



**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 6c (Information)**

**TO:** Local Agency Formation Commission

**PREPARED BY:** Brendon Freeman, Executive Officer  
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**MEETING DATE:** May 4, 2020

**SUBJECT:** Work Program Progress Report

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**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 an update on LAFCO's response to the COVID-19 pandemic, scheduled studies, and applications.

***COVID-19 Response***

This is an update the Commission's adopted Work Program for fiscal year 2019-2020 in light of the COVID-19 pandemic situation. Staff is able to work on the activities described below and other requests that come in via our connection through the Remote Desktop as well as use of the phone and email. Conference calls, teleconference meetings, and responding to emails are on-going activities. Staff is able to maintain service levels during this emergency situation and into the future. LAFCO will continue to operate in this manner until social distancing is no longer needed.

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Kenneth Leary, Chair  
Councilmember, City of American Canyon

Margie Mohler, Commissioner  
Councilmember, Town of Yountville

Scott Sedgley, Alternate Commissioner  
Councilmember, City of Napa

Diane Dillon, Vice Chair  
County of Napa Supervisor, 3rd District

Brad Wagenknecht, Commissioner  
County of Napa Supervisor, 1st District

Ryan Gregory, Alternate Commissioner  
County of Napa Supervisor, 2nd District

Gregory Rodeno, Commissioner  
Representative of the General Public

Eve Kahn, Alternate Commissioner  
Representative of the General Public

Brendon Freeman  
*Executive Officer*

Annexation proposals continue to require timely action during this time. However, work is being delayed on MSRs, SOI updates, and review of local policies until the Commission provides direction on these activities. Commission meetings will be conducted as teleconference meetings using Zoom for the foreseeable future.

The following is a summary of LAFCO response actions:

- The LAFCO office is closed to the public until further notice. Staff is set up to telecommute by working from home using Remote Desktop. This system allows staff to directly use their work computer and the LAFCO server from home. The Executive Officer (EO) and Analyst II have this capability and have been working from home. The EO uses the LAFCO laptop. An additional laptop purchase would cost approximately \$6,000, which is included in the proposed budget; see item 7a on today's agenda. However, as an alternative to making this purchase, the Analyst II has offered to continue using a personal laptop for telecommuting purposes. The EO and Secretary have been going into the office on a staggered schedule to sign documents, pay bills, and coordinate other work activities as needed. No other people enter the office during this time.
- Staff is meeting using Zoom three times per week to coordinate work activities and share information to prepare for Commission teleconference meetings.
- Staff is participating in weekly CALAFCO conference calls. These calls provide an opportunity to leverage LAFCO efforts on a statewide basis. LAFCOs are sharing resources and training to reduce duplication of efforts and costs.
- The EO is participating in Napa County Emergency Operations Coordinators conference calls to receive updates on COVID-19, best practices, and the evolving needs of local agencies and other organizations.
- The LAFCO application packet has been redesigned. The new format allows applicants to complete and submit the application online as a fillable form. The new electronic application is available to the public on the Commission's website.
- In preparing for the Commission's May 4, 2020, meeting, staff has researched several options for conducting meetings under current circumstances. The Commission's May 4, 2020, meeting will be conducted remotely using Zoom to comply with social distancing requirements. LAFCO will continue to comply with current transparency laws and provide opportunities for public input.

### ***MSRs, SOI Updates, and Boundary Change Proposals***

- 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.
- 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. Policy Consulting Associates (PCA) is under contract to complete this MSR. Notably, PCA developed a project-specific website, available online at <https://sites.google.com/pcateam.com/napamsr/home>, to provide opportunities for ongoing interaction with local agencies, other stakeholders, and members of the general public. Presentation of the draft report has been delayed due to the COVID-19 emergency. This action conforms to the Commission's directive to provide opportunities for extensive public review and comment. See item 8a on today's agenda for Commission consideration of a schedule for the release of the public draft report and its presentation at a future Commission meeting.
- 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 completion date is presently uncertain.
- 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 completion date is presently uncertain.
- 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 completion date is presently uncertain.
- City of St. Helena MSR and SOI Update  
This MSR and SOI Update is on hold. Staff will resume work upon request by the City of St. Helena. Staff anticipates a request to resume work will be received following adoption of both the Countywide Water and Wastewater MSR and the currently in-progress *Policy on Spheres of Influence*.
- Annexation Proposals  
There are currently two active proposals on file and six anticipated proposals. A report on current and future proposals is included on today's agenda as item 6a.

### **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	Draft report release and discussion TBD; see item 8a
	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 active proposals and six anticipated; see item 6a
	Outside Service Agreement Requests (1-2/yr)	Ongoing	EO & Chair	None at this time
	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	None at this time
	Annual Countywide Update on Housing and General Plans	June 2020	Staff	Will be presented on 6/1/20
	Conduct Informational Workshops & Meetings	Ongoing	Staff	On hold in response to COVID-19
	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, press releases, etc.
COMMISSION	Expiring Commissioner Terms in 2020	May 2020	Staff	Terms for Commissioners Wagenknecht and Kahn expire on 5/4/20; both already reappointed to new four-year terms
	2020 Chair and Vice Chair Designation	April 2020	Staff	Commissioners Leary and Dillon become Chair and Vice Chair, respectively, on 5/4/20
	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	Commissioners Leary and Mohler serve on FY20-21 Budget Committee; see item 7a
	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; see item 5c
	Policy Review and Revisions (2-4/yr)	Ongoing	Policy Committee	Commissioners Mohler and Rodeno serve on Policy Committee; Policy on Unincorporated Islands adopted on 2/3/20, additional policies forthcoming
ADMINISTRATION	2018-2019 Audit	December 2019	Staff	COMPLETE: final audit for FY18-19 adopted on 11/18/19
	Year-End Contracts Close-Out	June 2020	Secretary	Close out and re-encumber contracts
	Provide Strategic Plan Updates (2/yr)	Ongoing	Staff	Presented to Commission in February and August
	Verify Median Household Income Data to Identify DUCs	June 2020	Staff	Staff will review Census Bureau American Community Survey data (currently no DUCs in Napa County)
	Develop Work Program	June 2020	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	Report to Legislature on Gov Code 56133.5 Pilot Program	December 2019	Staff	COMPLETE: report to Legislature submitted 11/20/19
	2019 CALAFCO Annual Conference (Sacramento)	10/30/19 - 11/1/19	Staff & Commission	COMPLETE: summary of Conference presented on 11/18/19
	2020 CALAFCO Staff Workshop (Newport Beach)	3/25/20 - 3/27/20	Staff	Rescheduled to 2021 in response to COVID-19
	Bay Area LAFCO EO Meetings (1-2/yr)	TBD	EO	Regional roundtable discussions, most recently met on 2/18/20 in San Rafael
	CALAFCO Coastal Region Clerks Meetings (1-2/yr)	TBD	Secretary	Most recently met on 10/11/19 in Santa Cruz

May 4, 2020 Progress Report