District

LAFCo: 931
 Project Name: Esparto CSD SOI Amendment and Annexation
 of Parcel 049-160-020-000
 R&T Code Section: 99
 Existing Tax Rate Area(s): 063-017
 Net Assessed Value: -0-
 Estimated 1% Property Tax Revenue: \$0.00

TRA	Parcel	Acreage	Land	Imprvt	P Prop	Unsec Value	Total Value	Levy
063-017	049-160-020	6.79	0	0	0	0	0	\$ 0.00

Listed below are the existing agencies in the 1% tax rate in tax rate area 067-017.

AGENCY TITLE	DISTRIB %	Before ERAF	% SHIFT to ERAF	NEW DIST %	After ERAF
County General Fund	0.38588591	0.00	0.65754209	0.13214968	0.00
County ACO Fund	0.01581571	0.00		0.01581571	0.00
County Library	0.03585166	0.00	0.34062874	0.02363955	0.00
County Road District #2	0.02811419	0.00	0.10378479	0.02519636	0.00
Capay Cemetery District	0.01212224	0.00	0.18878248	0.00983377	0.00
Esparto Fire District	0.03942521	0.00	0.04526942	0.03764045	0.00
Sacto-Yolo Mosq&Vector Control	0.01112085	0.00		0.01112085	0.00
Yolo Co Resources Conserv Dist	0.00052636	0.00	0.27666920	0.00038073	0.00
Yolo County Flood Control District	0.03854419	0.00	0.38142526	0.02384246	0.00
County Schools	0.03994736	0.00		0.03994736	0.00
Esparto Unified School District	0.30537035	0.00		0.30537035	0.00
Yuba Community College	0.08727597	0.00		0.08727597	0.00
ERAF	0.00000000	0.00		0.28778674	0.00
	1.000000	0.00		1.000000	0.00

Listed below are the proposed agencies in the 1% tax rate in tax rate area 063-056.

AGENCY TITLE	DISTRIB %	Before ERAF	% SHIFT to ERAF	NEW DIST %	After ERAF
County General Fund	0.38588591	0.00	0.65754209	0.13214968	0.00
County ACO Fund	0.01581571	0.00		0.01581571	0.00
County Library	0.03585166	0.00	0.34062874	0.02363955	0.00
County Road District #2	0.02811419	0.00	0.10378479	0.02519636	0.00
Capay Cemetery District	0.01212224	0.00	0.18878248	0.00983377	0.00
Esparto Fire District	0.03942521	0.00	0.04526942	0.03764045	0.00
Sacto-Yolo Mosq&Vector Control	0.01112085	0.00		0.01112085	0.00
Yolo Co Resources Conserv Dist	0.00052636	0.00	0.27666920	0.00038073	0.00
Yolo County Flood Control District	0.03854419	0.00	0.38142526	0.02384246	0.00
County Schools	0.03994736	0.00		0.03994736	0.00
Esparto Unified School District	0.30537035	0.00		0.30537035	0.00
Yuba Community College	0.08727597	0.00		0.08727597	0.00
ERAF	0.00000000	0.00		0.28778674	0.00
	1.000000	0.00		1.0000000	0

FILED

MAR 05 2019

BY Rupita Ramirez
DEPUTY CLERK OF THE BOARD

Resolution No. 19-23

A RESOLUTION OF THE YOLO COUNTY BOARD OF SUPERVISOR MAKING DETERMINATION OF ZERO PROPERTY TAX EXCHANGE RELATED TO A REQUESTED ANNEXATION OF THE ESPARTO COMMUNITY SERVICES DISTRICT

WHEREAS, the Esparto Community Services District (District) has filed an application with the Yolo County Local Agency Formation Commission (LAFCo) requesting to annex into its service territory a parcel adjacent to its existing service territory and within its sphere of influence identified as Yolo County Assessors Parcel No. 049-130-042;

WHEREAS, the Yolo County Auditor has determined that there is no property tax revenue generated within the territory that is the subject of the jurisdictional change and that there will not be any tax revenue impact as a result of the annexation;

WHEREAS, because there will be no tax revenue impact as a result of the annexation, zero property tax revenue should be transferred to the Esparto Community Services District;

WHEREAS, the County has noticed the District of the determination of zero tax revenue impact and provided adequate opportunity to comment on the determination;

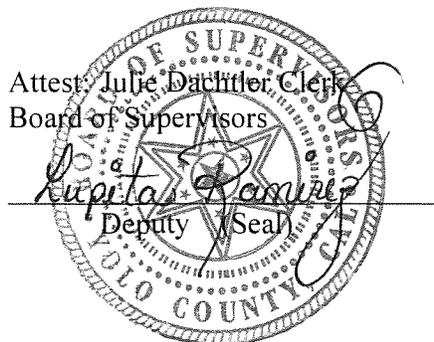
NOW, THEREFORE, BE IT RESOLVED AND ORDER by the Board of Supervisors of the County of Yolo, State of California, as follows:

1. No Property tax revenue or apportionment is affected by the proposed annexation and no property tax revenue or apportionment shall be transferred to the Esparto Community Services District.

PASSED AND ADOPTED by the Yolo County Board of Supervisors this 26th day of February, 2019, by the following vote:

AYES: Sandy, Provenza, Chamberlain, Villegas, Saylor
NOES: None
ABSENT: None
ABSTAIN: None

Don Saylor
Don Saylor, Chair,
Board of Supervisors



Approved as to Form:
Philip J. Pogledich, County Counsel

By: Carrie Scarlata
Carrie Scarlata, Asst. County Counsel

COUNTY RECORDER
Filing Requested by:

Item 7-ATT C

Yolo County Dept. of Community Services

Name
292 West Beamer Street
Address
Woodland, CA 95695
City, State, Zip

Attn: Taro Echiburu

FILED
YOLO COUNTY CLERK/RECORDER

JAN 18 2017

BY **JESSE SALINAS, CLERK**
DEPUTY JOSIE RAMIREZ

Notice of Determination



To: **Yolo County Clerk**
625 Court Street
Woodland, CA 95695

To: **Office of Planning and Research**
P.O. Box 3044
1400 Tenth Street, Room 121
Sacramento, CA 95812-3044

Subject: Notice of Determination in compliance with Section 21108 or 21152 of the Public Resources Code.

Project Title: Esparto Park and Aquatic Recreation Center **State Clearinghouse Number: 2016122033**

Applicant: County of Yolo
Yolo County Department of Community Services
Woodland, CA. 95695
(530) 666-8045

Project Location: South East corner of Yolo Avenue (State Route 16) and Plainfield Street in Esparto, unincorporated Yolo County; APN 049-160-014 and 049-160-017.

Project Description: The proposed Project is the construction of a combined community park and aquatic recreation center on both contiguous properties which would include the following facilities:

- An approximately 41,300 square foot (0.9 acre) pool complex, including a competition-size outdoor public swimming pool; and a 2,700 square foot aquatic center with locker room facilities;
- A 60-space parking lot adjacent to the recreation center and aquatic center;
- One 200-foot radius softball/little league field;
- Two soccer/football fields;
- One outdoor basketball court;
- Outdoor picnic tables;
- A pedestrian path system that encircles the perimeter of the site; and
- A detention basin on approximately 0.34 acre; and
- A possible pedestrian/bicycle access bridge over Lamb Valley Slough connecting to the site from Plainfield Street.

POSTED JAN 18 2017

FILE # _____ FILE NAME _____
AUTHORIZED SIGNATURE _____

RECEIPT# _____
FEE STATUS _____

N17-05

1. The project will not have a significant effect on the environment.
2. A Negative Declaration was prepared for this project pursuant to the provisions of CEQA.
3. Mitigation measures were made conditions of approval of the project.
4. A mitigation monitoring plan was not adopted for this project.
5. A statement of Overriding Considerations was not adopted for this project.
6. Findings were made pursuant to the provisions of CEQA.

This is to certify that the Mitigated Negative Declaration is available to the General Public at the Yolo County Department of Community Services located at 292 West Beamer Street, Woodland, California.

Signature (Public Agency)  Date: January 18, 2017
Title: Director Phone: (530) 666-8045

Date received for filing at OPR:

FILE # _____ FILE NAME _____
AUTHORIZED SIGNATURE _____

RECEIPT# _____
FEE STATUS _____



State of California - Department of Fish and Wildlife

2017 ENVIRONMENTAL FILING FEE CASH RECEIPT

DFW 753.5a (Rev. 12/15/15) Previously DFG 753.5a

RECEIPT NUMBER: 57 - 01182017 - 05
STATE CLEARINGHOUSE NUMBER (if applicable) 2014122033

SEE INSTRUCTIONS ON REVERSE. TYPE OR PRINT CLEARLY.

LEAD AGENCY YOLO COUNTY DEPARTMENT OF COMMUNITY SERVICES	LEAD AGENCY EMAIL	DATE 01/18/2017
COUNTY/STATE AGENCY OF FILING Yolo	DOCUMENT NUMBER N17-05	

PROJECT TITLE
ESPARTO PARK ABD AQUATIC RECREATION CENTER

PROJECT APPLICANT NAME TARO ECHIBURU	PROJECT APPLICANT EMAIL	PHONE NUMBER (530) 666-8045
PROJECT APPLICANT ADDRESS 292 W BEAMER STREET	CITY WOODLAND	STATE CA
		ZIP CODE 95695

PROJECT APPLICANT (Check appropriate box)

Local Public Agency
 School District
 Other Special District
 State Agency
 Private Entity

CHECK APPLICABLE FEES:

<input type="checkbox"/> Environmental Impact Report (EIR)	\$3,078.25	\$	0.00
<input checked="" type="checkbox"/> Mitigated/Negative Declaration (MND)(ND)	\$2,216.25	\$	2,210.25
<input type="checkbox"/> Certified Regulatory Program document (CRP)	\$1,046.50	\$	0.00

- Exempt from fee
 Notice of Exemption (attach)
 CDFW No Effect Determination (attach)
 Fee previously paid (attach previously issued cash receipt copy)

<input type="checkbox"/> Water Right Application or Petition Fee (State Water Resources Control Board only)	\$850.00	\$	0.00
<input checked="" type="checkbox"/> County documentary handling fee		\$	\$50.00
<input type="checkbox"/> Other		\$	

PAYMENT METHOD:

Cash
 Credit
 Check
 Other

TOTAL RECEIVED \$ 2,260.25

SIGNATURE X	AGENCY OF FILING PRINTED NAME AND TITLE JOSIE RAMIREZ, DEPUTY
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State of California - Department of Fish and Wildlife
2017 ENVIRONMENTAL FILING FEE CASH RECEIPT
 DFW 753.5a (Rev. 12/15/15) Previously DFG 753.5a

RECEIPT NUMBER: 57 - 01182017 - 05
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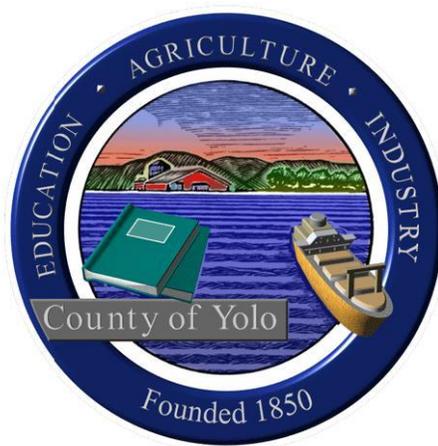
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<input type="checkbox"/> Other		\$	

PAYMENT METHOD:

Cash
 Credit
 Check
 Other **IB**
 TOTAL RECEIVED \$ 2,260.25

SIGNATURE X	AGENCY OF FILING PRINTED NAME AND TITLE JOSIE RAMIREZ, DEPUTY
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**YOLO COUNTY
DEPARTMENT OF COMMUNITY SERVICES**

INITIAL STUDY/ MITIGATED NEGATIVE DECLARATION

FILE # 2010-004

**ESPARTO COMMUNITY PARK AND
AQUATIC RECREATION CENTER**

December, 2016

Initial Environmental Study

1. **Project Title:** Esparto Community Park and Aquatic Recreation Center
2. **Lead Agency Name and Address:**
Yolo County Community Services Department
292 West Beamer Street
Woodland, CA 95695
3. **Contact Person, Phone Number, E-Mail:**
Taro Echiburu, Director
(530) 666-8045
taro.echiburu@yolocounty.org
4. **Project Location:**
The project site consists of 8.7 acres, located between Lamb Valley Slough and State Route 16, south of the Esparto High School, at Plainfield and Bonyng Streets, in the town of Esparto (APN 049-160-014, APN 049-160-017), see Figure 1, (Vicinity Map and Figure 2, Aerial Map)
5. **Project Sponsor's Name and Address:**
Yolo County Community Services Department
292 West Beamer Street
Woodland, CA 95695
6. **Land Owner's Name and Address:**
Esparto Unified School District
26675 Plainfield Street
Esparto, CA 95627

Nicolas & Maria Herrera
1205 Kleeman Way
Arbuckle, CA 95912
7. **General Plan Designation(s):**
Designated as "Public and Quasi-Public" (PQ) (APN: 049-160-014) and "Commercial Local" (CL) (APN: 049-160-017) in the 2030 Yolo Countywide General Plan
8. **Zoning:**
Currently zoned Public/Quasi-Public (PQP) (APN: 049-160-014) and Local Commercial (C-L) (APN: 049-160-017)
9. **Description of the Project:**
See attached "Project Description" on the following pages for details
10. **Surrounding Land Uses and Setting:**

School parking lot, Plainfield Street, and single family residences to the north; one residence and Yolo Avenue (State Route 16) to the west; vacant, undeveloped land to the east; and agriculture and rural residences to the south

FIGURE 1- VICINITY MAP

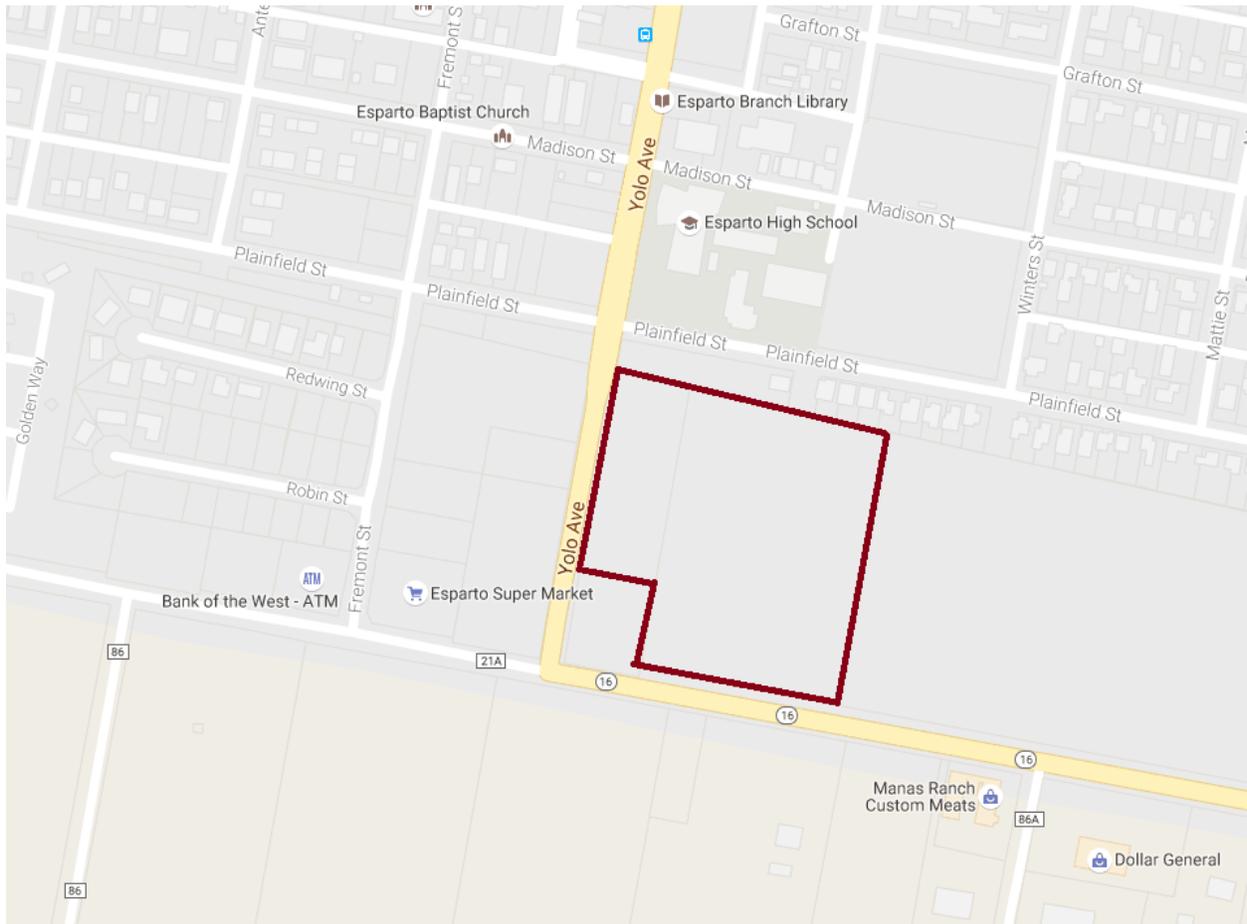
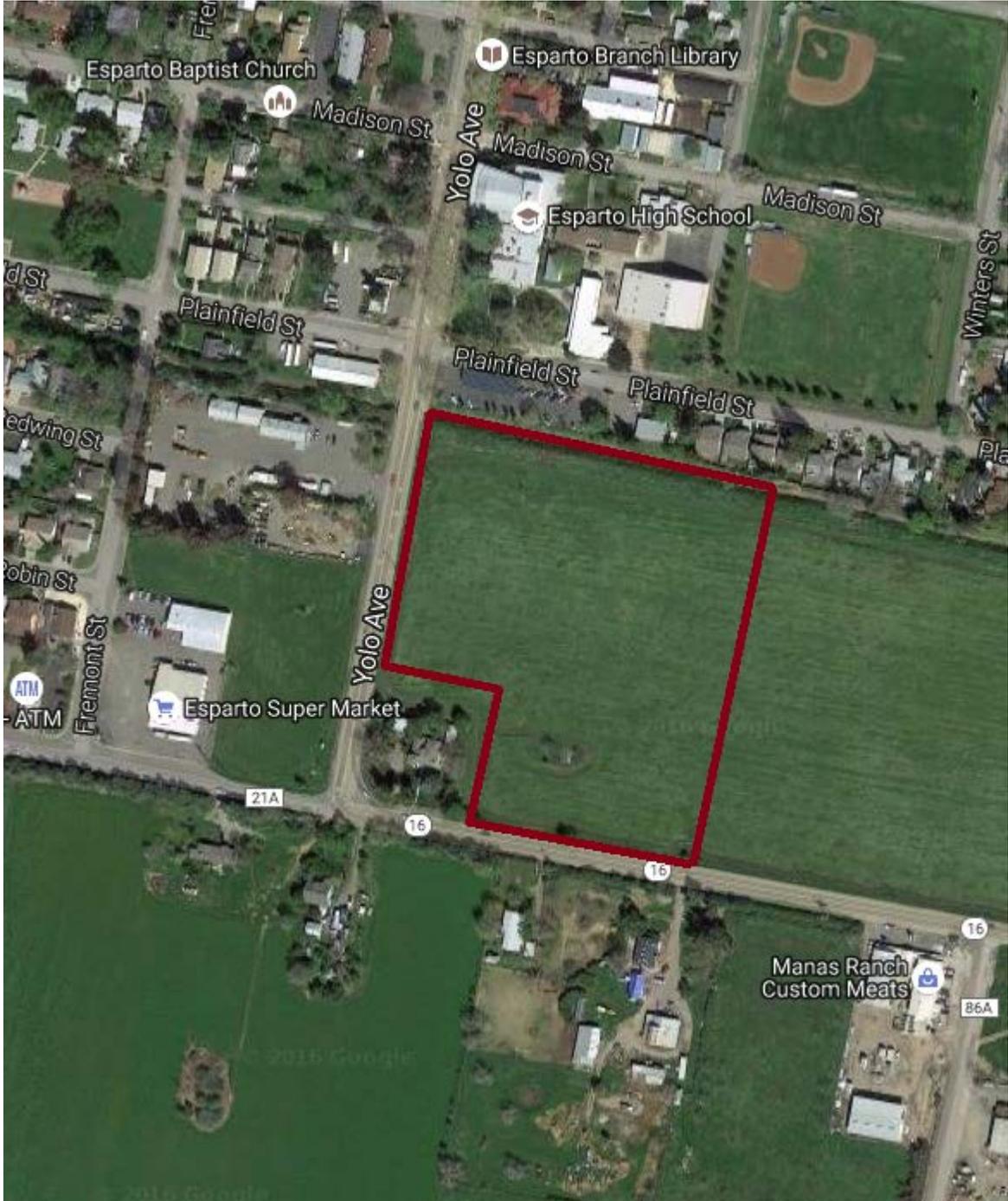


FIGURE 2- AERIAL VIEW



11. Other public agencies whose approval is required: Yolo County Local Agency Formation Commission (annexation into ECSD); Esparto Community Services District; Caltrans (encroachment permit)

12. Other Project Assumptions: The Initial Study assumes compliance with all applicable State, Federal, and Local Codes and Regulations including, but not limited to, County of Yolo Improvement Standards, the State Health and Safety Code, and the State Public Resources Code.

Project Description

This Environmental Initial Study is prepared in accordance with the California Environmental Quality Act (CEQA). The term “project” is defined by CEQA as the whole of an action that has the potential, directly or ultimately, to result in a physical change to the environment (CEQA Guidelines Section 15378). The “project” which is the subject of this Environmental Initial Study involves planning for a new community park and aquatic recreation center in Esparto.

The community park and aquatic recreation center project is being proposed by Yolo County. In January, 2010, the Yolo County Board of Supervisors (BOS) authorized the expansion of the Parks and Recreation Zone of Benefit District in the Madison-Esparto Regional County Service Area (MERCOSA), in order to fund future park capital and operating costs. The BOS also authorized staff to work with community organizations and make an application for funding of a community park in the unincorporated town of Esparto. The community organizations that are involved include Capay Valley Vision, Esparto Citizens Advisory Committee, MERCOSA, New Season Community Development Corporation, and Western Yolo Recreation Center Association (WYORCA), in addition to multiple other service organizations.

The site for the park is vacant property currently owned by the Esparto Unified School District (APN: 049-160-014), and the Herrera property, adjoining the school property to the west (APN: 049-160-017). The Esparto Unified School District and Herrera family are supportive of the park planning effort. Yolo County staff and community members have developed a conceptual site plan for development of the property (Figure 3, Site Plan). The combined community park and aquatic recreation center on both contiguous properties would include the following facilities:

- An approximately 41,300 square foot (0.9 acre) pool complex, including a competition-size outdoor public swimming pool; and a 2,700 square foot aquatic center with locker room facilities;
- A 60-space parking lot adjacent to the recreation center and aquatic center;
- One 200-foot radius softball/little league field;
- Two soccer/football fields;
- One outdoor basketball court;
- Outdoor picnic tables;
- A pedestrian path system that encircles the perimeter of the site;

-
- A detention basin on approximately 0.34 acre; and
 - A possible pedestrian/bicycle access bridge over Lamb Valley Slough connecting to the site from Plainfield Street.

The aquatic center includes a public pool that is 25 yards long and 6 lanes wide. It is competition length, but not an “Olympic”-sized pool. The proposed lap pool dimensions are 75 feet by 44 feet, equal to approximately 3,300 square feet. An adjacent family activity/wading pool is approximately 1,550 square feet in size. Using a pool capacity of 20 square feet per bather, the maximum capacities for the lap and wading pools, respectively, are 165 bathers and 78 bathers, for a maximum facility capacity of 243 bathers.

Development of the 8.7-acre site would receive water and wastewater services by connecting to the Esparto Community Services District (ECSD). The property is not currently within ECSD boundaries and would need to be formally annexed into the ECSD by the Yolo County Local Agency Formation Commission.

The proposed community park would be accessed from the west via an access driveway off Yolo Avenue (State Route 16) through the Herrera property to the west (APN 049-160-17). The access driveway would connect with the proposed parking area next to the community recreation center and aquatic center. The access driveway would require the granting of an encroachment permit from Caltrans to connect with Yolo Avenue (State Route 16).

Figure 3 – Site Plan



Environmental Factors Potentially Affected

The environmental factors checked below could potentially be affected by this project, involving at least one impact that is still a “Potentially Significant Impact” (before any proposed mitigation measures have been adopted or before any measures have been made or agreed to by the project proponent) as indicated by the checklist on the following pages.

- | | | |
|--|--|---|
| <input type="checkbox"/> Aesthetics | <input type="checkbox"/> Agricultural and Forest Resources | <input type="checkbox"/> Air Quality |
| <input checked="" type="checkbox"/> Biological Resources | <input type="checkbox"/> Cultural Resources | <input type="checkbox"/> Geology / Soils |
| <input type="checkbox"/> Greenhouse Gas Emissions | <input type="checkbox"/> Hazards & Hazardous Materials | <input type="checkbox"/> Hydrology / Water Quality |
| <input type="checkbox"/> Land Use / Planning | <input type="checkbox"/> Mineral Resources | <input type="checkbox"/> Noise |
| <input type="checkbox"/> Population / Housing | <input type="checkbox"/> Public Services | <input type="checkbox"/> Recreation |
| <input type="checkbox"/> Transportation / Traffic | <input type="checkbox"/> Utilities / Service Systems | <input type="checkbox"/> Mandatory Findings of Significance |

Determination

On the basis of this initial evaluation:

- I find that the proposed project **COULD NOT** have a significant effect on the environment, and a **NEGATIVE DECLARATION** will be prepared.
- I find that although the proposed project could have a significant effect on the environment, there will not be a significant effect in this case because revisions to the project have been made by or agreed to by the project proponent. A **MITIGATED NEGATIVE DECLARATION** will be prepared.
- I find that the proposed project **MAY** have a significant effect on the environment, and an **ENVIRONMENTAL IMPACT REPORT** is required.
- I find that the proposed project **MAY** have an impact on the environment that is “potentially significant” or “potentially significant unless mitigated” but at least one effect (1) has been adequately analyzed in an earlier document pursuant to applicable legal standards and (2) has been addressed by mitigation measures based on the earlier analysis, as described on attached sheets. An **ENVIRONMENTAL IMPACT REPORT** is required, but it must analyze only the effects that remain to be addressed.
- I find that although the proposed project could have a significant effect on the environment, because the project is consistent with an adopted general plan and all potentially significant effects have been analyzed adequately in an earlier **ENVIRONMENTAL IMPACT REPORT**, the project is exempt from further review under the California Environmental Quality Act under the requirements of Public Resources Code section 21083.3(b) and CEQA Guidelines Section 15183.

Planner's Signature

Date

Planner's Printed name

Purpose of this Initial Study

This Initial Study has been prepared consistent with CEQA Guideline Section 15063, to determine if the project as described herein may have a significant effect upon the environment.

Evaluation of Environmental Impacts

1. A brief explanation is required for all answers except “No Impact” answers that are adequately supported by the information sources a lead agency cites in the parentheses following each question. A “No Impact” answer is adequately supported if the referenced information sources show that the impact simply does not apply to projects like the one involved (e.g., the project falls outside a fault rupture zone). A “No Impact” answer should be explained if it is based on project-specific factors as well as general standards (e.g., the project will not expose sensitive receptors to pollutants, based on a project-specific screening analysis).
2. All answers must take account of the whole action involved, including offsite as well as onsite, cumulative as well as project-level, indirect as well as direct, and construction as well as operational impacts.
3. Once the lead agency has determined that a particular physical impact may occur, the checklist answers must indicate whether the impact is potentially significant, less than significant with mitigation, or less than significant. “Potentially Significant Impact” is appropriate if there is substantial evidence that an effect may be significant. If there are one or more “Potentially Significant Impact” entries when the determination is made, an EIR is required.
4. A “Less than Significant with Mitigation Incorporated” applies when the incorporation of mitigation measures has reduced an effect from a “Potentially Significant Impact” to a “Less than significant Impact”. The lead agency must describe the mitigation measures and briefly explain how they reduce the effect to a less-than-significant level. (Mitigation measures from Section XVIII, “Earlier Analyses”, may be cross-referenced.)
5. A determination that a “Less Than Significant Impact” would occur is appropriate when the project could create some identifiable impact, but the impact would be less than the threshold set by a performance standard or adopted policy. The initial study should describe the impact and state why it is found to be “less than significant.”
6. Earlier analyses may be used where, pursuant to the tiering, program EIR, or other CEQA process, an effect has been adequately analyzed in an earlier EIR or negative declaration [Section 15063(c)(3)(D) of the California Government Code. Earlier analyses are discussed in Section XVIII at the end of the checklist.
7. Lead agencies are encouraged to incorporate into the checklist references to information sources for potential impacts (e.g., general plans, zoning ordinances). Reference to a previously prepared or outside document should, when appropriate, include a reference to the page or pages where the statement is substantiated.
8. Supporting Information Sources: A source list should be attached, and other sources used or individuals contacted should be cited in the discussion.

I. AESTHETICS.		Potentially Significant Impact	Less than Significant with Mitigation Incorporated	Less than significant Impact	No Impact
Would the project:					
a.	Have a substantial adverse effect on a scenic vista?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b.	Substantially damage scenic resources, including, but not limited to, trees, rock outcroppings, and historic buildings along a scenic highway?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c.	Substantially degrade the existing visual character or quality of the site and its surroundings?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d.	Create a new source of substantial light or glare that would adversely affect daytime or nighttime views in the area?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Discussion of Impacts

a) *Less than Significant Impact.* The proposal does not contain any scenic resources and is not located within view of any scenic highways or vistas. On a clear day, distant views can be seen of the coastal mountains to the west, and the Sierra Nevada mountains to the east. Construction of community park facilities would have a less than significant impact on views in the area.

b) *No Impact.* The proposed project would not damage scenic resources. The portion of State Route 16 in Esparto is not designated as a scenic highway by either Yolo County or the State of California (the portion of SR 16 to the west from the town of Capay to the Colusa County line is designated a scenic highway by Yolo County). There are no scenic resources such as trees or rocks on or near the project site.

c) *Less Than Significant Impact.* The project site is currently a vacant field. The design of the proposed community park would seek to minimize through design any potential visual impact. The developed community park would be consistent with surrounding properties (residences and the high school) and would not significantly impact the visual character of the site and its surroundings.

d) *Less Than Significant Impact.* The project's proposed ball fields and other facilities could provide additional light and glare in the area, which is within the existing town of Esparto. However, any proposed outdoor lighting associated with the park facilities would be required to meet the lighting design criteria of the Esparto Community Plan, which requires that lighting shall be shielded from neighboring properties and that exposed bulbs are prohibited.

II. AGRICULTURAL AND FOREST RESOURCES.	Potentially Significant Impact	Less than Significant with Mitigation Incorporated	Less than significant Impact	No Impact
<p>In determining whether impacts on agricultural resources are significant environmental effects, lead agencies may refer to the California Agricultural Land Evaluation and Site Assessment Model (1997) prepared by the California Department of Conservation. In determining whether impacts to forest resources, including timberland, are significant environmental effects, lead agencies may refer to information compiled by the California Department of Forestry and Fire Protection regarding the state's inventory of forest land, including the Forest and Range Assessment Project and the Forest Legacy Assessment project; and the forest carbon measurement methodology provided in the Forest Protocols adopted by the California Air Resources Board. Would the project:</p>				
a. Convert Prime Farmland, Unique Farmland, or Farmland of Statewide Importance (Farmland), as shown on the maps prepared pursuant to the Farmland Mapping and Monitoring Program of the California Resources Agency, to non-agricultural use?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Conflict with existing zoning for agricultural use or conflict with a Williamson Act contract?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c. Conflict with existing zoning for, or cause rezoning of, forest land (as defined in Public Resources Code section 12220(g)) or timberland (as defined in Public Resources Code section 4526)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d. Result in the loss of forest land or conversion of forest land to non-forest use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
e. Involve other changes in the existing environment that, due to their location or nature, could result in conversion of farmland to non-agricultural use or conversion of forest land to non-forest use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Discussion of Impacts

(a) *Less than Significant Impact.* The project would convert 8.7 acres of undeveloped, vacant land to park uses. The site consists of a fallow agricultural field that apparently has not been grazed, graded, or plowed in several years. The Soil Survey of Yolo County indicates soils of the project site are classified as Tehama loam (TaA), considered a Class II (prime) soil. Thus, the community park would convert prime soils. Yolo County requires mitigation for loss of most agricultural lands through its Agricultural Conservation and Mitigation Program (Section 8-2.404 of the County Code). However, the project would not be required to mitigate because the County Code explicitly exempts public facilities and parks from the mitigation requirements.

b) *No Impact*. The project site is not zoned for agriculture; it is designated “Public and Quasi-Public” (APN: 049-160-014) and “Local Commercial” (APN: 049-160-017) by the County General Plan and is zoned for public/quasi-public and local commercial uses, respectively.

c) and d) *No Impact*. The project does not conflict with existing zoning for, or cause rezoning of, forest land and would not result in the loss of forest land or conversion of forest land to non-forest use.

e) *No Impact*. The project does not involve any other changes that could result in the conversion of farmland to non-agricultural uses.

III. AIR QUALITY.	Potentially Significant Impact	Less than Significant with Mitigation Incorporated	Less than significant Impact	No Impact
Where applicable, the significance criteria established by the applicable air quality management or air pollution control district may be relied upon to make the following determinations. Would the project:				
a. Conflict with or obstruct implementation of the applicable air quality plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b. Violate any air quality standard or contribute substantially to an existing or projected air quality violation?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Result in a cumulatively considerable net increase of any criteria pollutant for which the project region is a nonattainment area for an applicable federal or state ambient air quality standard (including releasing emissions that exceed quantitative thresholds for ozone precursors)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d. Expose sensitive receptors to substantial pollutant concentrations?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e. Create objectionable odors affecting a substantial number of people?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Environmental Setting

The project site is within the Yolo-Solano Air Quality Management District (YSAQMD), and the Sacramento Valley Air Basin regulates air quality conditions within Yolo County. Yolo County is classified as a non-attainment area for several air pollutants, including ozone (O3) and particulate matter 10 microns or less in diameter (PM10) for both federal and state standards, the partial non-attainment of the federal particulate matter 2.5 (PM2.5), and is classified as a moderate maintenance area for carbon monoxide (CO) by the state.

Development projects are most likely to violate an air quality plan or standard, or contribute substantially to an existing or project air quality violation, through generation of vehicle trips.

For the evaluation of project-related air quality impacts, the YSAQMD recommends the use of the following thresholds of significance:

Table AQ-1	
YSAQMD-Recommended Quantitative Thresholds of Significance for Criteria Air Pollutants	
Pollutant	Threshold
Reactive Organic Gases (ROG)	10 tons/year (approx. 55 lbs/day)
Oxides of Nitrogen (NO _x)	10 tons/year (approx. 55 lbs/day)
Particulate Matter (PM ₁₀)	80 lbs/day
Carbon Monoxide (CO)	Violation of State ambient air quality standard
<i>Source: Handbook for Assessing and Mitigating Air Quality impacts (YSAQMD, 2007)</i>	

- Emissions of Criteria Air Pollutants (ROG, NO_x, and PM₁₀)—Construction impacts associated with the proposed project would be considered significant if project-generated emissions would exceed YSAQMD-recommended significance thresholds, as identified in Table AQ-1, and recommended control measures are not incorporated.
- Conflict with or Obstruct Implementation of Applicable Air Quality Plan— Projects resulting in the development of a new land use or a change in planned land use designation may result in a significant increase in vehicle miles traveled (VMT). Substantial increases in VMT, as well as, the installation of new area sources of emissions, may result in significant increases of criteria air pollutants that may conflict with the emissions inventories contained in regional air quality control plans. For this reason and given the region’s non-attainment status for ozone and PM10, project-generated emissions of ozone precursor pollutants (i.e., ROG and NO_x) or PM10 that would exceed the YSAQMD’s recommended project-level significance thresholds, would also be considered to potentially conflict with or obstruct implementation of regional air quality attainment plans.
- Local Mobile-Source CO Concentrations—Local mobile source impacts associated with the proposed project would be considered significant if the project contributes to CO concentrations at receptor locations in excess of the CAAQS (i.e., 9.0 ppm for 8 hours or 20 ppm for 1 hour).
- Toxic Air Contaminants. Exposure to toxic air contaminants (TAC) would be considered significant if the probability of contracting cancer for the Maximally Exposed Individual

(i.e., maximum individual risk) would exceed 10 in 1 million or would result in a Hazard Index greater than 1.

- **Odors.** Odor impacts associated with the proposed project would be considered significant if the project has the potential to frequently expose members of the public to objectionable odors.

The community park and aquatic recreation facility could generate a “worst case” estimate of up to approximately 340 vehicle trips per day (see Table 3 in Section XV, Transportation/Traffic). This “worst case” estimate is taken from a trip rate for a “developed park” in urban San Diego, which would be expected to attract higher traffic levels than in a rural area such as Esparto and the Capay Valley.

Discussion of Impacts

a) *No Impact.* A project is deemed inconsistent with air quality plans if it would result in population and/or employment growth that exceeds growth estimates included in the applicable air quality plan. The proposed project would result in the construction of a 8.7-acre community park, which is within the amount of growth anticipated by the YSAQMD in the Town of Esparto in unincorporated Yolo County. The project would be consistent with the adopted air district plan.

b) *Less than Significant Impact.* Long term operational emission from the proposed park facility could generate up to 340 vehicle trips per day. This amount of traffic would result in daily emissions of Reactive Organic Gases (ROG) and Oxides of Nitrogen (NOx), the main smog precursors, that are less than the YSAMQD thresholds of 55 pounds per day.

Potential short-term impacts may occur from equipment exhaust emissions and dust during excavation and grading for the proposed park facility. The following standard measures to reduce construction dust and reduce construction equipment emissions are recommended by the YSAQMD and will ensure impacts remain at a less than significant level:

To reduce tailpipe emissions from diesel-powered construction equipment, all applicable and feasible measures would be implemented into the project’s construction plans, such as:

- Maximizing the use of diesel construction equipment that meet CARB’s 2010 or newer certification standard for off-road heavy-duty diesel engines;
- Using emission control devices at least as effective as the original factory-installed equipment;
- Substituting gasoline-powered for diesel-powered equipment when feasible;
- Ensuring that all construction equipment is properly tuned and maintained prior to and for the duration of onsite operation; and
- Using Tier 4 engines in all construction equipment, if available; if Tier 4 engines are not available, then Tier 3 engines shall be used.

To reduce construction fugitive dust emissions, the following dust control measures would be implemented:

-
- Water all active construction sites at least twice daily in dry conditions, with the frequency of watering based on the type of operation, soil, and wind exposure;
 - Effectively stabilize dust emissions by using water or other approved substances on all disturbed areas, including storage piles, which are not being actively utilized for construction purposes;
 - Prohibit all grading activities during periods of high wind (over 20 miles per hour);
 - Limit onsite vehicle speeds on unpaved roads to 15 miles per hour;
 - Cover all trucks hauling dirt, sand, or loose materials;
 - Cover inactive storage piles;
 - Post a publicly visible sign with the telephone number and person to contact regarding dust complaints; and
 - Limit the area under construction at any one time.

c) *Less than Significant Impact.* Development projects are considered cumulatively significant by the YSAQMD if: (1) the project requires a change in the existing land use designation (i.e., general plan amendment, rezone); and (2) projected emissions (ROG, NOx, or PM₁₀ and PM_{2.5}) of the project are greater than the emissions anticipated for the site if developed under the existing land use designation. The project site is designated “Public and Quasi-Public” (APN: 049-160-014) and “Local Commercial” (APN: 049-160-017) by the County General Plan and is zoned for public/quasi-public and local commercial uses, respectively. Generally, a park facility would result in less, not greater, projected emissions than other uses in these zoning designations, since park facilities would generate fewer peak hour vehicle trips than schools or government buildings, which are typical uses contemplated in PQP zoning, or than commercial-related uses, such as retail store or restaurant, which are typical of C-L zoning.

The construction of park facilities would result in temporary impacts to air quality during construction. Temporary construction emissions could contribute to levels that exceed State ambient air quality standards on a cumulative basis, contributing to existing nonattainment conditions, when considered along with other construction projects. Implementation of the above standard measures into the construction permit, ensures that construction-related emissions for the proposed project remain at a less than significant level.

d) *Less than Significant Impact.* The proposed project is located adjacent to a high school, which is a sensitive receptor. However, construction and operation of the community park would not be expected to generate pollutant concentrations at a sufficient level to affect the school or nearby residences, particularly with implementation of the above standard measures.

e) *Less than Significant Impact.* The proposed park facility and associated uses are not anticipated to create objectionable odors. The proposed project would be constructed using diesel-powered heavy equipment. Diesel exhaust from construction activities may generate temporary odors while project construction is under way. Objectionable odors from construction equipment would be expected to be less than significant.

IV. BIOLOGICAL RESOURCES.		Potentially Significant Impact	Less than Significant with Mitigation Incorporated	Less than significant Impact	No Impact
Would the project:					
a.	Have a substantial adverse effect, either directly or through habitat modifications, on any species identified as a candidate, sensitive, or special-status species in local or regional plans, policies, or regulations, or by the California Department of Fish and Game or U.S. Fish and Wildlife Service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b.	Have a substantial adverse effect on any riparian habitat or other sensitive natural community identified in local or regional plans, policies, or regulations, or by the California Department of Fish and Game or U.S. Fish and Wildlife Service?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c.	Have a substantial adverse effect on federally protected wetlands as defined by Section 404 of the Clean Water Act (including, but not limited to, marshes, vernal pools, coastal wetlands, etc.) through direct removal, filling, hydrological interruption, or other means?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d.	Interfere substantially with the movement of any native resident or migratory fish or wildlife species or with established native resident or migratory wildlife corridors, or impede the use of native wildlife nursery sites?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e.	Conflict with any local policies or ordinances protecting biological resources, such as a tree preservation policy or ordinance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
f.	Conflict with the provisions of an adopted habitat conservation plan, natural community conservation plan, or other approved local, regional, or state habitat conservation plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Environmental Setting

An initial site assessment for the property was prepared by certified ecologist (ESA) Andrew Rayburn, Ph.D. in November, 2016. The following is taken directly from the biologist report.

The majority of the site has been farmed continuously in recent history, and is essentially a flat field presently dominated by annual species including various grasses (e.g., ripgut brome [*Bromus diandrus*]), filaree (*Erodium* spp.), fiddleneck (*Amsinckia* spp.), and various mustards (Fig. 2). Field margins to the south (along Hwy. 16) and west (along Yolo Ave.) include these and other annual species, such as prickly lettuce (*Lactuca serriola*), yellow starthistle (*Centaurea solstitialis*), and bindweed (*Convolvulus* spp.).

A small island of woody vegetation (including walnuts and other nut trees) with a nonnative herbaceous understory lies in the southern portion of the site, on a previous location of a shed. Some larger trees (including various nut trees and Valley oak [*Quercus lobata*]) occur on the southern edge of the site, as well as along the northern edge just south of Esparto High School.

Also along the northern edge, dense nonnative herbaceous vegetation occurs along Lamb Valley Slough, including various thistles, mustards, annual grasses, tree tobacco (*Nicotiana glauca*), and Himalayan blackberry (*Rubus armeniacus*).

No elderberry shrubs were observed on the site, and no sign of burrowing owl (*Athene cunicularia*) activity was observed. One relatively large mammal burrow, approximately 6 inches in diameter, was observed along the western edge of the concrete pad where the shed used to stand. It is recommended that this burrow be checked for burrowing owls prior to construction, although the trees above would likely dissuade burrowing owls from establishing.

Potential nesting trees for Swainson's hawks and other raptors (e.g., red-tailed hawk [*Buteo jamaicensis*] and white-tailed kite [*Elanus leucurus*]) are present along the southern and southeastern edges of the site, as well as just north of the site along the high school parking lot and on the residential lots to the northeast of the site. However, no obvious raptor nests were observed during the site assessment.

The County participates in the Yolo County Joint Powers Agency, also known as the Yolo Habitat Conservancy, which is preparing a Natural Community Conservation Plan/Habitat Conservation Plan for Yolo County. Pursuant to General Plan Policy CO-2.42 projects are required to mitigate for every acre of Swainson's hawk habitat land that is developed. Individual projects are required to pay a mitigation fee of \$8,660 per acre, or to purchase and dedicate conservation easements for habitat lands at a 1:1 ratio.

In addition to mitigation for loss of Swainson's hawk habitat, the project would be conditioned to require pre-construction surveys in advance of construction to ensure that no potential hawk or other raptor nests in the vicinity of the project will be affected.

Discussion of Impacts

a) *Less Than Significant Impact With Mitigation Incorporated.* Construction of the community park could affect the Special status species identified above.

Mitigation Measure BIO-1:

As a condition of approval, the applicant will be required to mitigate for the loss of Swainson's hawk habitat by complying with the mitigation requirements of the Yolo Habitat Conservancy, such as paying a per-acre mitigation fee; securing a minimum 80 acre conservation easement; participating in a JPA approved Mitigation Bank; or working directly with the California Department of Fish and Wildlife

Mitigation Measure BIO-2:

The applicant shall make every effort to schedule the removal of trees and shrubs outside of the raptor breeding season (March 15 through September 15). For any vegetation removal and site preparation that occurs during the breeding season (March 15 through September 15), the applicant shall conduct preconstruction surveys as described below.

Prior to any site preparation or construction activity, the applicant shall hire a qualified biologist to conduct preconstruction surveys to locate all active raptor nest sites within one-quarter mile of construction activities. All surveys shall be submitted to the appropriate State and/or federal wildlife agencies, and Yolo County Community Services Department, for review. Direct disturbance, including removal of nest trees and activities in the immediate vicinity of active nests, will be avoided during the breeding season (March through August). No-disturbance buffers will be established around any identified active nest to avoid disturbing nesting birds. The size and configuration of buffers will be based on the proximity of active nests to construction, existing disturbance levels, topography, the sensitivity of the species, and other factors and will be established through coordination with California Department of Fish and Game representatives on a case-by-case basis.

Mitigation Measure BIO-3:

Prior to construction at any time of the year, a qualified biologist shall conduct a survey consistent with CDFW's Staff Report on Burrowing Owl Mitigation (Mitigation Guidelines; CDFW, 2012.) Results of the habitat assessment and surveys shall be submitted to the County and, if an active nest is identified, survey results and planned no-disturbance setbacks will also be submitted to and approved by CDFW.

If an active burrowing owl nesting burrow is located during preconstruction surveys, a no-disturbance setback shall be established to avoid destruction or disturbance of the burrow. No project activity shall commence within the setback until a qualified biologist has determined in coordination with CDFW that the young have fledged, the nest is no longer active, or that reducing the buffer would not result in nest abandonment.

If an active wintering burrow is within construction areas, the construction areas shall be adjusted to avoid direct disturbance to the burrow. If this is not feasible, the winter burrow may be removed by installing one-way doors to allow owls to escape and then collapse the burrow according to Mitigation Guidelines. Before any burrow exclusion and/or burrow closure (temporary or permanent) occurs, a Burrowing Owl Exclusion Plan, consistent with Appendix E of the Mitigation Guidelines (CDFW, 2012) shall be submitted to and approved by CDFW. If an active burrow is found and must be relocated, habitat compensation will be implemented subject to approval by CDFW and consistent with the Mitigation Guidelines.

b, c) *Less Than Significant Impact.* The project could affect the degraded riparian corridor along Lamb Valley Slough if a possible pedestrian/bicycle access bridge were constructed over the slough. While it is unlikely that the access bridge will be constructed as a part of the project at this time, if constructed, the support foundations for each end of the bridge will be constructed outside the boundaries of the Lamb Valley Slough channel or other jurisdictional areas (clear span design). In addition, it is not known at this time whether any required utility (water and wastewater) connections would require boring under the Slough to connect the site with utilities in Plainfield Street. Alternatively, utility lines may be brought in from the west from Yolo Avenue in the access driveway.

The community park project is required to comply with a policy of the 2007 Esparto General Plan (Policy E-R.9) which states: “New development shall preserve and enhance existing riparian and wetland habitat along Lamb Valley Slough and other small canals in the planning area, unless the need for flood protection and maintenance prevents such preservation and enhancement.”

As noted above, if constructed, the pedestrian bridge would be a clear-span design. Any design that would require work within Lamb Valley Slough or the levees will require additional review and is not covered by this environmental document.

d) Less than Significant Impact. Construction of the project would temporarily disrupt use of the project site by local wildlife; however, any disruption would be temporary. The project would not impact migratory patterns of any species such as deer, since the property is within the existing town limits of Esparto.

e) No Impact. The proposed project would not conflict with any local policies or ordinances protecting any other known biological resources. There are no other known biological resources on the site, such as existing heritage oak trees, that would be affected by development.

f) No Impact. The Yolo County Habitat Conservation Plan (HCP)/Natural Communities Conservation Plan (NCCP) is in preparation by the Yolo Habitat Conservancy. The proposed project would be required to mitigate under the provisional Swainson’s hawk guidelines, and would not conflict with the HCP/NCCP effort or any conservation plan protecting biological resources.

V.	CULTURAL RESOURCES.	Potentially Significant Impact	Less than Significant with Mitigation Incorporated	Less than significant Impact	No Impact
Would the project:					
a.	Cause a substantial adverse change in the significance of a historical resource as defined in Section 15064.5?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b.	Cause a substantial adverse change in the significance of an archaeological resource pursuant to Section 15064.5?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c.	Directly or indirectly destroy a unique paleontological resource or site or unique geologic feature?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d.	Disturb any human remains, including those interred outside of formal cemeteries?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Discussion of Impacts

a) No impact. There are no structures currently located on the project site. No historic or cultural resources are known or suspected to occur on the project site.

b) No impact. The project site has been extensively cultivated in the past and no cultural resources are known or suspected to occur on the parcel.

c) No impact. No paleontological resources are known or suspected and no unique geologic features exist on the project site.

d) Less than Significant Impact. No human remains are known or predicted to exist in the project area. However, the potential exists during construction to uncover previously unidentified resources. Any development that uncovers cultural resources is required to follow procedures and recommendations as set forth in the CEQA Guidelines, Section 15064.5

In addition, Section 7050.5 of the California Health and Safety Code states that, when human remains are discovered, no further site disturbance shall occur until the county coroner has determined that the remains are not subject to the provisions of Section 27491 of the Government Code or any other related provisions of law concerning investigation of the circumstances, manner and cause of any death, and the recommendations concerning the treatment and disposition of the human remains have been made to the person responsible for the excavation, in the manner provided in Section 5097.98 of the Public Resources Code. If the coroner determines that the remains are not subject to his or her authority and the remains are recognized to be those of a Native American, the coroner shall contact the Native American Heritage Commission within 24 hours.

VI. GEOLOGY AND SOILS.	Potentially Significant Impact	Less than Significant with Mitigation Incorporated	Less than significant Impact	No Impact
Would the project:				
a. Expose people or structures to potential substantial adverse effects, including the risk of loss, injury, or death involving:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1. Rupture of a known earthquake fault, as delineated on the most recent Alquist-Priolo Earthquake Fault Zoning Map issued by the State Geologist for the area or based on other substantial evidence of a known fault? Refer to Division of Mines and Geology Special Publication 42.				
2. Strong seismic groundshaking?				
3. Seismic-related ground failure, including liquefaction?				
4. Landslides?				
b. Result in substantial soil erosion or the loss of topsoil?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Be located on a geologic unit or soil that is unstable or that would become unstable as a result of the project and potentially result in an onsite or offsite landslide, lateral spreading, subsidence, liquefaction, or collapse?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d. Be located on expansive soil, as defined in Table 18-1-B of the Uniform Building Code (1994), creating substantial risks to life or property?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e. Have soils incapable of adequately supporting the use of septic tanks or alternative wastewater disposal systems in areas where sewers are not available for the disposal of wastewater?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Discussion of Impacts

a) Less than Significant Impact. A geotechnical investigation for the site has not been prepared. There is one known fault located in the immediate vicinity of the project area, called the Coast Range-Sierran Block Boundary. This fault is currently recognized as a potential seismic source capable of generating moderate earthquakes that could affect Yolo County (Yolo County, 2009). Additionally, a second fault, the Foothill Fault Zone extending from Oroville to Fresno, is a little understood fault that could affect the county. The seismic ground-shaking hazard in the project area is judged to be severe. To mitigate seismic related forces, any proposed structures must be designed and constructed in accordance with current building standards for earthquake-resistant construction. The project site has gentle topography and no potential for major landslides.

b) Less than Significant Impact. The Soil Survey of Yolo County indicates the project site is composed of Tehama loam (TaA), which is a Class II soil. Surface runoff on this soil type is very

slow, and the erosion hazard is none to slight. However, ground disturbance caused by the proposed park activities has the potential to increase erosion and sedimentation above preconstruction levels.

The applicant is required to prepare and implement a Stormwater Pollution Prevention Plan (SWPPP) to address erosion, stormwater runoff, sedimentation, and other construction-related pollutants during project grading and construction until all areas disturbed during construction have been permanently stabilized. Implementation of a SWPPP would substantially minimize the potential for project-related erosion and associated adverse effects on water quality. In addition, all disturbed areas will be seeded and/or planted following construction to prevent soil erosion.

c) and d) Less than Significant Impact. The geotechnical report (*Geotechnical Engineering Report for the Parker Property*, Wallace, Kuhl & Associates, December, 2005) prepared for the E. Parker property to the west indicated that “the upper 12 inches of soils across the site are disturbed from past agricultural uses and are not suitable for support of foundations or pavements in their current condition. These soils must be thoroughly processed and compacted to adequately support the future residential construction.” The report recommends that 30 inches of engineered fill composed of native soils are placed and compacted for any development.

Under the Yolo County Code, any development of the proposed park site would be required to provide a geotechnical report for the building foundation in order to obtain a Building Permit. The County will implement the recommendations included in the geotechnical report.

e) Less than Significant Impact. The project would generate domestic wastewater from users of the community park and any on-site employees. Development of the park facilities would require a connection of wastewater service to the Esparto Community Services District (ECSD). The project would be required to contact ECSD and Yolo County Environmental Health for necessary approvals, prior to issuance of any building permits. See further discussion under Section XVI, Utilities and Service Systems.

VII. GREENHOUSE GAS EMISSIONS/CLIMATE CHANGE.	Potentially Significant Impact	Less than Significant with Mitigation Incorporated	Less than significant Impact	No Impact
Would the project:				
a. Generate greenhouse gas emissions, either directly or indirectly, that may have a significant impact on the environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Conflict with any applicable plan, policy or regulation of an agency adopted for the purpose of reducing the emissions of greenhouse gases?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Be affected by climate change impacts, e.g., sea level rise, increased wildfire dangers, diminishing snow pack and water supplies, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Environmental Setting

The issue of combating climate change and reducing greenhouse gas emissions (GHG) has been the subject of recent state legislation (AB 32 and SB 375). The Governor’s Office of Planning and Research has recommended changes to the California Environmental Quality Act (CEQA) Guidelines, and the environmental checklist which is used for Initial Studies such as this one. The changes to the checklist, which were approved in 2010, are incorporated above in the two questions related to a project’s GHG impacts. A third question has been added by Yolo County to consider potential impacts related to climate change’s effect on individual projects, such as sea level rise and increased wildfire dangers.

Yolo County has adopted General Plan policies and a Climate Action Plan (CAP) which address these issues. In order to demonstrate project-level compliance with CEQA relevant to GHG emissions and climate change impacts, applications for discretionary projects must demonstrate consistency with the General Plan and CAP. The adopted 2030 Yolo Countywide General Plan contains the following relevant policies and actions:

Policy CO-8.2: Use the development review process to achieve measurable reductions in greenhouse gas emissions.

Action CO-A117: Pursuant to the adopted Climate Action Plan (CAP), the County shall take all feasible measures to reduce its total carbon dioxide equivalent (CO₂e) emissions within the unincorporated area (excluding those of other jurisdictions, e.g., UC-Davis, Yocha Dehe Wintun Nation, DQ University, school districts, special districts, reclamation districts, etc.), from 648,252 metric tons (MT) of CO₂e in 2008 to 613,651 MT of CO₂e by 2020. In addition, the County shall strive to further reduce total CO₂e emissions within the unincorporated area to 447,965 MT by 2030. These reductions shall be achieved through the measures and actions provided for in the adopted CAP, including those measures that address the need to adapt to climate change (implements Policy CO-8.1).

Action CO-A118: Pursuant to and based on the CAP, the following thresholds shall be used for determining the significance of GHG emissions and climate change impacts associated with future projects:

- 1) Impacts associated with GHG emissions from projects that are consistent with the General Plan and otherwise exempt from CEQA are determined to be less than significant and further CEQA analysis for this area of impact is not required.
- 2) Impacts associated with GHG emissions from projects that are consistent with the General Plan, fall within the assumptions of the General Plan EIR, consistent with the CAP, and not exempt from CEQA are determined to be less than significant or mitigated to a less-than-significant level, and further CEQA analysis for this area of impact is generally not required.

To be determined consistent with the CAP, a project must demonstrate that it is included in the growth projections upon which the CAP modeling is based, and that it incorporates applicable strategies and measures from the CAP as binding and enforceable components of the project.

- 3) Impacts associated with GHG emissions from projects that are not consistent with the General Plan, do not fall within the assumptions of the General Plan EIR, and/or are not consistent with the CAP, and are subject to CEQA review are rebuttably presumed to be significant and further CEQA analysis is required. The applicant must demonstrate to the County's satisfaction how the project will achieve its fair share of the established targets including:
 - Use of alternative design components and/or operational protocols to achieve the required GHG reductions;
 - Use of real, additional, permanent, verifiable and enforceable offsets to achieve required GHG reductions. To the greatest feasible extent, offsets shall be: locally based, project relevant, and consistent with other long term goals of the County;

The project must also be able to demonstrate that it would not substantially interfere with implementation of CAP strategies, measures, or actions (implements Policy CO-8.5).

Discussion of Impacts

a) Less than Significant Impact. The project could affect GHG emissions through vehicle trips generated by the new park facilities, as well as physical changes in the vegetation of the land and the reduction in agricultural activities. To measure the impacts of trip generation associated with the project, GHG emissions have been estimated based on the projected carbon dioxide emitted from typical vehicle trips.

As noted above in the Air Quality section, short-term air quality and GHG impacts will be generated by heavy equipment vehicle trips during grading to prepare the site for construction of buildings. Long-term GHG impacts from the community park would be caused by daily users driving to the facility and commuting by any employees working at the swimming pool or other park facilities. The community park and aquatic recreation

facility could generate a “worst case” estimate of up to approximately 100 vehicle trips per day (Table 2, below). This “worst case” estimate is taken from a trip rate for a typical urban soccer field, which would be expected to attract higher traffic levels than in a rural area such as Esparto and the Capay Valley.

The carbon dioxide emissions (the main GHG associated with vehicle trips) generated by this amount of traffic, would be equivalent to approximately 3,710 pounds per day or 612 tons per year (Table 2).

TABLE 2

Daily and Annual Carbon Dioxide Emissions
Generated by Project Traffic

Project Vehicle Trips	100 trips
Project Vehicle Miles Traveled (VMT)	1,000 VMT
Carbon Dioxide Emissions Generated	1,091 pounds daily 180 tons annually

Note: Assumes average trip length of 10 miles, and average fuel mileage rate of 22 miles per gallon. One gallon of gas generates 24 pounds of CO₂ equivalent. Assumes the park facility is open 330 days per year.

The proposed project is not considered to have an individually significant or cumulatively considerable impact on global climate change. Such a conclusion is supported by a finding that none of the thresholds described above in the Environmental Setting section will be triggered. Considering that California produces over 500 million tons of CO₂ annually, the estimated 180 tons annually that is generated by the project will only contribute a tiny fraction of the total annual statewide CO₂ emissions.

The County and YWORCA are proposing to incorporate some “green” or energy efficient design features into the park and aquatic facility plans. These design features will serve to reduce the level of energy consumed in the construction and operation of the project, and thus help to reduce GHG impacts of the project. A key green design feature includes the installation of a photovoltaic solar system on the roof of the aquatic center building complex, to be used to heat the pool.

b) Less than Significant Impact. The proposed project would not conflict with any applicable plan, policy or regulation adopted to reduce GHG emissions, including the numerous policies of the adopted 2030 Yolo Countywide General Plan.

c) *Less than Significant Impact.* The project would not be anticipated to be affected by certain identified climate change impacts, such as sea level rise and increased wildfire dangers. The project is not located adjacent to any waterways that would be affected by sea level rise, although increased flooding along Lamb Valley Slough could impact the community park site

VII. HAZARDS AND HAZARDOUS MATERIALS.		Potentially Significant Impact	Less than Significant with Mitigation Incorporated	Less than significant Impact	No Impact
Would the project:					
a.	Create a significant hazard to the public or the environment through the routine transport, use, or disposal of hazardous materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b.	Create a significant hazard to the public or the environment through reasonably foreseeable upset and accident conditions involving the release of hazardous materials into the environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c.	Emit hazardous emissions or involve handling hazardous or acutely hazardous materials, substances, or waste within one-quarter mile of an existing or proposed school?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d.	Be located on a site that is included on a list of hazardous materials sites compiled pursuant to Government Code Section 65962.5 and, as a result, would it create a significant hazard to the public or the environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e.	Be located within an airport land use plan area or, where such a plan has not been adopted, be within two miles of a public airport or public use airport, and result in a safety hazard for people residing or working in the project area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
f.	Be located within the vicinity of a private airstrip and result in a safety hazard for people residing or working in the project area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
g.	Impair implementation of or physically interfere with an adopted emergency response plan or emergency evacuation plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
h.	Expose people or structures to a significant risk of loss, injury, or death involving wildland fires, including where wildlands are adjacent to urbanized areas or where residences are intermixed with wildlands?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Discussion of Impacts

a) *Less than Significant Impact.* The proposed project will require the short-term use of construction equipment and the storage of fuel and oil for equipment. Construction equipment used on the site could include excavators, backhoes, scrapers, dump trucks, and water trucks. The routine use of construction equipment and vehicles to and from the site would not create a significant hazard to the public or the environment.

The proposed park project will include the storage use and disposal of a small amount of chemicals related to the operation of a public swimming pool, such as chlorine and

hydraulic oil. All hazardous materials will be stored and handled in accordance with all applicable federal, state, and local requirements, including Yolo County Environmental Health regulations. Due to the limited amount of material, hazardous impacts to the public or environment would be considered less than significant.

b) Less than Significant Impact. The construction equipment associated with park construction typically uses only a minor amount of hazardous materials, primarily motor vehicle fuels and oils. Small volumes of hazardous materials (fuel and engine oil) would be temporarily used and handled to operate the construction equipment. Refueling of all equipment would be limited to a designated staging area. There is a danger that these materials may be released in accidental spills and result in harm to the environment. Implementation of a SWPPP, as described above in the Geology section would ensure that the risk of accidental spills and releases into the environment would be minimal.

c) Less Than Significant Impact. The Esparto High School is located north of the park site. No significant impacts to the school are expected from the park uses.

d) Less than Significant Impact. Although no Phase I Environmental Site Assessment has been conducted for the project site, based on the lack of structures on the site and the long term use of the site for agriculture, no underground or other hazardous materials are anticipated to be located on the parcel.

e) No Impact. The proposed project is located more than 2 miles from a public airport. The project would not result in a safety hazard for people residing or working in the project area.

f) No Impact. The project is located more than 2 miles from any private airstrips. The project would not result in a safety hazard for people residing or working in the project area.

g) No Impact. No emergency response plans will be affected by the proposed project during or upon completion of construction.

h) No Impact. The project site is not located in a hazardous fire zone, as mapped by the State. The new park would not expose people or structures to wildland fires.

VIII. HYDROLOGY AND WATER QUALITY.		Potentially Significant Impact	Less than Significant with Mitigation Incorporated	Less than significant Impact	No Impact
Would the project:					
a.	Violate any water quality standards or waste discharge requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b.	Substantially deplete groundwater supplies or interfere substantially with groundwater recharge, resulting in a net deficit in aquifer volume or a lowering of the local groundwater table level (e.g., the production rate of pre-existing nearby wells would drop to a level that would not support existing land uses or planned uses for which permits have been granted)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c.	Substantially alter the existing drainage pattern of the site or area, including through the alteration of the course of a stream or river, in a manner that would result in substantial erosion or siltation onsite or off-site?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d.	Substantially alter the existing drainage pattern of the site or area, including through the alteration of the course of a stream or river, or substantially increase the rate or amount of surface runoff in a manner that would result in flooding onsite or off-site?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e.	Create or contribute runoff water that would exceed the capacity of existing or planned stormwater drainage systems or provide substantial additional sources of polluted runoff?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
f.	Otherwise substantially degrade water quality?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
g.	Place housing within a 100-year flood hazard area, as mapped on a federal Flood Hazard Boundary or Flood Insurance Rate Map or other flood hazard delineation map?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
h.	Place within a 100-year flood hazard area structures that would impede or redirect floodflows?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
i.	Expose people or structures to a significant risk of loss, injury, or death involving flooding, including flooding as a result of the failure of a levee or dam?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
j.	Contribute to inundation by seiche, tsunami, or mudflow?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Discussion of Impacts

a) *Less than Significant Impact.* A number of new buildings will be constructed as part of the community park project. The structures, driveways and parking areas will cause absorption rates to decrease slightly, but would be addressed through the construction of an on-site stormwater detention pond. A Stormwater Pollution Prevention Plan is required of the project.

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- b) *Less than Significant Impact.* The project would utilize the Esparto Community Services District domestic water supplies. The ECSD water wells would not contribute in depleting groundwater supplies in the basin and would not create a net deficit in aquifer volume or a lowering of the local groundwater table level in the project area.
- c) *Less than Significant Impact.* Implementation of the proposed project will result in modified drainage patterns to accommodate proposed residential uses. Absorption rates would likely decrease slightly and run-off would increase incrementally on-site, but would be detained so as not to impact adjoining areas. The overall effects of the proposed project would not substantially alter the existing drainage pattern of the project site or the surrounding area and, therefore, would not result in substantial erosion or siltation on- or off-site.
- d) *Less than Significant Impact.* The project has the potential to change absorption rates, drainage patterns, and the rate and amount of surface runoff. Absorption rates would likely decrease slightly and run-off would increase incrementally on-site, but would be detained at the detention basin so as not to impact adjoining areas. Even though surface runoff would increase incrementally with the introduction of pavement, the project would not result in flooding on-site or off-site.
- e) *Less than Significant Impact.* The project site does not have access to any existing or proposed storm water drainage systems, but would rely on the proposed detention basin or other strategy to ensure no run-off leaves the property. The applicant will be required to submit a Storm Water Pollution Prevention Plan (SWPPP) to the Central Valley Regional Water Quality Control Board (CVRWQCB), for the disturbance of any area greater than one acre. In addition, grading plans would be required for any proposed construction that would address erosion control and drainage. Therefore, the project would not provide significant additional sources of runoff pollution.
- f) *Less than Significant Impact.* No additional impacts to water quality are anticipated other than the less than significant impacts as discussed in VIII(e).
- g) *No Impact.* The project does not include any housing and would not place housing in an existing floodplain.
- h) *Less than Significant Impact.* Only a narrow (approximately 15 feet) strip of land along the edge of Lamb Valley Slough is within the 100-year FEMA floodplain and no structures are proposed in this area. The rest of the property is in areas of minimal flood hazard or 0.2 percent annual chance of flood hazard (zone X).
- i) *Less than Significant Impact.* The project site is not located immediately downstream of a dam.
- j) *No Impact.* The project area is not located near any large bodies of water that would pose a seiche or tsunami hazard. In addition, the project site is relatively flat and is not located near any physical or geologic features that would produce a mudflow hazard.

IX. LAND USE AND PLANNING.	Potentially Significant Impact	Less than Significant with Mitigation Incorporated	Less than significant Impact	No Impact
Would the project:				
a. Physically divide an established community?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b. Conflict with any applicable land use plan, policy, or regulation of an agency with jurisdiction over the project (including, but not limited to, a general plan, specific plan, local coastal program, or zoning ordinance) adopted for the purpose of avoiding or mitigating an environmental effect?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c. Conflict with any applicable habitat conservation plan or natural community conservation plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Discussion of Impacts

a) *No Impact.* The project site is located within the town of Esparto. The site is south of the Esparto High School and Lamb Valley Slough. The Slough currently divides the property from the school.

b) *No Impact.* The proposed community park and aquatic center is consistent with the “Public and Quasi-Public” land use designation of the Yolo Countywide General Plan 2030, and the site will continue to be owned by the Esparto Unified School District. Zoning for the adjacent parcel along Yolo Avenue (APN: 049-160-017) may require a change from the current local commercial (C-L) zoning to the Public and Quasi-Public (PQP) zoning district; however, the commercial local designation also supports small parks serving the local community. The proposed project would not conflict with any applicable land use plan, including the 2007 Esparto Community Plan and 2030 Countywide General Plan.

c) *No Impact.* The county does not have an adopted Habitat Conservation Plan (HCP) or Natural Community Conservation Plan (NCCP), although a draft plan is now being prepared by the Yolo Habitat Conservancy (the Joint Powers Agency). The project is required to mitigate for the loss of Swainson’s hawk habitat, consistent with the conservation policies in the 2030 Countywide General Plan.

X.	MINERAL RESOURCES.	Potentially Significant Impact	Less than Significant with Mitigation Incorporated	Less than significant Impact	No Impact
Would the project:					
a.	Result in the loss of availability of a known mineral resource that would be of value to the region and the residents of the state?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b.	Result in the loss of availability of a locally important mineral resource recovery site delineated on a local general plan, specific plan, or other land use plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Discussion of Impacts

a) and b) No impact. The project area has not been identified as an area of significant aggregate deposits.

XI.	NOISE.	Potentially Significant Impact	Less than Significant with Mitigation Incorporated	Less than Significant Impact	No Impact
Would the project:					
a.	Expose persons to or generate noise levels in excess of standards established in a local general plan or noise ordinance or applicable standards of other agencies?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b.	Expose persons to or generate excessive groundborne vibration or groundborne noise levels?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c.	Result in a substantial permanent increase in ambient noise levels in the project vicinity above levels existing without the project?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d.	Result in a substantial temporary or periodic increase in ambient noise levels in the project vicinity above levels existing without the project?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e.	Be located within an airport land use plan area, or, where such a plan has not been adopted, within two miles of a public airport or public use airport and expose people residing or working in the project area to excessive noise levels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
f.	Be located in the vicinity of a private airstrip and expose people residing or working in the project area to excessive noise levels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Discussion of Impacts

a) *Less than Significant Impact.* Yolo County has not adopted a noise ordinance which sets specific noise levels for different zoning districts or for different land uses in the unincorporated area, except for mining activities along Cache Creek, which are restricted to no more than 65 dBA Leq measured at the property boundaries between 6 p.m. and 6 a.m.

Construction of the proposed project would temporarily increase noise in the vicinity of the project area. Noise increases would result from grading and on-site construction activities. The 2030 Yolo Countywide General Plan Final Environmental Impact Report (FEIR) (Yolo County, 2009) notes that typical construction noise ranges between 80 to 88 dBA at 50 feet generated by tractors, front loaders, trucks, and dozers.

The proposed grading, construction, and operation of the parks and recreation facility are not expected to generate noise levels at the boundaries of the property that will significantly impact the nearest neighbors. The nearest homes are located on the north side of Lamb Valley Slough along Plainfield Street. Noise levels diminish or attenuate as distance from the noise source increases, based on an inverse square rule. Noise from a single piece of construction equipment attenuates at a rate of 6dB for each doubling of distance.

b) *Less than Significant Impact.* Groundborne vibration levels may be measured similar to noise in vibration decibels (VdB). The 2030 Yolo Countywide General Plan FEIR notes that typical construction vibration levels range from 58 VdB at 25 feet for a small bulldozer up to 112 VdB for a pile driver. Impacts are expected to be less than significant.

c) *Less than Significant Impact.* See a), above. Ongoing operational noise from park uses can be mitigated through building design, location, and buffers. Noise generated by the normal operations of the swimming pool area and other outdoor park facilities such as ballfields would be expected to be at a level similar to other normal urban activities, including noise levels generated by the nearby high school, and should not adversely impact the nearest homes located on the north side of Lamb Valley Slough along Plainfield Street.

d) *Less than Significant Impact.* As described above, temporary construction activities could result in substantial increases in ambient noise levels but would be attenuated at the property boundaries to acceptable levels. Operational noise levels of the park facility would not be adverse to the nearest homes, considering ongoing uses in the vicinity of the project include school-related activities at the high school, including outdoor sports activities. Impacts to ambient noise levels are expected to be less than significant.

e) *No Impact.* The proposed project is located more than two miles from the nearest public airport. The project would not expose people residing or working in the project area to excessive noise levels.

f) *No Impact.* The proposed project is located more than two miles from the nearest private airstrip. The project would not expose people residing or working in the project area to excessive noise levels.

XII. POPULATION AND HOUSING.	Potentially Significant Impact	Less than Significant with Mitigation Incorporated	Less than significant Impact	No Impact
Would the project:				
a. Induce substantial population growth in an area, either directly (e.g., by proposing new homes and businesses) or indirectly (e.g., through extension of roads or other infrastructure)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b. Displace a substantial number of existing housing units, necessitating the construction of replacement housing elsewhere?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c. Displace a substantial number of people, necessitating the construction of replacement housing elsewhere?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Discussion of Impacts

a) *No Impact.* The proposed project would not induce any population growth either directly or indirectly. Construction of a community park facility will serve the existing residents of Esparto and surrounding area.

b) *No Impact.* The proposed project would not displace any existing housing units.

c) *No Impact.* There are no housing units on the project site, and implementation of the proposed project would not displace any housing units or people.

XIII. PUBLIC SERVICES.	Potentially Significant Impact	Less than Significant with Mitigation Incorporated	Less than significant Impact	No Impact
Would the project:				
a. Result in substantial adverse physical impacts associated with the provision of new or physically altered governmental facilities or a need for new or physically altered governmental facilities, the construction of which could cause significant environmental impacts, in order to maintain acceptable service ratios, response times, or other performance objectives for any of the following public services:				
Fire protection?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Police protection?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Schools?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Parks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other public facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Discussion of Impacts

a) *Less than Significant Impact.* The addition of the community park and aquatic recreation center and its daily users to the area could slightly increase the demand for fire and emergency medical services. The Esparto Fire Department provides primary service to the project site. The County will coordinate with the Esparto Fire District during project implementation. Therefore, impacts to fire protection services will be less than significant.

b) *Less than Significant Impact.* The addition of the park facility to the area could also slightly increase the demand for police protection services. However, the proposed project would not significantly impact police services provided by the Yolo County Sheriff's Department.

(c)(d)(e) *No Impact.* The proposed park facility would not increase the need for schools, or other public facilities and services. The pool and ballfields in the facility would be used by students from the adjacent Esparto High School.

XIV. RECREATION.	Potentially Significant Impact	Less than Significant with Mitigation Incorporated	Less than significant Impact	No Impact
Would the project:				
a. Increase the use of existing neighborhood and regional parks or other recreational facilities such that substantial physical deterioration of the facility would occur or be accelerated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b. Include recreational facilities or require the construction or expansion of recreational facilities that might have an adverse physical effect on the environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Discussion of Impacts

a) *No Impact.* The project would not require the construction of additional recreational facilities nor substantially increase the use of existing recreational facilities. It could reduce demand of other recreation facilities in the area and region.

b) *No Impact.* The project would not require the construction of nor include additional recreational facilities. A public trail system is already planned along Lamb Valley Slough by the Esparto General Plan.

		Potentially Significant Impact	Less than Significant with Mitigation Incorporated	Less than significant Impact	No Impact
XV.	TRANSPORTATION/TRAFFIC.				
Would the project:					
a.	Exceed the capacity of the existing circulation system, based on an applicable measure of effectiveness (as designated in a general plan policy, ordinance, etc.), taking into account all relevant components of the circulation system, including but not limited to intersections, streets, highways and freeways, pedestrian and bicycle paths, and mass transit?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b.	Conflict with an applicable congestion management program, including, but not limited to level of service standards and travel demand measures, or other standards established by the county congestion management agency for designated roads or highways?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c.	Result in a change in air traffic patterns, including either an increase in traffic levels or a change in location that results in substantial safety risks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d.	Substantially increase hazards because of a design feature (e.g., sharp curves or dangerous intersections) or incompatible uses (e.g., farm equipment)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
e.	Result in inadequate emergency access?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
f.	Conflict with adopted policies, plans, or programs supporting alternative transportation (e.g., bus turnouts, bicycle racks)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Environmental Setting

A traffic study was completed by the firm Fehr & Peers (Fehr & Peers, *Eastern Esparto Circulation Study*, 2006), which examines potential impacts related to three pending subdivisions in eastern Esparto. The study looked at short term (year 2010) and long term (year 2030 buildout) conditions for Esparto. The two objectives of the analysis were to identify impacts of three pending subdivision applications (the E. Parker and Story subdivisions proposed by Emerald Homes, and the Deterding/Capay Cottages subdivision) and to propose a circulation system for the eastern portion of Esparto that could accommodate buildout growth expected under the Esparto General Plan.

For purposes of the study, “near term” development anticipated by year 2010 was assumed to be 457 single family housing units. However, only approximately 70 units of this growth had actually been built by 2010. The study assumed the following projects would be completed by 2010: Ryland/ Lopez (72 units); Emerald/Story (89 units); Emerald/E. Parker (77 units); Deterding/Capay Cottages (22 units); Castle/Orciuoli (180 units). Approximately 1.9 acres of downtown mixed use commercial was also expected, equal to approximately 17,400 square feet of leasable space. This amount of growth would generate approximately 7,162 daily vehicle trips.

The Fehr & Peers study concluded that under traffic conditions for short-term development by 2010, most of the intersections in Esparto would continue to operate at level of service (LOS) C or better, which is acceptable. (“Level of service” is a general measure of traffic operating conditions whereby a letter grade, from A (best) to F (worst), is assigned.)

However, during the PM peak hour, two intersections along SR 16 would operate at unacceptable levels: Plainfield Street/Yolo Avenue (SR 16) and SR 16/County Road 86A. Both of the intersections would operate unacceptably at LOS E, which is below the Caltrans concept LOS for SR 16 (LOS D). The Plainfield Street/Yolo Avenue degradation in service occurs mainly due to traffic from the proposed three subdivisions (Story, E. Parker, Capay Cottages) going through the intersection, which results in higher delays for the minor street approaches. Right-of-way is limited at this intersection due to the Lamb Valley Slough Bridge crossing to the south and existing development. In addition, a traffic signal is not warranted at the intersection based on Caltrans’ peak hour volume warrants.

As of December, 2016, only one of the subdivisions included in the Fehr & Peers study has been developed, the remainder 4, accounting for approximately 85% of the projected residential grow, have not been completed and these maps still remain under their tentative approval status. Similarly, the anticipated mixed use and for lease space has not developed to the levels projected in 2010.

Discussion of Impacts

(a), (b) *Less than Significant Impact.* Projecting traffic levels for the new facility is difficult, based on a lack of data for similar uses gathered and published by the key authority, the Institute of Transportation Engineers (ITE), in *Trip Generation*. The following estimates are based on a small sample size of reported trip rates from ITE for a recreation community center and soccer complex.

Depending on the final site design plans, the community park and aquatic recreation center is estimated to generate a “worst case” estimate of up to approximately 100 average daily vehicle trips (assumes 143 total daily trips for the soccer fields and 70% usage). This “worst case” estimate is taken from a trip rate for a typical soccer field. Given its rural location, the Esparto park is estimated to generate less trips than this worst case scenario. Similarly, average daily trips for the pool and the ball field are estimated to generate 29 and 20 average daily trips. Given that the pool and the ball fields are largely seasonal, and that activities will generally not occur concurrently, overall daily traffic trips will be low and will not contribute significantly to traffic in the surrounding area.

TABLE 3

**TRIP GENERATION FOR PARK/RECREATION USES
COMPARED TO
RESIDENTIAL DEVELOPMENT**

Land Use/Activity	Trip Generation Rate	Average Daily Trips	Average Peak Hour Trips (AM)	Average Peak Hour Trips (PM)
Recreation community center ¹	22.9 trips/ ksf.	62	4	4
Soccer complex	71.3 trips/field	143	3	41

Sources: Rates from ITE, *Trip Generation*, 8th ed. (2009), Trip Generation Manual.

Notes: 1. Assumes 2,700 square total for community and aquatic recreational center.

ksf = per 1,000 square feet

Therefore, the incremental increase in existing traffic levels would not significantly affect congestion on nearby roads and/or highways. Project traffic would also not be expected to contribute significantly to a decrease in levels of service at nearby intersections such as Plainfield Street/Yolo Avenue (State Route 16).

- c) *No Impact.* The project would not affect air traffic patterns.
- d) *No Impact.* The proposed project does not have any design features that would result in hazardous traffic conditions.
- e) *No Impact.* The proposed project would not result in inadequate emergency access.
- f) *No Impact.* Construction of the proposed project would not conflict with any adopted policies, plans, or programs supporting alternative transportation.

XVI. UTILITIES AND SERVICE SYSTEMS.		Potentially Significant Impact	Less than Significant with Mitigation Incorporated	Less than significant Impact	No Impact
Would the project:					
a.	Exceed wastewater treatment requirements of the applicable Regional Water Quality Control Board?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b.	Require or result in the construction of new water or wastewater treatment facilities or expansion of existing facilities, the construction of which could cause significant environmental effects?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c.	Require or result in the construction of new stormwater drainage facilities or expansion of existing facilities, the construction of which could cause significant environmental effects?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d.	Have sufficient water supplies available to serve the project from existing entitlements and resources, or would new or expanded entitlements be needed?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e.	Result in a determination by the wastewater treatment provider that serves or may serve the project that it has adequate capacity to serve the project's projected demand in addition to the provider's existing commitments?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
f.	Be served by a landfill with sufficient permitted capacity to accommodate the project's solid waste disposal needs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
g.	Comply with federal, state, and local statutes and regulations related to solid waste?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Discussion of Impacts

(a), (b) *Less than Significant Impact.* The project would connect to the existing service provider in Esparto, and utilize the Esparto Community Services District (ECSD) wastewater treatment system and plant, and domestic water supplies. The amount of wastewater and domestic water demand for the proposed park is not expected to exceed the capacity of the ECSD systems. Further verification of the current ECSD capacity will be required at the time the project is constructed. The proposed project is not expected to necessitate expansion of the ECSD public wastewater treatment facilities or water supply entitlements.

c) *Less than Significant Impact.* The project will be required to retain all storm runoff onsite, through an onsite retention basin or other engineered stormwater drainage solution.

d) *Less than Significant Impact.* The project is not planned to require the construction of any new wells. See b), above.

e) *Less than Significant Impact.* See b), above.

f) *No Impact.* The existing County Central Landfill would adequately accommodate the project. The project would not significantly impact disposal capacity at the landfill.

g) *No Impact.* The proposed project would be required to comply with all solid waste regulations as implemented and enforced by Yolo County.

XVII.	MANDATORY FINDINGS OF SIGNIFICANCE.	Potentially Significant Impact	Less than Significant with Mitigation Incorporated	Less than significant Impact	No Impact
a.	Does the project have the potential to degrade the quality of the environment, substantially reduce the habitat of a fish or wildlife species, cause a fish or wildlife population to drop below self-sustaining levels, threaten to eliminate a plant or animal community, substantially reduce the number or restrict the range of a rare or endangered plant or animal, or eliminate important examples of the major periods of California history or prehistory?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b.	Does the project have impacts that are individually limited but cumulatively considerable? (“Cumulatively considerable” means that the incremental effects of a project are considerable when viewed in connection with the effects of past projects, the effects of other current projects, and the effects of probable future projects.)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c.	Does the project have environmental effects that will cause substantial adverse effects on human beings, either directly or indirectly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Discussion of Impacts

a) *Less than Significant Impact.* As discussed in the Biological Resources section of the Initial Study, the proposed community park and aquatic recreation facility could result in a potentially significant impact in terms of reducing the habitat of wildlife species, including the Swainson’s hawk, as a result of the construction of the parks facility project. This individual project impact has the potential to degrade the quality of the environment. However, adherence to standard County requirements and those of the California Department of Fish and Wildlife, and conservation policies in the 2030 Countywide General Plan, would reduce these individual impacts to less-than-significant levels.

b) *Less than Significant Impact.* The proposed project has temporary construction impacts which could degrade air quality cumulatively, in combination with other construction projects in Yolo County. These potential impacts will be reduced to a less-than-significant level through implementation of the standard air quality measures described in this Initial Study. In addition, the project will contribute incrementally to an increase in cumulative energy demand, traffic levels, and greenhouse gas (GHG) emissions in the region and globally. The latter cumulative impacts are associated with growth allowed under the 2030 Yolo Countywide General Plan. The General Plan includes numerous policies that will require new development, including this project, to reduce air quality, energy, transportation, and GHG impacts, through application of design features and specific mitigation measures. Although these impacts may be mitigated at an individual level, at a cumulative level these impacts cannot be fully

mitigated and would be considered significant and unavoidable, as noted in the certified Final Environmental Impact Report for the 2030 Yolo Countywide General Plan.

c) *No Impact*. The proposed project would not result in any identified environmental effects that could cause adverse effects on human beings, either directly or indirectly.

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LAFCO

Meeting Date: 03/28/2019

Information

SUBJECT

Consider approval of **Resolution 2019-03** adopting the Joint Powers Agency (JPA) Service Review for the Yolo Emergency Communications Agency (YECA) (LAFCo No. S-050)

RECOMMENDED ACTION

1. Receive staff presentation on the JPA Service Review.
2. Open the Public Hearing for public comments on this item.
3. Close the Public Hearing and consider the information presented in the staff report and during the Public Hearing. Discuss and direct staff to make any necessary changes.
4. Consider approval of Resolution 2019-03 adopting the JPA Service Review for YECA.

FISCAL IMPACT

No fiscal impact. The JPA Service Review was prepared "in-house" and appropriate funds were budgeted.

REASONS FOR RECOMMENDED ACTION

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

While MSRs are not legally required of Joint Powers Agencies/Authorities, LAFCo has been requested by the cities and County (i.e. JPA member agencies) to provide MSR-like service reviews of selected types of JPAs in the county. LAFCo

has the authority to furnish informational studies and analyzing independent data to make informed recommendations regarding the efficient, cost-effective, and reliable delivery of services to residents, landowners, and businesses via these JPAs. With this intention, LAFCo has modified its MSR checklist to conduct service reviews of JPAs.

BACKGROUND

The Yolo Emergency Communications Agency is a Joint Powers Authority that was established in 1988 (as the Yolo County Communications Emergency Services Agency). The agency was formed as a consolidated 9-1-1 Public Safety Answering Point (PSAP) to provide dispatch services for police, fire, animal control, public works and other local government agencies. Historically, the JPA handled the hazardous material disclosure program from 1992 to 2000 when it was then transferred to Yolo County Environmental Health. It also housed the Office of Emergency Services up until its transfer to the County in 2006. YECA is governed and operated through an intergovernmental agreement between Yolo County, the cities of West Sacramento, Woodland and Winters, and the Yocha Dehe Wintun Nation (the City of Davis is not a member of YECA and handles its own dispatch services). The Agency is governed by a five-member Board of Directors with one representative from each member agency. In addition to the member agencies, YECA provides dispatch services to 14 fire protection districts and UC Davis Fire Department.

YECA handles over 300,000 inbound/outbound calls a year, and dispatches an average of 165,000 law calls, 28,000 fire calls, and about 10,000 animal control and support services calls annually. As of the fiscal year 2018/19 budget, the JPA has 46 authorized positions in two divisions. YECA fields all the 911 calls, including landline, mobile phone and text generated calls for service. Dispatchers are also answering multiple non-emergency lines on behalf of each agency and providing customer service. They monitor and record the location of on-duty police officers, dispatch emergency personnel, monitor the radio traffic for multiple simultaneous calls, provide assistance to officers in the field by performing driver's license and wanted person queries, contacting other agencies for parole or warrant information, etc. In addition, from 5:00 P.M. to 8:00 A.M. dispatchers are also inputting high priority "after hour records" into state and federal law enforcement databases.

Errata Draft Report

Two changes have been made to the report released for public review which are highlighted in the errata draft: (1) the audit report date for 2014 was corrected; and (2) the estimated increased costs if one of the larger member agencies pulled out of YECA was increased from 25% to 40-45% after discussion with the Executive Director and making more realistic assumptions about how many positions could be cut. With a three-year notice of withdrawal required and new legislation that

requires agencies remain liable for pension costs, a member's withdrawal is unlikely. However, this was a concern of the member agencies which is why this information was included in the review.

JPA Service Review Determinations and Recommendations

Six of the required seven MSR determinations are applicable to JPAs (the determination for disadvantaged unincorporated communities was removed for the JPA Service Review checklist). YECA's determinations and recommendations for Commission review and consideration are as follows:

Growth and Population Determination

According to the Department of Finance, the countywide population is estimated to increase by about 11% by 2025 and 18% by 2030. Projected growth is expected to result in increased call volume and require additional staff. Staffing will need to be increased commensurately with population growth and call volume in order to maintain service levels/response times.

Capacity and Adequacy of Public Facilities and Services Determination

YECA is meeting State performance standards for the time it takes to answer 9-1-1- calls. The standard requires at least 95% of calls to be answered within 15 seconds. According to YECA data for 2018, this standard has been exceeded with 99.22% of calls being answered within 15 seconds. However, the ability for YECA to continue its high performance with continued population and call volume growth is a concern. YECA funding does not automatically increase with population growth and resulting growth in call volume. The need to balance staffing needs with costs is not unlike other agencies, but what is unique about YECA is its services cannot be easily cut in an economic downturn. Population and dispatch service calls will continue in a recession and State of California performance standards will not be relaxed. Therefore, it's unrealistic to expect that YECA can cut its budget in an economic downturn just as member agencies might need to. Due to the disparity between current authorized FTE and National Emergency Number Association recommended FTE, plus the difference between staffing levels recommended by the Executive Director versus what the Board actually approves, LAFCo recommends YECA develop its own objective metric to be used as a guideline to help determine the staffing levels needed to maintain performance standards.

YECA is also in need of a new dispatch center. The building was designed and constructed in the early 1980s and was not planned for the types of technology YECA must employ to serve its subscribers and have the ability to meet future expectations. A Facility Condition Assessment & Expansion Study was presented to the YECA Board in January 2017 which considered options for remodeling or constructing a new facility. Next steps recommended in the study were to discuss, vet and agree upon a more detailed strategy and plan. The YECA board recently requested the Executive Director to develop a process and strategy for board

consideration to realize a new dispatch center by spring 2019.

Regarding redundancy in case the YECA dispatch center needs to be vacated for any reason, YECA is currently working on a plan to place a server at the City of Woodland public safety building which would provide for more complete operations than the existing plan to relocate to the City of Davis dispatch center. The YECA Executive Director also noted that the recent audit report recommended YECA to acquire its own accounting system. YECA currently uses Yolo County as its treasury.

Capacity and Adequacy of Public Facilities and Services Recommendation(s):

1. LAFCo recommends YECA develop its own objective metric (e.g. calls per channel/dispatcher including supervisory and administration support staff) to be used as a guideline to help determine the staffing levels needed to maintain dispatcher support, performance standards, quality of workplace, employee recruitment and retention.
2. A recent study confirmed that YECA should replace the existing communications center. YECA should complete the necessary building replacement cost analysis and begin setting aside funds for it as soon as possible.
3. Continue efforts to create complete redundancy for YECA operations in the event the dispatch center needs to be vacated for any reason.

Financial Ability Determination

YECA is a financially well-run organization. Conservative budgets are routinely adopted and adhered to: appropriations are not overspent and revenues are consistently over-realized. In addition, unrestricted fund balance has increased each year. YECA's core revenue, member contributions, are safe and reliable. YECA's biggest financial challenge is funding a new facility. According to a 2017 study the current facility has outlived its capacity and functionality. The recommendation is for a full replacement of the building. Currently there has not been any funds specifically set aside for this project nor is it included in the current 10-year plan.

Other issues include developing a review process for presenting budget information to the board and the public, reviewing the relevance of billing Yolo County for the share of costs associated with Yolo County FPDs and Robbins FPD, consider establishing an OPEB funding policy, developing a comprehensive financial and accounting policies document and become more independent from Yolo County for accounting services.

Financial Ability Recommendation(s):

1. Develop internal controls or a review process to ensure the adopted budget and budget amendments reconcile to the financial system, public

- presentations and to management reports.
2. Ensure that the budget information presented to the Board for adoption includes appropriations at the level of authority and that estimated revenues and use of fund balance is clearly stated.
 3. Currently YECA services for all of the FPDs in Yolo County and the Robbins Fire District (in Sutter County) are paid for by Yolo County. Yolo County/YECA should discuss with the parties if this subsidy should continue. Six (6) of the districts in Yolo County are organized as independent districts and nine (9) are ultimately under Yolo County control. Robbins FPD is not in Yolo County at all and, therefore, a subsidy does not appear appropriate.
 4. Consider establishing a funding policy for OPEB costs, including establishing an irrevocable trust fund to accumulate assets to fund/reduce the liability. The establishment of an irrevocable trust allows the actuarial valuations to use a higher discount rate which reduces the amount of liability to be reported.
 5. A recent study confirmed that YECA should replace the existing communications center. YECA should complete the necessary building replacement cost analysis and begin setting aside funds for it as soon as possible.
 6. As stated in the most recent audit management letter YECA should consider procuring their own financial system.
 7. Since YECA is considering implementing their own financial system it is recommended they adopt their own financial and accounting policies.

Shared Services Determination

The JPA in itself is a result of shared dispatch services to reduce agency costs. The UC Davis Fire Department also recently joined YECA on July 1, 2018. The one gap in YECA's countywide service area is the City of Davis. The City opted to do their own law enforcement and fire/emergency dispatch center, although the City has recently considered transferring fire and medical dispatch to YECA. The City of Davis Police Chief has indicated that its dispatch infrastructure and service is superior to YECA's and is not interested in joining YECA.

The law enforcement agencies that YECA serves need to compromise and agree on using the same records management systems. Currently, YECA dispatchers need to use different systems for each law enforcement agency, which from a YECA operational perspective is inefficient and cumbersome.

Shared Services Recommendation:

1. The YECA Board should require member law enforcement agencies to agree on and implement a common integrated records management system to improve operational efficiencies.

Accountability, Structure and Efficiencies Determination

The YECA website is very transparent and Board meetings are well-publicized and open to the public, although they are held at the dispatch center, behind

security gates which may be a deterrent. YECA performs annual audits and has completed them within recommended timeframes in recent years.

Board member positions are filled and maintained, primarily with member agency law enforcement or fire personnel. These representatives have a keen understanding of the organization's program requirements specific to law enforcement and fire protection, but may be lacking the broader vision for YECA and ability to work across silos to overcome and drive solutions on peer to peer issues, such as increasing staffing levels as needed, agreeing on a common law enforcement records management system and funding a new dispatch center. The Board has not authorized recommended staffing levels to create the necessary training and support staff for dispatchers. YECA Board reluctance to authorizing FTE may not be cost effective when upcoming technology changes, overtime, hiring and an 18-24-month training timeline to replace employees are factored in. In addition, one of YECA's challenges is remaining competitive within the market and retaining employees to other agencies. A consolidated dispatch center is unique, as it requires a dispatcher to be trained to work multiple agencies compared to a single dispatch agency that is typically paid higher to work for one jurisdiction. The YECA Executive Director indicated in a recent salary survey that compensation was found to be 20% below median. This suggests member agencies should consider elevating its representatives to the level of executive staff or elected official. JPA member law enforcement and fire personnel may be better utilized as a technical advisory committee or users group.

There are many agencies served by YECA that do not have representation on the Board. There are also other partner agencies that are a critical part of the emergency response system. YECA should consider conducting a 360 self-evaluation by surveying providers and stakeholders and using this information to evaluate its governance composition and make appropriate adjustments to its user and other advisory groups. YECA has a law enforcement users group and a fire/communications users group, however other system users, such as animal services, public works, mental health, and emergency health providers are not included. The YECA Board should ensure there are systems in place to encourage and receive input from all the users and stakeholders to be an innovative and high performing organization.

Accountability, Structure and Efficiencies Recommendation(s):

1. JPA member agencies should consider elevating its representative to the executive staff or elected official level. Law enforcement and fire personnel may be better utilized as a technical advisory committee. Board members need to have the ability to work across agency fire/law enforcement "chain of command" silos and drive broad solutions, such as increasing staffing levels as needed, agreeing on a common law enforcement records management system and funding a new dispatch center.

2. One of YECA's challenges is remaining competitive within the market and retaining employees to other agencies. The YECA Executive Director indicated in a recent salary survey that compensation was found to be 20% below median. YECA should adopt a policy regarding how much deviation (+/-) from salary surveys is acceptable. This policy must take into consideration that a consolidated dispatch center is more complicated and creates more work for a prospective employee as compared to a single agency dispatch center.
3. YECA should continue to complete its audits within the recommended timeframe of six months of the end of the fiscal year as it has in recent years.
4. YECA should consider conducting a 360 self-evaluation by surveying providers and stakeholders and using this information to evaluate its governance composition and make appropriate adjustments to its user and other advisory groups. The YECA Board should ensure there are systems in place to encourage and receive input from all the users and stakeholders to be an innovative and high performing organization.

Other Issues Determination

There are no other matters related to effective or efficient service delivery not already discussed in this report.

Public/YECA/Member Agency Involvement

The primary source of information used in this JPA Service Review has been information collected from YECA staff and adopted plans, budgets, reports, policies, etc. While researching the Service Review, staff met onsite with the Executive Director and also met with the Board Chair and a few stakeholders/users. On March 6, 2019 a "Notice of Availability of Draft JPA Service Review and Public Hearing" was released by LAFCo and published in the Woodland Democrat, which requested written comments from the public and stakeholders. In addition, notices were sent to every agency that YECA serves.

Since the primary motivation for LAFCo to conduct JPA Service Reviews was increased oversight by member agencies, staff emailed the draft report and met with the Yolo Managers Group on March 15, 2019 to discuss recommendations. John Donlevy, who is a YECA Board member and organizes the Yolo Managers Group meetings indicated as a follow-up item he would schedule an onsite tour of the YECA facilities for the city/county managers and have the YECA Board members there for a discussion regarding the LAFCo recommendations.

Attachments

ATT A-LAFCo Resolution 2019-03

ATT B-Errata Draft YECA JPA Service Review 03.28.2019

Form Review

Inbox

Christine Crawford (Originator)
Form Started By: Christine Crawford
Final Approval Date: 03/21/2019

Reviewed By

Christine Crawford

Date

03/21/2019 10:08 AM
Started On: 03/19/2019 12:19 PM

YOLO LOCAL AGENCY FORMATION COMMISSION

Resolution № 2019-03

**Adopting the Joint Powers Agency/Authority (JPA) Service Review for the Yolo
Emergency Communications Agency (YECA)
(LAFCo No. S-050)**

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

WHEREAS, Section 56378(a) provides for a local agency formation commission to initiate and make studies of existing governmental agencies, including inventorying those agencies and determining their maximum service area and service capacities requesting studies, joint powers agreements, and plans of joint powers agencies and joint powers authorities; and

WHEREAS, the cities within Yolo County and the County of Yolo (i.e. common JPA members) adopted the Yolo Local Government Transparency and Accountability Program at each's respective board meetings held in fall 2017 which requested that LAFCo add selected types of joint powers authorities/agencies to its municipal service review process; and

WHEREAS, the Yolo Local Government Transparency and Accountability Program implementation requests LAFCo conduct Municipal Service Reviews every five years of selected types of JPAs whose service area is mostly within the county and includes: (1) JPAs that provide municipal services; (2) JPAs that employ staff; and/or (3) JPAs with boards comprised of agency staff and specifically notes YECA; and

WHEREAS, in 2018/19, the Yolo Local Agency Formation Commission (LAFCo) conducted a JPA Service Review of YECA; and

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

WHEREAS, the Executive Officer set a public hearing for March 28, 2019 for consideration of the draft JPA Service Review and caused notice thereof to be posted, published and mailed at the times and in the manner required by law at least twenty-one (21) days in advance of the date; and,

WHEREAS, on March 28, 2019, the draft JPA Service Review came on regularly for hearing before LAFCo, at the time and place specified in the Notice; and,

WHEREAS, at said hearing, LAFCo reviewed the draft JPA Service Review, and the Executive Officer's Report and Recommendations; and all other matters presented as prescribed by law; and,

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

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

NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED that the Yolo Local Agency Formation Commission hereby adopts Resolution 2019-03 adopting the JPA Service Review for the Yolo Emergency Communications Agency (YECA) dated March 28, 2019 and incorporated herein by this reference, subject to the following finding and recommendations:

FINDING

Finding: Approval of the JPA Service Review is consistent with all applicable state laws and local Yolo Local Government Transparency and Accountability Program.

Evidence: The JPA Service Review was prepared consistent with the requirements in the Cortese-Knox-Hertzberg Act for requesting information from and furnishing studies for government agencies. Staff followed the steps outlined in the Program including: Compiling publicly and readily available information; Requesting any additional information from the JPA, minimizing JPA staff time; Developing JPA recommendations regarding each of the determinations; Completing an administrative draft report for preview by JPA management; Responding to any comments and preparing a draft report available for public review; Publishing a hearing notice for public review and comment of the draft JPA Service Review; Adopting the JPA Service Review at a public hearing, finalizing the report, and posting it online; and Sharing findings with city/county managers, including any cumulative recommendations on ways to streamline and improve efficiencies with the governance structures countywide.

RECOMMENDATIONS

1. LAFCo recommends YECA develop its own objective metric (e.g. calls per channel/dispatcher including supervisory and administration support staff) to be used as a guideline to help determine the staffing levels needed to maintain dispatcher support, performance standards, quality of workplace, employee recruitment and retention.
2. A recent study confirmed that YECA should replace the existing communications center. YECA should complete the necessary building replacement cost analysis and begin setting aside funds for it as soon as possible.
3. Continue efforts to create complete redundancy for YECA operations in the event the dispatch center needs to be vacated for any reason.
4. Develop internal controls or a review process to ensure the adopted budget and budget amendments reconcile to the financial system, public presentations and to management reports.
5. Ensure that the budget information presented to the Board for adoption includes appropriations at the level of authority and that estimated revenues and use of fund balance is clearly stated.

6. Currently YECA services for all of the FPDs in Yolo County and the Robbins Fire District (in Sutter County) are paid for by Yolo County. Yolo County/YECA should discuss with the parties if this subsidy should continue. Six (6) of the districts in Yolo County are organized as independent districts and nine (9) are ultimately under Yolo County control. Robbins FPD is not in Yolo County at all and, therefore, a subsidy does not appear appropriate.
7. Consider establishing a funding policy for OPEB costs, including establishing an irrevocable trust fund to accumulate assets to fund/reduce the liability. The establishment of an irrevocable trust allows the actuarial valuations to use a higher discount rate which reduces the amount of liability to be reported.
8. As stated in the most recent audit management letter YECA should consider procuring their own financial system.
9. Since YECA is considering implementing their own financial system it is recommended they adopt their own financial and accounting policies.
10. The YECA Board should require member law enforcement agencies to agree on and implement a common integrated records management system to improve operational efficiencies.
11. JPA member agencies should consider elevating its representative to the executive staff or elected official level. Law enforcement and fire personnel may be better utilized as a technical advisory committee. Board members need to have the ability to work across agency fire/law enforcement "chain of command" silos and drive broad solutions, such as increasing staffing levels as needed, agreeing on a common law enforcement records management system and funding a new dispatch center.
12. One of YECA's challenges is remaining competitive within the market and retaining employees to other agencies. The YECA Executive Director indicated in a recent salary survey that compensation was found to be 20% below median. YECA should adopt a policy regarding how much deviation (+/-) from salary surveys is acceptable. This policy must take into consideration that a consolidated dispatch center is more complicated and creates more work for a prospective employee as compared to a single agency dispatch center.
13. YECA should continue to complete its audits within the recommended timeframe of six months of the end of the fiscal year as it has in recent years.
14. YECA should consider conducting a 360 self-evaluation by surveying providers and stakeholders and using this information to evaluate its governance composition and make appropriate adjustments to its user and other advisory groups. The YECA Board should ensure there are systems in place to encourage and receive input from all the users and stakeholders to be an innovative and high performing organization.

PASSED AND ADOPTED by the Local Agency Formation Commission, County of Yolo, State of California, this 28th day of March 2019, by the following vote:

Ayes:
Noes:
Abstentions:
Absent:

Olin Woods, Chair
Yolo County Local Agency Formation Commission

Attest:



Christine Crawford, Executive Officer
Yolo County Local Agency Formation Commission

Approved as to form:



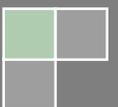
Eric May, Commission Counsel

2019

Item 8-ATT B

JPA SERVICE REVIEW FOR THE

Yolo Emergency Communications Agency (YECA)





Project Name: JPA Service Review for the Yolo Emergency Communications Agency (YECA) JPA

LAFCo Project No. 050

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

Date: Final TBD

Subject Agency: Yolo Emergency Communications Agency

Agency Address: 35 N Cottonwood Street
Woodland, CA 95695

Agency Contact Person: Dena Humphrey, Executive Director

Date of Last JPA Service Review Adopted by LAFCo N/A

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JPA SERVICE REVIEW 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). 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.”

While MSRs are not legally required of Joint Powers Agencies/Authorities, LAFCo has been requested by the cities and County (i.e. JPA member agencies) to provide MSR-like service reviews of selected types of JPAs in the county. LAFCo has the authority to furnish informational studies and analyzing independent data to make informed recommendations regarding the efficient, cost-effective, and reliable delivery of services to residents, landowners, and businesses via these JPAs. With this intention, LAFCo has modified its MSR checklist to conduct service reviews of JPAs.

PURPOSE OF A JPA SERVICE REVIEW

LAFCo has broad discretion in conducting informational studies, including geographic focus, scope of study, and the identification of alternatives for improving the efficiency, cost-effectiveness, accountability, and reliability of public services. The intent of the JPA Services Review is to provide a comprehensive inventory and analysis of the services provided by local JPAs, service areas, and evaluation of the finances, structure and operation of the local agency and discuss possible areas for improvement and coordination. From the state required MSR determinations, the following determinations remain relevant to the comprehensive inventory and analysis of local JPAs (there is a disadvantaged unincorporated communities determination for MSRs that is not applicable to JPAs):

1. Growth and population projections for the service area;
2. Present and planned capacity of any public facilities, adequacy of services, and infrastructure needs or deficiencies;
3. Financial ability of agencies to provide services;
4. Status of, and opportunities for, shared services and facilities;
5. Accountability for community service needs, including governmental structure and operational efficiencies; and
6. Any other matter related to effective or efficient service delivery, or as required by commission policy.

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

AGENCY PROFILE

The Yolo Emergency Communications Agency is a Joint Powers Authority that was established in 1988. (as the Yolo County Communications Emergency Services Agency) The agency was formed as a consolidated 9-1-1 Public Safety Answering Point (PSAP) to provide dispatch services for police, fire, animal control, public works and other local government agencies. Historically, the JPA handled the hazardous material disclosure program from 1992 to 2000 when it was then transferred to Yolo County Environmental Health. It also housed the Office of Emergency Services up until its transfer to the County in 2006.

YECA is governed and operated through an intergovernmental agreement between Yolo County, the cities of West Sacramento, Woodland and Winters, and the Yocha Dehe Wintun Nation. The Agency is governed by a five-member Board of Directors with one representative from each member agency. Board members are comprised of agency staff members that are appointed by their jurisdiction’s governing body. The Board of Directors adopts an annual meeting calendar which generally meets on the first Wednesdays of each month.

YECA’s Mission:

“Yolo Emergency Communications Agency, a multi-agency public partnership, with highly-trained professional staff working cooperatively with police, fire and other emergency service personnel, will effectively use technology to provide the highest quality emergency communication and dispatch services to the public it serves.”

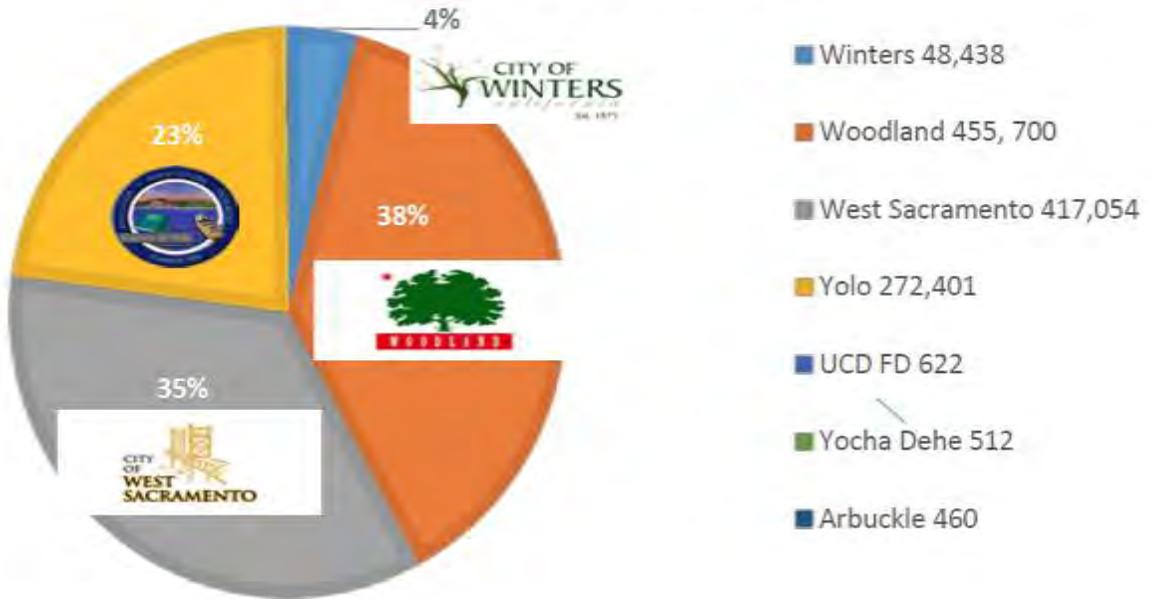
YECA is the 9-1-1 PSAP for most of Yolo County. YECA provides dispatch services for the following agencies:

<u>JPA Members:</u>	<u>YC Fire Protection Districts (FPDs):</u>	<u>Other:</u>
City of West Sacramento	Capay FPD	Arbuckle FPD (Colusa County)
City of Winters	Clarksburg FPD	Robbins FPD (Sutter County)
City of Woodland	Dunnigan FPD	UC Davis Fire Department
Yocha Dehe Wintun Nation	Elkhorn FPD	
Yolo County	Esparto FPD	
	Knights Landing FPD	
	Madison FPD	
	West Plainfield FPD	
	Willow Oak FPD	
	Winters FPD	
	Yolo FPD	
	Zamora FPD	

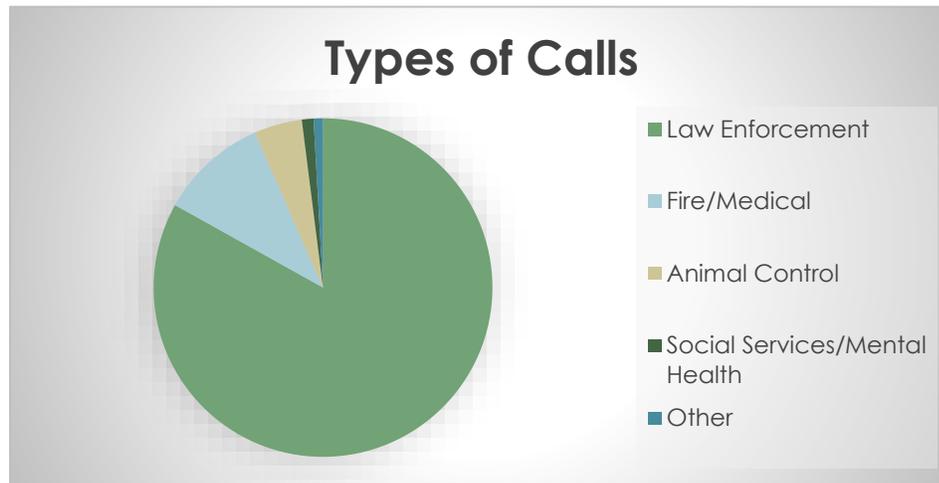
YECA Service Area



2018 OVERALL STATISTICS



The agency utilizes both 800 MHz and VHF public safety radio systems to dispatch police and fire agencies. YECA currently uses Motorola Vesta 9-1-1 phone system, and a Tri Tech Computer-Aided Dispatch and Mobile system. YECA handles over 300,000 inbound/outbound calls a year, and dispatches an average of



165,000 law calls, 28,000 fire calls, and about 10,000 animal control and support services calls annually. In 2004, YECA became the first PSAP in Northern California to answer wireless 9-1-1 calls directly from the public. In Oct 2018, YECA began accepting 9-1-1 call via text message, allowing increased accessibility for the deaf, hearing and speech impaired

and those in need of assistance when voice could compromise their location.

As of the fiscal year 2018/19 budget, the JPA has 46 authorized positions in two divisions: Administration and Operations as shown below. YECA is in the process of filling these positions. Dispatch personnel require in-depth background checks and 18-24 months of on the job training, so an extended hiring process is required.

Authorized Positions	FTE Filled	FTE Authorized
Executive Director	1	1
HR/Fiscal Administrator	1	1
Senior Administrative Specialist II	1	1
Operations Manager	1	1
Dispatch Supervisor	4	4
911/Public Safety Dispatcher I/II	24	26
911/Public Safety Dispatcher III	4	4
Dispatch Assistant	4	5
IT Systems Manager	1	1
Systems Administrator	1	1
IT Specialist	1	1
Total	43	46

YECA fields all the 911 calls, including landline, mobile phone and text generated calls for service. Dispatchers are also answering multiple non-emergency lines on behalf of each agency and providing customer service. They monitor and record the location of on-duty police officers, dispatch emergency personnel, monitor the radio traffic for multiple simultaneous calls, provide assistance to officers in the field by performing driver's license and wanted person queries, contacting other agencies for parole or warrant information, etc. In addition, from 5:00 P.M. to 8:00 A.M. dispatchers are also inputting high priority "after hour records" into state and federal law enforcement databases.

JPA SERVICE REVIEW

POTENTIALLY SIGNIFICANT DETERMINATIONS

The JPA Service Review 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 JPA Service Review update is not warranted.

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

LAFCO JPA SERVICE REVIEW:

- On the basis of this initial evaluation, the required determinations are not significant and staff recommends that a comprehensive JPA Service Review is NOT NECESSARY. The subject agency will be reviewed again in five years per the Commission adopted review schedule.
- The subject agency has potentially significant determinations and staff recommends that a comprehensive JPA Service Review IS NECESSARY and has been conducted via this checklist.

1. GROWTH AND POPULATION	YES	MAYBE	NO
Growth and population projections for the service area.			
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Will development have an impact on the subject agency’s service needs and demands?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Will projected growth require a change in the agency’s service area?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Discussion:

- a) *Is the agency’s territory or surrounding area expected to experience any significant population change or development over the next 5-10 years?*

Yes. According to the Department of Finance, the estimated total population that YECA serves (countywide population minus the City of Davis population) on January 1, 2018 was 152,566 with a countywide population growth rate of 1.2% over last year's estimate¹. Please note this served population does not include the Arbuckle FPD (Colusa County) and Robbins FPD (Sutter County) service territories.

Projected population estimates for the entire County (not available at city-level detail) is 245,199 by 2025² (an increase of 23,929 or 10.81%) and 261,715 by 2030 (an increase of 40,445 or 18.28%). YECA's dispatch call volume is expected to increase with population growth.

b) *Will development have an impact on the subject agency's service needs and demands?*

Yes. Projected growth will result in increased call volume and will require additional staff. Staffing will need to be increased commensurately with population growth and call volume in order to maintain service levels/response times. Please see the discussion under item 2b regarding agency capacity to meet the service demand of reasonably foreseeable future growth.

c) *Will projected growth require a change in the agency's service area?*

No. Projected growth would occur within YECA's existing service area.

Growth and Population Determination

According to the Department of Finance, the countywide population is estimated to increase by about 11% by 2025 and 18% by 2030. Projected growth is expected to result in increased call volume and require additional staff. Staffing will need to be increased commensurately with population growth and call volume in order to maintain service levels/response times.

2. CAPACITY AND ADEQUACY OF PUBLIC FACILITIES AND SERVICES

Present and planned capacity of public facilities, adequacy of services, and infrastructure needs or deficiencies.

	YES	MAYBE	NO
a) Are there any deficiencies in agency capacity to meet service needs of existing development within its existing territory (also note number of staff and/or contracts that provide services)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Are there any issues regarding the agency's capacity to meet the service demand of reasonably foreseeable future growth?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

¹ CA Department of Finance Report E-1: Population Estimates for Cities, Counties, and the State - January 1, 2017 and 2018

² CA Department of Finance Report P-1: State Population Projections (2010-2060): Total Population by County

- c) Are there any significant infrastructure needs or deficiencies to be addressed for which the agency has not yet appropriately planned (including deficiencies created by new state regulations)?
- d) If the agency provides water, wastewater, flood protection, or fire protection services, is the agency not yet considering climate adaptation in its assessment of infrastructure/service needs?

Discussion:

- a) *Are there any deficiencies in agency capacity to meet service needs of existing development within its existing territory (also note number of staff and/or contracts that provide services)?*

No. The National Emergency Number Association and State of California performance standard for answering 9-1-1 Calls is: “Ninety-five (95) percent of incoming 9-1-1 calls shall be answered within fifteen (15) seconds.”³ According to YECA data for 2018, this standard has been exceeded with 94.83% of calls answered within 10 seconds and 99.22% of calls being answered within 15 seconds.

As of the fiscal year 2018/19 budget, the JPA has 46 authorized positions in two divisions: Administration and Operations. However, only 43 positions are currently filled as illustrated below. YECA is in the process of filling these positions. Dispatch personnel require in-depth background checks and 18-24 months of on the job training, so an extended hiring process is required.

Authorized Positions	FTE Filled	FTE Authorized
Executive Director	1	1
HR/Fiscal Administrator	1	1
Senior Administrative Specialist II	1	1
Operations Manager	1	1
Dispatch Supervisor	4	4
911/Public Safety Dispatcher I/II	24	26
911/Public Safety Dispatcher III	4	4
Dispatch Assistant	4	5
IT Systems Manager	1	1
Systems Administrator	1	1
IT Specialist	1	1
Total	43	46

³ State of California 9-1-1 Operations Manual, Chapter I Standards, Revised September 2016

- b) *Are there any issues regarding the agency's capacity to meet the service demand of reasonably foreseeable future growth?*

Maybe. YECA funding does not increase commensurate with growth in population and call volume. The Executive Director obtains JPA Board approval for any staff and resulting cost increases, however the Board is both the owner/member and the customer of the service which creates a unique dynamic. The need to balance staffing needs with associated cost is not unlike other agencies, but what is unique about YECA is its services cannot be easily cut in an economic downturn. Population and dispatch service calls will continue in a recession and State of California performance standards will not be relaxed. Therefore, it's unrealistic to expect that YECA can cut its budget in an economic downturn just as member agencies might need to.

In April 2016, the Executive Director recommended⁴ five (5) key positions be added to achieve operational staffing goals: Training Coordinator (1); Dispatchers to prepare for upcoming retirements (2); and Dispatch Assistants (2). To date, one Dispatch Assistant position has been authorized by the Board. As illustrated below the current number of full-time equivalent (FTE) employees is significantly below the National Emergency Number Association PSAP Staffing Tool formulas:⁵

Personnel	Current FTE Employees Authorized	Proposed FTEs Using Volume Formula	Proposed FTEs Using Coverage Formula
Management (Director & Deputy Directors)	2	4	4
HR/Fiscal Manager	1	0	0
Call-takers	5	50	8
Radio Dispatchers* combined the Law/Fire/EMS classifications	30	30	41
Shift Supervisors	4	8	8
Training Supervisor	0	1	1
Training Staff (full time)	0	1	1
Quality Assurance Supervisor	0	1	1
Quality Assurance Staff (full time)	0	2	2
GIS Coordinator (IT handles)	0	1	1
CAD Administrator (IT handles)	0	1	1
IT Manager *	1	1	1
9-1-1 Technologist	1	1	1
Systems Administrator	1	1	1
Administrative Assistant	1	1	1
Total Personnel	46	103	72

The National Emergency Number Association PSAP Staffing Tool formulas are merely a “one size fits all” tool. The YECA Executive Director does not agree with the FTE generated by this tool as being realistic or needed for YECA. However, a difference exists between staffing levels recommended by the Executive Director versus what the Board actually approves. Therefore, LAFCo recommends YECA

⁴ Memo to YECA Board Regarding Staffing Goals Summary, dated April 6, 2016.

⁵ Memo to Dena Humphrey Regarding Staffing Analysis & Forecast, dated November 30, 2018.

develop its own objective metric to be used as a guideline to help determine the staffing levels needed to maintain performance standards, such as calls per channel or dispatcher (or other appropriate metric) that also accounts for appropriate supervisory oversight by removing the shift supervisor from working a radio channel. Currently, YECA shift supervisors work their own position and are also responsible for covering dispatcher breaks (which ends up consuming 80% of the shift), backing up dispatchers during busy times and answering phones. This restricts their ability to be engaged and actively supervise the room.

- c) *Are there any significant infrastructure needs or deficiencies to be addressed for which the agency has not yet appropriately planned (including deficiencies created by new state regulations)?*

Yes. YECA is in need of a new dispatch center. The existing facility and its systems have reached the end of their useful lives. The building was designed and constructed in the early 1980s and was not planned for the types of technology YECA must employ to serve its subscribers and have the ability to meet future expectations. The building was not designed for the changes in technology that have exponentially increased demand on not only the building's systems and its physical plant, but on YECA's operational and staffing models, including quality of workplace, recruitment and retention. A Facility Condition Assessment & Expansion Study was completed for YECA and presented to the Board in January 2017⁶ which considered options for remodeling or constructing a new facility. Next steps recommended in the study were to discuss, vet and agree upon a more detailed strategy and plan. The YECA board recently requested the Executive Director to develop a process and strategy by spring 2019 for Board consideration to realize a new dispatch center.

There are also issues regarding operational redundancy should the YECA facility need to be vacated for any reason. The existing back up plan is to relocate services to the City of Davis dispatch center, however this option provides limited operations only. YECA is currently working on a plan to place a server at the City of Woodland public safety building which would provide more complete functionality. NextGen 911 will help with redundancy because it will change the entire 911 network to an IP base and offer more options to existing systems. However, NextGen 911 will not be available for several more years and the costs are unknown.

The YECA Executive Director also noted that the recent audit report recommended YECA to acquire its own accounting system. YECA currently uses Yolo County as its treasury but is in the process of migrating to its own system.

- d) *If the agency provides water, wastewater, flood protection, or fire protection services, is the agency not yet considering climate adaptation in its assessment of infrastructure/service needs?*

No. YECA previously used a fire season protocol for additional staff coverage during the fire season, but in 2017 the Board authorized enough positions to eliminate this policy and there is sufficient coverage.

Capacity and Adequacy of Public Facilities and Services Determination

YECA is meeting State performance standards for the time it takes to answer 9-1-1 calls. The standard requires at least 95% of calls to be answered within 15 seconds. According to YECA data for 2018, this standard has been exceeded with 99.22% of calls being answered within 15 seconds. However, the ability for YECA to continue its high performance with continued population and call volume growth is a concern. YECA funding does not automatically increase with population growth and resulting growth in call volume. The need to balance staffing needs with costs is not unlike other agencies, but what is unique about YECA is its services cannot be easily cut in an economic downturn. Population and dispatch service calls will continue in a recession and State of California performance standards will not be relaxed. Therefore, it's unrealistic to expect that YECA can cut its budget in an economic downturn just as member agencies might

⁶ YECA Facility Condition Assessment & Expansion Study, Lionakis December 30, 2016

need to. Due to the disparity between current authorized FTE and National Emergency Number Association recommended FTE, plus the difference between staffing levels recommended by the Executive Director versus what the Board actually approves, LAFCo recommends YECA develop its own objective metric to be used as a guideline to help determine the staffing levels needed to maintain performance standards.

YECA is also in need of a new dispatch center. The building was designed and constructed in the early 1980s and was not planned for the types of technology YECA must employ to serve its subscribers and have the ability to meet future expectations. A Facility Condition Assessment & Expansion Study was presented to the YECA Board in January 2017 which considered options for remodeling or constructing a new facility. Next steps recommended in the study were to discuss, vet and agree upon a more detailed strategy and plan. The YECA board recently requested the Executive Director to develop a process and strategy for board consideration to realize a new dispatch center by spring 2019.

Regarding redundancy in case the YECA dispatch center needs to be vacated for any reason, YECA is currently working on a plan to place a server at the City of Woodland public safety building which would provide for more complete operations than the existing plan to relocate to the City of Davis dispatch center. The YECA Executive Director also noted that the recent audit report recommended YECA to acquire its own accounting system. YECA currently uses Yolo County as its treasury.

Capacity and Adequacy of Public Facilities and Services Recommendation(s)

1. LAFCo recommends YECA develop its own objective metric (e.g. calls per channel/dispatcher including supervisory and administration support staff) to be used as a guideline to help determine the staffing levels needed to maintain dispatcher support, performance standards, quality of workplace, employee recruitment and retention.
2. A recent study confirmed that YECA should replace the existing communications center. YECA should complete the necessary building replacement cost analysis and begin setting aside funds for it as soon as possible.
3. Continue efforts to create complete redundancy for YECA operations in the event the dispatch center needs to be vacated for any reason.

3. FINANCIAL ABILITY

Financial ability of agencies to provide services.

	YES	MAYBE	NO
a) Does the organization engage in budgeting practices that may indicate poor financial management, such as overspending its revenues, using up its fund balance or reserve over time, or adopting its budget late?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Is there an issue with the organization's revenue sources being reliable? For example, is a large percentage of revenue coming from grants or one-time/short-term sources?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) Is the organization's rate/fee schedule insufficient to fund an adequate level of service, and/or is the fee inconsistent with the schedules of similar service organizations?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

d) Is the organization unable to fund necessary infrastructure maintenance, replacement and/or any needed expansion?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Is the organization needing additional reserve to protect against unexpected events or upcoming significant costs?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
f) Does the agency have any debt, and if so, is the organization's debt at an unmanageable level?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
g) If the agency has pension and/or other post-employment benefit (OPEB) liability, what is it the liability and are there any concerns that it is unmanageable?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
h) Is the organization in need of written financial policies that ensure its continued financial accountability and stability?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Discussion:

- a) *Does the organization engage in budgeting practices that may indicate poor financial management, such as overspending its revenues, using up its fund balance or reserve over time, or adopting its budget late?*

No. According to the JPA Agreement, the Executive Director shall propose an operating and capital budget to the Board on or before March 1 of each year which shall include the contribution of each member. The members' share should reasonably reflect the share of costs incurred by YECA as a result of providing services to the particular member agency. Budgetary changes during the year may be approved by the Board by a simple majority vote, as long as it does not increase any member's contribution. In the event the budget change increases the contribution of any party, the change shall be subject to the concurrence of the affected member. Fund balance is generally only used for one-time expenditures or to lower the amount of future year's member contributions. With the exception of fiscal year 2013-14 budgets have been adopted timely. Below is a schedule presenting summarized budget data for the past 5 years.

YECA Budget vs. Actual Summary and Changes in Fund Balance					
	2013	2014	2015	2016	2017
Expenditures					
Appropriations	\$ 7,906,828	\$ 7,032,802	\$ 6,608,780	\$ 7,082,621	\$ 6,948,257
Actual Expenditures	6,797,391	5,119,507	5,957,232	5,649,371	5,530,613
Variance Favorable (Unfavorable)	1,109,437	1,913,295	651,548	1,433,250	1,417,644
Revenue					
Estimated Revenue	6,386,298	5,153,391	5,386,133	5,649,621	5,494,662
Actual Revenue	6,525,114	5,247,518	5,462,142	5,725,486	5,828,406
Variance Favorable (Unfavorable)	138,816	94,127	76,009	75,865	333,744
Fund Balances					
* Restricted FB, 7/1	\$ 1,924,375	\$ 1,428,612	\$ 699,392	\$ 82,971	\$ -
*Restricted FB, 6/30	1,428,612	699,392	82,971	-	-
Increase (Decrease)	(495,763)	(729,220)	(616,421)	(82,971)	-
**Unrestricted FB, 7/1	625,986	849,472	1,706,703	1,828,034	1,987,120
**Unrestricted FB, 6/30	849,472	1,706,703	1,828,034	1,987,120	2,284,913
Increase (Decrease)	223,486	857,231	121,331	159,086	297,793
Total FB increase (decrease)	\$ (272,277)	\$ 128,011	\$ (495,090)	\$ 76,115	\$ 297,793
Board budget presentations:					
First Presented	3/7/2012	8/7/2013	1/22/2014	2/5/2015	2/3/2016
Adopted	5/2/2012	8/7/2013	3/5/2014	9/2/2015	3/2/2016
*Bank of America lease proceeds					
**Unrestricted FB includes nonspendable prepaid, committed, assigned and unassigned.					

YECA's budgets are developed conservatively. YECA has consistently realized more revenue than estimated and under expended appropriations, resulting in favorable total budget variances each fiscal year. The decreases in fund balances is a result of the acquisition of capital improvements is funded by restricted lease proceeds. The lease proceeds were received in 2010 and recorded in restricted fund balance to be used for the expansion, refurbishment, improvement and equipping the existing communications center. Unrestricted fund balance has not been used to balance revenue shortfalls, it has only been used to fund one-time expenditures and to reduce member contributions. In other words, YECA's on-going operating revenue has consistently exceeded operating expenditures, thereby increasing unrestricted fund balance by \$1.251M, from \$849K in 2013 to \$2.1M in 2017.

A review of budget procedures, monitoring reports and public presentations, has revealed that the adopted budget total appropriations and estimated revenues do not reconcile to the financial system budget input, to the budget information posted on the website or to the budget management summaries included in the YECA Board packets. This is because residual balances of grants didn't get accounted for correctly, although it should be noted that expenditures never exceeded authorized budget appropriations. In addition, the budget as presented to the Board should be at the level of budget authority, and should clearly show the amount of estimated revenue and use of fund balance.

YOLO EMERGENCY COMMUNICATIONS AGENCY STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE					
	2013	2014	2015	2016	2017
Revenue:					
Interest	\$ 3,744	\$ 3,126	\$ 6,674	\$ 18,385	\$ 15,502
Rents	13,800	7,100	-	-	-
State	1,306,884	21,000	2,771	58,296	10,922
Federal-OES	47,084	91,590	-	18,721	83,806
Member contributions	4,974,095	5,032,525	5,324,737	5,510,985	5,643,288
Charges for services	33,353	5,693	1,540	2,886	3,261
IRS Subsidy	98,818	86,181	40,913	36,669	68,649
Miscellaneous	47,336	303	85,507	79,544	2,978
	6,525,114	5,247,518	5,462,142	5,725,486	5,828,406
Expenditures:					
Salaries and benefits	3,664,774	3,443,094	3,569,793	4,112,477	3,980,093
Services and supplies	1,630,876	1,220,921	1,356,484	1,059,636	946,471
Other charges	4,089	2,375	1,395	1,591	14,485
Debt-Principal	201,972	209,246	216,781	224,588	232,677
Debt-Interest	219,596	206,371	192,670	178,475	163,769
Capital assets	1,076,084	37,500	620,109	72,604	193,118
	6,797,391	5,119,507	5,957,232	5,649,371	5,530,613
Net change in fund balance	(272,277)	128,011	(495,090)	76,115	297,793
Fund Balance, July 1	2,550,361	2,278,084	2,406,095	1,911,005	1,987,120
Fund Balance, June 30	\$ 2,278,084	\$ 2,406,095	\$ 1,911,005	\$ 1,987,120	\$ 2,284,913
Fund Balances:					
Nonspendable	\$ -	\$ 242,968	\$ 189,813	\$ 212,112	\$ 184,108
Restricted for capital projects	1,428,612	699,392	82,971	-	-
Assigned	-	-	-	-	1,425,227
Unassigned	849,472	1,463,735	1,638,221	1,775,008	675,578
	\$ 2,278,084	\$ 2,406,095	\$ 1,911,005	\$ 1,987,120	\$ 2,284,913

YECA's revenue includes interest income earned on cash pooled with the Yolo County Treasury, state and federal grants, member contributions, charges for services and other miscellaneous revenue. The state and federal revenue are one-time grants that are restricted to the purchase of specific goods and services. Member contributions, received from the member agencies, make up 95% of total revenue received. Member agencies share in the funding of the annual budgets. Members' shares are calculated by formula based on a combination of calls for service and capital requirements. Effective with the 2017-18 budget a new operations and maintenance formula was used to mitigate annual changes to member required contributions. Although budgets are constructed taking into account member agencies' financing ability, member agencies must provide a level of funding in order for YECA to respond to the public needs and comply with State standards.

YECA's largest expenditure is salaries and benefits which account for almost 65% of total expenditures over the past 5 years. Services and supplies accounted for 21% of total expenditures while debt service is 7% and capital assets is 7%. Total expenditures, excluding capital assets have remained relatively flat over the 5 years, ranging from \$5.1M in 2014 to \$5.7M in 2013. Excluding capital expenditures, revenues have exceeded expenditures each year.

Capital expenditures are funded with debt proceeds and/or from state and federal grants. In FY 2013 \$1.1M was expended for radio system improvements and \$620K was expended for microwave improvements.

- b) *Is there an issue with the organization's revenue sources being reliable? For example, is a large percentage of revenue coming from grants or one-time/short-term sources?*

No. The bulk of YECA's revenue is very reliable as it is received from member agencies. In fact, over the past 4 years 95% of revenue was received from the five member agencies: Yolo County, City of West Sacramento, City of Woodland, City of Winters and the Yocha Dehe Wintun Nation. Member agencies share in the funding of the annual budgets by formula that takes into account calls for service and capital requirements. Effective with the 2017-18 budget a new operations and maintenance formula was used to mitigate annual changes to member required contributions. Although budgets are developed taking into account member agencies' financing ability, member agencies must contribute an amount sufficient enough for YECA to respond to the public needs and comply with State standards. YECA does utilize grant funding opportunities, but they are used for one-time purchases of equipment or facility improvements. Grant funding does not comprise a large amount of the operating budget.

A withdrawal of either Yolo County, City of West Sacramento or the City of Woodland whose contributions for fiscal year 2016-2017 accounted for 23%, 37%, and 35%, respectively, of total member contributions may significantly change the operations of the agency. It is estimated that a withdrawal of either of the above named agency would increase the remaining members' contributions by ~~25%~~ **40%-45%**. According to the terms of the Agreement any party may withdraw upon no less than (3) years prior written notice to the Board. The withdrawing party shall continue to be financially responsible for its share of financial obligations and liabilities incurred prior to the withdrawal date. New legislation (AB 1912) requiring continued responsibility for pension liabilities even if a member agency withdraws from a JPA also creates a disincentive for member agencies to withdraw from YECA.

- 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?*

No. YECA does not charge fees for service, the agency is funded through member and other contracted agency contributions which are determined at the time the budget is developed. YECA has an adopted member share cost formula adopted in 2017. Please refer to other sections/questions for discussion regarding YECA's level of service and funding. Other agencies that use YECA's services include Arbuckle, some Fire Protection Districts, and Robbins Fire Department. Arbuckle is charged based on an agreement executed by the agency's prior management and the basis of the charge is not known but it adequately covers its service call volume. Yolo County's member contribution includes services for all the FPDs within Yolo County and the Robbins Fire District in Sutter County. Historically the County has always paid for these fire districts. How this practice began is not known. If these districts were charged their fair share for fiscal year 2017 the charges are estimated (based on a pro rata percentage of County payment based on number of calls) to be as follows:

Fire Protection District	No. of Calls	Estimated Charge
Capay Valley	410	\$ 11,776
Clarksburg	781	22,432
Dunnigan	1019	29,268
Elkhorn	189	5,429
Esparto	763	21,915
Knights Landing	251	7,209
Madison	367	10,541
Robbins	164	4,710
Willow Oak	1026	29,469
West Plainfield	463	13,299
Winters	370	10,627
Yolo	801	23,007
Zamora	275	7,899
Totals	6,879	\$ 197,581

- d) *Is the organization unable to fund necessary infrastructure maintenance, replacement and/or any needed expansion?*

Yes. In January 2017 it was recommended by a study that the current building has outlived its capacity and functionality. Workplace quality is at its maximum capability. The recommendation is full replacement of the building. As part of the FY 2017-18 budget YECA established a 10-yr CIP funding plan to stabilize member’s CIP contribution from one year to another. State funding only provides for replacement of the 911 system, which is available on 5-year cycles as long as YECA is performing in compliance with State standards. Members’ total annual contribution is \$368,000 with unspent funds transferred to the capital asset replacement reserve. As of June 30, 2018 the reserve had a balance of \$59,000 and it is estimated to have a balance of \$300,000 as of June 30, 2019. However, the current CIP funding plan does not include for the replacement of the facility. Member agencies contribute, by formula, for all infrastructure needs. Funding for a new building is currently not included in the annual budgets.

- e) *Is the organization needing additional reserve to protect against unexpected events or upcoming significant costs?*

Maybe. The current reserve policy is to maintain a General Reserve of 20% of audited annual operating expenditures (excluding one-time expenditures), which is at the conservative end of recommended Government Finance Officers Association (GFOA) reserve levels. As YECA purchases a variety of insurance coverage, the current reserve appears reasonable to protect against unexpected events. However, YECA will experience significant expenditure increases to fund pensions, OPEB and a new facility for which reserves are not currently provided for.

- f) *Does the agency have any debt, and if so, is the organization’s debt at an unmanageable level?*

No. YECA has minimal debt, only one capital lease for the expansion, refurbishment, improvement and equipping of the dispatch center. The capital lease balance as of 6/30/17 is \$2,348,390 and is scheduled to be paid off 11/18/2025. Total annual debt service requirement for fiscal year 2017-18 is \$389,590 with declining annual amounts due each year thereafter. Annual debt service payments are allocated to member agencies by formula and are part of the annual budget process. The debt service payments represent only about 7% of the total budget.

- g) *If the agency has pension and/or other post-employment benefit (OPEB) liability, what is it the liability and are there any concerns that it is unmanageable?*

Maybe. Like most local government agencies, due to enactment of new Government Accounting Standards Board accounting and financial reporting requirements, YECA is required to calculate and report pension and other post-employment benefit liabilities on the face of their financial statements. The enactment of these standards have highlighted to the public and to financial institutions the magnitude of the underfunding of public employee benefit plans. In addition, without changes/caps in benefits and funding plans these liabilities will continue to grow each year. It is highly recommended that YECA develop plans to mitigate the growth of these liabilities so that the funding of these plans in the future do not compromise the funding of operations or the ability to acquire other debt financing.

Pension

The pension liability has increased from \$2.4M to almost \$3M as of 6/30/2017. YECA made an additional payment of \$240,000 in fiscal year 2015-16. YECA currently does not have a plan to reduce the liability other than making additional voluntary payments as fund balance is available. Also the employer rate is expected to increase due to recent changes by CalPERS explained below.

In addition, changes by CalPERS over the last several years, while improving the long-term pension benefit sustainability of the system has/will increase required contributions. For example, recent CalPERS Board actions on a new asset allocation, new actuarial assumptions and new smoothing and amortization policies have already lowered risk. However, future contribution rate volatility is expected as CalPERS pension plans continue to mature. At its November 2015 Board of Administration meeting CalPERS adopted a Funding Risk Mitigation Policy that addresses these risks in a balance manner. The policy will result in a gradual shifting of the asset allocation in a way that will lower investment risk. This shift means accepting lower future expected returns and a lower actuarial discount rate. In time, the policy is expected to lower the level of risk borne by employers and, ultimately, by members.

Due to adopted changes in the discount rate in combination with the 5-year phase in ramp up in costs, increases in the required contributions are expected to continue for seven years from 2018-19 through fiscal year 2024-25.

OPEB

The net OPEB obligation has increased from \$277K as of 2013 to \$532K as of 6/30/2017 2017, and the unfunded actuarial accrued liability has increased from \$1,356,000 in 2013 to \$1,770,000 in 2017. YECA has not made any contributions to an irrevocable trust fund and is on a “pay-as-you-go-basis” plan.

- h) *Is the organization in need of written financial policies that ensure its continued financial accountability and stability?*

Maybe. In-lieu of creating and adopting their own financial and accounting policies, YECA has adopted Yolo County’s financial and accounting policies. In addition, YECA has adopted the County’s internal control standards and has adopted their own fund balance and reserve policies. However, since the County does not have a comprehensive accounting policy document and since YECA is considering implementing their own financial system it is recommended YECA adopt their own policies.

Financial Ability MSR Determination

YECA is a financially well-run organization. Conservative budgets are routinely adopted and adhered to: appropriations are not overspent and revenues are consistently over-realized. In addition, unrestricted fund balance has increased each year. YECA’s core revenue, member contributions, are safe and reliable.

YECA's biggest financial challenge is funding a new facility. According to a 2017 study the current facility has outlived its capacity and functionality. The recommendation is for a full replacement of the building. Currently there has not been any funds specifically set aside for this project nor is it included in the current 10-year plan.

Other issues include developing a review process for presenting budget information to the board and the public, reviewing the relevance of billing Yolo County for the share of costs associated with Yolo County FPDs and Robbins FPD, consider establishing an OPEB funding policy, developing a comprehensive financial and accounting policies document and become more independent from Yolo County for accounting services.

Financial Ability Recommendation(s)

1. Develop internal controls or a review process to ensure the adopted budget and budget amendments reconcile to the financial system, public presentations and to management reports.
2. Ensure that the budget information presented to the Board for adoption includes appropriations at the level of authority and that estimated revenues and use of fund balance is clearly stated.
3. Currently YECA services for all of the FPDs in Yolo County and the Robbins Fire District (in Sutter County) are paid for by Yolo County. Yolo County/YECA should discuss with the parties if this subsidy should continue. Six (6) of the districts in Yolo County are organized as independent districts and nine (9) are ultimately under Yolo County control. Robbins FPD is not in Yolo County at all and, therefore, a subsidy does not appear appropriate.
4. Consider establishing a funding policy for OPEB costs, including establishing an irrevocable trust fund to accumulate assets to fund/reduce the liability. The establishment of an irrevocable trust allows the actuarial valuations to use a higher discount rate which reduces the amount of liability to be reported.
5. A recent study confirmed that YECA should replace the existing communications center. YECA should complete the necessary building replacement cost analysis and begin setting aside funds for it as soon as possible.
6. As stated in the most recent audit management letter YECA should consider procuring their own financial system.
7. Since YECA is considering implementing their own financial system it is recommended they adopt their own financial and accounting policies.

4. SHARED SERVICES AND FACILITIES

Status of, and opportunities for, shared services and facilities.

	YES	MAYBE	NO
a) Are there any opportunities for the organization to share services or facilities with other organizations that are not currently being utilized?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

- b) Are there any recommendations to improve staffing efficiencies or other operational efficiencies to reduce costs?

Discussion:

- a) *Are there any opportunities for the organization to share services or facilities with other organizations that are not currently being utilized?*

No. The JPA in itself is a result of shared dispatch services to reduce agency costs. The UC Davis Fire Department also recently joined YECA on July 1, 2018. The one gap in YECA’s countywide service area is the City of Davis. The City opted to do their own law enforcement and fire/emergency dispatch center, although the City has recently considered transferring fire and medical dispatch to YECA. YECA currently provides superior service for emergency medical calls. For example, an emergency call coming into the YECA dispatch center regarding someone in cardiac arrest would receive instructions on performing CPR until paramedics arrived, but would not with the City of Davis Police Department dispatch services. Although according to the City of Davis Police Chief, the City could contract for this service from AMR (American Medical Response, the County’s ambulance provider) for only \$10,000 per year⁷. The Chief has indicated that its dispatch infrastructure and service is superior to YECA’s and is not interested in joining YECA.

The following table is provided as a per capita cost comparison for each of the cities for informational purposes. Yolo County is not included because the geography/population distribution is not comparable.

FY 2018/19 Operations Cost Per Capita (excludes capital costs)

	City of Davis	City of West Sacramento	City of Winters	City of Woodland
FY 18-19 Dispatch Budget	\$2,629,863	\$1,958,476	\$259,863	\$1,965,890
DOF 1/1/2018 Pop. Estimate	68,704	54,163	7,292	60,426
Cost Per Resident	\$ 38.28	\$ 36.16	\$ 35.64	\$ 32.53

- b) *Are there any recommendations to improve staffing efficiencies or other operational efficiencies to reduce costs?*

Yes. The law enforcement agencies that YECA serves need to compromise and agree on a shared records management system. Currently, YECA dispatchers need to use different systems for each law enforcement agency, which from a YECA operational perspective is very inefficient and cumbersome.

Shared Services Determination

The JPA in itself is a result of shared dispatch services to reduce agency costs. The UC Davis Fire Department also recently joined YECA on July 1, 2018. The one gap in YECA’s countywide service area is the City of Davis. The City opted to do their own law enforcement and fire/emergency dispatch center, although the City has recently considered transferring fire and medical dispatch to YECA. The City of Davis

⁷ Meeting with City of Davis Police Chief, Darren Pytel, on November 14, 2018.

Police Chief has indicated that its dispatch infrastructure and service is superior to YECA's and is not interested in joining YECA.

The law enforcement agencies that YECA serves need to compromise and agree on using the same records management systems. Currently, YECA dispatchers need to use different systems for each law enforcement agency, which from a YECA operational perspective is inefficient and cumbersome.

Shared Services Recommendation

1. The YECA Board should require member law enforcement agencies to agree on and implement a common integrated records management system to improve operational efficiencies.

5. 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 checked="" type="checkbox"/>
b) Are there any issues with filling board vacancies and maintaining board members? Is there a lack of board member training regarding the organization's program requirements and financial management?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c) Are there any issues with staff turnover or operational efficiencies? Is there a lack of staff member training regarding the organization's program requirements and financial management?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Are there any issues with independent audits being performed on a regular schedule? Are completed audits being provided to the State Controller's Office within 12 months of the end of the fiscal year(s) under examination? Are there any corrective action plans to follow up on?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
e) Does the organization need to improve its public transparency via a website? [A website should contain at a minimum the following information: organization mission/description/boundary, board members, staff, meeting schedule/agendas/minutes, budget, revenue sources including fees for services (if applicable), and audit reports]?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
f) Are there any recommended changes to the organization's governance structure that will increase accountability and efficiency?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Discussion:

- a) *Are there any issues with meetings being accessible and well publicized? Any failures to comply with disclosure laws and the Brown Act?*

No. YECA Board meetings are publicized on the JPA's website with a Board calendar for the year. Meetings occur at the dispatch center which is located behind a security gate. It's accessible to the public, but an individual would need to be "buzzed in" which may act as an unintentional deterrent.

- b) *Are there any issues with filling board vacancies and maintaining board members? Is there a lack of board member training regarding the organization's program requirements and financial management?*

Maybe. Board member positions are filled and maintained, primarily with member agency law enforcement or fire personnel. These representatives have a keen understanding of the organization's program requirements specific to law enforcement and fire protection, but may be lacking the broader vision for YECA and ability to work across silos to overcome and drive solutions on peer to peer issues, such as increasing staffing levels as needed, agreeing on a common law enforcement records management system and funding a new dispatch center. The Board has not authorized recommended staffing levels to create the necessary training and support staff for dispatchers. This suggests member agencies should consider elevating its representatives to the level of executive staff or elected official. JPA member law enforcement and fire personnel may be better utilized as a technical advisory committee or users group as discussed under item 5f) below.

- c) *Are there any issues with staff turnover or operational efficiencies? Is there a lack of staff member training regarding the organization's program requirements and financial management?*

Yes. Staff retention issues have historically been cited as a problem and over the last three years. One of YECA's challenges is remaining competitive within the market and retaining employees to other agencies. A consolidated dispatch center is unique, as it requires a dispatcher to be trained to work multiple agencies compared to a single dispatch agency that is typically paid higher to work for one jurisdiction. The YECA Executive Director indicated in a recent salary survey that compensation was found to be 20% below median.

YECA turnover is at 17% or 6 FTE, due to retirements, lateral transfers, and probationary washouts. In addition to these losses, there are 3 FTE that have projected their retirement in 2019-2020, and an additional 4 FTE that are eligible to retire in this same timeframe. If all these losses were realized, this would be 1/3 of the total YECA workforce which is a significant amount of turnover, loss of expertise and institutional memory. YECA Board reluctance to authorizing FTE may not be cost effective when overtime, hiring and 18-24-month training costs to replace employees are factored in.

According to the Executive Director, ideally YECA would have dedicated call takers and the dispatchers would not answer phones, however the situation is adequate for the time being. As technology changes and video feeds/pictures become part of the job, YECA will need dedicated call takers. It would be too much for a dispatcher to process the visual inputs in addition to handling the radio and keeping status of their field units.

Regarding staff training, as discussed in more detail under checklist item 2b) there was a staff assessment completed in 2016 that projected the needs of a Training Coordinator position that as of date has not been authorized. YECA's need for a Training Coordinator is appropriate given the vast amounts of areas of regulation and training requirements.

LAFCo suggests these issues would be resolved over time if the YECA Board implements the recommendation below to develop a policy on salary comps and under item 2b) to adopt a formula for adequate staffing levels so existing staff are adequately supported and a better staff cushion is developed to handle retirements and new technologies.

- d) *Are there any issues with independent audits being performed on a regular schedule? Are completed audits being provided to the State Controller's Office within 12 months of the end of the fiscal year(s) under examination? Are there any corrective action plans to follow up on?*

No. The State of California requires that YECA have audits performed and the audit report filed with the State Controller within 12 months of the of the end of the fiscal year. The Government Finance Officers Association (GFOA) recommends that annual audited financial statements be published within six months of the end of the fiscal year. YECA’s last five audited financial statements were published as follows:

YECA Audit Completion Schedule				
Fiscal Year End	Statutory Deadline	Audit Report Date	Within Statutory Deadline?	Within GFOA Best Practice?
06/30/17	06/30/18	12/14/17	Yes	Yes
06/30/16	06/30/17	11/29/16	Yes	Yes
06/30/15	06/30/16	03/29/16	Yes	No
06/30/14	06/30/15	04/01/15	Yes	No
06/30/13	06/30/14	<u>07/09/14</u>	No	No

The last ~~five~~ **four** years of audits were completed within the statutory deadline, the last two were completed within the GFOA best practice guideline. YECA should continue to complete its audits within the recommended timeframe of six months of the end of the fiscal year as it has in recent years.

- e) *Does the organization need to improve its public transparency via a website? [A website should contain at a minimum the following information: organization mission/description/boundary, board members, staff, meeting schedule/agendas/minutes, budget, revenue sources including fees for services (if applicable), and audit reports]?*

No. YECA has worked diligently to roll out a new website with a specific link for “transparency” items which contains the recommended items. YECA scored a 90% on LAFCo’s 2018 Web Transparency Scorecard.

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

Yes. YECA has five member agencies on the Board, yet there are many other agencies served by YECA that do not have representation on the Board. There are also other partner agencies that are a critical part of the emergency response system. YECA should consider conducting a 360 self-evaluation by surveying providers and stakeholders and using this information to evaluate its governance composition and make appropriate adjustments to its user and other advisory groups. YECA has a law enforcement users group and a fire/communications users group, however other system users, such as animal services, public works, mental health, and emergency health providers are not included. The YECA Board should ensure there are systems in place to encourage and receive input from all the users and stakeholders to be a high performing and innovating organization.

Accountability, Structure and Efficiencies Determination

The YECA website is very transparent and Board meetings are well-publicized and open to the public, although they are held at the dispatch center, behind security gates which may be a deterrent. YECA performs annual audits and has completed them within recommended timeframes in recent years.

Board member positions are filled and maintained, primarily with member agency law enforcement or fire personnel. These representatives have a keen understanding of the organization’s program requirements specific to law enforcement and fire protection, but may be lacking the broader vision for YECA and ability to work across silos to overcome and drive solutions on peer to peer issues, such as increasing staffing

levels as needed, agreeing on a common law enforcement records management system and funding a new dispatch center. The Board has not authorized recommended staffing levels to create the necessary training and support staff for dispatchers. YECA Board reluctance to authorizing FTE may not be cost effective when upcoming technology changes, overtime, hiring and an 18-24-month training timeline to replace employees are factored in. In addition, one of YECA's challenges is remaining competitive within the market and retaining employees to other agencies. A consolidated dispatch center is unique, as it requires a dispatcher to be trained to work multiple agencies compared to a single dispatch agency that is typically paid higher to work for one jurisdiction. The YECA Executive Director indicated in a recent salary survey that compensation was found to be 20% below median. This suggests member agencies should consider elevating its representatives to the level of executive staff or elected official. JPA member law enforcement and fire personnel may be better utilized as a technical advisory committee or users group.

There are many agencies served by YECA that do not have representation on the Board. There are also other partner agencies that are a critical part of the emergency response system. YECA should consider conducting a 360 self-evaluation by surveying providers and stakeholders and using this information to evaluate its governance composition and make appropriate adjustments to its user and other advisory groups. YECA has a law enforcement users group and a fire/communications users group, however other system users, such as animal services, public works, mental health, and emergency health providers are not included. The YECA Board should ensure there are systems in place to encourage and receive input from all the users and stakeholders to be an innovative and high performing organization.

Accountability, Structure and Efficiencies Recommendation(s)

1. JPA member agencies should consider elevating its representative to the executive staff or elected official level. Law enforcement and fire personnel may be better utilized as a technical advisory committee. Board members need to have the ability to work across agency fire/law enforcement "chain of command" silos and drive broad solutions, such as increasing staffing levels as needed, agreeing on a common law enforcement records management system and funding a new dispatch center.
2. One of YECA's challenges is remaining competitive within the market and retaining employees to other agencies. The YECA Executive Director indicated in a recent salary survey that compensation was found to be 20% below median. YECA should adopt a policy regarding how much deviation (+/-) from salary surveys is acceptable. This policy must take into consideration that a consolidated dispatch center is more complicated and creates more work for a prospective employee as compared to a single agency dispatch center.
3. YECA should continue to complete its audits within the recommended timeframe of six months of the end of the fiscal year as it has in recent years.
4. YECA should consider conducting a 360 self-evaluation by surveying providers and stakeholders and using this information to evaluate its governance composition and make appropriate adjustments to its user and other advisory groups. The YECA Board should ensure there are systems in place to encourage and receive input from all the users and stakeholders to be an innovative and high performing organization.

6. OTHER ISSUES

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

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

Discussion:

a) *Are there any other service delivery issues that can be resolved by the JPA Service Review process?*

No. There are no other matters related to effective or efficient service delivery not already discussed in this report.

Other Issues Determination

There are no other matters related to effective or efficient service delivery not already discussed in this report.

ATTACHMENTS

1. 2018 Annual Calls for Service Report
2. 2018 YECA PSAP Answer Time Report
3. 2017 YECA PSAP Answer Time Report
4. Memo to Dena Humphrey Regarding Staffing Analysis & Forecast, dated November 30, 2018.
5. Memo to YECA Board Regarding Staffing Goals Summary, dated April 6, 2016.

YOLO

EMERGENCY

COMMUNICATIONS

AGENCY



2018

ANNUAL CALLS

FOR SERVICE REPORT

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YECA – YOLO
EMERGENCY
COMMUNICATIONS
AGENCY

EMD – EMERGENCY
MEDICAL DISPATCHER

CLETS – CALIFORNIA
LAW ENFORCEMENT
TELECOMMUNICATIONS
SYSTEM

CAD – COMPUTER
AIDED DISPATCH

JPA – JOINT POWERS
AUTHORITY

CAD EVENTS & ALL PHONE

YECA UTILIZES TRITECH CAD SOFTWARE TO SUPPORT THE COMPLEXITIES OF YECA'S MULTI-JURISDICTIONAL ENVIRONMENT.

ALL CAD EVENTS =

201,619

-3.2% FROM 2017



ALL FIRE EVENTS =

16,789



ALL LAW EVENTS =

167,649



ALL MEDICAL EVENTS =

11,940



ALL SUPPORT EVENTS =

2,734



YECA UTILIZES AT&T'S VESTA PHONE SYSTEM TO RETRIEVE AND PROCESS INCOMING AND OUTGOING CALLS.

62,859

9-1-1 CALLS

+17% FROM 2017

70,408

OUTGOING CALLS

-2% FROM 2017

169,437

INCOMING CALLS

-3% FROM 2017

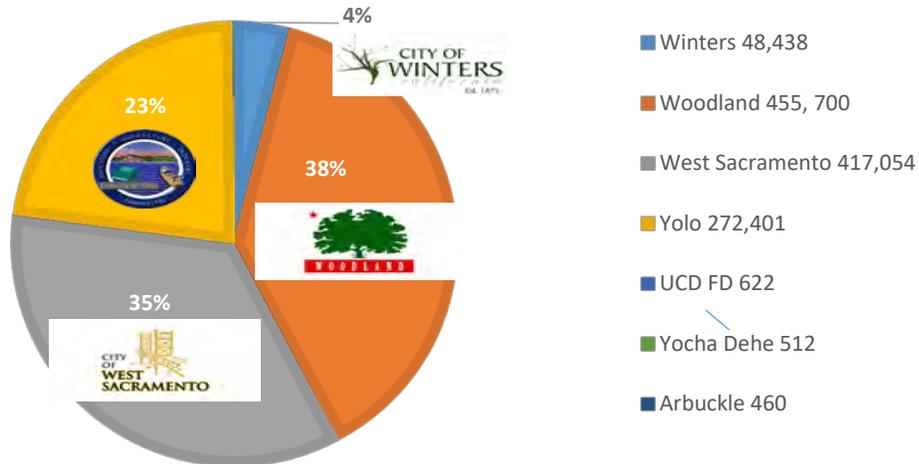
302,704

TOTAL CALLS



ALL AGENCIES

2018 OVERALL STATISTICS



Overall YECA	2018 Total	2017 Total	% Change
Calls for Services			
Law	159,027	155,462	2%
Fire	16,789	14,588	13%
Medical	11,940	13,404	-11%
Police Records Entries*	9,254	9,313	-.6%
Probation	2,620	3,325	-21%
Public Works/Support	2,734	3,831	-28%
Animal Control	7,734	8,410	-8%
Total	210,098	208,333	1%

*WEIGHTED BY TIME

CITY OF WINTERS



Agency	2018 Total	2017 Total	% Change
City of Winters			
Police	7,421	6,127	17%
Police Records Entries	376	133	64%
Fire	635	563	11%
Medical	336	421	-20%
Public Works	46	54	-15%
Animal Control	237	254	-7%
CLETS Returns	27,276	27,432	-0.2%
Phone Calls	12,109	10,020	17%
Total	48,436	45,125	7%

CITY OF WOODLAND



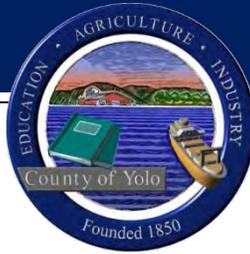
Agency	2018 Total	2017 Total	% Change
City of Woodland			
Police	63,884	60,363	6%
Police Records Entries	5,025	5,066	-.8%
Fire	4,655	3,717	20%
Medical	4,415	4,851	-9%
Public Works	977	1,087	-10%
Animal Control	2,599	2,856	-9%
CLETS Returns	259,118	253,743	2%
Total Phone Calls	115,027	109,595	5%
Total	455,700	441,278	3%

CITY OF WEST SACRAMENTO



Agency	2018 Total	2017 Total	% Change
City of West Sacramento			
Police	56,070	60,774	-8%
Police Records Entries	3,853	4,010	-4%
Fire	4,297	3,356	22%
Medical	5,498	6,580	-16%
Public Works	467	747	-37%
Animal Control	2,260	2,504	-10%
CLETS Returns	238,662	260,601	-8%
Total Phone Calls	105,947	102,800	3%
Total	417,054	441,372	-6%

COUNTY OF YOLO



Agency	2018 Total	2017 Total	% Change
County of Yolo			
Sheriff	31,652	28,077	11%
Fire	6,356	5,550	12%
Medical	926	959	-3%
Public Works	502	448	11%
Animal Control	2,638	2,796	-6%
District Attorney	37	96	-61%
Maintenance	0	41	-100%
Probation	2,620	3,325	-21%
Social Services	742	953	-22%
Mental Health	0	1	-100%
Environmental Health	8	11	-27%
Communications	0	23	-100%
Explosive Ordinance	32	39	-18%
Fire Investigative Unit	0	0	0%
Fire Service Misc.	365	365	0%
Yolo Narcotics	42	25	40%
Public Guardian	25	38	-34%
CLETS Returns	156,835	144,017	8%
Total Phone Calls	69,621	93,426	25%
Total	272,401	280,654	-3%

UNIVERSITY OF CALIFORNIA DAVIS



Contract Fire	2018 Total
UC Davis Fire	
Fire	404
Medical	218
Total	622*

*CALLS FOR SERVICE 7/1/2018-12/31/2018

YOCHA DEHE FIRE



Agency	2017 Total	2017 Combined	% Change
Yocha Dehe Wintun Nation			
Fire	169	114	33%
Medical	343	322	6%
Total	512	436	15%

ARBUCKLE FIRE



Contract Fire	2018 Total	2017 Total	% Change
Arbuckle			
Fire	273	199	27%
Medical	187	223	16%
Total	460	442	8%

COUNTY FIRE



Agency	2018 Total	2017 Total	% Change
County Fire			
Capay Fire	417	371	
Capay Medical	45	39	
Clarksburg Fire	626	699	
Clarksburg Medical	84	82	
Dunnigan Fire	885	840	
Dunnigan Medical	207	179	
Elkhorn Fire	198	167	
Elkhorn Medical	32	22	
Esparto Fire	562	558	
Esparto Medical	224	205	
Knights Landing Fire	190	182	
Knights Landing Medical	75	69	
Madison Fire	265	314	
Madison Medical	58	53	
Robbins (<i>Sutter County</i>)Fire	113	125	
Robbins (<i>Sutter County</i>)Medical	45	39	
Willow Oak Fire	882	902	
Willow Oak Medical	146	124	
West Plainfield Fire	418	413	
West Plainfield Medical	29	50	
Yolo Fire	623	733	
Yolo Medical	73	68	
Zamora Fire	192	246	
Zamora Medical	29	29	
Total	6,418	6,509	

*MISC. FIRE STATS: ROSS ENTRIES, OUTSIDE FIRE AGENCIES =864 ADDITIONAL EVENTS

PSAP Answer Time		Report Date:	03/05/2019 14:23:27
Yolo Emergency Communications Agency		Report Date From:	01/01/2018
35 N Cottonwood St		Report Date To:	12/31/2018
Woodland, CA 95695		Period Group:	Year
County: Yolo		Time Group:	60 Minute
Year:	2018	Time Block:	00:00 - 23:59
Agency Affiliation	Consolidated Multi-Affiliate	Call Type:	911 Calls
PSAP Size	Large	Abandoned Filters:	Exclude Abandoned
		Agency Affiliation:	All
		PSAP Size:	All

The PSAP Answer Time Report is representative of the caller's answer time experience. Seizure-to-Answer Time is measured from the time of call seizure to the time of agent answer. Times shown include Setup, and may include Queue Seconds and/or Ring Seconds depending on PSAP configuration.

Call Hour	Answer Times In Seconds								% Answered ≤ 10 Secs	% Answered ≤ 15 Secs	% Answered ≤ 40 Secs
	0 - 10	11-15	16 - 20	21 - 40	41 - 60	61 - 120	120+	Total			
00:00	1,459	34	3	2	2	0	0	1,500	97.27 %	99.53 %	99.87 %
01:00	1,105	10	3	2	0	0	0	1,120	98.66 %	99.55 %	100.00 %
02:00	969	13	0	1	0	0	0	983	98.58 %	99.90 %	100.00 %
03:00	830	6	1	0	0	0	0	837	99.16 %	99.88 %	100.00 %
04:00	826	7	0	2	0	0	0	835	98.92 %	99.76 %	100.00 %
05:00	858	29	9	2	0	0	0	898	95.55 %	98.78 %	100.00 %
06:00	1,090	20	3	0	0	0	0	1,113	97.93 %	99.73 %	100.00 %
07:00	1,281	51	13	3	0	0	0	1,348	95.03 %	98.81 %	100.00 %
08:00	1,752	95	24	7	1	0	0	1,879	93.24 %	98.30 %	99.95 %
09:00	1,877	92	12	5	0	0	0	1,986	94.51 %	99.14 %	100.00 %
10:00	2,234	86	9	6	0	0	0	2,335	95.67 %	99.36 %	100.00 %
11:00	2,436	129	27	7	0	1	0	2,600	93.69 %	98.65 %	99.96 %
12:00	2,344	169	33	11	0	0	0	2,557	91.67 %	98.28 %	100.00 %
13:00	2,516	131	28	14	1	0	0	2,690	93.53 %	98.40 %	99.96 %
14:00	2,622	194	45	7	0	0	0	2,868	91.42 %	98.19 %	100.00 %
15:00	2,736	165	30	11	0	0	0	2,942	93.00 %	98.61 %	100.00 %
16:00	2,643	151	21	10	0	0	0	2,825	93.56 %	98.90 %	100.00 %
17:00	2,796	129	20	6	0	0	0	2,951	94.75 %	99.12 %	100.00 %
18:00	2,814	110	19	5	0	0	0	2,948	95.45 %	99.19 %	100.00 %
19:00	2,565	105	19	10	1	0	0	2,700	95.00 %	98.89 %	99.96 %
20:00	2,490	96	11	4	1	0	1	2,603	95.66 %	99.35 %	99.92 %
21:00	2,423	94	15	10	3	0	0	2,545	95.21 %	98.90 %	99.88 %
22:00	1,956	70	10	6	0	0	0	2,042	95.79 %	99.22 %	100.00 %
23:00	1,745	59	16	5	0	0	0	1,825	95.62 %	98.85 %	100.00 %
Total	46,367	2,045	371	136	9	1	1	48,930			
Overall Percentage:	94.76 %	4.18%	0.76 %	0.28 %	0.02 %	0.00 %	0.00 %	100.00%			
% answer time ≤ 15 seconds	98.94 %										
% answer time ≤ 40 seconds	99.98 %										

PSAP Answer Time		Report Date:	07/13/2018 05:54:52
Yolo Emergency Communications Agency		Report Date From:	01/01/2017
35 N Cottonwood St		Report Date To:	12/31/2017
Woodland, CA 95695		Period Group:	Year
County: Yolo		Time Group:	60 Minute
Year:	2017	Time Block:	00:00 - 23:59
Agency Affiliation	Consolidated Multi-Affiliate	Call Type:	911 Calls
PSAP Size	Large	Abandoned Filters:	Exclude Abandoned
		Agency Affiliation:	All
		PSAP Size:	All

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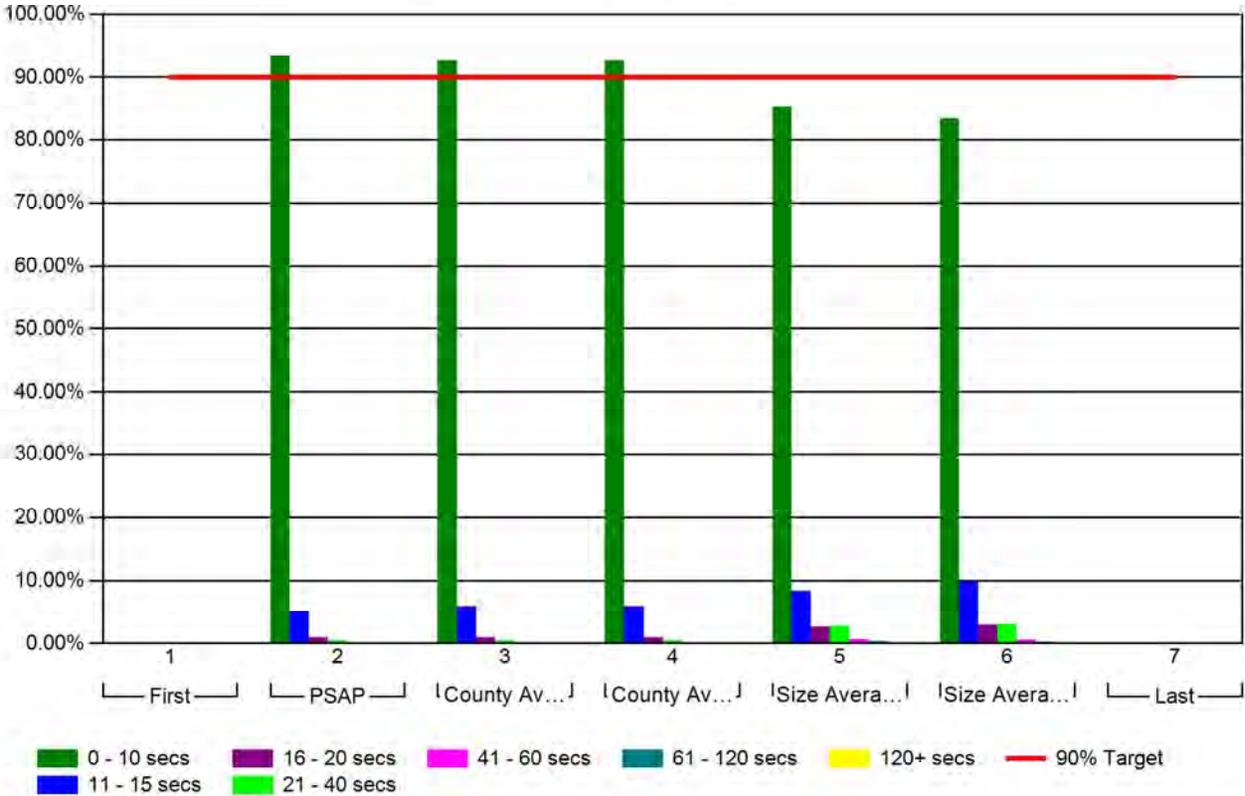
Call Hour	Answer Times In Seconds							Total	% Answered ≤ 10 Secs	% Answered ≤ 15 Secs	% Answered ≤ 40 Secs
	0 - 10	11-15	16 - 20	21 - 40	41 - 60	61 - 120	120+				
00:00	1,597	58	7	8	0	0	0	1,670	95.63 %	99.10 %	100.00 %
01:00	1,179	21	2	3	0	0	0	1,205	97.84 %	99.59 %	100.00 %
02:00	1,027	24	4	2	0	0	0	1,057	97.16 %	99.43 %	100.00 %
03:00	914	15	2	0	0	0	0	931	98.17 %	99.79 %	100.00 %
04:00	806	11	0	3	0	1	0	821	98.17 %	99.51 %	99.88 %
05:00	826	32	1	3	0	0	0	862	95.82 %	99.54 %	100.00 %
06:00	955	35	6	1	0	0	0	997	95.79 %	99.30 %	100.00 %
07:00	1,307	83	10	9	0	0	0	1,409	92.76 %	98.65 %	100.00 %
08:00	1,673	81	16	5	0	0	0	1,775	94.25 %	98.82 %	100.00 %
09:00	1,814	109	24	5	0	0	0	1,952	92.93 %	98.51 %	100.00 %
10:00	2,171	104	25	2	0	0	0	2,302	94.31 %	98.83 %	100.00 %
11:00	2,229	153	24	9	0	0	0	2,415	92.30 %	98.63 %	100.00 %
12:00	2,363	193	23	16	1	0	0	2,596	91.02 %	98.46 %	99.96 %
13:00	2,396	152	27	17	0	0	0	2,592	92.44 %	98.30 %	100.00 %
14:00	2,444	216	45	16	0	0	0	2,721	89.82 %	97.76 %	100.00 %
15:00	2,544	194	52	19	2	0	0	2,811	90.50 %	97.40 %	99.93 %

Call Hour	Answer Times In Seconds								% Answered ≤ 10 Secs	% Answered ≤ 15 Secs	% Answered ≤ 40 Secs
	0 - 10	11-15	16 - 20	21 - 40	41 - 60	61 - 120	120+	Total			
16:00	2,610	162	16	9	0	0	0	2,797	93.31 %	99.11 %	100.00 %
17:00	2,808	189	34	17	0	0	0	3,048	92.13 %	98.33 %	100.00 %
18:00	2,600	127	26	20	0	0	0	2,773	93.76 %	98.34 %	100.00 %
19:00	2,568	126	21	13	1	0	0	2,729	94.10 %	98.72 %	99.96 %
20:00	2,428	127	28	24	0	1	0	2,608	93.10 %	97.97 %	99.96 %
21:00	2,299	142	22	10	1	0	0	2,474	92.93 %	98.67 %	99.96 %
22:00	2,048	84	23	11	1	0	0	2,167	94.51 %	98.38 %	99.95 %
23:00	1,627	50	12	4	0	0	0	1,693	96.10 %	99.05 %	100.00 %
Total	45,233	2,488	450	226	6	2	0	48,405			
Overall Percentage:	93.45 %	5.14%	0.93 %	0.47 %	0.01 %	0.00 %	0.00 %	100.00%			
% answer time ≤ 15 seconds	98.59 %										
% answer time ≤ 40 seconds	99.98 %										

Percentage 0-10 seconds same county:	92.68 %
Percentage 0-10 seconds same size:	85.22 %
Percentage 0-10 seconds same county w/o CHP:	92.68 %
Percentage 0-10 seconds same size w/o CHP:	83.33 %

PSAP Answer Time		Report Date:	07/13/2018 05:54:52
Yolo Emergency Communications Agency		Report Date From:	01/01/2017
35 N Cottonwood St		Report Date To:	12/31/2017
Woodland, CA 95695		Period Group:	Year
	County: Yolo	Time Group:	60 Minute
Year:	2017	Time Block:	00:00 - 23:59
Agency Affiliation	Consolidated Multi-Affiliate	Call Type:	911 Calls
PSAP Size	Large	Abandoned Filters:	Exclude Abandoned
		Agency Affiliation:	All
		PSAP Size:	All

Answer Time Comparison



MEMORANDUM

Date: November 30, 2018

To: Dena Humphrey, Executive Director

From: Leah Goodwin, Operations Manager

Subject: Staffing Analysis & Forecast

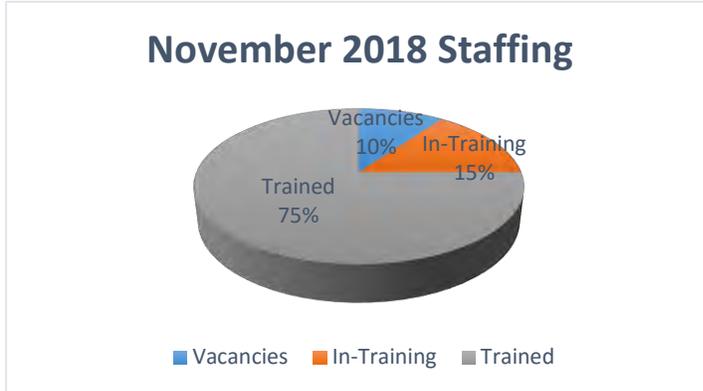
In order to maintain our service levels and address our current and future staffing needs, I have used our last 3 year's workload volume and coverage needs to calculate staffing estimates utilizing NENA's PSAP Staffing Tool, the data inputted into the formula makes a recommendation on needed staff either by workload volume or coverage needed (see table), the **coverage formula** appears to be the most realistic of the figures and is what I recommend we use as a starting point to work towards.

Personnel	Current Number of FTE Employees	Proposed Number of FTEs Using Volume Formula	Proposed Number of FTEs Using Coverage Formula
Management (Director & Deputy Directors)	2	4	4
HR/Fiscal Manager (Corina)	1	0	0
Call-takers	5	50	8
Radio Dispatchers* combined the Law/Fire/EMS classifications	30	30	41
Shift Supervisors	4	8	8
Training Supervisor	0	1	1
Training Staff (full time)	0	1	1
Quality Assurance Supervisor	0	1	1
Quality Assurance Staff (full time)	0	2	2
GIS Coordinator (IT handles)	0	1	1
CAD Administrator (IT handles)	0	1	1
IT Manager *	1	1	1
9-1-1 Technologist (Erica)	1	1	1
Systems Administrator (Charles)	1	1	1
Administrative Assistant (Eloise)	1	1	1
Total Personnel	46	103	72

The NENA Staffing Tool includes support staff recommendations, i.e. Training, Quality Assurance & Technology personnel to ensure high levels of service and support operations personnel. In addition, the formula would provide for removing the Shift Supervisors from handling dispatching/call taking responsibilities, allowing for them to be effectively engaged in supervising and supporting operations.

Current Staffing:

YECA's current minimum staffing levels have been increased to 6 minimum from 1000-2200, and 5 minimum from 2200-1000. The additional staffing has been covered by the 2 additional funded FTEs and our training and recruitment efforts.



Forecasted Staffing:

- Turnover (17% over 3 years= 6 FTE) rate,
- factoring known losses of experienced staff (1 retirement in 2019, 2 retirements in 2020= 3 FTE),
- and staff that are eligible for retirement (3 currently eligible + 1 eligible in 2019 = additional 4 FTE),
- YECA has the potential to be facing a significant staffing challenge (possible total loss of 13 FTE or 33% of budgeted positions by 2021).

I recommend YECA either increase our budgeted positions and/or authorizes over hire in the following three (3) recruitments to allow for recruitment/training by the minimum of 3 FTE's.

Permanently increasing our budgeted positions in operations would be the preferred solution; this would allow us to address our future population growth, have a trained workforce prepared to cover losses, provide development opportunities, provide support staff to ensure quality service, and put us in a position to be prepared as the industry faces unprecedented technological changes with advent of NG911.

STAFF REPORT

Agenda Item:

Date: April 6, 2016
To: YECA Governing Board
From: Dena Humphrey, Executive Director
Subject: Staffing Goals Summary – Informational Only

Summary:

In 2014, the JPA Board recognized the need to increase staffing levels to meet current operations. In doing so, 4 Dispatch positions were increased. The Board requested at a later time to return with an overall staffing goals that fully addresses the needs of the Agency. The current authorized Dispatch positions for FY16/17 is 36 FTE's. There are currently 7 Dispatchers in training and 5 positions to fill in September. Once these 12 positions are trained, the 36 FTE's are expected to satisfy operational demands.

While preparing for the staffing goals a set of priorities were developed. These priorities were set in response to objectives of building a more efficient, effective, and responsive workforce.

Dispatch Operations Priorities:

1. Improve Employee Training Program – (fill Training Coordinator Position)
2. Meet Field Service Demands
3. Balance Dispatcher Time Spent on Answering 911-Calls
4. Succession Planning for Upcoming Retirements

The creation of the Operations Staffing Goals took these priorities along with a look of historical needs and future projections. The current authorized positions of 36 FTE's meet an industry standards recommendation by 88% for staffing levels. This model used from the National Emergency Number Association (NENA) took a variety of factors into consideration e.g., minimum positions required, NCIC/State/Local queries, CAD Incident volume, call processing times, phone call volume, attrition rates, along with employee availability with vacation and sick time. In response to the identified Dispatch Operations priorities to provide better support to YECA's member agencies, the following key positions were identified:

Proposed Dispatch Staffing Goals:

1. Training Coordinator Position
2. Dispatch Retirement Backfill
3. Dispatch Assistants

1. Training Coordinator Position

This was a position that was staffed before the economic downfall and never replaced. The training program and oversight was divided up amongst Lead Dispatchers and Supervisors. The universal oversight to a de-centralized model has lost its efficient approach of addressing critical training needs for Law, Fire, and EMD. This position is critical for ensuring dispatch staff of 36 employees are compliant with P.O.S.T training requirements of 24hrs per employee, another 24hrs for EMD medical dispatch requirements, CPR certifications, EMD quality assurance requirement reviews, along with direct in-service training for 200+ Law and Fire policies, CAD updates, CLETS, and radio.

By having a viable training program overseen by one person would allow for better accountability, consistency, and effectiveness. The direct benefits to member agencies would see a greater service level to field units and citizens, by improving customer service and responsiveness. With the ever changing technology and resources, the ability to respond to the high emergency demands has placed a greater need for having a more robust training program in place.

2. Dispatch Retirement Backfill Positions

The agency for the first time will begin to see retirements in the next couple of years. The agency has 3 Dispatchers eligible to retire today and another 3 eligible to retire in 2 years. The senior class of Dispatchers will need to be planned well to mitigate staffing shortages considering the length of training. The current years of service within the Dispatcher class: 3 employees (25-31 years), 6 employees (15-25 years), 8 employees (10-15 years), 13 employees (10 years or less).

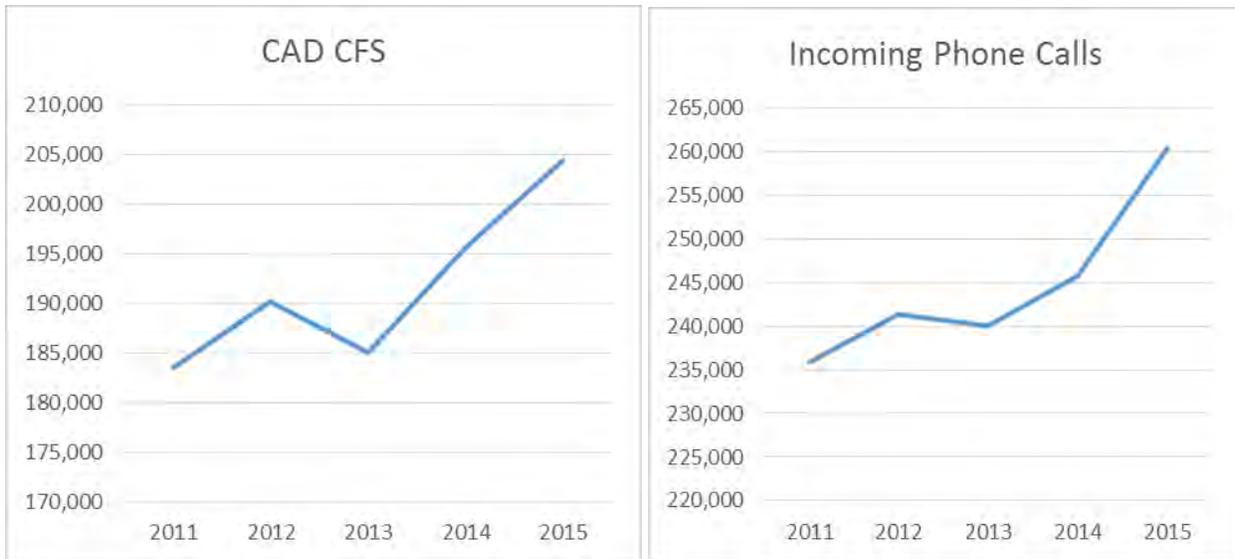
3. Dispatch Assistants Position

The Public Safety Dispatcher primary duty is to dispatch incidents, process field unit requests, CLETS inquiries, and maintain unit status. Dispatchers also answers emergency and non-emergency calls, some of which require EMD instructions for conditions that range from minor medical symptoms to life saving CPR instructions. Answering these calls can alter the focus of the Dispatcher with their attention being split between the caller and the field units. This adversely impacts the dispatcher's ability to react promptly to field unit needs, and it lessens the Dispatcher proficiency causing delays in processing requests, and increases the likelihood that a field unit could be asked to "stand by."

When on duty, the Dispatch Assistant, commonly known as Call Taker, can absorb 30-40 % of those incoming calls, allowing the Dispatcher to be more attentive to the radio activity, Dispatch Assistants can also contribute to radio dispatcher proficiency by filling tow truck requests, calling back reporting parties, confirming warrants, etc. In essence, every telephone call either received or placed by a Dispatch Assistant rather than a Dispatcher contributes to the focus and service to the field unit.

Another consideration is if city growth continues and call volume increases there will be a need to increase these positions in the future to respond effectively, meet time requirements, and to limit Dispatcher time spent on answering phones. Over the last five years, CAD calls for service have increased by 10% or 22,000 CFS, and incoming phone calls have increased by 9% or 25,000 calls.

The trend chart below shows the continued increases:



The other component to consider for these positions is the onset of Next Generation 911 (NG911) that will move communications centers across America to an IP-based platform. This technology will create a faster method of delivering data to Dispatch Centers in response to technology used by the public. The digital information (e.g., voice, photos, video, text messaging) will flow through the centers to first responders. Additional staffing to process the incoming digital information may also need to be considered at the time of implementation.

The future staffing goals are presented in response to the priorities of ultimately meeting field service demands, maintaining a high skilled workforce, and providing exceptional emergency service to the citizens.

Proposed Dispatch Operations Staffing Goals				
Year	Cost	Qty	Position	Notes
FY17/18	\$110k	1 FTE	Training Coordinator	
FY17/18	\$130k	2 FTE	Retirement Backfill	
FY19/20	\$120k	2 FTE	Dispatch Assistants	<i>*if needed based on City & County growth, NextGen Text to 911</i>

One alternative to the Training Coordinator position would entail converting an existing Supervisor position to the Training Coordinator. This would create a cost savings for the position. However, would create some gaps in supervision and change the span of control from 5 employees to 10 employees per Supervisor. In addition, some shifts would go without supervisory support with a staff of 3 Supervisors covering the 24/7 operations.

LAFCO

Meeting Date: 03/28/2019

Information

SUBJECT

Consider and adopt the LAFCo Annual Work Plan for fiscal year 2019/20

RECOMMENDED ACTION

Consider and adopt the LAFCo Annual Work Plan for fiscal year 2019/20.

FISCAL IMPACT

The cost for undertaking the Annual Work Plan will be accommodated in LAFCo's FY 2019/20 budget.

REASONS FOR RECOMMENDED ACTION

This information is provided to the Commission in order to obtain feedback and direction on work priorities for fiscal year (FY) 2019/20. The work plan will inform the draft budget which will be presented at the April 25, 2019 meeting. Staff will return with a final budget at the May 23, 2019 meeting making any needed changes to implement the Commission's direction.

BACKGROUND

The Work Management Plan is separated into two major sections: LAFCo and Shared Services. The LAFCo section addresses the workload involved in maintaining the legally mandated MSR/SOI (Municipal Services Review/Sphere of Influence) updates, applications, policy analysis and administrative duties associated with our LAFCo function. Shared Services reflects our proactive and evolving commitment to the Shared Services Program for agencies countywide and promoting agency collaboration.

LAFCO PROJECTS

MSR/SOI Updates Scheduled for Completion 2019/20

The following agencies are slated for MSR/SOI Updates this next fiscal year. The entire five-year update schedule is attached for review (see Attachment A):

- Cacheville Community Services District
- Esparto Community Services District
- Knights Landing Community Services District
- Madison Community Services District
- Dunnigan Water District
- Yolo County Flood Control & Water Conservation District

Reorganization Applications

The proposed applications currently in process should be completed by the end of the fiscal year. Proposals discussed for FY 2019/20 include:

- City of Davis Annexation of Nishi 2.0
- City of Woodland Annexations:
 - Woodland Research and Technology Park (near SR 113 and CR 25A)
 - Woodland Commerce Center (in the industrial area)
 - Water Intake Facility (potential annexation non-contiguous along the Sacramento River)

SHARED SERVICES

MSRs for Selected JPAs

The following agencies are slated for JPA Service Reviews this next fiscal year:

- Yolo Groundwater Sustainability Agency

Staff met with the city/county managers group and heard that the information contained within the first JPA service review (for YECA) was valuable and would be used as the impetus for subsequent conversations between the JPA board and the city/county managers group regarding LAFCo's recommendations.

Web Transparency Score Cards

The website transparency scorecard review and reporting process will continue for the following agencies:

- Cities/County (5)
- Special Districts (49)
- Joint Powers Authorities (17 local)

Following our experiences from the first year, questions received, and discussions with the city/county managers group, there are recommended modifications to the checklist attached for your consideration (see Attachment B), but feedback on the score card report overall was positive.

This report will be completed at the end of each calendar year. Agency scoring will occur in the last quarter of the calendar year (i.e. October - December) and a report will be presented to LAFCo in January 2020. Staff is continuing to

encourage and support independent special districts that do not already have a website, promoting resources and scholarships available. New legislation requires all independent special districts to maintain a website by January 1, 2020 or adopt a resolution stating a hardship each year.

Broadband

Staff will continue to facilitate implementation of the Yolo Broadband Strategic Plan by each city and the County including: continuing the Broadband Working Group as a steering committee, assisting with any additional studies or grants to provide continuity, and helping to market the cities and County to existing and potential new broadband providers. Staff actively participates on the City of Davis Broadband Advisory Task Force as Vice Chair and also participates in the staff level Yolo County broadband task force.

Other Shared Services/Collaboration Items

Other shared service and/or collaborative activities include:

- YED-Talks - Staff will continue to coordinate the YED summits two times per year with the planning committee including developing topics, agendas and lining up speakers.
- County-City 2x2s - Staff continues to monitor these agendas and attends whenever there is a discussion topic germane to LAFCo.

In addition, the Executive Officer continues to serve a two-year term as the Deputy Executive Officer to CALAFCO representing the Central Region.

Attachments

[ATT A-FY2019/20 MSR/SOI Update Work Plan](#)

[ATT B-Revised 2019 Web Transparency Checklist](#)

Form Review

Inbox

Christine Crawford (Originator)
Form Started By: Christine Crawford
Final Approval Date: 03/18/2019

Reviewed By

Christine Crawford

Date

03/18/2019 10:00 AM
Started On: 02/08/2019 02:08 PM

FY 2019/20 MSR/SOI Update Schedule			
FY Scheduled	City/District/JPA	Last MSR Adopted	FY Next MSR Due (every 5 yrs)
2019/20	Cacheville Community Services District	7/24/2014	2019/20
	Knights Landing Community Services District	12/4/2014	2019/20
	Esparto Community Services District	7/23/2015	2020/21
	Madison Community Services District		
	Dunnigan Water District	10/24/2013	2018/19
	Yolo County Flood Control & Water Conservation District		
Yolo Subbasin Groundwater Authority JPA		n/a	
2020/21	Wild Wings County Service Area #14	6/26/2014	2018/19
	El Macero County Service Area	5/26/2016	2020/21
	Willowbank County Service Area		
	North Davis Meadows County Service Area	10/25/2018	2022/23
	Garcia Bend County Service Area		
	Dunnigan County Service Area		
	Snowball County Service Area	4/27/2017	2021/22
	City of Davis	2/22/2018	2022/23
	Valley Clean Energy Alliance JPA		n/a
Yolo Habitat Conservancy JPA		n/a	
2021/22	Capay Fire Protection District	4/28/2016	2020/21
	Clarksburg Fire Protection District		
	Dunnigan Fire Protection District		
	East Davis Fire Protection District		
	Elkhorn Fire Protection District		
	Esparto Fire Protection District		
	Knights Landing Fire Protection District		
	Madison Fire Protection District		
	No Man's Land Fire Protection District		
	Springlake Fire Protection District		
	West Plainfield Fire Protection District		
	Willow Oak Fire Protection District		
	Winters Fire Protection District		
Yolo Fire Protection District			
Zamora Fire Protection District			
City of Winters	3/24/2016	2020/21	
Yolo Emergency Communications Agency ("YECA") JPA		4/25/2019	2023/24
2022/23	Capay Cemetery District	7/27/2017	2021/22
	Cottonwood Cemetery District		
	Knights Landing Cemetery District		
	Mary's Cemetery District		
	Winters Cemetery District		
	Davis Cemetery District		
	City of Woodland	12/6/2018	2022/23
	Yolo County Resource Conservation District	2/26/2015	2019/20
YC Public Agency Risk Mgmt. Insurance Authority ("YC PARMIA") JPA		2018/19 TBD	
Woodland-Davis Clean Water Agency JPA		n/a	
2023/24	Knights Landing Ridge Drainage District	2/22/2018	2022/23
	Snowball County Service Area (repeat)		
	Reclamation District 108 (Colusa)		
	Reclamation District 150		
	Reclamation District 307		
	Reclamation District 537		
	Reclamation District 730		
	Reclamation District 765		
	Reclamation District 785		
	Reclamation District 787		
	Reclamation District 827		
	Reclamation District 900		
	Reclamation District 999		
	Reclamation District 1600		
	Reclamation District 2035		
	Reclamation District 2068 (Solano)		
Reclamation District 2093 (Solano)			
City of West Sacramento	3/23/2017	2021/22	
Sacramento - Yolo Port District	2018/19 TBD	2023/24	
WS Area Flood Control Agency ("West SAFCA") JPA		n/a	

AGENCY WEB TRANSPARENCY CHECKLIST¹

The scorecard will be based on the following criteria:

1. Overview
 - a. ~~Mission Statement: What is the agency's reason for existing?~~
 - b. Description of services/functions: What actions does the agency undertake and what services does the agency provide?
 - c. Boundary of service area: What specific area does the agency serve? (***May not be applicable to all JPAs. If not, who (generally) or what agencies does the JPA serve?***)
2. Budget
 - a. Budget for current fiscal year and three years prior to the current year.
 - b. Financial reserves policy: What is the agency's policy for designated reserves and reserve funds? (The policy should be in ***either*** the agency policy manual ***or*** ~~but also may be restated and~~ found in the budget or audit reports).
3. Meetings
 - a. Board meeting schedule: When and where specifically does the agency meet?
 - b. Archive of Board meeting agendas & minutes for at least the last 6 months: Both approved minutes and past agendas
4. Elected & Appointed Officials
 - a. Board members (names, contact info, terms of office (***does not apply to JPAs***), compensation, and biography): Who specifically represents the public on the Board? How can the public contact them? When were they elected (or appointed)? How much do they earn in this role (as required by Assembly Bill 2040 effective January 1, 2015)? ~~What background about the members illustrates their expertise for serving on the Board?~~
 - b. Election procedure and deadlines: If the public wishes to apply to be on the Board, how and when can they do so? ***Does not apply to JPAs.***
 - c. Reimbursement and compensation policy: Which (if any) expenses incurred by the Board are reimbursed? Do the Board members receive compensation?
5. Administrative Officials
 - a. General manager and key staff (names, contact info, compensation, and benefits): Who specifically runs the agency on a day-to-day basis? How can the public contact them? How much do they earn in this role (as required by Assembly Bill 2040 effective January

¹ 2015-16 Web Transparency Report Card, Marin County Civil Grand Jury, March 17, 2016

1, 2015)? What specific benefits are they eligible for (healthcare, retirement plan, educational benefits, etc.)?

6. Audits

- a. Current financial audit
- b. Financial audits for the three years prior to the current year

7. Contracts

- a. Current request for proposals and bidding opportunities (~~over \$25,000 in value~~)
- b. Instructions on how to submit a bid or proposal
- c. ~~Approved in force vendor contracts (over \$25,000 value)~~

8. Public Records

- a. ~~Online/downloadable Public Records Act (or FOIA) request form:~~ What is the best way for the public to request public records?

9. Revenue Sources

- a. Summary of fees received: fees for services, if any?
- b. Summary of revenue sources: bonds, taxes, loans and/or grants? **The public should be able to understand how the agency is funded, generally speaking.**

10. Agency Specific Criteria

- a. Municipalities: ~~Total number of lobbyists employed and total spent on lobbying,~~ downloadable permit applications, and zoning ordinances
- b. Special Districts: Authorizing statute/enabling act (Principal Act or Special Act) and board member ethics training certificates
- c. Joint Powers Authorities: A copy of the joint powers agreement as filed and adopted (with any updates)

Regular 10.

LAFCO

Meeting Date: 03/28/2019

Information

SUBJECT

Select ad hoc Legislative Subcommittee member to replace former County Member Matt Rexroad

RECOMMENDED ACTION

Select ad hoc Legislative Subcommittee member to replace former County Member Matt Rexroad.

FISCAL IMPACT

None.

REASONS FOR RECOMMENDED ACTION

To fill vacant county member position on the ad hoc Legislative Subcommittee.

BACKGROUND

In June 2012, Yolo LAFCo formed a legislative subcommittee to review CALAFCO requests for letters regarding proposed legislation.

The California Association of Local Agency Formation Commissions (CALAFCO) Legislative Committee monitors changes to LAFCo code and related law. These changes may impact Yolo LAFCo powers, processes, and/or proposals. Occasionally active legislation of particular importance triggers a request from the Executive Director of CALFACO for letters voicing support or opposition to the given legislation. Often these letters are needed sooner than the next LAFCo Commission meeting where staff would confirm the Commission's position and approve submittal of such a letter. A legislative subcommittee is used by some other LAFCos to review and approve position letters when needed in advance of the next LAFCo Commission meeting.

Attachments

No file(s) attached.

Form Review

Form Started By: Terri Tuck

Started On: 03/11/2019 09:04 AM

Final Approval Date: 03/11/2019



Executive Officer Report 11.

LAFCO

Meeting Date: 03/28/2019

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.

- Long Range Planning Calendar
 - EO Activity Report - January 22 through March 22, 2019
-

Attachments

[Long Range Planning Calendar 03.28.2019](#)

[EO Activity Report Jan21-Mar22](#)

Form Review

Form Started By: Terri Tuck

Started On: 03/13/2019 12:02 PM

Final Approval Date: 03/13/2019



Long Range Meeting Calendar – Tentative Items

Meeting Date	Tentative Agenda Items
April 25, 2019	<ul style="list-style-type: none"> • City of Davis Annexation for the West Davis Active Adult Community • MSR for the Sacramento-Yolo Port District • Draft LAFCo Budget for FY 2019/20 • Consider reappointment of Olin Woods as the Regular Public Member for a 4-year term ending May 2023
May 23, 2019	<ul style="list-style-type: none"> • Lower Elkhorn Basin Reclamation District Reorganization Proposal * • West Sacramento Basin Reclamation District Reorganization Proposals (City proposals and RD 900/537 alternative proposal) * • Final LAFCo Budget for FY 2019/20 • Elect a Chair and Vice Chair for a one-year term ending May 2020 <p>* Note: The meeting(s) for the Reclamation District proposals (whenever they occur) will be at West Sacramento City Hall.</p>
June 27, 2019	<ul style="list-style-type: none"> • JPA Service Review for YCPARMIA (Yolo County Public Agency Risk Management Insurance Authority)
July 25, 2019	
August 22, 2019	
September 26, 2019	
October 24, 2019	
December 18, 2019	

New Proposals Received Since Last Meeting

Date Received	Proposal
February 8, 2019	<p>The City of Davis has submitted a proposal application to annex APN 036-060-005 for the West Davis Active Adult Community project.</p> <p>Changes of organization would include:</p> <ul style="list-style-type: none"> • Annexation to the City of Davis • Detachment from the Springlake Fire Protection District <p>The City of Davis and Yolo County have executed a tax exchange agreement.</p>

LAFCo EO Activity Report

January 21 through March 22, 2019

Date	Meeting/Milestone	Comments
01/22/2019	Meeting w/Gary Sandy	LAFCo Briefing
01/23/2019	Shared Services – City of Davis Broadband Task Force Meeting	Citywide Fiber Optic Network
01/29/2019	Shared Services – Meeting w/Yolo Emergency Communications Agency (YECA)	Sit Along w/YECA Dispatch (Service Review)
01/31/2019	CALAFCO Staff Meeting	Participated
02/01/2019	Shared Services – Meeting w/Kristin Weivoda (HSA)	YECA Service Review
02/04/2019	Shared Services – YED Talks/Yolo Leaders Planning Committee Meeting	Topic Selection for next YED Summit
02/05/2019	Shared Services – City of Davis Broadband Task Force Meeting	Fiber Contract Update & Questions
02/08/2019	Meeting w/Phil Pogledich, County Counsel	Re Springlake FPD Status
02/08/2019	Meeting w/ Beth Gabor, Yolo County	CSA Website Scorecards
02/12/2019	Yolo Fire Chiefs Meeting-West Sacramento	Web Transparency
02/13/2019	Conference call w/West Sacramento News-Ledger	Reclamation District Proposals
02/20/2019	Shared Services – Meeting w/Chad Rinde and Mark Krummenacker (DFS)	Special District Training
02/21/2019	City of Davis BATF Meeting	Update Re City Contract with WAVE Broadband
02/21/2019	Shared Services – Meeting w/Carolyn Jhajj (CAO)	FPD Update
02/22/2019	Strengths-Based Development Training	Participated
02/26/2019	City of Davis BATF Meeting Update	Update Re City Contract with WAVE Broadband
02/27/2019	Intro to ArcGIS Online	Participant
02/27/2019	Shared Services – City of Davis Broadband Task Force Meeting	Citywide Fiber Optic Network
02/28/2019	CALAFCO Board Strategic Retreat-Irvine	Attended
03/01/2019	CALAFCO Board Meeting	Attended

Date	Meeting/Milestone	Comments
03/04/2019	Shared Services – Meeting w/Phil Pogledich (Co. Counsel), Jeran Ulrich, Becky Ramirez (Woodland), Wes Arvin (Springlake FPD)	Springlake FPD Governance Options
03/06/2019	Shared Services – Meeting w/Tara Thronson (BOS)	YED Talks/Yolo Leaders
03/14/2019	Meeting w/Olin Woods	LAFCo Agenda Review
03/14/2019	Shared Services – Meeting w/Chad Rinde (DFS) and Mark Krummenacker	Special District Training Follow Up
03/14/2019	Shared Services – Meeting w/Dena Humphrey (YECA) and Mark Krummenacker	YECA Service Review
03/14/2019	Meeting w/Pierre Neu (Winters Councilmember)	City of Winters potential SOI Update and Annexation
03/15/2019	Yolo Managers Meeting-Davis	Shared Services
03/19/2019	Shared Services – Meeting w/Tara Thronson (BOS)	Broadband Governance Structure for Patwin Community
03/20/2019	Admin Building Active Shooter Training	Attended
03/20/2019	City of Davis BATF Meeting Update	Attended
03/22-03/27/19	Vacation	Off the Grid