



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 7e (Discussion)

TO: Local Agency Formation Commission

PREPARED BY: Brendon Freeman, Executive Officer

MEETING DATE: October 2, 2017

SUBJECT: Work Program Progress Report

RECOMMENDATION

It is recommended the Commission discuss the 2017-2018 Work Program progress report and draft schedule of new municipal service reviews and sphere of influence updates. The Commission may provide direction to staff with respect to any desired changes.

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 2017-2018 Work Program was formally adopted by the Commission on June 5, 2017.

SUMMARY

The Commission will receive a progress report on the planning and regulatory activities established in the 2017-2018 Work Program. The majority of planning and regulatory activities identified in the Work Program involve municipal service reviews (MSRs) and sphere of influence (SOI) updates. Other planning and regulatory activities include boundary change proposals and outside service requests. A Work Program progress chart is included as Attachment One. The Commission will also receive a draft schedule of new MSRs and SOI updates recommended by staff to be completed through calendar year 2020 (Attachment Two). The Commission is invited to provide direction to staff with respect to desired changes to the Work Program or the draft schedule of new MSRs and SOI updates. A brief summary of each item follows.

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

In Progress Work Program Activities

The following planning and regulatory activities in the 2017-2018 Work Program are currently in progress:

- City of St. Helena MSR and SOI Update
A comprehensive draft report is included on today's agenda as discussion item 7a.
- Congress Valley Water District MSR and SOI Update
A final report is included on today's agenda as public hearing item 6a.
- County Service Area No. 4 MSR and SOI Update
A checklist format report will be presented for formal action at the Commission's December 4, 2017 meeting as part of a noticed public hearing.
- South County Region MSR and SOI Updates
The South County Region includes the City of American Canyon, American Canyon Fire Protection District, and County Service Area No. 3. A comprehensive report is expected to be completed by April 2018 with a consultant (E Mulberg & Associates) as the lead. A draft report is expected to be presented at the Commission's December 4, 2017 meeting. The consultant will provide a verbal update at today's meeting as part of discussion item 7b.

Study Schedule Through 2020

A draft schedule of new MSRs and SOI updates ("study schedule") to be completed through calendar year 2020 is included as Attachment Two. It is important to note the draft study schedule includes comprehensive countywide MSRs for public water and sewer service providers. Staff recommends these countywide water and sewer MSRs be prepared by consultants and with a focus on identifying opportunities for shared services and resources. The draft study schedule includes target completion dates of December 2018 and June 2019 for the countywide water and sewer MSRs, respectively.

Potential outcomes of these MSRs would be new contractual service relationships and/or governmental reorganizations (e.g. consolidations or mergers) involving local agencies. Additionally, these MSRs would inform the state mandated SOI updates for all local agencies that provide one or both of these municipal services.

These countywide water and sewer MSRs would require the Commission to release two separate Requests for Proposals (RFPs) to solicit proposals from qualified private consulting firms. If the Commission is agreeable, staff will return with draft RFPs as early as the February 5, 2018 meeting. Once approved by the Commission, the RFPs would be released for a period of approximately 45 days before interviews with responding consultants would be scheduled.

ATTACHMENTS

- 1) 2017-2018 Work Program Progress Chart (Version 3; Dated October 2, 2017)
- 2) Draft Schedule of New Municipal Service Reviews and Sphere of Influence 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/EO
Congress Valley Water District MSR/SOI (Comprehensive)	1	2/17	10/17	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	Consultant
Island Annexation Program	1	8/17	6/19	Committee
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 CALAFCO Annual Conference (San Diego)	2	4/17	10/17	Staff/Commission
Report on Local Agency General Plan Updates	2	8/17	12/17	EO
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	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

Presented on October 2, 2017 (Version Three)

Progress and Comments

Draft report on today's agenda as item 7a
 Upgraded from "abbreviated" to "comprehensive"; see agenda item 6a for final report
 Checklist format report to be presented at December 4, 2017 meeting
 Draft report to be presented by consultant at December 4, 2017 meeting; see agenda item 7b

MSRs may be combined into countywide water and sewer MSRs; see item 7e
 On hold until City of Napa and County prepared to commit resources; see item 7c
 Zero active and seven anticipated annexation proposals; see item 5b
 No active formal requests

Brown Armstrong has commenced its audit of LAFCO; report to be presented in December
 Budget Committee to be appointed in December
 Registration cutoff is October 6; EO is facilitating a breakout session on Commission decision making
 Annual report on County/cities General Plan Update activities, including progress on housing needs
 April 11 - 13 at the Four Points Sheraton in San Rafael
 Commissioners Dillon and Kelly have terms that are scheduled to expire May 7, 2018
 Commissioners Mohler and Wagenknecht will be Chair and Vice Chair, respectively, beginning May 1, 2018
 Secretary Mabry continues to scan files into EDMS on an ongoing basis

None at this time
 None at this time
 Last met on August 16 in Solano County; next meeting to be determined
 Last met on August 23 in Alameda County; next meeting to be determined
 One time extension request on today's agenda as item 5c
 New photo of Commission with staff added to website on "Meetings" page
 Staff continues to edit GIS layers to reflect completed annexations
 Policy Committee comprehensively reviewing and revising policies; see item 7c
 Commission approved a support position for SB 448 in August; see item 5d
 None at this time; relevant EIRs expected soon for Watson Ranch and Oak Knoll Hotel

Schedule of MSRs and SOI Updates (2017-2020)

Agency	Last Study Completed	New Study Target	Project Lead
Congress Valley Water District MSR/SOI (Comprehensive)	2/08	10/17	EO
City of St. Helena MSR/SOI (Comprehensive)	8/08	12/17	EO
County Service Area No. 4 MSR/SOI (Checklist)	12/10	12/17	EO
City of American Canyon MSR/SOI (Comprehensive) *	6/10	4/18	Consultant
American Canyon Fire Protection District MSR/SOI (Comprehensive) *	6/10	4/18	Consultant
County Service Area No. 3 MSR/SOI (Comprehensive) *	10/12	4/18	Consultant
Countywide Water Service MSR (Comprehensive) **	10/04	12/18	Consultant
Countywide Sewer Service MSR (Comprehensive) **	9/05	6/19	Consultant
Lake Berryessa Resort Improvement District SOI Update (Abbreviated)	12/12	10/19	EO
Napa Berryessa Resort Improvement District SOI Update (Abbreviated)	4/13	10/19	EO
Spanish Flat Water District SOI Update (Abbreviated)	8/13	10/19	EO
City of Napa MSR (Comprehensive)	12/13	2/20	Consultant
Napa County Regional Park and Open Space District MSR/SOI (Abbreviated)	12/10	4/20	EO
Silverado Community Services District MSR/SOI (Checklist)	10/15	6/20	EO
Napa County Resource Conservation District MSR/SOI (Checklist)	4/16	8/20	EO
City of Napa SOI Update (Comprehensive)	2/14	10/20	Consultant
Napa Sanitation District SOI Update (Comprehensive)	10/15	12/20	Consultant

* To be completed as part of the South County Region MSR/SOI

** To be completed with a focus on organizational alternatives and opportunities for shared services and resources