



Local Agency Formation Commission of Napa County
Subdivision of the State of California

1030 Seminary Street, Suite B
Napa, California 94559
Phone: (707) 259-8645
Fax: (707) 251-1053
www.napa.lafco.ca.gov

We Manage Local Government Boundaries, Evaluate Municipal Services, and Protect Agriculture

Agenda Item 5d (Consent/Information)

TO: Local Agency Formation Commission

PREPARED BY: Brendon Freeman, Executive Officer

MEETING DATE: December 4, 2017

SUBJECT: Work Program Progress Report

BACKGROUND

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 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 2017-2018 Work Program was formally adopted by the Commission on June 5, 2017 and is included as Attachment One.

SUMMARY

The Commission will receive a progress report on the planning and regulatory activities established in the 2017-2018 Work Program. This report is presented for information purposes only. No formal actions will be taken by the Commission.

The majority of planning and regulatory activities identified in the Work Program involve municipal service reviews (MSRs) and sphere of influence (SOI) updates. Other planning and regulatory activities include boundary change proposals and outside service requests. A summary of current and future boundary change proposals is provided as Agenda Item 5b. A brief summary of the Commission's current planning and regulatory activities included in the Work Program is provided on the following page.

A Work Program progress chart is included as Attachment Two. Four minor changes have been made since the Commission's October 2, 2017 meeting. All changes from the previous version of the Work Program are highlighted in the attached Work Program progress chart. The changes involve target start and completion dates for certain activities along with the addition of a future informational report on health care districts as described on the following page.

Vacant, Commissioner
Councilmember, City of Napa

Margie Mohler, Commissioner
Councilmember, Town of Yountville

Kenneth Leary, Alternate Commissioner
Councilmember, City of American Canyon

Brad Wagenknecht, 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

Brian J. Kelly, Vice Chair
Representative of the General Public

Gregory Rodeno, Alternate Commissioner
Representative of the General Public

Brendon Freeman
Executive Officer

In Progress Activities

The following activities are currently in progress:

- City of St. Helena MSR and SOI Update
A former consultant prepared an administrative draft report before the Executive Officer assumed the lead role in this activity. A comprehensive public draft report was included as part of the Commission's October 2, 2017 meeting. St. Helena's City Manager submitted a formal request to continue the presentation of the draft report to a future meeting due to the need for a substantial number of revisions. The Commission agreed to continue the item to a future meeting. Staff will present a recommended action plan with a new target completion date at the Commission's February 5, 2018 meeting.
- Congress Valley Water District MSR and SOI Update
A revised final report prepared in-house is included on today's agenda as Agenda Item 6a. This item was continued from the Commission's October 2, 2017 meeting. Accordingly, the target completion date has been changed to today's meeting date.
- County Service Area No. 4 MSR and SOI Update
A checklist-format report prepared in-house is included on today's agenda as Agenda Item 6b.
- South County Region MSR and SOI Updates
The South County Region includes the City of American Canyon, American Canyon Fire Protection District, and County Service Area No. 3. A comprehensive administrative draft report has been prepared by a consultant, E Mulberg & Associates. The County of Napa has requested a time extension to comment on the administrative draft report. A public draft report is expected to be presented at the Commission's February 5, 2018 meeting.

New Activities

The following new activity is included in the current version of the Work Program:

- Report on Health Care Districts
In response to a public comment at its October 2, 2017 meeting, the Commission directed staff to return with a report on health care districts at a future meeting. Staff anticipates presenting an informational report no later than the Commission's June 4, 2018 meeting. The report will summarize the purpose, governing body, functions, and formation process for health care districts.

ATTACHMENTS

- 1) 2017-2018 Work Program (Version 1; Dated June 5, 2017)
- 2) 2017-2018 Work Program Progress Chart (Version 4; Dated December 4, 2017)

Napa LAFCO 2017-2018 Work Program

Planning and Regulatory Activities

Activity	Priority	Start	Completion	Lead
City of St. Helena MSR/SOI (Comprehensive)	1	12/15	12/17	Consultant
Congress Valley Water District MSR/SOI (Abbreviated)	1	2/17	8/17	EO
County Service Area No. 4 MSR/SOI (Checklist)	3	6/17	12/17	EO
South County Region MSR and SOI Updates (Comprehensive)	1	4/17	4/18	Consultant
Lake Berryessa Region Water and Sewer Districts MSR and SOI Updates (Abbreviated)	2	8/17	8/18	EO
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
2016-2017 Audit	1	8/17	12/17	Secretary
2018-2019 Budget	1	12/17	6/18	Committee
2017 Countywide Housing Update	1	10/17	12/17	EO
2017 CALAFCO Annual Conference (San Diego)	2	4/17	10/17	Staff/Commission
2018 CALAFCO Staff Workshop (Marin)	2	12/17	4/18	Staff
Expiring Commissioner Terms in 2018	2	12/17	5/18	EO
2018 Chair and Vice Chair Designation	2	4/18	5/18	EO
Electronic Document Management System Back-Filing	3	7/15	12/17	Secretary

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
Bay Area LAFCO EO Meetings (2/yr)	2	N/A	N/A	EO
Bay Area LAFCO Clerks Meetings (2-4/yr)	2	N/A	N/A	Secretary
Completion Proceedings for Approved Annexations (3-6/yr)	2	N/A	N/A	EO/Secretary
Website Maintenance and Updates	2	N/A	N/A	Secretary
Geographic Information System Mapping Updates (3-6/yr)	3	N/A	N/A	EO
Policy Revisions (2-4/yr)	3	N/A	N/A	Committee
State Legislation Monitoring (2-4/yr)	3	N/A	N/A	EO
Public Comments on Local Agency Projects (1-3/yr)	3	N/A	N/A	EO/Consultant

Adopted on June 5, 2017 (Version One)

Napa LAFCO 2017-2018 Work Program

Planning and Regulatory Activities

Activity	Priority	Start	Completion	Lead
City of St. Helena MSR/SOI (Comprehensive)	1	12/15	TBD	Consultant/EO
Congress Valley Water District MSR/SOI (Comprehensive)	1	2/17	12/17	EO
County Service Area No. 4 MSR/SOI (Checklist)	3	6/17	12/17	EO
South County Region MSR and SOI Updates (Comprehensive)	1	4/17	4/18	Consultant
Report on Health Care Districts	3	1/18	6/18	EO
Lake Berryessa Region Water and Sewer Districts MSR and SOI Updates (Abbreviated)	2	8/17	8/18	Consultant
Island Annexation Program	1	TBD	TBD	Committee
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
2016-2017 Audit	1	8/17	12/17	Secretary
2018-2019 Budget	1	12/17	6/18	Committee
Report on Local Agency General Plan Updates	2	8/17	12/17	EO
2018 CALAFCO Staff Workshop (Marin)	2	12/17	4/18	Staff
Expiring Commissioner Terms in 2018	2	12/17	5/18	EO
2018 Chair and Vice Chair Designation	2	4/18	5/18	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
Bay Area LAFCO EO Meetings (2/yr)	2	N/A	N/A	EO
Bay Area LAFCO Clerks Meetings (2-4/yr)	2	N/A	N/A	Secretary
Completion Proceedings for Approved Annexations (3-6/yr)	2	N/A	N/A	EO/Secretary
Website Maintenance and Updates	2	N/A	N/A	Secretary
Electronic Document Management System	3	N/A	N/A	Secretary
Geographic Information System Mapping Updates (3-6/yr)	3	N/A	N/A	EO
Policy Revisions (2-4/yr)	3	N/A	N/A	Committee
State Legislation Monitoring (2-4/yr)	3	N/A	N/A	EO
Public Comments on Local Agency Projects (1-3/yr)	3	N/A	N/A	EO/Consultant

Presented on December 4, 2017 (Version Four)

Progress and Comments

Postponed: action plan needed, discussion of alternatives on today's agenda; see item 8c
 Revised final report on today's agenda; see item 6a
 Checklist-format report on today's agenda; see item 6b
 Draft report postponed to February 2018 in response to a request from County related to fire relief/response
 New addition in response to a public comment from October 2, 2017 meeting; staff will return with key info

MSRs may be combined into countywide water/sewer MSR; see item 8a
 On hold until City of Napa and County prepared to commit resources
 Zero active and eight anticipated annexation proposals; see item 5b
 One OSA request from Napa Sanitation District on today's agenda; see item 6c

Audit is on today's agenda; see item 7a
 Budget Committee appointments on today's agenda; see item 7c
 Progress report on County/cities General Plan Update activities and housing on today's agenda; see item 5e
 April 11 - 13 at the Four Points Sheraton in San Rafael
 Notice of expiring Commissioner terms on today's agenda; see item 5i
 Commissioners Mohler and Wagenknecht will be Chair and Vice Chair, respectively, beginning May 1, 2018

None at this time
 None at this time
 Last met on August 16 in Solano County; next meeting to be determined
 Last met on August 23 in Alameda County; next meeting to be determined
 Staff continues to monitor approved annexations to ensure terms/conditions are satisfied
 No major recent updates
 Secretary Mabry continues to scan files into EDMS on an ongoing basis
 Staff continues to edit GIS layers to reflect completed annexations
 Two Policy Committee items on today's agenda; see items 7b and 8b
 Report on new legislation for 2018 on today's agenda; see item 5g
 None at this time; relevant EIRs expected soon for Watson Ranch and Oak Knoll Hotel