

# **Building a Bridge to Somewhere: Toolkits for LAFCOs in Scoping MSR**

CALAFCO Staff Workshop

April 24, 2014

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# In the beginning...



...and then...an IDEA!



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# Why a Checklist?

- Streamline the update process
- Framework for consistent review
- Ensure quality, accuracy and completeness  
(by staff or consultants)
- Consistent approach and format
- If no MSR needed, provides backup
- If MSR is needed, makes update process more efficient



# MSR Checklist “Prototype”

- Modeled after CEQA Initial Study Checklist
- Questions for each required determination based on:
  - CKH
  - OPR MSR Guidelines
  - Local Yolo LAFCo policy
  - Made it up as we went along
- Intended for staff to prepare, not outsiders
- Needs to be adapted to your local conditions and policies
- Consider Commission adoption of the checklist



#### 4. FINANCIAL ABILITY

Financial ability of agencies to provide services.

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

#### Discussion:

a) **Budget:**

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

Discuss whether the organization has regular independent audits.

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



# LAFCo Checklist Determinations

- Preliminarily assess need for an update
- Guides LAFCo to find that either:
  - No MSR update is needed (provides backup)
  - MSR update is needed (provides backup or can be the MSR itself)
  - Scope of the MSR update (provides backup)
  - Find that a SOI update is warranted or not (provides backup)



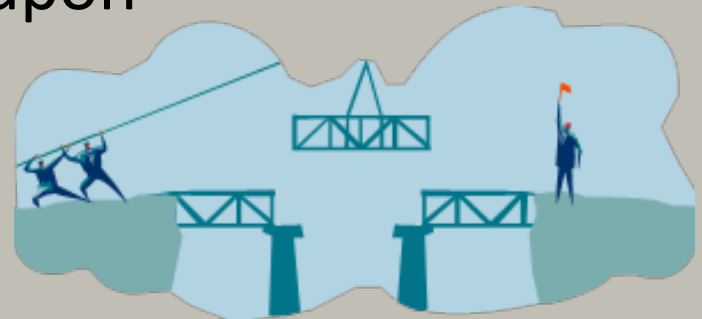
# Checklist Form Uses

- Use it as backup when:
  - No MSR needed
  - Scope of the MSR  
(early in process to “scope out” certain determinations or frame issues for a larger study)
  - No SOI warranted
- Use it as MSR/SOI document itself



# Group Discussion

- Things to keep in mind:
  - Evolving document
  - Can definitely be improved upon
  - Its not perfect!



- Download the template at:

<http://www.yolocounty.org/general-government/yolo-lafco/lafco-studies/msr-soi-studies>

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# Thank you!

## Yolo LAFCo:

Christine Crawford, Executive Officer  
Tracey Dickinson, Management Analyst  
Terri Tuck, Commission Clerk

Office - (530) 666-6048

Email – [lafco@yolocounty.org](mailto:lafco@yolocounty.org)

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