



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 9a (Discussion)

TO: Local Agency Formation Commission

PREPARED BY: Brendon Freeman, Executive Officer *BF*

MEETING DATE: February 7, 2022

SUBJECT: Strategic Plan and Work Program Progress Report

RECOMMENDATION

This item is for discussion purposes only. No formal action is required as part of this item. It is recommended the Commission consider providing direction to the Executive Officer with respect to timing and location for a future strategic planning session.

BACKGROUND AND SUMMARY

The Commission will receive a report on its adopted *Strategic Plan 2018-2022* (“Strategic Plan”) and *Work Program for Fiscal Year 2021-22* (“Work Program”).

On February 5, 2018, the Commission adopted the Strategic Plan, included as Attachment One, which includes comprehensive schedules for municipal service reviews (MSRs), sphere of influence (SOI) updates, and review of local policies. The Strategic Plan provides the foundation for the Commission’s Work Programs during this time. The Strategic Plan includes a set of core guiding principles that underlie Napa LAFCO’s activities, as follows:

- 1) Active, in-depth communication and outreach
- 2) Review and update Commission policies
- 3) Prepare MSRs and SOI updates

On June 7, 2021, the Commission adopted the Work Program and directed staff to return with an updated study schedule to accompany the Strategic Plan.

On August 2, 2021, staff presented an updated study schedule and policy review schedule, included as Attachment Two.

Margie Mohler, Vice Chair
Councilmember, Town of Yountville

Mariam Aboudamous, Commissioner
Councilmember, City of American Canyon

Beth Painter, Alternate Commissioner
Councilmember, City of Napa

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

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

Ryan Gregory, Alternate Commissioner
County of Napa Supervisor, 2nd District

Kenneth Leary, Commissioner
Representative of the General Public

Eve Kahn, Alternate Commissioner
Representative of the General Public

Brendon Freeman
Executive Officer

A Work Program progress chart is included as Attachment Three. A summary of progress on key activities in the Strategic Plan and Work Program follows.

MSRs and SOI Updates

- SOI Updates for Lake Berryessa Districts
This activity involves updating the SOIs for Lake Berryessa Resort Improvement District, Napa Berryessa Resort Improvement District, and Spanish Flat Water District based on information contained in the *Napa Countywide Water and Wastewater MSR*. The SOI updates were completed on August 2, 2021.
- SOI Updates for Other 5 Napa Countywide Water and Wastewater MSR Districts
This activity involves updating the SOIs for Circle Oaks County Water District, Congress Valley Water District, Los Carneros Water District, Napa County Flood Control and Water Conservation District, and Napa River Reclamation District No. 2109 based on information contained in the *Napa Countywide Water and Wastewater MSR*. The SOI updates were completed on October 4, 2021.
- SOI Update for the Napa Sanitation District
This activity involves updating the SOI for the Napa Sanitation District based on information contained in the *Napa Countywide Water and Wastewater MSR*. The SOI update will be included as part of an appendix to the MSR. Discussions with staff from affected local agencies suggest it would be preferable for this activity to be delayed until more information is known about the upcoming housing element cycle, which may create housing development pressures in areas that could require expansions to the District's SOI and service area.
- MSR and SOI Update for the City of St. Helena
This MSR and SOI Update will be partially based on information contained in the *Napa Countywide Water and Wastewater MSR*. A preliminary draft MSR and SOI Update for St. Helena was completed by a former consultant in August 2017. The City requested numerous revisions along with an indefinite delay to allow the City to first complete its General Plan Update, which has since been completed. Recent communication with City staff indicates it would be appropriate to resume this activity in winter or spring 2022. The Commission is invited to discuss and consider providing direction to staff with respect to initiating this activity.
- MSR and SOI Update for the City of Napa
This MSR and SOI Update will be partially based on information contained in the *Napa Countywide Water and Wastewater MSR* and will follow the City's General Plan update. Recent communication with City staff indicates it would be appropriate to resume this activity in fall or winter 2022, pending the completion of the City's General Plan update.

Applications: Boundary Changes and Outside Service Agreements

- Annexation Proposals
There are currently four active proposals on file and seven anticipated proposals. A report on current and future proposals is included on today's agenda as item 7f.

- Island Annexation Program
The City of Napa has initiated a public outreach campaign to survey interest among unincorporated island landowners and residents with respect to possible future annexation to the City. LAFCO staff will assist the City with public outreach. Notably, the Commission's website has a page dedicated to information about islands and their possible annexation, which is available online at: https://www.napa.lafco.ca.gov/r_island_annexation.aspx.

- Outside Service Agreements
There are presently no active or anticipated requests for outside service agreement approvals.

Policy Review

As previously mentioned, an updated policy review schedule to accompany the Strategic Plan is included with Attachment Two. Notably, a proposed amendment to the *Policy on Conducting Commission Meetings and Business* is included on today's agenda as item 8c.

It is anticipated the following policies will be reviewed by the Policy Committee (Commissioners Mohler and Wagenknecht) and will be presented at future Commission meetings by the end of 2022:

- 1) *Policy on Scheduling of Commission Meetings*
- 2) *Policy on Municipal Service Reviews*
- 3) *Policy on Annexations (new standalone policy needed)*
- 4) *Policy on Indemnification*
- 5) *Policy on Conducting Authority Proceedings*
- 6) *Policy on the Appointment of Commission Counsel*

Communications and Outreach

The Commission's ad hoc Outreach Committee (Commissioners Leary and Painter) recently developed a quarterly newsletter. Staff will prepare and distribute newsletters in January, April, July, and October each year. The most recent issue of the quarterly newsletter was distributed in January 2022 and is included on today's agenda as item 7d.

Housing and General Plan Updates

This activity was requested by the Commission to assist in its decision making as it relates to best serving the diverse needs of all local municipalities. A countywide report on housing and general plan activities was most recently presented to the Commission on October 4, 2021, and is available online at: https://www.napa.lafco.ca.gov/uploads/documents/10-4-21_7a_Housing-GeneralPlans.pdf.

Support Services Agreement with the County of Napa

LAFCO staff continues to work with County staff to prepare comprehensive amendments to the existing support services agreement between the two agencies. This process is occurring parallel to the budget process. Staff anticipates the amendments will be available for Commission consideration within the next four to six months.

Future Strategic Planning

The Commission previously discussed scheduling a future strategic planning session to guide its activities into the foreseeable future after the current Strategic Plan is no longer relevant. The Commission indicated a preference for an in-person strategic planning session and directed the Budget Committee (Commissioners Mohler and Wagenknecht) to include funding for strategic planning in the fiscal year 2022-23 budget.

Staff recommends the Commission discuss the timing, logistics, and any other important matters related to a future strategic planning session. The Commission may give direction to staff regarding a desired date and time for a special meeting, location, expenses associated with hiring a facilitator, desired topics and outcomes, or any other matter related to the Commission's preferences for a strategic planning session.

In terms of potential strategic planning topics, the Commission previously discussed a staff recommendation to initiate a countywide fire protection and emergency medical services MSR and agreed this topic should be included on the next strategic planning agenda. The Commission is invited to discuss additional projects of interest in advance of the next strategic planning session.

The Commission may wish to consider establishing an ad hoc subcommittee for purposes of assisting the Executive Officer in making decisions related to the items listed above.

ATTACHMENTS

- 1) Strategic Plan 2018-2022
- 2) Updated Study Schedule and Policy Review Schedule (Originally Presented on August 2, 2021)
- 3) Work Program 2021-22 Progress Chart



LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY

Strategic Plan 2018-2022
(Adopted: February 5, 2018)

Mission Statement

The Local Agency Formation Commission (LAFCO) of Napa County is committed to serving the citizens and government agencies of its jurisdiction by encouraging the preservation of agricultural lands and open-space and coordinating the efficient delivery of municipal services.

Focus of Napa LAFCO

The following core guiding principles underlie Napa LAFCO's activities. Each of these principles is centered on Napa LAFCO having in-depth, active communication with respect to all relevant constituents.

- Municipal Service Reviews based on local agency, Napa County, & LAFCO needs
 - Study Schedule for 2018-2022 included as Exhibit A
- Re-writing policies (on a schedule) to be comprehensive, effective, and transparent
 - Policy Review Schedule for 2018-2020 included as Exhibit B
- Forecasting issues relating to local services and boundaries, as well as State legislation
- Active involvement of agency constituents in problem-solving local agency sustainability
- Engagement with local city/town general plan updates
- Active with local agencies in managing housing growth and related issues including transportation



LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY

STUDY SCHEDULE (2018-2022)

Municipal Service Reviews (Government Code §56430)
Sphere of Influence Updates (Government Code §56425)
Major Boundary Change Projects

Adopted: February 5, 2018

2018

South County Region MSR and SOIs

Municipal Service Review will examine the governmental services provided by the City of American Canyon, American Canyon Fire Protection District, and County Service Area No. 3. The Municipal Service Review will inform Sphere Of Influence Updates for all three local agencies.

City of St. Helena MSR and SOI

Municipal Service Review will examine the governmental services provided by the City of St. Helena. The Municipal Service Review will inform a Sphere Of Influence Update.

Napa County Regional Park and Open Space District MSR and SOI

Municipal Service Review will examine the governmental services provided by the Napa County Regional Park and Open Space District and inform a Sphere Of Influence Update.

Island Annexation Program

The Commission will seek to partner with the City of Napa and the County of Napa to develop an island annexation program.

2019

Island Annexation Program

The Commission will seek to partner with the City of Napa and the County of Napa to develop an island annexation program.

Countywide Water and Wastewater Services MSR

Municipal Service Review will examine all municipal water and wastewater services provided throughout Napa County and will inform Sphere Of Influence Updates for each agency under review.

2020

Island Annexation Program

The Commission will seek to partner with the City of Napa and the County of Napa to develop an island annexation program.

City of Napa MSR and SOI

Municipal Service Review will examine the governmental services provided by the City of Napa and inform a Sphere Of Influence Update.

Lake Berryessa Resort Improvement District SOI

Sphere Of Influence Update for the Lake Berryessa Resort Improvement District will be informed by the Countywide Water and Wastewater Services Municipal Service Review.

Napa Berryessa Resort Improvement District SOI

Sphere Of Influence Update for the Napa Berryessa Resort Improvement District will be informed by the Countywide Water and Wastewater Services Municipal Service Review.

Spanish Flat Water District SOI

Sphere Of Influence Update for the Spanish Flat Water District will be informed by the Countywide Water and Wastewater Services Municipal Service Review.

Napa Sanitation District SOI

Sphere Of Influence Update for the Napa Sanitation District will be informed by the Countywide Water and Wastewater Services Municipal Service Review.

2021

Napa County Resource Conservation District MSR and SOI

Municipal Service Review will examine the governmental services provided by the Napa County Resource Conservation District and inform a Sphere Of Influence Update.

Napa County Flood Control and Water Conservation District SOI

Sphere Of Influence Update for the Napa County Flood Control and Water Conservation District will be informed by the Countywide Water and Wastewater Services Municipal Service Review.

Silverado Community Services District MSR and SOI

Municipal Service Review will examine the governmental services provided by the Silverado Community Services District and inform a Sphere Of Influence Update.

Public Cemetery Districts MSR and SOIs

Municipal Service Review will examine the governmental services provided by the Monticello Public Cemetery District and Pope Valley Cemetery District and inform Sphere Of Influence Updates for both agencies.

Los Carneros Water District SOI

Sphere Of Influence Update for the Los Carneros Water District will be informed by the Countywide Water and Wastewater Services Municipal Service Review.

Napa River Reclamation District No. 2109 SOI

Sphere Of Influence Update for the Napa River Reclamation District No. 2109 will be informed by the Countywide Water and Wastewater Services Municipal Service Review.

City of Calistoga MSR and SOI

Municipal Service Review will examine the governmental services provided by the City of Calistoga and inform a Sphere Of Influence Update.

2022

Congress Valley Water District SOI

Sphere Of Influence Update for the Congress Valley Water District will be informed by the Countywide Water and Wastewater Services Municipal Service Review.

Circle Oaks County Water District SOI

Sphere Of Influence Update for the Circle Oaks County Water District will be informed by the Countywide Water and Wastewater Services Municipal Service Review.

County Service Area No. 4 MSR and SOI

Municipal Service Review will examine the governmental services provided by County Service Area No. 4 and inform a Sphere Of Influence Update.

Napa County Mosquito Abatement District MSR and SOI

Municipal Service Review will examine the governmental services provided by the Napa County Mosquito Abatement District and inform a Sphere Of Influence Update.

Town of Yountville MSR and SOI

Municipal Service Review will examine the governmental services provided by the Town of Yountville and inform a Sphere Of Influence Update.

Recent MSRs and SOI Updates / Study Schedule 2018-2022				
Local Agencies	Last MSR	Next MSR	Last SOI Update	Next SOI Update
CITIES/TOWN				
American Canyon	June 2009	April 2018	June 2010	April 2018
Calistoga	December 2016	December 2021	December 2016	December 2021
Napa	December 2013	April 2020	February 2014	December 2020
St. Helena	May 2008	October 2018	August 2008	December 2018
Yountville	April 2017	October 2022	April 2017	October 2022
SPECIAL DISTRICTS				
American Canyon Fire Protection District (ACFPD)	June 2009	April 2018	August 2010	April 2018
Circle Oaks County Water District (COCWD)	August 2016	December 2019	August 2016	April 2022
Congress Valley Water District (CVWD)	December 2017	December 2019	December 2017	February 2022
County Service Area No. 3 (CSA 3)	June 2009	April 2018	October 2012	April 2018
County Service Area No. 4 (CSA 4)	December 2017	June 2022	December 2017	June 2022
Lake Berryessa Resort Improvement District (LBRID)	April 2011	December 2019	December 2012	August 2020
Los Carneros Water District (LCWD)	August 2016	December 2019	August 2016	August 2021
Monticello Public Cemetery District (MPCD)	July 2016	June 2021	July 2016	June 2021
Napa Berryessa Resort Improvement District (NBRID)	April 2011	December 2019	April 2013	August 2020
Napa County Flood Control & Water Conservation District (NCFCWCD)	June 2016	December 2019	June 2016	April 2021
Napa County Mosquito Abatement District (NCMAD)	June 2017	June 2022	June 2017	June 2022
Napa County Regional Park and Open Space District (NCRPOSD)	December 2010	December 2018	December 2010	December 2018
Napa County Resource Conservation District (NCRCD)	April 2016	February 2021	April 2016	February 2021
Napa River Reclamation District No. 2109 (NRRD)	December 2016	December 2019	December 2016	October 2021
Napa Sanitation District (NSD)	April 2014	December 2019	October 2015	December 2020
Pope Valley Cemetery District (PVCD)	July 2016	June 2021	July 2016	June 2021
Silverado Community Services District (SCSD)	April 2014	April 2021	October 2015	April 2021
Spanish Flat Water District (SFWD)	April 2011	December 2019	August 2013	August 2020

South County Region MSR and SOI Updates

Public Cemetery Districts MSR and SOI Updates

Countywide Water and Wastewater Services MSR

Policy	Priority	Adopted or Last Amended	Complete Review
Legislation	1	N/A	December 2017
Unincorporated Islands *	1	October 2011	February 2018
Outside Service Agreements	1	April 2016	April 2018
Conflict of Interest Code	1	October 2016	August 2018
Spheres of Influence *	1	October 2011	October 2018
Municipal Service Reviews	1	October 2015	December 2018
Annexations *	2	October 2011	February 2019
Disadvantaged Unincorporated Communities	2	N/A	April 2019
Definitions *	2	October 2011	June 2019
CEQA	3	December 2006	August 2019
Appointment of Public Members	3	April 2008	October 2019
Appointment of Chair and Vice-Chair	3	June 2015	October 2019
Budget	3	June 2016	December 2019
Budget Contributions and Collection of Funds	3	April 2001	December 2019
Establishing Officers of the Commission	3	August 2004	February 2020
Executive Officer Performance Review	3	October 2014	February 2020
Executive Officer Purchasing Authority	3	October 2014	February 2020
Records Retention and Destruction	3	December 2015	April 2020
Social Media	3	October 2011	April 2020
Conducting Meetings and Business	3	December 2015	June 2020
Scheduling of Meetings	3	June 2016	June 2020
Indemnification	3	October 2014	August 2020
Conducting Authority Proceedings	3	December 2008	August 2020
Appointment of Commission Counsel	3	April 2001	October 2020
Work Schedule	3	June 2002	October 2020
Telecommuting	3	July 1997	December 2020
Travel Policy	3	November 2009	December 2020

* Currently Part of General Policy Determinations



LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY

UPDATED STUDY SCHEDULE

Municipal Service Reviews (Government Code §56430)
Sphere of Influence Updates (Government Code §56425)
Major Boundary Change Projects

Presented: August 2, 2021

2018

South County Region MSR and SOIs (COMPLETED IN 2018)

Municipal Service Review will examine the governmental services provided by the City of American Canyon, American Canyon Fire Protection District, and County Service Area No. 3. The Municipal Service Review will inform Sphere Of Influence Updates for all three local agencies.

City of St. Helena MSR and SOI (TO BE COMPLETED IN 2022)

Municipal Service Review will examine the governmental services provided by the City of St. Helena. The Municipal Service Review will inform a Sphere Of Influence Update.

Napa County Regional Park and Open Space District MSR and SOI (COMPLETED IN 2019)

Municipal Service Review will examine the governmental services provided by the Napa County Regional Park and Open Space District and inform a Sphere Of Influence Update.

Island Annexation Program (PENDING CITY OF NAPA OUTREACH CAMPAIGN)

The Commission will seek to partner with the City of Napa and the County of Napa to develop an island annexation program.

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Municipal Service Review will examine all municipal water and wastewater services provided throughout Napa County and will inform Sphere Of Influence Updates for each agency under review.

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City of Napa MSR and SOI (TO BE COMPLETED IN 2023)

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Lake Berryessa Resort Improvement District SOI (TO BE COMPLETED IN 2021)

Sphere Of Influence Update for the Lake Berryessa Resort Improvement District will be informed by the Countywide Water and Wastewater Services Municipal Service Review.

Napa Berryessa Resort Improvement District SOI (TO BE COMPLETED IN 2021)

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Spanish Flat Water District SOI (TO BE COMPLETED IN 2021)

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Napa Sanitation District SOI (TO BE COMPLETED IN 2022)

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2021

Napa County Resource Conservation District MSR and SOI (TO BE COMPLETED IN 2022)

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Silverado Community Services District MSR and SOI (TO BE COMPLETED IN 2022)

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Sphere Of Influence Update for the Los Carneros Water District will be informed by the Countywide Water and Wastewater Services Municipal Service Review.

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Sphere Of Influence Update for the Napa River Reclamation District No. 2109 will be informed by the Countywide Water and Wastewater Services Municipal Service Review.

City of Calistoga MSR and SOI (TO BE COMPLETED IN 2023)

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Circle Oaks County Water District SOI (TO BE COMPLETED IN 2021)

Sphere Of Influence Update for the Circle Oaks County Water District will be informed by the Countywide Water and Wastewater Services Municipal Service Review.

County Service Area No. 4 MSR and SOI (TO BE COMPLETED IN 2023)

Municipal Service Review will examine the governmental services provided by County Service Area No. 4 and inform a Sphere Of Influence Update.

Napa County Mosquito Abatement District MSR and SOI (TO BE COMPLETED IN 2023)

Municipal Service Review will examine the governmental services provided by the Napa County Mosquito Abatement District and inform a Sphere Of Influence Update.

Town of Yountville MSR and SOI (TO BE COMPLETED IN 2023)

Municipal Service Review will examine the governmental services provided by the Town of Yountville and inform a Sphere Of Influence Update.

Updated Study Schedule

Local Agencies	Last MSR	Next MSR	Last SOI Update	Next SOI Update
CITIES/TOWN				
American Canyon	2018	2024	2018	2024
Calistoga	2016	2023	2016	2023
Napa	2014	2023	2014	2023
St. Helena	2008	2022	2008	2022
Yountville	2017	2023	2017	2023
SPECIAL DISTRICTS				
American Canyon Fire Protection District (ACFPD)	2018	2024	2018	2024
Circle Oaks County Water District (COCWD)	2020	2025	2016	2021
Congress Valley Water District (CVWD)	2020	2026	2017	2021
County Service Area No. 3 (CSA 3)	2018	2024	2018	2024
County Service Area No. 4 (CSA 4)	2017	2023	2017	2023
Lake Berryessa Resort Improvement District (LBRID)	2020	2026	2012	2021
Los Carneros Water District (LCWD)	2020	2025	2016	2021
Monticello Public Cemetery District (MPCD)	2016	2023	2016	2023
Napa Berryessa Resort Improvement District (NBRID)	2020	2026	2013	2021
Napa County Flood Control & Water Conservation District (NCFCWCD)	2020	2025	2016	2021
Napa County Mosquito Abatement District (NCMAD)	2017	2023	2017	2023
Napa County Regional Park and Open Space District (NCRPOSD)	2019	2026	2019	2026
Napa County Resource Conservation District (NCRCD)	2016	2022	2016	2022
Napa River Reclamation District No. 2109 (NRRD)	2020	2026	2016	2021
Napa Sanitation District (NSD)	2020	2026	2015	2022
Pope Valley Cemetery District (PVCD)	2016	2023	2016	2023
Silverado Community Services District (SCSD)	2014	2022	2015	2022
Spanish Flat Water District (SFWD)	2020	2026	2013	2021

Updated Policy Review Schedule

Policy	Complete Review	Comments
Legislation	2017	New policy prepared by Committee
Outside Service Agreements	2018	Reviewed and revised by Committee
Conflict of Interest Code	2018	Reviewed by Committee; no changes needed
Disadvantaged Unincorporated Communities	2018	New policy prepared by Committee
Conducting Meetings and Business	2018	Reviewed and revised by Committee
Appointment of Public Members	2019	Reviewed and revised by Committee
Appointment of Chair and Vice-Chair	2019	Reviewed and revised by Committee; combined with other policies
Budget	2019	Reviewed and revised by Committee; combined with other policies
Budget Contributions and Collection of Funds	2019	Reviewed and revised by Committee; combined with other policies
Establishing Officers of the Commission	2019	Reviewed and revised by Committee; combined with other policies
Executive Officer Purchasing Authority	2019	Reviewed and revised by Committee; combined with other policies
Telecommuting	2019	Reviewed and revised by Committee
Unincorporated Islands	2020	New policy prepared by Committee
Spheres of Influence	2021	New policy prepared by Committee
Executive Officer Performance Review	2021	Reviewed and revised by Committee
Social Media	2021	Reviewed and revised by Committee
Records Retention and Destruction	2021	Reviewed and revised by Committee; pending Commission approval
CEQA	2021	Review by Committee needed
Scheduling of Meetings	2021	Review by Committee needed
Municipal Service Reviews	2022	Review by Committee needed
Annexations (General Policy Determinations)	2022	Review by Committee needed
Indemnification	2022	Review by Committee needed
Conducting Authority Proceedings	2022	Review by Committee needed
Appointment of Commission Counsel	2022	Review by Committee needed

Napa LAFCO Work Program for Fiscal Year 2021-22				
		Timeline	Lead	Comments
STUDIES	Lake Berryessa Districts SOI Updates	1/21 - 8/21	Staff	Complete on 8/2/21
	Napa Sanitation District SOI Update	TBD	Staff	On hold for City & County housing element progress
	SOI updates for COCWD, CVWD, LCWD, NCFWCWD & NRRD	1/21 - 10/21	Staff	Complete on 10/4/21
	City of Napa MSR & SOI Update	TBD	Staff	On hold while City completes its General Plan update
	City of St. Helena MSR & SOI Update	TBD	Staff	Will resume at request of City and/or Commission
APPLICATIONS	Change of Organization/Reorganization Proposals	Ongoing	Staff	4 active & 7 anticipated proposals
	Island Annexation Program	TBD	Staff	City of Napa is the lead on island annexation outreach and infrastructure needs analysis
	Outside Service Agreement Requests	Ongoing	EO & Chair	None at this time
	Completion Proceedings for Approved Annexations	Ongoing	Staff	Staff continues processing annexations previously approved by Commission (6 approved in 2021)
PUBLIC OUTREACH	Conduct LAFCO Outreach; Agencies & Community Groups	Ongoing	Staff	Quarterly newsletters were distributed in October 2021 & January 2022
	Comments on Local Agency Projects	Ongoing	Staff	None at this time
	Respond to Grand Jury Reports	Ongoing	Staff & Commission	None at this time
	Annual Countywide Update on Housing and General Plans	10/21	Staff	Annual report was presented on 10/4/21
	Conduct Informational Workshops & Meetings	Ongoing	Staff	Future meetings may occur in partnership with City of Napa for island annexation outreach
	Public Records Requests	Ongoing	Staff	None at this time
	Website Maintenance and Updates	Ongoing	Staff	Recently added FY20-21 audit, quarterly newsletters, press releases related to CALAFCO, legal counsel RFP, etc.
	Social Media: Meetings Notices and Announcements	Ongoing	Staff	Staff posts meeting info, public notices, press releases, and other relevant info on Commission's Facebook page
COMMISSION	Expiring Commissioner Terms	5/22	Staff	Terms for Commissioners Dillon & Leary expire 5/2/22; Commission voted on 12/6/21 to formally reappoint Commissioner Leary prior to expiration
	Chair and Vice Chair Designation	5/21 - 5/22	Staff	Commissioners Dillon & Mohler are Chair & Vice Chair, respectively, until 5/2/22; Commissioners Mohler & Wagenknecht will be Chair & Vice Chair, respectively, from 5/2/22 until 5/1/23
	Statement of Economic Interest (Form 700)	4/22	Clerk	Required for all Commissioners & EO upon entering office, leaving office, and annually by April 1
	Ethics Training	Biennially	Clerk	Required for all Commissioners & staff every two years
	Develop Budget for FY 2022-23	12/21 - 6/22	Budget Committee	Commissioners Mohler & Leary serve on the FY 22-23 Budget Committee; Committee held a meeting on 1/11/22 to develop a draft budget
	State Legislation Monitoring and Position Letters	Ongoing	Legislative Committee	CALAFCO will track new legislation & summarize all bills related to LAFCOs; Legislative Committee will meet to review new legislation and present recommendations for formal positions on specific bills at a future meeting
	Policy Review and Revisions	Ongoing	Policy Committee	Proposed amendment to Policy on Conducting Commission Meetings & Business on today's agenda
ADMINISTRATION	Audit for FY 2020-21	8/21 - 12/21	Staff	Final audit was presented by the County Auditor-Controller on 12/6/21
	Update Support Services Agreement with County of Napa	4/21 - 6/22	Staff	Staff working with County to update SSA, more details to be presented at a future meeting
	Fiscal Year-End Contracts Close-Out	6/22	Staff	Staff closes out & re-encumbers all the Commission's contracts in June each year
	Quarterly Budget Reports	Quarterly	Staff	2nd quarter budget report for FY 21-22 on today's agenda
	Provide Strategic Plan Updates	Semiannually	Staff	Progress report on today's agenda
	Verify Median Household Income Data to Identify DUCs	7/21	Staff	No DUCs in Napa County at this time
	Work Program for FY 2022-23	6/22	Staff	Work Program for FY 22-23 will be presented on 6/7/22
	Electronic Document Management System Maintenance	Ongoing	Staff	Digitalization of historical & current agency records
	Geographic Information System Mapping Updates	Ongoing	Staff	GIS boundary layer edits for completed annexations
OTHER	2021 CALAFCO Annual Conference (Newport Beach)	N/A	Staff & Commission	Conference canceled
	2022 CALAFCO Staff Workshop (Newport Beach)	3/21	Staff	Location changed from Monterey to Newport Beach; staff not attending
	Statewide LAFCO EO Teleconference Meetings	Bimonthly	EO & Analyst	Sharing information with other LAFCOs statewide
	Statewide LAFCO Clerks Teleconference Meetings	Discontinued	Clerk	These meetings have been canceled

February 7, 2022 Progress Report