



**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*

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**Agenda Item 8a (Discussion)**

**TO:** Local Agency Formation Commission

**PREPARED BY:** Brendon Freeman, Executive Officer

**MEETING DATE:** April 2, 2018

**SUBJECT:** Work Program Progress Report

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**BACKGROUND AND SUMMARY**

Local policy directs the Commission to annually adopt a Work Program for purposes of providing a comprehensive overview of agency activities over the course of the fiscal year. The Commission formally adopted the 2017-2018 Work Program on June 5, 2017.

A Work Program (Version Six) progress chart is included as Attachment One. The majority of the Commission's resources are allocated to planning and regulatory activities such as municipal service reviews (MSRs), sphere of influence (SOI) updates, boundary change proposals, and outside service requests. All substantive changes to the Work Program from the previous version are highlighted in the progress chart and explained in this report. A brief summary of current activities is provided below.

***In Progress Activities***

The following activities are currently in progress:

- **South County Region MSR and SOI Updates**  
The South County Region includes the City of American Canyon ("the City"), American Canyon Fire Protection District (ACFPD), and County Service Area No. 3 (CSA 3). A preliminary draft report was prepared by a consultant and presented on February 5, 2018. The preliminary draft report was continued due to the need for corrective revisions. Following the meeting on February 5, 2018, the project was brought entirely in-house. Staff subsequently identified the need for additional information relating to the SOI Updates for the City and ACFPD. Specifically, staff has been informed there will be a new request submitted by the City for LAFCO to evaluate an additional area as part of the City SOI Update process. Further, information is currently being collected that will ultimately serve to inform the ACFPD SOI Update process. A revised draft report is expected to be presented for discussion purposes at the Commission's June 4, 2018, meeting. The new target completion date for this activity is August 2018.

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Scott Sedgley, Commissioner  
Councilmember, City of Napa

Margie Mohler, Commissioner  
Councilmember, Town of Yountville

Kenneth Leary, Alternate Commissioner  
Councilmember, City of American Canyon

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

Diane Dillon, Commissioner  
County of Napa Supervisor, 3rd District

Ryan Gregory, Alternate Commissioner  
County of Napa Supervisor, 2nd District

Brian J. Kelly, Vice Chair  
Representative of the General Public

Gregory Rodeno, Alternate Commissioner  
Representative of the General Public

Brendon Freeman  
Executive Officer

- City of St. Helena MSR and SOI Update

A preliminary draft MSR and SOI Update was predominately completed by a previous consultant and was brought in-house following the expiration of the consultant contract. The preliminary draft report was included on the Commission's October 2, 2017, meeting agenda. During the public review period, St. Helena staff requested substantial revisions to the report along with a time extension. The Commission continued the item until the needed revisions were made to the report. At its meeting on February 5, 2018, the Commission established an ad hoc subcommittee (Mohler and Kelly) to identify a new consultant to complete a re-write of the MSR and SOI Update.

Following the February 5, 2018, meeting, St. Helena staff submitted a letter dated March 23, 2018, supporting another time extension given that the City recently relaunched its effort to complete its General Plan Update and is hoping to conclude the environmental review by the end of 2018. The City's letter offers support for LAFCO to extend the timeline for the MSR and SOI Update, which will allow LAFCO and the City to work hand-in-hand throughout the MSR, SOI Update, and General Plan Update processes. The letter from St. Helena is included as Attachment Two. With this in mind, a recommendation to enter into a contract with a new consultant to prepare the MSR and SOI Update will be postponed until further notice. The new target completion date for this activity is presently uncertain.

- Napa County Regional Park and Open Space District MSR and SOI Update

Staff has initiated the data collection phase of this project. It is anticipated an abbreviated format administrative draft MSR and SOI Update will be circulated to affected agencies in August 2018. A draft MSR and SOI Update is expected to be presented to the Commission for discussion at its October 1, 2018, meeting. The target completion date remains December 2018.

## **ATTACHMENTS**

- 1) 2017-2018 Work Program Progress Chart (Version 5; Dated April 2, 2018)
- 2) Letter from the City of St. Helena Supporting Extended Timeline (March 23, 2018)

# Napa LAFCO 2017-2018 Work Program

## Planning and Regulatory Activities

Activity	Priority	Start	Completion	Lead
City of St. Helena MSR/SOI (Comprehensive)	1	12/15	TBD	Consultant
South County Region MSR and SOI Updates (Comprehensive)	1	4/17	8/18	EO
Napa County Regional Park and Open Space District MSR/SOI (Abbreviated)	2	1/18	12/18	EO
Change of Organization/Reorganization Proposals (3-6/yr)	1	N/A	N/A	EO
Outside Service Agreement Requests (1-2/yr)	1	N/A	N/A	EO/Chair

## Administrative Activities - Time Specific

Activity	Priority	Start	Completion	Lead
2018-2019 Budget	1	12/17	6/18	Committee
Report on Local Agency General Plan Updates	2	8/17	6/18	EO
Report on Housing	2	8/17	6/18	EO
2018 CALAFCO Staff Workshop (Marin)	2	12/17	4/18	Staff
Expiring Commissioner Terms in 2018	2	12/17	5/18	EO
2018 Chair and Vice Chair Designation	2	4/18	5/18	EO

## Administrative Activities - Ongoing

Activity	Priority	Start	Completion	Lead
Public Records Requests (0-1/yr)	1	N/A	N/A	Secretary
Respond to Grand Jury Reports (0-1/yr)	1	N/A	N/A	EO/Commission
Bay Area LAFCO EO Meetings (2/yr)	2	N/A	N/A	EO
Bay Area LAFCO Clerks Meetings (2-4/yr)	2	N/A	N/A	Secretary
Completion Proceedings for Approved Annexations (3-6/yr)	2	N/A	N/A	EO/Secretary
Website Maintenance and Updates	2	N/A	N/A	Secretary
Electronic Document Management System	3	N/A	N/A	Secretary
Geographic Information System Mapping Updates (3-6/yr)	3	N/A	N/A	EO
Policy Revisions (2-4/yr)	3	N/A	N/A	Committee
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/Consultant

Presented on April 2, 2018 (Version Six)

## Progress and Comments

City supports an extended timeline to better align with General Plan Update timing  
 Activity brought in-house, revised draft report postponed to June meeting

Information collection has commenced, currently on target for completion by December 2018  
 One active proposal and 10 anticipated proposals; see item 5b  
 One request expected within three months involving Carneros Resort properties and City of Napa water

Budget Committee has prepared a proposed budget; see item 6b  
 Report presented in February 2018  
 Report on local agency housing progress expected to be presented in June 2018  
 April 11 - 13 in San Rafael; EO will be a panel speaker for a session on strategic planning  
 Two Commissioner terms expire May 2018: Dillon and Kelly  
 Commissioners Mohler and Wagenknecht will be Chair and Vice Chair in May 2018; see item 5d

None at this time  
 None at this time  
 Next meeting to be determined  
 Next meeting to be determined  
 Staff continues to monitor approved annexations to ensure terms/conditions are satisfied  
 Staff is in the process of adding a security certificate to the Commission's website  
 Secretary Mabry continues to scan files into EDMS on an ongoing basis  
 Staff continues to edit GIS layers to reflect completed annexations  
 Policy Committee is currently working on sphere of influence policies consistent with Strategic Plan  
 Legislative Committee met on February 28 to review proposed legislation; see item 5c  
 On the horizon: City of Napa General Plan Update, City of St. Helena General Plan Update, Oak Knoll Hotel



*The City of St. Helena*

*"We will conduct city affairs on behalf of our citizens  
using an open and creative process."*

March 23, 2018

Brendon Freeman  
Executive Officer  
Local Agency Formation Commission of Napa County  
1030 Seminary Street, Suite B  
Napa, CA 94559

Dear Brendon,

I am responding to your recent inquiry about my thoughts on a possible extended timeline for the Local Agency Formation Commission of Napa County's (Napa LAFCO) preparation of a Municipal Service Review/Sphere of Influence Update (MSR/SOI) for the City of St. Helena.

Because the City has recently relaunched its effort to complete its General Plan and is hoping to conclude the environmental review by the end of 2018, I am very supportive of your suggestion to extend the timeline for the MSR/SOI. An extended timeline would allow LAFCO and the City to work hand-in-hand throughout both the General Plan Update and MSR/SOI processes.

Please contact me at (707) 312-0252 if you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "MTP", is written over the typed name.

Mark T. Prestwich  
City Manager