



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 6g (Consent/Information)

TO: Local Agency Formation Commission

PREPARED BY: Brendon Freeman, Executive Officer

MEETING DATE: August 6, 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. 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 has made further progress in its General Plan Update process. The target completion date remains uncertain.
- **South County Region MSR and SOI Updates**
A draft report is included on today's agenda as item 8a. It is anticipated the Commission will consider formal action on a final report on October 1, 2018.

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
Due to a recent and significant increase in annexation activity, Commission staff has consulted with Napa County Regional Park and Open Space District (NCRPOSD) staff to request additional time to complete this activity. NCRPOSD staff has consented to the request for additional time as reflected in Attachment Three. It is anticipated the Commission will discuss a draft report as early as December 3, 2018, and no later than February 5, 2019.
- Countywide Water and Wastewater MSR
A draft request for proposals to hire a consultant to prepare this report is included on today's agenda as item 7a. It is anticipated a draft contract will be presented for Commission consideration on October 1, 2018.

Boundary Changes and Outside Service Agreements

- Annexation Proposals
A report on current and future annexation proposals is included on today's agenda as item 6b. 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 2)
- 3) Correspondence from NCRPOSD Staff (July 5, 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

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City of St. Helena MSR/SOI (Comprehensive)	1	12/15	TBD	Consultant
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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
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Progress and Comments

On hold to align timing with City General Plan Update
See item 8a on today's agenda for a draft report

Up to four months delay due to increased annexation activity
See item 7a on today's agenda for a draft RFP

See item 6b 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

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2019-2020 Budget	1	12/18	6/19	Committee
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Currently underway and will be presented in December 2018

Budget Committee to be appointed in December 2018 and immediately commence work

Dates and location to be determined

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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Policy Review and Revisions (2-4/yr)	2	N/A	N/A	Committee
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None at this time

None at this time

See items 8b and 8c on today's agenda for draft policies on SOIs and DUCs

See item 6e on today's agenda for a summary of recent activities related to legislation

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

New Commissioner bio added for Alternate Public Member Erik Lawrence

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 scheduled for 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 August 6, 2018 (Version Two)

From: [Woodbury, John](#)
To: [Freeman, Brendon](#)
Subject: RE: LAFCO Municipal Service Review and Sphere of Influence Update for NCRPOSD
Date: Thursday, July 05, 2018 11:59:17 AM

Brendon:

It's not a problem for us if the review and update gets postponed to 2019. Thanks for asking.

John Woodbury
General Manager
Napa Open Space District
707-259-5933

From: Freeman, Brendon
Sent: Thursday, July 05, 2018 11:49 AM
To: Woodbury, John <John.Woodbury@countyofnapa.org>
Subject: LAFCO Municipal Service Review and Sphere of Influence Update for NCRPOSD

Good morning John,

Due to unusually high annexation activity, LAFCO may be unable to finalize the Municipal Service Review and Sphere of Influence Update for the Napa County Regional Park and Open Space District (NCRPOSD) until February 2019 or April 2019.

As a reminder, LAFCO's Work Program (attached) identifies December 2018 as the target completion date for this study. Therefore, I am respectfully requesting up to four months of additional time to complete the study.

Please let me know if you have any questions, comments, concerns, or otherwise.

Thank you,

Brendon Freeman, Executive Officer
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