

NAPA LAFCO WORK PROGRAM FY 2020-2021

		Timeline	Lead	Comments
STUDIES	Countywide Water and Wastewater MSR (Comprehensive)	12/18 - 12/20	Consultant	Draft report released 5/18/20, will be presented at a public workshop on 7/13/20
	City of St. Helena MSR/SOI (Comprehensive)	TBD	Staff	Will resume at City's request
	Lake Berryessa Resort Improvement District SOI	12/20 - 4/21	Staff	Will follow from Water & Wastewater MSR
	Napa Berryessa Resort Improvement District SOI	12/20 - 4/21	Staff	Will follow from Water & Wastewater MSR
	Spanish Flat Water District SOI	12/20 - 4/21	Staff	Will follow from Water & Wastewater MSR
	Napa Sanitation District SOI	12/20 - 6/21	Staff	Will follow from Water & Wastewater MSR
	City of Napa MSR/SOI (Comprehensive)	12/20 - 12/21	Staff	Will follow from Water & Wastewater MSR
APPLICATIONS	Change of Organization/Reorganization Proposals (3-6/yr)	Ongoing	Staff	Information on active and anticipated proposals
	Island Annexation Program	7/20 - 12/21	Staff	Partner with City of Napa and Napa County to facilitate annexation of unincorporated islands
	Outside Service Agreement Requests (1-2/yr)	Ongoing	EO & Chair	Requests for new or extended services outside an agency's jurisdictional boundaries
	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, Outreach Committee established (Commissioners Kahn & Leary)
	Comments on Local Agency Projects (1-2/yr)	Ongoing	Staff	General Plan Updates, EIRs, Strategic Plans, etc.
	Respond to Grand Jury Reports (0-1/yr)	Ongoing	Staff & Commission	Grand Jury recommendations for LAFCO
	Annual Countywide Update on Housing and General Plans	June 2021	Staff	Update on RHNA progress and General Plan activities
	Conduct Informational Workshops & Meetings	Ongoing	Staff	Public workshop on Countywide Water & Wastewater MSR scheduled for 7/13/20
	Public Records Requests (0-1/yr)	Ongoing	Staff	Requests from the public for specific LAFCO records
	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, press releases, etc.
COMMISSION	Expiring Commissioner Terms in 2021	May 2021	Staff	Terms for Commissioners Mohler and Gregory expire on 5/3/21; staff will present info item on 12/7/20
	2021 Chair and Vice Chair Designation	May 2021	Staff	Commissioners Dillon and Mohler become Chair and Vice Chair, respectively, on 5/3/21; staff will present info item on 4/5/21
	Statement of Economic Interest (Form 700)	April 2021	Secretary	Required by law upon entering office, leaving office, and annually by April 1
	Ethics Training	Ongoing	Secretary	Required by law every two years
	Develop 2021-2022 Budget	June 2021	Budget Committee	Two Commissioners will be appointed on 12/7/20 to serve on 2021-2022 Budget Committee
	State Legislation Monitoring and Position Letters (2-4/yr)	Ongoing	Legislative Committee	Current two-year legislative session ends November 2020; Commissioners Dillon and Mohler serve on Legislative Committee
	Policy Review and Revisions (2-4/yr)	Ongoing	Policy Committee	Commissioners Mohler and Rodeno serve on Policy Committee; adoption of new policies and amendments to existing policies presented periodically
ADMINISTRATION	2019-2020 Audit	December 2020	Staff	To be prepared by Brown Armstrong and presented by Napa County Auditor-Controller
	Year-End Contracts Close-Out	June 2021	Secretary	Close out and re-encumber contracts at end of year
	Quarterly Budget Reports (4/yr)	Ongoing	Staff	Consistent with local policy, analysis of year-to-date and projected year-end revenues and expenses
	Provide Strategic Plan Updates (2/yr)	Ongoing	Staff	Presented to Commission at each February and August meeting each year
	Verify Median Household Income Data to Identify DUCs	June 2021	Staff	Staff will review Census Bureau American Community Survey data (currently no DUCs in Napa County)
	Develop Work Program	June 2021	Staff	Review with Budget Committee in conjunction with budget, present in June for adoption, present progress report at each regular 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	2020 CALAFCO Annual Conference (Monterey)	10/23/20 - 10/25/20	Staff & Commission	Location: Hyatt Regency Monterey
	2021 CALAFCO Staff Workshop (Newport Beach)	3/17/21 - 3/19/21	Staff	Location: Hyatt Regency John Wayne Airport
	Bay Area LAFCO EO Meetings (1-2/yr)	Ongoing	EO	Sharing information with other Bay Area LAFCOs
	Weekly Statewide LAFCO EO Teleconference Meetings	Ongoing	EO & Analyst	Sharing information with other LAFCOs statewide
	CALAFCO Coastal Region Clerks Meetings (1-2/yr)	Ongoing	Secretary	Sharing information with the Coastal Region LAFCOs

Adopted June 1, 2020