

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

From: Elisa Carvalho
Assistant Executive Officer

Date: February 28, 2011

Subject: Comprehensive Fiscal Analysis Proposals for the Proposed Dunnigan
Incorporation

Recommended Action

Designate a LAFCO subcommittee with one staff member to review the Comprehensive Fiscal Analysis Proposals for the Proposed Dunnigan Incorporation and direct staff to convene the subcommittee upon payment of outstanding LAFCO fees and deposits by the applicant.

Fiscal Impact

The applicant owes an additional \$878 in LAFCO fees for staff preparation of the Request for Proposals for the CFA and answering related inquiries from interested consultants. The applicant also owes an additional \$8,000 in remaining LAFCO deposit fees for a municipal service review, sphere of influence study, and environmental impact report. The initial \$2,000 deposit provided with the incorporation application has been exhausted.

Reason for Recommended Action

Yolo LAFCO received four proposals in response to its Request for Proposals for a Comprehensive Fiscal Analysis for the Proposed Dunnigan Incorporation. The firms that responded and their cost proposals are listed below.

COMMISSIONERS

★ *Public Member* Olin Woods, Chair ★
★ *County Member* Matt Rexroad, Vice Chair ★
★ *City Members* Stephen Souza, Skip Davies ★ *County Member* Don Saylor ★

ALTERNATE COMMISSIONERS

★ *Public Member* Robert Ramming ★ *City Member* Bill Kristoff ★ *County Member* Jim Provenza ★

STAFF

★ *Executive Officer* Elizabeth Castro Kemper ★ *Assistant Executive Officer* Elisa Carvalho ★
★ *Commission Clerk* Terri Tuck ★ *Commission Counsel* Robyn Truitt Drivon ★

Willdan Financial Services:	\$36,000
Pacific Municipal Consultants (PMC):	\$77,480 (\$87,240 with additional task options)
GST Consulting:	\$81,505
Rosenow Spevacek Group, Inc. (RSG):	\$93,340

Background

The Yolo Local Agency Formation Commission (LAFCO) received the Dunnigan Incorporation application with voter petition and map (LAFCO No. 911) on October 14, 2010. Yolo LAFCO submitted the signatures in the petition to the County Elections office for certification to confirm the required number of signatures. The Elections Office provided a letter to LAFCO on November 29, 2010 certifying that the initial petition did not have a sufficient number of signatures to meet the minimum signature requirements for incorporation.

LAFCO law requires an incorporation petition to be signed by at least 25-percent of the registered voters in the area identified for incorporation. According to the elections office, there are 669 registered voters within the territory proposed for incorporation and a minimum 167 valid signatures were required. The initial petition contained 201 signatures; however, 59 of them were not valid. Twenty-five more valid signatures were required to continue processing the Dunnigan Incorporation proposal.

The applicant filed a supplemental petition with Yolo LAFCO on December 15, 2010 containing more than 25 valid signatures. Pursuant to Government Code section 56706, the applicant had an additional 15 days from the date of notice of insufficiency to file a supplemental petition bearing additional signatures with LAFCO. The Elections Office provided a letter to LAFCO on December 16, 2010 certifying that the supplemental petition did have a sufficient number of signatures to meet the minimum signature requirements for incorporation. The total number of valid signatures required for the Dunnigan Incorporation proposal was 167. The total number of valid signatures on the initial and supplemental petition is 177.

The next step in the process for incorporation is the preparation of a Comprehensive Fiscal Analysis (CFA) by a fiscal consultant. Yolo LAFCO staff prepared a Request for Proposal (RFP) for the CFA. Yolo LAFCO received four proposals in response to the RFP. Funds for consulting contracts are required to be paid to LAFCO, in full, at the time of the consultant selection process. Once a consultant is selected, LAFCO staff will notify the applicant and request the required funds, specified in the chosen proposal, be deposited with LAFCO in full.