



**Local Agency Formation Commission**  
**LAFCO of Napa County**

1700 Second Street, Suite 268  
Napa, California 94559  
Telephone: (707) 259-8645  
Facsimile: (707) 251-1053  
<http://napa.lafco.ca.gov>

**April 6, 2009**  
**Agenda Item No. 8a (Discussion)**

March 31, 2009

**TO:** Local Agency Formation Commission

**FROM:** Keene Simonds, Executive Officer

**SUBJECT: Biennial Workshop**

The Commission will discuss possible topics and dates with respect to scheduling a biennial workshop in July or August 2009.

---

Beginning in 2001, it has been the practice of the Local Agency Formation Commission of Napa County (“Commission”) to schedule a workshop for each odd-numbered year to discuss and strategize its goals and objectives over the next two years. These workshops have also provided the opportunity for the Commission to address specific policy and administrative issues. Specific issues addressed in previous workshops include:

- In 2001, the Commission developed a set of priorities that became the basis for its inaugural work schedule for service reviews and sphere of influence updates. This workshop was conducted in Napa and facilitated by an outside consultant.
- In 2003, the Commission revisited its work schedule and examined its responsibilities under the California Environmental Quality Act. This workshop was conducted in St. Helena and facilitated by staff.
- In 2005, the Commission discussed its role in encouraging island annexations and reviewed its operating policies and developed a mission statement. This workshop was conducted in Napa and facilitated by staff.
- In 2007, the Commission reviewed its regulatory and planning responsibilities and discussed possible criteria evaluating annexation proposals. This workshop was conducted in Yountville and facilitated by staff.

**A. Discussion**

As outlined in the preceding section, previous workshops have focused on a range of issues aimed at informing and directing the Commission’s regulatory and planning responsibilities. Potential topics identified by staff for the next workshop include:

---

Juliana Inman, Vice Chair  
Councilmember, City of Napa

Jack Gingles, Commissioner  
Mayor, City of Calistoga

Cindy Coffey, Alternate Commissioner  
Councilmember, City of American Canyon

Bill Dodd, Commissioner  
County of Napa Supervisor, 4th District

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

Mark Luce, Alternate Commissioner  
County of Napa Supervisor, 2nd District

Brian J. Kelly, Chair  
Representative of the General Public

Gregory Rodeno, Alternate Commissioner  
Representative of the General Public

Keene Simonds  
Executive Officer

- Review and discuss a draft island annexation program.
- Review and discuss updating the application materials for annexations and sphere of influence amendments.
- Discuss goals and objectives for the next two years.

## **B. Commission Review**

Staff is seeking input from Commissioners on potential topics as well as meeting dates for a biennial workshop in July or August 2009. Staff is also identifying if Commissioners would be interested in attending a Bay Area LAFCO workshop in early Summer aimed at providing a more advanced “101” on LAFCO duties and responsibilities. A draft agenda is attached for review.

Attachments: as stated

**DRAFT**

**California Association of Local Agency Formation Commissions  
Pilot Workshop**

**Advanced LAFCo 101: Sharpen Your Understanding of LAFCo's Duties, Powers, and Responsibilities**

**Workshop outcomes**

Participants will learn:

- strengths and weaknesses of LAFCos' authority
- strategies for effective use of authority
- issues related to clarifying or strengthening LAFCos' authority

**AGENDA**

Context: Brief history of LAFCo: **Where does LAFCo fit in?** (evolving roles, relationships and authorities of state, regional and local governments in managing growth) - 20 minutes

**LAFCo authority:** Municipal Service Reviews and Sphere of Influence Boundary Determination

Effective use of MSR – case studies, suggestions? (1/2 hour)

- Goals and objectives
- Alternative Strategies and Use of results

Importance of Creating and Updating SOIs (1/2 hour)

- Boundary changes versus SOIs
- Alternative Strategies

What should a Commission look for when reviewing applications? (how to ensure that you are considering orderly growth, agricultural land preservation, urban sprawl effects, and efficient local government services) – case studies, suggestions? (1/2 hour)

SOIs

Changes of Organization

Then maybe 40 minutes is available for questions/answers for a total of 2 ½ hours.