

# L A F C O M E M O R A N D U M

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*SANTA BARBARA LOCAL AGENCY FORMATION COMMISSION*  
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May 3, 2018 (Agenda)

TO: Each Member of the Commission

FROM: Paul Hood *PLH*  
Executive Officer

SUBJECT: Report on Report on LAFCO and Transparency

*This is an Informational Report. No Action is Necessary*

## LAFCO and Transparency:

One of the sessions at last week's CALAFCO Staff Workshop was entitled LAFCO and Transparency. The session centered around the basic requirements for LAFCO in terms of provided information to stakeholders. Although Santa Barbara LAFCO is following most, if not all of the basic requirements, it is interesting to go over these basics to see if they can be improved. Best practices in terms of sharing information and the content of LAFCO websites were reviewed.

The attached Transparency Guideline Checklist provides a good determination of how SBLAFCO measures up and can be used to create an action plan for improvement.

## EXHIBITS

Exhibit A Transparency Guideline Checklist

Please contact the LAFCO office if you have any questions.



## Transparency Guideline Checklist

### **REQUIRED: Do you have or do the following (1 point each)?**

- Comply with the Ralph M. Brown Act, including posting current agenda on website
- Comply with the Public Records Act
- Comply with applicable conflict of interest laws
- Adopted Annual Budget
- Adopted policies and procedures and posted on web site
- Online catalog of enterprise systems pursuant to SB 272 with link on homepage
- All required notices and public hearing notices posted on web site
- Total Points (7 possible)**

### **Website – Do you maintain a website with the following basic items (1 point each):**

- Adopted fee schedule and all forms/applications
- Information about how to serve on Commission and deadlines
- Names and contact information of executive officer and key staff
- Board/Commission meeting schedule (this is in addition to current agenda and staff reports)
- Agency mission statement and/or by-laws
- Description of LAFCo's services/functions and service area
- Authorizing statute/enabling act (CKH Act and, if applicable, others)
- Current and prior year budgets
- Maps of jurisdictional boundaries/service area and spheres
- Archive of meeting agendas, minutes, and video and/or audio recordings (if applicable) for at least the last 6 months
- Information about how to receive email notices and meeting agendas
- Information about how to ask for public records
- Total Points (12 possible)**



**Website – Do you maintain a website with the following additional items (2 points each):**

- \_\_\_ Most recent financial audit and prior annual audits
- \_\_\_ Municipal Service Review (MSR) and Sphere of Influence (SOI) studies along with appropriate maps
- \_\_\_ Listing of all agencies within your LAFCo's purview and links directly to their websites
- \_\_\_ Compensation information (pay schedule required to be public if in CALPERS)
- \_\_\_ Important contracts
- \_\_\_ Home page link to agendas/board packets
- \_\_\_ Other transparency measures taken by your organization
- \_\_\_ **Total Points (14 possible)**

\_\_\_ **Grand Total**

<b>27 - 33</b>	<b>=</b>	<b>Pretty darn transparent</b>
<b>19 - 26</b>	<b>=</b>	<b>Good – with room for improvement</b>
<b>10 - 18</b>	<b>=</b>	<b>OK – but let's do a few more things</b>
<b>0 - 9</b>	<b>=</b>	<b>Hmmm....</b>