



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 8a (Action)

TO: Local Agency Formation Commission

PREPARED BY: Brendon Freeman, Executive Officer

MEETING DATE: June 6, 2016

SUBJECT: Adoption of Work Program

RECOMMENDATION

It is recommended the Commission adopt the proposed Work Program (Attachment One) with any desired changes.

BACKGROUND

Local policy directs the Commission to annually adopt a Work Program. The Commission is also directed to consider the Work Program in conjunction with the budget process. The first version of the Work Program (Attachment Two) was adopted at the Commission's August 3, 2015 meeting and is intended to provide a comprehensive overview of agency activities in the foreseeable future. The Work Program also 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 Work Program was most recently updated following direction from the Budget Committee on March 10, 2016 (Attachment Three).

Policy on Municipal Service Reviews

Adoption of the Work Program is consistent with Section IV(A) of the Commission's Policy on Municipal Service Reviews, which states:

Each year, the Commission will adopt a Work Program, which shall include a schedule for initiating and completing municipal service reviews, consistent with the Commission's obligation to update each sphere of influence, as necessary...

...The Commission may also amend the Work Program to add, modify, or eliminate scheduled municipal service reviews to address changes in circumstances, priorities, and available resources.

Greg Pitts, Vice Chair
Councilmember, City of St. Helena

Juliana Inman, Commissioner
Councilmember, City of Napa

Joan Bennett, Alternate Commissioner
Councilmember, City of American Canyon

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

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

Keith Caldwell, Alternate Commissioner
County of Napa Supervisor, 5th District

Brian J. Kelly, Commissioner
Representative of the General Public

Gregory Rodeno, Alternate Commissioner
Representative of the General Public

Brendon Freeman
Executive Officer

Budget Policy

The appointed Budget Committee is responsible for reviewing the Work Program and recommending changes as part of the annual budget preparation process. The Commission's Budget Policy states:

The Commission should annually consider the Fee Schedule and Work Program in conjunction with the budget process.

SUMMARY

The Commission will receive a report proposing adoption of a Work Program that includes administrative, planning, and regulatory activities to be completed through the 2017 calendar year. The proposed Work Program includes specific dates for targeted completion of activities. The Commission is invited to discuss the report and direct staff to make any desired changes to the proposed Work Program as part of its adoption.

Agency activities with recent changes to their target completion dates as well as newly added activities are highlighted in the proposed Work Program and further described in this report. Unless otherwise directed, regular progress reports and revisions will be presented as part of each future meeting's Executive Officer report.¹ A summary of recently completed, in progress, new, and potential future activities included in the proposed Work Program follows.

Completed Activities

The Commission recently completed the following activity, which has accordingly been removed from the Work Program:

- Napa County Resource Conservation District Municipal Service Review and Sphere of Influence Update

A final report was approved at the Commission's April 4, 2016 meeting. The Commission re-affirmed the District's sphere with no changes.

In Progress Activities

The majority of in progress activities relate to municipal service reviews (MSRs) and sphere of influence (SOI) updates. Five MSRs and SOI updates are being prepared by SWALE, a private consultant.² Individual timelines with estimated completion dates for the studies prepared by SWALE are included in this report as Attachment Four. The following activities are currently in progress:

¹ An exception would occur once per year when the Commission considers adoption of the Work Program similar to this action item pursuant to the Policy on Municipal Service Reviews.

² The Commission finalized a contract with SWALE on December 21, 2015 to prepare MSRs and SOI updates for the City of Calistoga, the City of St. Helena, the Town of Yountville, Circle Oaks County Water District, and Los Carneros Water District.

- Napa County Flood Control and Water Conservation District Municipal Service Review and Sphere of Influence Update (checklist format)
A checklist has been delivered and the agency has confirmed no comprehensive update is needed. The checklist serves as the MSR and SOI update. A draft checklist was made available for public review and comment for 21 days. No comments were received. A final checklist was presented to the Commission for approval as part of item 7b on today's agenda.

- Monticello Public Cemetery District Municipal Service Review and Sphere of Influence Update (checklist format)
A checklist has been delivered and the agency has confirmed no comprehensive update is needed. The checklist serves as the MSR and SOI update. A draft checklist is currently available for public review and comment for 21 days. Absent any delays associated with responding to potential comments on the draft checklist, a final checklist is expected to be presented to the Commission for approval at a special meeting in July 2016.

- Pope Valley Cemetery District Municipal Service Review and Sphere of Influence Update (checklist format)
A checklist has been delivered and the agency has confirmed no comprehensive update is needed. The checklist serves as the MSR and SOI update. A draft checklist is currently available for public review and comment for 21 days. Absent any delays associated with responding to potential comments on the draft checklist, a final checklist is expected to be presented to the Commission for approval at a special meeting in July 2016.

- Napa River Reclamation District No. 2109 (NRRD) Municipal Service Review and Sphere of Influence Update
Expected to be completed by December 2016 with staff as the lead. This report was originally intended to be prepared in a checklist format. However, in recognition of the longstanding interest in reorganizing NRRD to address the existing disconnect between the reclamation powers of the District and the preferences of its constituents not to establish or fund public reclamation services, it appears appropriate to prepare a more comprehensive MSR and SOI update for the District. Staff is working with NRRD and constituents to identify a process that could result in successful reorganization proceedings to address this disconnect. The previous target completion date was August 2016.

- City of Calistoga Municipal Service Review and Sphere of Influence Update
Expected to be completed by October 2016 with consultant (SWALE) as the lead. An administrative draft report has been reviewed by the Executive Officer and Calistoga staff. The City of Calistoga has submitted a written request for the Commission to allow additional time to provide comments on the administrative draft report prior to presentation of a draft report at a future Commission meeting. A draft report is expected to be presented to the Commission at a special meeting in July 2016. The previous target completion date was August 2016.

- City of St. Helena Municipal Service Review and Sphere of Influence Update
Expected to be completed by December 2016 with consultant (SWALE) as the lead. An administrative draft will be reviewed by the Executive Officer and St. Helena staff. The City of St. Helena has submitted a written request for the Commission to allow additional time to review the administrative draft report and provide comments prior to presentation of a draft report at a future Commission meeting. A draft report is expected to be presented to the Commission in October 2016. The previous target completion date was August 2016.
- Town of Yountville Municipal Service Review and Sphere of Influence Update
Expected to be completed by December 2016 with consultant (SWALE) as the lead. An administrative draft will be reviewed by the Executive Officer and Yountville staff. The Town of Yountville has submitted a written request for the Commission to allow additional time to review the administrative draft report and provide comments prior to presentation of a draft report at a future Commission meeting. A draft report is expected to be presented to the Commission in October 2016. The previous target completion date was August 2016.
- Circle Oaks County Water District Municipal Service Review and Sphere of Influence Update
Expected to be completed by August 2016 with consultant (SWALE) as the lead. An administrative draft report was reviewed by the Executive Officer and District staff. A draft report is currently available for public review and comment for 21 days. Presentation of the draft report is included on today's agenda as discussion item 6b.
- Los Carneros Water District Municipal Service Review and Sphere of Influence Update
Expected to be completed by August 2016 with consultant (SWALE) as the lead. An administrative draft report was reviewed by the Executive Officer and District staff. A draft report is currently available for public review and comment for 21 days. Presentation of the draft report is included on today's agenda as discussion item 6c.
- Congress Valley Water District (CVWD) Sphere of Influence Update
Expected to be completed in-house by December 2016. The Executive Officer recently met with staff from the City of Napa and CVWD to discuss possible next steps in advance of the expiration of the existing contract between the agencies. The contract is set to expire on July 1, 2017, at which time the CVWD Board of Directors is required to initiate District dissolution proceedings based on the existing contract. However, the contract does not include a discussion of LAFCO approval that would be required for dissolution proceedings. Further negotiations between the City and CVWD are forthcoming and will provide a framework with respect to the scheduled sphere of influence update.

- Electronic Document Management System Back-Filing
The Commission has entered into a contract with a private consultant (ECS) to assist staff with archiving all historical records spanning over 50 years consistent with the agency's adopted records retention policy. The Commission Secretary is overseeing this activity and will continue to monitor progress until completion. This activity is expected to be completed by December 2016. The previous target completion date was September 2016. The delay is associated with needed administrative revisions to the consultant contract coupled with the low priority nature of the activity.

- Budget for 2016-2017
The Budget Committee has prepared a final budget for the 2016-2017 fiscal year that was considered for adoption during public hearing item 7a on today's agenda. Following its formal adoption, the final budget will be circulated to the funding agencies for purposes of collecting their respective contributions.

- Expiring Commissioner Terms
Commissioners Wagenknecht and Rodeno each had terms that were set to expire in May 2016. At its April 4, 2016 meeting, the Commission reappointed Commissioner Rodeno to a new four-year term as Alternate Public Member. The County of Napa Board of Supervisors recently reappointed Commissioner Wagenknecht to a new four-year term. Commissioner terms that are scheduled to expire in May 2017 include Commissioners Inman, Pitts, and Caldwell. Additional information on these expiring terms will be provided at the Commission's December 5, 2016 regular meeting.

- State Legislative Issues
At its April 4, 2016 meeting, the Commission directed staff to submit letters of support for Senate Bills 971, 972, 973, and 1266. Senate Bills 971, 972, and 973 relate to the annual Validating Acts. Senate Bill 1266 relates to the establishment of a communication link between LAFCOs and joint powers authorities. The letter of support for Senate Bill 1266 specified that the Commission's support is predicated on the communication link continuing to be for inventory purposes only. At the April 4th meeting, the Commission also received information about Senate Bill 1318, which proposes amendments to several California Government Code Sections that would impact LAFCOs throughout the State. The Commission did not take a formal position on Senate Bill 1318, but did express interest in further understanding of the Bill. Towards this end, additional information on Senate Bill 1318 is included as part of item 6d on today's agenda.

New Activities

The following new activities are included in the proposed Work Program:

- Camilla Drive No. 5 Annexation to the Napa Sanitation District
A landowner has initiated an annexation proposal involving approximately 1.5 acres of incorporated territory to the Napa Sanitation District. The proposal involves one entire parcel located at 31 Camilla Drive along with the adjacent portions of public right-of-way, all of which is located within the City of Napa. The proposal is expected to be considered at a special meeting in July 2016.

- Napa County Mosquito Abatement District Municipal Service Review and Sphere of Influence Update
If the Commission agrees to include this activity in the adopted Work Program, it would be reasonable to expect completion by June 2017 with staff as the lead. This MSR and SOI update may potentially be completed using the checklist format.

- Napa County Regional Park and Open Space District Municipal Service Review and Sphere of Influence Update
If the Commission agrees to include this activity in the adopted Work Program, it would be reasonable to expect completion by June 2017 with staff as the lead. This MSR and SOI update may potentially be completed using the checklist format.

- County Service Area No. 3 Municipal Service Review and Sphere of Influence Update
If the Commission agrees to include this activity in the adopted Work Program, it would be reasonable to expect completion by October 2017 with a consultant as the lead. This would involve a Request for Proposals to select a qualified consultant for this purpose.

- American Canyon Fire Protection District Municipal Service Review and Sphere of Influence Update
If the Commission agrees to include this activity in the adopted Work Program, it would be reasonable to expect completion by October 2017 with a consultant as the lead. This would involve a Request for Proposals to select a qualified consultant for this purpose.

- City of American Canyon Municipal Service Review and Sphere of Influence Update
If the Commission agrees to include this activity in the adopted Work Program, it would be reasonable to expect completion by October 2017 with a consultant as the lead. This would involve a Request for Proposals to select a qualified consultant for this purpose.

- County Service Area No. 4 Municipal Service Review and Sphere of Influence Update

If the Commission agrees to include this activity in the adopted Work Program, it would be reasonable to expect completion by December 2017 with staff as the lead. This MSR and SOI update may potentially be completed using the checklist format.

Potential Future Activities

The following potential future activity may be included in the Work Program if desired by the Commission:

- Strategic Planning Workshop
At its April 4, 2016 meeting, several members of the Commission expressed interest in additional follow up to its most recent strategic planning workshop. It may be appropriate to include a future strategic planning workshop in 2017 for purposes of identifying specific Commission goals and objectives. This activity would involve the Commission selecting and entering into a contract with a facilitator for the workshop.

ATTACHMENTS

- 1) Proposed Work Program Dated June 6, 2016
- 2) Work Program Dated August 3, 2015
- 3) Work Program Dated March 10, 2016
- 4) SWALE Updated Individual MSR/SOI Schedules

Napa LAFCO Work Program

Planning and Regulatory Activities

Activity	Priority	Target Start	Target Completion	Lead
Napa County Flood Control & Water Conservation District MSR/SOI	3	December 2015	June 6, 2016	Executive Officer
Monticello Public Cemetery District MSR/SOI	3	April 2016	July 18, 2016	Executive Officer
Pope Valley Cemetery District MSR/SOI	3	April 2016	July 18, 2016	Executive Officer
Camilla Drive No. 5 Annexation to Napa Sanitation District	2	April 2016	July 18, 2016	Executive Officer
Circle Oaks County Water District MSR/SOI	3	December 2015	August 1, 2016	Consultant (SWALE)
Los Carneros Water District MSR/SOI	3	December 2015	August 1, 2016	Consultant (SWALE)
City of Calistoga MSR/SOI	1	December 2015	October 3, 2016	Consultant (SWALE)
City of St. Helena MSR/SOI	1	December 2015	December 5, 2016	Consultant (SWALE)
Town of Yountville MSR/SOI	1	December 2015	December 5, 2016	Consultant (SWALE)
Napa River Reclamation District #2109 MSR/SOI	2	February 2016	December 5, 2016	Executive Officer
Congress Valley Water District SOI	2	June 2016	December 5, 2016	Executive Officer
Napa County Mosquito Abatement District MSR/SOI	3	October 2016	June 5, 2017	Executive Officer
Napa County Regional Park and Open Space District MSR/SOI	2	October 2016	June 5, 2017	Executive Officer
County Service Area No. 3 MSR/SOI	3	January 2017	October 2, 2017	Consultant
American Canyon Fire Protection District MSR/SOI	2	January 2017	October 2, 2017	Consultant
City of American Canyon MSR/SOI	1	January 2017	October 2, 2017	Consultant
County Service Area No. 4 MSR/SOI	2	June 2017	December 4, 2017	Executive Officer
Change of Organization/Reorganization Proposals	1	Ongoing	Ongoing	Executive Officer
Outside Service Agreement Requests	1	Ongoing	Ongoing	Executive Officer and Commission Chair

Administrative Activities

Activity	Priority	Target Start	Target Completion	Lead
2016-2017 Budget	1	December 2015	June 1, 2016	Budget Committee
2016 CALAFCO Annual Conference (Santa Barbara)	3	August 2016	October 28, 2016	Executive Officer and Commissioners
2014-2015 Audit	1	August 2016	December 5, 2016	Secretary
Electronic Document Management System Back-Filing	3	July 2015	December 31, 2016	Secretary and Consultant (ECS)
2017 CALAFCO Annual Staff Workshop (Fresno)	3	January 2017	April 7, 2017	Executive Officer and Secretary
Expiring Commissioner Terms in 2017	2	December 2016	April 30, 2017	Executive Officer
2017 Chair and Vice Chair Designation	2	April 2017	May 1, 2017	Executive Officer
2017-2018 Budget	1	December 2016	June 5, 2017	Budget Committee
2017 CALAFCO Annual Conference (San Diego)	3	August 2017	October 27, 2017	Executive Officer and Commissioners
2015-2016 Audit	1	August 2017	December 4, 2017	Secretary
Bay Area LAFCO EO Meetings	3	Ongoing	Ongoing	Executive Officer
Bay Area LAFCO Clerks Meetings	3	Ongoing	Ongoing	Secretary
Public Records Requests	1	Ongoing	Ongoing	Secretary
Completion Proceedings for Approved Annexations	2	Ongoing	Ongoing	Executive Officer and Secretary
Website Maintenance	2	Ongoing	Ongoing	Secretary
Geographic Information System Mapping Updates	3	Ongoing	Ongoing	Executive Officer
Policy Revisions	3	Ongoing	Ongoing	Executive Officer and Commissioners
State Legislative Issues	3	Ongoing	Ongoing	Executive Officer
Public Comments on Local Agency Projects	3	Ongoing	Ongoing	Executive Officer

Work Program Proposed for Adoption on June 6, 2016 (Version 4)

Highlighted Fields:

Changed from Previous Version of Work Program

New Addition to Work Program

LAFCO of Napa County Work Program

Project Name	Priority	Project Type	Commencement	Completion	Staff or Consultant
Napa Sanitation District SOI	1	SOI (Comprehensive)	February 2015	August 2015	Executive Officer
Silverado Community Services District SOI	2	SOI (Abbreviated)	July 2015	October 2015	Executive Officer
Napa Pipe	1	SOI and Annexation	August 2015	September 2015	Executive Officer
City of Calistoga	1	MSR and SOI (Comprehensive)	August 2015	April 2016	Consultant
City of St. Helena	1	MSR and SOI (Comprehensive)	August 2015	April 2016	Consultant
Town of Yountville	1	MSR and SOI (Comprehensive)	August 2015	April 2016	Consultant
Circle Oaks County Water District	2	MSR and SOI (Abbreviated)	August 2015	April 2016	Consultant
Napa County Resource Conservation District	2	MSR and SOI (Abbreviated)	August 2015	December 2015	Executive Officer
Napa County Flood Control & Water Conservation District	2	MSR and SOI (Abbreviated)	October 2015	February 2016	Executive Officer
Los Carneros Water District	2	MSR and SOI (Abbreviated)	October 2015	April 2016	Consultant
Congress Valley Water District*	2	SOI (Abbreviated)	December 2015	April 2016	Executive Officer
Napa River Reclamation District #2109	2	MSR and SOI (Abbreviated)	December 2015	June 2016	Executive Officer
Monticello Public Cemetery District	3	MSR and SOI (Abbreviated)	February 2016	June 2016	Executive Officer
Pope Valley Cemetery District	3	MSR and SOI (Abbreviated)	February 2016	June 2016	Executive Officer
Memorandum of Understanding (MOU) with County	1	Contract Amendment	March 2015	February 2016	Executive Officer and Commissioners
New Proposals (4 to 8 Annually)	1	Annexation or Reorganization	N/A	N/A	Executive Officer
Public Records Requests (1 to 3 Annually)	1	Research and Information Sharing	N/A	N/A	Secretary
Completion Proceedings for Approved Annexations	1	Official Filings and Processing	N/A	N/A	Executive Officer and Secretary
Expiring Commissioner Terms	1	Information and Notification	December (Annual)	May (Annual)	Executive Officer
Budget Cycle	1	Financial Analysis and Projections	December (Annual)	June (Annual)	Executive Officer and Commissioners
Chair and Vice-Chair Designation	1	Information	January (Annual)	December (Annual)	Executive Officer
Website Maintenance	2	Ongoing Updates	N/A	N/A	Secretary
Electronic Document Management System Back-Filing	3	Historical File Archiving	July 2015	June 2016	Secretary and Consultant
Geographic Information Systems Updates	3	Mapping Updates	N/A	N/A	Executive Officer
Outside Service Agreement Requests (1 or 2 Annually)	1	Emergency Service Extensions	N/A	N/A	Executive Officer and Chair
Policy Revisions (1 to 3 Annually)	3	Policy Analysis and Amendments	N/A	N/A	Executive Officer and Commissioners
CALAFCO Staff Workshop	2	Training and Networking	April (Annual)	April (Annual)	Executive Officer and Secretary
CALAFCO Conference	2	Training and Networking	September (Annual)	September (Annual)	Executive Officer and Commissioners
Bay Area LAFCO EO Meetings (2 Annually)	3	Information Sharing and Networking	As Scheduled	As Scheduled	Executive Officer
Bay Area LAFCO Clerks Meetings (4 Annually)	3	Information Sharing and Networking	As Scheduled	As Scheduled	Secretary
State Legislation (CALAFCO Legislative Committee)	3	Ongoing Analysis and Updates	N/A	N/A	Executive Officer
Public Comments on Local Agency Projects	3	Analysis and Information Sharing	N/A	N/A	Executive Officer
Audit	1	Research and Information Sharing	August (Annual)	December (Annual)	Secretary

* City of Napa requests delaying CVWD SOI to allow for needed discussions regarding expiring water contract

Napa LAFCO Work Program

Planning and Regulatory Activities

Activity	Priority	Target Start	Target End	Lead
City of Calistoga MSR/SOI	1	December 2015	August 2016	Consultant (SWALE)
City of St. Helena MSR/SOI	1	December 2015	August 2016	Consultant (SWALE)
Town of Yountville MSR/SOI	1	December 2015	August 2016	Consultant (SWALE)
Change of Organization/Reorganization Proposals	1	Ongoing	Ongoing	Executive Officer
Outside Service Agreement Requests	1	Ongoing	Ongoing	Executive Officer and Commission Chair
Congress Valley Water District SOI	2	June 2016	December 2016	Executive Officer
Circle Oaks County Water District MSR/SOI	3	December 2015	August 2016	Consultant (SWALE)
Los Carneros Water District MSR/SOI	3	December 2015	August 2016	Consultant (SWALE)
Napa County Resource Conservation District MSR/SOI	3	October 2015	April 2016	Executive Officer
Napa County Flood Control & Water Conservation District MSR/SOI (Checklist)	3	December 2015	June 2016	Executive Officer
Napa River Reclamation District #2109 MSR/SOI (Checklist)	3	February 2016	August 2016	Executive Officer
Monticello Public Cemetery District MSR/SOI (Checklist)	3	June 2016	August 2016	Executive Officer
Pope Valley Cemetery District MSR/SOI (Checklist)	3	June 2016	August 2016	Executive Officer

Administrative Activities

Activity	Priority	Target Start	Target End	Lead
Public Records Requests	1	Ongoing	Ongoing	Secretary
Annual Budget Process	1	December	June	Budget Committee
Annual Audit	1	August	December	Secretary and County Auditor-Controller
Memorandum of Understanding with County of Napa	2	March 2015	April 2016	Executive Officer and Commissioners
Completion Proceedings for Approved Annexations	2	Ongoing	Ongoing	Executive Officer and Secretary
Expiring Commissioner Terms	2	December	May	Executive Officer
Chair and Vice Chair Designation	2	April	May	Executive Officer
Website Maintenance	2	Ongoing	Ongoing	Secretary
Electronic Document Management System Back-Filing	3	July 2015	September 2016	Secretary and Consultant (ECS)
Geographic Information System Mapping Updates	3	Ongoing	Ongoing	Executive Officer
Policy Revisions	3	Ongoing	Ongoing	Executive Officer and Commissioners
CALAFCO Annual Staff Workshop	3	As Scheduled	As Scheduled	Executive Officer and Secretary
CALAFCO Annual Conference	3	As Scheduled	As Scheduled	Executive Officer and Commissioners
Bay Area LAFCO EO Meetings	3	As Scheduled	As Scheduled	Executive Officer
Bay Area LAFCO Clerks Meetings	3	As Scheduled	As Scheduled	Secretary
State Legislative Issues	3	Ongoing	Ongoing	Executive Officer
Public Comments on Local Agency Projects	3	Ongoing	Ongoing	Executive Officer

Work Program Adopted on August 3, 2015; Last Updated on March 10, 2016 (Version 3)

Updated Schedule

MSR/SOI Napa LAFCO

Circle Oaks County Water District - April 18, 2016

Milestone	Estimated Start Date	Estimated Completion Date
Task 1: Project Initiation and Management		
LAFCO Contract Approval		Dec 8, 2015
Kick-off Meeting with LAFCO Staff (Post-award meeting)	Dec 10	Dec 23
Submit Work Plan, Schedule, and Template	Dec 7	Dec 23
Task 2: Data Collection and Review		
Review agency website for existing data	Dec 12	Jan 15, 2016
Develop and Send Supplemental Survey	Jan 9	Jan 13
Agency Responses Received	Jan 13	March 21
Confirmation of Compiled Data by Agencies	March 21	Apr 4
Task 3: Conduct outreach		
Interviews with Agencies	Jan 13	Jan 13
Task 4: Data Analysis		
Analyze and Prepare tables, graphs, charts, maps	Apr 5	May 2
Task 5: Admin Draft MSR/SOI Report		
Preliminary Findings/Administrative Report to LAFCO and Agency staff	May 3	May 20
Task 6: Address Comments & Draft MSR Report		
Address comments from LAFCO (and agency) staff resulting from Task 5.	May 20	May 25
Prepare Draft MSR	May 25	May 27
Release of Draft MSR	May 27	May 28
Presentation of Draft MSR at Commission Meeting		Jun 6
Comment Period Ends		Jun 23
Task 7: Final MSR Report		
Respond to Comments and Prepare Final MSR	Jun 24	July 11
Presentation of Final MSR for Adoption at Commission Meeting		Aug 1
Release of Final MSR with Findings		Aug 15

Updated Schedule

MSR/SOI Napa LAFCO

Los Carneros Water District - April 18, 2016

Milestone	Estimated Start Date	Estimated Completion Date
Task 1: Project Initiation and Management		
LAFCO Contract Approval		Dec 8, 2015
Kick-off Meeting with LAFCO Staff (Post-award meeting)	Dec 10	Dec 23
Submit Work Plan, Schedule, and Template	Dec 7	Dec 23
Task 2: Data Collection and Review		
Review agency website for existing data	Dec 12	Jan 15, 2016
Develop and Send Supplemental Survey	Jan 9	Jan 13
Agency Responses Received	Jan 13	March 21
Confirmation of Compiled Data by Agencies	March 21	Apr 4
Task 3: Conduct outreach		
Interviews with Agencies	Jan 13	Jan 13
Task 4: Data Analysis		
Analyze and Prepare tables, graphs, charts, maps	Apr 5	May 2
Task 5: Admin Draft MSR/SOI Report		
Preliminary Findings/Administrative Report to LAFCO and Agency staff	May 3	May 20
Task 6: Address Comments & Draft MSR Report		
Address comments from LAFCO (and agency) staff resulting from Task 5.	May 20	May 25
Prepare Draft MSR	May 25	May 27
Release of Draft MSR	May 27	May 28
Presentation of Draft MSR at Commission Meeting		Jun 6
Comment Period Ends		Jun 23
Task 7: Final MSR Report		
Respond to Comments and Prepare Final MSR	Jun 24	July 11
Presentation of Final MSR for Adoption at Commission Meeting		Aug 1
Release of Final MSR with Findings		Aug 15

Updated Schedule

MSR/SOI Napa LAFCO

City of Calistoga - May 25, 2016

The schedule shown below has been updated to reflect that the City's response to our request for information was received on March 21 and to reflect a July 18, 2016 Commission meeting.

Milestone	Estimated Start Date	Estimated Completion Date
Task 1: Project Initiation and Management		
LAFCO Contract Approval		Dec 8, 2015
Kick-off Meeting with LAFCO Staff (Post-award meeting)	Dec 10	Dec 23
Submit Work Plan, Schedule, and Template	Dec 7	Dec 23
Task 2: Data Collection and Review		
Review agency website for existing data	Dec 12	Jan 15, 2016
Develop and Send Supplemental Survey	Jan 9	Jan 13
Agency Responses Received	Jan 13	March 21
Confirmation of Compiled Data by Agencies	March 21	Apr 4
Task 3: Conduct outreach		
Interviews with Agencies	Jan 13	Jan 13
Task 4: Data Analysis		
Analyze and Prepare tables, graphs, charts, maps	Apr 5	May 2
Task 5: Admin Draft MSR/SOI Report		
Preliminary Findings/Administrative Report to LAFCO and Agency staff	May 3	May 27
Task 6: Address Comments & Draft MSR Report		
Address comments from LAFCO (and agency) staff resulting from Task 5.	May 30	June 3
Prepare Draft MSR	June 6	June 9
Release of Draft MSR	June 10	June 13
Presentation of Draft MSR at Commission Meeting (special meeting required)		July 18
Comment Period Ends		July 18
Task 7: Final MSR Report		
Respond to Comments and Prepare Final MSR	July 19	Sept 10
Presentation of Final MSR for Adoption at Commission Meeting		Oct 3
Release of Final MSR with Findings		Oct 12

Updated Schedule

MSR/SOI Napa LAFCO

City of St. Helena - May 25, 2016

This schedule has been updated to reflect the City's response to LAFCO's RFI was received on March 11, 2015 and to show October 3, 2016 as the meeting date for Draft MSR/SOI.

Milestone	Estimated Start Date	Estimated Completion Date
Task 1: Project Initiation and Management		
LAFCO Contract Approval		Dec 8, 2015
Kick-off Meeting with LAFCO Staff (Post-award meeting)	Dec 10	Dec 23
Submit Work Plan, Schedule, and Template	Dec 7	Dec 23
Task 2: Data Collection and Review		
Review agency website for existing data	Dec 12	Jan 15, 2016
Develop and Send Supplemental Survey	Jan 9	Jan 13
Agency Responses Received	Jan 13	March 11
Confirmation of Compiled Data by Agencies	March 11	Apr 11
Task 3: Conduct outreach		
Interviews with Agencies	Jan 13	Jan 13
Task 4: Data Analysis		
Analyze and Prepare tables, graphs, charts, maps	Apr 21	May 27
Task 5: Admin Draft MSR/SOI Report		
Preliminary Findings/Administrative Report to LAFCO and Agency staff	June 13	July 13
Task 6: Address Comments & Draft MSR Report		
Address comments from LAFCO (and agency) staff resulting from Task 5.	July 14	July 25
Prepare Draft MSR	July 26	Aug 9
Release of Draft MSR	Aug 29	Sept 1
Presentation of Draft MSR at Commission Meeting		Oct 3
Comment Period Ends		Oct 4
Task 7: Final MSR Report		
Respond to Comments and Prepare Final MSR	Oct 5	Oct 23
Presentation of Final MSR for Adoption at Commission Meeting		Dec 5
Release of Final MSR with Findings		Dec 20

Updated Schedule

MSR/SOI Napa LAFCO

Town of Yountville May 25, 2016

This schedule has been updated to reflect the City's response to LAFCO's RFI was received on April 11, 2015 and to show October 3, 2016 as the meeting date for Draft MSR/SOI.

Milestone	Estimated Start Date	Estimated Completion Date
Task 1: Project Initiation and Management		
LAFCO Contract Approval		Dec 8, 2015
Kick-off Meeting with LAFCO Staff (Post-award meeting)	Dec 10	Dec 23
Submit Work Plan, Schedule, and Template	Dec 7	Dec 23
Task 2: Data Collection and Review		
Review agency website for existing data	Dec 12	Jan 15, 2016
Develop and Send Supplemental Survey	Jan 9	Jan 13
Agency Responses Received	Jan 13	March 11
Confirmation of Compiled Data by Agencies	March 11	Apr 11
Task 3: Conduct outreach		
Interviews with Agencies	Jan 13	Jan 13
Task 4: Data Analysis		
Analyze and Prepare tables, graphs, charts, maps	Apr 21	May 27
Task 5: Admin Draft MSR/SOI Report		
Preliminary Findings/Administrative Report to LAFCO and Agency staff	June 6	July 6
Task 6: Address Comments & Draft MSR Report		
Address comments from LAFCO (and agency) staff resulting from Task 5.	July 7	July 20
Prepare Draft MSR	July 21	Aug 5
Release of Draft MSR	Aug 29	Sept 1
Presentation of Draft MSR at Commission Meeting		Oct 3
Comment Period Ends		Oct 4
Task 7: Final MSR Report		
Respond to Comments and Prepare Final MSR	Oct 5	Oct 23
Presentation of Final MSR for Adoption at Commission Meeting		Dec 5
Release of Final MSR with Findings		Dec 20