



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 (Action)

TO: Local Agency Formation Commission

PREPARED BY: Strategic Planning Committee (Kelly, Wagenknecht, and Freeman)

MEETING DATE: February 5, 2018

SUBJECT: Proposed Adoption of Strategic Plan

RECOMMENDATION

It is recommended the Commission adopt the draft Strategic Plan 2018-2022 by resolution (Attachment One).

BACKGROUND AND SUMMARY

At its March 6, 2017, and May 1, 2017, strategic planning workshops, the Commission discussed, among other items, the agency's purpose, goals, priorities, and opportunities. Following these discussions, the Commission established an ad hoc committee ("the Committee") to develop a document that identifies the agency's focus and priorities over the next several years. Chair Wagenknecht and Vice Chair Kelly were appointed to serve on the Committee with the Executive Officer.

On August 23, 2017, the Committee met with the Commission's March 6, 2017, strategic planning workshop facilitator, Mr. Bill Chiat. The Committee and Mr. Chiat developed a draft Strategic Plan that is intended to guide the Commission and staff in the agency's actions and procedures into the foreseeable future. The draft Strategic Plan is attached to the draft resolution and includes two exhibits that serve as schedules for (1) the Commission to complete municipal service reviews and sphere of influence updates for each local agency under the Commission's purview in Napa County (Exhibit A) and (2) the Policy Committee to complete its comprehensive policy review (Exhibit B).

On December 4, 2017, the Commission provided direction to the Executive Officer to circulate the draft Strategic Plan for public review and comment. On December 6, 2017, the draft Strategic Plan was posted to the Commission's website and sent directly to each local agency, key stakeholders, and interested members of the public. No comments were submitted by the January 10, 2018, comment period deadline.

Scott Sedgley, 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

DISCUSSION

Exhibit A to the draft Strategic Plan includes a Countywide Water and Wastewater Services Municipal Service Review (MSR). The Commission previously completed a Countywide Water Service MSR in October 2004, and a Countywide Sanitation and Wastewater Service MSR in September 2005. The purpose and potential benefits of the new Countywide Water and Wastewater Services MSR are summarized below:

- Address all mandated MSR factors for each affected agency
- Inform future agency-specific SOI updates
- Identify the existence and location of all outside-agency services provided
- Identify opportunities to implement Government Code Section 56133.5 (AB 402)
- Confirm compliance with state regulations, orders, new laws, etc.
- Identify opportunities for shared services, resources, equipment, facilities, etc.
- Identify opportunities for governance reorganizations such as consolidations, mergers, and dissolutions
- Provide a countywide comparison of service charges, rates, and fees
- Address the need to determine the appropriate long-term service and governance structure for the Congress Valley Water District
- Identify service capacities for each affected agency
- Evaluate the role of private water and wastewater systems with respect to development and land use planning

If the draft Strategic Plan is approved at today's meeting, staff will schedule a scoping meeting in March 2018, to identify specific objectives and priorities for the Countywide Water and Wastewater Services MSR. Representatives from all local agencies under review and community stakeholders would be invited to attend the scoping meeting and provide input.

Following the scoping meeting, staff would return with a draft Request for Proposals (RFP) to be considered at the Commission's April 2, 2018, meeting. It is anticipated that interviews would be conducted in May 2018, with consultant firms that submit proposals in response to the RFP. Staff would return with a recommendation to select a preferred consultant and enter into a contract at the Commission's June 4, 2018, meeting. The project would be initiated in July 2018, with project costs to be covered in the Commission's 2018-2019 and 2019-2020 budgets.

The Commission is invited to discuss the recommended process and timeline and provide direction to staff with respect to any desired changes.

ATTACHMENT

- 1) Draft Resolution Adopting Strategic Plan 2018-2022

RESOLUTION NO. 2018-01

**RESOLUTION OF
THE LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY
ADOPTING THE STRATEGIC PLAN 2018-2022**

BE IT RESOLVED that after considering the draft Strategic Plan 2018-2022 at its meetings on December 4, 2017, and February 5, 2018, and after considering public comments on the draft Strategic Plan 2018-2022, the Local Agency Formation Commission of Napa County hereby adopts the Strategic Plan 2018-2022 attached hereto.

This Resolution shall take effect from and after the date of its passage and adoption.

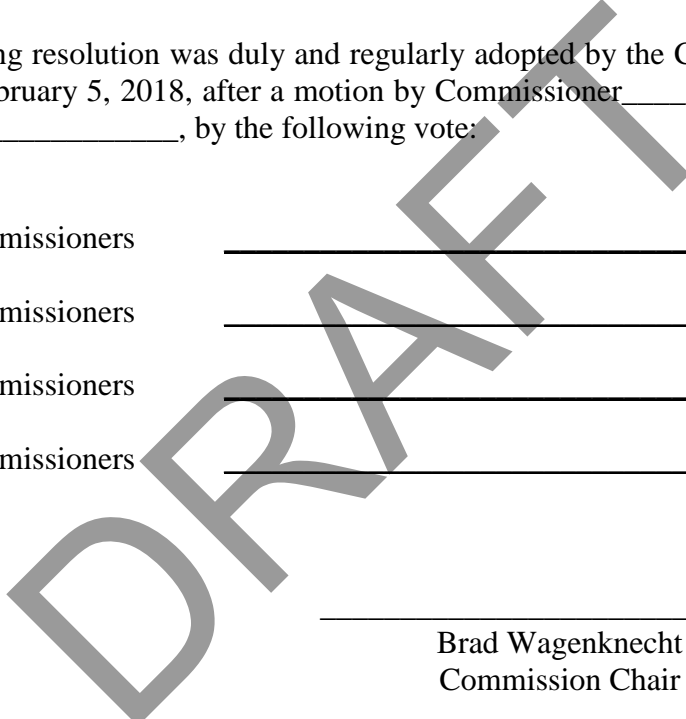
The foregoing resolution was duly and regularly adopted by the Commission at a regular meeting held on February 5, 2018, after a motion by Commissioner _____, seconded by Commissioner _____, by the following vote:

AYES: Commissioners _____

NOES: Commissioners _____

ABSENT: Commissioners _____

ABSTAIN: Commissioners _____



Brad Wagenknecht
Commission Chair

ATTEST: _____
Brendon Freeman
Executive Officer

Recorded by: Kathy Mabry
Commission Secretary



LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY

Strategic Plan 2018-2022
(Adopted: February 5, 2018)

Mission Statement

The Local Agency Formation Commission (LAFCO) of Napa County is committed to serving the citizens and government agencies of its jurisdiction by encouraging the preservation of agricultural lands and open-space and coordinating the efficient delivery of municipal services.

Focus of Napa LAFCO

The following core guiding principles underlie Napa LAFCO's activities. Each of these principles is centered on Napa LAFCO having in-depth, active communication with respect to all relevant constituents.

- Municipal Service Reviews based on local agency, Napa County, & LAFCO needs
 - Study Schedule for 2018-2022 included as Exhibit A
- Re-writing policies (on a schedule) to be comprehensive, effective, and transparent
 - Policy Review Schedule for 2018-2020 included as Exhibit B
- Forecasting issues relating to local services and boundaries, as well as State legislation
- Active involvement of agency constituents in problem-solving local agency sustainability
- Engagement with local city/town general plan updates
- Active with local agencies in managing housing growth and related issues including transportation



LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY
STUDY SCHEDULE (2018-2022)

Municipal Service Reviews (Government Code §56430)
Sphere of Influence Updates (Government Code §56425)
Major Boundary Change Projects

Adopted: February 5, 2018

2018

South County Region MSR and SOIs

Municipal Service Review will examine the governmental services provided by the City of American Canyon, American Canyon Fire Protection District, and County Service Area No. 3. The Municipal Service Review will inform Sphere Of Influence Updates for all three local agencies.

City of St. Helena MSR and SOI

Municipal Service Review will examine the governmental services provided by the City of St. Helena. The Municipal Service Review will inform a Sphere Of Influence Update.

Napa County Regional Park and Open Space District MSR and SOI

Municipal Service Review will examine the governmental services provided by the Napa County Regional Park and Open Space District and inform a Sphere Of Influence Update.

Island Annexation Program

The Commission will partner with the City of Napa to proactively annex unincorporated islands.

2019

Island Annexation Program

The Commission will partner with the City of Napa to proactively annex unincorporated islands.

Countywide Water and Wastewater Services MSR

Municipal Service Review will examine all municipal water and wastewater services provided throughout Napa County and will inform Sphere Of Influence Updates for each agency under review.

2020

Island Annexation Program

The Commission will partner with the City of Napa to proactively annex unincorporated islands.

City of Napa MSR and SOI

Municipal Service Review will examine the governmental services provided by the City of Napa and inform a Sphere Of Influence Update.

Lake Berryessa Resort Improvement District SOI

Sphere Of Influence Update for the Lake Berryessa Resort Improvement District will be informed by the Countywide Water and Wastewater Services Municipal Service Review.

Napa Berryessa Resort Improvement District SOI

Sphere Of Influence Update for the Napa Berryessa Resort Improvement District will be informed by the Countywide Water and Wastewater Services Municipal Service Review.

Spanish Flat Water District SOI

Sphere Of Influence Update for the Spanish Flat Water District will be informed by the Countywide Water and Wastewater Services Municipal Service Review.

Napa Sanitation District SOI

Sphere Of Influence Update for the Napa Sanitation District will be informed by the Countywide Water and Wastewater Services Municipal Service Review.

2021

Napa County Resource Conservation District MSR and SOI

Municipal Service Review will examine the governmental services provided by the Napa County Resource Conservation District and inform a Sphere Of Influence Update.

Napa County Flood Control and Water Conservation District SOI

Sphere Of Influence Update for the Napa County Flood Control and Water Conservation District will be informed by the Countywide Water and Wastewater Services Municipal Service Review.

Silverado Community Services District MSR and SOI

Municipal Service Review will examine the governmental services provided by the Silverado Community Services District and inform a Sphere Of Influence Update.

Public Cemetery Districts MSR and SOIs

Municipal Service Review will examine the governmental services provided by the Monticello Public Cemetery District and Pope Valley Cemetery District and inform Sphere Of Influence Updates for both agencies.

Los Carneros Water District SOI

Sphere Of Influence Update for the Los Carneros Water District will be informed by the Countywide Water and Wastewater Services Municipal Service Review.

Napa River Reclamation District No. 2109 SOI

Sphere Of Influence Update for the Napa River Reclamation District No. 2109 will be informed by the Countywide Water and Wastewater Services Municipal Service Review.

City of Calistoga MSR and SOI

Municipal Service Review will examine the governmental services provided by the City of Calistoga and inform a Sphere Of Influence Update.

2022

Congress Valley Water District SOI

Sphere Of Influence Update for the Congress Valley Water District will be informed by the Countywide Water and Wastewater Services Municipal Service Review.

Circle Oaks County Water District SOI

Sphere Of Influence Update for the Circle Oaks County Water District will be informed by the Countywide Water and Wastewater Services Municipal Service Review.

County Service Area No. 4 MSR and SOI

Municipal Service Review will examine the governmental services provided by County Service Area No. 4 and inform a Sphere Of Influence Update.

Napa County Mosquito Abatement District MSR and SOI

Municipal Service Review will examine the governmental services provided by the Napa County Mosquito Abatement District and inform a Sphere Of Influence Update.

Town of Yountville MSR and SOI

Municipal Service Review will examine the governmental services provided by the Town of Yountville and inform a Sphere Of Influence Update.

Recent MSRs and SOI Updates / Study Schedule 2018-2022				
Local Agencies	Last MSR	Next MSR	Last SOI Update	Next SOI Update
CITIES/TOWN				
American Canyon	June 2009	April 2018	June 2010	April 2018
Calistoga	December 2016	December 2021	December 2016	December 2021
Napa	December 2013	April 2020	February 2014	December 2020
St. Helena	May 2008	October 2018	August 2008	December 2018
Yountville	April 2017	October 2022	April 2017	October 2022
SPECIAL DISTRICTS				
American Canyon Fire Protection District (ACFPD)	June 2009	April 2018	August 2010	April 2018
Circle Oaks County Water District (COCWD)	August 2016	December 2019	August 2016	April 2022
Congress Valley Water District (CVWD)	December 2017	December 2019	December 2017	February 2022
County Service Area No. 3 (CSA 3)	June 2009	April 2018	October 2012	April 2018
County Service Area No. 4 (CSA 4)	December 2017	June 2022	December 2017	June 2022
Lake Berryessa Resort Improvement District (LBRID)	April 2011	December 2019	December 2012	August 2020
Los Carneros Water District (LCWD)	August 2016	December 2019	August 2016	August 2021
Monticello Public Cemetery District (MPCD)	July 2016	June 2021	July 2016	June 2021
Napa Berryessa Resort Improvement District (NBRID)	April 2011	December 2019	April 2013	August 2020
Napa County Flood Control & Water Conservation District (NCFCWCD)	June 2016	December 2019	June 2016	April 2021
Napa County Mosquito Abatement District (NCMAD)	June 2017	June 2022	June 2017	June 2022
Napa County Regional Park and Open Space District (NCRPOSD)	December 2010	December 2018	December 2010	December 2018
Napa County Resource Conservation District (NCRCD)	April 2016	February 2021	April 2016	February 2021
Napa River Reclamation District No. 2109 (NRRD)	December 2016	December 2019	December 2016	October 2021
Napa Sanitation District (NSD)	April 2014	December 2019	October 2015	December 2020
Pope Valley Cemetery District (PVCD)	July 2016	June 2021	July 2016	June 2021
Silverado Community Services District (SCSD)	April 2014	April 2021	October 2015	April 2021
Spanish Flat Water District (SFWD)	April 2011	December 2019	August 2013	August 2020
<div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 30%; background-color: #fce4d6; padding: 2px;">South County Region MSR and SOI Updates</div> <div style="width: 30%; background-color: #e2efda; padding: 2px;">Public Cemetery Districts MSR and SOI Updates</div> <div style="width: 30%; background-color: #e1f5fe; padding: 2px;">Countywide Water and Wastewater Services MSR</div> </div>				

Policy	Priority	Adopted or Last Amended	Complete Review
Legislation	1	N/A	December 2017
Unincorporated Islands *	1	October 2011	February 2018
Outside Service Agreements	1	April 2016	April 2018
Conflict of Interest Code	1	October 2016	August 2018
Spheres of Influence *	1	October 2011	October 2018
Municipal Service Reviews	1	October 2015	December 2018
Annexations *	2	October 2011	February 2019
Disadvantaged Unincorporated Communities	2	N/A	April 2019
Definitions *	2	October 2011	June 2019
CEQA	3	December 2006	August 2019
Appointment of Public Members	3	April 2008	October 2019
Appointment of Chair and Vice-Chair	3	June 2015	October 2019
Budget	3	June 2016	December 2019
Budget Contributions and Collection of Funds	3	April 2001	December 2019
Establishing Officers of the Commission	3	August 2004	February 2020
Executive Officer Performance Review	3	October 2014	February 2020
Executive Officer Purchasing Authority	3	October 2014	February 2020
Records Retention and Destruction	3	December 2015	April 2020
Social Media	3	October 2011	April 2020
Conducting Meetings and Business	3	December 2015	June 2020
Scheduling of Meetings	3	June 2016	June 2020
Indemnification	3	October 2014	August 2020
Conducting Authority Proceedings	3	December 2008	August 2020
Appointment of Commission Counsel	3	April 2001	October 2020
Work Schedule	3	June 2002	October 2020
Telecommuting	3	July 1997	December 2020
Travel Policy	3	November 2009	December 2020

* Currently Part of General Policy Determinations