

YOLO LOCAL AGENCY FORMATION COMMISSION

Regular Meeting AGENDA

February 27, 2025 at 9:00 a.m.

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

COMMISSIONERS

BILL BIASI, CHAIR (City Member)
GLORIA PARTIDA, VICE CHAIR (City Member)
LUCAS FRERICHS (County Member)
PAMELA MILLER (Public Member)
OSCAR VILLEGAS (County Member)

ALTERNATE COMMISSIONERS

SHEILA ALLEN (COUNTY MEMBER)
TANIA GARCIA-CADENA (CITY MEMBER)
ERIK VINK (PUBLIC MEMBER)

CHRISTINE CRAWFORD
EXECUTIVE OFFICER

ERIC MAY
COMMISSION COUNSEL

Meetings of the Yolo Local Agency Formation Commission (LAFCo) are held in person in the Board of Supervisors chambers, located at 625 Court Street, Suite 206, Woodland, CA. LAFCo will, to the best of its ability, provide hybrid and remote options for LAFCo meeting participants and to the public; however, LAFCo cannot guarantee these options will be available due to technical limitations outside our control. For assurance of public comment, LAFCo encourages in-person and written public comments to be submitted. The Zoom link / phone number and instructions for participating in the meeting through Zoom are set forth in the "Public Participation Instructions" on the final page of this agenda.

NOTICE:

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 by contacting staff at lafoo@yolocounty.org.

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. If you wish to submit written material at the hearing, please supply 8 copies.

FPPC - Notice to All Parties and Participants in LAFCo Proceedings

All parties and participants on a matter to be heard by the Commission that have made campaign contributions totaling more than \$500 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.

Contributions and expenditures for political purposes related to any proposal or proceedings before LAFCo are subject to the reporting requirements of the Political Reform Act and the regulations of the Fair Political Practices Commission, and must be disclosed to the Commission prior to the hearing on the matter.

Agenda

PLEASE NOTE - The numerical order of items on this agenda is for convenience of reference. Items may be taken out of order upon request of the Chair or Commission members.

CALL TO ORDER

1. Pledge of Allegiance
2. Roll Call
3. Public Comment: This is an opportunity for members of the public to address the Commission on subjects relating to LAFCo purview but not relative to items on this Agenda. The Commission reserves the right to impose a reasonable time limit on any topic or on any individual speaker.

OATH OF OFFICE

4. Sheila Allen, County Member Alternate, and Erik Vink, Public Member Alternate

CONSENT AGENDA

5. Approve the LAFCo Meeting minutes of October 31, 2024
6. Review and file Fiscal Year 2024/25 First Quarter Financial Update
7. Review and file Fiscal Year 2024/25 Second Quarter Financial Update.
8. Consider an update to the Yolo LAFCo Administrative Policies and Procedures to amend Section 2.5 (Political Contribution Disclosure) in compliance with SB-1243
9. Consider an amendment to the Yolo LAFCo Project Policies to add a new Section 3.4 requiring an annexation agreement of property owners that receive out of area services
10. Consider authorizing the Chair to sign a Memorandum of Understanding (MOU) Agreement 2025-02 between Yolo LAFCo and Yolo County to share staffing services as needed
11. Consider authorizing the Chair to sign a Memorandum of Understanding (MOU) Agreement 2025-03 between Yolo LAFCo and Yolo County Regarding Office Space and Administrative Services
12. Review and file the 2024 Yolo Local Government Website Transparency Scorecard
13. Correspondence

REGULAR AGENDA

14. Consider the Municipal Service Review (MSR)/Sphere of Influence (SOI) Initial Study for the City of Woodland (LAFCo No. 24-03) and determine a comprehensive MSR/SOI Update is not needed for this five-year review cycle per Government Code §56425(g)
15. Authorize the Chair to sign Agreement 2025-01 with RSG, Inc. not to exceed \$19,700, to conduct an independent fiscal analysis of the Elkhorn Fire Protection District (FPD) Reorganization Proposal
16. Elect a Chair and Vice Chair to the Commission to serve one-year terms, beginning March 1, 2025, and ending February 1, 2026

EXECUTIVE OFFICER'S REPORT

17. A report by the Executive Officer on recent events relevant to the Commission and an update of staff activity for the month. The Commission or any individual Commissioner may request that action be taken on any item listed.
 - a. CALAFCO Update
 - b. CALAFCO Legislative Summary
 - c. Long Range Planning Calendar

COMMISSIONER REPORTS

18. 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

19. Adjourn to the next Regular LAFCo Meeting

I declare under penalty of perjury that the foregoing agenda was posted by 5:00 p.m. Friday, February 21, 2025, at the following places:

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

ATTEST:
Terri Tuck, Clerk
Yolo LAFCO

A.D.A. 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 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, Suite 107, Woodland, CA 95695.

PUBLIC PARTICIPATION INSTRUCTIONS:

Meetings of the Yolo Local Agency Formation Commission (LAFCo) are held in person in the Board of Supervisors chambers, located at 625 Court Street, Room 206, Woodland, CA. If you cannot attend the LAFCo meeting in person but desire to follow the meeting remotely, make a public comment, or comment on a specific item on the agenda, you may do so by:

- Joining through Zoom on your computer at <https://yolocounty.zoom.us/j/88179429444>, or participate by phone by calling 1-408-638-0968, Webinar ID: 881 7942 9444. Please note there is no participant code, you will just hit # again after the recording prompts you.
- If you are joining the meeting via Zoom and wish to make a comment on an item, press the "raise a hand" button. If you are joining the meeting by phone, press *9 to indicate a desire to make comment.

The moderator will call you by name or phone number when it is your turn to comment. Press *6 to unmute. The Commission reserves the right to impose a reasonable limit on time afforded to any topic or to any individual speaker.

- If you wish to submit a written comment on a specific agenda item or on an item not on the agenda, please email the Commission Clerk at lafco@yolocounty.org or send to 625 Court Street, Suite 107, Woodland, CA 95695. Please include meeting date and item number. Please submit your comment by 2:00pm the day prior to the meeting, if possible, to provide the Commission a reasonable opportunity to review your comment in advance of the meeting. All written comments are distributed to the Commission, filed into the record, but will not be read aloud.

Please note that LAFCo cannot guarantee that hybrid and remote options will be available due to technical limitations outside our control. For assurance of public comment, LAFCo encourages in-person or written public comments to be submitted.

Consent 5.

LAFCO

Meeting Date: 02/27/2025

Information

SUBJECT

Approve the LAFCo Meeting minutes of October 31, 2024

RECOMMENDED ACTION

Approve the LAFCo Meeting minutes of October 31, 2024.

Attachments

ATT-Minutes 10.31.24

Form Review

Form Started By: Terri Tuck
Final Approval Date: 02/18/2025

Started On: 02/18/2025 11:25 AM

YOLO LOCAL AGENCY FORMATION COMMISSION

MEETING MINUTES

October 31, 2024

The Yolo Local Agency Formation Commission met on the 31st day of October 2024, 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 City Members Bill Biasi and Gloria Partida, County Members Lucas Frerichs and Oscar Villegas, and Public Member Pamela Miller. Alternate Members absent were Public Member Richard DeLiberty, City Member Tania Garcia-Cadena, and County Member Jim Provenza. Others present were Executive Officer Christine Crawford, Clerk Terri Tuck, and Counsel Eric May.

CALL TO ORDER

Chair Biasi called the Meeting to order at 9:04 a.m.

Item No 1 Pledge

Commissioner Partida led the Pledge of Allegiance.

Item No 2 Roll Call

PRESENT: Miller, Partida, Villegas, Biasi
ABSENT: Frerichs

Item No 3 Public Comments

There were no public comments.

CONSENT

Item No 4 Approve the LAFCo Meeting Minutes of September 26, 2024

Item No 5 Correspondence

Minute Order 2024-44: The recommended actions on Consent were approved.

MOTION: Miller SECOND: Villegas
AYES: Miller, Villegas, Biasi
ABSENT: Frerichs
ABSTAIN: Partida

Commissioner Frerichs arrived at the dais at 9:07 a.m.

PUBLIC HEARING

Item No 6 Conducting Authority Protest Hearing Adopting Resolution 2024-12 for the PIRMI Area and Sports Park Reorganization to the City of Woodland (LAFCo No. 24-01)

After staff summarized the Commission's resolution from September 26, 2024, making determinations to approve the Reorganization subject to the protest process, the Chair opened the Public Hearing to receive any protests. There were no protests, and the Public Hearing was closed.

Minute Order 2024-45: After receiving no protests from landowners, the Commission, acting as the Conducting Authority for these proceedings, adopted **Resolution 2024-12** ordering the PIRMI area and Sports Park Reorganization to the City of Woodland (LAFCo No. 24-01), subject to the findings and conditions of approval stated in the resolution.

MOTION: Villegas SECOND: Miller
 AYES: Frerichs, Miller, Partida, Villegas, Biasi
 NOES: None

REGULAR AGENDA

Item № 7 Study session to discuss the reorganization plan for the Elkhorn Fire Protection District (no action will be taken)

Minute Order 2024-46: The item was discussed. No action was taken.

Item № 8 Consider and adopt the Yolo LAFCo 2025 Meeting Calendar

Minute Order 2024-47: The Commission adopted the 2025 LAFCo Meeting Calendar.

MOTION: Villegas SECOND: Partida
 AYES: Frerichs, Miller, Partida, Villegas, Biasi
 NOES: None

Item № 9 Executive Officer's Report

The Commission was given written reports of the Executive Officer's activities for the period of September 23 through October 25, 2024, and was verbally updated on recent events relevant to the Commission, including the Long Range Planning Calendar and Legislative Summary.

Staff commented that recruitment is now open for the LAFCo Senior/Principal Planner position and will close on November 11, 2024.

It was reported that Executive Officer Christine Crawford, Counsel Eric May, and Commissioners Biasi and Miller attended the CALAFCO Conference held at Tenaya Lodge in Yosemite. Staff noted that there were several interesting sessions, including topics such as environmental justice, succession planning, and private water systems.

Staff indicated that the December 5th meeting would most likely be cancelled, barring any unforeseen matters that may come up. To that effect, the Commission will be officially notified of the cancellation mid-November.

Item № 10 Commissioner Reports

Commissioner Miller commented on her attendance at the CALAFCO Conference, stating that she also enjoyed the session on environmental justice and the concept of municipal

fairness, which inspired her to start asking questions. She noted there is a determination on disadvantaged unincorporated communities (DUCs) in our MSR and that definition of a DUC is different than the definition in government code and particularly in LAFCo code on environmental justice. She suggested looking at things from both definitions when doing MSR, not only the definition of a DUC and the determinations that we do there but also the environmental justice and municipal fairness component. Commissioner Miller mentioned she asked questions of staff regarding any policies Yolo LAFCo may have around environmental justice and including it as a potential topic of discussion when YED Talks are resurrected.

Commissioner Biasi commented that it was his first time attending the CALAFCO Conference and thought that it was very informative. Biasi stated that he attended the LAFCo 101, the environmental justice session, and the succession planning. He enjoyed meeting others who have very similar issues at Yolo LAFCo, including fire protection districts.

Commissioner Partida thanked staff for coming out to El Macero and attending the county service area (CSA) meeting. Partida believes that meeting was an example of why it's important to promote LAFCo so that others understand what the role of LAFCo is and the importance of what LAFCo does.

Commissioner Villegas asked in terms of MSR, with regards to environmental justice, about public engagement during the MSR of special districts. Villegas asked if the public is aware that these DUCs exist and, if there are questions to be asked regarding DUCs, should that be done during the MSR process.

Staff stated that there are seven mandated determinations for MSR in state law. By policy, the Commission can add other determinations to inform the MSR process, as was done with broadband, for example. Staff can put forth a policy to the Commission to expand how we may want to go beyond DUCs and talk more about environmental justice and what can be done. Regarding public outreach, staff believes a better job can be done with outreach but struggles with how to reach people. Staff can do more through social media and town hall meetings as another way to reach out during the MSR process. Staff is open to more suggestions on getting increased participation from the public.

Commissioner Partida asked how this would overlap with the County's Climate Action Plan. Partida mentioned focus groups going on and County staff working in the unincorporated areas. If there is overlap, could staff piggyback onto that by getting information out and collect feedback in those areas.

Staff agreed it is a good idea and could reach out to County Planning. Staff believes there is some overlap but LAFCo staff is not integrated into that process.

Commissioner Biasi added that one of the goals talked about during the Governance Session in February was more outreach to the cities by going to a council meeting or visit a community within the County to let them know what services are being provided.

Item № 11 Adjournment

Minute Order 2024-48: By order of the Chair, the meeting was adjourned at 9:57 a.m. to the next regular meeting.

ATTEST:

Terri Tuck
Clerk to the Commission

Bill Biasi, Chair
Local Agency Formation Commission
County of Yolo, State of California

LAFCO

Meeting Date: 02/27/2025

Information

SUBJECT

Review and file Fiscal Year 2024/25 First Quarter Financial Update

RECOMMENDED ACTION

Review and file Fiscal Year 2024/25 First Quarter Financial Update

REASONS FOR RECOMMENDED ACTION

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

BACKGROUND

The LAFCo FY 2024/25 budget was adopted on May 23, 2024. During the first quarter, LAFCo is on track for both revenue and expenditure.

REVENUE

At the end of the first quarter of FY 2024/25, LAFCo had received \$560,485 (82.9%) of its expected revenue of \$675,962. Fund balance has been used to balance most of the remainder of the budget (16.5%). LAFCo's most significant revenue source comes from local government agency payments. By the close of the first quarter, LAFCo had received 99.3% of its funds from the agencies. Additional revenue not anticipated in the budget and received during the first quarter included \$8,250 for review of the City of Woodland annexations. Other minimal revenue not yet received includes investment earnings.

EXPENDITURE

LAFCo total expenditures during the first quarter of FY 2024/25 were \$109,254 (18.73%) of the annual budgeted costs of \$675,962. LAFCo expended \$94,347 (16.68%) under Salaries and Benefits and \$14,907 (17.45%) under Services and Supplies.

Regarding Salaries and Benefits accounts, in-lieu health insurance payments are being charged to Health Insurance (account 501130) while funding was allocated to Other Employee Benefits (account 501190) per County budget instructions. So the Health Insurance account appears over budget. However, the funds are there in a different account. Therefore, LAFCo remains on track for the Salaries and Benefits category overall. Staff will schedule an item later this fiscal year to approve a budget adjustment.

LAFCo expended \$14,907.31 (17.45%) of its Services and Supplies allocation of \$85,421. Insurance - Public Liability (510051) has exceeded its budget due to an unanticipated supplemental fee from YCPARMIA (Yolo County Public Agency Risk Management Insurance Authority, our local risk management pool), which passed along higher premiums from the California Joint Powers Risk Management Authority to recover several years when claims were paid for other agencies that exceeded what the premiums covered.

BUDGET REPORTS

The Budget Status Summary (Attachment A) is an easy-to-read summary of the budget. The General Ledger Report (Attachment B) shows a running balance of all transactions, including both revenue and expenditure amounts.

Attachments

ATT A-FY24-25 Q1 Budget Status Summary

Form Review

Inbox

Christine Crawford
Christine Crawford
Form Started By: JD Trebec
Final Approval Date: 02/20/2025

Reviewed By

Christine Crawford

Date

02/19/2025 02:51 PM
02/20/2025 11:35 AM
Started On: 02/12/2025 02:28 PM

LAFCO BUDGET - 1st QUARTER BUDGET STATUS SUMMARY

FISCAL YEAR 2024/25

Account #	Account Name	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Year to Date	FY 24/25 Budget	% Budget
REVENUES								
403100	INVESTMENT EARNINGS-POOL					\$0.00	\$ 3,000	0.00%
430020	OTHER GOVT AGENCY-COUNTY	\$276,117.00				\$276,117.00	\$ 276,117	100%
430023	OTHER GOVT AGENCY-WEST SACRAMENTO	\$96,415.00				\$96,415.00	\$ 96,415	100%
430025	OTHER GOVT AGENCY-WOODLAND	\$85,695.00				\$85,695.00	\$ 85,695	100%
430027	OTHER GOVT AGENCY-WINTERS	\$8,987.00				\$8,987.00	\$ 8,987	100%
430029	OTHER GOVT AGENCY-DAVIS	\$85,021.00				\$85,021.00	\$ 85,021	100%
440520	OTH CHRG FR SVC-LAFCO FEES	\$8,250.00				\$8,250.00	\$0	0.00%
470999	USE FUND BALANCE AVAILABLE-BUDGET ONLY	\$0.00	\$0.00	\$0.00	\$0.00	\$ 110,727	\$ 120,727	
	TOTAL AGENCY COST						\$ 552,235	
	TOTAL OTHER LISTED SOURCES						\$ 123,727	
	TOTAL FINANCING SOURCES	\$560,485.00	\$ -	\$ -	\$ -	\$ 671,212	\$ 675,962	99.30%

LAFCO BUDGET - 1st QUARTER BUDGET STATUS SUMMARY

FISCAL YEAR 2024/25

Account #	Account Name	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Year to Date	FY 24/25 Budget	% Budget
SALARIES AND BENEFITS								
500100	REGULAR EMPLOYEES	\$57,204.04				\$57,204.04	\$325,388	17.58%
500110	EXTRA HELP	\$236.25				\$236.25	\$20,840.00	0.00%
501100	RETIREMENT (CALPERS)	\$18,636.20				\$18,636.20	\$116,072	16.06%
501110	SOCIAL SECURITY TAX (OASDI)	\$3,834.27				\$3,834.27	\$21,099	18.17%
501120	MEDICARE	\$896.72				\$896.72	\$5,492	16.33%
501130	HEALTH INSURANCE (Life Ins/EAP/in-lieu)	\$1,149.90				\$1,149.90	\$150.00	766.60%
501150	OPEB - RETIREE HEALTH INSURANCE	\$3,936.00				\$3,936.00	\$22,451	17.53%
501170	UNEMPLOYMENT INSURANCE					\$0.00	\$185	0.00%
501180	WORKERS' COMP INSURANCE	\$500.00				\$500.00	\$500	100.00%
501190	OTHER EMPLOYEE BENEFITS	\$7,953.28				\$7,953.28	\$53,364	14.90%
	TOTAL SALARY & BENEFITS	\$94,346.66	\$0.00	\$0.00	\$0.00	\$94,346.66	\$ 565,541	16.68%
SERVICES AND SUPPLIES								
510025	COMMUNICATIONS - INTERNAL CHARGE	\$484.00				\$484.00	\$1,934	25.03%
510051	INSURANCE-PUBLIC LIABILITY	\$609.00				\$609.00	\$500	121.80%
510030	FOOD					\$0.00	\$0	0.00%
510070	MAINTENANCE-EQUIPMENT	\$84.35				\$84.35	\$500	16.87%
510071	MAINTENANCE-BLDG IMPROVEMENT					\$0.00	\$250	0.00%
510090	MEMBERSHIPS	\$4,756.00				\$4,756.00	\$6,900	68.93%
510110	OFFICE EXPENSE	\$317.33				\$317.33	\$750	42.31%
510111	OFFICE EXP-POSTAGE	\$312.00				\$312.00	\$500	62.40%
510120	IT SERVICE-DEPARTMENT SYSTEM MAINTENANCE					\$0.00	\$2,500	0.00%
510121	IT SERVICES-ERP (Enterprise/Resource/Planning)	\$1,245.00				\$1,245.00	\$4,980	25.00%
510122	IT SERVICES-CONNECTIVITY	\$974.00				\$974.00	\$3,897	24.99%
510160	PUBLICATIONS AND LEGAL NOTICES	\$516.37				\$516.37	\$1,000	51.64%
510170	RENTS AND LEASES - EQUIPMENT	\$16.67				\$16.67	\$100	16.67%
510173	RENTS INTERNAL CHARGE (Records Storage-Archives)					\$0.00	\$1,714	0.00%
510180	TRAINING	\$2,800.00				\$2,800.00	\$4,000	70.00%
510190	MINOR EQUIPMENT (Computers)					\$0.00	\$0	0.00%
510200	TRANSPORTATION AND TRAVEL	\$971.59				\$971.59	\$6,000	16.19%
510251	PROF & SPEC SVC-AUDITING & ACCOUNTING					\$0.00	\$15,000	0.00%
510252	PROF & SPEC SVC-INFO TECH SERVICES	\$1,821.00				\$1,821.00	\$10,000	18.21%
510256	PROF & SPEC SVC-LEGAL SERVICES					\$0.00	\$12,000	0.00%
510275	PROF & SPEC SVC-OTHER					\$0.00	\$10,000	0.00%
540500-3005	TRANSFER OUT (Trane debt-water,sewer,HVAC)					\$0.00	\$2,896	0.00%
	TOTAL SERVICES & SUPPLIES	\$14,907.31	\$0.00	\$0.00	\$0.00	\$14,907.31	\$ 85,421	17.45%
OTHER CHARGES								
526601	PAYMENTS TO OTHER GOVERNMENT INSTITUTIONS					\$0.00	\$0	0.00%
	TOTAL OTHER CHARGES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0	0.00%
OTHER FINANCING USES								
590100	APPROP FOR CONTINGENCY					\$0.00	\$25,000	0.00%
590999	CONTRIBUTIONS TO FUND BALANCE					\$0.00	\$0	0.00%
	TOTAL APPROPRIATIONS	\$0.00	\$0.00	\$0.00	\$0.00	\$14,907.31	\$ 25,000	59.63%
	TOTAL EXPENDITURES	\$109,253.97	\$ -	\$ -	\$ -	\$ 124,161	\$ 675,962	18.37%

PostingDate	ClosePeriod	Account	Description	Amount	Event Code	Account Totals
ACCOUNT 403100 INVESTMENT EARNINGS - POOL						
10/01/2024	October 2025	403100	Q1 INTEREST APPORTIONMENT	-5409.76	JE	
10/01/2024	October 2025	403100	Q1 INTEREST APPORTIONMENT FEE	89.78	JE	-\$5,319.98
ACCOUNT 440520 OTHER CHARGES FOR SERVICES - LAFCO FEE						
11/25/2024	November 2025	440520	Final Payment-LAF#24-01 PIRMI/Sports Park Reorg to W	-8741.01	CL	
11/05/2024	November 2025	440520	16949 - CA DEPT OF TAX AND FEE ADMIN	2700.00	AD	-\$6,041.01
ACCOUNT 500100 REGULAR EMPLOYEES						
12/20/2024	December 2025	500100	Summarized transaction	9562.42	PW	
12/20/2024	December 2025	500100	Summarized transaction	346.52	PW	
12/20/2024	December 2025	500100	Journal created by run group GHRPR100000000000103	-259.03	PW	
12/06/2024	December 2025	500100	Summarized transaction	5463.43	PW	
12/06/2024	December 2025	500100	Journal created by run group GHRPR100000000000101	328.20	PW	
12/06/2024	December 2025	500100	Journal created by run group GHRPR100000000000101	955.74	PW	
12/06/2024	December 2025	500100	Summarized transaction	346.52	PW	
12/06/2024	December 2025	500100	Journal created by run group GHRPR100000000000101	902.55	PW	
12/06/2024	December 2025	500100	Summarized transaction	1912.48	PW	
12/06/2024	December 2025	500100	Journal created by run group GHRPR100000000000101	-259.03	PW	
11/22/2024	November 2025	500100	Summarized transaction	7375.42	PW	
11/22/2024	November 2025	500100	Journal created by run group GHRPR100000000000099	1230.75	PW	
11/22/2024	November 2025	500100	Summarized transaction	346.52	PW	
11/22/2024	November 2025	500100	Summarized transaction	956.24	PW	
11/22/2024	November 2025	500100	Journal created by run group GHRPR100000000000099	-259.03	PW	
11/08/2024	November 2025	500100	Summarized transaction	8502.34	PW	
11/08/2024	November 2025	500100	Summarized transaction	937.00	PW	
11/08/2024	November 2025	500100	Summarized transaction	346.52	PW	
11/08/2024	November 2025	500100	Journal created by run group GHRPR100000000000097	123.08	PW	
11/08/2024	November 2025	500100	Journal created by run group GHRPR100000000000097	-259.03	PW	
10/25/2024	October 2025	500100	Summarized transaction	9524.92	PW	
10/25/2024	October 2025	500100	Journal created by run group GHRPR100000000000094	37.48	PW	
10/25/2024	October 2025	500100	Summarized transaction	346.52	PW	
10/25/2024	October 2025	500100	Journal created by run group GHRPR100000000000094	-259.03	PW	
10/11/2024	October 2025	500100	Summarized transaction	9349.17	PW	
10/11/2024	October 2025	500100	Journal created by run group GHRPR100000000000092	82.05	PW	
10/11/2024	October 2025	500100	Journal created by run group GHRPR100000000000092	93.70	PW	
10/11/2024	October 2025	500100	Summarized transaction	346.52	PW	
10/11/2024	October 2025	500100	Journal created by run group GHRPR100000000000092	37.48	PW	

10/11/2024	October 2025	500100	Journal created by run group GHRPR100000000000092	-259.03	PW	\$57,899.39
ACCOUNT 500110	EXTRA HELP					
12/20/2024	December 2025	500110	Journal created by run group GHRPR100000000000103	765.00	PW	\$1,215.00
11/22/2024	November 2025	500110	Journal created by run group GHRPR100000000000099	450.00	PW	
ACCOUNT 501100	RETIREMENT					
12/20/2024	December 2025	501100	Summarized transaction	3238.17	PD	
12/20/2024	December 2025	501100	Summarized transaction	-96.17	P1	
12/06/2024	December 2025	501100	Summarized transaction	3238.17	PD	
12/06/2024	December 2025	501100	Summarized transaction	-96.17	P1	
11/22/2024	November 2025	501100	Summarized transaction	2178.14	PD	
11/22/2024	November 2025	501100	Summarized transaction	1060.03	PD	
11/22/2024	November 2025	501100	Summarized transaction	-96.17	P1	
11/08/2024	November 2025	501100	Summarized transaction	1060.03	PD	
11/08/2024	November 2025	501100	Summarized transaction	2178.14	PD	
11/08/2024	November 2025	501100	Summarized transaction	-96.17	P1	
10/25/2024	October 2025	501100	Summarized transaction	2178.14	PD	
10/25/2024	October 2025	501100	Summarized transaction	1060.03	PD	
10/25/2024	October 2025	501100	Summarized transaction	-96.17	P1	
10/11/2024	October 2025	501100	Summarized transaction	2178.14	PD	
10/11/2024	October 2025	501100	Summarized transaction	1060.03	PD	
10/11/2024	October 2025	501100	Summarized transaction	-96.17	P1	\$18,852.00
ACCOUNT 501110	OASDI					
12/20/2024	December 2025	501110	Journal created by run group GHRPR100000000000103	47.43	PD	
12/20/2024	December 2025	501110	Journal created by run group GHRPR100000000000103	226.44	PD	
12/06/2024	December 2025	501110	Summarized transaction	440.80	PD	
11/22/2024	November 2025	501110	Journal created by run group GHRPR100000000000099	432.16	PD	
11/22/2024	November 2025	501110	Journal created by run group GHRPR100000000000099	27.90	PD	
11/22/2024	November 2025	501110	Journal created by run group GHRPR100000000000099	221.51	PD	
11/08/2024	November 2025	501110	Journal created by run group GHRPR100000000000097	221.50	PD	
11/08/2024	November 2025	501110	Journal created by run group GHRPR100000000000097	432.16	PD	
10/25/2024	October 2025	501110	Journal created by run group GHRPR100000000000094	432.16	PD	
10/25/2024	October 2025	501110	Journal created by run group GHRPR100000000000094	221.51	PD	
10/11/2024	October 2025	501110	Journal created by run group GHRPR100000000000092	432.16	PD	
10/11/2024	October 2025	501110	Journal created by run group GHRPR100000000000092	221.51	PD	\$3,357.24
ACCOUNT 501120	FICA / MEDICARE					
12/20/2024	December 2025	501120	Journal created by run group GHRPR100000000000103	11.09	PD	
12/20/2024	December 2025	501120	Summarized transaction	154.03	PD	
12/06/2024	December 2025	501120	Summarized transaction	154.02	PD	

11/22/2024	November 2025	501120	Journal created by run group GHRPR100000000000099	101.07	PD	
11/22/2024	November 2025	501120	Journal created by run group GHRPR100000000000099	6.53	PD	
11/22/2024	November 2025	501120	Journal created by run group GHRPR100000000000099	51.81	PD	
11/08/2024	November 2025	501120	Journal created by run group GHRPR100000000000097	51.80	PD	
11/08/2024	November 2025	501120	Journal created by run group GHRPR100000000000097	101.07	PD	
10/25/2024	October 2025	501120	Journal created by run group GHRPR100000000000094	101.07	PD	
10/25/2024	October 2025	501120	Journal created by run group GHRPR100000000000094	51.81	PD	
10/11/2024	October 2025	501120	Journal created by run group GHRPR100000000000092	101.07	PD	
10/11/2024	October 2025	501120	Journal created by run group GHRPR100000000000092	51.80	PD	\$937.17
ACCOUNT 501130 HEALTH INSURANCE						
12/20/2024	December 2025	501130	Summarized transaction	233.25	PD	
12/06/2024	December 2025	501130	Summarized transaction	230.25	PD	
12/06/2024	December 2025	501130	Summarized transaction	3.00	PD	
11/22/2024	November 2025	501130	Summarized transaction	230.25	PD	
11/22/2024	November 2025	501130	Summarized transaction	3.00	PD	
11/08/2024	November 2025	501130	Summarized transaction	3.00	PD	
11/08/2024	November 2025	501130	Summarized transaction	230.25	PD	
10/25/2024	October 2025	501130	Summarized transaction	230.25	PD	
10/25/2024	October 2025	501130	Summarized transaction	3.00	PD	
10/11/2024	October 2025	501130	Summarized transaction	230.25	PD	
10/11/2024	October 2025	501130	Summarized transaction	3.00	PD	\$1,399.50
ACCOUNT 501150 OPEB - RETIREE HEALTH INSURANCE						
12/20/2024	December 2025	501150	Summarized transaction	663.60	PD	
12/06/2024	December 2025	501150	Summarized transaction	663.60	PD	
11/22/2024	November 2025	501150	Journal created by run group GHRPR100000000000099	446.37	PD	
11/22/2024	November 2025	501150	Journal created by run group GHRPR100000000000099	217.23	PD	
11/08/2024	November 2025	501150	Journal created by run group GHRPR100000000000097	217.23	PD	
11/08/2024	November 2025	501150	Journal created by run group GHRPR100000000000097	446.37	PD	
10/25/2024	October 2025	501150	Journal created by run group GHRPR100000000000094	446.37	PD	
10/25/2024	October 2025	501150	Journal created by run group GHRPR100000000000094	217.23	PD	
10/11/2024	October 2025	501150	Journal created by run group GHRPR100000000000092	446.37	PD	
10/11/2024	October 2025	501150	Journal created by run group GHRPR100000000000092	217.23	PD	\$3,981.60
ACCOUNT 501190 OTHER EMPLOYEE BENEFITS						
12/20/2024	December 2025	501190	Summarized transaction	1738.48	PW	
12/06/2024	December 2025	501190	Summarized transaction	1738.48	PW	
11/22/2024	November 2025	501190	Summarized transaction	1613.24	PW	
11/08/2024	November 2025	501190	Summarized transaction	1613.24	PW	
10/25/2024	October 2025	501190	Summarized transaction	1613.24	PW	

10/11/2024	October 2025	501190	Summarized transaction	1613.24	PW	\$9,929.92
ACCOUNT 510025	COMMUNICATIONS INTERNAL CHARGE					
12/01/2024	December 2025	510025	Q2 IT TELECOM CHARGE FY24/25	484.00	JE	
ACCOUNT 510051	INSURANCE - PUBLIC LIABILITY					
10/03/2024	October 2025	510070	16728 - WIZIX TECHNOLOGY GROUP INC	132.43	AD	
10/03/2024	October 2025	510070	16728 - WIZIX TECHNOLOGY GROUP INC	3.71	AD	\$136.14
ACCOUNT 510071	MAINTENANCE - BUILDING IMPROVEMENT					
12/01/2024	December 2025	510071	FY24/25 TRANE DEBT LAFCO	2896.00	JE	\$2,896.00
ACCOUNT 510090	MEMBERSHIPS					
10/21/2024	October 2025	510090	10312 - CALIFORNIA SPECIAL DIST ASSN	1351.00	AD	\$1,351.00
ACCOUNT 510110	OFFICE EXPENSE					
11/18/2024	November 2025	510110	10246 - ALHAMBRA	5.99	AD	
11/15/2024	November 2025	510110	10058 - STAPLES CONTRACT & COMMERCIAL	104.23	AD	
11/13/2024	November 2025	510110	10380 - US BANCORP CARD SERVICES INC	498.77	AD	
10/21/2024	October 2025	510110	10380 - US BANCORP CARD SERVICES INC	251.99	AD	
10/21/2024	October 2025	510110	10246 - ALHAMBRA	5.99	AD	\$866.97
ACCOUNT 510121	IT SERVICE - ERP					
12/01/2024	December 2025	510121	Q2 IT ERP CHARGE FY24/25	1245.00	JE	\$1,245.00
ACCOUNT 510122	IT SERVICE - CONNECTIVITY					
12/01/2024	December 2025	510122	Q2 IT CONNECTIVITY CHARGE FY24/25	974.00	JE	\$974.00
ACCOUNT 510160	PUBLICATIONS AND LEGAL NOTICES					
10/21/2024	October 2025	510160	10380 - US BANCORP CARD SERVICES INC	178.76	AD	\$178.76
ACCOUNT 510170	RENTS AND LEASES - EQUIPMENT					
11/18/2024	November 2025	510170	10246 - ALHAMBRA	5.49	AD	
10/21/2024	October 2025	510170	10246 - ALHAMBRA	5.49	AD	\$10.98
ACCOUNT 510200	TRANSPORTATION AND TRAVEL					
11/21/2024	November 2025	510200	29443 - PAMELA MILLER	286.97	AD	
11/18/2024	November 2025	510200	12674 - CHRISTINE CRAWFORD	20.00	AD	
11/18/2024	November 2025	510200	13136 - ERIC MAY	370.71	AD	
11/18/2024	November 2025	510200	29421 - WILLIAM BIASI	434.44	AD	
11/13/2024	November 2025	510200	10380 - US BANCORP CARD SERVICES INC	1582.83	AD	\$2,694.95
ACCOUNT 510252	PROFESSIONAL & SPECIAL SERVICES - INFO TECH SERVICES					
12/01/2024	December 2025	510252	GIS-Elkhorn FPD Reorg LAF#24-02	315.00	JE	
11/01/2024	November 2025	510252	GIS-Elkhorn FPD Time Analysis	210.00	JE	\$525.00
ACCOUNT 510256	PROFESSIONAL & SPECIAL SERVICES - LEGAL SERVICES					
11/13/2024	November 2025	510256	15400 - COLANTUONO HIGHSMITH & WHATLEY	562.50	AD	\$562.50
ACCOUNT 510275	PROFESSIONAL & SPECIAL SERVICES - OTHER					
11/05/2024	November 2025	510275	15369 - FRAME SURVEYING & MAPPING	945.00	AD	\$945.00

ACCOUNT 100000		CASH IN TREASURY				
12/20/2024	December 2025	100000	To zone balancing entry	-16727.40	ZB	
12/20/2024	December 2025	100000	To zone balancing entry	96.17	ZB	
12/12/2024	December 2025	100000	To zone balancing entry	-1351.00	ZB	
12/06/2024	December 2025	100000	To zone balancing entry	-16118.21	ZB	
12/06/2024	December 2025	100000	To zone balancing entry	96.17	ZB	
12/01/2024	December 2025	100000	To zone balancing entry	-974.00	ZB	
12/01/2024	December 2025	100000	To zone balancing entry	-1245.00	ZB	
12/01/2024	December 2025	100000	To zone balancing entry	-484.00	ZB	
12/01/2024	December 2025	100000	To zone balancing entry	-315.00	ZB	
12/01/2024	December 2025	100000	To zone balancing entry	-2896.00	ZB	
11/27/2024	November 2025	100000	To zone balancing entry	-11.48	ZB	
11/27/2024	November 2025	100000	To zone balancing entry	-286.97	ZB	
11/25/2024	November 2025	100000	To zone balancing entry	8741.01	ZB	
11/22/2024	November 2025	100000	To zone balancing entry	-16689.14	ZB	
11/22/2024	November 2025	100000	To zone balancing entry	96.17	ZB	
11/21/2024	November 2025	100000	To zone balancing entry	-104.23	ZB	
11/21/2024	November 2025	100000	To zone balancing entry	-3469.25	ZB	
11/08/2024	November 2025	100000	To zone balancing entry	-16204.70	ZB	
11/08/2024	November 2025	100000	To zone balancing entry	96.17	ZB	
11/07/2024	November 2025	100000	To zone balancing entry	-3645.00	ZB	
11/01/2024	November 2025	100000	To zone balancing entry	-210.00	ZB	
10/31/2024	October 2025	100000	To zone balancing entry	-11.48	ZB	
10/25/2024	October 2025	100000	To zone balancing entry	-16204.70	ZB	
10/25/2024	October 2025	100000	To zone balancing entry	96.17	ZB	
10/24/2024	October 2025	100000	To zone balancing entry	-430.75	ZB	
10/11/2024	October 2025	100000	To zone balancing entry	-16204.69	ZB	
10/11/2024	October 2025	100000	To zone balancing entry	96.17	ZB	
10/10/2024	October 2025	100000	To zone balancing entry	-136.14	ZB	
10/03/2024	October 2025	100000	To zone balancing entry	-11.48	ZB	
10/01/2024	October 2025	100000	To zone balancing entry	5409.76	ZB	
10/01/2024	October 2025	100000	To zone balancing entry	-89.78	ZB	
						-\$99,092.61
ACCOUNT 200000		ACCOUNTS PAYABLE				
12/12/2024	December 2025	200000	Payment Accrual	1351.00	AP	
11/27/2024	November 2025	200000	Payment Accrual	5.99	AP	
11/27/2024	November 2025	200000	Payment Accrual	5.49	AP	
11/27/2024	November 2025	200000	Payment Accrual	286.97	AP	
11/21/2024	November 2025	200000	Payment Accrual	104.23	AP	

11/21/2024	November 2025	200000	Payment Accrual	498.77	AP	
11/21/2024	November 2025	200000	Payment Accrual	1582.83	AP	
11/21/2024	November 2025	200000	Payment Accrual	20.00	AP	
11/21/2024	November 2025	200000	Payment Accrual	370.71	AP	
11/21/2024	November 2025	200000	Payment Accrual	562.50	AP	
11/21/2024	November 2025	200000	Payment Accrual	434.44	AP	
11/21/2024	November 2025	200000	Accounts payable accrual	-286.97	AC	
11/18/2024	November 2025	200000	Accounts payable accrual	-5.99	AC	
11/18/2024	November 2025	200000	Accounts payable accrual	-5.49	AC	
11/18/2024	November 2025	200000	Accounts payable accrual	-434.44	AC	
11/18/2024	November 2025	200000	Accounts payable accrual	-370.71	AC	
11/18/2024	November 2025	200000	Accounts payable accrual	-20.00	AC	
11/15/2024	November 2025	200000	Accounts payable accrual	-104.23	AC	
11/13/2024	November 2025	200000	Accounts payable accrual	-562.50	AC	
11/13/2024	November 2025	200000	Accounts payable accrual	-498.77	AC	
11/13/2024	November 2025	200000	Accounts payable accrual	-1582.83	AC	
11/07/2024	November 2025	200000	Payment Accrual	2700.00	AP	
11/07/2024	November 2025	200000	Payment Accrual	945.00	AP	
11/05/2024	November 2025	200000	Accounts payable accrual	-945.00	AC	
11/05/2024	November 2025	200000	Accounts payable accrual	-2700.00	AC	
10/31/2024	October 2025	200000	Payment Accrual	5.99	AP	
10/31/2024	October 2025	200000	Payment Accrual	5.49	AP	
10/24/2024	October 2025	200000	Payment Accrual	251.99	AP	
10/24/2024	October 2025	200000	Payment Accrual	178.76	AP	
10/21/2024	October 2025	200000	Accounts payable accrual	-1351.00	AC	
10/21/2024	October 2025	200000	Accounts payable accrual	-251.99	AC	
10/21/2024	October 2025	200000	Accounts payable accrual	-178.76	AC	
10/21/2024	October 2025	200000	Accounts payable accrual	-5.99	AC	
10/21/2024	October 2025	200000	Accounts payable accrual	-5.49	AC	
10/10/2024	October 2025	200000	Payment Accrual	132.43	AP	
10/10/2024	October 2025	200000	Payment Accrual	3.71	AP	
10/03/2024	October 2025	200000	Payment Accrual	5.99	AP	
10/03/2024	October 2025	200000	Payment Accrual	5.49	AP	
10/03/2024	October 2025	200000	Accounts payable accrual	-132.43	AC	
10/03/2024	October 2025	200000	Accounts payable accrual	-3.71	AC	\$11.48

LAFCO

Meeting Date: 02/27/2025

Information

SUBJECT

Review and file Fiscal Year 2024/25 Second Quarter Financial Update.

RECOMMENDED ACTION

Review and file Fiscal Year 2024/25 Second Quarter Financial Update.

REASONS FOR RECOMMENDED ACTION

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

BACKGROUND

The LAFCo FY 2024/25 budget was adopted on May 23, 2024. During the second quarter, LAFCo remained on track with both revenue and expenditures.

REVENUE

LAFCo has received 100% of its budgeted revenue. Quarter two showed an additional \$6,041 was received for the final payment of the City of Woodland's annexation proposals.

EXPENSE

Halfway through the fiscal year, LAFCo's expenses totaled \$247,474 (36.61%) of the budgeted \$675,962.

For Salaries and Benefits, the Health Insurance item (501130) is over budget due to the same issue noted last quarter. The County changed accounts for in-lieu health insurance policies which were not consistent with budget instructions. This will be corrected in a future budget adjustment and funds are available in a different account (Other Employee Benefits 501190) to cover the item this fiscal year.

Services and Supplies expenses total \$27,777 (32.52%) of the budgeted \$85,421. A few accounts under Services and Supplies exceeded appropriations during the second quarter. Maintenance-Bldg Improvement (510071) exceeded its appropriation by 1,158%, due to County staff charging the wrong account to LAFCo for water, sewer, and HVAC debt for the administration building. This occurred last year as well. Staff will appropriate the \$2,896 to account 540500-3005, as recommended in the County's Budget Instructions. Also, the advertising for the new LAFCo position was incorrectly charged to Office Expense (510110) which caused this account to go over budget. The advertising charge of \$499 will be moved to Publication and Legal Notices (510106). This will result in Office Expenses remaining below budget and Publication and Legal Notices being 119% of its budget.

BUDGET REPORTS

The Budget Status Summary (Attachment A) is an easy-to-read summary of the budget. The General Ledger Report (Attachment B) shows a running balance of all transactions, including both revenue and expenditure amounts.

Attachments

- ATT A-FY24-25 Q2 Budget Status Summary
- ATT B FY24-25 Q2 Transactions

Form Review

Inbox	Reviewed By	Date
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Christine Crawford
Form Started By: JD Trebec
Final Approval Date: 02/20/2025

Christine Crawford

02/20/2025 11:40 AM
Started On: 02/18/2025 02:44 PM

LAFCO BUDGET - 2nd QUARTER BUDGET STATUS SUMMARY

FISCAL YEAR 2024/25

Account #	Account Name	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Year to Date	FY 24/25 Budget	% Budget
REVENUES								
403100	INVESTMENT EARNINGS-POOL					\$0.00	\$ 3,000	0.00%
430020	OTHER GOVT AGENCY-COUNTY	\$276,117.00				\$276,117.00	\$ 276,117	100%
430023	OTHER GOVT AGENCY-WEST SACRAMENTO	\$96,415.00				\$96,415.00	\$ 96,415	100%
430025	OTHER GOVT AGENCY-WOODLAND	\$85,695.00				\$85,695.00	\$ 85,695	100%
430027	OTHER GOVT AGENCY-WINTERS	\$8,987.00				\$8,987.00	\$ 8,987	100%
430029	OTHER GOVT AGENCY-DAVIS	\$85,021.00				\$85,021.00	\$ 85,021	100%
440520	OTH CHRG FR SVC-LAFCO FEES	\$8,250.00	\$6,041.01			\$14,291.01	\$0	0.00%
470999	USE FUND BALANCE AVAILABLE-BUDGET ONLY	\$0.00	\$0.00	\$0.00	\$0.00	\$ 110,727	\$ 120,727	
	TOTAL AGENCY COST						\$ 552,235	
	TOTAL OTHER LISTED SOURCES						\$ 123,727	
	TOTAL FINANCING SOURCES	\$560,485.00	\$ 6,041	\$ -	\$ -	\$ 677,253	\$ 675,962	100.19%

LAFCO BUDGET - 2nd QUARTER BUDGET STATUS SUMMARY

FISCAL YEAR 2024/25

Account #	Account Name	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Year to Date	FY 24/25 Budget	% Budget
SALARIES AND BENEFITS								
500100	REGULAR EMPLOYEES	\$57,204.04	\$57,899.39			\$115,103.43	\$325,388	35.37%
500110	EXTRA HELP	\$236.25	\$1,215.00			\$1,451.25	\$20,840.00	0.00%
501100	RETIREMENT (CALPERS)	\$18,636.20	\$18,852.00			\$37,488.20	\$116,072	32.30%
501110	SOCIAL SECURITY TAX (OASDI)	\$3,834.27	\$3,357.24			\$7,191.51	\$21,099	34.08%
501120	MEDICARE	\$896.72	\$937.17			\$1,833.89	\$5,492	33.39%
501130	HEALTH INSURANCE (Life Ins/EAP/in-lieu)	\$1,149.90	\$1,399.50			\$2,549.40	\$150.00	1699.60%
501150	OPEB - RETIREE HEALTH INSURANCE	\$3,936.00	\$3,981.60			\$7,917.60	\$22,451	35.27%
501170	UNEMPLOYMENT INSURANCE					\$0.00	\$185	0.00%
501180	WORKERS' COMP INSURANCE	\$500.00				\$500.00	\$500	100.00%
501190	OTHER EMPLOYEE BENEFITS	\$7,953.28	\$9,929.92			\$17,883.20	\$53,364	33.51%
	TOTAL SALARY & BENEFITS	\$94,346.66	\$97,571.82	\$0.00	\$0.00	\$191,918.48	\$ 565,541	33.94%
SERVICES AND SUPPLIES								
510025	COMMUNICATIONS - INTERNAL CHARGE	\$484.00	\$484.00			\$968.00	\$1,934	50.05%
510051	INSURANCE-PUBLIC LIABILITY	\$609.00				\$609.00	\$500	121.80%
510030	FOOD					\$0.00	\$0	0.00%
510070	MAINTENANCE-EQUIPMENT	\$84.35	\$136.14			\$220.49	\$500	44.10%
510071	MAINTENANCE-BLDG IMPROVEMENT		\$2,896.00			\$2,896.00	\$250	1158.40%
510090	MEMBERSHIPS	\$4,756.00	\$1,351.00			\$6,107.00	\$6,900	88.51%
510110	OFFICE EXPENSE	\$317.33	\$866.97			\$1,184.30	\$750	157.91%
510111	OFFICE EXP-POSTAGE	\$312.00				\$312.00	\$500	62.40%
510120	IT SERVICE-DEPARTMENT SYSTEM MAINTENANCE					\$0.00	\$2,500	0.00%
510121	IT SERVICES-ERP (Enterprise/Resource/Planning)	\$1,245.00	\$1,245.00			\$2,490.00	\$4,980	50.00%
510122	IT SERVICES-CONNECTIVITY	\$974.00	\$974.00			\$1,948.00	\$3,897	49.99%
510160	PUBLICATIONS AND LEGAL NOTICES	\$516.37	\$178.76			\$695.13	\$1,000	69.51%
510170	RENTS AND LEASES - EQUIPMENT	\$16.67	\$10.98			\$27.65	\$100	27.65%
510173	RENTS INTERNAL CHARGE (Records Storage-Archives)					\$0.00	\$1,714	0.00%
510180	TRAINING	\$2,800.00				\$2,800.00	\$4,000	70.00%
510190	MINOR EQUIPMENT (Computers)					\$0.00	\$0	0.00%
510200	TRANSPORTATION AND TRAVEL	\$971.59	\$2,694.95			\$3,666.54	\$6,000	61.11%
510251	PROF & SPEC SVC-AUDITING & ACCOUNTING					\$0.00	\$15,000	0.00%
510252	PROF & SPEC SVC-INFO TECH SERVICES	\$1,821.00	\$525.00			\$2,346.00	\$10,000	23.46%
510256	PROF & SPEC SVC-LEGAL SERVICES		\$562.50			\$562.50	\$12,000	4.69%
510275	PROF & SPEC SVC-OTHER		\$945.00			\$945.00	\$10,000	9.45%
540500-3005	TRANSFER OUT (Trane debt-water,sewer,HVAC)					\$0.00	\$2,896	0.00%
	TOTAL SERVICES & SUPPLIES	\$14,907.31	\$12,870.30	\$0.00	\$0.00	\$27,777.61	\$ 85,421	32.52%
OTHER CHARGES								
526601	PAYMENTS TO OTHER GOVERNMENT INSTITUTIONS					\$0.00	\$0	0.00%
	TOTAL OTHER CHARGES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0	0.00%
OTHER FINANCING USES								
590100	APPROP FOR CONTINGENCY					\$0.00	\$25,000	0.00%
590999	CONTRIBUTIONS TO FUND BALANCE					\$0.00	\$0	0.00%
	TOTAL APPROPRIATIONS	\$0.00	\$12,870.30	\$0.00	\$0.00	\$27,777.61	\$ 25,000	111.11%
	TOTAL EXPENDITURES	\$109,253.97	\$ 123,312	\$ -	\$ -	\$ 247,474	\$ 675,962	36.61%

PostingDate	ClosePeriod	Account	Description	Amount	Event Code	Account Totals	
ACCOUNT 403100		INVESTMENT EARNINGS - POOL					
10/01/2024	October 2025	403100	Q1 INTEREST APPORTIONMENT	-5409.76	JE		
10/01/2024	October 2025	403100	Q1 INTEREST APPORTIONMENT FEE	89.78	JE	-\$5,319.98	
ACCOUNT 440520		OTHER CHARGES FOR SERVICES - LAFCO FEE					
11/25/2024	November 2025	440520	Final Payment-LAF#24-01 PIRMI/Sports Park Reorg to W	-8741.01	CL		
11/05/2024	November 2025	440520	16949 - CA DEPT OF TAX AND FEE ADMIN	2700.00	AD	-\$6,041.01	
ACCOUNT 500100		REGULAR EMPLOYEES					
12/20/2024	December 2025	500100	Summarized transaction	9562.42	PW		
12/20/2024	December 2025	500100	Summarized transaction	346.52	PW		
12/20/2024	December 2025	500100	Journal created by run group GHRPR100000000000103	-259.03	PW		
12/06/2024	December 2025	500100	Summarized transaction	5463.43	PW		
12/06/2024	December 2025	500100	Journal created by run group GHRPR100000000000101	328.20	PW		
12/06/2024	December 2025	500100	Journal created by run group GHRPR100000000000101	955.74	PW		
12/06/2024	December 2025	500100	Summarized transaction	346.52	PW		
12/06/2024	December 2025	500100	Journal created by run group GHRPR100000000000101	902.55	PW		
12/06/2024	December 2025	500100	Summarized transaction	1912.48	PW		
12/06/2024	December 2025	500100	Journal created by run group GHRPR100000000000101	-259.03	PW		
11/22/2024	November 2025	500100	Summarized transaction	7375.42	PW		
11/22/2024	November 2025	500100	Journal created by run group GHRPR100000000000099	1230.75	PW		
11/22/2024	November 2025	500100	Summarized transaction	346.52	PW		
11/22/2024	November 2025	500100	Summarized transaction	956.24	PW		
11/22/2024	November 2025	500100	Journal created by run group GHRPR100000000000099	-259.03	PW		
11/08/2024	November 2025	500100	Summarized transaction	8502.34	PW		
11/08/2024	November 2025	500100	Summarized transaction	937.00	PW		
11/08/2024	November 2025	500100	Summarized transaction	346.52	PW		
11/08/2024	November 2025	500100	Journal created by run group GHRPR100000000000097	123.08	PW		
11/08/2024	November 2025	500100	Journal created by run group GHRPR100000000000097	-259.03	PW		
10/25/2024	October 2025	500100	Summarized transaction	9524.92	PW		
10/25/2024	October 2025	500100	Journal created by run group GHRPR100000000000094	37.48	PW		
10/25/2024	October 2025	500100	Summarized transaction	346.52	PW		
10/25/2024	October 2025	500100	Journal created by run group GHRPR100000000000094	-259.03	PW		
10/11/2024	October 2025	500100	Summarized transaction	9349.17	PW		
10/11/2024	October 2025	500100	Journal created by run group GHRPR100000000000092	82.05	PW		
10/11/2024	October 2025	500100	Journal created by run group GHRPR100000000000092	93.70	PW		
10/11/2024	October 2025	500100	Summarized transaction	346.52	PW		
10/11/2024	October 2025	500100	Journal created by run group GHRPR100000000000092	37.48	PW		

10/11/2024	October 2025	500100	Journal created by run group GHRPR100000000000092	-259.03	PW	\$57,899.39
ACCOUNT 500110	EXTRA HELP					
12/20/2024	December 2025	500110	Journal created by run group GHRPR100000000000103	765.00	PW	\$1,215.00
11/22/2024	November 2025	500110	Journal created by run group GHRPR100000000000099	450.00	PW	
ACCOUNT 501100	RETIREMENT					
12/20/2024	December 2025	501100	Summarized transaction	3238.17	PD	
12/20/2024	December 2025	501100	Summarized transaction	-96.17	P1	
12/06/2024	December 2025	501100	Summarized transaction	3238.17	PD	
12/06/2024	December 2025	501100	Summarized transaction	-96.17	P1	
11/22/2024	November 2025	501100	Summarized transaction	2178.14	PD	
11/22/2024	November 2025	501100	Summarized transaction	1060.03	PD	
11/22/2024	November 2025	501100	Summarized transaction	-96.17	P1	
11/08/2024	November 2025	501100	Summarized transaction	1060.03	PD	
11/08/2024	November 2025	501100	Summarized transaction	2178.14	PD	
11/08/2024	November 2025	501100	Summarized transaction	-96.17	P1	
10/25/2024	October 2025	501100	Summarized transaction	2178.14	PD	
10/25/2024	October 2025	501100	Summarized transaction	1060.03	PD	
10/25/2024	October 2025	501100	Summarized transaction	-96.17	P1	
10/11/2024	October 2025	501100	Summarized transaction	2178.14	PD	
10/11/2024	October 2025	501100	Summarized transaction	1060.03	PD	
10/11/2024	October 2025	501100	Summarized transaction	-96.17	P1	\$18,852.00
ACCOUNT 501110	OASDI					
12/20/2024	December 2025	501110	Journal created by run group GHRPR100000000000103	47.43	PD	
12/20/2024	December 2025	501110	Journal created by run group GHRPR100000000000103	226.44	PD	
12/06/2024	December 2025	501110	Summarized transaction	440.80	PD	
11/22/2024	November 2025	501110	Journal created by run group GHRPR100000000000099	432.16	PD	
11/22/2024	November 2025	501110	Journal created by run group GHRPR100000000000099	27.90	PD	
11/22/2024	November 2025	501110	Journal created by run group GHRPR100000000000099	221.51	PD	
11/08/2024	November 2025	501110	Journal created by run group GHRPR100000000000097	221.50	PD	
11/08/2024	November 2025	501110	Journal created by run group GHRPR100000000000097	432.16	PD	
10/25/2024	October 2025	501110	Journal created by run group GHRPR100000000000094	432.16	PD	
10/25/2024	October 2025	501110	Journal created by run group GHRPR100000000000094	221.51	PD	
10/11/2024	October 2025	501110	Journal created by run group GHRPR100000000000092	432.16	PD	
10/11/2024	October 2025	501110	Journal created by run group GHRPR100000000000092	221.51	PD	\$3,357.24
ACCOUNT 501120	FICA / MEDICARE					
12/20/2024	December 2025	501120	Journal created by run group GHRPR100000000000103	11.09	PD	
12/20/2024	December 2025	501120	Summarized transaction	154.03	PD	
12/06/2024	December 2025	501120	Summarized transaction	154.02	PD	

11/22/2024	November 2025	501120	Journal created by run group GHRPR100000000000099	101.07	PD	
11/22/2024	November 2025	501120	Journal created by run group GHRPR100000000000099	6.53	PD	
11/22/2024	November 2025	501120	Journal created by run group GHRPR100000000000099	51.81	PD	
11/08/2024	November 2025	501120	Journal created by run group GHRPR100000000000097	51.80	PD	
11/08/2024	November 2025	501120	Journal created by run group GHRPR100000000000097	101.07	PD	
10/25/2024	October 2025	501120	Journal created by run group GHRPR100000000000094	101.07	PD	
10/25/2024	October 2025	501120	Journal created by run group GHRPR100000000000094	51.81	PD	
10/11/2024	October 2025	501120	Journal created by run group GHRPR100000000000092	101.07	PD	
10/11/2024	October 2025	501120	Journal created by run group GHRPR100000000000092	51.80	PD	\$937.17
ACCOUNT 501130 HEALTH INSURANCE						
12/20/2024	December 2025	501130	Summarized transaction	233.25	PD	
12/06/2024	December 2025	501130	Summarized transaction	230.25	PD	
12/06/2024	December 2025	501130	Summarized transaction	3.00	PD	
11/22/2024	November 2025	501130	Summarized transaction	230.25	PD	
11/22/2024	November 2025	501130	Summarized transaction	3.00	PD	
11/08/2024	November 2025	501130	Summarized transaction	3.00	PD	
11/08/2024	November 2025	501130	Summarized transaction	230.25	PD	
10/25/2024	October 2025	501130	Summarized transaction	230.25	PD	
10/25/2024	October 2025	501130	Summarized transaction	3.00	PD	
10/11/2024	October 2025	501130	Summarized transaction	230.25	PD	
10/11/2024	October 2025	501130	Summarized transaction	3.00	PD	\$1,399.50
ACCOUNT 501150 OPEB - RETIREE HEALTH INSURANCE						
12/20/2024	December 2025	501150	Summarized transaction	663.60	PD	
12/06/2024	December 2025	501150	Summarized transaction	663.60	PD	
11/22/2024	November 2025	501150	Journal created by run group GHRPR100000000000099	446.37	PD	
11/22/2024	November 2025	501150	Journal created by run group GHRPR100000000000099	217.23	PD	
11/08/2024	November 2025	501150	Journal created by run group GHRPR100000000000097	217.23	PD	
11/08/2024	November 2025	501150	Journal created by run group GHRPR100000000000097	446.37	PD	
10/25/2024	October 2025	501150	Journal created by run group GHRPR100000000000094	446.37	PD	
10/25/2024	October 2025	501150	Journal created by run group GHRPR100000000000094	217.23	PD	
10/11/2024	October 2025	501150	Journal created by run group GHRPR100000000000092	446.37	PD	
10/11/2024	October 2025	501150	Journal created by run group GHRPR100000000000092	217.23	PD	\$3,981.60
ACCOUNT 501190 OTHER EMPLOYEE BENEFITS						
12/20/2024	December 2025	501190	Summarized transaction	1738.48	PW	
12/06/2024	December 2025	501190	Summarized transaction	1738.48	PW	
11/22/2024	November 2025	501190	Summarized transaction	1613.24	PW	
11/08/2024	November 2025	501190	Summarized transaction	1613.24	PW	
10/25/2024	October 2025	501190	Summarized transaction	1613.24	PW	

10/11/2024	October 2025	501190	Summarized transaction	1613.24	PW	\$9,929.92
ACCOUNT 510025	COMMUNICATIONS INTERNAL CHARGE					
12/01/2024	December 2025	510025	Q2 IT TELECOM CHARGE FY24/25	484.00	JE	
ACCOUNT 510051	INSURANCE - PUBLIC LIABILITY					
10/03/2024	October 2025	510070	16728 - WIZIX TECHNOLOGY GROUP INC	132.43	AD	
10/03/2024	October 2025	510070	16728 - WIZIX TECHNOLOGY GROUP INC	3.71	AD	\$136.14
ACCOUNT 510071	MAINTENANCE - BUILDING IMPROVEMENT					
12/01/2024	December 2025	510071	FY24/25 TRANE DEBT LAFCO	2896.00	JE	\$2,896.00
ACCOUNT 510090	MEMBERSHIPS					
10/21/2024	October 2025	510090	10312 - CALIFORNIA SPECIAL DIST ASSN	1351.00	AD	\$1,351.00
ACCOUNT 510110	OFFICE EXPENSE					
11/18/2024	November 2025	510110	10246 - ALHAMBRA	5.99	AD	
11/15/2024	November 2025	510110	10058 - STAPLES CONTRACT & COMMERCIAL	104.23	AD	
11/13/2024	November 2025	510110	10380 - US BANCORP CARD SERVICES INC	498.77	AD	
10/21/2024	October 2025	510110	10380 - US BANCORP CARD SERVICES INC	251.99	AD	
10/21/2024	October 2025	510110	10246 - ALHAMBRA	5.99	AD	\$866.97
ACCOUNT 510121	IT SERVICE - ERP					
12/01/2024	December 2025	510121	Q2 IT ERP CHARGE FY24/25	1245.00	JE	\$1,245.00
ACCOUNT 510122	IT SERVICE - CONNECTIVITY					
12/01/2024	December 2025	510122	Q2 IT CONNECTIVITY CHARGE FY24/25	974.00	JE	\$974.00
ACCOUNT 510160	PUBLICATIONS AND LEGAL NOTICES					
10/21/2024	October 2025	510160	10380 - US BANCORP CARD SERVICES INC	178.76	AD	\$178.76
ACCOUNT 510170	RENTS AND LEASES - EQUIPMENT					
11/18/2024	November 2025	510170	10246 - ALHAMBRA	5.49	AD	
10/21/2024	October 2025	510170	10246 - ALHAMBRA	5.49	AD	\$10.98
ACCOUNT 510200	TRANSPORTATION AND TRAVEL					
11/21/2024	November 2025	510200	29443 - PAMELA MILLER	286.97	AD	
11/18/2024	November 2025	510200	12674 - CHRISTINE CRAWFORD	20.00	AD	
11/18/2024	November 2025	510200	13136 - ERIC MAY	370.71	AD	
11/18/2024	November 2025	510200	29421 - WILLIAM BIASI	434.44	AD	
11/13/2024	November 2025	510200	10380 - US BANCORP CARD SERVICES INC	1582.83	AD	\$2,694.95
ACCOUNT 510252	PROFESSIONAL & SPECIAL SERVICES - INFO TECH SERVICES					
12/01/2024	December 2025	510252	GIS-Elkhorn FPD Reorg LAF#24-02	315.00	JE	
11/01/2024	November 2025	510252	GIS-Elkhorn FPD Time Analysis	210.00	JE	\$525.00
ACCOUNT 510256	PROFESSIONAL & SPECIAL SERVICES - LEGAL SERVICES					
11/13/2024	November 2025	510256	15400 - COLANTUONO HIGHSMITH & WHATLEY	562.50	AD	\$562.50
ACCOUNT 510275	PROFESSIONAL & SPECIAL SERVICES - OTHER					
11/05/2024	November 2025	510275	15369 - FRAME SURVEYING & MAPPING	945.00	AD	\$945.00

ACCOUNT 100000 CASH IN TREASURY

12/20/2024	December 2025	100000	To zone balancing entry	-16727.40	ZB	
12/20/2024	December 2025	100000	To zone balancing entry	96.17	ZB	
12/12/2024	December 2025	100000	To zone balancing entry	-1351.00	ZB	
12/06/2024	December 2025	100000	To zone balancing entry	-16118.21	ZB	
12/06/2024	December 2025	100000	To zone balancing entry	96.17	ZB	
12/01/2024	December 2025	100000	To zone balancing entry	-974.00	ZB	
12/01/2024	December 2025	100000	To zone balancing entry	-1245.00	ZB	
12/01/2024	December 2025	100000	To zone balancing entry	-484.00	ZB	
12/01/2024	December 2025	100000	To zone balancing entry	-315.00	ZB	
12/01/2024	December 2025	100000	To zone balancing entry	-2896.00	ZB	
11/27/2024	November 2025	100000	To zone balancing entry	-11.48	ZB	
11/27/2024	November 2025	100000	To zone balancing entry	-286.97	ZB	
11/25/2024	November 2025	100000	To zone balancing entry	8741.01	ZB	
11/22/2024	November 2025	100000	To zone balancing entry	-16689.14	ZB	
11/22/2024	November 2025	100000	To zone balancing entry	96.17	ZB	
11/21/2024	November 2025	100000	To zone balancing entry	-104.23	ZB	
11/21/2024	November 2025	100000	To zone balancing entry	-3469.25	ZB	
11/08/2024	November 2025	100000	To zone balancing entry	-16204.70	ZB	
11/08/2024	November 2025	100000	To zone balancing entry	96.17	ZB	
11/07/2024	November 2025	100000	To zone balancing entry	-3645.00	ZB	
11/01/2024	November 2025	100000	To zone balancing entry	-210.00	ZB	
10/31/2024	October 2025	100000	To zone balancing entry	-11.48	ZB	
10/25/2024	October 2025	100000	To zone balancing entry	-16204.70	ZB	
10/25/2024	October 2025	100000	To zone balancing entry	96.17	ZB	
10/24/2024	October 2025	100000	To zone balancing entry	-430.75	ZB	
10/11/2024	October 2025	100000	To zone balancing entry	-16204.69	ZB	
10/11/2024	October 2025	100000	To zone balancing entry	96.17	ZB	
10/10/2024	October 2025	100000	To zone balancing entry	-136.14	ZB	
10/03/2024	October 2025	100000	To zone balancing entry	-11.48	ZB	
10/01/2024	October 2025	100000	To zone balancing entry	5409.76	ZB	
10/01/2024	October 2025	100000	To zone balancing entry	-89.78	ZB	-\$99,092.61
ACCOUNT 200000 ACCOUNTS PAYABLE						
12/12/2024	December 2025	200000	Payment Accrual	1351.00	AP	
11/27/2024	November 2025	200000	Payment Accrual	5.99	AP	
11/27/2024	November 2025	200000	Payment Accrual	5.49	AP	
11/27/2024	November 2025	200000	Payment Accrual	286.97	AP	
11/21/2024	November 2025	200000	Payment Accrual	104.23	AP	

11/21/2024	November 2025	200000	Payment Accrual	498.77	AP	
11/21/2024	November 2025	200000	Payment Accrual	1582.83	AP	
11/21/2024	November 2025	200000	Payment Accrual	20.00	AP	
11/21/2024	November 2025	200000	Payment Accrual	370.71	AP	
11/21/2024	November 2025	200000	Payment Accrual	562.50	AP	
11/21/2024	November 2025	200000	Payment Accrual	434.44	AP	
11/21/2024	November 2025	200000	Accounts payable accrual	-286.97	AC	
11/18/2024	November 2025	200000	Accounts payable accrual	-5.99	AC	
11/18/2024	November 2025	200000	Accounts payable accrual	-5.49	AC	
11/18/2024	November 2025	200000	Accounts payable accrual	-434.44	AC	
11/18/2024	November 2025	200000	Accounts payable accrual	-370.71	AC	
11/18/2024	November 2025	200000	Accounts payable accrual	-20.00	AC	
11/15/2024	November 2025	200000	Accounts payable accrual	-104.23	AC	
11/13/2024	November 2025	200000	Accounts payable accrual	-562.50	AC	
11/13/2024	November 2025	200000	Accounts payable accrual	-498.77	AC	
11/13/2024	November 2025	200000	Accounts payable accrual	-1582.83	AC	
11/07/2024	November 2025	200000	Payment Accrual	2700.00	AP	
11/07/2024	November 2025	200000	Payment Accrual	945.00	AP	
11/05/2024	November 2025	200000	Accounts payable accrual	-945.00	AC	
11/05/2024	November 2025	200000	Accounts payable accrual	-2700.00	AC	
10/31/2024	October 2025	200000	Payment Accrual	5.99	AP	
10/31/2024	October 2025	200000	Payment Accrual	5.49	AP	
10/24/2024	October 2025	200000	Payment Accrual	251.99	AP	
10/24/2024	October 2025	200000	Payment Accrual	178.76	AP	
10/21/2024	October 2025	200000	Accounts payable accrual	-1351.00	AC	
10/21/2024	October 2025	200000	Accounts payable accrual	-251.99	AC	
10/21/2024	October 2025	200000	Accounts payable accrual	-178.76	AC	
10/21/2024	October 2025	200000	Accounts payable accrual	-5.99	AC	
10/21/2024	October 2025	200000	Accounts payable accrual	-5.49	AC	
10/10/2024	October 2025	200000	Payment Accrual	132.43	AP	
10/10/2024	October 2025	200000	Payment Accrual	3.71	AP	
10/03/2024	October 2025	200000	Payment Accrual	5.99	AP	
10/03/2024	October 2025	200000	Payment Accrual	5.49	AP	
10/03/2024	October 2025	200000	Accounts payable accrual	-132.43	AC	
10/03/2024	October 2025	200000	Accounts payable accrual	-3.71	AC	\$11.48

LAFCO

Meeting Date: 02/27/2025

Information

SUBJECT

Consider an update to the Yolo LAFCo Administrative Policies and Procedures to amend Section 2.5 (Political Contribution Disclosure) in compliance with SB-1243

RECOMMENDED ACTION

Approve the recommended amendment to Section 2.5 of the Yolo LAFCo Administrative Policies and Procedures.

FISCAL IMPACT

None.

REASONS FOR RECOMMENDED ACTION

The Political Reform Act of 1974 prohibits agency officers from accepting, soliciting or directing a contribution above a specified threshold from a party or participant (or their agents) (1) while a proceeding involving a license, permit, or other entitlement for use, including most contracts, is pending before the agency and (2) for 12 months after a decision. Senate Bill 1243 (2024) amended the Act to raise the threshold for contributions from \$250 to \$500 and extends the period to cure violations from within 14 days to within 30 days. The text of the adopted Yolo LAFCo Administrative Policies and Procedures would be amended to comply with the changes to state law, specifically raising the regulated contribution amount from \$250 to \$500.

BACKGROUND

Section 2.5 of the Yolo LAFCo Administrative Policies and Procedures shall be amended to read as follows:

2.5 POLITICAL CONTRIBUTION DISCLOSURE

Pursuant to Government Code Sections 56100.1, 56700.1 and 57009, contributions and expenditures for political purposes related to a proposal or proceeding before LAFCo, including for a change of organization or reorganization or any proposal at the conducting authority stage of the LAFCO process (Reportable LAFCo Proceeding), are subject to the reporting and disclosure to the same extent as required for local initiative measures under the Political Reform Act (PRA), Government Code Section 81000 et seq., and the regulations of the Fair Political Practices Commission (FPPC) implementing that law.

Consistent with Government Code 56300, Yolo LAFCo adopts the following procedures requiring contributions disclosure which shall be included on the proposal form:

1. Any applicant, opponent, or participant to a Reportable LAFCo Proceedings shall submit to the LAFCo Executive Officer all disclosures required by the PRA of contributions or expenditures for political purposes related to that LAFCo Proceeding. The disclosures may be submitted to LAFCo up to 7 calendar days after filing with the FPPC, but in no event later than 9:00 a.m. of the hearing of the Reportable LAFCo Proceeding.

2. On every agenda of the Yolo LAFCo, the following statement shall be printed:

"All parties and participants on a matter to be heard by the Commission that have made campaign contributions totaling \$250 \$500 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."

"Contributions and expenditures for political purposes related to any proposal or proceedings before LAFCo are subject to the reporting requirements of the Political Reform Act and the Fair Political Practices Commission and must be disclosed to the Commission prior to the hearing on the matter."

Attachments

No file(s) attached.

Form Review

Inbox

Christine Crawford
Eric May
Form Started By: JD Trebec
Final Approval Date: 02/13/2025

Reviewed By

Christine Crawford
Eric May

Date

02/12/2025 03:04 PM
02/13/2025 10:55 AM
Started On: 02/04/2025 08:28 AM

LAFCO

Meeting Date: 02/27/2025

Information

SUBJECT

Consider an amendment to the Yolo LAFCo Project Policies to add a new Section 3.4 requiring an annexation agreement of property owners that receive out of area services

RECOMMENDED ACTION

Approve the recommended amendment to the Yolo LAFCo Project Policies to add a new Section 3.4.

FISCAL IMPACT

None.

REASONS FOR RECOMMENDED ACTION

California Government Code Section 56133 states that LAFCo authorization is required for a city or district to provide new or extended services outside its jurisdictional boundary but within its sphere of influence. The extension of services must be "in anticipation of a later change of organization," with the goal that the newly-served property would consent to a later annexation into the city or district providing services. However, there is some ambiguity about whether a parcel that has been authorized by LAFCo to receive out of area service may later challenge the annexation of the parcel into the city or district service area.

The addition of Section 3.4 to the Project Policies would clarify the obligation to ensure timely annexation of parcels that receive out of area services by requiring an annexation agreement recorded on and running with the property. The agreement waives the owner's right to protest any future change of organization to annex the property by the agency which is serving it and states that LAFCo will not include a protest received by the property owner in its determination of whether protest thresholds have been met. The agreement form is provided as Attachment A.

BACKGROUND

The Yolo LAFCo Project Policies be amended to add a new Section 3.4 that shall read as follows:

3.4 ANNEXATION AGREEMENT

To ensure timely annexation of properties provided new or extended services outside a city or district's jurisdictional boundary but within its sphere of influence in anticipation of a later change of organization as authorized by Government Code section 56133(b), subject property owners shall agree, as a Condition of Approval to the extension of services to their property, to the recording of an agreement running with the property that waives the landowner's rights to protest any future change of organization that includes the annexation of the served property to the city or district providing out-of-jurisdiction services. If any protest from such landowners is received for the property receiving services, LAFCo will not include the protest in its determination of whether protest thresholds have been met as to any reorganization that includes the annexation of the property to the city or district.

Attachments

ATT A-Annexation Agreement Form

Form Review

Inbox	Reviewed By	Date
Christine Crawford	Christine Crawford	02/12/2025 03:09 PM
Eric May	Eric May	02/13/2025 11:01 AM
Form Started By: JD Trebec		Started On: 02/04/2025 09:57 AM
Final Approval Date: 02/13/2025		

RECORDING REQUESTED BY:
County of Yolo

WHEN RECORDED, MAIL TO:
[name and address]

(SPACE ABOVE FOR RECORDER'S USE)

APN(s): [insert]

Exempt from recording fees
Government Code §§ 6103, 27383 & 26857

AGREEMENT REGARDING FUTURE ANNEXATION OF REAL PROPERTY

This Agreement is made and entered into on this [] day of [], 20[], by and between the Yolo Local Agency Formation Commission, ("LAFCo" hereafter), and [] ("Owner" hereafter) and is based upon the following facts:

- (a) Owner holds title to that certain real property ("the Property" hereafter) described in Exhibit "A" attached hereto and shown for illustrative purposes only on the attached Exhibit "B"; and
- (b) Owner desires to receive one or more municipal services ("Services") provided by [] ("Agency"). Although the Property is not within Agency's jurisdiction, LAFCo has authorized Agency to provide the Services in anticipation of future annexation pursuant to Government Code section 56133(b). The Parties recognize that at some point in the future, the Property may be annexed to Agency.

NOW, THEREFORE, IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES HERETO AS FOLLOWS:

- 1. Owner hereby consents to the annexation of the Property to Agency. Owner agrees on behalf of himself, his heirs, successors, and assigns that, in the event any future change of organization that includes the annexation of the Property to [] is approved by LAFCo, Owner waives all rights to protest the annexation of the Property.
- 2. This Agreement shall be recorded with the Clerk Recorder's Office. Owner agrees that the obligations hereunder shall run with the Property and that the obligations undertaken by Owner hereunder shall be binding on all parties having or acquiring any right, title, or interest in the Property.

The parties have executed this Agreement as of the day and year first set forth above.

OWNER:

By: _____
Property Owner, Print Name

Date: _____

Property Owner, Signature

YOLO LOCAL AGENCY FORMATION COMMISSION:

By: _____
Executive Officer, Print Name

Date: _____

Executive Officer, Signature

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document, to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of _____

On _____ before me,

personally appeared _____ who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ (Seal)

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document, to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of _____

On _____ before me,

personally appeared _____ who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ (Seal)

LAFCO

Meeting Date: 02/27/2025

Information

SUBJECT

Consider authorizing the Chair to sign a Memorandum of Understanding (MOU) Agreement 2025-02 between Yolo LAFCo and Yolo County to share staffing services as needed

RECOMMENDED ACTION

Authorize the Chair to sign the attached MOU.

FISCAL IMPACT

All services provided under this MOU are reimbursable at an hourly rate based on the employee's current cost of salary and benefits. Services and budget would be agreed upon in each instance by the Executive Officer.

REASONS FOR RECOMMENDED ACTION

The initial use of this MOU is intended for LAFCo's new employee, JD Trebec, formerly with the Yolo County planning team, to complete a feasibility study to consider extending and connecting the existing Cal-Am water and sewer system to additional areas of Dunnigan. His work would be limited to managing a consultant contract for the Department of Community Services and would result in some revenue for LAFCo. However, the draft MOU is intentionally generic, so it can be used to share additional staff services as needed and mutually agreed upon by both parties.

Attachments

ATT A-LAFCo-County MOU No. 2025-02 Re Shared Staffing

Form Review

Inbox

Christine Crawford (Originator)
Form Started By: Christine Crawford
Final Approval Date: 02/13/2025

Reviewed By

Christine Crawford

Date

02/13/2025 02:16 PM
Started On: 02/12/2025 03:11 PM

Yolo County Agreement No. __-____

Yolo LAFCo Agreement No. 2025-02

Memorandum of Understanding Between the County of Yolo and the Yolo Local Agency Formation Commission Regarding Shared Staffing Services

This Memorandum of Understanding (“MOU”) is entered into on the __ day of _____, 2025, by and between the County of Yolo (“County”) and the Yolo Local Agency Formation Commission (“LAFCo”).

RECITALS

WHEREAS, LAFCo is a governmental agency created by state law to encourage the orderly formation and development of local agencies in Yolo County and to discourage urban sprawl; and

WHEREAS, County and LAFCo are separate legal entities that employ their own staff;

WHEREAS, the Parties at times desire to perform tasks that their respective existing staff do not have the expertise or capacity to complete, while the other Party may have capable staff with capacity to complete the tasks at that time;

WHEREAS, there may also be times when a Party’s staffing needs do not require a full-time equivalent employee for a certain function, but the other Party has similar needs that could be filled by sharing a full-time employee; and

WHEREAS, the purpose of this MOU is to memorialize the contractual arrangement between the Parties for the parties’ sharing of staff for administrative tasks and other services.

NOW, THEREFORE, in consideration of the mutual promises contained herein, the parties hereby agree as follows:

AGREEMENT

1. Shared Staffing.

A. Scope. The Parties may mutually agree to share certain staff for administrative, project management, consulting, planning, and other staffing needs, whether short-term or ongoing.

B. Initial Request. When requesting shared staffing from LAFCo, County shall make the request to the LAFCo Executive Officer. When requesting shared staffing from the County, LAFCo shall make the request to the County Administrator or the Department Head for the County department in which an employee who might be shared is employed. Within 30 days of a request, the Parties shall meet and confer to discuss the staffing needs, time period, and applicable costs.

- C. Agreement to Share Staff. When the Parties have reached agreement on the parameters of the shared staffing arrangement, the LAFCo Executive Officer and the County Administrator or the County Department Head, or their respective designees, shall sign a completed “Shared Staffing Memorandum” in the form provided in Exhibit A to this MOU. The Shared Staffing Memorandum may be terminated by either Party by giving two weeks’ notice.
- D. The work performed by the employee(s) shared under this MOU shall be consistent with the class specifications of the employee’s position. The employee shall remain an employee of the Party providing the shared services.

2. Payments for Services.

All services provided by under this MOU are reimbursable at the hourly rate set forth by the Shared Staffing Memorandum, based on the employee’s current cost of salary and benefits. The hourly rate may be adjusted as needed to reflect changes in compensation costs or changes in staffing. The Party providing services shall invoice the other Party at least quarterly, and at the termination or completion of the Shared Staffing Memorandum. The Party receiving services shall pay the invoiced amount within thirty days.

3. Term and Termination.

A. Term. This MOU has an initial term commencing on February 1, 2025, and extending through June 30, 2026. Unless terminated by either party prior to the expiration of the existing term, the term shall be renewed automatically for an additional year on May 31 of each year with the term ending on June 30 the following year.

B. Termination. Either party may terminate this MOU, with or without cause, by giving two weeks’ prior written notice to the other party.

4. Indemnity.

A. By LAFCo. To the extent allowed by law, LAFCo shall indemnify, defend, and hold the County harmless from and against any and all claims and liabilities that may arise due to LAFCo’s breach of any duty imposed by this MOU or any act or omission by a shared County employee while performing tasks for LAFCo. Additionally, LAFCo hereby indemnifies and holds the County harmless from any and all claims that may be made against the County based upon any contention that an employer-employee relationship exists between the County and any LAFCo employee by reason of this MOU or any services provided pursuant to this MOU.

B. By the County. To the extent allowed by law, the County shall indemnify, defend, and hold LAFCo harmless from and against any and all claims and liabilities that may arise due to the County’s breach of any duty expressly assumed by County in this MOU or any act or omission by a shared LAFCo employee while performing tasks for County.

Additionally, County hereby indemnifies and holds LAFCo harmless from any and all claims that may be made against LAFCo based upon any contention that an employer-employee relationship exists between LAFCo and any County employee by reason of this MOU or any services provided pursuant to this MOU.

5. **Governing Law.** This MOU has been made and delivered within the State of California, and the rights and obligations of the parties hereto shall be construed and enforced in accordance with California law.

6. **Notices.** All notices shall be deemed to have been given when made in writing and delivered or mailed to the respective representatives of the parties, as follows:

To County:

County of Yolo
Attn: County Administrator
625 Court Street, Room 202
Woodland, CA 95695
Tel: (530) 666-8150

To LAFCo:

Yolo LAFCo
Attn: Executive Officer
625 Court Street, Room 107
Woodland, CA 95695
Tel: (530) 666-8048

7. **Severability.** Should any paragraph, clause or provision of this MOU be construed to be against public policy or determined by a court of competent jurisdiction to be void, invalid or unenforceable, such construction and decisions shall affect only those paragraphs, clauses or provisions so construed or interpreted, and shall in no event affect the remaining paragraphs, clauses or provisions of this MOU, which shall remain in force.

8. **Entire Agreement.** This MOU is the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior and contemporaneous oral and written agreements and discussions. The Agreement can only be modified by written amendment signed by both parties. Each party has cooperated in the drafting and preparation of this MOU, and this MOU shall not be construed against any party on the basis of drafting.

IN WITNESS WHEREOF, the parties through their authorized representatives have executed this MOU on the date first set forth above.

COUNTY OF YOLO

YOLO LAFCo

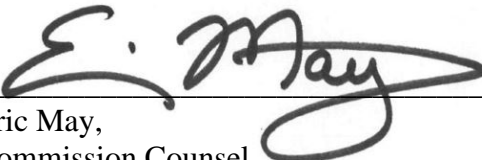
By _____
Mary Vixie Sandy, Chair
Board of Supervisors

By _____
Bill Biasi, Chair
Yolo Local Agency Formation Commission

Attest:
Julie Dachtler, Deputy Clerk
Board of Supervisors

Approved as to Form:

By _____
Deputy (Seal)

By 
Eric May,
Commission Counsel

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

By _____
Philip J. Pogledich

EXHIBIT A

SHARED STAFFING MEMORANDUM

Party Providing Staffing: _____

Party Receiving Staffing: _____

Employee Class Title: _____

Approximate hours: _____ per week / per month / total
(circle one)

End of staffing need (date, or ongoing): _____

Location from which work is to be performed: _____

Per hour cost (salary + benefits per Human Resources): _____

Description of Tasks: _____

Other: _____

Approved:

County Administrator / Department Head

LAFCo Executive Officer

Date: _____

Date: _____

LAFCO

Meeting Date: 02/27/2025

Information

SUBJECT

Consider authorizing the Chair to sign a Memorandum of Understanding (MOU) Agreement 2025-03 between Yolo LAFCo and Yolo County Regarding Office Space and Administrative Services

RECOMMENDED ACTION

Authorize the Chair to sign the attached MOU.

FISCAL IMPACT

None. This MOU memorializes our current practice of LAFCo being invoiced for charges in the same manner as County departments.

REASONS FOR RECOMMENDED ACTION

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (CKH Act) mandated that LAFCos become independent agencies from their counties. The Yolo LAFCo office has since remained in the County Administration Building and the County has continued to provide various administrative services and office space to LAFCo in the same manner as County departments. The purpose of this MOU is to memorialize this existing arrangement and practice for the provision of office space and administrative services by the County and LAFCo's payments for these services.

Attachments

ATT A-LAFCo-County MOU No. 2025-03 Re Office Space and Admin Services

Form Review

Inbox

Christine Crawford (Originator)
Form Started By: Christine Crawford
Final Approval Date: 02/20/2025

Reviewed By

Christine Crawford

Date

02/20/2025 03:51 PM
Started On: 02/20/2025 03:18 PM

Yolo County Agreement No. ____ - ____

Yolo LAFCo Agreement No. 2025-03

Memorandum of Understanding Between the County of Yolo and the Yolo Local Agency Formation Commission Regarding Office Space and Administrative Services

This Memorandum of Understanding (“MOU”) is entered into on the 11th day of March 2025 (“Effective Date”), by and between the County of Yolo (“County”) and the Yolo Local Agency Formation Commission (“LAFCo”).

RECITALS

WHEREAS, LAFCo is a governmental agency created by state law to encourage the orderly formation and development of local agencies in Yolo County and to discourage urban sprawl; and

WHEREAS, although the County and LAFCo are separate governmental entities, County has long provided various administrative services and office space to LAFCo; and

WHEREAS, LAFCo may contract for services, facilities, equipment, supplies, and personnel pursuant to Government Code sections 56380, 56381, 56384; and

WHEREAS, the purpose of this MOU is to memorialize the contractual arrangement between the Parties for the County’s provision of office space and administrative services by the County;

NOW, THEREFORE, in consideration of the mutual promises contained herein, the parties hereby agree as follows:

AGREEMENT

1. **Scope of Services.** County agrees to provide the following to LAFCo:
 - A. **Office Space:** County shall provide LAFCo with mutually agreed upon office space sufficient for LAFCo’s operations. The office space will include at least two private offices and a reception area accessible to the public. LAFCo shall have the right to use the County Board Room and other meeting rooms for LAFCo functions, subject to availability.
 - B. **Financial Services:** The Yolo County Department of Financial Services shall collect funds due to LAFCo from the County, cities, and special districts as authorized by Government Code Section 56381 (c) and hold funds and issue warrants on behalf of LAFCo and provide timely financial reporting to LAFCo of account transactions and balances.
 - C. **Human Resources:** The County’s Human Resources Department shall provide LAFCo all services typically provided to County departments. LAFCo employees shall be treated as County employees for administrative purposes only (e.g., payroll, benefits, CALPERS, OPEB, etc.). The LAFCo Executive Officer shall be appointed by LAFCo and report only

to the LAFCo Commissioners, and all other LAFCo employees shall be hired by and report to the LAFCo Executive Officer. All disciplinary actions of LAFCo Executive Officer shall be overseen by LAFCo Commission, with assistance from the County's Human Resources Department. Disciplinary actions of all other LAFCo employees shall be overseen by the Executive Officer, with assistance from the County's Human Resources Department.

- D. Information Technology: Yolo County Innovation and Technology Services shall provide IT services commensurate with those provided to County departments, including equipment set-up, service desk support, networking, and remote access.
- E. Purchasing: The County Purchasing Division shall provide to LAFCO services typically provided to County departments.
- F. Record Retention and Archives. The County Archives shall provide to LAFCO services typically provided to County departments.
- G. Legal Services: The Office of the County Counsel shall provide legal counsel and representation pursuant to a separate legal services agreement.

2. **Payments for Services.**

All services provided by the County to LAFCo are reimbursable at the rate established by the Board of Supervisors or, for matters not covered by an adopted rate or charge, as set forth in this Section. The County shall invoice LAFCo in the same manner as County departments. The County shall submit invoices for the estimated actual cost of its services and any other costs recoverable under these terms and conditions to LAFCo Executive Officer with a request for payment authorization on at least a quarterly basis. The LAFCo Executive Officer will review invoices submitted by the County and either approve payment or advise the County of any concerns within 30 days after receiving each invoice. If payment is approved, it shall be made from LAFCo's unrestricted funds within 30 days of approval.

3. **Adoption of County Policies.**

LAFCo shall adopt by reference the following portions of the County's Administrative Policies and Procedures Manual:

- a) Chapter 2 regarding procurement.
- b) Chapter 4 regarding technology & communications.
- c) Chapters 5-7 regarding personnel administration, which shall apply to LAFCo employees.
- d) Chapter 12 regarding payroll.

Additionally, LAFCo shall adopt by reference the County's Personnel Rules and Regulations, which shall apply to LAFCo employees. Although treated as County employees for administrative purposes, all LAFCo employees shall remain employees of LAFCo.

In no event shall a County policy adopted by reference override a policy adopted by LAFCo, Commission direction to LAFCo employees, or any requirement or obligation applicable by law.

4. Term and Termination.

A. Term. This MOU has an initial term commencing on the Effective Date and extending through June 30, 2026. Unless terminated by either party prior to the expiration of the existing term, the term shall be renewed automatically for an additional year on May 31 of each year with the term ending on June 30 the following year.

B. Termination. Either party may terminate this MOU, with or without cause, by giving 180 days prior written notice to the other party.

5. Indemnity.

A. By LAFCo. To the extent allowed by law, LAFCo shall indemnify, defend, and hold the County harmless from and against any and all claims and liabilities that may arise due to LAFCo's failure to pay its debts, LAFCo's breach of any duty imposed by this MOU, or LAFCo's breach of any other duty not expressly assumed by County under this Agreement. Additionally, LAFCo shall indemnify and defend County for all claims and liability arising from LAFCo employees being treated as County employees for administrative purposes.

B. By the County. To the extent allowed by law, the County shall indemnify, defend, and hold LAFCo harmless from and against any and all claims and liabilities that may arise due to the County's breach of any duty expressly assumed by County in this MOU.

C. LAFCo shall maintain its own workers compensation and liability coverage through Yolo County Public Agency Risk Management Insurance Authority during the term of this Agreement.

6. Governing Law. This MOU has been made and delivered within the State of California, and the rights and obligations of the parties hereto shall be construed and enforced in accordance with California law.

7. Notices. All notices shall be deemed to have been given when made in writing and delivered or mailed to the respective representatives of the parties, as follows:

To County:
County of Yolo
Attn: County Administrator
625 Court Street, Room 202
Woodland, CA 95695
Tel: (530) 666-8150

To LAFCo:
Yolo LAFCo
Attn: Executive Officer
625 Court Street, Room 107
Woodland, CA 95695
Tel: (530) 666-8048

- 8. **Severability.** Should any paragraph, clause or provision of this MOU be construed to be against public policy or determined by a court of competent jurisdiction to be void, invalid or unenforceable, such construction and decisions shall affect only those paragraphs, clauses or provisions so construed or interpreted, and shall in no event affect the remaining paragraphs, clauses or provisions of this MOU, which shall remain in force.
- 9. **Entire Agreement.** This MOU is the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior and contemporaneous oral and written agreements and discussions. The Agreement can only be modified by written amendment signed by both parties. Each party has cooperated in the drafting and preparation of this MOU, and this MOU shall not be construed against any party on the basis of drafting.

IN WITNESS WHEREOF, the parties through their authorized representatives have executed this MOU on the date first set forth above.

COUNTY OF YOLO

YOLO LAFCo

By _____
 Mary Vixie Sandy, Chair
 Board of Supervisors

By _____
 Bill Biasi, Chair
 Yolo Local Agency Formation Commission

Attest:
 Julie Dachtler, Deputy Clerk
 Board of Supervisors

Approved as to Form:

By _____
 Deputy (Seal)

By  _____
 Eric May,
 Commission Counsel

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

By _____
 Philip J. Pogledich

LAFCO

Meeting Date: 02/27/2025

Information

SUBJECT

Review and file the 2024 Yolo Local Government Website Transparency Scorecard

RECOMMENDED ACTION

Review and file the 2024 Yolo Local Government Website Transparency Scorecard.

FISCAL IMPACT

None.

REASONS FOR RECOMMENDED ACTION

In the fall of 2017, the cities and County requested LAFCo to begin preparing web transparency scorecards on an annual basis promoting a vision for open government and transparency for government agencies countywide (cities, County, special districts, and joint powers authorities), thereby fostering public trust and accountability.

BACKGROUND

The checklist criteria are intended to establish a generally accepted minimum standard for transparency, i.e. this is not intended to be used as a "best website" contest. We acknowledge some of our larger and more resourced agencies go far above and beyond these criteria for higher levels of public service and communication. The goal for smaller agencies is not necessarily to have a high score at the outset, but to set a baseline that will hopefully see improvement from year to year.

Scorecard Results

Website transparency remained relatively consistent across most agency categories. An agency's website transparency appears to correlate somewhat with how functional and resourced it is. Districts in violation of state law requiring websites for independent special districts include: two cemetery districts (Cottonwood and Knights Landing), one fire protection district (Elkhorn), and three Reclamation Districts (307, 730, and 765). Capay Cemetery District also does not have a website, but has adopted a hardship resolution keeping it in compliance.

Cities and County (5)

City and Yolo County content overall remained at a relatively high level in the low 90s, except for Winters which dropped from 94% to 81% this year.

Special Districts (47)

Special district content is summarized by each district type below. The six districts that are not in compliance with legal requirements (to either maintain a website or adopt a hardship resolution) generally are very small, volunteer-run districts with no staff to maintain a website.

- Cemetery districts (6 total) remained consistently low, around 40%, because three cemetery districts (Capay, Cottonwood and Knights Landing) do not have a website at all. Capay adopted a hardship resolution which keeps them in compliance with state law at least. Davis achieved a 100% score, Winters a 94% score, and Mary's a 52% score.
- Community Services Districts (4 total) content has consistently hovered in the mid-50s. Esparto CSD has a 95% transparency score, Madison has a 57% score, but Cacheville and Knights Landing CSDs are in the 30s.
- County Service Areas (7 total) content has remained high but declined from 97% in 2022 to 89% in 2024.
- The Sacramento-Yolo Port District (1) content has declined over the years from 89% in 2022 to 78% in 2024. But we're doing its municipal service review this year, so staff can reinforce this issue.
- The Yolo County Resource Conservation District (1) improved from 70% in 2022 to 83% in 2024.
- Water districts (3 total) remain relatively consistent in the low 60s range, with a 60% average in 2024.
- Fire protection districts (FPDs) (15 total, although only 5 are independent districts which require websites)

improved from 47% in 2022 to 56% in 2024. Two FPDs do not have a website at all (Elkhorn and No Man's Land), but only Elkhorn FPD, as an independent district, is required to have one.

- Reclamation districts (10 total) content improved slightly from 32% in 2022 to 44% in 2024. Three RDs (RD 307, RD 730 and RD 765) do not have websites at all and are not in compliance with state website laws (i.e. have not adopted hardship waivers).

Joint Powers Authorities/Agencies (18)

Joint Powers Authorities/Agencies' (JPAs) content has stayed consistent at 55% for the last three years. Of the 18 total local JPAs tracked on the scorecard, five JPAs do not have websites at all. These JPAs are: Conaway Ranch, Winters Branch Library Financing Authority, Winters Public Finance Authority, Woodland Finance Authority, and Yolo County Public Agencies Financing Authority. However, there is no legal website requirement for JPAs.

Attachments

ATT A-2024 Web Transparency Scorecard Report

Form Review

Inbox

Christine Crawford (Originator)
Form Started By: Christine Crawford
Final Approval Date: 02/12/2025

Reviewed By

Christine Crawford

Date

02/12/2025 02:55 PM
Started On: 02/10/2025 03:11 PM



"A lack of transparency results in distrust and a deep sense of insecurity."

– Dalai Lama

"A democracy requires accountability and accountability requires transparency."

– President Barack Obama



February 27, 2025

OVERVIEW

Yolo County residents are likely unaware of all the various local agencies that serve them. The most common method for the public to obtain this information today is the internet. Residents should be able to easily find the description of services provided, the names and contact information of board members and management, the budget, agendas and minutes of meetings, and other information. An effective website presence can also benefit the agency by making resources available online and save staff time.

In the fall of 2017, the cities and County requested LAFCo to begin preparing web transparency scorecards on an annual basis promoting a vision for open government and transparency for government agencies countywide (cities, County, special districts, and joint powers authorities), thereby fostering public trust and accountability.

The checklist criteria are intended to establish a generally accepted minimum standard for transparency, i.e., it is not intended to be a “best website” contest. We acknowledge some of our larger agencies go far above and beyond these criteria for higher levels of public service and communication. The goal for smaller agencies is not necessarily to have a high score at the outset, but to set a baseline that will hopefully see improvement from year to year.

WEBSITE CONTENT CHECKLIST

The scorecard is based on the following criteria to be included on each agency’s website or webpage. These criteria were borrowed from the 2015-16 Marin Web Transparency Report Card prepared by the Marin County Grand Jury, which consolidated several well-respected organizations’ checklists¹. LAFCo has adapted the checklist over the years to better suit Yolo’s local agencies.

Below is the current checklist used for this report.

1. Overview
 - a. Description of services/functions: What actions does the agency undertake and what services does the agency provide?
 - b. 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 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 (terms do 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)?
 - 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?

¹ *Sunshine Review (now Ballotpedia), Illinois Policy 10-Point Transparency Checklist, Institute for Local Government, and the Special District Leadership Foundation.*

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)? 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 year².
7. Contracts
 - a. Current request for proposal and bidding opportunities
 - b. Instructions on how to submit a bid or proposal
8. Public Records
 - a. 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: Downloadable permit applications and zoning ordinances
 - b. Special Districts: Authorizing statute/enabling act (Principal Act or Special Act), board member ethics training certificates, link to the LAFCo website and any state agency providing oversight
 - c. Joint Powers Authorities: A copy of the joint powers agreement as filed and adopted (with any updates)

REVIEW AND SCORING PROCESS

For ease and transparency of use, information for each agency should be found within a few “clicks”. Information that is buried in an agency’s board minutes or on other websites not available in a click from the agency’s website is not in the spirit of transparency. Long and complex PDF (Portable Document Format) documents, such as a budget or an audit report, must be text-searchable, and not simply a picture of a page of text, to easily find specific details.

The scoring rubric was determined based on the number of points on the checklist for which the criteria was completely met. If an agency partially met the criteria, partial points were awarded, and the checklist was denoted with an “incomplete”. LAFCo remains open to public and agency feedback about what items are working well and which are not.

LAFCo provided initial outreach information at multiple times when the program started up in 2018 to make agencies aware of the new scorecard, the checklist and process to expect. Website demonstrations were held for special districts in person and via webinar (which was recorded and can still be viewed). Now that the program is up and running on a regular schedule, LAFCo sends all the agencies a courtesy letter each summer reminding agencies of scoring to occur in the fall and the website transparency scorecard after its finalized, typically in January.

² Audits are due to the State Controller’s Office following close of fiscal year as follows: for cities/county by the following March 31; special districts by the following June 30 unless a 2, 3 or 5-year interval has been approved by the County Auditor; and JPAs by the following June 30.

LOCAL AGENCIES AND TRANSPARENCY SCORES

There are 5 cities/county, 47 special districts (28 independent and 19 dependent districts), 18 local joint powers authorities, and LAFCo for a total of 70 local agencies included in this scorecard as listed below. Dependent districts may have a local advisory body (or in the case of many fire protection districts, Board of Supervisors authority delegated to a local fire commission), but ultimately answer to a city or county. Independent districts have locally elected or appointed boards for independent decision making.

Every independent special district in California is required to either maintain a website by January 1, 2020, or adopt a hardship resolution annually. Senate Bill 929 added Government Code sections 6270.6 and 53087.8. There is no legal requirement for dependent special districts and JPAs to maintain a website³.

Agencies	% Websites			
	per Category	2022	2023	2024
CITIES/County	100%	96%	92%	89%
Davis		95%	93%	90%
West Sacramento		96%	92%	92%
Winters		97%	94%	81%
Woodland		99%	93%	93%
Yolo County		95%	90%	90%
CEMETERY DISTRICTS (Independent)	50%	40%	39%	41%
Capay Cemetery District		0%	0%	0%
Cottonwood Cemetery District		0%	0%	0%
Davis Cemetery District		95%	99%	100%
Knights Landing Cemetery District		0%	0%	0%
Mary's Cemetery District		48%	42%	52%
Winters Cemetery District		95%	90%	94%
COMMUNITY SERVICES DISTRICTS (CSD) (Independent)	100%	54%	58%	55%
Cacheville CSD		23%	36%	36%
Esparto CSD		96%	99%	95%
Knights Landing CSD		42%	43%	32%
Madison CSD		56%	55%	57%
COUNTY SERVICE AREAS (CSA) (dependent)	100%	97%	93%	89%
Dunnigan CSA		96%	95%	95%
El Macero CSA		99%	91%	97%
Garcia Bend CSA		99%	96%	97%
North Davis Meadows CSA		99%	91%	97%
Snowball CSA		96%	90%	80%
Wild Wings CSA		94%	89%	90%
Willowbank CSA		99%	97%	70%
PORT DISTRICTS (dependent)	100%	89%	83%	78%
Yolo-Sacramento Port District		89%	83%	78%
RESOURCE CONSERVATION DISTRICTS (RCD) (independent)	100%	70%	71%	83%
Yolo County RCD		70%	71%	83%
WATER DISTRICTS (independent)	100%	61%	64%	60%
Dunnigan Water District		47%	49%	50%
Knights Landing Ridge Drainage District		61%	62%	62%
Yolo County Flood Control & Water Conservation District		75%	82%	67%

³ Shading indicates:

- **Red** = district is not in compliance with SB 929 (i.e., it is independent, does not have a website, and has not filed a current adopted hardship resolution with LAFCo).
- **Yellow** = district does not have a website but has adopted a hardship resolution, and therefore it is in compliance with SB 929.
- **Green** = district does not have a website, but it's not legally required.

FIRE PROTECTION DISTRICTS (FPD) (independent unless noted)	86%	47%	53%	56%
Capay FPD (dependent)		91%	97%	90%
Clarksburg FPD		52%	63%	63%
Dunnigan FPD (dependent)		15%	29%	27%
East Davis FPD (dependent)		22%	48%	55%
Elkhorn FPD		0%	0%	0%
Esparto FPD (dependent)		36%	34%	28%
Knights Landing FPD (dependent)		49%	70%	64%
Madison FPD		32%	36%	45%
No Man's Land FPD (dependent)		0%	0%	0%
Springlake FPD (dependent)		80%	89%	89%
West Plainfield FPD (dependent)		28%	26%	41%
Willow Oak FPD (dependent)		20%	22%	61%
Winters FPD (dependent)		82%	94%	90%
Yolo FPD		95%	94%	93%
Zamora FPD		100%	97%	95%
RECLAMATION DISTRICTS (RD) (independent)	58%	32%	36%	44%
RD 150		94%	90%	89%
RD 307		0%	0%	0%
RD 537		14%	24%	21%
RD 730		0%	0%	0%
RD 765		0%	0%	0%
RD 787		14%	23%	33%
RD 900 (dependent)		53%	61%	92%
RD 999		90%	97%	95%
RD 1600		29%	47%	84%
RD 2035		21%	20%	23%
Local Joint Powers Authorities (JPA)	72%	55%	55%	55%
Conaway Ranch		0%	0%	0%
Davis Public Facilities Financing Authority		95%	93%	93%
River City Regional Stadium Financing Authority		90%	76%	66%
Riverfront Authority		10%	10%	10%
Valley Clean Energy Alliance		97%	97%	97%
West Sacramento Area Flood Control Agency ("West SAFCA")		69%	74%	79%
West Sacramento Financing Authority		58%	70%	78%
Winters Branch Library Financing Authority		0%	0%	0%
Winters Public Finance Authority		0%	0%	0%
Woodland-Davis Clean Water Agency		65%	58%	72%
Woodland Finance Authority		0%	0%	0%
Yolo Animal Services Planning Agency		78%	88%	88%
Yolo County Law Library		49%	52%	46%
Yolo County Public Agencies Financing Authority		3%	0%	0%
YC Public Agency Risk Management Insurance Authority ("YCPARMIA")		95%	100%	100%
Yolo Emergency Communications Agency ("YECA")		96%	100%	100%
Yolo Habitat Conservancy		100%	95%	94%
Yolo Subbasin Groundwater Agency		78%	78%	75%
Local Agency Formation Commission	100%	97%	100%	100%
Yolo LAFCo		97%	100%	100%

SCORECARD RESULTS

The checklist criteria are intended to establish a generally accepted minimum standard for transparency. We acknowledge some of our larger agencies go far above and beyond these criteria for higher levels of public service and communication. The goal for smaller agencies is not necessarily to have a high score at the outset, but to set a baseline that will hopefully see improvement from year to year.

CITIES/COUNTY

The content for city and county websites remained at a high score across the board this year averaging 96% in 2022, 92% in 2023, and 89% in 2024.

SPECIAL DISTRICTS

Although there's been improvement since this process began, only 82% of Yolo's independent special districts currently have a website (23 out of 28). Cemetery district content remained constant at a low average score of 41% (although Davis and Winters cemetery are quite high individually with both scoring 100% and 94% respectively, and Mary's cemetery scoring 52%, the other 3 cemetery districts score 0% so the average is low). The community services districts (CSDs) also remained consistent at 55% overall (Esparto CSD has a high score of 95% but the other three have midrange scores). The county service areas (CSAs) remain relatively consistent at 89%. The fire protection districts (FPDs) improved overall from 47% in 2022 to 56% in 2024, likely in part due to their recent municipal services review. The port, resource conservation, water, and reclamation districts also remained at consistent levels as compared to the previous year.

Special districts can be divided generally into two different categories: dependent and independent. Dependent districts are formed and may have a local advisory body, but ultimately answer to a city or county. Examples include the CSAs and some FPDs which can be formed either way. Independent districts have locally elected or appointed boards and make independent decisions (i.e., not subject to a city or county). Examples include CSDs, cemetery districts, reclamation districts, and water districts, among others. One reason why this is an important distinction is that legislation was passed in 2018 (SB 929 McGuire) which requires independent special districts to have a website by January 1, 2020, or adopt a hardship resolution annually⁴. There are six (6) independent districts which are currently not in compliance with this law including 2 cemetery districts, 1 fire protection district, and 3 reclamation districts.

JOINT POWERS AGENCIES/AUTHORITIES (JPAs)

JPAs can take many varied forms. For the purposes of the Website Transparency Scorecard, LAFCo focused on the JPAs that operate locally as opposed to multi-county or statewide JPAs. Some of these local JPAs have an office with dedicated staff and others operate more as a "paper" JPA. As one might expect, the JPAs with dedicated staff and resources generally tend to have a website with more content while "paper" JPAs do not. Like the dependent districts, member agencies should work with "paper" JPAs to have a page on the agency website, such as the financing authorities. The joint powers agencies/authorities' scorecards remained relatively consistent as compared to last year with an average score of 55%.

WEBSITE RESOURCES

Streamline web <https://www.getstreamline.com/> offers a powerful, flexible content management system designed specifically for smaller local governments (used by Yolo LAFCo and several other districts and JPAs in the county) on a monthly fee, sliding scale based on agency budget.

The Special District Leadership Foundation (SDLF), a foundation arm of the California Special District Association (CSDA), provides scholarship funds for special districts to create their own website to comply with new requirements. Funding is available to districts either without a compliant website or no website at

⁴ Senate Bill 929 added Government Code sections 6270.6 and 53087.8

all. Applications are evaluated on the 15th of each month until the funds are gone for the year. Follow this link to download the simple, one-page application: <https://www.sdlf.org/scholarships/sdlf-scholarships>.

ATTACHMENTS

- A. Scorecard summaries by agency type
- B. Detailed scorecard for each agency
- C. Yolo Local Government Transparency and Accountability Program adopted fall 2017

Yolo County Web Transparency Scorecards

Attachment A

Cities

City of Davis	
Score: 90%	
Overview	✓
Budget	✓
Meetings	⊗
Elected Officials	✓
Administrative Officials	✓
Audits	⊗
Contracts	✓
Public Records	✓
Revenue Sources	✓
Agency Specific	✓

City of West Sacramento	
Score: 92%	
Overview	✓
Budget	⊗
Meetings	⊗
Elected Officials	✓
Administrative Officials	✓
Audits	✓
Contracts	✓
Public Records	✓
Revenue Sources	✓
Agency Specific	✓

City of Winters	
Score: 81%	
Overview	⊗
Budget	⊗
Meetings	✓
Elected Officials	✓
Administrative Officials	✓
Audits	⊗
Contracts	✓
Public Records	✓
Revenue Sources	⊗
Agency Specific	✓

City of Woodland	
Score: 93%	
Overview	✓
Budget	⊗
Meetings	✓
Elected Officials	✓
Administrative Officials	✓
Audits	⊗
Contracts	✓
Public Records	✓
Revenue Sources	✓
Agency Specific	✓

County

County of Yolo	
Score: 90%	
Overview	✓
Budget	⊗
Meetings	✓
Elected Officials	✓
Administrative Officials	✓
Audits	✓
Contracts	✓
Public Records	⊗
Revenue Sources	✓
Agency Specific	✓

Yolo County Web Transparency Scorecards

Cemetery Districts

Capay Cemetery District <i>NO Website (Hardship)</i> Score: 0%	
Overview	✘
Budget	✘
Meetings	✘
Elected Officials	✘
Administrative Officials	✘
Audits	✘
Contracts	✘
Public Records	✘
Revenue Sources	✘
Agency Specific	✘

Cottonwood Cemetery District <i>NO Website (Non-Compliant)</i> Score: 0%	
Overview	✘
Budget	✘
Meetings	✘
Elected Officials	✘
Administrative Officials	✘
Audits	✘
Contracts	✘
Public Records	✘
Revenue Sources	✘
Agency Specific	✘

Davis Cemetery District Score: 100%	
Overview	✔
Budget	✔
Meetings	✔
Elected Officials	✔
Administrative Officials	✔
Audits	✔
Contracts	✔
Public Records	✔
Revenue Sources	✔
Agency Specific	✔

Knights Landing Cemetery District <i>NO Website (Non-Compliant)</i> Score: 0%	
Overview	✘
Budget	✘
Meetings	✘
Elected Officials	✘
Administrative Officials	✘
Audits	✘
Contracts	✘
Public Records	✘
Revenue Sources	✘
Agency Specific	✘

Mary's Cemetery District Score: 52%	
Overview	✔
Budget	✘
Meetings	✔
Elected Officials	⊖
Administrative Officials	⊖
Audits	⊖
Contracts	✘
Public Records	✘
Revenue Sources	✔
Agency Specific	⊖

Winters Cemetery District Score: 94%	
Overview	✔
Budget	⊖
Meetings	✔
Elected Officials	✔
Administrative Officials	✔
Audits	✔
Contracts	✔
Public Records	✔
Revenue Sources	✔
Agency Specific	⊖

Community Service Districts (CSDs)

Cacheville CSD Score: 36%	
Overview	⊖
Budget	⊖
Meetings	✔
Elected Officials	⊖
Administrative Officials	✔
Audits	✘
Contracts	✘
Public Records	✘
Revenue Sources	⊖
Agency Specific	✘

Esparto CSD Score: 95%	
Overview	✔
Budget	✔
Meetings	✔
Elected Officials	✔
Administrative Officials	✔
Audits	✔
Contracts	✔
Public Records	✔
Revenue Sources	✔
Agency Specific	⊖

Knights Landing CSD Score: 32%	
Overview	✔
Budget	✘
Meetings	✔
Elected Officials	⊖
Administrative Officials	✔
Audits	✘
Contracts	✘
Public Records	✘
Revenue Sources	✘
Agency Specific	✘

Madison CSD Score: 57%	
Overview	✔
Budget	✘
Meetings	✔
Elected Officials	⊖
Administrative Officials	✔
Audits	✘
Contracts	✔
Public Records	✘
Revenue Sources	⊖
Agency Specific	⊖

Yolo County Web Transparency Scorecards

County Service Areas (CSAs)

Dunnigan CSA	
Score: 95%	
Overview	✓
Budget	⊘
Meetings	⊘
Elected Officials	✓
Administrative Officials	✓
Audits	✓
Contracts	✓
Public Records	✓
Revenue Sources	✓
Agency Specific	✓

El Macero CSA	
Score: 97%	
Overview	✓
Budget	⊘
Meetings	✓
Elected Officials	✓
Administrative Officials	✓
Audits	✓
Contracts	✓
Public Records	✓
Revenue Sources	✓
Agency Specific	✓

Garcia Bend CSA	
Score: 97%	
Overview	✓
Budget	⊘
Meetings	✓
Elected Officials	✓
Administrative Officials	✓
Audits	✓
Contracts	✓
Public Records	✓
Revenue Sources	✓
Agency Specific	✓

North Davis Meadows CSA	
Score: 97%	
Overview	✓
Budget	⊘
Meetings	✓
Elected Officials	✓
Administrative Officials	✓
Audits	✓
Contracts	✓
Public Records	✓
Revenue Sources	✓
Agency Specific	✓

Snowball CSA	
Score: 80%	
Overview	✓
Budget	⊘
Meetings	✓
Elected Officials	✓
Administrative Officials	✓
Audits	✗
Contracts	✓
Public Records	✓
Revenue Sources	⊘
Agency Specific	✓

Wild Wings CSA	
Score: 90%	
Overview	⊘
Budget	⊘
Meetings	⊘
Elected Officials	✓
Administrative Officials	✓
Audits	✓
Contracts	✓
Public Records	✓
Revenue Sources	✓
Agency Specific	✓

Willowbank CSA	
Score: 70%	
Overview	✓
Budget	✗
Meetings	⊘
Elected Officials	✓
Administrative Officials	✓
Audits	✗
Contracts	✓
Public Records	✓
Revenue Sources	⊘
Agency Specific	✓

Yolo County Web Transparency Scorecards

Fire Protection Districts (FPDs)

Capay Valley FPD	Clarksburg FPD	Dunnigan FPD	East Davis FPD	Elkhorn FPD <i>NO Website (Non-Compliant)</i>
Score: 90%	Score: 63%	Score: 27%	Score: 55%	Score: 0%
Overview ✓	Overview ✓	Overview ⊗	Overview ⊗	Overview ✗
Budget ✓	Budget ⊗	Budget ✗	Budget ⊗	Budget ✗
Meetings ✓	Meetings ✓	Meetings ⊗	Meetings ✓	Meetings ✗
Elected Officials ✓	Elected Officials ⊗	Elected Officials ⊗	Elected Officials ✓	Elected Officials ✗
Administrative Officials ✓	Administrative Officials ✓	Administrative Officials ✓	Administrative Officials ✓	Administrative Officials ✗
Audits ✓	Audits ⊗	Audits ✗	Audits ✗	Audits ✗
Contracts ✓	Contracts ✗	Contracts ✗	Contracts ✗	Contracts ✗
Public Records ✓	Public Records ✓	Public Records ✗	Public Records ✗	Public Records ✗
Revenue Sources ⊗	Revenue Sources ✓	Revenue Sources ✗	Revenue Sources ✓	Revenue Sources ✗
Agency Specific ⊗	Agency Specific ✗	Agency Specific ✗	Agency Specific ⊗	Agency Specific ✗

Esparto FPD	Knights Landing FPD	Madison FPD	No Man's Land FPD <i>NO Webpage</i>	Springlake FPD
Score: 28%	Score: 64%	Score: 45%	Score: 0%	Score: 89%
Overview ✓	Overview ✓	Overview ✓	Overview ✓	Overview ✓
Budget ✗	Budget ⊗	Budget ⊗	Budget ⊗	Budget ⊗
Meetings ⊗	Meetings ✓	Meetings ✓	Meetings ✓	Meetings ✓
Elected Officials ⊗	Elected Officials ✓	Elected Officials ⊗	Elected Officials ⊗	Elected Officials ✓
Administrative Officials ✓	Administrative Officials ✓	Administrative Officials ✓	Administrative Officials ✓	Administrative Officials ✓
Audits ✗	Audits ✗	Audits ⊗	Audits ⊗	Audits ⊗
Contracts ✗	Contracts ✗	Contracts ✗	Contracts ✗	Contracts ✓
Public Records ✗	Public Records ✓	Public Records ✗	Public Records ✗	Public Records ✓
Revenue Sources ✗	Revenue Sources ⊗	Revenue Sources ✗	Revenue Sources ✗	Revenue Sources ✓
Agency Specific ✗	Agency Specific ⊗	Agency Specific ⊗	Agency Specific ⊗	Agency Specific ⊗

West Plainfield FPD	Willow Oaks FPD	Winters FPD	Yolo FPD	Zamora FPD
Score: 41%	Score: 61%	Score: 90%	Score: 93%	Score: 95%
Overview ✓	Overview ✓	Overview ✓	Overview ✓	Overview ✓
Budget ⊗	Budget ⊗	Budget ✓	Budget ⊗	Budget ✓
Meetings ⊗	Meetings ⊗	Meetings ✓	Meetings ✓	Meetings ✓
Elected Officials ⊗	Elected Officials ⊗	Elected Officials ✓	Elected Officials ✓	Elected Officials ✓
Administrative Officials ⊗	Administrative Officials ✓	Administrative Officials ✓	Administrative Officials ✓	Administrative Officials ✓
Audits ✗	Audits ✗	Audits ✓	Audits ✓	Audits ✓
Contracts ✗	Contracts ✗	Contracts ✓	Contracts ✓	Contracts ✓
Public Records ✗	Public Records ✓	Public Records ✗	Public Records ✓	Public Records ✓
Revenue Sources ✓	Revenue Sources ⊗	Revenue Sources ✓	Revenue Sources ✓	Revenue Sources ✓
Agency Specific ✗	Agency Specific ⊗	Agency Specific ✓	Agency Specific ⊗	Agency Specific ⊗

Yolo County Web Transparency Scorecards

Reclamation Districts

Reclamation District 150	
Score: 89%	
Overview	✓
Budget	⊗
Meetings	✓
Elected Officials	✓
Administrative Officials	✓
Audits	✓
Contracts	✓
Public Records	✓
Revenue Sources	✓
Agency Specific	✗

Reclamation District 307	
<i>NO Website (Non-Compliant)</i>	
Score: 0%	
Overview	✗
Budget	✗
Meetings	✗
Elected Officials	✗
Administrative Officials	✗
Audits	✗
Contracts	✗
Public Records	✗
Revenue Sources	✗
Agency Specific	✗

Reclamation District 537	
Score: 21%	
Overview	✓
Budget	✗
Meetings	✓
Elected Officials	⊗
Administrative Officials	✗
Audits	✗
Contracts	✗
Public Records	✗
Revenue Sources	✗
Agency Specific	✗

Reclamation District 730	
<i>NO Website (Non-Compliant)</i>	
Score: 0%	
Overview	✗
Budget	✗
Meetings	✗
Elected Officials	✗
Administrative Officials	✗
Audits	✗
Contracts	✗
Public Records	✗
Revenue Sources	✗
Agency Specific	✗

Reclamation District 765	
<i>NO Website (Non-Compliant)</i>	
Score: 0%	
Overview	✗
Budget	✗
Meetings	✗
Elected Officials	✗
Administrative Officials	✗
Audits	✗
Contracts	✗
Public Records	✗
Revenue Sources	✗
Agency Specific	✗

Reclamation District 787	
Score: 33%	
Overview	✓
Budget	✗
Meetings	✓
Elected Officials	⊗
Administrative Officials	⊗
Audits	✗
Contracts	✗
Public Records	✗
Revenue Sources	✗
Agency Specific	⊗

Reclamation District 900	
Score: 92%	
Overview	✓
Budget	✓
Meetings	✓
Elected Officials	⊗
Administrative Officials	✓
Audits	✓
Contracts	✓
Public Records	✓
Revenue Sources	✓
Agency Specific	⊗

Reclamation District 999	
Score: 95%	
Overview	✓
Budget	✓
Meetings	✓
Elected Officials	✓
Administrative Officials	✓
Audits	✓
Contracts	✓
Public Records	✓
Revenue Sources	✓
Agency Specific	⊗

Reclamation District 1600	
Score: 84%	
Overview	✓
Budget	⊗
Meetings	✓
Elected Officials	✓
Administrative Officials	✓
Audits	⊗
Contracts	✓
Public Records	✓
Revenue Sources	✓
Agency Specific	⊗

Reclamation District 2035	
Score: 23%	
Overview	⊗
Budget	✗
Meetings	✓
Elected Officials	⊗
Administrative Officials	⊗
Audits	✗
Contracts	✗
Public Records	✗
Revenue Sources	✗
Agency Specific	✗

KLRDD	
Score: 62%	
Overview	⊗
Budget	✗
Meetings	⊗
Elected Officials	✓
Administrative Officials	✓
Audits	✗
Contracts	✓
Public Records	✓
Revenue Sources	⊗
Agency Specific	⊗

Yolo County Web Transparency Scorecards

Resource Conservation Districts

Yolo County Resource Conservation District	
Score: 83%	
Overview	✓
Budget	⊗
Meetings	✓
Elected Officials	✓
Administrative Officials	✓
Audits	✓
Contracts	✓
Public Records	✓
Revenue Sources	⊗
Agency Specific	⊗

River Port Districts

Yolo-Sacramento Port District	
Score: 78%	
Overview	✓
Budget	⊗
Meetings	⊗
Elected Officials	⊗
Administrative Officials	✓
Audits	✓
Contracts	✓
Public Records	✓
Revenue Sources	✓
Agency Specific	⊗

Water Districts

Dunnigan Water District	
Score: 50%	
Overview	✓
Budget	✗
Meetings	⊗
Elected Officials	⊗
Administrative Officials	✓
Audits	✗
Contracts	✓
Public Records	✓
Revenue Sources	✗
Agency Specific	✗

YFCWCD	
Score: 67%	
Overview	✓
Budget	⊗
Meetings	✓
Elected Officials	✓
Administrative Officials	✓
Audits	⊗
Contracts	✗
Public Records	✗
Revenue Sources	✓
Agency Specific	⊗

Yolo County Web Transparency Scorecards

Local JPAs (i.e. excludes multi-county or statewide JPAs)

Conaway Ranch <i>NO Website</i> Score: 0%	Davis Public Facilities Financing Authority Score: 93%	River City Regional Stadium Financing Authority Score: 66%	Riverfront Score: 10%	Valley Clean Energy Alliance Score: 97%
Overview ✘	Overview ✔	Overview ⊗	Overview ✔	Overview ✔
Budget ✘	Budget ✔	Budget ✔	Budget ✘	Budget ✔
Meetings ✘	Meetings ✔	Meetings ✔	Meetings ✘	Meetings ✔
Elected Officials ✘	Elected Officials ✔	Elected Officials ⊗	Elected Officials ✘	Elected Officials ✔
Administrative Officials ✘	Administrative Officials ✔	Administrative Officials ✔	Administrative Officials ✘	Administrative Officials ⊗
Audits ✘	Audits ⊗	Audits ✔	Audits ✘	Audits ✔
Contracts ✘	Contracts ✔	Contracts ✔	Contracts ✘	Contracts ✔
Public Records ✘	Public Records ✔	Public Records ✔	Public Records ✘	Public Records ✔
Revenue Sources ✘	Revenue Sources ✔	Revenue Sources ✘	Revenue Sources ✘	Revenue Sources ✔
Agency Specific ✘	Agency Specific ✔	Agency Specific ✘	Agency Specific ✘	Agency Specific ✔
WSAFCA Score: 79%	West Sacramento Financing Authority Score: 78%	Winters Branch Library Financing Authority <i>NO Webpage</i> Score: 0%	Winters Public Finance Authority <i>NO Webpage</i> Score: 0%	Woodland-Davis Clean Water Agency Score: 72%
Overview ✔	Overview ✔	Overview ✘	Overview ✘	Overview ✔
Budget ⊗	Budget ✘	Budget ✘	Budget ✘	Budget ✔
Meetings ✔	Meetings ✔	Meetings ✘	Meetings ✘	Meetings ⊗
Elected Officials ⊗	Elected Officials ⊗	Elected Officials ✘	Elected Officials ✘	Elected Officials ✔
Administrative Officials ✔	Administrative Officials ⊗	Administrative Officials ✘	Administrative Officials ✘	Administrative Officials ⊗
Audits ✔	Audits ✔	Audits ✘	Audits ✘	Audits ⊗
Contracts ✔	Contracts ✔	Contracts ✘	Contracts ✘	Contracts ✘
Public Records ✔	Public Records ✔	Public Records ✘	Public Records ✘	Public Records ✔
Revenue Sources ✔	Revenue Sources ⊗	Revenue Sources ✘	Revenue Sources ✘	Revenue Sources ✔
Agency Specific ✘	Agency Specific ✔	Agency Specific ✘	Agency Specific ✘	Agency Specific ✔
Woodland Finance Authority <i>NO Webpage</i> Score: 0%	Yolo Animal Services Planning Agency Score: 88%	Yolo County Law Library Score: 46%	Yolo County Public Agencies Financing Authority <i>NO Webpage</i> Score: 0%	YCPARMIA Score: 100%
Overview ✘	Overview ✔	Overview ✔	Overview ✘	Overview ✔
Budget ✘	Budget ✔	Budget ✘	Budget ✘	Budget ✔
Meetings ✘	Meetings ✔	Meetings ✍✍✍	Meetings ✘	Meetings ✔
Elected Officials ✘	Elected Officials ⊗	Elected Officials ⊗	Elected Officials ✘	Elected Officials ✔
Administrative Officials ✘	Administrative Officials ✔	Administrative Officials ✘	Administrative Officials ✘	Administrative Officials ✔
Audits ✘	Audits ✔	Audits ✘	Audits ✘	Audits ✔
Contracts ✘	Contracts ✔	Contracts ✔	Contracts ✘	Contracts ✔
Public Records ✘	Public Records ✘	Public Records ✔	Public Records ✘	Public Records ✔
Revenue Sources ✘	Revenue Sources ✔	Revenue Sources ⊗	Revenue Sources ✘	Revenue Sources ✔
Agency Specific ✘	Agency Specific ✔	Agency Specific ⊗	Agency Specific ✘	Agency Specific ✔

Yolo County Web Transparency Scorecards

JPA's (con't)

YECA	
Score: 100%	
Overview	✓
Budget	✓
Meetings	✓
Elected Officials	✓
Administrative Officials	✓
Audits	✓
Contracts	✓
Public Records	✓
Revenue Sources	✓
Agency Specific	✓

Yolo Habitat Conservancy	
Score: 94%	
Overview	⊘
Budget	⊘
Meetings	✓
Elected Officials	✓
Administrative Officials	✓
Audits	✓
Contracts	✓
Public Records	✓
Revenue Sources	✓
Agency Specific	✓

Yolo Subbasin Groundwater Agency	
Score: 75%	
Overview	✓
Budget	⊘
Meetings	✓
Elected Officials	✓
Administrative Officials	✓
Audits	✗
Contracts	✗
Public Records	✓
Revenue Sources	✓
Agency Specific	✓

LAFCo

Yolo LAFCo	
Score: 100%	
Overview	✓
Budget	✓
Meetings	✓
Elected Officials	✓
Administrative Officials	✓
Audits	✓
Contracts	✓
Public Records	✓
Revenue Sources	✓
Agency Specific	✓

Agency Type	Agency Name	Checklist Scores	Notes	Website?
Cities				
	City of Davis	90%		www.cityofdavis.org
	City of West Sacramento	92%		www.cityofwestsacramento.org
	City of Winters	81%		www.cityofwinters.org
	City of Woodland	93%		www.cityofwoodland.org
County				
	County of Yolo	90%		www.yolocounty.org
LAFCo				
	Yolo LAFCo	100%		www.yololafco.org
Cemetery Districts				
	Capay Cemetery District	0%	Hardship 2024	NO Website (Hardship expires Apr2025)
	Cottonwood Cemetery District	0%	Non-Compliant	NO Website
	Davis Cemetery District	100%		www.daviscemetery.org
	Knights Landing Cemetery District	0%	Non-Compliant	NO Website
	Mary's Cemetery District	52%		www.maryscemetery.org
	Winters Cemetery District	94%		www.winterscemetery.org
Community Service Districts				
	Cacheville Community Services District	36%		www.cacheville.specialdistrict.org
	Esparto Community Services District	95%		www.ecsd-ca.org
	Knights Landing Community Services District	32%		klcsd.specialdistrict.org
	Madison Community Services District	57%		www.madisoncsd.org
County Service Areas				
	Dunnigan County Service Area	95%		yolocounty.org/government/general-government-departments/county-administrator/county-administrator
	El Macero County Service Area	97%		yolocounty.org/government/general-government-departments/county-administrator/county-administrator
	Garcia Bend County Service Area	97%		yolocounty.org/government/general-government-departments/county-administrator/county-administrator
	North Davis Meadows County Service Area	97%		yolocounty.org/government/general-government-departments/county-administrator/county-administrator
	Snowball County Service Area #6	80%		yolocounty.org/government/general-government-departments/county-administrator/county-administrator
	Wild Wings County Service Area	90%		yolocounty.org/government/general-government-departments/county-administrator/county-administrator
	Willowbank County Service Area & Community Advisory Committee	70%		yolocounty.org/government/general-government-departments/county-administrator/county-administrator
Fire Protection Districts				
	Capay Valley Fire Protection District (Dependent)	90%		cvfpd.specialdistrict.org
	Clarksburg Fire Protection District	63%		clarksburgfire.specialdistrict.org
	Dunnigan Fire Protection District (Dependent)	27%		dunniganfire.com
	East Davis Fire Protection District (Dependent)	55%		eastdavisfiredistrict.com
	Elkhorn Fire Protection District	0%	Non-Compliant	NO Website
	Esparto Fire Protection District (Dependent)	28%		www.espartofire.org
	Knights Landing Fire Protection District (Dependent)	64%		knightslandingfire.specialdistrict.org
	Madison Fire Protection District	45%		www.madison-fire.com
	No Man's Land Fire Protection District (Dependent)	0%		NO Webpage
	Springlake Fire Protection District (Dependent)	89%		www.springlakefpd.org
	West Plainfield Fire Protection District (Dependent)	41%		www.wpfd.net
	Willow Oak Fire Protection District (Dependent)	61%		www.willowoakfire.com
	Winters Fire Protection District (Dependent)	90%		www.wintersfire.org
	Yolo Fire Protection District	93%		www.yolofpd.org
	Zamora Fire Protection District	95%		zamorafire.specialdistrict.org

Reclamation Districts			
Reclamation District 108		n/a	rd108.org
Reclamation District 150	89%		www.rd150.com
Reclamation District 307	0%	Non-Compliant	NO Website
Reclamation District 537	21%		rd537.specialdistrict.org
Reclamation District 730	0%	Non-Compliant	NO Website
Reclamation District 765	0%	Non-Compliant	NO Website
Reclamation District 787	33%		www.rd-787.org
Reclamation District 900 (subsidiary to WSac)	92%		www.rd900.org
Reclamation District 999	95%		rd999.org
Reclamation District 1600	84%		rd1600.specialdistrict.org
Reclamation District 2035	23%		rd2035.specialdistrict.org
Reclamation District 2068		n/a	
Reclamation District 2093		n/a	
Knights Landing Ridge Drainage District	62%		www.rd108.org/knights-landing-ridge-drainage-district
River Port District			
Sac-Yolo Port District	78%		www.cityofwestsacramento.org/government/departments/city-manager-s-office/port-of-we
Resource Conservation District			
Yolo County Resource Conservation District	83%		yolorcd.org
Water Districts			
Dunnigan Water District	50%		www.rd108.org/dunnigan-water-district
Yolo County Flood Control & Water Conservation District	67%		www.ycfwcd.org
Joint Powers Authorities			
Conaway Ranch (County)	0%		NO Website
Davis Public Facilities Financing Authority	93%		www.cityofdavis.org/city-hall/commissions-and-committees/public-facilities-financing-auth
River City Regional Stadium Financing Authority (West Sacramento)	66%		https://www.cityofwestsacramento.org/government/commissions-committees/river-city-re
Riverfront (West Sacramento)	10%		www.riverfrontstreetcar.com/
Valley Clean Energy Alliance	97%		valleycleanenergy.org/
West Sacramento Area Flood Control Agency (WSAFCA)	79%		www.cityofwestsacramento.org/government/departments/city-manager-s-office/flood-prot
West Sacramento Public Financing Authority	78%		https://www.cityofwestsacramento.org/government/commissions-committees/public-finan
Winters Branch Library Financing Authority (County)	0%		NO Webpage
Winters Public Finance Authority	0%		NO Webpage
Woodland-Davis Clean Water Agency	72%		www.wdcwa.com
Woodland Finance Authority	0%		NO Webpage
Yolo Animal Services Planning Agency (County)	88%		www.yolocounty.org/government/general-government-departments/county-administrator/
Yolo County Law Library	46%		www.yololawlibrary.org
Yolo County Public Agencies Financing Authority (County)	0%		NO Webpage
Yolo County Public Agency Risk Management Insurance Authority	100%		www.ycparmia.org
Yolo Emergency Communications Agency (YECA)	100%		www.yolo911.org
Yolo Habitat Conservancy	94%		www.yolohabitatconservancy.org
Yolo Subbasin Groundwater Agency	75%		www.yologroundwater.org

City of Davis			
Audit completed: (10/03/24)	Score	Link	Notes
1. Overview (10 points)			
a. Description of Services/functions (5 pts)	5	https://www.cityofdavis.org/about-davis/government	
b. Service Boundary (5 pts)	5	https://www.cityofdavis.org/about-davis/location-and-topogra	
Total	10		
2. Budget (10 points)			
a. Current FY + 3 years prior (5 pts)	5	https://www.cityofdavis.org/city-hall/finance/city-budget	
b. Financial Reserve Policy (5 pts)	5	https://www.cityofdavis.org shown in budget	
Total	10		
3. Meetings (10 points)			
a. Schedule (5 pts)	5	https://www.cityofdavis.org/city-hall/city-council/city-council-n	
b. Archive of agendas/minutes (5 pts)	3.5	https://www.cityofdavis.org Last Minutes posted 09.01.24	
Total	8.5		
4. Elected & Appointed Officials (10 points)			
a. Board member information (3.33 pts)	3.33	https://www.cityofdavis.org/city-hall/city-council/who-s-who	
b. Election procedures/deadlines (3.33 pts)	3.33	https://www.cityofdavis.org/city-hall/city-clerk/elections	
c. Reimbursement/Compensation policy (3.33 pts)	3.33	https://www.cityofdavis.org/city-hall/city-council/who-s-who	
Total	10		
5. Administrative Officials (10 points)			
a. General Manager and Key Staff Information (10 pts)	10	https://www.cityofdavis.org/city-hall/city-manager-s-office/sta	
Total	10		
6. Audits (10 points)			
a. Current audit (5 pts)	0	https://www.cityofdavis.org Last CAFR FY20/21	
b. Last 3 years (5 pts)	2	https://www.cityofdavis.org OpenGov FY21/22	
Total	2		
7. Contracts (10 points)			
a. Current RFPs & bidding opportunities (5 pts)	5	https://www.cityofdavis.org/business/bids-rfp-s	
b. Submittal Instructions (5 pts)	5	https://www.cityofdavis.org/business/bids-rfp-s	
Total	10		
8. Public Records (10 points)			
a. Request for public records (10 pts)	10	https://cityofdavisca.nextrequest.com/	
Total	10		
9. Revenue Sources (10 points)			
a. Summary of Fees (5 pts)	5	https://www.cityofdavis.org/city-hall/finance/fee-schedules	
b. Summary of Revenue Sources (5 pts)	5	https://www.cityofdavis.org/city-hall/finance/city-budget	
Total	10		
10. Agency Specific Criteria: Municipalities (10 points)			
a. Downloadable Permit Applications (5 pts)	5	https://www.cityofdavis.org/city-hall/community-development	
b. Zoning Ordnances (5 pts)	5	https://ecode360.com/45134446#45134446	
Total	10		
Total Score	90		

City of West Sacramento

Audit completed: (10/03/24)	Score	Link	Notes
1. Overview (10 points)			
a. Description of Services/functions (5 pts)	5	https://www.cityofwestsacramento.org/government/about-the	
b. Service Boundary (5 pts)	5	https://www.cityofwestsacramento.org/services/gis-maps	
Total	10		
2. Budget (10 points)			
a. Current FY + 3 years prior (5 pts)	5	https://www.cityofwestsacramento.org/government/department	
b. Financial Reserve Policy (5 pts)	0		Could not find
Total	5		
3. Meetings (10 points)			
a. Schedule (5 pts)	5	https://www.cityofwestsacramento.org/government/city-coun	No access to approved signed minutes, only drafts attached to
b. Archive of agendas/minutes (5 pts)	2.5	https://www.cityofwestsacr	agenda packets.
Total	7.5		
4. Elected & Appointed Officials (10 points)			
a. Board member information (3.33 pts)	3.33	https://www.cityofwestsacramento.org/government/city-coun	
b. Election procedures/deadlines (3.33 pts)	3.33	https://www.cityofwestsacramento.org/government/department	
c. Reimbursement/Compensation policy (3.33 pts)	3.33	https://ecode360.com/431	2.04.080 Compensation
Total	10		
5. Administrative Officials (10 points)			
a. General Manager and Key Staff Information (10 pts)	10	https://www.cityofwestsacramento.org/government/department	
Total	10		
6. Audits (10 points)			
a. Current audit (5 pts)	5	https://www.cityofwestsacramento.org/government/department	
b. Last 3 years (5 pts)	5	https://www.cityofwestsacramento.org/government/department	
Total	10		
7. Contracts (10 points)			
a. Current RFPs & bidding opportunities (5 pts)	5	https://www.cityofwestsacramento.org/business/invitation-to	
b. Submittal Instructions (5 pts)	5	https://www.cityofwestsacramento.org/business/invitation-to	
Total	10		
8. Public Records (10 points)			
a. Request for public records (10 pts)	10	https://www.cityofwestsacramento.org/government/department	
Total	10		
9. Revenue Sources (10 points)			
a. Summary of Fees (5 pts)	5	https://www.cityofwestsacramento.org/government/department	
b. Summary of Revenue Sources (5 pts)	5	https://www.cityofwestsacramento.org/government/department	
Total	10		
10. Agency Specific Criteria: Municipalities (10 points)			
a. Downloadable Permit Applications (5 pts)	5	https://www.cityofwestsacramento.org/government/department	
b. Zoning Ordnances (5 pts)	5	https://www.cityofwestsacramento.org/government/department	
Total	10		
Total Score	92		

City of Winters

Audit completed: (10/08/24)	Score	Link	Notes
1. Overview (10 points)			
a. Description of Services/functions (5 pts)	5	https://www.cityofwinters.org/27/Government	
b. Service Boundary (5 pts)	2.5	https://www.cityofwinters.org	No map, just description
Total	8		
2. Budget (10 points)			
a. Current FY + 3 years prior (5 pts)	0	https://www.cityofwinters.org	Last budget FY21/22
b. Financial Reserve Policy (5 pts)	5	https://www.cityofwinters.org/214/Finance	
Total	5		
3. Meetings (10 points)			
a. Schedule (5 pts)	5	https://www.cityofwinters.org/178/City-Council	
b. Archive of agendas/minutes (5 pts)	5	https://www.cityofwinters.org/194/Meetings	
Total	10		
4. Elected & Appointed Officials (10 points)			
a. Board member information (3.33 pts)	3.33	https://www.cityofwinters.org/178/City-Council	
b. Election procedures/deadlines (3.33 pts)	3.33	https://www.cityofwinters.org/237/Elections	
c. Reimbursement/Compensation policy (3.33 pts)	3.33	https://www.cityofwinters.org/178/City-Council	
Total	10		
5. Administrative Officials (10 points)			
a. General Manager and Key Staff Information (10 pts)	10	https://www.cityofwinters.org/directory.aspx	
Total	10		
6. Audits (10 points)			
a. Current audit (5 pts)	0	https://www.cityofwinters.org	Last audit 2022
b. Last 3 years (5 pts)	3.33	https://www.cityofwinters.org/214/Finance	
Total	3.33		
7. Contracts (10 points)			
a. Current RFPs & bidding opportunities (5 pts)	5	https://www.cityofwinters.org/Bids.aspx	
b. Submittal Instructions (5 pts)	5	https://www.cityofwinters.org/Bids.aspx	
Total	10		
8. Public Records (10 points)			
a. Request for public records (10 pts)	10	https://www.cityofwinters.org/FormCenter/City-Hall-5/Public-Records	
Total	10		
9. Revenue Sources (10 points)			
a. Summary of Fees (5 pts)	5	https://www.cityofwinters.org/217/Fee-Schedule	
b. Summary of Revenue Sources (5 pts)	0	https://www.cityofwinters.org/214/Finance	
Total	5		
10. Agency Specific Criteria: Municipalities (10 points)			
a. Downloadable Permit Applications (5 pts)	5	https://www.cityofwinters.org/FormCenter/Community-Development	
b. Zoning Ordinances (5 pts)	5	https://www.codepublishing.com/CA/Winters/#!/Winters17M	
Total	10		
Total Score	81		

City of Woodland

Audit completed: (10/08/24)	Score	Link	Notes
1. Overview (10 points)			
a. Description of Services/functions (5 pts)	5	https://www.cityofwoodland.gov/101/Departments	
b. Service Boundary (5 pts)	5	https://www.cityofwoodland.gov/Map Library	
Total	10		
2. Budget (10 points)			
			No Current FY24/25 Budget. Link
a. Current FY + 3 years prior (5 pts)	3.33	https://www.cityofwoodland.gov/Financial-Transparency	shows FY23/24
b. Financial Reserve Policy (5 pts)	5	https://www.cityofwoodland.gov/742/Financial-Transparency	
Total	8.33		
3. Meetings (10 points)			
a. Schedule (5 pts)	5	https://www.cityofwoodland.gov/608/City-Council	
b. Archive of agendas/minutes (5 pts)	5	https://www.cityofwoodland.gov/654/Meetings-Agendas	
Total	10		
4. Elected & Appointed Officials (10 points)			
a. Board member information (3.33 pts)	3.33	https://www.cityofwoodland.gov/608/City-Council	
b. Election procedures/deadlines (3.33 pts)	3.33	https://www.cityofwoodland.gov/683/Elections	
c. Reimbursement/Compensation policy (3.33 pts)	3.33	https://ecode360.com/43941076#43941076	
Total	10		
5. Administrative Officials (10 points)			
a. General Manager and Key Staff Information (10 pts)	10	https://www.cityofwoodland.gov/Directory.aspx	
Total	10		
6. Audits (10 points)			
a. Current audit (5 pts)	0	https://www.cityofwoodland.gov/164/Financial-Reports	Last Audit FYE 2022
b. Last 3 years (5 pts)	5	https://www.cityofwoodland.gov/164/Financial-Reports	
Total	5		
7. Contracts (10 points)			
a. Current RFPs & bidding opportunities (5 pts)	5	https://www.cityofwoodland.gov/658/RFQ-RFP-Bid-Opportur	
b. Submittal Instructions (5 pts)	5	https://www.cityofwoodland.gov/658/RFQ-RFP-Bid-Opportur	
Total	10		
8. Public Records (10 points)			
a. Request for public records (10 pts)	10	https://www.cityofwoodland.gov/730/Public-Records-Reques	
Total	10		
9. Revenue Sources (10 points)			
			Hard to find. Had to use "Search
a. Summary of Fees (5 pts)	5	https://www.cityofwoodland.gov/our Site"	
b. Summary of Revenue Sources (5 pts)	5	https://www.cityofwoodland.gov/	shown in budget
Total	10		
10. Agency Specific Criteria: Municipalities (10 points)			
a. Downloadable Permit Applications (5 pts)	5	https://www.cityofwoodland.gov/565/Application-Forms-and-	
b. Zoning Ordnances (5 pts)	5	https://ecode360.com/43948922#43948922	
Total	10		
Total Score	93		

County of Yolo

Audit completed: (10/10/24)	Score	Link	Notes
1. Overview (10 points)			
a. Description of Services/functions (5 pts)	5	https://www.yolocounty.gov/government/general-governmen	
b. Service Boundary (5 pts)	5	https://www.yolocounty.gov/government/general-governmen	
Total	10		
2. Budget (10 points)			
a. Current FY + 3 years prior (5 pts)	5	https://www.yolocounty.gov/government/general-governmen	
b. Financial Reserve Policy (5 pts)	0		cannot find
Total	5		
3. Meetings (10 points)			
a. Schedule (5 pts)	5	https://www.yolocounty.gov/government/board-of-supervisor	
b. Archive of agendas/minutes (5 pts)	5	https://www.yolocounty.gov/government/board-of-supervisor	
Total	10		
4. Elected & Appointed Officials (10 points)			
a. Board member information (3.33 pts)	3.33	https://www.yolocounty.gov/government/board-of-supervisor	
b. Election procedures/deadlines (3.33 pts)	3.33	https://ace.yolocounty.gov/35/Elections	
c. Reimbursement/Compensation policy (3.33 pts)	3.33	https://www.yolocounty.gov/government/board-of-supervisor	
Total	10		
5. Administrative Officials (10 points)			
a. General Manager and Key Staff Information (10 pts)	10	https://www.yolocounty.gov/government/general-governmen	
Total	10		
6. Audits (10 points)			
a. Current audit (5 pts)	5	https://www.yolocounty.gov/government/general-governmen	
b. Last 3 years (5 pts)	5	https://www.yolocounty.gov/government/general-governmen	
Total	10		
7. Contracts (10 points)			
a. Current RFPs & bidding opportunities (5 pts)	5	https://www.yolocounty.gov/government/general-governmen	
b. Submittal Instructions (5 pts)	5	https://www.yolocounty.gov/government/general-governmen	
Total	10		
8. Public Records (10 points)			
a. Request for public records (10 pts)	5	https://ace.yolocounty.gov Clerk/Recorder's Office only	
Total	5		
9. Revenue Sources (10 points)			
a. Summary of Fees (5 pts)	5	https://www.yolocounty.gov/business/county-fees	
b. Summary of Revenue Sources (5 pts)	5	https://www.yolocounty.gov/government/general-governmen	
Total	10		
10. Agency Specific Criteria: Municipalities (10 points)			
a. Downloadable Permit Applications (5 pts)	5	https://www.yolocounty.gov/business/permits	
b. Zoning Ordnances (5 pts)	5	https://www.yolocounty.gov/government/general-governmen	
Total	10		
Total Score	90		

Capay Cemetery District

Audit completed: (09/25/24)	Score	Link: No Website	Notes: Hardship Reso 01-202
1. Overview (10 points)			
a. Description of Services/functions (5 pts)	0		
b. Service Boundary (5 pts)	0		
Total	0		
2. Budget (10 points)			
a. Current FY + 3 years prior (5 pts)	0		
b. Financial Reserve Policy (5 pts)	0		
Total	0		
3. Meetings (10 points)			
a. Schedule (5 pts)	0		
b. Archive of agendas/minutes (5 pts)	0		
Total	0		
4. Elected & Appointed Officials (10 points)			
a. Board member information (3.33 pts)	0		
b. Election procedures/deadlines (3.33 pts)	0		
c. Reimbursement/Compensation policy (3.33 pts)	0		
Total	0		
5. Administrative Officials (10 points)			
a. General Manager and Key Staff Information (10 pts)	0		
Total	0		
6. Audits (10 points) (5 yr. cycle)			
a. Current audit (5 pts)	0		
b. Last 3 years (5 pts)	0		
Total	0		
7. Contracts (10 points)			
a. Current RFPs & bidding opportunities (5 pts)	0		
b. Submittal Instructions (5 pts)	0		
Total	0		
8. Public Records (10 points)			
a. Request for public records (10 pts)	0		
Total	0		
9. Revenue Sources (10 points)			
a. Summary of Fees (5 pts)	0		
b. Summary of Revenue Sources (5 pts)	0		
Total	0		
10. Agency Specific Criteria: Special Districts (10 points)			
a. Authorizing statute/enabling act (5 pts)	0		
b. Board ethics training certificates (5 pts)	0		
Total	0		
Total Score	0		

Cottonwood Cemetery District

Audit completed: (09/25/24)	Score	Link: No Website	Notes: Non-Compliant
1. Overview (10 points)			
a. Description of Services/functions (5 pts)	0		
b. Service Boundary (5 pts)	0		
Total	0		
2. Budget (10 points)			
a. Current FY + 3 years prior (5 pts)	0		
b. Financial Reserve Policy (5 pts)	0		
Total	0		
3. Meetings (10 points)			
a. Schedule (5 pts)	0		
b. Archive of agendas/minutes (5 pts)	0		
Total	0		
4. Elected & Appointed Officials (10 points)			
a. Board member information (3.33 pts)	0		
b. Election procedures/deadlines (3.33 pts)	0		
c. Reimbursement/Compensation policy (3.33 pts)	0		
Total	0		
5. Administrative Officials (10 points)			
a. General Manager and Key Staff Information (10 pts)	0		
Total	0		
6. Audits (10 points) (5 yr. cycle (FYE2019-2023))			
a. Current audit (5 pts)	0		
b. Last 3 years (5 pts)	0		
Total	0		
7. Contracts (10 points)			
a. Current RFPs & bidding opportunities (5 pts)	0		
b. Submittal Instructions (5 pts)	0		
Total	0		
8. Public Records (10 points)			
a. Request for public records (10 pts)	0		
Total	0		
9. Revenue Sources (10 points)			
a. Summary of Fees (5 pts)	0		
b. Summary of Revenue Sources (5 pts)	0		
Total	0		
10. Agency Specific Criteria: Special Districts (10 points)			
a. Authorizing statute/enabling act (5 pts)	0		
b. Board ethics training certificates (5 pts)	0		
Total	0		
Total Score	0		

Davis Cemetery District

Audit completed: (10/10/24)	Score	Link	Notes
1. Overview (10 points)			
a. Description of Services/functions (5 pts)	5	http://davisceemetery.org/burial-options/	
b. Service Boundary (5 pts)	5	https://www.yolocounty.gov/home/showdocument?id=6857	
Total	10		
2. Budget (10 points)			
a. Current FY + 3 years prior (5 pts)	5	http://davisceemetery.org/district-budget/	
b. Financial Reserve Policy (5 pts)	5	http://davisceemetery.org/budget-reserve-policy/	
Total	10		
3. Meetings (10 points)			
a. Schedule (5 pts)	5	http://davisceemetery.org/cemetery-board-of-trustees-staff/	
b. Archive of agendas/minutes (5 pts)	5	http://davisceemetery.org/district-transparency/	
Total	10		
4. Elected & Appointed Officials (10 points)			
a. Board member information (3.33 pts)	3.33	http://davisceemetery.org/cemetery-board-of-trustees-staff/	
b. Election procedures/deadlines (3.33 pts)	3.33	http://davisceemetery.org/cemetery-board-of-trustees-staff/	
c. Reimbursement/Compensation policy (3.33 pts)	3.33	http://davisceemetery.org/cemetery-board-of-trustees-staff/	
Total	10		
5. Administrative Officials (10 points)			
a. General Manager and Key Staff Information (10 pts)	10	http://davisceemetery.org/davis-ceemetery-staff/	
Total	10		
6. Audits (10 points) (3 yr. cycle)			
a. Current audit (5 pts)	5	http://davisceemetery.org/district-budget/	
b. Last 3 years (5 pts)	5	http://davisceemetery.org/district-budget/	
Total	10		
7. Contracts (10 points)			
a. Current RFPs & bidding opportunities (5 pts)	5	http://davisceemetery.org/procurement/	
b. Submittal Instructions (5 pts)	5	http://davisceemetery.org/procurement/	
Total	10		
8. Public Records (10 points)			
a. Request for public records (10 pts)	10	http://davisceemetery.org/make-a-request/	
Total	10		
9. Revenue Sources (10 points)			
a. Summary of Fees (5 pts)	5	http://davisceemetery.org/pricelist/	
b. Summary of Revenue Sources (5 pts)	5	http://davisceemetery.org/district-budget/	
Total	10		
10. Agency Specific Criteria: Special Districts (10 points)			
a. Authorizing statute/enabling act (5 pts)	5	http://davisceemetery.org/cemetery-board-of-trustees-staff/	
b. Board ethics training certificates (5 pts)	5	http://davisceemetery.org/cemetery-board-of-trustees-staff/	
Total	10		
Total Score	100		

Knights Landing Cemetery District

Audit completed: (09/25/24)	Score	Link: No Website	Notes: Non-Compliant
1. Overview (10 points)			
a. Description of Services/functions (5 pts)	0		
b. Service Boundary (5 pts)	0		
Total	0		
2. Budget (10 points)			
a. Current FY + 3 years prior (5 pts)	0		
b. Financial Reserve Policy (5 pts)	0		
Total	0		
3. Meetings (10 points)			
a. Schedule (5 pts)	0		
b. Archive of agendas/minutes (5 pts)	0		
Total	0		
4. Elected & Appointed Officials (10 points)			
a. Board member information (3.33 pts)	0		
b. Election procedures/deadlines (3.33 pts)	0		
c. Reimbursement/Compensation policy (3.33 pts)	0		
Total	0		
5. Administrative Officials (10 points)			
a. General Manager and Key Staff Information (10 pts)	0		
Total	0		
6. Audits (10 points) (2 yr. cycle)			
a. Current audit (5 pts)	0		
b. Last 3 years (5 pts)	0		
Total	0		
7. Contracts (10 points)			
a. Current RFPs & bidding opportunities (5 pts)	0		
b. Submittal Instructions (5 pts)	0		
Total	0		
8. Public Records (10 points)			
a. Request for public records (10 pts)	0		
Total	0		
9. Revenue Sources (10 points)			
a. Summary of Fees (5 pts)	0		
b. Summary of Revenue Sources (5 pts)	0		
Total	0		
10. Agency Specific Criteria: Special Districts (10 points)			
a. Authorizing statute/enabling act (5 pts)	0		
b. Board ethics training certificates (5 pts)	0		
Total	0		
Total Score	0		

Mary's Cemetery District

Audit completed: (10/10/24)	Score	Link	Notes
1. Overview (10 points)			
a. Description of Services/functions (5 pts)	5	https://www.maryscemetery.org/	
b. Service Boundary (5 pts)	5	https://www.maryscemetery.org/	
Total	10		
2. Budget (10 points)			
a. Current FY + 3 years prior (5 pts)	0	https://www.maryscemetery.org/administration	
b. Financial Reserve Policy (5 pts)	0		no info
Total	0		
3. Meetings (10 points)			
a. Schedule (5 pts)	5	https://www.maryscemetery.org/administration	
b. Archive of agendas/minutes (5 pts)	5	https://www.maryscemetery.org/administration	
Total	10		
4. Elected & Appointed Officials (10 points)			
a. Board member information (3.33 pts)	3.33	https://www.maryscemetery.org/administration	
b. Election procedures/deadlines (3.33 pts)	0		no info
c. Reimbursement/Compensation policy (3.33 pts)	3.33	https://www.maryscemetery.org/administration	
Total	7		
5. Administrative Officials (10 points)			
a. General Manager and Key Staff Information (10 pts)	5	https://www.maryscemetery.org/administration	
Total	5		
6. Audits (10 points) (5 yr. cycle)			
a. Current audit (5 pts)	5	https://www.maryscemetery.org/	Last audit FY2019 (5 year cycle?)
b. Last 3 years (5 pts)	0	https://www.maryscemetery.org/	Posted FYE 2018 & 2017
Total	5		
7. Contracts (10 points)			
a. Current RFPs & bidding opportunities (5 pts)	0		no info
b. Submittal Instructions (5 pts)	0		no info
Total	0		
8. Public Records (10 points)			
a. Request for public records (10 pts)	0		no info
Total	0		
9. Revenue Sources (10 points)			
a. Summary of Fees (5 pts)	5	https://www.maryscemetery.org/burials/burial-fees	
b. Summary of Revenue Sources (5 pts)	5	https://www.maryscemetery.org/	shown in budget
Total	10		
10. Agency Specific Criteria: Special Districts (10 points)			
a. Authorizing statute/enabling act (5 pts)	5	https://www.maryscemetery.org/burials	
b. Board ethics training certificates (5 pts)	0		no info
Total	5		
Total Score	52		

Winters Cemetery District

Audit completed: (10/10/24)	Score	Link	Notes
1. Overview (10 points)			
a. Description of Services/functions (5 pts)	5	https://www.winterscemetery.org/services	
b. Service Boundary (5 pts)	5	https://www.winterscemetery.org/service-area-map	
Total	10		
2. Budget (10 points)			
a. Current FY + 3 years prior (5 pts)	3.75	https://www.winterscemetec	Last Budget Posted FY23/24
b. Financial Reserve Policy (5 pts)	5	https://www.winterscemetery.org/winters-cemetery-district-re	
Total	8.75		
3. Meetings (10 points)			
a. Schedule (5 pts)	5	https://www.winterscemetery.org/board-meetings	
b. Archive of agendas/minutes (5 pts)	5	https://www.winterscemetery.org/board-meetings	
Total	10		
4. Elected & Appointed Officials (10 points)			
a. Board member information (3.33 pts)	3.33	https://www.winterscemetery.org/board-members	
b. Election procedures/deadlines (3.33 pts)	3.33	https://www.winterscemetery.org/board-appointees	
c. Reimbursement/Compensation policy (3.33 pts)	3.33	https://www.winterscemetery.org/winters-cemetery-reimburs	
Total	10		
5. Administrative Officials (10 points)			
a. General Manager and Key Staff Information (10 pts)	10	https://www.winterscemetery.org/staff	
Total	10		
6. Audits (10 points) (2 yr. cycle)			
a. Current audit (5 pts)	5	https://www.winterscemetery.org/audits-completed	
b. Last 3 years (5 pts)	5	https://www.winterscemetery.org/audits-completed	
Total	10		
7. Contracts (10 points)			
a. Current RFPs & bidding opportunities (5 pts)	5	https://www.winterscemetery.org/contracts-and-bids	
b. Submittal Instructions (5 pts)	5	https://www.winterscemetery.org/contracts-and-bids	
Total	10		
8. Public Records (10 points)			
a. Request for public records (10 pts)	10	https://www.winterscemetery.org/public-records-request-poli	
Total	10		
9. Revenue Sources (10 points)			
a. Summary of Fees (5 pts)	5	https://www.winterscemetery.org/services	
b. Summary of Revenue Sources (5 pts)	5	https://www.winterscemetery.org/current-year-budget	
Total	10		
10. Agency Specific Criteria: Special Districts (10 points)			
a. Authorizing statute/enabling act (5 pts)	5	https://www.winterscemetery.org/public-cemetery-districts-pr	
b. Board ethics training certificates (5 pts)	0	https://www.winterscemetec	All outdated
Total	5		
Total Score	94		

Cacheville CSD

Audit completed: (10/10/24)	Score	Link	Notes
1. Overview (10 points)			
a. Description of Services/functions (5 pts)	0		no info
b. Service Boundary (5 pts)	5	https://cacheville.specialdistrict.org/service-area-map-2133d	
Total	5		
2. Budget (10 points)			
a. Current FY + 3 years prior (5 pts)	2.5	https://cacheville.specialdi	No current FY 24/25 budget
b. Financial Reserve Policy (5 pts)	0		no info
Total	2.5		
3. Meetings (10 points)			
a. Schedule (5 pts)	5	https://cacheville.specialdistrict.org/board-meetings	Agenda/Minutes should be in PDF. Final approved minutes must be
b. Archive of agendas/minutes (5 pts)	5	https://cacheville.specialdi	signed.
Total	10		
4. Elected & Appointed Officials (10 points)			
a. Board member information (3.33 pts)	3.33	https://cacheville.specialdistrict.org/board-members	
b. Election procedures/deadlines (3.33 pts)	0		no info
c. Reimbursement/Compensation policy (3.33 pts)	0		no info
Total	3		
5. Administrative Officials (10 points)			
a. General Manager and Key Staff Information (10 pts)	10	https://cacheville.specialdistrict.org/board-members	
Total	10		
6. Audits (10 points) (5 yr. cycle)			
a. Current audit (5 pts)	0	https://cacheville.specialdi	No link for FYE 2023 audit
b. Last 3 years (5 pts)	0	https://cacheville.specialdi	Last Audit FYs15-19 (5-yr.Cycle?)
Total	0		
7. Contracts (10 points)			
a. Current RFPs & bidding opportunities (5 pts)	0		no info
b. Submittal Instructions (5 pts)	0		no info
Total	0		
8. Public Records (10 points)			
a. Request for public records (10 pts)	0		no info
Total	0		
9. Revenue Sources (10 points)			
a. Summary of Fees (5 pts)	0		no info
b. Summary of Revenue Sources (5 pts)	5	https://cacheville.specialdi	shown in budget
Total	5		
10. Agency Specific Criteria: Special Districts (10 points)			
a. Authorizing statute/enabling act (5 pts)	0		no info
b. Board ethics training certificates (5 pts)	0		no info
Total	0		
Total Score	36		

Esparto CSD

Audit completed: (10/14/24)	Score	Link	Notes
1. Overview (10 points)			
a. Description of Services/functions (5 pts)	5	https://www.ecsd-ca.org/about-us	
b. Service Boundary (5 pts)	5	https://www.ecsd-ca.org/about-us	
Total	10		
2. Budget (10 points)			
a. Current FY + 3 years prior (5 pts)	5	https://www.ecsd-ca.org/budgets	
b. Financial Reserve Policy (5 pts)	5	https://www.ecsd-ca.org/budgets	
Total	10		
3. Meetings (10 points)			
a. Schedule (5 pts)	5	https://www.ecsd-ca.org/bi	Do you meet at a specific time?
b. Archive of agendas/minutes (5 pts)	5	https://www.ecsd-ca.org/agendas-minutes-resolutions	
Total	10		
4. Elected & Appointed Officials (10 points)			
a. Board member information (3.33 pts)	3.33	https://www.ecsd-ca.org/board-members	
b. Election procedures/deadlines (3.33 pts)	3.33	https://www.ecsd-ca.org/board-members	
c. Reimbursement/Compensation policy (3.33 pts)	3.33	https://www.ecsd-ca.org/board-members	
Total	10		
5. Administrative Officials (10 points)			
a. General Manager and Key Staff Information (10 pts)	10	https://www.ecsd-ca.org/personnel	
Total	10		
6. Audits (10 points) (2 yr. cycle)			
a. Current audit (5 pts)	5	https://www.ecsd-ca.org/audit-reports	
b. Last 3 years (5 pts)	5	https://www.ecsd-ca.org/audit-reports	
Total	10		
7. Contracts (10 points)			
a. Current RFPs & bidding opportunities (5 pts)	5	https://www.ecsd-ca.org/current-projects	
b. Submittal Instructions (5 pts)	5	https://www.ecsd-ca.org/current-projects	
Total	10		
8. Public Records (10 points)			
a. Request for public records (10 pts)	10	https://www.ecsd-ca.org/sb-272-california-public-records-act	
Total	10		
9. Revenue Sources (10 points)			
a. Summary of Fees (5 pts)	5	https://www.ecsd-ca.org/rates-and-policies	
b. Summary of Revenue Sources (5 pts)	5	https://www.ecsd-ca.org/budgets	
Total	10		
10. Agency Specific Criteria: Special Districts (10 points)			
a. Authorizing statute/enabling act (5 pts)	5	https://www.ecsd-ca.org/about-us	
b. Board ethics training certificates (5 pts)	0	https://www.ecsd-ca.org/bi	3 certs expired/2 do not have one
Total	5		
Total Score	95		

Knights Landing CSD

Audit completed: (10/14/24)	Score	Link	Notes
1. Overview (10 points)			
a. Description of Services/functions (5 pts)	5	https://klcsd.specialdistrict.org/services	
b. Service Boundary (5 pts)	5	https://klcsd.specialdistrict.org/service-area-map	
Total	10		
2. Budget (10 points)			
a. Current FY + 3 years prior (5 pts)	0		no info
b. Financial Reserve Policy (5 pts)	0		no info
Total	0		
3. Meetings (10 points)			
a. Schedule (5 pts)	5	https://klcsd.specialdistrict.org/board-meetings	
b. Archive of agendas/minutes (5 pts)	4.25	https://klcsd.specialdistrict	Last minutes posted Aug2024
Total	9.25		
4. Elected & Appointed Officials (10 points)			
			Does the Board receive compensation? Suggest adding that
a. Board member information (3.33 pts)	2.66	https://klcsd.specialdistrict	to this page. No bio
b. Election procedures/deadlines (3.33 pts)	0		no info
c. Reimbursement/Compensation policy (3.33 pts)	0		no info
Total	3		
5. Administrative Officials (10 points)			
a. General Manager and Key Staff Information (10 pts)	10	https://klcsd.specialdistrict.org/staff	
Total	10		
6. Audits (10 points) (2 yr. cycle)			
a. Current audit (5 pts)	0		no info
b. Last 3 years (5 pts)	0		no info
Total	0		
7. Contracts (10 points)			
a. Current RFPs & bidding opportunities (5 pts)	0		no info
b. Submittal Instructions (5pts)	0		no info
Total	0		
8. Public Records (10 points)			
a. Request for public records (10 pts)	0		no info
Total	0		
9. Revenue Sources (10 points)			
a. Summary of Fees (5 pts)	0	https://klcsd.specialdistrict	Last posting on this site was 2022
b. Summary of Revenue Sources (5 pts)	0	https://klcsd.specialdistrict.org/district-financial-information	
Total	0		
10. Agency Specific Criteria: Special Districts (10 points)			
a. Authorizing statute/enabling act (5 pts)	0		no info
b. Board ethics training certificates (5 pts)	0		no info
Total	0		
Total Score	32		

Madison CSD

Audit completed: (10/14/24)	Score	Link	Notes
1. Overview (10 points)			
a. Description of Services/functions (5 pts)	5	https://www.madisoncsd.org/about-us	
b. Service Boundary (5 pts)	5	https://www.madisoncsd.org/about-us	
Total	10		
2. Budget (10 points)			
a. Current FY + 3 years prior (5 pts)	0		no info
b. Financial Reserve Policy (5 pts)	0		no info
Total	0		
3. Meetings (10 points)			
a. Schedule (5 pts)	5	https://www.madisoncsd.org/board-meetings	
b. Archive of agendas/minutes (5 pts)	5	https://www.madisoncsd.org/agendas-minutes	
Total	10		
4. Elected & Appointed Officials (10 points)			
a. Board member information (3.33 pts)	3.33	https://www.madisoncsd.org/board-members	
b. Election procedures/deadlines (3.33 pts)	0		no info
c. Reimbursement/Compensation policy (3.33 pts)	3.33	https://www.madisoncsd.org/compensation	
Total	7		
5. Administrative Officials (10 points)			
a. General Manager and Key Staff Information (10 pts)	10	https://www.madisoncsd.org/personnel	
Total	10		
6. Audits (10 points) (2 yr. cycle)			
a. Current audit (5 pts)	0	https://www.madisoncsd.o	None
b. Last 3 years (5 pts)	0	https://www.madisoncsd.o	Last audit FYE 2016
Total	0		
7. Contracts (10 points)			
a. Current RFPs & bidding opportunities (5 pts)	5	https://www.madisoncsd.org/current-projects	
b. Submittal Instructions (5 pts)	5	https://www.madisoncsd.org/current-projects	
Total	10		
8. Public Records (10 points)			
a. Request for public records (10 pts)	0		no info
Total	0		
9. Revenue Sources (10 points)			
a. Summary of Fees (5 pts)	5	https://www.madisoncsd.org/rates-and-policies	
b. Summary of Revenue Sources (5 pts)	0		no info
Total	5		
10. Agency Specific Criteria: Special Districts (10 points)			
a. Authorizing statute/enabling act (5 pts)	5	https://www.madisoncsd.org/about-us	
b. Board ethics training certificates (5 pts)	0		no info
Total	5		
Total Score	57		

Dunnigan CSA

Audit completed: (10/14/24)	Score	Link	Notes
1. Overview (10 points)			
a. Description of Services/functions (5 pts)	5	https://www.yolocounty.gov/government/general-governmen	
b. Service Boundary (5 pts)	5	https://www.yolocounty.gov/government/general-governmen	
Total	10		
2. Budget (10 points)			
a. Current FY + 3 years prior (5 pts)	2.5	https://www.yolocounty.org	Missing FYs 23/24 & 24/25
b. Financial Reserve Policy (5 pts)	5	https://www.yolocounty.org/government/general-governmen	
Total	7.5		
3. Meetings (10 points)			
a. Schedule (5 pts)	5	https://www.yolocounty.go	Meet as needed. No meetings held since 2013
b. Archive of agendas/minutes (5 pts)	2.5	https://www.yolocounty.go	No minutes
Total	7.5		
4. Elected & Appointed Officials (10 points)			
a. Board member information (3.33 pts)	3.33	https://www.yolocounty.gov/government/general-governmen	
b. Election procedures/deadlines (3.33 pts)	3.33	https://www.yolocounty.gov/government/general-governmen	
c. Reimbursement/Compensation policy (3.33 pts)	3.33	https://www.yolocounty.gov/government/general-governmen	
Total	10		
5. Administrative Officials (10 points)			
a. General Manager and Key Staff Information (10 pts)	10	https://www.yolocounty.gov/government/general-governmen	
Total	10		
6. Audits (10 points)			
a. Current audit? (5 pts)	5	https://www.yolocounty.org/government/general-governmen	
b. Last 3 years? (5 pts)	5	https://www.yolocounty.org/government/general-governmen	
Total	10		
7. Contracts (10 points)			
a. Current RFPs & bidding opportunities (5 pts)	5	https://www.yolocounty.gov/government/general-governmen	
b. Submittal Instructions (5 pts)	5	https://www.yolocounty.gov/government/general-governmen	
Total	10		
8. Public Records (10 points)			
a. Request for public records (10 pts)	10	https://www.yolocounty.gov/government/general-governmen	
Total	10		
9. Revenue Sources (10 points)			
a. Summary of Fees (5 pts)	5	https://www.yolocounty.gov/government/general-governmen	
b. Summary of Revenue Sources (5 pts)	5	https://www.yolocounty.gov/government/general-governmen	
Total	10		
10. Agency Specific Criteria: Special Districts (10 points)			
a. Authorizing statute/enabling act (5 pts)	5	https://www.yolocounty.gov/government/general-governmen	
b. Board ethics training certificates (5 pts)	5	n/a	Does not apply to CSAs
Total	10		
Total Score	95		

El Macero CSA

Audit completed: (10/14/24)	Score	Link	Notes
1. Overview (10 points)			
a. Description of Services/functions (5 pts)	5	https://www.yolocounty.gov/government/general-governmen	
b. Service Boundary (5 pts)	5	https://www.yolocounty.gov/government/general-governmen	
Total	10		
2. Budget (10 points)			
a. Current FY + 3 years prior (5 pts)	2.5	https://www.yolocounty.org	Missing FYs 23/24 & 24/25
b. Financial Reserve Policy (5 pts)	5	https://www.yolocounty.org/government/general-governmen	
Total	7.5		
3. Meetings (10 points)			
a. Schedule (5 pts)	5	https://www.yolocounty.org/government/general-governmen	
b. Archive of agendas/minutes (5 pts)	5	https://www.yolocounty.org/government/general-governmen	
Total	10		
4. Elected & Appointed Officials (10 points)			
a. Board member information (3.33 pts)	3.33	https://www.yolocounty.org/government/general-governmen	
b. Election procedures/deadlines (3.33 pts)	3.33	https://www.yolocounty.gov/government/general-governmen	
c. Reimbursement/Compensation policy (3.33 pts)	3.33	https://www.yolocounty.org/government/general-governmen	
Total	10		
5. Administrative Officials (10 points)			
a. General Manager and Key Staff Information (10 pts)	10	https://www.yolocounty.gov/government/general-governmen	
Total	10		
6. Audits (10 points)			
a. Current audit (5 pts)	5	https://www.yolocounty.org/government/general-governmen	
b. Last 3 years (5 pts)	5	https://www.yolocounty.org/government/general-governmen	
Total	10		
7. Contracts (10 points)			
a. Current RFPs & bidding opportunities (5 pts)	5	https://www.yolocounty.gov/government/general-governmen	
b. Submittal Instructions (5 pts)	5	https://www.yolocounty.gov/government/general-governmen	
Total	10		
8. Public Records (10 points)			
a. Request for public records (10 pts)	10	https://www.yolocounty.org/government/general-governmen	
Total	10		
9. Revenue Sources (10 points)			
a. Summary of Fees (5 pts)	5	https://www.yolocounty.org/government/general-governmen	
b. Summary of Revenue Sources (5 pts)	5	https://www.yolocounty.org/government/general-governmen	
Total	10		
10. Agency Specific Criteria: Special Districts (10 points)			
a. Authorizing statute/enabling act (5 pts)	5	https://www.yolocounty.gov/government/general-governmen	
b. Board ethics training certificates (5 pts)	5	n/a	Does not apply to CSAs
Total	10		
Total Score	97		

Garcia Bend CSA

Audit completed: (10/14/24)	Score	Link	Notes
1. Overview (10 points)			
a. Description of Services/functions (5 pts)	5	https://www.yolocounty.org/government/general-government	
b. Service Boundary (5 pts)	5	https://www.yolocounty.org/government/general-government	
Total	10		
2. Budget (10 points)			
a. Current FY + 3 years prior (5 pts)	2.5	https://www.yolocounty.org	Missing FYs 23/24 & 24/25
b. Financial Reserve Policy (5 pts)	5	https://www.yolocounty.org/government/general-government	
Total	7.5		
3. Meetings (10 points)			
a. Schedule (5 pts)	5	n/a	No advisory committee
b. Archive of agendas/minutes (5 pts)	5	n/a	No advisory committee
Total	10		
4. Elected & Appointed Officials (10 points)			
a. Board member information (3.33 pts)	3.33	https://www.yolocounty.org/government/general-government	
b. Election procedures/deadlines (3.33 pts)	3.33	n/a	No advisory committee
c. Reimbursement/Compensation policy (3.33 pts)	3.33	n/a	No advisory committee
Total	10		
5. Administrative Officials (10 points)			
a. General Manager and Key Staff Information (10 pts)	10	https://www.yolocounty.org/government/general-government	
Total	10		
6. Audits (10 points)			
a. Current audit (5 pts)	5	https://www.yolocounty.org/government/general-government	
b. Last 3 years (5 pts)	5	https://www.yolocounty.org/government/general-government	
Total	10		
7. Contracts (10 points)			
a. Current RFPs & bidding opportunities (5 pts)	5	https://www.yolocounty.org/government/general-government	
b. Submittal Instructions (5 pts)	5	https://www.yolocounty.org/government/general-government	
Total	10		
8. Public Records (10 points)			
a. Request for public records (10 pts)	10	https://www.yolocounty.org/government/general-government	
Total	10		
9. Revenue Sources (10 points)			
a. Summary of Fees (5 pts)	5	https://www.yolocounty.org/government/general-government	
b. Summary of Revenue Sources (5 pts)	5	https://www.yolocounty.org/government/general-government	
Total	10		
10. Agency Specific Criteria: Special Districts (10 points)			
a. Authorizing statute/enabling act (5 pts)	5	https://www.yolocounty.org/government/general-government	
b. Board ethics training certificates (5 pts)	5	n/a	Does not apply to CSAs
Total	10		
Total Score	97		

North Davis Meadows CSA

Audit completed: (10/14/24)	Score	Link	Notes
1. Overview (10 points)			
a. Description of Services/functions (5 pts)	5	https://www.yolocounty.org/government/general-government	
b. Service Boundary (5 pts)	5	https://www.yolocounty.org/government/general-government	
Total	10		
2. Budget (10 points)			
a. Current FY + 3 years prior (5 pts)	2.5	https://www.yolocounty.org	Missing FYs 23/24 & 24/25
b. Financial Reserve Policy (5 pts)	5	https://www.yolocounty.org/government/general-government	
Total	7.5		
3. Meetings (10 points)			
a. Schedule (5 pts)	5	https://www.yolocounty.org/government/general-government	
b. Archive of agendas/minutes (5 pts)	5	https://www.yolocounty.org/government/general-government	
Total	10		
4. Elected & Appointed Officials (10 points)			
a. Board member information (3.33 pts)	3.33	https://www.yolocounty.org/government/general-government	
b. Election procedures/deadlines (3.33 pts)	3.33	https://www.yolocounty.org/government/general-government	
c. Reimbursement/Compensation policy (3.33 pts)	3.33	https://www.yolocounty.org/government/general-government	
Total	10		
5. Administrative Officials (10 points)			
a. General Manager and Key Staff Information (10 pts)	10	https://www.yolocounty.org/government/general-government	
Total	10		
6. Audits (10 points)			
a. Current audit (5 pts)	5	https://www.yolocounty.org/government/general-government	
b. Last 3 years (5 pts)	5	https://www.yolocounty.org/government/general-government	
Total	10		
7. Contracts (10 points)			
a. Current RFPs & bidding opportunities (5 pts)	5	https://www.yolocounty.org/government/general-government	
b. Submittal Instructions (5 pts)	5	https://www.yolocounty.org/government/general-government	
Total	10		
8. Public Records (10 points)			
a. Request for public records (10 pts)	10	https://www.yolocounty.org/government/general-government	
Total	10		
9. Revenue Sources (10 points)			
a. Summary of Fees (5 pts)	5	https://www.yolocounty.org/government/general-government	
b. Summary of Revenue Sources (5 pts)	5	https://www.yolocounty.org/government/general-government	
Total	10		
10. Agency Specific Criteria: Special Districts (10 points)			
a. Authorizing statute/enabling act (5 pts)	5	https://www.yolocounty.org/government/general-government	
b. Board ethics training certificates (5 pts)	5	n/a	Does not apply to CSAs
Total	10		
Total Score	97		

Snowball CSA #6

Audit completed: (10/15/24)	Score	Link	Notes
1. Overview (10 points)			
a. Description of Services/functions (5 pts)	5	https://www.yolocounty.org/government/general-government	
b. Service Boundary (5 pts)	5	https://www.yolocounty.org/government/general-government	
Total	10		
2. Budget (10 points)			
a. Current FY + 3 years prior (5 pts)	0		no info
b. Financial Reserve Policy (5 pts)	5	https://www.yolocounty.org/government/general-government	
Total	5		
3. Meetings (10 points)			
a. Schedule (5 pts)	5	n/a	No advisory committee
b. Archive of agendas/minutes (5 pts)	5	n/a	No advisory committee
Total	10		
4. Elected & Appointed Officials (10 points)			
a. Board member information (3.33 pts)	3.33	https://www.yolocounty.org/government/general-government	
b. Election procedures/deadlines (3.33 pts)	3.33	n/a	No advisory committee
c. Reimbursement/Compensation policy (3.33 pts)	3.33	n/a	No advisory committee
Total	10		
5. Administrative Officials (10 points)			
a. General Manager and Key Staff Information (10 pts)	10	https://www.yolocounty.org/government/general-government	
Total	10		
6. Audits (10 points)			
a. Current audit (5 pts)	0	https://www.yolocounty.org	no info
b. Last 3 years (5 pts)	0	https://www.yolocounty.org	no info
Total	0		
7. Contracts (10 points)			
a. Current RFPs & bidding opportunities (5 pts)	5	https://www.yolocounty.org/government/general-government	
b. Submittal Instructions (5 pts)	5	https://www.yolocounty.org/government/general-government	
Total	10		
8. Public Records (10 points)			
a. Request for public records (10 pts)	10	https://www.yolocounty.org/government/general-government	
Total	10		
9. Revenue Sources (10 points)			
a. Summary of Fees (5 pts)	5	https://www.yolocounty.org/government/general-government	
b. Summary of Revenue Sources (5 pts)	0		no info
Total	5		
10. Agency Specific Criteria: Special Districts (10 points)			
a. Authorizing statute/enabling act (5 pts)	5	https://www.yolocounty.org/government/general-government	
b. Board ethics training certificates (5 pts)	5	n/a	Does not apply to CSAs
Total	10		
Total Score	80		

Wildwings CSA

Audit completed: (10/15/24)	Score	Link	Notes
1. Overview (10 points)			
a. Description of Services/functions (5 pts)	5	https://www.yolocounty.gov/government/general-governmen	
b. Service Boundary (5 pts)	4	https://www.yolocounty.gov	Replace map to show 2022 version
Total	9		
2. Budget (10 points)			
a. Current FY + 3 years prior (5 pts)	3.75	https://www.yolocounty.gov	Missing FY 2024/25
b. Financial Reserve Policy (5 pts)	5	https://www.yolocounty.gov/government/general-governmen	
Total	8.75		
3. Meetings (10 points)			
a. Schedule (5 pts)	0	https://www.yolocounty.gov	Where, when, how often are meetings
b. Archive of agendas/minutes (5 pts)	2.5	https://www.yolocounty.gov	Not consistent w/posting final minutes
Total	2.5		
4. Elected & Appointed Officials (10 points)			
a. Board member information (3.33 pts)	3.33	https://www.yolocounty.gov/government/general-governmen	
b. Election procedures/deadlines (3.33 pts)	3.33	https://www.yolocounty.gov/government/general-governmen	
c. Reimbursement/Compensation policy (3.33 pts)	3.33	https://www.yolocounty.gov/government/general-governmen	
Total	10		
5. Administrative Officials (10 points)			
a. General Manager and Key Staff Information (10 pts)	10	https://www.yolocounty.gov/government/general-governmen	
Total	10		
6. Audits (10 points)			
a. Current audit (5 pts)	5	https://www.yolocounty.gov/government/general-governmen	
b. Last 3 years (5 pts)	5	https://www.yolocounty.gov/government/general-governmen	
Total	10		
7. Contracts (10 points)			
a. Current RFPs & bidding opportunities (5 pts)	5	https://www.yolocounty.org/government/general-governmen	
b. Submittal Instructions (5 pts)	5	https://www.yolocounty.org/government/general-governmen	
Total	10		
8. Public Records (10 points)			
a. Request for public records (10 pts)	10	https://www.yolocounty.gov/government/general-governmen	
Total	10		
9. Revenue Sources (10 points)			
a. Summary of Fees (5 pts)	5	https://www.yolocounty.gov/government/general-governmen	
b. Summary of Revenue Sources (5 pts)	5	https://www.yolocounty.gov/government/general-governmen	
Total	10		
10. Agency Specific Criteria: Special Districts (10 points)			
a. Authorizing statute/enabling act (5 pts)	5	https://www.yolocounty.gov/government/general-governmen	
b. Board ethics training certificates (5 pts)	5	n/a	Does not apply to CSAs
Total	10		
Total Score	90		

Willowbank CSA & CAC

Audit completed: (10/15/24)	Score	Link	Notes
1. Overview (10 points)			
a. Description of Services/functions (5 pts)	5	https://www.yolocounty.gov/government/general-governmen	
b. Service Boundary (5 pts)	5	https://www.yolocounty.gov/government/general-governmen	
Total	10		
2. Budget (10 points)			
a. Current FY + 3 years prior (5 pts)	0	https://www.yolocounty.gov	Can't access govAccess
b. Financial Reserve Policy (5 pts)	0	https://www.yolocounty.gov	Can't access govAccess
Total	0		
3. Meetings (10 points)			
a. Schedule (5 pts)	0	https://www.yolocounty.gov	Where, when, how often are meetings
b. Archive of agendas/minutes (5 pts)	5	https://www.yolocounty.gov/government/general-governmen	
Total	5		
4. Elected & Appointed Officials (10 points)			
a. Board member information (3.33 pts)	3.33	https://www.yolocounty.gov/government/general-governmen	
b. Election procedures/deadlines (3.33 pts)	3.33	https://www.yolocounty.gov/government/general-governmen	
c. Reimbursement/Compensation policy (3.33 pts)	3.33	https://www.yolocounty.gov/government/general-governmen	
Total	10		
5. Administrative Officials (10 points)			
a. General Manager and Key Staff Information (10 pts)	10	https://www.yolocounty.gov/government/general-governmen	
Total	10		
6. Audits (10 points)			
a. Current audit (5 pts)	0	https://www.yolocounty.gov	Can't access govAccess
b. Last 3 years (5 pts)	0	https://www.yolocounty.gov	Can't access govAccess
Total	0		
7. Contracts (10 points)			
a. Current RFPs & bidding opportunities (5 pts)	5	https://www.yolocounty.gov/government/general-governmen	
b. Submittal Instructions (5 pts)	5	https://www.yolocounty.gov/government/general-governmen	
Total	10		
8. Public Records (10 points)			
a. Request for public records (10 pts)	10	https://www.yolocounty.gov/government/general-governmen	
Total	10		
9. Revenue Sources (10 points)			
a. Summary of Fees (5 pts)	5	https://www.yolocounty.gov/government/general-governmen	
b. Summary of Revenue Sources (5 pts)	0	https://www.yolocounty.gov	Can't access govAccess
Total	5		
10. Agency Specific Criteria: Special Districts (10 points)			
a. Authorizing statute/enabling act (5 pts)	5	https://www.yolocounty.gov/government/general-governmen	
b. Board ethics training certificates (5 pts)	5	n/a	Does not apply to CSAs
Total	10		
Total Score	70		

Capay Valley FPD (D)

Audit completed: (10/15/24)	Score	Link	Notes
1. Overview (10 points)			
a. Description of Services/functions (5 pts)	5	https://cvfpd.specialdistrict.org/services	
b. Service Boundary (5 pts)	5	https://cvfpd.specialdistrict.org/service-area-map	
Total	10		
2. Budget (10 points)			
a. Current FY + 3 years prior (5 pts)	5	https://cvfpd.specialdistrict.org/cvfpd-budget	
b. Financial Reserve Policy (5 pts)	5	https://cvfpd.specialdistrict.org/capay-valley-fire-protection-d	
Total	10		
3. Meetings (10 points)			
a. Schedule (5 pts)	5	https://cvfpd.specialdistrict.org/board-meetings	
b. Archive of agendas/minutes (5 pts)	5	https://cvfpd.specialdistrict.org/board-meetings	
Total	10		
4. Elected & Appointed Officials (10 points)			
a. Board member information (3.33 pts)	3.33	https://cvfpd.specialdistrict.org/board-members	
b. Election procedures/deadlines (3.33 pts)	3.33	https://cvfpd.specialdistrict.org/board-members	
c. Reimbursement/Compensation policy (3.33 pts)	3.33	https://cvfpd.specialdistrict.org/board-members	
Total	10		
5. Administrative Officials (10 points)			
a. General Manager and Key Staff Information (10 pts)	10	https://cvfpd.specialdistrict.org/fire-personnel	
Total	10		
6. Audits (10 points) (2 yr. cycle)			
a. Current audit (5 pts)	5	https://cvfpd.specialdistrict.org/capay-valley-fpd-financial-auc	
b. Last 3 years (5 pts)	5	https://cvfpd.specialdistrict.org/capay-valley-fpd-financial-auc	
Total	10		
7. Contracts (10 points)			
a. Current RFPs & bidding opportunities (5 pts)	5	https://cvfpd.specialdistrict.org/current-rfp-s	
b. Submittal Instructions (5 pts)	5	https://cvfpd.specialdistrict.org/current-rfp-s	
Total	10		
8. Public Records (10 points)			
a. Request for public records (10 pts)	10	https://cvfpd.specialdistrict.org/guidelines-for-access-to-publ	
Total	10		
9. Revenue Sources (10 points)			
a. Summary of Fees (5 pts)	0	https://cvfpd.specialdistrict	No info. Do you have fees for services? Taxes? Assessments?
b. Summary of Revenue Sources (5 pts)	5	https://cvfpd.specialdistrict	shown in budget
Total	5		
10. Agency Specific Criteria: Special Districts (10 points)			
a. Authorizing statute/enabling act (5 pts)	5	https://cvfpd.specialdistrict.org/fire-protection-districts-princip	
b. Board ethics training certificates (5 pts)	0	https://cvfpd.specialdistrict	2 certs expired/3 missing
Total	5		
Total Score	90		

Clarksburg FPD (I)

Audit completed: (10/15/24)	Score	Link	Notes
1. Overview (10 points)			
a. Description of Services/functions (5 pts)	5	https://clarksburgfire.specialdistrict.org/services	
b. Service Boundary (5 pts)	5	https://clarksburgfire.specialdistrict.org/district-boundaries	
Total	10		
2. Budget (10 points)			
a. Current FY + 3 years prior (5 pts)	2.5	https://clarksburgfire.spec	No current/Only 2 of 3 prior
b. Financial Reserve Policy (5 pts)	0		no info
Total	2.5		
3. Meetings (10 points)			
a. Schedule (5 pts)	5	https://clarksburgfire.specialdistrict.org/board-meetings	
b. Archive of agendas/minutes (5 pts)	5	https://clarksburgfire.specialdistrict.org/board-meetings	
Total	10		
4. Elected & Appointed Officials (10 points)			
a. Board member information (3.33 pts)	2.5	https://clarksburgfire.spec	no terms/bio
b. Election procedures/deadlines (3.33 pts)	0		no info
c. Reimbursement/Compensation policy (3.33 pts)	3.33	https://clarksburgfire.specialdistrict.org/board-members	
Total	6		
5. Administrative Officials (10 points)			
a. General Manager and Key Staff Information (10 pts)	10	https://clarksburgfire.specialdistrict.org/staff	
Total	10		
6. Audits (10 points) (2 yr. cycle)			
a. Current audit (5 pts)	5	https://clarksburgfire.specialdistrict.org/most-recent-indepen	
b. Last 3 years (5 pts)	0	https://clarksburgfire.spec	no info
Total	5		
7. Contracts (10 points)			
a. Current RFPs & bidding opportunities (5 pts)	0		no info
b. Submittal Instructions (5 pts)	0		no info
Total	0		
8. Public Records (10 points)			
a. Request for public records (10 pts)	10	https://clarksburgfire.specialdistrict.org/public-records-req	
Total	10		
9. Revenue Sources (10 points)			
a. Summary of Fees (5 pts)	5	https://clarksburgfire.specialdistrict.org/district-financial-infor	
b. Summary of Revenue Sources (5 pts)	5	https://clarksburgfire.spec	shown in budget
Total	10		
10. Agency Specific Criteria: Special Districts (10 points)			
a. Authorizing statute/enabling act (5 pts)	0		no info
b. Board ethics training certificates (5 pts)	0		no info
Total	0		
Total Score	63		

Dunnigan FPD (D)

Audit completed: (10/15/24)	Score	Link	Notes
1. Overview (10 points)			
a. Description of Services/functions (5 pts)	5	https://www.dunniganfire.com/about-us	
b. Service Boundary (5 pts)	0		no info
Total	5		
2. Budget (10 points)			
a. Current FY + 3 years prior (5 pts)	0		no info
b. Financial Reserve Policy (5 pts)	0		no info
Total	0		
3. Meetings (10 points)			
a. Schedule (5 pts)	0	https://www.dunniganfire.c	no info. How often, date, time, place, etc. of meetings should be posted at the top of this page
b. Archive of agendas/minutes (5 pts)	5	https://www.dunniganfire.com/board-meetings	
Total	5		
4. Elected & Appointed Officials (10 points)			
a. Board member information (3.33 pts)	3.33	https://www.dunniganfire.com/board-members	
b. Election procedures/deadlines (3.33 pts)	0		no info
c. Reimbursement/Compensation policy (3.33 pts)	3.33	https://www.dunniganfire.com/financial	
Total	7		
5. Administrative Officials (10 points)			
a. General Manager and Key Staff Information (10 pts)	10	https://www.dunniganfire.com/personnel	
Total	10		
6. Audits (10 points) (2 yr. review cycle)			
a. Current audit (5 pts)	0		no info
b. Last 3 years (5 pts)	0		no info
Total	0		
7. Contracts (10 points)			
a. Current RFPs & bidding opportunities (5 pts)	0		no info
b. Submittal Instructions (5 pts)	0		no info
Total	0		
8. Public Records (10 points)			
a. Request for public records (10 pts)	0		no info
Total	0		
9. Revenue Sources (10 points)			
a. Summary of Fees (5 pts)	0	https://www.dunniganfire.c	info is old (2022)
b. Summary of Revenue Sources (5 pts)	0	https://www.dunniganfire.c	info is old (2022)
Total	0		
10. Agency Specific Criteria: Special Districts (10 points)			
a. Authorizing statute/enabling act (5 pts)	0		no info
b. Board ethics training certificates (5 pts)	0		no info
Total	0		
Total Score	27		

East Davis FPD (D)

Audit completed: (10/15/24)	Score	Link	Notes
1. Overview (10 points)			
a. Description of Services/functions (5 pts)	0		
b. Service Boundary (5 pts)	4	https://www.eastdavisfiredistrict.com	map is outdated
Total	4		
2. Budget (10 points)			
a. Current FY + 3 years prior (5 pts)	1.25	https://www.eastdavisfiredistrict.com	Only FY24/25 posted
b. Financial Reserve Policy (5 pts)	5	https://www.eastdavisfiredistrict.com/reserve-guidelines	
Total	6.25		
3. Meetings (10 points)			
a. Schedule (5 pts)	5	https://www.eastdavisfiredistrict.com	Where are meetings held?
b. Archive of agendas/minutes (5 pts)	5	https://www.eastdavisfiredistrict.com/board-meetings	
Total	10		
4. Elected & Appointed Officials (10 points)			
a. Board member information (3.33 pts)	3.33	https://www.eastdavisfiredistrict.com/board-members	
b. Election procedures/deadlines (3.33 pts)	3.33	https://www.eastdavisfiredistrict.com	info located on pdf attachment
c. Reimbursement/Compensation policy (3.33 pts)	3.33	https://www.eastdavisfiredistrict.com/district-compensation	
Total	10		
5. Administrative Officials (10 points)			
a. General Manager and Key Staff Information (10 pts)	10	n/a	No staff/Board members only
Total	10		
6. Audits (10 points) (2 yr. cycle)			
a. Current audit (5 pts)	0		no info
b. Last 3 years (5 pts)	0		no info
Total	0		
7. Contracts (10 points)			
a. Current RFPs & bidding opportunities (5 pts)	0		no info
b. Submittal Instructions (5 pts)	0		no info
Total	0		
8. Public Records (10 points)			
a. Request for public records (10 pts)	0		no info
Total	0		
9. Revenue Sources (10 points)			
a. Summary of Fees (5 pts)	5	https://www.eastdavisfiredistrict.com	Are 1985 Assessment fees still in effect?
b. Summary of Revenue Sources (5 pts)	5	https://www.eastdavisfiredistrict.com	shown in budget
Total	10		
10. Agency Specific Criteria: Special Districts (10 points)			
a. Authorizing statute/enabling act (5 pts)	5	https://www.eastdavisfiredistrict.com/links	
b. Board ethics training certificates (5 pts)	0		no info
Total	5		
Total Score	55		

Elkhorn FPD (I)

Audit completed: (09/25/24)	Score	Link: No Website	Notes: Non-Compliant
1. Overview (10 points)			
a. Description of Services/functions (5 pts)	0		
b. Service Boundary (5 pts)	0		
Total	0		
2. Budget (10 points)			
a. Current FY + 3 years prior (5 pts)	0		
b. Financial Reserve Policy (5 pts)	0		
Total	0		
3. Meetings (10 points)			
a. Schedule (5 pts)	0		
b. Archive of agendas/minutes (5 pts)	0		
Total	0		
4. Elected & Appointed Officials (10 points)			
a. Board member information (3.33 pts)	0		
b. Election procedures/deadlines (3.33 pts)	0		
c. Reimbursement/Compensation policy (3.33 pts)	0		
Total	0		
5. Administrative Officials (10 points)			
a. General Manager and Key Staff Information (10 pts)	0		
Total	0		
6. Audits (10 points) (5 yr. cycle)			
a. Current audit (5 pts)	0		
b. Last 3 years (5 pts)	0		
Total	0		
7. Contracts (10 points)			
a. Current RFPs & bidding opportunities? (5 pts)	0		
b. Submittal Instructions (5 pts)	0		
Total	0		
8. Public Records (10 points)			
a. Request for public records (10 pts)	0		
Total	0		
9. Revenue Sources (10 points)			
a. Summary of Fees (5 pts)	0		
b. Summary of Revenue Sources (5 pts)	0		
Total	0		
10. Agency Specific Criteria: Special Districts (10 points)			
a. Authorizing statute/enabling act (5 pts)	0		
b. Board ethics training certificates (5 pts)	0		
Total	0		
Total Score	0		

Esparto FPD (D)

Audit completed: (10/15/24)	Score	Link	Notes
1. Overview (10 points)			
a. Description of Services/functions (5 pts)	5	https://www.espartofire.org/services	
b. Service Boundary (5 pts)	5	https://www.espartofire.org/service-area-map	
Total	10		
2. Budget (10 points)			
a. Current FY + 3 years prior (5 pts)	0		no info
b. Financial Reserve Policy (5 pts)	0		no info
Total	0		
3. Meetings (10 points)			
a. Schedule (5 pts)	0	https://www.espartofire.org	Date, time, place, meetings are held?
b. Archive of agendas/minutes (5 pts)	5	https://www.espartofire.org/board-meetings	
Total	5		
4. Elected & Appointed Officials (10 points)			
a. Board member information (3.33 pts)	3.33	https://www.espartofire.org/board-members	
b. Election procedures/deadlines (3.33 pts)	0		no info
c. Reimbursement/Compensation policy (3.33 pts)	0		no info
Total	3		
5. Administrative Officials (10 points)			
a. General Manager and Key Staff Information (10 pts)	10	https://www.espartofire.org/contact-us	
Total	10		
6. Audits (10 points) (2 yr. cycle)			
a. Current audit (5 pts)	0		no info
b. Last 3 years (5 pts)	0		no info
Total	0		
7. Contracts (10 points)			
a. Current RFPs & bidding opportunities (5 pts)	0		no info
b. Submittal Instructions (5 pts)	0		no info
Total	0		
8. Public Records (10 points)			
a. Request for public records (10 pts)	0		no info
Total	0		
9. Revenue Sources (10 points)			
a. Summary of Fees (5 pts)	0		no info
b. Summary of Revenue Sources (5 pts)	0		no info
Total	0		
10. Agency Specific Criteria: Special Districts (10 points)			
a. Authorizing statute/enabling act (5 pts)	0		no info
b. Board ethics training certificates (5 pts)	0		no info
Total	0		
Total Score	28		

Knights Landing FPD (D)

Audit completed: (10/15/24)	Score	Link	Notes
1. Overview (10 points)			
a. Description of Services/functions (5 pts)	5	https://knightslandingfire.specialdistrict.org/services-504018/	
b. Service Boundary (5 pts)	5	https://knightslandingfire.specialdistrict.org/service-area-mar	
Total	10		
2. Budget (10 points)			
a. Current FY + 3 years prior (5 pts)	3.75	https://knightslandingfire.s	No current info for FY24/25
b. Financial Reserve Policy (5 pts)	0		no info
Total	3.75		
3. Meetings (10 points)			
a. Schedule (5 pts)	5	https://knightslandingfire.specialdistrict.org/board-meetings	
b. Archive of agendas/minutes (5 pts)	5	https://knightslandingfire.specialdistrict.org/board-meetings	
Total	10		
4. Elected & Appointed Officials (10 points)			
a. Board member information (3.33 pts)	3.33	https://knightslandingfire.specialdistrict.org/board-members	
b. Election procedures/deadlines (3.33 pts)	3.33	https://knightslandingfire.specialdistrict.org/how-to-apply-to-t	
c. Reimbursement/Compensation policy (3.33 pts)	3.33	https://knightslandingfire.specialdistrict.org/board-members	
Total	10		
5. Administrative Officials (10 points)			
a. General Manager and Key Staff Information (10 pts)	10	https://knightslandingfire.specialdistrict.org/staff	
Total	10		
6. Audits (10 points) (2 yr. review cycle)			
a. Current audit (5 pts)	0		no info
b. Last 3 years (5 pts)	0		no info
Total	0		
7. Contracts (10 points)			
a. Current RFPs & bidding opportunities (5 pts)	0		no info
b. Submittal Instructions (5 pts)	0		no info
Total	0		
8. Public Records (10 points)			
a. Request for public records (10 pts)	10	https://knightslandingfire.specialdistrict.org/public-records-re	
Total	10		
9. Revenue Sources (10 points)			
a. Summary of Fees (5 pts)	0		no info
b. Summary of Revenue Sources (5 pts)	5	https://knightslandingfire.s	shown in budget
Total	5		
10. Agency Specific Criteria: Special Districts (10 points)			
a. Authorizing statute/enabling act (5 pts)	5	https://knightslandingfire.specialdistrict.org/state-law-governi	
b. Board ethics training certificates (5 pts)	0		no info
Total	5		
Total Score	64		

Madison FPD (I)

Audit completed: (10/15/24)	Score	Link	Notes
1. Overview (10 points)			
a. Description of Services/functions (5 pts)	5	https://www.madison-fire.com/services	
b. Service Boundary (5 pts)	5	https://www.madison-fire.com/fire-protection-emergency-res	
Total	10		
2. Budget (10 points)			
a. Current FY + 3 years prior (5 pts)	1.25	https://www.madison-fire.c	FY 23/24 only
b. Financial Reserve Policy (5 pts)	0		no info
Total	1.25		
3. Meetings (10 points)			
a. Schedule (5 pts)	5	https://www.madison-fire.c	time of meetings?
b. Archive of agendas/minutes (5 pts)	5	https://www.madison-fire.c	Timely postings of minutes
Total	10		
4. Elected & Appointed Officials (10 points)			
a. Board member information (3.33 pts)	3.33	https://www.madison-fire.com/board-members	
b. Election procedures/deadlines (3.33 pts)	0		no info
c. Reimbursement/Compensation policy (3.33 pts)	0		no info
Total	3		
5. Administrative Officials (10 points)			
a. General Manager and Key Staff Information (10 pts)	10	https://www.madison-fire.com/madison-fire-department-firefi	
Total	10		
6. Audits (10 points) (2 yr. cycle)			
a. Current audit (5 pts)	0	https://www.madison-fire.c	Last Audit FYE 2021
b. Last 3 years (5 pts)	5	https://www.madison-fire.com/2019-2020-2021-district-audit	
Total	5		
7. Contracts (10 points)			
a. Current RFPs & bidding opportunities (5 pts)	0		no info
b. Submittal Instructions (5 pts)	0		no info
Total	0		
8. Public Records (10 points)			
a. Request for public records (10 pts)	0		no info
Total	0		
9. Revenue Sources (10 points)			
a. Summary of Fees (5 pts)	0		no info
b. Summary of Revenue Sources (5 pts)	0		no info
Total	0		
10. Agency Specific Criteria: Special Districts (10 points)			
a. Authorizing statute/enabling act (5 pts)	5	https://www.madison-fire.com/fire-protection-districts-princip	
b. Board ethics training certificates (5 pts)	0		no info
Total	5		
Total Score	45		

No Man's Land FPD (D)

Audit completed: (09/25/24)	Score	Link: No Website	Notes
1. Overview (10 points)			
a. Description of Services/functions (5 pts)	0		
b. Service Boundary (5 pts)	0		
Total	0		
2. Budget (10 points)			
a. Current FY + 3 years prior (5 pts)	0		
b. Financial Reserve Policy (5 pts)	0		
Total	0		
3. Meetings (10 points)			
a. Schedule (5 pts)	0		
b. Archive of agendas/minutes (5 pts)	0		
Total	0		
4. Elected & Appointed Officials (10 points)			
a. Board member information (3.33 pts)	0		
b. Election procedures/deadlines (3.33 pts)	0		
c. Reimbursement/Compensation policy (3.33 pts)	0		
Total	0		
5. Administrative Officials (10 points)			
a. General Manager and Key Staff Information (10 pts)	0		
Total	0		
6. Audits (10 points) (2 yr. review cycle)			
a. Current audit (5 pts)	0		
b. Last 3 years (5 pts)	0		
Total	0		
7. Contracts (10 points)			
a. Current RFPs & bidding opportunities (5 pts)	0		
b. Submittal Instructions? (5 pts)	0		
Total	0		
8. Public Records (10 points)			
a. Request for public records (10 pts)	0		
Total	0		
9. Revenue Sources (10 points)			
a. Summary of Fees (5 pts)	0		
b. Summary of Revenue Sources (5 pts)	0		
Total	0		
10. Agency Specific Criteria: Special Districts (10 points)			
a. Authorizing statute/enabling act (5 pts)	0		
b. Board ethics training certificates (5 pts)	0		
Total	0		
Total Score	0		

Springlake FPD (D)

Audit completed: (10/16/24)	Score	Link	Notes
1. Overview (10 points)			
a. Description of Services/functions (5 pts)	5	https://www.springlakefpd.org/about_us	
b. Service Boundary (5 pts)	5	https://www.springlakefpd.org	Map outdated. Suggest changing to 2022 district map
Total	10		
2. Budget (10 points)			
a. Current FY + 3 years prior (5 pts)	3.75	https://www.springlakefpd.org	Missing FY24/25
b. Financial Reserve Policy (5 pts)	5	https://www.springlakefpd.org/transparency	
Total	8.75		
3. Meetings (10 points)			
a. Schedule (5 pts)	5	https://www.springlakefpd.org/board-meetings	
b. Archive of agendas/minutes (5 pts)	5	https://www.springlakefpd.org/board-meetings	
Total	10		
4. Elected & Appointed Officials (10 points)			
a. Board member information (3.33 pts)	3.33	https://www.springlakefpd.org/board-members	
b. Election procedures/deadlines (3.33 pts)	3.33	https://www.springlakefpd.org/board-members	
c. Reimbursement/Compensation policy (3.33 pts)	3.33	https://www.springlakefpd.org/board-members	
Total	10		
5. Administrative Officials (10 points)			
a. General Manager and Key Staff Information (10 pts)	10	https://www.springlakefpd.org/board-members	
Total	10		
6. Audits (10 points) (2 yr. cycle)			
a. Current audit (5 pts)	0	https://www.springlakefpd.org	Missing 2023
b. Last 3 years (5 pts)	5	https://www.springlakefpd.org/transparency	
Total	5		
7. Contracts (10 points)			
a. Current RFPs & bidding opportunities (5 pts)	5	https://www.springlakefpd.org/contact	
b. Submittal Instructions (5 pts)	5	https://www.springlakefpd.org/contact	
Total	10		
8. Public Records (10 points)			
a. Request for public records (10 pts)	10	https://www.springlakefpd.org/contact	
Total	10		
9. Revenue Sources (10 points)			
a. Summary of Fees (5 pts)	5	https://www.springlakefpd.org	Financial Transaction Report-2022
b. Summary of Revenue Sources (5 pts)	5	https://www.springlakefpd.org	shown in budget
Total	10		
10. Agency Specific Criteria: Special Districts (10 points)			
a. Authorizing statute/enabling act (5 pts)	5	https://www.springlakefpd.org	Suggest adding current FPD Gov. Code Section number to page.
b. Board ethics training certificates (5 pts)	0		no info
Total	5		
Total Score	89		

West Plainfield FPD (D)

Audit completed: (10/16/24)	Score	Link	Notes
1. Overview (10 points)			
a. Description of Services/functions (5 pts)	5	https://www.westplainfieldfire.gov/services	
b. Service Boundary (5 pts)	5	https://www.westplainfieldfire.gov/district-map	
Total	10		
2. Budget (10 points)			
a. Current FY + 3 years prior (5 pts)	5	https://www.westplainfieldfire.gov/budgets-and-other-financie	
b. Financial Reserve Policy (5 pts)	0		no info
Total	5		
3. Meetings (10 points)			
a. Schedule (5 pts)	5	https://www.westplainfieldfire.gov/board-meetings	
b. Archive of agendas/minutes (5 pts)	3	https://www.westplainfieldf	Sporadic on minutes
Total	8		
4. Elected & Appointed Officials (10 points)			
a. Board member information (3.33 pts)	2.66	https://www.westplainfieldfire.gov/board-members	
b. Election procedures/deadlines (3.33 pts)	0		no info
c. Reimbursement/Compensation policy (3.33 pts)	0		no info
Total	3		
5. Administrative Officials (10 points)			
a. General Manager and Key Staff Information (10 pts)	5	https://www.westplainfieldfire.gov/staff	
Total	5		
6. Audits (10 points) (2 yr. cycle)			
a. Current audit (5 pts)	0		no info
b. Last 3 years (5 pts)	0		no info
Total	0		
7. Contracts (10 points)			
a. Current RFPs & bidding opportunities (5 pts)	0		no info
b. Submittal Instructions (5 pts)	0		no info
Total	0		
8. Public Records (10 points)			
a. Request for public records (10 pts)	0		no info
Total	0		
9. Revenue Sources (10 points)			
a. Summary of Fees (5 pts)	5	https://www.westplainfieldf	shown in budget
b. Summary of Revenue Sources (5 pts)	5	https://www.westplainfieldf	shown in budget
Total	10		
10. Agency Specific Criteria: Special Districts (10 points)			
a. Authorizing statute/enabling act (5 pts)	0		no info
b. Board ethics training certificates (5 pts)	0		no info
Total	0		
Total Score	41		

Willow Oak FPD (D)

Audit completed: (10/16/24)	Score	Link	Notes
1. Overview (10 points)			
a. Description of Services/functions (5 pts)	5	https://www.willowoakfire.gov/about	
b. Service Boundary (5 pts)	5	https://www.willowoakfire.gov/service-area-map	
Total	10		
2. Budget (10 points)			
a. Current FY + 3 years prior (5 pts)	2.5	https://www.willowoakfire.gov	Missing 2 yrs.-FY24/25 missing revenue-FY23/24 not signed
b. Financial Reserve Policy (5 pts)	0		no info
Total	2.5		
3. Meetings (10 points)			
a. Schedule (5 pts)	5	https://www.willowoakfire.gov/board-meetings	
b. Archive of agendas/minutes (5 pts)	2.5	https://www.willowoakfire.gov	no minutes
Total	7.5		
4. Elected & Appointed Officials (10 points)			
a. Board member information (3.33 pts)	3.33	https://www.willowoakfire.gov/board-of-commissioners	
b. Election procedures/deadlines (3.33 pts)	3.33	https://www.willowoakfire.gov/election-procedures	
c. Reimbursement/Compensation policy (3.33 pts)	0		no info
Total	7		
5. Administrative Officials (10 points)			
a. General Manager and Key Staff Information (10 pts)	10	https://www.willowoakfire.gov/staff	
Total	10		
6. Audits (10 points) (2 yr. cycle)			
a. Current audit (5 pts)	0		no info
b. Last 3 years (5 pts)	0		no info
Total	0		
7. Contracts (10 points)			
a. Current RFPs & bidding opportunities (5 pts)	0		no info
b. Submittal Instructions (5 pts)	0		no info
Total	0		
8. Public Records (10 points)			
a. Request for public records (10 pts)	10	https://www.willowoakfire.gov/public-records-request-policy-c	
Total	10		
9. Revenue Sources (10 points)			
a. Summary of Fees (5 pts)	3	https://www.willowoakfire.gov	outdated-2022
b. Summary of Revenue Sources (5 pts)	3	https://www.willowoakfire.gov	outdated-2022
Total	6		
10. Agency Specific Criteria: Special Districts (10 points)			
a. Authorizing statute/enabling act (5 pts)	5	https://www.yolocounty.gov/government/board-of-supervisor	
b. Board ethics training certificates (5 pts)	3	https://www.willowoakfire.gov	Missing 2 of 5
Total	8		
Total Score	61		

Winters FPD (D)

Audit completed: (10/16/24)	Score	Link	Notes
1. Overview (10 points)			
a. Description of Services/functions (5 pts)	5	https://www.wintersfire.org/274/Winters-Fire-Protection-Distr	
b. Service Boundary (5 pts)	5	https://www.wintersfire.org/274/Winters-Fire-Protection-Distr	
Total	10		
2. Budget (10 points)			
a. Current FY + 3 years prior (5 pts)	5	https://www.wintersfire.org/275/WFPD-Financial-Information	
b. Financial Reserve Policy (5 pts)	5	https://www.wintersfire.org/275/WFPD-Financial-Information	
Total	10		
3. Meetings (10 points)			
a. Schedule (5 pts)	5	https://www.wintersfire.org/276/Commissioner-Board-Meetin	
b. Archive of agendas/minutes (5 pts)	5	https://www.wintersfire.org/276/Commissioner-Board-Meetin	
Total	10		
4. Elected & Appointed Officials (10 points)			
a. Board member information (3.33 pts)	3.33	https://www.wintersfire.org/276/Commissioner-Board-Meetin	
b. Election procedures/deadlines (3.33 pts)	3.33	https://www.wintersfire.org/276/Commissioner-Board-Meetin	
c. Reimbursement/Compensation policy (3.33 pts)	3.33	https://www.wintersfire.org/276/Commissioner-Board-Meetin	
Total	10		
5. Administrative Officials (10 points)			
a. General Manager and Key Staff Information (10 pts)	10	https://www.cityofwinters.org/Directory.aspx?did=17	
Total	10		
6. Audits (10 points) (2 yr. cycle)			
a. Current audit (5 pts)	5	https://www.wintersfire.org/275/WFPD-Financial-Information	
b. Last 3 years (5 pts)	5	https://www.wintersfire.org/275/WFPD-Financial-Information	
Total	10		
7. Contracts (10 points)			
a. Current RFPs & bidding opportunities (5 pts)	5	https://www.wintersfire.org/277/Current-RFPs-Bidding-Inform	
b. Submittal Instructions (5 pts)	5	https://www.wintersfire.org/277/Current-RFPs-Bidding-Inform	
Total	10		
8. Public Records (10 points)			
a. Request for public records (10 pts)	0		no info
Total	0		
9. Revenue Sources (10 points)			
a. Summary of Fees (5 pts)	5	https://www.wintersfire.org/275/WFPD-Financial-Information	
b. Summary of Revenue Sources (5 pts)	5	https://www.wintersfire.org/275/WFPD-Financial-Information	
Total	10		
10. Agency Specific Criteria: Special Districts (10 points)			
a. Authorizing statute/enabling act (5 pts)	5	https://www.wintersfire.org/274/Winters-Fire-Protection-Distr	
b. Board ethics training certificates (5 pts)	5	https://www.wintersfire.org/276/Commissioner-Board-Meetin	
Total	10		
Total Score	90		

Yolo FPD (I)

Audit completed: (10/16/24)	Score	Link	Notes
1. Overview (10 points)			
a. Description of Services/functions (5 pts)	5	https://www.yolofpd.org/services	
b. Service Boundary (5 pts)	5	https://www.yolofpd.org/services	
Total	10		
2. Budget (10 points)			
a. Current FY + 3 years prior (5 pts)	5	https://www.yolofpd.org/budgets	
b. Financial Reserve Policy (5 pts)	0		no info
Total	5		
3. Meetings (10 points)			
a. Schedule (5 pts)	5	https://www.yolofpd.org/board-meetings	
b. Archive of agendas/minutes (5 pts)	5	https://www.yolofpd.org/board-meetings	
Total	10		
4. Elected & Appointed Officials (10 points)			
a. Board member information (3.33 pts)	3.33	https://www.yolofpd.org/board-members	
b. Election procedures/deadlines (3.33 pts)	3.33	https://www.yolofpd.org/elections	
c. Reimbursement/Compensation policy (3.33 pts)	3.33	https://www.yolofpd.org/compensation	
Total	10		
5. Administrative Officials (10 points)			
a. General Manager and Key Staff Information (10 pts)	10	https://www.yolofpd.org/staffing-4d9e39e	
Total	10		
6. Audits (10 points) (5 yr. cycle)			
a. Current audit (5 pts)	5	https://www.yolofpd.org/fin	Last Audit FY end 2021
b. Last 3 years (5 pts)	5	https://www.yolofpd.org/financial-audits	
Total	10		
7. Contracts (10 points)			
a. Current RFPs & bidding opportunities (5 pts)	5	https://www.yolofpd.org/proposals-and-bidding-opportunities	
b. Submittal Instructions (5 pts)	5	https://www.yolofpd.org/proposals-and-bidding-opportunities	
Total	10		
8. Public Records (10 points)			
a. Request for public records (10 pts)	10	https://www.yolofpd.org/public-records-request	
Total	10		
9. Revenue Sources (10 points)			
a. Summary of Fees (5 pts)	5	https://www.yolofpd.org/be	Are 1997 fees still used?
b. Summary of Revenue Sources (5 pts)	5	https://www.yolofpd.org/di	shown in budget
Total	10		
10. Agency Specific Criteria: Special Districts (10 points)			
a. Authorizing statute/enabling act (5 pts)	5	https://www.yolofpd.org/foundation-of-district-1939	
b. Board ethics training certificates (5 pts)	3.33	https://www.yolofpd.org/tr	Missing 1 of 3
Total	8.33		
Total Score	93		

Zamora FPD (I)

Audit completed: (10/17/24)	Score	Link	Notes
1. Overview (10 points)			
a. Description of Services/functions (5 pts)	5	https://zamorafire.specialdistrict.org/about-us	
b. Service Boundary (5 pts)	5	https://zamorafire.specialdistrict.org/service-area-map	
Total	10		
2. Budget (10 points)			
a. Current FY + 3 years prior (5 pts)	5	https://zamorafire.specialdistrict.org/district-budgets	
b. Financial Reserve Policy (5 pts)	5	https://zamorafire.specialdistrict.org/zamora-fire-protection-d	
Total	10		
3. Meetings (10 points)			
a. Schedule (5 pts)	5	https://zamorafire.specialdistrict.org/board-meetings	
b. Archive of agendas/minutes (5 pts)	5	https://zamorafire.specialdistrict.org/board-meetings	
Total	10		
4. Elected & Appointed Officials (10 points)			
a. Board member information (3.33 pts)	3.33	https://zamorafire.specialdistrict.org/board-members	
b. Election procedures/deadlines (3.33 pts)	3.33	https://zamorafire.specialdistrict.org/board-members	
c. Reimbursement/Compensation policy (3.33 pts)	3.33	https://zamorafire.specialdistrict.org/zamora-fire-protection-d	
Total	10		
5. Administrative Officials (10 points)			
a. General Manager and Key Staff Information (10 pts)	10	https://zamorafire.specialdistrict.org/staff	
Total	10		
6. Audits (10 points) (5 yr. cycle)			
a. Current audit (5 pts)	5	https://zamorafire.specialdistrict.org/financial-audits	
b. Last 3 years (5 pts)	5	https://zamorafire.specialdistrict.org/financial-audits	
Total	10		
7. Contracts (10 points)			
a. Current RFPs & bidding opportunities (5 pts)	5	https://zamorafire.specialdistrict.org/proposals-bidding-oppo	
b. Submittal Instructions (5 pts)	5	https://zamorafire.specialdistrict.org/proposals-bidding-oppo	
Total	10		
8. Public Records (10 points)			
a. Request for public records (10 pts)	10	https://zamorafire.specialdistrict.org/document-request	
Total	10		
9. Revenue Sources (10 points)			
a. Summary of Fees (5 pts)	5	https://zamorafire.specialdistrict.org/revenue-sources	
b. Summary of Revenue Sources (5 pts)	5	https://zamorafire.specialdistrict.org/revenue-sources	
Total	10		
10. Agency Specific Criteria: Special Districts (10 points)			
a. Authorizing statute/enabling act (5 pts)	5	https://zamorafire.specialdistrict.org/fire-protection-districts-r	
b. Board ethics training certificates (5 pts)	0	https://zamorafire.special 2 of 5, both expired	
Total	5		
Total Score	95		

Yolo Sacramento Port District

Audit completed: (10/17/24)	Score	Link	Notes
1. Overview (10 points)			
a. Description of Services/functions (5 pts)	5	https://www.cityofwestsacramento.org/government/departme	
b. Service Boundary (5 pts)	5	https://www.cityofwestsacramento.org/government/departme	
Total	10		
2. Budget (10 points)			
a. Current FY + 3 years prior (5 pts)	2.5	https://www.cityofwestsacr	no info since FY 21-23 CIP Budget
b. Financial Reserve Policy (5 pts)	0		no info
Total	2.5		
3. Meetings (10 points)			
a. Schedule (5 pts)	5	https://www.cityofwestsacramento.org/government/commiss	
b. Archive of agendas/minutes (5 pts)	2.5	https://www.cityofwestsacr	no minutes
Total	7.5		
4. Elected & Appointed Officials (10 points)			
a. Board member information (3.33 pts)	3.33	https://www.cityofwestsacramento.org/government/commiss	
b. Election procedures/deadlines (3.33 pts)	0		no info
c. Reimbursement/Compensation policy (3.33 pts)	0		no info
Total	3		
5. Administrative Officials (10 points)			
a. General Manager and Key Staff Information (10 pts)	10	https://www.cityofwestsacramento.org/government/departme	
Total	10		
6. Audits (10 points)			
a. Current audit (5 pts)	5	https://www.cityofwestsacramento.org/government/departme	
b. Last 3 years (5 pts)	5	https://www.cityofwestsacramento.org/government/departme	
Total	10		
7. Contracts (10 points)			
a. Current RFPs & bidding opportunities (5 pts)	5	https://www.cityofwestsacramento.org/government/departme	
b. Submittal Instructions (5 pts)	5	https://www.cityofwestsacramento.org/government/departme	
Total	10		
8. Public Records (10 points)			
a. Request for public records (10 pts)	10	https://www.cityofwestsacramento.org/government/departme	
Total	10		
9. Revenue Sources (10 points)			
a. Summary of Fees (5 pts)	5	https://www.cityofwestsacramento.org/government/departme	
b. Summary of Revenue Sources (5 pts)	5	https://www.cityofwestsacramento.org/government/departme	
Total	10		
10. Agency Specific Criteria: Special Districts (10 points)			
a. Authorizing statute/enabling act (5 pts)	5	https://www.cityofwestsacramento.org/government/departme	
b. Board ethics training certificates (5 pts)	0		no info
Total	5		
Total Score	78		

Reclamation District 150

Audit completed: (10/17/24)	Score	Link	Notes
1. Overview (10 points)			
a. Description of Services/functions (5 pts)	5	https://www.rd150.com/	
b. Service Boundary (5 pts)	5	https://www.rd150.com/history	
Total	10		
2. Budget (10 points)			
a. Current FY + 3 years prior (5 pts)	3.75	https://www.rd150.com/fin	Missing FY24/25
b. Financial Reserve Policy (5 pts)	5	https://www.rd150.com/financials	
Total	8.75		
3. Meetings (10 points)			
a. Schedule (5 pts)	5	https://www.rd150.com/meetings	
b. Archive of agendas/minutes (5 pts)	5	https://www.rd150.com/meetings	
Total	10		
4. Elected & Appointed Officials (10 points)			
a. Board member information (3.33 pts)	3.33	https://www.rd150.com/services	
b. Election procedures/deadlines (3.33 pts)	3.33	https://www.rd150.com/services	
c. Reimbursement/Compensation policy (3.33 pts)	3.33	https://www.rd150.com/services	
Total	10		
5. Administrative Officials (10 points)			
a. General Manager and Key Staff Information (10 pts)	10	https://www.rd150.com/services	
Total	10		
6. Audits (10 points) (2 yr. cycle)			
a. Current audit (5 pts)	5	https://www.rd150.com/financials	
b. Last 3 years (5 pts)	5	https://www.rd150.com/financials	
Total	10		
7. Contracts (10 points)			
a. Current RFPs & bidding opportunities (5 pts)	5	https://www.rd150.com/resources	
b. Submittal Instructions (5 pts)	5	https://www.rd150.com/resources	
Total	10		
8. Public Records (10 points)			
a. Request for public records (10 pts)	10	https://www.rd150.com/contact	
Total	10		
9. Revenue Sources (10 points)			
a. Summary of Fees (5 pts)	5	https://www.rd150.com/financials	
b. Summary of Revenue Sources (5 pts)	5	https://www.rd150.com/financials	
Total	10		
10. Agency Specific Criteria: Special Districts (10 points)			
a. Authorizing statute/enabling act (5 pts)	0		no info
b. Board ethics training certificates (5 pts)	0	https://www.rd150.com/se	Expired
Total	0		
Total Score	89		

Reclamation District 307

Audit completed: (09/25/24)	Score	Link: No Website	Notes: Non-Compliant
1. Overview (10 points)			
a. Description of Services/functions (5 pts)	0		
b. Service Boundary (5 pts)	0		
Total	0		
2. Budget (10 points)			
a. Current FY + 3 years prior (5 pts)	0		
b. Financial Reserve Policy (5 pts)	0		
Total	0		
3. Meetings (10 points)			
a. Schedule (5 pts)	0		
b. Archive of agendas/minutes (5 pts)	0		
Total	0		
4. Elected & Appointed Officials (10 points)			
a. Board member information (3.33 pts)	0		
b. Election procedures/deadlines (3.33 pts)	0		
c. Reimbursement/Compensation policy (3.33 pts)	0		
Total	0		
5. Administrative Officials (10 points)			
a. General Manager and Key Staff Information (10 pts)	0		
Total	0		
6. Audits (10 points) (2 yr. cycle)			
a. Current audit (5 pts)	0		
b. Last 3 years (5 pts)	0		
Total	0		
7. Contracts (10 points)			
a. Current RFPs & bidding opportunities (5 pts)	0		
b. Submittal Instructions (5 pts)	0		
Total	0		
8. Public Records (10 points)			
a. Request for public records (10 pts)	0		
Total	0		
9. Revenue Sources (10 points)			
a. Summary of Fees (5 pts)	0		
b. Summary of Revenue Sources (5 pts)	0		
Total	0		
10. Agency Specific Criteria: Special Districts (10 points)			
a. Authorizing statute/enabling act (5 pts)	0		
b. Board ethics training certificates (5 pts)	0		
Total	0		
Total Score	0		

Reclamation District 537

Audit completed: (10/17/24)	Score	Link	Notes
1. Overview (10 points)			
a. Description of Services/functions (5 pts)	5	https://rd537.specialdistrict.org/services	
b. Service Boundary (5 pts)	5	https://rd537.specialdistrict.org/district-map	
Total	10		
2. Budget (10 points)			
a. Current FY + 3 years prior (5 pts)	0		no info
b. Financial Reserve Policy (5 pts)	0		no info
Total	0		
3. Meetings (10 points)			
a. Schedule (5 pts)	5	https://rd537.specialdistrict.org/board-meetings	
b. Archive of agendas/minutes (5 pts)	5	https://rd537.specialdistrict.org/board-meetings	
Total	10		
4. Elected & Appointed Officials (10 points)			
a. Board member information (3.33 pts)	1.33	https://rd537.specialdistric	No contact, terms, compensation
b. Election procedures/deadlines (3.33 pts)	0		no info
c. Reimbursement/Compensation policy (3.33 pts)	0		no info
Total	1		
5. Administrative Officials (10 points)			
a. General Manager and Key Staff Information (10 pts)	0	https://rd537.specialdistric	no info
Total	0		
6. Audits (10 points) (2 yr. cycle)			
a. Current audit (5 pts)	0		no info
b. Last 3 years (5 pts)	0		no info
Total	0		
7. Contracts (10 points)			
a. Current RFPs & bidding opportunities (5 pts)	0		no info
b. Submittal Instructions (5 pts)	0		no info
Total	0		
8. Public Records (10 points)			
a. Request for public records (10 pts)	0		no info
Total	0		
9. Revenue Sources (10 points)			
a. Summary of Fees (5 pts)	0		no info
b. Summary of Revenue Sources (5 pts)	0		no info
Total	0		
10. Agency Specific Criteria: Special Districts (10 points)			
a. Authorizing statute/enabling act (5 pts)	0		no info
b. Board ethics training certificates (5 pts)	0		no info
Total	0		
Total Score	21		

Reclamation District 730

Audit completed: (09/25/24)	Score	Link: No Website	Notes: Non-Compliant
1. Overview (10 points)			
a. Description of Services/functions (5 pts)	0		
b. Service Boundary (5 pts)	0		
Total	0		
2. Budget (10 points)			
a. Current FY + 3 years prior (5 pts)	0		
b. Financial Reserve Policy (5 pts)	0		
Total	0		
3. Meetings (10 points)			
a. Schedule (5 pts)	0		
b. Archive of agendas/minutes (5 pts)	0		
Total	0		
4. Elected & Appointed Officials (10 points)			
a. Board member information (3.33 pts)	0		
b. Election procedures/deadlines (3.33 pts)	0		
c. Reimbursement/Compensation policy (3.33 pts)	0		
Total	0		
5. Administrative Officials (10 points)			
a. General Manager and Key Staff Information (10 pts)	0		
Total	0		
6. Audits (10 points) (2 yr. cycle)			
a. Current audit (5 pts)	0		
b. Last 3 years (5 pts)	0		
Total	0		
7. Contracts (10 points)			
a. Current RFPs & bidding opportunities? (5 pts)	0		
b. Submittal Instructions (5 pts)	0		
Total	0		
8. Public Records (10 points)			
a. Request for public records (10 pts)	0		
Total	0		
9. Revenue Sources (10 points)			
a. Summary of Fees (5 pts)	0		
b. Summary of Revenue Sources (5 pts)	0		
Total	0		
10. Agency Specific Criteria: Special Districts (10 points)			
a. Authorizing statute/enabling act (5 pts)	0		
b. Board ethics training certificates (5 pts)	0		
Total	0		
Total Score	0		

Reclamation District 765

Audit completed: (09/25/24)	Score	Link: No Website	Notes: Non-Compliant
1. Overview (10 points)			
a. Description of Services/functions (5 pts)	0		
b. Service Boundary (5 pts)	0		
Total	0		
2. Budget (10 points)			
a. Current FY + 3 years prior (5 pts)	0		
b. Financial Reserve Policy (5 pts)	0		
Total	0		
3. Meetings (10 points)			
a. Schedule (5 pts)	0		
b. Archive of agendas/minutes (5 pts)	0		
Total	0		
4. Elected & Appointed Officials (10 points)			
a. Board member information (3.33 pts)	0		
b. Election procedures/deadlines (3.33 pts)	0		
c. Reimbursement/Compensation policy (3.33 pts)	0		
Total	0		
5. Administrative Officials (10 points)			
a. General Manager and Key Staff Information (10 pts)	0		
Total	0		
6. Audits (10 points)			
a. Current audit? (5 pts)	0		
b. Last 3 years? (5 pts)	0		
Total	0		
7. Contracts (10 points)			
a. Current RFPs & bidding opportunities (5 pts)	0		
b. Submittal Instructions (5 pts)	0		
Total	0		
8. Public Records (10 points)			
a. Request for public records (10 pts)	0		
Total	0		
9. Revenue Sources (10 points)			
a. Summary of Fees (5 pts)	0		
b. Summary of Revenue Sources (5 pts)	0		
Total	0		
10. Agency Specific Criteria: Special Districts (10 points)			
a. Authorizing statute/enabling act (5 pts)	0		
b. Board ethics training certificates (5 pts)	0		
Total	0		
Total Score	0		

Reclamation District 787

Audit completed: (10/17/24)	Score	Link	Notes
1. Overview (10 points)			
a. Description of Services/functions (5 pts)	5	https://www.rd-787.org/about-us	
b. Service Boundary (5 pts)	5	https://www.rd-787.org/district-maps	
Total	10		
2. Budget (10 points)			
a. Current FY + 3 years prior (5 pts)	0		no info
b. Financial Reserve Policy (5 pts)	0		no info
Total	0		
3. Meetings (10 points)			
a. Schedule (5 pts)	5	https://www.rd-787.org/board-meetings	
b. Archive of agendas/minutes (5 pts)	5	https://www.rd-787.org/board-meetings	
Total	10		
4. Elected & Appointed Officials (10 points)			
a. Board member information (3.33 pts)	1.33	https://www.rd-787.org/bo	No contact info, terms, bio
b. Election procedures/deadlines (3.33 pts)	0		no info
c. Reimbursement/Compensation policy (3.33 pts)	3.33	https://www.rd-787.org/board-members	
Total	5		
5. Administrative Officials (10 points)			
a. General Manager and Key Staff Information (10 pts)	5	https://www.rd-787.org/dis	Compensation/benefits?
Total	5		
6. Audits (10 points)			
a. Current audit? (5 pts)	0		no info
b. Last 3 years? (5 pts)	0		no info
Total	0		
7. Contracts (10 points)			
a. Current RFPs & bidding opportunities (5 pts)	0		no info
b. Submittal Instructions (5 pts)	0		no info
Total	0		
8. Public Records (10 points)			
a. Request for public records (10 pts)	0		no info
Total	0		
9. Revenue Sources (10 points)			
a. Summary of Fees (5 pts)	0		no info
b. Summary of Revenue Sources (5 pts)	0		no info
Total	0		
10. Agency Specific Criteria: Special Districts (10 points)			
a. Authorizing statute/enabling act (5 pts)	3	https://www.rd-787.org/ab	Suggest adding authorizing statute (GC section)
b. Board ethics training certificates (5 pts)	0		no info
Total	3		
Total Score	33		

Reclamation District 900

Audit completed: (10/18/24)	Score	Link	Notes
1. Overview (10 points)			
a. Description of Services/functions (5 pts)	5	https://www.rd900.org/about-us	
b. Service Boundary (5 pts)	5	https://www.rd900.org/reclamation-district-900-boundary-ma	
Total	10		
2. Budget (10 points)			
a. Current FY + 3 years prior (5 pts)	5	https://www.rd900.org/archive-district-financials	
b. Financial Reserve Policy (5 pts)	5	https://www.rd900.org/reclamation-district-900-reserve-policy	
Total	10		
3. Meetings (10 points)			
a. Schedule (5 pts)	5	https://www.rd900.org/board-meetings	
b. Archive of agendas/minutes (5 pts)	5	https://www.rd900.org/board-meetings	
Total	10		
4. Elected & Appointed Officials (10 points)			
a. Board member information (3.33 pts)	3.33	https://www.rd900.org/board-of-trustees	
b. Election procedures/deadlines (3.33 pts)	0		
c. Reimbursement/Compensation policy (3.33 pts)	3.33	https://www.rd900.org/board-of-trustees	
Total	7		
5. Administrative Officials (10 points)			
a. General Manager and Key Staff Information (10 pts)	10	https://www.rd900.org/staff	
Total	10		
6. Audits (10 points) (2 yr. cycle)			
a. Current audit (5 pts)	5	https://www.rd900.org/archive-district-financials	
b. Last 3 years (5 pts)	5	https://www.rd900.org/archive-district-financials	
Total	10		
7. Contracts (10 points)			
a. Current RFPs & bidding opportunities (5 pts)	5	https://www.rd900.org/rfb-s-rfp-s-rfq-s	
b. Submittal Instructions (5 pts)	5	https://www.rd900.org/rfb-s-rfp-s-rfq-s	
Total	10		
8. Public Records (10 points)			
a. Request for public records (10 pts)	10	https://www.rd900.org/public-records-request	
Total	10		
9. Revenue Sources (10 points)			
a. Summary of Fees (5 pts)	5	https://www.rd900.org/property-assessment	
b. Summary of Revenue Sources (5 pts)	5	https://www.rd900.org/arc/ shown in budget	
Total	10		
10. Agency Specific Criteria: Special Districts (10 points)			
a. Authorizing statute/enabling act (5 pts)	5	https://www.rd900.org/rd-900-authorizing-act-1911	
b. Board ethics training certificates (5 pts)	0		no info
Total	5		
Total Score	92		

Reclamation District 999

Audit completed: (10/18/24)	Score	Link	Notes
1. Overview (10 points)			
a. Description of Services/functions (5 pts)	5	http://rd999.org/	
b. Service Boundary (5 pts)	5	http://rd999.org/	
Total	10		
2. Budget (10 points)			
a. Current FY + 3 years prior (5 pts)	5	http://rd999.org/financials-audits/	
b. Financial Reserve Policy (5 pts)	5	http://rd999.org/financials-audits/	
Total	10		
3. Meetings (10 points)			
a. Schedule (5 pts)	5	http://rd999.org/meetings-2/	
b. Archive of agendas/minutes (5 pts)	5	http://rd999.org/meetings-2/	Final minutes should be signed
Total	10		
4. Elected & Appointed Officials (10 points)			
a. Board member information (3.33 pts)	3.33	http://rd999.org/contact/	
b. Election procedures/deadlines (3.33 pts)	3.33	http://rd999.org/contact/	
c. Reimbursement/Compensation policy (3.33 pts)	3.33	http://rd999.org/contact/	
Total	10		
5. Administrative Officials (10 points)			
a. General Manager and Key Staff Information (10 pts)	10	http://rd999.org/contact/	
Total	10		
6. Audits (10 points) (2 yr. cycle)			
a. Current audit (5 pts)	5	http://rd999.org/financials-audits/	
b. Last 3 years (5 pts)	5	http://rd999.org/financials-audits/	
Total	10		
7. Contracts (10 points)			
a. Current RFPs & bidding opportunities (5 pts)	5	http://rd999.org/contracts/	
b. Submittal Instructions (5 pts)	5	http://rd999.org/contracts/	
Total	10		
8. Public Records (10 points)			
a. Request for public records (10 pts)	10	http://rd999.org/public-records-request/	
Total	10		
9. Revenue Sources (10 points)			
a. Summary of Fees (5 pts)	5	http://rd999.org/revenue-sources/	
b. Summary of Revenue Sources (5 pts)	5	http://rd999.org/revenue-sources/	
Total	10		
10. Agency Specific Criteria: Special Districts (10 points)			
a. Authorizing statute/enabling act (5 pts)	5	http://rd999.org/history/	
b. Board ethics training certificates (5 pts)	0	http://rd999.org/contact/	3 of 3 certificates expired
Total	5		
Total Score	95		

Reclamation District 1600

Audit completed: (10/18/24)	Score	Link	Notes
1. Overview (10 points)			
a. Description of Services/functions (5 pts)	5	https://rd1600.specialdistrict.org/services	
b. Service Boundary (5 pts)	5	https://rd1600.specialdistrict.org/services	
Total	10		
2. Budget (10 points)			
a. Current FY + 3 years prior (5 pts)	3.75	https://rd1600.specialdistrict.org/budgets	
b. Financial Reserve Policy (5 pts)	5	https://rd1600.specialdistrict.org/reclamation-district-1600-es	
Total	8.75		
3. Meetings (10 points)			
a. Schedule (5 pts)	5	https://rd1600.specialdistrict.org/board-meetings	
b. Archive of agendas/minutes (5 pts)	5	https://rd1600.specialdistrict.org/board-meetings	
Total	10		
4. Elected & Appointed Officials (10 points)			
a. Board member information (3.33 pts)	3.33	https://rd1600.specialdistrict.org/board-members	
b. Election procedures/deadlines (3.33 pts)	3.33	https://rd1600.specialdistrict.org/rd1600-election-process-an	
c. Reimbursement/Compensation policy (3.33 pts)	3.33	https://rd1600.specialdistrict.org/reclamation-district-1600-es	
Total	10		
5. Administrative Officials (10 points)			
a. General Manager and Key Staff Information (10 pts)	10	https://rd1600.specialdistrict.org/staff	
Total	10		
6. Audits (10 points) (2 yr. cycle)			
a. Current audit (5 pts)	0	https://rd1600.specialdistri	No current. Last audit FYs19&20
b. Last 3 years (5 pts)	3.33	https://rd1600.specialdistrict.org/audits	
Total	3.33		
7. Contracts (10 points)			
a. Current RFPs & bidding opportunities (5 pts)	5	https://rd1600.specialdistrict.org/current-rfp-s-bidding	
b. Submittal Instructions (5 pts)	5	https://rd1600.specialdistrict.org/current-rfp-s-bidding	
Total	10		
8. Public Records (10 points)			
a. Request for public records (10 pts)	10	https://rd1600.specialdistrict.org/public-records-request-polic	
Total	10		
9. Revenue Sources (10 points)			
a. Summary of Fees (5 pts)	5	https://rd1600.specialdistrict.org/revenue-services	
b. Summary of Revenue Sources (5 pts)	5	https://rd1600.specialdistrict.org/revenue-services	
Total	10		
10. Agency Specific Criteria: Special Districts (10 points)			
a. Authorizing statute/enabling act (5 pts)	0		no info
b. Board ethics training certificates (5 pts)	1.66	https://rd1600.specialdistri	1 of 3 certificates
Total	1.66		
Total Score	84		

Reclamation District 2035

Audit completed: (10/18/24)	Score	Link	Notes
1. Overview (10 points)			
a. Description of Services/functions (5 pts)	5	https://rd2035.specialdistrict.org/services	
b. Service Boundary (5 pts)	0		No info. Suggest adding the LAFCo Boundary Map.
Total	5		
2. Budget (10 points)			
a. Current FY + 3 years prior (5 pts)	0		no info
b. Financial Reserve Policy (5 pts)	0		no info
Total	0		
3. Meetings (10 points)			
			Meeting dates typed in are for 2020. Suggest removing this info entirely and adding time & place of meetings
a. Schedule (5 pts)	5	https://rd2035.specialdistri	
b. Archive of agendas/minutes (5 pts)	5	https://rd2035.specialdistrict.org/board-meetings	
Total	10		
4. Elected & Appointed Officials (10 points)			
a. Board member information (3.33 pts)	3	https://rd2035.specialdistri	no compensation (term expired on Angelo Christie)
b. Election procedures/deadlines (3.33 pts)	0		no info
c. Reimbursement/Compensation policy (3.33 pts)	0		no info
Total	3		
5. Administrative Officials (10 points)			
a. General Manager and Key Staff Information (10 pts)	5	https://rd2035.specialdistri	No compensation, benefits. Suggest adding link to publicpav.ca.gov
Total	5		
6. Audits (10 points) (2 yr. cycle)			
a. Current audit (5 pts)	0		no info
b. Last 3 years (5 pts)	0		no info
Total	0		
7. Contracts (10 points)			
a. Current RFPs & bidding opportunities (5 pts)	0		no info
b. Submittal Instructions (5 pts)	0		no info
Total	0		
8. Public Records (10 points)			
a. Request for public records (10 pts)	0		no info
Total	0		
9. Revenue Sources (10 points)			
a. Summary of Fees (5 pts)	0		no info
b. Summary of Revenue Sources (5 pts)	0		no info
Total	0		
10. Agency Specific Criteria: Special Districts (10 points)			
a. Authorizing statute/enabling act (5 pts)	0		no info
b. Board ethics training certificates (5 pts)	0		no info
Total	0		
Total Score	23		

Knights Landing Ridge Drainage District

Audit completed: (10/18/24)	Score	Link	Notes
1. Overview (10 points)			
a. Description of Services/functions (5 pts)	5	https://www.rd108.org/knights-landing-ridge-drainage-district	
b. Service Boundary (5 pts)	0		No map/description. Suggest adding the LAFCo Boundary Map
Total	5		
2. Budget (10 points)			
a. Current FY + 3 years prior (5 pts)	0		no info
b. Financial Reserve Policy (5 pts)	0		no info
Total	0		
3. Meetings (10 points)			
a. Schedule (5 pts)	5	https://www.rd108.org/klrdd-board-meetings	
b. Archive of agendas/minutes (5 pts)	2.5	https://www.rd108.org/klrd	Minutes should be posted
Total	7.5		
4. Elected & Appointed Officials (10 points)			
a. Board member information (3.33 pts)	3.33	https://www.rd108.org/knights-landing-ridge-drainage-district	
b. Election procedures/deadlines (3.33 pts)	3.33	https://www.rd108.org/knights-landing-ridge-drainage-district	
c. Reimbursement/Compensation policy (3.33 pts)	3.33	https://www.rd108.org/knights-landing-ridge-drainage-district	
Total	10		
5. Administrative Officials (10 points)			
a. General Manager and Key Staff Information (10 pts)	10	https://www.rd108.org/knights-landing-ridge-drainage-district	
Total	10		
6. Audits (10 points) (2 yr. cycle)			
a. Current audit (5 pts)	0		no info
b. Last 3 years (5 pts)	0		no info
Total	0		
7. Contracts (10 points)			
a. Current RFPs & bidding opportunities (5 pts)	5	https://www.rd108.org/contract-opportunities	
b. Submittal Instructions? (5 pts)	5	https://www.rd108.org/contract-opportunities	
Total	10		
8. Public Records (10 points)			
a. Request for public records (10 pts)	10	https://www.rd108.org/public-records-request	
Total	10		
9. Revenue Sources (10 points)			
a. Summary of Fees (5 pts)	0		no info
b. Summary of Revenue Sources (5 pts)	5	https://www.rd108.org/knights-landing-ridge-drainage-district	
Total	5		
10. Agency Specific Criteria: Special Districts (10 points)			
a. Authorizing statute/enabling act (5 pts)	5	https://www.rd108.org/knights-landing-ridge-drainage-district	
b. Board ethics training certificates (5 pts)	0		no info
Total	5		
Total Score	62		

Yolo County Resource Conservation District

Audit completed: (10/22/24)	Score	Link	Notes
1. Overview (10 points)			
a. Description of Services/functions (5 pts)	5	https://yolorcd.org/about-us/	
b. Service Boundary (5 pts)	5	https://yolorcd.org/about-us/	
Total	10		
2. Budget (10 points)			
a. Current FY + 3 years prior (5 pts)	0		no info
b. Financial Reserve Policy (5 pts)	5	https://yolorcd.org/about-us/	
Total	5		
3. Meetings (10 points)			
a. Schedule (5 pts)	5	https://yolorcd.org/about-us/board-meetings/	
b. Archive of agendas/minutes (5 pts)	5	https://yolorcd.org/about-u	Suggest adding minutes in a timely manner
Total	10		
4. Elected & Appointed Officials (10 points)			
a. Board member information (3.33 pts)	3.33	https://yolorcd.org/about-us/board-of-directors/	
b. Election procedures/deadlines (3.33 pts)	3.33	https://yolorcd.org/about-us/board-of-directors/	
c. Reimbursement/Compensation policy (3.33 pts)	3.33	https://yolorcd.org/about-us/board-of-directors/	
Total	10		
5. Administrative Officials (10 points)			
a. General Manager and Key Staff Information (10 pts)	10	https://yolorcd.org/about-us/staff/	
Total	10		
6. Audits (10 points) (1 yr. cycle)			
a. Current audit (5 pts)	5	https://yolorcd.org/about-us/	
b. Last 3 years (5 pts)	5	https://yolorcd.org/about-us/	
Total	10		
7. Contracts (10 points)			
a. Current RFPs & bidding opportunities (5 pts)	5	https://yolorcd.org/news-and-events/	
b. Submittal Instructions (5 pts)	5	https://yolorcd.org/news-and-events/	
Total	10		
8. Public Records (10 points)			
a. Request for public records (10 pts)	10	https://yolorcd.org/about-us/	
Total	10		
9. Revenue Sources (10 points)			
a. Summary of Fees (5 pts)	0		no fee charges listed
b. Summary of Revenue Sources (5 pts)	5	https://yolorcd.org/about-u	shown in annual reports
Total	5		
10. Agency Specific Criteria: Special Districts (10 points)			
a. Authorizing statute/enabling act (5 pts)	3	https://yolorcd.org/about-u	Suggest adding statute for RCDs
b. Board ethics training certificates (5 pts)	0		no info
Total	3		
Total Score	83		

Dunnigan Water District

Audit completed: (10/22/24)	Score	Link	Notes
1. Overview (10 points)			
a. Description of Services/functions (5 pts)	5	https://www.rd108.org/dunnigan-water-district	No map. Suggest adding the LAFCo
b. Service Boundary (5 pts)	5	https://www.rd108.org/dun	Boundary Map
Total	10		
2. Budget (10 points)			
a. Current FY + 3 years prior (5 pts)	0		no info
b. Financial Reserve Policy (5 pts)	0		no info
Total	0		
3. Meetings (10 points)			
a. Schedule (5 pts)	5	https://www.rd108.org/dwd-board-meetings	
b. Archive of agendas/minutes (5 pts)	2.5	https://www.rd108.org/dwc	Minutes should be posted
Total	7.5		
4. Elected & Appointed Officials (10 points)			
a. Board member information (3.33 pts)	2	https://www.rd108.org/dun	No terms/compensation
b. Election procedures/deadlines (3.33 pts)	0		no info
c. Reimbursement/Compensation policy (3.33 pts)	0		no info
Total	2		
5. Administrative Officials (10 points)			
a. General Manager and Key Staff Information (10 pts)	10	https://www.rd108.org/dunnigan-water-district	
Total	10		
6. Audits (10 points)			
a. Current audit (5 pts)	0		no info
b. Plus last 3 years (5 pts)	0		no info
Total	0		
7. Contracts (10 points)			
a. Current RFPs & bidding opportunities (5 pts)	5	https://www.rd108.org/contract-opportunities	
b. Submittal Instructions (5 pts)	5	https://www.rd108.org/contract-opportunities	
Total	10		
8. Public Records (10 points)			
a. Request for public records (10 pts)	10	https://www.rd108.org/public-records-request	
Total	10		
9. Revenue Sources (10 points)			
a. Summary of Fees (5 pts)	0		no info
b. Summary of Revenue Sources (5 pts)	0		no info
Total	0		
10. Agency Specific Criteria: Special Districts (10 points)			
a. Authorizing statute/enabling act (5 pts)	0		no info
b. Board ethics training certificates (5 pts)	0		no info
Total	0		
Total Score	50		

YCFWCD

Audit completed: (10/22/24)	Score	Link	Notes
1. Overview (10 points)			
a. Description of Services/functions (5 pts)	5	https://ycfcwcd.org/about-us/	
b. Service Boundary (5 pts)	5	https://ycfcwcd.org/about-us/	
Total	10		
2. Budget (10 points)			
a. Current FY + 3 years prior (5 pts)	3.75	https://ycfcwcd.org/finance	Missing FY 24/25
b. Financial Reserve Policy (5 pts)	0		no info
Total	3.75		
3. Meetings (10 points)			
a. Schedule (5 pts)	5	https://ycfcwcd.org/agendas-meeting-minutes/	
b. Archive of agendas/minutes (5 pts)	5	https://ycfcwcd.org/agendas-meeting-minutes/	
Total	10		
4. Elected & Appointed Officials (10 points)			
a. Board member information (3.33 pts)	3.33	https://ycfcwcd.org/board-of-directors/	
b. Election procedures/deadlines (3.33 pts)	3.33	https://ycfcwcd.org/board-of-directors/	
c. Reimbursement/Compensation policy (3.33 pts)	3.33	https://ycfcwcd.org/board-of-directors/	
Total	10		
5. Administrative Officials (10 points)			
a. General Manager and Key Staff Information (10 pts)	10	https://ycfcwcd.org/staff/	
Total	10		
6. Audits (10 points) (2 yr. cycle)			
a. Current audit (5 pts)	5	https://ycfcwcd.org/finance	FY 2023
b. Plus last 3 years (5 pts)	3.33	https://ycfcwcd.org/finance	2 of 3
Total	8.33		
7. Contracts (10 points)			
a. Current RFPs & bidding opportunities (5 pts)	0		no info
b. Submittal Instructions (5 pts)	0		no info
Total	0		
8. Public Records (10 points)			
a. Request for public records (10 pts)	0		no info
Total	0		
9. Revenue Sources (10 points)			
a. Summary of Fees (5 pts)	5	https://ycfcwcd.org/water-rates/	
b. Summary of Revenue Sources (5 pts)	5	https://ycfcwcd.org/finance/	
Total	10		
10. Agency Specific Criteria: Special Districts (10 points)			
a. Authorizing statute/enabling act (5 pts)	5	https://ycfcwcd.org/agency-act/	
b. Board ethics training certificates (5 pts)	0		no info
Total	5		
Total Score	67		

Conaway Ranch

Audit completed: (09/25/24)	Score	Link: No Website	Notes
1. Overview (10 points)			
a. Description of Services/functions (5 pts)	0		
b. Service Boundary (5 pts)	0		
Total	0		
2. Budget (10 points)			
a. Current FY + 3 years prior (5 pts)	0		
b. Financial Reserve Policy (5 pts)	0		
Total	0		
3. Meetings (10 points)			
a. Schedule (5 pts)	0		
b. Archive of agendas/minutes (5 pts)	0		
Total	0		
4. Elected & Appointed Officials (10 points)			
a. Board member information (5 pts)	0		
b. Reimbursement/Compensation policy (5 pts)	0		
Total	0		
5. Administrative Officials (10 points)			
a. General Manager and Key Staff Information (10 pts)	0		
Total	0		
6. Audits (10 points)			
a. Current audit (5 pts)	0		
b. Plus last 3 years (5 pts)	0		
Total	0		
7. Contracts (10 points)			
a. Current RFPs & bidding opportunities (5 pts)	0		
b. Submittal Instructions (5 pts)	0		
Total	0		
8. Public Records (10 points)			
a. Request for public records (10 pts)	0		
Total	0		
9. Revenue Sources (10 points)			
a. Summary of Fees (5 pts)	0		
b. Summary of Revenue Sources (5 pts)	0		
Total	0		
10. Agency Specific Criteria: JPAs (10 points)			
a. Joint powers agreement as filed/adopted (10 pts)	0		
Total	0		
Total Score	0		

Davis Public Facilities Financing Authority

Audit completed: (10/30/24)	Score	Link	Notes
1. Overview (10 points)			
a. Description of Services/functions (5 pts)	5	https://www.cityofdavis.org/city-hall/commissions-and-comm	
b. Service Boundary (5 pts)	5	n/a	
Total	10		
2. Budget (10 points)			
a. Current FY + 3 years prior (5 pts)	5	https://www.cityofdavis.org/city-hall/finance/city-budget	
b. Financial Reserve Policy (5 pts)	5	https://www.cityofdavis.org/city-hall/finance/city-budget/2023	
Total	10		
3. Meetings (10 points)			
a. Schedule (5 pts)	5	https://www.cityofdavis.org/city-hall/commissions-and-comm	
b. Archive of agendas/minutes (5 pts)	5	https://www.cityofdavis.org/city-hall/city-council/city-council-n	
Total	10		
4. Elected & Appointed Officials (10 points)			
a. Board member information (5 pts)	5	https://www.cityofdavis.org/city-hall/city-council/who-s-who	
b. Reimbursement/Compensation policy (5 pts)	5	https://www.cityofdavis.org/city-hall/city-council/who-s-who	
Total	10		
5. Administrative Officials (10 points)			
a. General Manager and Key Staff Information (10 pts)	10	https://www.cityofdavis.org/city-hall/city-manager-s-office	
Total	10		
6. Audits (10 points)			
a. Current audit (5 pts)	0	https://www.cityofdavis.org	Last audit FY2021
b. Plus last 3 years (5 pts)	3.33	https://www.cityofdavis.org/city-hall/finance/comprehensive-a	
Total	3.33		
7. Contracts (10 points)			
a. Current RFPs & bidding opportunities (5 pts)	5	https://www.cityofdavis.org/business/bids-rfp-s	
b. Submittal Instructions (5 pts)	5	https://www.cityofdavis.org/business/bids-rfp-s	
Total	10		
8. Public Records (10 points)			
a. Request for public records (10 pts)	10	https://www.cityofdavis.org/city-hall/transparency-portal	
Total	10		
9. Revenue Sources (10 points)			
a. Summary of Fees (5 pts)	5	https://www.cityofdavis.org/city-hall/finance/comprehensive-a	
b. Summary of Revenue Sources (5 pts)	5	https://www.cityofdavis.org/city-hall/finance/comprehensive-a	
Total	10		
10. Agency Specific Criteria: JPAs (10 points)			
a. Joint powers agreement as filed/adopted (10 pts)	10	https://www.cityofdavis.org/city-hall/commissions-and-comm	
Total	10		
Total Score	93		

River City Reg. Stadium Financing Authority

Audit completed: (10/30/24)	Score	Link	Notes
1. Overview (10 points)			
			No description of function on
a. Description of Services/functions (5 pts)	0	https://www.cityofwestsacr	webpage
b. Service Boundary (5 pts)	5	n/a	
Total	5		
2. Budget (10 points)			
a. Current FY + 3 years prior (5 pts)	5	https://www.cityofwestsacr	noted in staff report
b. Financial Reserve Policy (5 pts)	5	https://www.cityofwestsacr	noted in staff report
Total	10		
3. Meetings (10 points)			
a. Schedule (5 pts)	5	https://www.cityofwestsacramento.org/government/commiss	
b. Archive of agendas/minutes (5 pts)	5	https://www.cityofwestsacramento.org/government/commiss	
Total	10		
4. Elected & Appointed Officials (10 points)			
a. Board member information (5 pts)	1.25	https://www.cityofwestsacr	no info/link on webpage. Names only noted on staff report
b. Reimbursement/Compensation policy (5 pts)	0		no info
Total	1		
5. Administrative Officials (10 points)			
a. General Manager and Key Staff Information (10 pts)	10	https://www.cityofwestsacramento.org/government/departme	
Total	10		
6. Audits (10 points)			
a. Current audit (5 pts)	5	https://www.cityofwestsacramento.org/government/departme	
b. Plus last 3 years (5 pts)	5	https://www.cityofwestsacramento.org/government/departme	
Total	10		
7. Contracts (10 points)			
a. Current RFPs & bidding opportunities (5 pts)	5	https://www.cityofwestsacramento.org/business/invitation-to-	
b. Submittal Instructions (5 pts)	5	https://www.cityofwestsacramento.org/business/invitation-to-	
Total	10		
8. Public Records (10 points)			
a. Request for public records (10 pts)	10	https://www.cityofwestsacramento.org/government/departme	
Total	10		
9. Revenue Sources (10 points)			
a. Summary of Fees (5 pts)	0		no info
b. Summary of Revenue Sources (5 pts)	0		no info
Total	0		
10. Agency Specific Criteria: JPAs (10 points)			
a. Joint powers agreement as filed/adopted (10 pts)	0		no info/link on webpage
Total	0		
Total Score	66		

Riverfront "Streetcar"

Audit completed: (11/07/24)	Score	Link	Notes
1. Overview (10 points)			
a. Description of Services/functions (5 pts)	5	https://www.sacrt.com/sac	no info on the City of WSac website that I could find
b. Service Boundary (5 pts)	5	https://www.sacrt.com/sacramento-downtown-riverfront-stre	
Total	10		
2. Budget (10 points)			
a. Current FY + 3 years prior (5 pts)	0		no info
b. Financial Reserve Policy (5 pts)	0		no info
Total	0		
3. Meetings (10 points)			
a. Schedule (5 pts)	0		no info
b. Archive of agendas/minutes (5 pts)	0		no info
Total	0		
4. Elected & Appointed Officials (10 points)			
a. Board member information (5 pts)	0		no info
b. Reimbursement/Compensation policy (5 pts)	0		no info
Total	0		
5. Administrative Officials (10 points)			
a. General Manager and Key Staff Information (10 pts)	0		no info
Total	0		
6. Audits (10 points)			
a. Current audit (5 pts)	0		no info
b. Plus last 3 years (5 pts)	0		no info
Total	0		
7. Contracts (10 points)			
a. Current RFPs & bidding opportunities (5 pts)	0		no info
b. Submittal Instructions (5 pts)	0		no info
Total	0		
8. Public Records (10 points)			
a. Request for public records (10 pts)	0		no info
Total	0		
9. Revenue Sources (10 points)			
a. Summary of Fees (5 pts)	0		no info
b. Summary of Revenue Sources (5 pts)	0		no info
Total	0		
10. Agency Specific Criteria: JPAs (10 points)			
a. Joint powers agreement as filed/adopted (10 pts)	0		no info
Total	0		
Total Score	10		

Valley Clean Energy Alliance

Audit completed: (10/30/24)	Score	Link	Notes
1. Overview (10 points)			
a. Description of Services/functions (5 pts)	5	https://valleycleanenergy.org/about-us/our-story/	
b. Service Boundary (5 pts)	5	https://valleycleanenergy.org/about-us/our-story/	
Total	10		
2. Budget (10 points)			
a. Current FY + 3 years prior (5 pts)	5	https://valleycleanenergy.org/documents/	
b. Financial Reserve Policy (5 pts)	5	https://valleycleanenergy.org/documents/	
Total	10		
3. Meetings (10 points)			
a. Schedule (5 pts)	5	https://valleycleanenergy.org/board-meetings/	
b. Archive of agendas/minutes (5 pts)	5	https://valleycleanenergy.org/board-meetings/	
Total	10		
4. Elected & Appointed Officials (10 points)			
a. Board member information (5 pts)	5	https://valleycleanenergy.org/about-us/our-leadership/	
b. Reimbursement/Compensation policy (5 pts)	5	https://valleycleanenergy.org/about-us/our-leadership/	
Total	10		
5. Administrative Officials (10 points)			
a. General Manager and Key Staff Information (10 pts)	7	https://valleycleanenergy.org	No compensation/benefits info
Total	7		
6. Audits (10 points) (1 yr. cycle)			
a. Current audit (5 pts)	5	https://valleycleanenergy.org/documents/	
b. Plus last 3 years (5 pts)	5	https://valleycleanenergy.org/documents/	
Total	10		
7. Contracts (10 points)			
a. Current RFPs & bidding opportunities (5 pts)	5	https://valleycleanenergy.org/solicitations-rfps/	
b. Submittal Instructions (5 pts)	5	https://valleycleanenergy.org/solicitations-rfps/	
Total	10		
8. Public Records (10 points)			
a. Request for public records (10 pts)	10	https://valleycleanenergy.org/contact-us/	
Total	10		
9. Revenue Sources (10 points)			
a. Summary of Fees (5 pts)	5	https://valleycleanenergy.org/rates-billing/	
b. Summary of Revenue Sources (5 pts)	5	https://valleycleanenergy.org/documents/	
Total	10		
10. Agency Specific Criteria: JPAs (10 points)			
a. Joint powers agreement as filed/adopted (10 pts)	10	https://valleycleanenergy.org/documents/	
Total	10		
Total Score	97		

WSac Area Flood Control Agcy

Audit completed: (11/06/24)	Score	Link	Notes
1. Overview (10 points)			
a. Description of Services/functions (5 pts)	5	https://www.cityofwestsacramento.org/government/departme	
b. Service Boundary (5 pts)	5	https://www.cityofwestsacramento.org/government/departme	
Total	10		
2. Budget (10 points)			
a. Current FY + 3 years prior (5 pts)	5	https://www.cityofwestsacr	noted in city's budget
b. Financial Reserve Policy (5 pts)	0		no info
Total	5		
3. Meetings (10 points)			
a. Schedule (5 pts)	5	https://www.cityofwestsacramento.org/government/commiss	
b. Archive of agendas/minutes (5 pts)	5	https://www.cityofwestsacramento.org/government/commiss	
Total	10		
4. Elected & Appointed Officials (10 points)			
a. Board member information (5 pts)	3.75	https://www.cityofwestsacr	no compensation link
c. Reimbursement/Compensation policy (5 pts)	0		no info
Total	4		
5. Administrative Officials (10 points)			
a. General Manager and Key Staff Information (10 pts)	10	https://www.cityofwestsacramento.org/government/departme	
Total	10		
6. Audits (10 points)			
a. Current audit (5 pts)	5	https://www.cityofwestsacramento.org/government/departme	
b. Plus last 3 years (5 pts)	5	https://www.cityofwestsacramento.org/government/departme	
Total	10		
7. Contracts (10 points)			
a. Current RFPs & bidding opportunities (5 pts)	5	https://www.cityofwestsacramento.org/government/departme	
b. Submittal Instructions (5 pts)	5	https://www.cityofwestsacramento.org/government/departme	
Total	10		
8. Public Records (10 points)			
a. Request for public records (10 pts)	10	https://www.cityofwestsacramento.org/government/departme	
Total	10		
9. Revenue Sources (10 points)			
a. Summary of Fees (5 pts)	5	https://www.cityofwestsacramento.org/government/departme	
b. Summary of Revenue Sources (5 pts)	5	https://www.cityofwestsacramento.org/government/departme	
Total	10		
10. Agency Specific Criteria: JPAs (10 points)			
a. Joint powers agreement as filed/adopted (10 pts)	0		no info
Total	0		
Total Score	79		

W Sac Public Financing Authority

Audit completed: (11/06/24)	Score	Link	Notes
1. Overview (10 points)			
a. Description of Services/functions (5 pts)	5	https://www.cityofwestsacramento.org/government/commiss	
b. Service Boundary (5 pts)	5	https://www.cityofwestsacramento.org/government/departme	
Total	10		
2. Budget (10 points)			
a. Current FY + 3 years prior (5 pts)	0		no info
b. Financial Reserve Policy (5 pts)	0		no info
Total	0		
3. Meetings (10 points)			
a. Schedule (5 pts)	5	https://www.cityofwestsacramento.org/government/commiss	
b. Archive of agendas/minutes (5 pts)	5	https://www.cityofwestsacramento.org/government/commiss	
Total	10		
4. Elected & Appointed Officials (10 points)			
a. Board member information (5 pts)	5	https://www.cityofwestsacramento.org/government/commiss	
c. Reimbursement/Compensation policy (5 pts)	0		no info
Total	5		
5. Administrative Officials (10 points)			
a. General Manager and Key Staff Information (10 pts)	5	https://www.cityofwestsacramento.org/government/commiss	
Total	5		
6. Audits (10 points)			
a. Current audit (5 pts)	5	https://www.cityofwestsacr	Annual Reports for FYs19/20-23/24. Info also found in City's CAFRs
b. Plus last 3 years (5 pts)	5	https://www.cityofwestsacr	
Total	10		
7. Contracts (10 points)			
a. Current RFPs & bidding opportunities (5 pts)	5	https://www.cityofwestsacramento.org/business/invitation-to-	
b. Submittal Instructions (5 pts)	5	https://www.cityofwestsacramento.org/business/invitation-to-	
Total	10		
8. Public Records (10 points)			
a. Request for public records (10 pts)	10	https://www.cityofwestsacramento.org/government/departme	
Total	10		
9. Revenue Sources (10 points)			
a. Summary of Fees (5 pts)	4	https://www.cityofwestsacr	Some Info found in City's CAFRs
b. Summary of Revenue Sources (5 pts)	4	https://www.cityofwestsacr	Some Info found in City's CAFRs
Total	8		
10. Agency Specific Criteria: JPAs (10 points)			
a. Joint powers agreement as filed/adopted (10 pts)	10	https://www.cityofwestsacramento.org/government/departme	
Total	10		
Total Score	78		

Winters Branch Library Financing Authority

Audit completed: (09/25/24)	Score	Link: No Webpage	Notes
1. Overview (10 points)			
a. Description of Services/functions (5 pts)	0		
b. Service Boundary (5 pts)	0		
Total	0		
2. Budget (10 points)			
a. Current FY + 3 years prior (5 pts)	0		
b. Financial Reserve Policy (5 pts)	0		
Total	0		
3. Meetings (10 points)			
a. Schedule (5 pts)	0		
b. Archive of agendas/minutes (5 pts)	0		
Total	0		
4. Elected & Appointed Officials (10 points)			
a. Board member information (5 pts)	0		
b. Reimbursement/Compensation policy (5 pts)	0		
Total	0		
5. Administrative Officials (10 points)			
a. General Manager and Key Staff Information (10 pts)	0		
Total	0		
6. Audits (10 points)			
a. Current audit (5 pts)	0		
b. Plus last 3 years (5 pts)	0		
Total	0		
7. Contracts (10 points)			
a. Current RFPs & bidding opportunities (5 pts)	0		
b. Submittal Instructions (5 pts)	0		
Total	0		
8. Public Records (10 points)			
a. Request for public records (10 pts)	0		
Total	0		
9. Revenue Sources (10 points)			
a. Summary of Fees (5 pts)	0		
b. Summary of Revenue Sources (5 pts)	0		
Total	0		
10. Agency Specific Criteria: JPAs (10 points)			
a. Joint powers agreement as filed/adopted (10 pts)	0		
Total	0		
Total Score	0		

Winters Public Finance Authority

Audit completed: (09/25/24)	Score	Link: No Webpage	Notes
1. Overview (10 points)			
a. Description of Services/functions (5 pts)	0		
b. Service Boundary (5 pts)	0		
Total	0		
2. Budget (10 points)			
a. Current FY + 3 years prior (5 pts)	0		
b. Financial Reserve Policy (5 pts)	0		
Total	0		
3. Meetings (10 points)			
a. Schedule (5 pts)	0		
b. Archive of agendas/minutes (5 pts)	0		
Total	0		
4. Elected & Appointed Officials (10 points)			
a. Board member information (5 pts)	0		
b. Reimbursement/Compensation policy (5 pts)	0		
Total	0		
5. Administrative Officials (10 points)			
a. General Manager and Key Staff Information (10 pts)	0		
Total	0		
6. Audits (10 points)			
a. Current audit (5 pts)	0		
b. Plus last 3 years (5 pts)	0		
Total	0		
7. Contracts (10 points)			
a. Current RFPs & bidding opportunities (5 pts)	0		
b. Submittal Instructions (5 pts)	0		
Total	0		
8. Public Records (10 points)			
a. Request for public records (10 pts)	0		
Total	0		
9. Revenue Sources (10 points)			
a. Summary of Fees (5 pts)	0		
b. Summary of Revenue Sources (5 pts)	0		
Total	0		
10. Agency Specific Criteria: JPAs (10 points)			
a. Joint powers agreement as filed/adopted (10 pts)	0		
Total	0		
Total Score	0		

Woodland-Davis Clean Water Agency

Audit completed: (10/30/24)	Score	Link	Notes
1. Overview (10 points)			
a. Description of Services/functions (5 pts)	5	https://www.wdcwa.com/about/who-we-are/	
b. Service Boundary (5 pts)	5	https://www.wdcwa.com/about/who-we-are/	
Total	10		
2. Budget (10 points)			
a. Current FY + 3 years prior (5 pts)	5	https://www.wdcwa.com/finance/budget	
b. Financial Reserve Policy (5 pts)	5	https://www.wdcwa.com/al	Found in agreement
Total	10		
3. Meetings (10 points)			
a. Schedule (5 pts)	5	https://www.wdcwa.com/governance/meeting-schedule-and-	
b. Archive of agendas/minutes (5 pts)	0	https://www.wdcwa.com/g/	Last final minutes posted 2022
Total	5		
4. Elected & Appointed Officials (10 points)			
a. Board member information (5 pts)	5	https://www.wdcwa.com/governance/board-of-directors	
b. Reimbursement/Compensation policy (5 pts)	5	https://www.wdcwa.com/al	Noted in the JPA Agreement
Total	10		
5. Administrative Officials (10 points)			
a. General Manager and Key Staff Information (10 pts)	5	https://www.wdcwa.com/al	No compensation/benefits link.
Total	5		
6. Audits (10 points)			
a. Current audit? (5 pts)	0	https://www.wdcwa.com/fir	Last audit 2020
b. Plus last 3 years (5 pts)	1.66	https://www.wdcwa.com/fir	1 of 3
Total	1.66		
7. Contracts (10 points)			
a. Current RFPs & bidding opportunities (5 pts)	0		no info
b. Submittal Instructions (5 pts)	0		no info
Total	0		
8. Public Records (10 points)			
a. Request for public records (10 pts)	10	https://www.wdcwa.com/contact/	
Total	10		
9. Revenue Sources (10 points)			
a. Summary of Fees (5 pts)	5	https://www.wdcwa.com/fir	shown in budget
b. Summary of Revenue Sources (5 pts)	5	https://www.wdcwa.com/fir	shown in budget
Total	10		
10. Agency Specific Criteria: JPAs (10 points)			
a. Joint powers agreement as filed/adopted (10 pts)	10	https://www.wdcwa.com/about/who-we-are/	
Total	10		
Total Score	72		

Woodland Finance Authority

Audit completed: (09/25/24)	Score	Link: No Webpage	Notes
1. Overview (10 points)			
a. Description of Services/functions (5 pts)	0		
b. Service Boundary (5 pts)	0		
Total	0		
2. Budget (10 points)			
a. Current FY + 3 years prior (5 pts)	0		
b. Financial Reserve Policy (5 pts)	0		
Total	0		
3. Meetings (10 points)			
a. Schedule (5 pts)	0		
b. Archive of agendas/minutes (5 pts)	0		
Total	0		
4. Elected & Appointed Officials (10 points)			
a. Board member information (5 pts)	0		
b. Reimbursement/Compensation policy (5 pts)	0		
Total	0		
5. Administrative Officials (10 points)			
a. General Manager and Key Staff Information (10 pts)	0		
Total	0		
6. Audits (10 points)			
a. Current audit? (5 pts)	0		
b. Plus last 3 years (5 pts)	0		
Total	0		
7. Contracts (10 points)			
a. Current RFPs & bidding opportunities (5 pts)	0		
b. Submittal Instructions (5 pts)	0		
Total	0		
8. Public Records (10 points)			
a. Request for public records (10 pts)	0		
Total	0		
9. Revenue Sources (10 points)			
a. Summary of Fees (5 pts)	0		
b. Summary of Revenue Sources (5 pts)	0		
Total	0		
10. Agency Specific Criteria: JPAs (10 points)			
a. Joint powers agreement as filed/adopted (10 pts)	0		
Total	0		
Total Score	0		

Yolo Animal Services Planning Agency

Audit completed: (11/06/24)	Score	Link	Notes
1. Overview (10 points)			
a. Description of Services/functions (5 pts)	5	https://www.yolocounty.gov/government/general-governmen	
b. Service Boundary (5 pts)	5	https://www.yolocounty.gov/government/general-governmen	
Total	10		
2. Budget (10 points)			
a. Current FY + 3 years prior (5 pts)	5	n/a	Currently, does not maintain funds.
b. Financial Reserve Policy (5 pts)	5	n/a	See agreement.
Total	10		
3. Meetings (10 points)			
a. Schedule (5 pts)	5	https://www.yolocounty.gov/government/general-governmen	
b. Archive of agendas/minutes (5 pts)	5	https://www.yolocounty.gov/government/general-governmen	
Total	10		
4. Elected & Appointed Officials (10 points)			
a. Board member information (5 pts)	3	https://www.yolocounty.gov	Found on recent agenda.Suggest current Board members be listed on webpage.
b. Reimbursement/Compensation policy (5 pts)	5	https://www.yolocounty.gov/government/general-governmen	
Total	8		
5. Administrative Officials (10 points)			
a. General Manager and Key Staff Information (10 pts)	10	https://www.yolocounty.gov/government/general-governmen	
Total	10		
6. Audits (10 points)			
a. Current audit? (5 pts)	5	n/a	Currently, does not maintain funds.
b. Plus last 3 years (5 pts)	5	n/a	See agreement.
Total	10		
7. Contracts (10 points)			
a. Current RFPs & bidding opportunities (5 pts)	5	n/a	
b. Submittal Instructions (5 pts)	5	n/a	
Total	10		
8. Public Records (10 points)			
a. Request for public records (10 pts)	0		no info
Total	0		
9. Revenue Sources (10 points)			
a. Summary of Fees (5 pts)	5	n/a	Currently, does not maintain funds.
b. Summary of Revenue Sources (5 pts)	5	n/a	See agreement.
Total	10		
10. Agency Specific Criteria: JPAs (10 points)			
a. Joint powers agreement as filed/adopted (10 pts)	10	https://www.yolocounty.gov/government/general-governmen	
Total	10		
Total Score	88		

Yolo County Law Library

Audit completed: (11/05/24)	Score	Link	Notes
1. Overview (10 points)			
a. Description of Services/functions (5 pts)	5	https://yololawlibrary.org/about-us/	
b. Service Boundary (5 pts)	5	n/a	
Total	10		
2. Budget (10 points)			
a. Current FY + 3 years prior (5 pts)	0		no info
b. Financial Reserve Policy (5 pts)	0		no info
Total	0		
3. Meetings (10 points)			
a. Schedule (5 pts)	1	https://yololawlibrary.org/a/	next meeting info only
b. Archive of agendas/minutes (5 pts)	0	https://yololawlibrary.org/b/	10/3/24 agenda only
Total	1		
4. Elected & Appointed Officials (10 points)			
a. Board member information (5 pts)	5	https://yololawlibrary.org/board-of-trustees/	
c. Reimbursement/Compensation policy (5 pts)	0		no info
Total	5		
5. Administrative Officials (10 points)			
a. General Manager and Key Staff Information (10 pts)	0		no info
Total	0		
6. Audits (10 points)			
a. Current audit (5 pts)	0		no info
b. Plus last 3 years (5 pts)	0		no info
Total	0		
7. Contracts (10 points)			
a. Current RFPs & bidding opportunities (5 pts)	5	n/a	
b. Submittal Instructions (5 pts)	5	n/a	
Total	10		
8. Public Records (10 points)			
a. Request for public records (10 pts)	10	n/a	
Total	10		
9. Revenue Sources (10 points)			
a. Summary of Fees (5 pts)	5	n/a	free public access
b. Summary of Revenue Sources (5 pts)	0		no info
Total	5		
10. Agency Specific Criteria: JPAs (10 points)			
a. Joint powers agreement as filed/adopted? (10 pts)	5	n/a	
Total	5		
Total Score	46		

Yolo County Public Agencies Finance Authority

Audit completed: (09/25/24)	Score	Link No Webpage	Notes
1. Overview (10 points)			
a. Description of Services/functions (5 pts)	0	n/a	
b. Service Boundary (5 pts)	0	n/a	
Total	0		
2. Budget (10 points)			
a. Current FY + 3 years prior (5 pts)	0	n/a	
b. Financial Reserve Policy (5 pts)	0	n/a	
Total	0		
3. Meetings (10 points)			
a. Schedule (5 pts)	0	n/a	
b. Archive of agendas/minutes (5 pts)	0	n/a	
Total	0		
4. Elected & Appointed Officials (10 points)			
a. Board member information (5 pts)	0	n/a	
b. Reimbursement/Compensation policy (5 pts)	0	n/a	
Total	0		
5. Administrative Officials (10 points)			
a. General Manager and Key Staff Information (10 pts)	0	n/a	
Total	0		
6. Audits (10 points)			
a. Current audit? (5 pts)	0	n/a	
b. Plus last 3 years? (5 pts)	0	n/a	
Total	0		
7. Contracts (10 points)			
a. Current RFPs & bidding opportunities (5 pts)	0	n/a	
b. Submittal Instructions (5 pts)	0	n/a	
Total	0		
8. Public Records (10 points)			
a. Request for public records (10 pts)	0	n/a	
Total	0		
9. Revenue Sources (10 points)			
a. Summary of Fees (5 pts)	0	n/a	
b. Summary of Revenue Sources (5 pts)	0	n/a	
Total	0		
10. Agency Specific Criteria: JPAs (10 points)			
a. Joint powers agreement as filed/adopted (10 pts)	0	n/a	
Total	0		
Total Score	0		

YCPARMIA

Audit completed: (10/30/24)	Score	Link	Notes
1. Overview (10 points)			
a. Description of Services/functions (5 pts)	5	http://www.ycparmia.org/	
b. Service Boundary (5 pts)	5	http://www.ycparmia.org/	
Total	10		
2. Budget (10 points)			
a. Current FY + 3 years prior (5 pts)	5	http://www.ycparmia.org/transparency.htm	
b. Financial Reserve Policy (5 pts)	5	http://www.ycparmia.org/transparency.htm	
Total	10		
3. Meetings (10 points)			
a. Schedule (5 pts)	5	http://www.ycparmia.org/a	Suggest adding meeting address
b. Archive of agendas/minutes (5 pts)	5	http://www.ycparmia.org/agenda.htm	
Total	10		
4. Elected & Appointed Officials (10 points)			
a. Board member information (5 pts)	5	http://www.ycparmia.org/board.htm	
b. Reimbursement/Compensation policy (5 pts)	5	http://www.ycparmia.org/transparency.htm	
Total	10		
5. Administrative Officials (10 points)			
a. General Manager and Key Staff Information (10 pts)	10	http://www.ycparmia.org/contact_us.htm	
Total	10		
6. Audits (10 points) (2 yr. cycle)			
a. Current financial audit (5 pts)	5	http://www.ycparmia.org/transparency.htm	
b. Plus last 3 years (5 pts)	5	http://www.ycparmia.org/transparency.htm	
Total	10		
7. Contracts (10 points)			
a. Current RFPs & bidding opportunities (5 pts)	5	http://www.ycparmia.org/transparency.htm	
b. Submittal Instructions (5 pts)	5	http://www.ycparmia.org/transparency.htm	
Total	10		
8. Public Records (10 points)			
a. Request for public records (10 pts)	10	http://www.ycparmia.org/transparency.htm	
Total	10		
9. Revenue Sources (10 points)			
a. Summary of Fees (5 pts)	5	n/a	No fees
b. Summary of Revenue Sources (5 pts)	5	http://www.ycparmia.org/transparency.htm	
Total	10		
10. Agency Specific Criteria: JPAs (10 points)			
a. Joint powers agreement as filed/adopted (10 pts)	10	http://www.ycparmia.org/transparency.htm	
Total	10		
Total Score	100		

Yolo Emergency Communications Agency

Audit completed: (11/05/24)	Score	Link	Notes
1. Overview (10 points)			
a. Description of Services/functions (5 pts)	5	https://www.yolo911.org/who-we-are	
b. Service Boundary (5 pts)	5	https://www.yolo911.org/service-area-map	
Total	10		
2. Budget (10 points)			
a. Current FY + 3 years prior (5 pts)	5	https://www.yolo911.org/financials-compensation	
b. Financial Reserve Policy (5 pts)	5	https://www.yolo911.org/financial-reserve-policy	
Total	10		
3. Meetings (10 points)			
a. Schedule (5 pts)	5	https://www.yolo911.org/board-meetings	
b. Archive of agendas/minutes (5 pts)	5	https://www.yolo911.org/board-meetings	
Total	10		
4. Elected & Appointed Officials (10 points)			
a. Board member information (5 pts)	5	https://www.yolo911.org/jpa-board-members	
b. Reimbursement/Compensation policy (5 pts)	5	https://www.yolo911.org/board-overview-1bedd88	
Total	10		
5. Administrative Officials (10 points)			
a. General Manager and Key Staff Information (10 pts)	10	https://www.yolo911.org/staff	
Total	10		
6. Audits (10 points) (1 yr. cycle)			
a. Current financial audit (5 pts)	5	https://www.yolo911.org/financials-compensation	
b. Plus last 3 years (5 pts)	5	https://www.yolo911.org/financials-compensation	
Total	10		
7. Contracts (10 points)			
a. Current RFPs & bidding opportunities (5 pts)	5	https://www.yolo911.org/yeca-s-bids-contracts-surplus	
b. Submittal Instructions (5 pts)	5	https://www.yolo911.org/yeca-s-bids-contracts-surplus	
Total	10		
8. Public Records (10 points)			
a. Request for public records (10 pts)	10	https://www.yolo911.org/911-public-records-request	
Total	10		
9. Revenue Sources (10 points)			
a. Summary of Fees (5 pts)	5	https://www.yolo911.org/financials-compensation	
b. Summary of Revenue Sources (5 pts)	5	https://www.yolo911.org/financials-compensation	
Total	10		
10. Agency Specific Criteria: JPAs (10 points)			
a. Joint powers agreement as filed/adopted (10 pts)	10	https://www.yolo911.org/joint-powers-agreement	
Total	10		
Total Score	100		

Yolo Habitat Conservancy

Audit completed: (11/05/24)	Score	Link	Notes
1. Overview (10 points)			
a. Description of Services/functions (5 pts)	5	https://www.yolohabitatconservancy.org/faq	
b. Service Boundary (5 pts)	0	https://www.yolohabitatconservancy.org/copy-of-staff-board-	
Total	5		
2. Budget (10 points)			
a. Current FY + 3 years prior (5 pts)	3.75	https://www.yolohabitatcor	no current FY24/25 budget
b. Financial Reserve Policy (5 pts)	5	https://www.yolohabitatconservancy.org/admindocs	
Total	8.75		
3. Meetings (10 points)			
a. Schedule (5 pts)	5	https://www.yolohabitatconservancy.org/meetings	
b. Archive of agendas/minutes (5 pts)	5	https://www.yolohabitatconservancy.org/meetings	
Total	10		
4. Elected & Appointed Officials (10 points)			
a. Board member information (5 pts)	5	https://www.yolohabitatconservancy.org/copy-of-staff-board-	
b. Reimbursement/Compensation policy (5 pts)	5	https://www.yolohabitatconservancy.org/copy-of-staff-board-	
Total	10		
5. Administrative Officials (10 points)			
a. General Manager and Key Staff Information (10 pts)	10	https://www.yolohabitatconservancy.org/copy-of-staff-board-	
Total	10		
6. Audits (10 points) (1 yr. cycle)			
a. Current financial audit (5 pts)	5	https://www.yolohabitatcor	FY22/23
b. Plus last 3 years (5 pts)	5	https://www.yolohabitatconservancy.org/admindocs	
Total	10		
7. Contracts (10 points)			
a. Current RFPs & bidding opportunities (5 pts)	5	https://www.yolohabitatconservancy.org/requestforproposals	
b. Submittal Instructions (5 pts)	5	https://www.yolohabitatconservancy.org/requestforproposals	
Total	10		
8. Public Records (10 points)			
a. Request for public records (10 pts)	10	https://www.yolohabitatconservancy.org/request-for-informat	
Total	10		
9. Revenue Sources (10 points)			
a. Summary of Fees (5 pts)	5	https://www.yolohabitatconservancy.org/permitting	
b. Summary of Revenue Sources (5 pts)	5	https://www.yolohabitatconservancy.org/admindocs	
Total	10		
10. Agency Specific Criteria: JPAs (10 points)			
a. Joint powers agreement as filed/adopted (10 pts)	10	https://www.yolohabitatconservancy.org/admindocs	
Total	10		
Total Score	94		

Yolo Subbasin Groundwater Agency

Audit completed: (10/30/24)	Score	Link	Notes
1. Overview (10 points)			
a. Description of Services/functions (5 pts)	5	https://www.yologroundwater.org/our-mission	
b. Service Boundary/Agencies Served (5 pts)	5	https://www.yologroundwater.org/service-area-map	
Total	10		
2. Budget (10 points)			
a. Current FY + 3 years prior (5 pts)	0	https://www.yologroundwa	last budget posted FY 20/21
b. Financial Reserve Policy (5 pts)	5	https://www.yologroundwater.org/cash-reserves-policy	
Total	5		
3. Meetings (10 points)			
a. Schedule (5 pts)	5	https://www.yologroundwater.org/board-of-directors	
b. Archive of agendas/minutes (5 pts)	5	https://www.yologroundwater.org/board-of-directors	
Total	10		
4. Elected & Appointed Officials (10 points)			
a. Board member information (5 pts)	5	https://www.yologroundwater.org/board-members	
b. Reimbursement/Compensation policy (5 pts)	5	https://www.yologroundwater.org/board-members	
Total	10		
5. Administrative Officials (10 points)			
a. General Manager and Key Staff Information (10 pts)	10	https://www.yologroundwater.org/board-officers-and-staff	
Total	10		
6. Audits (10 points)			
a. Current financial audit (5 pts)	0	https://www.yologroundwa	Last audit FY19/20
b. Plus last 3 years (5 pts)	0	https://www.yologroundwater.org/financial-audits	
Total	0		
7. Contracts (10 points)			
a. Current RFPs & bidding opportunities (5 pts)	0		no info
b. Submittal Instructions (5 pts)	0		no info
Total	0		
8. Public Records (10 points)			
a. Request for public records (10 pts)	10	https://www.yologroundwater.org/public-records-request-poli	
Total	10		
9. Revenue Sources (10 points)			
a. Summary of Fees (5 pts)	5	https://www.yologroundwa	shown in budget
b. Summary of Revenue Sources (5 pts)	5	https://www.yologroundwa	shown in budget
Total	10		
10. Agency Specific Criteria: JPAs (10 points)			
a. Joint powers agreement as filed/adopted (10 pts)	10	https://www.yologroundwater.org/our-mission	
Total	10		
Total Score	75		

Yolo LAFCo

Audit completed: (10/10/24)	Score	Link	Notes
1. Overview (10 points)			
a. Description of Services/functions (5 pts)	5	https://www.yololafco.org/services	
b. Service Boundary (5 pts)	5	https://www.yololafco.org/service-area-map	
Total	10		
2. Budget (10 points)			
a. Current FY + 3 years prior (5 pts)	5	https://www.yololafco.org/financial-compensation-info	
b. Financial Reserve Policy (5 pts)	5	https://www.yololafco.org/financial-compensation-info	
Total	10		
3. Meetings (10 points)			
a. Schedule (5 pts)	5	https://www.yololafco.org/commission-meetings	
b. Archive of agendas/minutes (5 pts)	5	https://www.yololafco.org/commission-meetings	
Total	10		
4. Elected & Appointed Officials (10 points)			
a. Board member information (3.33 pts)	3.33	https://www.yololafco.org/commissioners	
b. Election procedures/deadlines (3.33 pts)	3.33	https://www.yololafco.org/yolo-lafco-administrative-policies-a	
c. Reimbursement/Compensation policy (3.33 pts)	3.33	https://www.yololafco.org/yolo-lafco-administrative-policies-a	
Total	10		
5. Administrative Officials (10 points)			
a. General Manager and Key Staff Information (10 pts)	10	https://www.yololafco.org/staff	
Total	10		
6. Audits (10 points)			
a. Current audit (5 pts)	5	https://www.yololafco.org/financial-compensation-info	
b. Last 3 years (5 pts)	5	https://www.yololafco.org/financial-compensation-info	
Total	10		
7. Contracts (10 points)			
a. Current RFPs (5 pts)	5	https://www.yololafco.org/bid-requests	
b. Submittal Instructions (5 pts)	5	https://www.yololafco.org/bid-requests	
Total	10		
8. Public Records (10 points)			
a. Request for public records (10 pts)	10	https://www.yololafco.org/contact-us	
Total	10		
9. Revenue Sources (10 points)			
a. Summary of Fees (5 pts)	5	https://www.yololafco.org/files/26c39e03a/Yolo+LAFCo+Fee	
b. Summary of Revenue Sources (5 pts)	5	https://www.yololafco.org/financial-compensation-info	
Total	10		
10. Agency Specific Criteria: Special Districts (10 points)			
a. Authorizing statute/enabling act (5 pts)	5	https://www.yololafco.org/cortese-knox-hertzberg-local-gove	
b. Board ethics training certificates (5 pts)	5	https://www.yololafco.org/ethics-training-certificates	
Total	10		
Total Score	100		



Yolo Local Government Transparency and Accountability Program

VISION

Our vision is to promote open government and transparency for government agencies countywide (cities, County, special districts, and joint powers authorities), thereby fostering public trust and accountability. We will achieve this by:

- Requesting that LAFCo add selected types of joint powers authorities/agencies to its municipal service review process already conducted with the cities and special districts.
- Supporting LAFCo to develop a scorecard measuring local agency website transparency, performed on a regular basis.
- Agreement to a common checklist of information used to measure the level of transparency in local agency websites.
- Ensuring that city/county websites are a model for other local government agencies to follow.
- Encouraging local special districts and JPAs to create a web presence if they do not already have one.

GOALS

The agencies seek to improve:

- Transparency and accountability.
- Oversight.
- Service delivery and efficiency.
- Coordination among agencies.
- Public understanding of local government.
- Good governance by creating a standard of basic elements for a well-run governmental organization (annual budget, CIP, audits, etc.).

VALUES

TRUST AND INTEGRITY which the agencies will demonstrate by following through on their commitments, duties, and responsibilities.

Adopted by the cities and County on the following dates:

City of Davis – October 17, 2017

City of West Sacramento – November 1, 2017

Yolo County – November 7, 2017

City of Winters – November 7, 2017

City of Woodland – November 21, 2017

OPEN, HONEST, AND CLEAR COMMUNICATION within each organization, between agencies and with the public.

FISCAL ACCOUNTABILITY as demonstrated by making budgets, financial practices, compensation, and audits available to the public.

PROMOTING AWARENESS of local government by promoting a website presence that describes the agency's reason for existing, a description of services it provides, and the area it provides services to.

ENCOURAGING UNDERSTANDING of where tax dollars go and how to easily contact board members and agency management.

CIVIC RESPONSIBILITY through access to board meeting schedules, agendas and minutes so the public can more easily attend board meetings and become involved.

TRANSPARENCY to respond to the growing movement to make governmental information available and searchable online.

REPRESENTATION to inform the public regarding board members (names, contact information and terms of office) and their election/appointment process.

JPA/SHARED PROGRAMS FINANCIAL BEST PRACTICES

City/County managers will determine assignments to each JPA/Shared Programs for liaison/oversight purposes. Shared programs include programs that are funded via city/county cost sharing, e.g. Yolo County Animal Services, Office of Emergency Services, West Valley Fire Training Consortium, etc.

Budget integration between JPAs/Shared programs and "member" agencies that fund them will be improved by implementation of the following process performed annually:

- City/County managers will prepare a consolidated summary-level budget preparation memo for the JPAs and other shared programs that require city/County funding. The memo should convey the budget stance for the upcoming fiscal year, plus a longer range outlook. The intent is to create JPA alignment with the cities/County budget stance and mirror agency cycles of budget reductions or growth.
- City/County managers may schedule budget workshops with the JPAs and shared programs each year around the March timeframe or as appropriate.
- JPAs and other shared programs are requested to provide draft budgets for funding agencies' executive manager review by May and final adopted budgets no later than June 15th of each year for integration into each funding agency's budget.

Formation of any new JPAs or shared programs should only be considered when the following criteria are met.¹ The proposed JPA/shared program:

- Will demonstrate cost reduction.
- Is more efficient.

¹ Governments Working Together, A Citizen's Guide to Joint Powers Agreements, California State Legislature, Senate Local Government Committee, August 2007

- Will reduce or eliminate overlapping services.
- Will result in the sharing of resources.

JPA agreements should include common policies supporting JPA funds to be held in the County Treasury (as appropriate), open government, and transparency.

PROGRAM IMPLEMENTATION – MUNICIPAL SERVICE REVIEWS OF SELECTED TYPES OF JPAs

The Cities/County request that 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. New JPAs may be created in the future and added to this list, but currently those JPAs include:

1. Valley Clean Energy Alliance
2. West Sacramento Area Flood Control Agency
3. Woodland-Davis Clean Water Agency
4. Yolo County Public Agency Risk Management Insurance Authority
5. Yolo Emergency Communications Agency
6. Yolo Habitat Conservancy
7. Yolo Subbasin Groundwater Agency

LAFCo steps to complete Municipal Service Reviews on a five-year cycle of these JPAs include:

- Compiling publicly and readily available information.
- Requesting any additional information from the JPA, minimizing JPA staff time.
- Developing JPA recommendations regarding each of the seven standard MSR 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 MSR.
- Adopting the MSR at a public hearing, finalizing the report, and posting it online.
- Sharing MSR findings with city/county managers, including any cumulative recommendations on ways to streamline and improve efficiencies with the governance structures countywide.

PROGRAM IMPLEMENTATION - WEBSITE TRANSPARENCY SCORECARD

A website transparency scorecard will be prepared by LAFCo on a regular basis involving the following steps:

- Creating list of cities, County, JPAs and special districts
- Encouraging local JPAs and special districts to establish websites and assist them, if desired
- LAFCo conducts preliminary review of agency websites
- LAFCo shares preliminary results with each agency to provide an opportunity for improvement
- LAFCo conducts follow up review
- The agency scorecard is finalized, adopted by the LAFCo Commission, shared with local agencies, and posted online

AGENCY WEB TRANSPARENCY CHECKLIST

The scorecard will be based on the following criteria:

1. Overview
 - a. Description of services/functions: What actions does the agency undertake and what services does the agency provide?
 - b. 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 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)? 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 proposal and bidding opportunities
 - b. Instructions on how to submit a bid or proposal
8. Public Records
 - a. 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: 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)

LAFCO

Meeting Date: 02/27/2025

Information

SUBJECT

Correspondence

RECOMMENDED ACTION

Review and file the following correspondence:

- A. CHW Fall 2024 Newsletter
- B. CHW Winter 2025 Newsletter
- C. LAFCo DEIR Comments - Village Farms Davis Feb 20, 2025

Attachments

ATT A-CHW Fall 2024 Newsletter

ATT B-CHW Winter 2025 Newsletter

ATT C-LAFCo DEIR Comments - Village Farms Davis Feb 20, 2025

Form Review

Form Started By: Terri Tuck

Final Approval Date: 02/18/2025

Started On: 02/18/2025 11:35 AM



Newsletter | Fall 2024

COLANTUONO
HIGHSMITH
WHATLEY, PC

Update on Public Law New Statutes Defend Utility Rates

By Michael G. Colantuono, Esq.

In September, Governor Newsom signed three statutes to bolster defense of water and sewer rates. Action is needed to maximize benefits of one, but all three are good news for local governments.

First, AB 2257 (Wilson, D-Suisun City) makes two helpful changes to the Prop. 218 Omnibus Implementation Act. First, it authorizes agencies to require those who challenge new or increased fees, charges, or assessments for water or sewer services to exhaust administrative remedies before suit. That would require litigants to inform the agency, in writing, of the legal theories of suit along with a protest under Prop. 218's procedures for property-related fees or assessments. If they do not, they cannot sue. If they do, they can sue only on the issues an objector raised. The requirements for the local remedy (best clarified by ordinance or resolution) are many, but most restate existing law. New requirements are that an agency must state in hearing notices that an exhaustion requirement applies and must respond in writing to every substantive comment made in objection to a proposed rate, charge, or assessment. This will require some work and last-minute comments (common in CEQA disputes) will slow down ratemaking, but adopting a local policy to clarify and maximize the exhaustion requirement ought to be a priority for every local water or sewer provider.

AB 2257 also provides that Prop. 218 challenges to water and sewer charges, fees, and assessments are litigated on the agency's record of its ratemaking – expensive discovery of other information is not permitted on the merits of such disputes. This is what many public lawyers understood to be the law, but we have been litigating the point and not always winning it. So, this is a helpful change. In addition, the statute defines the contents of a ratemaking record, ending expensive disputes on that subject, too. These rules take effect in January without local action.

SB 1072 (Padilla, D-Chula Vista) states that refund remedies are not permitted in Proposition 218 challenges to property-related fees, including those for water, sewer and trash service. If a challenge to a fee determines that one class of customers or another, or all customers, have been overcharged, the necessary repayment is to be accomplished in the next ratemaking. This will prevent the multimillion-dollar refunds a few cases have awarded, threatening the finances of providers of vital utility services. Such refunds wipe out agency reserves, which have to be refunded by rate increases, so this is all a very expensive way of shifting money from ratepayers' left pocket to their right – generating defense costs and large fee awards to plaintiffs'

(continued on page 2)

Welcome Ajit Thind, Anchor of our O.C. Office!

CHW welcomes Ajit Thind, City Attorney of La Palma and anchor of our new Orange County office. Ajit previously served as Assistant City Attorney of Laguna Beach, Menifee, and San Clemente. He also represents the operator of the Uptown Whittier Community Benefit District .

He has advised a wide variety of clients on issues relating to open government, land use, civil rights, housing, water, environmental protection and labor/employment.

His current cases involve the role of an elected city attorney, disruption at city council meetings, and gaming regulation.

He anchors our new Irvine office, where Thais Alves, Carmen Brock, and Matt Slentz also practice.

Welcome Ajit! Welcome,
Orange County!

More (But Not Much More) Than “Zilch” Needed to Justify Fine and Penalty Amounts

By Holly O. Whatley, Esq.

The Ninth Circuit recently expanded on the application of the Eighth Amendment’s Excessive Fines Clause to municipal fines in *Pimentel v. City of Los Angeles (Pimentel II)*. That case follows the Court’s 2020 decision in *Pimentel I*, which found Los Angeles’s \$63 parking fine did not violate the Eighth Amendment’s Excessive Fines Clause. But *Pimentel I* reversed and remanded as to whether Los Angeles’s \$63 late fee, 100% of the fine and due if the fine is not paid within 21 days, violated the Eighth Amendment. On remand, the trial court granted summary judgment to Los Angeles, ruling the late penalty was not grossly disproportionate to the failure to pay timely. In *Pimentel II*, the Ninth Circuit reversed.

The opinion takes pains to limit its holding to its procedural context, grant of summary judgment, and whether the opposing party’s evidence created a triable issue of fact. The Court found a genuine factual dispute existed as to the City’s basis for the late fee. Plaintiff submitted declarations of two former City employees claiming the late fee was set only to raise revenue and not to induce timely payment. The Court of Appeals found the City provided no material evidence to rebut this claim and reversed. The decision provides valuable guidance for setting and, if necessary, defending fines and penalties.

First, the opinion reiterates *Pimentel I*’s holding that cities need not prove “strict proportionality” between a fine and the seriousness of the offense for which it is imposed. But, a local government cannot rely solely on the deference afforded such legislation. Here, the Court recognized the City’s legitimate interest in ensuring timely payment of parking tickets, but declined to find that deference, alone, required a conclusion the \$63 penalty was proportionate to the seriousness of failure to timely pay parking tickets.

Second, a fine’s revenue-raising purpose does not make it unconstitutional under the Eighth Amendment. The test is whether the fine “bears some relationship to the gravity of the offense that it is designed to punish.” That it may also generate revenue is irrelevant.

Third, a city’s evidentiary burden to justify a fine is low, but more than “zilch.” A city should demonstrate a fine is large enough to deter, but not “grossly out of proportion” to the offense. Because the Court found Los Angeles presented no evidence as to how or why it set its late fee, summary

judgment was inappropriate. But the Court noted the burden is a “low evidentiary bar” and “just requires the government to provide some evidence that the fine amount was not wholly arbitrary.”

When setting fines and penalties, local agencies should ensure the record justifies the amount and that it bears some relationship to the seriousness of the offense. Though the bar is low, an agency must still clear it to defeat an Eighth Amendment claim.

For more information, please contact Holly at HWhatley@chwlaw.us or 213.542.5704.

New Statutes Defend Utility Rates

(continued from page 1)

counsel, too. Orders that rates be corrected will be sufficient to protect ratepayers and to enforce Prop. 218. Indeed, this was how limits on revenue measures were enforced until the advent of class action claims in the last decade.

Finally, AB 1827 (Papan, D-San Mateo) encourages adoption of tiered water rates, which make water progressively more expensive as customers use more of it — to encourage conservation. The statute is declaratory of existing law and allows the use of peaking factors (the extent to which a customer’s or customer class’s peak use exceeds its average or typical use) to allocate costs to rate tiers — a common approach. It may make such rates more easily defended notwithstanding published losses for the City of San Juan Capistrano and the Otay Water District.

Good news for local ratemakers! Further developments are coming as the Supreme Court must act by year end on San Jose’s petition for review in a regulatory fee case under Prop. 26 and requests that the decision be depublished (making it authority only as to San Jose, binding no other agency). Stay tuned!

For more information, please contact Michael at MColantuono@chwlaw.us or 530.432.7357.

Remote Meeting Attendance for Disabled Elected Officials

By Aleks R. Giragosian, Esq.

The Ralph M. Brown Act governs the conduct of meetings of a local legislative body. In 1988, the Brown Act was first amended to authorize remote participation. In 2021, AB 361 amended the Brown Act to authorize remote participation during a state of emergency (like COVID). In 2022, AB 2449 amended the Brown Act to authorize remote participation for “just cause” or an “emergency circumstance.” “Just cause” includes “a need related to a physical or mental disability ... not otherwise accommodated by [the ADA].”

The Americans with Disabilities Act prohibits discrimination against disabled people. Under the ADA, a public agency must offer a “reasonable accommodation” as to its programs, services, and public facilities to a “qualified individual” with a disability.

In July 2024, the California Attorney General published Opinion No. 23-1002. The Opinion concludes members of a legislative body are “qualified individuals” under the ADA, and that the ADA may require remote participation consistent with the just cause exception as a “reasonable accommodation” for a disabled member of the legislative body.

AB 2449 limits the use of its just cause exception to no more than two meetings per calendar year. In September 2024, the Governor signed AB 2302, which takes effect January 1, 2025. AB 2302 places a combined limit on the number of times a member of a legislative body may use the just cause and emergency circumstances exceptions to:

- two meetings per year, if the body meets once a month or less frequently;
- five meetings per year, if it meets twice a month; and
- seven meetings per year, if it meets three or more times a month.

Unlike the Brown Act, the ADA does not limit the number of times a member of a legislative body may participate remotely. Because federal law preempts contrary state law, the Brown Act’s limits under AB 2449 and AB 2302 do not apply to a disabled member of a legislative body. The Attorney General’s Opinion notes this distinction, stating, “The most logical explanation ... is that the Legislature presupposed that a member may already participate remotely for an unlimited number of sessions as an ADA accommodation.”

Therefore, if a member of a local legislative body demonstrates a disability protected by the ADA, the agency can follow the requirements of the just cause exception and waive any caps on frequency under the Brown Act.

Note that the Opinion does not allow remote participation in public meetings by staff or members of the public. The Opinion will likely raise questions as to disabled members of staff or the public, however, and public agencies should be prepared to consult counsel if a request is made by one who makes an adequate showing of disability preventing him or her from attending a meeting in person.

For more information, please contact Aleks at AGiragosian@chwlaw.us or 213.542.5734.

We’ve Got Webinars!

CH&W offers webinars on a variety of public law topics including districting and redistricting, this year’s 32 new housing laws; personnel, public works, and management issues under COVID-19; and police personnel records. Current topics are listed on our website under “Resources.” Our webinars provide advice and Q&A for public agency counsel and staff in an attorney-client-privileged setting for \$1,500 per agency.

To schedule a webinar, contact Bill Weech at BWeech@chwlaw.us or (213) 542-5700.

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Newsletter | Winter 2025

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Update on Public Law Two Percent Cap on Local Sales Tax Fosters Litigation

By Michael G. Colantuono, Esq.

The Revenue & Taxation Code allows cities and counties to propose, and local voters to adopt, supplemental sales taxes (“transactions and use taxes”) to be collected by the California Department of Tax and Fee Administration along with the Bradley-Burns 1 percent local sales tax, the state sales tax, transportation, and other sales and use taxes. But it imposes a 2 percent cap on all city and county special taxes taken together. Given recent reliance on sales taxes to address funding gaps, many areas (particularly LA County and the Bay Area) are hitting the cap. The Legislature has responded with a small handful of bills granting exceptions to the cap for a larger handful of cities and counties.

Perhaps because the Revenue and Taxation Code gives enormous holdup leverage to plaintiffs by requiring CDTFA to escrow tax proceeds while litigation is pending, many challenges to local sales taxes have arisen in recent years, some testing the 2 percent cap and exceptions to it.

The County of Alameda, for example, litigated its March 2020 Measure C initiative special tax to fund childhood healthcare and education until January 2024 – a four-year delay. The January 2024 decision of the San Francisco Court of Appeal upheld the tax, concluding in a published portion of its decision that initiative special taxes require only simple majority voter approval — not the two-thirds required for special taxes government propose. It also ruled that naming the Oakland Children’s Hospital as a potential advisor as to healthcare spending did not violate our Constitution’s prohibition on initiatives which name persons or entities to government roles. In unpublished (and therefore nonprecedential) discussion, the Court also concluded Measure C complied with the 2 percent cap on local sales taxes, due to statutory exceptions. It also ruled the exceptions were not unconstitutional “special legislation” because the Legislature had a rational basis to grant an exemption to Alameda County (and a few other local governments).

Alameda County’s November 2020 Measure W — a general sales tax proposed by the Board of Supervisors to fund homelessness and other general fund services for 10 years — was upheld by the San Francisco Court of Appeal on Jan. 31, 2025, nearly halfway through the life of the tax. The Court found the tax to be a general tax notwithstanding mention of homelessness services in the ballot question

(continued on page 3)

Sacramento Office on the Move!

As of February 1, CHW’s Sacramento office moved into new space. The new address is:

555 University Avenue,
Suite 275
Sacramento, CA 95825

The phone is unchanged
at (916) 400-0370.

Shareholder Gary Bell, City and Town Attorney of Auburn, Novato and Yountville leads the office. Others in this team are Lakeport City Attorney McKenzie Anderson, Colfax City Attorney Conor Harkins, and new associates John Hope and Mihir Karode.

If you find yourself in the neighborhood, stop by and say “hello”!

UPCCAA Filing Requirements

By Aleks R. Giragosian, Esq.

The California Uniform Public Construction Cost Accounting Act or UPCCAA allows public agencies to lift the relatively low bidding threshold for public works projects. Under the general rules, projects valued at over \$5,000 for cities or \$15,000 for sanitary districts, for example, must be competitively bid. These thresholds may be onerous, as public bidding requires substantial administrative effort.

UPCCAA allows higher bidding thresholds. As originally adopted, it allowed projects of:

- \$15,000 or less to be performed by force account (i.e., an agency's own employees), negotiated contract, or purchase order;
- more than \$15,000 to \$50,000 to be let by informal bidding; and
- more than \$50,000 to be let by formal bidding.

Those thresholds have increased over time.

Effective Jan, 1, 2025, AB 2192 (Carrillo, D-Palmdale) established these thresholds:

- \$75,000 or less to be performed by force account, negotiated contract, or purchase order;
- more than \$75,000 to \$220,000 to be let by informal bidding; and
- more than \$220,000 to be let by formal bidding.

But a local public agency cannot simply rely on these new thresholds!

An agency must first confirm it opted into UPCCAA by ordinance and provided a copy of that ordinance to the State Controller. If you're not on the Controller's list, you're can't use UPCCAA. Check here: https://www.sco.ca.gov/Files-ARD-Local/participating_agencies_-_general.pdf

Second, an agency must confirm its ordinance provides for automatic adjustment of bidding thresholds as the statute changes. Often, agencies opting into UPCCAA adopt fixed thresholds. If an ordinance does not authorize automatic adjustment, an agency must amend its ordinance or purchasing policy either to adopt UPCCAA's new thresholds or to automatically adjust as that statute is amended.

UPCCAA provides great flexibility to local governments. If your agency has not invoked it, you may wish to. If you have, make sure your ordinance is current and you have filed it with the State Controller.

For more information, contact Aleks at AGiragosian@chwlaw.us or 213.542.5734

Cell Tower Tug of War Continues

By Matthew T. Summers, Esq. & John P. Hope, Esq.

The 9th Circuit recently partly upheld a 2020 FCC ruling regulating cities' and other governments' authority to control changes to cell towers and other wireless facilities. The ruling requires agencies to streamline decision-making and approvals for "non-substantial" changes to cell towers. "Substantial changes" can be subjected to an agency's standard, often stricter, cell tower permitting process.

The good news for local governments is that the 9th Circuit invalidated the FCC ruling's new definition of "substantial change" to a cell tower's stealth and concealment elements as an improper legislative rule — one not adopted consistently with the Administrative Procedures Act. The FCC may try to fix this by a new rulemaking. Agreeing that concealment and stealth elements are not necessarily the same, the Court ruled each deserves protection under current law. For example, siting a cell tower atop a building, out of sight from the ground, is a concealment element, while designing it to look like a tree is a stealth element. This conclusion reestablishes local authority to require wireless facilities to maintain both stealth and concealment elements. To protect these rights, agencies should clearly define such design elements in permits and as-built surveys and document them to inform later permit applications.

Less helpfully, the 9th Circuit upheld the FCC's new shot-clock rule. Under regulations dating to 2014, agencies have 60 days to approve or deny applications to change a wireless facility, with limited tolling if an application is incomplete. A completed application not timely approved or denied can be "deemed granted." In response, many agencies adopted streamlined processes to review modification applications. Under the new FCC rule, applicants now control when a shot clock starts. It now starts when an applicant takes the first procedural step required by the agency for a modification request and submits a written statement invoking the rule. This effectively shortens the clock, requiring cities and counties to review applications promptly and complete review within 60 days of submission, plus any tolling periods.

The 9th Circuit also upheld other aspects of the new regulations — including antenna-height rules and allowing up to four new equipment cabinets with each modification application. We expect further FCC rulemaking given continuing technological and governance change. Stay tuned!

For more information, contact Matt at MSummers@chwlaw.us or 213.542.5719 or John at JHope@chwlaw.us or 916.898.4727

2025 Levine Act Updates

By Taylor M. Anderson, Esq.

The Levine Act aims to prevent “pay-to-play” practices by restricting campaign contributions to elected and appointed officials of an agency by those with business before the agency. It prohibits officials from acting on matters if they have received certain campaign contributions from those interested in a contract, permit, or other entitlement.

Previously, the Levine Act applied only to **appointed** officials, but it was expanded in 2023 to include **elected** officials. The change was challenging to implement, raising concerns it would chill civic participation. The Legislature adopted AB 1181 (Zbur, D-West Hollywood) and SB 1243 (Dodd, D-Napa), effective Jan. 1, 2025 to address these concerns.

Major changes include:

- **Increased Threshold for Recusal.** To trigger a duty to recuse, donations must now reach \$500 in the 12 months before a decision, up from \$250.
- **Exempt Contracts.** The “licenses, permits, or other entitlement for use” that may trigger a duty to recuse now **exclude**:
 - Competitively bid contracts.
 - Labor contracts.
 - Personal employment contracts.
 - Contracts valued at less than \$50,000.
 - Contracts by which no one receives compensation.
 - Contracts between or among public agencies.
 - Periodic review or renewal of competitively bid or development agreements without material modifications.
 - Modifications or amendments to exempt contracts (other than competitively bid contracts).
- **Cure Period.** The period in which an official can avoid the duty to recuse by returning a contribution is now 30 days (up from 14) after receiving it. This period starts from the later of when the officer makes a decision or learns about the contribution and a matter requiring decision.
- **Definition of “Pending.”** A matter is “pending” before an agency so as to trigger the contribution limit when a related item is placed on an agency’s agenda; or when the officer knows the matter is within the agency’s jurisdiction and it is foreseeable that the officer will be involved.
- **Participants Don’t Pay Dues.** The definition of “participant” now excludes individuals whose only financial interest results from a potential change in membership dues (like a Rotary Club).
- **City Attorneys and County Counsels No Longer “Officers.”** If their role is only providing legal advice and they have no decision-making authority in a proceeding, the Levine Act no longer applies to local government counsel.

The FPPC considered revised regulations to implement these changes on Jan. 16th. Revised regulations could be adopted as soon as Mar. 20th.

For more information, contact Taylor at TAnderson@chwlaw.us or 626.219.2768

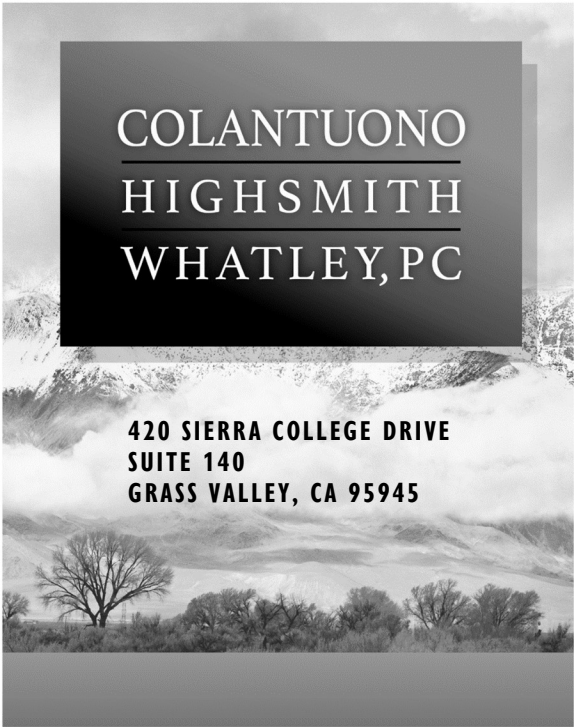
Two Percent Cap on Local Sales Tax Fosters Litigation

(continued from page 1)

and campaign messages about such services because the measure said tax proceeds could be used for any lawful County purpose — as the “no” argument emphasized. The Court also ruled statutory exemptions from the cap citing “unique fiscal pressures” on the benefited local governments did not violate the special legislation rule. But unlike the Measure C case, this ruling is precedential. It will help us defend the City of Campbell in a similar case recently filed by the counsel who sued Alameda on Measures C and W.

The Legislature might wish to revisit the statute requiring CDTFA to escrow sales tax proceeds pending litigation. It creates holdup leverage and invites weak arguments like those rejected in the two Alameda County cases. In the meantime, local governments should take care when crafting sales taxes (using CDTFA’s mandatory form of ordinance) to avoid inviting procedural arguments like these. Cross your T’s and dot your I’s!

For more information, contact Michael at MColantuono@chwlaw.us or 530.432.7357



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YOLO
LOCAL
AGENCY
FORMATION
COMMISSION



February 20, 2025

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BILL BIASI
Mayor
City of Winters

Dara Dungworth, Principal Planner
City of Davis Community Development
23 Russell Boulevard
Davis, CA 95616

GLORIA PARTIDA
VICE CHAIR
Councilmember
City of Davis

[via email]

LUCAS FRERICHS
Supervisor – 2nd District

Re: Comments on the Village Farms Davis Project Draft Environmental Impact Report (DEIR) SCH# 2023110006

PAMELA MILLER
Public Member

Dear Ms. Dungworth:

OSCAR VILLEGAS
Supervisor – 1st District

Thank you for consulting with Yolo LAFCo for the Village Farms Davis Project DEIR. As you are aware, LAFCo is a Responsible Agency for the project and would use the EIR to consider a sphere of influence amendment and annexation to implement the Project. Please see LAFCo staff comments below:

ALTERNATES
RICHARD DELIBERTY
Public Member

Project Description

LAFCo staff does not support the northernmost 118-acre portion of the proposed Project (portion of APN 042-110-029 north of the drainage channel) being dedicated to the City of Davis for ongoing ownership and maintenance. We understand the area will be used as a borrow site to harvest fill soil for the urbanized portion of the Project and will also be inundated during larger storm events that will serve to reduce downstream flows (DEIR page 4.8-27). This area should be either privately or homeowner's association (HOA) owned and maintained. As designed, this area does not appear to promote enough "eyes on the street" to create a safe public space and may result in an ongoing public nuisance that would create an unreasonable cost burden for governmental services and controls in the area. LAFCo is concerned about any negative impacts on the City's public safety funding and ability to maintain its high level of services.

TANIA GARCIA-CADENA
Mayor
City of Woodland

SHEILA ALLEN
Supervisor – 4th District

STAFF

CHRISTINE M. CRAWFORD, AICP
Executive Officer

JD TREBEC
Deputy Executive Officer

TERRI TUCK
Retired Annuitant
Administrative Specialist II/Clerk

COUNSEL
ERIC MAY

On page 3-27, we understand the confusion, but the DEIR inaccurately states that a municipal services review (MSR) would be required for a Yolo LAFCo sphere of influence (SOI) amendment. LAFCo, as necessary, reviews and updates each agency's SOI every five years (Government Code §56425) and conducts a municipal service review in order to prepare and to update SOIs (§56430(a)). However, §56428 indicates any person or local agency may request an amendment to an SOI and LAFCo can act on it accordingly. This means that an MSR is needed for a comprehensive SOI Update every five years, while project-specific SOI Amendments can occur on a case-by-case basis without a comprehensive MSR. Yolo LAFCo does not plan to conduct an MSR for the Village Farms Davis SOI Amendment.

Agricultural Resources

In several places, the DEIR incorrectly references that Yolo LAFCo requires a 2:1 mitigation ratio. Please note this is only for "stacked" conservation easements per LAFCo Policy 4.10(c).

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Impact 4.2-1: LAFCo Policy 4.9 states “annexation of prime agricultural lands shall not be approved unless one of the following mitigations has been instituted, at not less than a 1:1 replacement ratio”, i.e., regardless of a portion of the proposed Project being designated as UATA. The DEIR notes the entire site would be considered prime agricultural lands by Yolo LAFCo and will require 1:1 mitigation. The DEIR analysis indicates the City’s 2:1 mitigation requirement for less acreage would supersede LAFCo’s required 1:1 mitigation for the entire acreage. But it’s worth clearly noting that as the Project is currently proposed, LAFCo will require a minimum of 497.6 acres of mitigation.

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

Best regards,



Christine M. Crawford, AICP

- c: Rochelle Swanson, Project Agent
- Mike Webb, City of Davis City Manager
- Stephanie Cormier, Yolo County Chief Assistant Director of Community Services

LAFCo

Meeting Date: 02/27/2025

Information

SUBJECT

Consider the Municipal Service Review (MSR)/Sphere of Influence (SOI) Initial Study for the City of Woodland (LAFCo No. 24-03) and determine a comprehensive MSR/SOI Update is not needed for this five-year review cycle per Government Code §56425(g)

RECOMMENDED ACTION

On the basis of the initial evaluation contained in the attached MSR/SOI Initial Study for the City of Woodland (LAFCo No. 24-03), staff recommends LAFCo determine the following:

1. The required MSR determinations would likely not be significant;
2. An SOI Update is not warranted or requested by the City; and
3. Therefore, an MSR/SOI Update is not needed, and the City will be reviewed again in five years per Government Code Section 56425(g).

FISCAL IMPACT

None.

REASONS FOR RECOMMENDED ACTION

A comprehensive MSR/SOI Update was last adopted for the City of Woodland on January 24, 2019, aligning the City's SOI to coincide with its 2006 voter approved Urban Limit Line. Consideration for review is due again, as required every five years.

Per the Cortese- Knox-Hertzberg (CKH) Act §56430, MSRs are only technically required when LAFCo intends to update an agency's SOI. Although for our special districts, Yolo LAFCo has frequently opted to perform MSRs notwithstanding an SOI Update in order to review and provide oversight of our smaller agencies that tend to be more rural and volunteer in nature. In the case of a city, where there is inherently much more scrutiny, accountability, and transparency (including comprehensive annual audits), staff evaluates whether LAFCo's report would provide valuable information on a case by case basis. Yolo LAFCo has memorialized this approach in local policy (Project Policies 6.2 Criteria Municipal Service Review), "Although MSRs are technically required only when updating agency SOIs, per Government Code §56430, Yolo LAFCo will typically conduct MSRs on local special districts even if an SOI Update is not needed because, unlike cities, Yolo County's special districts tend to be rural in nature and staffed by limited professional staff or entirely volunteer-run, meaning there is less oversight to ensure operational adequacy and fiscal sustainability."

Staff has utilized the MSR checklist template as an initial study screening tool to evaluate whether the MSR determinations would be significant (see attached). Staff recommends, based on the initial study checklist prepared, an MSR/SOI Update for the City of Woodland is not needed this cycle and LAFCo will consider it again in five years. LAFCo has tended to make this determination for cities when an SOI Update is not needed or desired. Staff spoke with the City Manager, Ken Hiatt, on October 10, 2024, and he confirmed the City is not seeking a change to its SOI at this time and concurred with the recommendation that no MSR/SOI Update is needed.

Attachments

ATT A-City of Woodland MSR-SOI Checklist LAFCo 24-03 Feb 27, 2025

Form Review

Inbox

Christine Crawford (Originator)
Form Started By: Christine Crawford
Final Approval Date: 02/12/2025

Reviewed By

Christine Crawford

Date

02/12/2025 02:58 PM
Started On: 02/10/2025 01:39 PM

YOLO LAFCO MUNICIPAL SERVICE REVIEW/SPHERE OF INFLUENCE STUDY

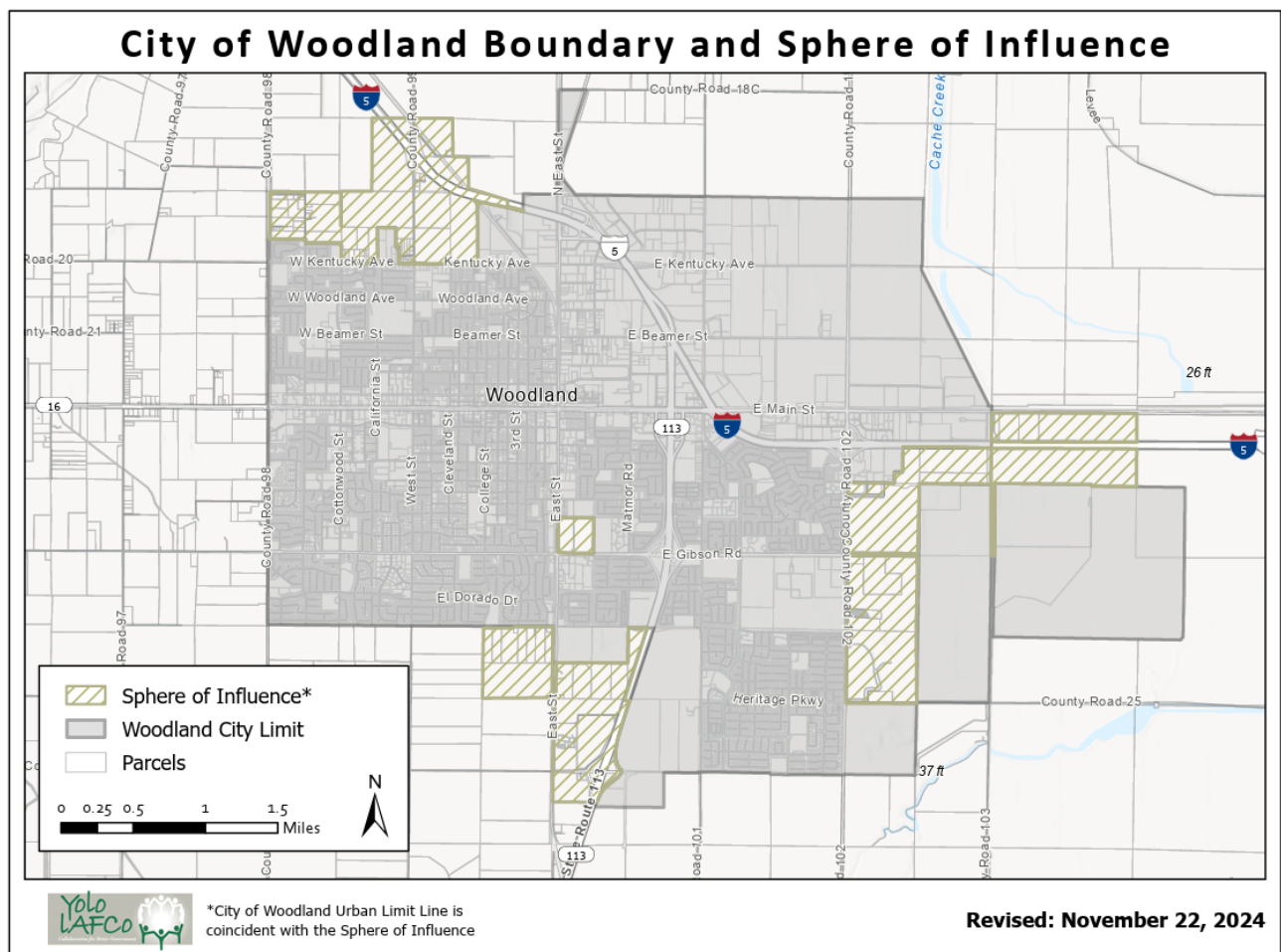
AGENCY PROFILE

The City of Woodland, first incorporated in 1871, is a general law City under the provisions of the State of California. The City is a legally separate and fiscally independent agency. It can issue debt, set and modify budgets, collect fees for services, and sue or be sued.

Woodland operates under the Council-Manager form of government with a five-member council, elected by district by city residents. A directly elected five-member City Council represents citizens in determining services and regulations to be provided by the City. The Council appoints a full time City Manager whose job is to carry out the Council’s policy directives and to coordinate, control and direct City operations, functions, and projects. The City Manager serves as the administrative head of city government overseeing the departments of administrative services, community development, community services, finance, fire, library, police, and public works. In making its policy determinations, the Council works with advisory committees and receives other citizen input from the public at its regular and special meetings. The Council’s business meetings are scheduled for the first and third Tuesday of each month in the Council Chambers of City Hall. Other special or study session meetings are scheduled as needed and are open to the public.

The City has ten council-appointed commissions that are devoted to various aspects of community life including: building appeals, aging, historical preservation, library, manufactured home fair practices, parks and recreation, personnel, planning traffic safety, and utility undergrounding.

Below is the current City boundary and sphere of influence (SOI).



MUNICIPAL SERVICE REVIEW

POTENTIALLY SIGNIFICANT MSR DETERMINATIONS

The MSR determinations checked below are either significant or potentially significant, as indicated by 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 comprehensive MSR update is not warranted.

- | | |
|---|--|
| <input type="checkbox"/> Growth and Population | <input type="checkbox"/> Shared Services |
| <input type="checkbox"/> Disadvantaged Unincorporated Communities | <input type="checkbox"/> Accountability |
| <input checked="" type="checkbox"/> Capacity, Adequacy & Infrastructure to Provide Services | <input type="checkbox"/> Broadband Access |
| <input type="checkbox"/> Financial Ability | <input checked="" type="checkbox"/> Status of Previous MSR Recommendations |

LAFCO MUNICIPAL SERVICE REVIEW:

- On the basis of this initial evaluation, the required determinations are not significant, and staff recommends that a comprehensive MSR is NOT NECESSARY. The subject agency will be reviewed again in five years per Government Code Section 56425(g).
- The subject agency has significant and/or potentially significant determinations and staff recommends that a comprehensive MSR IS NECESSARY and has been conducted via this checklist.

1. Growth and Population	Significant Issue	Potentially Significant	No Issue
Growth and population projections for the affected area.			
a) <i>Will development and/or population projections over the next 5-10 years impact the subject agency's service needs and demands?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) <i>Do changes in service demand suggest a change in the agency's services?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Discussion:

According to the State Department of Finance population projections¹, the City of Woodland population increased from 60,052 as of January 1, 2023 to 60,672 in 2024, a 1.0 percent increase. Projections suggest the population countywide will go up 3% by 2030 and 16% by 2040².

The City of Woodland completed a comprehensive General Plan Update in May 2017 and has ample space within its current SOI to accommodate planned growth through 2035. The City is not anticipating any SOI changes during this planning horizon.

¹ State of California Department of Finance Population Estimates for Cities, Counties, and the State – January 1, 2023 and 2024

² Report P-2A: Total Estimated and Projected Population for California and Counties: July 1, 2020 to 2070. Projections Prepared by Demographic Research Unit, California Department of Finance, Sep 2024.

Growth and Population MSR Determination

City growth and development is occurring consistent with its adopted 2035 General Plan adopted in May 2017. City development and population growth is not anticipated to have a significant negative impact on City services and/or require an update to its SOI.

Recommendation(s)

None.

2. Disadvantaged Unincorporated Communities

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

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

Discussion:

The West Kentucky (aka "Westucky") community is likely a disadvantaged unincorporated community (DUC) within the City of Woodland's SOI. This community already received structural fire protection services from the City via contract with the Springlake Fire Protection District. In 2019, Yolo County, Yolo County Housing and the City of Woodland all partnered on an agreement (with LAFCo approval) to extend City water and sewer services to this community. The City plans to annex this community within the next 1-2 years.

Disadvantaged Unincorporated Communities MSR Determination

The West Kentucky (aka "Westucky") community is considered a disadvantaged unincorporated community (DUC) within the City of Woodland's Sphere of Influence. The community has received City fire protection services for decades, and City water and sewer services were extended in 2019. The City plans to annex this area in the next 1-2 years. Therefore, there is equity in the provision of essential municipal services to this adjacent DUC.

Recommendation(s)

None.

3. Capacity and Adequacy of Public Facilities and Services

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

	Significant Issue	Potentially Significant	No Issue
a) <i>Are there any deficiencies in the infrastructure, equipment, and capacity of agency facilities to meet <u>existing</u> service needs for which the agency does not have a plan in place to resolve (including deficiencies created by new state regulations)?</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b) <i>Are there any issues regarding the agency's capacity and ability to meet the service demand of reasonably foreseeable <u>future</u> growth?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) <i>Are there any service needs or deficiencies for disadvantaged unincorporated communities related to sewers, municipal and industrial water, and structural fire protection within or contiguous to the agency's sphere of influence?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d) <i>Is the agency needing to consider climate adaptation in its assessment of infrastructure/service needs?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Discussion:

The City of Woodland provides 10 distinct categories of municipal services including: cemetery; community facilities, parks and open space; community recreation; fire; library; municipal water; police; solid waste & recycling; road construction, road maintenance, street lighting and landscaping; wastewater, stormwater & recycled water. The City provides waste management services via contract with Waste Management.

The City is struggling with several municipal service issues and is actively working to address them:

- To address capacity needs, the City Council voted to place a one-cent sales tax measure on the November 2024 ballot. The measure was intended to provide annual local funding for certain services, such as: maintaining public spaces; addressing homelessness; improving/maintaining parks; repairing roads, potholes, and sidewalks; reducing emergency response times; and increasing police and fire protection. Firefighter, police, and first responder staffing has not kept pace with the City's growing population. The sales tax measure failed at the November 2024 election.
- The City's Storm Drain system continues to deteriorate, and it will require repairs and replacements in older areas of the City. The Storm Drain Fund currently has an unrestricted net position of \$1.4 million, with total net position of \$13.4 million. Development fees pay for new construction only; maintenance impacts stemming from past and future new construction will continue to burden this fund. Storm drain rate increases must be voter approved and an attempt to increase the fee failed in August 2007. The City is working on a new rate study and outreach plan with hopes to have a successful adjustment to the user fees.
- The City is also working on a solution to provide protection against potential future flooding events from the lower Cache Creek with the US Army Corps of Engineers. However, a measure to provide a flooding solution failed at the March 2024 election.

Capacity and Adequacy of Public Facilities and Services MSR Determination

The City is struggling in several areas with respect to capacity and services issues related to maintaining parks, repairing roads/sidewalks, repair/replacing the stormwater system, flood improvements, and increasing police and fire staffing. Voters have rejected the City's attempts to pass funding measures. However, the City is aware and actively working on plans to address these issues, and a comprehensive

YOLO LAFCO MUNICIPAL SERVICE REVIEW/SPHERE OF INFLUENCE STUDY

MSR will not shed any additional light or add value to addressing these needs. The City is not seeking to expand its SOI at this time and LAFCo will re-evaluate the City’s capacity for growth during the next MSR cycle.

Recommendation(s)

None.

4. Financial Ability			
Financial ability of agencies to provide services.			
	Significant Issue	Potentially Significant	No Issue
a) <i>Is the subject agency in a stable financial position, i.e. does the 5-year trend analysis indicate any issues?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) <i>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?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) <i>Is the organization’s revenue sufficient to fund an adequate level of service, necessary infrastructure maintenance, replacement and/or any needed expansion? Is the fee inconsistent with the schedules of similar local agencies</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d) <i>Does the subject agency have a capital improvement plan (CIP)? Has the agency identified and quantified what the possible significant risks and costs of infrastructure or equipment failure? Does the agency have a reserve policy to fund it?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
e) <i>Does the agency have any debt, and if so, is the organization’s debt at an unmanageable level? Does the agency need a clear debt management policy, if applicable?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
f) <i>Can the subject agency improve its use of generally accepted accounting principles including: summaries of all fund balances, summaries of revenues and expenditures, general status of reserves, and any un-funded obligations (i.e. pension/retiree benefits)? Does the agency have accounting and/or financial policies that guide the agency in how financial transactions are recorded and presented?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
g) <i>Does the agency staff need to review financial data on a regular basis and are discrepancies identified, investigated and corrective action taken in a timely manner? The review may include reconciliations of various accounts, comparing budgets-to-actual, analyzing budget variances, comparing revenue and expense balances to the prior year, etc. If the agency uses Yolo County’s financial system and the County Treasury, does the agency review monthly the transactions in the County system to transactions the agency submitted to the County for processing?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
h) <i>Does the agency board need to receive regular financial reports (quarterly or mid-year at a minimum) that provide a clear and complete picture of the agency’s assets and liabilities, fully disclosing both positive and negative financial information to the public and financial institutions?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

YOLO LAFCO MUNICIPAL SERVICE REVIEW/SPHERE OF INFLUENCE STUDY

Discussion:

The City of Woodland implements sound financial management practices, adopting an annual budget, spending within its budget, and performing independent audits. The City's debt is at manageable levels.³

**CITY OF WOODLAND
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
TOTAL OF ALL GOVERNMENTAL FUNDS**

	2018	2019	2020	2021	2022
Revenue					
Taxes	\$ 34,618,156	\$ 38,378,801	\$ 38,452,546	\$ 46,407,353	50,687,145
Fines and penalties	297,811	281,319	345,632	207,211	267,516
Intergovernmental	11,934,610	15,577,966	15,806,740	15,832,789	55,124,568
Charges for services	9,248,795	10,563,625	9,933,640	10,478,440	10,388,506
Licenses, fees, and permits	15,894,262	15,567,020	29,342,524	13,340,386	11,948,690
Investment earnings	(386,339)	3,055,150	3,529,458	346,598	(8,298,521)
Developer fees	-	18,445,546	-	11,879,305	4,923,593
Other revenues	1,065,323	1,412,232	1,026,112	5,670,623	3,198,467
Total revenue	72,672,618	103,281,659	98,436,652	104,162,705	128,239,964
Expenditures					
Current:					
General government	\$ 2,895,020	\$ 2,186,017	\$ 2,186,467	\$ 2,082,011	\$ 7,296,662
Finance	1,041,329	880,203	1,021,046	1,124,132	1,263,325
Community development	6,622,097	7,943,806	6,564,694	9,991,742	20,157,269
Parks and recreation	7,258,156	7,767,335	8,418,234	8,575,819	10,087,237
Police	20,971,073	19,958,636	21,070,298	21,369,628	23,101,383
Fire	12,059,952	10,739,443	11,252,579	12,170,503	13,457,000
Library	1,996,478	2,024,877	2,361,547	2,060,288	2,525,752
Public works	14,764,730	19,844,331	25,218,960	34,668,079	23,662,602
Debt service:					
Principal payments	6,174,050	18,019,508	16,304,615	7,600,411	4,250,584
Interest and fiscal charges	711,246	458,796	301,645	263,393	207,504
Total expenditures	74,494,131	89,822,952	94,700,085	99,906,006	106,009,318
Net income (loss)	(1,821,513)	13,458,707	3,736,567	4,256,699	22,230,646
Other financing (uses) sources					
Proceeds from debt	-	19,427,726	-	-	-
Bond issuance	-	-	-	-	22,000,000
Contribution from developer advances	-	-	-	4,024,530	-
Transfers in	9,193,515	8,313,009	11,100,690	11,960,977	24,228,788
Transfers out	(15,065,710)	(11,784,022)	(15,080,917)	(16,363,366)	(31,772,384)
Total other financing	(5,872,195)	15,956,713	(3,980,227)	(377,859)	14,456,404
Net Change in Fund Balances	(7,693,708)	29,415,420	(243,360)	3,878,840	36,687,050
Fund Balance					
Beginning fund balances (2019 as restated)	83,475,670	76,281,962	105,835,218	105,591,858	109,470,698
Ending fund balances	\$ 75,781,962	\$ 105,697,382	\$ 105,591,858	\$ 109,470,698	\$ 146,157,748
Debt					
Total primary government debt	\$ 285,289,199	\$ 267,837,317	\$ 243,326,463	\$ 229,456,776	\$ 285,358,970
Interest & payments as % of expenditures	9.24%	20.57%	17.54%	7.87%	4.21%

³ Source: City of Woodland Annual Comprehensive Financial Reports 2018-2022

YOLO LAFCO MUNICIPAL SERVICE REVIEW/SPHERE OF INFLUENCE STUDY

The City's final budgeted appropriations in the General Fund increased by \$15.6 million from the originally adopted budget in FY21/22. This increase was due primarily to carryover of money for projects not completed by the end of FY21, additional costs needed for contract inspection services to backfill a staff vacancy and manage increasing activity, overtime costs related to firefighters sent on strike teams throughout the state, a one-time extra payment toward the CalPERS unfunded liability, and increased transfers out of the fund of special sales tax revenues more than the original budget. These increases were possible due to better than anticipated revenues in almost all categories within the General Fund, as well as receipt of revenue recovery funds from the American Rescue Plan Act to assist with various public interest projects.

The City's total revenue was \$177.3 million for the year ended June 30, 2022, an increase of \$21.9 million or 14 percent from FY20/21. The increase in operating grants and contributions is due mostly to receipt of transportation funding related reimbursements that have been delayed for several years, as well as receipt of some operating grant money not previously received, specifically funding to address homelessness and affordable housing.

The charges for services in the business type activities increased by \$1.0 million between FY2020/21 and FY2021/22. This increase is primarily due to the previously approved 5.5% rate increase that was effective in the Water Fund, as well as increased water consumption in the City, and new development adding new accounts to the utility system. Other categories of revenues within the business type activities remained fairly consistent between FY2020/21 and FY2021/22.

The cost for all governmental activities this year was \$90.25 million. The City's taxpayers paid for approximately 53 percent of these costs; \$47.9 million (including property, sales and other taxes revenues). Fees, including developer fees, grants and contributions funded the balance of the costs of governmental activities. Total cost of services remained consistent between FY2021 and FY2022 at \$90 million. The net cost of services (total cost offset by related revenues) for FY2021/22 decreased by \$25.1 million. As noted previously, total costs did not change, but related revenues were increased. The most significant changes were in the revenues received for Operating Grant and Contributions for reimbursable grant related projects and delayed payments for transportation related funding. These contributed mostly to the decreased net cost for Community Development and Public Works.

Major capital expenditures in FY 2022 included the following:

- Improvements for pedestrian mobility and safety, including rehab of a major roadway were completed during the year, which added \$5.7 million in governmental activities and the \$0.6 million in business type activities was infrastructure.
- Construction of a new pedestrian overcrossing to provide pedestrian and bikeway safety to cross over the State Route 113 is underway and added \$2.4 million to construction in progress.
- Major road rehabilitation with expanded bikeway and pedestrian pathways added \$4.4 million to construction in progress for governmental activities.
- Construction of improvements to allow for relocation of the homeless shelter in the city added \$2.7 million to construction in progress; the entire project was completed and reclassified to infrastructure.
- Replacement and upgrade of a major water main and sewer pipelines added \$4.0 million to construction in progress; the project was completed and \$5.2 million was reclassified to infrastructure.

At June 30, 2022 and 2021, the City had \$214.4 million and \$229.5 million, respectively, in long-term debt outstanding. The outstanding debt of governmental activities decreased approximately \$3.4 million due mostly to continued principal payments on outstanding debt. Outstanding debt of business-type activities decreased approximately \$11.7 million because of continued principal payments on outstanding obligations, refunding of existing bond debt, and no new debt was incurred. The City continues to maintain good credit ratings on its debt issues.

The General Fund budget for FY 2022/23 appropriates \$67.95 million, which is a decrease of \$9.3 million from final appropriations for FY21/22. The decrease is due largely to the fact that the FY21/22 final budget included significant appropriations for a one-time extra payment to CalPERS and other one-time allocations

YOLO LAFCO MUNICIPAL SERVICE REVIEW/SPHERE OF INFLUENCE STUDY

for projects, including allocations toward a future fire station and second community pool. The appropriations for FY2022/23 include \$3.5 million in one-time allocations, the largest of which is a \$2 million set aside for construction of a second community pool. General Fund revenue for FY22/23 is projected to be \$63.8 million, which is \$5.5 million more than the original revenue budget for 2021/22, due mostly to improved revenue performance in property and sales taxes.

Financial Ability MSR Determination

The City of Woodland practices sound financial management, adopting budgets, spending within its limits, and preparing annual comprehensive financial reports. City revenues have exceeded expenses in each of the last four fiscal years, increasing its fund balance. The City has adequate reserve to protect against unexpected events or upcoming significant costs. The City’s water and sewer rate/fee schedules are sufficient to fund an adequate level of service, and the City is working to increase the rates for stormwater maintenance and restructure its City cemetery. The City’s debt is at a manageable level. The City funds necessary maintenance upgrades in its capital improvement budget and plans.

Recommendation(s)

None.

5. Shared Services and Facilities			
Status of, and opportunities for, shared facilities.			
	Significant Issue	Potentially Significant	No Issue
a) <i>Are there any opportunities for the organization to share services or facilities with neighboring, overlapping, or other organizations that are not currently being utilized?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Discussion:

The City is currently partnering with other cities, Yolo County, and other local agencies on shared services. It provides fire protection services to Springlake FPD. The City also participates in many regional programs addressing shared resources, services, and facilities.

The City is a member of a number of joint powers agencies/authorities (JPAs) and other regional joint ventures in which the City has a shared interest and exercises shared services including: Sacramento Area Council of Governments (transportation planning agency), Yolo County Transportation District (bus services), Woodland-Davis Clean Water Agency, Woodland Finance Authority, Yolo Animal Services Planning Agency, Yolo County Public Agency Risk Management Insurance Authority, Yolo Emergency Communications Agency, Yolo Habitat Conservancy (habitat conservation) and Yolo Subbasin Groundwater Authority (groundwater management).

Shared Services MSR Determination

The City is currently partnering with other cities, Yolo County, and other local agencies on shared services, JPAs, and other regional joint ventures. LAFCo is not aware of any opportunities for the organization to share services or facilities with neighboring, overlapping, or other organizations that are not currently being utilized.

Recommendation(s)

None.

YOLO LAFCo MUNICIPAL SERVICE REVIEW/SPHERE OF INFLUENCE STUDY

6. Accountability, Structure, and Efficiencies

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

	Significant Issue	Potentially Significant	No Issue
a) <i>Are there any recommended changes to the organization's governmental structure or operations that will increase accountability and efficiency (i.e. overlapping boundaries that confuse the public, service inefficiencies, and/or higher costs/rates)?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) <i>Does the agency need to secure independent audits of financial reports that meet California State Controller requirements? Are the same auditors used for more than six years? Are audit results <u>not</u> reviewed in an open meeting?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) <i>Is the agency insured or in a risk management pool to manage potential liabilities?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d) <i>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?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
e) <i>Are there any issues with staff capacity and/or turnover? Is there a lack of staff member training regarding the organization's program requirements and financial management?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
f) <i>Are any agency officials and designated staff current in making their Statement of Economic Interests (Form 700) disclosures?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
g) <i>Does the agency have adequate policies (as applicable) relating to personnel/payroll, general and administrative, board member and meetings, and segregating financial and accounting duties among staff and/or board to minimize risk of error or misconduct (see suggested policies list)?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
h) <i>Does the organization need to improve its public transparency via a website (see https://www.yololafco.org/yolo-local-government-website-transparency-scorecards)?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Discussion:

None.

Accountability, Structure, and Efficiencies MSR Determination

LAFCo is not aware of any recommended changes to the City's governance to increase accountability and efficiencies. City meetings are accessible and well publicized in accordance with the Brown Act. There are no issues with filling city council vacancies and maintaining members. The City staff have been relatively stable for the last five years. The City prepares annual audits which are posted on the City's website, although they are posted around a year later than the recommended GASB turnaround time. For example, the City's FY2022 audit was just adopted in April 2024. The City of Woodland received a 93% on the 2024 Yolo Local Government Website Transparency Scorecard⁴.

⁴ <https://www.yololafco.org/yolo-local-government-website-transparency-scorecards>

Recommendation(s)

None.

7a. Broadband Access

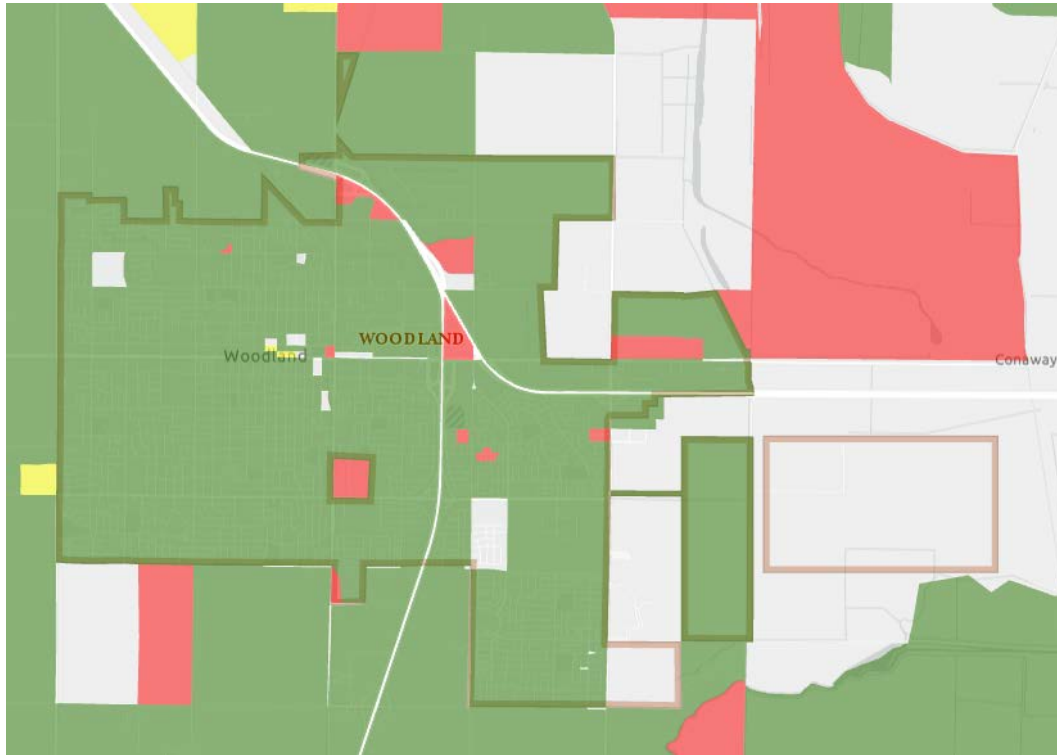
Any other matter related to effective or efficient service delivery, as required by commission policy.

Per Yolo LAFCo Project Policy 6.2 “it is the intent of Yolo LAFCo to comprehensively review broadband access in MSRs of local agencies that either serve communities and/or provide emergency services where broadband connection is critical (i.e. cities, CSDs, CSAs, FPDs and RDs).”

	Significant Issue	Potentially Significant	No Issue
a) <i>Is there a lack of high-performance broadband (25/3 Mbps) available in the community?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) <i>Is there a lack of low-income subscription rates and/or digital literacy programs available?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Discussion:

The CPUC California Broadband Availability Map⁵ indicates for most of the City, WAVE provide speeds up to 1 gig and AT&T provides speeds up to 50/10 Mbps in the green colored areas, but the red colored and uncolored areas either have legacy technology or independent infrastructure. The red square south of downtown and west of SR 113 is the County Fairgrounds. Both providers offer low-income subscription rates and digital literacy assistance is available at the local library.



⁵ <https://www.broadbandmap.ca.gov/>

Broadband Access MSR Determination

The CPUC California Broadband Availability Map indicates the City of Woodland has broadband access in the majority of the City, but there are a few pockets where there is a lack of high-performance broadband (25/3 Mbps) available in the community.

Recommendation(s)

None.

7b. Status of Previous MSR Recommendations

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

	Significant Issue	Potentially Significant	No Issue
a) <i>Are there any recommendations from the agency's previous MSR that have not been implemented?</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Discussion:

Below are the LAFCo recommendations from the City of Woodland's 2019 MSR and status:

1. The City of Woodland should review and/or improve its budget monitoring process to minimize or eliminate overdrawn appropriations.	Completed.
2. The City of Woodland should create a strategy and necessary studies to increase its storm drainage fees since this fund has an accumulated net operating loss of almost \$5M over the past five years.	The City's FY2022 ACFR indicates studies are underway, but an updated fee has not gone to the voters yet.
3. The City should consider changing accounting and financial reporting of the Cemetery fund from enterprise fund to governmental activity as the service cannot realistically be self-supporting and requires general fund support. (For comparison, the Davis Cemetery District received \$237,713 in FY 2016/17 property tax revenue and the Winters Cemetery District received \$137,774 in FY 2016/17 property tax revenue, within their respective city limits.)	The City may have considered this, but the cemetery still operates as an enterprise fund.
4. Provide any City contracts for building/fire plan check & inspection, fleet maintenance, park/landscape maintenance and arborist/tree maintenance services (per LAFCo's March 23, 2018 memo), to allow LAFCo to compare contractors and rates with the other cities and Yolo County for shared services opportunities.	Completed.
5. Strive to continue with the City's recent practice of completing audits within 6 months and no more than 9 months from the end of the fiscal year.	Audits are still being adopted later than recommended by best practices.

YOLO LAFCO MUNICIPAL SERVICE REVIEW/SPHERE OF INFLUENCE STUDY

Status of Previous MSR Recommendations Determination

From the City's previous 20149 MSR, it still needs to update its storm drainage fees, consider making the city cemetery a regular governmental activity (because it is unrealistic that it be sustained by fees alone), and turnaround the City's audits more quickly.

Recommendation(s)

None.

SPHERE OF INFLUENCE STUDY

On the basis of the Municipal Service Review:

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

LAFCO

Meeting Date: 02/27/2025

Information

SUBJECT

Authorize the Chair to sign Agreement 2025-01 with RSG, Inc. not to exceed \$19,700, to conduct an independent fiscal analysis of the Elkhorn Fire Protection District (FPD) Reorganization Proposal

RECOMMENDED ACTION

Authorize the Chair to sign the agreement with RSG, Inc.

FISCAL IMPACT

LAFCo's fiscal year 2024/25 budget adopted last May did not anticipate the Elkhorn FPD Reorganization proposal, and appropriated only \$10,000 for Professional and Specialized Services. This contract will exceed the current appropriation in this account. However, the budget can absorb these costs, as discussed at our September 2024 meeting when LAFCo approved a request to waive Elkhorn FPD's proposal application fees. Primarily because the budget assumed LAFCo would hire a new employee by Oct 1, 2024, but didn't until Jan 13, 2025, resulting in a Salaries and Benefits savings of approximately \$55,000. After staff completes our year-end budget projections, we will schedule an item to adjust our budget to balance the Services and Supplies category accordingly. Therefore, no fiscal impact is anticipated.

REASONS FOR RECOMMENDED ACTION

An independent fiscal analysis is needed for the Elkhorn FPD Reorganization proposal. A Request for Proposals was issued for fiscal analysis services in December 2024 to six firms. Although all the firms confirmed receipt, we ultimately received only one proposal. However, Yolo LAFCo has worked with RSG previously (in 2011 and 2013), is satisfied the team is well-qualified, understands the role and responsibilities of LAFCos, and can provide the analysis needed. Staff reached out to multiple LAFCos who have worked with RSG, Inc. recently and did not receive any negative feedback.

RSG's scope of work will provide a comprehensive fiscal analysis to validate cost assumptions, assess revenue sufficiency, and identify potential financial shortfalls for the Elkhorn FPD Reorganization. The analysis is intended to guide service contract negotiations, ensure fiscal sustainability, and inform LAFCo's governance decisions. Staff recommends approval of the contract.

Attachments

ATT A-Contract No. 2025-01 RSG Feb 27, 2025

Form Review

Inbox

Christine Crawford (Originator)
Form Started By: Christine Crawford
Final Approval Date: 02/12/2025

Reviewed By

Christine Crawford

Date

02/12/2025 02:57 PM
Started On: 02/10/2025 12:07 PM

AGREEMENT No 2025-01
(Short-Form Agreement)

THIS AGREEMENT is made this 27th day of February 2025, by and between the Yolo Local Agency Formation Commission (“LAFCo”), and RSG, Inc. (“CONTRACTOR”), who agree as follows:

TERMS

1. CONTRACTOR shall perform the following professional services: Independent Fiscal Analysis Services for the Elkhorn Fire Protection District Reorganization and Plan for Services, as set forth in greater detail in Exhibits B and C.
2. CONTRACTOR shall perform said services between March 2025 and September 2025.
3. The complete contract shall include the following Exhibits attached hereto and incorporated herein: Exhibit A: Insurance and Requirement Guidelines, Exhibit B: LAFCo’s Request for Proposals dated December 19, 2024, and Exhibit C: Contractor’s proposal dated January 27, 2025.
4. Subject to CONTRACTOR’S satisfactory and complete performance of all the terms and conditions of this Agreement, and upon CONTRACTOR’S submission of an appropriate claim, LAFCo shall pay CONTRACTOR time and materials not to exceed a total amount of \$19,700 as identified in Exhibit C.
5. CONTRACTOR, at his sole cost and expense, shall obtain and maintain throughout the entire term of this Agreement, the insurance set forth in Exhibit A attached hereto.
6. To the fullest extent allowed by law, CONTRACTOR shall defend, indemnify, and hold harmless LAFCo, its officers, officials, employees and agents from any and all claims, demands, liability, damages, cost or expenses (including but not limited to attorney fees) in law or equity that may at any time arise or be asserted based in whole or in part upon any negligent or other wrongful act or omission of the CONTRACTOR, it’s officers, agents, or employees. CONTRACTOR responsibility for such defense and indemnity obligations shall survive the termination or completion of this Agreement for the full period of time allowed by law. The defense and indemnification obligations of this Agreement are undertaken in addition to, and shall not in any way be limited by, the insurance obligations contained in this Agreement.
7. Any SUBCONTRACTOR must agree to be bound to CONTRACTOR and LAFCo in the same manner and to the same extent as CONTRACTOR is bound to LAFCo under this Agreement. SUBCONTRACTORS must further agree to include the same requirements and provisions of this Agreement, including the indemnity and insurance requirements, with any SUB-SUBCONTRACTOR to the extent they apply to the scope of the SUB-SUBCONTRACTOR’S work.
8. CONTRACTOR shall comply with all applicable laws and regulations, including but not limited to any, which are promulgated to protect the public health, welfare and safety or prevent conflicts of interest. CONTRACTOR shall defend LAFCo and reimburse it for any fines, damages, or costs (including attorney fees) that might be incurred or assessed based upon a claim or determination that CONTRACTOR has violated any applicable law or regulation.
9. This Agreement is subject to LAFCo receiving sufficient funds for the activities required of the Contractor pursuant to this Agreement. If LAFCos adopted budget does not contain sufficient funds for this Agreement, LAFCo may terminate this Agreement by giving ten (10) days advance written notice thereof to Contractor, in which event LAFCo shall have no obligation to pay Contractor any further funds or provide other consideration and the Contractor shall have no obligation to provide any further services under this Agreement.

10. Either party may terminate this Agreement, for any reason or no reason, upon 30 days' written notice to the other party.

11. If CONTRACTOR fails to perform any part of this Agreement, LAFCo may notify the CONTRACTOR of the default and CONTRACTOR shall remedy the default. If CONTRACTOR fails to do so, then, in addition to any other remedy that LAFCo may have, LAFCo may terminate this Agreement and withhold any or all payments otherwise owed to CONTRACTOR pursuant to this Agreement.

12. Attached are licenses &/or certificates required by CONTRACTOR's profession (Indicating type; No.; State; & Expiration date), and CONTRACTOR certifies that he/she/it shall maintain them throughout this Agreement, and that CONTRACTOR's performance will meet the standards of licensure/certification.

13. CONTRACTOR understands that he/she is not an employee of LAFCo and is not eligible for any employee benefits, including but not limited to unemployment, health/dental insurance, worker's compensation, vacation, or sick leave.

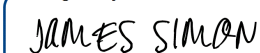
14. CONTRACTOR will hold in confidence all information disclosed to or obtained by CONTRACTOR which relates to activities under this Agreement and/or to LAFCo's plans or activities. All documents and information developed under this Agreement and all work products, reports, and related data and materials shall become the property of LAFCo. CONTRACTOR shall deliver all of the foregoing to LAFCo upon completion of the services hereunder, or upon earlier termination of this Agreement. In addition, CONTRACTOR shall retain all of its own records regarding this Agreement and the services provided hereunder for a period of not less than four (4) years and shall make them available to LAFCo for audit and discovery purposes.

15. This Agreement constitutes the entire agreement of the parties, and no other agreements or representations, oral or written, have been made or relied upon by either party. This Agreement may only be amended in writing signed by both parties, and any other purported amendment shall be of no force or effect. This Agreement, including all attachments, shall be subject to disclosure pursuant to the California Public Records Act.

16. This Agreement shall be deemed to be executed within the State of California and construed in accordance with and governed by laws of the State of California. Any action or proceeding arising out of this Agreement shall be filed and resolved in a California State court located in Woodland, California.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date first written above by affixing their signatures hereafter.

CONTRACTOR:



A808F5190B2C4D0...
Jim Simon, Principal

RSG, Inc.
170 Eucalyptus Avenue, Suite 200
Vista, CA 92084

LAFCo:

Bill Biasi, Chair

(714) 316-2120
jsimon@rsgsolutions.com

ATTEST:



Christine Crawford, LAFCo Executive Officer
625 Court Street, Suite 107
Woodland, CA 95695

(530) 666-8048

Christine.crawford@yolocounty.org

Approve to form:



Eric May, Commission Counsel

CERTIFICATION: I hereby certify under the penalty of perjury that all statements made in or incorporated into this Agreement are true and complete to the best of my knowledge. I understand and agree that LAFCO may, in its sole discretion, terminate this Agreement if any such statements are false, incomplete, or incorrect.

Signed by:

JAMES SIMON

Contractor Signature

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.



ADDITIONAL INSURED - OWNERS, LESSEES OR CONTRACTORS - COMPLETED OPERATIONS

POLICY NUMBER: 72 SBA BH1DMT

This endorsement modifies insurance provided under the following:

BUSINESS LIABILITY COVERAGE FORM

Except as otherwise stated in this endorsement, the terms and conditions of the Policy apply.

The following is added to Section **C. WHO IS AN INSURED:**

Additional Insured – Owners, Lessees Or Contractors – Completed Operations

- a.** The person(s) or organization(s) shown in the Schedule on the Declarations is also an additional insured, but only with respect to liability for "bodily injury" or "property damage" caused, in whole or in part, by "your work" and at the location designated and described in the Location And Description Of Completed Operations Schedule in the Declarations performed for that additional insured and included in the "products-completed operations hazard".
- b.** With respect to the insurance afforded to these additional insureds, this insurance does not apply to "bodily injury", "property damage" or "personal and advertising injury" arising out of the rendering of, or the failure to render, any professional architectural, engineering or surveying services, including:
 - (1)** The preparing, approving, editing of or failure to prepare or approve, shop drawings, maps, opinions, reports, surveys, change orders, field orders, designs, drawings, specifications, warnings, recommendations, permit applications, payment requests, manuals or instructions;
 - (2)** Supervisory, inspection, quality control, architectural, engineering or surveying activities or services;
 - (3)** Maintenance of job site safety, construction administration, construction contracting, construction management, computer consulting or design software development or programming service, or selection of a contractor or programming service;
 - (4)** Monitoring, sampling, or testing service necessary to perform any of the services included in **(1)**, **(2)** or **(3)** above;
 - (5)** Supervision, hiring, employment, training or monitoring of others who are performing any of the services included in **(1)**, **(2)** or **(3)** above;
- c.** The insurance afforded to these additional insureds only applies to the extent permitted by law.
- d.** If coverage provided to these additional insureds is required by a written contract, agreement or written permit issued by a state or governmental agency or subdivision or political subdivision, the insurance afforded to these additional insureds will not be broader than that which you are required by the contract, agreement or permit to provide for these additional insureds.



BUSINESS LIABILITY COVERAGE FORM

READ YOUR POLICY CAREFULLY

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F. LIABILITY AND MEDICAL EXPENSES DEFINITIONS	18



BUSINESS LIABILITY COVERAGE FORM

Various provisions in this Policy restrict coverage. Read the entire Policy carefully to determine rights, duties and what is and is not covered.

Throughout this Coverage Part the words "you" and "your" refer to the Named Insured shown in the Declarations. The words "we", "us" and "our" refer to the insurance company shown in the Declarations.

"Policy period", as used in this Coverage Part, means the period from the effective date of this Coverage Part to the expiration date of the Coverage Part as stated in the Declarations or the date of cancellation, whichever is earlier.

The word "insured" means any person or organization qualifying as such under Section C. Who Is An Insured.

Other words and phrases that appear in quotation marks have special meaning. Refer to Section F. Liability And Medical Expenses Definitions.

A. COVERAGES

1. Business Liability Coverage (Bodily Injury, Property Damage, Personal And Advertising Injury) Insuring Agreement

- a. We will pay those sums that the insured becomes legally obligated to pay as damages because of "bodily injury", "property damage" or "personal and advertising injury" to which this insurance applies. We will have the right and duty to defend the insured against any "suit" seeking those damages. However, we will have no duty to defend the insured against any "suit" seeking damages for "bodily injury", "property damage" or "personal and advertising injury" to which this insurance does not apply.

We may, at our discretion, investigate any "occurrence" or offense and settle any claim or "suit" that may result. But:

- (1) The amount we will pay for damages is limited as described in Section D. Liability And Medical Expenses Limits Of Insurance; and
- (2) Our right and duty to defend ends when we have used up the applicable limit of insurance in the payment of judgments, settlements or medical expenses to which this insurance applies.

No other obligation or liability to pay sums or perform acts or services is covered unless explicitly provided for under Coverage Extension - Supplementary Payments.

- b. This insurance applies:

- (1) To "bodily injury" and "property damage" only if:
 - (a) The "bodily injury" or "property damage" is caused by an "occurrence" that takes place in the "coverage territory";
 - (b) The "bodily injury" or "property damage" occurs during the policy period; and
 - (c) Prior to the policy period, no insured listed under Paragraph 1. of Section C. Who Is An Insured and no "employee" authorized by you to give or receive notice of an "occurrence" or claim, knew that the "bodily injury" or "property damage" had occurred, in whole or in part. If such a listed insured or authorized "employee" knew, prior to the policy period, that the "bodily injury" or "property damage" occurred, then any continuation, change or resumption of such "bodily injury" or "property damage" during or after the policy period will be deemed to have been known prior to the policy period.
- (2) To "personal and advertising injury" caused by an offense arising out of your business, but only if the offense was committed in the "coverage territory" during the policy period.

- c. "Bodily injury" or "property damage" will be deemed to have been known to have occurred at the earliest time when any insured listed under Paragraph 1. of Section C. Who Is An Insured or any "employee" authorized by you to give or receive notice of an "occurrence" or claim:

- (1) Reports all, or any part, of the "bodily injury" or "property damage" to us or any other insurer;
- (2) Receives a written or verbal demand or claim for damages because of the "bodily injury" or "property damage"; or



(3) Becomes aware by any other means that "bodily injury" or "property damage" has occurred or has begun to occur.

d. Damages because of "bodily injury" include damages claimed by any person or organization for care, loss of services or death resulting at any time from the "bodily injury".

e. Incidental Medical Malpractice

(1) "Bodily injury" arising out of the rendering of or failure to render professional health care services as a physician, dentist, nurse, emergency medical technician or paramedic shall be deemed to be caused by an "occurrence", but only if:

(a) The physician, dentist, nurse, emergency medical technician or paramedic is employed by you to provide such services; and

(b) You are not engaged in the business or occupation of providing such services.

(2) For the purpose of determining the limits of insurance for incidental medical malpractice, any act or omission together with all related acts or omissions in the furnishing of these services to any one person will be considered one "occurrence".

2. Medical Expenses

Insuring Agreement

a. We will pay medical expenses as described below for "bodily injury" caused by an accident:

(1) On premises you own or rent;

(2) On ways next to premises you own or rent; or

(3) Because of your operations;

provided that:

(1) The accident takes place in the "coverage territory" and during the policy period;

(2) The expenses are incurred and reported to us within three years of the date of the accident; and

(3) The injured person submits to examination, at our expense, by physicians of our choice as often as we reasonably require.

b. We will make these payments regardless of fault. These payments will not exceed the applicable limit of insurance. We will pay reasonable expenses for:

(1) First aid administered at the time of an accident;

(2) Necessary medical, surgical, x-ray and dental services, including prosthetic devices; and

(3) Necessary ambulance, hospital, professional nursing and funeral services.

3. Coverage Extension - Supplementary Payments

a. We will pay, with respect to any claim we investigate or settle, or any "suit" against an insured we defend:

(1) All expenses we incur.

(2) Up to \$1,000 for the cost of bail bonds required because of accidents or traffic law violations arising out of the use of any vehicle to which Business Liability Coverage for "bodily injury" applies. We do not have to furnish these bonds.

(3) The cost of appeal bonds or bonds to release attachments, but only for bond amounts within the applicable limit of insurance. We do not have to furnish, finance, arrange for, guarantee, or collateralize these bonds, whether the collateralization is characterized as premium or not.

(4) All reasonable expenses incurred by the insured at our request to assist us in the investigation or defense of the claim or "suit", including actual loss of earnings up to \$500 a day because of time off from work.

(5) All court costs taxed against the insured in the "suit". However, such costs do not include attorneys' fees, attorneys' expenses, witness or expert fees, or any other expenses of a party taxed against the insured.

(6) Prejudgment interest awarded against the insured on that part of the judgment we pay. If we make an offer to pay the applicable limit of insurance, we will not pay any prejudgment interest based on that period of time after the offer.



(7) All interest on the full amount of any judgment that accrues after entry of the judgment and before we have paid, offered to pay, or deposited in court the part of the judgment that is within the applicable limit of insurance.

Any amounts paid under (1) through (7) above will not reduce the Limits of Insurance.

b. If we defend an insured against a "suit" and an indemnitee of the insured is also named as a party to the "suit", we will defend that indemnitee if all of the following conditions are met:

(1) The "suit" against the indemnitee seeks damages for which the insured has assumed the liability of the indemnitee in a contract or agreement that is an "insured contract";

(2) This insurance applies to such liability assumed by the insured;

(3) The obligation to defend, or the cost of the defense of, that indemnitee, has also been assumed by the insured in the same "insured contract";

(4) The allegations in the "suit" and the information we know about the "occurrence" are such that no conflict appears to exist between the interests of the insured and the interest of the indemnitee;

(5) The indemnitee and the insured ask us to conduct and control the defense of that indemnitee against such "suit" and agree that we can assign the same counsel to defend the insured and the indemnitee; and

(6) The indemnitee:

(a) Agrees in writing to:

(i) Cooperate with us in the investigation, settlement or defense of the "suit";

(ii) Immediately send us copies of any demands, notices, summonses or legal papers received in connection with the "suit";

(iii) Notify any other insurer whose coverage is available to the indemnitee; and

(iv) Cooperate with us with respect to coordinating other applicable insurance available to the indemnitee; and

(b) Provides us with written authorization to:

(i) Obtain records and other information related to the "suit"; and

(ii) Conduct and control the defense of the indemnitee in such "suit".

So long as the above conditions are met, attorneys' fees incurred by us in the defense of that indemnitee, necessary litigation expenses incurred by us and necessary litigation expenses incurred by the indemnitee at our request will be paid as Supplementary Payments.

Notwithstanding the provisions of Paragraph 1.b.(b) of Section B. Exclusions, such payments will not be deemed to be damages for "bodily injury" and "property damage" and will not reduce the Limits of Insurance.

Our obligation to defend an insured's indemnitee and to pay for attorneys' fees and necessary litigation expenses as Supplementary Payments ends when:

(1) We have used up the applicable limit of insurance in the payment of judgments or settlements; or

(2) The conditions set forth above, or the terms of the agreement described in Paragraph (6) above, are no longer met.

B. EXCLUSIONS

1. Applicable To Business Liability Coverage

This insurance does not apply to:

a. Expected Or Intended Injury

(1) "Bodily injury" or "property damage" expected or intended from the standpoint of the insured. This exclusion does not apply to "bodily injury" or "property damage" resulting from the use of reasonable force to protect persons or property; or

(2) "Personal and advertising injury" arising out of an offense committed by, at the direction of or with the consent or acquiescence of the insured with the expectation of inflicting "personal and advertising injury".



b. Contractual Liability

- (1) "Bodily injury" or "property damage"; or
- (2) "Personal and advertising injury"

for which the insured is obligated to pay damages by reason of the assumption of liability in a contract or agreement.

This exclusion does not apply to liability for damages because of:

- (a) "Bodily injury", "property damage" or "personal and advertising injury" that the insured would have in the absence of the contract or agreement; or
- (b) "Bodily injury" or "property damage" assumed in a contract or agreement that is an "insured contract", provided the "bodily injury" or "property damage" occurs subsequent to the execution of the contract or agreement. Solely for the purpose of liability assumed in an "insured contract", reasonable attorneys' fees and necessary litigation expenses incurred by or for a party other than an insured are deemed to be damages because of "bodily injury" or "property damage" provided:
 - (i) Liability to such party for, or for the cost of, that party's defense has also been assumed in the same "insured contract"; and
 - (ii) Such attorneys' fees and litigation expenses are for defense of that party against a civil or alternative dispute resolution proceeding in which damages to which this insurance applies are alleged.

c. Liquor Liability

"Bodily injury" or "property damage" for which any insured may be held liable by reason of:

- (1) Causing or contributing to the intoxication of any person;
- (2) The furnishing of alcoholic beverages to a person under the legal drinking age or under the influence of alcohol;
- (3) Providing or failing to provide transportation with respect to any person that may be under the influence of alcohol; or
- (4) Any statute, ordinance or regulation relating to the sale, gift, distribution or use of alcoholic beverages.

This exclusion applies even if the claims allege negligence or other wrongdoing in the supervision, hiring, employment, training or monitoring of others by an insured, if the "bodily injury" or "property damage" involved that which is described in Paragraph (1), (2), (3) or (4) above.

However, this exclusion applies only if you are in the business of manufacturing, distributing, selling, serving or furnishing alcoholic beverages. For the purposes of this exclusion, permitting a person to bring alcoholic beverages on your premises, for consumption on your premises, whether or not a fee is charged or a license is required for such activity, is not by itself considered the business of selling, serving, or furnishing alcoholic beverages.

d. Workers' Compensation And Similar Laws

Any obligation of the insured under a workers' compensation, disability benefits or unemployment compensation law or any similar law.

e. Employer's Liability

"Bodily injury" to:

- (1) An "employee" of the insured arising out of and in the course of:
 - (a) Employment by the insured; or
 - (b) Performing duties related to the conduct of the insured's business; or
- (2) The spouse, child, parent, brother or sister of that "employee" as a consequence of (1) above.

This exclusion applies:

- (1) Whether the insured may be liable as an employer or in any other capacity; and
- (2) To any obligation to share damages with or repay someone else who must pay damages because of the injury.



This exclusion does not apply to liability assumed by the insured under an "insured contract".

f. Pollution

- (1) "Bodily injury", "property damage" or "personal and advertising injury" arising out of the actual, alleged or threatened discharge, dispersal, seepage, migration, release or escape of "pollutants":
- (a) At or from any premises, site or location which is or was at any time owned or occupied by, or rented or loaned to any insured. However, this paragraph does not apply to:
 - (i) "Bodily injury" if sustained within a building and caused by smoke, fumes, vapor or soot produced by or originating from equipment that is used to heat, cool or dehumidify the building, or equipment that is used to heat water for personal use, by the building's occupants or their guests;
 - (ii) "Bodily injury" or "property damage" for which you may be held liable, if you are a contractor and the owner or lessee of such premises, site or location has been added to this Coverage Part as an additional insured with respect to your ongoing operations performed for that additional insured at that premises, site or location and such premises, site or location is not and never was owned or occupied by, or rented or loaned to, any insured, other than that additional insured; or
 - (iii) "Bodily injury" or "property damage" arising out of heat, smoke or fumes from a "hostile fire";
 - (b) At or from any premises, site or location which is or was at any time used by or for any insured or others for the handling, storage, disposal, processing or treatment of waste;
 - (c) Which are or were at any time transported, handled, stored, treated, disposed of, or processed as waste by or for:
 - (i) Any insured; or
 - (ii) Any person or organization for whom you may be legally responsible;
 - (d) At or from any premises, site or location on which any insured or any contractors or subcontractors working directly or indirectly on any insured's behalf are performing operations if the "pollutants" are brought on or to the premises, site or location in connection with such operations by such insured, contractor or subcontractor. However, this paragraph does not apply to:
 - (i) "Bodily injury" or "property damage" arising out of the escape of fuels, lubricants or other operating fluids which are needed to perform the normal electrical, hydraulic or mechanical functions necessary for the operation of "mobile equipment" or its parts, if such fuels, lubricants or other operating fluids escape from a vehicle part designed to hold, store or receive them. This exception does not apply if the "bodily injury" or "property damage" arises out of the intentional discharge, dispersal or release of the fuels, lubricants or other operating fluids, or if such fuels, lubricants or other operating fluids are brought on or to the premises, site or location with the intent that they be discharged, dispersed or released as part of the operations being performed by such insured, contractor or subcontractor;
 - (ii) "Bodily injury" or "property damage" sustained within a building and caused by the release of gases, fumes or vapors from materials brought into that building in connection with operations being performed by you or on your behalf by a contractor or subcontractor; or
 - (iii) "Bodily injury" or "property damage" arising out of heat, smoke or fumes from a "hostile fire"; or
 - (e) At or from any premises, site or location on which any insured or any contractors or subcontractors working directly or indirectly on any insured's behalf are performing operations if the operations are to test for, monitor, clean up, remove, contain, treat, detoxify or neutralize, or in any way respond to, or assess the effects of, "pollutants".
- (2) Any loss, cost or expense arising out of any:
- (a) Request, demand, order or statutory or regulatory requirement that any insured or others test for, monitor, clean up, remove, contain, treat, detoxify or neutralize, or in any way respond to, or assess the effects of, "pollutants"; or
 - (b) Claim or "suit" by or on behalf of a governmental authority for damages because of testing for, monitoring, cleaning up, removing, containing, treating, detoxifying or neutralizing, or in any way responding to, or assessing the effects of, "pollutants".



However, this paragraph does not apply to liability for damages because of "property damage" that the insured would have in the absence of such request, demand, order or statutory or regulatory requirement, or such claim or "suit" by or on behalf of a governmental authority.

g. Aircraft, Auto Or Watercraft

(1) Unmanned Aircraft

"Bodily injury" or "property damage" arising out of the ownership, maintenance, use or entrustment to others of any aircraft that is an "unmanned aircraft". Use includes operation and "loading or unloading".

This Exclusion **g.(1)** applies even if the claims against any insured allege negligence or other wrongdoing in the supervision, hiring, employment, training or monitoring of others by that insured, if the "bodily injury" or "property damage" arises out of the ownership, maintenance, use or entrustment to others of any aircraft that is an "unmanned aircraft".

(2) Aircraft (Other Than Unmanned Aircraft), Auto or Watercraft

"Bodily injury" or "property damage" arising out of the ownership, maintenance, use or entrustment to others of any aircraft (other than "unmanned aircraft"), "auto" or watercraft owned or operated by or rented or loaned to any insured. Use includes operation and "loading or unloading".

This Exclusion **g.(2)** applies even if the claims against any insured allege negligence or other wrongdoing in the supervision, hiring, employment, training or monitoring of others by that insured, if the "bodily injury" or "property damage" arises out of the ownership, maintenance, use or entrustment to others of any aircraft (other than "unmanned aircraft"), "auto" or watercraft that is owned or operated by or rented or loaned to any insured.

This Exclusion **g.(2)** does not apply to:

- (a)** A watercraft while ashore on premises you own or rent;
- (b)** A watercraft you do not own that is:
 - (i)** Less than 51 feet long; and
 - (ii)** Not being used to carry persons or property for a charge;
- (c)** Parking an "auto" on, or on the ways next to, premises you own or rent, provided the "auto" is not owned by or rented or loaned to you or the insured;
- (d)** Liability assumed under any "insured contract" for the ownership, maintenance or use of aircraft (other than "unmanned aircraft") or watercraft;
- (e)** "Bodily injury" or "property damage" arising out of:
 - (i)** The operation of any of the machinery or equipment listed in Paragraph **f.(2)** or **f.(3)** of the definition of "mobile equipment"; or
 - (ii)** The operation of machinery or equipment that is attached to, or part of, a land vehicle that would qualify under the definition of "mobile equipment" if it were not subject to a compulsory or financial responsibility law or other motor vehicle insurance or motor vehicle registration law where it is licensed or principally garaged; or
- (f)** An aircraft (other than "unmanned aircraft") that is not owned by any insured and is hired, chartered or loaned with a paid crew. However, this exception does not apply if the insured has any other insurance for such "bodily injury" or "property damage", whether the other insurance is primary, excess, contingent or on any other basis.

h. Mobile Equipment

"Bodily injury" or "property damage" arising out of:

- (1)** The transportation of "mobile equipment" by an "auto" owned or operated by or rented or loaned to any insured; or
- (2)** The use of "mobile equipment" in, or while in practice or preparation for, a prearranged racing, speed or demolition contest or in any stunting activity.



i. War

"Bodily injury", "property damage" or "personal and advertising injury", however caused, arising, directly or indirectly, out of:

- (1) War, including undeclared or civil war;
- (2) Warlike action by a military force, including action in hindering or defending against an actual or expected attack, by any government, sovereign or other authority using military personnel or other agents; or
- (3) Insurrection, rebellion, revolution, usurped power, or action taken by governmental authority in hindering or defending against any of these.

j. Professional Services

"Bodily injury", "property damage" or "personal and advertising injury" arising out of the rendering of or failure to render any professional service. This includes but is not limited to:

- (1) Legal, accounting or advertising services;
- (2) Preparing, approving, or failing to prepare or approve maps, shop drawings, opinions, reports, surveys, field orders, change orders, designs or drawings and specifications;
- (3) Supervisory, inspection, architectural or engineering activities;
- (4) Medical, surgical, dental, x-ray or nursing services, treatment, advice or instruction;
- (5) Any health or therapeutic service treatment, advice or instruction;
- (6) Any service, treatment, advice or instruction for the purpose of appearance or skin enhancement, hair removal or replacement or personal grooming;
- (7) Optical or hearing aid services including the prescribing, preparation, fitting, demonstration or distribution of ophthalmic lenses and similar products or hearing aid devices;
- (8) Optometry or optometric services including but not limited to examination of the eyes and the prescribing, preparation, fitting, demonstration or distribution of ophthalmic lenses and similar products;
- (9) Any:
 - (a) Body piercing (not including ear piercing);
 - (b) Tattooing, including but not limited to the insertion of pigments into or under the skin; and
 - (c) Similar services;
- (10) Pharmaceutical services including but not limited to:
 - (a) The administering, prescribing, preparing, distributing or compounding of pharmaceutical drugs, vaccinations, immunizations or any of their component parts;
 - (b) The providing of or failure to provide home health care or home infusion products or services; and
 - (c) Advising and consulting customers;
- (11) Computer consulting, design or programming services, including web site design.

This exclusion applies even if the claims allege negligence or other wrongdoing in the supervision, hiring, employment, training or monitoring of others by an insured, if the "bodily injury", "property damage", or "personal and advertising injury" arises out of the rendering of or the failure to render any professional service.

Paragraphs (4) and (5) of this exclusion do not apply to the Incidental Medical Malpractice coverage afforded under Paragraph 1.e. in Section A. Coverages.

k. Damage To Property

"Property damage" to:

- (1) Property you own, rent or occupy, including any costs or expenses incurred by you, or any other person, organization or entity, for repair, replacement, enhancement, restoration or maintenance of such property for any reason, including prevention of injury to a person or damage to another's property;
- (2) Premises you sell, give away or abandon, if the "property damage" arises out of any part of those premises;



- (3) Property loaned to you;
- (4) Personal property in the care, custody or control of the insured;
- (5) That particular part of real property on which you or any contractors or subcontractors working directly or indirectly on your behalf are performing operations, if the "property damage" arises out of those operations; or
- (6) That particular part of any property that must be restored, repaired or replaced because "your work" was incorrectly performed on it.

Paragraphs (1), (3) and (4) of this exclusion do not apply to "property damage" (other than damage by fire) to premises, including the contents of such premises, rented to you for a period of 7 or fewer consecutive days. A separate limit of insurance applies to Damage To Premises Rented To You as described in Section D. Limits Of Insurance.

Paragraph (2) of this exclusion does not apply if the premises are "your work" and were never occupied, rented or held for rental by you.

Paragraphs (3) and (4) of this exclusion do not apply to the use of elevators.

Paragraphs (3), (4), (5) and (6) of this exclusion do not apply to liability assumed under a sidetrack agreement.

Paragraphs (3) and (4) of this exclusion do not apply to "property damage" to borrowed equipment while not being used to perform operations at a job site.

Paragraph (6) of this exclusion does not apply to "property damage" included in the "products-completed operations hazard".

I. Damage To Your Product

"Property damage" to "your product" arising out of it or any part of it.

m. Damage To Your Work

"Property damage" to "your work" arising out of it or any part of it and included in the "products-completed operations hazard".

This exclusion does not apply if the damaged work or the work out of which the damage arises was performed on your behalf by a subcontractor.

n. Damage To Impaired Property Or Property Not Physically Injured

"Property damage" to "impaired property" or property that has not been physically injured, arising out of:

- (1) A defect, deficiency, inadequacy or dangerous condition in "your product" or "your work"; or
- (2) A delay or failure by you or anyone acting on your behalf to perform a contract or agreement in accordance with its terms.

This exclusion does not apply to the loss of use of other property arising out of sudden and accidental physical injury to "your product" or "your work" after it has been put to its intended use.

o. Recall Of Products, Work Or Impaired Property

Damages claimed for any loss, cost or expense incurred by you or others for the loss of use, withdrawal, recall, inspection, repair, replacement, adjustment, removal or disposal of:

- (1) "Your product";
- (2) "Your work"; or
- (3) "Impaired property";

if such product, work or property is withdrawn or recalled from the market or from use by any person or organization because of a known or suspected defect, deficiency, inadequacy or dangerous condition in it.

p. Personal And Advertising Injury

"Personal and advertising injury":

- (1) Arising out of oral, written, electronic, or any other manner of publication of material, if done by or at the direction of the insured with knowledge of its falsity;



- (2) Arising out of oral, written, electronic, or any other manner of publication of material whose first publication took place before the beginning of the policy period;
- (3) Arising out of a criminal act committed by or at the direction of the insured;
- (4) Arising out of any breach of contract, except an implied contract to use another's "advertising idea" in your "advertisement";
- (5) Arising out of the failure of goods, products or services to conform with any statement of quality or performance made in your "advertisement";
- (6) Arising out of the wrong description of the price of goods, products or services;
- (7) Arising out of:
 - (a) Any actual or alleged infringement or violation of any intellectual property rights, such as copyright, patent, right of publicity, trademark, trade dress, trade name, trade secret, service mark or other designation of origin or authenticity; or
 - (b) Any injury or damage alleged in any claim or "suit" that also alleges an infringement or violation of any intellectual property right, whether such allegation of infringement or violation is made against you, or by you or by any other party involved in the claim or "suit", regardless of whether this insurance would otherwise apply.

However, this exclusion does not apply if the only allegation in the claim or "suit" involving any intellectual property right is limited to:

- (i) Infringement, in your "advertisement", of:
 - a. Copyright;
 - b. Slogan; unless the slogan is also a trademark, trade dress, trade name, service mark or other designation of origin or authenticity; or
 - c. Title of any literary or artistic work; or
- (ii) Copying, in your "advertisement", a person's or organization's "advertising idea" or style of "advertisement".

Paragraph (7)(b)ii above shall not apply to claims or "suits" alleging infringement or violation of trademark, trade dress, trade name, service mark or other designation of origin or authenticity.

- (8) Arising out of an offense committed by an insured whose business is:
 - (a) Advertising, broadcasting, publishing or telecasting;
 - (b) Designing or determining content of web sites for others; or
 - (c) An Internet search, access, content or service provider.

However, this exclusion does not apply to Paragraphs a., b. and c. under the definition of "personal and advertising injury" in Section F. Liability And Medical Expenses Definitions.

For the purposes of this exclusion, the placing of frames, borders, or links, or advertising, for you or others anywhere on the Internet, is not by itself, considered the business of advertising, broadcasting, publishing or telecasting;

- (9) Arising out of an electronic chat room or bulletin board the insured hosts, owns, or over which the insured exercises control;
- (10) Arising out of the unauthorized use of another's name or product in your e-mail address, domain name or metatags, or any other similar tactics to mislead another's potential customers;
- (11) Arising out of the violation of a person's right of privacy created by any state or federal act.
However, this exclusion does not apply to liability for damages that the insured would have in the absence of such state or federal act;
- (12) Arising out of:
 - (a) Advertising content for others on your web site;
 - (b) Placing a link to a web site of others on your web site;



- (c) Content from a web site of others displayed within a frame or border on your web site. Content includes information, code, sounds, text, graphics or images; or
- (d) Computer code, software or programming used to enable:
 - (i) Your web site; or
 - (ii) The presentation or functionality of an "advertisement" or other content on your web site;

(13) Arising out of a violation of any anti-trust law;

(14) Arising out of the fluctuation in price or value of any stocks, bonds or other securities;

(15) Arising out of any access to or disclosure of any person's or organization's confidential or personal information, including patents, trade secrets, processing methods, customer lists, financial information, credit card information, health information or any other type of nonpublic information.

This exclusion applies even if damages are claimed for notification costs, credit monitoring expenses, forensic expenses, public relations expenses or any other loss, cost or expense incurred by you or others arising out of any access to or disclosure of any person's or organization's confidential or personal information; or

(16) Arising out of the ownership, maintenance, use or entrustment to others of any aircraft that is an "unmanned aircraft". Use includes operation and "loading or unloading".

This exclusion applies even if the claims against any insured allege negligence or other wrongdoing in the supervision, hiring, employment, training or monitoring of others by that insured, if the "personal and advertising injury" arises out of the ownership, maintenance, use or entrustment to others of any aircraft that is an "unmanned aircraft".

However, this exclusion does not apply if the only allegation in the claim or "suit" involves an intellectual property right which is limited to:

(a) Infringement, in your "advertisement", of:

- (i) Copyright;
- (ii) Slogan; or
- (iii) Title of any literary or artistic work; or

(b) Copying, in your "advertisement", a person's or organization's "advertising idea" or style of "advertisement".

q. Access Or Disclosure Of Confidential Or Personal Information And Data-Related Liability

(1) Damages because of "bodily injury" or "property damage" arising out of any access to or disclosure of any person's or organization's confidential or personal information, including patents, trade secrets, processing methods, customer lists, financial information, credit card information, health information or any other type of nonpublic information; or

(2) Damages arising out of the loss of, loss of use of, damage to, corruption of, inability to access, or inability to manipulate "electronic data".

This exclusion applies even if such damages are claimed for notification costs, credit monitoring expenses, forensic expenses, public relations expenses or any other loss, cost or expense incurred by you or others arising out of that which is described in Paragraphs (1) or (2) above.

However, unless Paragraph (1) above applies, this exclusion does not apply to damages because of "bodily injury".

r. Employment-Related Practices

"Bodily injury" or "personal and advertising injury" to:

(1) A person arising out of any:

- (a) Refusal to employ that person;
- (b) Termination of that person's employment; or



- (c) Employment-related practices, policies, acts or omissions, such as coercion, demotion, evaluation, reassignment, discipline, defamation, harassment, humiliation, discrimination, malicious prosecution or false arrest directed at that person; or
- (2) The spouse, child, parent, brother or sister of that person as a consequence of "bodily injury" or "personal and advertising injury" to that person at whom any of the employment-related practices described in Paragraphs (a), (b), or (c) above is directed.

This exclusion applies:

- (1) Whether the injury-causing event described in Paragraphs (a), (b), or (c) above occurs before employment, during employment or after employment of that person;
- (2) Whether the insured may be liable as an employer or in any other capacity; and
- (3) To any obligation to share damages with or repay someone else who must pay damages because of the injury.

s. Asbestos

- (1) "Bodily injury", "property damage" or "personal and advertising injury" arising out of the "asbestos hazard".
- (2) Any damages, judgments, settlements, loss, costs or expenses that:
 - (a) May be awarded or incurred by reason of any claim or "suit" alleging actual or threatened injury or damage of any nature or kind to persons or property which would not have occurred in whole or in part but for the "asbestos hazard";
 - (b) Arise out of any request, demand, order or statutory or regulatory requirement that any insured or others test for, monitor, clean up, remove, encapsulate, contain, treat, detoxify or neutralize or in any way respond to or assess the effects of an "asbestos hazard"; or
 - (c) Arise out of any claim or "suit" for damages because of testing for, monitoring, cleaning up, removing, encapsulating, containing, treating, detoxifying or neutralizing or in any way responding to or assessing the effects of an "asbestos hazard".

t. Recording And Distribution Of Material Or Information In Violation Of Law

"Bodily injury", "property damage", or "personal and advertising injury" arising directly or indirectly out of any action or omission that violates or is alleged to violate:

- (1) The Telephone Consumer Protection Act (TCPA), including any amendment of or addition to such law;
- (2) The CAN-SPAM Act of 2003, including any amendment of or addition to such law;
- (3) The Fair Credit Reporting Act (FCRA), and any amendment of or addition to such law, including the Fair and Accurate Credit Transaction Act (FACTA); or
- (4) Any federal, state or local statute, ordinance or regulation, other than the TCPA, CAN-SPAM Act of 2003 or FCRA and their amendments and additions, that addresses, prohibits or limits the printing, dissemination, disposal, collecting, recording, sending, transmitting, communicating or distribution of material or information.

Damage To Premises Rented To You – Exception For Damage By Fire, Lightning Or Explosion

Exclusions c. through h. and k. through o. do not apply to damage by fire, lightning or explosion to premises rented to you or temporarily occupied by you with permission of the owner. A separate limit of insurance applies to this coverage as described in Section D. Liability And Medical Expenses Limits Of Insurance.

2. Applicable To Medical Expenses Coverage

We will not pay expenses for "bodily injury":

a. Any Insured

To any insured, except "volunteer workers".

b. Hired Person

To a person hired to do work for or on behalf of any insured or a tenant of any insured.



c. Injury On Normally Occupied Premises

To a person injured on that part of premises you own or rent that the person normally occupies.

d. Workers' Compensation And Similar Laws

To a person, whether or not an "employee" of any insured, if benefits for the "bodily injury" are payable or must be provided under a workers' compensation or disability benefits law or a similar law.

e. Athletics Activities

To a person injured while practicing, instructing or participating in any physical exercises or games, sports or athletic contests.

f. Products-Completed Operations Hazard

Included with the "products-completed operations hazard".

g. Business Liability Exclusions

Excluded under Business Liability Coverage.

C. WHO IS AN INSURED

1. If you are designated in the Declarations as:

- a.** An individual, you and your spouse are insureds, but only with respect to the conduct of a business, other than that described in **b.** through **e.** below, of which you are the sole owner.
- b.** A partnership or joint venture, you are an insured. Your members, your partners, and their spouses are also insureds, but only with respect to the conduct of your business.
- c.** A limited liability company, you are an insured. Your members are also insureds, but only with respect to the conduct of your business. Your managers are insureds, but only with respect to their duties as your managers.
- d.** An organization other than a partnership, joint venture or limited liability company, you are an insured. Your "executive officers" and directors are insureds, but only with respect to their duties as your officers or directors. Your stockholders are also insureds, but only with respect to their liability as stockholders.
- e.** A trust, you are an insured. Your trustees are also insureds, but only with respect to their duties as trustees.

2. Each of the following is also an insured:

a. Employees And Volunteer Workers

Your "volunteer workers" only while performing duties related to the conduct of your business, or your "employees", other than either your "executive officers" (if you are an organization other than a partnership, joint venture or limited liability company) or your managers (if you are a limited liability company), but only for acts within the scope of their employment by you or while performing duties related to the conduct of your business.

However, none of these "employees" or "volunteer workers" are insureds for:

(1) "Bodily injury" or "personal and advertising injury":

- (a)** To you, to your partners or members (if you are a partnership or joint venture), to your members (if you are a limited liability company), or to a co-"employee" while in the course of his or her employment or performing duties related to the conduct of your business, or to your other "volunteer workers" while performing duties related to the conduct of your business;
- (b)** To the spouse, child, parent, brother or sister of that co-"employee" or that "volunteer worker" as a consequence of Paragraph **(1)(a)** above;
- (c)** For which there is any obligation to share damages with or repay someone else who must pay damages because of the injury described in Paragraphs **(1)(a)** or **(b)** above; or
- (d)** Arising out of his or her providing or failing to provide professional health care services.

If you are not in the business of providing professional health care services, Paragraph **(d)** does not apply to any nurse, emergency medical technician or paramedic employed by you to provide such services.

(2) "Property damage" to property:



- (a) Owned, occupied or used by:
- (b) Rented to, in the care, custody or control of, or over which physical control is being exercised for any purpose by you, any of your "employees", "volunteer workers", any partner or member (if you are a partnership or joint venture), or any member (if you are a limited liability company).

b. Real Estate Manager

Any person (other than your "employee" or "volunteer worker"), or any organization while acting as your real estate manager.

c. Temporary Custodians Of Your Property

Any person or organization having proper temporary custody of your property if you die, but only:

- (1) With respect to liability arising out of the maintenance or use of that property; and
- (2) Until your legal representative has been appointed.

d. Legal Representative If You Die

Your legal representative if you die, but only with respect to duties as such. That representative will have all your rights and duties under this insurance.

e. Unnamed Subsidiary

Any subsidiary and subsidiary thereof, of yours which is a legally incorporated entity of which you own a financial interest of more than 50% of the voting stock on the effective date of this Coverage Part.

The insurance afforded herein for any subsidiary not shown in the Declarations as a named insured does not apply to injury or damage with respect to which an insured under this insurance is also an insured under another policy or would be an insured under such policy but for its termination or upon the exhaustion of its limits of insurance.

3. Newly Acquired Or Formed Organization

Any organization you newly acquire or form, other than a partnership, joint venture or limited liability company, and over which you maintain financial interest of more than 50% of the voting stock, will qualify as a Named Insured if there is no other similar insurance available to that organization. However:

- a. Coverage under this provision is afforded only until the 180th day after you acquire or form the organization or the end of the policy period, whichever is earlier; and
- b. Coverage under this provision does not apply to:
 - (1) "Bodily injury" or "property damage" that occurred; or
 - (2) "Personal and advertising injury" arising out of an offense committed before you acquired or formed the organization.

4. Operator Of Mobile Equipment

With respect to "mobile equipment" any person is an insured while driving such equipment along a public highway with your permission. Any other person or organization responsible for the conduct of such person is also an insured, but only with respect to liability arising out of the operation of the equipment, and only if no other insurance of any kind is available to that person or organization for this liability. However, no person or organization is an insured with respect to:

- a. "Bodily injury" to a co-"employee" of the person driving the equipment; or
- b. "Property damage" to property owned by, rented to, in the charge of or occupied by you or the employer of any person who is an insured under this provision.

5. Operator Of Nonowned Watercraft

With respect to watercraft you do not own that is less than 51 feet long and is not being used to carry persons or property for a charge, any person is an insured while operating such watercraft with your permission. Any other person or organization responsible for the conduct of such person is also an insured, but only with respect to liability arising out of the operation of the watercraft, and only if no other insurance of any kind is available to that person or organization for this liability.

However, no person or organization is an insured with respect to:



- a. "Bodily injury" to a co-"employee" of the person operating the watercraft; or
- b. "Property damage" to property owned by, rented to, in the charge of or occupied by you or the employer of any person who is an insured under this provision.

No person or organization is an insured with respect to the conduct of any current or past partnership, joint venture or limited liability company that is not shown as a Named Insured in the Declarations.

D. LIABILITY AND MEDICAL EXPENSES LIMITS OF INSURANCE

1. The Most We Will Pay

The Limits of Insurance shown in the Declarations and the rules below fix the most we will pay regardless of the number of:

- a. Insureds;
- b. Claims made or "suits" brought; or
- c. Persons or organizations making claims or bringing "suits".

2. Aggregate Limits

The most we will pay for:

- a. Damages because of "bodily injury" and "property damage" included in the "products-completed operations hazard" is the Products-Completed Operations Aggregate Limit shown in the Declarations.
- b. Damages because of all other "bodily injury", "property damage" or "personal and advertising injury", including medical expenses, is the General Aggregate Limit shown in the Declarations.

This General Aggregate limit does not apply to "property damage" to premises while rented to you or temporarily occupied by you with permission of the owner, arising out of fire, lightning or explosion.

3. Each Occurrence Limit

Subject to **2.a.** or **2.b.** above, whichever applies, the most we will pay for the sum of all damages because of all "bodily injury", "property damage" and medical expenses arising out of any one "occurrence" is the Liability and Medical Expenses Limit shown in the Declarations.

The most we will pay for all medical expenses because of "bodily injury" sustained by any one person is the Medical Expenses Limit shown in the Declarations.

4. Personal And Advertising Injury Limit

Subject to **2.b.** above, the most we will pay for the sum of all damages because of all "personal and advertising injury" sustained by any one person or organization is the Personal and Advertising Injury Limit shown in the Declarations.

5. Damage To Premises Rented To You Limit

The Damage To Premises Rented To You Limit is the most we will pay under Business Liability Coverage for damages because of "property damage" to any one premises, while rented to you, or in the case of damage by fire, lightning or explosion, while rented to you or temporarily occupied by you with permission of the owner.

In the case of damage by fire, lightning or explosion, the Damage to Premises Rented To You Limit applies to all damage proximately caused by the same event, whether such damage results from fire, lightning or explosion or any combination of these.

6. How Limits Apply To Additional Insureds

The most we will pay on behalf of a person or organization who is an additional insured under this Coverage Part is the lesser of:

- a. The limits of insurance required in a written contract, written agreement or permit; or
- b. The Limits of Insurance shown in the Declarations.

Such amount shall be a part of and not in addition to the Limits of Insurance shown in the Declarations and described in this Section.

If more than one limit of insurance under this Policy and any endorsements attached thereto applies to any claim or "suit", the most we will pay under this Policy and the endorsements is the single highest limit of liability of all



coverages applicable to such claim or "suit". However, this paragraph does not apply to the Medical Expenses limit set forth in Paragraph 3. above.

The Limits of Insurance of this Coverage Part apply separately to each consecutive annual period and to any remaining period of less than 12 months, starting with the beginning of the policy period shown in the Declarations, unless the policy period is extended after issuance for an additional period of less than 12 months. In that case, the additional period will be deemed part of the last preceding period for purposes of determining the Limits of Insurance.

E. LIABILITY AND MEDICAL EXPENSES GENERAL CONDITIONS

1. Bankruptcy

Bankruptcy or insolvency of the insured or of the insured's estate will not relieve us of our obligations under this Coverage Part.

2. Duties In The Event Of Occurrence, Offense, Claim Or Suit

a. Notice Of Occurrence Or Offense

You or any additional insured under this Coverage Part must see to it that we are notified as soon as practicable of an "occurrence" or an offense which may result in a claim. To the extent possible, notice should include:

- (1) How, when and where the "occurrence" or offense took place;
- (2) The names and addresses of any injured persons and witnesses; and
- (3) The nature and location of any injury or damage arising out of the "occurrence" or offense.

b. Notice Of Claim

If a claim is made or "suit" is brought against any insured, you or any additional insured under this Coverage Part must:

- (1) Immediately record the specifics of the claim or "suit" and the date received; and
- (2) Notify us as soon as practicable.

You or any additional insured under this Coverage Part must see to it that we receive a written notice of the claim or "suit" as soon as practicable.

c. Assistance And Cooperation Of The Insured

You and any other involved insured must:

- (1) Immediately send us copies of any demands, notices, summonses or legal papers received in connection with the claim or "suit";
- (2) Authorize us to obtain records and other information;
- (3) Cooperate with us in the investigation, settlement of the claim or defense against the "suit"; and
- (4) Assist us, upon our request, in the enforcement of any right against any person or organization that may be liable to the insured because of injury or damage to which this insurance may also apply.

d. Obligations At The Insured's Own Cost

No insured will, except at that insured's own cost, voluntarily make a payment, assume any obligation, or incur any expense, other than for first aid, without our consent.

e. Additional Insured's Other Insurance

If we cover a claim or "suit" under this Coverage Part that may also be covered by other insurance available to an additional insured under this Coverage Part, such additional insured must submit such claim or "suit" to the other insurer for defense and indemnity.

However, this provision does not apply to the extent that you have agreed in a written contract, written agreement or permit that this insurance is primary and non-contributory with such additional insured's own insurance.

f. Knowledge Of An Occurrence, Offense, Claim Or Suit

Paragraphs a. and b. apply to you or to any additional insured under this Coverage Part only when such "occurrence", offense, claim or "suit" is known to:



- (1) You or any additional insured under this Coverage Part that is an individual;
- (2) Any partner, if you or an additional insured under this Coverage Part is a partnership;
- (3) Any manager, if you or an additional insured under this Coverage Part is a limited liability company;
- (4) Any "executive officer" or insurance manager, if you or an additional insured under this Coverage Part is a corporation;
- (5) Any trustee, if you or an additional insured under this Coverage Part is a trust; or
- (6) Any elected or appointed official, if you or an additional insured under this Coverage Part is a political subdivision or public entity.

This Paragraph f. applies separately to you and any additional insured under this Coverage Part.

3. Legal action Against Us

No person or organization has a right under this Coverage Part:

- a. To join us as a party or otherwise bring us into a "suit" asking for damages from an insured; or
- b. To sue us on this Coverage Part unless all of its terms have been fully complied with.

A person or organization may sue us to recover on an agreed settlement or on a final judgment against an insured; but we will not be liable for damages that are not payable under the terms of this insurance or that are in excess of the applicable limit of insurance. An agreed settlement means a settlement and release of liability signed by us, the insured and the claimant or the claimant's legal representative.

4. Separation Of Insureds

Except with respect to the Limits of Insurance, and any rights or duties specifically assigned in this Policy to the first Named Insured, this insurance applies:

- a. As if each Named Insured were the only Named Insured; and
- b. Separately to each insured against whom a claim is made or "suit" is brought.

5. Representations

a. When You Accept This Policy

By accepting this Policy, you agree:

- (1) The statements in the Declarations are accurate and complete;
- (2) Those statements are based upon representations you made to us; and
- (3) We have issued this Policy in reliance upon your representations.

b. Unintentional Failure To Disclose Hazards

If unintentionally you should fail to disclose all hazards relating to the conduct of your business at the inception date of this Coverage Part, we shall not deny any coverage under this Coverage Part because of such failure.

6. Other Insurance

If other valid and collectible insurance is available for a loss we cover under this Coverage Part, our obligations are limited as follows:

a. Primary Insurance

This insurance is primary except when **b.** below applies. If other insurance is also primary, we will share with all that other insurance by the method described in **c.** below.

b. Excess Insurance

This insurance is excess over any of the other insurance, whether primary, excess, contingent or on any other basis:

(1) Your Work

That is Fire, Extended Coverage, Builder's Risk, Installation Risk, Owner Controlled Insurance Program or OCIP, Contractor Controlled Insurance Program or CCIP, Wrap Up Insurance or similar coverage for "your work";



(2) Premises Rented To You

That is fire, lightning or explosion insurance for premises rented to you or temporarily occupied by you with permission of the owner;

(3) Tenant Liability

That is insurance purchased by you to cover your liability as a tenant for "property damage" to premises rented to you or temporarily occupied by you with permission of the owner;

(4) Aircraft, Auto Or Watercraft

If the loss arises out of the maintenance or use of aircraft, "autos" or watercraft to the extent not subject to Exclusion **g.** of Section **B.** Exclusions.

(5) Property Damage To Borrowed Equipment Or Use Of Elevators

If the loss arises out of "property damage" to borrowed equipment or the use of elevators to the extent not subject to Exclusion **k.** of Section **B.** Exclusions.

(6) When You Are Added As An Additional Insured To Other Insurance

That is other insurance available to you covering liability for damages arising out of the premises or operations, or products and completed operations, for which you have been added as an additional insured by that insurance; or

(7) When You Add Others As An Additional Insured To This Insurance

That is other insurance available to an additional insured.

However, the following provisions apply to other insurance available to any person or organization who is an additional insured under this Coverage Part:

(a) Primary Insurance When Required By Contract

This insurance is primary if you have agreed in a written contract, written agreement or permit that this insurance be primary. If other insurance is also primary, we will share with all that other insurance by the method described in **c.** below.

(b) Primary And Non-Contributory To Other Insurance When Required By Contract

If you have agreed in a written contract, written agreement or permit that this insurance is primary and non-contributory with the additional insured's own insurance, this insurance is primary and we will not seek contribution from that other insurance.

Paragraphs **(a)** and **(b)** do not apply to other insurance to which the additional insured has been added as an additional insured.

When this insurance is excess, we will have no duty under this Coverage Part to defend the insured against any "suit" if any other insurer has a duty to defend the insured against that "suit". If no other insurer defends, we will undertake to do so, but we will be entitled to the insured's rights against all those other insurers.

When this insurance is excess over other insurance, we will pay only our share of the amount of the loss, if any, that exceeds the sum of:

- (1)** The total amount that all such other insurance would pay for the loss in the absence of this insurance; and
- (2)** The total of all deductible and self-insured amounts under all that other insurance.

We will share the remaining loss, if any, with any other insurance that is not described in this Excess Insurance provision and was not bought specifically to apply in excess of the Limits of Insurance shown in the Declarations of this Coverage Part.

c. Method Of Sharing

If all the other insurance permits contribution by equal shares, we will follow this method also. Under this approach, each insurer contributes equal amounts until it has paid its applicable limit of insurance or none of the loss remains, whichever comes first.



If any of the other insurance does not permit contribution by equal shares, we will contribute by limits. Under this method, each insurer's share is based on the ratio of its applicable limit of insurance to the total applicable limits of insurance of all insurers.

7. Transfer Of Rights Of Recovery Against Others To Us

a. Transfer Of Rights Of Recovery

If the insured has rights to recover all or part of any payment, including Supplementary Payments, we have made under this Coverage Part, those rights are transferred to us. The insured must do nothing after loss to impair them. At our request, the insured will bring "suit" or transfer those rights to us and help us enforce them. This condition does not apply to Medical Expenses Coverage.

b. Waiver Of Rights Of Recovery (Waiver Of Subrogation)

If the insured has waived any rights of recovery against any person or organization for all or part of any payment, including Supplementary Payments, we have made under this Coverage Part, we also waive that right, provided the insured waived their rights of recovery against such person or organization in a contract, agreement or permit that was executed prior to the injury or damage.

F. LIABILITY AND MEDICAL EXPENSES DEFINITIONS

1. "Advertisement" means a notice that is broadcast or published to the general public or specific market segments about your goods, products or services for the purpose of attracting customers or supporters. For the purpose of this definition:
 - a. Notices that are published include material placed on the Internet or on similar electronic means of communication; and
 - b. Regarding web sites, only that part of a web site that is about your goods, products or services for the purpose of attracting customers or supporters is considered an advertisement.
2. "Advertising idea" means any idea for an "advertisement".
3. "Asbestos hazard" means an exposure or threat of exposure to the actual or alleged properties of asbestos and includes the mere presence of asbestos in any form.
4. "Auto" means:
 - a. A land motor vehicle, trailer or semi-trailer designed for travel on public roads, including any attached machinery or equipment; or
 - b. Any other land vehicle that is subject to a compulsory or financial responsibility law or other motor vehicle insurance or motor vehicle registration law where it is licensed or principally garaged.However, "auto" does not include "mobile equipment".
5. "Bodily injury" means physical:
 - a. Injury;
 - b. Sickness; or
 - c. Diseasesustained by a person and, if arising out of the above, mental anguish or death at any time.
6. "Coverage territory" means:
 - a. The United States of America (including its territories and possessions), Puerto Rico and Canada;
 - b. International waters or airspace, but only if the injury or damage occurs in the course of travel or transportation between any places included in a. above;
 - c. All other parts of the world if the injury or damage arises out of:
 - (1) Goods or products made or sold by you in the territory described in a. above;
 - (2) The activities of a person whose home is in the territory described in a. above, but is away for a short time on your business; or



- (3)** "Personal and advertising injury" offenses that take place through the Internet or similar electronic means of communication.

provided the insured's responsibility to pay damages is determined in the United States of America (including its territories and possessions), Puerto Rico or Canada, in a "suit" on the merits according to the substantive law in such territory, or in a settlement we agree to.

7. "Electronic data" means information, facts or computer programs stored as or on, created or used on, or transmitted to or from computer software (including systems and applications software), on hard or floppy disks, CD-ROMs, tapes, drives, cells, data processing devices or any other repositories of computer software which are used with electronically controlled equipment. The term computer programs, referred to in the foregoing description of "electronic data", means a set of related electronic instructions which direct the operations and functions of a computer or device connected to it, which enable the computer or device to receive, process, store, retrieve or send data.
8. "Employee" includes a "leased worker". "Employee" does not include a "temporary worker".
9. "Executive officer" means a person holding any of the officer positions created by your charter, constitution, by-laws or any other similar governing document.
10. "Hostile fire" means one which becomes uncontrollable or breaks out from where it was intended to be.
11. "Impaired property" means tangible property, other than "your product" or "your work", that cannot be used or is less useful because:
- a. It incorporates "your product" or "your work" that is known or thought to be defective, deficient, inadequate or dangerous; or
 - b. You have failed to fulfill the terms of a contract or agreement;
- if such property can be restored to use by:
- a. The repair, replacement, adjustment or removal of "your product" or "your work"; or
 - b. Your fulfilling the terms of the contract or agreement.
12. "Insured contract" means:
- a. A contract for a lease of premises. However, that portion of the contract for a lease of premises that indemnifies any person or organization for damage by fire, lightning or explosion to premises while rented to you or temporarily occupied by you with permission of the owner is subject to the Damage To Premises Rented To You limit described in Section D. Liability And Medical Expenses Limits Of Insurance.
 - b. A sidetrack agreement;
 - c. Any easement or license agreement, including an easement or license agreement in connection with construction or demolition operations on or within 50 feet of a railroad;
 - d. Any obligation, as required by ordinance, to indemnify a municipality, except in connection with work for a municipality;
 - e. An elevator maintenance agreement; or
 - f. That part of any other contract or agreement pertaining to your business (including an indemnification of a municipality in connection with work performed for a municipality) under which you assume the tort liability of another party to pay for "bodily injury" or "property damage" to a third person or organization. Tort liability means a liability that would be imposed by law in the absence of any contract or agreement.
- Paragraph f. includes that part of any contract or agreement that indemnifies a railroad for "bodily injury" or "property damage" arising out of construction or demolition operations within 50 feet of any railroad property and affecting any railroad bridge or trestle, tracks, road-beds, tunnel, underpass or crossing.
- However, Paragraph f. does not include that part of any contract or agreement:
- (1) That indemnifies an architect, engineer or surveyor for injury or damage arising out of:
 - (a) Preparing, approving or failing to prepare or approve maps, shop drawings, opinions, reports, surveys, field orders, change orders, designs or drawings and specifications; or
 - (b) Giving directions or instructions, or failing to give them, if that is the primary cause of the injury or damage; or



- (2) Under which the insured, if an architect, engineer or surveyor, assumes liability for an injury or damage arising out of the insured's rendering or failure to render professional services, including those listed in (1) above and supervisory, inspection, architectural or engineering activities.
13. "Leased worker" means a person leased to you by a labor leasing firm under an agreement between you and the labor leasing firm, to perform duties related to the conduct of your business. "Leased worker" does not include a "temporary worker".
14. "Loading or unloading" means the handling of property:
- a. After it is moved from the place where it is accepted for movement into or onto an aircraft, watercraft or "auto";
 - b. While it is in or on an aircraft, watercraft or "auto"; or
 - c. While it is being moved from an aircraft, watercraft or "auto" to the place where it is finally delivered;
- but "loading or unloading" does not include the movement of property by means of a mechanical device, other than a hand truck, that is not attached to the aircraft, watercraft or "auto".
15. "Mobile equipment" means any of the following types of land vehicles, including any attached machinery or equipment:
- a. Bulldozers, farm machinery, forklifts and other vehicles designed for use principally off public roads;
 - b. Vehicles maintained for use solely on or next to premises you own or rent;
 - c. Vehicles that travel on crawler treads;
 - d. Vehicles, whether self-propelled or not, on which are permanently mounted:
 - (1) Power cranes, shovels, loaders, diggers or drills; or
 - (2) Road construction or resurfacing equipment such as graders, scrapers or rollers;
 - e. Vehicles not described in a., b., c., or d. above that are not self-propelled and are maintained primarily to provide mobility to permanently attached equipment of the following types:
 - (1) Air compressors, pumps and generators, including spraying, welding, building cleaning, geophysical exploration, lighting and well servicing equipment; or
 - (2) Cherry pickers and similar devices used to raise or lower workers;
 - f. Vehicles not described in a., b., c., or d. above maintained primarily for purposes other than the transportation of persons or cargo.
- However, self-propelled vehicles with the following types of permanently attached equipment are not "mobile equipment" but will be considered "autos":
- (1) Equipment, of at least 1,000 pounds gross vehicle weight, designed primarily for:
 - (a) Snow removal;
 - (b) Road maintenance, but not construction or resurfacing; or
 - (c) Street cleaning;
 - (2) Cherry pickers and similar devices mounted on automobile or truck chassis and used to raise or lower workers; and
 - (3) Air compressors, pumps and generators, including spraying, welding, building cleaning, geophysical exploration, lighting and well servicing equipment.
- However, "mobile equipment" does not include any land vehicle that is subject to a compulsory or financial responsibility law or other motor vehicle insurance or motor vehicle registration law where they are licensed or principally garaged. Land vehicles subject to a compulsory or financial responsibility law or other motor vehicle insurance law or motor vehicle registration law are considered "autos".
16. "Occurrence" means an accident, including continuous or repeated exposure to substantially the same general harmful conditions.
17. "Personal and advertising injury" means injury, including consequential "bodily injury", arising out of one or more of the following offenses:



- a. False arrest, detention or imprisonment;
 - b. Malicious prosecution;
 - c. The wrongful eviction from, wrongful entry into, or invasion of the right of private occupancy of a room, dwelling or premises that a person or organization occupies, committed by or on behalf of its owner, landlord or lessor;
 - d. Oral, written, electronic, or any other manner of publication of material that slanders or libels a person or organization or disparages a person's or organization's goods, products or services;
 - e. Oral, written, electronic, or any other manner of publication of material that violates a person's right of privacy;
 - f. Copying, in your "advertisement", a person's or organization's "advertising idea" or style of "advertisement"; or
 - g. Infringement of copyright, slogan, or title of any literary or artistic work, in your "advertisement".
18. "Pollutants" means any solid, liquid, gaseous or thermal irritant or contaminant, including smoke, vapor, soot, fumes, acids, alkalis, chemicals and waste. Waste includes materials to be recycled, reconditioned or reclaimed.
19. "Products-completed operations hazard";
- a. Includes all "bodily injury" and "property damage" occurring away from premises you own or rent and arising out of "your product" or "your work" except:
 - (1) Products that are still in your physical possession; or
 - (2) Work that has not yet been completed or abandoned. However, "your work" will be deemed to be completed at the earliest of the following times:
 - (a) When all of the work called for in your contract has been completed.
 - (b) When all of the work to be done at the job site has been completed if your contract calls for work at more than one job site.
 - (c) When that part of the work done at a job site has been put to its intended use by any person or organization other than another contractor or subcontractor working on the same project.
- Work that may need service, maintenance, correction, repair or replacement, but which is otherwise complete, will be treated as completed.
- The "bodily injury" or "property damage" must occur away from premises you own or rent, unless your business includes the selling, handling or distribution of "your product" for consumption on premises you own or rent.
- b. Does not include "bodily injury" or "property damage" arising out of:
 - (1) The transportation of property, unless the injury or damage arises out of a condition in or on a vehicle not owned or operated by you, and that condition was created by the "loading or unloading" of that vehicle by any insured; or
 - (2) The existence of tools, uninstalled equipment or abandoned or unused materials.
20. "Property damage" means:
- a. Physical injury to tangible property, including all resulting loss of use of that property. All such loss of use shall be deemed to occur at the time of the physical injury that caused it; or
 - b. Loss of use of tangible property that is not physically injured. All such loss of use shall be deemed to occur at the time of "occurrence" that caused it.
- As used in this definition, "electronic data" is not tangible property.
21. "Suit" means a civil proceeding in which damages because of "bodily injury", "property damage" or "personal and advertising injury" to which this insurance applies are alleged. "Suit" includes:
- a. An arbitration proceeding in which such damages are claimed and to which the insured must submit or does submit with our consent; or
 - b. Any other alternative dispute resolution proceeding in which such damages are claimed and to which the insured submits with our consent.



- 22.** "Temporary worker" means a person who is furnished to you to substitute for a permanent "employee" on leave or to meet seasonal or short-term workload conditions.
- 23.** "Unmanned aircraft" means an aircraft that is not:
- a.** Designed;
 - b.** Manufactured; or
 - c.** Modified after manufacture;
- to be controlled directly by a person from within or on the aircraft.
- 24.** "Volunteer worker" means a person who:
- a.** Is not your "employee";
 - b.** Donates his or her work;
 - c.** Acts at the direction of and within the scope of duties determined by you; and
 - d.** Is not paid a fee, salary or other compensation by you or anyone else for their work performed for you.
- 25.** "Your product":
- a.** Means:
 - (1)** Any goods or products, other than real property, manufactured, sold, handled, distributed or disposed of by:
 - (a)** You;
 - (b)** Others trading under your name; or
 - (c)** A person or organization whose business or assets you have acquired; and
 - (2)** Containers (other than vehicles), materials, parts or equipment furnished in connection with such goods or products.
 - b.** Includes:
 - (1)** Warranties or representations made at any time with respect to the fitness, quality, durability, performance or use of "your product"; and
 - (2)** The providing of or failure to provide warnings or instructions.
 - c.** Does not include vending machines or other property rented to or located for the use of others but not sold.
- 26.** "Your work":
- a.** Means:
 - (1)** Work or operations performed by you or on your behalf; and
 - (2)** Materials, parts or equipment furnished in connection with such work or operations.
 - b.** Includes:
 - (1)** Warranties or representations made at any time with respect to the fitness, quality, durability, performance or use of "your work"; and
 - (2)** The providing of or failure to provide warnings or instructions.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.



BLANKET ADDITIONAL INSURED BY CONTRACT

This endorsement modifies insurance provided under the following:

BUSINESS LIABILITY COVERAGE FORM

Except as otherwise stated in this endorsement, the terms and conditions of the Policy apply.

A. The following is added to Section C. WHO IS AN INSURED:

Additional Insureds When Required By Written Contract, Written Agreement Or Permit

The person(s) or organization(s) identified in Paragraphs a. through f. below are additional insureds when you have agreed, in a written contract or written agreement, or when required by a written permit issued by a state or governmental agency or subdivision or political subdivision that such person or organization be added as an additional insured on your Coverage Part, provided the injury or damage occurs subsequent to the execution of the contract or agreement, or the issuance of the permit.

A person or organization is an additional insured under this provision only for that period of time required by the contract, agreement or permit.

However, no such person or organization is an additional insured under this provision if such person or organization is included as an additional insured by any other endorsement issued by us and made a part of this Coverage Part.

The insurance afforded to such additional insured will not be broader than that which you are required by the contract, agreement, or permit to provide for such additional insured.

The insurance afforded to such additional insured only applies to the extent permitted by law.

The limits of insurance that apply to additional insureds are described in Section **D. LIABILITY AND MEDICAL EXPENSES LIMITS OF INSURANCE**. How this insurance applies when other insurance is available to an additional insured is described in the Other Insurance Condition in Section **E. LIABILITY AND MEDICAL EXPENSES GENERAL CONDITIONS**.

a. Vendors

Any person(s) or organization(s) (referred to below as vendor), but only with respect to "bodily injury" or "property damage" arising out of "your products" which are distributed or sold in the regular course of the vendor's business and only if this Coverage Part provides coverage for "bodily injury" or "property damage" included within the "products-completed operations hazard".

(1) The insurance afforded to the vendor is subject to the following additional exclusions:

This insurance does not apply to:

- (a)** "Bodily injury" or "property damage" for which the vendor is obligated to pay damages by reason of the assumption of liability in a contract or agreement. This exclusion does not apply to liability for damages that the vendor would have in the absence of the contract or agreement;
- (b)** Any express warranty unauthorized by you;
- (c)** Any physical or chemical change in the product made intentionally by the vendor;
- (d)** Repackaging, except when unpacked solely for the purpose of inspection, demonstration, testing, or the substitution of parts under instructions from the manufacturer, and then repackaged in the original container;
- (e)** Any failure to make such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products;
- (f)** Demonstration, installation, servicing or repair operations, except such operations performed at the vendor's premises in connection with the sale of the product;



- (g) Products which, after distribution or sale by you, have been labeled or relabeled or used as a container, part or ingredient of any other thing or substance by or for the vendor; or
- (h) "Bodily injury" or "property damage" arising out of the sole negligence of the vendor for its own acts or omissions or those of its employees or anyone else acting on its behalf. However, this exclusion does not apply to:
 - (i) The exceptions contained in Paragraphs (d) or (f); or
 - (ii) Such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products.

(2) This insurance does not apply to any insured person or organization from whom you have acquired such products, or any ingredient, part or container, entering into, accompanying or containing such products.

b. Lessors Of Equipment

- (1) Any person or organization from whom you lease equipment; but only with respect to their liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your maintenance, operation or use of equipment leased to you by such person or organization.
- (2) With respect to the insurance afforded to these additional insureds, this insurance does not apply to any "occurrence" which takes place after you cease to lease that equipment.

c. Lessors Of Land Or Premises

- (1) Any person or organization from whom you lease land or premises, but only with respect to liability arising out of the ownership, maintenance or use of that part of the land or premises leased to you.
- (2) With respect to the insurance afforded to these additional insureds, this insurance does not apply to:
 - (a) Any "occurrence" which takes place after you cease to lease that land or be a tenant in that premises; or
 - (b) Structural alterations, new construction or demolition operations performed by or on behalf of such person or organization.

d. Architects, Engineers Or Surveyors

- (1) Any architect, engineer, or surveyor, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:
 - (a) In connection with your premises;
 - (b) In the performance of your ongoing operations performed by you or on your behalf; or
 - (c) In connection with "your work" and included within the "products-completed operations hazard", but only if:
 - (i) The written contract, written agreement or permit requires you to provide such coverage to such additional insured; and
 - (ii) This Coverage Part provides coverage for "bodily injury" or "property damage" included within the "products-completed operations hazard".

(2) With respect to the insurance afforded to these additional insureds, the following additional exclusion applies:

This insurance does not apply to "bodily injury", "property damage" or "personal and advertising injury" arising out of the rendering of or the failure to render any professional services, including:

- (i) The preparing, approving, or failure to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders, designs or drawings and specifications; or
- (ii) Supervisory, surveying, inspection, architectural or engineering activities.

This exclusion applies even if the claims allege negligence or other wrongdoing in the supervision, hiring, employment, training or monitoring of others by an insured, if the "bodily injury", "property



damage”, or “personal and advertising injury” arises out of the rendering of or the failure to render any professional service.

e. State Or Governmental Agency Or Subdivision Or Political Subdivision Issuing Permit

- (1) Any state or governmental agency or subdivision or political subdivision, but only with respect to operations performed by you or on your behalf for which the state or governmental agency or subdivision or political subdivision has issued a permit.
- (2) With respect to the insurance afforded to these additional insureds, this insurance does not apply to:
 - (a) "Bodily injury", "property damage" or "personal and advertising injury" arising out of operations performed for the federal government, state or municipality; or
 - (b) "Bodily injury" or "property damage" included within the "products-completed operations hazard".

f. Any Other Party

- (1) Any other person or organization who is not in one of the categories or classes listed above in Paragraphs a. through e. above, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:
 - (a) In the performance of your ongoing operations performed by you or on your behalf;
 - (b) In connection with your premises owned by or rented to you; or
 - (c) In connection with "your work" and included within the "products-completed operations hazard", but only if:
 - (i) The written contract, written agreement or permit requires you to provide such coverage to such additional insured; and
 - (ii) This Coverage Part provides coverage for "bodily injury" or "property damage" included within the "products-completed operations hazard".

- (2) With respect to the insurance afforded to these additional insureds, the following additional exclusion applies:

This insurance does not apply to "bodily injury", "property damage" or "personal and advertising injury" arising out of the rendering of, or the failure to render, any professional architectural, engineering or surveying services, including:

- (a) The preparing, approving, or failure to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders, designs or drawings and specifications; or
- (b) Supervisory, surveying, inspection, architectural or engineering activities.

This exclusion applies even if the claims allege negligence or other wrongdoing in the supervision, hiring, employment, training or monitoring of others by an insured, if the “bodily injury”, “property damage”, or “personal and advertising injury” arises out of the rendering of or the failure to render any professional service described in Paragraphs **f.(2)(a)** or **f.(2)(b)** above.

Yolo Local Agency Formation Commission



Request for Proposals

to provide:

Independent Fiscal Analysis Services

To analyze the fiscal impact of the proposed Elkhorn Fire Protection District Reorganization and Plan for Services, inform the fire service contract negotiation process, and provide recommendations

Response due by 12:00 p.m. noon on Monday, January 27, 2025

Issued December 19, 2024

Yolo LAFCo

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YOLO LOCAL AGENCY FORMATION COMMISSION

REQUEST FOR PROPOSALS

Introduction

The Yolo Local Agency Formation Commission (LAFCo) is processing a proposal to reorganize the Elkhorn Fire Protection District (FPD), which would result in a change to the District's boundaries and governance, and contracting out its services to the Cities of West Sacramento and Woodland. This Request for Proposals (RFP) seeks a qualified consulting firm to provide fiscal consulting services, including review of the proposed plan for services and confirm LAFCo's approach to estimate cities' service costs as a starting point for agency negotiation, compare city contract costs to existing service areas to inform contract negotiations, compare Elkhorn FPD revenue to proposed costs determining any financial shortfall, and recommend a plan to address any shortfall.

Proposal Background

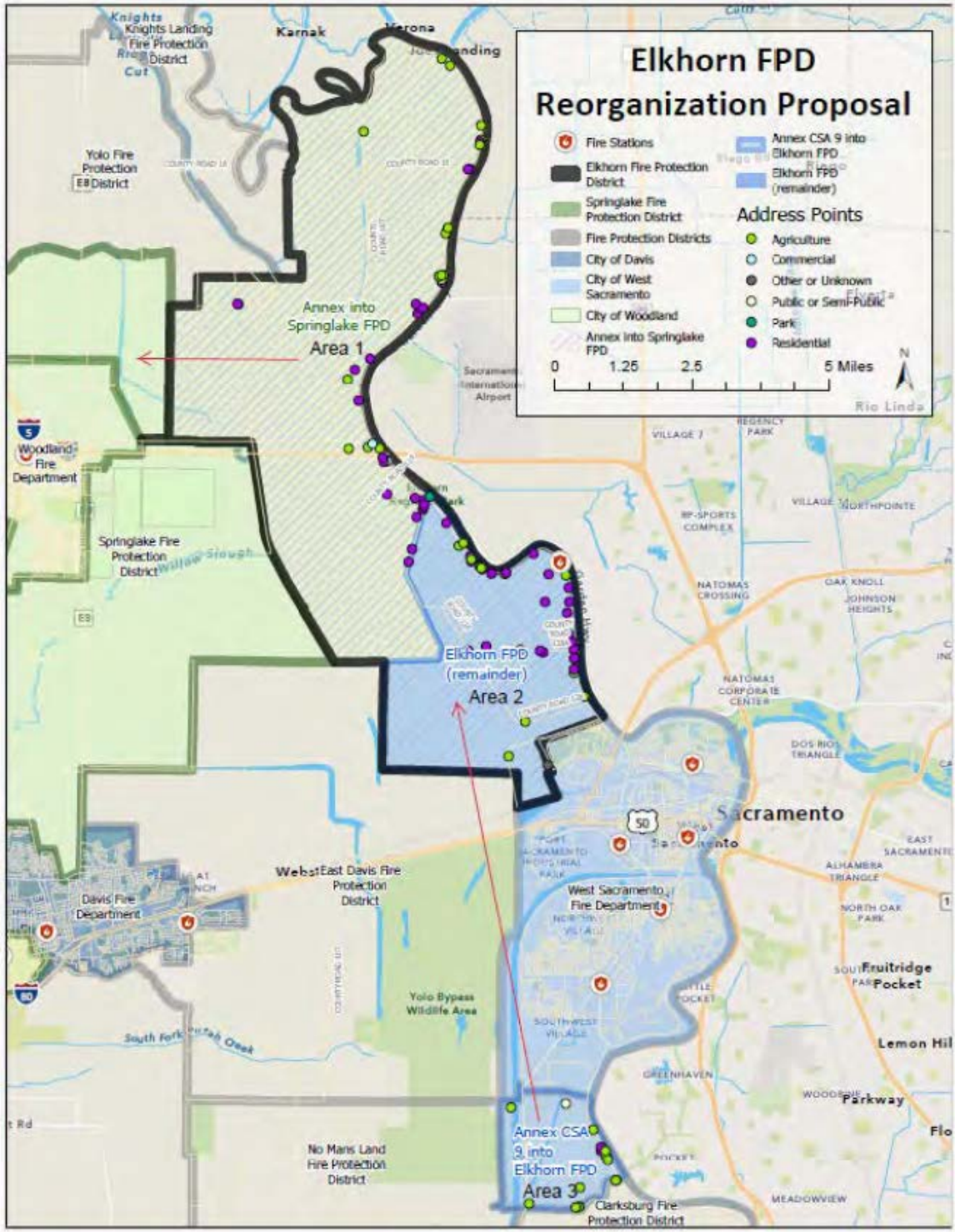
The Elkhorn FPD provides fire suppression and emergency response to approximately 48 square miles of unincorporated territory east of Woodland and North of West Sacramento. Yolo LAFCo adopted a [Municipal Services Review](#) in July 2022 which recommended the Elkhorn FPD should be dissolved and its territory annexed into Springlake FPD (for the City of Woodland service area) and County Service Area (CSA) 9 (for the City of West Sacramento service area), dividing up the territory geographically to minimize response times.

Recognizing volunteer service is not sustainable in the long term, the Elkhorn FPD submitted an application to dissolve the district on September 26, 2024. Pursuant to its powers under the Cortese-Knox-Hertzberg Act, LAFCo is amending the application reorganizing the FPD as follows¹:

- Detach the northern portion of Elkhorn FPD territory (i.e. the proposed contracted service area for the City of Woodland Fire Department) and annex it into the Springlake FPD (likely as a separate Zone of Benefit);
- Change the Elkhorn FPD's Board of Directors from being appointed by the Board of Supervisors to being the Board of Supervisors;
- Adopt a Sphere of Influence Update for Elkhorn FPD to include the CSA 9 territory south of West Sacramento; and
- Dissolve CSA 9 and annex the CSA 9 territory into the Elkhorn FPD. The City of West Sacramento Fire Department would provide fire services via contract.

The map below illustrates this approach to reorganizing the Elkhorn FPD, with Woodland and West Sacramento's fire departments providing fire protection services via contract. Of note, rather than dissolving the FPD, LAFCo staff recommends that the FPD be kept intact, but directly governed by the Board of Supervisors, and that its territory be limited to the West Sacramento service territory. Under this approach, Woodland's service territory would be annexed into the Springlake FPD which is currently already served by the City of Woodland Fire Department via contract.

¹ This reflects LAFCo's current working proposal and does not preclude LAFCo from ultimately making a different governance decision regarding successor agencies, such as putting all Elkhorn FPD into CSA 9, for example.



A detailed LAFCo process chart is attached for context, which includes among other milestones a Plan for Services, Negotiating Fire Service Contracts, and an Independent Fiscal Analysis. Fiscal analysis services are needed to validate the estimated Cities costs per each city’s Book of Fees, compare these costs to other Cities service areas outside their jurisdiction (i.e. West Sacramento currently serves Area 3/CSA 9 and Woodland currently serves Springlake FPD north of CR 29), and inform the Elkhorn FPD and Cities in their contract negotiation process, and help inform LAFCo’s

determination if there is sufficient FPD revenue and reserve, and recommendations to address any shortfall.

Scope of Services and Deliverables

Yolo LAFCo is seeking qualified proposals for an independent fiscal consultant to complete the following:

Phase I

1. Consultant will attend a kick-off meeting with LAFCo staff to review the Elkhorn FPD Reorganization Proposal, Scope of Services, and schedule.
2. Consultant will review LAFCo's Plan for Services which will include: (1) methodology for determining Cities cost per call type (based on each city's adopted Book of Fees, call data, and a 3-year average of Elkhorn FPD's calls 2022-2024) to estimate an average cost to provide service to the Elkhorn FPD per year, and (2) cost comparison to Cities' existing service areas outside its jurisdiction (e.g., CSA 9 for City of West Sacramento and Springlake FPD north of CR 29).
3. Consultant will collect, review, and analyze fiscal information with costs estimated in Item 2 including: (1) Elkhorn FPD revenue separated into Areas 1 and 2 per the map above, plus a 3-year projection; and (2) Revenue for Springlake FPD (north of CR 29) and CSA 9 (Area 3), plus a 3-year projection.
4. Consultant will prepare an initial white paper of their analysis and findings for Phase I.
5. LAFCo staff will distribute the initial report to the Reorganization Committee for review and Consultant will attend Committee meeting in Woodland, CA to answer questions (attendance via Zoom may be an option).
6. Completion of the initial report may be an iterative process and will inform the contract negotiation between the Elkhorn FPD (undertaken by Yolo County) and Cities.

Phase II

7. Once contract costs are negotiated and known, Consultant will determine if there is sufficient Elkhorn FPD revenue currently, plus going forward three (3) fiscal years and a reasonable reserve, to cover the contract costs (with Cities), determine any shortfall, compare and determine any potential fiscal impact to existing Elkhorn FPD and City customers, and provide recommendations to resolve any shortfall.
8. Consultant will provide a Draft Report of the complete analysis to staff for review and comment, and Consultant will resolve any questions/comments.
9. Consultant will provide Final Report (both PDF and Word versions) and attend the LAFCo Public Hearing considering the reorganization to answer any Commission or public questions if necessary.

Additional Services

Consultant will provide additional services as needed to inform LAFCo's decision-making related to the reorganization proposal.

Process and Deliverables

Preparation of the report will include the following steps:

- Data collection: Consultant will provide a list of information needed and LAFCo staff will gather the information for the Consultant (e.g. reports from County Treasury, Auditor, and Prop 218 info).
- Consultant will review, interpret, and analyze of all the information collected.
- Consultant will work closely with LAFCo staff to resolve any questions and issues.
- Consultant will produce administrative drafts of reports for LAFCo staff review in Word version.
- Consultant will prepare final report addressing comments from LAFCo staff and the Reorganization Committee (provide electronic PDF and Word versions).

Contents of Proposal

The proposal shall be specifically responsive to this request and shall include, but not necessarily be limited to, the following:

- General statement by the firm or individual about the proposal, including an understanding and general approach to accomplishing the work as outlined. The statement should demonstrate the experience and qualifications to perform the required fiscal analysis, including information regarding similar experience.
- Specific substantiated statement of the firm or individual’s qualifications to perform the work, ability to stay within budget, and meet deadlines.
- Identification and designation of the individual(s) who would perform the work, including resumes documenting their experience and competence to perform that work. Note that any subsequent changes in staff performing the work will require prior approval by LAFCo.
- General timeline and scope of work required to complete the documents in the most efficient and timely manner. The timeline should identify numerous check-in meetings with LAFCo staff as appropriate.
- General proposal costs and identification of the tasks associated with Phases I and II, including a list of the firm’s hourly rate and estimate of hours by employee needed to complete the scope of work. The costs should specify deliverables and number of meetings/presentations included in the fee. ***LAFCo is anticipating a fixed fee or hourly not-to-exceed type of contract, subject to negotiation.***
- A list of not less than three (3) client references for which similar services to those outlined in this request for proposals have recently been, or are currently being, provided. For each reference listed provide the name of the organization, dates, and type of service(s) provided, and the name, address, e-mail address and telephone number of the appropriate contact.

Proposal deadline is 12:00 p.m. noon on Monday, January 27, 2025.

Evaluation Process

During the evaluation process, LAFCo reserves the right to request additional information or clarifications from responders or to allow corrections of errors or omissions. At the discretion of the LAFCo, firms submitting proposals may be requested to make oral presentations as part of the evaluation process. LAFCo reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether the proposal was selected.

Yolo LAFCo staff will review each proposal and evaluate the ability of each individual or firm to meet the expectations defined herein. References will be contacted. The proposals will be ranked,

and the top firms may be invited to an interview with LAFCo and subject agency representatives. A consultant will then be selected, and the contract approval process will begin. LAFCo may modify this evaluation process as appropriate.

The successful bidder will be required to enter into a contract with Yolo LAFCo. A copy of the contract template is included in Exhibit C. Objections/exceptions to the template contract must be included in the proposal. There is no expressed or implied obligation for LAFCo to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

Consultant Selection

The following attributes will be considered in determining the award of the contract:

- Qualifications and experience of the consultant team, and ability to work well with the staff from LAFCo and subject agencies.
- Prior experience with similar projects, fostering multi-agency partnerships, and cooperative problem-solving.
- Thoroughness of approach to conducting the scope of work and demonstration of the understanding of the objectives, explicitly identifying any suggested changes to the Scope of Services.
- Ability to analyze and present information in an organized format and in a timely manner.
- Overall cost including a clear and reasonable outline of cost estimates and past performance with staying within budget.
- Comments on the draft contract and ability of the firm to meet the insurance requirements and other provisions.
- Information provided by references.

Firm interviews may be held as part of the selection process, if needed, likely via Zoom in early February.

Additional Information

Elkhorn FPD Reorganization Proposal:

If additional clarification of the proposal is needed, a study session was held at the October 31, 2024 LAFCo meeting and can be viewed here: <https://www.yololafco.org/2024-10-31-commission-meeting>.

Timeline:

The schedule below is preliminary, and a final project schedule will be determined and agreed to by LAFCo and the selected consultant.

Task	Estimated Date
RFP Issued	Thursday, December 19, 2024
Proposal Due	12:00 p.m. noon on Monday, January 27, 2025
Contract Approval by Yolo LAFCo	February 27, 2025
Kick off Meeting	Week of March 3 rd , 2025
Phase I White Paper	Monday, April 14 th , 2025
Phase II Final Report	TBD (likely early summer 2025) following agency service contract negotiation

Reorganization Committee:

LAFCo staff has formed a steering committee to help advise on proposal process with representatives from the following affected agencies: CSA 9, Elkhorn FPD, Springlake FPD, City of West Sacramento Fire Chief, City of Woodland Fire Chief, and LAFCo staff. Currently, meetings are held on the 3rd Thursday of the month at 9am in Woodland.

Insurance:

The form of contract includes standard form insurance requirements and standard form insurance certificates, which are utilized by the Yolo County Public Agency Risk Management Insurance Authority (YCPARMIA), a self-insurance joint powers agency, of which Yolo LAFCo is a member. A copy of YCPARMIA’s “Insurance Requirement Guidelines” is attached (Exhibit B), as is a draft contract (Exhibit C).

Yolo County Financial System:

The County implemented a new financial system, the Infor CloudSuite, in July 2023.

Contract Provisions:

Yolo LAFCo reserves the right to reject any and all proposals, waive any irregularity in the proposals and/or to conduct negotiations with any firms, whether or not they have submitted a proposal. The Commission's initial draft of the contract form to be used for agreements is attached to this RFP. Although the attached draft is subject to revision before execution by the parties, by submission of a proposal or statement of qualification the potential contractor indicates that except as specifically and expressly noted in its submission, it has no objection to the attached draft contract or any of its provisions, and if selected will enter into a final agreement based substantially upon the attached draft contract.

Signature Authority:

Certify that the person signing the proposal is entitled to represent the firm, empowered to submit the bid, and authorized to sign a contract with LAFCo.

Consultants:

During the preparation phases, Yolo LAFCo reserves the right to hire consultants as necessary, in its discretion, to advise and assist Yolo LAFCo in this project.

Submittal

Any questions regarding this proposal shall be submitted in writing to christine.crawford@yolocounty.gov. LAFCo practice has been to create an FAQ page online that can be viewed by all prospective firms. Proposals shall be submitted electronically to christine.crawford@yolocounty.gov.

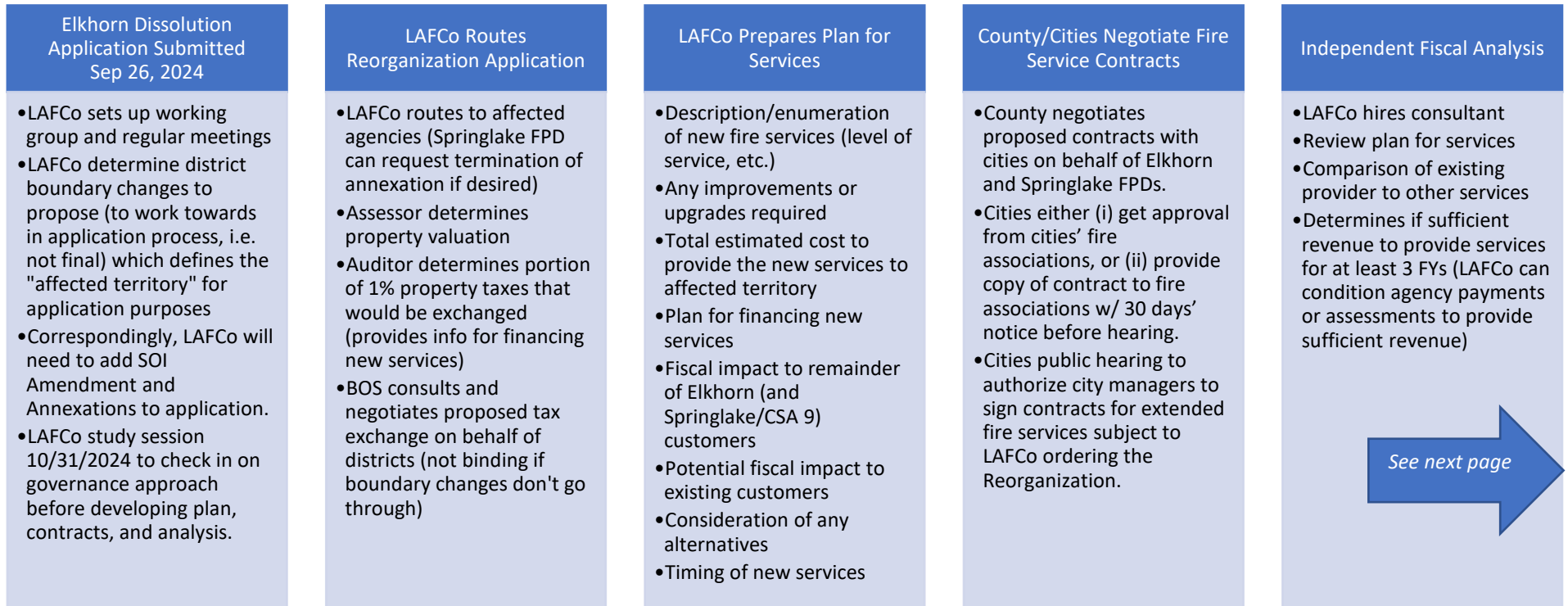
Proposal Deadline:

12:00 p.m. noon on Monday, January 27, 2025

Exhibits

- A. Elkhorn FPD Reorganization Process Chart
- B. Insurance Requirement Guidelines
- C. Draft Contract

Elkhorn FPD Reorganization Process Chart



← These steps can occur in tandem →

LAFCo Certificate of Filing	LAFCo Hearing	LAFCo Annexation Protest Process/Hearing	LAFCo Certificate of Completion
<ul style="list-style-type: none"> • Once EO has determined the application is complete with all these previous items, schedule hearing within 90 days. • At least 21 days prior to hearing, Executive Officer gives notice to each affected local agency, county, mailed notices to landowners and registered voters within affected territory +300' radius, and anyone who filed a written request, and publishes notice in newspaper and LAFCo website. 	<ul style="list-style-type: none"> • Commission consideration of reorganization (i.e. dissolution, annexation, and extended services) [districts receiving new territory need to be in agreement] • LAFCo determines if the affected territory is expected to receive sufficient revenue and reasonable reserve for at least three FYs post contract start date. If insufficient revenues, LAFCo may condition approval on concurrent approval of sufficient revenue sources. 	<ul style="list-style-type: none"> • Executive Officer must set protest hearing within 35 days, hearing must occur 21-60 days from set date, and not during 30-day reconsideration period • Notices published and mailed to all landowners and registered voters in "affected territory" (i.e. areas of change) • LAFCo meeting to count protest and determine results: <ul style="list-style-type: none"> • 0-24% orders reorganization • 25%-49% triggers election • 50% + terminates proposal/reorg • If reorg goes through, LAFCo adopts a resolution which will set timing/effective date of changeover, plus any conditions that must be met first (i.e. service contracts, payments, etc.) 	<ul style="list-style-type: none"> • Issued by Executive Officer once all terms and conditions are met. • Documents recorded and filed with Board of Equalization to change agency boundaries and Tax Rate Areas (TRAs) • Change goes into effect, per effective date set in resolution.

Definitions:

56014. "Affected local agency" means any local agency that contains, or would contain, or whose sphere of influence contains or would contain, any territory for which a change of organization is proposed or ordered, either singularly or as part of a reorganization or for which a study is to be reviewed by the commission.

56015. "Affected territory" means any territory for which a change of organization, reorganization, or sphere of influence change is proposed or ordered, or any territory to which services are proposed to be provided.

56073. "Reorganization" means two or more changes of organization contained within a single proposal.

EXHIBIT A

Insurance Requirements

1. INSURANCE

- a. During the term of this Contract, Contractor shall at all times maintain, at its expense, the following coverages and requirements:
 - i. Minimum Scope of Insurance – Coverage shall be at least as broad as the latest version of the following:
 1. Commercial General Liability: Insurance Services Office form CG 000. The policy shall not contain any exclusions contrary to the Contract, including but not limited to endorsements or provisions limiting coverage for 1) Contractual liability such as ISO CG 24 26 or 21 29; or 2) cross liability or suits by one insured against another.
 2. Automobile Liability: Insurance Services Office form CA 00 01, code 1- Any Auto or including Hired and Non-Owned vehicles.
 3. Workers' Compensation and Employers' Liability: Workers' Compensation insurance as required by the State of California and Employers' Liability.
 4. Professional Liability (Errors and Omissions) (If applicable, see below)
 - ii. Minimum Limits (as applicable) - Insurance coverage shall be with limits not less than the following:
 1. Commercial General Liability – \$2,000,000/occurrence and \$4,000,000 annual aggregate or an aggregate of \$2,000,000 that applies separately to this project (ISO CG 25 03 or 25 04).
 2. Automobile Liability – \$1,000,000 per accident for bodily injury and property damage
 3. Professional Liability/Malpractice/Errors and Omissions - \$2,000,000 per occurrence and annual aggregate.
(If any engineer, architect, attorney, accountant, medical professional, psychologist, or other licensed professional performs work under a contract, or other professional contractors, such as computer and software designers the contractor must provide this insurance. If not, then this requirement automatically does not apply)
 4. Workers' Compensation – Statutory Limits/Employers' Liability - \$1,000,000/accident for bodily injury or disease.
(If no employees, this requirement automatically does not apply)

It shall be a requirement under this agreement that any available insurance proceeds broader than or in excess of the specified minimum Insurance coverage requirements and/or limits shall be available to the Additional Insured. Furthermore, the requirements for coverage and limits shall be (1) the minimum coverage and limits specified in this Contract; or (2) the broader coverage and maximum limits of coverage of any Insurance policy or proceeds available to the named Insured; whichever is greater.
 - iii. Other Insurance Provisions
 1. **Additional Insured Status** - LAFCo, its officers, agents, employees, and volunteers shall be named as additional insured on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including, materials, parts, or equipment furnished in connection with such work or operations. Coverage can be provided in the form or an endorsement to the Contractor's insurance (at least as broad as CG 20 10 11 85 or if not available, through the addition of both CG 20 37 and one of the following: CG 20 10, CG 20 26, or CG 20 33). [NOTE: Evidence of additional

insured is needed as a separate endorsement or comparable policy language due to wording on the certificate negating any additional coverage listed writing in the description box.]

2. **Primary Coverage** - The Contractor's policy shall be "primary and non-contributory" and will not seek contribution from LAFCo's insurance or self-insurance and shall be at least as broad as CG 20 01 04 13.
 3. **Notice of Cancellation** – Each insurance policy required above shall provide that coverage shall not be cancelled, except with notice to LAFCo.
 4. **Waiver of Subrogation** – Contractor hereby grants to LAFCo a waiver of any right to subrogation which any insurer of said Contractors may acquire against LAFCo by virtue of the payment or any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not LAFCo has received a waiver of subrogation endorsement from the insurer.
- iv. The limits of Insurance required in this Contract may be satisfied by a combination of primary and umbrella or excess Insurance. Any umbrella or excess Insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and noncontributory basis for the benefit of LAFCo (if agreed to in a written contract or agreement) before LAFCo's own Insurance or self-insurance shall be called upon to protect it as a named insured.
 - v. Said policies shall remain in force through the life of this Contract and, with the exception of professional liability coverage, shall be payable on a "per occurrence" basis unless the LAFCo Risk Manager specifically consents in writing to a "claims made" basis. For all "claims made" coverage, in the event that the Contractor changes insurance carriers Contractor shall purchase "tail" coverage covering the term of this Contract and not less than three years thereafter. Proof of such "tail" coverage shall be required at any time that the Contractor changes to a new carrier prior to receipt of any payments due.
 - vi. The Contractor shall declare all aggregate limits on the coverage before commencing performance of this Contract, and LAFCo's Risk Manager reserves the right to require higher aggregate limits to ensure that the coverage limits required for this Contract as set forth above are available throughout the performance of this Contract.
 - vii. Any deductibles or self-insured retentions must be declared to and are subject to the approval of LAFCo's Risk Manager. All self-insured retentions (SIR) must be disclosed to Risk Management for approval and shall not reduce the limits of liability. Policies containing any SIR provision shall provide or be endorsed to provide that the SIR may be satisfied either by the named Insured or LAFCo.
 - viii. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise approved by LAFCo's Risk Manager.
 - ix. The policies shall cover all activities of Contractor, its officers, employees, agents and volunteers arising out of or in connection with this Contract.
 - x. For any claims relating to this Contract, the Contractor's insurance coverage shall be primary, including as respects LAFCo, its officers, agents, employees, and volunteers. Any insurance maintained by LAFCo shall apply in excess of, and not contribute with, insurance provided by Contractor's liability insurance policy.

- b. Prior to commencing services pursuant to this Contract, Contractor shall furnish LAFCo with original policies or endorsements reflecting coverage required by this Contract. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. All endorsements are to be received by, and are subject to the approval of, LAFCo's Risk Manager before work commences. Upon LAFCo's request, Contractor shall provide complete, certified copies of all required insurance policies, including endorsements reflecting the coverage required by these specifications.
- c. During the term of this Contract, Contractor shall furnish LAFCo with original endorsements reflecting renewals, changes in insurance companies and any other documents reflecting the maintenance of the required coverage throughout the entire term of this Contract. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. Upon LAFCo's request, Contractor shall provide complete, certified copies of all required insurance policies, including endorsements reflecting the coverage required by these specifications. LAFCo reserves the right to obtain a full certified copy of any Insurance policy and endorsements. Failure to exercise this right shall not constitute a waiver of right to exercise later.
- d. Contractor agrees to include with all Subcontractors in their subcontract the same requirements and provisions of this Contract including the indemnity and Insurance requirements to the extent they apply to the scope of the Subcontractor's work. Subcontractors hired by Contractor agree to be bound to Contractor and LAFCo in the same manner and to the same extent as Contractor is bound to LAFCo under the Contract Documents. Subcontractor further agrees to include these same provisions with any Sub-subcontractor. A copy of the Owner Contract Document Indemnity and Insurance provisions will be furnished to the Subcontractor upon request. The General Contractor/and or Contractor shall require all Subcontractors to provide a valid certificate of insurance and the required endorsements included in the Contract prior to commencement of any work and General Contractor/and or Contractor will provide proof of compliance to LAFCo. (Coverage can be provided in the form or an endorsement to the Contractor's insurance (at least as broad as CG 20 38 for operations and CG 20 40 for completed operations).
- e. Contractor shall maintain insurance as required by this contract to the fullest amount allowed by law and shall maintain insurance for a minimum of five years following the completion of this project. In the event Contractor fails to obtain or maintain completed operations coverage as required by this Contract, LAFCo at its sole discretion may purchase the coverage required and the cost will be paid by Contractor.

AGREEMENT № _____
(Short-Form Agreement)

THIS AGREEMENT is made this _____ day of _____, _____, by and between the Yolo Local Agency Formation Commission ("LAFCo"), and _____ ("CONTRACTOR"), who agree as follows:

TERMS

1. CONTRACTOR shall perform the following professional services: _____, as set forth in greater detail in Exhibit _____.
2. CONTRACTOR shall perform said services between _____, _____, and _____, _____.
3. The complete contract shall include the following Exhibits attached hereto and incorporated herein: Exhibit A: Insurance Requirement Guidelines, _____.
4. Subject to CONTRACTOR'S satisfactory and complete performance of all the terms and conditions of this Agreement, and upon CONTRACTOR's submission of an appropriate claim, LAFCo shall pay CONTRACTOR no more than a total amount of \$_____, as identified in _____.
5. CONTRACTOR, at its sole cost and expense, shall obtain and maintain throughout the entire term of this Agreement, the insurance set forth in Exhibit A attached hereto.
6. To the fullest extent allowed by law, CONTRACTOR shall defend, indemnify, and hold harmless LAFCo, its officers, officials, employees and agents from any and all claims, demands, liability, damages, cost or expenses (including but not limited to attorney fees) in law or equity that may at any time arise or be asserted based in whole or in part upon any negligent or other wrongful act or omission of the CONTRACTOR, it's officers, agents, or employees. CONTRACTOR responsibility for such defense and indemnity obligations shall survive the termination or completion of this Agreement for the full period of time allowed by law. The defense and indemnification obligations of this Agreement are undertaken in addition to, and shall not in any way be limited by, the insurance obligations contained in this Agreement.
7. Any SUBCONTRACTOR must agree to be bound to CONTRACTOR and LAFCo in the same manner and to the same extent as CONTRACTOR is bound to LAFCo under this Agreement. SUBCONTRACTORS must further agree to include the same requirements and provisions of this Agreement, including the indemnity and insurance requirements, with any SUB-SUBCONTRACTOR to the extent they apply to the scope of the SUB-SUBCONTRACTOR's work.
8. CONTRACTOR shall comply with all applicable laws and regulations, including but not limited to any, which are promulgated to protect the public health, welfare and safety or prevent conflicts of interest. CONTRACTOR shall defend LAFCo and reimburse it for any fines, damages or costs (including attorney fees) that might be incurred or assessed based upon a claim or determination that CONTRACTOR has violated any applicable law or regulation.
9. This Agreement is subject to LAFCo receiving sufficient funds for the activities required of the Contractor pursuant to this Agreement. If LAFCos adopted budget does not contain sufficient funds for this Agreement, LAFCo may terminate this Agreement by giving ten (10) days advance written notice thereof to Contractor, in which event LAFCo shall have no obligation to pay Contractor any further funds or provide other consideration and the Contractor shall have no obligation to provide any further services under this Agreement.

10. Either party may terminate this Agreement, for any reason or no reason, upon 30 days' written notice to the other party.
11. If CONTRACTOR fails to perform any part of this Agreement, LAFCo may notify the CONTRACTOR of the default and CONTRACTOR shall remedy the default. If CONTRACTOR fails to do so, then, in addition to any other remedy that LAFCo may have, LAFCo may terminate this Agreement and withhold any or all payments otherwise owed to CONTRACTOR pursuant to this Agreement.
12. Attached are licenses &/or certificates required by CONTRACTOR's profession (Indicating type; No.; State; & Expiration date), and CONTRACTOR certifies that he/she/it shall maintain them throughout this Agreement, and that CONTRACTOR's performance will meet the standards of licensure/certification.
13. CONTRACTOR understands that he/she is not an employee of LAFCo and is not eligible for any employee benefits, including but not limited to unemployment, health/dental insurance, worker's compensation, vacation or sick leave.
14. CONTRACTOR will hold in confidence all information disclosed to or obtained by CONTRACTOR which relates to activities under this Agreement and/or to LAFCo's plans or activities. All documents and information developed under this Agreement and all work products, reports, and related data and materials shall become the property of LAFCo. CONTRACTOR shall deliver all of the foregoing to LAFCo upon completion of the services hereunder, or upon earlier termination of this Agreement. In addition, CONTRACTOR shall retain all of its own records regarding this Agreement and the services provided hereunder for a period of not less than four (4) years, and shall make them available to LAFCo for audit and discovery purposes.
15. This Agreement constitutes the entire agreement of the parties, and no other agreements or representations, oral or written, have been made or relied upon by either party. This Agreement may only be amended in writing signed by both parties, and any other purported amendment shall be of no force or effect. This Agreement, including all attachments, shall be subject to disclosure pursuant to the California Public Records Act.
16. This Agreement shall be deemed to be executed within the State of California and construed in accordance with and governed by laws of the State of California. Any action or proceeding arising out of this Agreement shall be filed and resolved in a California State court located in Woodland, California.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date first written above by affixing their signatures hereafter.

CONTRACTOR:

LAFCo:

Contractor, Title
 Business Name
 Street Address/POB
 City/State/Zip
 Phone
 Email Address

Christine Crawford, LAFCo Executive Officer
 625 Court Street, Suite 107
 Woodland, CA 95695
 (530) 666-8048
Christine.Crawford@yolocounty.org

Approved to form:

Eric May, Commission Counsel

CERTIFICATION: I hereby certify under the penalty of perjury that all statements made in or incorporated into this Agreement are true and complete to the best of my knowledge. I understand and agree that LAFCo may, in its sole discretion, terminate this Agreement if any such statements are false, incomplete, or incorrect.

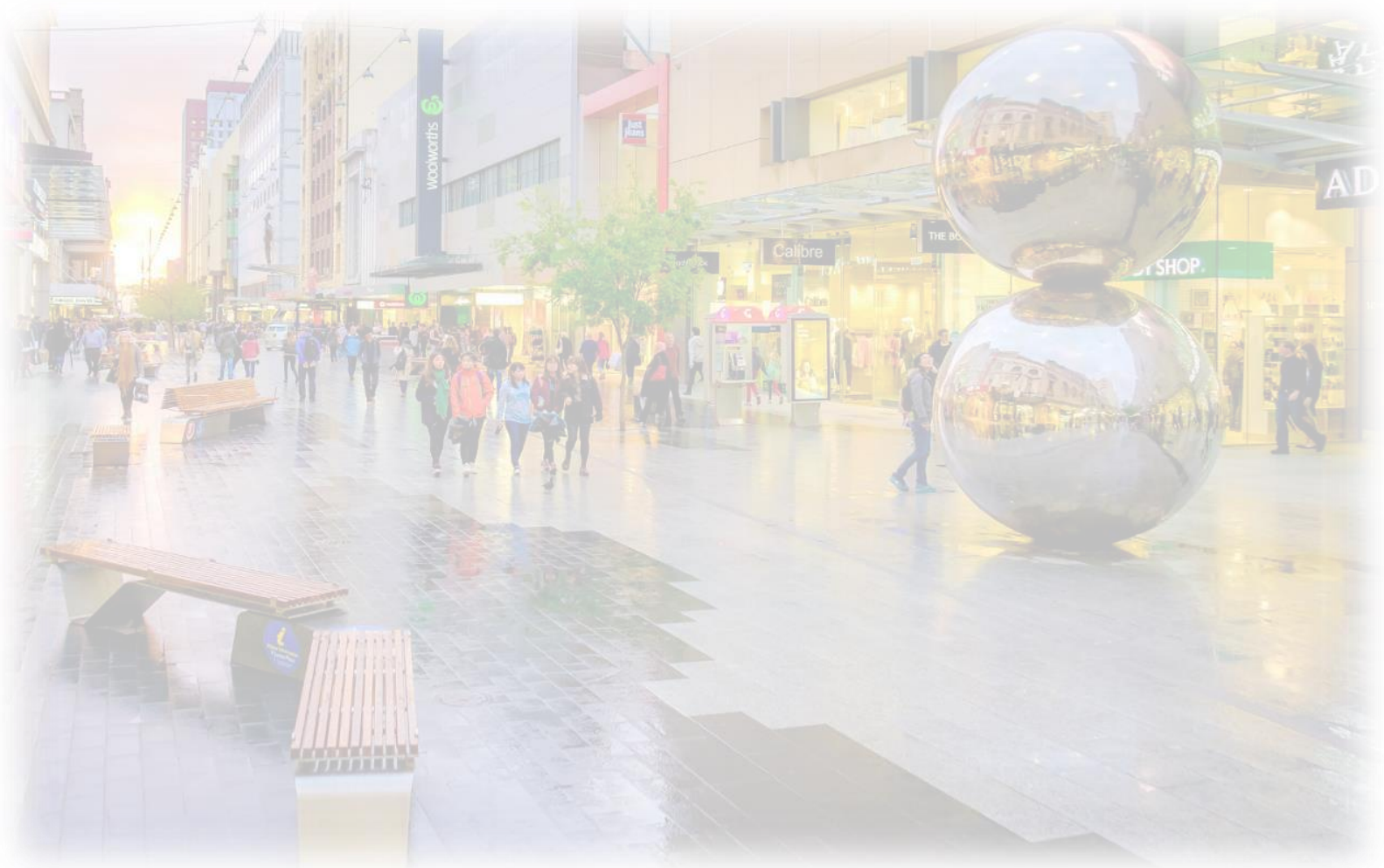
Contractor Signature

PROPOSAL FOR

INDEPENDENT FISCAL ANALYSIS SERVICES – YOLO LOCAL AGENCY FORMATION COMMISSION

YOLO LAFCO

January 27, 2025



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January 27, 2025

Via Email

Christine Crawford, Executive Officer
Yolo Local Agency Formation Commission
625 Court Street, Suite 107,
Woodland CA 95695

PROPOSAL FOR INDEPENDENT FISCAL ANALYSIS SERVICES FOR THE ELKHORN FIRE PROTECTION DISTRICT REORGANIZATION & PLAN FOR SERVICES – YOLO LOCAL AGENCY FORMATION COMMISSION

Dear Ms. Crawford,

In response to your Request for Proposals (“RFP”), RSG Inc. (“RSG”) is pleased to present this proposal for consulting services to assist the Yolo Local Agency Formation Commission (“LAFCO”) with analyzing the fiscal impact of the proposed Elkhorn Fire Protection District Reorganization and Plan for Services.

The Yolo LAFCO seeks to reorganize the Elkhorn Fire Protection District (FPD) to ensure sustainable fire suppression and emergency response services by redistributing its governance and contracting operations to the Cities of Woodland and West Sacramento. This project involves a comprehensive fiscal analysis to validate cost assumptions, assess revenue sufficiency, and identify potential financial shortfalls. The analysis will guide contract negotiations, ensure fiscal sustainability, and support informed governance decisions.

We understand the critical role this project plays in enhancing public safety and operational efficiency while maintaining financial accountability. Our team is committed to delivering a thorough, objective evaluation of service costs, revenue projections, and funding strategies to meet LAFCO’s goals within an established timeline.

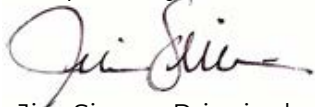
RSG has previously conducted annexation studies for several clients in the last two years: Belmont, Citrus Heights, Martinez, and Huntington Beach, while also preparing the comprehensive fiscal analysis for incorporation of a new city (Mountain House) in San Joaquin County. We have provided a list of clients for whom we have completed similar projects for other LAFCOs across California, along with references that we encourage Yolo LAFCO to contact to discuss RSG’s expertise and achievements.

RSG has extensive knowledge of and experience working with the provisions of the Cortese-Knox-Hertzberg Act (“CKH Act”), and related legislative updates. RSG is proud to be active members of the California Association of Local Agency Formation Commissions (“CALAFCO”), where RSG’s Jim Simon, Brandon Fender, and Carol Ieromnimon are honored to serve as Advisory members of the CALAFCO Legislative Committee, which provides the CALAFCO Board with direction and analysis of legislative updates to the CKH Act.

This assignment will follow a time-and-materials billing approach, with a not to exceed budget of **\$19,700**, as outlined in the Cost Proposal section of this proposal.

Should you wish to discuss any of the information presented please contact me directly at jsimon@rsgsolutions.com or by phone at (714) 316-2120.

Respectfully,



Jim Simon, Principal

FIRM QUALIFICATIONS AND EXPERIENCE

RSG is a California-based, Subchapter “S” Corporation. Founded in 1979, the firm is currently managed by active Principals Jim Simon and Tara Matthews. Our corporate address is 170 Eucalyptus Ave., Suite 200, Vista, CA 92084, and we have three hubs in California (San Diego, Los Angeles, and Oakland) where we collaborate periodically as a team to accommodate the needs of our clients and growing firm.

RSG is a creatively charged consultant to California public agencies. We collaborate with the people responsible for creating vibrant places to accomplish their goals. The inspired leaders at RSG create stronger communities capable of achieving bolder futures by bringing more than four decades of native knowledge to each engagement. As diverse as the agencies we work with, our services span fiscal health, real estate, economic development, and housing initiatives.

RSG’s federal taxpayer identification number is 95-343-5849 and state taxpayer identification number is 27600915. RSG is also a State certified Small Business Enterprise (SBE - 2006876 DGS).

MISSION STATEMENT

RSG creates solutions to enhance communities’ physical, economic, and social future.

CORE VALUES

Our core values define who we are as people and the standards by which we provide services to our clients.



INSURANCE

RSG affirms that it has the required insurance policies in place through Hartford Insurance. These policies provide coverage in acceptable amounts for Professional Liability, Workers Compensation, Comprehensive General Liability, and Auto (Owned and Non-Owned). Prior to the commencement of services, RSG will furnish certificates of insurance coverage to LAFCO to verify compliance with insurance requirements.

Our insurance providers rank in the excellence category for AM Best Rating Services. A Certificate of Insurance with applicable endorsements will be provided upon contract award.

RSG QUALIFICATIONS

RSG provides a range of fiscal services to help government agencies become more effective with the resources they use to serve communities. We offer fiscal impact analyses, assistance in securing financing, annexation and incorporation studies, municipal service reviews, and community engagement services.

Our **fiscal impact studies** aim to provide clarity and insight to staff and decision-makers, helping under-resourced communities gain access to the resources needed for sustainability and quality of life.

We prepare **municipal service reviews** and sphere of influence updates, and evaluate **reorganization, annexation, or incorporation** proposals, providing independent analysis and recommendations.

Our **community engagement experience** includes facilitating public discussions, designing **strategic plans**, working with diverse groups, and presenting complex information to facilitate informed decision-making.

With our expertise in **tax increment financing** and a strong foundation in community engagement, we assist clients in achieving their goals through insightful processes that value the community's expertise.

RSG has provided cutting-edge solutions for local government agencies, including outsourcing, shared service studies, and long-range fiscal planning. We have helped LAFCOs develop policies for island annexations and have worked with cities on crafting a viable path in delivering services to areas in their sphere of influence. We have helped cities understand how they need to restructure the services they deliver, and the manner in which they evaluate how they will take discretionary actions in the future. With our assistance, our clients have been able to instill more fiscal discipline at all levels of their organization, become more effective, and have staff engaged in identifying solutions that meet the strategic needs of their community.

Our experience working with LAFCOs around the state has allowed us to participate in the MSR process and observe the variety of ways MSRs can be used to meet LAFCOs' goals. In some situations, a lack of growth pressure or lack of significant changes in service levels do not warrant an extensive review and a "checklist" approach is sufficient to reaffirm an existing SOI. In other situations, a comprehensive, in-depth analysis of demographic trends, financial data, infrastructure capacity/conditions, rate structures, service extension barriers for disadvantaged unincorporated communities, and shared service delivery alternatives is warranted to lay the groundwork for SOI updates and/or imminent changes of (re)organization. And when political considerations impact agencies, the MSR is a necessary tool that allows LAFCO to play independent facilitator and evaluator to bring parties together around common data and agreement points.

WORK EXPERIENCE

RSG has prepared comprehensive fiscal analyses and feasibility studies to support incorporations, most recently leading to the formation of California's newest city – Mountain House. We have experience preparing municipal service reviews of cities, fire districts, and

special districts, including the Siskiyou County LAFCO Countywide Fire MSR and SOI update, and Sutter County LAFCO Countywide Fire and EMS MSR and SOI update. We have completed annexation studies, reorganizational studies, operational studies, and other fiscal and economic impact analyses.

Below is a list of clients we have provided services for, along with samples of our work, to give Yolo LAFCO an opportunity to see our expertise in action.

REORGANIZATIONAL STUDIES

Town of Yountville (Napa Co.)

Domain Chandon Reorganization (Underway)

City of Portola / Local Emergency Services Study Group (Plumas Co.)

Portola/East Plumas Fire Protection Reorganization (Completed 2022, with Planwest Partners)

County of San Bernardino

CSA 79 Reorganization Fiscal Analysis (Completed 2018, Updated in 2022)

City of Nevada City (Nevada Co.)

SOI Update and Annexation Plan (Completed 2017)

ANNEXATION STUDIES

City of Capitola (Santa Cruz Co.)

Sphere of Influence Annexation Study (Underway)

City of Belmont (San Mateo Co.)

Harbor BI Annexation Strategy (Underway)

601 Harbor BI Annexation (Completed 2023)

608 Harbor BI Annexation (Completed 2023)

Old County Rd/Harbor BI Annexation (Completed 2021)

1304 Elmer Street Annexation (Completed 2018)

City of Citrus Heights (Sacramento Co.)

Sphere of Influence Annexation Study (Completed 2023)

City of Huntington Beach (Orange Co.)

Bolsa Chica Annexation Study (Completed 2009, Updated 2013, Updated 2022)

City of Martinez (Contra Costa Co.)

Sphere of Influence Annexation Study (Completed 2021, Updated 2023)

Alhambra Valley / North Pacheco Annexation Study (Completed 2015)

City of San Carlos (San Mateo Co.)

252 Club Drive Annexation (Completed 2020)

Hyde Park Estates Annexation (Completed 2019)

Cranfield Annexation (Completed 2015)

Desert Healthcare District (Riverside Co.)

AB 2414 Annexation Fiscal Analysis (Completed 2017)

Berger Foundation / Cathedral City (Riverside Co.)

SOI Expansion and Annexation Fiscal Analysis (Completed 2013)

MUNICIPAL SERVICE REVIEWS

Alameda LAFCO

Community Services MSR Update (Underway)

Placer LAFCO

Public Utilities Services MSR Update (Underway)

Cemetery District MSR Update (Underway)

Sutter LAFCO

Fire and EMS MSR Update with Planwest Partners (Underway)

Siskiyou LAFCO

Fire Services MSR Update with Planwest Partners (Underway)

Sonoma LAFCO

Santa Rosa MSR and SOI Update (Completed 2024)

Orange LAFCO

Central Region MSR Update (Underway)

Southwest Region MSR Update (Completed 2023)

West Region MSR Update (Completed 2023)

Riverside LAFCO

28 City MSR and SOI Update (Completed 2022)

Los Angeles LAFCO

Bell, Maywood, South El Monte, and Vernon MSRs and SOI Review (Completed 2023)

La Mirada and Whittier MSR and SOI Update (Completed 2021)

Consolidated Fire Protection District MSR and SOI Update (Completed 2020)

Yolo LAFCO

Water Districts MSR and SOI Update (Completed 2013)

INCORPORATION STUDIES

San Joaquin LAFCO

Comprehensive Fiscal Analysis – Mountain House Incorporation (Completed 2023)

Malaga County Water District / Malaga (Fresno Co.)

Initial Fiscal Analysis – Malaga Incorporation (Completed 2018)

Placer LAFCO

Comprehensive Fiscal Analysis – Olympic Valley Incorporation (Completed 2015)

San Bernardino LAFCO

Rim Communities Incorporation Feasibility Study (Completed 2015)

OTHER FISCAL OR OPERATIONAL STUDIES

Placer County

Parks and Recreation Service Delivery Model (Underway)

Orange LAFCO

GIS Mapping Services (Underway)

March Joint Powers Authority (Riverside Co.)

JPA Sunsetting Services (Completed 2023)

CALAFCO

Update Map of Statewide Disadvantaged Unincorporated Communities (Completed 2022)

Riverside LAFCO

Update Map of Statewide Disadvantaged Unincorporated Communities (Completed 2021)

City of Carlsbad (San Diego Co.)

Custodial Service Level Study (Completed 2020)

Public Works Paint Shop Cost Benefits Analysis (Completed 2016)

Public Works Department Lines of Business Operational Study (Completed 2013)

Street & Signal Maintenance Division Business Plan (Completed 2011)

City of Irwindale (Los Angeles Co.)

General Fund Fiscal Plan and Sustainability Model (Completed 2018)

City of Grand Terrace (San Bernardino Co.)

General Fund Sustainability Analysis (Completed 2011)

City of South Gate (Los Angeles Co.)

Housing Division Efficiency Study (Completed 2021)

WORK SAMPLES

Due to their size and length, we have elected to provide hyperlinks to three recent LAFCO work products we have prepared below:

1. [Consolidated Fire Protection District of the County of Los Angeles Municipal Services Review and Sphere of Influence Update \(LA LAFCO\)](#)
2. [Beckwourth Fire Protection District Formation Feasibility Study \(City of Portola\)](#)
3. [West Region Municipal Service Review and Sphere of Influence Update \(OC LAFCO\)](#)

PROJECT TEAM AND KEY PERSONNEL

RSG dedicates a Principal to each project assignment and creates a core group of staff who work on the individual assignments on a consistent basis throughout all stages of the contract engagement. Our staff is focused, committed, and passionate about the work we do. We conduct our engagements around our Core Values and are proud of it. We pride ourselves on our ability to appropriately allocate our time and resources to ensure that a project is completed on time and within budget.

RSG has assigned members of our consulting team, all with experience working on projects similar in scope to what has been proposed by the City. The team would be led by Jim Simon, Principal. Mr. Simon would be assisted by Brandon Fender, Senior Associate and Carol Ieromnimon, Associate. Additional RSG staff will be assigned as needed and will be clearly communicated with LAFCO.

Jim Simon, President & Principal, would serve as Principal in charge of this engagement, and oversee all aspects of the scope of work. Jim would be able to present our work at meetings, provide strategic and expert advice based on findings and recommendations, and ensure quality control on our deliverables. Jim has served in this capacity on all MSR assignments at RSG, including the Riverside LAFCO 28 Cities MSR, LA LAFCO Consolidated Fire Protection District MSR, several city MSRs for LA LAFCO, and MSR and SOI updates for 13 cities and 12 special districts for Orange County LAFCO. Jim has been an active member of CALAFCO, where he has shared his experience on annexations, special studies, and incorporation assignments at workshops and on their Legislative Committee.

Brandon Fender, Senior Associate, will handle day-to-day project management, coordination with LAFCO staff, preparation of the fiscal analysis, draft reports, and presentation of findings. Brandon specializes in real estate feasibility, economic and fiscal impact analyses, and housing program and policy development. He has prepared financial feasibility analyses for office, life science, industrial, and retail projects, contributing to over \$137 million in community benefits, and conducted inclusionary housing in-lieu fee studies for cities like Chula Vista and Jurupa Valley. Brandon has also supported LAFCO projects, including Countywide Fire and EMS MSRs in Siskiyou and Sutter Counties, a reorganization feasibility study for the Beckwourth Peak FPD, and the San Bernardino County Service Area 79 Reorganization Fiscal Impact Analysis. Additionally, he developed a Municipal Service Review methodology for LA LAFCO and reviewed Burbank Housing Corporation's long-term liabilities, providing debt restructuring recommendations to preserve affordable housing for future generations.

Carol Ieromnimon, Associate, will provide support in preparing the service cost analysis, fiscal forecasting, and draft report. Carol joined the RSG team in 2024 after working at San Diego LAFCO and brought with her a background in local government and economic development. Her experience in the intricacies of municipal boundary adjustments, research and analysis, as well as project management empowers her to further facilitate the efficient growth and prosperity of communities across the state. She is currently engaged in an Alameda LAFCO Community Services MSR, a Placer LAFCO South Placer Municipal Utility District MSR and SOI Update, a Sutter LAFCO Fire and Emergency Medical Service MSR, and supporting reorganization services for the Town of Yountville. While at San Diego LAFCO, she assisted in the detachment and annexation of the Rainbow Municipal Water District and Fallbrook Public Utility District from the San Diego County Water Authority.



JIM SIMON

Principal & President

714.316.2120
jsimon@rsgsolutions.com

PROFILE

“With determination and imagination, I serve myself and others to discover our capacity for what is possible by designing solutions for a complex world so we can cherish and nurture our communities.”

OUT & ABOUT

California Association for Local Economic Development (CALED) 40 at 40 Honoree for contributions to California Economic Development

“Business Retention and Attraction” – Advanced Certification Program Instructor (CALED)

“Community Economic Development” – Keys Program

Legislative Committee and 2024 Conference Committee for California Association of Local Agency Formation Commissions (CALAFCO)

International Council of Shopping Centers (ICSC)

Housing California

Southern California Association of Non-Profit Housing (SCANPH)

San Diego Housing Federation (SDHF)

Urban Land Institute (ULI)

ABOUT JIM

Inspired to improve the Golden State in his work, Jim delivers intelligence, innovation, and passion to projects requiring his unparalleled expertise in fiscal health, real estate, and economic development. For over 30 years, Jim is proud to have led projects that have resulted in the investment of over \$10 billion in private and public capital, transforming cities and communities across California. As President of RSG, Jim is helping to shape the next generation of the firm’s legacy - leading RSG’s team of inspired, creative, and insightful consultants that serve over 100 communities each year.

EDUCATION

Jim joined RSG in 1991 and has served as a Principal and shareholder since 2001. He received a BA in Business Administration with a concentration in entrepreneurial management from California State University, Fullerton. In 2014, Jim was selected as an Advisory Board member of the California Association for Local Economic Development, where he serves as Co-Chair of CALED’s Economic Development, Real Estate and Finance technical committee. Jim is also an Advisory member of the Legislative Committee for the California Association of LAFCOs (CALAFCO), and active in other professional organizations including NAIOP, ICSC, NPH, and SCANPH.

RECENT ENGAGEMENTS

Oversaw the Comprehensive Fiscal Analysis and led the Cityhood Incorporation Resident Workshop for the Town of Mountain House for San Joaquin LAFCO, who unanimously approved the incorporation application to advance it to the voters, who then approved in March 2024.

Prepared fiscal impact analysis for several annexations proposals within city SOIs, including Martinez, San Carlos, Huntington Beach, and Belmont.

Prepared the 2020 Municipal Services Review and SOI Update for the Consolidated Fire Protection District of Los Angeles County, the largest special district in California, for LA LAFCO.

Led the preparation of a MSR for the 28 cities in Riverside County, provided MSR and SOI updates for 13 cities and 12 special districts for Orange County LAFCO, and provided MSR and SOI updates for 4 cities for LA LAFCO.





BRANDON FENDER

Senior Associate

714.316.2106
bfender@rsgsolutions.com

EIFPROFILE

“I enjoy creating equitable and sustainable urban spaces for communities. I thrive in a challenging environment and seek to provide innovative solutions.”

OUT & ABOUT

Advisory Board member for the CALAFCO Legislative Committee

Associate Member of Urban Land Institute

International Council of Shopping Centers

Housing California

Southern California Association of Non-Profit Housing (SCANPH)

San Diego Housing Federation (SDHF)

California Association of Local Agency Formation Commissions (CALAFCO)

ABOUT BRANDON

Brandon specializes in providing support in real estate feasibility, economic and fiscal impact analyses, and housing administration. He is most engaged when his research translates to solutions for local governments and access to healthy and safe environments for their citizens.

In 2014, Brandon became an entrepreneur, starting the Good Beer Company, the first brewery and tasting room in Santa Ana. After five years of success from concept to business plan and fundraising, to opening a warehouse location, Brandon sold the brewery and returned to RSG, with a direct appreciation for the life of the small business owner which he applies to his work at the firm.

EDUCATION

Brandon initially joined RSG in 2009 while attending the University of California, Irvine where he earned a BA in Social Ecology. As a member of numerous project teams, Brandon gained experience in housing administration, economic and market analyses, housing construction and development, municipal finance, and development feasibility.

RECENT ENGAGEMENTS

Assisting with a Siskiyou County LAFCO Countywide Fire MSR as well as a Sutter County LAFCO Countywide Fire and EMS MSR.

Assisted Riverside LAFCO with a municipal services review for the 28 cities in Riverside County. RSG’s study included a focused review of the most rapidly growing region in California, and included thorough municipal service review determinations and sphere of influence recommendations.

Provided detailed fiscal impact analysis and advisory services for the proposed Bolsa Chica Annexation by the City of Huntington Beach. The analysis included estimated fiscal impacts associated with existing environmental issues in the Bolsa Chica wetlands, including ongoing oil extraction operations and impending threat of sea-level rise.

Developed a methodology for a Municipal Service Review for LA LAFCO that sought to inform service and sphere of influence recommendations for a joint sphere of influence between the cities of Whittier and La Mirada.





CAROL IEROMNIMON

Associate

714.316.2197
cieromnimon@rsgsolutions.com

PROFILE

“I find success in helping others find success. Creating meaningful relationships and collaborating with others to achieve a goal is where most of my passion lies. By applying my skillsets and experience to my role with RSG, I hope to further enhance communities and empower others.”

OUT & ABOUT

Member, CALAFCO Legislative Committee

Housing California

Southern California Association of Non-Profit Housing (SCANPH)

San Diego Housing Federation (SDHF)

California Association of Local Agency Formation Commissions (CALAFCO)

ABOUT CAROL

Carol joined the RSG team in 2024 and brought with her a background in local government and economic development. Her experience in the intricacies of municipal boundary adjustments, research and analysis, grant administration, underwriting, public speaking as well as project management empowers her to further facilitate the efficient growth and prosperity of communities across the state. Her passion in creating meaningful relationships and making a difference in the communities she serves propels her to deliver results, provide solutions, and embrace new challenges.

EDUCATION

Carol holds a Bachelor of Science Degree in Sociology from the University of California, Riverside as well as a Master’s Degree in Public Administration from California State University, Long Beach. Carol served as an Advisory Member to the SANDAG Communities Working Group between 2023-2024 and is currently an Advisory Member of the Legislative Committee for the California Association of LAFCOs (CALAFCO).

RECENT ENGAGEMENTS

Conducting a reorganization study of two legal parcels in Napa County on behalf of the Town of Yountville.

Preparing the Municipal Service Review on behalf of Placer County involving the South Placer Municipal Utility District.

Performing a service delivery study for Placer County involving the Placer Vineyards Park and Recreation District.

Assisted in the preparation of the Municipal Service Review on behalf of Alameda LAFCO involving the community services districts in Alameda County.

Assisted with the review of fiscal impacts associated with proposed residential development for communities in the City of Costa Mesa and neighborhood of Orangethorpe.

Facilitated the preparation of the Municipal Service Review on behalf of Siskiyou LAFCO involving the fire protection service providers in Siskiyou County.



SCOPE OF WORK AND METHODOLOGY

PROJECT UNDERSTANDING

RSG understands that the Yolo LAFCO is currently processing a proposal to reorganize the Elkhorn Fire Protection District (“Elkhorn FPD”). This reorganization will result in changes to the District’s boundaries and governance and will involve contracting out the Elkhorn FPD’s services to the cities of West Sacramento and Woodland. RSG will assist with the following services:

- Review the Proposed Plan for Services,
- Confirm LAFCO’s approach to estimating cities’ service costs as a starting point for agency negotiation,
- Compare the cities’ contract costs to existing service areas to inform contract negotiations,
- Compare Elkhorn FPD revenue to proposed costs to determine any financial shortfall,
- Work with LAFCO staff to recommend a plan to address any deficits, and
- Provide reports and presentations to detail RSG’s findings and recommendations.

The Elkhorn FPD currently provides fire suppression and emergency response services to approximately 48 square miles of unincorporated territory east of Woodland and north of West Sacramento. While the district is geographically extensive, the district’s boundaries include approximately 80-90 residents, and two highly trafficked roadways – Interstate 5 and Old River Road.

In July 2022, Yolo LAFCO adopted a Municipal Services Review which recommended the dissolution of the Elkhorn FPD and the annexation of its territory into the Springlake FPD (to be serviced by the City of Woodland under contract) and County Service Area (“CSA”) 9 to be dissolved and annexed into the Elkhorn FPD (to be serviced by the City of West Sacramento). The reorganization aims to minimize response times by geographically dividing the territory.

LAFCO recognizes that volunteer service is not sustainable in the long term, and the Elkhorn FPD submitted an application to dissolve the district on September 26, 2024. Pursuant to its powers under the Cortese-Knox-Hertzberg Act (“CKH Act”), LAFCO is amending the application to reorganize the FPD by:

- Detaching the northern portion of Elkhorn FPD territory and annexing it into the Springlake FPD, with the City of Woodland providing fire services via contract,
- Changing the Elkhorn FPD’s Board of Directors to the Board of Supervisors (LAFCO staff recommends that the FPD be kept intact, but limited to the service territory where West Sacramento is providing contract services),
- Adopting a Sphere of Influence Update for Elkhorn FPD to include the CSA 9 territory south of West Sacramento, and
- Dissolving CSA 9 to annex its territory into the Elkhorn FPD with the City of West Sacramento Fire Department providing fire services via contract.

RSG’s conceptual scope of work is outlined below, but we are open to discussing and refining the scope of work and budget to fit LAFCO staff’s needs. RSG assumed that all meetings, except the final Commission meeting, would be virtual. We are open to discussing alternatives with LAFCO staff.

PHASE I: PRELIMINARY FISCAL ANALYSIS

Phase I consists of several tasks immediately following contract approval, up until the County negotiates proposed contracts on behalf of Elkhorn and Springlake FPDs with the cities. We understand that the preliminary fiscal analysis and draft memorandum will be utilized during the negotiations.

RSG has broken down our approach for this project phase into five (5) tasks.

TASK 1: PROJECT INITIATION

RSG will thoroughly review LAFCO's Proposed Plan for Services before the kickoff meeting. This comprehensive review will ensure that we are well-prepared for the kickoff meeting and can provide informed recommendations.

RSG will initiate the project by scheduling a kickoff meeting with LAFCO staff. During this meeting, we will review the Elkhorn FPD Reorganization Proposal, Scope of Services, and schedule. The agenda for the kickoff meeting will include:

- Introduction and project overview
- Review of Proposed Plan for Services
- Discussion of project objectives and scope
- Identification of known issues and concerns
- Review of the updated project schedule
- Data requests and exchange of contact information
- Preferred methods and frequency of communications
- Next steps and action items

RSG's data request will be discussed during the kickoff meeting, and RSG would follow up with an email outlining the data request and any other actions discussed during the kickoff meeting. Based on a conversation and email exchange with LAFCO staff, RSG understands that LAFCO staff has already begun collecting critical data, which may result in some budget savings during the project initiation phase.

RSG will coordinate with LAFCO staff during the kickoff meeting to determine an appropriate frequency for status updates and progress check ins. We are assuming weekly or biweekly status updates via email. RSG also anticipates several check in meetings with LAFCO staff to ensure alignment and to receive input or feedback on findings and recommendations.

TASK 2: SERVICE COST ANALYSIS

RSG will prepare an analysis to determine each the cost per call type for each city, which is based on the adopted Book of Fees for each city, historical call data, and a 3-year average of Elkhorn FPD's calls from 2022 to 2024. RSG will also review revenues and expenditures outlined in audits and budgets published by each agency. We will estimate the average cost to provide service to the Elkhorn FPD district, and each of the Elkhorn FPD Subareas (identified as Area 1 and 2 in the RFP) per year. Additionally, RSG will compare these costs to the existing service areas outside the jurisdiction of each City, such as CSA 9 (Area 3) for the City of West Sacramento and Springlake FPD north of CR 29 for the City of Woodland.

TASK 3: FISCAL FORECAST

RSG will utilize the conclusions from the cost analysis along with estimated revenues generated by each of the Subareas, to prepare a 3-year forecast for the Subareas, the Springlake FPD (north of CR 29), and CSA 9.

Estimated revenues will be based on each agency's AB8 property tax revenues, and other revenues. RSG will review historical property tax revenue growth rates and use Costar to understand any known developments in the pre-planning, planning, or construction phases within each Subarea that would affect near-term property tax revenue growth.

TASK 4: DRAFT MEMORANDUM

RSG will prepare a memorandum outlining the findings, recommendations, analysis, and methodology. RSG's analysis will support clear and concise findings and recommendations outlined in the memorandum. RSG's summary of the analysis and methodology will include a review of the data used in the analysis as well as any key assumptions.

RSG expects LAFCO staff to complete an administrative review of the memorandum. RSG would revise the memorandum based on LAFCO's review.

TASK 5: REORGANIZATION COMMITTEE MEETING

LAFCO staff would distribute the draft memorandum to the Reorganization Committee. RSG would also virtually attend one Reorganization Committee meeting to present our findings and answer questions about the fiscal analysis and forecast. Depending on the project budget and if LAFCO prefers an in-person meeting, RSG would be happy to attend the Reorganization Committee meeting in-person.

TASK 6: FINAL MEMORANDUM

LAFCO staff would compile redline corrections and comments to the draft memorandum. After receiving feedback on the draft memorandum, RSG would revise and finalize the memorandum for use during negotiations between the County and cities providing contract services. RSG would transmit the final memorandum to LAFCO.

PHASE II: FINAL FISCAL ANALYSIS

RSG understands that the fiscal analysis and draft memorandum generated under Phase I will be used by the County to negotiate proposed contracts on behalf of Elkhorn and Springlake FPDs with the cities. Following negotiations, RSG would complete the tasks outlined under Phase II, including revising the fiscal analysis based on the results of the negotiations, and preparation of a final report.

TASK 7: REVISED FISCAL FORECAST

RSG will evaluate the negotiated terms of the reorganization between the County and cities to determine if there is sufficient revenue for Elkhorn FPD to cover contract costs. We will assess the negotiated terms over a 3-year forecasted period, ensuring that the Elkhorn FPD can sustain reasonable reserve levels. If RSG identifies a shortfall, we will determine the total

impact and work with LAFCO staff to develop financial recommendations to resolve any financial deficit.

RSG would deliver the findings and recommendations of the revised fiscal forecast to LAFCO staff for review. Assuming the revised fiscal forecast indicates that the reorganization would be financial sustainable, RSG would proceed to the next task. RSG's budget and scope of work assumes that the reorganization will be sustainable, and the schedule outlined in this proposal is roughly adhered to. If fiscal sustainability is not achievable, RSG will work with LAFCO staff to determine the next steps.

TASK 8: DRAFT REPORT

RSG would expand on and update the narrative content and 3-year financial forecasts contained in the Final Memorandum (Task 6) based on the results of the negotiation and revised fiscal forecast (Task 7) to create a Draft Report. The Draft Report would include 3-year financial forecasts for each affected district.

We expect LAFCO staff to perform an administrative review of the draft report. RSG will revise the draft report as needed prior to distribution. LAFCO staff would circulate the draft report to the Reorganization Committee. The parties reviewing the draft report may be determined by LAFCO staff.

TASK 9: FINAL REPORT

LAFCO staff will transmit comments or questions to RSG. RSG would revise the report based on feedback from LAFCO and the Reorganization Committee during this stage and issue a Final Report (in PDF and DOCX file types) to LAFCO staff for distribution. RSG would attend the Commission Public Hearing considering the reorganization to answer questions raised by the Commission or the public.

TENTATIVE PROJECT SCHEDULE

Below, RSG has prepared a tentative schedule for completion of the scope of work. The timeline assumes contract approval and execution no later than February 27, 2025 as well as reasonable timeframes for agency response to requests for information and interviews.

We have conservatively estimated the anticipated duration for review of documents, scheduling of meetings, and the negotiation period. We will work with LAFCO staff to ensure that the fiscal analysis is done in an efficient manner.

Phase/Task	Timeline
Phase I	
Task 1: Project Initiation	March 3, 2025
Task 2: Service Cost Analysis	March, 2025
Task 3: Fiscal Forecast	March 2025
Task 4: Draft Memorandum	April 2025
Task 5: Meeting with Reorganization Committee	April 2025
Task 6: Final Memorandum (may vary based on feedback meeting scheduling)	April/May 2025
Phase II	
Assumed Service Contract Negotiation Period	May-June 2025
Task 7: Revised Fiscal Analysis	July 2025
Task 8: Draft Report	August 2025
Task 9: Final Report	September 2025

If awarded the contract, RSG would update the schedule in consultation with LAFCO staff and discuss at the kickoff meeting.

REFERENCES

The projects below demonstrate RSG's recent experience comparable to the services requested in this RFP. We encourage you to contact our references or follow up with additional questions.

SUTTER COUNTY COUNTYWIDE FIRE AND EMERGENCY MEDICAL SERVICES MUNICIPAL SERVICE REVIEW AND SPHERE OF INFLUENCE UPDATE – SUTTER LAFCO

In July 2024, RSG and Planwest began working with Sutter County LAFCO to prepare a Countywide Fire and EMS MSR and SOI Update. The MSR will include review of five agencies, including two fire protection districts, two cities, and Sutter County Fire, which provides fire protection and emergency medical services to four County Service Areas. RSG and Planwest's review will also include coordination with Bi-County Ambulance, a pre-hospital medical care service provider that is outside the purview of LAFCO. We expect to complete the MSR and SOI Update by mid-2025.

Contact: Doug Libby, Executive Officer
Sutter Local Agency Formation Commission
530.822.3231 / dlibby@yubacity.net
1201 Civic Center Blvd, Yuba City, CA 95993

Date of Services: July 2024 – Current

BECKWOURTH PEAK FIRE PROTECTION DISTRICT FORMATION AND SPECIAL TAX – EASTERN PLUMAS COUNTY LOCAL EMERGENCY SERVICES STUDY GROUP (PLUMAS LAFCO, AND PLANWEST PARTNERS, INC.)

RSG contracted with Planwest Partners, Inc. to prepare a feasibility study for a new fire protection district in eastern Plumas County. The City of Portola identified deficiencies in its volunteer fire department in 2017, which resulted in stand down orders, a contract for services with Beckwourth Fire Protection District, and a planning effort to evaluate the level of fire services in the eastern portion of the County. As a result of the planning efforts, four local fire service providers began working together to form a consolidated fire district. RSG's contribution to the feasibility study included evaluation of the historical financial performance for each of the four agencies, an assessment of staffing, facilities, and equipment needs for the new fire district, and the calculations for a new special assessment. In November 2023, voters approved the formation of the Beckwourth Peak Fire Protection District and the special assessment.

Contact: Colette Santsche AICP, Project Manager, Senior Planner and Partner
Planwest Partners, Inc.
1125 16th Street, Suite 200, Arcata, CA 95521
707.825.8260 / colettem@planwestpartners.com
Cary Curtis
Beckwourth Fire Protection District
916.747.6584 / cary.curtis77@gmail.com

Date of Services: October 2021 – December 2022

FOUR CITIES MUNICIPAL SERVICES REVIEW – LA LAFCO

RSG was retained in 2022 by the Local Agency Formation Commission for the County of Los Angeles to provide Municipal Service Review and Sphere of Influence updates for the cities of Bell, Maywood, South El Monte, and Vernon. Our work has also included interviewing the four cities to understand service challenges and opportunities and analyzing budget and audit data to make determinations about fiscal health. The LA LAFCO Commission adopted the MSR and SOI updates in August 2023.

Contact: Paul Novak, Executive Officer
80 South Lake Avenue, Pasadena, CA, 91101
(626) 204-6500/ pnovak@laLAFCO.org

Date of Services: July 2022 – Current

COMPLIANCE WITH RFP REQUIREMENTS

STATEMENT OF COMPLIANCE WITH INSURANCE REQUIREMENTS (EXHIBIT B)

RSG complies fully with the insurance requirements outlined in Exhibit B of the RFP.

ACKNOWLEDGMENT OF ACCEPTANCE (OR ANY EXCEPTIONS) TO THE DRAFT CONTRACT (EXHIBIT C)

RSG acknowledges acceptance of the draft contract in Exhibit C and has no exceptions.

COST PROPOSAL

The assignment would be billed on a time and materials basis, with a grand total not-to-exceed fee of **\$19,700** based on the approach to scope and billing policies herein. Additional services outside the scope of work may require a contract amendment.

Part	Budget
Phase I: Project initiation, service cost analysis, fiscal forecasts, draft memorandum, meetings, and final memorandum	\$14,300
Part 2 – Revised fiscal analysis, draft report, final report	\$5,400
GRAND TOTAL	\$19,700

RSG BILLING RATES & FEE SCHEDULE

Our Billing Rates are as follows:

Principal	\$305
Director	\$295
Senior Associate	\$250
Associate	\$205
Senior Analyst	\$185
Analyst	\$170
Research Assistant	\$145
Technician	\$120
Clerical	\$100
Reimbursable Expenses	Cost plus 10%

RSG does not charge clients for travel or mileage (except direct costs related to field work/surveys), parking, standard telephone/fax expenses, general postage, or incidental copies. However, we do charge for messenger services, overnight shipping/express mail costs and teleconferencing services. We also charge for copies of reports, documents, notices, and support material more than five (5) copies. We bill reimbursable costs at the actual expense plus a 10% surcharge.

RSG issues monthly invoices payable upon receipt, unless otherwise agreed upon in advance. Invoices identify tasks completed to date, hours expended and the hourly rate.

LAFCO

Meeting Date: 02/27/2025

Information

SUBJECT

Elect a Chair and Vice Chair to the Commission to serve one-year terms, beginning March 1, 2025, and ending February 1, 2026

RECOMMENDED ACTION

Elect a Chair and Vice Chair to the Commission to serve one-year terms, beginning March 1, 2025, and ending February 1, 2026.

FISCAL IMPACT

None.

REASONS FOR RECOMMENDED ACTION

Each year, the members of the Commission elect a Chair and Vice Chair to serve a one-year term as stated in the Yolo LAFCo Administrative Policies and Procedures and consistent with state law. The current Chair is City Member Bill Biasi and the current Vice Chair is City Member Gloria Partida.

Attachments

No file(s) attached.

Form Review

Inbox

Christine Crawford

Form Started By: Terri Tuck

Final Approval Date: 02/12/2025

Reviewed By

Christine Crawford

Date

02/12/2025 03:00 PM

Started On: 02/12/2025 11:09 AM

LAFCO

Meeting Date: 02/27/2025

Information

SUBJECT

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

- a. CALAFCO Update
- b. CALAFCO Legislative Summary
- c. Long Range Planning Calendar

Attachments

ATT b-CALAFCO Legislative Summary-Feb 27, 2025

ATT c-02.27.2025 Long Range Planning Calendar

Form Review

Form Started By: Terri Tuck

Final Approval Date: 02/12/2025

Started On: 02/12/2025 10:50 AM



CALAFCO Legislative Summary

LAFCo Meeting February 27, 2025

The legislature reconvened on January 6 and the last day for new legislation to be introduced is February 21. The session gets busier in May with the revised State Budget and committee meetings.

As of February 20, 2025, CALAFCO is only tracking one bill removing the sunset date for teleconferencing procedures, thus extending them indefinitely (see attached log). But more bills will certainly be added this spring.

The CALAFCO Legislative Committee is meeting again and considering what it will include in its omnibus bill. Of note, Yolo LAFCo submitted a recommendation to add a code reference for protest hearing noticing requirements we discovered last year with the PIRMI and Sports Park Reorganization for the City of Woodland.

Please see the attached CALAFCO List of Current Bills dated 2/20/2025.

CALAFCO List of Current Bills 2/20/2025

[AB 259](#)

(Rubio, Blanca D) Open meetings: local agencies: teleconferences.

Current Text: Introduced: 1/16/2025 [html](#) [pdf](#)

Introduced: 1/16/2025

Status: 2/10/2025-Referred to Com. on L. GOV.

Location: 2/10/2025-A. L. GOV.

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

Summary: The Ralph M. Brown Act authorizes the legislative body of a local agency to use teleconferencing, as specified, and requires a legislative body of a local agency that elects to use teleconferencing to comply with specified requirements, including that the local agency post agendas at all teleconference locations, identify each teleconference location in the notice and agenda of the meeting or proceeding, and have each teleconference location be accessible to the public. Current law, until January 1, 2026, authorizes the legislative body of a local agency to use alternative teleconferencing if, during the teleconference meeting, at least a quorum of the members of the legislative body participates in person from a singular physical location clearly identified on the agenda that is open to the public and situated within the boundaries of the territory over which the local agency exercises jurisdiction, and the legislative body complies with prescribed requirements. Current law requires a member to satisfy specified requirements to participate in a meeting remotely pursuant to these alternative teleconferencing provisions, including that specified circumstances apply. Current law establishes limits on the number of meetings a member may participate in solely by teleconference from a remote location pursuant to these alternative teleconferencing provisions, including prohibiting such participation for more than 2 meetings per year if the legislative body regularly meets once per month or less. This bill would remove the January 1, 2026, date from those provisions, thereby extending the alternative teleconferencing procedures indefinitely.

History:

2025

Jan. 16 Read first time. To print.

Jan. 17 From printer. May be heard in committee February 16.

Feb. 10 Referred to Com. on L. GOV.

Position

Watch

CALAFCO Comments: Current law establishes limits on the number of meetings a member may participate in solely by teleconference from a remote location pursuant to these alternative teleconferencing provisions, including prohibiting such participation for more than 2 meetings per year if the legislative body regularly meets once per month or less. As introduced, this bill would rescind Government Code Section Section 54953, which speaks to teleconferencing requirements. It would also strike references to effective dates of January 1, 2026 on other sections.

Total Measures: 1

Total Tracking Forms: 1

2/20/2025 1:03:04 PM



Long Range Meeting Calendar – Tentative Items

February 27, 2025

Meeting Date	Tentative Agenda Items
Mar 2025	<ul style="list-style-type: none"> LAFCo Audit FYs 2022, 2023, and 2024 Consider and adopt LAFCo Annual Work Plan for Fiscal Year 2025/26
Apr 2025	<ul style="list-style-type: none"> Adopt Draft LAFCo Budget for FY2025/26 FY 24/25 Q3 Financial Update
May 2025	<ul style="list-style-type: none"> Adopt Final LAFCo Budget for FY2025/26 Cemetery Services MSR/SOI (6 districts) (placeholder)
Jun 2025	<ul style="list-style-type: none"> Sac-Yolo Port District MSR/SOI (placeholder) EO Performance Evaluation
Jul 2025	<ul style="list-style-type: none"> YECA JPA Service Review (dispatch agency) (placeholder) CALAFCO Board Recruitment CALAFCO Achievement Awards
Sep 2025	<ul style="list-style-type: none"> Elkhorn FPD Reorganization (LAFCo No. 24-02) YCPARMIA JPA Service Review (risk management pool) (placeholder) FY 24/25 Q4 Financial Update

New Applications Received Since Last Meeting

Date Received	Application Name
	None