



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 7c (Action)

TO: Local Agency Formation Commission

PREPARED BY: Brendon Freeman, Executive Officer
Dawn Mittleman Longoria, Analyst II

MEETING DATE: June 3, 2019

SUBJECT: 2018-2019 Work Program Progress Report and Adoption of 2019-2020 Work Program

RECOMMENDATION

It is recommended the Commission adopt the proposed 2019-2020 Work Program with any desired changes (Attachment One).

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. This includes scheduling for planning, regulatory, and administrative activities. The Work Program also serves as a management tool to measure the agency's performance and is intended to provide the Commission with opportunities to identify and address changes in conditions and priorities. Annual adoption of a Work Program is consistent with Section IV (A) of the Commission's *Policy on Municipal Service Reviews* (Attachment Two), which states:

Each year, the Commission will adopt a Work Program, which shall include a schedule for initiating and completing municipal service reviews, consistent with the Commission's obligation to update each sphere of influence, as necessary...

A proposed 2019-2020 Work Program is included as Attachment One. It is recommended the Commission adopt the proposed 2019-2020 Work Program with any desired changes.

The Commission recently adopted a five-year strategic plan, included as Attachment Three, that includes comprehensive schedules for municipal service reviews (MSRs), sphere of influence (SOI) updates, and review of local policies. The adopted *Strategic Plan 2018-2022* provides the foundation for the Commission's Work Programs. A progress report on the 2018-2019 Work Program is included as Attachment Four.

Kenneth Leary, Vice Chair
Councilmember, City of American Canyon

Margie Mohler, Commissioner
Councilmember, Town of Yountville

Scott Sedgley, Alternate Commissioner
Councilmember, City of Napa

Brad Wagenknecht, Commissioner
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

Gregory Rodeno, Chair
Representative of the General Public

Vacant, Alternate Commissioner
Representative of the General Public

Brendon Freeman
Executive Officer

Proposed 2019-2020 Work Program

The proposed 2019-2020 Work Program includes approximate timelines for each activity, which are assigned to one of the following categories: (1) Studies; (2) Applications; (3) Public Outreach; (4) Commission; (5) Administration; or (6) Other. The following is a brief summary of the MSRs and SOI updates included in the proposed 2019-2020 Work Program. The Commission is invited to discuss the proposed 2019-2020 Work Program and consider its adoption with any desired changes.

- Napa County Regional Park and Open Space District MSR and SOI Update
An abbreviated-format draft report prepared by staff is on today's agenda as part of item 6a. The target completion date for this activity is August 2019.
- City of St. Helena MSR and SOI Update
A comprehensive-format preliminary draft MSR and SOI Update for the City of St. Helena was prepared by a previous consultant for the Commission. The City requested several revisions along with an indefinite delay to allow the City to first complete its General Plan Update. Staff will resume work on this MSR and SOI Update upon request by the City. The target completion date for this activity is presently uncertain.
- Countywide Water and Wastewater MSR
This MSR involves a comprehensive-format evaluation of all local government agencies that provide public water and/or wastewater service in Napa County. The Commission hired Policy Consulting Associates and Richard Berkson Associates to prepare this MSR. The target completion date for this activity is February 2020.
- Lake Berryessa Resort Improvement District SOI Update
This SOI Update will be prepared by staff and based on information contained in the Countywide Water and Wastewater MSR. The target completion date for this activity is June 2020.
- Napa Berryessa Resort Improvement District SOI Update
This SOI Update will be prepared by staff and based on information contained in the Countywide Water and Wastewater MSR. The target completion date for this activity is June 2020.
- Spanish Flat Water District SOI Update
This SOI Update will be prepared by staff and based on information contained in the Countywide Water and Wastewater MSR. The target completion date for this activity is June 2020.

ATTACHMENTS

- 1) Proposed 2019-2020 Work Program
- 2) Policy on Municipal Service Reviews
- 3) Strategic Plan 2018-2022
- 4) 2018-2019 Work Program Progress Report

NAPA LAFCO WORK PROGRAM FY 2019-2020				
		Timeline	Lead	Comments
STUDIES	Napa County Regional Park and Open Space District MSR/SOI (Abbreviated)	1/18 - 8/19	Staff	Draft report presented to Commission (6/3/19); Public comments 5/21 - 6/28/19
	Countywide Water and Wastewater MSR (Comprehensive)	12/15 - 6/20	Consultant	On target
	City of St. Helena MSR/SOI (Comprehensive)	8/18 - 2/20	Staff	On temporary hold
	Lake Berryessa Resort Improvement District SOI	6/20 - 8/20	Staff	Will follow from Water & Wastewater MSR
	Napa Berryessa Resort Improvement District SOI	6/20 - 8/20	Staff	Will follow from Water & Wastewater MSR
	Spanish Flat Water District SOI	6/20 - 8/20	Staff	Will follow from Water & Wastewater MSR
	Verify Meian Household Income Data to Identify DUCs	June 2020	Staff	Staff will review Census Bureau ACS data
APPLICATIONS	Change of Organization/Reorganization Proposals (3-6/yr)	Ongoing	Staff	Approx. six proposals anticipated in 2019-20
	Outside Service Agreement Requests (1-2/yr)	Ongoing	EO & Chair	Carneros Resort water OSA (G.C. 56133.5)
	Completion Proceedings for Approved Annexations (3-6/yr)	Ongoing	Staff	Terms and conditions, Certificate of Completion, State Board of Equalization filing
PUBLIC OUTREACH	Conduct LAFCO Outreach; Agencies & Community Groups (6-10/mo)	Ongoing	EO	Strategic Plan: Focus of Napa LAFCO, active communication
	Comments on Local Agency Projects (1-3/yr)	Ongoing	Staff	General Plan Updates, EIRs, etc.
	Respond to Grand Jury Reports (0-1/yr)	Ongoing	Staff & Commission	Present to Commission for approval
	Annual Countywide Update on Housing and General Plans	June 2020	Staff	To be prepared after annual April 1 deadline for Annual Progress Report filing to HCD
	Conduct Informational Workshops & Meetings	Ongoing	Staff	As requested by Commission
	Public Records Requests (0-1/yr)	Ongoing	Staff	None at this time
	Website Maintenance and Updates	Ongoing	Staff	Meeting info, public notices, maps, staff and Commissioner info, etc.
	Social Media: Meetings Notices and Announcements (10-15/yr)	Ongoing	Staff	Meeting info, public notices, etc.
COMMISSION	Expiring Commissioner Terms in 2020	May 2020	Staff	Terms for Commissioners Wagenknecht and Alternate Public Member expire on 5/4/20
	2020 Chair and Vice Chair Designation	April 2020	Staff	Commissioners Leary and Dillon become Chair and Vice Chair, respectively, on 5/1/20
	Statement of Economic Interest	April 2020	Secretary	Required by law (entering/leaving office and annually)
	Ethics Training	Ongoing	Secretary	Required by law every two years
	Develop 2020-2021 Budget	June 2020	Budget Committee	Commission will appoint Committee members on 12/2/19
	State Legislation Monitoring and Position Letters (2-4/yr)	December 2019	Legislative Committee	New two-year Leg. session begins in 2020
	Policy Review and Revisions (2-4/yr)	Ongoing	Policy Committee	Currently working on
ADMINISTRATION	2018-2019 Audit	December 2019	Staff	Brown Armstrong to commence info gathering in August
	Provide Strategic Plan Updates	Ongoing	Staff	Present to Commission as needed
	Develop Work Plan	June 2019	Staff	Present to Commission for adoption
	Electronic Document Management System Maintenance	Ongoing	Staff	Digitalization of agency records
	Geographic Information System Mapping Updates (3-6/yr)	Ongoing	Staff	GIS boundary layer edits for annexations
OTHER	Report to Legislature on Gov Code 56133.5 Pilot Program	December 2019	Staff	Statute requires report to Legislature before 1/1/20 summarizing use of Pilot Program
	2019 CALAFCO Annual Conference	10/30 - 11/1/19	Staff & Commission	Sacramento
	2020 CALAFCO Staff Workshop (TBD)	TBD	Staff	Dates and location to be determined
	Bay Area LAFCO EO Meetings (1-2/yr)	TBD	EO	Regional roundtable discussions
	Bay Area LAFCO Clerks Meetings (1-2/yr)	TBD	Secretary	Regional roundtable discussions
Proposed for adoption on June 3, 2019				



LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY

Policy on Municipal Service Reviews

(Adopted: November 3, 2008; Last Amended: October 5, 2015)

I. Background

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 requires the Commission to prepare municipal service reviews in conjunction with its mandate to review and update each local agency's sphere of influence every five years as necessary. The legislative intent of the municipal service review process is to inform the Commission with regard to the availability, capacity, and efficiency of governmental services provided within its jurisdiction prior to making sphere of influence determinations. Municipal service reviews must designate the geographic area in which the governmental service or services are under evaluation. Municipal service reviews must also include determinations addressing the governance factors prescribed under Government Code Section 56430 and any other matters relating to service provision as required by Commission policy.

II. Purpose

The purpose of these policies is to guide the Commission in conducting municipal service reviews. This includes establishing consistency with respect to the Commission's approach in the (a) scheduling, (b) preparation, and (c) adoption of municipal service reviews.

III. Objective

The objective of the Commission in conducting municipal service reviews is to proactively and comprehensively evaluate the level, range, and structure of governmental services necessary to support orderly growth and development in Napa County. Underlying this objective is to develop and expand the Commission's knowledge and understanding of the current and planned provision of local governmental services in relationship to the present and future needs of the community. The Commission will use the municipal service reviews not only to inform subsequent sphere of influence determinations but also to identify opportunities for greater coordination and cooperation between providers as well as possible government structure changes.

IV. Municipal Service Review Policies

A. Scheduling

Each year, the Commission will adopt a Work Program, which shall include a schedule for initiating and completing municipal service reviews, consistent with the Commission's obligation to update each sphere of influence, as necessary.

The Commission will generally schedule municipal service reviews in conjunction with sphere of influence updates. The Commission, however, may schedule municipal service reviews independent of sphere of influence updates. The Commission may also amend the Work Program to add, modify, or eliminate scheduled municipal service reviews to address changes in circumstances, priorities, and available resources.

In adopting a Work Program, the Commission may calendar three types of municipal service reviews. These three types of municipal service reviews are 1) service-specific, 2) region-specific, and 3) agency-specific and are summarized below.

- A service-specific municipal service review will examine particular governmental services across multiple local agencies on a countywide basis.
- A region-specific municipal service review will examine the range of governmental services provided by local agencies within a particular area.
- An agency-specific municipal service review will examine the breadth of governmental services provided by a particular local agency.

B. Preparation

The Commission will encourage input among affected local agencies in designing the municipal service reviews to enhance the value of the process among stakeholders and capture unique local conditions and circumstances effecting service provision. This includes identifying appropriate performance measures as well as regional growth and service issues transcending political boundaries. The Commission will also seek input from the affected local agencies in determining final geographic area boundaries for the municipal service reviews. Factors the Commission may consider in determining final geographic area boundaries include, but are not limited to, spheres of influence, jurisdictional boundaries, urban growth boundaries, general plan designations, and topography.

The Commission will prepare the municipal service reviews but may contract with outside consultants to assist staff as needed. Data collection is an integral component of the municipal service review process and requires cooperation from local agencies. The Commission will strive to reduce the demands on local agencies in the data collection process to the extent possible. All service related information provided by local agencies will be reviewed and verified by the Commission.

Each municipal service review will generally be prepared in three distinct phases. The first phase will involve the distribution of an initial checklist and request for service information to be provided by the local agency and analyzed by Commission staff. This information will be compiled in an administrative draft report, which will be made available to staff from each affected local agency for its review and comment to identify any technical corrections. The draft report, including any technical corrections identified by staff from the affected local agencies, will be provided to the Commission and will be made available to the public for review and comment for a period of no less than 21 days. Finally, a final report addressing any new information or comments generated during the public review period, as appropriate, will be presented to the Commission for its consideration at a public hearing.

In addition to making determinations on various factors as prescribed by Government Code Section 56430, the Commission will additionally make determinations with respect to the relationship with regional growth goals and policies.

C. Adoption

The Commission will complete each scheduled municipal service review by formally receiving a final report and adopting a resolution codifying its determinations as part of public hearing.



LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY

Strategic Plan 2018-2022
(Adopted: February 5, 2018)

Mission Statement

The Local Agency Formation Commission (LAFCO) of Napa County is committed to serving the citizens and government agencies of its jurisdiction by encouraging the preservation of agricultural lands and open-space and coordinating the efficient delivery of municipal services.

Focus of Napa LAFCO

The following core guiding principles underlie Napa LAFCO's activities. Each of these principles is centered on Napa LAFCO having in-depth, active communication with respect to all relevant constituents.

- Municipal Service Reviews based on local agency, Napa County, & LAFCO needs
 - Study Schedule for 2018-2022 included as Exhibit A
- Re-writing policies (on a schedule) to be comprehensive, effective, and transparent
 - Policy Review Schedule for 2018-2020 included as Exhibit B
- Forecasting issues relating to local services and boundaries, as well as State legislation
- Active involvement of agency constituents in problem-solving local agency sustainability
- Engagement with local city/town general plan updates
- Active with local agencies in managing housing growth and related issues including transportation



LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY

STUDY SCHEDULE (2018-2022)

Municipal Service Reviews (Government Code §56430)
Sphere of Influence Updates (Government Code §56425)
Major Boundary Change Projects

Adopted: February 5, 2018

2018

South County Region MSR and SOIs

Municipal Service Review will examine the governmental services provided by the City of American Canyon, American Canyon Fire Protection District, and County Service Area No. 3. The Municipal Service Review will inform Sphere Of Influence Updates for all three local agencies.

City of St. Helena MSR and SOI

Municipal Service Review will examine the governmental services provided by the City of St. Helena. The Municipal Service Review will inform a Sphere Of Influence Update.

Napa County Regional Park and Open Space District MSR and SOI

Municipal Service Review will examine the governmental services provided by the Napa County Regional Park and Open Space District and inform a Sphere Of Influence Update.

Island Annexation Program

The Commission will seek to partner with the City of Napa and the County of Napa to develop an island annexation program.

2019

Island Annexation Program

The Commission will seek to partner with the City of Napa and the County of Napa to develop an island annexation program.

Countywide Water and Wastewater Services MSR

Municipal Service Review will examine all municipal water and wastewater services provided throughout Napa County and will inform Sphere Of Influence Updates for each agency under review.

2020

Island Annexation Program

The Commission will seek to partner with the City of Napa and the County of Napa to develop an island annexation program.

City of Napa MSR and SOI

Municipal Service Review will examine the governmental services provided by the City of Napa and inform a Sphere Of Influence Update.

Lake Berryessa Resort Improvement District SOI

Sphere Of Influence Update for the Lake Berryessa Resort Improvement District will be informed by the Countywide Water and Wastewater Services Municipal Service Review.

Napa Berryessa Resort Improvement District SOI

Sphere Of Influence Update for the Napa Berryessa Resort Improvement District will be informed by the Countywide Water and Wastewater Services Municipal Service Review.

Spanish Flat Water District SOI

Sphere Of Influence Update for the Spanish Flat Water District will be informed by the Countywide Water and Wastewater Services Municipal Service Review.

Napa Sanitation District SOI

Sphere Of Influence Update for the Napa Sanitation District will be informed by the Countywide Water and Wastewater Services Municipal Service Review.

2021

Napa County Resource Conservation District MSR and SOI

Municipal Service Review will examine the governmental services provided by the Napa County Resource Conservation District and inform a Sphere Of Influence Update.

Napa County Flood Control and Water Conservation District SOI

Sphere Of Influence Update for the Napa County Flood Control and Water Conservation District will be informed by the Countywide Water and Wastewater Services Municipal Service Review.

Silverado Community Services District MSR and SOI

Municipal Service Review will examine the governmental services provided by the Silverado Community Services District and inform a Sphere Of Influence Update.

Public Cemetery Districts MSR and SOIs

Municipal Service Review will examine the governmental services provided by the Monticello Public Cemetery District and Pope Valley Cemetery District and inform Sphere Of Influence Updates for both agencies.

Los Carneros Water District SOI

Sphere Of Influence Update for the Los Carneros Water District will be informed by the Countywide Water and Wastewater Services Municipal Service Review.

Napa River Reclamation District No. 2109 SOI

Sphere Of Influence Update for the Napa River Reclamation District No. 2109 will be informed by the Countywide Water and Wastewater Services Municipal Service Review.

City of Calistoga MSR and SOI

Municipal Service Review will examine the governmental services provided by the City of Calistoga and inform a Sphere Of Influence Update.

2022

Congress Valley Water District SOI

Sphere Of Influence Update for the Congress Valley Water District will be informed by the Countywide Water and Wastewater Services Municipal Service Review.

Circle Oaks County Water District SOI

Sphere Of Influence Update for the Circle Oaks County Water District will be informed by the Countywide Water and Wastewater Services Municipal Service Review.

County Service Area No. 4 MSR and SOI

Municipal Service Review will examine the governmental services provided by County Service Area No. 4 and inform a Sphere Of Influence Update.

Napa County Mosquito Abatement District MSR and SOI

Municipal Service Review will examine the governmental services provided by the Napa County Mosquito Abatement District and inform a Sphere Of Influence Update.

Town of Yountville MSR and SOI

Municipal Service Review will examine the governmental services provided by the Town of Yountville and inform a Sphere Of Influence Update.

Recent MSRs and SOI Updates / Study Schedule 2018-2022				
Local Agencies	Last MSR	Next MSR	Last SOI Update	Next SOI Update
CITIES/TOWN				
American Canyon	June 2009	April 2018	June 2010	April 2018
Calistoga	December 2016	December 2021	December 2016	December 2021
Napa	December 2013	April 2020	February 2014	December 2020
St. Helena	May 2008	October 2018	August 2008	December 2018
Yountville	April 2017	October 2022	April 2017	October 2022
SPECIAL DISTRICTS				
American Canyon Fire Protection District (ACFPD)	June 2009	April 2018	August 2010	April 2018
Circle Oaks County Water District (COCWD)	August 2016	December 2019	August 2016	April 2022
Congress Valley Water District (CVWD)	December 2017	December 2019	December 2017	February 2022
County Service Area No. 3 (CSA 3)	June 2009	April 2018	October 2012	April 2018
County Service Area No. 4 (CSA 4)	December 2017	June 2022	December 2017	June 2022
Lake Berryessa Resort Improvement District (LBRID)	April 2011	December 2019	December 2012	August 2020
Los Carneros Water District (LCWD)	August 2016	December 2019	August 2016	August 2021
Monticello Public Cemetery District (MPCD)	July 2016	June 2021	July 2016	June 2021
Napa Berryessa Resort Improvement District (NBRID)	April 2011	December 2019	April 2013	August 2020
Napa County Flood Control & Water Conservation District (NCFCWCD)	June 2016	December 2019	June 2016	April 2021
Napa County Mosquito Abatement District (NCMAD)	June 2017	June 2022	June 2017	June 2022
Napa County Regional Park and Open Space District (NCRPOSD)	December 2010	December 2018	December 2010	December 2018
Napa County Resource Conservation District (NCRCD)	April 2016	February 2021	April 2016	February 2021
Napa River Reclamation District No. 2109 (NRRD)	December 2016	December 2019	December 2016	October 2021
Napa Sanitation District (NSD)	April 2014	December 2019	October 2015	December 2020
Pope Valley Cemetery District (PVCD)	July 2016	June 2021	July 2016	June 2021
Silverado Community Services District (SCSD)	April 2014	April 2021	October 2015	April 2021
Spanish Flat Water District (SFWD)	April 2011	December 2019	August 2013	August 2020

- South County Region MSR and SOI Updates
- Public Cemetery Districts MSR and SOI Updates
- Countywide Water and Wastewater Services MSR

Policy	Priority	Adopted or Last Amended	Complete Review
Legislation	1	N/A	December 2017
Unincorporated Islands *	1	October 2011	February 2018
Outside Service Agreements	1	April 2016	April 2018
Conflict of Interest Code	1	October 2016	August 2018
Spheres of Influence *	1	October 2011	October 2018
Municipal Service Reviews	1	October 2015	December 2018
Annexations *	2	October 2011	February 2019
Disadvantaged Unincorporated Communities	2	N/A	April 2019
Definitions *	2	October 2011	June 2019
CEQA	3	December 2006	August 2019
Appointment of Public Members	3	April 2008	October 2019
Appointment of Chair and Vice-Chair	3	June 2015	October 2019
Budget	3	June 2016	December 2019
Budget Contributions and Collection of Funds	3	April 2001	December 2019
Establishing Officers of the Commission	3	August 2004	February 2020
Executive Officer Performance Review	3	October 2014	February 2020
Executive Officer Purchasing Authority	3	October 2014	February 2020
Records Retention and Destruction	3	December 2015	April 2020
Social Media	3	October 2011	April 2020
Conducting Meetings and Business	3	December 2015	June 2020
Scheduling of Meetings	3	June 2016	June 2020
Indemnification	3	October 2014	August 2020
Conducting Authority Proceedings	3	December 2008	August 2020
Appointment of Commission Counsel	3	April 2001	October 2020
Work Schedule	3	June 2002	October 2020
Telecommuting	3	July 1997	December 2020
Travel Policy	3	November 2009	December 2020

* Currently Part of General Policy Determinations

Napa LAFCO 2018-2019 Work Program

Planning and Regulatory Activities

Activity	Priority	Start	Completion	Lead
City of St. Helena MSR/SOI (Comprehensive)	1	12/15	TBD	Staff
South County Region MSR and SOI Updates (Comprehensive)	1	4/17	12/18	Staff
Napa County Regional Park and Open Space District MSR/SOI (Abbreviated)	2	1/18	8/19	Staff
Countywide Water and Wastewater MSR (Comprehensive)	1	8/18	2/20	Consultant
Change of Organization/Reorganization Proposals (3-6/yr)	1	N/A	N/A	Staff
Outside Service Agreement Requests (1-2/yr)	1	N/A	N/A	Staff & Chair

Progress and Comments

City recently adopted its General Plan Update; City expected to request MSR/SOI be re-initiated soon Completed; final MSR/SOI approved on 12/3/18

See item 6a on today's agenda for draft report prepared in-house

Draft report expected to be presented on 12/2/19

See item 5b on today's agenda for summary of current and future proposals

See items 7a and 7b on today's agenda for separate items relating to outside service agreements

Administrative Activities - Time Specific

Activity	Priority	Start	Completion	Lead
2017-2018 Audit	1	8/18	12/18	Staff
2019-2020 Budget	1	12/18	6/19	Committee
2019 CALAFCO Annual Conference (Sacramento)	1	10/19	11/19	Staff & Commission
2019 CALAFCO Staff Workshop (San Jose)	2	4/19	4/19	Staff
2019 Report on Local Housing and General Plan Updates	2	1/19	6/19	Staff
Expiring Commissioner Terms in 2019	2	12/18	5/19	Staff
2019-2020 Chair and Vice Chair Designation	2	4/19	5/19	Staff

Completed; final audit approved on 12/3/18

See item 8a on today's agenda for a final budget

10/30/19 - 11/1/19 at the Hyatt Regency Capitol Park in Sacramento

All staff attended; EO presented at two breakout sessions

See item 5f on today's agenda for an informational report

Commissioners Leary and Sedgley each re-appointed to new four-year terms by City Selection Committee

Commissioners Rodeno and Leary serve as Chair and Vice Chair, respectively, from 5/1/19 to 4/30/20

Administrative Activities - Ongoing

Activity	Priority	Start	Completion	Lead
Public Records Requests (0-1/yr)	1	N/A	N/A	Staff
Respond to Grand Jury Reports (0-1/yr)	1	N/A	N/A	Staff & Commission
Policy Review and Revisions (2-4/yr)	2	N/A	N/A	Committee
State Legislation Monitoring and Position Letters (2-4/yr)	2	N/A	N/A	Committee
Completion Proceedings for Approved Annexations (3-6/yr)	2	N/A	N/A	Staff
Website Maintenance and Updates	2	N/A	N/A	Staff
Electronic Document Management System Maintenance	3	N/A	N/A	Staff
Geographic Information System Mapping Updates (3-6/yr)	3	N/A	N/A	Staff
Bay Area LAFCO EO Meetings (1-2/yr)	3	N/A	N/A	Staff
Bay Area LAFCO Clerks Meetings (2-4/yr)	3	N/A	N/A	Staff
Public Comments on Local Agency Projects (1-3/yr)	3	N/A	N/A	Staff & Consultant
Facebook Meetings Notices and Announcements (10-15/yr)	3	N/A	N/A	Staff

One recent request involving historical water contracts near City of Calistoga

None at this time

See item 6b on today's agenda for an update on draft SOI Policy

See item 5c on today's agenda for a summary of recent positions taken on proposed legislation

Staff continues to monitor approved annexations to ensure terms/conditions are satisfied on time

Required notices and meeting materials continue to be posted in accordance with legal/policy requirements

Staff continues to scan old paper files into EDMS on an ongoing basis

Staff continues to manually edit GIS layers to reflect completed annexations

Next meeting to be determined

Next meeting to be determined

None at this time

Staff continues to regularly post announcements for LAFCO meetings, notices, and other notable items

Presented on June 3, 2019