

REGULAR MEETING AGENDA

**Del Norte Local Agency Formation Commission
Board of Supervisors Chambers
981 H Street, Suite 100, Crescent City, CA 95531
June 3, 2019 4:00 pm**

1. Call to Order/Roll Call
Pledge of Allegiance
2. Public Hearings
A. FY 2019-20 Final Budget (ATTACHMENT 2A)
3. Regular Business
A. Approval of March 25, 2019 Draft Minutes (ATTACHMENT 3A)
B. FY 2018-19 Budget Review for Quarter 3 (ATTACHMENT 3B)
C. Alternate Public Member Appointment (ATTACHMENT 3C)
D. Approval of FY 2019-20 Staffing Services Contract (ATTACHMENT 3D)
E. Del Norte County Fire Chiefs Association Dispatch Proposal Update (ATTACHMENT 3E)
4. Inquiries, Correspondence, Application Status and Referrals
A. Staff - The Executive Officer will provide a report of current projects, issues of interest, and pending legislation.
 1. MSR & SOI Update Compliance Work Plan (ATTACHMENT 4A-1)
 2. ICMA's webinar June 12 "Encouraging Inclusive Communities" (ATTACHMENT 4A-2)
B. Commission - On their own initiative, Commission members may make brief announcements or reports on their own activities. They may ask questions for clarification, make a referral to staff or request a business matter for a future agenda per Government Code Section 54954.2 (a).
C. Public - Public comment on items of interest within LAFCo subject matter jurisdiction, and not otherwise appearing on the agenda. No action may be taken on any item not appearing on the agenda.
5. Adjournment
Next Meeting Scheduled for August 5, 2019

Americans with Disabilities Act: Del Norte LAFCo meetings are held in a wheelchair accessible facility. Individuals requiring special accommodations to participate in this meeting are requested to contact the LAFCo office at (707) 825-9301. Notification 48 hours prior to the meeting will enable the Commission to make reasonable arrangements to ensure accessibility to this meeting.

**DEL NORTE
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AGENDA ITEM 2A

MEETING DATE: June 3, 2019
TO: Del Norte Local Agency Formation Commission
FROM: George Williamson AICP, Executive Officer
SUBJECT: FY 2019-2020 Final Budget

BACKGROUND

Local Agency Formation Commissions (LAFcos) are responsible under State law for annually adopting a proposed budget by May 1st and a final budget by June 15th. State law specifies the proposed and final budgets shall – at a minimum – be equal to the budget adopted for the previous fiscal year unless LAFco finds the reduced costs will nevertheless allow the agency to fulfill its prescribed regulatory and planning duties.

DISCUSSION

The Final FY 2019-2020 Budget (Attached as Exhibit A to Resolution 19-01) is included.

This is similar to the proposed budget reviewed at the March 25, 2019 meeting. The proposed FY 2019-2020 Budget was provided to the County and City of Crescent City, no comments were received.

Commissioner Inscore began serving as a CALAFCO member in January 2019 and has attended two regional conferences so far. Future conference expenses are included in the proposed FY 2019-20 budget and will be paid for out of Del Norte LAFCO contingency funds (Account #42801007100).

RECOMMENDATION

The following procedures are recommended with respect to the Commission's consideration of this item:

- Receive verbal report from staff;
- Re-Open the public hearing and invite testimony; and
- Discuss item and – if appropriate – close the hearing and consider action on recommendation:
 - 1) Adopt Resolution 19-01 approving the final budget for fiscal year 2019-2020, as provided in Exhibit A.

ATTACHMENTS

Resolution No. 19-01 Adopting a Final Budget for Fiscal Year 2019-2020

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**RESOLUTION 19-01
ADOPTING A FINAL BUDGET FOR FISCAL YEAR 2019-2020**

WHEREAS, the Del Norte Local Agency Formation Commission ("Commission") is required by the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 to adopt a proposed budget for the next fiscal year no later than May 1 and a final budget no later than June 15th for the next fiscal year; and

WHEREAS, the Commission approved a proposed budget at a noticed public hearing on March 25, 2019; and

WHEREAS, at Commission direction, the Executive Officer circulated the proposed budget to local funding agencies that contribute to the Commission's budget; and

WHEREAS, the Executive Officer prepared a report with recommendations for a final budget; and

WHEREAS, the Executive Officer's report was presented to the Commission in the manner provided by law; and

WHEREAS, the Commission heard fully and considered all of the evidence presented at its public hearing on the final budget held on June 3, 2019; and

WHEREAS, the Commission determined the proposed budget projects the staffing and program costs of the agency as accurately and appropriately as is possible.

NOW, THEREFORE, BE IT RESOLVED by the Commission as follows:

1. The Final Budget for Fiscal Year 2019-2020 as presented in Exhibit A is approved.
2. The overall operating costs provided in the final budget will allow the Commission to fulfill its regulatory and planning responsibilities as required under Government Code Section 56381 (a).

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PASSED AND ADOPTED at a meeting of the Del Norte Local Agency Formation Commission on the 3rd day of June, 2019, by the following vote:

AYES:	Commissioners:
NOES:	Commissioners:
ABSENT:	Commissioners:
ABSTAIN:	Commissioners:

Blake Inscore, Chair

George Williamson, Executive Officer

ATTACHMENT: Exhibit A: FY 2019-20 Final Budget

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EXHIBIT A
FY 2019-2020 FINAL BUDGET

Account	EXPENDITURES	Final
Line #	SERVICES & SUPPLIES	
20150	Insurance	\$2,100.00
20200	CALAFCO Membership	\$1,075.00
20221	Printing	\$50.00
20223	Postage	\$50.00
20230	Professional Services	
	MSR/SOI Preparation	\$24,500.00
	Application Processing	\$10,000.00
20231	Prof. Serv. Executive Officer/ Admin.	\$47,520.00
20232	Prof. Serv. Legal Counsel	\$2,000.00
20240	Advertising/Publications	\$400.00
	Conferences (CALAFCO when funds available)	\$0.00
70530	Interfund-Cost Plan	\$1,692.00
20233	Public Member Stipend (up to 8 mtgs @ \$40/mtg)	\$320.00
	TOTAL EXPENDITURES	\$89,707.00
	REVENUES	
91125	Project Revenue (Application Deposit)*	\$10,000.00
90300	Interest	\$20.00
90780	Del Norte County	\$39,843.50
90781	City of Crescent City	\$39,843.50
07100	Funds from Account #42801007100	\$0.00
	TOTAL REVENUES	\$89,707.00
	Contingency Fund Allocations	
	Authorized CALAFCO Board Travel Expenses	\$5,911.83
	Contingency Fund Balance (Account #42801007100)	\$3,749.78

REGULAR MEETING MINUTES

Del Norte Local Agency Formation Commission Board of Supervisors Chambers March 25th, 2019 4:00 pm

Members present: Roger Gitlin (Chairman), Jason Greenough (Vice-Chair), Bob Berkowitz, Blake Inscore, Public Member Sparky Countess

Members absent: None

Others present: Executive Officer George Williamson, Nicole Burshem, PS Business Services, Elizabeth Cable, County Counsel

1. Call to Order/Roll Call

Chairman Gitlin called the meeting to order at 4:00 p.m. Nicole Burshem took roll call. Commissioner Inscore led the Pledge of Allegiance

2. Public Hearings

A. Budget- Approval of Proposed FY 2019 -20 Budget

The proposed FY 2019 -20 Budget was approved by a 5-0 vote.

3. Regular Business

A. Approval of January 28, 2019 Draft Minutes

On a motion by Commissioner Berkowitz, seconded by Commissioner Greenough, and carried by a 5-0 vote the January 28, 2019 Minutes were approved.

B. Alternate Public Member Recruitment

The Alternate Public Member is up for reelection. Recruitment efforts were discussed and the Notice of Position Availability and the Application for the position were made available. Applications are due to the commission by May 10th, 2019. The Executive Officer is available by email and phone for additional information.

C. Del Norte Fire Chiefs Association Emergency Dispatch Proposal

The Del Norte Fire Chief's Association Dispatch proposal was discussed. The idea of Del Norte County fire dispatch services being routed through the CalFIRE regional call center was favorably received.

4. Inquiries, Correspondence, Application Status and Referrals

Staff - The Executive Officer provided a report of current projects, issues of interest, and pending legislation. Status: None.

Commission - On their own initiative, Commission members may make brief announcements or reports on their own activities. They may ask questions for clarification, make a referral to staff or request a business matter for a future agenda per Government Code Section 54954.2 (a).

Public - Public comment on items of interest within LAFCo subject matter jurisdiction, and not otherwise appearing on the agenda. No action may be taken on any item not appearing on the agenda. Public comment: None.

5. Adjournment

Chairman Gitlin Adjourned the meeting at 5:15 PM.

Respectfully Submitted

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ATTACHMENT 3B

MEETING DATE: June 3, 2019
TO: Del Norte Local Agency Formation Commission
FROM: George Williamson AICP, Executive Officer
SUBJECT: FY 2018-19 Budget Review

BACKGROUND

Local Agency Formation Commissions (LAFcos) are responsible under State law for annually adopting a proposed budget by May 1st and a final budget by June 15th. State law specifies the proposed and final budgets shall – at a minimum – be equal to the budget adopted for the previous fiscal year unless LAFco finds the reduced costs will nevertheless allow the agency to fulfill its prescribed regulatory and planning duties.

DISCUSSION

The Final FY 2018-19 Budget (Shown in Attachment 3B) was adopted by the Commission at the June 4, 2018 meeting. The proposed FY 2018-2019 Budget was provided to the County and City of Crescent City, no comments were received. The budget applies the prior year end fund balance to the budget to reduce City and County contributions.

Attached to this staff report is a budget spreadsheet showing revenues and expenses for the Adopted FY 2018-19 Budget, Quarter 1 and 2, Quarter 3, and a year to date amount. Total expenditures have come in at budget or under budget for each of the line item expenses.

For the FY 2018-19 Expenditures, the Interfund Cost Plan experienced a slightly reduction in cost, from \$1918.00 to \$1692.00; therefore, requiring the adoption of a slightly reduced annual budget.

At the January 28, 2019 Commission meeting, the budget amendment for Commissioner Inscore's attendance at CALAFCO Northern Region Board meetings for FY 2018-19 was approved unanimously. The approved expenses for FY 2018-19 are \$1,449.00 and are included in the proposed FY 2019-20 budget for the next fiscal year. Commissioner Inscore began serving as a CALAFCO member and has attended two conferences so far that were paid for out of DNLAFCO contingency funds (Account #42801007100).

RECOMMENDATION

Receive and File

ATTACHMENTS

FY 2018-19 Budget Revenues and Expenditure Budget Review

DEL NORTE LOCAL AGENCY FORMATION COMMISSION

ATTACHMENT 3B FY 2018-19 Budget Revenues and Expenditure Budget Review

FY 2018-19 EXPENDITURES	Adopted Budget FY 2018-19	Quarters 1 & 2	Quarter 3	Year-to - date
SERVICES & SUPPLIES				
Insurance	\$2,100.00	\$2,100.00	\$0.00	\$2,100.00
CALAFCO Membership	\$925.00	\$925.00	\$0.00	\$925.00
Printing	\$50.00	\$0.00	\$0.00	\$0.00
Postage	\$50.00	\$0.00	\$0.00	\$0.00
PROFESSIONAL SERVICES				
MSR/SOI Preparation	\$24,500.00	\$8,942.54	\$3,106.00	\$12,048.54
Application Processing	\$10,000.00	\$0.00	\$0.00	\$0.00
Prof. Serv. Exec Officer/ Admin.	\$47,520.00	\$22,022.29	\$13,161.28	\$35,183.57
Prof. Serv. Legal Counsel	\$2,000.00	\$245.04	\$226.56	\$471.60
Advertising/Publications	\$400.00	\$0.00	\$89.00	\$89.00
Conferences (CALAFCO)	\$0.00	\$0.00	\$0.00	\$0.00
Interfund-Cost Plan	\$1,692.00	\$0.00	\$0.00	\$0.00
Public Member Stipend (up to 8 mtgs @ \$40/mtg)	\$320.00	\$0.00	\$0.00	\$0.00
TOTAL EXPENDITURES	\$89,557.00	\$34,234.87	\$16,582.84	\$50,817.71
2018-19 REVENUES				
Project Revenue (App. Deposits)*	\$10,000.00	\$0.00	\$0.00	\$0.00
Interest	\$11.00	\$0.00	\$0.00	\$0.00
Del Norte County	\$39,768.50	\$39,768.50	\$0.00	\$39,768.50
City of Crescent City	\$39,768.50	\$39,768.50	\$0.00	\$39,768.50
Funds from Account #42801007100	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL REVENUES	\$89,557.00	\$79,537.00	\$0.00	\$79,537.00
CONTINGENCY FUND ALLOCATIONS				
Authorized CALAFCO Board Travel Expenses	\$1,449.00	\$686.48	\$340.26	\$1,026.74
Contingency Fund Balance (Account #42801007100)	\$9,661.61	\$10,424.13	\$10,083.87	\$10,083.87

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ATTACHMENT 3C

MEETING DATE: June 3, 2019
TO: Del Norte Local Agency Formation Commission
FROM: George Williamson AICP, Executive Officer
SUBJECT: Alternate Public Member Appointment

BACKGROUND

Del Norte LAFCo invited interested persons to apply for the position of Alternate Public Member on the Commission by publishing a press release in the Del Norte Triplicate and posting the application on its website. The alternate fully participates in the discussion and deliberation at LAFCo meetings but votes only when the regular public member is absent or otherwise excused. The new four-year term for the Alternate Public Member runs through June 30, 2023.

DISCUSSION

No completed applications were received by the LAFCo Office by the stated deadline of May 31 2019, so the Commission is unable to consider the appointment of the Alternate Public Member at its June 3 2019 meeting. The Commission should consider extending the deadline for Public Member recruitment. The current Alternate Public Member is Judy Dobbs and she has expressed interest in continuing to hold the position. She has been contacted by staff and will submit an application to the LAFCo office.

RECOMMENDATION

Extend the deadline for Alternate Public Member application submittal.

ATTACHMENTS

Alternate Public Member Press Release

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PRESS RELEASE

NOTICE OF VACANCY ALTERNATE PUBLIC MEMBER

The Del Norte Local Agency Formation Commission (LAFCo) invites interested persons to apply for the position of Alternate Public Member on the Commission. The alternate fully participates in the discussion and deliberation at LAFCo meetings but votes only when the regular public member is absent or otherwise excused. LAFCo meetings are held at least six times per year on the first Monday of odd-numbered months at the Del Norte County Board of Supervisors Chambers 981 H Street, Crescent City, California. The four-year term for the Alternate Public Member runs through June 30, 2023.

LAFCo is an independent government agency created in each county by the California State Legislature in 1963. LAFCo is responsible for facilitating changes in local governmental structure and boundaries that fosters orderly growth and development, promotes the efficient delivery of services, and encourages the preservation of open space and agricultural lands. Most notably, this includes approving or disapproving boundary change proposals, such as annexations and detachments, consistent with adopted spheres of influence for cities and special districts.

The Alternate Public Member must be a resident of Del Norte County. No person may serve as the Alternate Public Member of LAFCo who at the same time is an officer or employee of a local public agency or who is a member of a public board, commission, or committee that has the authority to make advisory or final decisions on matters relating to land use or the provision of services.

To obtain an application, please visit LAFCo's website at www.delnortelaftco.org or call 707-825-9301. A completed application form must be returned to the LAFCo Office no later than 5:00 p.m. on May 31 2019. LAFCo will consider the appointment of the Alternate Public Member at its meeting on June 3 2019. For additional information, please call the LAFCo office at 707-825-9301.

Del Norte LAFCo will be considering the appointment of an alternate public member to serve on the Commission through June 30, 2023. The alternate fully participates in the discussion and deliberation at LAFCo meetings but votes only when the regular public member is absent or disqualified.

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AGENDA ITEM 3D

MEETING DATE: June 3, 2019
TO: Del Norte Local Agency Formation Commission
FROM: George Williamson AICP, Executive Officer
SUBJECT: Staffing Services Agreement Extension

DISCUSSION

The "Agreement for the Provision of Executive Officer Services for the Del Norte Local Agency Formation Commission", between the Commission and Planwest Partners, has been guiding staffing services for eight years. The term and budget provisions have been extended annually based on favorable Commission action.

Approved amendments in the last year have clarified which charges, including travel expenses, meeting staffing and minutes recording (by a subcontractor), application processing costs, and published noticing costs in the Daily Triplicate, may be itemized and submitted for reimbursement separate from hourly costs for staffing services.

Planwest Partners Inc. will continue to provide office equipment, clerical assistance, utilities, telephone charges, and office supplies at no charge to the Commission. Reimbursable charges include (1) public hearing notices in the Daily Triplicate, (2) PS Business Services costs to perform staffing, recording, copying and posting services (as a subcontractor) and (3) meeting travel as stated below:

6. STATUS OF CONTRACTOR: At all times during the term of this Agreement, CONTRACTOR shall be responsible for his own operating costs and expenses, property and income taxes, workers' compensation insurance, and other operating costs and expenses in connection with performance of services under this Agreement. CONTRACTOR shall receive reimbursement of costs advanced by CONTRACTOR on behalf of COMMISSION, as well as other expenses, in addition to fees for services, within adopted budget. Reimbursable costs include, but are not limited to, out of county automobile mileage for travel at the current IRS rate per mile, newspaper publishing and mailing of public notices, subcontractor costs for noticing, staffing, minutes recording, and packet printing and distribution at LAFCo meetings, and other items necessary for LAFCo activities.

RECOMMENDATION

Staff recommends the Commission extend "Agreement for the Provision of Executive Officer Services for Del Norte LAFCo" for FY 2019-2020.

ATTACHMENT 3D



PROFESSIONAL SERVICES CONTRACT EXTENSION

DATE: June 3, 2019
TO: Roger Gitlin, Chair
Del Norte LAFCo
FROM: George Williamson, AICP
SUBJECT: Del Norte LAFCo Agreement for Executive Officer Services

Planwest Partners Inc. is authorized to continue providing professional staffing services to the Del Norte Local Agency Formation Commission (LAFCo), for the 2019-2020 Fiscal Year. Planwest will perform the tasks and activities for Del Norte LAFCo identified in Exhibit A, Scope of Services (attached).

All provisions of the Agreement for the Provision of Executive Officer Services for the Del Norte LAFCo remain in effect, except:

Part 5 - Term, which will be extended from July 1, 2019 to June 30, 2020.

Roger Gitlin, Chairperson
Del Norte LAFCo

Date

“EXHIBIT A” - SCOPE OF SERVICES

Task 1 Performance of Executive Officer Duties

Perform Executive Officers duties including preparing staff reports, proposed findings and other agenda materials for routine Del Norte Local Agency Formation Commission (LAFCo) activities: This includes coordinating boundary adjustment proposals; reviewing applications for provision of new and extended services outside city and district boundaries; reviewing Sphere of Influence and Municipal Service Review reports and amendments; and reviewing environmental documents for California Environmental Quality Act (CEQA) compliance, submitted by member organizations. Preparation of all application materials for LAFCo actions would be the responsibility of the applicant and /or member organization, or may be prepared by the Executive Officer for an additional cost paid by applicant and /or member organization.

Task 2 Develop and Implement Policies

Develop and implement policies within Del Norte LAFCo's authority under the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000.

Task 3 Maintain Website Postings

Provide materials to CALAFCO webmaster, to keep the Del Norte LAFCo website update, and to make Agendas and Minutes available to the public in an electronic web-based format.

Task 4 Organization and Administration of LAFCo Business

Respond to inquiries and provide technical assistance and make information available to interested public agencies and individuals.

Task 5 Record Keeping

Distribute, file, publish and keep records of agendas, notices and other required official documents on behalf of LAFCo, and keep the Commission informed of LAFCo budget activities.

Task 6 Staff Support at Meetings

Schedule, post notices and provide staff support at up to eight LAFCo meetings in accordance with the Act and LAFCo policies and procedures. Additional meeting support will be provided on a time and materials basis.

Task 7 Representation

Represent Del Norte LAFCo to CALAFCO and to various other policy-making agencies as directed by the Commission.

Task 8 Keep LAFCo Informed

Inform LAFCo of new legislation, correspondence, CALAFCO activities, current events and matters of interest related to LAFCo.

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AGENDA ITEM 3E

MEETING DATE: June 3, 2019
TO: Del Norte Local Agency Formation Commission
FROM: George Williamson AICP, Executive Officer
SUBJECT: Del Norte County Fire Chiefs Association - Dispatch Proposal update

INTRODUCTION

While the Del Norte County Sheriff's office provides combined law enforcement and emergency services dispatch, the DNCFCA has expressed interest in contracting for dedicated dispatch services. Benefits could include telecommunications equipment, training and expertise, redundancy and 24/7/365 coverage specifically for the fire districts and other emergency services providers. Telecommunications advances allow dispatch services to be provided from an out of area location. The DNCFCA will seek the highest services levels, from well trained staff, in a cost-effective manner, in as timely a schedule as possible. A contract with a dedicated emergency dispatch provider would allow for these benefits and allow for DNCFCA to set the contracts terms to receive maximum benefit. The Chiefs consider the Sheriff's office an important partner and feel this could have mutual benefits.

DISCUSSION

DNCFCA has been discussing potentially sending out a Request for Qualifications (RFQ) to generate interest from emergency dispatch providers. Emergency dispatch support would include providing fire department 9-1-1 emergency dispatch services and effectively directing the closest available resources to all emergency incidents. The dispatcher must have the knowledge, expertise and availability to provide effective emergency dispatch services to Del Norte County. This has been the topic of several Chief's meeting. The last one was attended by Kimmie Scott the new DN County Emergency Services Manager. She has good contacts within Del Norte County tribes and could help with soliciting funding support.

The DNCFCA have inquired about the possibility of inclusion into CalFIRE Humboldt-Del Norte Unit dispatch services. Recent contact with the CalFIRE Humboldt-Del Norte Unit Chief indicates that there could be significant delays in expanding their dispatch to Del Norte, given internal obligations and reorganization. CalFIRE is currently under contract to Arcata Fire Protection District for dispatch services and the District Chief was just informed annual dispatch services cost will go from \$65,000 to \$90,000 next year and will likely rise to \$300,000 annually after one year. This cost makes CalFIRE dispatch services prohibitively expensive for both Del Norte and Humboldt Counties and makes looking for other dispatch options even more timely. LAFCo staff are providing support to support implementation of regional MSR recommendations.

RECOMMENDATIONS

Receive and file.

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AGENDA ITEM 4A-1

MEETING DATE: June 3, 2019
TO: Del Norte Local Agency Formation Commission
FROM: George Williamson AICP, Executive Officer
SUBJECT: MSR/SOI Compliance Work Program for 2019-20

INTRODUCTION

Government Code § 56430 requires LAFCo to conduct municipal services reviews in the county by region or other designated geographic area for the provided services and prepare a written statement of determinations on each of the following topics:

- Growth and population projections for the affected area;
- The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere of influence (SOI);
- Present and planned capacity of public facilities, adequacy of public services, and infrastructure needs or deficiencies (including needs or deficiencies related to sewers, municipal and industrial water, and structural fire protection in any disadvantaged, unincorporated communities within or contiguous to the SOI);
- Financial ability of agencies to provide services;
- Status of, and opportunities for, shared facilities;
- Accountability for community service needs, including governmental structure and operational efficiencies; and
- Any other matter affecting or related to effective or efficient service delivery, as required by Commission policy.

State Guidelines and Commission policies encourage stakeholder cooperation in the municipal service review process. It also provides a basis to evaluate, and make changes to Spheres of Influence, if appropriate.

DISCUSSION

LAFCo staff completed a Municipal Service Review/ Sphere of Influence (MSR/SOI) update for the City of Crescent City and it was adopted January 28, 2019. They have drafts of the DN Health Care District and Library District MSR/SOI updates and are reaching out to Bertsch-Oceanview CSD and the Del Norte Fairgrounds Park and Recreation District for information. The complete schedule for MSR/SOI updates can be seen in the attachment.

RECOMMENDATION

Review and file.

Attachment 4A-1: Compliance Work Program for 2019-20

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Attachment 4A-1: Compliance Work Program for 2019-20

Agency Name	SOI & MSR Status	Contact Information	Next Update
CITIES			
City of Crescent City	MSR & SOI Approved November 2018	377 J. St, Crescent City, CA 95531; Eric Weir; City Manager; (707) 464-7483, eweir@crescentcity.org	2023
COMMUNITY SERVICE DISTRICTS			
Bertsch-Ocean View	MSR & SOI Approved August 2010	844 Keller Ave, Crescent City, CA 95531; Steve Paynter, Business Manager; (707) 954-3562, paynter@frontier.com	2019
Big Rock	MSR Approved Nov 2015 & SOI Approved April 2016	P.O. Box 453, Crescent City, CA 95531; Craig Bradford; (707) 458-9933	2021
Church Tree	MSR & SOI Approved September 2018	251 Church Tree Road, Crescent City, CA 95531; Jim Nelson; (707) 465-1753	2023
Gasquet	MSR & SOI Approved 2016	P.O. Box 86, Gasquet, CA 95543; Michael Morgan (707) 457-3450 or (707) 457-3107; gcsd1@outlook.com	2021
Hunter Valley	MSR & SOI Approved 2016 Part of Regional South County	25 Del Ponte Drive, Klamath CA, 95548; Paul Crandall; (707) 482-0369	2021
Hussey Ranch (HRC)	MSR & SOI September 2018	231 Bell Hole Loop, Crescent City, CA 95531; Wes White; (707) 951-4059	2023
Klamath	MSR & SOI Approved 2016 Part of Regional South County	P.O. Box 430, Klamath, CA 95548; Margaret Caldwell, (707) 482-0245 or (707)482-1375	2021
Redwood Park	MSR & SOI Approved 2016 Part of Regional South County	P.O. Box 650, Klamath, CA 95548; Gordon Karnes; (707) 482-9295	2021
Smith River	MSR & SOI Approved September 2018	241 W. 1 st St, Smith River, CA 95567; Kathryn Demry Office Administrator, office.admin@srwater.net , H: (707) 487-5381, F: (707) 487-5191	2023

Agency Name	SOI & MSR Status	Contact Information	Next Update
FIRE DISTRICTS			
Crescent FPD	MSR & SOI Approved 2016 Part of Countywide Fire MSR	255 W. Washington, Crescent City 95531; Bill Gillespie; (707)464 2421; admin@crescentfire.com	2021
Fort Dick FPD	MSR & SOI Approved 2016 Part of Countywide Fire MSR	P.O. Box 369, Fort Dick, CA 95538; Randy Crawford; (707) 487-8185; FDFD81@aol.com	2021
Gasquet FPD	MSR & SOI Approved 2016 Part of Countywide Fire MSR	P.O. Box 85, Gasquet, CA 95543; Nick Karanopoulos, (707) 457-3332; gasquetvfd@charter.net	2021
Klamath FPD	MSR & SOI Approved 2016 Part of Countywide Fire MSR	P.O. Box 369, Klamath, CA 95548; Eloisa Gaboni Board Chair & Lonnie Levi Fire Chief 482-3311 lilevi@hotmail.com	2021
Smith River FPD	MSR & SOI Approved 2016 Part of Countywide Fire MSR	P.O. Box 187, Smith River, CA 95567; Fire Chief Ron Simpson; (707) 487-5621; smithriverfireprotectiondistrict@smithriverfire.com	2021
OTHER DISTRICTS			
County Service Area (CSA) No.1	MSR & SOI Approved November 2015	Mary Jo Duncan, Del Norte County Engineering Division, 981 H Street, Suite 110, Crescent City, CA 95531, (707) 464- 7229	2020
Crescent City Harbor	MSR & SOI Approved August 2015	101 Citizens Dock Road, Crescent City, CA 95531; (707) 464-6174; Charles Helms, CEO & Lane Tavasci, Deputy Harbormaster, charlie@ccharbor.com; lane@ccharbor.com	2020
Del Norte Co. Health Care	MSR & SOI Approved August 2012	P.O. Box 2064, Crescent City, CA 95531; Doris Hendricks, Executive Secretary; (707) 464-9494; dnhcd@delnortehealth.com	2019
Del Norte Co. Library	MSR & SOI Approved October 2012	190 Price Mall, Crescent City, CA 95531; Shane Pipinos-Gausepohl, Library Manager (707) 464-9793, shane@delnortecountylibrary.org	2019
Del Norte Co. Resource Conservation	MSR & SOI Approved February 2015	241 1st Street, Unit B, Smith River, CA 95567; Brian Ferguson, Board Chair; (707) 487-7630; Linda Crockett Manager - delnorteRCD@yahoo.com	2020
Smith River Cemetery	MSR & SOI Prepared June 2014	P.O. Box 762, Smith River, CA 95567; Colleen Luttrell; (707) 487-6705	2019
Del Norte Fairgrounds Recreation and Park	District Formed/ MSR Approved April 2014	PO Box 402, Crescent City, CA 95531; Wilma Madden, Manager, wmadden@dncfrpd.org	2019

Encouraging Inclusive Communities

– Free Webinar

Wednesday, June 12, 2019

10:00 - 11:30 a.m. PT (1:00 - 2:30 p.m. ET)

ICMA State Association Coaching Partners:

Alabama, Alaska, California, Colorado, Connecticut, Florida, Georgia, Illinois, Iowa, Kansas, Kentucky, Maine, Maryland, Massachusetts, Michigan, Minnesota, Missouri, Nebraska, New Hampshire, North Carolina, Oklahoma, Oregon, Pennsylvania, South Carolina, Texas, Utah, Virginia, Washington, Wisconsin

*** Advance registration required for this webinar ***

<https://attendee.gotowebinar.com/register/461575377852771330>

Webinar Topics:

1. How are local governments encouraging inclusive communities?
2. What are effective ways to engage diverse segments of the community?
3. What innovations are local government applying to be inclusive internally and externally?

Presenters:

- * **Maria Hurtado**, Assistant City Manager, Hayward, CA
- * **Preeti Shridhar**, Deputy Public Affairs Administrator, Renton, WA
- * **Bridget Wachtel**, Village Manager, Flossmoor, IL

Audience: all persons in or interested in local government careers

Meets Practice 2. Community Engagement, 3. Equity and Inclusion, 8. Policy Facilitation and Implementation

Post-Webinar Discussion Questions:

Many agencies organize groups to participate in the webinars (live or recorded) and discuss the topics among themselves after the webinars. Some are summarizing their discussions and distributing them to managers throughout their organizations. Here are some discussion starters for this session.

- a. Where would our community benefit from greater inclusiveness?
- b. What initiatives would we like to consider to make our agency more responsive?
- c. What resources can we tap to help us succeed?

Biographical Sketches of Presenters

Maria Hurtado, Assistant City Manager, Hayward, CA

Ms. Hurtado has worked in local government for 20 years, and began her professional career in the non-profit sector. In November, 2016, Ms. Hurtado was appointed as the Assistant City Manager for the City of Hayward, CA, where she oversees the Departments of Public Works, Maintenance Services, Utilities, Finance, and Library and Community Services, and is the staff liaison to 3 Council Subcommittees, and supports the City Manager's Office with special projects. Prior to this recent appointment, Ms. Hurtado was the Chief Operating Officer (COO) for the City of Oxnard in southern California, and was responsible for IT, Finance, Human Resources, Cultural and Community Services, and the Public Information Office (PIO), including implementation of 121 recommendations resulting from an organizational assessment. Ms. Hurtado has had a long tenure in northern California before leaving to Oxnard. Ms. Hurtado was hired in 2006 as the Director of Parks and Community Services for Tracy, CA and was subsequently appointed and held the Assistant City Manager position from 2007 through 2015. As the Assistant City Manager, she oversaw the daily operations of Development Services and Economic Development, Administrative Services, Public Works and Utilities, and 3 divisions in the City Manager's office, including the City Clerk's Office, the Mayor's Community Youth Support Network program/PIO and the Cultural Arts divisions. Ms. Hurtado completed two 6-month Interim City Manager appointments during her tenure as Assistant City Manager in Tracy, where she was responsible for Council and Community Relations, and department operations.



Prior to her work with the City of Tracy, Ms. Hurtado served as Deputy Director of Parks & Neighborhood Services for the City of San Jose, CA, Assistant Director for Parks and Community Services and Assistant Director for Redevelopment and Housing for the City of Watsonville, CA.

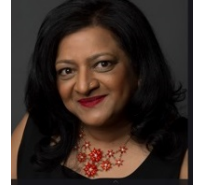
Ms. Hurtado came from the non-profit sector prior to moving into local government and worked as the Executive Director of an alcohol and Counseling agency, which included a women's residential treatment facility, drug and alcohol counseling center, and an anti-gang afterschool youth program.

Ms. Hurtado is a Vice President on the ICMA Board of Directors, representing the West Coast Region and is the ICMA Liaison to the Local Government Hispanic Network (LGHN) Board of Directors and a member of Municipal Management Association of Northern California (MMANC). In 2016, Ms. Hurtado served as the ICMA 102nd Conference Planning Committee Co-Chair held in Kansas City. Ms. Hurtado received the MMANC West McClure Outstanding Assistant Award in 2012 and most recently, received the League of California Cities 2018 Assistant City Manager of the year award.

Ms. Hurtado received her Master's in Social Work from San Jose State University and a Bachelor of Arts degree in Sociology from the University of California in Santa Cruz.

Preeti Shridhar, Deputy Public Affairs Administrator, Renton, WA

Preeti Shridhar is the Deputy Public Affairs Administrator for the City of Renton and reports to the Mayor. She oversees intergovernmental relations, working with state and federal elected officials. She also manages the city's public affairs and communications department, is responsible for launching Renton's nationally recognized inclusion program, and more.



Preeti has 26 years of experience working for the public sector. Previously, she was the Communications Director for the Seattle Mayor's Office of Sustainability and Environment. She helped launch Seattle's nationally recognized environmental programs.

She has received national recognition for the programs she manages. These include awards for Renton's Inclusion Program from National League of Cities, United States Conference of Mayors, and International City Managers Association, as well as several communications and environmental awards including an Emmy and a Tully.

Among her proudest achievements are launching Renton's Inclusion Program that has now become a national model; contributing to the national launch of Seattle's Climate Protection Initiative; and organizing the Seattle visit of former vice president Al Gore leading to the production of An Inconvenient Truth.

Preeti has several publications to her name. Her work is recognized internationally and she has worked on projects in Jordan, several on behalf of USAID. She is very active with Tasveer, an organization committed to engaging and empowering South-Asian women. She has an MBA in marketing and finance from the University of Minnesota, and a bachelor's degree in economics and business. In 2017, she ran for Port Commission and made history by being the only woman of color in the 104-year history of the Port of Seattle to win the primary. She lives with her family in the greater Seattle area and her son is an engineer in Chicago.

Bridget Wachtel, Village Manager, Flossmoor, IL

Bridget Wachtel has served as the Village Manager of the Village of Flossmoor, Illinois since 2004. The Village of Flossmoor, population 9,464, is an affluent non-home rule suburb located south of Chicago providing the full array of local government services. Bridget oversees an energetic organization of 57 fulltime employees with an annual budget of \$26 million. In her tenure with the Village of Flossmoor, she has been challenged with issues of financial stability, succession planning, and infrastructure rehabilitation as well as stimulating economic development in a bedroom community. She and her management team are credited with not only sustaining services while planning for long term capital improvements but also receiving an upgrade in the community's bond rating to AA+ in a recessionary environment.



In 2017, the Village Board adopted a new Strategic Plan identifying diversity and communication as one of five strategic priorities. Specifically, the team has been charged with pursuing activities to maintain

Flossmoor's diversity, promote inclusiveness, and build communications, understanding and unity among residents across neighborhoods and throughout the community.

Prior to her current appointment, she served as the Assistant Village Administrator for the Village of Morton Grove, Illinois for four years with previous administration experience in the Villages of Glencoe and Northbrook, Illinois. Bridget has a Masters in Public Administration from Northern Illinois University and a Bachelor's of Science in Geography from Carthage College in Kenosha, Wisconsin. Over the course of her career, Bridget has served on and led various boards including intergovernmental boards, chambers and professional associations as well as the NIU MPA Board of Advisors. In addition to her career, she is a busy mother and an avid runner completing several half marathons since 2010. Bridget was raised in Homewood and Flossmoor, and is proud to have returned to her hometown to work and raise her family. Bridget, her husband Kevin and their four children reside in Flossmoor.

More Coaching Resources--See <http://icma.org/coaching> for valuable resources to boost your career. Sign up for the complimentary email list at <http://icma.org/coachinglist> to keep informed of the details for future ICMA Coaching Program sessions and other resources.

ICMA Coaching Program Outreach Partners:

Canadian Association of Municipal Administrators (CAMA), Engaging Local Government Leaders (ELGL), International Network of Asian Public Administrators (I-NAPA), International Public Management Association for Human Resources (IPMA-HR), League of Women in Government (LWG), Local Government Hispanic Network (LGHN), National Association of County Administrators (NACA), National Forum for Black Public Administrators (NFBPA), and Women Leading Government (WLG)