



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 11

TO: Local Agency Formation Commission

PREPARED BY: Brendon Freeman, Executive Officer

MEETING DATE: June 5, 2017

SUBJECT: Executive Officer Report

SUMMARY

This item includes a summary of current and future staff and Commission activities. This item is for information purposes only. No formal action will be taken by the Commission as part of this item.

Strategic Planning

On March 6th and May 1st, the Commission held strategic planning workshops to discuss – among other things – the agency’s priorities, goals, and potential strategies to implement in the foreseeable future. The March 6th workshop was facilitated by Bill Chiat with the Alta Mesa Group. The workshop was continued to May 1st. During the May 1st workshop, the Commission established an ad hoc subcommittee and appointed Chair Wagenknecht and Vice Chair Kelly to serve with the Executive Officer for purposes of working with Bill Chiat and returning with a concise summary of outcomes from the Commission’s workshops. This may involve a recommendation for formal adoption of a strategic plan as early as the Commission’s August 7th regular meeting.

CALAFCO Annual Staff Workshop

The Executive Officer attended the California Association of Local Agency Formation Commissions (CALAFCO) Annual Staff Workshop in Fresno from April 5th to April 7th. Relevant general and breakout session topics at the Staff Workshop included ethics, disadvantaged unincorporated communities, outside service agreements, local agency accountability, and State Legislation. Notably, the staff roundtable discussion on April 5th was entirely focused on topics generated by the Commission at its March 6th strategic planning workshop. The round table discussion involved dialogue specific to local agency financial stability and potential strategies that enable LAFCOs to enhance their value throughout their respective counties.

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

Policy Committee Update

Following direction from the Commission at the May 1st workshop, the Policy Committee (Commissioner Kelly, Alternate Commissioner Rodeno, and the Executive Officer) met on May 17th to continue its review the Commission's adopted policies. Notably, the Commission provided direction to the Policy Committee to draft amendments to adopted policies for purposes of clarifying and emphasizing the Commission's priorities with respect to protecting agricultural and open-space resources. Toward this end, the Policy Committee has drafted a number of changes to existing policies and also drafted a new policy relating to legislation. Further review and revisions are needed prior to presentation of these items to the Commission. The Policy Committee is expected to return with recommendations for policy amendments and a new Legislative Policy for formal action at the Commission's August 7th regular meeting.

Electronic Document Management System

In 2015, the Commission appropriated funds to hire a private consultant, ECS Imaging, to scan over 50 years' worth of records and upload them to the agency's electronic document management system for purposes of improving search and retrieval efficiency for staff. Staff has been working diligently with ECS Imaging in conjunction with the County of Napa's Information Technology Services staff to complete this project. ECS Imaging has now scanned all of the records which were stored at the County's Records Center for several decades. LAFCO staff has quality-checked the electronic images provided by ECS Imaging and certifies that the scanned images are exact replicas of the original documents. The Executive Officer has authorized the destruction of the majority of paper records by signing off on the applicable forms. The paper records have been shredded by Shred-It; a company the County contracts with. All work on this project was performed in accordance with the Commission's Policy on Records Retention and Destruction. Staff is grateful for the Commission's support of this project.

Napa County Regional Park and Open Space District

Previous versions of the Commission's Work Program identified a new Municipal Service Review (MSR) and Sphere Of Influence (SOI) Update for the Napa County Regional Park and Open Space District (NCRPOSD) as a current activity with a target completion date of August 2017. The Executive Officer recently met with NCRPOSD's General Manager, John Woodbury, who has requested the Commission defer the MSR and SOI Update until after NCRPOSD has resolved two key land acquisition projects. The land acquisition projects involve lands located in Lake and Solano Counties, which could involve NCRPOSD providing public park and open space services outside the District's current SOI and jurisdictional boundary. Staff believes it is appropriate to reschedule the MSR and SOI update when NCRPOSD's land acquisitions have been resolved given that land ownership and associated public service provision may require SOI expansions and annexations.

Recent Meetings of Note

The Executive Officer has recently met with the following groups and individuals:

- Napa County League of Governments on April 20th to receive an update from the County and each city/town regarding their recent activities and current projects;
- Keller Williams Realtors Group on May 2nd to present a discussion of LAFCO's purpose and current activities with an emphasis on unincorporated islands;
- Jesse Ramer and Cio Perez with the Napa County Farm Bureau on May 5th to discuss LAFCO policies and current activities;
- Doris Gentry, City of Napa Councilmember, on May 8th to discuss the City's islands and possible future annexations;
- Brent Cooper, City of American Canyon Community Development Director, on May 23rd to discuss the South County Region MSR with consultant (E Mulberg);
- Glen Weeks, American Canyon Fire Protection District Chief, on May 23rd to discuss the South County Region MSR with consultant (E Mulberg);
- Greg Baer and Martin Pehl with County Service Area No. 3 on May 23rd to discuss the South County Region MSR with consultant (E Mulberg);
- Margie Mohler, Town of Yountville Councilmember and LAFCO Commissioner, on May 23rd to discuss current LAFCO activities; and
- Scott Sedgley, City of Napa Councilmember, on May 25th to discuss the City General Plan Update as well as the City's islands and possible future annexations.

CALAFCO Annual Conference

The 2017 CALAFCO Annual Conference will be held in San Diego at the Bahia Mission Bay from October 25th to October 27th. The Executive Officer is participating on the Conference Planning Committee and will assist in the development of general and breakout sessions. Commissioners are encouraged to register for the Conference when the registration period commences in approximately two months. Additional information will be provided to the Commission at future meetings.

ATTACHMENTS

None