



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 7f (Action)

TO: Local Agency Formation Commission

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

MEETING DATE: June 7, 2021

SUBJECT: Work Program for Fiscal Year 2021-2022

RECOMMENDATION

It is recommended the Commission adopt the Resolution of the Local Agency Formation Commission of Napa County Adopting a Work Program for Fiscal Year 2021-2022 (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 assigning schedules for planning, regulatory, and administrative activities.

On February 5, 2018, the Commission adopted a five-year strategic plan, included as Attachment Two, that includes comprehensive schedules for municipal service reviews (MSRs), sphere of influence (SOI) updates, and review of local policies. *Strategic Plan 2018-2022* provides the foundation for the Commission's Work Programs during this time. It is anticipated the Commission will schedule a new strategic planning session within the foreseeable future to guide future Work Programs.

A proposed Work Program for fiscal year 2021-2022 is included as an exhibit to the draft resolution, included as Attachment One. It is recommended the Commission adopt the proposed Work Program by resolution with any desired changes.

Proposed Work Program for Fiscal Year 2021-2022

The proposed Work Program for fiscal year 2021-2022 includes approximate timelines and categories for each scheduled activity. The Commission is invited to discuss the proposed Work Program and consider its adoption with any desired changes.

Margie Mohler, Vice Chair
Councilmember, Town of Yountville

Mariam Aboudamous, Commissioner
Councilmember, City of American Canyon

Beth Painter, Alternate Commissioner
Councilmember, City of Napa

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

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

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

Kenneth Leary, Commissioner
Representative of the General Public

Eve Kahn, Alternate Commissioner
Representative of the General Public

Brendon Freeman
Executive Officer

Studies initiated by the Commission such as MSRs and SOI updates are generally the highest priority activities and also time sensitive. The following is a brief summary of scheduled MSRs and SOI updates along with a possible island annexation program.

- SOI Updates for Lake Berryessa Districts:

This activity involves updating the SOIs for the following special districts based on information contained in the Napa Countywide Water and Wastewater MSR: Lake Berryessa Resort Improvement District; Napa Berryessa Resort Improvement District; and Spanish Flat Water District. The SOI updates will be included as part of an appendix to the MSR. It was previously contemplated these SOI updates would be completed at the same time as the other special districts studied in the MSR. However, due to the 2020 fires, previous comments by members of the Commission, and communication with landowners in the area, staff will expedite this activity. The target completion date for this activity is August 2021.

- SOI Update for the Napa Sanitation District:

This activity involves updating the SOI for the Napa Sanitation District based on information contained in the Napa Countywide Water and Wastewater MSR. The SOI update will be included as part of an appendix to the MSR. It was previously contemplated this SOI update would be completed at the same time as the other special districts studied in the MSR. However, recent discussions with staff from other local agencies suggest it would be appropriate to delay action on this activity until more information is known about how the upcoming housing element cycle may create housing development pressures in areas that may require an expansion of the District's wastewater service area. With this in mind, the target completion date for this activity is presently uncertain pending additional information from the affected land use authorities.

- SOI Updates for Other 5 Napa Countywide Water and Wastewater MSR Districts:

This activity involves updating the SOIs for the following special districts based on information contained in the Napa Countywide Water and Wastewater MSR: Circle Oaks County Water District; Congress Valley Water District; Los Carneros Water District; Napa County Flood Control and Water Conservation District; and Napa River Reclamation District No. 2109. The SOI updates will be included as part of an appendix to the MSR. The target completion date for this activity is October 2021.

- MSR and SOI Update for the City of Napa:

This MSR and SOI Update will be partially based on information contained in the Napa Countywide Water and Wastewater MSR and will follow the City's General Plan update. The target completion date for this activity is presently uncertain.

- MSR and SOI Update for the City of St. Helena:
A preliminary draft MSR and SOI Update for the City of St. Helena was completed by a former consultant of the Commission in August 2017. The City requested numerous revisions along with an indefinite delay to allow the City to first complete its General Plan Update, which has since been completed. City staff has indicated the current timing is not ideal to re-initiate this activity. Staff will resume work on this MSR and SOI Update upon request by the City and/or the Commission. The target completion date for this activity is presently uncertain.
- Island Annexation Program:
The City of Napa recently directed its staff to initiate a public outreach campaign to survey interest among unincorporated island landowners and residents with respect to possible future annexation to the City. LAFCO staff will assist City staff with public outreach activities. Notably, staff has created a bilingual flyer with a map and information about the islands. In addition, the Commission's website has a page dedicated to information about islands and their possible annexation, which is available online at: https://www.napa.lafco.ca.gov/r_island_annexation.aspx.

ATTACHMENTS

- 1) Draft Resolution Adopting the Work Program for Fiscal Year 2021-2022
- 2) Strategic Plan 2018-2022

RESOLUTION NO. _____

**RESOLUTION OF
THE LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY
ADOPTING A WORK PROGRAM FOR FISCAL YEAR 2021-2022**

WHEREAS, the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Government Code Sections 56000 et seq.) directs the Local Agency Formation Commission of Napa County (hereinafter “the Commission”) to prepare Municipal Service Reviews in order to prepare and to update spheres of influence; and

WHEREAS, local policy directs the Commission to annually adopt a Work Program; and

WHEREAS, the Commission’s annual Work Program establishes a schedule for the preparation of Municipal Service Reviews, Sphere of Influence Updates, and other agency activities; and

WHEREAS, at its June 7, 2021, meeting, the Commission considered adopting a Work Program for fiscal year 2021-2022 prepared by staff.

NOW, THEREFORE, BE IT RESOLVED that the Local Agency Formation Commission of Napa County hereby adopts the Work Program for fiscal year 2021-2022, included as Exhibit “A” to this resolution.

This Resolution shall take effect immediately.

The foregoing resolution was duly and regularly adopted by the Commission at a public meeting held on June 7, 2021, after a motion by Commissioner _____, seconded by Commissioner _____, by the following vote:

AYES: Commissioners _____

NOES: Commissioners _____

ABSENT: Commissioners _____

ABSTAIN: Commissioners _____

Diane Dillon
Commission Chair

ATTEST: _____
Brendon Freeman
Executive Officer

Recorded by: Kathy Mabry
Commission Secretary

Napa LAFCO Work Program for Fiscal Year 2021-2022				
		Timeline	Lead	Comments
STUDIES	Lake Berryessa Districts SOI Updates	1/21 - 8/21	Staff	Concurrent SOI updates for LBRID, NBRID & SFWD; admin draft circulated to affected agencies on 5/11/21
	Napa Sanitation District SOI Update	TBD	Staff	On hold for City & County housing element progress
	Other 5 Napa Countywide Water & Wastewater MSR Districts SOI Updates	1/21 - 12/21	Staff	Concurrent SOI updates for COCWD, CVWD, LCWD, NCFWCD & NRRD
	City of Napa MSR & SOI Update	TBD	Staff	On hold while City completes its General Plan update
	City of St. Helena MSR & SOI Update	TBD	Staff	Will resume at request of City and/or Commission
APPLICATIONS	Change of Organization/Reorganization Proposals	Ongoing	Staff	Summary of active & anticipated annexation proposals
	Island Annexation Program	TBD	Staff	Staff is partnering with City of Napa staff on public outreach to provide educational resources and determine public interest in City annexation
	Outside Service Agreement Requests	Ongoing	EO & Chair	Commission approval needed to authorize cities and districts to provide service outside their boundaries
	Completion Proceedings for Approved Annexations	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	Ongoing	Staff	Outreach Committee, Outreach Plan, Strategic Plan
	Comments on Local Agency Projects	Ongoing	Staff	General Plan Updates, EIRs, Strategic Plans, etc.
	Respond to Grand Jury Reports	Ongoing	Staff & Commission	Respond as appropriate to Grand Jury findings & recommendations
	Annual Countywide Update on Housing and General Plans	8/21	Staff	Summary of matters related to local housing and general plan updates
	Conduct Informational Workshops & Meetings	Ongoing	Staff	Meetings are anticipated in partnership with City of Napa for island annexation outreach
	Public Records Requests	Ongoing	Staff	Provide records as requested by members of the public
	Website Maintenance and Updates	Ongoing	Staff	Meeting info, financial info, policies, public notices, maps, staff and Commissioner info, etc.
	Social Media: Meetings Notices and Announcements	Ongoing	Staff	Staff shares meeting info, public notices, press releases, and other relevant info on Commission's Facebook page
COMMISSION	Expiring Commissioner Terms	5/22	Staff	Terms for Commissioners Dillon & Leary expire 5/2/22
	Chair and Vice Chair Designation	5/21 - 5/22	Staff	Commissioners Dillon & Mohler are Chair and Vice Chair, respectively, until 5/2/22
	Statement of Economic Interest (Form 700)	4/22	Clerk	Required for all Commissioners & EO upon entering office, leaving office, and annually by April 1
	Ethics Training	Biennially	Clerk	Required for all Commissioners & EO every two years
	Develop Budget for FY 2022-2023	12/21 - 6/22	Budget Committee	On 12/6/21, two Commissioners will be appointed to the FY 22-23 Budget Committee
	State Legislation Monitoring and Position Letters	Ongoing	Legislative Committee	Legislative Committee (Dillon & Painter) reviews and monitors bills affecting LAFCOs and recommends the full Commission take positions based on the local policy and legislative platform
	Policy Review and Revisions	Ongoing	Policy Committee	Policy Committee (Mohler & Wagenknecht) is comprehensively reviewing all local policies and recommending revisions or new policies as appropriate
ADMINISTRATION	Audit for FY 2020-2021	8/21 - 12/21	Staff	Staff begins working with auditors in August final audit presented by the County Auditor-Controller at the Commission's December meeting each year
	Update Support Services Agreement with County of Napa	4/21 - 6/22	Staff	Staff working with County staff to update SSA
	Fiscal Year-End Contracts Close-Out	6/22	EO & Clerk	Staff closes out and re-encumbers all the Commission's contracts in June each year
	Quarterly Budget Reports	Quarterly	Staff	Analysis of year-to-date and projected year-end revenues and expenses
	Provide Strategic Plan Updates	Semiannually	Staff	Progress reports presented to Commission twice per year (typically February and August meetings)
	Verify Median Household Income Data to Identify DUCs	7/21	Staff	Staff will review Census Bureau American Community Survey data (currently no known DUCs in Napa County)
	Work Program for FY 2022-2023	6/22	Staff	Work Program is developed by staff and adopted by the Commission consistent with local policy
	Electronic Document Management System Maintenance Geographic Information System Mapping Updates	Ongoing Ongoing	Staff Staff	Digitalization of historical and current agency records GIS boundary layer edits for completed annexations
OTHER	2021 CALAFCO Annual Conference (Newport Beach)	10/21	Staff & Commission	Registration details forthcoming
	2022 CALAFCO Staff Workshop (Monterey)	TBD	Staff	Additional details forthcoming
	Statewide LAFCO EO Teleconference Meetings	Monthly	EO & Analyst	Sharing information with other LAFCOs statewide
	Statewide LAFCO Clerks Teleconference Meetings	Monthly	Clerk	Sharing information with other LAFCOs statewide
Proposed for Adoption on June 7, 2021				



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