



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 5e (Consent/Information)

TO: Local Agency Formation Commission

PREPARED BY: Brendon Freeman, Executive Officer

MEETING DATE: December 3, 2018

SUBJECT: Work Program Progress Report

BACKGROUND AND SUMMARY

This item is being presented to the Commission for information purposes only.

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

On June 4, 2018, the Commission adopted the 2018-2019 Work Program, included as Attachment One.

This report provides an update on progress made in terms of accomplishing the activities scheduled in the Work Program. This report also serves to inform the Commission of any changes in circumstances or priorities that impact the Work Program. A Work Program progress chart (Version Four) is included as Attachment Two.

One notable change to an administrative activity involves combining the annual general plan update report and the annual housing update report into one report to be presented annually at the Commission's June meeting. The reports will be combined for efficiency and timing purposes with respect to requests for information from the subject agencies.

The following is a brief summary of progress made on all planning and regulatory activities scheduled in the 2018-2019 Work Program. Any significant changes from previous versions of the Work Program are described in this report.

Margie Mohler, Chair
Councilmember, Town of Yountville

Scott Sedgley, Commissioner
Councilmember, City of Napa

Kenneth Leary, Alternate Commissioner
Councilmember, City of American Canyon

Brad Wagenknecht, Vice 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

Gregory Rodeno, Commissioner
Representative of the General Public

Erik Lawrence, Alternate Commissioner
Representative of the General Public

Brendon Freeman
Executive Officer

MSRs and SOI Updates

- City of St. Helena MSR and SOI Update
This activity remains on hold until the City of St. Helena requests the process be re-initiated in step with the City's General Plan Update. It is anticipated this activity will resume in the next four months.
- South County Region MSR and SOI Updates
A final report is included on today's agenda as item 6a.
- Napa County Regional Park and Open Space District MSR and SOI Update
It is anticipated a draft report will be presented for discussion on February 4, 2019. Formal action on a final report is anticipated at the Commission's April 2019 meeting.
- Countywide Water and Wastewater MSR
A contract with Policy Consulting Associates and Berkson Associates has been finalized and the information gathering phase has been initiated. A stakeholder meeting with staff from the 14 subject agencies has been scheduled for December 14, 2019. It is anticipated a draft report will be presented for discussion in the second half of 2019.

Boundary Changes and Outside Service Agreements

- Annexation Proposals
A report on current and future annexation proposals is included on today's agenda as item 5b. One proposal is on today's agenda as item 6b.
- Carneros Resort Outside Water Agreement
On March 20, 2018, the City of Napa took formal action to initiate proceedings to utilize Government Code Section 56133.5. This statute provides a mechanism for the City to request the Commission's authorization to provide public water service outside the City's jurisdictional boundary and SOI. It is anticipated a formal request to extend public water service to the Carneros Resort will be submitted in the next six months.

ATTACHMENTS

- 1) 2018-2019 Work Program (Version 1; Adopted June 4, 2018)
- 2) 2018-2019 Work Program Progress Chart (Version 4; Presented December 3, 2018)

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	Consultant
South County Region MSR and SOI Updates (Comprehensive)	1	4/17	12/18	EO
Napa County Regional Park and Open Space District MSR/SOI (Abbreviated)	2	1/18	12/18	EO
Countywide Water and Wastewater MSR (Comprehensive)	1	8/18	12/19	Consultant
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
2017-2018 Audit	1	8/18	12/18	Secretary
2019-2020 Budget	1	12/18	6/19	Committee
2019 CALAFCO Annual Conference (TBD)	1	10/19	10/19	Staff/Commission
2019 CALAFCO Staff Workshop (TBD)	2	4/19	4/19	Staff
Report on Local Agency General Plan Updates	2	7/18	2/19	EO
Report on Local Housing Issues Countywide	2	4/19	6/19	EO
Expiring Commissioner Terms in 2019	2	12/18	5/19	EO
2019 Chair and Vice Chair Designation	2	4/19	5/19	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
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	EO/Secretary
Website Maintenance and Updates	2	N/A	N/A	EO/Secretary
Electronic Document Management System Maintenance	3	N/A	N/A	Secretary
Geographic Information System Mapping Updates (3-6/yr)	3	N/A	N/A	EO
Bay Area LAFCO EO Meetings (1-2/yr)	3	N/A	N/A	EO
Bay Area LAFCO Clerks Meetings (2-4/yr)	3	N/A	N/A	Secretary
Public Comments on Local Agency Projects (1-3/yr)	3	N/A	N/A	EO/Consultant
Facebook Meetings Notices and Announcements (10-15/yr)	3	N/A	N/A	EO/Secretary

Adopted on June 4, 2018

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	Consultant
South County Region MSR and SOI Updates (Comprehensive)	1	4/17	12/18	EO
Napa County Regional Park and Open Space District MSR/SOI (Abbreviated)	2	1/18	4/19	EO
Countywide Water and Wastewater MSR (Comprehensive)	1	8/18	12/19	Consultant
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

On hold to align timing with City General Plan Update
See item 6a on today's agenda

Draft report expected in February 2019

Consultant contract finalized, information gathering initiated

See items 5b and 6b on today's agenda

One request expected within next six months involving Carneros Resort properties and City of Napa water

Administrative Activities - Time Specific

Activity	Priority	Start	Completion	Lead
2017-2018 Audit	1	8/18	12/18	Secretary
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	EO
Expiring Commissioner Terms in 2019	2	12/18	5/19	EO
2019 Chair and Vice Chair Designation	2	4/19	5/19	EO

See item 7a on today's agenda

See item 7b on today's agenda

October 30 - November 1 at the Hyatt Regency Capitol Park in Sacramento

April 10 - April 12 at the Holiday Inn in San Jose

Previously two separate reports, combined for efficiency and timing purposes

See item 5g on today's agenda

Commissioners Rodeno and Sedgley scheduled to become Chair and Vice Chair, respectively, in May 2019

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
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	EO/Secretary
Website Maintenance and Updates	2	N/A	N/A	EO/Secretary
Electronic Document Management System Maintenance	3	N/A	N/A	Secretary
Geographic Information System Mapping Updates (3-6/yr)	3	N/A	N/A	EO
Bay Area LAFCO EO Meetings (1-2/yr)	3	N/A	N/A	EO
Bay Area LAFCO Clerks Meetings (2-4/yr)	3	N/A	N/A	Secretary
Public Comments on Local Agency Projects (1-3/yr)	3	N/A	N/A	EO/Consultant
Facebook Meetings Notices and Announcements (10-15/yr)	3	N/A	N/A	EO/Secretary

None at this time

None at this time

See item 8a on today's agenda

See item 5d on today's agenda

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

Nothing to report at this time

Secretary Mabry continues to scan 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

Nothing to report at this time

Staff continues to post on an ongoing basis

Presented on December 3, 2018 (Version Four)