



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 10

TO: Local Agency Formation Commission

PREPARED BY: Brendon Freeman, Executive Officer

MEETING DATE: February 6, 2017

SUBJECT: Executive Officer Report

SUMMARY

This item includes a brief summary of current and future staff and Commission activities.

Work Program Progress

The majority of planning and regulatory activities identified in the Work Program involve municipal service reviews (MSRs) and sphere of influence (SOI) updates. A current Work Program progress chart is included as Attachment One. The previous version of the Work Program presented at the last Commission meeting is included as Attachment Two. Changes to the Work Program from the previous version are highlighted in the progress chart and described below:

- A final MSR/SOI for the City of Calistoga was approved on December 5, 2016 and has been removed from the Work Program.
- A final MSR/SOI for the Napa River Reclamation District No. 2109 was approved on December 5, 2016 and has been removed from the Work Program.
- A draft MSR/SOI for the Town of Yountville was presented on December 5, 2016. The Commission directed staff to return with a revised draft MSR/SOI at today's meeting. The revised draft MSR/SOI is included on today's agenda as item 9a. A final MSR/SOI is expected to be presented for action in April 2017.

Juliana Inman, Vice Chair
Councilmember, City of Napa

Paul Dohring, Commissioner
Councilmember, City of St. Helena

Kenneth Leary, Alternate Commissioner
Councilmember, City of American Canyon

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

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

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

Brian J. Kelly, Commissioner
Representative of the General Public

Gregory Rodeno, Alternate Commissioner
Representative of the General Public

Brendon Freeman
Executive Officer

- The previous version of the Work Program anticipated a draft MSR/SOI for the City of St. Helena to be included on today's agenda. However, the recent St. Helena City Manager turnover coupled with additional work associated with preparing a revised draft report for Yountville has resulted in additional delays in reviewing an administrative draft MSR/SOI. A draft MSR/SOI is expected to be presented in April or June 2017. A new target completion date of August 2017 is included in the updated Work Program.
- An SOI Update for the Congress Valley Water District (CVWD) was continued from the December 5, 2016 meeting and is included on today's agenda as item 8a. Staff recommends deferring action on CVWD's SOI until after a new MSR for the District is completed. Staff recommends the new MSR be included in the Work Program with a priority of 1, a target completion date of December 2017, and an abbreviated format for the report.
- Staff has initiated work on the MSR/SOI for the Napa County Mosquito Abatement District (NCMAD). Previous versions of the Work Program identified the use of the checklist format for the MSR/SOI. However, NCMAD staff has requested a comprehensive format MSR/SOI similar to the report completed in 2010 given that the report will be used by the District as a valuable educational tool for the public and the District's Board members. NCMAD has provided all necessary information that will support a comprehensive MSR/SOI. A draft report is expected to be presented to the Commission at its April 2017 meeting. The current target completion date is June 2017.
- A request for information for purposes of initiating the MSR/SOI process has been transmitted to the Napa County Regional Park and Open Space District. A draft report is expected to be presented to the Commission at its June 2017 meeting. The current target completion date is August 2017.
- A request for information for purposes of initiating the MSR/SOI process will be transmitted to County Service Area No. 4 within the next three months. The Work Program indicates the use of the checklist format for the MSR/SOI, which does not require presentation of a draft report at a Commission meeting. The current target completion date for the MSR/SOI is December 2017.
- The MSRs and SOI Updates for the City of American Canyon, American Canyon Fire Protection District (ACFPD), and County Service Area (CSA) No. 3 were previously scheduled to be prepared by a consultant and completed by October 2017. These studies have been reorganized and rescheduled as described below.

Request for Proposals Committee Update

On December 5, 2016, the Commission established a Request for Proposals (RFP) Committee and appointed Commissioners Dillon and Kelly to serve with the Executive Officer. The RFP Committee was established for purposes of developing a new RFP and selecting a preferred consultant to prepare MSRs and SOI updates for the City of American Canyon, ACFPD, and CSA No. 3. Town of Yountville Manager Steve Rogers volunteered to also serve on the RFP Committee based on his relevant experience working with the consultant that was selected to prepare the MSR and SOI update for the Town following the most recent RFP process.

The RFP Committee met on December 9, 2016 and determined it would be appropriate to combine the MSRs for these three agencies into one South County Region MSR in recognition of their geographic and service interrelationships.

The RFP Committee met again on January 30, 2017 and finalized the RFP. The RFP was released on February 1, 2017. Responding consultants will be interviewed in March. A recommendation from the RFP Committee to enter into an agreement with a consultant is expected to be presented at the Commission's April meeting. A new target completion date of December 2017 is included in the updated Work Program for the South County Region MSR. SOI updates for the City of American Canyon, ACFPD, and CSA No. 3 are expected to be completed by April 2018.

Strategic Planning Committee Update

On December 5, 2016, the Commission established a Strategic Planning Committee and appointed Commissioners Dillon and Inman to serve with the Executive Officer. The Committee was established for purposes of selecting a strategic planning workshop facilitator, content to be discussed at the March 6, 2017 workshop, and desired outcomes.

The Strategic Planning Committee met on December 13, 2016 and agreed to enter into an agreement with Bill Chiat (Alta Mesa Group) based on his distinctive background and direct experience in Napa County. Mr. Chiat formerly served as the County of Napa Executive Officer as well as the California Association of LAFCOs Executive Director, which gives him a unique familiarity with local and LAFCO issues. Mr. Chiat will interview each Commissioner by telephone prior to the March 6th workshop. The Strategic Planning Committee agreed that workshop content and desired outcomes will be determined by Mr. Chiat and based on information collected during the individual interviews with Commissioners. The workshop is scheduled to begin at 10:00 AM on March 6th and is expected to finish at 2:00 PM. The location for the workshop will be the County Board of Supervisors Chambers.

ATTACHMENTS

- 1) 2016-2017 Work Program Progress Chart (Version 6)
- 2) 2016-2017 Work Program (Version 5)

Planning and Regulatory Activities

Activity	Priority	Start	Completion	Lead	Type
City of St. Helena MSR/SOI	1	12/15	8/17	Consultant	L
Town of Yountville MSR/SOI	1	12/15	4/17	Consultant	L
Congress Valley Water District SOI Update	2	6/16	2/17	EO	S
Napa County Mosquito Abatement District MSR/SOI	3	1/17	6/17	EO	L
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
2017 CALAFCO Annual Staff Workshop (Fresno)	3	1/17	4/17	EO/Secretary
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

2016-2017 Work Program Version 6 (2/6/17)

MSR/SOI Legend:

- C = Checklist
- S = Short-Form (i.e. Abbreviated)
- L = Long-Form (i.e. Comprehensive)

Progress and Comments

City Manager turnover has resulted in further delays. Admin draft undergoing review.
 Revised draft report presented on 2/6/17. Public hearing on final report expected on 4/3/17.
 SOI update presented in 12/16 and continued to 2/17. Action may be deferred until a new MSR is completed.
 District staff requests long-form report. Reasonable to expect completion in 6/17.
 Reasonable to expect completion in 8/17.
 A request for information will be sent to District in February. Reasonable to expect completion by 12/17.
 RFP Committee recommends combining agencies into regional MSR and reschedule completion to December 2017.
 RFP Committee recommends agency-specific SOI update and reschedule completion to April 2018.
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 County Jail annexation to NSD completed on 12/5/16. No current proposals
 OSA for County Jail involving water service from the City of Napa completed on 12/5/16. No current requests.

Scanning of all off-site files recently completed by Secretary and ECS. On-site files to be scanned next.
 April 5-7, 2017 in Fresno. Planning Committee activities begin in January.
 Two expiring terms in May 2017 (Paul Dohring and Ryan Gregory).
 New Commissioner (City Member II) would be Chair under policy. Commission may consider temporary change.
 Budget Committee appointed on 12/5/16 (Wagenknecht and Rodeno). Draft budget in April 2017.
 October 25-27, 2017 in Mission Bay, San Diego. Planning Committee activities begin in April.
 Brown Armstrong will prepare audits through at least the 2017-2018 fiscal year.

Last met on 12/15/16 in San Francisco. Next meeting to be determined.
 Last met on 9/22/16 in Oakland. Next meeting will be scheduled in the next two months.
 None at this time.
 Staff working on completion proceedings for four previously approved annexations.
 Recent additions include bios for new Commissioners. LAFCO e-mail addresses for Commissioners will be added.
 Recent edits made by staff to reflect boundary changes for NSD.
 Policies relating to SOIs to be reviewed on 2/6/17. Amendments may be forthcoming.
 Staff will monitor new legislation during new legislative session.
 Staff will monitor project EIRs and submit comments when LAFCO approvals are required.

Napa LAFCO Work Program

Planning and Regulatory Activities

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City of St. Helena MSR/SOI	1	12/15	4/17	Consultant	L
Town of Yountville MSR/SOI	1	12/15	2/17	Consultant	L
Napa River Reclamation District MSR/SOI	1	2/16	12/16	EO	L
Congress Valley Water District SOI	2	6/16	12/16	EO	S
Napa County Mosquito Abatement District MSR/SOI	3	1/17	6/17	EO	C
Napa County Regional Park and Open Space District MSR/SOI	2	1/17	8/17	EO	S
County Service Area No. 3 MSR/SOI	3	1/17	10/17	Consultant	S
American Canyon Fire Protection District MSR/SOI	2	1/17	10/17	Consultant	L
City of American Canyon MSR/SOI	1	1/17	10/17	Consultant	L
County Service Area No. 4 MSR/SOI	2	6/17	12/17	EO	C
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
2016 CALAFCO Annual Conference (Santa Barbara)	3	8/16	10/16	EO/Cmmssnr's
2015-2016 Audit	1	8/16	12/16	Secretary
Electronic Document Management System Back-Filing	3	7/15	12/16	Sec/Consultant
2017 CALAFCO Annual Staff Workshop (Fresno)	3	1/17	4/17	EO/Secretary
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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 (3-6/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

2016-2017 Work Program Version 5 (12/5/16)

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