



**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*

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**Agenda Item 8b**

**TO:** Local Agency Formation Commission

**PREPARED BY:** Brendon Freeman, Analyst

**MEETING DATE:** February 2, 2015

**SUBJECT:** Progress on Municipal Service Review and Sphere of Influence Update Study Schedule

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**BACKGROUND**

In February 2008, the Commission adopted a study schedule for fiscal year 2008-09 through 2012-13 outlining the specific timeline for completion of the agency's second round of municipal service reviews (MSRs) and sphere of influence (SOI) updates pursuant to California Government Code Sections 56430 and 56425, respectively.

The Commission amended its study schedule in November 2008 by consolidating seven agencies – City of American Canyon, American Canyon Fire Protection District, County Service Area No. 3, City of Napa, Napa Sanitation District, Congress Valley Water District, and Silverado Community Services District – into two distinct regions (South County and Central County) to economize staff resources as well as enhance the focus of the Commission in making determinations with regard to service capacities and demands in the two regions. The study schedule was amended again in June 2010 for purposes of extending the study schedule from its original 2008-09 through 2012-13 timeframe to also include the 2013-14 fiscal year due to unanticipated increases in proposal activity. Additionally, the June 2010 study schedule amendment consolidated the MSRs for the Cities of Calistoga, St. Helena, and Yountville into one regional (North Napa Valley) study. To date, staff has completed work up to and including the Central County Region MSR and City of Napa SOI update.

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## DISCUSSION

Staff anticipates that the Commission will review a draft SOI update for the Napa Sanitation District (NSD) at its June 1, 2015 regular meeting with a final report presumably to be presented at the August 3, 2015 regular meeting. Draft SOI updates for the Congress Valley Water District (CVWD) and Silverado Community Services District (SCSD) are also expected to be reviewed by the Commission at the August 3, 2015 meeting in anticipation of final reports to be presented at the October 5, 2015 meeting. This would allow staff to transition to the next group of studies, including MSRs and SOI updates for Circle Oaks County Water District (COCWD), Napa County Flood Control and Water Conservation District (NCFCWCD), Napa County Resource Conservation District (NCRCD), and Napa River Reclamation District (NRRD) No. 2109. Following completion of the aforementioned studies, staff will prepare MSRs and SOI updates for each of the North Napa Valley agencies as well as Los Carneros Water District (LCWD) and countywide Cemetery services.

Assuming the Commission's ongoing recruitment for a new Executive Officer delivers a full-time employee with an appropriate level of expertise and knowledge to immediately begin working on the aforementioned studies in-house, the following table depicts approximate dates for staff to commence and complete work for each study.

Anticipated Study Schedule Work Program		
Study	Commencement	Completion
NSD SOI	In Progress	August 2015
CVWD SOI	April 2015	October 2015
SCSD SOI	April 2015	October 2015
COCWD MSR/SOI	October 2015	February 2016
NCFCWCD MSR/SOI	October 2015	February 2016
NCRCD MSR/SOI	December 2015	April 2016
NRRD No. 2109 MSR/SOI	December 2015	April 2016
North Napa Valley MSR	April 2016	December 2016
Yountville SOI	December 2016	April 2017
St. Helena SOI	December 2016	April 2017
Calistoga SOI	December 2016	April 2017
LCWD MSR/SOI	April 2017	October 2017
Cemetery Services MSR/SOI	October 2017	April 2018

Unexpected complications in hiring a skilled full-time Executive Officer would be likely to result in additional delays to the study schedule. Under the circumstances, the use of consultants to aid in the preparation of MSRs and SOI updates could be useful in maintaining the schedule outlined in the table above. The Commission is invited to discuss and provide feedback and/or direction to staff regarding the current study schedule.