

LAFCO of Napa County Work Program

Project Name	Priority	Project Type	Commencement	Completion	Staff or Consultant
Napa Sanitation District SOI	B	SOI (Comprehensive)	February 2015	October 2015	Executive Officer
Silverado Community Services District SOI	B	SOI (Abbreviated)	July 2015	October 2015	Executive Officer
City of Calistoga	B	MSR and SOI (Abbreviated)	December 2015	June 2016	Consultant
City of St. Helena	A	MSR and SOI (Comprehensive)	December 2015	August 2016	Consultant
Town of Yountville	A	MSR and SOI (Comprehensive)	December 2015	August 2016	Consultant
Circle Oaks County Water District	C	MSR and SOI (Abbreviated)	December 2015	June 2016	Consultant
Los Carneros Water District	C	MSR and SOI (Abbreviated)	December 2015	June 2016	Consultant
Napa County Resource Conservation District	C	MSR and SOI (Abbreviated)	October 2015	April 2016	Executive Officer
Napa County Flood Control & Water Conservation District	C	MSR and SOI (Abbreviated)	December 2015	June 2016	Executive Officer
Napa River Reclamation District #2109	C	MSR and SOI (Abbreviated)	February 2016	August 2016	Executive Officer
Monticello Public Cemetery District	C	MSR and SOI (Abbreviated)	June 2016	December 2016	Executive Officer
Pope Valley Cemetery District	C	MSR and SOI (Abbreviated)	June 2016	December 2016	Executive Officer
Congress Valley Water District*	B	SOI (Abbreviated)	June 2016	December 2016	Executive Officer
Memorandum of Understanding (MOU) with County	B	Contract Amendment	March 2015	April 2016	Executive Officer and Commissioners
New Proposals (4 to 8 Annually)	A	Annexation or Reorganization	N/A	N/A	Executive Officer
Public Records Requests (1 to 3 Annually)	A	Research and Information Sharing	N/A	N/A	Secretary
Completion Proceedings for Approved Annexations	B	Official Filings and Processing	N/A	N/A	Executive Officer and Secretary
Expiring Commissioner Terms	B	Information and Notification	December (Annual)	May (Annual)	Executive Officer
Budget Cycle	A	Financial Analysis and Projections	December (Annual)	June (Annual)	Executive Officer and Commissioners
Chair and Vice-Chair Designation	B	Information	January (Annual)	December (Annual)	Executive Officer
Website Maintenance	B	Ongoing Updates	N/A	N/A	Secretary
Electronic Document Management System Back-Filing	C	Historical File Archiving	July 2015	June 2016	Secretary and Consultant
Geographic Information Systems Updates	C	Mapping Updates	N/A	N/A	Executive Officer
Outside Service Agreement Requests (1 or 2 Annually)	A	Emergency Service Extensions	N/A	N/A	Executive Officer and Chair
Policy Revisions (1 to 3 Annually)	C	Policy Analysis and Amendments	N/A	N/A	Executive Officer and Commissioners
CALAFCO Staff Workshop	C	Training and Networking	April (Annual)	April (Annual)	Executive Officer and Secretary
CALAFCO Conference	C	Training and Networking	September (Annual)	September (Annual)	Executive Officer and Commissioners
Bay Area LAFCO EO Meetings (2 Annually)	C	Information Sharing and Networking	As Scheduled	As Scheduled	Executive Officer
Bay Area LAFCO Clerks Meetings (4 Annually)	C	Information Sharing and Networking	As Scheduled	As Scheduled	Secretary
State Legislation (CALAFCO Legislative Committee)	C	Ongoing Analysis and Updates	N/A	N/A	Executive Officer
Public Comments on Local Agency Projects	C	Analysis and Information Sharing	N/A	N/A	Executive Officer
Audit	A	Research and Information Sharing	August (Annual)	December (Annual)	Secretary

* City of Napa requests delaying CVWD SOI to allow for needed discussions regarding expiring water contract