



# MUNICIPAL SERVICE REVIEW LAFCO QUESTIONNAIRE

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## 1. Background

<b>Agency Information</b>	
District Name:	
Title:	
Address:	
City, Zip:	
Phone:	
Email:	
Website:	
Administrator Name:	
Administrator Title:	
Contact information:	

<b>District Profile</b>	
Agency's Principal Act:	
Total Number of Employees:	
Acreage/Sq. Miles within Agency:	
Total Population within Agency:	
Total Registered Voters within Agency:	
Awards and Recognition: <i>Please feel free to mention any awards or recognition the agency has received.</i>	

**Background/Context Information**

Check here if provided as an attachment.

Mission Statement:

Describe the District's Setting (Attach Map):

History:

**Growth and Population Projections**

*This provides the public with a "snapshot" of your community.*

Check her if provided as an attachment.

What is the current level of demand for services?

What is the projected demand for services?

Please provide growth rate and population projections.
Please provide any other information relevant to planning for future growth or changing demographics.

## 2. District Governance and Information

<b>Board of Director Information</b>	
<input type="checkbox"/> Check here if provided as an attachment.	
Name:	
Title:	
Year First on Board:	
Date Term Expires:	
Name:	
Title:	
Year First on Board:	
Date Term Expires:	
Name:	
Title:	
Year First on Board:	
Date Term Expires:	
Name:	
Title:	
Year First on Board:	
Date Term Expires:	
Name:	
Title:	
Year First on Board:	
Date Term Expires:	

Title:	
Year First on Board:	
Date Term Expires:	

<b>Overview</b> <input type="checkbox"/> Check here if provided as an attachment.
How many directors are currently serving on your agency board?
What is the nature/length of terms?
Are directors elected or appointed?
Are elections or appointments at large, or by district?
What should LAFCo know about what the impacts to the district would be if it were to annex or consolidate with a neighbor or contract out services with another district?
Besides finances, what issue would lead your district to consider annexation, consolidation or contracting out?

Does your board receive any type of compensation for the following? <i>(check all that apply)</i>
<input type="checkbox"/> Meeting attendance stipend (include amount)
<input type="checkbox"/> Health benefits
<input type="checkbox"/> Retirement
<input type="checkbox"/> Mileage – [rate and qualifications (board meetings, other events /meetings?)]

<p>Does your agency have any difficulty in attracting candidates to run for your board of directors?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p>Do your directors typically run unopposed or were the seats regularly contested for the majority of the past five elections?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p>Has your board discussed the issue of consolidation, annexation or contracting out at a board meeting?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p>If Applicable - Have you considered whether joining a regional fire and emergency services agency would serve the needs of your community better than remaining independent?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>Explain:</p>

<p><b><u>Accountability for Community Service Needs</u></b>  <i>(including Governmental Structure and Operational Efficiencies)</i></p> <p><input type="checkbox"/> Check here if provided as an attachment.</p>	
<p>Where, and how frequently does the governing board meet?</p>	
<p>Describe rules, procedures, and programs for public notification of agency operations, meetings, programs, etc.</p>	
<p>How is public participation encouraged?</p>	

<p>Are meetings accessible to the public, i.e., evening meetings, adequate meeting space, etc.?</p>	
<p>Describe public education/outreach efforts, (i.e., newsletters, bill inserts, website, etc.)</p>	
<p>Describe level of public participation, and ways that staff and Directors are accessible to the public.</p>	
<p>Describe ability of public to access information and agency reports.</p>	
<p>Describe any opportunities to eliminate service islands, peninsulas and other illogical service areas.</p>	





<b>Total</b>					

<p><b>Rates, Fees, Charges, and Assessments</b></p> <p><input type="checkbox"/> Check here if provided as an attachment.</p>
Describe the rate setting methodology.
Explain constraints associated with agency's ability to generate revenue. What options are available – special assessments/ special taxes/ increases in sales tax/impact fees/grants, etc.?
Please provide a comparison of rates and charges with similar service providers (favorable or less so):
Describe revenue constraints.

**Assets, Liabilities, Debt, Equity, and Reserves**

Check here if provided as an attachment.

Provide the Book Value of Assets.

Provide a list of equipment, land, and other fixed assets.

Provide a summary of long term debt and liabilities.

Explain the agency's bond rating; discuss reason for rating. Discuss amount and use of existing debt. Describe proposed financing and debt requirements.

Describe policies and procedures for investment practices.

Describe policies and procedures for establishing and maintaining reserves/retained earnings.

**Special Taxes/Assessments Levied by Your District**

Check here if provided as an attachment.

Adoption Date:

Developed Parcel

Undeveloped Parcel

Assessments:		
Taxes:		
Adoption Date:	Developed Parcel	Undeveloped Parcel
Assessments:		
Taxes:		
Adoption Date:	Developed Parcel	Undeveloped Parcel
Assessments:		
Taxes:		
Adoption Date:	Developed Parcel	Undeveloped Parcel
Assessments:		
Taxes:		

## 4. Infrastructure

<p><b><u>Infrastructure Needs</u></b></p> <p><input type="checkbox"/> Check here if provided as an attachment.</p>
Describe the district's Capital Improvement Program.
Does the district fund facility and equipment costs from a separate account, or from general reserves?
Does the district have an assessment of its facility(ies), indicating necessary maintenance and upgrades? (e.g. major repair, seismic retrofit, ADA access compliance, installation of living quarters)
Define the district's deferred maintenance strategy.

Describe policies and practices for depreciation and replacement of infrastructure.
How will new or upgraded infrastructure and deferred maintenance be financed?
List infrastructure deficiencies if any; indicate if deficiencies have resulted in permit or other regulatory violations.
If necessary – Explain how the deficiencies will be addressed.

<b><u>Present and Planned Capacity of Public Facilities</u></b> <input type="checkbox"/> Check here if provided as an attachment
What is the current and projected service capacity?
What is the level of adequacy of services and facilities to serve current and future population?

What performance measures are used by the District to determine service adequacy?

**Status of and Opportunities for Innovation and Shared Facilities**  
 Check here if provided as an attachment

Describe existing and/or potential shared facilities, infrastructure, and staff. Describe any joint power agreements or other agreements for sharing resources with other agencies.

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Describe existing and/or potential joint use planning.

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Describe existing and/or potential duplication with existing or planned facilities or services with other agencies.

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Describe availability of any excess capacity to serve customers or other agencies.

Describe any economies of scale in shared purchasing power, and any other cost-sharing opportunities that can be implemented by joint use or sharing resources.

Describe any duplication (overlap), or gaps in services or boundaries.

Describe ongoing cost avoidance practices. (For example, if you hire contract vs. in-house employees, is the bidding process cost effective and efficient)?

Describe any opportunities to reduce overhead and operational costs.

Describe any opportunities to reduce duplication of infrastructure.

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Identify any areas outside agency boundary which could be efficiently served by existing or proposed agency facilities.

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Identify any areas within agency boundary which could be more efficiently served by another agency.

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Are your service plans compatible with those of other local agencies?

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## 5. Staffing/Employment

<b>Number of Employees</b>	
Number of Full Time Employees	
Number of Part Time Employees	
Number of Seasonal Positions	

<b>Staffing Structure</b>
Describe the district's management structure:
Please describe the employment structure:
Provide the district's pay/salary schedule:
What is the district's total unfunded pension liability?
Are salaries and pay scales comparable/ competitive with regional and industry standards?
Please attach an organization chart
Is organization structure similar with like service providers?



List the type and purpose of contracts and consultants.

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## 6. Disadvantaged Communities

**Describe the location and characteristics of any disadvantaged communities within or near service area**

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## 7. Issues, Concerns and Opportunities

**Please provide information regarding any issues or concerns related to operations (financial, managerial, legal, organizational, etc.)**

Check here if provided as an attachment

Compliance with Environmental Justice requirements.

*LAFCo's definition of "environmental justice" means the fair treatment of people of all races, cultures, and incomes with respect to the location of public facilities and the provision of public services.*

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Describe the District's compliance with regulatory reporting requirements.

Describe the District's compliance with regulatory agencies and public health and safety issues.

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**Prepared By**

Name	Signature	Date

**Attachments**

- Attachment 1
- Attachment 2
- Attachment 3
- Attachment 4
- Attachment 5
- Attachment 6
- Attachment 7