



Local Agency Formation Commission of Napa County
Subdivision of the State of California

1030 Seminary Street, Suite B
Napa, California 94559
Telephone: (707) 259-8645
Facsimile: (707) 251-1053
www.napa.lafco.ca.gov

We Manage Local Government Boundaries, Evaluate Municipal Services, and Protect Agriculture

December 3, 2012
Agenda Item No. 8b (Discussion)

November 26, 2012

TO: Local Agency Formation Commission

FROM: Keene Simonds, Executive Officer

SUBJECT: Anticipated Work Plan for 2013

The Commission will receive a work plan outlining anticipated activities in 2013. The work plan is being presented for discussion and the Commission may provide direction to staff with respect to amendments relative to member preferences and priorities for the next 12 months.

Local Agency Formation Commissions' (LAFCOs) explicit work activities are generally divided between regulatory and planning functions as provided under the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (CKH). Common regulatory functions include approving boundary change and outside service extension requests. Common planning functions – which are intended to inform subsequent regulatory activities – include preparing municipal service reviews and sphere of influence updates. All regulatory and planning activities undertaken by LAFCOs may be conditioned and must be consistent with written policies and procedures.

A. Background

LAFCO of Napa County (“Commission”) held its last biennial workshop on November 21, 2011. The purpose of the workshop was to discuss the Commission’s core objectives, key challenges, and near-term goals in administering LAFCO law in Napa County. Two key takeaways were generated from the biennial workshop. The first key takeaway was a collective desire by the Commission to develop a strategic plan; an action subsequently prepared and adopted in June 2012. The second key takeaway was a collective desire by the Commission to have more anticipatory discussions on pending activities to help inform and direct agency resources going forward. This includes preparing an annual work plan for Commission discussion at the start of each calendar year.

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Keene Simonds
Executive Officer

B. Discussion/Analysis

LAFCO of Napa County's ("Commission") anticipated work plan for the 2013 calendar year draws on activities previously approved as part of the agency's adopted study schedule and strategic plan along with other items identified by staff. The work plan, accordingly, is organized into three categories: planning; regulatory; and administrative. Specific work activities anticipated within each of these three categories follows.

- **Planning Activities**

The most prominent planning activity in terms of resources for 2013 involves the preparation of a study on the central county region. This study will incorporate both a region wide municipal service review and sphere of influence updates for the affected agencies; the latter including – among others – the City of Napa and Napa Sanitation District. Key policy issues to be addressed include whether there is sufficient merit to (a) expand Napa Sanitation District's sphere east to include non-agricultural designated unincorporated lands and (b) reconcile opportunities between Napa's sphere and its outside water service area. Other anticipated activities include informational reports on private community water services and local school districts. The table below identifies each anticipated planning activity with a priority ranking and projected start and end time.

Priority	Description	Start	End
1	Study on Central County Region	12/2012	12/2013
2	Informational Report on Private Community Water Systems	10/2012	2/2013
3	Informational Report on Local School Districts	2/2013	6/2013

- **Regulatory Activities**

Based on current information, it appears seven proposals will likely be filed with the Commission during the next 12 months and divided between five boundary changes and two outside service extensions. One of the anticipated proposals involves the annexation of the "Easum Drive Island" to the City of Napa. Markedly, if this boundary change is successful, it is possible additional proposals will be pursued during the calendar year as part of the Commission's developing island annexation program. Additionally, at least one other anticipated proposal involves a requested boundary change in the Imola Avenue area in which the Commission may choose to exercise its authority to add additional properties to prove a more orderly boundary; all of which may trigger protest from non-consenting landowners. The table below identifies each anticipated regulatory activity with a projected start and end time.

Priority	Description	Start	End
n/a	Outside Service Request: NSD / 1166 Monticello Road	12/2012	2/2013
n/a	Outside Service Request: Napa / 2937 Laurel Street	12/2012	2/2013
n/a	Boundary Change Request: Napa / 1101 Grandview	12/2012	2/2013
n/a	Boundary Change Request: Napa / 1201 Imola Avenue	2/2013	4/2013
n/a	Boundary Change Request: Napa / 29 Forest Drive	4/2013	6/2013
n/a	Boundary Change Request: CSA 3 / Study Area "A"	4/2013	8/2013
n/a	Boundary Change Request: Napa / Easum Island	4/2013	10/2013

- **Administrative Activities**

Administrative activities fall into two project types: special and office. Special projects for the next 12 months include staff continuing to participate on CALAFCO's Legislative Committee with particular focus once again in advocating the Commission's interest in providing more flexibility in authorizing outside services. Work also continues on the Commission's ongoing policy update and review with the end-goal of creating a cohesive policy manual. Staff also anticipates the latter part of the calendar year will include the dedication of resources in co-hosting duties along with other Bay Area LAFCOs for CALAFCO's 2014 Staff Workshop, which will be held in San Francisco. Office projects include continuing work on implementing the Commission's new records archiving system and expanding the website to allow for online applications and status updates. The table below identifies each anticipated administrative activity with a priority ranking and projected start and end time.

Priority	Description	Start	End
1	Special Project: CALAFCO Legislative Committee	on-going	...
2	Special Project: Comprehensive Policy Update / Manual	on-going	8/2013
3	Office Project: Records Archiving (EDMS)	on-going	...
4	Office Project: Expanding Website for Applicants	11/2012	6/2013
5	Office Project: Cost-Analysis for Electronic Tablets	2/2013	6/2013
6	Special Project: CALAFCO Staff Workshop	8/2013	4/2014

B. Commission Review

Commissioners are encouraged to discuss and provide feedback on the anticipated work plan for the 2013 calendar year as presented. This includes providing direction to staff with respect to making amendments in activities and/or priorities consistent with membership preferences.

Attachment: none