

YOLO LOCAL AGENCY FORMATION COMMISSION

Regular Meeting AGENDA

March 22, 2018 - 9:00 a.m.

BOARD OF SUPERVISORS CHAMBERS

625 COURT STREET, ROOM 206
WOODLAND, CALIFORNIA 95695

COMMISSIONERS

OLIN WOODS, CHAIR (PUBLIC MEMBER)
MATT REXROAD, VICE CHAIR (COUNTY MEMBER)
WADE COWAN (CITY MEMBER)
DON SAYLOR (COUNTY MEMBER)
WILL ARNOLD (CITY MEMBER)

ALTERNATE COMMISSIONERS

RICHARD DELIBERTY (PUBLIC MEMBER)
JIM PROVENZA (COUNTY MEMBER)
SKIP DAVIES (CITY MEMBER)

CHRISTINE CRAWFORD
EXECUTIVE OFFICER

ERIC MAY
COMMISSION COUNSEL

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 at www.yololafco.org/lafco-meetings.

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. All written materials received by staff 72 hours before the hearing will be distributed to the Commission. If you wish to submit written material at the hearing, please supply 10 copies.

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

Any person, or combination of persons, who make expenditures for political purposes of \$1,000 or more in support of, or in opposition to, a matter heard by the Commission must disclose this fact in accordance with the Political Reform Act.

CALL TO ORDER

1. Pledge of Allegiance
2. Roll Call
3. Public Comment: Opportunity for members of the public to address the Yolo County Local Agency Formation Commission (LAFCo) on subjects not otherwise on the agenda relating to LAFCo business. The Commission reserves the right to impose a reasonable limit on time afforded to any topic or to any individual speaker.

CONSENT AGENDA

4. Approve the LAFCo Meeting Minutes of February 22, 2018

REGULAR AGENDA

5. Consider and adopt the LAFCo Annual Work Plan for fiscal year 2018/19

PUBLIC HEARINGS

6. Consider and adopt the proposed LAFCo Budget for fiscal year 2018/19 and set May 24, 2018 as the public hearing date to approve the final budget

EXECUTIVE OFFICER'S REPORT

7. A report by the Executive Officer on recent events relevant to the Commission and an update of Yolo LAFCo staff activity for the month. The Commission or any individual Commissioner may request that action be taken on any item listed.
 - CALAFCO Staff Workshop - April 11-13, 2018, San Rafael
 - New Yolo LAFCo website launches
 - EO Activity Report - February 19 through March 16, 2018

COMMISSIONER REPORTS

8. 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

9. Adjourn to the next Regular LAFCo Meeting on April 26, 2018

I declare under penalty of perjury that the foregoing agenda was posted by 5:00 p.m. on Friday, March 16, 2018, at the following places:

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

Terri Tuck, Clerk
Yolo County LAFCo

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 telephone or otherwise 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 County LAFCo
625 Court Street, Room 203
Woodland, CA 95695

Consent 4.

LAFCO

Meeting Date: 03/22/2018

Information

SUBJECT

Approve the LAFCo Meeting Minutes of February 22, 2018

RECOMMENDED ACTION

Approve the LAFCo Meeting Minutes of February 22, 2018.

Attachments

LAFCo Meeting Minutes 02/22/18

Form Review

Form Started By: Terri Tuck
Final Approval Date: 03/15/2018

Started On: 03/15/2018 02:23 PM

YOLO LOCAL AGENCY FORMATION COMMISSION

MEETING MINUTES

February 22, 2018

The Yolo Local Agency Formation Commission met on the 22nd day of February 2018, 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 Public Member Olin Woods, County Members Matt Rexroad and Don Saylor, and City Members Wade Cowan and Will Arnold. Others present were Alternate Public Member Richard DeLiberty, Alternate City Member Skip Davies, Executive Officer Christine Crawford, Analyst Sarah Kirchgessner, Clerk Terri Tuck, and Counsel Eric May.

CALL TO ORDER

Chair Woods called the Meeting to order at 9:01 a.m.

Item № 1 Pledge

Sarah Kirchgessner, LAFCo Analyst, led the Pledge of Allegiance.

Item № 2 Roll Call

PRESENT: Arnold, Cowan, Rexroad, Saylor, Woods ABSENT: None

Item № 3 Public Comments

None

CONSENT

Item № 4 Approve the LAFCo Meeting Minutes of December 7, 2017

Item № 6 Review and file Fiscal Year 2017/18 Second Quarter Financial Update

Item № 7 Correspondence

Minute Order 2018-01: Approved recommended action Items 4, 6, and 7. Item 5 was pulled from Consent for discussion.

Approved by the following vote:

MOTION: Rexroad SECOND: Arnold

AYES: Arnold, Cowan, Rexroad, Saylor, Woods

NOES: None

ABSTAIN: None

ABSENT: None

Item № 5 **Review and file the Yolo LAFCo Financial Statement for Fiscal Year 2016/17 prepared by the Yolo County Department of Financial Services**

Minute Order 2018-02: This item was pulled from Consent by the Chair for clarification on pension liabilities. After discussion and comments from Josh Iverson, Accounting Manager for the Yolo County Department of Financial Services, the item was approved.

Approved by the following vote:

MOTION: Saylor SECOND: Rexroad
AYES: Arnold, Cowan, Rexroad, Saylor, Woods
NOES: None
ABSTAIN: None
ABSENT: None

PUBLIC HEARING

Item № 8 **Consider approval of Resolution 2018-01 adopting the Municipal Service Review (MSR) for the Yolo County Reclamation Districts/Local Maintaining Agencies and approving the Sphere of Influence Update for Reclamation District 537 (LAFCo No. S-046)**

After an overview report by staff, the Chair opened the Public Hearing. Comments were made by Dan Ramos, President and Trustee for Reclamation District (RD) 827; Kenric Jameson, Manager for RD 900; Tom Ramos, Trustee for RD 537; Melinda Terry, resident of West Sacramento; Mayor Cabaldon, City of West Sacramento; and, Stephen Heringer, Trustee for RD 999.

Minute Order 2018-03: After discussion, the recommended actions were approved by finding that the project is exempt from environmental review pursuant to CEQA Guidelines Section 15061(b)(3), adopting **Resolution 2018-01** approving the Sphere of Influence Update for Reclamation District 537 and the Municipal Service Review and Sphere of Influence Update for the Yolo County Reclamation Districts/Local Maintaining Agencies, subject to the findings and conditions contained in the resolution.

Approved by the following vote:

MOTION: Saylor SECOND: Arnold
AYES: Arnold, Cowan, Rexroad, Saylor, Woods
NOES: None
ABSTAIN: None
ABSENT: None

Item № 9 **Executive Officer's Report**

The Commission was given written reports of the Executive Officer's activities for the period of December 4, 2017 through February 16, 2018, and was verbally updated on recent events relevant to the Commission.

Staff remarked that the City Selection Committee recently met and named Woodland Councilmember Skip Davies as LAFCos Alternate City Member, replacing Councilmember Angel Barajas through April 30, 2018.

Additionally, staff commented that beginning the first of May, the City of Winters will go off LAFCo and Woodland will become a Regular Member for a four-year term. The City Selection Committee has chosen Councilmember Tom Stallard to represent Woodland. Babs Sandeen has been named as the Alternate City Member representing the City of West Sacramento. Historically, this is a collegial rotation agreed upon by the Commission, it is not required in state law.

Staff noted the Executive Officer would be flying to San Diego tomorrow to attend the CALAFCO Board meeting as part of her Deputy Executive Director duties for CALAFCO.

It was noted that next Wednesday staff would be presenting a website demonstration for special districts, encouraging more districts to have websites for online transparency purposes. Staff stated that there were 16 districts signed up to attend the meeting.

Staff remarked that the Executive Officer purchased a Surface Pro tablet for LAFCo use and for CALAFCO duties as Deputy Executive Officer. As a CALAFCO staff member, the EO receives an annual stipend from CALAFCO, which is how the tablet would be paid for.

Item № 10 **Commissioner Reports**

Commissioner Saylor commented that the County will be placing a cannabis tax measure on the June ballot.

Item № 11 **Adjournment**

Minute Order 2018-04: By order of the Chair, the meeting was adjourned at 10:46 a.m. to the next Regular LAFCo Meeting on March 22, 2018.

Olin Woods, Chair
Local Agency Formation Commission
County of Yolo, State of California

ATTEST:

Terri Tuck
Clerk to the Commission

Regular 5.

LAFCO

Meeting Date: 03/22/2018

Information

SUBJECT

Consider and adopt the LAFCo Annual Work Plan for fiscal year 2018/19

RECOMMENDED ACTION

Consider and adopt the LAFCo Annual Work Plan for fiscal year 2018/19.

FISCAL IMPACT

The cost for undertaking the Annual Work Plan is included in LAFCo's draft budget.

REASONS FOR RECOMMENDED ACTION

This information is provided to the Commission in order to obtain feedback and direction on work priorities for fiscal year (FY) 2018/19. The draft budget is also being presented at this meeting to implement this work plan. If there are any changes directed for the work plan, staff will return with a final budget at the May 24, 2018 meeting making any needed changes to implement the Commission's direction.

BACKGROUND

The Work Management Plan is separated into two major sections: LAFCo and Shared Services. The LAFCo section addresses the workload involved in maintaining the legally mandated MSR/SOI (Municipal Services Review/Sphere of Influence) updates, applications, policy analysis and administrative duties associated with our LAFCo function. Shared Services reflects our proactive and evolving commitment to the Shared Services Program for agencies countywide and promoting agency collaboration.

LAFCO PROJECTS

MSR/SOI Updates Scheduled for Completion 2018/19

The following agencies are slated for MSR/SOI Updates this next fiscal year:

- Sacramento-Yolo Port District
- Dunnigan Water District
- Yolo County Flood Control and Water Conservation District
- Wild Wings County Service Area #14
- Yolo County Public Agency Risk Management Insurance Authority (YCPARMIA) JPA

Reorganization Applications

There are no applications currently in process, however the following are anticipated:

- Elkhorn Reclamation Districts Consolidation – Staff is expecting an application to consolidate three of the Elkhorn area reclamation districts at their request.
- City of Davis - The West Davis Active Adult Community (subdivision near Sutter Hospital) is going to the ballot for voter approval June 5, 2018. If approved, an annexation application would be submitted to LAFCo. The project is already within the City's sphere of influence.
- City of Woodland - Staff is expecting the following applications from the City of Woodland potentially this next fiscal year:
 - Woodland Research and Technology Park Annexation (near SR 113 and CR 25A);
 - Woodland Commerce Center Annexation (industrial area); and
 - Ashley/Main Detachment from Willow Oak FPD (clean up item).
- City of West Sacramento - Reorganization of RD 537 and RD 900 as subsidiary districts.
- LAFCo - As a follow up item to the recent MSR, there are two inactive Reclamation Districts that need to be dissolved.

SHARED SERVICES

MSRs for Selected JPAs

LAFCo has incorporated the following seven JPAs into its MSR/SOI Update Schedule (spread over five years):

- Yolo Emergency Communications Agency (YECA)
- Yolo County Public Agency Risk Management Insurance Authority (YCPARMIA)
- Woodland-Davis Clean Water Agency
- West Sacramento Area Flood Control Agency (WSAFCA)
- Yolo Habitat Conservancy (YHC)
- Valley Clean Energy Alliance (VCEA)
- Yolo Groundwater Sustainability Agency

Web Transparency Score Cards

The scorecard will review and create a report on the website content for the following agencies:

- Cities/County (5)
- Special Districts (49)
- Joint Powers Authorities (17 local)

Staff has rolled out the framework of this process anticipated to occur each calendar year, determining transparency measurement criteria and notifying every agency of the criteria, process and timeline as follows:

- 1st Quarter 2018 - agency outreach
- 2nd Quarter 2018 - preliminary review of agency websites
- 3rd Quarter 2018 - agency work on compliance
- 4th Quarter 2018 - LAFCo final review and issue report

Staff also recently conducted a website demonstration for the many special districts that do not already have websites. The California Special Districts Association is sponsoring its own legislation this year that would require districts to have websites unless there is a hardship.

Broadband

Staff will continue to facilitate implementation of the Yolo Broadband Strategic Plan by each city and the County including: continuing the Broadband Working Group as a steering committee, assisting with any additional studies or grants to provide continuity, and helping to market the cities and County to existing and potential new broadband providers. Staff actively participates on the City of Davis Broadband Advisory Task Force as Vice Chair and also participates in the staff level Yolo County broadband task force.

Other Shared Services-Convener Items

Other "LAFCo as convener"- type activities are anticipated to include:

- YED-Talks - Staff will continue to coordinate the YED Summits two times per year with the planning committee including developing topics, agendas and lining up speakers.
- SACOG New Initiatives Task Force - Staff will continue to attend meetings of the SACOG Shared Services & New Initiatives Task Force (although they have not been scheduled for some time).
- County-City 2x2s - Staff continues to monitor these agendas and attends whenever there is a discussion topic germane to LAFCo.

Attachments

ATT 1-FY2018/19 MSR/SOI Update Work Plan

ATT 2-Letter Re LAFCo Web Transparency Scorecard Process-Jan2018

Form Review

Inbox

Christine Crawford (Originator)

Form Started By: Christine Crawford

Final Approval Date: 03/14/2018

Reviewed By

Christine Crawford

Date

03/14/2018 11:17 AM

Started On: 03/01/2018 02:07 PM

FY 2018/19 MSR/SOI Update Schedule - DRAFT			
FY Scheduled	City/District/JPA	Last MSR Adopted	FY Next MSR Due (every 5 yrs)
2018/19	Sac - Yolo Port District	6/22/2009	2013/14
	Dunnigan Water District	10/24/2013	2018/19
	Yolo County Flood Control & Water Conservation District		
	Wild Wings County Service Area #14	6/26/2014	2018/19
	YC Public Agency Risk Mgmt. Insurance Authority (YCPARMIA) JPA	n/a	
2019/20	Cacheville Community Services District	7/24/2014	2019/20
	Knights Landing Community Services District	12/4/2014	2019/20
	Esparto Community Services District	7/23/2015	2020/21
	Madison Community Services District		
	Yolo County Resource Conservation District	2/26/2015	2019/20
	Woodland-Davis Clean Water Agency JPA	n/a	
	WS Area Flood Control Agency (West SAFCA) JPA	n/a	
2020/21	Capay Fire Protection District	4/28/2016	2020/21
	Clarksburg Fire Protection District		
	Dunnigan Fire Protection District		
	East Davis Fire Protection District		
	Elkhorn Fire Protection District		
	Esparto Fire Protection District		
	Knights Landing Fire Protection District		
	Madison Fire Protection District		
	No Man's Land Fire Protection District		
	Springlake Fire Protection District		
	West Plainfield Fire Protection District		
	Willow Oak Fire Protection District		
	Winters Fire Protection District		
	Yolo Fire Protection District		
	Zamora Fire Protection District		
	City of Davis	5/26/2016	2020/21
	El Macero County Service Area		
	Willowbank County Service Area		
	North Davis Meadows County Service Area	3/24/2016	2020/21
	City of Winters		
	Yolo Habitat Conservancy JPA	n/a	
2021/22	Dunnigan County Service Area	4/27/2017	2021/22
	Capay Cemetery District	7/27/2017	2021/22
	Cottonwood Cemetery District		
	Knights Landing Cemetery District		
	Mary's Cemetery District		
	Winters Cemetery District		
	Davis Cemetery District		
	City of West Sacramento	3/23/2017	2021/22
	Valley Clean Energy Alliance JPA	n/a	
	Yolo Subbasin Groundwater Authority JPA	n/a	

YOLO
LOCAL
AGENCY
FORMATION
COMMISSION

COMMISSION
CHAIR
OLIN WOODS
Public Member

VICE CHAIR
MATT REXROAD
Supervisor – 3rd District

WADE COWAN
Mayor
City of Winters

DON SAYLOR
Supervisor – 2nd District

WILL ARNOLD
Councilmember
City of Davis

ALTERNATES
RICHARD DELIBERTY
Public Member

JIM PROVENZA
Supervisor – 4th District

ANGEL BARAJAS
Mayor
City of Woodland

STAFF
CHRISTINE M. CRAWFORD, AICP
Executive Officer

SARAH KIRCHGESSNER
Management Analyst

TERRI TUCK
Clerk to the Commission

LEGAL COUNSEL
ERIC MAY

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Item 5-ATT 2



To: Cities, County, Special Districts and JPAs Countywide

From: Christine Crawford, LAFCo Executive Officer

Re: Yolo Local Government Web Transparency Scorecard – New LAFCo Program and Process Information for Agencies

Date: January 9, 2018

This letter is intended to make your agency aware that Yolo LAFCo is embarking on an annual process to create a “web transparency scorecard” modeled after ones developed in other counties. LAFCo is advancing collective efforts to promote public agency transparency and accountability with local government.

Why?

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.

How?

We will achieve this by:

- Developing a scorecard measuring local agency website transparency, performed on an annual basis.
- Using a common checklist of information used to measure the level of transparency in local agency websites (see attached checklist).
- Ensuring that city/county websites are a model for other local government agencies to follow.
- Encouraging local special districts and joint powers agencies/authorities (JPAs) to create a website presence if they do not already have one.

If your agency does not already have a website, please see the attached flyer regarding upcoming demos on February 28th either in person OR via webinar.

LAFCo Web Transparency Scorecard Process/Timeline

The matrix below provides a rough outline of LAFCo’s anticipated process and timeline:

Timeline	Milestone
Q1 = Jan-March 2018	<ul style="list-style-type: none"> • Outreach and education with cities, county, special districts and JPAs regarding program. • Encouraging websites for agencies that do not already have one.

Timeline	Milestone
Q2 = April-June 2018	<ul style="list-style-type: none"> • LAFCo preliminary review of agency websites. • Letter to agencies informing them of any website content that should be added.
Q3 = July – Sept 2018	<ul style="list-style-type: none"> • Time for agencies to work on websites and/or add content.
Q4 = Oct – Dec 2018	<ul style="list-style-type: none"> • LAFCo subsequent review of agency websites. • Scorecard report prepared.

Next Steps

1. Website template demo on Wednesday, February 28th, 2018 (see attached flyer):
 - a. 9:00am – 10:30am for an in-person demonstration at the County Administration Building; and/or
 - b. 11:00am – 12:00pm for a webinar demonstration (to be recorded and posted for later viewing).
2. Between April – June 2018, each agency will receive a letter from LAFCo indicating what we found in our preliminary review of the agency's website and a recommendation of what, if anything, should be added. Each agency will have approximately three months to work on adding any additional website content.
3. Scorecard released in January 2019.

If you have any questions, please do not hesitate to contact me at (530) 666-8048 or at christine.crawford@yolocounty.org. Otherwise, look to hear from us again in the spring.

Yolo Local Government Transparency and Accountability Program¹

Agency Web Transparency Checklist

The scorecard will be based on the following criteria (as applicable):

1. Overview

- a. Mission Statement: What is the agency's reason for existing?
- b. Description of services/functions: What actions does the agency undertake and what services does the agency provide?
- c. Boundary of service area: What specific area does the agency serve? (LAFCo has a map if your agency does not).

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 the agency policy manual but also may be restated and 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, 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?
- 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.)?

¹ Adopted unanimously by the cities of Davis, West Sacramento, Winters, Woodland and Yolo County at a regular meeting during October and November 2017.

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 (over \$25,000 in value)
 - b. Instructions on how to submit a bid or proposal
 - c. Approved in force vendor contracts (over \$25,000 value)
8. Public Records
 - a. Online/downloadable Public Records Act (or FOIA – Freedom of Information Act) request form: 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?
10. Agency Specific Criteria
 - a. Municipalities: Total number of lobbyists employed and total spent on lobbying, downloadable permit applications, and zoning ordinances
 - b. Special Districts: Authorizing statute/enabling act (or link to 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)



WEBSITE TEMPLATE DEMO

Have you considered a website for your district/agency? Not sure how to get started? Concerned about cost and time involved? Worried about legal requirements? This workshop will show you some practical and workable options to increase your district's visibility and public interaction via a website.

StreamlineWeb offers templates specifically designed for special districts and fully hosted/supported website services. The template could also be appropriate for other smaller agencies as well.

WHEN?

In-Person:

Wednesday, February 28, 2018

9:00 AM – 10:30 AM

OR

*Via Webinar**

Wednesday, February 28, 2018

11:00 AM – 12:00 PM

**Webinar will be recorded and available for later viewing*

WHERE?

Erwin Meier

Administration Building

625 Court Street, Woodland

(In the Board Chambers, Room 206)

WHO?

**Agency Board Members
& Staff**

TOPICS:

- Cost
- Set up involved
- Website requirements
- Transparency Guidelines
- Maintenance Required
- Support/Resources
- Legal Requirements
- Other website options

RESERVE YOUR SEAT TODAY:

In-Person Demo – Register By Email: lafco@yolocounty.org or (530) 666-8048
AND/OR

Webinar Demo – Register at: <http://www.getstreamline.com/webinars>





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, 2018

City of Winters – November 7, 2018

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 CHECKLIST²

The scorecard will be based on the following criteria:

1. Overview
 - a. Mission Statement: What is the agency's reason for existing?
 - b. Description of services/functions: What actions does the agency undertake and what services does the agency provide?
 - c. Boundary of service area: What specific area does the agency 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 the agency policy manual but also may be restated and 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, 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?

² 2015-16 Web Transparency Report Card, Marin County Civil Grand Jury, March 17, 2016

- 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
 - c. Most recent annual financial report provided to the State Controller's Office, or a link to this information
 - d. Most recent LAFCo Municipal Service Review, if applicable
- 7. Contracts
 - a. Current request for proposal and bidding opportunities (over \$25,000 in value)
 - b. Instructions on how to submit a bid or proposal
 - c. Approved in force vendor contracts (over \$25,000 value)
- 8. Public Records
 - a. Online/downloadable Public Records Act (or FOIA) request form: 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
- 10. Agency Specific Criteria
 - a. Municipalities: Total number of lobbyists employed and total spent on lobbying, 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)

Public Hearings 6.

LAFCo

Meeting Date: 03/22/2018

Information

SUBJECT

Consider and adopt the proposed LAFCo Budget for fiscal year 2018/19 and set May 24, 2018 as the public hearing date to approve the final budget

RECOMMENDED ACTION

1. Receive staff presentation and public comments on the Draft LAFCo Budget for fiscal year 2018/19.
2. Close the public hearing and provide staff direction as desired.
3. Set May 24, 2018 as the public hearing to consider approval of the Final LAFCo Budget for fiscal year 2018/19.

FISCAL IMPACT

The attached LAFCo budget includes proposed revenues and expenditures for LAFCo for the 2018/19 fiscal year (FY). This proposed budget maintains adequate support for the Commission to meet its responsibilities under the Cortese-Knox-Hertzberg (CKH) Act and the shared services priorities identified in the LAFCo Annual Work Plan.

REASONS FOR RECOMMENDED ACTION

Yolo County LAFCo adopts an annual budget with notice to the four cities and Yolo County. In accordance with the CKH Act, a proposed budget must be adopted by May 1 and final budget by June 15 of each year. Following approval of the final budget and no later than July 1, the auditor requests payment from each agency. In order to meet these time lines, the final budget is scheduled to be adopted at the May 24, 2018 LAFCo Commission meeting and invoices will go out thereafter.

In accordance with the CKH Act, the cities and County split the cost of LAFCo funding 50/50. A formula for the split of the cities' share is outlined in Government

Code Section 56381 (b)(1); which would be in proportion to a city's tax revenue or an alternative method approved by a majority of the cities. Beginning in FY 2007-08, the cities developed an alternative formula to apportion their 50% of LAFCo funding by averaging a city's general tax revenue (less grant monies) and population.

A more detailed table describing the formula is attached for review (this agenda software program does not handle tables well). In summary, the breakdown of agency apportionment of the LAFCo budget for FY 2018/19 is as follows:

City of Davis	17.53%
City of West Sacramento	16.12%
City of Winters	1.63%
City of Woodland	14.71%
County of Yolo	50.00%

BACKGROUND

There's a significant shift suggested in this year's draft budget. With the resignation of our management analyst, the draft budget assumes not filling this part time position and instead: (1) reclassify the LAFCo Clerk position to take on some analyst responsibilities, and (2) contract for financial data collection and analysis services for municipal service reviews (to help support the Executive Officer).

Assuming these changes, the draft budget for FY 18/19 decreases by 5% from \$498,535 to \$473,314 (a decrease of \$25,221). Despite this significant decrease overall, agency costs will still show a 3% "bump" because there is less carry over fund balance from last year that can be used to offset agency costs. In years past, the Commission has directed staff to not maintain any additional fund balance cushion beyond our contingency. What has been used in the past to help offset agency costs is now down to a minimum.

Revenues

The FY 18/19 revenues include anticipated income from other agencies and interest. The only fee revenue the budget assumes is the stipend from CALAFCO for staff serving for the Central Region. Application fee revenue tends to be minimal and uncertain, although we do expect several applications from the cities of Davis and Woodland this fiscal year.

The following itemizes the draft budget cost for each agency (and net increase as compared to the previous fiscal year).

City of Davis	\$75,991 (increase of \$1,121)
City of West Sacramento	\$69,885 (increase of \$1,437)

City of Winters \$7,078 (increase of \$376)
City of Woodland \$63,758 (increase of \$2,638)
County of Yolo \$216,713 (increase of \$5,574)

Following Commission direction on the draft budget at the March meeting, staff will make any changes as directed by the Commission and send the proposed budget to the city/county managers for review and comment. Staff will report on all feedback received during the final budget hearing on May 24, 2018.

Expenditures

Salaries and Benefits

Overall, the total salary and benefits is projected to decrease by \$77,380 or 19% from the current year budget. This is due to:

- A proposal to not rehire the Management Analyst position for FY 18/19;
- A projected 5% step increase for the Executive Officer (subject to Commission approval);
- A projected 5% step increase for the Board Clerk and position reclassification to assume some analyst responsibilities (subject to Commission approval);
- A County-approved 2% cost of living adjustment (COLA) for all employees; and
- Cost increases for employee CALPERS and retiree health benefits.

Staff suggests we operate without an analyst on a trial basis this FY. If staffing needs change in the future and LAFCo decides to refill this position, please be aware that due to increasing pension and retiree medical costs, agency costs may go up significantly.

Services and Supplies

Overall, LAFCo related expenditures in services and supplies are projected to increase by \$53,409 or 78% in the next fiscal year. This is primarily due to increasing the professional services costs by \$40,000 to contract for work that would have otherwise been performed by the LAFCo analyst. The draft budget also appropriates \$15,000 to conduct an audit of our last three FYs, which we have set aside \$5,000 each year for. There are also some minor increases in IT related costs, printer costs and membership costs.

Attachments

ATT 1-LAFCo City Apportionment FY2018/19

ATT 2-Proposed DRAFT LAFCo FY2018/19 Budget

Form Review

Inbox

Reviewed By

Date

Christine Crawford (Originator)
Christine Crawford (Originator)
Form Started By: Christine Crawford
Final Approval Date: 03/14/2018

Christine Crawford
Christine Crawford

03/14/2018 11:27 AM
03/14/2018 03:39 PM
Started On: 03/07/2018 01:47 PM

Agency	Tax Revenue	% of Total Tax Revenue	City Population DOF 2015	% of Total City Pop	Average % of Revenue and Population	LAFCo Apportionment
Davis	\$ 54,234,034	34%	68,740	36%	35.07%	17.53%
West Sacramento	\$ 58,442,343	36%	53,163	28%	32.25%	16.12%
Winters	\$ 4,325,797	3%	7,255	4%	3.27%	1.63%
Woodland	\$ 43,849,150	27%	59,616	32%	29.42%	14.71%
Yolo County						50.00%
Total	\$ 160,851,324	100%	188,774	100%	100%	100.00%

Account #	Account Name	FY 17/18 Revenue Budgeted	FY 18/19 Revenue Budgeted	Net Change	Agency Apportionment FY 18/19
REVENUES					
400700	INVESTMENT EARNINGS-POOL	\$ 1,500	\$ 1,500	\$ -	
402010	OTHER GOVT AGENCY-COUNTY	\$ 211,139	\$ 216,713	\$ 5,574	50.00%
402030	OTHER GOVT AGENCY-WEST SACRAMENTO	\$ 68,448	\$ 69,885	\$ 1,437	16.12%
402040	OTHER GOVT AGENCY-WOODLAND	\$ 61,120	\$ 63,758	\$ 2,638	14.71%
402050	OTHER GOVT AGENCY-WINTERS	\$ 6,702	\$ 7,078	\$ 376	1.63%
402060	OTHER GOVT AGENCY-DAVIS	\$ 74,870	\$ 75,991	\$ 1,121	17.53%
403460	CHARGES FOR SERVICES - LAFCO	\$ -	\$ 4,000	\$ 4,000	
	CARRYOVER FUND BALANCE	\$ 74,756	\$ 34,388	\$ (40,368)	
					\$ 433,425.55
	TOTAL AGENCY COST	\$ 422,279	\$ 433,426	\$ 11,147	3%
	TOTAL OTHER SOURCES	\$ 76,256	\$ 39,888	\$ (36,368)	
				\$ -	
	TOTAL FINANCING SOURCES	\$ 498,535	\$ 473,314	\$ (25,221)	
FUND BALANCE AT END OF PREVIOUS FY					
	FUND BALANCE (AT CLOSE OF FY 16/17)	\$ 103,232			
	RESERVE (AUDITS EVERY 3 YRS)	\$ -			Monies held for audits every 3 years (appropriated this yr)
	RESERVE (COMPUTER REPLACEMENT 4 YRS)	\$ (1,344)			Monies held for computer replacement
300600	FUND BALANCE ASSIGNED (CONTINGENCY)	\$ (67,500)			Contingency 15% held in fund balance (per policy)
	TOTAL TO REMAIN IN FUND BALANCE	\$ 68,844			
	"EXTRA" FUND BALANCE TO OFFSET COSTS	\$ 34,388			Extra fund balance applied to offset agency costs

FINAL LAFCO BUDGET - FINANCING USES - SCHEDULE B

FISCAL YEAR 2018/19
ACCOUNTING UNIT: 69405229816991

Account #	Account Name	FY 17/18 Budget	FY 18/19 Budget	Net Change	Explanation of Change
SALARIES AND BENEFITS					
500100	REGULAR EMPLOYEES	\$ 245,111	\$ 201,567	\$ (43,545)	
500310	RETIREMENT (CALPERS)	\$ 56,932	\$ 50,904	\$ (6,028)	
500320	OASDI	\$ 17,425	\$ 13,360	\$ (4,065)	
500330	FICA/MEDICARE TAX	\$ 4,456	\$ 3,516	\$ (940)	
500360	OPEB - RETIREE HEALTH INSURANCE	\$ 19,609	\$ 18,141	\$ (1,468)	
500380	UNEMPLOYMENT INSURANCE	\$ 400	\$ 350	\$ (50)	
500390	WORKERS' COMPENSATION INSURANCE	\$ 500	\$ 500	\$ -	
500400	OTHER EMPLOYEE BENEFITS	\$ 62,178	\$ 40,894	\$ (21,284)	
	TOTAL SALARY & BENEFITS	\$ 406,611	\$ 329,231	\$ (77,380)	-19%
SERVICES AND SUPPLIES					
501020	COMMUNICATIONS	\$ 2,500	\$ 2,500	\$ -	
501030	FOOD	\$ 350	\$ 350	\$ -	
501051	INSURANCE-PUBLIC LIABILITY	\$ 500	\$ 500	\$ -	
501070	MAINTENANCE-EQUIPMENT	\$ 750	\$ 750	\$ -	
501090	MEMBERSHIPS	\$ 3,500	\$ 3,600	\$ 100	CALAFCO Dues increase per CPI 2.9%
501100	MISCELLANEOUS EXPENSE	\$ 250	\$ 250	\$ -	
501110	OFFICE EXPENSE	\$ 1,250	\$ 1,250	\$ -	
501111	OFFICE EXP-POSTAGE	\$ 500	\$ 250	\$ (250)	
501112	OFFICE EXP-PRINTING	\$ 1,000	\$ 800	\$ (200)	
501125	IT SERVICES-DPT SYS MAINT (Dept System Maint.)	\$ -	\$ 2,000	\$ 2,000	
501126	IT SERVICES-ERP (Enterprise/Resource/Planning)	\$ 3,701	\$ 2,879	\$ (822)	
501127	IT SERVICES-CONNECTIVITY	\$ 2,813	\$ 3,629	\$ 816	
501151	PROF & SPEC SVC-AUDITG & ACCTG	\$ 5,000	\$ 15,000	\$ 10,000	Audit will be conducted this year (built reserve for this)
501152	PROF & SPEC SVC-INFO TECH SVC	\$ 800	\$ 1,300	\$ 500	New website costs \$900/yr
501156	PROF & SPEC SVC-LEGAL SVC	\$ 7,000	\$ 7,000	\$ -	
501165	PROF & SPEC SVC-OTHER	\$ 10,000	\$ 50,000	\$ 40,000	
501165	PROF & SPEC SVC-OTHER (Shared Services) (6992)	\$ 10,000	\$ 10,000	\$ -	
501180	PUBLICATIONS AND LEGAL NOTICES	\$ 2,000	\$ 1,500	\$ (500)	
501190	RENTS AND LEASES - EQUIPMENT	\$ 1,500	\$ 2,000	\$ 500	Increase due to printer costs
501192	RENTS & LEASES-RECRDS STRGE (Archives)	\$ 860	\$ 925	\$ 65	
501205	TRAINING	\$ 4,200	\$ 4,200	\$ -	
501210	MINOR EQUIPMENT (COMPUTERS)	\$ 1,200	\$ 1,400	\$ 200	
501250	TRANSPORTATION AND TRAVEL	\$ 7,500	\$ 8,500	\$ 1,000	Additional CALAFCO staff-related travel
502201	PAYMENTS TO OTHER GOV INSTITUTIONS	\$ 1,000	\$ 1,000	\$ -	Incidental filing fees, etc.
	TOTAL SERVICES & SUPPLIES	\$ 68,174	\$ 121,583	\$ 53,409	78%
OTHER FINANCING USES					
503300	APPROP FOR CONTINGENCY	\$ 23,750	\$ 22,500	\$ (1,250)	20% Total - 5% Appropriated/15% in Fund Balance
	TOTAL APPROPRIATIONS	\$ 498,535	\$ 473,314	\$ (25,221)	-5%

Executive Officer Report 7.

LAFCO

Meeting Date: 03/22/2018

Information

SUBJECT

A report by the Executive Officer on recent events relevant to the Commission and an update of Yolo LAFCo staff activity for the month. The Commission or any individual Commissioner may request that action be taken on any item listed.

- CALAFCO Staff Workshop - April 11-13, 2018, San Rafael
 - New Yolo LAFCo website launches
 - EO Activity Report - February 19 through March 16, 2018
-

Attachments

[EO Activity Report Feb19-Mar16](#)

Form Review

Form Started By: Terri Tuck
Final Approval Date: 03/15/2018

Started On: 03/15/2018 02:07 PM

LAFCo EO Activity Report

February 19 through March 16, 2018

Date	Meeting/Milestone	Comments
02/23/2018	CALAFCO Board Meeting-San Diego	Attended
02/26/2018	Meeting with Gina Rowland, Yolo County HR Director	Discussion regarding LAFCo Analyst resignation, potential rehiring and/or reclassification of LAFCo Clerk position to better handle work plan
02/27/2018	Shared Services – Meeting w/Dov Kadin & J Hargrove (SACOG)	Meeting with SACOG staff regarding potential growth areas countywide for the MTP/SCS Update
02/28/2018	Shared Services – Demo w/Streamline Web & CSDA	Website demo for special districts
02/28/2018	Shared Services – City of Davis Broadband Task Force Meeting	Vice Chair of City Broadband Advisory Task Force Meeting where the committee accepted the consultant report and forwarded its recommendation to the City Council
03/08/2018	Women's History Month Luncheon	Networking
03/08/2018	Shared Services – Woodland /County 2x2	LAFCo-related issues at the 2x2 included the County seeking City sewer services for the Wild Wings CSA due to significant WWTP issues and flood improvement projects
03/09/2018	Meeting w/Olin Woods	Agenda Review
03/14/2018	Shared Services – Yolo County Broadband Task Force Meeting	Participate in County staff level working group meetings