



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 10

TO: Local Agency Formation Commission
PREPARED BY: Brendon Freeman, Executive Officer
MEETING DATE: April 3, 2017
SUBJECT: Executive Officer Report

SUMMARY

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

2016-2017 Work Program

The Executive Officer will summarize recent progress on the planning and regulatory activities established in the 2016-2017 Work Program. The majority of planning and regulatory activities identified in the Work Program involve municipal service reviews (MSRs) and sphere of influence (SOI) updates. A Work Program progress chart (version eight) is included as Attachment One. Only two minor changes have been made since the previous version of the Work Program. These minor changes are highlighted in the attached Work Program progress chart and described further in this report.

The Commission held a strategic planning workshop on March 6, 2017 and agreed to continue the workshop to a special meeting in May. The special meeting in May will allow for consensus among Commissioners regarding specific objectives relative to available tools and resources. The Commission also directed staff to return with changes to the Work Program that would allow for implementation of new strategies, priorities, and timelines following the conclusion of strategic planning discussions. A 2017-2018 Work Program will be presented for formal adoption at the Commission's June 5, 2017 meeting and may include significant changes to activities that are currently underway and identified in the attached Work Program progress chart. A brief summary of in-progress planning and regulatory activities follows:

- A revised draft MSR/SOI for the Town of Yountville was presented on February 6, 2017. This study was originally being prepared by a consultant as a long-form (comprehensive) study. The Executive Officer has assumed the lead role following the presentation of the revised draft report in February. A final MSR/SOI is included on today's agenda as item 7a.

Juliana Inman, Vice Chair
Councilmember, City of Napa

Paul Dohring, Commissioner
Councilmember, City of St. Helena

Kenneth Leary, 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

Ryan Gregory, Alternate Commissioner
County of Napa Supervisor, 2nd 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 Napa County Mosquito Abatement District (NCMAD) is included on today's agenda as item 8a. This study is being prepared in-house as a long-form (comprehensive) study. A final MSR/SOI is expected to be presented in June 2017 consistent with the Work Program target completion date.
- A draft MSR/SOI for the City of St. Helena is expected to be presented in June 2017. This study is being prepared by a consultant as a long-form (comprehensive) study. A final MSR/SOI is expected to be presented in August 2017 consistent with the Work Program target completion date.
- The previous version of the Work Program included an MSR for the Congress Valley Water District (CVWD) with a target completion date of August 2017. An SOI update was not included in the previous version of the Work Program due to uncertainties regarding CVWD's negotiations with the City of Napa to amend their water supply agreement. Staff has been informed that CVWD and the City of Napa each expect to approve an amendment to the agreement that will extend the term of the agreement for an additional five years. Therefore, the timing is appropriate for an SOI update to be undertaken concurrent with the MSR for CVWD. Accordingly, staff has combined the MSR with an SOI update with a target completion date of August 2017. The attached Work Program progress chart reflects the minor structural change to this activity. This study is being prepared in-house as a short-form (abbreviated) study.
- Staff has initiated work on an administrative draft MSR/SOI for the Napa County Regional Park and Open Space District (NCRPOSD). This report is being prepared in-house as a short-form (abbreviated) study. A draft MSR/SOI is expected to be presented at the Commission's June 2017 meeting. The Work Program includes a target completion date of August 2017.
- Staff expects to initiate the MSR/SOI process for County Service Area (CSA) No. 4 within the next two months. This report is being prepared in-house as a checklist study, which does not require presentation of a draft report at a Commission meeting or a public review and comment period. The Work Program includes a target completion date of December 2017.
- The MSR and SOI Updates for the South County Region (includes the City of American Canyon, American Canyon Fire Protection District, and CSA No. 3) will be prepared by a consultant and completed by April 2018. The SOI Updates may be combined with the MSR for streamlining purposes. The Commission is expected to take formal action to enter into an agreement with a preferred consultant as part of item 9a on today's agenda.

Special Meeting on May 1st

On March 6th, the Commission held a strategic planning workshop that was facilitated by Bill Chiat, Alta Mesa Group. The Commission discussed the agency's purpose, challenges, opportunities, priorities, tools, and goals. Following significant discussion, the Commission agreed to continue the strategic planning discussion to a special meeting in May for purposes of building consensus on specific strategies that can be reasonably pursued based on existing agency capacity. A detailed discussion of policies was also requested for the special meeting in May. Therefore, the special meeting will be focused on, and limited to, the Commission's strategies and policies. Staff has reserved the Napa Valley Transportation Authority's meeting facilities for the afternoon of Monday, May 1st. The start time of the special meeting will be 1:00 PM.

Meetings with Newly Elected Officials

At its March 6th workshop, the Commission signaled an interest in having the Executive Officer meet with newly elected officials to discuss LAFCO's purpose, role, and responsibilities as they relate to ensuring the logical and orderly growth and development of local communities while also protecting agricultural and open-space resources. The Executive Officer has proactively taken this step and recently met with the following recently elected public officials:

- Geoff Ellsworth, City of St. Helena Councilmember (January 25)
- Doris Gentry, City of Napa Councilmember (February 10)
- Mary Koberstein, City of St. Helena Councilmember (February 15)
- Mariam Aboudamous, City of American Canyon Councilmember (March 14)
- Belia Ramos, County of Napa Supervisor (March 20)

The Executive Officer previously met with new Town of Yountville Councilmember Kerri Dorman on multiple occasions during her tenure as a member of the Napa County Grand Jury. Additionally, the Executive Officer has requested a meeting with City of American Canyon Councilmember David Oro.

CALAFCO Staff Workshop

The 2017 CALAFCO Staff Workshop will be held in Fresno from April 5th to April 7th. The Executive Officer will attend the Staff Workshop and return with new concepts for the Commission to consider with respect to local policies and procedures. Notable Staff Workshop session topics include a legislative update, disadvantaged unincorporated communities, outside service agreements, litigation, water system consolidations, local government transparency, and the California Environmental Quality Act.

ATTACHMENT

- 1) 2016-2017 Work Program Progress Chart (Version 8)

2016-2017 Napa LAFCO Work Program (Version 8: 4/3/17)

Planning and Regulatory Activities

Activity	Priority	Start	Completion	Lead	Type
Town of Yountville MSR/SOI	1	12/15	4/17	Consultant/EO	L
City of St. Helena MSR/SOI	1	12/15	8/17	Consultant	L
Napa County Mosquito Abatement District MSR/SOI	3	1/17	6/17	EO	L
Congress Valley Water District MSR/SOI	1	2/17	8/17	EO	S
Napa County Regional Park and Open Space District MSR/SOI	2	1/17	8/17	EO	S
County Service Area No. 4 MSR/SOI	2	6/17	12/17	EO	C
South County Region MSR	2	4/17	12/17	Consultant	L
County Service Area No. 3 SOI Update	3	4/17	4/18	Consultant	S
American Canyon Fire Protection District SOI Update	2	4/17	4/18	Consultant	L
City of American Canyon SOI Update	1	4/17	4/18	Consultant	L
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 on today's agenda. Executive Officer assumed lead role following February meeting.
 Draft report will be presented in June. Final report and possible formal action on target for August.
 Draft report on today's agenda. Final report in June.
 Combining MSR and SOI given that SOI is natural "conclusion" to MSR information.
 Staff has initiated work on admin draft. Reasonable to expect completion in 8/17.
 A kick off meeting with CSA 4 is scheduled for April. On target to complete in December.
 Consultant contract award on today's agenda.
 Consultant contract award on today's agenda. May combine SOI update with South County Region MSR.
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 Consultant contract award on today's agenda. May combine SOI update with South County Region MSR.
 Several annexation inquiries, no active proposals.
 No current outside service requests.

Administrative Activities - Time Sensitive

Activity	Priority	Start	Completion	Lead
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

Scanning of all current and historical files into EDMS nearing completion by Secretary and ECS.
 April 5-7, 2017 in Fresno. Executive Officer is registered to attend.
 Two expiring terms in May 2017 (Paul Dohring and Ryan Gregory).
 Commissioners Wagenknecht and Kelly will be Chair and Vice Chair, respectively, from May 2017 to April 2018.
 Proposed budget on today's agenda. Final budget presented in June.
 October 25-27, 2017 in Mission Bay, San Diego. Executive Officer is on the Planning Committee.
 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 (2-4/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 (2-4/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

MSR/SOI Legend:

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

Last met on 12/15/16 in San Francisco. Next meeting to be determined.
 Last met on 9/22/16 in Oakland. Next meeting will be scheduled in the next two months.
 None at this time.
 Staff working on completion proceedings for three previously approved annexations. One proposal abandoned.
 Recent changes: JPA filings added (SB 1266), Glossary of Terms added, and Policies moved to be more visible.
 Edits by staff are needed when Certificates of Completion for boundary changes are recorded.
 Policy Committee met on 2/21/17. Policies will be discussed in detail at May special meeting.
 Staff will monitor new legislation during new legislative session and provide updates to Commission.
 Staff and CEQA consultant will monitor project EIRs and submit comments pursuant to CEQA policy.