



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 8a (Discussion)

TO: Local Agency Formation Commission

PREPARED BY: Brendon Freeman, Executive Officer

MEETING DATE: August 7, 2017

SUBJECT: Work Program Progress Report

RECOMMENDATION

It is recommended the Commission discuss the 2017-2018 Work Program progress report and consider providing direction to staff with respect to any desired changes.

BACKGROUND

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 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 priorities. The 2017-2018 Work Program was formally adopted by the Commission on June 5, 2017 and is included as Attachment One.

SUMMARY

Staff will summarize recent progress on the planning and regulatory activities established in the 2017-2018 Work Program. The majority of planning and regulatory activities identified in the Work Program involve municipal service reviews (MSRs) and sphere of influence (SOI) updates. Other planning and regulatory activities include boundary change proposals and outside service requests.

The Commission is invited to discuss the proposed Work Program and consider providing direction to staff with any desired changes. Possible changes include – but are not limited to – priority levels, estimated start and completion dates, project leads, and format (comprehensive, abbreviated, or checklist) for MSRs and SOI updates. Additionally, the potential adoption of a strategic plan in the foreseeable future may result in additional changes to the Work Program.

Juliana Inman, 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

A Work Program progress chart is included as Attachment Two. One significant change has been made since the Work Program was adopted on June 5th. The change involves the addition of an island annexation program. Additional changes are limited to the addition of two annual administrative activities that were requested by Commissioners as part of the May 1, 2017 strategic planning workshop. All changes are highlighted in the Work Program progress chart. A brief summary of planning and regulatory activities included in the Work Program follows.

In Progress Activities

The following activities are currently in progress:

- City of St. Helena MSR and SOI Update
A consultant prepared an administrative draft report, which has been circulated to St. Helena staff and County staff for technical review. The consultant contract expired on June 30, 2017 and the Executive Officer has taken the lead. St. Helena recently hired a new City Manager who will need a sufficient amount of time to conduct a thorough review of the administrative draft report. A comprehensive public draft report is expected to be presented for discussion at the Commission's October 2nd meeting.
- Congress Valley Water District MSR and SOI Update
A final report is included on today's agenda as public hearing item 6a.
- County Service Area No. 4 MSR and SOI Update
Staff has begun collecting information on County Service Area No. 4. A checklist format report will be presented for formal action no later than December 2017.
- South County Region MSR and SOI Updates
The South County Region includes the City of American Canyon, American Canyon Fire Protection District, and County Service Area No. 3. A comprehensive report is expected to be completed by April 2018 with a consultant (E Mulberg & Associates) as the lead. The consultant has agreed to attend the Commission's October 2nd meeting and provide a verbal update.

New Activities

The following new activity is included in the current version of the Work Program:

- Island Annexation Program
At its June 5th meeting, the Commission discussed proactive annexation of unincorporated islands. Toward this end, item 7a on today's agenda provides a summary of the costs and process associated with island annexations. The island annexation program is expected to require significant staff resources and participation from the City of Napa as well as the County of Napa. An estimated timeline for the Commission to take formal action to approve the annexation of some or all islands is approximately 12 to 24 months. The timeline and outcomes are partially dependent on the level of commitment the Commission receives from the City of Napa with respect to conducting outreach and prioritizing this activity.

Sphere of Influence Update Mandate

California Government Code (G.C.) Section 56425(g) states: “On or before January 1, 2008, and every five years thereafter, the commission shall, as necessary, review and update each sphere of influence.” Toward this end, at its June 5th meeting, the Commission expressed interest in receiving information specific to the most recently completed SOI update for each local agency under LAFCO’s purview in Napa County. A chart that shows all 23 local agencies with hyperlinks to their most recently completed SOI updates is included as Attachment Three. It is important to note that G.C. Section 56106 states any provisions governing timing of the Commission’s actions shall be deemed directory rather than mandatory with limited exceptions. Therefore, the Commission may deviate from the five-year cycle for SOI updates described in G.C. Section 56425(g).

ATTACHMENTS

- 1) 2017-2018 Work Program (Version 1; Dated June 5, 2017)
- 2) 2017-2018 Work Program Progress Chart (Version 2; Dated August 7, 2017)
- 3) Chart of Most Recently Completed Sphere of Influence Update for Each Local Agency

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	12/17	Consultant
Congress Valley Water District MSR/SOI (Abbreviated)	1	2/17	8/17	EO
County Service Area No. 4 MSR/SOI (Checklist)	3	6/17	12/17	EO
South County Region MSR and SOI Updates (Comprehensive)	1	4/17	4/18	Consultant
Lake Berryessa Region Water and Sewer Districts MSR and SOI Updates (Abbreviated)	2	8/17	8/18	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
2016-2017 Audit	1	8/17	12/17	Secretary
2018-2019 Budget	1	12/17	6/18	Committee
2017 Countywide Housing Update	1	10/17	12/17	EO
2017 CALAFCO Annual Conference (San Diego)	2	4/17	10/17	Staff/Commission
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
Electronic Document Management System Back-Filing	3	7/15	12/17	Secretary

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
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

Adopted on June 5, 2017 (Version One)

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	12/17	Consultant/EO
Congress Valley Water District MSR/SOI (Abbreviated)	1	2/17	8/17	EO
County Service Area No. 4 MSR/SOI (Checklist)	3	6/17	12/17	EO
South County Region MSR and SOI Updates (Comprehensive)	1	4/17	4/18	Consultant
Lake Berryessa Region Water and Sewer Districts MSR and SOI Updates (Abbreviated)	2	8/17	8/18	EO
Island Annexation Program	1	8/17	6/19	Committee
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

Progress and Comments

Consultant contract has expired; EO has assumed lead
 See agenda item 6a
 Data collection has begun; report to be presented in October or December
 Consultant finalizing data collection and preparing administrative draft

EO will schedule kickoff meetings with each district over the next four months
 NEW: Islands Committee is currently developing an island annexation strategy; see agenda item 7a
 One annexation proposal on today's agenda; see agenda item 7b
 No active requests

Administrative Activities - Time Specific

Activity	Priority	Start	Completion	Lead
2016-2017 Audit	1	8/17	12/17	Secretary
2018-2019 Budget	1	12/17	6/18	Committee
2017 CALAFCO Annual Conference (San Diego)	2	4/17	10/17	Staff/Commission
Countywide Housing Update	2	8/17	12/17	EO
Report on Local Agency General Plan Updates	2	8/17	12/17	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
Electronic Document Management System	3	7/15	12/17	Secretary

Brown Armstrong will commence audit in September; report to be presented in December
 Budget Committee to be appointed in December
 Registration is open; EO is facilitating a breakout session on Commission decision making
 NEW: annual report on housing units built/needed for County/cities
 NEW: annual report on County/cities General Plan Update activities
 April 11 - 13 at the Four Points Sheraton
 Commissioners Dillon and Kelly have terms that are scheduled to expire May 7, 2018
 Commissioners Mohler and Wagenknecht will be Chair and Vice-Chair, respectively, beginning May 1, 2018
 Secretary Mabry continues to scan files into EDMS on an ongoing basis

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
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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

None at this time
 None at this time
 Next meeting scheduled for August 16 in Solano County
 None scheduled at this time
 Staff continues to work on completion proceedings for three approved annexations
 Several new maps added. Link to maps page now more prominent on homepage
 Staff continues to edit GIS layers to reflect completed annexations
 Policy Committee continues its review; County and cities currently reviewing draft revisions
 See agenda item 7d
 None at this time; relevant EIRs expected soon for Watson Ranch and Oak Knoll Hotel

Presented on August 7, 2017 (Version Two)

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