

**To:** Olin Woods, Chair, and Members of the  
Yolo County Local Agency Formation Commission

**From:** Elizabeth Castro Kemper, Executive Officer  
Elisa Carvalho, Assistant Executive Officer  
Terri Tuck, Commission Clerk

**Date:** January 25, 2010

**Subject:** Consider work management information for 2009/10 and projections for  
2010/11

## **Recommended Action**

1. Consider the following information provided by staff on tasks and projects prepared and completed during fiscal year 2009/10 and anticipated projects for 2010/11.
2. Adopt the revised Municipal Service Review and Sphere of Influence Study review and update schedule (Attachment A).

## **Reason for Recommended Action**

This information is to provide the Commission with an overview of the proposals and projects for the present year and those projected for next year in relation to budget and time management.

## **Background**

Throughout fiscal year 2009/10 the Yolo LAFCO will initiate and consider a wide range of municipal service review and sphere of influence studies for special districts and cities. The Commission will have reviewed proposals for various boundary changes and organizational projects. The specifics of the current and projected work are as follows:

## **Municipal Service Reviews and Spheres of Influence**

### **Completed Spheres of Influence and Service Reviews in 2009/10**

1. Sacramento - Yolo Port District

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#### **COMMISSIONERS**

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★ City Members Tom McMasters-Stone, Stephen Souza ★ County Member Helen M. Thomson ★*

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- ★ Executive Officer Elizabeth Castro Kemper ★ Assistant Executive Officer Elisa Carvalho ★  
★ Commission Clerk Terri Tuck ★ Commission Counsel Robyn Truitt Drivon ★*

Municipal Service Reviews and Spheres of Influence in preparation (2009/10)

1. City of Woodland
  - Springlake Fire Protection District
2. Wild Wings CSA

Municipal Service Reviews and Spheres of Influence planned reviews

1. Evaluate for specific reconsideration by region:
  - Cemetery Districts
  - Reclamation Districts
  - Water Districts
2. As a combined region with consideration to park & recreation services study :
  - Esparto Community Services District
  - Madison Community Services District
  - Madison Esparto Regional County Service Area № 13 (MERCSA)
3. Combined review for fire services:
  - Capay Fire Protection District
  - Esparto Fire Protection District
  - Madison Fire Protection District
  - Willow Oak Fire Protection District

**Special Studies**

Completed studies (2009/10)

1. West Yolo Summary Review of Park and Recreation options
2. Woodland Library Summary Report of Organizational options
3. Knights Landing Cemetery Summary Review of Annexation and Funding options
4. Broadband Internet Service and Funding Information for Community Services Districts
5. West Sacramento Reclamation District Study to Consider Alternatives to the Current Organizational Structure

Studies in preparation (2009/10)

1. Disclosure Requirements Policy

**Boundary Changes and Organizational Projects**

Completed projects (2009/10)

1. Snow Annexation to the Knights Landing Community Services District
2. Peart Annexation to the Yolo County Resource Conservation District

Proposals under review (2009/10)

1. Reclamation District 811 Dissolution

Applications and projects anticipated – under preliminary review

1. Woodland Gateway-Phase II South Annexation to the City of Woodland
2. UCD – West Village Annexation to the City of Davis

3. Knaggs Annexation to the City of Woodland

**CALAFCO Activities**

Completed 2009/10

1. 2009 CALAFCO staff workshop planning and participation
2. 2009 CALAFCO annual conference participation
3. CALAFCO University: Fire Consolidation Course

Current Activity (ongoing)

1. Spring 2010 CALAFCO staff workshop planning committee and workshop participation
  - o General Session – Celebrity Bowl (Carvalho/Tuck)
  - o Clerks Roundtable (Tuck)
  - o Working with the SBOE (Tuck)
2. Fall 2010 CALAFCO annual conference planning committee and conference participation
  - o (Carvalho/Tuck)

Upcoming Activities

1. CALAFCO University: The Metamorphosis of Fire Protection Services – April 2010 (Carvalho)
2. CALAFCO University: LAFCO as a Catalyst - Facilitation Skills for LAFCO Staff (June) (Carvalho)

**SACOG Activities**

1. Rural Urban Connection Strategies (RUCS) meetings (Carvalho)
2. SACOG Planner Committee Meetings (Carvalho)

**Local Activities**

Completed Activity

1. Yolo County Flood Control and Water Conservation District – 8<sup>th</sup> Annual Harvest Celebration

Current Activity with Yolo County (ongoing)

1. Development Review Committee (DRC) meetings (Carvalho)
2. Health and Safety meetings (Tuck)
3. Information Technology Planning Committee meetings (Tuck)

**Training and Educational Activities**

Yolo LAFCO Presentations:

1. Mitigating Issues of Ag Land Preservation in the Valley Workshop sponsored by the Great Valley Center and hosted by The Central Valley Land Trust Council (Carvalho)

2. West Yolo Park and Recreation Service options in the following locations:
  - Esparto (Kemper)
  - Woodland (Kemper)
3. City of Woodland Library Summary Report of Organizational options (Kemper)

Yolo Training Academy Presentations:

1. Interpersonally Speaking – Communications (Carvalho)
  - October 2009

Educational Participation:

1. Municipal Management Association of Northern California (MMANC) Seminar: Land Use Planning (Carvalho)
2. Urban and Regional Information Systems Association (URISA): Northern Ca. Chapter Membership Drive and Networking Event (Carvalho)
3. Yolo Training Academy:
  - a. Auditor – Budget Process and Management (Carvalho/Tuck)
  - b. Better Writing (Tuck)

Upcoming Activities

1. Yolo Training Academy Presentations:
  - a. Interpersonally Speaking - Communications (Carvalho)
    - January 2010
    - May 2010
2. Yolo Training Academy:
  - a. Auditor-Financial System Overview – April 2010 (Carvalho/Tuck)
  - b. Interpersonally Speaking-Communications – May 2010 (Tuck)

**Administrative**

Completed 2009/10

1. Retirement of Executive Officer
2. Updated Special District Directory

Current Activity (ongoing)

1. Transition training for office organization changes
2. Budget and fee schedule monitoring
3. Complete archiving (SIRE) of LAFCO historical documents and files for staff access
4. Insure LAFCO forms are updated and consistent with current policies
5. Web page monitoring, updating and improvements
6. Update MSR/SOI and Proposal Listings for in house use

Attachment: 2010 Municipal Service Review and Sphere of Influence Study Review and Update Schedule

Studies being prepared				
LAFCO No	City/District	Update	Finished	Resolution #
S-034	City of Woodland	In Progress		
S-034	Springlake Fire District	In Progress		
S-035	Wild Wings CSA #14	In Progress		
MSR/SOI Review and Update Schedule (56425(g))				
LAFCO No	City/District	Update	Finished	Resolution #
S-002	Esparto Community Services District	2010	3/24/2003	2003-04
S-014	Madison -Esparto Regional County Service Area #14 (MERCSEA)	2010	3/28/2005	2005-10
S-012	Madison Community Services District	2010	6/23/2008	2008-04
S-006	Capay Cemetery District	2010	9/22/2003	2003-12
S-006	Cottonwood Cemetery District	2010	9/22/2003	2003-12
S-006	Davis Cemetery District	2010	9/22/2003	2003-12
S-006	Knights Landing Cemetery District	2010	9/22/2003	2003-12
S-006	Mary's Cemetery District	2010	9/22/2003	2003-12
S-006	Winters Cemetery District	2010	9/22/2003	2003-12
S-008	Capay Fire District	2010	12/2/2004	2004-11
S-009	Esparto Fire District	2010	10/25/2004	2004-08
S-013	Madison Fire District	2010	12/2/2004	2004-12
S-007	Willow Oak Fire District	2010	12/2/2004	2004-10
S-001	Dunnigan Water District	2011	3/28/2005	2005-05
S-001	Yolo-Zamora Water District	2011	3/28/2005	2005-05
S-001	Knights Landing Ridge Drainage District	2011	3/28/2005	2005-05
S-001	Reclamation District 108	2011	3/28/2005	2005-05
S-001	Reclamation District 150	2011	3/28/2005	2005-05
S-001	Reclamation District 307	2011	3/28/2005	2005-05
S-001	Reclamation District 537	2011	3/28/2005	2005-05
S-001	Reclamation District 730	2011	3/28/2005	2005-05
S-001	Reclamation District 765	2011	3/28/2005	2005-05
S-001	Reclamation District 785	2011	3/28/2005	2005-05
S-001	Reclamation District 787	2011	3/28/2005	2005-05
S-001	Reclamation District 811	2011	3/28/2005	2005-05
S-001	Reclamation District 820	2011	3/28/2005	2005-05
S-001	Reclamation District 827	2011	3/28/2005	2005-05
S-001	Reclamation District 2035	2011	3/28/2005	2005-05
S-001	Reclamation District 2076	2011	3/28/2005	2005-05
S-001	Reclamation District 2120	2011	3/28/2005	2005-05
S-015	Dunnigan Fire District	2011	9/19/2005	2005-14
S-017	Yolo Fire District	2011	9/19/2005	2005-15
S-018	Zamora Fire District	2011	9/19/2005	2005-16
S-016	Knights Landing Fire District	2011	12/5/2005	2005-18
S-019	Dunnigan CSA # 11	2011	2/27/2006	2006-01
S-020	Snowball CSA # 6	2011	3/27/2006	2006-02
S-021	Knights Landing Community Services District	2011	9/25/2006	2006-04
S-023	Cacheville Community Services District	2011	10/23/2006	2006-05
S-024	Elkhorn Fire District	2012	3/26/2007	2007-01
S-025	Clarksburg Fire District	2012	6/25/2007	2007-06
S-026	East Davis Fire District	2012	12/10/2007	2007-08
S-026	No Man's Land Fire District	2012	12/10/2007	2007-08
S-028	West Plainfield Fire District	2012	12/10/2007	2007-09
S-030	Yolo County Resource Conservation District	2013	5/12/2008	2008-03
S-027	City of Davis	2013	6/23/2008	2008-05
S-022	North Davis Meadows CSA # 10	2013	10/23/2006	2006-06
S-027	El Macero CSA # 1	2013	6/23/2008	2008-05
S-027	Willowbank CSA # 12	2013	6/23/2008	2008-05
S-029	City of Winters	2013	9/22/2008	2008-08
S-029	Winters Fire District	2013	9/22/2008	2008-08
S-032	Yolo County Free Library District	2013	12/8/2008	2008-12
S-031	City of West Sacramento	2014	1/26/2009	2009-01
S-031	Garcia Bend CSA # 9	2014	1/26/2009	2009-01
S-033	Sac - Yolo Port District	2014	6/22/2009	2009-03