

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

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

**Date:** February 25, 2008

**Subject:** Consider work management information for 2007/08 and projections for  
2008/09

## **Recommended Action**

1. Consider the following information provided by staff on tasks and projects prepared and completed during fiscal year 2007/08 and projected projects for 2008/09.
2. Adopt the revised Municipal Service Review and Sphere of Influence Study completion 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 2007/08 the Yolo LAFCO will have initiated and considered a wide range of municipal service reviews and spheres of influence studies for ten special districts and three cities. In addition, by the end of this fiscal year, the Commission will have reviewed proposals for various boundary changes and organizational projects. Staff continues to research revisions to the Commission's housing policy and updates to conflict of interest policies. 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 2007/08**

1. Clarksburg Fire Protection District

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#### **COMMISSIONERS**

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★ Senior Management Analyst Elisa Carvalho ★ Commission Counsel Stephen Nocita ★*

2. East Davis Fire Protection District
3. No Man's Land Fire Protection District
4. West Plainfield Fire Protection District

Municipal Service Reviews and Draft Spheres of Influence in preparation (2007/08)

1. Madison Community Services District (Consultant)
2. City of Davis (Consultant)
  - El Macero County Service Area № 1
  - Willowbank County Service Area № 12
3. City of Winters (Consultant)
  - Winters Fire Protection District
4. City of West Sacramento (Consultant)
  - Garcia Bend County Service Area № 9
5. Yolo County Resource Conservation District
6. Yolo County Free Library District

Municipal Service Reviews and Spheres of Influence planned reviews

1. As a combined region:
  - Madison Esparto Regional County Service Area № 13 (MERCOSA)
  - Esparto Community Services District
  - Madison Community Services District
  - Capay Fire Protection District
  - Esparto Fire Protection District
  - Madison Fire Protection District
2. City of Woodland
  - Springlake Fire Protection District
  - Willow Oak Fire Protection District
3. Evaluate for specific reconsideration:
  - Cemetery Districts
  - Reclamation Districts
  - Water Districts

**Boundary Changes and Organizational Projects**

Completed projects (2007/08)

1. Castle Commercial Annexation to the Esparto Community Services District
2. Snow Annexation to the Knights Landing Community Services District

Proposals under review (2007/08)

1. Orciuoli Reorganization to the Esparto Community Services District and Madison Esparto Regional County Service Area № 13 (MERCSEA)
2. Eleanor Parker / Story Subdivision Reorganization to the Esparto Community Services District

Applications and projects anticipated – under preliminary review (2007-08)

1. Capay Cottages Subdivision Annexation to the Esparto Community Services District
2. Yolo Fliers Club/Wild Wings CSA № 14 Water Out of Agency Agreement
3. Vino del Lago Reorganization to the City of West Sacramento
4. Winn Communities Reorganization to the City of West Sacramento
5. Swanson Notch Reorganization the City of West Sacramento
6. Evaluation of Community Services Districts in Yolo County
  - Initial organizational review of Esparto and Madison CSDs
7. Heidrick/CR 102 Reorganization to Woodland
8. Out of Agency agreements – cities of Winters and Woodland

**CALAFCO Activities**

Completed 2007-08

1. Co-Host for 2007 CALAFCO annual conference with Sacramento LAFCO, coordinating registration and meals and miscellaneous items.
2. Organize and implement mobile workshop in Yolo County including activities at Pacific Star Farms, UC Davis and the Vic Fazio Wildlife Refuge as a all morning session
3. Presented on panel concerning LAFCO and SACOG policies, coordinated and organized panel on Agricultural Conservation Policies implemented throughout the state by Sonoma, Santa Clara and Yolo LAFCO including commissioner speakers from those jurisdictions, including former Supervisor Tom Stallard, Mike Darnell of American Farmland Trust and Richard Rominger, former California Deputy of Agriculture and Deputy Secretary of the US Department of Agriculture. Chairman Olin Woods was moderator of both panels.

Current Activity (ongoing)

1. Regional Planning with SACOG and member LAFCO's
2. Legislative review of CALAFCO proposals, in particular the rewriting of county service area law

## **Policy and Standards Analysis and Consideration**

### Reviews of policies – 2007/08

1. Affordable Housing – farm worker housing
2. Water Policy reconsideration
3. Update Yolo LAFCO conflict of interest disclosure policy to the same extent as required for local initiative measures as now required by state law.

### **Administrative**

#### Current Activity (ongoing)

1. Budget and fee schedule monitoring
2. Internet website implementation, upgrading and maintenance
3. Complete staff training and archiving (SIRE) of LAFCO historical documents and files for public and staff access.
4. Insure LAFCO forms are updated and consistent with current policies

#### Conclusion

The Yolo LAFCO should complete all required municipal service review and sphere of influence studies by the end of fiscal year 2007-08. Although this will not meet the deadline of January 1, 2008 the remaining agencies have no pending boundary changes and so will see no detrimental effects. LAFCO staff will continue to oversee contract management for the four consultant projects in addition to completing three in-house studies. Staff continues to receive training and education on LAFCO law, procedures and process. The team approach to implementation of policy, processing applications and special studies continues to be an efficient and advantageous method to do business. Staff continues to abide by the mission statement and core values adopted by the Commission, as reflected in Attachment B.

The next fiscal year should provide opportunity to reevaluate the adopted sphere of influence studies. The evaluation will consider more governance and efficiency issues based on previous finding and changes in the reviewed agency since the previous study. The service review and sphere of influence study schedule for completion of the studies is attached, the work plan outlined in this memo depicts staffs suggestions for reviewing existing sphere studies.

#### Attachments:

Attachment A: 2008 Municipal Service Review and Sphere of Influence Study Schedule

Attachment B: Yolo LAFCO Mission Statement and Core Values

| <b>MSR/SOI Schedule</b>       |  |             |                 |                        |
|-------------------------------|--|-------------|-----------------|------------------------|
| <b>#</b>                      | <b>District</b>  | <b>Date</b> | <b>Finished</b> | <b>Resolution #</b>    |
| S-003                         | City of Woodland   | 2002        | 12/16/2002      | 2002-10                |
| S-004                         | Springlake Fire District                                   | 2002        | 1/17/2003       | 2003-01                |
| S-002                         | Esparto Community Services District                        | 2003        | 3/24/2003       | 2003-04                |
| S-005                         | Esparto CSA  | 2003        | 4/28/2003       | 2003-07                |
| S-011                         | Wild Wings CSA #14   | 2003        | 8/25/2003       | 2003-10                |
| S-006                         | Capay Cemetery District                                    | 2003        | 9/22/2003       | 2003-12                |
| S-006                         | Cottonwood Cemetery District                               | 2003        | 9/22/2003       | 2003-12                |
| S-006                         | Knights Landing Cemetery District                          | 2003        | 9/22/2003       | 2003-12                |
| S-006                         | Mary's Cemetery District                                   | 2003        | 9/22/2003       | 2003-12                |
| S-006                         | Davis Cemetery District                                    | 2003        | 9/22/2003       | 2003-12                |
| S-006                         | Winters Cemetery District                                  | 2003        | 9/22/2003       | 2003-12                |
| S-009                         | Esparto Fire District                                      | 2003        | 10/25/2004      | 2004-08                |
| S-007                         | Willow Oak Fire District                                   | 2002        | 12/2/2004       | 2004-10                |
| S-008                         | Capay Fire District  | 2003        | 12/2/2004       | 2004-11                |
| S-013                         | Madison Fire District                                      | 2003        | 12/2/2004       | 2004-12                |
| S-001                         | Reclamation District 2035                                  | 2005        | 3/28/2005       | 2005-05                |
| S-001                         | Dunnigan Water District                                    | 2005        | 3/28/2005       | 2005-05                |
| S-001                         | Yolo-Zamora Water District                                 | 2005        | 3/28/2005       | 2005-05                |
| S-001                         | Knights Landing Ridge Drainage District                    | 2005        | 3/28/2005       | 2005-05                |
| S-001                         | Reclamation District 108                                   | 2005        | 3/28/2005       | 2005-05                |
| S-001                         | Reclamation District 730                                   | 2005        | 3/28/2005       | 2005-05                |
| S-001                         | Reclamation District 787                                   | 2005        | 3/28/2005       | 2005-05                |
| S-001                         | Reclamation District 820                                   | 2005        | 3/28/2005       | 2005-05                |
| S-001                         | Reclamation District 2076                                  | 2005        | 3/28/2005       | 2005-05                |
| S-001                         | Reclamation District 2120                                  | 2005        | 3/28/2005       | 2005-05                |
| S-001                         | Reclamation District 150                                   | 2005        | 3/28/2005       | 2005-05                |
| S-001                         | Reclamation District 307                                   | 2005        | 3/28/2005       | 2005-05                |
| S-001                         | Reclamation District 537                                   | 2005        | 3/28/2005       | 2005-05                |
| S-001                         | Reclamation District 765                                   | 2005        | 3/28/2005       | 2005-05                |
| S-001                         | Reclamation District 785                                   | 2005        | 3/28/2005       | 2005-05                |
| S-001                         | Reclamation District 811                                   | 2005        | 3/28/2005       | 2005-05                |
| S-001                         | Reclamation District 827                                   | 2005        | 3/28/2005       | 2005-05                |
| S-014                         | Madison -Esparto Regional County Service Area #14 (MERCSA) | 2003        | 3/28/2005       | 2005-10                |
| S-015                         | Dunnigan Fire District                                     | mid-2005    | 9/19/2005       | 2005-14                |
| S-017                         | Yolo Fire District   | mid-2005    | 9/19/2005       | 2005-15                |
| S-018                         | Zamora Fire District                                       | mid-2005    | 9/19/2005       | 2005-16                |
| S-016                         | Knights Landing Fire District                              | mid-2005    | 12/5/2005       | 2005-18                |
| S-019                         | Dunnigan CSA # 11  | early 2006  | 2/27/2006       | 2006-01                |
| S-020                         | Snowball CSA # 6   | early 2006  | 3/27/2006       | 2006-02                |
| S-021                         | Knights Landing Community Services District                | mid-2006    | 9/25/2006       | 2006-04                |
| S-022                         | North Davis Meadows CSA # 10                               | late 2006   | 10/23/2006      | 2006-06                |
| S-023                         | Cacheville Community Services District                     | mid-2006    | 10/23/2006      | 2006-05                |
| S-024                         | Elkhorn Fire District                                      | late 2006   | 3/26/2007       | 2007-01                |
| S-025                         | Clarksburg Fire District                                   | late 2006   | 6/25/2007       | 2007-06                |
| S-026                         | East Davis Fire District                                   | 2007        | 12/10/2007      | 2007-08                |
| S-026                         | No Man's Land Fire District                                | 2007        | 12/10/2007      | 2007-08                |
| S-028                         | West Plainfield Fire District                              | 2007        | 12/10/2007      | 2007-09                |
| <b>Studies to be prepared</b> |  |             |                 |                        |
| S-012                         | Madison Community Services District                        | early 2008  | In progress     | contract - MBA         |
| S-027                         | City of Davis  | early 2008  | In progress     | contract - PMC         |
| S-027                         | El Macero CSA # 1  | early 2008  | In progress     | contract - PMC         |
| S-027                         | Willowbank CSA # 12  | early 2008  | In progress     | contract - PMC         |
| S-029                         | City of Winters  | early 2008  | In progress     | contract - DCE         |
| S-029                         | Winters Fire District                                      | early 2008  | In progress     | inhouse-tiered on City |
| S-030                         | Yolo County Resource Conservation District                 | early 2008  | In progress     | inhouse                |
| S-031                         | City of West Sacramento                                    | early 2008  | In progress     | RFP                    |
| S-031                         | Garcia Bend CSA # 9  | early 2008  | In progress     | RFP                    |
| S-032                         | Yolo County Free Library District                          | early 2008  | In progress     | inhouse                |

**Mission Statement**  
**Yolo County Local Agency Formation Commission**

To provide professional, innovative, and proactive leadership in the implementation of the local policies of the Yolo County Local Agency Formation Commission (LAFCO) and the statutes of the state Local Government Reorganization Act (LGRA) to enhance the quality of life for the community.

**Core Values**

**1. Services should be innovative, efficient, and effective.**

- A. We will exercise fiscal prudence and will always be mindful of budgetary limitations, customer expectations, and changing priorities.
- B. We will explore new concepts and creative partnerships to help meet expanding needs, control costs, and generate alternative funding.
- C. We will devise new ways to meet ongoing challenges and recognize and adapt to changing environments.

**2. Decisions should always be based on facts.**

- A. We will seek to understand and consider all points of view, objectively and thoroughly.
- B. We will evaluate all potential outcomes and alternatives and offer sound, well-researched and defensible recommendations.
- C. We will acknowledge errors and deal with consequences promptly and openly.

**3. Quality is important.**

- A. We will pursue an open and informed approach to rational and open discussion with affected and interested parties.
- B. We will systematically plan, monitor, and evaluate LAFCO activities and improve procedures based on those evaluations.

**4. Effective communication is interactive.**

- A. We will share information at all levels and in various media, involving every essential player to the highest degree practicable.
- B. We will strive for simplicity, accuracy, and clarity in communications with the public and each other.
- C. We will offer and accept constructive critiques and timely and honest feedback.
- D. We will welcome differing points of view and will fully explore ideas and suggestions.

**5. Diversity should be valued.**

- A. We will treat all individuals with respect, dignity, courtesy, and responsiveness.
- B. We will foster a culture of inclusion that brings to bear the best of each individual, knowing that our strength lies in our cultural, ethnic, and religious diversity.
- C. We will recognize the County's demographics and cultural diversity.

**6. Cooperation produces added value.**

- A. We will seek cooperation on all intergovernmental levels and cultivate regional, state, and federal partnerships, which enhance the quality of life in Yolo County.
- B. We will promote partnerships between interested and affected parties to help Yolo County LAFCO achieve its mission.

**7. Excellence can only occur in a positive work environment.**

- A. We will support the recruitment and retention of high quality staff.
- B. We will provide a welcoming work environment that encourages trust, individual flexibility, courtesy, appropriate humor, and professional growth.