

YOLO LOCAL AGENCY FORMATION COMMISSION

Regular Meeting AGENDA

January 26, 2017 - 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

ROBERT RAMMING (PUBLIC MEMBER)
JIM PROVENZA (COUNTY MEMBER)
ANGEL BARAJAS (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.

OATH OF OFFICE

1. City of Winters Mayor Wade Cowan (City Member)

CALL TO ORDER

2. Pledge of Allegiance
3. Roll Call
4. 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

5. Approve both the LAFCo Meeting Minutes and LAFCo Special Meeting Minutes of November 10, 2016
6. Review and file Fiscal Year 2016/17 Second Quarter Financial Update
7. Correspondence

REGULAR AGENDA

8. Select ad hoc Legislative Subcommittee member to replace former City Member Cecilia Aguiar-Curry
9. Commission direction to staff regarding the upcoming Shared Services Workshop scheduled for February 23, 2017

EXECUTIVE OFFICER'S REPORT

10. 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.
 - Shared Services
 - EO Activity Report - November 7, 2016 through January 20, 2017

COMMISSIONER REPORTS

11. 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

Adjourn to the next Regular LAFCo Meeting and Shared Services Workshop on February 23, 2017.

I declare under penalty of perjury that the foregoing agenda was posted by 5:00 p.m. on January 20, 2017, 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.

ATTEST:

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

Note: Audio for LAFCo meetings will be available the next day following conclusion of the meeting at www.yololafco.org.



Consent 5.

LAFCO

Meeting Date: 01/26/2017

Information

SUBJECT

Approve both the LAFCo Meeting Minutes and LAFCo Special Meeting Minutes of November 10, 2016

RECOMMENDED ACTION

Approve both the LAFCo Meeting Minutes and LAFCo Special Meeting Minutes of November 10, 2016.

Attachments

[LAFCo Minutes 11/10/16](#)

[LAFCo Special Meeting Minutes 11/10/16](#)

Form Review

Form Started By: Terri Tuck

Started On: 01/11/2017 02:09 PM

Final Approval Date: 01/11/2017

YOLO LOCAL AGENCY FORMATION COMMISSION

MEETING MINUTES

November 10, 2016

The Yolo Local Agency Formation Commission met on the 10th day of November 2016, at 9:00 a.m. in the Woodland City Council Chambers, 300 First Street, 2nd Floor, Woodland CA. Voting Members present were Chair and Public Member Olin Woods, County Members Matt Rexroad and Don Saylor, and City Members Cecilia Aguiar-Curry and Will Arnold. Others present were Alternate Public Member Robert Ramming, 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 9:03 a.m.

Item № 1 Pledge

Outgoing City Member Cecilia Aguiar-Curry led the Pledge of Allegiance.

Item № 2 Roll Call

PRESENT: Arnold, Aguiar-Curry, Rexroad, Woods ABSENT: Saylor

Item № 3 Public Comments

None

CONSENT

Item № 4 Approve LAFCo Meeting Minutes of September 22, 2016

Minute Order 2016-39: The Commission pulled this item then approved it with the following changes made to Item № 11, LAFCo Meeting Minutes of September 22, 2016, Closed Session:

Change "There was nothing to report" to "Action taken on this item can be seen in Item 8, Minute Order 2016-37, of these Minutes."

Approved by the following vote:

MOTION: Rexroad SECOND: Aguiar-Curry
AYES: Arnold, Aguiar-Curry, Rexroad, Woods
NOES: None
ABSTAIN: None
ABSENT: Saylor

Item № 5 Review and File Fiscal Year 2015/16 First Quarter Financial Update

Item № 6 Correspondence

Minute Order 2016-40: Approved recommended action Items 5 and 6 on Consent. Item 4 was pulled from Consent.

Approved by the following vote:

MOTION: Rexroad SECOND: Arnold
AYES: Arnold, Aguiar-Curry, Rexroad, Woods
NOES: None
ABSTAIN: None
ABSENT: Saylor

Commissioner Saylor arrived at 9:07 a.m.

PUBLIC HEARING

Item № 7 **Public Hearing to Consider the MERCSA Reorganization (LAFCo No. 919) to: 1) Dissolve the Madison-Esparto Regional County Service Area (MERCSA) Effective June 30, 2017, transferring Services and Corresponding Funding to the Yolo County Flood Control and Water Conservation District (YFCWCD) and the Esparto Community Services District (CSD); 2) Find That the Project is Exempt From Environmental Review Pursuant to CEQA Guidelines Section 15061 (b)(3); 3) Authorize the Esparto CSD to Exercise Recreation and Park Powers Accordingly; and, 4) Adopt Resolution 2016-08 Approving the MERCSA Reorganization without an Election or Protest Proceedings Subject to the Findings and Conditions Contained Within the Resolution**

After a report by staff the Chair opened the Public Hearing. There were no comments and the Public Hearing was closed.

Minute Order 2016-41: The recommended actions were approved and **Resolution 2016-08** was adopted, subject to the findings and conditions contained in the resolution.

Approved by the following vote:

MOTION: Aguiar-Curry SECOND: Saylor
AYES: Arnold, Aguiar-Curry, Rexroad, Saylor, Woods
NOES: None
ABSTAIN: None

REGULAR

Item № 8 **Consider a request to authorize the City of Woodland to provide out of agency water and sewer services to various parcels known as the Westucky area, subject to the findings and conditions contained in the staff report, and adopt Resolution 2016-09 approving the Westucky II Out of Agency Agreement with City of Woodland (LAFCo No. 921)**

Minute Order 2016-42: The recommended action was approved and **Resolution 2016-09** was adopted, subject to the findings and conditions contained in the resolution.

Approved by the following vote:

MOTION: Rexroad SECOND: Aguiar-Curry
AYES: Arnold, Aguiar-Curry, Rexroad, Saylor, Woods
NOES: None
ABSTAIN: None

Item № 9 Consider a request from Mr. Adam Goodpaster to authorize the City of Davis to provide out of agency sewer service to two (2) existing parcels located at 43538 and 43518 Montgomery Avenue (APNs: 069-160-029-000 and 069-169-030-000), subject to the findings and conditions contained in the staff report, and adopt Resolution 2016-10 approving the Goodpaster Out of Agency Agreement with the City of Davis (LAFCo No. 920)

Minute Order 2016-43: The recommended action was approved and **Resolution 2016-10** was adopted, subject to the findings and conditions contained in the resolution.

Approved by the following vote:

MOTION: Arnold SECOND: Rexroad
AYES: Arnold, Aguiar-Curry, Rexroad, Saylor, Woods
NOES: None
ABSTAIN: None

Item № 10 Consider and adopt the Yolo LAFCo 2017 Meeting Calendar

Minute Order 2016-44: The recommended action was approved.

Approved by the following vote:

MOTION: Rexroad SECOND: Saylor
AYES: Arnold, Aguiar-Curry, Rexroad, Saylor, Woods
NOES: None
ABSTAIN: None

Item № 11 Provide direction to staff on whether LAFCo should convene a Shared Services Workshop in February 2017 with elected officials and executive staff from the four cities and Yolo County

Minute Order 2016-45: The Commission unanimously agreed to have a Shared Services Workshop on February 23, 2017, which will immediately follow the regular monthly meeting. Included in the Workshop would be a LAFCo 101 type orientation session.

Item № 12 Executive Officer's Report

The Commission was given written reports of the Executive Officer's activities for the period of September 26 through November 4, 2016, and was verbally updated on recent events relevant to the Commission.

Staff commented that there were no action items currently slated for the December meeting. Therefore, unless there were objections, staff, in concurrence with Chair Woods, would be cancelling the December 8th meeting.

The Commission was informed that staff and Chair Woods attended the CALAFCO Conference in Santa Barbara October 25 through October 28.

Item № 13 Commissioner Comments

Commissioner Aguiar-Curry reported that the Winters Salmon Festival was held last Saturday at Rotary Park.

Commissioner Woods reported that he attended an excellent CALAFCO Conference in October and stated that one of the Yolo LAFCo nominees, Peter Brundage, from the Sacramento LAFCo, received the CALAFCO Distinguished Service Award.

Commissioner Saylor commented that the City of Davis and Yolo County have formed the Valley Clean Energy Alliance (VCEA) to implement a local Community Choice Energy (CCE) program, to serve electricity customers located within the participating jurisdictions.

Item № 14 Adjournment

Minute Order 2016-46: By order of the Chair, the meeting was adjourned at 9:38 a.m. to the next Regular LAFCo Meeting on January 26, 2017.

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

ATTEST:

Terri Tuck
Clerk to the Commission

YOLO LOCAL AGENCY FORMATION COMMISSION

SPECIAL MEETING MINUTES

November 10, 2016

This special meeting was held concurrently with the regularly scheduled LAFCo meeting.

The Yolo Local Agency Formation Commission met on the 10th day of November 2016, at 9:00 a.m. in the Woodland City Council Chambers, 300 First Street, 2nd Floor, Woodland CA. Voting Members present were Chair and Public Member Olin Woods, County Members Matt Rexroad and Don Saylor, and City Members Cecilia Aguiar-Curry and Will Arnold. Others present were Alternate Public Member Robert Ramming, Executive Officer Christine Crawford, Analyst Sarah Kirchgessner, Clerk Terri Tuck, and Counsel Eric May.

CONSENT

Item № 1 **Ratify Resolution 2016-12 commending City Member Cecilia Aguiar-Curry for her tenure with the Yolo LAFCo**

Minute Order 2016-47: The recommended action was approved.

Approved by the following vote:

MOTION: Rexroad SECOND: Arnold

AYES: Arnold, Aguiar-Curry, Rexroad, Saylor, Woods

NOES: None

ABSTAIN: None

Item № 13 **Commissioner Comments**

City Member Cecilia Aguiar-Curry was presented **Resolution 2016-12**, commending her for her tenure on the Yolo LAFCo.

Item № 14 **Adjournment**

Minute Order 2016-48: By order of the Chair, the meeting was adjourned at 9:38a.m. to a reception outside the Council Chambers for City Member Cecilia Aguiar-Curry.

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

ATTEST:

Terri Tuck
Clerk to the Commission

LAFCO

Meeting Date: 01/26/2017

Information

SUBJECT

Review and file Fiscal Year 2016/17 Second Quarter Financial Update

RECOMMENDED ACTION

Review and file Fiscal Year 2016/17 Second Quarter Financial Update.

FISCAL IMPACT

None.

REASONS FOR RECOMMENDED ACTION

The intent of the quarterly financial report is to provide the Commission with an update on how LAFCo performed financially in the previous quarter as compared to the adopted budget and to discuss any issues as appropriate. The practice was recommended during a previous audit as an additional safeguard to ensure sound financial management, given the small size of the LAFCo staff.

BACKGROUND

The LAFCo FY 2016/17 budget was adopted on May 26, 2016. Overall, for the first half of FY 2016/17, the LAFCo budget remains generally on target. The Income Statement (attachment A) shows the amount expended for the quarter, the year to date amount and budget and the percentage of budget used. The General Ledger Report (attachment B) shows a running balance of all transactions, including both revenue and expenditure amounts.

Revenues

During the first half of FY 2016/17 LAFCo received 99.62% (363,572.48) of its expected revenues of \$364,950. LAFCo's most significant revenue source comes from local government agency payments. No agency payments were received in this quarter, most of the agency payments were received in the first quarter. Agency funds have yet to be collected from the City of Winters (\$5,557). Staff has asked the Department of Financial Services (DFS) to follow up with the City of

Winters regarding this issue. DFS has informed us that the City is currently researching to make sure it wasn't already paid, and if not, would include the check in that week's warrant run.

LAFCo has received 31.17% (\$467.56) of its Investment Earnings (\$1,500). Other revenue received in the second quarter include LAFCo fees of \$1654.98 for processing the Westucky II Out of Agency Agreement with the City of Woodland (LAFCo No.921) and \$6,041.50 for the MERCOSA Dissolution (LAFCo No. 919). Staff did not assume any fee revenues this year because it tends to be minimal and uncertain.

Expenditures

During the first half of FY 2016/17 LAFCo expended a total of 41.73% (\$210,165.88) of its annual budgeted costs of \$503,680. LAFCo expended 49.67% of its Salary and Benefits appropriation and 19.69% of its Services and Supplies appropriation. LAFCo purchased three computers in the second quarter, so expended 87.72% (\$4210.59) from the Equipment Pre-fund account.

Attachments

[ATT A-2nd QTR Income Statement](#)

[ATT B-2nd QTR General Ledger Report](#)

Form Review

Inbox	Reviewed By	Date
Christine Crawford	Christine Crawford	01/12/2017 01:49 PM
Form Started By: Terri Tuck		Started On: 01/10/2017 08:23 AM
Final Approval Date: 01/18/2017		

Income Statement

GL293 Date 01/09/17 Company 1000 - YOLO COUNTY USD Page 1
 Time 14:56 Income Statement
 For Period 4 Through 6 Ending December 31, 2016 Fiscal Year 2017 Budget 1

Account Nbr	Description	Period Amount	Period Budget	Pct Of Budget	Year To Date Amount	Year To Date Budget	Pct Of Budget
6940	6940 LOCAL AGENCY FORMATION COMM						
NETFUND/POST	NET FUND BALANCE						
REVENUES	REVENUES						
REVUSEMONEY	REVENUE FROM USE OF MONEY AND						
400700-0000	INVESTMENT EARNINGS-POOL	467.56-	0.00	0.00	467.56-	1,500.00-	31.17
	Total REVENUE FROM USE OF MONE	467.56-	0.00	0.00	467.56-	1,500.00-	31.17
INTGOVREVENU	INTERGOVERNMENTAL REVENUES						
OTHRGOVAGNCY	OTHER GOVERNMENTAL AGENCIES						
402010-0001	OTHR GOVT AGENCY-OTH CO-CITYS	0.00	0.00	0.00	181,725.00-	181,725.00-	100.00
402030-0001	OTHR GOVT AGENCY-WEST SAC	0.00	0.00	0.00	58,905.00-	58,905.00-	100.00
402040-0001	OTHR GOVT AGCY-WOODLAND	0.00	0.00	0.00	56,128.00-	56,128.00-	100.00
402050-0001	OTHR GOVT AGCY-WINTERS	0.00	0.00	0.00	0.00	5,557.00-	0.00
402060-0001	OTHR GOVT AGCY-DAVIS	0.00	0.00	0.00	61,135.00-	61,135.00-	100.00
	Total OTHER GOVERNMENTAL AGENC	0.00	0.00	0.00	357,893.00-	363,450.00-	98.47
	Total INTERGOVERNMENTAL REVENU	0.00	0.00	0.00	357,893.00-	363,450.00-	98.47
CHG FOR SVCS	CHARGES FOR SERVICES						
403460-0000	OTH CHRG FR SVC-LAFCO FEE	3,611.92-	0.00	0.00	5,211.92-	0.00	0.00
	Total CHARGES FOR SERVICES	3,611.92-	0.00	0.00	5,211.92-	0.00	0.00
	Total REVENUES	4,079.48-	0.00	0.00	363,572.48-	364,950.00-	99.62
EXPENDITURES	EXPENDITURES						
SALARY&BEN	SALARIES AND EMPLOYEE BENEFITS						
SALARY&WAGES	SALARY AND WAGES						
500100-0000	REGULAR EMPLOYEES	63,584.17	0.00	0.00	111,293.42	223,195.00	49.86
	Total SALARY AND WAGES	63,584.17	0.00	0.00	111,293.42	223,195.00	49.86
EMPBENEFITS	EMPLOYEE BENEFITS						
500310-0000	RETIREMENT	14,455.42	0.00	0.00	25,299.82	51,030.00	49.58
500320-0000	OASDI	4,352.32	0.00	0.00	7,684.86	15,914.00	48.29
500330-0000	FICA/MEDICARE	1,017.89	0.00	0.00	1,797.27	4,032.00	44.58
500360-0000	OPEB - RETIREE HEALTH INSURANC	5,072.75	0.00	0.00	8,878.27	17,908.00	49.58
500380-0000	UNEMPLOYMENT INSURANCE	0.00	0.00	0.00	0.00	400.00	0.00
500390-0000	WORKERS' COMPENSATION INSURANC	469.22	0.00	0.00	469.22	500.00	93.84
500400-0000	OTHER EMPLOYEE BENEFITS	15,839.63	0.00	0.00	30,507.43	61,362.00	49.72
	Total EMPLOYEE BENEFITS	41,207.23	0.00	0.00	74,636.87	151,146.00	49.38
	Total SALARIES AND EMPLOYEE BE	104,791.40	0.00	0.00	185,930.29	374,341.00	49.67
SERVSUPPLIES	SERVICES AND SUPPLIES						
501020-0000	COMMUNICATIONS	401.56	0.00	0.00	685.26	2,500.00	27.41
501030-0000	FOOD	86.81	0.00	0.00	150.19	350.00	42.91
501051-0000	INSURANCE-PUBLIC LIABILITY	500.00	0.00	0.00	500.00	500.00	100.00
501070-0000	MAINTENANCE-EQUIPMENT	110.12	0.00	0.00	110.12	750.00	14.68
501090-0000	MEMBERSHIPS	0.00	0.00	0.00	2,548.00	3,250.00	78.40
501100-0000	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	250.00	0.00
501110-0000	OFFICE EXPENSE	78.61	0.00	0.00	559.25	1,250.00	44.74
501111-0000	OFFICE EXP-POSTAGE	12.90	0.00	0.00	73.50	500.00	14.70
501112-0000	OFFICE EXP-PRINTING	0.00	0.00	0.00	32.63	1,000.00	3.26
501125-0000	IT SERVICE-DPT SYS MAINT	0.00	0.00	0.00	0.00	150.00	0.00
501126-0000	IT SERVICE-ERP	671.00	0.00	0.00	1,342.00	2,684.00	50.00
501127-0000	IT SERVICE-CONNECTIVITY	710.50	0.00	0.00	1,421.00	2,842.00	50.00
501151-0000	PROF & SPEC SVC-AUDITG & ACCTG	0.00	0.00	0.00	0.00	5,000.00	0.00
501152-0000	PROF & SPEC SVC-INFO TECH SVC	0.00	0.00	0.00	0.00	400.00	0.00

Income Statement

GL293 Date 01/09/17
Time 14:56

Company 1000 - YOLO COUNTY
Income Statement
For Period 4 Through 6 Ending December 31, 2016

USD

Page 2

Fiscal Year 2017 Budget

1

6940 6940 LOCAL AGENCY FORMATION COMM

Account Nbr	Description	Period Amount	Period Budget	Pct Of Budget	Year To Date Amount	Year To Date Budget	Pct Of Budget
SERVSUPPLIES	SERVICES AND SUPPLIES						
501156-0000	PROF & SPEC SVC-LEGAL SVC	1,294.65	0.00	0.00	1,294.65	10,000.00	12.95
501165-0000	PROF & SPEC SVC-OTHER	106.25	0.00	0.00	3,352.75	50,000.00	6.71
501180-0000	PUBLICATIONS AND LEGAL NOTICES	574.69	0.00	0.00	708.52	2,000.00	35.43
501190-0000	RENTS AND LEASES - EQUIPMENT	15.00	0.00	0.00	1,113.51	1,500.00	74.23
501192-0000	RENTS & LEASES-RECRDS STRGE	0.00	0.00	0.00	0.00	738.00	0.00
501205-0000	TRAINING	0.00	0.00	0.00	2,020.00	3,200.00	63.13
501210-0000	MINOR EQUIPMENT	483.66	0.00	0.00	483.66	0.00	0.00
501250-0000	TRANSPORTATION AND TRAVEL	3,229.96	0.00	0.00	3,229.96	10,800.00	29.91
	Total SERVICES AND SUPPLIES	8,275.71	0.00	0.00	19,625.00	99,664.00	19.69
OTHERCHARGES	OTHER CHARGES						
502201-0000	PAYMENTS TO OTH GOV INSTITUTN	300.00	0.00	0.00	400.00	1,000.00	40.00
	Total OTHER CHARGES	300.00	0.00	0.00	400.00	1,000.00	40.00
OTHRFINANUSE	OTHER FINANCING USES						
503110-0000	TRANSFERS OUT-EQUIP PRE FUND	4,210.59	0.00	0.00	4,210.59	4,800.00	87.72
	Total OTHER FINANCING USES	4,210.59	0.00	0.00	4,210.59	4,800.00	87.72
CONTINGENCY	APPROPRIATION FOR CONTINGENCIE						
503300-0000	APPROP FOR CONTINGENCY	0.00	0.00	0.00	0.00	23,875.00	0.00
	Total APPROPRIATION FOR CONTIN	0.00	0.00	0.00	0.00	23,875.00	0.00
	Total EXPENDITURES	117,577.70	0.00	0.00	210,165.88	503,680.00	41.73
	Total NET FUND BALANCE	113,498.22	0.00	0.00	153,406.60-	138,730.00	110.58-

General Ledger Report

Item 6-ATT B

GL290 Date 01/09/17
Time 11:55

Company 1000 - YOLO COUNTY
RUNNING BAL TRANS - RUNNING BALANCE TRANS REPORT
For Period 04 - 06 Ending December 31, 2016

USD
Page 1
Sort Variable Level, Account
Type Amounts
Activity Beg Bal and Activity

Accounting Unit 694000000000 LOC AGENCY FORM BAL SHEET USE Resp Level 6940-0001-00001

Posting	Sy	Pd	Journal/Seq	Inco	Transaction Desc	Activity	Catg	Debit	Credit	Balance

Account	100000-0000		CASH IN TREASURY						Begin Balance	362,411.51
10/01/16	GL	04	N	555-00	1000	SEPT 2016 INT APPR R			68.50	362,343.01
10/01/16	GL	04	N	555-00	1000	SEPT 2016 INT APPR R			6.00	362,337.01
10/01/16	GL	04	N	553-00	1000	Auto Offset From Zon	601.95			362,938.96
10/01/16	GL	04	N	554-00	1000	Auto Offset From Zon			134.39	362,804.57
10/04/16	GL	04	N	79-00	1000	Auto Offset From Zon			8.50	362,796.07
10/07/16	PR	04	N	3-00	1000	Auto Offset From Zon			14,434.84	348,361.23
10/10/16	AP	04	N	25-00	1000	Auto Offset From Zon			3,193.05	345,168.18
10/11/16	GL	04	N	170-00	1000	Auto Offset From Zon			126.16	345,042.02
10/17/16	AP	04	N	60-00	1000	Auto Offset From Zon			110.12	344,931.90
10/21/16	PR	04	N	5-00	1000	Auto Offset From Zon			16,795.71	328,136.19
11/02/16	AP	05	N	21-00	1000	Auto Offset From Zon			173.00	327,963.19
11/03/16	AP	05	N	15-00	1000	Auto Offset From Zon			1,025.64	326,937.55
11/03/16	AP	05	N	22-00	1000	Auto Offset From Zon			1,472.72	325,464.83
11/03/16	GL	05	N	112-00	1000	Auto Offset From Zon			8.50	325,456.33
11/04/16	PR	05	N	2-00	1000	Auto Offset From Zon			12,048.39	313,407.94
11/08/16	GL	05	N	168-00	1000	Auto Offset From Zon			125.22	313,282.72
11/10/16	AP	05	N	57-00	1000	Auto Offset From Zon			225.65	313,057.07
11/14/16	AP	05	N	50-00	1000	Auto Offset From Zon			11.20	313,045.87
11/14/16	AP	05	N	59-00	1000	Auto Offset From Zon			1,269.22	311,776.65
11/18/16	PR	05	N	3-00	1000	Auto Offset From Zon			14,682.85	297,093.80
11/18/16	AP	05	N	81-00	1000	Auto Offset From Zon			106.25	296,987.55
11/18/16	GL	05	N	381-00	1000	Auto Offset From Zon			1,294.65	295,692.90
11/30/16	GL	05	N	259-00	1000	ADJUST PC REPLACEMEN	483.66			296,176.56
11/30/16	GL	05	N	259-00	1000	Auto Offset From Zon			921.66	295,254.90
11/30/16	GL	05	N	261-00	1000	Auto Offset From Zon			66.89	295,188.01
11/30/16	GL	05	N	383-00	1000	Auto Offset From Zon	6,041.50			301,229.51
12/01/16	GL	06	N	94-00	1000	Auto Offset From Zon			8.50	301,221.01
12/02/16	PR	06	N	1-00	1000	Auto Offset From Zon			14,611.22	286,609.79
12/02/16	AP	06	N	2-00	1000	Auto Offset From Zon			8.10	286,601.69
12/06/16	AP	06	N	43-00	1000	Auto Offset From Zon			548.95	286,052.74
12/07/16	GL	06	N	248-00	1000	Auto Offset From Zon			124.68	285,928.06
12/15/16	AP	06	N	87-00	1000	Auto Offset From Zon			39.16	285,888.90
12/16/16	PR	06	N	4-00	1000	Auto Offset From Zon			14,611.87	271,277.03
12/30/16	PR	06	N	6-00	1000	Auto Offset From Zon			17,137.30	254,139.73
12/31/16	GL	06	N	150-00	1000	Auto Offset From Zon			1,768.80	252,370.93
12/31/16	GL	06	N	158-00	1000	Auto Offset From Zon			12.00	252,358.93
12/31/16	GL	06	N	163-00	1000	Auto Offset From Zon			1,654.98	250,703.95
12/31/16	GL	06	N	338-00	1000	Auto Offset From Zon			1,381.50	249,322.45
Total Activity Account								7,127.11	120,216.17	
100000-0000 CASH IN TREASURY									End Balance	249,322.45

Account	101000-0143		RC-LAFCO OPEB						Begin Balance	50,672.99
10/01/16	GL	04	N	555-00	1000	SEPT 2016 INT APPR R		68.50		50,741.49
Total Activity Account								68.50		
101000-0143 RC-LAFCO OPEB									End Balance	50,741.49

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Posting	Sy	Pd	Journal/Seq	Inco	Transaction Desc	Activity	Catg	Debit	Credit	Balance
Account			101000-0144		RC-LAFCO PC REPL				Begin Balance	4,824.76
10/01/16	GL	04	N 555-00	1000	SEPT 2016 INT APPR R			6.00		4,830.76
11/30/16	GL	05	N 259-00	1000	ADJUST PC REPLACEMEN				483.66	4,347.10
					Total Activity	Account		6.00	483.66	
			101000-0144		RC-LAFCO PC REPL				End Balance	4,347.10
Account			190200-0000		FUTURE LONG TERM DEBT REQUIRE				Begin Balance	657,707.00
			190200-0000		FUTURE LONG TERM DEBT REQUIRE				End Balance	657,707.00
Account			195010-0000		DEFERRED OUTFLOWS-PENSIONS				Begin Balance	123,779.00-
			195010-0000		DEFERRED OUTFLOWS-PENSIONS				End Balance	123,779.00-
Account			210900-0000		COMPENSATED ABSENSES (S/T)				Begin Balance	4,362.00-
			210900-0000		COMPENSATED ABSENSES (S/T)				End Balance	4,362.00-
Account			220501-0000		DEFERRED INFLOWS PENSION				Begin Balance	72,443.00-
			220501-0000		DEFERRED INFLOWS PENSION				End Balance	72,443.00-
Account			230000-0000		COMPENSATED ABSENSES (L/T)				Begin Balance	4,362.00-
			230000-0000		COMPENSATED ABSENSES (L/T)				End Balance	4,362.00-
Account			230600-0000		OTHER POST EMPLOYMENT BENEFITS				Begin Balance	58,485.00-
			230600-0000		OTHER POST EMPLOYMENT BENEFITS				End Balance	58,485.00-
Account			230650-0000		NET PENSION LIABILITY				Begin Balance	394,276.00-
			230650-0000		NET PENSION LIABILITY				End Balance	394,276.00-
Account			300500-0001		FUND BAL-COMMITTED-OPEB				Begin Balance	50,672.99-
			300500-0001		FUND BAL-COMMITTED-OPEB				End Balance	50,672.99-
Account			300600-0000		FD BAL-ASSIGNED				Begin Balance	67,357.50-
			300600-0000		FD BAL-ASSIGNED				End Balance	67,357.50-
Account			300600-0001		FD BAL-ASSIGNED-CAP ASSET REPL				Begin Balance	4,824.76-
11/30/16	GL	05	N 259-00	1000	ADJUST PC REPLACEMEN			483.66		4,341.10-
					Total Activity	Account		483.66		
			300600-0001		FD BAL-ASSIGNED-CAP ASSET REPL				End Balance	4,341.10-
Account			300999-0000		UNASSIGNED				Begin Balance	487,708.60
11/30/16	GL	05	N 259-00	1000	ADJUST PC REPLACEMEN				483.66	487,224.94
					Total Activity	Account			483.66	
			300999-0000		UNASSIGNED				End Balance	487,224.94
			694000000000		LOC AGENCY FORM BAL SHEET USE				End Balance	669,264.39

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			Account	400700-0000	INVESTMENT EARNINGS-POOL				Begin Balance	0.00
10/01/16	GL	04 N	553-00	1000	SEPT 30 INTERST APPO	8800000000009900	10000		506.04	506.04-
10/01/16	GL	04 N	553-00	1000	SEPT 30 INTERST APPO	8800000000009900	10000		88.19	594.23-
10/01/16	GL	04 N	553-00	1000	SEPT 30 INTERST APPO	8800000000009900	10000		7.72	601.95-
10/01/16	GL	04 N	554-00	1000	TREAS INV FEES Q1 EN	8800000000009900	10000	112.98		488.97-
10/01/16	GL	04 N	554-00	1000	TREAS INV FEES Q1 EN	8800000000009900	10000	19.69		469.28-
10/01/16	GL	04 N	554-00	1000	TREAS INV FEES Q1 EN	8800000000009900	10000	1.72		467.56-
Total Activity Account								134.39	601.95	
			Account	400700-0000	INVESTMENT EARNINGS-POOL				End Balance	467.56-
			Account	402010-0001	OTHR GOVT AGENCY-OTH CO-CITYS				Begin Balance	181,725.00-
			Account	402010-0001	OTHR GOVT AGENCY-OTH CO-CITYS				End Balance	181,725.00-
			Account	402030-0001	OTHR GOVT AGENCY-WEST SAC				Begin Balance	58,905.00-
			Account	402030-0001	OTHR GOVT AGENCY-WEST SAC				End Balance	58,905.00-
			Account	402040-0001	OTHR GOVT AGCY-WOODLAND				Begin Balance	56,128.00-
			Account	402040-0001	OTHR GOVT AGCY-WOODLAND				End Balance	56,128.00-
			Account	402060-0001	OTHR GOVT AGCY-DAVIS				Begin Balance	61,135.00-
			Account	402060-0001	OTHR GOVT AGCY-DAVIS				End Balance	61,135.00-
			Account	403460-0000	OTH CHRG FR SVC-LAFCO FEE				Begin Balance	1,600.00-
11/10/16	AP	05 N	57-00	1000	REIMBURSEMENT-WATTSA	8504000000006000	35000	225.65		1,374.35-
11/30/16	GL	05 N	383-00	1000	919-MERCESA DISSOLUTI	850100091909016	35000		6,041.50	7,415.85-
12/06/16	AP	06 N	43-00	1000	999001277ADAM GOODPA	8504000000006000	35000	548.95		6,866.90-
12/31/16	GL	06 N	163-00	1000	921 WestuckyII OOA w	8504000000006000	35000	1,654.98		5,211.92-
Total Activity Account								2,429.58	6,041.50	
			Account	403460-0000	OTH CHRG FR SVC-LAFCO FEE				End Balance	5,211.92-
			Account	500100-0000	REGULAR EMPLOYEES				Begin Balance	47,709.25
10/07/16	PR	04 N	3-00	1000	Summarized transacti			8,528.92		56,238.17
10/21/16	PR	04 N	5-00	1000	Summarized transacti			9,962.03		66,200.20
11/04/16	PR	05 N	2-00	1000	Summarized transacti			8,708.08		74,908.28
11/18/16	PR	05 N	3-00	1000	Summarized transacti			8,708.07		83,616.35
12/02/16	PR	06 N	1-00	1000	Summarized transacti			8,656.31		92,272.66
12/16/16	PR	06 N	4-00	1000	Summarized transacti			8,656.32		100,928.98
12/30/16	PR	06 N	6-00	1000	Summarized transacti			10,364.44		111,293.42
Total Activity Account								63,584.17		
			Account	500100-0000	REGULAR EMPLOYEES				End Balance	111,293.42
			Account	500310-0000	RETIREMENT				Begin Balance	10,844.40
10/07/16	PR	04 N	3-00	1000	Summarized transacti			1,938.64		12,783.04
10/21/16	PR	04 N	5-00	1000	Summarized transacti			2,265.35		15,048.39
11/04/16	PR	05 N	2-00	1000	Summarized transacti			1,979.49		17,027.88
11/18/16	PR	05 N	3-00	1000	Summarized transacti			1,979.48		19,007.36
12/02/16	PR	06 N	1-00	1000	Summarized transacti			1,967.69		20,975.05
12/16/16	PR	06 N	4-00	1000	Summarized transacti			1,967.69		22,942.74

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Account	500310-0000		RETIREMENT								Balance Fwd	22,942.74
12/30/16	PR	06	N	6-00	1000	Summarized transacti		2,357.08		25,299.82		
						Total Activity	Account	14,455.42				

				500310-0000		RETIREMENT			End Balance	25,299.82		

Account	500320-0000		OASDI								Begin Balance	3,332.54
10/07/16	PR	04	N	3-00	1000	Summarized transacti		591.81		3,924.35		
10/21/16	PR	04	N	5-00	1000	Summarized transacti		702.36		4,626.71		
11/04/16	PR	05	N	2-00	1000	Summarized transacti		539.90		5,166.61		
11/18/16	PR	05	N	3-00	1000	Summarized transacti		602.91		5,769.52		
12/02/16	PR	06	N	1-00	1000	Summarized transacti		599.70		6,369.22		
12/16/16	PR	06	N	4-00	1000	Summarized transacti		600.22		6,969.44		
12/30/16	PR	06	N	6-00	1000	Summarized transacti		715.42		7,684.86		
						Total Activity	Account	4,352.32				

				500320-0000		OASDI			End Balance	7,684.86		

Account	500330-0000		FICA/MEDICARE								Begin Balance	779.38
10/07/16	PR	04	N	3-00	1000	Summarized transacti		138.41		917.79		
10/21/16	PR	04	N	5-00	1000	Summarized transacti		164.26		1,082.05		
11/04/16	PR	05	N	2-00	1000	Summarized transacti		126.27		1,208.32		
11/18/16	PR	05	N	3-00	1000	Summarized transacti		140.99		1,349.31		
12/02/16	PR	06	N	1-00	1000	Summarized transacti		140.26		1,489.57		
12/16/16	PR	06	N	4-00	1000	Summarized transacti		140.38		1,629.95		
12/30/16	PR	06	N	6-00	1000	Summarized transacti		167.32		1,797.27		
						Total Activity	Account	1,017.89				

				500330-0000		FICA/MEDICARE			End Balance	1,797.27		

Account	500360-0000		OPEB - RETIREE HEALTH INSURANC								Begin Balance	3,805.52
10/07/16	PR	04	N	3-00	1000	Summarized transacti		680.31		4,485.83		
10/21/16	PR	04	N	5-00	1000	Summarized transacti		794.96		5,280.79		
11/04/16	PR	05	N	2-00	1000	Summarized transacti		694.65		5,975.44		
11/18/16	PR	05	N	3-00	1000	Summarized transacti		694.65		6,670.09		
12/02/16	PR	06	N	1-00	1000	Summarized transacti		690.51		7,360.60		
12/16/16	PR	06	N	4-00	1000	Summarized transacti		690.51		8,051.11		
12/30/16	PR	06	N	6-00	1000	Summarized transacti		827.16		8,878.27		
						Total Activity	Account	5,072.75				

				500360-0000		OPEB - RETIREE HEALTH INSURANC			End Balance	8,878.27		

Account	500390-0000		WORKERS' COMPENSATION INSURANC								Begin Balance	0.00
11/14/16	AP	05	N	59-00	1000	YCPARMIWorkComp	85040000006000 52450	469.22		469.22		
						Total Activity	Account	469.22				

				500390-0000		WORKERS' COMPENSATION INSURANC			End Balance	469.22		

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			Account	500400-0000	OTHER EMPLOYEE BENEFITS				Begin Balance	14,667.80
10/07/16	PR	04 N	3-00	1000	Summarized transacti			2,556.75		17,224.55
10/21/16	PR	04 N	5-00	1000	Expense accrual			350.00		17,574.55
10/21/16	PR	04 N	5-00	1000	Summarized transacti			2,556.75		20,131.30
11/18/16	PR	05 N	3-00	1000	Summarized transacti			2,556.75		22,688.05
12/02/16	PR	06 N	1-00	1000	Summarized transacti			2,556.75		25,244.80
12/16/16	PR	06 N	4-00	1000	Summarized transacti			2,556.75		27,801.55
12/30/16	PR	06 N	6-00	1000	Expense accrual			150.00		27,951.55
12/30/16	PR	06 N	6-00	1000	Summarized transacti			2,555.88		30,507.43
Total Activity Account								15,839.63		
			Account	500400-0000	OTHER EMPLOYEE BENEFITS				End Balance	30,507.43
			Account	501020-0000	COMMUNICATIONS				Begin Balance	283.70
10/04/16	GL	04 N	79-00	1000	185-1 08/16 INTERNAL	850400000002000	53200	8.50		292.20
10/11/16	GL	04 N	170-00	1000	185-1 09/16 INTERNAL	850400000002000	53200	126.16		418.36
11/03/16	GL	05 N	112-00	1000	185-1 09/16 INTERNAL	850400000002000	53200	8.50		426.86
11/08/16	GL	05 N	168-00	1000	185-1 10/16 INTERNAL	850400000002000	53200	125.22		552.08
12/01/16	GL	06 N	94-00	1000	185-1 10/16 INTERNAL	850400000002000	53200	8.50		560.58
12/07/16	GL	06 N	248-00	1000	185-1 11/16 INTERNAL	850400000002000	53200	124.68		685.26
Total Activity Account								401.56		
			Account	501020-0000	COMMUNICATIONS				End Balance	685.26
			Account	501030-0000	FOOD				Begin Balance	63.38
11/30/16	GL	05 N	261-00	1000	Nugget-YoloLeadersSp	850400000006000	53300	56.89		120.27
12/31/16	GL	06 N	150-00	1000	Nugget/Raleys-FoodRe	850400000006000	53300	29.92		150.19
Total Activity Account								86.81		
			Account	501030-0000	FOOD				End Balance	150.19
			Account	501051-0000	INSURANCE-PUBLIC LIABILITY				Begin Balance	0.00
11/14/16	AP	05 N	59-00	1000	YCPARMIAGenLiab	850400000006000	53500	500.00		500.00
Total Activity Account								500.00		
			Account	501051-0000	INSURANCE-PUBLIC LIABILITY				End Balance	500.00
			Account	501070-0000	MAINTENANCE-EQUIPMENT				Begin Balance	0.00
10/17/16	AP	04 N	60-00	1000	13078INLAND BUSI	850400000006000	53700	110.12		110.12
Total Activity Account								110.12		
			Account	501070-0000	MAINTENANCE-EQUIPMENT				End Balance	110.12
			Account	501090-0000	MEMBERSHIPS				Begin Balance	2,548.00
			Account	501090-0000	MEMBERSHIPS				End Balance	2,548.00

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			Account	501110-0000	OFFICE EXPENSE				Begin Balance	480.64
10/10/16	AP	04 N	25-00 1000		10246DSW HOLDING	850400000006000	54200	3.10		483.74
11/14/16	AP	05 N	50-00 1000		10246DSW HOLDING	850400000006000	54200	6.20		489.94
12/02/16	AP	06 N	2-00 1000		10246DSW HOLDING	850400000006000	54200	3.10		493.04
12/15/16	AP	06 N	87-00 1000		INV 8042058840	850400000006000	54200	39.16		532.20
12/31/16	GL	06 N	150-00 1000		Michaels-ResolutionF	850400000006000	54200	27.05		559.25
								Total Activity	Account	78.61
			Account	501110-0000	OFFICE EXPENSE				End Balance	559.25
			Account	501111-0000	OFFICE EXP-POSTAGE				Begin Balance	60.60
12/31/16	GL	06 N	150-00 1000		USPS-AgendaPackets	850400000006000	54201	12.90		73.50
								Total Activity	Account	12.90
			Account	501111-0000	OFFICE EXP-POSTAGE				End Balance	73.50
			Account	501112-0000	OFFICE EXP-PRINTING				Begin Balance	32.63
			Account	501112-0000	OFFICE EXP-PRINTING				End Balance	32.63
			Account	501126-0000	IT SERVICE-ERP				Begin Balance	671.00
12/31/16	GL	06 N	338-00 1000		2ND QTR ERP CHG LAF	850400000002000	54800	671.00		1,342.00
								Total Activity	Account	671.00
			Account	501126-0000	IT SERVICE-ERP				End Balance	1,342.00
			Account	501127-0000	IT SERVICE-CONNECTIVITY				Begin Balance	710.50
12/31/16	GL	06 N	338-00 1000		2ND QTR CONN CHG LAF	850400000002000	54800	710.50		1,421.00
								Total Activity	Account	710.50
			Account	501127-0000	IT SERVICE-CONNECTIVITY				End Balance	1,421.00
			Account	501156-0000	PROF & SPEC SVC-LEGAL SVC				Begin Balance	0.00
11/18/16	GL	05 N	381-00 1000		LEGAL SERVICES 1st Q	850400000006000	55200	1,294.65		1,294.65
								Total Activity	Account	1,294.65
			Account	501156-0000	PROF & SPEC SVC-LEGAL SVC				End Balance	1,294.65
			Account	501165-0000	PROF & SPEC SVC-OTHER				Begin Balance	3,246.50
11/18/16	AP	05 N	81-00 1000		10778MARCUS NEUV	850400000006000	55500	106.25		3,352.75
								Total Activity	Account	106.25
			Account	501165-0000	PROF & SPEC SVC-OTHER				End Balance	3,352.75
			Account	501180-0000	PUBLICATIONS AND LEGAL NOTICES				Begin Balance	133.83
11/03/16	AP	05 N	22-00 1000		NoticeDavisCSAsMSRSO	850200004405014	55700	136.69		270.52
11/30/16	GL	05 N	259-00 1000		DailyDemocrat Notice	850400000006000	55700	438.00		708.52
								Total Activity	Account	574.69
			Account	501180-0000	PUBLICATIONS AND LEGAL NOTICES				End Balance	708.52

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Posting	Sy	Pd	Journal/Seq	Inco	Transaction Desc	Activity	Catg	Debit	Credit	Balance
			Account	501190-0000	RENTS AND LEASES - EQUIPMENT				Begin Balance	1,098.51
10/10/16	AP	04 N	25-00 1000		10246DSW HOLDING	850400000006000	55800	5.00		1,103.51
11/14/16	AP	05 N	50-00 1000		10246DSW HOLDING	850400000006000	55800	5.00		1,108.51
12/02/16	AP	06 N	2-00 1000		10246DSW HOLDING	850400000006000	55800	5.00		1,113.51
Total Activity Account								15.00		
			501190-0000	RENTS AND LEASES - EQUIPMENT					End Balance	1,113.51
			Account	501205-0000	TRAINING				Begin Balance	2,020.00
			501205-0000	TRAINING					End Balance	2,020.00
			Account	501210-0000	MINOR EQUIPMENT				Begin Balance	0.00
11/30/16	GL	05 N	259-00 1000		DELL-3 ea AcrobatPro	850400000006000	56200	483.66		483.66
Total Activity Account								483.66		
			501210-0000	MINOR EQUIPMENT					End Balance	483.66
			Account	501250-0000	TRANSPORTATION AND TRAVEL				Begin Balance	0.00
11/02/16	AP	05 N	21-00 1000		CALAFCOConfTravel	850400000006000	57300	173.00		173.00
11/03/16	AP	05 N	22-00 1000		CALAFCOConfTravel	850400000006000	57300	175.91		348.91
11/03/16	AP	05 N	22-00 1000		CALAFCOConfTravel	850400000006000	57300	592.28		941.19
11/03/16	AP	05 N	22-00 1000		CALAFCOConfTravel	850400000006000	57300	567.84		1,509.03
11/30/16	GL	05 N	261-00 1000		1500 K St Prkng-SACO	850400000006000	57300	10.00		1,519.03
12/31/16	GL	06 N	150-00 1000		DoubletreeSantBarb-C	850400000006000	57300	1,698.93		3,217.96
12/31/16	GL	06 N	158-00 1000		1550KStPark-SACOGTas	850400000006000	57300	12.00		3,229.96
Total Activity Account								3,229.96		
			501250-0000	TRANSPORTATION AND TRAVEL					End Balance	3,229.96
			Account	502201-0000	PAYMENTS TO OTH GOV INSTITUTN				Begin Balance	100.00
11/14/16	AP	05 N	59-00 1000		BOE 918WattsAnnexWil	850400000006000	59520	300.00		400.00
Total Activity Account								300.00		
			502201-0000	PAYMENTS TO OTH GOV INSTITUTN					End Balance	400.00
			Account	503110-0000	TRANSFERS OUT-EQUIP PRE FUND				Begin Balance	0.00
10/10/16	AP	04 N	25-00 1000		10697DELL MARKET	850400000006000	61100	139.98		139.98
10/10/16	AP	04 N	25-00 1000		10697DELL MARKET	850400000006000	61100	3,020.97		3,160.95
10/10/16	AP	04 N	25-00 1000		10697DELL MARKET	850400000006000	61100	24.00		3,184.95
11/03/16	AP	05 N	15-00 1000		10697DELL MARKET	850400000006000	61100	1,025.64		4,210.59
Total Activity Account								4,210.59		
			503110-0000	TRANSFERS OUT-EQUIP PRE FUND					End Balance	4,210.59
			694029816991	LOCAL AGENCY FORMATION COMM					End Balance	153,406.60-

General Ledger Report

GL290 Date 01/09/17
Time 11:55

Company 1000 - YOLO COUNTY USD
RUNNING BAL TRANS - RUNNING BALANCE TRANS REPORT
For Period 04 - 06 Ending December 31, 2016

Page 8
Sort Variable Level, Account
Type Amounts
Activity Beg Bal and Activity

Company 1000 Totals:

Debit Transactions	127,826.94
Credit Transactions	127,826.94
Debit Balances	1,659,508.86
Credit Balances	1,143,651.07
P/L Debit Transactions	120,141.67
P/L Credit Transactions	6,643.45
Net Loss	113,498.22

General Ledger Report

GL290 Date: 01/09/17
Time: 11:55

JOB SUBMISSION PARAMETERS

User Name: YLLSFPD\TTuck
Job Name: GL290TT
Step Nbr: 1

Company: 1000 YOLO COUNTY USD
or Company Group:
Reports: RUNNING BAL TRANS

Year Code: or Posting Dates: -
or Year: 2017
Periods: 4 - 6

Accounting Unit: 6940 LOCAL AGENCY FORMATION COMM
Accounts: -
Subaccounts: -
Report Currency: B Base



Consent 7.

LAFCO

Meeting Date: 01/26/2017

Information

SUBJECT

Correspondence

RECOMMENDED ACTION

Receive and file the following correspondence:

- A. Colantuono Newsletter - Fall 2016
 - B. CALAFCO Quarterly - December 2016
-

Attachments

[ATT A-Colantuono Newsletter-Fall 2016](#)

[ATT B-CALAFCO Quarterly-Dec 2016](#)

Form Review

Form Started By: Terri Tuck
Final Approval Date: 01/11/2017

Started On: 01/11/2017 02:13 PM



COLANTUONO
HIGHSMITH
WHATLEY, PC

Newsletter | Fall 2016

Update on Public Law Court Upholds Infill Mello-Roos District

By Michael G. Colantuono

One of the realities of local government finance in California is that residential developments generally do not create sufficient revenues to cover the cost of services to the new residents they bring. While retail developments generate sales taxes, and commercial developments generate business taxes and relatively greater property taxes, residential developments often generate only the property tax capped by Proposition 13.

The City of San Ramon responded to this reality by requiring new residential developments to provide supplemental revenues via a Mello-Roos Community Facilities District, which imposes a special property tax, or by other means. Mello-Roos taxes may be approved by a two-thirds vote of voters or, if a district has fewer than 12 registered voters, by landowners. Such taxes are common in the development setting, when developers alone need vote. Although the developer of the first project to face San Ramon's requirement agreed to form a Mello-Roos district, the Building Industry Association sued. It argued the tax does not provide "additional services" as the Mello-Roos Act requires, is an unconstitutional general tax on property, and its provision for a reduction in services if the tax were repealed by initiative was unconstitutional "retaliation" against voters for exercising their initiative rights.

The Court of Appeal affirmed a trial court ruling for the City in *Building Industry Association of the Bay Area v. City of San Ramon* in October. CH&W filed an amicus brief supporting San Ramon in the case on behalf of the League of California Cities. A petition for review in the California Supreme Court is pending.

(continued on page 2)

We've Moved!

Colantuono, Highsmith & Whatley has moved its **Southern California** office to:

**790 E. Colorado Blvd., Ste. 850
Pasadena, CA 91101-2109**

Phone numbers remain unchanged:
(213) 542-5700 (voice)
(213) 542-5710 (fax)

Our **Grass Valley** address and phones remain unchanged:

420 Sierra College Dr., Suite 140
Grass Valley, CA 95945-5091
(530) 432-7357 (voice)
(530) 432-7356 (fax)

Lawyers resident in Pasadena include Terri Highsmith, Holly Whatley, Jenni Pancake, Pamela Graham, Matt Summers, Ryan Dunn, Megan Knize, Len Aslanian, and Aleks Giragosian, as well as our Executive Director Kate Henderson. Receivables and payables should continue to be directed to our Grass Valley Office. Our electronic address remains unchanged, too: www.chwlaw.us.

Mello-Roos Districts (cont.)

As to the “additional services issue,” the BIA argued a Mello-Roos District must fund wholly new services, not just more of services already provided. However, police and school services are provided everywhere in California and, if the BIA’s view of “additional services” were the Legislature’s intent, it would not have allowed a Mello-Roos district to fund those services. It is enough that a district funds the higher level of services a residential development requires as compared to undeveloped land.

Proposition 218 prohibits general property taxes, which can be approved by a simple majority of voters and generate general fund revenues that can be spent in the discretion of a City Council or Board of Supervisors. Other than the 1% tax permitted by Proposition 13, only special taxes, which are limited to stated purposes and require two-thirds voter approval, may be imposed on property. The Court concluded San Ramon’s tax did not cease to be a special tax because it funded many city services. Although it is theoretically possible that a tax might authorize so many services as to be a general tax, no case has identified one that does. Moreover, the services to be funded in San Ramon must be provided in the Mello-Roos district, not anywhere in the City. Thus, it was a special tax.

Finally, it is not “retaliation” to observe that services cannot be funded for free and that loss of tax revenues will require service cuts. This is simple economic reality.

The case is helpful for local governments, allowing Mello-Roos districts to fund services to new development. It also demonstrates the extent to which revenue questions — even under 1978’s Proposition 13 — continue to be litigated. Money, it seems, is always worth fighting over.

For more information on this subject, contact Michael at MColantuono@chwlaw.us or (530) 432-7359.

Cell Tower Aesthetics

By Matthew T. Summers

In *T-Mobile West LLC et al. v. City and County of San Francisco*, the SF Court of Appeal confirmed local governments’ authority to consider aesthetics when evaluating cell-tower applications.

State law has long granted “telephone corporations” the right to construct lines, poles, and other necessary fixtures along public roads to deliver telephone services. Under Public Utilities Code section 7901, this allows facilities that do not “incommode the public use of the road.”

In 1995, the Legislature adopted Public Utilities Code section 7901.1 to authorize “reasonable [local] control as to the time, place, and manner in which roads ... are accessed.” These two statutes bar local governments from prohibiting telephone facilities in rights of way, but allows reasonable local regulation. A 2009 decision of the federal Ninth Circuit Court of Appeals concluded such “reasonable regulations” may address aesthetics.

Ninth Circuit rulings on questions of California law guide, but do not bind, our state courts. Thus, *T-Mobile West* makes helpful new law as a state-court decision. There, the Court of Appeal upheld a San Francisco ordinance requiring aesthetic review of cell towers. T-Mobile argued sections 7901 and 7901.1 permit local standards governing only physical access to rights of way — not aesthetics.

Cities and counties may consider aesthetics in evaluating cell tower proposals, but should adopt clear procedures and standards to do so, rather than making decisions ad hoc. They should also consider federal law, which prohibits them from “effectively denying” a wireless carrier from serving any area.

The case helpfully clarifies local authority to prevent ugly cell installations. However, federal law limits local regulation of cell towers and local governments should seek legal advice when regulating cell towers.

For more information on this subject, contact Matt at MSummers@chwlaw.us or (213) 542-5719.

Court Limits Duty to Use Two Lawyers in Administrative Decisions

By Holly O. Whatley

In *Drakes Bay Oyster Company v. California Coastal Commission*, the San Francisco Court of Appeal recently clarified due process requirements for quasi-judicial proceedings before state and local agencies. Drakes Bay challenged Coastal Commission enforcement orders after termination of its lease of federal tidelands in Tomales Bay. Drakes Bay argued due process barred Commission enforcement staff from defending its suit, even as advisors to the Commission, citing the “separation functions” doctrine which bars one lawyer from both prosecuting a case and advising the decision-maker in the same case. The Court of Appeal unanimously rejected Drakes Bay’s position.

Drakes Bay cited a 2009 California Supreme Court decision advancing the separation-of-functions rule. That case acknowledged that due process guarantees an impartial decision-maker in quasi-judicial proceedings. Thus, one law office can play both advocacy and advisory roles in a hearing only if those who fill the two roles cannot confer in private or access each other’s files. Such “ethical screens” to separate these roles are allowed only in public offices; when contract counsel are used, separate law firms are required. The 2009 Supreme Court case held that, so long as an agency screens its enforcement from its advisory staff, due process is satisfied absent evidence of actual bias by a decision-maker or circumstances creating an unacceptable risk of bias.

Drakes Bay sought to extend the separation of functions rule, arguing a prosecutor may not assist in defense of an administrative decision resulting from her prosecution. The Court of Appeal refused to extend the rule. It noted the rule is necessary in quasi-judicial administrative proceedings to ensure a decision-maker does not favor enforcement staff which it has come to trust and rely on when those same lawyers play advisory roles. But after the

administrative proceedings are complete and a decision is challenged in court, that risk no longer remains. Enforcement staff can advise an agency without risking the impartiality of the decision-maker in litigation — the Superior Court. “Once litigation has been filed, the Commission and its staff share the same interest in defending its decision.” And, the Court observed, the administrative decision-maker is entitled to rely on enforcement staff for expertise and advice when “administrative proceedings are no longer pending”

The Court also rejected Drakes Bay’s argument that the Commission might revisit the enforcement decision in the future, requiring a separation-of-functions rule in litigation. The Court thought this possibility too speculative to justify barring an agency from consulting its enforcement staff in defending a challenge to its orders. “We see no reason why the Commission should be impaired in exercising its right to litigate as best it can.”

However, public agencies should give careful thought before allowing prosecution staff to defend decisions in court. If a matter returns for further administrative proceedings — as is common — those lawyers may be barred from any role in the new proceedings. If you cross the street from prosecutor to advisor, you may not be able to cross back.

Drakes Bay is good news for state and local agencies. Though the separation-of-functions rule is unchanged as to quasi-judicial administrative decisions, we now have clear appellate guidance that due process requirements do not mandate an agency maintain that separation when defending its decisions in court. As the Court of Appeal declared, due process does not require a city or agency to “tie its hands” when defending itself.

For more information on this subject, contact Holly at HWhatley@chwlaw.us or (213) 542-5704.



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HIGHSMITH
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News from the Board of Directors

CALAFCO QUARTERLY

Item 7-ATT B

December 2016



CALAFCO Board and Staff Changes

Results of the recent CALAFCO Board of Directors elections netted no new Board members for 2017. All incumbent Board members won their election, so the Board of Directors membership stays the same.

At the October Board meeting during the Annual Conference, the appointment of **Carolyn Emery** (Orange LAFCo) was made to represent the southern region as the Deputy Executive Officer (DEO). We said farewell to **Paul Novak** who served in this role for the past two years.

CALAFCO Board 2017 Committees

At their December 9 meeting, the CALAFCO Board appointed members to the 2017 standing committees as follows:

Legislative Committee

Bill Connelly (North)
Jim Curatalo (South)
Shiva Frentzen (Central)
William Kirby (At-Large)
John Leopold (Coastal)
Mike McGill (At-Large)

Gay Jones (a) (At-Large)
Michael Kelley (a) (South)
Anita Paque (a) (Central)
Sblend Sblendorio (a) (Coastal)
Josh Susman (a) (North)

Nominations Committee

Cheryl Brothers
Shiva Frentzen
John Leopold (Chair)
Josh Susman

Awards Committee

Mike Kelley
Gerard McCallum
John Marchand
Anita Paque
Ricky Samayoa (Chair)

2017 Annual Conference

Jim Curatalo
Bill Kirby (Chair)
Sblend Sblendorio
Josh Susman

Conferences and Workshops Update

2016 ANNUAL CONFERENCE A SUCCESS



A final Conference report was provided to the Board on December 9. The Conference was held October 26 - 28 in Santa Barbara at the beautiful Fess Parker DoubleTree. Our theme this year was **Orchards to Oceans: Balancing California's Diversity**, and the host was Santa Barbara LAFCo. Approximately 285 commissioners, staff, associate members, guests and speakers attended the Conference. A total of 48 LAFCos were represented.

Participant evaluations rated the overall experience a 5.2 out of 6.0 with an evaluation return rate of 25%. While the books are still being finalized, it appears that financially the Conference was a success. We had a total of \$19,500 in sponsorship revenue, with 16 total sponsors of varying levels. CALAFCO thanks all of our sponsors for your support and participation in this event.

Our program and speaker lineup was diverse, and highlighted by our luncheon keynote speaker Jean-Michel Cousteau.

CALAFCO wishes to thank our host, Santa Barbara LAFCo, for all of their work in planning the mobile workshop, lining up the luncheon keynote speaker, and tending to many of the details. In particular, we thank **Jeff Moorhouse, Roger Welt, Paul Hood, Michael Allen** and **Jacquelyne Alexander**. We also thank Conference Chair **Sblend Sblendorio**, Program Committee Chair **David Church**, everyone who worked to plan the program and all of you who volunteered and helped on site.

All program presentations were placed on the CALAFCO website the week after the Conference.



2017 STAFF WORKSHOP

The 2017 Staff Workshop is set for April 5-7, 2017 at the beautiful Doubletree by Hilton in downtown Fresno. Our host for this workshop will be Fresno LAFCo. The Program Planning Committee will begin their work the first week of January.

CALAFCO Congratulates the 2016 Annual Achievement Award Recipients

CALAFCO wishes to congratulate all of this year's nominees, and especially those who received the 2016 Achievement Award.

- ❖ Outstanding Commissioner - **Don Tatzin** (Contra Costa LAFCo)
- ❖ Outstanding LAFCo Clerk - **Cheryl Carter-Benjamin** (Orange LAFCo)
- ❖ Outstanding LAFCo Professional - **Steve Lucas** (Butte LAFCo)
- ❖ Distinguished Service - **Peter Brundage** (Sacramento LAFCo)
- ❖ Project of the Year - **Countywide Water Study** (Marin LAFCo)
- ❖ Government Leadership - **Southern Region of CALAFCO**
- ❖ Most Effective Commission - **San Luis Obispo LAFCo**
- ❖ Outstanding CALAFCO Member - **John Leopold** (Santa Cruz LAFCo)
- ❖ Lifetime Achievement - **Bob Braitman** (Retired EO) and **Ed Robey** (Lake LAFCo)





CALAFCO Board Actions

The Board met on October 28 and appointed the staff members of the 2017 Legislative Committee and adopted their 2017 meeting calendar.



During the Board's meeting on December 9, they took the following actions:

- ◆ Received and filed the 1st quarter financial reports
- ◆ Received and filed the Annual Conference report
- ◆ Heard a presentation from Erin Gilhuly, President of CV Strategies and agreed to consider a change in scope of work for next year's contract
- ◆ Decided on the priority topics for their January Strategic Planning Workshop
- ◆ Unanimously approved the 2017 legislative priorities.

CALAFCO White Papers and Other Publications

The White Paper on the **Sustainable Groundwater Management Act (SGMA) and LAFcos** is being released the last week of December on the website and will be widely distributed the first week of January. The purpose of this paper is to summarize how SGMA will impact LAFcos across the state.

We are currently partnering with the American Farmland Trust (AFT) on a White Paper on **Ag Policies**. Work on this project is underway with an anticipated July completion date.

At the Annual Conference CALAFCO introduced the publications completed in collaboration with the CA Special Districts Association (CSDA). The first is a **Special District Formation Guide**. The Guide is intended as informational only and not written to promote or discourage the formation of a special district. The intent is to inform anyone considering forming a special district of the many factors involved and resources needed. The other publication distributed is the **Countywide RDA Oversight Board Special District Appointments Guide**. The Guide is an informational document on the process of appointing special district representatives to countywide oversight boards, and provides guidance on potential questions related to the process of RDA Oversight Board consolidations and the appointment of special district representatives to those Boards. Both of these Guides are on the CALAFCO website.

CALAFCO Legislative Update

This was a very full legislative year for CALAFCO. A full legislative update was provided to the membership at the Annual Conference in late October.

The new Legislature has convened and is currently in recess until January 4. It is expected to be another full year.

During their December 9 meeting, the CALAFCO Board of Directors deliberated at length about the 2017 legislative priorities. In the end, they unanimously decided to sponsor an Omnibus bill that contains only changes addressing risks and vulnerabilities for LAFcos. Further, the Association's focus in 2017 will be on those things that place our members in a vulnerable position. As a result, we will be working



on things that follow-up recommendations and opportunities identified in our written testimony to the Little Hoover Commission. We will also be working closely with CSDA and the Healthcare Districts Association in addressing issues that were identified in 2016 as a result of legislation.

CALAFCO will sponsor a bill that addresses the ongoing legal concerns of Government Code Section 56653 (previous attempts in 2015 and 2016 were unsuccessful), and co-sponsor a bill with CSDA that simplifies the process of seating special districts on LAFco (this process will remain voluntary).

We continue to be engaged with the Administration and Water Board on drinking water accessibility issues, and expect another bill similar to last year's SB 1318 (Wolk) to be introduced again.

CALAFCO has been asked to engage with OPR and the Strategic Growth Council in the creation of a Guide pertaining to Urban Growth Management.



CALAFCO Associate Members' Corner

This section highlights our Associate Members. The information below is provided to CALAFCO by the Associate member upon joining the Association. All Associate member information can be found in the CALAFCO Member Directory.

We are pleased to welcome a new Silver Associate Member to CALAFCO, the Santa Ynez CSD.

Santa Ynez Community Services District



SANTA YNEZ
COMMUNITY SERVICES DISTRICT

Founded in 1971, **the Santa Ynez Community Services District** provides wastewater collection and transportation and street lighting, serving approximately 688 wastewater connections. Effluent collected by the District is treated at the City of Solvang wastewater treatment plant. For more information about the District, visit their website at www.sycsd.com, or contact the General Manager Jeff Hodge at jhodge@sycsd.com.



City of Rancho Mirage

The City of Rancho Mirage has been a Silver Associate Member since July 2010. With a population of just over 18,000, the **City of Rancho Mirage** is located in the County of Riverside. The City offers an abundant amount of sunshine, great climate, and related resort-style living. For more information about the City, contact the City Manager Randy Bynder at randalb@ranchomirageca.gov, or visit the website at www.ci.rancho-mirage.ca.us.

News from the Board of Directors

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Lamphier-Gregory

A Silver Associate Member since September 2010, **Lamphier-Gregory** provides on-call planning and environmental consultant services to various LAFCoS including Alameda and Contra Costa on long-term contracts. For more information about **Lamphier-Gregory**, visit their website at www.lamphier-gregory.com or contact Senior Planner Nathaniel Taylor at ntaylor@lamphier-gregory.com.



LAMPHIER · GREGORY

Policy Consulting Associates

A Silver Associate Member since September 2010, **Policy Consulting Associates** prepares interdisciplinary research studies for LAFCoS, COGs, counties, cities, states, elected representatives and candidates, with an emphasis on MSRs and fiscal studies. The **PCA** team's combined experience covers the spectrum of governance configurations and alternatives, and runs the gamut of services under LAFCo jurisdiction. To learn more about **PCA**, contact either Jennifer Stephenson or Oxana Wolfson at info@pccateam.com or visit their website at www.pccateam.com.

QK (formerly known as Quad Knopf)

A Silver Associate Member since September 2010, **QK** provides planning, engineering, biology, environmental and survey services to public and private clients. Their planners have previous experience working for public agencies, including serving as LAFCo Analysts. They specialize in the San Joaquin and Sacramento Valley regions. For more information on **QK**, visit their website at www.qkinc.com, or contact Steve Brandt at steveb@qkinc.com.



CALAFCO wishes to thank all of our Associate Members for your support and partnership. We look forward to continuing to highlight our Associate Members in each Quarterly Report.

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Upcoming CALAFCO Conferences and Workshops

2017 STAFF WORKSHOP

April 5 – 7
DoubleTree by Hilton Fresno Convention Center
Fresno, CA
Hosted by Fresno LAFCo

2017 ANNUAL CONFERENCE

October 25 – 27
Bahia Mission Bay
San Diego, CA
Hosted by CALAFCO

2018 STAFF WORKSHOP

April 11 – 13
Four Points Sheraton
San Rafael, CA
Hosted by Marin LAFCo

2018 ANNUAL CONFERENCE

October 3-5
Tenaya Lodge
Yosemite, CA
Hosted by CALAFCO

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News from the Board of Directors

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CALAFCO on the Road Again... By: Pamela Miller, CALAFCO Executive Director

This past year I've had the pleasure of tooling around the state to visit various LAFcos. As part of the Association's Strategic Plan, one of the objectives is to have the Executive Director connect and visit with six LAFcos each year. The past few years I visited some really cool places, so I thought I would start an annual column on where I visit and the uniqueness of each place. Going forward, this will be an article you can find in the Annual Edition of The Sphere.

We are, undeniably, a diverse state. And it is amazing to me as a native Californian just how much of the state I have yet to see and fully experience. So I really appreciate the opportunity to visit with you, our members, to share what is happening in Sacramento and what CALAFCO is doing. But more importantly, to better understand the issues each of you is dealing with today.

Last October I visited with the Bay Area Executive Officers who were meeting in Napa. Having previously worked in Napa, I was excited to drive through the always beautiful vineyards on my way to the meeting. During my visit I answered questions about the new organizational changes being implemented and learned what was happening in each of the Bay Area LAFcos.



In January of this year I visited Fresno LAFco while doing a site visit for the 2017 Staff Workshop. With a beautiful skyline as a backdrop



to a bustling city, I found myself wondering why I had not visited here before. I was surprised (although I am not sure why) to drive through acres and acres of vineyards and learned that Fresno State has one of the state's leading Viticulture and Enology programs. It was interesting to hear Fresno LAFco staff discuss some of the challenges they were facing as they worked to obtain information from service providers to conduct their MSRs. I appreciated the cooperative nature in which they approached the conversation and the suggestions offered by their Commission. I'm looking forward to returning to Fresno in April 2017 for our Staff Workshop.

At the end of January, I was down in the heart of Los Angeles attending the annual meeting of the Southern Region (now an annual pilgrimage for me). There again I was able to share with commissioners and staff the newly implemented changes the Association had adopted and answered a number of questions the region had about our new models. It was interesting to hear their discussions regarding their own implementation of a shared service model. I also shared the legislative platform CALAFCO adopted for 2016. A short train ride back to airport that same afternoon and I was quickly on my way back home.

It was not until late September that I was able to get back out on the road, and, boy, was this a trip worth waiting for. I spent four days visiting several of our most northern LAFcos, including Del Norte, Humboldt and Shasta. They were very gracious hosts, and I owe a huge shout out to George Williamson and his team for letting me set up camp in their



office, driving me around and even offering themselves as my tour guides.

The drive was scenic and serene with the beautiful Klamath Falls River winding its way alongside the road. A pretty amazing view by itself, but add the Pacific Ocean and some Redwoods in there from time to time and WOW. Visiting Del Norte allowed me to share for the first time with this commission what is happening in Sacramento and with CALAFCO. I also fielded a



number of historical questions about CALAFCO as well as legislative questions. Before departing we visited Battery Point Lighthouse, which first lit up the night sky December 10, 1856.

From there it was a wonderful drive back to Humboldt, which I was told is not complete without an elk sighting. Well sure enough, there were plenty to see, and I thank our driver (who I think prefers to remain nameless) for stopping, making U-turns and pulling by the side of the road (all safely and fully legal - of course), so that this city slicker could get a good eyeful. We came across a number of herds, and the last one was the largest and most impressive.



The next day I tagged along with Humboldt LAFco staff to make a LAFco 101 presentation to the local APA chapter. Once done, I was very politely asked to leave so I could take in some of the sites. I gladly obliged the request and found myself hiking among the redwoods at Arcata Redwood Park. I got lost in the serenity of time and space while there.

That evening, I was treated to a very special welcome reception at the home of Humboldt commissioner Bob McPherson. He and his wife were very gracious hosts, opening up their magnificent home. I learned quite a bit about the history of the area from them and was treated to this sunset ocean view from their kitchen window.



The next morning I attended the Humboldt LAFco meeting, which was very interesting in that they discussed the dissolution of a special district that had gone inactive, as well as a proposed annexation into the City of Fortuna. It was a great opportunity for me to hear residents who lack drinking water share their story, first-hand (a story being told all around the state) and to listen to the Commission do its due diligence in the questions they asked LAFco and City staff.

Upon my departure I stopped off at the Arcata Marsh and Wildlife Sanctuary. The interesting thing about this marsh is that it integrates



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December 2016

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conventional wastewater treatment with the natural processes of constructed wetlands, thereby turning wastewater into a resource. It was an interesting and beautiful place.

After tooling down the highway to Redding, the next morning I had the pleasure of attending the Shasta LAFCo meeting, at which they were treated to not only a CALAFCO 101 but also a LAFCo 101 session. It was a great opportunity for me to field lots of questions and reconnect with this Commission. No visit to Redding would be complete without stopping to admire the Sundial Bridge at Turtle Bay. Spanning the Sacramento River, the Sundial Bridge is an environmentally-conscious structure, intentionally constructed without river footings to leave the salmon-spawning habitat undisturbed. While world-renowned and environmentally sensitive, Sundial Bridge also inspires onlookers with its "bird in flight" design, symbolizing overcoming adversity, and serves as a real sundial.



My final stop before heading into Sacramento was in Butte County to visit the offices of Butte LAFCo. It was here I was treated to a peek at the Oroville Dam. It was very interesting to note that, in the first stages of construction, under the direction of Governor Edmund G. Brown on April



24, 1963, a sackful of sand and gravel from each of the 58 counties in the state was used in the first concrete poured at the base of the dam. While the lake was low, it was a beautiful site. Thanks Steve Lucas for the tour!

My last stop of 2016 came the week after the Annual Conference visiting Santa Cruz LAFCo. It was in Scotts Valley to be exact. I learned a few interesting facts about Scotts Valley, thanks to the Keeper of LAFCo Knowledge, Pat McCormick (also the Executive Officer of Santa Cruz LAFCo). The LAFCo meeting was held in Scotts Valley City Hall, a quaint building nestled on a hill with a beautiful view of the surrounding mountains. Just below City Hall sits the Historical Scott House, built in 1853. This area is home to significant archaeological finds and contains one of the longest records of human occupation known in the Western North America. Today this historical landmark is part of a wonderful City Park.



The LAFCo meeting was another interesting one, with a proposed sphere of influence update for Scotts Valley Water District and a robust discussion about MSRs for Fire Districts. Turns out several of the Fire Districts want a more detailed MSR (they got one the first round and did nothing with the recommendations, so this round of MSRs was approached a bit differently), and after a very interesting discussion, the Commission decided to accept the MSRs as presented with the exception of three of the twelve districts, which will be looked at more closely in the future. It was interesting to observe the dialogue that occurred between the district personnel and Commission as they worked towards a common understanding of each other's' perspectives. After all the excitement was over, I made a brief CALAFCO presentation to the Commission and was able to acknowledge Commissioner John Leopold for receiving the

Outstanding CALAFCO Member award and for his time as Chair of the Board.

After over four years of being the Executive Director for this great Association, I grow prouder of who we are and what we do, and of the great things you - our membership - are doing in your respective communities. I look forward to packing up, hitting the road, and visiting more of you very soon!



*Happy Holidays
to all of
our Members
and your families.*

*May 2017 bring all of us
peace and prosperity.*

*CALAFCO
Board of Directors
and Staff*



LAFCO

Meeting Date: 01/26/2017

Information

SUBJECT

Select ad hoc Legislative Subcommittee member to replace former City Member Cecilia Aguiar-Curry

RECOMMENDED ACTION

Select ad hoc Legislative Subcommittee member to replace former City Member Cecilia Aguiar-Curry.

FISCAL IMPACT

None.

REASONS FOR RECOMMENDED ACTION

To fill vacant city member position on the ad hoc Legislative Subcommittee.

BACKGROUND

In June 2012, Yolo LAFCo formed a legislative subcommittee to review CALAFCO requests for letters regarding proposed legislation.

The California Association of Local Agency Formation Commissions (CALAFCO) Legislative Committee monitors changes to LAFCo code and related law. These changes may impact Yolo LAFCo powers, processes, and/or proposals. Occasionally active legislation of particular importance triggers a request from the Executive Director of CALFACO for letters voicing support or opposition to the given legislation. Often these letters are needed sooner than the next LAFCo Commission meeting where staff would confirm the Commission's position and approve submittal of such a letter. A legislative subcommittee is used by some other LAFCos to review and approve position letters when needed in advance of the next LAFCo Commission meeting.

No file(s) attached.

Form Review

Inbox

Christine Crawford

Form Started By: Terri Tuck

Final Approval Date: 01/19/2017

Reviewed By

Christine Crawford

Date

01/18/2017 04:52 PM

Started On: 01/11/2017 02:22 PM

LAFCO

Meeting Date: 01/26/2017

Information

SUBJECT

Commission direction to staff regarding the upcoming Shared Services Workshop scheduled for February 23, 2017

RECOMMENDED ACTION

Hear a presentation from staff regarding potential ideas for the February Shared Services Workshop and provide staff with direction regarding the Commission's intentions for the agenda and facilitation approach.

FISCAL IMPACT

None.

REASONS FOR RECOMMENDED ACTION

Chair Woods requested that staff schedule an item on the LAFCo agenda to obtain feedback regarding the upcoming Shared Services Workshop.

BACKGROUND

For the past two years, LAFCo has conducted a Shared Services Workshop to engage the four cities and the County in an exercise to determine and prioritize shared services initiatives the agencies would like LAFCo to undertake in the next fiscal year. Staff's facilitation plan and resulting workshop notes from 2016 have been attached for reference and so that new LAFCo Commissioners could familiarize themselves somewhat with what's been done in previous years. The initiatives feed into LAFCo's work plan and budget for the following fiscal year accordingly. The 2017 workshop will be held on Thursday, February 23rd, tentatively from 9:00 am to 10:30 am in lieu of a formal Commission meeting.

Agenda and Approach

Below is a tentative agenda for the workshop:

1. Welcome and Introductions

2. Status of Fiscal Year 2016/17 Priorities
3. Determining Shared Service Priorities for Fiscal Year 2017/18
4. Issues/Opportunities/Next Steps
5. Summary and Closing Comments

Staff's suggestion is that for this year, instead of the brainstorming and sticky dot voting exercise we've done in years past, staff come with suggested ideas to present for discussion and decision making. Of course, if other ideas not thought of by staff were brought up, they could be discussed also. Another question to be determined is whether staff should invite all five city council members and board of supervisors from each agency, or just the one member from each board with the LAFCo assignment. Staff has invited the entire boards the past two years, but generally only the one member with the LAFCo assignment has attended. All of the city and county managers are invited and have attended as well.

Status of Fiscal Year 2016/17 Priorities

Last year's priorities were (1) JPA Oversight/Consolidation, (2) Broadband, and (3) Grant Funding (which was tied to the notion of a consolidated JPA).

JPA consolidation has been a difficult effort. Briefly stated, the concept was to consolidate the existing multiple JPA boards into one consolidated agency "umbrella" with multiple divisions under it. We held a Yolo Leaders/YED Talk Summit on this topic in October 2015 and organized a working group meeting in January 2016. The following goals for JPA consolidation were developed at this meeting:

- Reduce overall number of JPA boards for elected officials to sit on (they are spread too thin)
- Improve oversight/accountability/continuity
- Improve coordination
- Reduce overall agency costs
- Transparency
- Having a governance structure for new shared services (one decision making body to go to instead of five)
- Improved service delivery

Several JPAs were identified as potentially suitable for consolidation and one of these, the Yolo Habitat Conservancy (YHC), began a process to hire permanent staff last year. Some of the city/county managers thought that getting the YHC to agree to a consolidated/shared staffing model was the best chance to get a consolidated JPA framework started. However, the YHC recently decided that it wanted to hire its own, full time executive director instead. In addition, the City of Davis and Yolo County recently formed the Valley Clean Energy Alliance JPA and it is thought that the mission of this JPA is too specialized to be suitable for a consolidated structure. Other JPAs on the horizon to be formed are the Water Resources Association as the Groundwater Sustainability Agency and Yolo

County Housing. Both of the board structures for these JPAs would be complicated for a consolidated structure as well (because each would include additional board members beyond the cities and county). For all of these reasons, staff has concluded that the vision of a consolidated JPA is not realistic at this time. Correspondingly, the grant funding initiative never got going because it was predicated on helping to form and support a consolidated JPA (and having grant resources to attract existing agencies to it).

LAFCo's involvement in broadband in an advisory capacity continues. The cities of West Sacramento and Davis have taken on more detailed studies to help determine how best to invest in needed infrastructure. The cities of Woodland and Winters have been successful in installing fiber along with certain construction projects. Yolo County has been successful in bringing broadband to the community of Knights Landing in summer 2017, and is now moving on to assist other rural communities. Therefore, local agencies have successfully taken up the broadband mantle in varying degrees and LAFCo's support still appears to be valuable.

Shared Services Priorities for Next Year

Staff has been developing some ideas for shared services initiatives to bring to the February workshop:

- Municipal Service Reviews for JPAs
- Transparency/Open Government
- Shared Training
- Shared Agency Contracts

Municipal Service Reviews for JPAs - Even though a consolidated JPA structure appears infeasible, some of the other goals regarding transparency, oversight, and accountability can be achieved in other ways. In speaking with two of the local city/county managers (John Donlevy and Patrick Blacklock), they indicated that it would be very valuable for LAFCo to begin doing municipal service reviews of JPAs. Even though LAFCo doesn't have authority over JPAs per se (they have no boundaries or spheres of influence as a district does), we do have the authority to collect information from them and part of LAFCo's mission is to provide informational studies to further efficient government services. Therefore, LAFCo's could conduct municipal service reviews of JPAs if desired, and staff agrees this could be valuable.

Transparency/Open Government - As another example of transparency, please review the attached excerpts from the "Marin Web Transparency Report Card" report produced by the Marin County Grand Jury. The report creates a scored checklist of transparency criteria combined from several sources, such as Sunshine Review from the state of Illinois, the Institute for Local Government and the Special District Leadership Foundation. The report creates a quick infographic

style letter grade for each agency based on 10 criteria that is easily understood. LAFCo could take on a project such as this for public agencies countywide including the cities/county, special districts and JPAs. However, staff recommends that if LAFCo went in this direction, we take a softer approach trying to assist agencies in improving transparency rather than a grand jury-like audit.

A tangential issue that immediately becomes obvious, however, is that many of our smaller special districts don't have websites in the first place (if you take cities and County Service Areas out of the equation, only about 25% of special districts have websites). In Marin's report, those agencies are given a failing grade and information is provided regarding the ease and small cost nowadays to create a website. And indeed, there is company that works with the California Special Districts Association that has ready made templates for special districts at an annual cost (sliding scale depending on annual budget) of approximately \$600 to \$1,200 annually. So maybe assisting special districts with setting up websites would be a valuable LAFCo exercise, or LAFCo can augment the district information already provided on our website.

Shared Training - Shared training resources has often been brought up as a potential shared service. The County has a robust training academy and LAFCo has shared that information with the cities' human resource directors in the past, but staff is unaware if city staff have taken the initiative to register for its offerings. The need for training has also come up in some of the risk analysis of the JPAs conducted by the County Internal Auditing Division. Shared services to support JPAs and/or special districts is identified as a need (training, HR, admin, audits, grants, etc.), Staff doesn't see that these are shared services that are best suited for LAFCo to take on, however staff's observation is that YCPARMIA (Yolo County Public Agency Risk Management Insurance Authority) would be a good "hub" for these efforts since they already work with nearly 30 local agencies, including JPAs and special districts. The YCPARMIA board could be asked to either take on some or all of these needs, or at a minimum at least provide outreach on training offerings from the County's Yolo Training Academy.

Shared Agency Contracts - This initiative would involve reviewing the accounts payable records for cities and the County and looking at common service providers and common types of contracts to take advantage of negotiating better rates with pooled purchasing. However, the city/county managers staff spoke with indicated that municipal service reviews for the JPAs would be more valuable.

Feedback Needed from the Commission

1. Confirm date, time and agenda?
2. Should staff invite all 5 members of each city council and BOS or limit the invitation to the one member with the LAFCo assignment? (Agency managers also attend FYI)

3. Feedback on the proposed shared services ideas listed in this staff report?
Any additional ones that should be considered? Any that should be removed from consideration?
4. Any thoughts on staff running this meeting as more of a working meeting rather than a brainstorming exercise?

Attachments

[ATT A - Staff Facilitation Plan for 2016 Shared Services Workshop](#)

[ATT B - 2016 Shared Services Workshop Write Up](#)

[ATT C - Excerpt from Marin 2015-16 Web Transparency Report Card](#)

Form Review

Inbox

Christine Crawford (Originator)

Form Started By: Christine Crawford

Final Approval Date: 01/19/2017

Reviewed By

Christine Crawford

Date

01/19/2017 02:35 PM

Started On: 01/12/2017 02:14 PM

Workshop Agenda: (to be written on white board in advance)

1. Intro/Overview
2. Status of Last Year’s Priorities
3. Brainstorming
4. Voting
5. Advance Thinking Re Top Ideas
6. Next Steps/Closing Comments

Ground Rules:

1. Be present /full participation
2. Take risks – say what you’re really thinking
3. Honor all points of view

Room Set Up:

1. Large “U” shaped table at front of the room, and 4 small tables at back of room (for approx. 20 guests)
2. Put handout packets, sign in sheet and cut 6 voting dots for each participant at table when attendees walk in.
3. Write Agenda and Ground Rules on the west whiteboard
4. Refreshments on side tables

	Topic	Lead	Goal	Facilitation Tool	Time	Notes/Ground Rules
1	Call to Order and Welcome (take public comment)	Olin			9:05	Terri to silently record attendance (for LAFCo and ALL for information)
	Self-Introductions					
	GOALS Agenda Overview & Ground rules	C2				
	One Feeling Word	C2	Ice breaker	Go-Around (5+ min)		No Repeat Words!
2	Last Year Recap		Share Info		9:15	Handouts?
	Non Profit Coordination & Eval (\$)					
	JPA Coordination and Consolidation					
	Broadband					
	Env Compliance					
	Agreement re what’s checked off as done.		Digest/decisions	Pair up to discuss AND report out		

	Topic	Lead	Goal	Facilitation Tool	Time	Notes/Ground Rules
3	Brainstorming Project Ideas (list from last year) (wait for second wind of ideas after obvious are exhausted)		Generate Ideas	Pairing Up (5 min) Reporting Out/Group Brainstorming (10 min)	9:35	<ul style="list-style-type: none"> I'd like everyone to express their ideas – even the unpopular ones. Suspend Judgment for now! More ideas, the better! [Bring my own list to prompt if necessary]
	Make your pitch!			Plot the 4 services on Matrix (value v difficulty) (10 min)	9:50	Sarah is chart writer
	Voting exercise with sticky dots on wall		Making Decisions			
	Break					
4	Group Discussion on top 3-4 Flesh out highest 4 service areas Same questions at each table to assist discussion: <ol style="list-style-type: none"> What would this particular shared service look like? How do we create momentum? What are the step involved? Are agencies willing to commit to the goal? 		Adv Thinking	Milestone map	10- 10:15	
	Prioritization					
5	Closing Comments Adjourn		Commitment/Buy in		10:45	

Workshop Participants

Participant	Organization	Title
Cecilia Aguiar-Curry	City of Winters	<i>Mayor</i>
Patrick Blacklock	County of Yolo	<i>County Administrator</i>
Dirk Brazil	City of Davis	<i>City Manager</i>
Duane Chamberlain	County of Yolo	<i>Supervisor, District 5</i>
Christine Crawford	Yolo LAFCo	<i>Executive Officer</i>
Sarah Kirchgessner	Yolo LAFCo	<i>Management Analyst</i>
Bill Kristoff	City of West Sacramento	<i>Council Member</i>
Eric May	Yolo LAFCo	<i>Commission Counsel</i>
Paul Navazio	City of Woodland	<i>City Manager</i>
Jim Provenza	County of Yolo	<i>Board Chair, District 4</i>
Matt Rexroad	County of Yolo	<i>Board Chair, District 3</i>
Babs Sandeen	West Sacramento	<i>Council Member</i>
Tom Stallard	City of Woodland	<i>Mayor</i>
Tara Thronson	County of Yolo	<i>Deputy Supervisor</i>
Terri Tuck	Yolo LAFCo	<i>Commission Clerk</i>
Martin Tuttle	City of West Sacramento	<i>City Manager</i>
Olin Woods	Yolo LAFCo	<i>Commission Chair</i>

Workshop Agenda Items and Notes

1. Call to Order and Welcome

2. Last Year Recap

The Workshop began with a recap of the progress of last year's shared services.

- **Non-Profit Coordination**
This shared service is being handed off to the existing Non-Profit Leaders Alliance, supported by County Library staff and managed by a planning committee.
- **JPA Coordination and Consolidation**
The Yolo Leader's Forum "Yolo Collaboration" was held in October, 2015, which discussed JPA consolidation. Additionally, a JPA/Shared Services Working Group was formed after the Forum, which first met on January 28th. The JPA draft Action Plan and Timeline have been created and the next working group meeting is on March 24th after the LAFCo meeting.



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- **Broadband**
LAFCo has had an “umbrella” role as the point person for broadband in the region. The Broadband coordinating group, with representatives from the cities and County, has continued to meet quarterly. The cities and County are all implementing the Yolo Broadband Strategic Plan action items at their own pace. LAFCo will be attending the 2016 Cap-to-Cap as part of the team to discuss broadband in Yolo County.
- **Environmental Compliance**
This shared service is being handed off to the Water Resources Association’s technical advisory committee. The Westside Integrated Regional Water Management Coordinating Committee is a result of the Integrated Regional Water Management Planning Act (1992) and is the group responsible for implementing the Westside-Sacramento Integrated Regional Water Management Plan. A small cities working group under this framework is being formed to address water/wastewater compliance issues.

The Group agreed that Non-Profit Coordination and Evaluation and Environmental Compliance should be checked off as completed.

3. Brainstorming and Scoring - Shared Service Project Ideas

- Non-Profit Coordination **(0)**
- JPA Coordination and Consolidation **(16)**
- Broadband **(28)**
- Environmental Compliance **(0)**
- Homelessness/Mental Health **(11)**
- ~~Transportation Coordination~~ (removed from consideration prior to voting)
- Back Office Coordination (accounting, finance, etc.) **(4)**
- Organic Waste Disposal/Landfill **(8)**
- Road Maintenance **(5)**
- Police/Sheriff service territories **(0)**
- Grant Fund Raising **(12)**

4. Group Discussion on Top 3-4

After voting, there was a group discussion to create a milestone map to get the ball rolling on these issues so there is a clear understanding what direction to take moving forward.

1. Broadband (28)

Group consensus was that Broadband should stay on the list for a multitude of reasons, including economic development, public health, agriculture, distance learning and job creation.



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- Group agreed that LAFCo should continue on the same path in the work they are already doing acting as the point person for broadband in the region. There is a continued need for agencies to be in constant communication about projects so that we can coordinate efforts.
- LAFCo should pursue funding opportunities for grant funding related to regional Broadband (see #3 below).

2. JPA Coordination and Consolidation (16)

LAFCo and the JPA Working Group, in coordination with the Managers' Group, should continue on the path to create a super JPA, with the responsibility to oversee other JPAS in order to provide shared governance and oversight. The JPA draft Action Plan and Timeline has been created and the next working group meeting is on March 24th following the LAFCo meeting.

LAFCo should continue to look at opportunities for potential consolidation of agency contracts with shared service providers such as road maintenance.

3. Grant Funding (12)

There may be opportunities for grant funding at a regional level for individual shared services, such as broadband and JPA consolidation, countywide.

- a. Research Regional Grant Opportunities
At the federal level, there is a lot of grant money available with an emphasis on shared services and regionalization. Initially, we need to research funding opportunities to see where the moneys are and see if there is any money we can go after as a group.
- b. Contract with a Grant Specialist
LAFCo should contract with someone with experience with grants, such as Petrea Marchand or Valley Vision, to help identify grants and prioritize funding opportunities.
- c. Grant website/software
Several agencies in Yolo County have bought their own grant software; however, usage is limited to those that have the license. There may be an opportunity to purchase software by LAFCo that can be used for shared services and regional grant funding. SACOG has a grant website or other software that can be used regionally.
- d. Grant Writers
West Sacramento and Yolo County have grant writers on staff that LAFCo may be able to coordinate with.
- e. If there are additional grant opportunities on future shared service opportunities not yet discussed, LAFCo staff should bring them forward to the Commission for review.



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4. Homelessness/Mental Health (11)

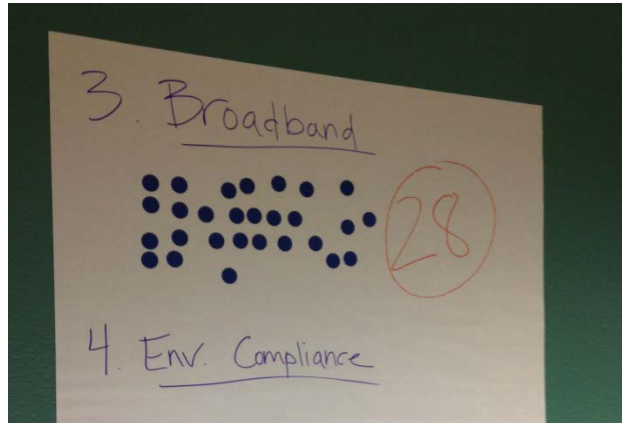
Big strides have been made on city-specific homeless projects such as those in West Sacramento and Davis, working in coordination with the County. The question was raised that Yolo County already has the “10-Year Plan to End Homeless,” so how does LAFCo add value to what is already happening? There may be future opportunities to look at a different regional model; however, there was not consensus that LAFCo/shared services were the best place for homelessness/mental health. The County’s homelessness team might be a better fit.

5. Organic Waste (8)

Legislation was signed two (2) years ago that with a 75% waste diversion goal for organic waste. A regional solution with a single location for organic waste recycling may be needed. The issue is already resonating at the SACOG managers meeting and other Yolo county electeds. However, this issue may not be suited for LAFCo. LAFCo could potentially have a limited role to hold a forum on organic waste recycling or to pull a meeting together.

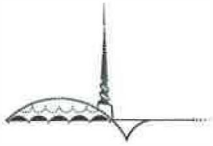
5. Closing Comments/Next Steps

LAFCo will digest this information and work it into LAFCo’s workplan for the next fiscal year, which will be going to the Commission in March. There will be more discussion at the LAFCo level and that will be folded into the draft Budget in April and final budget in May.



Yolo County LAFCo
Shared Services Workshop 02.26.16
Meeting Notes





2015-16 Web Transparency Report Card

Bringing Marin County's Local Governments to Light

SUMMARY

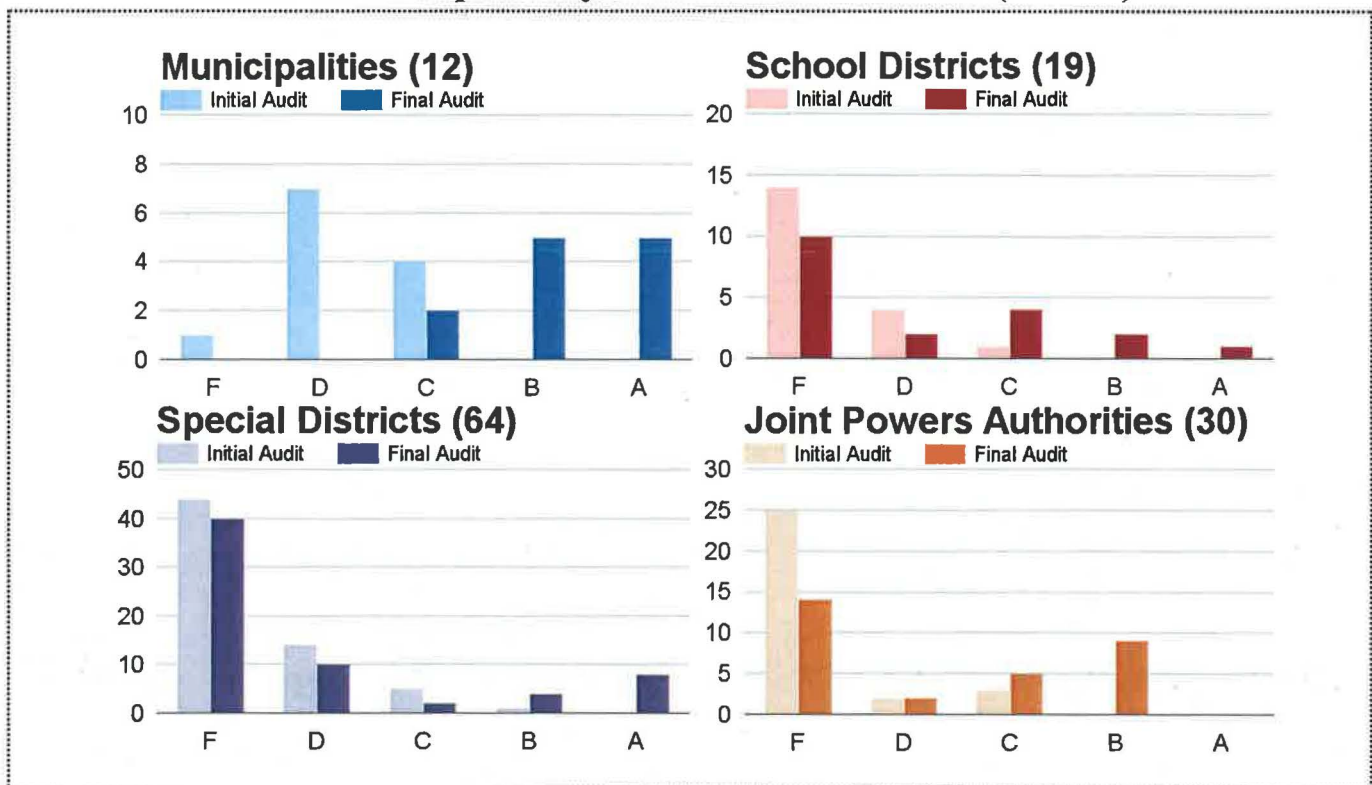
How important are government websites? In April 2015, the Pew Research Center reported¹ that “65% of Americans in the prior 12 months have used the internet to find data or information pertaining to government”. Between October 2015 and January 2016, the Marin County Civil Grand Jury audited local government agencies’ websites to evaluate the quality of online information such as budgets, audits and board member information. We found serious deficiencies. The Grand Jury provided each agency with our preliminary audits and described our approach. All agencies were offered the opportunity to improve their websites for a final audit. Many websites significantly improved, while others remained deficient. This audit report provides transparency improvement recommendations for Marin local agency websites.

126 local agencies were audited: 12 municipalities, 19 school districts, 64 special districts, 30 joint powers authorities (JPAs), and 1 rail district.

59 local agencies improved their websites, and 34 received a grade of B- or better.

27 local agencies have no website: 19 special districts and 8 joint powers authorities (JPAs).

Web Transparency Grade Distributions (F to A)



¹ http://pewinternet.org/files/2014/10/PI_OpenData_072815.pdf

BACKGROUND

"A lack of transparency results in distrust and a deep sense of insecurity."

— Dalai Lama

Marin residents are likely unaware of all the various agencies that serve them. Their property tax bills list² the charges assessed by these local agencies³: county, city, school, joint powers authorities, rail districts, special districts, and assessment districts. Appendix A illustrates a sample Marin property tax bill.

Increasing transparency for a local agency makes it easier to understand where tax dollars go. Residents should be able to easily find the description of services provided, the names and contact information of board members and management, the budget, agendas and minutes of meetings, and other information. Today, the most common source of information is the Internet. Compared with other information sources (i.e., phone calls or emails), online searching is often faster, more detailed, always accessible and anonymous.

An effective website presence can also benefit an agency. In the study, *Smarter eGovernment: The Economics of Online Services in Utah* (sponsored by the National Information Consortium⁴), the Center for Public Policy and Administration at the University of Utah found that Utah was able to save a total of \$46 million in the period of 2007-2011 by making traditionally “offline” (in-office) services available online.

State law requires transparency: The Ralph M. Brown Act (public meetings), The California Public Records Act (record keeping), California Fair Political Practices Reporting Requirements (economic interests), and financial reporting. While there is currently no requirement for an agency to have a website, there has been a growing movement to make governmental information available online (the “Open Data” movement). In 2013, President Obama signed an executive order “...that made open and machine-readable data the new default for government information”⁵, which launched Project Open Data. In 2014, Governor Brown signed Assembly Bill (AB) 2040⁶ requiring all local agencies that maintain websites to conspicuously post the annual compensation of its elected officials, officers, and employees. And in 2015, Governor Brown signed Assembly Bill (AB) 169⁷ and Senate Bill (SB) 272⁸

² The paper tax bill lists a *subset* of, while an online viewable bill on the County of Marin’s Assessor’s webpage (<http://www.marincounty.org/depts/ar/divisions/assessor/search-assessor-records>) details *all* the legal charges.

³ See glossary for definitions of agency types.

⁴ [egov.com](http://www.egov.com)

⁵ <https://www.whitehouse.gov/open>

⁶ http://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201320140AB2040

⁷ https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201520160AB169

⁸ http://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201520160SB272

requiring all local agencies that maintain websites (except for school districts⁹) to make more of their information publicly available and searchable online.

Around the United States, several well-respected organizations have developed web transparency checklists for public agencies¹⁰. When the Grand Jury examined these checklists, we found items that either did not apply to California agencies or only applied to a specific type of agency. We decided to combine the best of each of these lists to create a single list of nine criteria that could apply to all Marin agencies, and added a tenth agency-specific criterion:

Web Transparency Checklist Criteria

1. Overview

- Mission Statement: *What is the agency's reason for existing?*
- Description of services/functions: *What actions does the agency undertake and what services does the agency provide?*
- Boundary of service area: *What specific area does the agency serve?*

2. Budget

- Budget for current fiscal year
- Budget for the three years prior to the current year
- 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

- Board meeting schedule: *When specifically does the agency meet?*
- Archive of Board meeting agendas & minutes for at least the last 6 months: Both *approved minutes and past agendas*

4. Elected & Appointed Officials

- 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 – in effect since January 1, 2015)? What background about the members illustrates their expertise for serving on the Board?*
- Election procedure and deadlines: *If the public wishes to apply to be on the Board, how and when can they do so?*
- Reimbursement and compensation policy: *Which (if any) expenses incurred by the Board are reimbursed?*

⁹ While these bills excluded school districts, the Grand Jury recognizes schools spend a large amount of tax dollars fulfilling their mission, and parents research their enrollment options using public information.

¹⁰ Sunshine Review (now Ballotpedia) (http://ballotpedia.org/Transparency_checklist), Illinois Policy (<https://www.illinoispolicy.org/10-point-transparency-checklist/>), Institute for Local Government (<http://www.ca-ilg.org/post/local-agency-website-transparency-opportunities>), and the Special District Leadership Foundation (<http://www.sdlf.org/#!transparency/c10u>)

5. Administrative Officials

- 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 in effect since January 1, 2015)? What specific benefits are they eligible for (healthcare, retirement plan, educational benefits, etc.)?*

6. Audits

- Current financial audit
- Financial audits for the three years prior to the current year

7. Contracts

- Current requests for proposals and bidding opportunities (over \$25,000 in value)
- Instructions on how to submit a bid or proposal
- Approved in force vendor contracts (over \$25,000 in value)

8. Public Records

- Online/downloadable Public Records Act (or FOIA) request form: *What is the best way for the public to request public records?*

9. Revenue Sources

- Summary of fees received: *fees-for-services (if any)?*
- Summary of revenue sources: *bonds, taxes, and/or grants?*

10. Other (Agency Specific Criterion)

- **Municipalities:** Total number of lobbyists employed and total spent on lobbying, downloadable permit applications, and zoning ordinances
- **School Districts:**
 - i. **For K-12:** School Accountability Report Card (SARC), California Assessment of Student Performance and Progress (CAASPP), and the California Healthy Kids Survey (CHKS)
 - ii. **For College:** California Community Colleges Student Success Scorecard
- **Special Districts:** Authorizing statute/enabling act (Principal Act or Special Act) and board member ethics training certificates
- **Rail Districts:** A copy of the Governing Documentation: *As enacted by Congress*
- **JPA:** A copy of the Joint Powers Agreement: *As filed and adopted*

METHODOLOGY

Each agency's website was visited and each checklist item was validated for ease of access.

However, the first problem the Grand Jury encountered was that there was no single comprehensive list of agencies in Marin County. The Grand Jury found the following lists:

- *Special Districts In Marin 2015* (Marin County Department of Finance)¹¹
- *Index of Boards and Commissions* (Marin County Board of Supervisors)¹²
- *Marin School District Websites* (Marin County of Education)¹³
- *Directory of Local Marin County Governments* (Marin LAFCO)¹⁴
- *What Are Special Districts and Why Do They Matter?* (Marin County Civil Grand Jury)¹⁵
- *Roster of Public Agencies* (Marin County Clerk)¹⁶

These lists were inconsistent, incomplete and/or out-of-date. The Grand Jury worked with the Marin County Department of Finance to create an up-to-date comprehensive list of agencies¹⁷ and their contact information (see Appendix B). Specifically not included in the list of Marin-based agencies are a number of *regional* agencies that are funded *in part* by Marin taxpayers, including:

- Association of Bay Area Governments
- Bay Area Air Quality Management District
- Golden Gate Bridge, Highway & Transportation District
- Local Agency Formation Commission
- Metropolitan Transportation Commission
- National Association of Counties
- North Bay Watershed Association
- North Coast Railroad Authority

For transparency and ease of use, detailed information about each agency should be found with a few "clicks." Information that is buried in an agency's board minutes or on *other* websites not available in-a-click from the agency's website is not in the spirit of transparency. Long and complex PDF (Portable Document Format) documents, such as a budget or an audit report, must be text-searchable, and not simply a picture of a page of text, to easily find specific details.

¹¹ <http://marincounty.org/depts/df/special-districts>

¹² <http://apps.marincounty.org/bosboardsandcomm/default.aspx>

¹³ <http://marinschools.org/MCOE/District-Sites/Pages/default.aspx>

¹⁴ <http://lafco.marin.org/index.php/directory-list>

¹⁵ http://marincounty.org/~media/files/departments/gj/reports-responses/2013/spd_master_list_report.pdf

¹⁶ California Government Code §53051 requires public agencies to file a Statement of Facts within 70 days after the commencement of its legal existence. See Appendix C for the current State of California Statement of Facts.

¹⁷ It is quite likely that our search for Marin public agencies will still not uncover all of the agencies, due to inconsistent self-reporting to the California State Controller.

Using the agency-specific checklist, the Grand Jury assigned a minimum of two auditors to independently review each website to ensure audit correctness:

- Appendix D: Web Transparency Checklist for Marin Cities, Towns, and County
- Appendix E: Web Transparency Checklist for Marin School Districts
- Appendix F: Web Transparency Checklist for Marin Special Districts
- Appendix G: Web Transparency Checklist for Rail Districts
- Appendix H: Web Transparency Checklist for Marin Joint Powers Authorities (JPAs)

After completing the preliminary audit, the Grand Jury then shared with each agency a description of the audit process and the agency’s audit results. Agencies that chose to improve their website could complete an online self-audit form¹⁸, which the Grand Jury utilized in our final follow-up audit. Based on these findings, we then assigned a grade to each agency according to the Sunshine Review’s rubric¹⁹ to produce a report card (see example at right).

Example Agency	
GRADE: B	
Overview	✓
Budget	✓
Meetings	✓
Elected Officials	✓
Administrative Officials	✓
Audits	✓
Contracts	✗
Public Records	✓
Revenue Sources	✓
Agency Specific	●

The scoring rubric grade was determined based on the number of points on the checklist for which the criteria was completely met. If an agency partially met the criteria, no points were awarded (but partially meeting the checklist was denoted with an “incomplete”). A point scale determined the letter grade awarded:

Points	0-2	3	4	5	6	7	8	9	10
Grade	F	D-	D	C-	C	B-	B	A-	A+

In 2013, Sunshine Review²⁰ calculated average web transparency grades for California counties (B), California cities (B+) and California schools (B). The Grand Jury believes that Marin should be as good as the California averages, and therefore selected B- as the minimum acceptable web transparency grade.

- ✓ PRESENT
- ✗ MISSING
- INCOMPLETE

The final scorecards²¹ are listed in appendices:

- Appendix I: Marin Cities, Towns, and County Web Transparency Scorecards
- Appendix J: Marin School District Web Transparency Scorecards
- Appendix K: Marin Special District Web Transparency Scorecards
- Appendix L: Marin Rail District Web Transparency Scorecard
- Appendix M: Marin Joint Powers Authority Web Transparency Scorecards

¹⁸ We provided a minimum of one month’s time as well as technical support for the self-audit process.

¹⁹ http://ballotpedia.org/Transparency_report_card_%282013%29

²⁰ Ibid.

²¹ Scorecards were tabulated after the October 2015 - January 2016 audits were concluded.

DISCUSSION

Website Creation

Although most Marin agencies have web sites, there is still a perception that not every agency has the resources to easily create and maintain a website. But, modern website creation software has made it possible for a non-tech-savvy person to manage website content easily (see Appendix N). For small agencies, it is not necessary to make a large investment to create a website. A simple website highlighting what the agency does, key agency contacts, board agendas, and audited budgets can encourage citizen participation and improve staff efficiency (answering frequently asked questions online). For larger agencies, it is an opportunity to showcase achievements and build trust with local citizenry.

Self-Auditing Feedback

After sharing the results of the preliminary web transparency audit with Marin County agencies, the Grand Jury received feedback, much of it agreeing with our preliminary audit's goals and results:

- *“The best practices transparency checklist you provided was very helpful and I believe we have indeed improved the quality of our website, making key information more easily accessible. Based on this experience we plan to make additional changes to our website in a continuous effort to be as transparent as possible”*
- *“We have made substantive changes to our web site. Additional items will be added in the same spirit and intent as they become available. Thank you for your evaluation and the opportunity for response.”*
- *“We believe that your recommendations regarding providing online/downloadable Public Records Act (or FOIA) request forms is an important topic for our Board to review and consider as a potential exhibit item...”*
- *“...We are always trying to improve our website and online resources. I find this report card very helpful and have already started to make some improvements... We are starting the process to procure a new website and I think this will help us greatly as we put together the design and specifications ...”*
- *“We are in the midst of a website redevelopment project, and have noted the need to make these important items easier to find. We are taking this opportunity to create a "Transparency" webpage where any user can find all items on your list in one easy to find location.”*
- *“Thank you for the opportunity to demonstrate our agency's commitment to transparency on its website. The web transparency checklist was very helpful in two ways. First, to make sure our website contains all of the information on the checklist, but also going through the review process showed that we can (and will) reorganize some of the information to make it even easier to find. We also plan to supplement the information in a few areas.”*
- *“We have spent the last month working with our web developer and the best practices transparency list you sent. We developed a page that follows the identical format listed in this best practice guide, with links to the information required. We are very excited about this addition to our site and look forward to augmenting beyond what the Grand Jury has listed.”*

Some of the feedback the Grand Jury received expressed a difference of opinion with the web transparency audit criteria:

- *“One of the items of transparency listed is a biography of each elected board member. We have intentionally not posted this.”*
- *“Our agency’s staff relies on the public to tell us specifically what items are missing from our website that the public would like posted. We make every effort to then post the material in a timely manner.”*
- *“The agency does not have a website. Public information is made available in accordance with the Public Records Act.”*
- *“[Budget] available upon request ... and was advised not to post by legal counsel.”*

The Grand Jury granted an extension to any agency that needed more time to update their website and to complete their self-audit. Some agencies stated they had insufficient resources to complete work within the given timeframe.

The County of Marin

The County of Marin is responsible for at least 28 special districts²² and 4 JPAs²³. The Grand Jury questions why 20 of these agencies do not have websites. After sharing the results of our preliminary audits of these 32 agencies with the County, we received correspondence²⁴ from the County indicating that while some of the transparency criteria will be implemented in the future (contracts and municipal-specific), the notion of *“...providing and maintaining duplicative information regarding each distinct special district, community (sic) service area, flood control zone, permanent road division, joint powers agreement/agency (JPA’s), etc. does not appear to be the best way to provide straightforward information to our residents. Most of these are better described as financing mechanisms rather than municipal agencies. We believe that a single source of information is easier for residents to review and understand.”* and *“...we should also note that the Marin Local Agency Formation Commission (LAFCO) includes descriptive information regarding special districts and JPAs on its website, as well as information regarding other entities independent of the County of Marin.”*

While the Grand Jury supports the desire of the County to provide straightforward information, we disagree with the County’s approach. Marin LAFCO’s digital directory is provided as a service to the community, but there is no requirement that the directory be accurate or up-to-date. Since not all of the County Service Areas (CSAs) have websites, a citizen cannot easily understand a CSAs’ purpose, decision-making, and budgetary actions. It is unreasonable to ask citizens to become experts in sleuthing to find information. As a service to the citizens, the County could create a single web page (for each of

²² Dependent Special Districts: Bolinas Highlands Permanent Road Division, CSA #1 through CSA #33, Inverness Subdivision No. 2 Permanent Road Division, Marin County Fire Department, Marin County Flood Control and Water Conservation District, Marin County Lighting District, Marin County Open Space District, Monte Cristo Permanent Road Division, Mt View Ave-Lagunitas Permanent Road Division, Murray Park Sewer Maintenance District, Paradise Estate Permanent Road Division, Rush Creek Lighting and Landscape, and San Quentin Village Sewer Maintenance District.

²³ JPAs: Gateway Improvement Authority, Gateway Refinancing Authority, Marin County Capital Improvements Financing Authority, and Marin County Open Space Financing Authority.

²⁴ Dated December 8, 2015

the dependent special districts and JPAs), that describes the role of the local agency with links to all the transparency criteria that can be found elsewhere on the County's website, and create its own digital directory of these local agencies.

Common Web Transparency Deficiencies

In reviewing all the Marin County agency websites and self-audits, we found a number of transparency criteria that were commonly missed:

1. **Overview:** Agencies often mistakenly considered a departmental list the same as a description of the public benefits of their services/functions. A boundary of service area can be easily understood with a map.
2. **Budget:** Finding key information in these long and complex documents often requires a text search, which is impossible if the budgets are in a non-text-searchable document format.
3. **Meetings:** Keep the meeting schedule and archive up-to-date.
4. **Elected & Appointed Officials:** While most agencies listed the names of the Board members, complete information about the Board members (contact info, terms of office, compensation, and biography) was often missing. Agencies were sometimes confused about where election procedures and deadlines can be found, often suggesting this information can be found at Marin County's Elections/Registrar of Voters. While this website has a wealth of *general* information, *specific* information about the procedures and deadlines should be clearly described on the agency's website.
5. **Administrative Officials:** Instead of showing actual salaries and benefits (as required by *Assembly Bill (AB) 2040*), we often found salary schedules instead. This was most commonly seen with school districts. We recommend putting a link to the agency's *Government Compensation in California* page (<http://publicpay.ca.gov/>)
6. **Audits:** Finding key financial information in these long and complex documents often requires a text search, which is impossible if the audits are in a non-text-searchable document format.
7. **Contracts:** Agencies often did not show their approved vendor contracts.
8. **Public Records:** If an agency does not have an online/downloadable Public Records Act (or FOIA) request form, specify how the public can contact the agency for more information (an email address or phone number, for example).
9. **Revenue Sources:** Agencies generally understood this criterion.
10. **Other (Agency Specific):** Agencies also generally understood this criterion.

It is the hope of the Grand Jury that all local government agencies' websites will continue to improve the accessibility, accuracy, completeness and usefulness of available online information for the public's benefit. Having seen web transparency grades improve from F to A+ during the audit process, we know it is possible.

"A democracy requires accountability and accountability requires transparency."

— President Barack Obama

FINDINGS

- F1. As of January 4, 2016, 27 Marin local agencies lacked public websites (and of the 99 agencies that have web sites, 65 did not satisfy the Grand Jury's web transparency criteria as of that date).
- F2. Inspecting the Marin County Clerk's *Roster of Public Agencies*, the Grand Jury discovered a majority of local agencies out of compliance per California Government Code §53051 (no filings or outdated filings).
- F3. Effective January 1, 2015, Assembly Bill (AB) 2040 requires that if a public agency "maintains an Internet Web site, it shall post, in a conspicuous location on its Internet Web site, information on the annual compensation of its elected officials, officers, and employees that is submitted to the Controller under §53891." The Grand Jury discovered a majority of the agencies were out of compliance (and potentially at-risk for fines and/or audit), per California Government Code sections 53895, 53895.7, and 53896).
- F4. The County of Marin does not currently publish a definitive list of all its dependent special districts and JPAs.
- F5. Marin County's *Roster of Public Agencies* is available for viewing only as hard copy at the office of the Marin County Clerk.

RECOMMENDATIONS

- R1. The agency should improve its web transparency score to "B-" (or better), by updating its website and submitting the appropriate self-audit form. The form may be obtained by emailing: grandjury-audit@marincounty.org
- R2. The agency should file and keep updated its Statement of Facts with the California Secretary of State and the Marin County Clerk as required by California Code §53051.
- R3. The agency should update its website to include information of the annual compensation of its elected officials, officers and employees; and this information should also be submitted to the Controller, as required by Sections 12463 and 53909 of the California Government Code.
- R4. The Marin County Board of Supervisors should create a comprehensive online "digital directory" with links to all County of Marin's dependent special districts and JPAs.
- R5. To further improve web transparency, the County Clerk of Marin County should allow public remote Internet access to its *Roster of Public Agencies*.

APPENDIX F: Web Transparency Checklist for Marin Special Districts



Criteria	Features
Overview	<ul style="list-style-type: none"> ● Mission Statement (“What we do”) ● Description of services/functions ● Boundary of service area
Budget	<ul style="list-style-type: none"> ● Budget for current fiscal year, ● Budget for the past three years ● Financial reserves policy
Meetings	<ul style="list-style-type: none"> ● Board meeting schedule ● Archive of Board meeting agendas & minutes for at least the last 6 months
Elected Officials	<ul style="list-style-type: none"> ● Board members (names, contact info, terms of office, compensation, and biography) ● Election procedure and deadlines, ● Reimbursement and compensation policy
Administrative Officials	<ul style="list-style-type: none"> ● General manager and key staff (names, contact info, compensation, and benefits)
Audits	<ul style="list-style-type: none"> ● Current financial audit ● Financial audits for the past three years
Contracts	<ul style="list-style-type: none"> ● Current requests for proposals and bidding opportunities (more than \$25,000 in value) ● Instructions on how to submit a bid or proposal ● Approved vendor contracts (more than \$25,000 in value)
Public Records	<ul style="list-style-type: none"> ● Online/downloadable Public Records Act (or FOIA) request form
Revenue Sources	<ul style="list-style-type: none"> ● Summary of fees received and summary of revenue sources
District Specific	<ul style="list-style-type: none"> ● Authorizing statute/enabling act (Principal Act or Special Act) ● Board member ethics training certificates

APPENDIX K: Marin Special District Web Transparency Scorecards (cont'd)

<p>CSA #28 (West Marin Paramedic)</p> <p>GRADE: F</p> <p>Overview </p> <p>Budget </p> <p>Meetings </p> <p>Elected Officials </p> <p>Administrative Officials </p> <p>Audits </p> <p>Contracts </p> <p>Public Records </p> <p>Revenue Sources </p> <p>District Specific </p>	<p>CSA #29 (Paradise Cay)</p> <p>GRADE: F</p> <p>Overview </p> <p>Budget </p> <p>Meetings </p> <p>Elected Officials </p> <p>Administrative Officials </p> <p>Audits </p> <p>Contracts </p> <p>Public Records </p> <p>Revenue Sources </p> <p>District Specific </p>	<p>CSA #31 (County Fire)</p> <p>GRADE: F</p> <p>Overview </p> <p>Budget </p> <p>Meetings </p> <p>Elected Officials </p> <p>Administrative Officials </p> <p>Audits </p> <p>Contracts </p> <p>Public Records </p> <p>Revenue Sources </p> <p>District Specific </p>	<p>CSA #33 (Stinson Beach)</p> <p>GRADE: F</p> <p>Overview </p> <p>Budget </p> <p>Meetings </p> <p>Elected Officials </p> <p>Administrative Officials </p> <p>Audits </p> <p>Contracts </p> <p>Public Records </p> <p>Revenue Sources </p> <p>District Specific </p>	<p>Homestead Valley Sanitary District</p> <p>GRADE: D-</p> <p>Overview </p> <p>Budget </p> <p>Meetings </p> <p>Elected Officials </p> <p>Administrative Officials </p> <p>Audits </p> <p>Contracts </p> <p>Public Records </p> <p>Revenue Sources </p> <p>District Specific </p>
<p>Inverness Public Utility District</p> <p>GRADE: F</p> <p>Overview </p> <p>Budget </p> <p>Meetings </p> <p>Elected Officials </p> <p>Administrative Officials </p> <p>Audits </p> <p>Contracts </p> <p>Public Records </p> <p>Revenue Sources </p> <p>District Specific </p>	<p>Inverness Subdivision No. 2 Permanent Road Division</p> <p>GRADE: F</p> <p>Overview </p> <p>Budget </p> <p>Meetings </p> <p>Elected Officials </p> <p>Administrative Officials </p> <p>Audits </p> <p>Contracts </p> <p>Public Records </p> <p>Revenue Sources </p> <p>District Specific </p>	<p>Kentfield Fire Protection District</p> <p>GRADE: C-</p> <p>Overview </p> <p>Budget </p> <p>Meetings </p> <p>Elected Officials </p> <p>Administrative Officials </p> <p>Audits </p> <p>Contracts </p> <p>Public Records </p> <p>Revenue Sources </p> <p>District Specific </p>	<p>Las Gallinas Valley Sanitary District</p> <p>GRADE: A-</p> <p>Overview </p> <p>Budget </p> <p>Meetings </p> <p>Elected Officials </p> <p>Administrative Officials </p> <p>Audits </p> <p>Contracts </p> <p>Public Records </p> <p>Revenue Sources </p> <p>District Specific </p>	<p>Marin City CSD</p> <p>GRADE: F</p> <p>Overview </p> <p>Budget </p> <p>Meetings </p> <p>Elected Officials </p> <p>Administrative Officials </p> <p>Audits </p> <p>Contracts </p> <p>Public Records </p> <p>Revenue Sources </p> <p>District Specific </p>

APPENDIX N: Website Creation Software Tools

While the Grand Jury did not conduct a comprehensive evaluation of website creation software tools (and do not endorse any particular tool) we wanted to highlight the range of tools currently available to local agencies.

At the low-end of the cost spectrum there are a number of free tools to create a website (e.g., Weebly.com or Wordpress.com). These tools can create a basic functional website with little effort. However, using these tools to create “professional looking” results requires additional graphical and technical skills.

Digital Deployment’s Streamline (GetStreamline.com) website creation software is designed specifically for California’s special districts. Special District Leadership Foundation’s web transparency checklist is integrated into the software, making it easy for the user to ensure their agency follows best practices. A district can create a (or migrate an existing) website in a matter of hours. The resulting website’s appearance is Americans with Disabilities Act (ADA) compliant²⁸ and it is a responsive design adapting to the website visitor’s device (e.g., a smartphone, a tablet, a laptop, etc.). Current annual pricing for Streamline ranges from \$600-\$6,000 including unlimited technical support, based on the agency’s annual budget and California Special District Association (CSDA) membership status. While the transparency dashboard is designed for special districts, Streamline could be used by other types of local agencies.

CivicPlus (CivicPlus.com) offers website creation software for municipalities. Currently used by over 2000 agencies throughout the United States, the software promotes ease of use by making an agency’s information accessible within two clicks. CivicPlus has over 25 modules that efficiently support an agency’s functions, including, Community Connection, Bid Postings, and Citizen Request Tracker™. CivicPlus’ strength is working with agency departments to create a consistent, attractive, and efficient visitor experience. Like Streamline’s software, the resulting website is both ADA-compliant and has a responsive design. Pricing for CivicPlus varies based on the number of modules needed, agency size, and scope of work needed, with a one-time upfront payment, and recurring annual pricing ranging from \$1,000-\$100,000.

At the upper-end of the cost spectrum are customized solutions. Creating a modern website that meets government regulations is a specialized skill that requires either hiring a consultant or using an in-house IT department. Since IT departments are often busy with a myriad of technical challenges, and consultant fees can be high, it is not unusual for an agency’s website content to be out-of-date.

²⁸ While federal government organizations must follow web accessibility guidelines under Section 508 of the Workforce Rehabilitation Act of 1973, there is not yet an ADA-compliant requirement for local agency websites.



Executive Officer Report 10.

LAFCO

Meeting Date: 01/26/2017

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.

- Shared Services
 - EO Activity Report - November 7, 2016 through January 20, 2017
-

Attachments

[EO Activity Report Nov7-Jan20](#)

Form Review

Form Started By: Terri Tuck
Final Approval Date: 01/19/2017

Started On: 01/19/2017 10:04 AM

LAFCo EO Activity Report

November 7, 2016 through January 20, 2017

Date	Meeting/Milestone	Comments
11/09/2016	Attend Dunnigan FPD meeting	Taking over lighting from Dunnigan CSA
11/14/2016	Shared Services – EOC Position Specific Training-Plans & Intelligence	Attended
11/17/2016	Shared Services – SACOG Meeting	Attended
11/17/2016	Shared Services – SACOG Innovation Task Force Meeting	Attended
11/23/2016	Shared Services – City of Davis Broadband Task Force Meeting	Participant
11/28/2016	Shared Services – Yolo County Broadband Task Force Meeting	Participant
11/30/2016	Shared Services – City of Davis BAT Meeting	Attended
12/06/2016	Shared Services – CA Dept of Technology Broadband Discussion	Yolo County Fiber Network
12/08/2016	Meeting w/CALAFCO Working Group	White Paper-LAFCOs and Farmland Preservation
12/09/2016	Meeting w/Taro Echiburu (Yolo County Community Services)	Dunnigan CSA
12/21/2016	Meeting w/Mike Martinez (Yolo County General Services, GIS Division)	Discuss LAFCo's GIS issues
12/26-01/02	Vacation-Office closed	Off the grid
01/04/2017	Meeting w/Elisa Sabatini (Yolo County Natural Resources Manager)	Discuss Reclamation Districts
01/04/2017	Shared Services – City of Davis Broadband Task Force Meeting	Participant
01/05/2017	Conference call w/Paula de Sousa Mills (Best, Best & Krieger)	JPA Oversight
01/05/2017	Shared Services – CCABC Work Plan Strategy Meeting	Broadband Consortium
01/09/2017	Meeting w/Tricia Valenzuela & Antonia Hirson (BOS-District 5 staff)	Cemetery Districts MSR/SOI

Date	Meeting/Milestone	Comments
01/09/2017	Knights Landing Cemetery District Meeting	Cemetery Districts MSR/SOI
01/10/2017	Meeting w/Larry Dacus and Ric Reinhardt	Elkhorn Basin Reclamation Districts MSR & Potential Consolidation
01/11/2017	Meeting w/Olin Woods	LAFCo Agenda review
01/11/2017	Meeting w/Tara Thronson (BOS-District 2 staff)	Winters/Davis Cemetery District MSR/SOI
01/11/2017	Shared Services – Davis/County 2x2	Attended
01/11/2017	Shared Services – Yolo County Broadband Task Force Meeting	Participant
01/11/2017	Meeting with Tim O'Halloran	Groundwater Sustainability Agency – Potential Annexations
01/11/2017	Capay Cemetery District Meeting	Cemetery Districts MSR/SOI
01/12/2017	Meeting with Wade Cowan, Winters Mayor	New LAFCo Commissioner
01/12/2017	Water Resources Association Tech Advisory Grp	Groundwater Sustainability Agency – Potential Annexations
01/12/2017	Meeting w/CALAFCO Working Group	White Paper-LAFCOs and Farmland Preservation
01/17/2017	Mary's Cemetery District Meeting	Cemetery Districts MSR/SOI
01/17/2017	Meeting with Patrick Blacklock and John Donlevy	Upcoming Shared Services Workshop – Potential Ideas
01/18/2017	YED Talks/Yolo Leaders Planning Meeting	Topic Selection for next YED Summit
01/19/2017	Shared Services – Countywide Broadband Strategic Plan Working Group	Networking among agencies
01/20/2017	Conference Call with Sonoma Broadband	Sharing lessons learned for their upcoming study
01/20/2017	CALAFCO Ag White Paper Conference Call	Participated