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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>

