



**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 7a (Action)**

**TO:** Local Agency Formation Commission

**PREPARED BY:** Brendon Freeman, Executive Officer *BF*  
Dawn Mittleman Longoria, Analyst II *DML*

**MEETING DATE:** August 2, 2021

**SUBJECT:** Strategic Plan and Work Program Progress Report

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**RECOMMENDATION**

No action is required as part of this item. However, it is recommended the Commission consider the following possible actions:

- 1) Amend *Strategic Plan 2018-2022* to add the updated study schedule and policy review schedule along with any other desired changes; and
- 2) Provide direction to the Executive Officer with respect to timing 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”). An updated schedule of municipal service reviews and sphere of influence updates will be presented as part of this item.

On February 5, 2018, the Commission adopted the Strategic Plan, included as Attachment One, that 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 municipal service reviews (MSRs) and sphere of influence (SOI) updates

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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*

On June 7, 2021, the Commission adopted the Work Program. At this meeting, the Commission directed staff to return with an updated study schedule to accompany the Strategic Plan (Attachment One, Exhibit A).

An updated study schedule is included with Attachment Two. This includes new dates for recently completed studies and approximate target dates for the completion of new studies. Staff recommends the Commission discuss the updated study schedule and consider formally amending the Strategic Plan to include the updated study schedule with any desired changes. Also included with Attachment Two is an updated policy review schedule to accompany the Strategic Plan (Attachment One, Exhibit B).

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 will be included as part of an appendix to the MSR and are included as item 6a on today's agenda for possible action.
- 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 will be included as part of an appendix to the MSR. The target completion date for this activity is October 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. Notably, recent discussions with staff from several affected local agencies suggest it would be preferable for action on 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 require expansions to the District's SOI and service area. With this in mind, the target completion date for this activity is presently uncertain pending additional information from the affected local agencies.

- 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. The target completion date is 2023.
- 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 target completion date is 2022.

***Applications: Boundary Changes and Outside Service Agreements***

- Annexation Proposals  
There are currently no active proposals on file and eight anticipated proposals. A report on current and future proposals is included on today's agenda as item 5d.
- 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, LAFCO staff created a bilingual flyer with a map and information about the islands. In addition, 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](https://www.napa.lafco.ca.gov/r_island_annexation.aspx).
- Outside Service Agreements  
One outside service agreement involving the Napa Sanitation District was approved in January 2021. 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 (Attachment One, Exhibit B) is included with Attachment Two. Notably, a proposed amendment to the *Policy on Records Retention and Destruction* is included on today's agenda as item 7b.

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

The Commission is invited to discuss the updated policy review schedule and consider providing direction to the Policy Committee with respect to any desired changes. This includes possible changes to the order or timing for any policies. The Commission may also wish to revisit policies previously updated by the Policy Committee.

### ***Communications and Outreach***

The Commission established an ad hoc Outreach Committee (Commissioners Leary and Painter) for purposes of determining options and resources needed to develop a communications and outreach strategy to carry out the stated objectives in the Strategic Plan. The Outreach Committee will terminate after its strategy has been implemented. The Outreach Committee developed an Outreach Plan titled "Napa LAFCO at a Glance", which was originally presented to the Commission on August 3, 2020.

On July 26, 2021, the Outreach Committee met and discussed the status of island outreach and the existing Outreach Plan. The Outreach Committee agreed to the following:

- All materials related to island annexation should come from the City of Napa as the lead for this activity, with assistance from LAFCO staff as appropriate.
- Revise the Outreach Plan and return with additional revisions. The revised Outreach Plan with tracked changes is included as Attachment Four.
- Staff will circulate a letter to all elected officials and appropriate agency staff in Napa County. Included with the letter will be a handout prepared by CALAFCO titled "Revitalizing Our Communities – LAFCO is Here to Help" (Attachment Five) and a brief summary of the *Napa Countywide Water and Wastewater MSR*.



In addition, the Commission recently relocated its office to 1754 Second Street, Suite C in Napa. The Commission is invited to discuss scheduling an open house at the new office with appropriate safety protocols. If interested, staff recommends the Commission consider its target audience (e.g., elected officials, local agency staff, industry groups, public, etc.).

The Commission is invited to discuss the Outreach Committee's recommendations and provide any feedback as appropriate.

### ***Housing and General Plan Updates***

This activity was previously 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 August 3, 2020, and is available online at: [https://www.napa.lafco.ca.gov/uploads/documents/8-3-20\\_6c\\_Housing-GeneralPlans.pdf](https://www.napa.lafco.ca.gov/uploads/documents/8-3-20_6c_Housing-GeneralPlans.pdf).

It is anticipated the next countywide report on housing and general plan activities will be presented on October 4, 2021. The Commission is invited to provide feedback to staff with respect to issues of interest that merit further analysis.

### ***Future Strategic Planning***

On February 1, 2021, the Commission discussed scheduling for 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 staff to return with this discussion at a future meeting.

Staff believes it would be appropriate for the Commission to plan a new strategic planning session following the 2022 general election. This would allow any new Commissioners to contribute to the visioning and goal setting process. It is important to consider financial impacts of retaining a third party facilitator and Commissioner per diems. The Commission did not budget any funds for strategic planning expenses in fiscal year 2021-22.

Staff recommends the Commission discuss the timing and format for a future strategic planning session. If the Commission is interested, staff recommends consideration be given to a desired date and time for a special meeting, location, expenses associated with hiring a facilitator, desired topics and outcomes, and possibility of combining strategic planning efforts with other LAFCOs. The Commission may wish to consider establishing an ad hoc subcommittee for purposes of assisting the Executive Officer with all of these factors and returning with recommendations at a future Commission meeting.

## **ALTERNATIVES FOR COMMISSION CONSIDERATION**

No action is required as part of this item. However, staff has identified the following alternative actions for the Commission's consideration:

- 1) Amend *Strategic Plan 2018-2022* to add the updated study schedule and policy review schedule along with any other desired changes.
- 2) Provide direction to the Executive Officer with respect to timing for a future strategic planning session and consider establishing an ad hoc subcommittee to assist the Executive Officer with this activity.
- 3) Continue this item to a future meeting and request staff return with additional information.

## **ATTACHMENTS**

- 1) Strategic Plan 2018-2022
- 2) Updated Study Schedule and Policy Review Schedule
- 3) Work Program 2021-22 Progress Chart
- 4) Revised Outreach Plan "Napa LAFCO at a Glance" (tracked changes)
- 5) CALAFCO Handout "Revitalizing Our Communities – LAFCO is Here to Help"



## 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.

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## 2021

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### **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.

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### **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.

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### **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.

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### **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.

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### **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.

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### **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.

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### **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.

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## 2022

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### **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.

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### **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.

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### **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.

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### **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.

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### **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.

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

South County Region MSR and SOI Updates

Public Cemetery Districts MSR and SOI Updates

Countywide Water and Wastewater Services MSR

<b>Policy</b>	<b>Priority</b>	<b>Adopted or Last Amended</b>	<b>Complete Review</b>
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.

## 2019

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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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### **Island Annexation Program (PENDING CITY OF NAPA OUTREACH CAMPAIGN)**

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

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



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## 2021

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

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 (TO BE COMPLETED IN 2021)**

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 (TO BE COMPLETED IN 2022)**

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 (TO BE COMPLETED IN 2023)**

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 (TO BE COMPLETED IN 2021)**

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 (TO BE COMPLETED IN 2021)**

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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## 2022

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### **Congress Valley Water District SOI (TO BE COMPLETED IN 2021)**

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 (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.

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## Updated Study Schedule

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

## Updated Policy Review Schedule

Policy	Complete Review	Comments
<a href="#">Legislation</a>	2017	New policy prepared by Committee
<a href="#">Outside Service Agreements</a>	2018	Reviewed and revised by Committee
<a href="#">Conflict of Interest Code</a>	2018	Reviewed by Committee; no changes needed
<a href="#">Disadvantaged Unincorporated Communities</a>	2018	New policy prepared by Committee
<a href="#">Conducting Meetings and Business</a>	2018	Reviewed and revised by Committee
<a href="#">Appointment of Public Members</a>	2019	Reviewed and revised by Committee
<a href="#">Appointment of Chair and Vice-Chair</a>	2019	Reviewed and revised by Committee; combined with other policies
<a href="#">Budget</a>	2019	Reviewed and revised by Committee; combined with other policies
<a href="#">Budget Contributions and Collection of Funds</a>	2019	Reviewed and revised by Committee; combined with other policies
<a href="#">Establishing Officers of the Commission</a>	2019	Reviewed and revised by Committee; combined with other policies
<a href="#">Executive Officer Purchasing Authority</a>	2019	Reviewed and revised by Committee; combined with other policies
<a href="#">Telecommuting</a>	2019	Reviewed and revised by Committee
<a href="#">Unincorporated Islands</a>	2020	New policy prepared by Committee
<a href="#">Spheres of Influence</a>	2021	New policy prepared by Committee
<a href="#">Executive Officer Performance Review</a>	2021	Reviewed and revised by Committee
<a href="#">Social Media</a>	2021	Reviewed and revised by Committee
<a href="#">Records Retention and Destruction</a>	2021	Reviewed and revised by Committee; pending Commission approval
<a href="#">CEQA</a>	2021	Review by Committee needed
<a href="#">Scheduling of Meetings</a>	2021	Review by Committee needed
<a href="#">Municipal Service Reviews</a>	2022	Review by Committee needed
<a href="#">Annexations (General Policy Determinations)</a>	2022	Review by Committee needed
<a href="#">Indemnification</a>	2022	Review by Committee needed
<a href="#">Conducting Authority Proceedings</a>	2022	Review by Committee needed
<a href="#">Appointment of Commission Counsel</a>	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	SOI updates for LBRID, NBRID & SFWD on today's agenda
	Napa Sanitation District SOI Update	TBD	Staff	On hold for City & County housing element progress
	Other 5 Napa Countywide Water & Wastewater MSR Districts SOI Updates	1/21 - 12/21	Staff	SOI updates for COCWD, CVWD, LCWD, NCFWCD & NRRD will be presented 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	0 active and 8 anticipated proposals
	Island Annexation Program	TBD	Staff	City of Napa is the lead on island annexation outreach
	Outside Service Agreement Requests	Ongoing	EO & Chair	Commission approval needed to authorize cities and districts to provide service outside their boundaries
	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	Outreach Committee, Outreach Plan, Strategic Plan
	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	8/21	Staff	Annual report will be presented on 10/4/21
	Conduct Informational Workshops & Meetings	Ongoing	Staff	Meetings are anticipated 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	Updated with Commission's new office address
	Social Media: Meetings Notices and Announcements	Ongoing	Staff	Staff shares 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
	Chair and Vice Chair Designation	5/21 - 5/22	Staff	Commissioners Dillon & Mohler are Chair and Vice Chair, respectively, until 5/2/22
	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 & EO every two years
	Develop Budget for FY 2022-2023	12/21 - 6/22	Budget Committee	On 12/6/21, two Commissioners will be appointed to the FY 22-23 Budget Committee
	State Legislation Monitoring and Position Letters	Ongoing	Legislative Committee	Commission recently supported SB 13 as amended
	Policy Review and Revisions	Ongoing	Policy Committee	Proposed amendments to Policy on Records Retention and Destruction on today's agenda
ADMINISTRATION	Audit for FY 2020-2021	8/21 - 12/21	Staff	Final audit will be 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
	Fiscal Year-End Contracts Close-Out	6/22	EO & Clerk	Staff closes out and re-encumbers all the Commission's contracts in June each year
	Quarterly Budget Reports	Quarterly	Staff	4th quarter budget report for FY 20-21 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 known DUCs in Napa County
	Work Program for FY 2022-2023	6/22	Staff	Work Program is developed by staff and adopted by the Commission consistent with local policy
	Electronic Document Management System Maintenance Geographic Information System Mapping Updates	Ongoing Ongoing	Staff Staff	Digitalization of historical and current agency records GIS boundary layer edits for completed annexations
OTHER	2021 CALAFCO Annual Conference (Newport Beach)	10/21	Staff & Commission	Registration is open; more information on today's agenda
	2022 CALAFCO Staff Workshop (Monterey)	TBD	Staff	Additional details forthcoming
	Statewide LAFCO EO Teleconference Meetings	Monthly	EO & Analyst	Sharing information with other LAFCOs statewide
	Statewide LAFCO Clerks Teleconference Meetings	Monthly	Clerk	Sharing information with other LAFCOs statewide

August 2, 2021 Progress Report



**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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## *Napa LAFCO at a Glance*

### Program Status: Pilot Program

### Goals:

1. Build trust in the community
2. Provide transparency – it is our duty to tell people what we do
3. Make Napa LAFCO more visible and less obscure
4. Provide reliable, consistent, and neutral information and facts
- 4.5. Bring groups together to facilitate synergies and information sharing

### Target Audience:

1. Elected and appointed officials (especially newly elected/appointed)
2. Local agencies (especially agencies we regularly coordinate with)
3. Real estate and land use professionals
4. Agricultural industry
5. Hospitality industry
6. Miscellaneous interest groups and organizations
7. News media
8. General public

### Principles:

1. Factual and neutral information
2. Environmentally sensitive outreach program
3. Cost effective
4. Leverage efforts

### ***Implementation Strategy***

The following are examples of outreach strategies discussed by the Committee. The Commission is invited to discuss these strategies and potential alternative strategies. With respect to available financial resources, it is important to note the Commission's adopted budget for fiscal year 2020-2021 does not include any dedicated funds for outreach efforts.

- **Municipal Service Reviews (Budget Impact: \$0 to \$250)**  
Municipal service reviews are LAFCO's main tool to provide accurate information, determinations, and recommendations. The Committee recommends preparing more brief and focused executive summaries that will include a link to the full report and be circulated to all affected parties along with a cover letter. Staff will coordinate with local newspapers to alert the public to these executive summaries, which may take the form of press releases or classified ads.
- **Islands Education and Outreach: New Page on Website (Budget Impact: \$49.50)**  
The Committee recommends performing dedicated education and outreach efforts related to annexation of unincorporated islands. Toward this end, staff recently authorized the Commission's website host, Planeteria, to add a new page dedicated to island annexation information on the agency's website. Staff expeditiously proceeded with this activity given the timely nature of island annexation discussions with City of Napa staff. The next step is for staff to add content to the new page. The Committee recommends additional outreach efforts including, but not limited to, conducting virtual public workshops, updating the Commission's informational flyer on island annexation, and potentially mailing a copy of the flyer to all landowners and residents within the islands. Staff will be contacting agencies that have conducted island workshops and developed informational documents. The website update and flyer components of this activity have been completed. The City has taken the lead on island outreach. LAFCO staff will be available as a neutral resource. The flyer will be revised to show it is coming from the City and will include a link to LAFCO's website.
- **Social Media Engagement (Budget Impact: \$0)**  
Staff and interested members of the Commission would collectively allocate up to three hours per week creating social media content and engaging with the public. Examples of content include short videos of staff or members of the Commissioner explaining why LAFCOs are important and can provide a forum for discussion of local governmental issues. A student intern could be a valuable resource in the development a social media program.
- **Informational Handouts (Budget Impact: \$0)**  
Staff has been attending regular teleconference meetings hosted by CALAFCO and the Commission's Executive Officer expressed concern that LAFCO's relevance would be scrutinized in response to COVID-19's impact on the economy. Several other LAFCOs shared the same concern and agreed to form a committee to focus on the right messaging for LAFCOs throughout the state to demonstrate the importance and potential of LAFCOs. The Commission's Executive Officer and

Analyst II both served on the CALAFCO committee, which held several meetings and produced high quality informational handouts that are currently in draft form. Once finalized, the Outreach Committee recommends electronically disseminating CALAFCO's handouts as part of the Commission's outreach efforts.

- Utilize LAFCO's Neutral Role (Budget Impact: \$0)

LAFCO is uniquely positioned to collaborate with other local government agencies and look outside the typical silos. In this role LAFCO can facilitate cooperation, sharing of resources, and dissemination of information. The Countywide Water and Wastewater Municipal Service Review (MSR) has identified various agencies, some with robust resources and others struggling to survive. Implementation of the MSR can include identifying "warning signs" that an agency is in crisis. Although LAFCO does not have the authority to resolve all issues, it does have the mandate to shine a light on these issues. LAFCO can serve as a "clearinghouse" of information, studies, and solutions from across the state and across agency silos. The Commission may consider building on this recent success by scheduling more countywide MSRs for specific services as opposed to MSRs for individual agencies. This can be accomplished in the annual Work Program or through a future strategic planning workshop. The Commission is also invited to discuss preferences and strategies to disseminate information about MSRs and other relevant LAFCO activities to the target audience groups.

- Leveraging Efforts (Budget Impact: \$0)

The Committee determined leveraging efforts of other agencies and organizations would be both cost effective and provide an opportunity to reach a wider audience. Methods to accomplish this include:

1. Dedicated efforts to proactively schedule Executive Officer presentations (virtual) to various organizations such as service clubs and local groups
2. Interviews and/or press releases to local media (e.g., Napa Valley Register, Napa Valley Marketplace Magazine)
3. Request other agencies to include a link to the LAFCO website on their websites

- Additional Outreach Methods (Budget: \$0):

The Committee recognized that outreach regarding LAFCO has several challenges. The first challenge is making people aware that LAFCO exists. The next challenge is explaining what LAFCO does and why. Generally, an individual would not know to visit the LAFCO website. With this in mind, proactive methods of outreach were discussed by the Committee. The following provides a list of possible actions:

1. Biannual Napa LAFCO open house for newly elected officials (when physical gatherings are allowed)
2. Electronic distribution of the LAFCO Directory of Local Agencies
3. Develop and electronically distribute a Napa LAFCO newsletter (annually or quarterly)



# REVITALIZING OUR COMMUNITIES

## LAFCO IS HERE TO HELP

We understand how difficult the COVID-19 pandemic has been on the staff and operations of cities and special districts, and we are looking forward to emerging from this very difficult period in our collective history. LAFCo is here to help guide the recovery process through proven leadership and fair decision-making that acknowledges and balances competing interests. LAFCo uses its regulatory and planning powers to manage growth and development and promote efficient service delivery. LAFCo has the tools and resources that can help your organization through the next steps.

### LAFCOS ARE COMMITTED TO:



#### 1. LEADING THE CONVERSATION WITHOUT BIAS

- Facilitating a constructive discussion with local and regional agencies
- Reaching out to local and regional agencies to identify issues and solutions
- Coordinating agency access to information, programs and resources
- Bringing agencies together by building relationships
- Offering unique local solutions to meet local challenges



#### 2. DEVELOPING MORE EFFICIENT SERVICES

- Building on interagency strengths
- Developing options for efficient and effective services in the new normal
- Connecting agencies to each other for service streamlining
- Giving great weight to proposals that promote improved service delivery to underserved communities while achieving orderly growth patterns



#### 3. PARTNERING TO REBUILD LOCAL ECONOMY IN A BALANCED WAY

- Considering the impacts of LAFCo decisions
- Facilitating economic opportunities based on local circumstances
- Balancing economic growth and conservation of open space and agricultural lands



#### 4. TAKING CRISIS ACTIONS TOGETHER WITH STRESSED AGENCIES

- Helping agencies look at key health indicators (i.e. fiscal, governance)
- Working with agencies to identify internal solutions
- Exploring alternative service delivery options

#### WE OFFER:

- ✓ Email lists and contacts
- ✓ Connections to other agencies
- ✓ Local stakeholder access
- ✓ Professional affiliations
- ✓ SOI/MSRs/Special Studies
- ✓ Key agency health indicators
- ✓ LAFCo actions: Annexations, activation powers, reorganizations, applications, etc.

