

YOLO LOCAL AGENCY FORMATION COMMISSION

Special Meeting AGENDA

March 18, 2020 - 9:00 a.m.

NOTE: This special meeting has the same agenda as, and supersedes, the regular meeting previously scheduled for the same time and date. The meeting is re-noticed as a special meeting to allow Commissioners and the public to participate in the meeting via teleconference, pursuant to the Governor's Executive Order N-25-20 (March 12, 2020), available at <https://www.gov.ca.gov/wp-content/uploads/2020/03/3.12.20-EO-N-25-20-COVID-19.pdf>.

The call-in number for this meeting is: (425) 436-6318 Passcode 690423

Executive Order N-25-20 requires agencies holding meetings via teleconferences to designate a publicly accessible location from which members of the public may observe and provide public comment. Although members of the public are encouraged to participate via teleconference, LAFCo has designated the following physical location for public participation:

**COUNTY ADMINISTRATION BUILDING
625 COURT STREET, ROOM 106
WOODLAND, CA 95695**

COMMISSIONERS

**OLIN WOODS, CHAIR (PUBLIC MEMBER)
DON SAYLOR, VICE CHAIR (COUNTY MEMBER)
WILL ARNOLD (CITY MEMBER)
GARY SANDY (COUNTY MEMBER)
TOM STALLARD (CITY MEMBER)**

ALTERNATE COMMISSIONERS

**DUANE CHAMBERLAIN (COUNTY MEMBER)
RICHARD DeLIBERTY (PUBLIC MEMBER)
BABS SANDEEN (CITY MEMBER)**

**CHRISTINE CRAWFORD
EXECUTIVE OFFICER**

**ERIC MAY
COMMISSION COUNSEL**

NOTICE:

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 by contacting staff at lafco@yolocounty.org.

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. If you wish to submit written material at the hearing, please supply 8 copies.

FPPC - Notice to All Parties and Participants in LAFCo Proceedings

All parties and 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.

Contributions and expenditures for political purposes related to any proposal or proceedings before LAFCo are subject to the reporting requirements of the Political Reform Act and the regulations of the Fair Political Practices Commission, and must be disclosed to the Commission prior to the hearing on the matter.

CALL TO ORDER

1. Pledge of Allegiance
2. Roll Call
3. Public Comment: Opportunity for members of the public to address the LAFCo Commission on subjects relating to LAFCo purview but not relative to items on this Agenda. The Commission reserves the right to impose a reasonable time limit on any topic or on any individual speaker.

CONSENT AGENDA

4. Approve the LAFCo Meeting Minutes of February 27, 2020
5. Ratify Resolution 2020-02 commending Will Arnold for his tenure with the Yolo LAFCo as its Regular City Member since July 2016

PUBLIC HEARINGS

6. Consider and adopt the proposed LAFCo Budget for fiscal year 2020/21 and set May 28, 2020 as the public hearing date to approve the final budget

REGULAR AGENDA

7. Consider and approve LAFCo incentives for independent special district website compliance
8. Provide staff direction regarding the Yolo LAFCo fee/deposit schedule update and whether reorganization proposal applications should be a flat fee instead of the current deposit system

EXECUTIVE OFFICER'S REPORT

9. A report by the Executive Officer on recent events relevant to the Commission and an update of the Yolo LAFCo staff activity for the month. The Commission or any individual Commissioner may request that action be taken on any item listed.
 - A. Long Range Planning Calendar
 - B. EO Activity Report - February 24 through March 13, 2020

COMMISSIONER REPORTS

10. 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.
 - a. Present Resolution 2020-02 commending Will Arnold for his tenure with the Yolo LAFCo

ADJOURNMENT

11. Adjourn to reception outside of Board Chambers for City Member Will Arnold

I declare under penalty of perjury that the foregoing agenda was posted by 5:00 p.m. on Thursday, March 12, 2020, at the following places:

- On the bulletin board outside the east entrance of the Erwin W. Meier County Administration Building, 625 Court Street, Woodland, CA;
- On the bulletin board outside the entrance of Room 106 in the Erwin W. Meier County Administration Building, 625 Court Street, First Floor, Woodland CA; and,

- On the bulletin board outside the Board of Supervisors Chambers at 625 Court Street, Room 206, Woodland, CA; and
- On the LAFCo website at: www.yololafco.org.

ATTEST:
Terri Tuck, Clerk
Yolo LAFCo

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 LAFCo, 625 Court Street, Suite 107, Woodland, CA 95695



Consent 4.

LAFCO

Meeting Date: 03/18/2020

Information

SUBJECT

Approve the LAFCo Meeting Minutes of February 27, 2020

RECOMMENDED ACTION

Approve the LAFCo Meeting Minutes of February 27, 2020.

Attachments

LAFCo Minutes 02/27/2020

Form Review

Form Started By: Terri Tuck

Started On: 03/05/2020 01:20 PM

Final Approval Date: 03/05/2020

YOLO LOCAL AGENCY FORMATION COMMISSION

MEETING MINUTES

February 27, 2020

The Yolo Local Agency Formation Commission met on the 27th day of February 2020, 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 Don Saylor and Gary Sandy, and City Members Will Arnold and Alternate (A) Babs Sandeen. Voting member absent was Tom Stallard. Others present were Executive Officer Christine Crawford, Clerk Terri Tuck, and Counsel Eric May.

CALL TO ORDER

Chair Woods called the Meeting to order at 9:02 a.m.

Item № 1 Pledge

Will Arnold led the Pledge of Allegiance.

Item № 2 Roll Call

PRESENT: Arnold, Sandeen (A), Sandy, Saylor, Woods ABSENT: Stallard

Item № 3 Public Comments

None.

CONSENT

Item № 4 Approve the LAFCo Meeting Minutes of December 18, 2019

Item № 5 Review and file Fiscal Year 2019/20 Second Quarter Financial Update

Item № 6 Correspondence

Minute Order 2020-01: All recommended actions on Consent were approved.

Approved by the following vote:

MOTION: Sandy SECOND: Saylor
AYES: Arnold, Sandeen (A), Sandy, Saylor, Woods
NOES: None
ABSENT: None

PUBLIC HEARING**Item № 7 Public Hearing to Consider the Springlake Fire Protection District (FPD) Change of Organization proposal to change from an Independent District to a Dependent District to the County of Yolo**

After an overview report by staff, the Chair opened the Public Hearing. Comments were made by Eric Zane, Interim Fire Chief. The Public Hearing was closed.

Minute Order 2020-02: The recommended action was approved and **Resolution 2020-01** was adopted, subject to the findings and terms and conditions stated in the resolution. The Executive Officer was directed to set the conducting authority protest hearing.

Approved by the following vote:

MOTION: Sandy SECOND: Saylor
 AYES: Arnold, Sandeen (A), Sandy, Saylor, Woods
 NOES: None
 ABSENT: None

REGULAR**Item № 8 Receive and file the 2019 Website Transparency Scorecard and direct staff to make any adjustments to the scorecard, if necessary**

Minute Order 2020-03: Staff was directed to bring back information on potential costs and advantages of providing districts with turn-key websites, whereby, once the website is built, a district would only have to maintain its website by posting current agendas, minutes, budgets, etcetera. Staff was directed to bring back information regarding available funds from the Special District Leadership Foundation (SDLF) for special district website scholarships.

Approved by the following vote:

MOTION: Arnold SECOND: Sandeen
 AYES: Arnold, Sandeen (A), Sandy, Saylor, Woods
 NOES: None
 ABSENT: None

Item № 9 Consider and adopt the LAFCo Annual Work Plan for fiscal year 2020/21

Minute Order 2020-04: The recommended action was approved.

Approved by the following vote:

MOTION: Sandeen (A) SECOND: Arnold
 AYES: Arnold, Sandeen (A), Sandy, Saylor, Woods
 NOES: None
 ABSENT: None

Item № 10 Executive Officer’s Report

The Commission was given written reports of the Executive Officer’s activities for the period of December 16, 2019 through February 21, 2020, and was verbally updated on recent events relevant to the Commission, including the Long Range Planning Calendar.

The Commission was reminded that the next regular LAFCo meeting of March 18, 2020, is a Wednesday and will be held a week earlier than normal because staff will be attending the annual CALAFCO Staff Workshop March 25-27, 2020.

Staff indicated that the April 23, 2020, meeting would likely be cancelled because the audio/visual equipment in the Board Chambers will be replaced during a two-week period from April 21 through May 8, 2020.

Staff noted that they volunteered to help during the upcoming election on Tuesday and went through hands on training this week.

Staff commented that Paul Navazio recently announced his retirement as Woodland’s City Manager. Staff indicated that a reception in his honor would be held on March 12, 2020, and that the flyer for the reception would be sent out Friday in the Executive Officer’s weekly update.

Staff indicated that CALAFCO would soon be recruiting for a new executive director, as Pamela Miller recently announced her retirement. Pamela stated that she would be staying on through the recruitment/hiring/transition of the new executive director to ensure a seamless and thorough transition and through this year’s CALAFCO Annual Conference in Monterey to do her part to ensure its success.

Item № 11 Commissioner Reports

There were no reports.

Item № 12 Adjournment

Minute Order 2020-05: By order of the Chair, the meeting was adjourned at 9:48 a.m. to the next Regular LAFCo Meeting.

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

ATTEST:

Terri Tuck
Clerk to the Commission

Consent 5.

LAFCO

Meeting Date: 03/18/2020

Information

SUBJECT

Ratify Resolution 2020-02 commending Will Arnold for his tenure with the Yolo LAFCo as its Regular City Member since July 2016

RECOMMENDED ACTION

Ratify Resolution 2020-02 commending Will Arnold for his tenure with the Yolo LAFCo as its Regular City Member since July 2016.

Attachments

[Will Arnold Reso 2020-02](#)

Form Review

Form Started By: Terri Tuck
Final Approval Date: 03/10/2020

Started On: 03/10/2020 11:10 AM

YOLO LOCAL AGENCY FORMATION COMMISSION

**Resolution of Commendation
Will Arnold**

RESOLUTION № 2020 - 02

WHEREAS, Will Arnold, a lifelong Davis resident, was elected to the Davis City Council in June 2016 for a four-year term; and

WHEREAS, in July 2016, Mr. Arnold was sworn in as a Regular City Member to the Yolo Local Agency Formation Commission and served in that capacity up to the present; and

WHEREAS, Commissioner Arnold was always prepared to discuss the issues of the day, asking pertinent questions and providing valuable insight to the process; and

WHEREAS, Mr. Arnold served as a confident and thoughtful Commissioner making an immediate contribution to LAFCo deliberations with a strong voice as an advocate ensuring representation to disenfranchised constituents, efficient government, and supporting local agencies wherever it was needed; and

WHEREAS, Mr. Arnold provided significant contributions furthering the purposes of the Commission supporting the efficient provision of government services and development of local agencies by using LAFCo to support our rural special districts and build capacity within each organization; and

WHEREAS, during his four years on the Commission, Arnold considered and deliberated on a range of municipal service reviews and sphere of influence studies and approximately 14 proposals which consisted of 1 dissolution, 2 reorganizations, 4 annexations, 4 out of agency agreements, 1 detachment, 1 subsidiary district, and 1 change in governance from an independent district to a dependent district; and

WHEREAS, Commissioner Arnold showed his genuine interest in LAFCo and dedication above and beyond by his participation on the LAFCo ad hoc legislative sub-committee tapping his previous legislative experience; and

WHEREAS, Commissioner Arnold was a participant in LAFCos Shared Services Workshop, approved updates to the LAFCo Shared Services Strategic Plan, and was instrumental in implementing the Yolo Local Government Transparency and Accountability Program; and

WHEREAS, Mr. Arnold is a skilled communicator and proved himself to be a Commission member of foresight and dedication to LAFCo issues, providing insightful and creative ideas to the LAFCo process and decision-making, and overall is an admirable human being; and

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Yolo Local Agency Formation Commission commends Will Arnold for his valuable contribution as a Yolo LAFCo Commissioner and warmly wishes him the best in all his future endeavors.

PASSED AND UNANIMOUSLY ADOPTED this 18th day of March 2020.

Olin Woods, Chair
Yolo Local Agency Formation Commission

Public Hearings 6.

LAFCO

Meeting Date: 03/18/2020

Information

SUBJECT

Consider and adopt the proposed LAFCo Budget for fiscal year 2020/21 and set May 28, 2020 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 2020/21.
2. Close the public hearing and provide staff direction as desired.
3. Set May 28, 2020 as the public hearing to consider approval of the Final LAFCo Budget for fiscal year 2020/21.

FISCAL IMPACT

The attached LAFCo budget includes proposed revenues and expenditures for LAFCo for the next 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 28, 2020 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 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 2020/21 is as follows:

City of Davis	17.07%
City of West Sacramento	17.16%
City of Winters	1.54%
City of Woodland	14.23%
County of Yolo	50.00%

BACKGROUND

The draft budget shows an overall increase of 6% compared to last year with a total appropriation of \$500,082. This is mostly due to increased salaries and pension costs, especially factoring in the Executive Officer's house exchange and reduced hours last fall which resulted in 85% of the position's typical salary costs. As highlighted last year, this may feel like a "bump" now that this position will be back at 100%. The Services and Supplies costs are reduced somewhat because the draft budget anticipates less professional services expenses than last year. Explanations of any noteworthy changes are noted on the draft budget attached.

Even though the total apportionment increases, there is more carryover fund balance as compared to last year, therefore, total agency cost actually goes down by 5%. The following itemizes the draft budget cost for each agency (and net increase as compared to the previous fiscal year).

City of Davis	\$67,466 (decrease of \$2,957)
City of West Sacramento	\$67,832 (decrease of \$31)
City of Winters	\$6,098 (decrease of \$689)
City of Woodland	\$56,225 (decrease of \$6,402)
County of Yolo	\$197,621 (decrease of \$10,080)

Following Commission direction on the draft budget, 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 and any changes during the final budget hearing on May 28, 2020.

Attachments

[ATT A-Draft LAFCo 2020/21 Budget](#)

[ATT B-FY 2020/21 Agency Apportionment](#)

Form Review

Inbox

Christine Crawford (Originator)
Form Started By: Christine Crawford
Final Approval Date: 03/06/2020

Reviewed By

Christine Crawford

Date

03/06/2020 11:07 AM
Started On: 03/05/2020 01:30 PM

DRAFT LAFCO BUDGET - FINANCING SOURCES - SCHEDULE A
 Adopted:

Item 6-ATT A FISCAL YEAR 2020/21
 ACCOUNTING UNIT: 69405229816991

Account #	Account Name	FY 19/20 Revenue Budgeted	FY 20/21 Revenue Budgeted	Net Change	Agency Apportionment FY 20/21
REVENUES					
400700	INVESTMENT EARNINGS-POOL	\$ 3,000	\$ 3,000	\$ -	
402010	OTHER GOVT AGENCY-COUNTY	\$ 207,700	\$ 197,621	\$ (10,080)	50.00%
402030	OTHER GOVT AGENCY-WEST SACRAMENTO	\$ 67,863	\$ 67,832	\$ (31)	17.16%
402040	OTHER GOVT AGENCY-WOODLAND	\$ 62,627	\$ 56,225	\$ (6,402)	14.23%
402050	OTHER GOVT AGENCY-WINTERS	\$ 6,787	\$ 6,098	\$ (689)	1.54%
402060	OTHER GOVT AGENCY-DAVIS	\$ 70,423	\$ 67,466	\$ (2,957)	17.07%
403460	CHARGES FOR SERVICES - LAFCO	\$ 4,000	\$ 4,000	\$ -	CALAFCO Stipend for Deputy EO
	"EXTRA" FUND BALANCE TO OFFSET COSTS	\$ 50,076	\$ 97,841	\$ 47,765	"Extra" fund balance to balance budget and offset agency costs
	TOTAL AGENCY COST	\$ 415,400	\$ 395,241	\$ (20,159)	
	TOTAL OTHER SOURCES	\$ 7,000	\$ 7,000	\$ -	
	TOTAL FINANCING SOURCES	\$ 472,476	\$ 500,082	\$ 27,606	
FUND BALANCE AT END OF FY 18/19					
	CARRYOVER FUND BALANCE (on July 1, 2019)	\$ 178,291			
	RESERVE (audits every 3 yrs)	\$ (5,000)			Monies held for audits every 3 years
	RESERVE (computer replacement every 4 yrs)	\$ (4,200)			Monies held for PC replacement (in FY 20/21)
300600	FUND BALANCE ASSIGNED (contingency)	\$ (71,250)			Contingency 15% held in fund balance (per LAFCo policy)
	TOTAL TO REMAIN IN FUND BALANCE	\$ (80,450)			
	"EXTRA" FUND BALANCE TO OFFSET COSTS	\$ 97,841			Extra fund balance applied to offset agency costs

DRAFT LAFCO BUDGET - FINANCING USES - SCHEDULE B

Adopted:

FISCAL YEAR 2020/21
ACCOUNTING UNIT: 69405229816991

Account #	Account Name	FY 19/20	FY 20/21	Net Change	Explanation of Change
SALARIES AND BENEFITS					
500100	REGULAR EMPLOYEES	\$ 189,431	\$ 221,466	\$ 32,035	EO@ 85% FTE last FY, hence cost bump
500110	EXTRA HELP	\$ 30,000	\$ 20,000	\$ (10,000)	Extra budgeted last FY to cover EO temporary absence
500310	RETIREMENT (CALPERS)	\$ 60,065	\$ 68,353	\$ 8,288	
500320	OASDI	\$ 13,602	\$ 14,573	\$ 971	
500330	FICA/MEDICARE TAX	\$ 3,655	\$ 3,837	\$ 182	
500340	HEALTH INSURANCE (account no longer in use)	\$ 160		\$ (160)	
500350	LIFE INSURANCE (new account)	\$ -	\$ 72	\$ 72	
500360	OPEB - RETIREE HEALTH INSURANCE	\$ 17,953	\$ 19,489	\$ 1,536	
500380	UNEMPLOYMENT INSURANCE	\$ 350	\$ 303	\$ (47)	
500390	WORKERS' COMPENSATION INSURANCE	\$ 500	\$ 500	\$ -	
500400	OTHER EMPLOYEE BENEFITS	\$ 40,894	\$ 45,480	\$ 4,586	
	TOTAL SALARY & BENEFITS	\$ 356,610	\$ 394,073	\$ 37,463	
SERVICES AND SUPPLIES					
501020	COMMUNICATIONS	\$ 2,500	\$ 1,859	\$ (641)	
501030	FOOD	\$ 350	\$ 400	\$ 50	
501051	INSURANCE-PUBLIC LIABILITY	\$ 500	\$ 500	\$ -	
501070	MAINTENANCE-EQUIPMENT	\$ 750	\$ 600	\$ (150)	
501071	MAINTENANCE-BLDG IMPROVEMENT	\$ 500	\$ 500	\$ -	
501090	MEMBERSHIPS	\$ 4,020	\$ 5,000	\$ 980	CALAFCO dues increase
501100	MISCELLANEOUS EXPENSE	\$ 250	\$ 250	\$ -	
501110	OFFICE EXPENSE	\$ 1,250	\$ 1,250	\$ -	
501111	OFFICE EXP-POSTAGE	\$ 300	\$ 300	\$ -	
501125	IT SERVICES-DPT SYS MAINT (Dept System Maint.)	\$ 2,000	\$ 2,000	\$ -	
501126	IT SERVICES-ERP (Enterprise/Resource/Planning)	\$ 3,087	\$ 3,359	\$ 272	
501127	IT SERVICES-CONNECTIVITY	\$ 4,719	\$ 4,729	\$ 10	
501151	PROF & SPEC SVC-AUDITG & ACCTG	\$ 5,000	\$ 5,000	\$ -	Building reserve for next audit of 3yrs (in FY 22/23)
501152	PROF & SPEC SVC-INFO TECH SVC	\$ 1,200	\$ 1,200	\$ -	
501156	PROF & SPEC SVC-LEGAL SVC	\$ 7,000	\$ 7,000	\$ -	
501165	PROF & SPEC SVC-OTHER	\$ 30,000	\$ 20,000	\$ (10,000)	
501165	PROF & SPEC SVC-OTHER (Shared Services) (6992)	\$ 10,000	\$ 10,000	\$ -	
501180	PUBLICATIONS AND LEGAL NOTICES	\$ 1,500	\$ 1,000	\$ (500)	
501190	RENTS AND LEASES - EQUIPMENT	\$ 2,500	\$ 2,800	\$ 300	
501192	RENTS & LEASES-RECRDS STRGE (Archives)	\$ 840	\$ 1,112	\$ 272	
501205	TRAINING	\$ 4,200	\$ 5,000	\$ 800	
501210	MINOR EQUIPMENT (COMPUTERS)	\$ 1,400	\$ 1,400	\$ -	Set aside for PC replacement every 4 yrs per IT (in FY 20/21)
501250	TRANSPORTATION AND TRAVEL	\$ 8,500	\$ 7,000	\$ (1,500)	Conference in Monterey, Staff Workshop in Murphys
502201	PAYMENTS TO OTHER GOV INSTITUTIONS	\$ 1,000	\$ -	\$ (1,000)	Any costs would be offset by application fees
	TOTAL SERVICES & SUPPLIES	\$ 93,366	\$ 82,259	\$ (11,107)	
OTHER FINANCING USES					
503300	APPROP FOR CONTINGENCY	\$ 22,500	\$ 23,750	\$ 1,250	20% Total = 5% Appropriated + 15% in Fund Balance
	TOTAL APPROPRIATIONS	\$ 472,476	\$ 500,082	\$ 27,606	20

Agency	Tax Revenue	% of Total Tax Revenue	City Population DOF 2019	% of Total City Pop	Average % of Revenue and Population	LAFCo Apportionment
Davis	\$ 52,617,031	32%	69,761	36%	34.14%	17.07%
West Sacramento	\$ 66,921,094	40%	53,911	28%	34.32%	17.16%
Winters	\$ 3,795,894	2%	7,417	4%	3.09%	1.54%
Woodland	\$ 41,989,030	25%	60,292	32%	28.45%	14.23%
Yolo County						50.00%
Total	\$ 165,323,049	100%	191,381	100%	100%	100.00%

Regular 7.

LAFCO

Meeting Date: 03/18/2020

Information

SUBJECT

Consider and approve LAFCo incentives for independent special district website compliance

RECOMMENDED ACTION

Consider approval of LAFCo annual reimbursement/subsidy for independent special district websites.

FISCAL IMPACT

Depending on the threshold adopted, the cost to Yolo LAFCo could range between \$0 and a maximum of \$45,240 each year. Staff recommendation to reimburse website costs for independent special districts with an annual operating revenue up to \$250,000 would be up to \$7,440. Reimbursing website costs for independent special districts with an annual operating revenue up to \$300,000 would be up to \$12,240. Other threshold costs would be as shown in the attached spreadsheet. The Commission action needs to also clarify if this is intended to be a one time reimbursement or continue each year.

REASONS FOR RECOMMENDED ACTION

At the February 27, 2020 meeting, the Commission received the 2019 Website Transparency Scorecard, which noted 8 independent special districts not in compliance with new state website laws and another 4 districts that adopted resolutions declaring a hardship. The Commission directed staff to bring back more information at its next meeting regarding costs to help or provide incentives for these districts build and maintain websites.

BACKGROUND

Although there are other website providers out there, Streamline Web provides a powerful, flexible content management system designed specifically for special districts. The company has an existing relationship with the California Special Districts Association and CALAFCO. Streamline Web delivers a turnkey website with domain/hosting for a monthly fee (sliding scale based on district annual operating revenue) and unlimited support. It would take some leg work for districts to scan and email documents to Streamline, but Streamline will build a website for each district and hand it off ready to go. Once set up, the website takes about 30 minutes per meeting to maintain (the website even provides reminders to post agendas and minutes). LAFCo staff can provide some support to bridge the distance between the districts and Streamline.

Attached is a spreadsheet showing each of Yolo's 28 independent special districts sorted from smallest to largest operating revenue, and the corresponding annual cost for Streamline Web services. This is merely to provide an apples to apples comparison; many districts already have websites through different providers. The spreadsheet also highlights the districts (in red color) that are out of compliance with new website laws and (in blue color) the districts that have adopted and filed a hardship resolution.

Hardships cited by these 4 special districts include: lack of financial resources, staff resources and broadband internet access. Through conversations with district staff and representatives there is also a fear/discomfort among district board members with using computers and the internet. In addition, there may also be some feelings of "this is just one more thing government is making us do", which also creates resistance.

Despite staff's efforts, these districts likely do not understand that while it will take some leg work to get district information into the website (i.e. budgets, audits, fees, meeting information, board member names, etc.), Streamline and LAFCo staff can help make this process as easy as possible. Once done, the districts would be delivered a turnkey website that would take approximately 30 minutes per meeting to maintain easily by uploading an agenda and minutes (so depending on meeting frequency, that's 30 minutes per month, per quarter, etc.). Therefore, this should not result in a significant burden on district staff. Regarding internet access, while its true that the county has broadband issues and there may not be internet directly to some district buildings, such as the Elkhorn Fire Station, staff likely have sufficient access at home where they produce the agendas and minutes already. Individual fear and discomfort can only be overcome with more "hand-holding", training and practice.

Staff recommends that some threshold of financial support could help with district financial resources and the resistance due to government unfunded mandates.

The attached spreadsheet lists the 28 independent special districts sorted from the lowest annual operating revenue to highest, noting the districts that currently do not have a website. Based on the attached spreadsheet, staff recommends LAFCo offer to reimburse website costs up to the annual Streamline cost for those districts under either a \$250,000 or \$300,000 annual operating revenue. To be fair, LAFCo would offer this reimbursement to all districts under the threshold regardless of whether it already had a website or not. And LAFCo would reimburse regardless of which provider the district uses. Invoices would be provided to LAFCo to provide evidence for reimbursement. Scholarship funds are also still available to cover the first 15 months of service with Streamline as well (but there are some rigorous transparency requirements that some districts may not be able to commit and adhere to).

Staff is seeking direction and/or a decision whether:

1. LAFCo will reimburse independent special district website costs or not.
2. If so, at what annual operating revenue threshold? If some reimbursement is approved, these funds would be budgeted under shared services professional service costs.
3. The Commission also needs to decide if this is to be a one-time reimbursement or continue every year until any later action to discontinue the program.

Attachments

[ATT A-Independent Special Districts-Annual Revenue & Streamline Website Cost](#)
[ATT B-Streamline Web Information](#)

Form Review

Inbox

Christine Crawford (Originator)
Form Started By: Christine Crawford
Final Approval Date: 03/06/2020

Reviewed By

Christine Crawford

Date

03/06/2020 02:39 PM
Started On: 03/05/2020 03:29 PM

Independent Special Districts	Annual Operating Revenue	Source		Streamline Annual Cost	Total Cost for Districts Under \$ Threshold	
RD 787	6,000	Est	Per R. Cromwell	\$ 240		
RD 765	25,000	FY 18	SCO Data	\$ 600		
Cottonwood Cemetery District	29,164	FY 19	SCO R35	\$ 600		
Knights Landing Cemetery Dist.	49,309	FY 19	SCO R35	\$ 600	\$ 2,040	<\$50,000
Mary's Cemetery District	70,079	FY 19	SCO R35	\$ 900		
RD 730	82,089	FT 18	SCO Data	\$ 900	\$ 3,840	<\$100,000
Capay Cemetery District	116,658	FY 19	SCO R35	\$ 900		
Elkhorn FPD	125,821	FY 19	INFOR	\$ 900		
Cacheville CSD	145,012	FY 19	SCO	\$ 900		
Zamora FPD	166,588	FY 19	INFOR	\$ 900	\$ 7,440	<\$250,000
RD 307	257,606	FY 19	SCO R35	\$ 1,200		
RD 1600	278,560	FY 19	INFOR	\$ 1,200		
Clarksburg FPD	285,476	FY 19	SCO R35	\$ 1,200		
RD 150	298,391	FY 19	INFOR	\$ 1,200	\$ 12,240	<\$300,000
Madison CSD	334,235	FY 19	SCO	\$ 1,200		
Knights Landing CSD	355,026	FY 19	SCO	\$ 1,200		
RD 537	375,106	FY 18	SCO Data	\$ 1,200		
Madison FPD	416,442	FY 19	SCO R35	\$ 1,200		
Yolo FPD	447,062	FY 19	SCO R35	\$ 1,200	\$ 18,240	<\$500,000
Winters Cemetery District	577,535	FY 19	INFOR	\$ 1,800		
Knights Landing Ridge Drainage District	708,399	FY 18	SCO Data	\$ 1,800		
Davis Cemetery District	775,593	FY 19	INFOR	\$ 1,800		
Yolo County RCD	963,357	FY 19	SCO R35	\$ 1,800		
Dunnigan Water District	1,241,880	FY 18	SCO Data	\$ 3,600		
RD 999	1,268,405	FY 18	SCO Data	\$ 3,600		
RD 2035	1,530,657	FY 18	SCO Data	\$ 3,600		
Esparto CSD	1,641,332	FY 18	Audit	\$ 3,600		
YC Flood Control & Water Conservation District	6,497,849	FY 19	Audit	\$ 5,400	\$ 45,240	All 28 Districts

RED = No website. Out of compliance with Government Code section 53087.8

BLUE = No Website but adopted hardship Resolution

Senate Bill 929, which went into effect Jan. 2020, requires all independent special districts to maintain a website, or to adopt a hardship resolution annually with evidence of why the district cannot comply.

The question remains, do you really need a website for your district?

Let's check out a few reasons why a website might benefit your district:

- **Promotion in the community:** Are your constituents aware of the services you provide? By having an online presence, your community will appreciate and support the work you do.
- **Time and money savings:** Instead of phone calls, emails, and office visits, you can save time and money by providing online forms, documents, and notices.
- **Transparency:** As a government agency, it is your responsibility to provide information about the district. Being transparent not only increases trust amongst the community, but their involvement and contribution as well.

How much work does a website entail?

Luckily, most website platforms today are designed for folks who have little to no technical knowledge or experience. Plus, the only monthly maintenance required for a compliant website is to upload your board agenda 72 hours in advance. It only takes a few seconds to do this, so why not?

Platforms, such as Streamline Web, take care of all of the heavy lifting and technical matters. So all you have to do is upload your content and you're done! Not too bad, huh?

Okay...so maybe you're thinking that it might be a good idea for your district. What are your options?

Here's a breakdown of a few website options for districts:

- **Custom built:** Custom websites are built by website developers. They are beneficial for large agencies who require specific features, but come along with a hefty price tag and developers don't always know the special district online requirements.
- **Online platforms:** Online platforms, such as WordPress, are a great option for districts to create their own website at a low cost. However, districts are then responsible for ensuring the site meets state and federal requirements.
- **Streamline Web:** Streamline's platform is similar to other online platforms, however, it is built *only* for special districts. That way, districts don't have to worry about requirements and compliance, they only need to add in their own content.

We're committed to getting the boring stuff out of the way so that you can focus on using your website to help serve your community, without sweating the compliance stuff.

Sincerely,

Maria

Maria Lara, California Special District Community Manager at Streamline
Call me (916) 900-6618 or email me at: maria@getstreamline.com

A powerful, flexible content management system designed specifically for local government.



Simple to create

- Set up wizard makes it possible to create a site in 20 minutes.
- Everything is fully customizable, including the menus and design.
- Use our free domain, point your custom domain to your new site, or have us manage the whole thing.



Easy to maintain

- Easily add or update content - no more waiting on (or paying!) a vendor.
- Unlimited support and all new features are included for one low monthly subscription.
- You'll never have to ask the board for more money, or build another website.

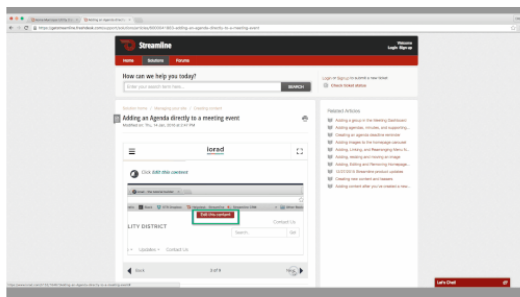
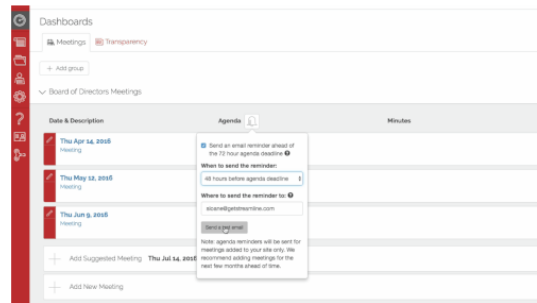


Streamlined compliance

- Streamline sites are Section 508 compliant for visitors with disabilities.
- Organize meetings, upload agendas, receive posting reminders.
- See transparency posting progress customized for your state.

Meeting dashboard

Streamline includes a dashboard to help you easily set up your regular Board meeting schedule, and see at a glance when your agendas and minutes have been uploaded. Uploading them is quick and easy: simply drag and drop your PDF or other file onto the dashboard to upload. The site also knows when your next meeting is coming up, and will notify you that you're approaching the deadline to upload your agenda.



Enhancements and features are updated automatically

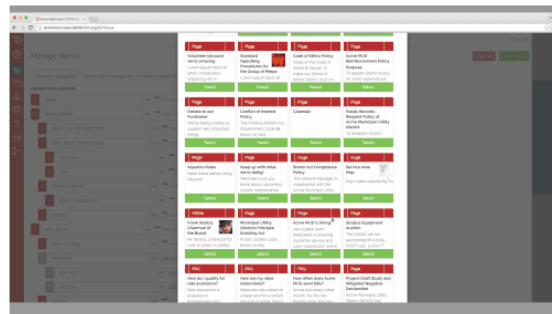
Streamline is software as a service. This means, for your low monthly subscription, your site receives all of the feature releases, theming enhancements and security updates automatically. No need to pay extra for a new theme, updated tools or navigation management enhancements.

And did we mention it's affordable?

Unlimited support

Streamline offers unlimited support through our Support Portal, email, and live chat. You can browse our Knowledge Base articles for step-through instructions on how to solve almost any question. If you would rather receive personalized assistance, we're just a mouse-click away!

Unlimited support is included in the **low monthly subscription** >




Madison Community Services District
 Committed to Providing Clean, Safe Water for All Our Residents

(530) 666-2888
[Contact Us](#)

Home Customer Service Forms & Reports News & Notices Resources

Search this website ...



WELCOME TO MADISON COMMUNITY
EST. 1877

BILL PAYMENT
[Water Quality Report](#)
[Agendas | Minutes](#)

Local Weather
 Today: Clear 76°/43°
 Tomorrow: Clear 73°/46°
 Thursday: Clear 78°/46°
 Powered by Dark Sky

Subscribe
 Receive news and alerts via email or text.
[Sign Up for Alerts](#)
[Unsubscribe](#)


Recent News
 Yolo County Reports First Confirmed Case of COVID-19
 YoloGO Workshop
 YOLO COUNTY NOTICE - TUTT STREET IN MADISON TO BE

Our Mission
 At Madison Community Services District, we are committed to providing safe, high quality water services to our community, while maintaining a standard of excellence in customer service and environmental conservation.

Bill Payment Options
 Looking for the most convenient way to pay your bill? We offer a wide variety of payment options to our customers. Simply choose the option that best suits your needs... [Learn more...](#)

Conservation Tips
 There are a number of easy ways to save water, and they all start with you. When you save water, you save money on your utility bills. Here are just a few ways... [Learn more...](#)

Recent News [View All »](#)



Home About Us Governance Human Resources Bids/Contracts Contact Us

Contact Us

Search... Go!

- ABOUT US**
- WHO WE ARE
 - STAFF
 - FINANCIALS & COMPENSATION
 - TRANSPARENCY
 - AGENCIES SERVED
 - THE COMMUNITY

Agency Transparency

Our agency is dedicated to operating in a transparent manner, and posts relevant financial and operational documents to our site as they become available.

Information	Where to find it
Contact Information On File	35 N Cottonwood, Woodland, CA, 95695 35 N Cottonwood, Woodland, CA, 95695 (530) 666-8900 bkeen@yolog11.org
Mission Statement	Our Mission
Staff Members	Staff
Services/ Functions and Service Area	Who We Are
Service Area Map	Service Area Map
Principal Act or Special Act	Joint Powers Agreement
SB 272 Enterprise System Catalog	Enterprise System Catalog
Board Overview	Board Overview
Board Members	JPA Governing Board Members
Board Meetings	Board Meetings
Meeting Minutes Archive	Board Meetings
Current Agency Budget	Financials & Compensation

LAFCO

Meeting Date: 03/18/2020

Information

SUBJECT

Provide staff direction regarding the Yolo LAFCo fee/deposit schedule update and whether reorganization proposal applications should be a flat fee instead of the current deposit system

RECOMMENDED ACTION

Direct staff to adjust the schedule with flat fees for standard requests instead of deposits that require increased staff time to track and collect actual costs.

FISCAL IMPACT

None. Flat fees would be based upon averages from actual application cost data from 2012 until current so that revenue would average out over time. In addition, LAFCo does not assume proposal revenue to balance its budget since it is not a significant source of revenue and is variable.

REASONS FOR RECOMMENDED ACTION

Yolo LAFCo has not updated its application fee/deposit schedule since 2009 and it is in need of an update.

BACKGROUND

Staff listed the actual cost of applications processed going back to December 2011, when the Executive Officer was hired in case any processing practices differed from the previous one. Excluding a few applications where LAFCo either waived fees or initiated dissolution of inactive districts ourselves, there is a sample size of 16 proposals listed in the attached spreadsheet (a few separate applications ended up getting combined for processing purposes). Please note the attached spreadsheet is the raw data and is not a proposed fee. Staff will work with this data more, possibly removing outliers, before developing a fee proposal to bring back for Commission consideration.

Staff costs and State Board of Equalization (BOE) boundary change fees have outgrown our outdated deposit amounts. LAFCo has billed actual costs at the end of the process, so regardless staff time has been ultimately recouped. But this requires a significant amount of staff time to do some forensic time accounting and puts staff in the role of bill collector before LAFCo can file the final Certificate of Completion for an application. Application invoices have increased over the years which is sometimes an unexpected surprise to applicants. And as an example, with the Lower Elkhorn and West Sacramento Basin reorganizations, staff was under a time crunch to get agency invoices paid and the boundary changes filed with the State BOE by December 1st.

Staff time would be better spent if the schedule turned more of the standard jurisdictional changes and out of agency service approvals into a flat fee instead of a deposit. This would represent a philosophical shift away from collecting actual costs. However as noted previously, LAFCo does not use application revenue to balance its budget because this revenue is uncertain (with anywhere between 0 - 6 applications submitted per year since 2011), therefore, capturing actual costs may not be as important. Staff is seeking direction before coming back with a specific schedule for approval.

In querying other LAFCos, there is a mix between taking in applications with deposits versus flat fees. Staff recommends that Yolo LAFCo should still require deposits for proposals with highly variable processing costs, such as a city incorporation/disincorporation (however unlikely that might be) or district formation.

Staff requests Commission direction whether shifting more proposal applications to a flat fee or whether continuing with deposits and collecting actual costs is preferable. Staff then would return with a proposed schedule at the May or June meeting intending to go into effect on July 1, 2020.

Attachments

[ATT A-Yolo LAFCo Proposal Cost Worksheet 03.18.2020](#)

[ATT B-LAFCo Fee Schedule 2009](#)

Form Review

Inbox

Christine Crawford (Originator)
Form Started By: Christine Crawford
Final Approval Date: 03/10/2020

Reviewed By

Christine Crawford

Date

03/10/2020 12:10 PM
Started On: 03/06/2020 01:51 PM

Item 8-ATT A

Proposal	LAFCo Action	Protest Hearing Y/N?	Out of Agency Service	Reorg w/out protest process	Reorg w/ protest process	Separate BOE Fees	Deposit Paid
913	Approved-KLCSD SOI Amendment & OOA w/County KL Boat Launch	No	\$ 1,426			NA	\$ 2,500
914	Approved-YCFCWCD Reorg (Annexation/Detachment)	No		\$ 6,596		\$ 17,000	\$ 2,100
915	Approved-Davis Cemetery Annexation	Yes			\$ 4,859	\$ 3,500	\$ 2,000
916	Approved-YZWD Dissolution	No		\$ 4,091		NA	NA
918	Approved-Wild Wings CSA SOI Amendment & Watts Annexation	No		\$ 2,874		\$ 300	\$ 3,100
919	Approved-MERCSEA Dissolution	No		\$ 6,042		NA	NA
920	Approved-OOA w/City of Davis & Goodpaster	No	\$ 1,051			NA	\$ 1,600
921	Approved-OOA w/City of Woodland & Westucky II	No	\$ 1,655			NA	NA
924	Approved-Woodland W.Main St. Area Detach from WillowOakFPD	Yes			\$ 3,810	\$ 800	\$ 2,100
926/930	Approved-Establish RD 900 as Subsidiary District to WSac (Annexation/Detachment/Subsidiary/SOI Amendment)	Yes			\$ 38,910	\$ 3,500	\$ 6,300
927	Approved-Esparto CSD Annexation of APN 049-130-042	No		\$ 2,737		\$ 350	\$ 2,100
928	Approved-Reorg of Lower Elkhorn RDs 537, 785, 827 (Annexation/Dissolution)	Yes			\$ 12,254	\$ 3,800	\$ 2,100
931	Approved-Esparto CSD SOI Amendment & Annexation of the Esparto Recreation Center	No		\$ 3,454		\$ 500	NA
932	Approved-West Davis Active Adult Community Annexation to City of Davis	No		\$ 4,382		\$ 1,500	\$ 2,100
933	Approved-OOA w/Wild Wings CSA & Watts-Woodland Airport	No	\$ 1,273			NA	\$ 1,500
AVERAGE COST PER APPLICATION			\$ 1,351	\$ 4,311	\$ 11,966.60		

YOLO COUNTY LOCAL AGENCY FORMATION COMMISSION FEE SCHEDULE

December 14, 2009

Fees will be charged for all Commission proceedings and actions at the Commission's actual costs (including overhead). Billing will be based on hourly rates, with appropriate overhead costs. Fees due to the State of California will be paid by the applicant at the appropriate time and prior to final recordation of the Certificate of Completion.

All deposit fees listed are required to be paid by the applicant upon submittal of a proposal. A proposal with multiple actions requires a deposit for each action. If a proceeding is not listed below, it will be subject to an initial fee as estimated by the Executive Officer. Any additional expenses incurred by the Commission, in excess of the deposited amount, will be billed to and paid by the applicant before completion of the LAFCO proceedings, including, but not limited to, consultant costs, feasibility studies, final recordation, and filings. If a proposal is abandoned or terminated for any reason (e.g., due to failure of a successful property tax agreement), the deposit amount not expended prior to that termination point will be refunded to the applicant.

Request for waivers or exceptions to the fees must be submitted to the Commission for action.

PROCESS	*Deposit Fees
Boundary Changes	\$2,000
City Reorganization	
District Reorganization	
City Annexation Only	
City Detachment Only	
District Annexation Only	
District Detachment Only	
Formation, Consolidation, Dissolution or Incorporation	\$2,000
Formation of a County Service Area (CSA)	
Formation of a Special District	
District Consolidation/Merger	
Dissolution of Land Owner District	
Dissolution of Registered Voter District	
Incorporation or dissolution of a city	
Environmental Review & Special Studies	
Amend City Sphere of Influence	\$1,500
Revise City Sphere of Influence (in-house preparation)	\$4,000
Amend District Sphere of Influence	\$1,000
Revise District Sphere of Influence	\$2,500
Negative Declaration	\$500
Categorical Exemption	\$100

Environmental Impact Report (plus cost of any consultant)	\$2,000
Prepare Municipal Service Review (plus cost of any consultant)	\$2,000
Update Municipal Service Review	\$1,000
Out-of-Agency Service Contract Review	\$1,500
Other Requests	
LAFCO Request for Reconsideration	\$500
Expansion of District Powers	\$1,000
Fee Waiver request	\$150
Request for time extension	\$150
Annual Agenda Mailing List (automatic – 12 months)	\$ 25
Executive Officer's Report mailings (automatic -12 months)	\$ 75
CD copy of hearing	\$10/CD
Copying fee	10¢/page
Returned Check Fee	\$ 35

*All deposit fees are initial payments. Any expenses incurred in excess of the deposited amounts will be billed to and paid by the applicant before completion of the LAFCO proceedings, including but not limited to consultant fees, feasibility studies, final recordation, and filings.

Executive Officer Report 9.

LAFCO

Meeting Date: 03/18/2020

Information

SUBJECT

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

A. Long Range Planning Calendar

B. EO Activity Report - February 24 through March 13, 2020

Attachments

[ATT A-03.18.2020 Long Range Planning Calendar](#)

[ATT B-EO Activity Report Feb24-Mar13](#)

Form Review

Form Started By: Terri Tuck

Started On: 03/05/2020 01:25 PM

Final Approval Date: 03/05/2020



Long Range Meeting Calendar – Tentative Items

March 18, 2020 LAFCo Meeting

Meeting Date	Tentative Agenda Items	Location
Apr 23, 2020	(To be cancelled – new AV installed in meeting room)	
May 28, 2020	<ul style="list-style-type: none"> • Electing new Chair, Vice Chair, and ad hoc Legislative Committee member • Protest Hearing - Springlake FPD Change of Organization • Final LAFCo FY 2020/21 Budget • LAFCo Application Fee Update • FY 19/20 Q3 Financial Update 	Woodland
Jun 25, 2020	<ul style="list-style-type: none"> • MSR for the Community Services Districts (Cacheville, Esparto, Knights Landing and Madison) 	Woodland
Jul 23, 2020	<ul style="list-style-type: none"> • MSR for the Water Districts (YCFCWCD and Dunnigan) • JPA Service Review for the Yolo Subbasin Groundwater Authority 	Woodland

New Proposals Received Since Last Meeting

Date Received	Proposal
	None

LAFCo EO Activity Report February 24 through March 13, 2020

Item 9-ATT B

Date	Meeting/Milestone	Comments
02/24/2020	Elections – Hands on Training for Election Day	Attended
02/25/2020	Meeting w/Elisa Sabatini (Manager of Natural Resources, CAO)	CSD issues, County help, water system grants, etc., for Esparto, Knights Landing, Madison, & Yolo CSDs re: each District's MSR/SOI
02/26/2020	Meeting w/Dana Carey (Office of Emergency Services, CAO)	CSD issues: KL well failure, generator for Cacheville, concerns for Esparto, Knights Landing, Madison, & Yolo CSDs re: each District's MSR/SOI
03/02/2020	Meeting w/ Streamline Web	Discuss support for special district websites
03/02/2020	Meeting w/Jill Cook (Deputy County Administrator, CAO)	Knights Landing CSD Governance
03/03/2020	Election Day	Volunteer
03/04/2020	Shared Services – County Broadband Meeting	RFI/RFP for the landfill tower to maximize benefit to Yolo County residents
03/04/2020	Webinar: Guerilla Marketing for Special Districts by Streamline	Participated
03/04/2020	Meeting w/Lori Stonebraker (Knights Landing CSD)	CSD budget issues
03/05/2020	Meeting w/Jill Cook (Deputy County Administrator, CAO)	Tactical Plans: Rural Community Support
03/05/2020	Meeting w/Patricia Valenzuela (Deputy to Supervisor Chamberlain, District 5)	Knights Landing CSD Governance
03/06/2020	Meeting w/Olin Woods	LAFCo Agenda Review
03/09/2020	Yolo County Emergency Operations Center (EOC)	Participated. EOC was activated as a call center for COVID-19
03/11/2020	Webinar: Guerilla Marketing for Special Districts by Streamline	Participated
03/12/2020	Women's History Month Luncheon	Networking