



Local Agency Formation Commission of Napa County
Subdivision of the State of California

1030 Seminary Street, Suite B
Napa, California 94559
Phone: (707) 259-8645
Fax: (707) 251-1053
www.napa.lafco.ca.gov

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

Agenda Item 6d (Consent/Information)

TO: Local Agency Formation Commission

PREPARED BY: Brendon Freeman, Executive Officer

MEETING DATE: February 5, 2018

SUBJECT: Work Program Progress Report

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.

The Work Program 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 Commission previously provided direction to staff to return with Work Program progress reports at each regular meeting. Completed items are removed from each new version of the Work Program. Further, the Work Program progress reports may identify revisions as needed to address changes in circumstances and priorities. All notable changes are summarized in this report.

A Work Program (Version Five) 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. 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, American Canyon Fire Protection District, and County Service Area No. 3. A draft report is on today's agenda for discussion purposes as part of item 7a and is currently available for public review. A final report incorporating comments on the draft report is expected to be presented at the Commission's April 2, 2018, meeting.

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 draft MSR and SOI Update was completed in August 2017. During the public review period, St. Helena staff requested a delay in the process for the MSR and SOI Update to allow for substantial revisions to be incorporated into the draft report. Toward this end, action plan alternatives to complete the MSR and SOI Update are presented as part of item 7b on today's agenda.

Changes to Work Program

All notable changes from the previous version of the Work Program are summarized below:

- Lake Berryessa Region MSR and SOI Updates
This activity is expected to be combined into the Countywide Water and Wastewater Services MSR that is included as part of the draft Strategic Plan. SOI updates for the Lake Berryessa Region special districts will be completed following adoption of the Countywide Water and Wastewater Services MSR. Toward this end, the Commission will consider formal adoption of the Strategic Plan as part of item 8a on today's agenda.

ATTACHMENT

- 1) 2017-2018 Work Program Progress Chart (Version 5; Dated February 5, 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	12/18	TBD
South County Region MSR and SOI Updates (Comprehensive)	1	4/17	4/18	Consultant
Napa County Regional Park and Open Space District MSR/SOI (Abbreviated)	2	1/18	12/18	EO
Island Annexation Program	1	TBD	TBD	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

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
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 February 5, 2018 (Version Five)

Progress and Comments

Discussion of alternatives on today's agenda; see item 7b
Draft report on today's agenda; see item 7a

Information collection has commenced, currently on target for completion by December 2018
On hold until City of Napa and County prepared to commit to partnership
Up to 7 new annexation proposals may be submitted in the next six months; see item 6b
None at this time

Budget Committee will meet in February and present a draft budget in April
Progress report on County/cities General Plan Update activities on today's agenda; see item 6e
April 11 - 13 at the Four Points Sheraton in San Rafael
Two Commissioner terms expire May 2018: Dillon and Kelly
Commissioners Mohler and Wagenknecht will be Chair and Vice Chair, respectively, beginning May 1, 2018

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 recently updated Commission roster, added info to comply with AB 2040, link to CKH, and LAFCO 101
Secretary Mabry continues to scan files into EDMS on an ongoing basis
Staff continues to edit GIS layers to reflect completed annexations
Two items from the Policy Committee on today's agenda; see items 8c and 8d
Legislative Committee's proposed Legislative Platform on today's agenda; see item 8b
On the horizon: City of Napa General Plan Update, City of St. Helena General Plan Update, Oak Knoll Hotel