



Local Agency Formation Commission of Napa County
Subdivision of the State of California

1030 Seminary Street, Suite B
Napa, California 94559
Phone: (707) 259-8645
Fax: (707) 251-1053
www.napa.lafco.ca.gov

We Manage Local Government Boundaries, Evaluate Municipal Services, and Protect Agriculture

Agenda Item 7b

TO: Local Agency Formation Commission

PREPARED BY: Brendon Freeman, Executive Officer

MEETING DATE: October 5, 2015

SUBJECT: Updated Work Program and Authorization for RFP Subcommittee to Select Preferred Consultant(s) and for Executive Officer to Sign Contract(s)

RECOMMENDATION

Staff recommends the Commission approve a motion to (1) authorize the RFP Subcommittee to select a private consultant or private consultants to prepare municipal service reviews (MSRs) and sphere of influence (SOI) updates and (2) authorize the Executive Officer to sign the consultant contract(s).

BACKGROUND / DISCUSSION

At its August 3rd meeting, the Commission received a staff report regarding the agency's progress on its scheduled MSRs and SOI updates. The Commission's study schedule was formally replaced with a Work Program that provides a projected schedule for completion of all agency work, including MSRs and SOI updates. Given unanticipated delays in completing the Napa Sanitation District sphere of influence update along with the timeline associated with the recently released Request for Proposals (RFP) involving the preparation of MSRs and SOI updates, staff returns with an update Work Program that is attached to this report.

At the August 3rd meeting, the Commission established a subcommittee consisting of Commissioners Dillon and Pitts to assist staff with the review of proposals received in response to the RFP. To date, the Commission has received proposals from three private consultants: (1) Policy Consulting Associates; (2) Jan Lopez; and (3) SWALE. The RFP Subcommittee has scheduled a meeting for October 13th to review the three proposals and identify next steps. This includes the scheduling of interviews and assigning weighted scores to the proposals according to proposed costs, timelines, experience of personnel, and quality of reference checks. The Commission will consider a motion to authorize the RFP Subcommittee to select a private consultant or private consultants as well as authorize the Executive Officer to sign the consultant contract(s).

ATTACHMENT

- 1) Updated Work Program

Juliana Inman, Chair
Councilmember, City of Napa

Greg Pitts, Commissioner
Councilmember, City of St. Helena

Joan Bennett, Alternate Commissioner
Councilmember, City of American Canyon

Diane Dillon, Vice 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

LAFCO of Napa County Work Program

Project Name	Priority	Project Type	Commencement	Completion	Staff or Consultant
Napa Sanitation District SOI	B	SOI (Comprehensive)	February 2015	October 2015	Executive Officer
Silverado Community Services District SOI	B	SOI (Abbreviated)	July 2015	October 2015	Executive Officer
City of Calistoga	B	MSR and SOI (Abbreviated)	December 2015	June 2016	Consultant
City of St. Helena	A	MSR and SOI (Comprehensive)	December 2015	August 2016	Consultant
Town of Yountville	A	MSR and SOI (Comprehensive)	December 2015	August 2016	Consultant
Circle Oaks County Water District	C	MSR and SOI (Abbreviated)	December 2015	June 2016	Consultant
Los Carneros Water District	C	MSR and SOI (Abbreviated)	December 2015	June 2016	Consultant
Napa County Resource Conservation District	C	MSR and SOI (Abbreviated)	October 2015	April 2016	Executive Officer
Napa County Flood Control & Water Conservation District	C	MSR and SOI (Abbreviated)	December 2015	June 2016	Executive Officer
Napa River Reclamation District #2109	C	MSR and SOI (Abbreviated)	February 2016	August 2016	Executive Officer
Monticello Public Cemetery District	C	MSR and SOI (Abbreviated)	June 2016	December 2016	Executive Officer
Pope Valley Cemetery District	C	MSR and SOI (Abbreviated)	June 2016	December 2016	Executive Officer
Congress Valley Water District*	B	SOI (Abbreviated)	June 2016	December 2016	Executive Officer
Memorandum of Understanding (MOU) with County	B	Contract Amendment	March 2015	April 2016	Executive Officer and Commissioners
New Proposals (4 to 8 Annually)	A	Annexation or Reorganization	N/A	N/A	Executive Officer
Public Records Requests (1 to 3 Annually)	A	Research and Information Sharing	N/A	N/A	Secretary
Completion Proceedings for Approved Annexations	B	Official Filings and Processing	N/A	N/A	Executive Officer and Secretary
Expiring Commissioner Terms	B	Information and Notification	December (Annual)	May (Annual)	Executive Officer
Budget Cycle	A	Financial Analysis and Projections	December (Annual)	June (Annual)	Executive Officer and Commissioners
Chair and Vice-Chair Designation	B	Information	January (Annual)	December (Annual)	Executive Officer
Website Maintenance	B	Ongoing Updates	N/A	N/A	Secretary
Electronic Document Management System Back-Filing	C	Historical File Archiving	July 2015	June 2016	Secretary and Consultant
Geographic Information Systems Updates	C	Mapping Updates	N/A	N/A	Executive Officer
Outside Service Agreement Requests (1 or 2 Annually)	A	Emergency Service Extensions	N/A	N/A	Executive Officer and Chair
Policy Revisions (1 to 3 Annually)	C	Policy Analysis and Amendments	N/A	N/A	Executive Officer and Commissioners
CALAFCO Staff Workshop	C	Training and Networking	April (Annual)	April (Annual)	Executive Officer and Secretary
CALAFCO Conference	C	Training and Networking	September (Annual)	September (Annual)	Executive Officer and Commissioners
Bay Area LAFCO EO Meetings (2 Annually)	C	Information Sharing and Networking	As Scheduled	As Scheduled	Executive Officer
Bay Area LAFCO Clerks Meetings (4 Annually)	C	Information Sharing and Networking	As Scheduled	As Scheduled	Secretary
State Legislation (CALAFCO Legislative Committee)	C	Ongoing Analysis and Updates	N/A	N/A	Executive Officer
Public Comments on Local Agency Projects	C	Analysis and Information Sharing	N/A	N/A	Executive Officer
Audit	A	Research and Information Sharing	August (Annual)	December (Annual)	Secretary

* City of Napa requests delaying CVWD SOI to allow for needed discussions regarding expiring water contract