



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: October 7, 2019

SUBJECT: Work Program Progress Report

BACKGROUND

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. The Commission's financial and staff resources are predominantly allocated to studies and applications, which include municipal service reviews (MSRs), sphere of influence (SOI) updates, boundary change proposals, and outside service requests.

On June 3, 2019, the Commission adopted the 2019-2020 Work Program. Staff presents an informational progress report at each subsequent meeting to inform the Commission of pertinent updates.

SUMMARY

This item is for information purposes only and provides an update on progress made on the scheduled activities in the Work Program. This report also serves to inform the Commission of any changes in circumstances or priorities.

A Work Program progress chart is included as Attachment One. The following is a brief update on scheduled studies and applications.

MSRs and SOI Updates

- Napa County Regional Park and Open Space District MSR and SOI Update
A final report prepared by staff was adopted by the Commission on August 5, 2019. This activity is complete.

Kenneth Leary, Vice Chair
Councilmember, City of American Canyon

Margie Mohler, Commissioner
Councilmember, Town of Yountville

Scott Sedgley, Alternate Commissioner
Councilmember, City of Napa

Brad Wagenknecht, Commissioner
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, Chair
Representative of the General Public

Eve Kahn, Alternate Commissioner
Representative of the General Public

Brendon Freeman
Executive Officer

- Countywide Water and Wastewater MSR
This MSR involves a comprehensive evaluation of all local government agencies that provide public water and/or wastewater service in Napa County. It was originally anticipated a draft report would be presented for Commission discussion on December 2, 2019, with a final report to follow on February 3, 2020. However, given delays in receiving essential service information from some of the subject agencies coupled with the recent initiation of a multi-jurisdictional Drought Contingency Plan, the release of a public draft report has been postponed until January 2020. It is now anticipated the draft report will be presented for Commission discussion on February 3, 2020, with a public workshop to be scheduled in March 2020, and a final report to be presented for possible adoption on April 6, 2020. The private consultant preparing the report will provide an update to the Commission as part of today's agenda as item 8a.
- City of St. Helena MSR and SOI Update
This activity is on hold. Staff will resume work upon request by the City. Staff anticipates a request to resume work will be received in the next eight months.
- Lake Berryessa Resort Improvement District SOI Update
This SOI Update will be prepared by staff and based on information collected and analyzed as part of the Countywide Water and Wastewater MSR. The target completion date for this activity is August 2020.
- Napa Berryessa Resort Improvement District SOI Update
This SOI Update will be prepared by staff and based on information collected and analyzed as part of the Countywide Water and Wastewater MSR. The target completion date for this activity is August 2020.
- Spanish Flat Water District SOI Update
This SOI Update will be prepared by staff and based on information collected and analyzed as part of the Countywide Water and Wastewater MSR. The target completion date for this activity is August 2020.

Boundary Changes and Outside Service Agreements

- Annexation Proposals
A report on current and future proposals is included on today's agenda as item 5b. Two proposals involving annexations are on today's agenda as items 6a and 7a.
- Outside Service Agreements
Two items related to outside service agreements are included on today's agenda as items 6b and 7b.

ATTACHMENT

- 1) Work Program Progress Chart

NAPA LAFCO WORK PROGRAM FY 2019-2020

		Timeline	Lead	Comments
STUDIES	Napa County Regional Park and Open Space District MSR/SOI (Abbreviated)	1/19 - 8/19	Staff	COMPLETE: final report adopted on 8/5/19
	Countywide Water and Wastewater MSR (Comprehensive)	12/18 - 6/20	Consultant	Public draft report will be circulated in January 2020
	City of St. Helena MSR/SOI (Comprehensive)	TBD	Staff	On temporary hold per City's request
	Lake Berryessa Resort Improvement District SOI	6/20 - 8/20	Staff	Will follow from Water & Wastewater MSR
	Napa Berryessa Resort Improvement District SOI	6/20 - 8/20	Staff	Will follow from Water & Wastewater MSR
	Spanish Flat Water District SOI	6/20 - 8/20	Staff	Will follow from Water & Wastewater MSR
APPLICATIONS	Change of Organization/Reorganization Proposals (3-6/yr)	Ongoing	Staff	Two proposals on today's agenda as items 6a & 7a
	Outside Service Agreement Requests (1-2/yr)	Ongoing	EO & Chair	Two OSA items on today's agenda as items 6b & 7b
	Completion Proceedings for Approved Annexations (3-6/yr)	Ongoing	Staff	Terms and conditions, Certificate of Completion, GIS mapping, State Board of Equalization filing
PUBLIC OUTREACH	Conduct LAFCO Outreach; Agencies & Community Groups (6-10/mo)	Ongoing	Staff	Strategic Plan: Focus of Napa LAFCO, active communication, see EO Report
	Comments on Local Agency Projects (1-3/yr)	Ongoing	Staff	General Plan Updates, EIRs, Strategic Plans, etc.
	Respond to Grand Jury Reports (0-1/yr)	Ongoing	Staff & Commission	EO response to report on water quality on 6/26/19
	Annual Countywide Update on Housing and General Plans	June 2020	Staff	Follows the annual April 1 deadline for jurisdictions to file Annual Progress Report with HCD
	Conduct Informational Workshops & Meetings	Ongoing	Staff	As requested by Commission
	Public Records Requests (0-1/yr)	Ongoing	Staff	None at this time
	Website Maintenance and Updates	Ongoing	Staff	Meeting info, financial info, policies, public notices, maps, staff and Commissioner info, etc.
	Social Media: Meetings Notices and Announcements (10-15/yr)	Ongoing	Staff	Meeting info, public notices, etc.
COMMISSION	Expiring Commissioner Terms in 2020	May 2020	Staff	Terms for Commissioners Wagenknecht and Kahn expire on 5/4/20; more info coming on 12/2/19
	2020 Chair and Vice Chair Designation	April 2020	Staff	Commissioners Leary and Dillon become Chair and Vice Chair, respectively, on 5/1/20
	Statement of Economic Interest	April 2020	Secretary	Required by law upon entering office, leaving office, and annually
	Ethics Training	Ongoing	Secretary	Required by law every two years
	Develop 2020-2021 Budget	June 2020	Budget Committee	Commission will appoint two subcommittee members on 12/2/19
	State Legislation Monitoring and Position Letters (2-4/yr)	Ongoing	Legislative Committee	Current two-year legislative session ends November 2020; more info coming on 12/2/19
	Policy Review and Revisions (2-4/yr)	Ongoing	Policy Committee	Currently working on SOI Policy; Technical Working Group held first meeting on 9/12/19
ADMINISTRATION	2018-2019 Audit	December 2019	Staff	Brown Armstrong audit will be presented on 12/2/19
	Year-End Contracts Close-Out	June 2020	Secretary	Close out and re-encumber contracts
	Provide Strategic Plan Updates	Ongoing	Staff	Present to Commission as needed (approx. 2/yr)
	Verify Median Household Income Data to Identify DUCs	June 2020	Staff	Staff will review Census Bureau American Community Survey data (currently no DUCs)
	Develop Work Program	June 2020	Staff	Present to Commission for adoption, present progress report at each meeting
	Electronic Document Management System Maintenance	Ongoing	Staff	Digitalization of agency records
	Geographic Information System Mapping Updates (3-6/yr)	Ongoing	Staff	GIS boundary layer edits for annexations
OTHER	Report to Legislature on Gov Code 56133.5 Pilot Program	December 2019	Staff	Statute requires report to Legislature before 1/1/20 summarizing Commission's use of Pilot Program
	2019 CALAFCO Annual Conference	10/30/19 - 11/1/19	Staff & Commission	To be held at Hyatt Regency in Sacramento; EO and Analyst serve on conference planning committee
	2020 CALAFCO Staff Workshop (TBD)	TBD	Staff	Dates and location to be determined
	Bay Area LAFCO EO Meetings (1-2/yr)	TBD	EO	Regional roundtable discussions
	Bay Area LAFCO Clerks Meetings (1-2/yr)	TBD	Secretary	Most recently met on 7/23/19 in Martinez
October 7, 2019 Progress Report				