



**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 5c (Consent/Information)**

**TO:** Local Agency Formation Commission

**PREPARED BY:** Brendon Freeman, Executive Officer

**MEETING DATE:** October 1, 2018

**SUBJECT:** Work Program Progress Report

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**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. The Work Program serves as a management tool to measure agency performance, and is also intended to provide opportunities to identify and address changes in priorities. On June 4, 2018, the Commission adopted the 2018-2019 Work Program (Attachment One).

This report provides an update on progress made in 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 is included as Attachment Two. Any substantive changes from the previous version of the Work Program are summarized in this report.

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. The following is a brief summary of progress made on all planning and regulatory activities scheduled in the 2018-2019 Work Program.

***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.
- South County Region MSR and SOI Updates  
A revised draft report is included on today's agenda as item 6a. It is anticipated the Commission will consider formal action on a final report on December 3, 2018.

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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

- 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 5, 2019. Formal action on a final report is anticipated on April 1, 2019.
- Countywide Water and Wastewater MSR  
A report with a recommendation to enter into a contract with a consultant team is included on today's agenda as item 7a. It is anticipated work will begin in October 2018 and 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. Two proposed annexations are on today's agenda as items 7b and 7c.
- Carneros Resort Outside Water Agreement  
On March 20, 2018, the City of Napa took formal action to begin utilizing the Assembly Bill 402 Pilot Program, codified under Government Code Section 56133.5. This Pilot Program provides a mechanism for the City of Napa to provide public water service outside the City's jurisdictional boundary and SOI if the Commission provides formal authorization. It is anticipated the City of Napa will submit a formal request to the Commission during the current calendar year. The timeline for staff to process a request and recommend action to the Commission is approximately two to four months from the date the request is received.

### **ATTACHMENTS**

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

# 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

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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 for a revised draft report

Draft report expected in February 2019  
 See item 7a on today's agenda for a recommendation to execute a contract with a consultant team  
 See item 5b on today's agenda for a summary of current and future proposals  
 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 (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
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Currently underway and will be presented in December 2018  
 Budget Committee to be appointed in December 2018 and meet in January or February 2019  
 October 30 - November 1 at the Hyatt Regency Capitol Park in Sacramento  
 Dates and location to be determined  
 Annual informational report to be presented in February 2019  
 Annual informational report to be presented in June 2019  
 Two Commissioner terms expire May 2019: Sedgley and Leary  
 Commissioners Rodeno and Sedgley scheduled to be 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
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None at this time  
 None at this time  
 See item 7d on today's agenda for a proposed Policy on DUCs  
 See item 7e on today's agenda for an update on recent legislative activities  
 Staff continues to monitor approved annexations to ensure terms/conditions are satisfied on time  
 Recently updated content and location of agency contact information and Commissioner information  
 Secretary Mabry continues to scan files into EDMS on an ongoing basis  
 Staff continues to manually edit GIS layers to reflect completed annexations  
 Most recent meeting was August 23 in San Rafael  
 Next meeting to be determined  
 Staff continues to review project notices and environmental documents  
 Performed on an ongoing basis

Presented on October 1, 2018 (Version Three)