



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 7b (Discussion)

TO: Local Agency Formation Commission

PREPARED BY: Brendon Freeman, Executive Officer

MEETING DATE: October 2, 2017

SUBJECT: Progress Report on Professional Services Provided by E Mulberg & Associates

RECOMMENDATION

It is recommended the Commission discuss Mr. Elliot Mulberg's progress report and consider providing feedback and/or direction to staff and Mr. Mulberg. No formal action will be taken by the Commission as part of this item.

BACKGROUND AND SUMMARY

On April 17, 2017, the Commission entered into a contract with E Mulberg & Associates for professional services relating to the preparation of a report that will include a Municipal Service Review (MSR) and Sphere of Influence (SOI) Updates for the South County Region. The local agencies under review include the City of American Canyon, American Canyon Fire Protection District, and County Service Area No. 3. The contract includes a timeline (Attachment One) that involves the completion of a draft report by December 1, 2017.

On September 1, 2017, the Commission entered into a separate contract with E Mulberg & Associates for mentoring and coaching services for the Executive Officer. This contract includes a scope of work (Attachment Two) that involves weekly check-in meetings or phone calls with the Executive Officer through December 31, 2017 as well as periodic meetings or phone calls with the Chair and/or Vice-Chair.

The Commission will receive a verbal report from Mr. Elliot Mulberg relating to progress on the professional services that are provided under the two contracts. The Commission is invited to provide feedback and/or direction to staff and Mr. Mulberg.

ATTACHMENTS

- 1) E Mulberg & Associates Timeline for the South County Region MSR and SOI Updates
 - 2) E Mulberg & Associates Mentoring and Coaching Services Scope of Work
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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

E Mulberg & Associates Timeline for the
South County Region Municipal Service Review and Sphere of Influence Updates

Task	Description	Completion
1	Project Initiation	5/22/17
2	Data Collection	8/31/17
3	Administrative Draft	10/15/17
4	Draft Report	12/1/17
	Presentation to Commission	December or January
5	Final Report to Staff	2/15/18
	Presentation to Commission	March Meeting
6	Final Report	March 2018

EXHIBIT “A”

Scope of Work

TASK 1: INITIAL INPUT FROM COMMISSION MEMBERS

1. Consultant will contact the current LAFCO Chair and Vice-Chair, as well as the past Chair, who have been working closely with the Executive Officer since he was hired in July 2015. Consultant will schedule teleconference meetings with these three Commissioners to receive confidential input to identify goals and objectives for the mentoring and coaching services to LAFCO’s Executive Officer for the period of this Agreement. (Estimated time: 2.5 hours)

TASK 2: MENTORING AND COACHING SERVICES

1. Consultant will provide mentoring and coaching services to LAFCO’s Executive Officer, focusing on the development of leadership skills, as well as critical thinking and strategic thinking regarding LAFCO issues specific to Napa County. This will include meetings and telephone calls, as needed.

Meetings: Weekly check-in meetings/calls with the Executive Officer through December 31, 2017, and be available for additional meetings/calls as needed during that time. (Estimated time: 1.5 to 2 hours per week; total up to 36 hours).

TASK 3: PROVIDE PROGRESS REPORTS TO COMMISSION AND CHAIR

1. Consultant will submit meeting summaries with respect to achieving the goals and objectives of the mentoring and coaching services to the Commission and Chair and/or Vice-Chair according to the following schedule:

Meetings:

- October 2, 2017: Attend LAFCo meeting to provide progress report on the MSR (as desired by Board). (Estimated time: 5 hours, including travel time)
- Early November 2017: Teleconference Meeting(s) with Chair and/or Vice-Chair (Estimated time: 1 to 1.5 hours)
- Early December 2017: Teleconference Meeting(s) with Chair and/or Vice-Chair (Estimated time: 1 to 1.5 hours)
- Early January 2017: Teleconference Meeting(s) with Chair and/or Vice-Chair (Estimated time: 1 to 1.5 hours)