



Shasta LAFCO

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Request for Information

Section A - Assignment/Certification

Agency Name: _____

Street & Mailing Address: _____

Telephone No. _____ Fax No. _____ e-mail: _____

The undersigned *DOES HEREBY CERTIFY* that the information provided hereunder and in the attachments is, to the fullest extent possible, complete and accurate and submitted in compliance with GCS 56386:

RFI Completed By: (Print Name) _____
(Title) _____
(Signature) _____
Date: _____

Section B - Agency Profile

1. Year Agency Established/Incorporated/Formed: _____
2. Principal Act Under Which District Formed: _____
3. Total Number of Agency Employees: _____
4. Acreage/Square Miles Within Agency: _____
5. Total Population Within Agency: _____ Population Date/Source: _____

Please provide a narrative history of the agency, including any knowledge of formation, historic decisions and major changes or reorganizations to the agency.

Section C - Reports, Plans, Maps, Etc.

Please provide copies of the following; if not available, please explain.

Reports, Plans, etc.

- A. Mission Statement
- B. Current Organization Chart
- C. Most Recent Adopted Budget
- D. Most Recent Audit Report
- E. Annual Report & Strategic Plan
- F. Recent Newsletters, Bulletins, etc.

Maps (contact LAFCO regarding level of detail)

- A. Large display map depicting agency boundaries.
- B. Reproducible (11"x17" or less) of agency boundaries.
- C. Reproducible (11"x17" or less) vicinity map depicting agency in proximity to nearest community center, city, or geographical sector of Shasta County.
- D. Any additional maps that may be useful.

Section D – Infrastructure, Facilities, Services

This section is to address each of the following: Police Protection, Fire Protection, Streets and Traffic Circulation, Water, Wastewater (Sanitary Sewer), Power Generation and Distribution, Solid Waste Collection and Disposal, Storm Water Drainage, Land Use Planning. Provide a narrative discussion and attach copies of related plans and exhibits.

- 1. For each of the listed services provided by the agency, how are infrastructure needs determined? Provide copies of capital improvement/master plans that address infrastructure.

- 2. Provide schedules for infrastructure replacements and upgrades; explain how schedules are being met.

- 3. How will the new or upgraded infrastructure be financed?

- 4. List and discuss infrastructure deficiencies; indicate if deficiencies have resulted in permit or other regulatory violations; explain how deficiencies will be addressed.

- 5. Describe capital facilities that are underutilized; explain how underutilized facilities could be shared with other agencies.

- 6. How are services needs forecast?

- 7. How are growth/population projections integrated with plans for future services?

- 8. Provide maps of service areas/zones for services that are provided less than agency wide.

9. Describe any variance or inequity in levels of services provided to customers. Explain why unequal services levels are present.

10. Identify areas within agency boundary that could be more efficiently served by another agency.

11. Identify areas outside agency boundary that could be efficiently served by agency facilities.

12. Describe proposed or pending development that would require agency services; include a list of anticipated jurisdictional boundary changes (i.e., annexations) necessary to extend services to proposed or pending development; provide maps showing location of development.

13. Describe joint powers agreements or other arrangements for sharing facilities, infrastructure, or services with other agencies.

14. Provide the parcel numbers of properties receiving agency services *which are outside the agency jurisdictional boundary*; provide a map showing parcel-to-agency boundary relationship; list type of service provided, date commenced, and when annexation is expected.

15. Explain agency policies and procedures that establish priorities for directing services to infill areas.

16. Describe provisions for providing services in emergency situations (i.e., storage capacity, number of days that services can be provided, etc.)

Section E - Administration, Management, Operations

Respond to the following in the context of the services listed under Section C.

1. List number of employees of agency and/or department providing each infrastructure service by category (i.e., executive, management, professional, operational, etc.).

2. Describe internal staff and/or operational reorganizations within the past three years; list job titles or positions which have been eliminated or created; provide pre- and post-reorganization charts.

3. List number of annual terminations, resignations, and retirements that have occurred in each category for the preceding three years.

4. Describe positions that have remained vacant during the past three years.

5. Describe agency policies, rules, and procedures that regulate communications between elected officials and employees.

6. Describe level that elected officials can be involved in agency and/or departmental administrative, management and personnel matters; provide details of changes in involvement which have occurred during the past three years.

7. Describe administrative/management/operational functions that are provided to the agency by private organizations or other public agencies; explain management efficiencies and/or cost avoidance opportunities gained by these arrangements.

8. Describe cooperative arrangements with other agencies that produce administrative, management, and/or operational efficiencies.

9. Describe policies for employee and contractor performance incentives.

10. Explain policies and procedures for competitive bidding and sole source procurement. Describe sole-source services provided during the past three years.

11. What awards or recognitions has the agency or service-providing department received in the past three years? Explain why awarded.

Section F - Fiscal

Respond to the following in the context of the services listed under Section C.

1. Describe all revenue sources (i.e., property taxes, special taxes, service charges, fees, assessments, grants, etc.) to provide and finance infrastructure services.

2. Explain agency constraints to generate revenues to finance infrastructure services.

3. Describe policies and procedures for limiting expenditures; note which policies and procedures require board/council approval before implementation.

4. Explain the agency's bond rating; discuss basis for rating.

- 5. Describe policies and procedures for investment practices.

- 6. Describe policies and procedures for establishing and maintaining reserves/retained earnings. What is the dollar limit of reserves/retained earnings? What is the ratio of undesignated contingency and emergency reserves to annual gross revenue?

- 7. Explain any variances in rates, fees, taxes, etc. which are charged to agency customers.

- 8. Explain policies and procedures for fee rebates, tax credits, or other relief given to agency customers. Provide details of any rebates, etc. issued during the past three years.

- 9. Discuss increases or decreases in rates, fees, taxes, or other charges that have been implemented during the past three years.

- 10. Discuss opportunities for rate restructuring.

- 11. Describe other policies and practices for depreciations and replacement of infrastructure.

Section G – Governance

- 1. Explain the composition of agency’s governing body; if a district, indicate if elections or appointments are at-large or by defined sector of the district.

2. Provide an *eight-year* history of agency election and appointment results. Has the agency had difficulty in establishing a slate of candidates for election?

3. Explain compensation and benefits provided to the governing body.

4. How frequently does the governing body meet? How many agency meetings have been cancelled in the last three years?

5. Describe rules, procedures, and programs for public notification of agency operations, meetings, programs, etc. How is public participation encouraged? Are meetings accessible to the public, i.e. evening meetings, adequate meeting space, etc.?

6. Have there been violations or investigations within the past three years relative to the Ralph M. Brown Act and/or the Political Reform Act? Describe any grand jury or law enforcement investigations and the outcome.

7. Describe the agency’s prior involvement in a reorganization (i.e. consolidation, merger, etc.), if applicable. Explain opportunities and obstacles for future reorganizations. Provide copies of any relevant studies on reorganization that the agency has conducted, and summarize options.

Section H – Additional Information

1. Please provide any additional information that Shasta LAFCO should evaluate as part of their review of municipal services provided by your agency.

2. Indicate any information relevant to Shasta LAFCO’s review of municipal services provided by your agency that should be obtained from other agencies.

3. Please specify the amount of staff time and costs associated with providing responses to this Request for Information.

4. *Optional:* Please feel free to state your understanding of the purpose of the municipal services reviews, as well as your opinion as to the value of the project in terms of providing a tool for evaluating services needs.
