



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

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

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

December 3, 2012

Agenda Item No. 5c (Consent/Action)

November 26, 2012

TO: Local Agency Formation Commission

FROM: Keene Simonds, Executive Officer

SUBJECT: Progress Report on Strategic Plan

The Commission will receive a report on progress made in meeting goals and implementing strategies in the current two-year strategic plan. The report is being presented to the Commission to formally accept.

Local Agency Formation Commissions (LAFCOs) are responsible for regulating the formation and development of local governmental agencies under the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (CKH). Commonly exercised regulatory actions include forming, expanding, and reorganizing cities and special districts for the purpose of facilitating orderly urban growth and efficient municipal service. LAFCOs inform their regulatory powers through various planning activities, namely preparing municipal service reviews. All regulatory and planning actions undertaken by LAFCOs may be conditioned and must be consistent with written policies.

A. Discussion

Adoption and Vision

LAFCO of Napa County's ("Commission") strategic plan was adopted on June 4, 2012. The strategic plan is the byproduct of an earlier workshop discussion and intended to guide the agency's resources over the next two years in a manner consistent with the collective preference of current members. The strategic plan is anchored by a vision statement orienting the Commission to proactively fulfill its duties and responsibilities under CKH in a manner responsive to local conditions.

Near-Term Goals

The strategic plan identifies five near-term goals to be accomplished over the next two years. The first goal directs the Commission to focus its activities – external and internal – on improving service efficiencies. The second goal directs the Commission to proactively expand the use and relevance of the municipal service reviews. The third goal directs the Commission to emphasize partnering with local agencies in coordinating planning activities. The fourth and fifth goals direct the Commission to participate in regional and statewide discussions impacting local agencies and services as well as improve the general public's understanding of the agency and its various functions.

Lewis Chilton, Chair
Councilmember, Town of Yountville

Joan Bennett, Commissioner
Councilmember, City of American Canyon

Juliana Inman, Alternate Commissioner
Councilmember, City of Napa

Brad Wagenknecht, Vice Chair
County of Napa Supervisor, 1st District

Bill Dodd, Commissioner
County of Napa Supervisor, 4th District

Mark Luce, 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

Keene Simonds
Executive Officer

Implementing Strategies

The strategic plan prescribes one or more implementing strategies in support of achieving each identified near-term goal. An underlying intent of the implementing strategies is to serve as a public performance measurement for the Commission in reconciling its goals with actions for subsequent review and reset at the end of the two year timeframe. A summary of the implementing strategies for each near-term goal follows.

Goal: Improve Service Efficiencies

- Prepare a cost-analysis to transition agenda packets to electronic tablets.
- Expand website to allow for online applications and updates.

Goal: Expand Use and Relevance of Municipal Service Reviews

- Establish formal process in soliciting scoping comments on studies.
- Conduct scoping workshop for pending study on central county region.

Goal: Renew and Strengthen Coordination with Local Government Agencies

- Invite local agencies to present current/future planning activities.
- Present updates to local agencies on current/planned activities.
- Prepare an informational report on local school districts and boards.

Goal: Anticipate and Evaluate Regional/Statewide Issues

- Prepare an informational report on private water services.
- Provide reports on relevant regional agency activities.

Goal: Improve the Public's Understanding of the Commission

- Prepare annual agency newsletters for public distribution.

B. Analysis

The Commission is one quarter into the current two-year strategic plan and the agency has made substantive progress with respect to addressing several of the implementing strategies. This progress includes drafting an informational report on private water services within Napa County as part of the Commission's stated goal of evaluating regional issues of interest to the agency and its prescribed responsibilities. The informational report will be presented as part of a separate agenda item for today's meeting and aims at broadening the Commission's understanding of the extent of private community water systems and their role in supporting existing growth and development. Other notable activities undertaken to date include making a presentation to the County Planning Commission on the policies and programs of the Commission and preparing informational updates on relevant planning activities undertaken by the Association of Bay Area Governments and the Metropolitan Transportation Commission. Work has also begun on developing an online application feature on the agency's website. Additionally, while not a listed implementing strategy, the Commission recently took a substantive step in its goal to improve the public's understanding of the agency by adopting a tagline to

better convey core responsibilities; the first such formal action taken by any LAFCO in California.

A complete status update on all implementing strategies as of date follows.

Goal to Improve Service Efficiencies	Started	Completed
- Cost Analysis for Electronic Tablets		
- Online Application Feature	■	
Goal to Expand Use and Relevance of MSRs	Started	Completed
- Establish Scoping Comment Process		
- Workshop for Central County MSR		
Goal to Strengthen Coordination with Agencies	Started	Completed
- Invite Local Agencies to Meetings		
- Present Updates to Local Agencies	■	
- Informational Report on Schools		
Goal to Evaluate Regional/Statewide Issues	Started	Completed
- Informational Report on Private Water	■	
- Reports on Regional Agencies Activities	■	
Goal to Improve Public's Understanding of LAFCO	Started	Completed
- Annual Newsletter on Activities		

C. Recommendation

It is recommended the Commission formally accept the report as presented.

D. Alternatives for Action

The following two alternatives are available to the Commission:

Alternative Action One (Recommended)

Accept the report as presented with any further direction as specified.

Alternative Action Two:

Continue consideration of the report to a future meeting and provide direction for more information as needed.

E. Procedures for Consideration

This item has been agendized as part of the consent calendar. Accordingly, a successful motion to approve the consent calendar will include taking affirmative action on the staff recommendation unless otherwise specified by the Commission.

Respectfully submitted,

 Keene Simonds
 Executive Officer

Attachment:

1) Adopted Strategic Plan for Calendar Years 2012 and 2013



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

Strategic Plan 2012-2013

Vision Statement

Provide effective oversight of local government agencies and their municipal service consistent with the tenets and ideals of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 and in a manner responsive to local character and circumstances. The Commission will strive diligently to achieve this vision by emphasizing the following core values at all times.

a) Professional

The Commission will be accountable and transparent in developing, implementing, and communicating its policies, procedures, and programs.

b) Principled

The Commission will maintain a higher set of standards in fulfilling its prescribed duties and responsibilities with integrity and fairness in facilitating orderly growth.

c) Reasonable

The Commission will be objective in its decision-making with particular focus in considering the “reasonableness” of all potential actions before the agency.

Goals and Strategies

The Commission’s goals supporting its vision statement along with corresponding implementation strategies for the 2012-2013 planning period follow.

1. Improve Service Efficiencies

The Commission shall focus its prescribed duties and responsibilities in assisting local governmental agencies in pursuing efficiencies relative to available resources to reduce costs and enhance services. The Commission, accordingly, will lead by example and use creativity and innovation in improving its own service efficiencies by doing more with less for the benefit of both local funding agencies and the general public. This includes:

- a) Prepare a cost-benefit analysis for the Commission to purchase electronic tablets for purposes of converting all agenda packets to digital-only copies.
- b) Expand the use of the Commission website to allow applicants to submit all required proposal forms on-line. The website should also be expanded to allow each applicant to log-in with a personal password to check the status of their proposal.

2. Expand Use and Relevance of Municipal Service Reviews

The Commission shall proactively expand the use and relevance of municipal service reviews by focusing on issues of local significance within each affected community. This includes:

- a) Formally invite all affected local agencies and the general public to submit comments on governance and service related issues for consideration before the start of each scheduled municipal service review. Include a summary of the comments received along with staff responses in the final report.
- b) Conduct a scoping workshop for the pending central county municipal service review (City of Napa, Napa Sanitation District, Silverado Community Services District, and Congress Valley Water District) to help inform the report's direction and focus on specific areas of analysis as it relates to potential sphere of influence changes.

3. Renew and Strengthen Coordination with Local Governmental Agencies

The Commission shall fulfill its prescribed duties and responsibilities in partnership with local governmental agencies. To this end, and given the significant change in boards, councils, directors, and senior staff over the last several years, the Commission shall make a concerted effort to renew and strengthen its coordination with local agencies to help ensure appropriate communication relative to current and planned activities exists. This includes:

- a) Invite the County of Napa, cities, and special districts to make individual presentations to the Commission summarizing their current and future planning activities. Presentations will be scheduled by the Executive Officer and subject to the Chair's approval.
- b) Present formal updates to the County of Napa, cities, and special districts on current and future activities relevant to the affected agency. Updates should be scheduled in consultation with the affected agency's director/manager.
- c) Prepare a report for Commission use on local school districts and boards. The report shall be prepared in consultation with the affected agencies and address, among other items, the relationship between current/planned growth and school resources. The report shall also be distributed to all local agencies for review and file.

4. Anticipate and Evaluate Regional and Statewide Issues Impacting Municipalities and their Services

The Commission shall participate and provide, as appropriate, its expertise and perspective in regional and statewide discussions on critical issues that have the potential for significantly affecting local municipalities and their services. The Commission shall also, as appropriate, assume a leadership role in convening discussions among multiple stakeholders on critical service and growth issues affecting Napa County. This includes:

- a) In conjunction with Assembly Bill 54, prepare a report on private water companies operating in Napa County. The report shall be limited initially to identifying the location, service area, and general service capacity/demand of each private water company and distributed to all local agencies for their review and file.
- b) Actively follow the Association of Bay Area Governments and Metropolitan Transportation Commission. Provide annual reports on these agencies' current and planned activities as it relates to issues of interest to the Commission.

5. Improve the Public's Understanding of the Commission

The Commission shall make a concerted effort to improve the public's awareness and understanding of the agency's responsibilities and activities. This includes:

- a) Actively utilize print and social media resources in expanding the public's understanding of the role and function of the Commission.
- b) Prepare an annual newsletter for public distribution summarizing recent and planned Commission activities. The annual newsletter will be made available on the Commission website and directly e-mailed out through the agency's distribution list.