



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: June 6, 2016

SUBJECT: Executive Officer Report

SUMMARY

A brief summary of current and future issues for consideration and activities for staff and the Commission throughout 2016 follows.

Secretary Schedule Increase

The final budget as part of item 7a on today's agenda includes funding for an increase to the Commission Secretary's work schedule from 20 hours per week to 30 hours per week. This increase in hours serves the purpose of addressing an existing imbalance between the Secretary's increasing work responsibilities and resources. The schedule increase will provide the resources for the Secretary to more comfortably fulfill current responsibilities while also assuming new and expanded duties that will provide the Executive Officer with administrative relief.

July Special Meeting

It appears appropriate for the Commission to schedule a special meeting in July for purposes of considering several municipal service reviews and sphere of influence updates as well as a time-sensitive annexation proposal. Staff previously contacted the Commission to identify availability for a potential special meeting date and it appears July 18th is the preferred option amongst a majority of members. Towards this end, staff has reserved the Town of Yountville Council Chambers for a special meeting on July 18th with a tentative start time of 4:00 PM. The Commission is encouraged to confirm this special meeting date to provide scheduling certainty with respect to the aforementioned studies and annexation proposal.

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

Work Program

Significant work is being accomplished in meeting the goals of the Commission's Work Program. An updated version of the Work Program was presented for adoption as part of action item 8a on today's agenda. Regular Work Program progress reports will be provided as part of future Executive Officer reports.

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 initiated discussions 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. The report will summarize the service inefficiencies that islands perpetuate and identify the process to eventually annex some or all of the islands. Staff is also working with the City and the County on commitments to reduce or waive certain fees associated with processing island annexation proposals. An estimated date for presentation of the staff report is the Commission's October 3, 2016 regular meeting.

CALAFCO Annual Conference

The 2016 CALAFCO Annual Conference is scheduled for October 26 through October 28 at the Fess Parker DoubleTree by Hilton in Santa Barbara. The official theme for the Conference is *Orchards to Oceans: Balancing California's Diversity*. Commissioners are encouraged to register for the Conference once the registration period has commenced. This year will involve a CALAFCO Board of Directors election for the Coastal Region County and Special District seats. Given that Napa LAFCO does not have special district representation, this limits the Commission's potential Board candidates to County members. The incumbent CALAFCO Coastal Region County member is the current Board Chair, John Leopold (Santa Cruz County). CALAFCO Board members serve two-year terms. Additional details will be provided to the Commission as they become known.

Xerox Copier Replacement

The Commission leases a Xerox copy machine that may require replacement in the near future. The lease agreement was entered into in July 2010. The existing machine occasionally experiences errors and service interruptions requiring technicians to perform work at the Commission's office, which can significantly disrupt staff activities. Staff is currently communicating with Xerox to identify replacement options and may return with a cost estimate for Commission consideration at a future meeting.