



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 8c (Action)

TO: Local Agency Formation Commission

PREPARED BY: Brendon Freeman, Executive Officer
Dawn Mittleman Longoria, Analyst II

MEETING DATE: June 1, 2020

SUBJECT: 2019-2020 Work Program Progress Report and Adoption of 2020-2021 Work Program

RECOMMENDATION

It is recommended the Commission adopt the Resolution of the Local Agency Formation Commission of Napa County Adopting a Work Program for Fiscal Year 2020-2021 (Attachment One).

BACKGROUND AND SUMMARY

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. This includes scheduling for planning, regulatory, and administrative activities. The Work Program also serves as a management tool to measure the agency's performance and is intended to provide the Commission with opportunities to identify and address changes in conditions and priorities.

On February 5, 2018, the Commission adopted a five-year strategic plan, included as Attachment Two, that includes comprehensive schedules for municipal service reviews (MSRs), sphere of influence (SOI) updates, and review of local policies. *Strategic Plan 2018-2022* provides the foundation for the Commission's Work Programs during this time.

A progress report on the 2019-2020 Work Program is included as Attachment Three. Several of the Commission's current activities will continue into 2020-2021.

A proposed 2020-2021 Work Program is included as an exhibit to the draft resolution, included as Attachment One. It is recommended the Commission adopt the proposed 2020-2021 Work Program by resolution with any desired changes.

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

Proposed 2020-2021 Work Program

The proposed 2020-2021 Work Program includes approximate timelines for each activity, which are assigned to one of the following categories: (1) Studies; (2) Applications; (3) Public Outreach; (4) Commission; (5) Administration; or (6) Other. The following is a brief summary of the MSRs and SOI updates included in the proposed 2020-2021 Work Program. The Commission is invited to discuss the proposed 2020-2021 Work Program and consider its adoption with any desired changes.

- Countywide Water and Wastewater MSR
This MSR involves a comprehensive-format evaluation of all local government agencies that provide public water and/or wastewater service in Napa County. A draft report was released for public review and comment on May 18, 2020. See item 8b on today's agenda for more information.
- City of St. Helena MSR and SOI Update
A preliminary draft MSR and SOI Update for the City of St. Helena was completed in August 2017. The City requested numerous revisions along with an indefinite delay to allow the City to first complete its General Plan Update. Staff will resume work on this MSR and SOI Update upon request by the City. The target completion date for this activity is presently uncertain.
- Lake Berryessa Resort Improvement District SOI Update
This SOI Update will be based on information contained in the Countywide Water and Wastewater MSR. The target completion date for this activity is April 2021.
- Napa Berryessa Resort Improvement District SOI Update
This SOI Update will be based on information contained in the Countywide Water and Wastewater MSR. The target completion date for this activity is April 2021.
- Spanish Flat Water District SOI Update
This SOI Update will be based on information contained in the Countywide Water and Wastewater MSR. The target completion date for this activity is April 2021.
- Napa Sanitation District SOI Update
This SOI Update will be based on information contained in the Countywide Water and Wastewater MSR. The target completion date for this activity is June 2021.
- City of Napa MSR and SOI Update
This MSR and SOI Update will be partially based on information contained in the Countywide Water and Wastewater MSR. The target completion date for this activity is December 2021.

ATTACHMENTS

- 1) Draft Resolution Adopting the 2020-2021 Work Program
- 2) Strategic Plan 2018-2022
- 3) 2019-2020 Work Program Progress Report

RESOLUTION NO. _____

**RESOLUTION OF
THE LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY
ADOPTING A WORK PROGRAM FOR FISCAL YEAR 2020-2021**

WHEREAS, the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Government Code Sections 56000 et seq.) directs the Local Agency Formation Commission of Napa County (hereinafter “the Commission”) to prepare Municipal Service Reviews in order to prepare and to update spheres of influence; and

WHEREAS, local policy directs the Commission to annually adopt a Work Program; and

WHEREAS, the Commission’s annual Work Program establishes a schedule for the preparation of Municipal Service Reviews, Sphere of Influence Updates, and other agency activities; and

WHEREAS, at its June 1, 2020, meeting, the Commission considered adopting a Work Program for fiscal year 2020-2021.

NOW, THEREFORE, BE IT RESOLVED that the Local Agency Formation Commission of Napa County hereby adopts the Work Program for fiscal year 2020-2021, included as Exhibit “A” to this resolution.

This Resolution shall take effect immediately.

The foregoing resolution was duly and regularly adopted by the Commission at a public meeting held on June 1, 2020, after a motion by Commissioner _____, seconded by Commissioner _____, by the following vote:

AYES:	Commissioners	_____
NOES:	Commissioners	_____
ABSENT:	Commissioners	_____
ABSTAIN:	Commissioners	_____

Kenneth Leary
Commission Chair

ATTEST: _____
Brendon Freeman
Executive Officer

Recorded by: Kathy Mabry
Commission Secretary

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
Presented June 1, 2020				



LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY

Strategic Plan 2018-2022
(Adopted: February 5, 2018)

Mission Statement

The Local Agency Formation Commission (LAFCO) of Napa County is committed to serving the citizens and government agencies of its jurisdiction by encouraging the preservation of agricultural lands and open-space and coordinating the efficient delivery of municipal services.

Focus of Napa LAFCO

The following core guiding principles underlie Napa LAFCO's activities. Each of these principles is centered on Napa LAFCO having in-depth, active communication with respect to all relevant constituents.

- Municipal Service Reviews based on local agency, Napa County, & LAFCO needs
 - Study Schedule for 2018-2022 included as Exhibit A
- Re-writing policies (on a schedule) to be comprehensive, effective, and transparent
 - Policy Review Schedule for 2018-2020 included as Exhibit B
- Forecasting issues relating to local services and boundaries, as well as State legislation
- Active involvement of agency constituents in problem-solving local agency sustainability
- Engagement with local city/town general plan updates
- Active with local agencies in managing housing growth and related issues including transportation



LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY

STUDY SCHEDULE (2018-2022)

Municipal Service Reviews (Government Code §56430)
Sphere of Influence Updates (Government Code §56425)
Major Boundary Change Projects

Adopted: February 5, 2018

2018

South County Region MSR and SOIs

Municipal Service Review will examine the governmental services provided by the City of American Canyon, American Canyon Fire Protection District, and County Service Area No. 3. The Municipal Service Review will inform Sphere Of Influence Updates for all three local agencies.

City of St. Helena MSR and SOI

Municipal Service Review will examine the governmental services provided by the City of St. Helena. The Municipal Service Review will inform a Sphere Of Influence Update.

Napa County Regional Park and Open Space District MSR and SOI

Municipal Service Review will examine the governmental services provided by the Napa County Regional Park and Open Space District and inform a Sphere Of Influence Update.

Island Annexation Program

The Commission will seek to partner with the City of Napa and the County of Napa to develop an island annexation program.

2019

Island Annexation Program

The Commission will seek to partner with the City of Napa and the County of Napa to develop an island annexation program.

Countywide Water and Wastewater Services MSR

Municipal Service Review will examine all municipal water and wastewater services provided throughout Napa County and will inform Sphere Of Influence Updates for each agency under review.

2020

Island Annexation Program

The Commission will seek to partner with the City of Napa and the County of Napa to develop an island annexation program.

City of Napa MSR and SOI

Municipal Service Review will examine the governmental services provided by the City of Napa and inform a Sphere Of Influence Update.

Lake Berryessa Resort Improvement District SOI

Sphere Of Influence Update for the Lake Berryessa Resort Improvement District will be informed by the Countywide Water and Wastewater Services Municipal Service Review.

Napa Berryessa Resort Improvement District SOI

Sphere Of Influence Update for the Napa Berryessa Resort Improvement District will be informed by the Countywide Water and Wastewater Services Municipal Service Review.

Spanish Flat Water District SOI

Sphere Of Influence Update for the Spanish Flat Water District will be informed by the Countywide Water and Wastewater Services Municipal Service Review.

Napa Sanitation District SOI

Sphere Of Influence Update for the Napa Sanitation District will be informed by the Countywide Water and Wastewater Services Municipal Service Review.

2021

Napa County Resource Conservation District MSR and SOI

Municipal Service Review will examine the governmental services provided by the Napa County Resource Conservation District and inform a Sphere Of Influence Update.

Napa County Flood Control and Water Conservation District SOI

Sphere Of Influence Update for the Napa County Flood Control and Water Conservation District will be informed by the Countywide Water and Wastewater Services Municipal Service Review.

Silverado Community Services District MSR and SOI

Municipal Service Review will examine the governmental services provided by the Silverado Community Services District and inform a Sphere Of Influence Update.

Public Cemetery Districts MSR and SOIs

Municipal Service Review will examine the governmental services provided by the Monticello Public Cemetery District and Pope Valley Cemetery District and inform Sphere Of Influence Updates for both agencies.

Los Carneros Water District SOI

Sphere Of Influence Update for the Los Carneros Water District will be informed by the Countywide Water and Wastewater Services Municipal Service Review.

Napa River Reclamation District No. 2109 SOI

Sphere Of Influence Update for the Napa River Reclamation District No. 2109 will be informed by the Countywide Water and Wastewater Services Municipal Service Review.

City of Calistoga MSR and SOI

Municipal Service Review will examine the governmental services provided by the City of Calistoga and inform a Sphere Of Influence Update.

2022

Congress Valley Water District SOI

Sphere Of Influence Update for the Congress Valley Water District will be informed by the Countywide Water and Wastewater Services Municipal Service Review.

Circle Oaks County Water District SOI

Sphere Of Influence Update for the Circle Oaks County Water District will be informed by the Countywide Water and Wastewater Services Municipal Service Review.

County Service Area No. 4 MSR and SOI

Municipal Service Review will examine the governmental services provided by County Service Area No. 4 and inform a Sphere Of Influence Update.

Napa County Mosquito Abatement District MSR and SOI

Municipal Service Review will examine the governmental services provided by the Napa County Mosquito Abatement District and inform a Sphere Of Influence Update.

Town of Yountville MSR and SOI

Municipal Service Review will examine the governmental services provided by the Town of Yountville and inform a Sphere Of Influence Update.

Recent MSRs and SOI Updates / Study Schedule 2018-2022				
Local Agencies	Last MSR	Next MSR	Last SOI Update	Next SOI Update
CITIES/TOWN				
American Canyon	June 2009	April 2018	June 2010	April 2018
Calistoga	December 2016	December 2021	December 2016	December 2021
Napa	December 2013	April 2020	February 2014	December 2020
St. Helena	May 2008	October 2018	August 2008	December 2018
Yountville	April 2017	October 2022	April 2017	October 2022
SPECIAL DISTRICTS				
American Canyon Fire Protection District (ACFPD)	June 2009	April 2018	August 2010	April 2018
Circle Oaks County Water District (COCWD)	August 2016	December 2019	August 2016	April 2022
Congress Valley Water District (CVWD)	December 2017	December 2019	December 2017	February 2022
County Service Area No. 3 (CSA 3)	June 2009	April 2018	October 2012	April 2018
County Service Area No. 4 (CSA 4)	December 2017	June 2022	December 2017	June 2022
Lake Berryessa Resort Improvement District (LBRID)	April 2011	December 2019	December 2012	August 2020
Los Carneros Water District (LCWD)	August 2016	December 2019	August 2016	August 2021
Monticello Public Cemetery District (MPCD)	July 2016	June 2021	July 2016	June 2021
Napa Berryessa Resort Improvement District (NBRID)	April 2011	December 2019	April 2013	August 2020
Napa County Flood Control & Water Conservation District (NCFCWCD)	June 2016	December 2019	June 2016	April 2021
Napa County Mosquito Abatement District (NCMAD)	June 2017	June 2022	June 2017	June 2022
Napa County Regional Park and Open Space District (NCRPOSD)	December 2010	December 2018	December 2010	December 2018
Napa County Resource Conservation District (NCRCD)	April 2016	February 2021	April 2016	February 2021
Napa River Reclamation District No. 2109 (NRRD)	December 2016	December 2019	December 2016	October 2021
Napa Sanitation District (NSD)	April 2014	December 2019	October 2015	December 2020
Pope Valley Cemetery District (PVCD)	July 2016	June 2021	July 2016	June 2021
Silverado Community Services District (SCSD)	April 2014	April 2021	October 2015	April 2021
Spanish Flat Water District (SFWD)	April 2011	December 2019	August 2013	August 2020

South County Region MSR and SOI Updates

Public Cemetery Districts MSR and SOI Updates

Countywide Water and Wastewater Services MSR

Policy	Priority	Adopted or Last Amended	Complete Review
Legislation	1	N/A	December 2017
Unincorporated Islands *	1	October 2011	February 2018
Outside Service Agreements	1	April 2016	April 2018
Conflict of Interest Code	1	October 2016	August 2018
Spheres of Influence *	1	October 2011	October 2018
Municipal Service Reviews	1	October 2015	December 2018
Annexations *	2	October 2011	February 2019
Disadvantaged Unincorporated Communities	2	N/A	April 2019
Definitions *	2	October 2011	June 2019
CEQA	3	December 2006	August 2019
Appointment of Public Members	3	April 2008	October 2019
Appointment of Chair and Vice-Chair	3	June 2015	October 2019
Budget	3	June 2016	December 2019
Budget Contributions and Collection of Funds	3	April 2001	December 2019
Establishing Officers of the Commission	3	August 2004	February 2020
Executive Officer Performance Review	3	October 2014	February 2020
Executive Officer Purchasing Authority	3	October 2014	February 2020
Records Retention and Destruction	3	December 2015	April 2020
Social Media	3	October 2011	April 2020
Conducting Meetings and Business	3	December 2015	June 2020
Scheduling of Meetings	3	June 2016	June 2020
Indemnification	3	October 2014	August 2020
Conducting Authority Proceedings	3	December 2008	August 2020
Appointment of Commission Counsel	3	April 2001	October 2020
Work Schedule	3	June 2002	October 2020
Telecommuting	3	July 1997	December 2020
Travel Policy	3	November 2009	December 2020

* Currently Part of General Policy Determinations

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 released to public on 5/18/20, public workshop on 7/13/20; see item 8b
	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	Delayed to 8/3/20 due to extension of HCD reporting deadline in response to COVID-19
	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	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 expired on 5/4/20; both were reappointed to new four-year terms expiring 5/6/24
	2020 Chair and Vice Chair Designation	April 2020	Staff	Commissioners Leary and Dillon became 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 for final budget
	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, Legislature's current priority is COVID-19 response
	Policy Review and Revisions (2-4/yr)	Ongoing	Policy Committee	Commissioners Mohler and Rodeno serve on Policy Committee; 7 policy actions approved on 11/18/19; 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, all LAFCO EO's have been meeting weekly via teleconference
	CALAFCO Coastal Region Clerks Meetings (1-2/yr)	TBD	Secretary	Most recently met on 10/11/19 in Santa Cruz
June 1, 2020 Progress Report				