

## Napa LAFCO Work Program for Fiscal Year 2023-24

		Timeline	Comments
<b>STUDIES</b>	Napa County Resource Conservation District MSR & SOI	Draft report in Aug 2023	COMPLETE: final report adopted in October 2023
	County Service Area No. 4 MSR & SOI	Draft report in April 2024	Previous MSR & SOI completed in 2017; will initiate following completion of County report on farmworker housing needs
	Napa Sanitation District SOI	Draft report in June 2024	Previous MSR completed in 2014 (Central County Region MSR), previous SOI completed in 2015; staff has engaged District staff, County staff, and interested community members to identify potential SOI study areas
	Countywide Fire & EMS MSR	Draft report in June 2024	Previous Countywide Fire MSR completed in 2006; ad hoc subcommittee selected AP Triton to prepare the report; June 2024 completion date for draft report is tentative
<b>ADMINISTRATION</b>	Audit	Annual	Presented by the County Auditor-Controller annually in December
	Budget	Annual	Proposed budget must be adopted by May 1; final budget must be adopted by June 15; as hoc Budget Committee appointed annually in December; staff prepares quarterly budget reports
	Legislation	Annual	Ad hoc Legislative Committee appointed annually in December to review state legislation and recommend formal positions
	New Commissioner Orientation	Ongoing	Discussed during strategic planning; create mandatory in-person orientation process for new commissioners, develop commissioner handbook
	Policies	Ongoing	Policy amendments will be proposed as needed and Policy Manual updated accordingly
	Proposals	Ongoing	See "Current and Future Proposals" staff report on each meeting agenda for a status update
	Staff Training	Ongoing	Clerk/Jr. Analyst requires ongoing training on LAFCO's administrative functions and application processing
	Website/Document Management	Ongoing	Staff continuously updates information on website including agendas, minutes, meeting recordings, audits, budgets, etc.; website host changed to Streamline on July 1, 2023
<b>OTHER</b>	Strategic Planning (Yountville Town Hall)	July 10, 2023	Strategic planning is recommended every 2 years; Commission conducted a strategic planning workshop on July 10, 2023 in Yountville with Pamela Miller as facilitator
	Special Projects & Studies	TBD	To be determined in budget cycle and strategic planning; typically involves a contract with a consultant to be funded with reserves; see Countywide Fire & EMS MSR in "Studies"
	Support Services Agreement with County of Napa	ASAP	Staff will work with ad hoc subcommittee and County staff on amendments for purposes of LAFCO independence consistent with strategic plan; amendments will require formal approval from both the Commission and County Board of Supervisors
	Education & Outreach to Stakeholders & Public	Ongoing	Discussed during strategic planning; increase proactive engagement with local agencies, conduct regular presentations, leverage new website & webinar capabilities
	Climate Resiliency in LAFCO's Work	Ongoing	Discussed during strategic planning; research policies & best practices of other LAFCOs, consider adopting additional local policies, lead roundtable discussions with other LAFCOs
	Coordination & Provision of Broadband Services	TBD	Discussed during strategic planning; participate in the North Bay Broadband Consortium, coordinate with other LAFCOs
	2023 CALAFCO Annual Conference	October 18 - 20, 2023	Monterey; 5 Commissioners and 1 staff attended
	2024 CALAFCO Staff Workshop	April 24 - 26, 2024	Pleasanton; all staff encouraged to attend
<b>Amended Work Program presented on December 4, 2023</b>			