



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 9

TO: Local Agency Formation Commission

PREPARED BY: Brendon Freeman, Executive Officer

MEETING DATE: December 5, 2016

SUBJECT: Executive Officer Report

SUMMARY

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

Work Program

A Work Program progress chart is included as Attachment One. The majority of current planning and regulatory activities involve municipal service reviews (MSRs) and sphere of influence (SOI) updates for local agencies. A summary of current planning and regulatory activities identified in the Work Program follows.

- A final MSR/SOI for the City of Calistoga was continued from October 3, 2016 and is included on today's agenda as item 6b. It is expected the Commission will take action to approve the MSR/SOI at today's meeting.
- A final MSR/SOI for the Napa River Reclamation District No. 2109 is included on today's agenda as item 6c. It is expected the Commission will take action to approve the MSR/SOI at today's meeting.
- A draft MSR/SOI for the City of St. Helena was originally expected to be included on today's agenda. However, unanticipated delays in completing an administrative draft have resulted in a new target date of February 2017 for presentation of a draft report. Absent additional unanticipated delays, a final MSR/SOI is expected to be presented for action in April 2017 (highlighted in attached Work Program progress chart).

Greg Pitts, Vice Chair
Councilmember, City of St. Helena

Juliana Inman, Commissioner
Councilmember, City of Napa

Joan Bennett, 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

Keith Caldwell, Alternate Commissioner
County of Napa Supervisor, 5th District

Brian J. Kelly, Commissioner
Representative of the General Public

Gregory Rodeno, Alternate Commissioner
Representative of the General Public

Brendon Freeman
Executive Officer

- A draft MSR/SOI for the Town of Yountville is included on today's agenda as item 7a. A final MSR/SOI is expected to be presented for action in February 2017. The final MSR/SOI may be continued to a future meeting one or more times if additional changes to the report are needed to address comments and concerns from Yountville and/or other interested parties.
- An SOI Update for the Congress Valley Water District (CVWD) is included on today's agenda as item 6d. The MSR for CVWD was previously completed in 2014 as part of the Central County Region MSR. If additional information is needed or if changes to the report are desired by the Commission, this item may be continued to the February 2017 meeting.
- One request for an outside water service agreement involving the County Jail property and the City of Napa is included on today's agenda as item 6a. No additional outside service requests are anticipated in the foreseeable future.
- One annexation proposal involving the County Jail property and the Napa Sanitation District is included on today's agenda as item 8b. Up to two new annexation proposals are expected to be submitted in the near future.
- A request for information for purposes of initiating the MSR/SOI process will be transmitted to the Napa County Mosquito Abatement District (NCMAD) and the Napa County Regional Park and Open Space District (NCRPOSD) following today's meeting. The current target completion dates are June 2017 for NCMAD and August 2017 for NCRPOSD.

Island Annexations

The Commission previously requested more information on unincorporated islands and the process to annex some or all of the islands currently surrounded by the City of Napa. Staff has worked with the City and the County to collect service data that will be presented as part of a staff report at a future Commission meeting. This item has been delayed due to the need to prioritize completing a significant number of MSRs and SOI updates. The staff report on island annexations is expected to be presented to the Commission in April or June 2017.

ATTACHMENT

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

Planning and Regulatory Activities

Activity	Priority	Start	Completion	Lead	Type
City of Calistoga MSR/SOI	1	12/15	12/16	Consultant	L
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

Progress and Comments

Final report continued to 12/5/16 per Calistoga request.
 Draft report delayed; now expected on 2/6/17. Final report expected on 4/3/17.
 Draft report presented on 12/5/16. Final report expected on 2/6/17.
 Final report presented on 12/5/16.
 SOI report presented on 12/5/16. If changes needed, revised report will be presented on 2/6/17.
 Reasonable to expect completion in 6/17. A request for information will be released this month.
 Reasonable to expect completion in 8/17. A request for information will be released this month.
 Reasonable to expect completion in 10/17 pending future RFP to select consultant.
 Reasonable to expect completion in 10/17 pending future RFP to select consultant.
 Reasonable to expect completion in 10/17 pending future RFP to select consultant.
 Reasonable to expect completion in 12/17. May merit consideration of consultant as lead.
 County Jail annexation to NSD 12/5/16.
 OSA for County Jail involving water service from the City of Napa on 12/5/16.

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
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

EO, Counsel, and four Commissioners attended the Conference.
 Brown Armstrong completed its audit of LAFCO, which will be presented on 12/5/16.
 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.
 Commissioners Pitts and Caldwell have terms expiring in 2017. EO will provide LAFCO 101 to new members.
 New Commissioner from Calistoga would be new Chair. Commission will consider temp change in Feb 2017.
 Budget Committee to be appointed on 12/5/16.
 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.

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 (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 (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

Next meeting scheduled for December 2016 in San Francisco.
 LAFCO Clerks met on 9/22/16 in Oakland. No new meetings scheduled at this time.
 None at this time.
 Staff working on completion proceedings for three approved annexations.
 Recent additions include audio page reader, language translation options, and interactive map link.
 Recent edits made by staff to reflect boundary changes for NSD, City of Napa, and CSA 4.
 None at this time. May be appropriate to consider adopting a policy on legislation and DUCs.
 Legislative session has ended. Staff will monitor new legislation during next session.
 Staff will monitor project EIRs and submit comments when LAFCO approvals are required.

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

- MSR/SOI Legend:
 C = Checklist
 S = Short-Form (i.e. Abbreviated)
 L = Long-Form (i.e. Comprehensive)