



We Manage Local Government Boundaries, Evaluate Municipal Services, and Protect Agriculture

Agenda Item 7e (Information)

TO: Local Agency Formation Commission

PREPARED BY: Brendon Freeman, Executive Officer

MEETING DATE: December 7, 2020

SUBJECT: Work Program Progress Report

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 Commission's financial and staff resources are predominantly allocated to studies and applications, which include municipal service reviews (MSRs), sphere of influence (SOI) updates, boundary change proposals, and outside service requests.

On June 1, 2020, the Commission adopted the *Work Program 2020-2021* ("Work Program"). Staff presents an informational progress report at each subsequent meeting to inform the Commission of pertinent updates.

SUMMARY

This item is for information purposes only and provides an update on progress made on the scheduled activities in the Work Program. This report also serves to inform the Commission of any changes in circumstances or priorities.

A Work Program progress chart is included as Attachment One. The following is an update on scheduled studies and applications.

Studies: MSRs and SOI Updates

- Countywide Water and Wastewater MSR
This MSR was completed on November 2, 2020. The Commission directed staff to revise the MSR to add a prologue and return with an item at the next meeting for information purposes. See item 7d on today's agenda for more information.

- City of St. Helena MSR and SOI Update
A preliminary draft MSR and SOI Update for the City of St. Helena was completed in August 2017. The City requested and the Commission granted an indefinite continuation. Staff will resume work on this MSR and SOI Update upon request by the City or direction from the Commission.
- Lake Berryessa Resort Improvement District SOI Update
This SOI Update will be based on information contained in the Countywide Water and Wastewater MSR. The target completion date for this activity is April 2021.
- Napa Berryessa Resort Improvement District SOI Update
This SOI Update will be based on information contained in the Countywide Water and Wastewater MSR. The target completion date for this activity is April 2021.
- Spanish Flat Water District SOI Update
This SOI Update will be based on information contained in the Countywide Water and Wastewater MSR. The target completion date for this activity is April 2021.
- Napa Sanitation District SOI Update
This SOI Update will be based on information contained in the Countywide Water and Wastewater MSR. The target completion date for this activity is June 2021.
- City of Napa MSR and SOI Update
This MSR and SOI Update will be partially based on information contained in the Countywide Water and Wastewater MSR. The target completion date for this activity is December 2021.

Applications: Boundary Changes and Outside Service Agreements

- Annexation Proposals
There are currently two active proposals on file and six anticipated proposals. A report on current and future proposals is included on today's agenda as item 7b.
- Island Annexation Program
Staff has been coordinating with representatives of the City of Napa and the general public with respect to potential annexation of unincorporated islands. Staff recently added a new page with island annexation information to the Commission's website.
- Outside Service Agreements
There are no current or anticipated outside service agreement requests at this time.

ATTACHMENT

- 1) Work Program 2020-2021 Progress Chart

NAPA LAFCO WORK PROGRAM FY 2020-2021				
		Timeline	Lead	Comments
STUDIES	Countywide Water and Wastewater MSR (Comprehensive)	12/18 - 12/20	Consultant	Completed on 11/2/20
	City of St. Helena MSR/SOI (Comprehensive)	TBD	Staff	Will resume at request of City or Commission
	Lake Berryessa Resort Improvement District SOI	12/20 - 4/21	Staff	Staff anticipates presenting a draft report on 2/1/21
	Napa Berryessa Resort Improvement District SOI	12/20 - 4/21	Staff	Staff anticipates presenting a draft report on 2/1/21
	Spanish Flat Water District SOI	12/20 - 4/21	Staff	Staff anticipates presenting a draft report on 2/1/21
	Napa Sanitation District SOI	12/20 - 6/21	Staff	Staff anticipates presenting a draft report on 4/5/21
	City of Napa MSR/SOI (Comprehensive)	12/20 - 12/21	Staff	Staff anticipates presenting a draft report on 10/4/21
APPLICATIONS	Change of Organization/Reorganization Proposals (3-6/yr)	Ongoing	Staff	2 active and 6 anticipated proposals; see item 7b
	Island Annexation Program	7/20 - 12/21	Staff	Staff is partnering with City of Napa and Napa County to align timing and process for island annexations
	Outside Service Agreement Requests (1-2/yr)	Ongoing	EO & Chair	No active or anticipated requests at this time
	Completion Proceedings for Approved Annexations (3-6/yr)	Ongoing	Staff	Staff continues processing annexations previously approved by Commission: terms and conditions, Certificates of Completion, GIS mapping, TRA determinations, Board of Equalization filings
PUBLIC OUTREACH	Conduct LAFCO Outreach; Agencies & Community Groups (6-10/mo)	Ongoing	Staff	Outreach Committee working on the strategies presented on 8/3/20
	Comments on Local Agency Projects (1-2/yr)	Ongoing	Staff	General Plan Updates, EIRs, Strategic Plans, etc.; none at this time
	Respond to Grand Jury Reports (0-1/yr)	Ongoing	Staff & Commission	No recommendations for LAFCO at this time
	Annual Countywide Update on Housing and General Plans	June 2021	Staff	2020 report presented to Commission on 8/3/20
	Conduct Informational Workshops & Meetings	Ongoing	Staff	Virtual public workshop on Countywide Water & Wastewater MSR held on 7/13/20
	Public Records Requests (0-1/yr)	Ongoing	Staff	Requests from the public for specific LAFCO records; one recent request involving island annexation communication
	Website Maintenance and Updates	Ongoing	Staff	Meeting info, financial info, policies, public notices, maps, staff and Commissioner info, etc.; new page added for island annexation info
	Social Media: Meetings Notices and Announcements (10-15/yr)	Ongoing	Staff	Meeting info, public notices, press releases, etc.
COMMISSION	Expiring Commissioner Terms in 2021	May 2021	Staff	Terms for Commissioners Mohler and Gregory expire on 5/3/21; see item 7f
	2021 Chair and Vice Chair Designation	May 2021	Staff	Commissioners Mohler and Dillon are the Commission Chair and Vice Chair, respectively, until 5/2/21; see item 7a
	Statement of Economic Interest (Form 700)	April 2021	Secretary	Required for all Commissioners & EO upon entering office, leaving office, and annually by April 1
	Ethics Training	Ongoing	Secretary	Required for all Commissioners & EO every two years
	Develop 2021-2022 Budget	June 2021	Budget Committee	Two Commissioners will be appointed at today's meeting to serve on FY21-22 Budget Committee; see item 8c
	State Legislation Monitoring and Position Letters (2-4/yr)	Ongoing	Legislative Committee	Commissioners Dillon and Mohler serve on Legislative Committee; current two-year legislative session ended November 2020 and new appointments or reappointments to the Committee are needed; see item 8c
	Policy Review and Revisions (2-4/yr)	Ongoing	Policy Committee	An appointment is needed to fill a vacancy on Policy Committee; see item 8c
ADMINISTRATION	2019-2020 Audit	December 2020	Staff	To be presented today by Napa County Auditor-Controller; see item 8a
	Year-End Contracts Close-Out	June 2021	Secretary	Close out and re-encumber contracts at end of year
	Quarterly Budget Reports (4/yr)	Ongoing	Staff	Analysis of year-to-date and projected year-end revenues and expenses; see item 7c
	Provide Strategic Plan Updates (2/yr)	Ongoing	Staff	Progress reports presented to Commission twice per year (typically February and August meetings)
	Verify Median Household Income Data to Identify DUCs	June 2021	Staff	Staff will review Census Bureau American Community Survey data (currently no known DUCs in Napa County)
	Develop Work Program	June 2021	Staff	Review with Budget Committee in conjunction with budget, present in June for adoption, present progress report at each regular meeting
	Electronic Document Management System Maintenance	Ongoing	Staff	Digitalization of historical and current agency records
	Geographic Information System Mapping Updates (3-6/yr)	Ongoing	Staff	GIS boundary layer edits for completed annexations
OTHER	2020 CALAFCO Annual Conference (Virtual)	TBD	Staff & Commission	Originally scheduled for 10/21/20 - 10/23/20 in Monterey; in-person Conference canceled and replaced with virtual sessions
	2021 CALAFCO Staff Workshop (Newport Beach)	3/17/21 - 3/19/21	Staff	Location: Hyatt Regency John Wayne Airport unless canceled
	Bay Area LAFCO EO Meetings (1-2/yr)	Ongoing	EO & Analyst	Sharing information with other Bay Area LAFCOs; replaced with monthly statewide LAFCO EO teleconference meetings
	Monthly Statewide LAFCO EO Teleconference Meetings (26/yr)	Ongoing	EO & Analyst	Sharing information with other LAFCOs statewide
	CALAFCO Coastal Region Clerks Meetings (1-2/yr)	Ongoing	Secretary	Sharing information with the Coastal Region LAFCOs; replaced with monthly statewide LAFCO Clerks teleconference meetings
	Monthly Statewide LAFCO Clerks Teleconference Meetings (12/yr)	Ongoing	Secretary	Sharing information with other LAFCOs statewide
December 7, 2020 Progress Report				