



**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 5c (Consent/Action)**

**TO:** Local Agency Formation Commission

**PREPARED BY:** Brendon Freeman, Executive Officer *BF*

**MEETING DATE:** December 4, 2023

**SUBJECT:** Approval of Work Program Amendment Rescheduling Future Agenda Items

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**SUMMARY AND RECOMMENDATION**

This is a consent item for formal action. Accordingly, if interested, the Commission is invited to pull this item for additional discussion with the concurrence of the Chair.

It is recommended the Commission adopt the Resolution of the Local Agency Formation Commission of Napa County Amending the Work Program for Fiscal Year 2023-24, included as Attachment One.

Local policy directs the Commission to annually adopt a work program for purposes of scheduling key activities over the course of the fiscal year. Notably, this includes the scheduling of municipal service reviews (MSRs) and sphere of influence (SOI) reviews.

On June 5, 2023, the Commission adopted the Work Program for Fiscal Year 2023-24, included as Attachment Two.

On July 11, 2023, the Commission conducted a strategic planning workshop to consider its priorities and opportunities over the next two years.

On August 7, 2023, the Commission discussed a draft strategic plan and directed staff to return with several changes to both the strategic plan and work program.

On October 2, 2023, the Commission adopted the Strategic Plan 2023-2025, included as Attachment Three.

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Margie Mohler, Chair  
Councilmember, Town of Yountville

Beth Painter, Commissioner  
Councilmember, City of Napa

Mariam Aboudamous, Alternate Commissioner  
Councilmember, City of American Canyon

Anne Cottrell, Vice Chair  
County of Napa Supervisor, 3rd District

Belia Ramos, Commissioner  
County of Napa Supervisor, 5th District

Joelle Gallagher, Alternate Commissioner  
County of Napa Supervisor, 1st District

Kenneth Leary, Commissioner  
Representative of the General Public

Eve Kahn, Alternate Commissioner  
Representative of the General Public

Brendon Freeman  
*Executive Officer*

Staff recommends the Commission amend the Work Program for Fiscal Year 2023-24 to emphasize the Strategic Plan 2023-2025 goals and related activities. Due to the required staff resources to accomplish these goals, changes are needed to some of the scheduled MSRs and SOI reviews. The following is a summary of key future agenda items that staff recommends be rescheduled:

- County Service Area No. 4 MSR & SOI:  
Adopted Work Program for Fiscal Year 2023-24: Draft report in October 2023  
Proposed amendment: Draft report in April 2024  
Justification: County of Napa is conducting a Farmworker Housing & Community Needs Assessment that will inform the LAFCO study
  
- Napa Sanitation District SOI:  
Adopted Work Program for Fiscal Year 2023-24: Draft report in February 2024  
Proposed amendment: Draft report in June 2024  
Justification: Staff is working closely with Napa Sanitation District staff, County of Napa staff, and interested community members to determinate appropriate SOI study areas and timing for the LAFCO study
  
- City of St. Helena MSR & SOI:  
Adopted Work Program for Fiscal Year 2023-24: Draft report in April 2024  
Proposed amendment: Remove from Work Program for Fiscal Year 2023-24; include as part of for Fiscal Year 2024-25  
Justification: Staff lacks needed resources to work on this in fiscal year 2024-25

The proposed amendment to the Work Program for Fiscal Year 2023-24 is included as an exhibit to the draft resolution (Attachment One).

## **ATTACHMENTS**

- 1) Draft Resolution Amending the Work Program for Fiscal Year 2023-24
- 2) Work Program for Fiscal Year 2023-24 Adopted on June 5, 2023
- 3) Strategic Plan 2023-2025 Adopted on July 11, 2023

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION OF  
THE LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY  
AMENDING THE WORK PROGRAM FOR FISCAL YEAR 2023-24**

**WHEREAS**, on June 5, 2023, the Local Agency Formation Commission of Napa County (the “Commission”) adopted the Work Program for Fiscal Year 2023-24; and

**WHEREAS**, the Commission considered a proposed amendment to the Work Program for Fiscal Year 2023-24 at its regular meeting on December 4, 2023; and

**NOW, THEREFORE, BE IT RESOLVED** that the Commission hereby amends the Work Program for Fiscal Year 2023-24 as attached hereto as “Exhibit A”.

This Resolution shall take effect immediately.

The foregoing resolution was duly and regularly adopted by the Commission at a public meeting held on December 4, 2023, after a motion by Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, by the following vote:

AYES: Commissioners \_\_\_\_\_

NOES: Commissioners \_\_\_\_\_

ABSENT: Commissioners \_\_\_\_\_

ABSTAIN: Commissioners \_\_\_\_\_

\_\_\_\_\_  
 Margie Mohler  
 Commission Chair

ATTEST: \_\_\_\_\_  
 Brendon Freeman  
 Executive Officer

Recorded by: Stephanie Pratt  
 Clerk/Jr. Analyst

Napa LAFCO Work Program for Fiscal Year 2023-24			
		Timeline	Comments
STUDIES	Napa County Resource Conservation District MSR & SOI	Draft report in Aug 2023	COMPLETE: final report adopted in October 2023
	County Service Area No. 4 MSR & SOI	Draft report in April 2024	Previous MSR & SOI completed in 2017; will initiate following completion of County report on farmworker housing needs
	Napa Sanitation District SOI	Draft report in June 2024	Previous MSR completed in 2014 (Central County Region MSR), previous SOI completed in 2015; staff has engaged District staff, County staff, and interested community members to identify potential SOI study areas
	Countywide Fire & EMS MSR	Draft report in June 2024	Previous Countywide Fire MSR completed in 2006; ad hoc subcommittee selected AP Triton to prepare the report; June 2024 completion date for draft report is tentative
ADMINISTRATION	Audit	Annual	Presented by the County Auditor–Controller annually in December
	Budget	Annual	Proposed budget must be adopted by May 1; final budget must be adopted by June 15; as hoc Budget Committee appointed annually in December; staff prepares quarterly budget reports
	Legislation	Annual	Ad hoc Legislative Committee appointed annually in December to review state legislation and recommend formal positions
	New Commissioner Orientation	Ongoing	Discussed during strategic planning; create mandatory in-person orientation process for new commissioners, develop commissioner handbook
	Policies	Ongoing	Policy amendments will be proposed as needed and Policy Manual updated accordingly
	Proposals	Ongoing	See "Current and Future Proposals" staff report on each meeting agenda for a status update
	Staff Training	Ongoing	Clerk/Jr. Analyst requires ongoing training on LAFCO's administrative functions and application processing
	Website/Document Management	Ongoing	Staff continuously updates information on website including agendas, minutes, meeting recordings, audits, budgets, etc.; website host changed to Streamline on July 1, 2023
OTHER	Strategic Planning (Yountville Town Hall)	July 10, 2023	Strategic planning is recommended every 2 years; Commission conducted a strategic planning workshop on July 10, 2023 in Yountville with Pamela Miller as facilitator
	Special Projects & Studies	TBD	To be determined in budget cycle and strategic planning; typically involves a contract with a consultant to be funded with reserves; see Countywide Fire & EMS MSR in "Studies"
	Support Services Agreement with County of Napa	ASAP	Staff will work with ad hoc subcommittee and County staff on amendments for purposes of LAFCO independence consistent with strategic plan; amendments will require formal approval from both the Commission and County Board of Supervisors
	Education & Outreach to Stakeholders & Public	Ongoing	Discussed during strategic planning; increase proactive engagement with local agencies, conduct regular presentations, leverage new website & webinar capabilities
	Climate Resiliency in LAFCO's Work	Ongoing	Discussed during strategic planning; research policies & best practices of other LAFCOs, consider adopting additional local policies, lead roundtable discussions with other LAFCOs
	Coordination & Provision of Broadband Services	TBD	Discussed during strategic planning; participate in the North Bay Broadband Consortium, coordinate with other LAFCOs
	2023 CALAFCO Annual Conference	October 18 - 20, 2023	Monterey; 5 Commissioners and 1 staff attended; Napa LAFCO won 3 achievement awards: (1) Assistant EO - Lifetime Achievement; (2) Counsel (CHW) - Outstanding Associate Member; (3) Commission - Mike Gotch Ag Preservation
	2024 CALAFCO Staff Workshop	April 24 - 26, 2024	Pleasanton; all staff encouraged to attend
Amended Work Program presented on December 4, 2023			

Napa LAFCO Work Program for Fiscal Year 2023-24			
		Timeline	Comments
STUDIES	Napa County Resource Conservation District MSR & SOI	Draft report in Aug 2023	Previous MSR & SOI completed in 2016
	County Service Area No. 4 MSR & SOI	Draft report in Oct 2023	Previous MSR & SOI completed in 2017
	Napa Sanitation District SOI	Draft report in Feb 2024	Previous MSR completed in 2014 (Central County Region MSR), previous SOI completed in 2015
	City of St. Helena MSR & SOI	Draft report in April 2024	Previous MSR & SOI completed in 2008
	Countywide Fire & EMS MSR	Draft report in June 2024	Previous Countywide Fire MSR completed in 2006, Commission agreed to allocate \$100,000 for a consultant in FY 23-24
ADMINISTRATION	Audit	Annual	Presented by the County Auditor-Controller annually in December
	Budget	Annual	Proposed budget must be adopted by May 1; final budget must be adopted by June 15; Budget Committee appointed annually in December; staff prepares quarterly budget reports
	Legislation	Annual	Legislative Committee appointed every 2 years to review state legislation and recommend formal positions
	Policies	Ongoing	Policy amendments will be proposed as needed and Policy Manual updated accordingly
	Proposals	Ongoing	See "Current and Future Proposals" staff report on each meeting agenda for a status update
	Staff Training	Ongoing	New Clerk/Jr. Analyst requires comprehensive training on LAFCO's administrative functions and application processing
	Website/Document Management	Ongoing	Staff continuously updates information on website including agendas, minutes, meeting recordings, audits, budgets, etc.; website host will change to Streamline beginning July 1, 2023; staff is also working on migrating all electronic documents from Laserfiche system to County-hosted network
OTHER	Strategic Planning (Yountville Town Hall)	July 10, 2023	Strategic planning is recommended every 2 years; Commission will conduct a strategic planning workshop on July 10, 2023 in Yountville with Pamela Miller as facilitator
	Special Projects and Studies	TBD	To be determined in budget cycle and strategic planning; typically involves a contract with a consultant to be funded with reserves; see Countywide Fire & EMS MSR in "Studies"
	Support Services Agreement with County of Napa	TBD	Staff working with County to amend agreement for purposes of modernization and possible further LAFCO independence; amendments will require formal approval from both the Commission and County Board of Supervisors
	2023 CALAFCO Annual Conference	October 18 - 20, 2023	Monterey; all Commissioners and staff encouraged to attend
	2024 CALAFCO Staff Workshop	April 2024	TBD (Coastal Region will host); all staff encouraged to attend
Final Work Program adopted on June 5, 2023			



**LOCAL AGENCY FORMATION COMMISSION  
OF NAPA COUNTY**

**TWO YEAR STRATEGIC PLAN  
JULY 1, 2023 – JUNE 30, 2025**

**ADOPTED ON OCTOBER 2, 2023**



## **MISSION STATEMENT OF THE LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY**

The **Local Agency Formation Commission 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.





## VALUES OF THE LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY

The *Local Agency Formation Commission of Napa County* is deeply invested in the communities we serve. We are committed to the mission of LAFCO and place high value in that which allows us to successfully partner with all stakeholders in service to the communities of Napa County.







## **FY 2023-24 / 2024-25**

### **Napa LAFCO Goals**

Goal: Understand how the 2020 Water-Wastewater Municipal Service Review may benefit the region



Assess & prioritize  
recommendations



Engage stakeholder  
partners

Goal: Initiate & complete the countywide Fire-EMS Municipal Service Review



Initiate & complete the  
Municipal Service Review



## Goal: Continue gaining greater LAFCO independence

(Pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000)



Amend the agreement between  
LAFCO & County to create greater  
independence



### **The Commission**

Margie Mohler, Chair  
City Member (Town of Yountville)

Anne Cottrell, Vice Chair  
County Member (Third Supervisorial District)

Kenneth Leary, Commissioner  
Public Member

Beth Painter, Commissioner  
City Member (City of Napa)

Belia Ramos  
County Member (Fifth Supervisorial District)

Mariam Aboudamous, Alternate Commissioner  
City Member (City of American Canyon)

Joelle Gallagher, Alternate Commissioner  
County Member (First Supervisorial District)

Eve Kahn, Alternate Commissioner  
Public Member

### **The Commission Staff**

Brendon Freeman, Executive Officer  
Dawn Mittleman Longoria, Assistant Executive Officer  
Stephanie Pratt, Clerk/Jr. Analyst  
Gary Bell, Legal Counsel (Colantuono, Highsmith & Whatley)

