



Local Agency Formation Commission of Napa County
Subdivision of the State of California

1030 Seminary Street, Suite B
Napa, California 94559
Phone: (707) 259-8645
Fax: (707) 251-1053
www.napa.lafco.ca.gov

We Manage Local Government Boundaries, Evaluate Municipal Services, and Protect Agriculture

Agenda Item 8a

TO: Local Agency Formation Commission

PREPARED BY: Brendon Freeman, Executive Officer

MEETING DATE: April 4, 2016

SUBJECT: Work Program Progress Report

RECOMMENDATION

It is recommended the Commission discuss the progress report and consider providing direction to staff with respect to possible amendments to the Work Program. This includes the addition of new activities or removal of existing activities along with identifying the Commission's collective preference in receiving similar Work Program progress reports going forward as either consent or discussion items at future meetings.

SUMMARY

The Commission will receive a report on progress made to date in accomplishing the administrative, planning, and regulatory activities established in the Work Program (Attachment One). The Commission is invited to discuss the report and any desired changes going forward. The Work Program was originally adopted at the Commission's August 3, 2015 regular meeting and is intended to provide a comprehensive overview of agency activities over an approximate 12 month period. The Budget Committee established for each fiscal year is tasked with reviewing and updating the Work Program in the course of developing an operating budget. This serves the purpose of aligning the Commission's scheduled activities with an appropriate allocation of staff and financial resources. The Work Program also serves as a management tool to measure the agency's performance and is intended to provide the Commission opportunities to identify and address changes in priorities.

The Commission continues to make progress in accomplishing the activities identified for the foreseeable future in step with the agency's adopted budgetary resources. At the direction of the 2016-2017 Budget Committee, the Work Program has been re-ordered according to priority level and was also divided into two distinct categories: (1) planning and regulatory and (2) administrative. These changes help clarify the Commission's workload through the end of 2016.

Juliana Inman, Chair
Councilmember, City of Napa

Greg Pitts, Commissioner
Councilmember, City of St. Helena

Joan Bennett, Alternate Commissioner
Councilmember, City of American Canyon

Diane Dillon, Vice Chair
County of Napa Supervisor, 3rd District

Brad Wagenknecht, Commissioner
County of Napa Supervisor, 1st District

Keith Caldwell, Alternate Commissioner
County of Napa Supervisor, 5th District

Brian J. Kelly, Commissioner
Representative of the General Public

Gregory Rodeno, Alternate Commissioner
Representative of the General Public

Brendon Freeman
Executive Officer

Non-recurring recently completed items have been removed and new items for potential addition to the Work Program have been identified. One item has been identified as potentially superfluous and is therefore being considered for removal. Additionally, items with changes to their projected completion dates are highlighted in the attached Work Program and discussed in this report. A summary of completed, in-progress, superfluous, and potential new activities follows.

Completed Activities

As of date, the Commission has completed the following activities¹, which have accordingly been removed from the Work Program:

- Napa Sanitation District Sphere of Influence Update
Final report affirming the District's existing sphere of influence with no changes was approved on October 5, 2015.
- Silverado Community Services District Sphere of Influence Update
Final report affirming the District's existing sphere of influence with no changes was approved on October 5, 2015.

In-Progress Activities

The majority of in-progress activities relate to municipal service reviews and sphere of influence updates for the three Upvalley cities. These studies will be prepared by a private consultant (SWALE).² A tentative schedule for the completion of these studies is included in this report as Attachment Two. The following activities are in progress:

- Napa County Resource Conservation District Municipal Service Review and Sphere of Influence Update
A final report was considered during public hearing item 6c on today's agenda. Approval of the final report would result in removal of this activity from the Work Program.³
- City of Calistoga Municipal Service Review and Sphere of Influence Update
Expected to be completed in August 2016 with consultant (SWALE) as the lead. The original estimated completion date was June 2016. Additionally, this activity's priority rating has been upgraded from to "1" in recognition of the City's need for a comprehensive service review and sphere update.
- City of St. Helena Municipal Service Review and Sphere of Influence Update
Expected to be completed in August 2016 with consultant (SWALE) as the lead.

¹ Additionally, the Commission received a clean audit for fiscal year 2014-2015 at its December 7, 2015 regular meeting that identified no organizational or managerial deficiencies.

² The Commission officially entered into a contract with SWALE on December 8, 2015 to prepare municipal service reviews and sphere of influence updates for the City of Calistoga, the City of St. Helena, the Town of Yountville, Circle Oaks County Water District, and Los Carneros Water District.

³ Approval of this activity involves adoption of determinative statements, making CEQA findings, and affirming the existing sphere of influence with no changes.

- Town of Yountville Municipal Service Review and Sphere of Influence Update
Expected to be completed in August 2016 with consultant (SWALE) as the lead.
- Circle Oaks County Water District Municipal Service Review and Sphere of Influence Update
Expected to be completed in August 2016 with consultant (SWALE) as the lead. The original estimated completion date was June 2016.
- Los Carneros Water District Municipal Service Review and Sphere of Influence Update
Expected to be completed in August 2016 with consultant (SWALE) as the lead. The original estimated completion date was June 2016.
- Napa County Flood Control and Water Conservation District Municipal Service Review and Sphere of Influence Update (checklist format)
A checklist has been delivered and the agency has confirmed no comprehensive update is needed. The checklist is expected to be presented to the Commission for approval in June 2016.
- Napa River Reclamation District No. 2109 Municipal Service Review and Sphere of Influence Update (checklist format)
A checklist has been delivered and the agency has confirmed no comprehensive update is needed. The checklist is expected to be presented to the Commission for approval in August 2016.
- Monticello Public Cemetery District Municipal Service Review and Sphere of Influence Update (checklist format)
A checklist has been delivered to the agency. The checklist is expected to be presented to the Commission for approval in August 2016. The original estimated completion date was December 2016.
- Pope Valley Cemetery District Municipal Service Review and Sphere of Influence Update (checklist format)
A checklist has been delivered to the agency. The checklist is expected to be presented to the Commission for approval in August 2016. The original estimated completion date was December 2016.
- Electronic Document Management System Back-Filing
The Commission has entered into a contract with a private consultant (ECS) to assist staff with archiving all historical records spanning over 50 years consistent with the agency's adopted records retention policy. This activity is expected to be completed in September 2016. The Commission Secretary is overseeing this activity and will continue to monitor progress until completion. The original estimated completion date was June 2016. However, the low priority nature of this project necessitated a delay.

- Proposed Budget for 2016-2017
The Budget Committee has prepared a proposed budget for the 2016-2017 fiscal year that was considered for adoption during public hearing item 6b on today's agenda. The proposed budget will be circulated for public review and comment prior to the preparation of a final budget that will be considered by the Commission at its June 6th regular meeting.
- Expiring Commissioner Terms
Commissioners Wagenknecht and Rodeno each have terms that are set to expire in May. The County of Napa Board of Supervisors will make a new four-year appointment for Commissioner Wagenknecht's term. An appointment for Commissioner Rodeno's Alternate Public Member term was considered during public hearing item 6a on today's agenda.
- Designation of Chair and Vice Chair
The Commission Chair and Vice Chair positions are set to rotate on May 1st. The Chair and Vice Chair from May 1, 2016 through April 30, 2017 will be Commissioners Dillon and Pitts, respectively. This rotation was further described as part of item 5c on today's agenda. The starting and ending dates have been updated in the Work Program to reflect that this activity involves a notice in April and takes effect in May each year.

Superfluous Activities

The following activity is to be considered for removal from the Work Program:

- Memorandum of Understanding (MOU) with the County of Napa
The MOU outlines the provision of support services provided to the Commission by the County of Napa and was originally included in the Work Program to recognize the Commission's efforts in 2015 that were never finalized. These efforts involved the establishment of an ad hoc committee to review the MOU with an objective to bring greater independence to the Commission in response to concerns raised by several local agencies. The concerns were specific to a perception that certain aspects of the Commission, most notably the manner in which legal counsel is provided, could be more effective and equitable with greater independence. The Commission has responded with a transition from the use of County Counsel to a private consultant for legal services. This transition appears to have adequately addressed the core concerns with the existing MOU. Further revisions to the MOU would require significant staff and legal service resources as well as renewed collaboration with various County departments. Therefore, additional efforts associated with the MOU do not appear appropriate during the timeframe of the existing Work Program.

Potential New Activities

The following new activities may be appropriate to be added to the Work Program:

- Work Program Progress Reports
Staff recommends the addition of progress reports to the Work Program to regularly inform the Commission with respect to current and future activities. This activity would allow the Commission to identify and direct changes in priorities and timelines to ensure the agency is making effective and efficient use of its resources. Regular progress reports may be either consent or discussion items on future meeting agendas.
- Island Annexations
The Commission requested more information on unincorporated islands and the process to annex some or all of the islands currently surrounded by the City of Napa. Staff has initiated discussions with the City and the County to collect service data that will be presented as part of a staff report at a future Commission meeting. The report will summarize the service inefficiencies that islands perpetuate and identify the process to eventually annex some or all of the islands. Staff is also working with the City and the County on commitments to reduce or waive certain fees associated with processing island annexation proposals.
- Next Round of Municipal Service Reviews and Sphere of Influence Updates
The current Work Program includes the remaining agencies in the second round of municipal service reviews and sphere of influence updates. It may be appropriate to begin scheduling local agencies for the third round of studies. Staff recommends following the progression from the second round with respect to the order of local agencies to be studied. The first five agencies to be added to the Work Program under this practice would be the City of American Canyon, American Canyon Fire Protection District, County Service Area No. 3, Napa County Mosquito Abatement District, and Napa County Regional Park and Open Space District. Staff recommends circulating the checklist to each of these local agencies upon completion of the current round of studies to determine which agencies require significant review. Staff also recommends continuing with the current practice of utilizing private consultants to prepare comprehensive studies for cities under review.

ATTACHMENTS

- 1) Work Program
- 2) SWALE MSR/SOI Schedule

Napa LAFCO Work Program

Planning and Regulatory Activities

Activity	Priority	Target Start	Target End	Lead
City of Calistoga MSR/SOI	1	December 2015	August 2016	Consultant (SWALE)
City of St. Helena MSR/SOI	1	December 2015	August 2016	Consultant (SWALE)
Town of Yountville MSR/SOI	1	December 2015	August 2016	Consultant (SWALE)
Change of Organization/Reorganization Proposals	1	Ongoing	Ongoing	Executive Officer
Outside Service Agreement Requests	1	Ongoing	Ongoing	Executive Officer and Commission Chair
Congress Valley Water District SOI	2	June 2016	December 2016	Executive Officer
Circle Oaks County Water District MSR/SOI	3	December 2015	August 2016	Consultant (SWALE)
Los Carneros Water District MSR/SOI	3	December 2015	August 2016	Consultant (SWALE)
Napa County Resource Conservation District MSR/SOI	3	October 2015	April 2016	Executive Officer
Napa County Flood Control & Water Conservation District MSR/SOI (Checklist)	3	December 2015	June 2016	Executive Officer
Napa River Reclamation District #2109 MSR/SOI (Checklist)	3	February 2016	August 2016	Executive Officer
Monticello Public Cemetery District MSR/SOI (Checklist)	3	June 2016	August 2016	Executive Officer
Pope Valley Cemetery District MSR/SOI (Checklist)	3	June 2016	August 2016	Executive Officer

Administrative Activities

Activity	Priority	Target Start	Target End	Lead
Public Records Requests	1	Ongoing	Ongoing	Secretary
Annual Budget Process	1	December	June	Budget Committee
Annual Audit	1	August	December	Secretary and County Auditor-Controller
Memorandum of Understanding with County of Napa	2	March 2015	April 2016	Executive Officer and Commissioners
Completion Proceedings for Approved Annexations	2	Ongoing	Ongoing	Executive Officer and Secretary
Expiring Commissioner Terms	2	December	May	Executive Officer
Chair and Vice Chair Designation	2	April	May	Executive Officer
Website Maintenance	2	Ongoing	Ongoing	Secretary
Electronic Document Management System Back-Filing	3	July 2015	September 2016	Secretary and Consultant (ECS)
Geographic Information System Mapping Updates	3	Ongoing	Ongoing	Executive Officer
Policy Revisions	3	Ongoing	Ongoing	Executive Officer and Commissioners
CALAFCO Annual Staff Workshop	3	As Scheduled	As Scheduled	Executive Officer and Secretary
CALAFCO Annual Conference	3	As Scheduled	As Scheduled	Executive Officer and Commissioners
Bay Area LAFCO EO Meetings	3	As Scheduled	As Scheduled	Executive Officer
Bay Area LAFCO Clerks Meetings	3	As Scheduled	As Scheduled	Secretary
State Legislative Issues	3	Ongoing	Ongoing	Executive Officer
Public Comments on Local Agency Projects	3	Ongoing	Ongoing	Executive Officer

SWALE Schedule for MSR/SOI Reports

Milestone	Estimated Start Date	Estimated Completion Date
Task 1: Project Initiation and Management		
LAFCO Contract Approval		Dec 8, 2015
Kick-off Meeting with LAFCO Staff (Post-award meeting)	Dec 10	Dec 23
Submit Work Plan, Schedule, and Template	Dec 7	Dec 23
Task 2: Data Collection and Review		
Review agency website for existing data	Dec 12	Jan 15, 2016
Develop and Send Supplemental Survey	Jan 9	Jan 13
Agency Responses Received	Jan 13	Feb 3
Confirmation of Compiled Data by Agencies	Feb 3	Feb 15
Task 3: Conduct outreach		
Interviews with Agencies	Jan 13	Feb 8
Task 4: Data Analysis		
Analyze and Prepare tables, graphs, charts, maps	Feb 16	Mar 16
Task 5: Admin Draft MSR/SOI Report		
Preliminary Findings/Administrative Report to LAFCO and Agency staff	Mar 1	April 3
Task 6: Address Comments & Draft MSR/SOI Report		
Address comments from LAFCO (and agency) staff resulting from Task 5.	Apr 15	Apr 30
Prepare Draft MSR	May 1	May 21
Release of Draft MSR	May 22	May 23
Presentation of Draft MSR at Commission Meeting		Jun 6
Comment Period Ends		Jun 23
Task 7: Final MSR/SOI Report		
Respond to Comments and Prepare Final MSR	Jun 24	July 11
Presentation of Final MSR for Adoption at Commission Meeting		Aug 1