



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 5c (Consent/Information)

TO: Local Agency Formation Commission

PREPARED BY: Brendon Freeman, Executive Officer

MEETING DATE: April 4, 2019

SUBJECT: Work Program Progress Report

BACKGROUND

This item is for information purposes only. Local policy directs the Commission to annually adopt a Work Program for purposes of providing a comprehensive overview of agency activities over the course of the fiscal year. This includes scheduling planning, regulatory, and administrative activities. The Commission's financial and staff resources are predominantly allocated to planning and regulatory activities, which include municipal service reviews (MSRs), sphere of influence (SOI) updates, boundary change proposals, and outside service requests.

On June 4, 2018, the Commission adopted the 2018-2019 Work Program, included as Attachment One.

This report provides an update on progress made in terms of accomplishing the activities scheduled in the Work Program. This report also serves to inform the Commission of any changes in circumstances or priorities. A Work Program progress chart (Version Six) is included as Attachment Two.

SUMMARY

The following is a brief summary of progress made on the planning and regulatory activities scheduled in the 2018-2019 Work Program. Any substantive changes from previous versions of the Work Program are highlighted in the attached progress chart and summarized in this report.

MSRs and SOI Updates

- South County Region MSR and SOI Updates
A final report was approved on December 3, 2018. This activity is complete.

Margie Mohler, Chair
Councilmember, Town of Yountville

Scott Sedgley, Commissioner
Councilmember, City of Napa

Kenneth Leary, Alternate Commissioner
Councilmember, City of American Canyon

Brad Wagenknecht, Vice Chair
County of Napa Supervisor, 1st District

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

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

Gregory Rodeno, Commissioner
Representative of the General Public

Erik Lawrence, Alternate Commissioner
Representative of the General Public

Brendon Freeman
Executive Officer

- City of St. Helena MSR and SOI Update
This activity remains on hold until the City of St. Helena requests the process be re-initiated in step with the City's General Plan Update. It is anticipated this activity will resume in two to four months from the date of this report.
- Napa County Regional Park and Open Space District MSR and SOI Update
Staff anticipates an abbreviated-format draft MSR and SOI Update on the District will be presented for discussion on June 3, 2019. Formal action on a final report is anticipated on August 5, 2019.
- Countywide Water and Wastewater MSR
Policy Consulting Associates (PCA) developed a project-specific website to provide opportunities for ongoing interaction with the subject agencies and members of the general public. The website is available online at <https://sites.google.com/pcateam.com/napamsr/home>. It is anticipated a comprehensive-format draft report will be presented for discussion on December 2, 2019, with a final report to follow on February 3, 2020. Further, PCA will provide a verbal update on the MSR process as part of item 7a on today's agenda.

Boundary Changes and Outside Service Agreements

- Annexation Proposals
A report on current and future proposals is included on today's agenda as item 5b.
- La Grande Avenue Outside Water Agreement
On March 19, 2019, the City of Napa adopted a resolution authorizing City staff to request formal authorization from the Commission consistent with Government Code Section 56133 to provide public water service to a single-family residence located at 1087 La Grande Avenue (APN 049-061-002) in unincorporated Napa County. The County of Napa Environmental Health Division confirmed the groundwater serving 1087 La Grande Avenue tested positive for contaminants including arsenic, boron, and high iron content, which poses a threat to public health and safety. The request from the City is expected within the next month.
- Carneros Resort Outside Water Agreement
On March 20, 2018, the City of Napa took formal action to initiate proceedings to utilize Government Code Section 56133.5. This statute provides a mechanism for the City to request the Commission's authorization to provide public water service outside the City's jurisdictional boundary and SOI under specific circumstances. It is anticipated a formal request to extend public water service to the Carneros Resort will be submitted in the next four months.

ATTACHMENTS

- 1) 2018-2019 Work Program (Version 1; Adopted June 4, 2018)
- 2) 2018-2019 Work Program Progress Chart (Version 6; Presented April 4, 2019)

Napa LAFCO 2018-2019 Work Program

Planning and Regulatory Activities

Activity	Priority	Start	Completion	Lead
City of St. Helena MSR/SOI (Comprehensive)	1	12/15	TBD	Consultant
South County Region MSR and SOI Updates (Comprehensive)	1	4/17	12/18	EO
Napa County Regional Park and Open Space District MSR/SOI (Abbreviated)	2	1/18	12/18	EO
Countywide Water and Wastewater MSR (Comprehensive)	1	8/18	12/19	Consultant
Change of Organization/Reorganization Proposals (3-6/yr)	1	N/A	N/A	EO
Outside Service Agreement Requests (1-2/yr)	1	N/A	N/A	EO/Chair

Administrative Activities - Time Specific

Activity	Priority	Start	Completion	Lead
2017-2018 Audit	1	8/18	12/18	Secretary
2019-2020 Budget	1	12/18	6/19	Committee
2019 CALAFCO Annual Conference (TBD)	1	10/19	10/19	Staff/Commission
2019 CALAFCO Staff Workshop (TBD)	2	4/19	4/19	Staff
Report on Local Agency General Plan Updates	2	7/18	2/19	EO
Report on Local Housing Issues Countywide	2	4/19	6/19	EO
Expiring Commissioner Terms in 2019	2	12/18	5/19	EO
2019 Chair and Vice Chair Designation	2	4/19	5/19	EO

Administrative Activities - Ongoing

Activity	Priority	Start	Completion	Lead
Public Records Requests (0-1/yr)	1	N/A	N/A	Secretary
Respond to Grand Jury Reports (0-1/yr)	1	N/A	N/A	EO/Commission
Policy Review and Revisions (2-4/yr)	2	N/A	N/A	Committee
State Legislation Monitoring and Position Letters (2-4/yr)	2	N/A	N/A	Committee
Completion Proceedings for Approved Annexations (3-6/yr)	2	N/A	N/A	EO/Secretary
Website Maintenance and Updates	2	N/A	N/A	EO/Secretary
Electronic Document Management System Maintenance	3	N/A	N/A	Secretary
Geographic Information System Mapping Updates (3-6/yr)	3	N/A	N/A	EO
Bay Area LAFCO EO Meetings (1-2/yr)	3	N/A	N/A	EO
Bay Area LAFCO Clerks Meetings (2-4/yr)	3	N/A	N/A	Secretary
Public Comments on Local Agency Projects (1-3/yr)	3	N/A	N/A	EO/Consultant
Facebook Meetings Notices and Announcements (10-15/yr)	3	N/A	N/A	EO/Secretary

Adopted on June 4, 2018

Napa LAFCO 2018-2019 Work Program

Planning and Regulatory Activities

Activity	Priority	Start	Completion	Lead
City of St. Helena MSR/SOI (Comprehensive)	1	12/15	TBD	Staff
South County Region MSR and SOI Updates (Comprehensive)	1	4/17	12/18	Staff
Napa County Regional Park and Open Space District MSR/SOI (Abbreviated)	2	1/18	8/19	Staff
Countywide Water and Wastewater MSR (Comprehensive)	1	8/18	2/20	Consultant
Change of Organization/Reorganization Proposals (3-6/yr)	1	N/A	N/A	Staff
Outside Service Agreement Requests (1-2/yr)	1	N/A	N/A	Staff & Chair

Progress and Comments

On hold to align timing with City General Plan Update
Completed; final MSR/SOI approved on 12/3/18

District Draft Master Plan Update recently released; draft MSR/SOI expected on 6/3/19
Informational update from consultant as part of item 7a on today's agenda

See item 5b on today's agenda

Two outside water service requests expected within two to four months involving the City of Napa

Administrative Activities - Time Specific

Activity	Priority	Start	Completion	Lead
2017-2018 Audit	1	8/18	12/18	Staff
2019-2020 Budget	1	12/18	6/19	Committee
2019 CALAFCO Annual Conference (Sacramento)	1	10/19	11/19	Staff & Commission
2019 CALAFCO Staff Workshop (San Jose)	2	4/19	4/19	Staff
2019 Report on Local Housing and General Plan Updates	2	1/19	6/19	Staff
Expiring Commissioner Terms in 2019	2	12/18	5/19	Staff
2019-2020 Chair and Vice Chair Designation	2	4/19	5/19	Staff

Completed; final audit approved on 12/3/18

Budget Committee met on 2/22/19; see item 6a on today's agenda

10/30/19 - 11/1/19 at the Hyatt Regency Capitol Park in Sacramento

4/10/19 - 4/12/19 at the Holiday Inn in San Jose; EO will present at two breakout sessions

Staff will present an informational report at the 6/3/19 meeting

Commissioners Sedgley and Leary have terms scheduled to expire on 5/6/19 (City Selection Committee)

See item 5e on today's agenda

Administrative Activities - Ongoing

Activity	Priority	Start	Completion	Lead
Public Records Requests (0-1/yr)	1	N/A	N/A	Staff
Respond to Grand Jury Reports (0-1/yr)	1	N/A	N/A	Staff & Commission
Policy Review and Revisions (2-4/yr)	2	N/A	N/A	Committee
State Legislation Monitoring and Position Letters (2-4/yr)	2	N/A	N/A	Committee
Completion Proceedings for Approved Annexations (3-6/yr)	2	N/A	N/A	Staff
Website Maintenance and Updates	2	N/A	N/A	Staff
Electronic Document Management System Maintenance	3	N/A	N/A	Staff
Geographic Information System Mapping Updates (3-6/yr)	3	N/A	N/A	Staff
Bay Area LAFCO EO Meetings (1-2/yr)	3	N/A	N/A	Staff
Bay Area LAFCO Clerks Meetings (2-4/yr)	3	N/A	N/A	Staff
Public Comments on Local Agency Projects (1-3/yr)	3	N/A	N/A	Staff & Consultant
Facebook Meetings Notices and Announcements (10-15/yr)	3	N/A	N/A	Staff

None at this time

None at this time

Public workshop on draft Policy on Spheres of Influence completed on 3/11/19

Legislative Committee met on 2/15/19; see item 5d on today's agenda

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

Several minor edits and additions since 2/4/19 meeting

Staff continues to scan old paper files into EDMS on an ongoing basis

Staff continues to manually edit GIS layers to reflect completed annexations

Next meeting to be determined

Next meeting to be determined

None at this time

Staff continues to post on an ongoing basis

Presented on April 4, 2019 (Version Six)