

**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:** February 28, 2011

**Subject:** 2010/11 Work Management information and 2011/12 Work Plan

## **Recommended Action**

1. Consider the following information provided by staff on tasks and projects prepared and completed during fiscal year 2010/11 and anticipated projects for 2011/12.
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**

The Commission will have reviewed proposals for various boundary changes and organizational projects in the current fiscal year. Throughout fiscal year 2011/12 the Yolo LAFCO will initiate and consider a wide range of municipal service review and sphere of influence studies for special districts. A list of the current and projected work is provided:

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### **COMMISSIONERS**

- ★ *Public Member* Olin Woods, Chair ★
- ★ *County Member* Matt Rexroad, Vice Chair ★
- ★ *City Members* Stephen Souza, Skip Davies ★ *County Member* Don Saylor ★

### **ALTERNATE COMMISSIONERS**

- ★ *Public Member* Robert Ramming ★ *City Member* Bill Kristoff ★ *County Member* Jim Provenza ★

### **STAFF**

- ★ *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**

### Completed Spheres of Influence and Service Reviews in 2010/11

1. City of Woodland (February 2011)
2. Public Cemetery Districts (March 2011):
  - Capay
  - Cottonwood
  - Davis
  - Knights Landing
  - Mary's
  - Winters
3. Wild Wings County Service Area (June 2011)

### Municipal Service Reviews and Spheres of Influence planned reviews (2011/12)

1. Combined review of Fire Protection Districts (County-wide/Regional):
  - Capay
  - Clarksburg
  - Dunnigan
  - East Davis
  - Elkhorn
  - Esparto
  - Knights Landing
  - Madison
  - No Man's Land
  - Springlake
  - West Plainfield
  - Willow Oak
  - Winters
  - Yolo
2. Combined review of the following Districts in western Yolo (possible contract):
  - Esparto Community Services District
  - Madison Community Services District
  - Madison-Esparto Regional County Service Area (MERCOSA)
3. Cacheville Community Services District
4. Knights Landing Community Services District
5. Combined review of Reclamation Districts:
  - Knights Landing Ridge Drainage District
  - Reclamation District 150
  - Reclamation District 307
  - Reclamation District 537
  - Reclamation District 730
  - Reclamation District 765
  - Reclamation District 785
  - Reclamation District 787

- Reclamation District 820
  - Reclamation District 827
  - Reclamation District 2035
  - Reclamation District 2076
  - Reclamation District 2120
6. Dunnigan County Service Area
  7. Snowball County Service Area

## **Boundary Changes and Organizational Projects**

### Completed projects (2010/11)

1. Reclamation District 811 Dissolution

### Proposals under review (2010/11)

1. Dunnigan Incorporation
2. Kido Out-of-Agency Agreement with the City of Davis

### Applications and projects anticipated – under preliminary review

1. Davis Cemetery Annexation
2. Yolo County Flood Control & Water Conservation District Reorganization
3. Woodland Gateway-Phase II South Annexation to the City of Woodland
4. Knaggs Annexation to the City of Woodland

## **CALAFCO Activities**

### Completed Activities (2010/11)

1. 2010 CALAFCO staff workshop planning and participation
2. 2010 CALAFCO annual conference planning and participation
3. CALAFCO University: Fire Service Challenges & Cooperative Solutions – April 2010 (Carvalho)
4. CALAFCO University: LAFCO as a Catalyst - Facilitation Skills for LAFCO Staff – February 2011 (Carvalho)

### Current Activities (ongoing)

1. Spring 2011 CALAFCO staff workshop planning committee (Tuck)
2. Fall 2011 CALAFCO annual conference planning committee (Carvalho)

### Upcoming Activities

1. 2011 CALAFCO Staff Workshop – April 2011 (Carvalho/Tuck)
2. CALAFCO University: CA Planning & Land Use Laws for Staff – April 2011 (Carvalho/Tuck)
3. 2011 CALAFCO Annual Conference – August/September 2011 (Carvalho/Tuck)
4. CALAFCO University: LAFCO's Role in Regional Governance: A Best Practice Workshop – October 2011 (Carvalho)

## **SACOG Activities**

### Completed 2010/11

1. Blueprint: Then/Now/Next - 5 Year Anniversary of the Sacramento Region Blueprint

### Current Activities (ongoing)

1. SACOG Planner Committee Meetings (Carvalho)

## **Training and Educational Activities**

### Completed Yolo Training Academy Presentations (2010/11):

1. Interpersonally Speaking: Communications (Carvalho)
  - January 2010
  - May 2010

### Completed Yolo Training Academy Courses (2010/11):

1. Working Safely with Clients – March 2010 (Tuck)
2. Auditor-Financial System Overview – April 2010 (Carvalho/Tuck)
3. Interpersonally Speaking: Communications – May 2010 (Tuck)

### Current Committees with Yolo County (ongoing)

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

### Educational Participation (ongoing):

1. Municipal Management Association of Northern California (MMANC): (Carvalho)
2. Urban and Regional Information Systems Association (URISA): Northern Ca. Chapter (Carvalho)
3. Geographic Information System (GIS): Environmental Systems Research Institute, Inc. (ESRI) Courses (Carvalho)

### Upcoming Activities

1. Yolo Training Academy:
  - a. Creative Decision Making (Carvalho)
  - b. Navigating the Brown Act – May 2011 (Carvalho/Tuck)

## **Special Projects**

1. LAFCO GIS Map Digitizing

## **Administrative**

### 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
7. Working with individuals and agencies to prepare for upcoming applications for boundary changes

Attachment: 2011 Municipal Service Review and Sphere of Influence Study Review and Update Schedule

Studies being prepared				
LAFCO №	City/District	Update	Finished	Resolution #
S-034	City of Woodland	In Progress		
S-035	Wild Wings CSA #14	In Progress		
S-036	Capay Cemetery District	In Progress		
S-036	Cottonwood Cemetery District	In Progress		
S-036	Davis Cemetery District	In Progress		
S-036	Knights Landing Cemetery District	In Progress		
S-036	Mary's Cemetery District	In Progress		
S-036	Winters Cemetery District	In Progress		
MSR/SOI Review and Update Schedule (56425(g))				
LAFCO №	City/District	Update	Finished	Resolution #
S-008	Capay Fire District	2011	12/2/2004	2004-11
S-025	Clarksburg Fire District	2011	6/25/2007	2007-06
S-015	Dunnigan Fire District	2011	9/19/2005	2005-14
S-026	East Davis Fire District	2011	12/10/2007	2007-08
S-024	Elkhorn Fire District	2011	3/26/2007	2007-01
S-009	Esparto Fire District	2011	10/25/2004	2004-08
S-016	Knights Landing Fire District	2011	12/5/2005	2005-18
S-013	Madison Fire District	2011	12/2/2004	2004-12
S-026	No Man's Land Fire District	2011	12/10/2007	2007-08
S-004	Springlake Fire District	2011	1/17/2003	2003-01
S-028	West Plainfield Fire District	2011	12/10/2007	2007-09
S-007	Willow Oak Fire District	2011	12/2/2004	2004-10
S-029	Winters Fire District	2011	9/22/2008	2008-08
S-017	Yolo Fire District	2011	9/19/2005	2005-15
S-018	Zamora Fire District	2011	9/19/2005	2005-16
S-002	Esparto Community Services District	2011	3/24/2003	2003-04
S-012	Madison Community Services District	2011	6/23/2008	2008-04
S-014	Madison -Esparto Regional County Service Area (MERCSA)	2011	3/28/2005	2005-10
S-023	Cacheville Community Services District	2011	10/23/2006	2006-05
S-021	Knights Landing Community Services District	2011	9/25/2006	2006-04
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 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-019	Dunnigan CSA	2011	2/27/2006	2006-01
S-020	Snowball CSA	2011	3/27/2006	2006-02
S-001	Dunnigan Water District	2012	3/28/2005	2005-05
S-001	Yolo County Flood Control & Water Conservation District	2012	3/28/2005	2005-05
S-001	Yolo-Zamora Water District	2012	3/28/2005	2005-05
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	2013	10/23/2006	2006-06
S-027	El Macero CSA	2013	6/23/2008	2008-05
S-027	Willowbank CSA	2013	6/23/2008	2008-05
S-029	City of Winters	2013	9/22/2008	2008-08
S-031	City of West Sacramento	2014	1/26/2009	2009-01
S-031	Garcia Bend CSA	2014	1/26/2009	2009-01
S-033	Sac - Yolo Port District	2014	6/22/2009	2009-03