



**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*

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**Agenda Item 8b**

**TO:** Local Agency Formation Commission

**PREPARED BY:** Brendon Freeman, Executive Officer

**MEETING DATE:** October 3, 2016

**SUBJECT:** Work Program Update

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**RECOMMENDATION**

It is recommended the Commission discuss the updated 2016-2017 Work Program and progress report. The Commission is also invited to consider directing staff to make any changes to the Work Program as desired. Staff also recommends the Request for Proposals (RFP) Subcommittee be reconvened to help in the preparation of the next RFP and in the selection of the next consultant, as well as to assist in addressing issues regarding the schedule of studies currently being prepared by the existing consultant.

**BACKGROUND**

Local policy directs the Commission to annually adopt a Work Program, and to consider the Work Program in conjunction with the annual budget process. The current Work Program was approved by the Board on June 6, 2016, and is intended to provide a comprehensive overview of agency activities for the next 12 to 18 months. This includes administrative, planning, and regulatory activities with the majority of existing staff resources allocated to municipal service reviews (MSRs), sphere of influence (SOI) updates, and boundary change proposals. 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.

As part of a formal request for proposals (RFP) process in 2015, the Commission established an RFP Committee consisting of Commissioners Dillon and Pitts. The Commission ultimately entered into a contract with SWALE, Inc. to prepare MSRs and SOI updates for five local agencies. The adopted Work Program also identifies three new MSRs and SOI updates (City of American Canyon, American Canyon Fire Protection District, and County Service Area No. 3) to be prepared by consultants in 2017.

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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

## **SUMMARY**

The Commission will receive a report that summarizes recent progress on the planning and regulatory activities established in the 2016-2017 Work Program. A Work Program progress chart is included as Attachment One. The report will also identify possible next steps to select one or more consultants to prepare new MSRs and SOI updates. A summary of in-progress planning and regulatory activities follows:

- A final MSR/SOI for the Circle Oaks County Water District was approved on August 1, 2016. This activity will be removed from future versions of the Work Program.
- A final MSR/SOI for the Los Carneros Water District was approved on August 1, 2016. This activity will be removed from future versions of the Work Program.
- A draft MSR/SOI for the City of Calistoga was presented at the July 18, 2016 special meeting. A final MSR/SOI was included as public hearing item 6a on today's agenda. However, Calistoga has requested a continuance of the public hearing to provide the City Council additional time to provide a recommendation on the report. The new target completion date is December 5, 2016 and highlighted in the Work Program.
- A draft MSR/SOI for the Napa River Reclamation District No. 2109 was included as discussion item 7a on today's agenda. A final report is expected to be presented for formal action during a public hearing on December 5, 2016.
- A governance study for the Napa River Reclamation District No. 2109 was previously included in the Work Program. This activity would only be needed if the MSR/SOI for the District determines that a governance study is needed. Therefore, this activity has been highlighted and categorized as "tentative" in the updated Work Program.
- A draft MSR/SOI for the City of St. Helena is expected to be presented for discussion at the Commission's December 5, 2016 meeting. This activity has been delayed two months relative to the previous version of the Work Program due to unanticipated additional work required of the consultant. A new timeline provided by the consultant is included as Attachment Two. The new target completion date for final action on the St. Helena MSR/SOI is February 2017 and is highlighted in the Work Program progress chart.

- A draft MSR/SOI for the Town of Yountville is expected to be presented for discussion at the Commission's December 5, 2016 meeting. This activity has been delayed two months relative to the previous version of the Work Program following a request from Yountville staff for a delay in the presentation of a draft report. A delay would provide Yountville with an opportunity for a more thorough review prior to the Commission receiving a presentation on the draft report. The request from Yountville is included as Attachment Three. The new target completion date for final action on the Yountville MSR/SOI is February 2017 and is highlighted in the Work Program progress chart.
- An SOI update for the Congress Valley Water District is expected to be considered for formal action during a public hearing at the Commission's December 5, 2016 meeting. The MSR for Congress Valley Water District was previously completed in 2014 as part of the Central County Region MSR.
- One annexation proposal was included as action item 8a on today's agenda. One annexation proposal involving the County Jail property is expected to be considered for action as part of the Commission's December 5, 2016 agenda.
- One request for an outside water service agreement involving the County Jail property and the City of Napa is expected to be considered for action during a noticed public hearing at the Commission's December 5, 2016 meeting.

Because the Work Program also identifies three new MSRs and SOI updates that are expected to be prepared by consultants in 2017,<sup>1</sup> staff also recommends that the Commission to reconvene the 2015 RFP Committee and circulate an RFP requesting proposals regarding the three MSRs and SOI updates. Further, the RFP Committee may also contact SWALE, Inc. to discuss delays in the delivery of MSRs and SOI updates for Calistoga, St. Helena, and Yountville. Consistent with the RFP process conducted in 2015, the Committee could review the RFP prior to publication, review proposals submitted, and provide a recommendation to the Commission for a preferred consultant or consultants.

## **ATTACHMENTS**

- 1) Work Program Progress Chart
- 2) Timeline for St. Helena MSR/SOI (SWALE)
- 3) Request From Yountville for Additional Time (Dated September 19, 2016)

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<sup>1</sup> The Work Program identifies the use of consultants to prepare MSRs and SOI updates for the City of American Canyon, American Canyon Fire Protection District, and County Service Area No. 3.

## Planning and Regulatory Activities

Activity	Priority	Start	Completion	Lead	Type
Circle Oaks County Water District MSR/SOI	3	12/15	8/16	Consultant	S
Los Carneros Water District MSR/SOI	3	12/15	8/16	Consultant	S
City of Calistoga MSR/SOI	1	12/15	12/16	Consultant	L
City of St. Helena MSR/SOI	1	12/15	2/17	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 River Reclamation District Governance Study (Tentative)	TBD	TBD	TBD	EO	N/A
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

Approved on 8/1/16. Will remove from future versions of Work Program.  
 Approved on 8/1/16. Will remove from future versions of Work Program.  
 Final report presented on 10/3/16. Calistoga requests continuance for more time to provide recommendation.  
 Draft report behind schedule; now expected to be presented on 12/5/16.  
 Draft report delayed per Yountville request; now expected to be presented on 12/5/16.  
 Draft report presented on 10/3/16. Final report expected on 12/5/16.  
 Report and action on SOI expected on 12/5/16 pending City of Napa negotiations with District.  
 Will be removed from Work Program if NRRD MSR does not determine a governance study is necessary.  
 Reasonable to expect completion in 6/17.  
 Reasonable to expect completion in 8/17. Consider use of a consultant as lead.  
 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.  
 Action on one NSD annexation on 10/3/16. Action on one NSD annexation expected on 12/5/16.  
 None at this time.

## 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	8/17	10/17	EO/Cmmssnr's
2016-2017 Audit	1	8/17	12/17	Secretary

Registration still open. EO and five Commissioners are registered.  
 Brown Armstrong has initiated its audit, which will be presented on 12/5/16.  
 Project on target for completion by 12/16.  
 No information at this time.  
 Commissioners Pitts and Caldwell have terms expiring in 2017. BOS will appoint new county member in Jan.  
 New Commissioner from Calistoga would be new Chair. Commission may make temporary change per policy.  
 Budget Committee to be appointed on 12/5/16.  
 No information at this time.  
 Brown Armstrong will prepare audits through at least 2017-2018.

## 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

None scheduled at this time.  
 LAFCO Clerks met on 9/22/16 in Oakland. No new meetings scheduled at this time.  
 None at this time.  
 Staff continues to work on completion proceedings for three approved annexations.  
 New additions include audio page reader, language translation options, and interactive map link.  
 Recent edits made to reflect finalized annexations for NSD and City of Napa.  
 None at this time. May be appropriate to consider adopting a policy on DUCs.  
 None at this time.  
 None at this time.

2016-2017 Work Program Version 4 (10/3/16)

MSR/SOI Legend:

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

## Updated Schedule

MSR/SOI Napa LAFCO

City of St. Helena - September 8, 2016

This schedule has been updated to reflect the City's response to LAFCO's RFI was received on March 11, 2015 and to show October 3, 2016 as the meeting date for Draft MSR/SOI.

Milestone	Estimated Start Date	Estimated Completion Date
<b>Task 1: Project Initiation and Management</b>		
LAFCo Contract Approval		<b>Dec 8, 2015</b>
Kick-off Meeting with LAFCO Staff (Post-award meeting)	Dec 10	<b>Dec 23</b>
Submit Work Plan, Schedule, and Template	Dec 7	Dec 23
<b>Task 2: Data Collection and Review</b>		
Review agency website for existing data	Dec 12	<b>Jan 15, 2016</b>
Develop and Send Supplemental Survey	Jan 9	Jan 13
Agency Responses Received	Jan 13	<b>March 11</b>
Confirmation of Compiled Data by Agencies	March 11	Apr 11
<b>Task 3: Conduct outreach</b>		
Interviews with Agencies	Jan 13	Jan 13
<b>Task 4: Data Analysis</b>		
Analyze and Prepare tables, graphs, charts, maps	Apr 21	May 27
<b>Task 5: Admin Draft MSR/SOI Report</b>		
Preliminary Findings/Administrative Report to LAFCO and City staff	Sept 28	<b>Sept 28</b>
<b>Task 6: Address Comments &amp; Draft MSR Report</b>		
Address comments from LAFCO (and agency) staff resulting from Task 5.	Sept 29	<b>Oct 20</b>
Prepare Draft MSR	Oct 21	<b>Oct 28</b>
Release of Draft MSR	Nov 1	<b>Dec 5</b>
Presentation of Draft MSR at Commission Meeting		Dec 5
Comment Period Ends		<b>Dec 5</b>
<b>Task 7: Final MSR Report</b>		
Respond to Comments and Prepare Final MSR	Dec 6	Dec 20
Presentation of Final MSR for Adoption at Commission Meeting		<b>Feb 6</b>
Release of Final MSR with Findings		Feb 13

SEP 19 2016

NAPA COUNTY  
LAFCO**Freeman, Brendon**

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**From:** Steve Rogers <SRogers@yville.com>  
**Sent:** Monday, September 19, 2016 3:29 PM  
**To:** Freeman, Brendon; Dillon, Diane  
**Cc:** Steve Rogers; Sandra Liston  
**Subject:** Request for extension on Yountville MSR due to lack of review time before 10/3 scheduled release date

Dear Chair Dillon and Executive Officer Freeman:

The Town of Yountville is pleased with the progress we are jointly making on moving the MSR forward. However we are concerned that the draft is not ready for release as a public draft for Napa LAFCO as a part of your October 3, 2016 meeting.

The Town has made request for significant changes and/or information correction and we do not know the consultant's response to those changes. In addition, the Town just received last Friday (9/16) Chapter 5 Financing (which should be Finances) and given direction to provide comments and or corrections by Tuesday morning (9/20). As you can imagine given other ongoing workload factors and lean staffing that is a very challenging time line. We are doing our best to respond.

The Town is concerned that we will not have seen the latest draft to review appropriately before it is released as a public document or to prepare our own written or verbal comment for the October 3 meeting.

Given what we believe is a mutually shared interest in presenting the most complete and accurate public draft of the MSR we believe it is more important to continue this item to your next LAFCO meeting allowing all parties adequate time to review and comment.

Thanks kindly for your consideration.

**Steven Rogers**

Town Manager  
Town of Yountville  
707.944.8851 fax 707.944.9619



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