



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

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

Agenda Item 10a (Action)

TO: Local Agency Formation Commission

PREPARED BY: Brendon Freeman, Executive Officer

MEETING DATE: June 5, 2017

SUBJECT: Adoption of 2017-2018 Work Program

RECOMMENDATION

It is recommended the Commission adopt the proposed 2017-2018 Work Program with any desired changes (Attachment One).

BACKGROUND

Local policy directs the Commission to annually adopt a Work Program for purposes of providing a comprehensive overview of agency activities over the course of the fiscal year. The Work Program also serves as a management tool to measure the agency's performance and is intended to provide the Commission with opportunities to identify and address changes in priorities. The most recent version of the Work Program is dated May 1, 2017 and included as Attachment Two.

Policy on Municipal Service Reviews

Adoption of the Work Program is consistent with Section IV(A) of the Commission's Policy on Municipal Service Reviews, which states:

Each year, the Commission will adopt a Work Program, which shall include a schedule for initiating and completing municipal service reviews, consistent with the Commission's obligation to update each sphere of influence, as necessary...

...The Commission may also amend the Work Program to add, modify, or eliminate scheduled municipal service reviews to address changes in circumstances, priorities, and available resources.

Juliana Inman, Commissioner
Councilmember, City of Napa

Margie Mohler, Commissioner
Councilmember, Town of Yountville

Kenneth Leary, Alternate Commissioner
Councilmember, City of American Canyon

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

Diane Dillon, Commissioner
County of Napa Supervisor, 3rd District

Ryan Gregory, Alternate Commissioner
County of Napa Supervisor, 2nd District

Brian J. Kelly, Vice Chair
Representative of the General Public

Gregory Rodeno, Alternate Commissioner
Representative of the General Public

Brendon Freeman
Executive Officer

SUMMARY

The Commission will receive a report proposing adoption of a Work Program that includes administrative, planning, and regulatory activities to be undertaken during the 2017-2018 fiscal year. The proposed Work Program includes start dates and target completion dates as well as priority levels for each activity.¹ Further, each activity is assigned to one of the following categories: (1) planning and regulatory; (2) administrative – time specific; or (3) administrative – ongoing.

The Commission's resources are predominantly allocated to planning and regulatory activities, which include municipal service reviews (MSRs), sphere of influence (SOI) updates, boundary change proposals, and outside service requests. Planning and regulatory activities in the proposed Work Program are listed in order of start dates. Administrative activities are listed in order of priority. A summary of planning and regulatory activities in the proposed Work Program follows.

In Progress Activities

The following activities are currently in progress:

- City of St. Helena MSR and SOI Update
A comprehensive report is expected to be completed by December 2017 with a consultant (SWALE, Inc.) as the lead. An administrative draft report has been circulated to St. Helena staff and County staff for technical review. Additional time is needed for staff from each agency to review the administrative draft report and provide comments and/or corrections to ensure the document is accurate and complete. A draft report is expected to be presented to the Commission for discussion in August 2017.
- Congress Valley Water District MSR and SOI Update
An abbreviated report is expected to be completed in-house by August 2017. A draft report is included on today's agenda as discussion item 9a.
- County Service Area No. 4 MSR and SOI Update
A checklist report is expected to be completed in-house by December 2017. Staff has communicated with affected agency staff to initiate the process.
- South County Region MSR and SOI Updates
A comprehensive report is expected to be completed by April 2018 with a consultant (E Mulberg & Associates) as the lead. The South County Region includes the City of American Canyon, American Canyon Fire Protection District, and County Service Area No. 3. Staff and the consultant recently met with staff from each affected agency to initiate the process. The consultant's proposed timeline for this activity is included as Attachment Three.

¹ Activities in the Work Program are each assigned a priority of 1 (highest), 2 (average), or 3 (lowest).

New Activities

The following new activities are included in the proposed Work Program:

- Lake Berryessa Region Water and Sewer Districts MSR and SOI Updates
If the Commission agrees to include this activity in the adopted Work Program, it would be reasonable to expect completion by August 2018 with staff as the lead. The Commission previously completed a comprehensive Lake Berryessa Region MSR in April 2011. Agency-specific SOI updates were subsequently completed. Staff recommends updating the previous reports using an abbreviated format and combining the MSR with SOI updates into one document.

Potential Future Activities

The following activity may be added to the Work Program if desired by the Commission:

- Island Annexation Program
At its March 6, 2017 and May 1, 2017 workshops, several members of the Commission expressed interest in additional information about annexation of unincorporated islands. Toward this end, item 9b on today's agenda provides information about islands in terms of history, boundary and service inefficiencies, financial comparisons, and resources needed to proactively annex some or all of the islands. This activity would be expected to require significant staff resources – approximately 12 to 18 months – and the outcome would be uncertain in terms of number of successfully annexed islands.
- Countywide Corporation Yard Special Study
This activity was briefly discussed during the Commission's May 1, 2017 workshop. The objective of this activity would be to identify opportunities for shared facilities and/or more effective use of existing corporation yard resources. The Commission is authorized to initiate this activity pursuant to California Government Code Section 56378. This activity would require a moderate amount of staff resources and it would be reasonable to expect completion by October 2018 with staff as the lead. However, it may be more appropriate to contract with a private consultant with professional experience relating to corporation yards to lead this activity.

The Commission is invited to discuss the proposed Work Program and consider its adoption with any desired changes. Possible changes include – but are not limited to – priority levels, estimated start and completion dates, project leads, and format for MSRs and SOI updates. Additionally, the potential adoption of a strategic plan in the foreseeable future may result in future changes to the Work Program.

ATTACHMENTS

- 1) Proposed 2017-2018 Work Program (Version 1)
- 2) 2016-2017 Work Program (Version 9; Dated May 1, 2017)
- 3) E Mulberg & Associates Proposed Timeline for South County Region MSR and SOI Updates

Napa LAFCO 2017-2018 Work Program

Planning and Regulatory Activities

Activity	Priority	Start	Completion	Lead
City of St. Helena MSR/SOI (Comprehensive)	1	12/15	12/17	Consultant
Congress Valley Water District MSR/SOI (Abbreviated)	1	2/17	8/17	EO
County Service Area No. 4 MSR/SOI (Checklist)	3	6/17	12/17	EO
South County Region MSR and SOI Updates (Comprehensive)	1	4/17	4/18	Consultant
Lake Berryessa Region Water and Sewer Districts MSR and SOI Updates (Abbreviated)	2	8/17	8/18	EO
Change of Organization/Reorganization Proposals (3-6/yr)	1	N/A	N/A	EO
Outside Service Agreement Requests (1-2/yr)	1	N/A	N/A	EO/Chair

Administrative Activities - Time Specific

Activity	Priority	Start	Completion	Lead
2016-2017 Audit	1	8/17	12/17	Secretary
2018-2019 Budget	1	12/17	6/18	Committee
2017 Countywide Housing Update	1	10/17	12/17	EO
2017 CALAFCO Annual Conference (San Diego)	2	4/17	10/17	Staff/Commission
2018 CALAFCO Staff Workshop (Marin)	2	12/17	4/18	Staff
Expiring Commissioner Terms in 2018	2	12/17	5/18	EO
2018 Chair and Vice Chair Designation	2	4/18	5/18	EO
Electronic Document Management System Back-Filing	3	7/15	12/17	Secretary

Administrative Activities - Ongoing

Activity	Priority	Start	Completion	Lead
Public Records Requests (0-1/yr)	1	N/A	N/A	Secretary
Respond to Grand Jury Reports (0-1/yr)	1	N/A	N/A	EO/Commission
Bay Area LAFCO EO Meetings (2/yr)	2	N/A	N/A	EO
Bay Area LAFCO Clerks Meetings (2-4/yr)	2	N/A	N/A	Secretary
Completion Proceedings for Approved Annexations (3-6/yr)	2	N/A	N/A	EO/Secretary
Website Maintenance and Updates	2	N/A	N/A	Secretary
Geographic Information System Mapping Updates (3-6/yr)	3	N/A	N/A	EO
Policy Revisions (2-4/yr)	3	N/A	N/A	Committee
State Legislation Monitoring (2-4/yr)	3	N/A	N/A	EO
Public Comments on Local Agency Projects (1-3/yr)	3	N/A	N/A	EO/Consultant

Proposed for adoption on June 5, 2017 (Version One)

2016-2017 Napa LAFCO Work Program (Version 9: 5/1/17)

Planning and Regulatory Activities

Activity	Priority	Start	Completion	Lead	Type
City of St. Helena MSR/SOI	1	12/15	8/17	Consultant	L
Napa County Mosquito Abatement District MSR/SOI	3	1/17	6/17	EO	L
Congress Valley Water District MSR/SOI	1	2/17	8/17	EO	S
Napa County Regional Park and Open Space District MSR/SOI	2	1/17	8/17	EO	S
County Service Area No. 4 MSR/SOI	2	6/17	12/17	EO	C
South County Region MSR	2	4/17	12/17	Consultant	L
County Service Area No. 3 SOI Update	3	4/17	4/18	Consultant	S
American Canyon Fire Protection District SOI Update	2	4/17	4/18	Consultant	L
City of American Canyon SOI Update	1	4/17	4/18	Consultant	L
Change of Organization/Reorganization Proposals (3-6/yr)	1	N/A	N/A	EO	N/A
Outside Service Agreement Requests (1-2/yr)	1	N/A	N/A	EO/Chair	N/A

Administrative Activities - Time Sensitive

Activity	Priority	Start	Completion	Lead
Electronic Document Management System Back-Filing	3	7/15	12/16	Sec/Consultant
Expiring Commissioner Terms in 2017	2	12/16	5/17	EO
2017 Chair and Vice Chair Designation	2	4/17	5/17	EO
2017-2018 Budget	1	12/16	6/17	Budget Cmte
2017 CALAFCO Annual Conference (San Diego)	3	4/17	10/17	EO/Cmmssnr's
2016-2017 Audit	1	8/17	12/17	Secretary

Administrative Activities - Ongoing

Activity	Priority	Start	Completion	Lead
Bay Area LAFCO EO Meetings (2/yr)	3	N/A	N/A	EO
Bay Area LAFCO Clerks Meetings (2-4/yr)	3	N/A	N/A	Secretary
Public Records Requests	1	N/A	N/A	Secretary
Completion Proceedings for Approved Annexations	2	N/A	N/A	EO/Secretary
Website Maintenance	2	N/A	N/A	Secretary
Geographic Information System Mapping Updates	3	N/A	N/A	EO
Policy Revisions (2-4/yr)	3	N/A	N/A	EO/Cmmssnr's
State Legislation Monitoring (2-4/yr)	3	N/A	N/A	EO
Public Comments on Local Agency Projects (1-3/yr)	3	N/A	N/A	EO

MSR/SOI Legend:

C = Checklist

S = Short-Form (i.e. Abbreviated)

L = Long-Form (i.e. Comprehensive)

E Mulberg & Associates Proposed Timeline:

South County Region Municipal Service Review and Sphere of Influence Updates

TASK	DESCRIPTION	COMPLETION DATE
1	Project Initiation	4/28/17
2	Data Collection	5/19/17
3	Administrative Draft	6/16/17
4	Draft MSR	7/21/17
	Presentation of MSR to Commission	August/September Meeting
5	Final MSR to Staff	9/15/17
	Presentation of MSR to Commission	October Meeting
6	Agency Specific SOI Updates	
	Napa County Service Area No. 3	1/12/18
	Draft City of American Canyon / American Canyon Fire Protection District	1/12/18
	Final City of American Canyon / American Canyon Fire Protection District	3/9/18