



Local Agency Formation Commission of Napa County
Subdivision of the State of California

1754 Second Street, Suite C
Napa, California 94559
Phone: (707) 259-8645
www.napa.lafco.ca.gov

We Manage Local Government Boundaries, Evaluate Municipal Services, and Protect Agriculture

Agenda Item 6a (Consent/Action)

TO: Local Agency Formation Commission

PREPARED BY: Stephanie Pratt, Clerk/Jr. Analyst *SP*

MEETING DATE: June 5, 2023

SUBJECT: Approval of Meeting Minutes: April 3, 2023, Regular Meeting

SUMMARY AND RECOMMENDATION

This is a consent item for formal action. Accordingly, if interested, the Commission is invited to pull this item for additional discussion with the concurrence of the Chair.

The Commission will consider approving the draft meeting minutes prepared by staff for the April 3, 2023, regular meeting, included as Attachment One.

Staff recommends approval of the draft meeting minutes.

ATTACHMENT

- 1) Draft Minutes for April 3, 2023, Regular Meeting

Margie Mohler, Chair
Councilmember, Town of Yountville

Beth Painter, Commissioner
Councilmember, City of Napa

Mariam Aboudamous, Alternate Commissioner
Councilmember, City of American Canyon

Anne Cottrell, Vice Chair
County of Napa Supervisor, 3rd District

Belia Ramos, Commissioner
County of Napa Supervisor, 5th District

Joelle Gallagher, Alternate Commissioner
County of Napa Supervisor, 1st District

Kenneth Leary, Commissioner
Representative of the General Public

Eve Kahn, Alternate Commissioner
Representative of the General Public

Brendon Freeman
Executive Officer



**LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY
MEETING MINUTES OF APRIL 3, 2023**

1. WELCOME AND CALL TO ORDER; ROLL CALL

Chair Mohler called the regular meeting of April 3, 2023, to order at 2:01 PM.

At the time of roll call, the following Commissioners and staff were present:

Regular Commissioners	Alternate Commissioners	Staff
Margie Mohler, Chair	Joelle Gallagher (<i>Voting</i>)	Brendon Freeman, Executive Officer
Anne Cottrell, Vice Chair	Beth Painter (<i>Voting</i>)	Gary Bell, Commission Counsel
Mariam Aboudamous (<i>Absent</i>)	Eve Kahn	Dawn Mittleman Longoria, Assistant Executive Officer and Interim Clerk
Kenneth Leary		
Belia Ramos (<i>Absent</i>)		

2. PLEDGE OF ALLEGIANCE

Chair Mohler led the Pledge of Allegiance.

3. APPROVAL OF AGENDA

Chair Mohler asked if there were any requests to rearrange the agenda. There were no requests.

Upon motion by Commissioner Cottrell and second by Commissioner Painter, the Agenda was approved by the following vote:

VOTE:

AYES: COTTRELL, GALLAGHER, LEARY, MOHLER, AND PAINTER

NOES: NONE

ABSENT: ABOUDAMOUS, RAMOS

ABSTAIN: NONE

4. PUBLIC COMMENTS

Chair Mohler invited members of the audience to provide public comment.

A letter from Gary Margadant was read into the record complimenting participation of Executive Officer Brendon Freeman at the water symposium.

5. CONSENT ITEMS

Action Items:

a) **Approval of Meeting Minutes:** February 6, 2023, Regular Meeting

b) **Approval of Amendment to Policy on Conducting Authority Proceedings**

Receive Report for Information Only:

c) **Current and Future Proposals**

d) **CALAFCO Resources**

Chair Mohler asked if Commissioners wanted to discuss any of the consent items, no requests were made. Chair Mohler invited members of the audience to provide public comment. No comments were received. Upon motion by Commissioner Gallagher and second by Commissioner Cottrell, the consent items 5(a-b) were approved by the following vote:

VOTE:

AYES: COTTRELL, GALLAGHER, LEARY, MOHLER, AND PAINTER
NOES: NONE
ABSENT: ABOUDAMOUS, RAMOS
ABSTAIN: NONE

6. PUBLIC HEARING ITEMS

Any member of the public may address the Commission with respect to a scheduled public hearing item.

a) Proposed Budget for Fiscal Year 2023-24 and Draft Work Program

The Commission considered adopting a resolution to approve a proposed budget for the 2023-24 fiscal year. Proposed operating expenses and revenues each total \$709,436. The recommended actions were for the Commission to do the following: (1) adopt the proposed budget by resolution; (2) direct staff to circulate the proposed budget for public review and comment; and (3) direct the Budget Committee to return with recommendations for a final budget for adoption at a noticed public hearing on June 5, 2023. The Commission also considered a draft work program for fiscal year 2023-24.

The Commission discussed the draft work program. Comments included requests for outreach regarding the Commission's Napa County Water and Wastewater MSR. Also, comments were made regarding methods to consider climate change used by other LAFCOs.

Chair Mohler opened the public hearing for comments.

Chief Zach Curren, Napa Fire Department, expressed appreciation for the work of LAFCO and of the Executive Officer. He spoke in favor of LAFCO conducting a countywide fire MSR with the request that the agencies be involved at the beginning of the process.

Chief Geoff Belyea, American Canyon Fire Protection District, expressed willingness to cooperate with the study, if the Commission decided to move forward.

Chief Michael Marcucci, CalFire Unit Chief for Napa and Napa County Fire Department, echoed the comments of the other chiefs appreciated the Commission and the Executive Officer's work. He stated that his department is also interested in participating in a study conducted by LAFCO. He noted that the Board of Supervisors has contracted with AP Triton to conduct a Master Plan study of the agency. He felt their study could assist the Commission should they decide to conduct a study of fire services.

Chair Mohler confirmed there were no additional comments from the public, prior to closing the public hearing. She requested comments from the Commission and suggested that the budget should be considered first and then the work program.

Budget committee members Mohler and Leary expressed their desire to set aside funds for the purpose of conducting future LAFCO studies and projects that have not yet been formally included as part of a LAFCO work program. However, they noted that the County Auditor-Controller's Office had stated their proposed method would not comply with prudent financial accounting practices and that the Commission should first decide on a specific study or project before setting aside funds for this purpose. The Commission discussed the importance of LAFCO studies and supported the importance of budgeting for these studies to allow the budget to reflect Commission policies. The Commission noted the challenges and uncertainties with planning ahead and budgeting for these studies.

Legal counsel advised that the Commission's proposed action to set aside funds for studies is appropriate, however, it should be made clear to the funding agencies and the public.

Chair Mohler called a five-minute recess while the Executive Officer determined what amount should be set aside for studies.

Chair Mohler reconvened the meeting and the budget discussion.

Upon motion by Commissioner Gallagher and second by Commissioner Leary, the Commission (1) adopted the proposed Fiscal Year 2023-24 Budget by resolution, with the revision of adding \$100,000 to the consulting services line item with the intent to draw down on agency reserves to cover this amount. The Commission also (2) directed staff to circulate the proposed budget for public review and comment; and (3) directed the Budget Committee to return with recommendations for a final budget for adoption at a noticed public hearing on June 5, 2023, by the following vote:

VOTE:

AYES: COTTRELL, GALLAGHER, LEARY, MOHLER, AND PAINTER
NOES: NONE
ABSENT: ABOUDAMOUS, RAMOS
ABSTAIN: NONE

Chair Mohler expressed appreciation for the comments from the fire chiefs and assured them they definitely would be involved in the study process. She noted that the Commission's Assistant Executive Officer has been very involved with CALAFCO conducting presentations on fire services and can serve as a valuable resource. She requested that the Assistant Executive Officer provide an overview of fire services.

Dawn Mittleman Longoria, LAFCO Assistant Executive Officer, explained that recent Fire Districts Association of California (FDAC) conference included a presentation of a Contra Costa fire consolidation. The panel and audience included various LAFCO Executive Officers, including Napa LAFCO staff. It provided an excellent opportunity for fire service and LAFCO professionals to learn from one another and build key relationships with fire agency staff. She stated that recent studies have been conducted for Napa County Fire, City of Napa Fire and American Canyon FPD. She noted that these recent studies would provide valuable information should the Commission decide to proceed with a Countywide Fire and EMS study. In addition, she provided the consultant with LAFCO factors to include in the studies.

Chair Mohler confirmed with Legal Counsel that the Commission could request additional comments from the public on the work program.

Chief Geoff Belyea, American Canyon FPD, confirmed that all three fire agencies had engaged the same consulting firm, AP Triton, to conduct Master Plans and Strategic Plans of the agencies.

Chair Mohler noted considerable Commission support for LAFCO to conduct a Countywide Fire and EMS MSR. She asked the Executive Officer if a formal vote was necessary. Mr. Freeman advised that he had received clear direction for the work program and noted the formal vote would occur at the June meeting.

7. ACTION ITEMS

Items calendared for action do not require a public hearing before consideration by the Commission. Applicants may address the Commission. Any member of the public may provide comments on an item.

a) Partrick Road/Borrette Lane No. 3 Annexation to the Napa Sanitation District

The Commission considered a proposal for the annexation of two parcels totaling approximately 4.7 acres in size to the Napa Sanitation District. The affected territory is located in the City of Napa at 1200 Partrick Road and 1008 Borrette Lane and identified as Assessor Parcel Numbers 041-490-005 and 041-490-012, respectively.

Upon motion by Commissioner Painter and second by Commissioner Cottrell, the Commission approved the annexation and resolution adopting the Partrick Road/Borrette Lane No. 3 Annexation to the Napa Sanitation District with standard conditions and making CEQA findings by the following vote:

VOTE:

AYES: COTTRELL, GALLAGHER, LEARY, MOHLER, AND PAINTER
NOES: NONE
ABSENT: ABOUDAMOUS, RAMOS
ABSTAIN: NONE

b) Legislative Report and Proposed Amendment to the Legislative Policy

The Commission received a report on legislative items directly or indirectly affecting LAFCOs, including a supplemental item related to a recommended support position for AB 1753. The Commission also considered approving an amendment to its Legislative Policy to transition the Legislative Committee from a standing subcommittee to an ad hoc subcommittee.

Upon motion by Chair Cottrell and second by Commissioner Painter, the Commission approved the support position for AB 1753 and the amendment to the Legislative Policy by the following vote:

VOTE:

AYES: COTTRELL, GALLAGHER, LEARY, MOHLER, AND PAINTER
NOES: NONE
ABSENT: ABOUDAMOUS, RAMOS
ABSTAIN: NONE

8. COMMISSIONER COMMENTS/REQUESTS FOR FUTURE AGENDA ITEMS

Chair Mohler presented an update of CALAFCO matters including a summary of the Board's recent strategic planning session, which included increased participation in legislation affecting LAFCOs. Chair Mohler opened the meeting to Commission comments/requests; none were received.

9. ADJOURNMENT TO NEXT SCHEDULED MEETING

The meeting was adjourned at 3:33 PM. The next regular LAFCO meeting is scheduled for Monday, June 5, 2023, at 2:00 P.M. at the Napa County Board of Supervisors Chambers, located at 1195 Third Street, 3rd floor, Napa, CA 94559

Margie Mohler, LAFCO Chair

ATTEST:
 Brendon Freeman, Executive Officer

Prepared by:

Stephanie Pratt, Clerk/Jr. Analyst



We Manage Local Government Boundaries, Evaluate Municipal Services, and Protect Agriculture

Agenda Item 6b (Consent/Information)

TO: Local Agency Formation Commission
PREPARED BY: Brendon Freeman, Executive Officer *BF*
MEETING DATE: June 5, 2023
SUBJECT: Current and Future Proposals

SUMMARY

This is a consent item for information purposes only. Accordingly, if interested, the Commission is invited to pull this item for additional discussion with the concurrence of the Chair. No formal action will be taken as part of this item.

This report summarizes all current and future boundary change proposals. There are currently four active proposals on file and nine anticipated new proposals that are expected to be submitted in the future. A summary follows.

Active Proposals

Browns Valley Road Reorganization

This proposal involves the annexation of one unincorporated parcel located at 3090 Browns Valley Road to the City of Napa and Napa Sanitation District (NSD). The proposal also involves detachment of the parcel from County Service Area (CSA) No. 4. The parcel is approximately 3.8 acres in size, identified as APN 041-170-009, and located within an unincorporated island. The purpose of the proposal is to facilitate a planned subdivision totaling 12 single-family residences. The proposal is on today’s agenda for action as item 8a.



Margie Mohler, Chair
Councilmember, Town of Yountville

Beth Painter, Commissioner
Councilmember, City of Napa

Mariam Aboudamous, Alternate Commissioner
Councilmember, City of American Canyon

Anne Cottrell, Vice Chair
County of Napa Supervisor, 3rd District

Belia Ramos, Commissioner
County of Napa Supervisor, 5th District

Joelle Gallagher, Alternate Commissioner
County of Napa Supervisor, 1st District

Kenneth Leary, Commissioner
Representative of the General Public

Eve Kahn, Alternate Commissioner
Representative of the General Public

Brendon Freeman
Executive Officer

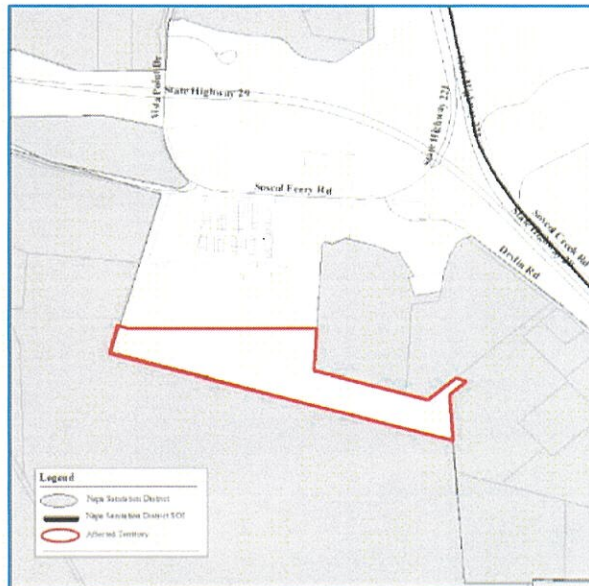
Sierra Avenue/Villa Lane Annexation to NSD

A representative for the landowner of two parcels located at 1185 Sierra Avenue in the City of Napa submitted an application to annex the parcels to NSD. The parcels are identified as APNs 038-250-035 & -037 and total approximately 10.5 acres in size. The parcels were previously used as the Vintage High School's former farm site. The purpose of the annexation is to facilitate the planned Vintage Ranch Subdivision residential project. The submitted application is considered incomplete until the necessary CEQA documents are completed. It is anticipated the Commission will consider action on the proposal as early as its June 5, 2023, meeting.



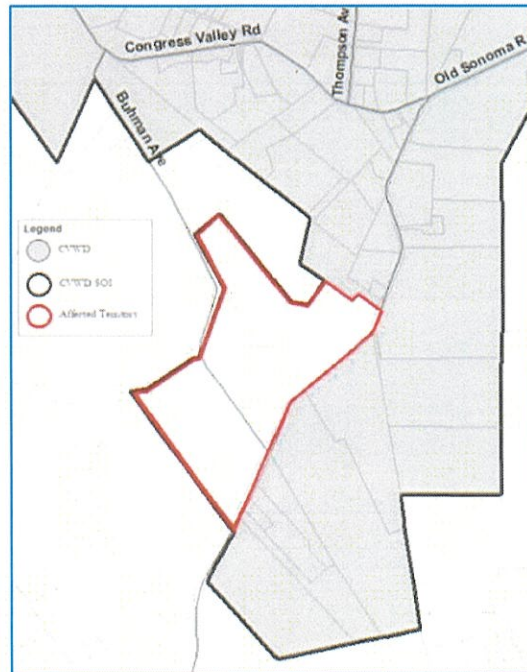
Devlin Road No. 6 Annexation to NSD

A representative for the landowner of one unincorporated parcel submitted an application to annex the parcel to NSD. The parcel is undeveloped, identified as APN 057-170-024, has no situs address, and is approximately 27.5 acres in size. Annexation to NSD would facilitate the Nova Business Park North project, which will include industrial land uses. The proposal is on hold until CEQA requirements related to the proposed annexation have been satisfied.



Old Sonoma Road/Buhman Avenue Annexation to CVWD

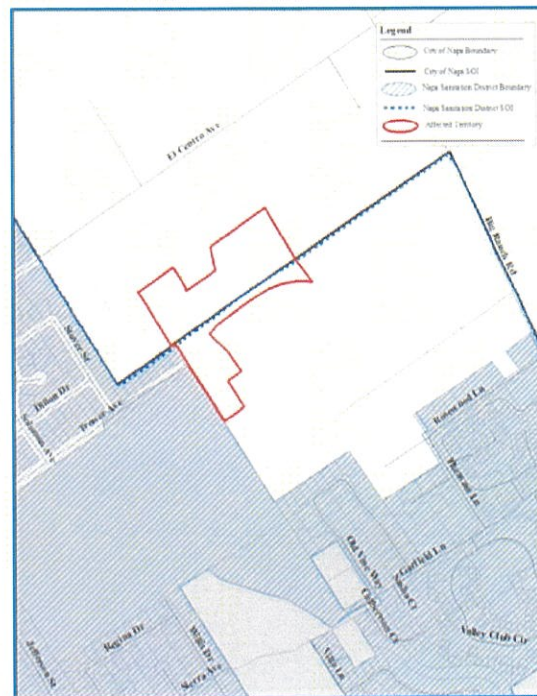
A landowner previously submitted a proposal to annex three unincorporated parcels totaling approximately 141.5 acres in size to the Congress Valley Water District (CVWD). The parcels are located along the northwestern side of Old Sonoma Road at its intersection with Buhman Avenue and identified as APNs 047-030-005, 047-030-020, and 047-080-001. Current land uses include two single-family residences and commercial vineyards with auxiliary structures and facilities. Two of the parcels already receive water service through grandfathered outside service agreements. Annexation would establish permanent water service to all three parcels. CVWD has requested, and the landowners have agreed, to postpone LAFCO action. There is no current timetable.



Anticipated Proposals

Vintage High School Farm SOI Amendment and Annexation Involving the City of Napa and NSD

The Napa Valley Unified School District (NVUSD) has inquired about an SOI amendment and annexation of approximately 12.8 acres of unincorporated territory involving the City of Napa and NSD. The territory is contiguous to the City of Napa near the eastern terminus of Trower Avenue and identified as APN 038-240-020. The parcel is currently undeveloped and designated for residential land use under the County of Napa General Plan. The purpose of the SOI amendment and annexation is to facilitate the planned relocation of NVUSD's educational farm near Vintage High School. It is anticipated a proposal with several distinct boundary and service components will be submitted in the next two to four months.



1130 Partrick Road Annexation to NSD

A landowner has inquired about annexation of one incorporated parcel to NSD. The parcel is located at 1130 Partrick Road in the City of Napa, approximately 1.4 acres in size, and identified as APN 041-061-016. Current land uses within the parcel are limited to one single-family residence that currently depends on a private onsite septic system for sewage disposal. Annexation would facilitate the connection of the existing residence to NSD's public sewer infrastructure. Staff will pursue expanding the annexation boundary to include additional parcels that are contiguous and also outside NSD's boundary. It is anticipated a proposal for annexation will be submitted within the next three to six months.



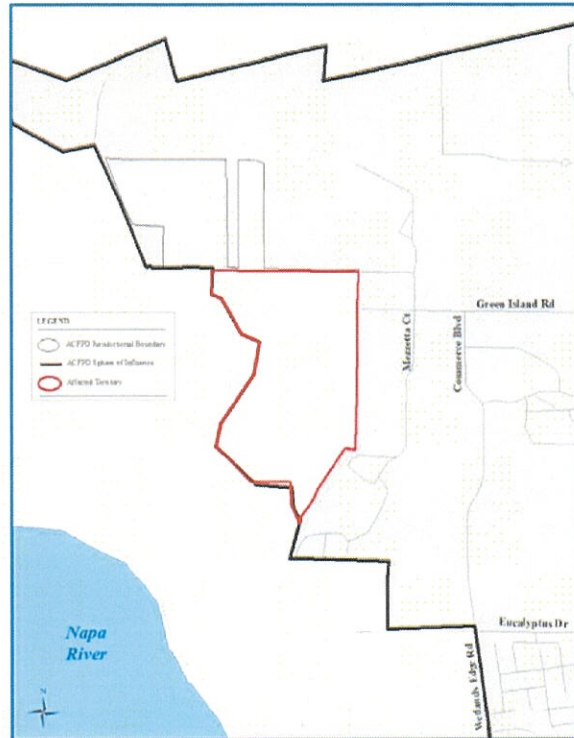
3776 Linda Vista Avenue Annexation to NSD

A landowner has inquired about annexation of one incorporated parcel to NSD. The parcel is located at 3776 Linda Vista Avenue in the City of Napa, approximately 0.8 acres in size, and identified as APN 007-231-007. Current land uses within the parcel are limited to one single-family residence that currently depends on a private onsite septic system for sewage disposal. Annexation would facilitate the connection of the existing residence to NSD's public sewer infrastructure. Staff will pursue expanding the annexation boundary to include additional parcels that are contiguous and also outside NSD's boundary. It is anticipated a proposal for annexation will be submitted within the next three to six months.



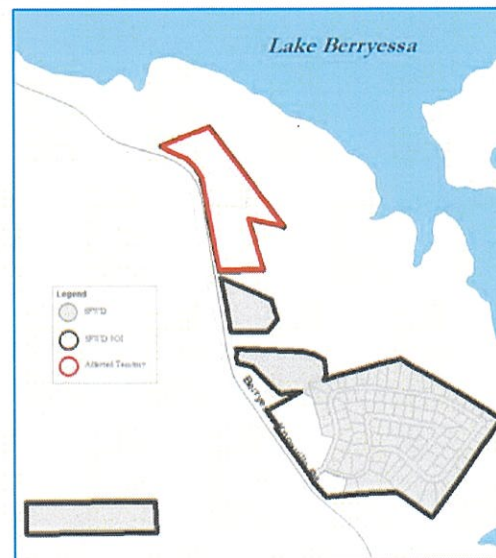
1661 Green Island Road Annexation to ACFPD

The American Canyon Fire Protection District (ACFPD) has adopted a resolution initiating proceeding to annex one unincorporated parcel to ACFPD. The parcel is located at 1661 Green Island Road to the immediate west of the City of American Canyon's boundary, approximately 157.1 acres in size, and identified as APN 058-030-041. Current land uses within the parcel are limited to a commercial vineyard. Annexation would formally recognize ACFPD's longstanding status as the primary fire service provider for the parcel. Annexation to ACFPD would grant no new land use potential. Staff will pursue expanding the annexation boundary to include additional parcels that are contiguous, outside ACFPD's boundary, and within ACFPD's sphere of influence (SOI). It is anticipated a proposal for annexation will be submitted within the next four to eight months.



7140 & 7150 Berryessa-Knoxville Road Annexation to SFWD

A landowner has inquired about annexation of one entire unincorporated parcel and a portion of a second unincorporated parcel totaling approximately 7.9 acres in size to the Spanish Flat Water District (SFWD). The parcels were recently added to SFWD's sphere of influence (SOI), are located at 7140 and 7150 Berryessa-Knoxville Road, and identified as APNs 019-280-004 (entire) and 019-280-006 (portion). Current land uses within the parcels include a commercial boat and recreational vehicle storage facility (Lakeview Boat Storage), approximately 6,000 square feet of enclosed storage structures, an administrative office, and a detached single-family residence. The parcels are currently dependent on private water and septic systems to support existing uses. Annexation would facilitate the connection of existing uses to SFWD's water and sewer services. It is anticipated a proposal for annexation will be submitted in the future, but there is no current timetable.



NCRCD Donut Hole Annexation

Staff from the Napa County Resource Conservation District (NCRCD) has inquired about annexation of approximately 1,300 acres of incorporated territory located in the City of Napa. This area comprises the only remaining territory located within NCRCD's SOI but outside its jurisdictional boundary and is commonly referred to as a "donut hole". The purpose of annexation would be to allow NCRCD to expand its service programs and hold public meetings within the affected territory; activities that are currently prohibited within the area. In February 2020, the Commission approved a request for a waiver of LAFCO's proposal processing fees. It is anticipated a proposal for annexation will be submitted in the future, but there is no current timetable.



Materials Diversion Facility Annexation to the City of Napa

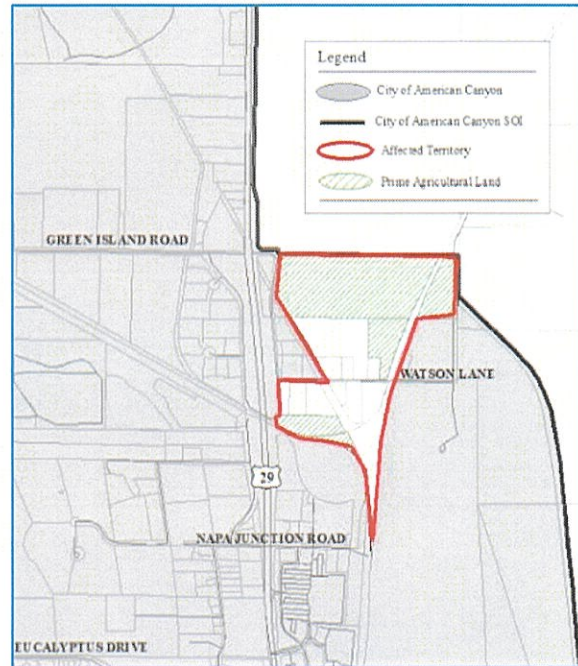
Staff from the City of Napa has inquired about annexation of approximately 2.9 acres of unincorporated territory comprising a portion of an approximate 35.0-acre parcel currently owned by the Napa-Vallejo Waste Management Authority. The current APN is 057-090-060. A property sale and a lot line adjustment are contemplated to create new parcels. The purpose of the property acquisition and future annexation is to expand the City's existing materials diversion facility operations. The property is located outside the City of Napa's SOI near the City of American Canyon. Annexation to the City of Napa is allowed given the property is owned by the City and soon will be used by the City for municipal purposes.¹ It is anticipated a proposal for annexation will be submitted in the future, but there is no current timetable.



¹ See [California Government Code §56742](#).

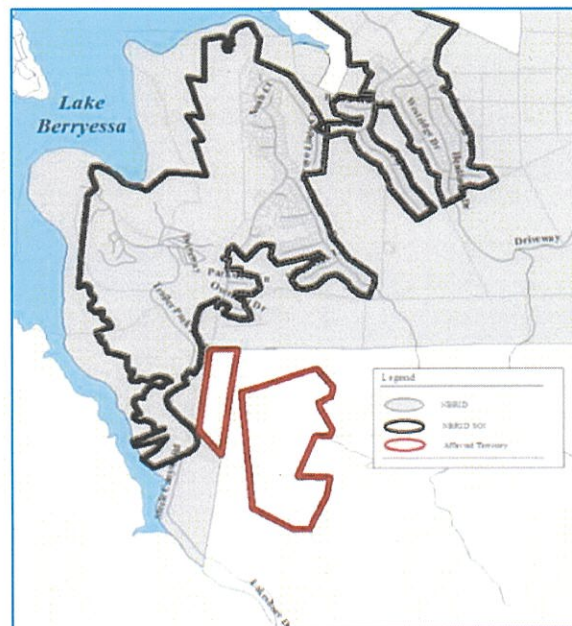
Watson Lane/Paoli Loop Annexation to the City of American Canyon

The City of American Canyon is expected to submit an application to annex 16 parcels and a portion of railroad totaling approximately 77.7 acres of unincorporated territory. The area is located within the City's SOI near Watson Lane and Paoli Loop and identified as APNs 057-120-014, -015, -017, -028, -034, -036, -041, -045, -047, -048, -049, -050, & -051, 057-180-014 & -015, and 059-020-036. The area is within the American Canyon Fire Protection District's boundary. The purpose of annexation is to allow development of the area for industrial and residential purposes as well as help facilitate the extension of Newell Drive to South Kelly Road. It is anticipated a proposal for annexation will be submitted in the future, but there is no current timetable.



Wastewater Treatment Plant Annexation to NBRID

Staff from the Napa Berryessa Resort Improvement District (NBRID) has inquired about annexation of two unincorporated parcels totaling approximately 101 acres in size that serve as the location of the District's wastewater treatment plant facilities. The parcels were recently added to NBRID's SOI, are owned by NBRID, and are identified as APNs 019-220-028 & -038. Annexation would be for purposes of reducing NBRID's annual property tax burden. It is anticipated a proposal for annexation will be submitted in the future, but there is no current timetable.



ATTACHMENTS

None



Local Agency Formation Commission of Napa County
Subdivision of the State of California

1754 Second Street, Suite C
Napa, California 94559
Phone: (707) 259-8645
www.napa.lafco.ca.gov

We Manage Local Government Boundaries, Evaluate Municipal Services, and Protect Agriculture

Agenda Item 6c (Consent/Information)

TO: Local Agency Formation Commission

PREPARED BY: Brendon Freeman, Executive Officer *B F*

MEETING DATE: June 5, 2023

SUBJECT: Third Quarter Budget Report for Fiscal Year 2022-23

BACKGROUND AND SUMMARY

This is a consent item for information purposes only. Accordingly, if interested, the Commission is invited to pull this item for additional discussion with the concurrence of the Chair. No formal action will be taken as part of this item.

On June 6, 2022, the Commission adopted a final budget for fiscal year 2022-23. This report compares budgeted versus actual transactions through March 31, 2023. A third quarter budget sheet with year-end projections is included as Attachment One.

Operating revenues are budgeted at \$663,588. Actual revenues collected through the third quarter totaled \$659,011. Staff projects the Commission will finish the fiscal year with \$668,698 in total revenues, resulting in a surplus of \$5,110 relative to budgeted revenues.

Operating expenses are budgeted at \$663,588. Actual expenses incurred through the third quarter totaled \$413,918. Staff projects the Commission will finish the fiscal year with \$610,896 in total expenses, resulting in a savings of \$52,692 relative to budgeted expenses. The savings in expenses are primarily attributed to the Commission Clerk vacancy.

Local policy directs the Commission to maintain an available/unrestricted fund balance ("reserves") equal to a minimum of four months, or 33.3%, of budgeted expenses. The Commission's reserves as of June 30, 2022 totaled \$281,201, representing 42.4% of budgeted expenses in fiscal year 2022-23. Staff projects the Commission will finish the fiscal year with an overall budget surplus of \$57,802, which would increase reserves to \$339,003, or 51.1% of budgeted expenses.

ATTACHMENT

- 1) Third Quarter Budget Sheet for Fiscal Year 2022-23 with Year-End Projections

Margie Mohler, Chair
Councilmember, Town of Yountville

Anne Cottrell, Vice Chair
County of Napa Supervisor, 3rd District

Kenneth Leary, Commissioner
Representative of the General Public

Beth Painter, Commissioner
Councilmember, City of Napa

Belia Ramos, Commissioner
County of Napa Supervisor, 5th District

Eve Kahn, Alternate Commissioner
Representative of the General Public

Mariam Aboudamous, Alternate Commissioner
Councilmember, City of American Canyon

Joelle Gallagher, Alternate Commissioner
County of Napa Supervisor, 1st District

Brendon Freeman
Executive Officer

LAFCO FY 2022-23 Third Quarter Budget Report

Revenues and Expenses through 3/31/23 with Year-End Projections

Account	Category	Adopted Budget	Actual YTD	YTD Percent of Budget	Year-End Projection	Year-End Projection Percent of Budget
Revenues						
42690	Permits/Application Fees	25,000	23,460	93.8%	30,110	120.4%
43910	County of Napa	313,794	313,794	100.0%	313,794	100.0%
43950	Other-Governmental Agencies	313,794	313,794	100.0%	313,794	100.0%
45100	Interest	6,000	5,296	88.3%	7,000	116.7%
46800	Charges for Services	1,000	-	0.0%	-	0.0%
47900	Miscellaneous	4,000	2,667	66.7%	4,000	100.0%
Total Revenues		663,588	659,011	99.31%	668,698	100.8%
Expenses						
51210	Director/Commissioner Pay	15,200	10,350	68.1%	13,200	86.8%
51300	Medicare	250	156	62.4%	250	100.0%
51305	FICA	500	451	90.1%	600	120.0%
52100	Administration Services	509,844	311,403	61.1%	475,000	93.2%
52125	Accounting/Auditing Services	7,500	6,743	89.9%	7,300	97.3%
52130	Information Technology Service	23,974	17,981	75.0%	23,974	100.0%
52131	ITS Communication Charges	1,685	1,269	75.3%	1,692	100.4%
52140	Legal Services	35,000	28,603	81.7%	37,500	107.1%
52310	Consulting Services	10,000	-	0.0%	-	0.0%
52345	Janitorial Services	300	75	25.0%	150	50.0%
52515	Maintenance-Software	1,930	470	24.4%	1,930	100.0%
52600	Rents and Leases - Equipment	4,000	1,900	47.5%	3,500	87.5%
52605	Rents and Leases - Bldg/Land	25,995	19,350	74.4%	25,995	100.0%
52700	Insurance - Liability	638	-	0.0%	638	100.0%
52800	Communications/Telephone	3,000	1,473	49.1%	2,200	73.3%
52830	Publications & Notices	1,000	426	42.6%	800	80.0%
52835	Filing Fees	200	-	0.0%	100	50.0%
52900	Training/Conference Expenses	15,000	7,413	49.4%	9,000	60.0%
52905	Business Travel/Mileage	1,000	713	71.3%	1,000	100.0%
53100	Office Supplies	1,000	760	76.0%	1,000	100.0%
53110	Freight/Postage	150	-	0.0%	50	33.3%
53115	Books/Media/Subscriptions	119	119	100.0%	119	100.0%
53120	Memberships/Certifications	3,078	3,078	100.0%	3,078	100.0%
53205	Utilities - Electric	2,000	1,056	52.8%	1,400	70.0%
53415	Computer Software/License	225	-	0.0%	225	100.0%
53650	Business Related Meals/Supplies	-	130	0.0%	195	-
Total Expenditures		663,588	413,918	62.38%	610,896	92.1%
Net Surplus (Deficit)		-	245,093	36.9%	57,802	8.7%



Agenda Item 6d (Consent/Information)

TO: Local Agency Formation Commission

PREPARED BY: Dawn Mittleman Longoria, Assistant Executive Officer DML

MEETING DATE: June 5, 2023

SUBJECT: CALAFCO Staff Workshop, April 2023

Workshop Session: Fire Consolidations – What could go wrong or right?

Session: *Learn from experienced professionals about avoiding pitfalls and achieving successful outcomes.*

Two recent fire district reorganizations/consolidations will be discussed by a panel of professionals. Each of the panelist has been involved in the creation and/or implementation of these projects. Learn the keys to developing a sound plan for initiating and implementing the project. Learn what worked and what didn't work and why. Learn the best way to set your LAFCO up for success.

Panel Members: Leader – Dawn Mittleman Longoria, Napa LAFCO

Panelists – Patrick McCormick, Santa Cruz LAFCO, retired
Chief Jason Nee, Central Fire, Santa Cruz
Chief Mark Duerr, South Placer Fire

Background:

The Workshop planning committee chose two examples of previous fire consolidations. The purpose was to analyze post-consolidation realities, with a focus on the specific details that affect the outcome of a reorganization/consolidation. Specifically, what LAFCO can do to set the stage for success.

The Santa Cruz fire consolidation was chosen as the success story. Prior to coming to Napa LAFCO, your Assistant Executive Officer served as the Project Manager for this MSR/consolidation study. Therefore, the planning committee requested that she serve as leader of the panel.

Margie Mohler, Chair
Councilmember, Town of Yountville

Anne Cottrell, Vice Chair
County of Napa Supervisor, 3rd District

Kenneth Leary, Commissioner
Representative of the General Public

Beth Painter, Commissioner
Councilmember, City of Napa

Belia Ramos, Commissioner
County of Napa Supervisor, 5th District

Eve Kahn, Alternate Commissioner
Representative of the General Public

Mariam Aboudamous, Alternate Commissioner
Councilmember, City of American Canyon

Joelle Gallagher, Alternate Commissioner
County of Napa Supervisor, 1st District

Brendon Freeman
Executive Officer

The South Placer Fire consolidation was chosen as an example with numerous issues. Chief Duerr was not involved in the original project but inherited the situation.

Summary: Fire Agencies Need LAFCO's Help to Achieve Successful Consolidations

1. How LAFCO can help

- a. Provide sample resolutions
- b. Establish detailed timelines
- c. Facilitate stakeholder meetings
- d. Utilize contacts throughout the state (i.e., CalPERS, elected officials)
- e. Establish working relationships with districts
- f. Assist with feasibility study (all participates should pay some)
- g. EO involved early on

2. Ideas unite-details divide

- a. Emotional issues are hard to manage, common sense and logic are not always appreciated
- b. Trust and respect take time to develop
- c. Mechanics of consolidation versus people and emotion

3. Consolidation is the future

- a. LAFCOs are the experts
- b. Fire agencies want to deliver world class service, they recognize the need to consolidate, but can't do it without LAFCO

4. Understand fire service culture

- a. The two things fire service hates: change and the way things are
- b. Fire service is unique

5. Important aspects of successful fire studies

- a. MSR process is crucial
- b. Develop relationships early
- c. Maintain transparency
- d. Involve stakeholders in development of the study
- e. Include representatives of governance, administration, union, volunteers, and community
- f. Study fire service regionally, coordination among agencies is essential
- g. Understand fire service: operations, procedures, standards of coverage, prevention, suppression, training, education, facilities, equipment, funding, long-range planning, succession planning, risk analysis, service capabilities, service area and more

ATTACHMENTS

None



Local Agency Formation Commission of Napa County
Subdivision of the State of California

1754 Second Street, Suite C
Napa, California 94559
Phone: (707) 259-8645
www.napa.lafco.ca.gov

We Manage Local Government Boundaries, Evaluate Municipal Services, and Protect Agriculture

Agenda Item 7a (Public Hearing)

TO: Local Agency Formation Commission

PREPARED BY: Brendon Freeman, Executive Officer *BF*

MEETING DATE: June 5, 2023

SUBJECT: Final Budget for Fiscal Year 2023-24, Amendment to the Schedule of Fees and Deposits, and Work Program for Fiscal Year 2023-24

RECOMMENDATION

It is recommended the Commission take the following actions:

- 1) Open the public hearing and take testimony;
- 2) Close the public hearing;
- 3) Adopt the Resolution of the Local Agency Formation Commission of Napa County Adopting a Final Budget for Fiscal Year 2023-24 (Attachment One);
- 4) Adopt the Resolution of the Local Agency Formation Commission of Napa County Amendment to Adopted Schedule of Fees and Deposits (Attachment Two);
- 5) Adopt the Resolution of the Local Agency Formation Commission of Napa County Adopting a Work Program for Fiscal Year 2023-24 (Attachment Three); and
- 6) Consider establishing an ad hoc subcommittee and appointing two members of the Commission to advise staff in the preparation of a request for proposals (RFP) and the selection of a consultant to prepare a Countywide Fire Protection and Emergency Medical Services Municipal Service Review.

BACKGROUND AND SUMMARY

LAFCOs are responsible for annually adopting a proposed budget by May 1st and a final budget by June 15th pursuant to California Government Code Section 56381. This statute specifies the proposed and final budgets shall – at a minimum – be equal to the budget adopted for the previous fiscal year unless LAFCO finds the reduced costs will nevertheless allow the agency to fulfill its prescribed regulatory and planning duties.

Margie Mohler, Chair
Councilmember, Town of Yountville

Anne Cottrell, Vice Chair
County of Napa Supervisor, 3rd District

Kenneth Leary, Commissioner
Representative of the General Public

Beth Painter, Commissioner
Councilmember, City of Napa

Belia Ramos, Commissioner
County of Napa Supervisor, 5th District

Eve Kahn, Alternate Commissioner
Representative of the General Public

Mariam Aboudamous, Alternate Commissioner
Councilmember, City of American Canyon

Joelle Gallagher, Alternate Commissioner
County of Napa Supervisor, 1st District

Brendon Freeman
Executive Officer

Budgeting Policies

Consistent with the Commission's *Budget Policy* ("the Policy"), included as Attachment Four, the Commission appointed Commissioners Mohler and Leary to serve on an ad hoc Budget Committee ("the Committee") to inform the Commission's decision-making process in adopting an annual operating budget. The Policy directs the Committee to also consider the Commission's work program.

The Commission is directed to control operating expenses by utilizing its available undesignated/unreserved fund balance ("reserves") whenever possible and appropriate. The Commission is also directed to retain sufficient reserves to equal no less than one third (i.e., four months) of the budgeted operating expenses in the affected fiscal year.

Prescriptive Funding Sources

The Commission's annual operating expenses are primarily funded by the County of Napa and the Cities of American Canyon, Calistoga, Napa, St. Helena, and Town of Yountville. State law specifies the County is responsible for one-half of the Commission's operating expenses while the remaining amount is to be apportioned among the cities and town. The current formula for allocating the cities' and town's shares of the Commission's budget was adopted by the municipalities in 2003 and is based on a weighted calculation of population (60%) and general tax revenues (40%). Additional funding – typically less than 10% of total revenues – is budgeted from anticipated application fees and interest earnings.

Actions to Date

The Committee met on February 22, 2023 to prepare a draft budget. The Committee also agreed the Commission's adopted *Schedule of Fees and Deposits* ("Fee Schedule") should be amended to clarify various application fee procedures. Lastly, the Committee discussed a draft work program with staff, including the concept of a potential countywide fire study.

On April 3, 2023, staff presented a proposed budget and a draft work program to the Commission. The Commission adopted the proposed budget with one key change to increase budgeted expenses for consulting services by \$100,000 for purposes of initiating a countywide fire study. The Commission also directed staff to return with a final work program that includes a countywide fire study.

The adopted proposed budget – with the aforementioned change – was circulated to each of the county, city, and town managers, as well as the general public, for review and comment through May 5, 2023. No comments were received.

Final Budget Summary

The Commission will consider approving a final budget for fiscal year 2023-24 with operating expenses totaling \$812,946 and operating revenues totaling \$709,436. The final budget positions the Commission to finish the 2023-24 fiscal year with available reserves totaling \$279,670 or 34.4% of proposed operating expenses. Therefore, the final budget would result in sufficient reserves to meet the Policy directive to retain reserves equal to no less than one-third of operating expenses.

Operating Expenses

Operating expenses in the final budget total \$812,946. This includes an increase of \$3,510 from the adopted proposed budget. A summary follows.

Salaries and Benefits Unit

This budget unit is proposed to total \$15,850 and is primarily associated with Commissioner per diems for attendance at meetings, conferences, trainings, and other activities related to LAFCO business. Staff salaries and benefits are categorized under Administration Services (Account No. 52100) within the Services and Supplies budget unit as summarized below.

Services and Supplies Unit

This budget unit is proposed to total \$797,096. The following is a summary of expense accounts that differ by at least \$1,000 compared to the current fiscal year:

- 1) Increase Administration Services (Account No. 52100) from \$509,844 to \$548,598 to reflect the recent hiring of a full-time Clerk/Jr. Analyst. The \$3,510 increase in budgeted expenses as compared to the adopted proposed budget can be wholly attributed to the final salary for the Clerk/Jr. Analyst. Notably, the final budget includes \$2,000 for the County of Napa's 401(a) Employer Contribution, which is included under Administration Services. The Executive Officer and Assistant Executive Officer are authorized to participate in the 401(a) retirement savings plan.
- 2) Increase Information Technology Services (Account No. 52130) from \$23,974 to \$34,309 to reflect price increases in hardware, software, contract renewals, and cybersecurity.
- 3) Increase Consulting Services (Account No. 52310) from \$10,000 to \$105,000 to: (a) hire an outside facilitator for the Commission's scheduled strategic planning session on July 10, 2023; and (b) hire a consultant to assist the Commission in preparing a countywide fire and emergency medical services municipal service review.
- 4) Increase Maintenance/Software (Account No. 52515) from \$1,930 to \$3,062 to reflect a planned update of the Commission's website, including a change in the website host from Planetaria to Streamline.
- 5) Increase Business Travel/Mileage (Account No. 52905) from \$1,000 to \$3,000 to reflect an increase in anticipated travel for Chair Mohler to attend CALAFCO Board of Directors meetings in person.
- 6) Increase Office Supplies (Account No. 53100) from \$1,000 to \$2,000 in anticipation of an increase in purchases related to the new Clerk/Jr. Analyst.

Operating Revenues

Operating revenues in the final budget total \$709,436. The Commission's revenues are primarily derived from the County of Napa and the Cities of American Canyon, Calistoga, Napa, St. Helena, and Town of Yountville. These agency contributions in the final budget total \$679,476. Service charges (i.e., proposal application fees) in the final budget total \$23,460 based on anticipated proposal activity. Interest earnings on the Commission's fund balance are expected to total \$6,500 based on recent trends.

Fee Schedule Amendment

The Committee recommends the Commission adopt a resolution to amend the Fee Schedule effective July 1, 2023. The amendment is generally limited to making clarifications to the application process and these changes are considered non-substantive. The Fee Schedule amendment showing tracked changes is included as Attachment Five.

Work Program

Local policy directs the Commission to annually adopt a work program for purposes of scheduling key activities over the course of the fiscal year.

At its meeting on April 3, 2023, the Commission discussed a draft work program and directed staff to return with a revised work program for adoption at today's meeting that includes a Countywide Fire Protection and Emergency Medical Services Municipal Service Review. As noted earlier, the Commission also requested the final budget include \$100,000 in consulting services for this purpose. A revised work program is included as an exhibit to the resolution adopting the work program (Attachment Three). Staff recommends the project be initiated in January 2024 with a draft report to be presented in June 2024.

Staff recommends the Commission consider establishing an ad hoc subcommittee with two appointed members to advise staff in the preparation of an RFP seeking qualified professional consulting firms to prepare a Countywide Fire and Emergency Medical Services Municipal Service Review. A draft RFP would be presented to the full Commission at a future meeting for discussion and possible revisions prior to its release. If the Commission is agreeable, staff recommends the subcommittee also be authorized to assist staff with consultant interviews and the final selection process.

ATTACHMENTS

- 1) Draft Resolution Adopting a Proposed Budget for Fiscal Year 2023-24
- 2) Draft Resolution Amending the Fee Schedule
- 3) Draft Resolution Adopting the Work Program for Fiscal Year 2023-24
- 4) Budget Policy
- 5) Fee Schedule Amendment (tracked changes)

RESOLUTION NO. ____

**RESOLUTION OF
THE LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY
ADOPTING A FINAL BUDGET FOR FISCAL YEAR 2023-24**

WHEREAS, the Local Agency Formation Commission of Napa County (hereinafter referred to as “Commission”) is required by the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Government Code Sections 56000 et seq.) to annually adopt a budget for the next fiscal year; and

WHEREAS, Government Code Section 56381 requires the Commission to adopt a proposed budget by May 1 and a final budget by June 15; and

WHEREAS, the Commission appoints and utilizes an ad hoc subcommittee (“Budget Committee”) to help inform and make decisions regarding the agency’s funding requirements; and

WHEREAS, the Commission adopted a proposed budget prepared by the Budget Committee at a noticed public hearing on April 3, 2023; and

WHEREAS, at the direction of the Commission, the Budget Committee circulated the adopted proposed budget for review and comment to the administrative and financial officers of each of the six local agencies that contribute to the Commission budget as well as to all local special districts; and

WHEREAS, no comments were received concerning the adopted proposed budget; and

WHEREAS, the Executive Officer prepared a report concerning the Budget Committee’s recommended final budget; and

WHEREAS, the Executive Officer’s report on a final budget has been presented to the Commission in the manner provided by law; and

WHEREAS, the Commission heard and fully considered all the evidence presented at its public hearing on the final budget held on June 5, 2023; and

WHEREAS, the Commission determined the final budget projects the staffing and program costs of the Commission as accurately and appropriately as is possible.

NOW, THEREFORE, THE COMMISSION DOES HEREBY RESOLVE, DETERMINE, AND ORDER as follows:

1. The final budget as outlined in Exhibit "A" is adopted.
2. The final budget provides the Commission sufficient resources to fulfill its regulatory and planning responsibilities in accordance with Government Code Section 56381(a).

The foregoing resolution was duly and regularly adopted by the Commission at a public meeting held on June 5, 2023, after a motion by Commissioner _____, seconded by Commissioner _____, by the following vote:

AYES: Commissioners _____

NOES: Commissioners _____

ABSENT: Commissioners _____

ABSTAIN: Commissioners _____

 Margie Mohler
 Commission Chair

ATTEST: _____
 Brendon Freeman
 Executive Officer

Recorded by: Stephanie Pratt
 Clerk/Jr. Analyst



Local Agency Formation Commission of Napa County

Subdivision of the State of California

FY 2023-24 FINAL BUDGET

Adopted on June 5, 2023

	FY 2020-21		FY 2021-22		FY 2022-23		FY 2023-24
	Final Budget	Actual	Final Budget	Actual	Final Budget	Estimate	Final Budget
Expenses							
Salaries and Benefits							
Account Description							
51210 Commissioner Per Diems	14,500	12,720	12,500	12,300	15,200	13,200	15,000
51300 Medicare - Commissioners	250	181	250	205	250	250	250
51305 FICA - Commissioners	500	512	500	525	500	600	600
Total Salaries & Benefits	15,250	13,413	13,250	13,030	15,950	14,050	15,850
Services and Supplies							
Account Description							
52100 Administration Services	415,869	421,287	439,901	408,954	509,844	475,000	548,598
52125 Accounting/Auditing Services	7,500	6,593	7,500	6,847	7,500	7,300	7,500
52130 Information Technology Services	24,323	24,323	24,489	24,489	23,974	23,974	34,309
52131 ITS Communication Charges	-	-	1,837	1,837	1,685	1,692	2,000
52140 Legal Services	25,500	24,286	25,000	22,000	35,000	37,500	35,000
52310 Consulting Services	25,551	25,550	-	-	10,000	-	105,000
52345 Janitorial Services	300	225	300	150	300	150	300
52515 Maintenance-Software	1,930	1,929	1,930	1,930	1,930	1,930	3,062
52600 Rents and Leases: Equipment	5,500	3,220	4,000	2,784	4,000	3,500	3,500
52605 Rents and Leases: Building/Land	30,409	30,408	31,322	28,234	25,995	25,995	26,775
52700 Insurance: Liability	813	1,428	578	578	638	638	716
52800 Communications/Telephone	3,500	1,428	2,000	1,485	3,000	2,200	3,000
52830 Publications and Notices	1,500	814	1,000	1,100	1,000	800	750
52835 Filing Fees	50	100	200	150	200	100	150
52900 Training/Conference	989	200	10,000	-	15,000	9,000	15,000
52905 Business Travel/Mileage	1,000	-	500	-	1,000	1,000	3,000
53100 Office Supplies	1,250	1,179	1,000	400	1,000	1,000	2,000
53110 Freight/Postage	350	100	500	100	150	50	100
53115 Books/Media/Subscriptions	-	-	-	119	119	119	119
53120 Memberships/Certifications	3,060	3,060	2,934	2,934	3,078	3,078	3,332
53205 Utilities: Electric	1,500	1,589	1,500	1,950	2,000	1,400	2,400
53415 Computer Software/License	-	150	225	225	225	225	225
56350 Business Related Meal/Supplies	500	122	250	33	-	195	260
Total Services & Supplies	551,394	546,363	556,966	506,337	647,638	596,846	797,096
EXPENSE TOTALS	566,644	559,776	570,216	519,367	663,588	610,896	812,946

Revenues	FY 2020-21		FY 2021-22		FY 2022-23		FY 2023-24
	Final Budget	Actual	Final Budget	Actual	Final Budget	Estimate	Final Budget
Intergovernmental							
Account Description							
43910 County of Napa	242,700	242,700	254,835	254,835	313,794	313,794	339,738
43950 Other Governmental Agencies	242,700	242,700	254,835	254,835	313,794	313,794	339,738
-----	162,800	162,800	166,432	166,432	207,969	207,969	222,680
-----	41,166	41,166	45,843	45,843	56,307	56,307	61,235
-----	13,159	13,159	18,608	18,608	20,381	20,381	22,609
-----	14,515	14,515	13,976	13,976	16,885	16,885	20,342
-----	9,060	9,060	9,976	9,976	12,252	12,252	12,872
Total Intergovernmental	485,400	485,400	509,670	509,670	627,588	627,588	679,476
Service Charges							
Account Description							
42690 Application/Permit Fees	21,000	37,356	20,000	25,450	25,000	30,110	22,950
46800 Charges for Services	624	593	600	1,074	1,000	-	510
47900 Miscellaneous	-	-	-	2,845	4,000	4,000	-
Total Service Charges	21,684	37,949	20,600	29,369	30,000	34,110	23,460
Investments							
Account Description							
45100 Interest	12,000	6,817	10,000	5,700	6,000	7,000	6,500
Total Investments	12,000	6,817	10,000	5,700	6,000	7,000	6,500
REVENUE TOTALS	519,084	530,166	540,270	544,739	663,588	668,698	709,436
OPERATING DIFFERENCE	(47,560)	(29,610)	(29,946)	25,372	0	57,802	(103,510)
Reserves							
Undesignated/Unreserved Fund Balance ("Reserves")							
Beginning:		329,616		300,006		325,378	383,180
Ending:		300,906		325,378		383,180	279,670
MINIMUM FOUR MONTH RESERVE GOAL		188,881		190,072		221,196	270,982

RESOLUTION NO. ____

RESOLUTION OF
THE LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY
AMENDMENT TO ADOPTED SCHEDULE OF FEES AND DEPOSITS

WHEREAS, the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Government Code Sections 56000 et seq.) authorizes the Local Agency Formation Commission of Napa County (hereinafter referred to as "Commission") to adopt a fee schedule; and

WHEREAS, the Commission established and adopted by resolution a "Schedule of Fees and Deposits" on December 1, 2001 in a manner provided by law; and

WHEREAS, the Commission has amended the adopted Schedule of Fees and Deposits as appropriate since its establishment on several occasions; and

WHEREAS, the Commission appoints and utilizes an ad hoc subcommittee ("Budget Committee") to help inform and make decisions regarding the agency's funding requirements including the adopted Schedule of Fees and Deposits; and

WHEREAS, the Commission considered a proposed amendment to the adopted Schedule of Fees and Deposits prepared by the Budget Committee at a noticed public hearing on June 5, 2023.

NOW, THEREFORE, THE COMMISSION DOES HEREBY RESOLVE, DETERMINE, AND ORDER the Schedule of Fees and Deposits shall be amended in the manner set forth in Exhibit "A" and become effective July 1, 2023.

The foregoing resolution was duly and regularly adopted by the Commission at a public meeting held on June 5, 2023, after a motion by Commissioner _____, seconded by Commissioner _____, by the following vote:

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

Margie Mohler
Commission Chair

ATTEST: _____
Brendon Freeman
Executive Officer

Recorded by: Stephanie Pratt
Clerk/Jr. Analyst



Local Agency Formation Commission of Napa County

Subdivision of the State of California

We Manage Local Government Boundaries, Evaluate Municipal Services, and Protect Agriculture

Schedule of Fees and Deposits

Effective Date: July 1, 2023

These are the policies of the Local Agency Formation Commission (LAFCO) of Napa County with respect to setting fees and deposits in fulfilling LAFCO's regulatory and planning duties prescribed under the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000.

1. This schedule shall be administered in accordance with the provisions of Government Code (G.C.) §56383.
2. This schedule includes both "fixed" and "at-cost" fees. Fixed fees represent reasonable cost estimates for processing routine applications and based on a number of predetermined staff hours. At-cost fees apply to less routine applications and based on the number of actual staff hours. Staff time is charged at a fully burdened hourly rate of \$170.
3. Applications submitted to LAFCO shall be accompanied by the appropriate fees as detailed in this schedule. Staff shall identify which fees are due at the time the application is submitted and the timing when other fees are required. Any required fees that have not been received at the time LAFCO action on an application shall be made a condition of approval.
4. Staff may stop work on any application until the applicant submits a requested deposit or fee.
5. All deposit amounts for at-cost applications shall be determined by the Executive Officer. The Executive Officer shall provide a written accounting of all staff time and related expenses billed against the deposit. If the cost in processing an application begins to approach or exceed the deposited amount, the Executive Officer shall request additional monies from the applicant.
6. Upon completion of an at-cost application, staff shall issue to the applicant a statement detailing all billable expenditures from a deposit. Staff shall refund the applicant for any monies remaining from the deposit less one-half hour of staff time to process the return as provided in this schedule.
7. In the course of processing applications, staff is required to collect fees on behalf of other government agencies such as the State Board of Equalization. LAFCO recognizes these are "pass through" fees that are not within LAFCO's discretion and therefore no formal action is required to update those fees in this schedule.

8. All fees payable to LAFCO shall be submitted by check and made payable to "LAFCO". All fees payable to other government agencies as identified in this schedule shall be submitted by check and made payable to the applicable agency.
9. Applicants are responsible for any fees or charges incurred by LAFCO and/or required by other governmental agencies in the course of the processing of an application.
10. Applicants are responsible for any extraordinary administrative costs as determined by the Executive Officer and detailed for the applicant in a written statement.
11. Initial application fees shall not be charged by LAFCO for city annexations involving unincorporated islands subject to G.C. §56375.3 and LAFCO's Policy on Unincorporated Islands, unless otherwise determined by the Executive Officer based on extraordinary circumstances.
12. If the processing of an application requires LAFCO to contract with another agency, firm, or individual for services beyond the normal scope of staff work, such as preparing an Environmental Impact Report or Comprehensive Fiscal Analysis, the applicant shall be responsible for all costs associated with that contract. The applicant will provide LAFCO with a deposit sufficient to cover the cost of the contract.
13. With respect to instances where LAFCO approves an outside service agreement under G.C. §56133(b), the fee for a subsequent annexation involving the affected territory and affected agency will be reduced by 50% if the annexation application is filed within one calendar year of LAFCO approval.
14. Requests for research on any particular subject will be provided at no cost for the first two hours. This includes, but is not limited to, archival retrieval, identifying properties relative to agency boundaries, and discussing potential applications. Any additional research time will be billed at the fully burdened hourly rate provided in this schedule.
15. Annexation and/or detachment applications involving concurrent boundary changes for two or more agencies qualify as reorganizations and will incur an additional fee of \$850. Annexation applications involving cities that require concurrent detachment from County Service Area No. 4, and no other boundary changes are proposed, will only incur an additional fee of \$170.
16. LAFCO's ad hoc Budget Committee shall annually review this schedule and recommend updates to help LAFCO maintain an appropriate level of cost-recovery.

INITIAL APPLICATION FEES

The following fees must be submitted to LAFCO as part of the application filing. The Executive Officer will identify the specific deposits, fees, and amounts that apply to the application.

Change of Organization or Reorganization: Annexations and Detachments

- **Exempt from California Environmental Quality Act**

100% Consent from Landowners and Agencies where LAFCO is Responsible or Lead Agency	\$5,100
Without 100% Consent from Landowners and Agencies where LAFCO is Responsible or Lead Agency	\$6,800

- **Not Exempt from California Environmental Quality Act / Negative Declaration**

100% Consent from Landowners and Agencies where LAFCO is Responsible Agency	\$5,950
100% Consent from Landowners and Agencies where LAFCO is Lead Agency	\$8,500 plus consultant contract
Without 100% Consent from Landowners and Agencies where LAFCO is Responsible Agency	\$7,650
Without 100% Consent from Landowners and Agencies where LAFCO is Lead Agency	\$10,200 plus consultant contract

- **Not Exempt from California Environmental Quality / Environmental Impact Report**

100% Consent from Landowners and Agencies where LAFCO is Responsible Agency	\$6,800
100% Consent from Landowners and Agencies where LAFCO is Lead Agency	\$8,500 plus consultant contract
Without 100% Consent from Landowners and Agencies where LAFCO is Responsible Agency	\$8,500
Without 100% Consent from Landowners and Agencies where LAFCO is Lead Agency	\$10,200 plus consultant contract

Change of Organization or Reorganization: Other

• City Incorporations and Disincorporations	at-cost
• Special District Formations, Consolidations, Mergers, and Dissolutions	at-cost
• Special District Requests to Activate or Deactivate Powers	at-cost

Other Applications

• Request for Outside Service Agreement	\$3,400
• Request for Reconsideration	\$3,400
• Request for Time Extension to Complete Proceedings	\$850
• Request for Municipal Service Review	at-cost
• Request for Sphere of Influence Amendment	at-cost

Miscellaneous	
• Special Meeting	\$1,200
• Alternate Legal Counsel	at-cost

OTHER APPLICATION FEES

The following fees may apply to applications and records requests. The Executive Officer will identify all applicable fee amounts and the timing for payment submittal.

Fees Made Payable to the County of Napa	
• Assessor’s Annexation Mapping Fee	\$162
• County Surveyor’s Review Fee	\$253.09
• Clerk-Recorder’s Environmental Filing Fee	\$50
• Elections’ Registered Voter List Fee	\$75 hourly
• Elections’ Signature Verification Fee	\$75 hourly
• Clerk-Recorder’s Environmental Document Fee	
.....Environmental Impact Report	\$3,839.25
.....Mitigated Negative Declaration	\$2,764.00
.....Negative Declaration	\$2,764.00

Fees Made Payable to LAFCO	
• Geographic Information System Update	\$170
• Public Hearing Notice Newspaper Publishing	at-cost
• Photocopying	\$0.10 (black) / \$0.40 (color)
• Mailing	at-cost
• Audio Recording of Meeting	at-cost
• Research/Archive Retrieval	\$170 hourly

Fees Made Payable to the State Board of Equalization to Record Boundary Changes			
Acre	Fee	Acre	Fee
0.00-0.99	\$300	51.00-100.99	\$1,500
1.00-5.99	\$350	101.00-500.99	\$2,000
6.00-10.99	\$500	501.00-1,000.99	\$2,500
11.00-20.99	\$800	1,001.00-2,000.99	\$3,000
21.00-50.99	\$1,200	2,001.00+	\$3,500

RESOLUTION NO. _____

RESOLUTION OF
THE LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY
ADOPTING A WORK PROGRAM FOR FISCAL YEAR 2023-24

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 5, 2023 meeting, the Commission considered adopting a Work Program for fiscal year 2023-24 prepared by staff.

NOW, THEREFORE, BE IT RESOLVED that the Local Agency Formation Commission of Napa County hereby adopts the Work Program for fiscal year 2023-24, 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 5, 2023, after a motion by Commissioner _____, seconded by Commissioner _____, by the following vote:

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

Margie Mohler
Commission Chair

ATTEST: _____
Brendon Freeman
Executive Officer

Recorded by: Stephanie Pratt
Clerk/Jr. Analyst

Napa LAFCO Work Program for Fiscal Year 2023-24			
		Timeline	Comments
STUDIES	Napa County Resource Conservation District MSR & SOI	Draft report in Aug 2023	Previous MSR & SOI completed in 2016
	County Service Area No. 4 MSR & SOI	Draft report in Oct 2023	Previous MSR & SOI completed in 2017
	Napa Sanitation District SOI	Draft report in Feb 2024	Previous MSR completed in 2014 (Central County Region MSR), previous SOI completed in 2015
	City of St. Helena MSR & SOI	Draft report in April 2024	Previous MSR & SOI completed in 2008
	Countywide Fire & EMS MSR	Draft report in June 2024	Previous Countywide Fire MSR completed in 2006, Commission agreed to allocate \$100,000 for a consultant in FY 23-24
ADMINISTRATION	Audit	Annual	Presented by the County Auditor-Controller annually in December
	Budget	Annual	Proposed budget must be adopted by May 1; final budget must be adopted by June 15; Budget Committee appointed annually in December; staff prepares quarterly budget reports
	Legislation	Annual	Legislative Committee appointed every 2 years to review state legislation and recommend formal positions
	Policies	Ongoing	Policy amendments will be proposed as needed and Policy Manual updated accordingly
	Proposals	Ongoing	See "Current and Future Proposals" staff report on each meeting agenda for a status update
	Staff Training	Ongoing	New Clerk/Jr. Analyst requires comprehensive training on LAFCO's administrative functions and application processing
	Website/Document Management	Ongoing	Staff continuously updates information on website including agendas, minutes, meeting recordings, audits, budgets, etc.; website host will change to Streamline beginning July 1, 2023; staff is also working on migrating all electronic documents from Laserfiche system to County-hosted network
OTHER	Strategic Planning (Yountville Town Hall)	July 10, 2023	Strategic planning is recommended every 2 years; Commission will conduct a strategic planning workshop on July 10, 2023 in Yountville with Pamela Miller as facilitator
	Special Projects and Studies	TBD	To be determined in budget cycle and strategic planning; typically involves a contract with a consultant to be funded with reserves; see Countywide Fire & EMS MSR in "Studies"
	Support Services Agreement with County of Napa	TBD	Staff working with County to amend agreement for purposes of modernization and possible further LAFCO independence; amendments will require formal approval from both the Commission and County Board of Supervisors
	2023 CALAFCO Annual Conference	October 18 - 20, 2023	Monterey; all Commissioners and staff encouraged to attend
	2024 CALAFCO Staff Workshop	April 2024	TBD (Coastal Region will host); all staff encouraged to attend
Final Work Program presented on June 5, 2023			



LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY

Budget Policy

(Adopted: August 9, 2001; Last Amended: November 18, 2019)

I. Background

The Cortese-Knox-Hertzberg Local Government Reorganization (CKH) Act of 2000 includes provisions for establishing a budget and for the receipt of funds. [Government Code \(G.C.\) §56381](#) establishes that the Commission shall annually adopt a budget for the purpose of fulfilling its duties under CKH.

II. Purpose

It is the intent of the Commission to adopt a policy for budget purposes which establishes procedures for compiling, adopting and administering the budget. The Commission is committed to providing transparency of its operations including its fiscal activities. The Commission follows recognized accounting principles and best practices in recognition of its responsibility to the public.

III. Preparation of Annual Budget

- A) An annual budget shall be prepared, adopted and administered in accordance with [\(G.C.\) §56381](#).
- B) The Commission should annually consider the Fee Schedule, including any anticipated changes, and Work Program in conjunction with the budget process.
- C) The Commission is committed to ensuring the agency is appropriately funded each fiscal year to effectively meet its prescribed regulatory and planning responsibilities. The Commission is also committed to controlling operating expenses to reduce the financial obligations on the County of Napa, the cities and town, hereafter referred to as the “funding agencies,” whenever possible and appropriate.
- D) The budget shall include an undesignated/unreserved fund balance equal to a minimum of one-third (i.e., four months) of annually budgeted operating expenses.
- E) The Commission shall establish an ad-hoc budget committee at the last meeting of each calendar year comprising of two Commissioners which will terminate with the adoption of the final budget. Commissioners appointed to a budget committee shall receive a regular per diem payment for each meeting attended.
- F) The adopted final budget should be posted on the Commission’s website for public viewing for a minimum of five years.
- G) The Executive Officer shall provide quarterly budget reports to the Commission for informational purposes.

IV. Budget Contributions and Collection of Funds

G.C. §56381 establishes that the Commission shall adopt annually a budget for the purpose of fulfilling its duties under CKH. It further establishes that the County Auditor shall apportion the operating expenses from this budget in the manner prescribed by G.C. §56381(b), or in a manner mutually agreed upon by the agencies responsible for the funding of the Commission's budget G.C. §56381(c) states that:

After apportioning the costs as required in subdivision (b), the auditor shall request payment from the Board of Supervisors and from each city no later than July 1 of each year for the amount that entity owes and the actual administrative costs incurred by the auditor in apportioning costs and requesting payment from each entity. If the County or a city does not remit its required payment within 60 days, the Commission may determine an appropriate method of collecting the required payment, including a request to the auditor to collect an equivalent amount from the property tax, or any fee or eligible revenue owed to the County or city. The auditor shall provide written notice to the County or city prior to appropriating a share of the property tax or other revenue to the Commission for the payment due the Commission pursuant to this section.

It is the intent of the Commission that all agencies provide the costs apportioned to them from the LAFCO budget. Pursuant to G.C. §56381(c), the policy of the Commission is:

- A) If the County or a city or a town does not remit its required payment within 45 days of the July 1 deadline, the County Auditor shall send written notice to the agency in question that pursuant to G.C. §56381(c) and this policy, the Auditor has the authority to collect the amount of the Commission's operating expenses apportioned to that agency after 60 days from the July 1 deadline.
- B) If the County or a city or a town does not remit its required payment within 60 days of the July 1 deadline, the County Auditor shall collect an amount equivalent to the cost apportioned to that agency from the property tax owed to that agency, or some other eligible revenue deemed appropriate or necessary by the County Auditor. The County Auditor shall send written notice of the action taken to the agency and to the Commission.

V. Executive Officer Purchasing and Budget Adjustment Authority

Pursuant to G.C. §56380, the Commission shall make its own provision for necessary quarters, equipment, supplies, and services. The associated operating costs are provided for through the Commission's adoption of its annual budget in the manner prescribed in G.C. §56381.

It is the intent of the Commission to charge the LAFCO Executive Officer with the responsibility and authority for coordinating and managing the procurement of necessary quarters, equipment, supplies, and services, and to adjust the annual budget as necessary under certain circumstances. The policy of the Commission is:

- A) The Executive Officer is charged with the responsibility and authority for coordinating and managing the procurement of necessary quarters, equipment, supplies, and services in accordance with applicable laws, regulations and policies.
- B) The Executive Officer is authorized to act as the agent for LAFCO in procuring necessary quarters, equipment, supplies, and services.
- C) Only the Commission itself or the Executive Officer may commit LAFCO funds for the purchase of any necessary quarters, equipment, supplies, or services for LAFCO use.
- D) The Executive Officer is delegated purchasing authority on behalf of LAFCO for necessary quarters, equipment, supplies, and services not to exceed \$5,000 per transaction. The Commission must approve any purchase of necessary quarters, equipment, supplies, and services that exceed the monetary limits set forth in this policy.
- E) Following review and approval by the Chair, the Executive Office is authorized to make adjustments and administrative corrections to the budget without Commission action provided the adjustments and corrections are within the total budget allocations adopted by the Commission.
- F) Following review and approval by the Chair, the Executive Officer is authorized to adjust the budget for purposes of carrying over to the new fiscal year any encumbered funds that have been approved by the Commission in a prior fiscal year and involve unspent balances. Said funds include committed contracts for services that were not completed in the prior fiscal year and must be re-encumbered by way of a budget adjustment in the new fiscal year.



Local Agency Formation Commission of Napa County

Subdivision of the State of California

We Manage Local Government Boundaries, Evaluate Municipal Services, and Protect Agriculture

Schedule of Fees and Deposits

Effective Date: ~~January~~ July 1, 2023

These are the policies of the Local Agency Formation Commission (LAFCO) of Napa County with respect to setting fees and deposits in fulfilling LAFCO's regulatory and planning duties prescribed under the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000.

1. This schedule shall be administered in accordance with the provisions of Government Code (G.C.) §Section-56383.
2. This schedule includes both "fixed" and "at-cost" fees. Fixed fees represent reasonable cost estimates for processing routine ~~proposals-applications~~ and based on a number of predetermined staff hours. At-cost fees apply to less routine ~~proposals-applications~~ and based on the number of actual staff hours. Staff time is charged at a fully burdened hourly rate of \$170.
3. ~~Proposals-Applications~~ submitted to ~~the Commission~~LAFCO shall be accompanied by the appropriate ~~proposal~~ fees as detailed in this schedule. Staff shall identify which fees are due at the time the ~~proposal-application~~ is submitted and the timing when other fees are required. Any required ~~proposal~~ fees that have not been received at the time of ~~Commission~~LAFCO action on an application ~~proposal~~ shall be made a condition of ~~proposal~~ approval.
4. Staff may stop work on any ~~proposal-application~~ until the applicant submits a requested deposit or fee.
5. All deposit amounts for at-cost ~~proposals-applications~~ shall be determined by the Executive Officer. The Executive Officer shall provide a written accounting of all staff time and related expenses billed against the deposit. If the cost in processing an application ~~proposal~~ begins to approach or exceed the deposited amount, the Executive Officer shall request additional monies from the applicant.
6. Upon completion of an at-cost ~~proposal-application~~, staff shall issue to the applicant a statement detailing all billable expenditures from a deposit. Staff shall refund the applicant for any monies remaining from the deposit less one-half hour of staff time to process the return as provided in this schedule.
7. In the course of processing ~~proposals-applications~~, staff is required to collect fees on behalf of other government agencies such as the State Board of Equalization. ~~The Commission~~LAFCO recognizes these are "pass through" fees that are not within ~~LAFCO~~the ~~Commission~~'s discretion and therefore no ~~Commission-formal~~ action is required to ~~make-changes-to-update~~ those fees in this schedule.

8. All fees payable to ~~the Commission~~LAFCO shall be submitted by check and made payable to "LAFCO of Napa County." All fees payable to other government agencies as identified in this schedule shall be submitted by check and made payable to the applicable agency.
9. Applicants are responsible for any fees or charges incurred by ~~the Commission~~LAFCO and/or required by other governmental agencies in the course of the processing of an application-proposal.
10. Applicants are responsible for any extraordinary administrative costs as determined by the Executive Officer and detailed for the applicant in a written statement.
11. Proposal-Initial application fees shall not be charged by ~~LAFCOthe Commission~~ for city annexations proposals involving ~~one or more entire~~ unincorporated islands subject to G.C. §Section-56375.3 and ~~the Commission~~LAFCO's Policy on Unincorporated Islands, unless otherwise determined by the Executive Officer based on extraordinary circumstances.
12. If the processing of an application proposal requires ~~LAFCOthe Commission~~ to contract with another agency, firm, or individual for services beyond the normal scope of staff work, such as ~~the drafting of~~preparing an Environmental Impact Report or Comprehensive Fiscal Analysis, the applicant shall be responsible for all costs associated with that contract. The applicant will provide ~~LAFCOthe Commission~~ with a deposit sufficient to cover the cost of the contract.
13. With respect to instances where ~~the Commission~~LAFCO approves an outside service agreement under G.C. §Section-56133(b), the fee for a subsequent annexation involving the affected territory and affected agency will be reduced by ~~one-half~~ 50% if the annexation application is filed within one calendar year of LAFCO approval.
14. Requests for research on any particular subject will be provided at no cost for the first two hours. This includes, but is not limited to, archival retrieval, identifying properties relative to agency boundaries, and discussing potential ~~proposals~~ applications. Any additional research time will be billed at the fully burdened hourly rate provided in this schedule.
15. Annexation and/or detachment ~~proposals-applications~~ involving concurrent boundary changes for two or more agencies qualify as reorganizations and will ~~be charged incur~~ an additional fee of \$850 ~~(five hours)~~. Annexation ~~proposals-applications~~ involving cities that require concurrent detachment from County Service Area No. 4, and no other boundary changes are proposed, will only incur an additional fee of \$170 ~~(one hour)~~.
16. ~~The Commission~~LAFCO's ad hoc Budget Committee shall annually review this schedule and ~~update the fully burdened hourly rate~~ recommend updates to help ~~LAFCO~~ maintain an appropriate level of cost-recovery.

INITIAL ~~PROPOSAL APPLICATION~~ FEES

The following fees must be submitted to ~~LAFCO~~the Commission as part of the ~~proposal application~~ filing. The Executive Officer will identify the specific deposits, fees, and amounts that apply to the ~~proposal application~~.

Change of Organization or Reorganization: Annexations and Detachments

- ~~Proposals~~ **Exempt from California Environmental Quality Act**

100% Consent from Landowners and Agencies where LAFCO <u>the Commission</u> is Responsible or Lead Agency	\$5,100 (30 hours)
Without 100% Consent from Landowners and Agencies where LAFCO <u>the Commission</u> is Responsible or Lead Agency	\$6,800 (40 hours)

- ~~Proposals~~ **Not Exempt from California Environmental Quality Act / Negative Declaration**

100% Consent from Landowners and Agencies where LAFCO <u>the Commission</u> is Responsible Agency	\$5,950 (35 hours)
100% Consent from Landowners and Agencies where LAFCO <u>the Commission</u> is Lead Agency	\$8,500 (50 hours) plus consultant contract
Without 100% Consent from Landowners and Agencies where LAFCO <u>the Commission</u> is Responsible Agency	\$7,650 (45 hours)
Without 100% Consent from Landowners and Agencies where LAFCO <u>the Commission</u> is Lead Agency	\$10,200 (60 hours) plus consultant contract

- ~~Proposals~~ **Not Exempt from California Environmental Quality / Environmental Impact Report**

100% Consent from Landowners and Agencies where LAFCO <u>the Commission</u> is Responsible Agency	\$6,800 (40 hours)
100% Consent from Landowners and Agencies where LAFCO <u>the Commission</u> is Lead Agency	\$8,500 (50 hours) plus consultant contract
Without 100% Consent from Landowners and Agencies where the Commission <u>LAFCO</u> is Responsible Agency	\$8,500 (50 hours)
Without 100% Consent from Landowners and Agencies where the Commission <u>LAFCO</u> is Lead Agency	\$10,200 (60 hours) plus consultant contract

Change of Organization or Reorganization: Other

• City Incorporations and Disincorporations	at-cost
• Special District Formations, Consolidations, Mergers, and Dissolutions	at-cost
• Special District Requests to Activate or Deactivate Powers	at-cost

Other ~~Service Requests~~ Applications

• New or Extended Request for Outside Service Request Agreement	\$3,400 (20 hours)
• Request for Reconsideration	\$3,400 (20 hours)
• Request for Time Extension to Complete Proceedings	\$850 (5 hours)
• Request for Municipal Service Reviews	at-cost
• Request for Sphere of Influence Establishment/Amendment	at-cost

Miscellaneous

• Special Meeting	\$1,200
• Alternate Legal Counsel	at-cost

OTHER ~~PROPOSAL APPLICATION FEES~~

~~The following fees generally may apply to proposals applications and records requests that have been approved by the Commission and are not required at the time of filing. An exception involves the fee for registered voter lists, which may be required before the Commission takes action on an application if the underlying activity is subject to protest proceedings. Other fees in this section apply to service requests that are not tied to a specific proposal, such as research and photocopying. The Executive Officer will identify all applicable fee amounts and the timing for payment submittal.~~

Fees Made Payable to the County of Napa

• Assessor’s Annexation Mapping Fee	\$162
• Ownership Verification Fee (Landowner Proposals)	\$13
• County Surveyor’s Review Fee	\$253.09
• Clerk-Recorder’s Environmental Filing Fee	\$50
• Elections’ Registered Voter List Fee	\$75 hourly
• Elections’ Signature Verification Fee (Registered Voter Proposals)	\$1375 hourly
• Clerk-Recorder’s Environmental Document Fee	
.....Environmental Impact Report	\$3,839.25
.....Mitigated Negative Declaration	\$2,764.00
.....Negative Declaration	\$2,764.00

Fees Made Payable to LAFCO

• Geographic Information System Update	\$170
• Public Hearing Notice Newspaper Publishing	at-cost
• Photocopying	\$0.10 (black) / \$0.40 (color)
• Mailing	at-cost
• Audio Recording of Meeting	at-cost
• Research/Archive Retrieval	\$170 hourly

Fees Made Payable to the State Board of Equalization to Record Boundary Changes			
Acre	Fee	Acre	Fee
0.00-0.99	\$300	51.00-100.99	\$1,500
1.00-5.99	\$350	101.00-500.99	\$2,000
6.00-10.99	\$500	501.00-1,000.99	\$2,500
11.00-20.99	\$800	1,001.00-2,000.99	\$3,000
21.00-50.99	\$1,200	2,001.00+	\$3,500