



## Local Agency Formation Commission of Napa County

Subdivision of the State of California

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

■ Kenneth Leary, Chair ■ Beth Painter, Vice Chair ■ Anne Cottrell ■ Paul Dohring ■ Belia Ramos  
■ Joelle Gallagher, Alternate ■ Eve Kahn, Alternate ■ David Oro, Alternate

**Administrative Office**  
1754 Second Street, Suite C  
Napa, California 94559  
Telephone: 707-259-8645  
[www.napa.lafco.ca.gov](http://www.napa.lafco.ca.gov)

### REGULAR MEETING AGENDA

Monday, June 2, 2025, 2:00PM

**County of Napa Administration Building**

1195 Third Street, Board Chambers, 3<sup>rd</sup> Floor

Napa, California 94559

**1. CALL TO ORDER BY CHAIR; ROLL CALL**

**2. PLEDGE OF ALLEGIANCE**

**3. OATH OF OFFICE FOR NEW COMMISSIONER PAUL DOHRING**

**4. DISCLOSURES UNDER POLITICAL REFORM ACT / LEVINE ACT**

**5. APPROVAL OF AGENDA**

The Chair will consider approving the Agenda as prepared by the Executive Officer with any requests to remove or rearrange items by members of the Commission or staff.

**6. PUBLIC COMMENTS**

The public may address the Commission concerning any matter not on the Agenda. The Commission is prohibited from discussing or taking action on any item not appearing on the posted Agenda.

**7. RECOGNITION OF SERVICE: MARGIE MOHLER**

**8. CONSENT ITEMS**

**Action Items:**

- a) **Approval of Meeting Minutes:** [April 7, 2025 Regular Meeting](#)
- b) **Approval of Budget Adjustment No. 2 for Fiscal Year 2024-25**

**Receive Report for Information Only:**

- c) **[Third Quarter Budget Report for Fiscal Year 2024-25](#)**
- d) **[Strategic Plan and Work Program Progress Report](#)**
- e) **[Current and Future Proposals](#)**

**9. PUBLIC HEARING ITEMS**

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

- a) **[Final Budget for Fiscal Year 2025-26, Amendment to the Schedule of Fees and Deposits, and Work Program for Fiscal Year 2025-26](#)**

The Commission will consider the following actions: (1) adopt the final budget for fiscal year 2025-26 by resolution (Attachment 1); (2) amend the *Schedule of Fees and Deposits* by resolution (Attachment 2); and (3) adopt a Work Program for fiscal year 2025-26 by resolution (Attachment 3).

## 10. 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 No. 7 Annexation to the Napa Sanitation District and Associated CEQA Findings**

The Commission will consider a proposal for the annexation of one parcel along with the adjacent portion of right-of-way totaling approximately 2.2 acres in size to the Napa Sanitation District. The affected territory is located at 1193 Partrick Road and the parcel is identified as Assessor Parcel Number 050-060-007. The annexation is exempt from the California Environmental Quality Act pursuant to CEQA Guidelines sections 15282(k) and 15303.

b) **Legislative Report and Proposed Positions on Bills**

The Commission will receive a report on legislative items affecting LAFCOs and consider a recommendation to authorize the Executive Officer to submit letters to the Legislature in support of Assembly Bill 1156 and in opposition to Senate Bill 777.

c) **Consider Establishment of an Ad Hoc Subcommittee on Unincorporated Islands**

The Commission will consider establishing an ad hoc subcommittee and appointing two members to advise staff with activities related to unincorporated islands.

## 11. EXECUTIVE OFFICER REPORT

## 12. COMMISSIONER COMMENTS/REQUESTS FOR FUTURE AGENDA ITEMS

## 13. ADJOURNMENT TO NEXT SCHEDULED MEETING

Monday, August 4, 2025, at 2:00 P.M. at the Napa County Board of Supervisors Chambers, located at 1195 Third Street, 3rd floor, Napa, CA 94559.

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## MEETING INFORMATION

**AGENDA ITEMS:** The Commission may reschedule items on the Agenda. The Commission will generally hear uncontested matters first, followed by discussions of contested matters, and staff announcements in that order.

**CONDUCT OF HEARINGS:** A contested matter is usually heard as follows: (1) discussion of the staff report and any related environmental document(s); (2) testimony of proponent; (3) public testimony; (4) rebuttal by proponent; (5) provision of additional clarification by staff as required; (6) close of the public hearing; (7) Commission discussion and Commission vote.

**ADDRESSING THE COMMISSION:** The Local Agency Formation Commission (LAFCO) of Napa County welcomes and encourages participation in its meetings. Any person who wishes to address the Commission should move to the front of the chambers when an item is called and, when recognized by the Chair, state their name, address, and affiliation. Please attempt to make your statements concise and to the point. It is most helpful if you can cite facts to support your contentions. Groups of people with similar viewpoints should appoint a spokesperson to represent their views to the Commission. The Commission appreciates your cooperation in this matter.

**PUBLIC COMMENT TIME LIMITS:** The Commission will hear public comment prior to the consideration of any item. (1) A principal proponent will be allowed up to a 5-minute statement; (2) other proponents will be allowed up to a 3-minute statement; (3) opponents are allowed up to a 3-minute statement with the exception of spokespersons for any group who shall be permitted up to 5-minutes; (4) the principal proponent shall have up to a 3-minute rebuttal; (5) staff will provide clarification, as required.

**SUBMITTING WRITTEN COMMENTS TO BE READ AT THE MEETING:** Any member of the public may submit a written comment to the Commission before the meeting by email to [info@napa.lafco.ca.gov](mailto:info@napa.lafco.ca.gov) or by mail to Napa LAFCO at 1754 Second Street, Suite C, Napa, CA 94559-2450. If you are commenting on a particular item on the Agenda, please identify the Agenda item number and letter. Any comments of 500 words or less (per person, per item) will be read into the record if: (1) the subject line includes “COMMENT TO COMMISSION – PLEASE READ”; and (2) it is received by the Commission prior to the deadline of **May 30, 2025, at 12:00 P.M.**

**SUBMITTING SUPPLEMENTAL WRITTEN COMMENTS:** Any member of the public may submit supplemental written comments to the Commission, beyond the 500-word limit for comments read into the record, and those supplemental written comments will be made a part of the written record.

**VOTING:** A quorum consists of three members of the Commission. No action or recommendation of the Commission is valid unless a majority of the quorum of the Commission concurs therein.

**OFF AGENDA ITEMS:** Matters under the jurisdiction of the Commission and not on the posted Agenda may be addressed by the public under “Public Comments” on the Agenda. The Commission limits testimony on matters not on the Agenda to 500-words or less for a particular subject. The Commission cannot take action on any unscheduled items.

**SPECIAL NEEDS:** Meetings are accessible to persons with disabilities. Requests for assistive listening devices or other considerations should be made 72 hours in advance through LAFCO staff at (707) 259-8645 or [info@napa.lafco.ca.gov](mailto:info@napa.lafco.ca.gov).

**POLITICAL REFORM ACT:** Pursuant to Government Code Sections 56700.1 and 81000 et seq., any person or combination of persons who directly or indirectly contributes \$1,000 or more or expends \$1,000 or more in support of or in opposition to a change of organization or reorganization that will be, or has been, submitted to LAFCO must comply, to the same extent as provided for local initiative measures, with reporting and disclosure requirements of the California Political Reform Act of 1974. Additional information can be obtained by contacting the Fair Political Practices Commission. Pursuant to Government Code Section 84308, if you wish to participate in the proceedings indicated on this Agenda, you or your agent is prohibited from making a campaign contribution of \$500 or more to any Commissioner or Alternate Commissioner. This prohibition begins on the date you begin to actively support or oppose an application before LAFCO and continues until 12 months after a final decision is rendered by LAFCO. If you or your agent has made a contribution of \$500 or more to any Commissioner or Alternate Commissioner during the 12 months preceding the decision, that Commissioner or Alternate Commissioner must disqualify themselves from the decision in the proceeding. However, disqualification is not required if the Commissioner or Alternate Commissioner returns that campaign contribution within 30 days of learning both about the contribution and the fact that you are a participant in the proceedings.

**MEETING MATERIALS:** Any writings or documents provided to a majority of the members of the Commission regarding any item on this Agenda after the posting of the Agenda and not otherwise exempt from disclosure will be made available for public review at [www.napa.lafco.ca.gov](http://www.napa.lafco.ca.gov) or by contacting LAFCO staff at [info@napa.lafco.ca.gov](mailto:info@napa.lafco.ca.gov) or call the LAFCO office at (707) 259-8645. If supplemental materials are made available to the members of the Commission at the meeting, a copy will be available for public review at [www.napa.lafco.ca.gov](http://www.napa.lafco.ca.gov). Staff reports are available online at [www.napa.lafco.ca.gov/staff-reports-2023](http://www.napa.lafco.ca.gov/staff-reports-2023) or upon request to LAFCO staff at [info@napa.lafco.ca.gov](mailto:info@napa.lafco.ca.gov) or call the LAFCO office at (707) 259-8645.

**VIEWING RECORDING OF MEETING:** The Commission’s meeting will be recorded. Members of the public may access the meeting and other archived Commission meetings by going to <https://napa.lafco.ca.gov/2023-agendas-and-minutes>. Please allow up to one week for production time. Meetings are also broadcast on Napa TV on the second and fourth Tuesdays of each month at 8pm and second and fourth Wednesdays at 1pm (<http://napavalleytv.org/channel-28>).

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**Agenda Item 8a (Consent/Action)**

**TO:** Local Agency Formation Commission

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

**MEETING DATE:** June 2, 2025

**SUBJECT:** Approval of Meeting Minutes: April 7, 2025 Regular Meeting

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**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 7, 2025 regular meeting, included as Attachment 1.

Staff recommends approval of draft meeting minutes.

**ATTACHMENT**

- 1) Draft Minutes for April 7, 2025 Regular Meeting

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Beth Painter, Vice Chair  
Councilmember, City of Napa

Paul Dohring, Commissioner  
Councilmember, City of St. Helena

David Oro, Alternate Commissioner  
Councilmember, City of American Canyon

Anne Cottrell, Commissioner  
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, Chair  
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  
REGULAR MEETING MINUTES OF MONDAY, APRIL 7, 2025**

**1. WELCOME AND CALL TO ORDER; ROLL CALL**

Chair called the regular meeting of April 7, 2025 to order at 2:00 PM.

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

Regular Commissioners	Alternate Commissioners	Staff
Kenneth Leary, Chair	Joelle Gallagher ( <i>voting</i> )	Brendon Freeman, Executive Officer
Beth Painter, Vice Chair ( <i>Absent</i> )	Eve Kahn	Dawn Mittleman Longoria, Assistant Executive Officer
Anne Cottrell ( <i>Absent</i> )	David Oro ( <i>voting</i> )	( <i>Absent</i> )
Margie Mohler		Gary Bell, Commission Counsel
Belia Ramos		Stephanie Pratt, Clerk/Jr. Analyst

**2. PLEDGE OF ALLEGIANCE**

Chair Leary led the Pledge of Allegiance.

**3. DISCLOSURES UNDER POLITICAL REFORM ACT/LEVINE ACT**

**4. APPROVAL OF AGENDA**

The Chair considered approving the Agenda as prepared by the Executive Officer with any requests to remove or rearrange items by members of the Commission or staff.

Upon motion by Commissioner Mohler and second by Commissioner Oro, the Commission unanimously adopted the agenda by the following vote:

**VOTE:**

**AYES:** LEARY, MOHLER, RAMOS, GALLAGER, ORO

**NOES:** NONE

**ABSENT:** PAINTER, COTTRELL

**ABSTAIN:** NONE

**5. PUBLIC COMMENTS**

Chair Leary invited members of the audience to provide public comment. No comments were received.

**6. CONSENT ITEMS**

**Action Items:**

a) **Approval of Meeting Minutes:** April 7, 2025 Regular Meeting

**Receive Report for Information Only:**

b) **Current and Future Proposals**

c) **CALAFCO Board Retreat Summary**

d) **Update on Countywide Fire and Emergency Medical Services Municipal Service Review**

Chair Leary invited members of the audience to provide public comment. No comments were received.

Upon motion by Commissioner Oro and second by Commissioner Mohler, the Commission unanimously approved the consent items by the following vote:

**VOTE:**

**AYES:** LEARY, MOHLER, RAMOS, GALLAGER, ORO  
**NOES:** NONE  
**ABSENT:** PAINTER, COTTRELL  
**ABSTAIN:** NONE

## 7. PUBLIC HEARING ITEMS

### a) Consider Proposed Budget for Fiscal Year 2025-26 and Draft Work Program

The Commission considered adopting a resolution to approve a proposed budget for the 2025-26 fiscal year. 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 2, 2025. The Commission received a draft work program for fiscal year 2025-26 and provided direction to staff with respect to any desired changes.

Chair Leary opened the public hearing and reviewed the rules for orderly comments. No comments were received. Chair Leary closed the public hearing.

Upon motion by Commissioner Ramos and second by Commissioner Gallagher, the Commission unanimously approved the item by the following vote:

**VOTE:**

**AYES:** LEARY, MOHLER, RAMOS, GALLAGER, ORO  
**NOES:** NONE  
**ABSENT:** PAINTER, COTTRELL  
**ABSTAIN:** NONE

### b) Consider Sphere of Influence Amendment Request Involving the City of American Canyon and 1661 Green Island Road

The Commission considered a landowner request to amend the City of American Canyon's sphere of influence to include one entire parcel located at 1661 Green Island Road and identified as Assessor Parcel Number 058-030-041. The Commission's action on the sphere amendment request is exempt from further review under CEQA pursuant to CEQA Guidelines section 15061(b)(3).

Chair Leary opened the public hearing and reviewed the rules for orderly comments.

- Nick Cheranich (Sierra Club): Opposes; property too small for ag per County GP, violates 2008 ULL agreement, Measure J failed, risks permanent land character change.
- Peter Rumble (Napa Farm Bureau): Opposes; dangerous precedent, infill possible but not appropriate here.
- Yvonne Baginski: Opposes; rich wildlife habitat, suggests conservation easement consistent with Prop 4.
- Anonymous (Wetlands Edge resident): Opposes; overturning Measure J vote is disheartening, decision risks being irreversible.
- Jeanette Goyich: Opposes; Measure J failed, wetlands provide biodiversity and flood protection, owners may disregard public will.
- Zoe Siegel (Greenbelt Alliance): Opposes; flood risk, no public process, urges conservation easement, notes cost burden to County.

- Anthony Quicho: Supports; Measure J had misinformation, land not viable for ag, Am Can needs jobs and community amenities.
- JoJo Mangalam: Supports; Am Can resident embracing ag heritage, backs SOI expansion.
- Joe De La Cruz (Fil-Am President): Supports; SOI allows planning for public benefit, land better served by Am Can, not ag viable.
- Abe Mariupol: Supports; Measure J unrelated, SOI is first of three steps, allows discussion, not development.
- Joey Palma: Supports; logical extension, opportunity for local input and planning.
- Peter Nissen (CA Farm Bureau): Opposes; warns against ag precedent, land still viable for pasture/hay.
- Connor Westin: Opposes; biodiversity in decline, opposes "infill" label, protect habitat.
- Sarah Sheray: Opposes; zoning decisions respected, soil salinity argument weak, risks undermining public process.
- Don Clark: Supports; vineyard failed due to salinity, minimal wetland, land surrounded by industrial use, habitat claims overstated.
- Bill Ross: Supports; City favors amendment by supermajority vote.
- Fran Lemos: Supports; lifelong resident, landowners should be allowed to develop under proper standards, area isolated due to lack of development.
- Joan Bennett: Supports; longtime resident, SOI benefits City, Measure J included misinformation, wetlands important but manageable.
- Joseph Mariupol: Supports; property already receives services, job/economic benefits, local support strong.
- Julie Nord: Supports; soil remediation ineffective without clean water, vineyard decline due to salinity, biochar not a solution here.

Chair Leary closed the public hearing.

Commissioners discussed the proposed SOI amendment, with concerns raised regarding inconsistency with LAFCO policies, land use designations (AWOS), and the 2008 City-County agreement prohibiting SOI/ULL expansion through 2030. Commissioners Mohler and Gallagher opposed, citing land protection, precedent risks, and 2022 voter rejection (Measure J). Commissioner Oro expressed openness to further discussion via SOI inclusion. Commissioner Ramos supported the request, referencing state law, logical boundary extension, and policy alignment. Chair Leary noted broader community implications and legal uncertainties. Non-voting Commissioner Kahn emphasized interagency General Plan coordination. Legal Counsel noted CEQA may be triggered. Further study tied to upcoming MSR.

Upon motion by Commissioner Oro and second by Commissioner Ramos, the Commission adopted the request to amend the City of American Canyon's sphere of influence to include one entire parcel located at 1661 Green Island Road and identified as Assessor Parcel Number 058-030-041 by the following roll call vote:

**VOTE:**

**AYES:**           **LEARY, RAMOS, ORO**  
**NOES:**           **MOHLER, GALLAGHER**  
**ABSENT:**       **PAINTER, COTTRELL**  
**ABSTAIN:**      **NONE**

**COMFORT RECESS called by Chair Leary at 3:45pm with a 3:53pm return**

## 8. ACTION ITEMS

### a) Unincorporated Islands

The Commission received information related to unincorporated islands and considered options to study desired next steps, including but not limited to establishing an ad hoc subcommittee to advise staff or provide other direction to staff.

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

Former District 5 Supervisor and Registrar of Voters John Tuteur advised that this is a city issue but should not be addressed prior to December 2025 due to districting issues it would create for 2026 elections. Target date should be after the November 2026 election.

Adam Ghisletta whose family owns property along Foster Road, was supportive of LAFCO and its mission to promote orderly, well planned cities and communities.

Chair Leary advised the Commission to table the ad hoc that was discussed as suggested members Commissioner Cottrell and Vice Chair Painter were not in attendance at today's meeting.

### b) Consider Authorizing Commission Chair to Execute Consultant Contract for City of St. Helena Municipal Service Review

The Commission considered executing a consultant contract related to the scheduled City of St. Helena Municipal Service Review. The Commission authorized the Executive Officer to negotiate a contract with RSG to prepare the City of St. Helena Municipal Service Review and authorized the Chair to sign the contract.

Upon motion by Commissioner Mohler and second by Commissioner Oro, the Commission approved the Executive Officer to negotiate a contract with RSG and authorized the Chair to sign the contract by the following vote:

**VOTE:**

**AYES:** LEARY, MOHLER, RAMOS, GALLAGER, ORO  
**NOES:** NONE  
**ABSENT:** PAINTER, COTTRELL  
**ABSTAIN:** NONE

### c) Consider Adopting a Resolution Amending the Policy on Municipal Service Reviews

The Commission considered proposed amendments to its Policy on Municipal Service Reviews as prepared by staff and the ad hoc Policy Committee.

Upon motion by Commissioner Oro and second by Commissioner Mohler, the Commission unanimously approved the policy amendment by the following vote:

**VOTE:**

**AYES:** LEARY, MOHLER, RAMOS, GALLAGER, ORO  
**NOES:** NONE  
**ABSENT:** PAINTER, COTTRELL  
**ABSTAIN:** NONE

**9. EXECUTIVE OFFICER REPORT**

Executive Officer Freeman noted that Commissioner Mohler's 4-year term is expiring and if it is indeed her last meeting, we certainly want to recognize her service and leadership when appropriate.

**10. COMMISSIONER COMMENTS/REQUESTS FOR FUTURE AGENDA ITEMS**

**11. ADJOURNMENT at 5:10 PM TO NEXT SCHEDULED MEETING**

Monday, June 2, 2025, at 2:00 P.M. at the Napa County Board of Supervisors Chambers, located at 1195 Third Street, 3rd floor, Napa, CA 94559.

\_\_\_\_\_  
Kenneth Leary, LAFCO Chair

ATTEST:

\_\_\_\_\_  
Brendon Freeman, Executive Officer

Prepared by:

\_\_\_\_\_  
Stephanie Pratt, Clerk/Jr. Analyst

DRAFT



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**Agenda Item 8b (Consent/Action)**

**TO:** Local Agency Formation Commission

**FROM:** Brendon Freeman, Executive Officer *BF*

**MEETING DATE:** June 2, 2025

**SUBJECT:** Approval of Budget Adjustment No. 2 for Fiscal Year 2024-25

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**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.

Staff recommends the Commission approve Budget Adjustment No. 2 for fiscal year 2024-25, included as Attachment 1, increasing expense account 52140 (Legal Services) by \$15,000. This budget adjustment is needed to cover abnormally high usage of Commission Counsel for special projects that required intensive research and a higher demand for legal advisement than is typical in a given fiscal year. The \$15,000 increase in budgeted expenditures would be offset by drawing down reserves.

**ATTACHMENTS**

- 1) Budget Adjustment No. 2 for FY 2024-25
- 2) FY 2024-25 Budget with Adjustment No. 2

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Beth Painter, Vice Chair  
Councilmember, City of Napa

Paul Dohring, Commissioner  
Councilmember, City of St. Helena

David Oro, Alternate Commissioner  
Councilmember, City of American Canyon

Anne Cottrell, Commissioner  
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, Chair  
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**  
 Subdivision of the State of California

**Fiscal Year 2024-25 Adjusted Budget**

Adjustment No. 2 Presented on June 2, 2025

Expenses	FY 2021-22		FY 2022-23		FY 2023-24		FY 2024-25
	Final Budget	Actual	Final Budget	Actual	Adjusted Budget	Estimate	Adjusted Budget
<b>Salaries and Benefits</b>							
<u>Account</u>	<u>Description</u>						
51210	12,500	12,300	15,200	12,690	16,000	15,750	18,000
51300	250	205	250	181	250	228	300
51305	500	525	500	583	1,100	967	700
	<b>Total Salaries &amp; Benefits</b>						
	13,250	13,030	15,950	13,454	17,350	16,946	19,000
<b>Services and Supplies</b>							
<u>Account</u>	<u>Description</u>						
52100	439,901	408,954	509,844	429,510	559,015	574,797	614,588
52125	7,500	6,847	7,500	7,742	7,500	8,039	7,500
52130	24,489	24,489	23,974	23,974	34,309	32,015	27,746
52131	1,837	1,837	1,685	1,692	2,000	2,000	2,757
52140	25,000	22,000	35,000	32,402	35,000	36,195	50,000
52310	-	-	10,000	-	105,000	20,662	127,754
52345	300	150	300	150	300	-	300
52515	1,930	1,930	1,930	629	3,062	1,762	1,512
52600	4,000	2,784	4,000	2,740	3,500	2,994	3,000
52605	31,322	28,234	25,995	25,995	26,775	26,775	27,570
52700	578	578	638	638	716	716	922
52800	2,000	1,485	3,000	1,667	5,000	4,397	3,000
52830	1,000	1,100	1,000	1,282	750	1,133	1,000
52835	200	150	200	-	150	100	200
52900	10,000	-	15,000	8,937	12,500	11,183	20,000
52905	500	-	1,000	-	2,000	201	1,000
53100	1,000	400	1,000	1,282	2,000	1,192	2,500
53110	500	100	150	-	100	-	100
53115	-	119	119	119	119	-	119
53120	2,934	2,934	3,078	3,078	3,332	3,332	3,411
53205	1,500	1,950	2,000	1,540	2,400	1,837	2,500
53410	-	38	-	-	571	-	-
53415	225	225	225	-	225	-	225
53650	250	33	-	316	760	594	1,000
	<b>Total Services &amp; Supplies</b>						
	556,966	506,337	647,638	543,693	807,084	729,924	898,704
<b>EXPENSE TOTALS</b>							
	570,216	519,367	663,588	557,147	824,434	746,870	917,704





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**Agenda Item 8c (Consent/Information)**

**TO:** Local Agency Formation Commission

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

**MEETING DATE:** June 2, 2025

**SUBJECT:** Third Quarter Budget Report for Fiscal Year 2024-25

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**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.

Consistent with local policy, the Commission will receive a third quarter budget report that shows all budgeted and actual operating revenue and expenditure accounts for the 2024-25 fiscal year through March 31, 2025, included as Attachment 1.

When the year is closed, all year-end numbers will be finalized and presented to the Commission at its December 1, 2025 regular meeting as part of the annual audit report.

**ATTACHMENT**

- 1) FY 2024-25 Revenue & Expense Report through March 31, 2025

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Beth Painter, Vice Chair  
Councilmember, City of Napa

Paul Dohring, Commissioner  
Councilmember, City of St. Helena

David Oro, Alternate Commissioner  
Councilmember, City of American Canyon

Anne Cottrell, Commissioner  
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, Chair  
Representative of the General Public

Eve Kahn, Alternate Commissioner  
Representative of the General Public

Brendon Freeman  
*Executive Officer*



# Statement of Revenues and Expenses Budget vs. Actual

Fiscal Year: 2025 Through Period: 09

Fund: 8400 - Local Agency Formation Comm

Division: 84000 - LAFCO - Administration

Org: 8400000 - LAFCO - Administration

Object	Budget			Encumbrances	Actuals	Available Budget	% of Budget
	Adopted	Adjustments	Revised				
<b>License, Permits and Franchises</b>							
42690 - Permits Other/Application Fees	25,000.00	-	25,000.00	-	15,800.24	9,199.76	63.20 %
<b>Total License, Permits and Franchises</b>	<b>25,000.00</b>	<b>-</b>	<b>25,000.00</b>	<b>-</b>	<b>15,800.24</b>	<b>9,199.76</b>	<b>63.20 %</b>
<b>Intergovernmental Revenues</b>							
43910 - County of Napa	368,975.00	-	368,975.00	-	368,975.00	-	100.00 %
43950 - Other - Governmental Agencies	368,975.00	-	368,975.00	-	368,974.00	1.00	100.00 %
<b>Total Intergovernmental Revenues</b>	<b>737,950.00</b>	<b>-</b>	<b>737,950.00</b>	<b>-</b>	<b>737,949.00</b>	<b>1.00</b>	<b>100.00 %</b>
<b>Revenue from Use of Money and Property</b>							
45100 - Interest	7,000.00	-	7,000.00	-	17,822.70	(10,822.70)	254.61 %
<b>Total Revenue from Use of Money and Property</b>	<b>7,000.00</b>	<b>-</b>	<b>7,000.00</b>	<b>-</b>	<b>17,822.70</b>	<b>(10,822.70)</b>	<b>254.61 %</b>
<b>Charges for Services</b>							
46800 - Charges for Services	1,000.00	-	1,000.00	-	4,000.00	(3,000.00)	400.00 %
<b>Total Charges for Services</b>	<b>1,000.00</b>	<b>-</b>	<b>1,000.00</b>	<b>-</b>	<b>4,000.00</b>	<b>(3,000.00)</b>	<b>400.00 %</b>
<b>Miscellaneous Revenues</b>							
47900 - Miscellaneous	4,000.00	-	4,000.00	-	-	4,000.00	0.00 %
<b>Total Miscellaneous Revenues</b>	<b>4,000.00</b>	<b>-</b>	<b>4,000.00</b>	<b>-</b>	<b>-</b>	<b>4,000.00</b>	<b>0.00 %</b>

Fund: 8400 - Local Agency Formation Comm

Division: 84000 - LAFCO - Administration

Org: 8400000 - LAFCO - Administration

Object	Budget			Encumbrances	Actuals	Available Budget	% of Budget
	Adopted	Adjustments	Revised				
<b>Salaries and Employee Benefits</b>							
51210 - Director/Commissioner Pay	18,000.00	-	18,000.00	-	6,450.00	11,550.00	35.83 %
51300 - Medicare	300.00	-	300.00	-	93.55	206.45	31.18 %
51305 - FICA	700.00	-	700.00	-	390.60	309.40	55.80 %
<b>Total Salaries and Employee Benefits</b>	<b>19,000.00</b>	<b>-</b>	<b>19,000.00</b>	<b>-</b>	<b>6,934.15</b>	<b>12,065.85</b>	<b>36.50 %</b>
<b>Services and Supplies</b>							
52100 - Administration Services	614,588.00	-	614,588.00	-	225,888.25	388,699.75	36.75 %
52125 - Accounting/Auditing Services	7,500.00	-	7,500.00	-	7,387.00	113.00	98.49 %
52130 - Information Technology Svcs	27,746.00	-	27,746.00	-	14,774.35	12,971.65	53.25 %
52131 - ITS Communication Charges	2,757.00	-	2,757.00	-	2,067.75	689.25	75.00 %
52140 - Legal Services	35,000.00	-	35,000.00	15,756.60	19,243.40	-	100.00 %
52310 - Consulting Services	45,000.00	82,754.00	127,754.00	14,371.80	112,100.04	1,282.16	99.00 %
52345 - Janitorial Services	300.00	-	300.00	132.00	168.00	-	100.00 %
52515 - Maint - Software	1,512.00	-	1,512.00	-	1,512.00	-	100.00 %
52600 - Rents/Leases - Equipment	3,000.00	-	3,000.00	1,274.11	1,275.02	450.87	84.97 %
52605 - Rents/Leases - Buildings/Land	27,570.00	-	27,570.00	6,980.00	22,870.00	(2,280.00)	108.27 %
52700 - Insurance - Liability	922.00	-	922.00	-	461.00	461.00	50.00 %
52800 - Communications/Telephone	3,000.00	-	3,000.00	900.00	1,677.74	422.26	85.92 %
52830 - Publications and Legal Notices	1,000.00	-	1,000.00	-	274.38	725.62	27.44 %
52835 - Filing Fees	200.00	-	200.00	-	100.00	100.00	50.00 %
52900 - Training/Conference Expenses	20,000.00	-	20,000.00	-	8,657.97	11,342.03	43.29 %
52905 - Business Travel/Mileage	1,000.00	-	1,000.00	-	-	1,000.00	0.00 %
53100 - Office Supplies	2,500.00	-	2,500.00	-	251.53	2,248.47	10.06 %
53110 - Freight/Postage	100.00	-	100.00	-	-	100.00	0.00 %
53115 - Books/Media/Subscriptions	119.00	-	119.00	-	-	119.00	0.00 %
53120 - Memberships/Certifications	3,411.00	-	3,411.00	-	3,411.00	-	100.00 %

Attachment 1

53205 - Utilities - Electric	2,500.00	-	2,500.00	-	1,135.10	1,364.90	45.40 %
53415 - Computer Software/Licnsng Fees	225.00	-	225.00	-	-	225.00	0.00 %
53650 - Business Related Meals/Supply	1,000.00	-	1,000.00	-	-	1,000.00	0.00 %
<b>Total Services and Supplies</b>	<b>800,950.00</b>	<b>82,754.00</b>	<b>883,704.00</b>	<b>39,414.51</b>	<b>423,254.53</b>	<b>421,034.96</b>	<b>52.36 %</b>

<b>33100 - Beginning Available Fund Balance</b>					417,577.58		
<b>Total Revenues</b>	774,950.00		774,950.00		<u>775,571.94</u>	(621.94)	100.08 %
<b>Total Expenditures</b>	819,950.00	<u>82,754.00</u>	902,704.00	<u>39,414.51</u>	<u>430,188.68</u>	433,100.81	52.02 %
<b>Net Surplus / (Deficit)</b>	(45,000.00)	(82,754.00)	(127,754.00)		345,383.26		
<b>33100 - Current Available Fund Balance</b>					762,960.84		



**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](http://www.napa.lafco.ca.gov)

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

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**Agenda Item 8d (Consent/Information)**

**TO:** Local Agency Formation Commission

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

**MEETING DATE:** June 2, 2025

**SUBJECT:** Strategic Plan and Work Program Progress Report

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**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.

The Commission's Strategic Plan 2023-25 and Work Program for Fiscal Year 2024-25 are included as Attachments 1 and 2, respectively. This report provides a summary of progress on the goals and activities identified in these documents that guide the agency's priorities.

Notably, staff has been operating with only two full-time employees since June 2024, resulting in a measurable reduction in staff's capacity to complete all of the major projects anticipated in the Work Program. A brief update on key activities and projects follows.

***Initiate & Complete Countywide Fire/EMS Municipal Service Review (MSR)***

It is anticipated that a draft MSR prepared by a consultant, AP Triton, will be presented to the Commission on August 4, 2025 or October 6, 2025.

***Understand how the 2020 Countywide Water/Wastewater MSR may Benefit the Region***

Staff continues to have conversations with key stakeholders and interest groups regarding the topic of water service and potential changes that would result in greater efficiencies and effectiveness of systems throughout the County to benefit the region.

***Continue Gaining Greater LAFCO Independence***

Commission Counsel and Napa County Counsel are finalizing proposed amendments to the existing Support Services Agreement that will be presented to the Commission and the County Board of Supervisors by end of year.

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Beth Painter, Vice Chair  
Councilmember, City of Napa

Paul Dohring, Commissioner  
Councilmember, City of St. Helena

David Oro, Alternate Commissioner  
Councilmember, City of American Canyon

Anne Cottrell, Commissioner  
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, Chair  
Representative of the General Public

Eve Kahn, Alternate Commissioner  
Representative of the General Public

Brendon Freeman  
Executive Officer

***Napa Sanitation District Sphere of Influence (SOI) Update***

It is anticipated that a draft SOI Update prepared in-house will be presented to the Commission on August 4, 2025.

***City of St. Helena Municipal Service Review***

It is anticipated that a draft MSR prepared by a consultant, RSG, will be presented to the Commission on August 4, 2025 or October 6, 2025.

***County Service Area No. 4 MSR & SOI***

The Commission provided earlier direction to delay this project until timing and staff capacity considerations are more favorable.

**ATTACHMENTS**

- 1) Strategic Plan 2023-2025
- 2) Work Program for Fiscal Year 2024-25



**LOCAL AGENCY FORMATION COMMISSION  
OF NAPA COUNTY**

**TWO YEAR STRATEGIC PLAN  
JULY 1, 2023 – JUNE 30, 2025**

**ADOPTED ON OCTOBER 2, 2023**



## **MISSION STATEMENT OF THE LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY**

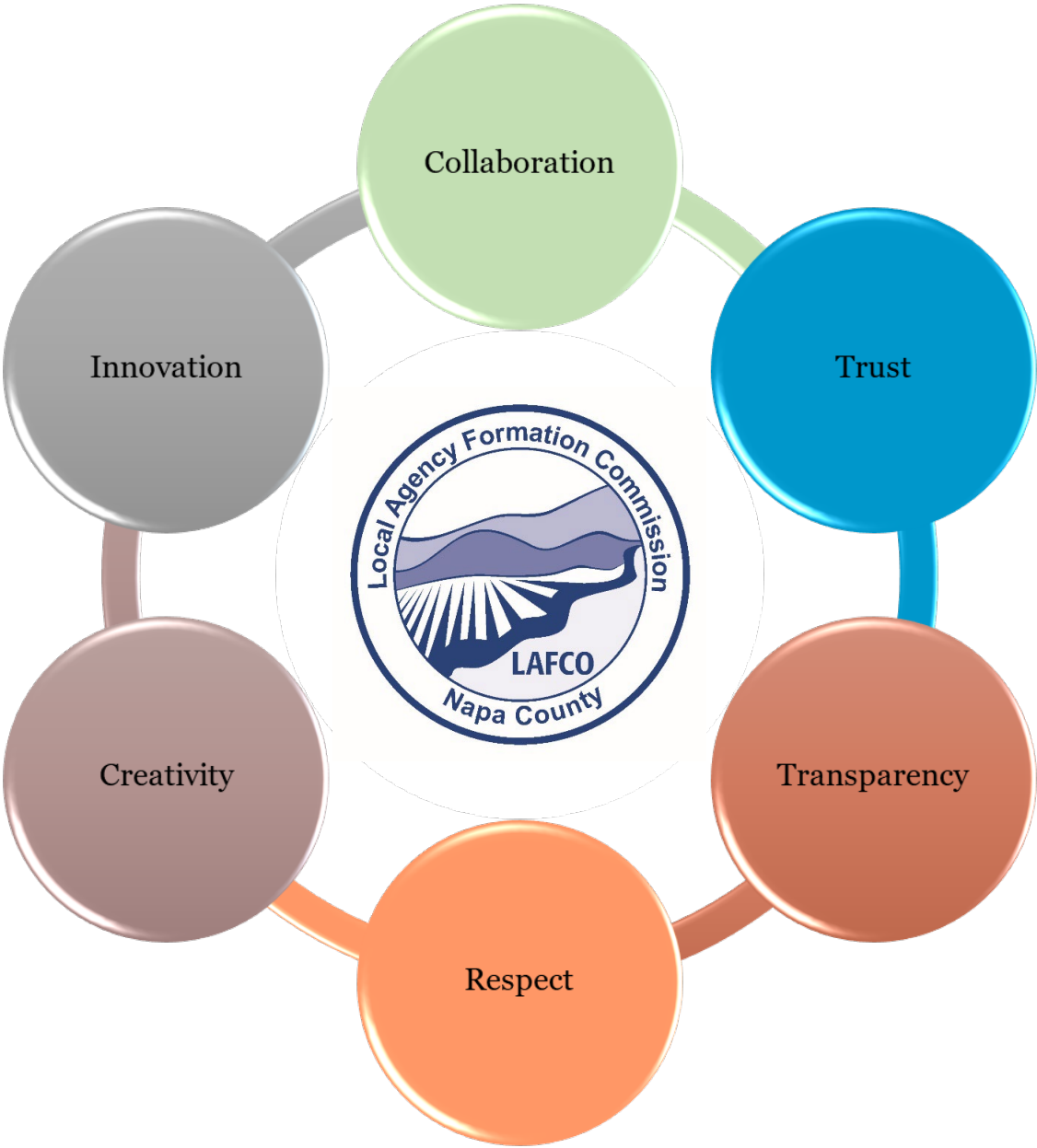
The **Local Agency Formation Commission of Napa County** is committed to serving the citizens and government agencies of its jurisdiction by encouraging the preservation of agricultural lands and open-space and coordinating the efficient delivery of municipal services.





# VALUES OF THE LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY

The *Local Agency Formation Commission of Napa County* is deeply invested in the communities we serve. We are committed to the mission of LAFCO and place high value in that which allows us to successfully partner with all stakeholders in service to the communities of Napa County.





## **FY 2023-24 / 2024-25 Napa LAFCO Goals**

Goal: Understand how the 2020 Water-Wastewater Municipal Service Review may benefit the region

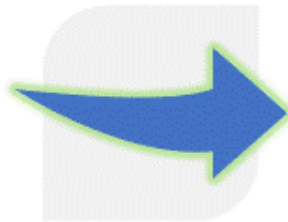


Assess & prioritize  
recommendations



Engage stakeholder  
partners

Goal: Initiate & complete the countywide Fire-EMS Municipal Service Review



Initiate & complete the  
Municipal Service Review



**Goal: Continue gaining greater LAFCO independence**  
(Pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000)



Amend the agreement between  
LAFCO & County to create greater  
independence



## **The Commission**

Margie Mohler, Chair  
City Member (Town of Yountville)

Anne Cottrell, Vice Chair  
County Member (Third Supervisorial District)

Kenneth Leary, Commissioner  
Public Member

Beth Painter, Commissioner  
City Member (City of Napa)

Belia Ramos  
County Member (Fifth Supervisorial District)

Mariam Aboudamous, Alternate Commissioner  
City Member (City of American Canyon)

Joelle Gallagher, Alternate Commissioner  
County Member (First Supervisorial District)

Eve Kahn, Alternate Commissioner  
Public Member

## **The Commission Staff**

Brendon Freeman, Executive Officer  
Dawn Mittleman Longoria, Assistant Executive Officer  
Stephanie Pratt, Clerk/Jr. Analyst  
Gary Bell, Legal Counsel (Colantuono, Highsmith & Whatley)



Napa LAFCO Work Program for Fiscal Year 2024-25			
		Timeline	Comments
STUDIES	Countywide Fire & EMS MSR (Consultant)	Draft report in Oct 2024	Previous Countywide Fire MSR completed in 2006. Contracting with AP Triton to prepare the report.
	County Service Area No. 4 MSR & SOI (In-House)	Draft report in Dec 2024	Previous MSR & SOI completed in 2017. Will initiate following completion of County report on farmworker housing needs.
	Napa Sanitation District SOI (In-House)	Draft report in Feb 2025	Previous MSR completed in 2014 (Central County Region MSR). Previous SOI completed in 2015. Staff has engaged District staff, County staff, and interested community members to identify potential SOI study areas.
	City of St. Helena MSR & SOI (In-House)	Draft report in June 2025	Previous MSR & SOI completed in 2008.
ADMINISTRATION	Audit	Annual	Presented by the County Auditor-Controller annually in December.
	Budget	Annual	Ad hoc Budget Committee appointed annually in December to assist staff in preparing budget and work program. Staff presents quarterly budget reports.
	Legislation	Annual	Ad hoc Legislative Committee appointed annually in December to review state legislation and recommend formal positions.
	New Commissioner Orientation	Ongoing	Mandatory in-person orientation process for new commissioners. Develop commissioner handbook.
	Policies	Ongoing	Policy amendments will be proposed as needed. Policy Manual updated accordingly.
	Proposals	Ongoing	See "Current and Future Proposals" staff report on each meeting agenda for a status update.
	Staff Training	Ongoing	Clerk/Jr. Analyst requires ongoing 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.
OTHER	LAFCO Independence	ASAP	Strategic plan goal to enhance independence. Ad hoc subcommittee assisting staff in review of Support Services Agreement with Napa County.
	Special Projects & 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".
	Education & Outreach to Stakeholders & Public	Ongoing	Proactive engagement with local agencies. Conduct regular presentations. Leverage website whenever possible.
	Climate Resiliency in LAFCO's Work	Ongoing	Research policies & best practices of other LAFCOs. Consider adopting additional local policies.
	Coordination & Provision of Broadband Services	TBD	Participate in the North Bay Broadband Consortium. Coordinate with other LAFCOs.
	2024 CALAFCO Annual Conference	October 16 - 18, 2024	Location is Tenaya Lodge near Yosemite. All staff and commissioners encouraged to attend
	2025 CALAFCO Staff Workshop	TBD	Location to be determined. All staff encouraged to attend.
<b>Work Program Adopted on June 3, 2024</b>			



**Agenda Item 8e (Consent/Information)**

**TO:** Local Agency Formation Commission

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

**MEETING DATE:** June 2, 2025

**SUBJECT:** Current and Future Proposals

**SUMMARY**

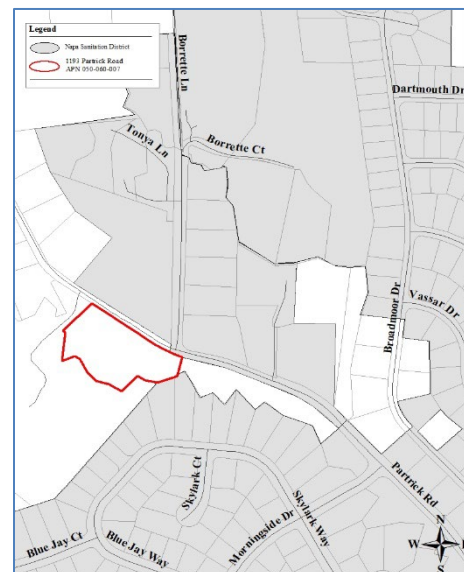
This is a consent item for information purposes only. Accordingly, if interested, the Commission is invited to pull this item for additional discussion with the concurrence of the Chair. No formal action will be taken as part of this item.

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

**Active Proposals**

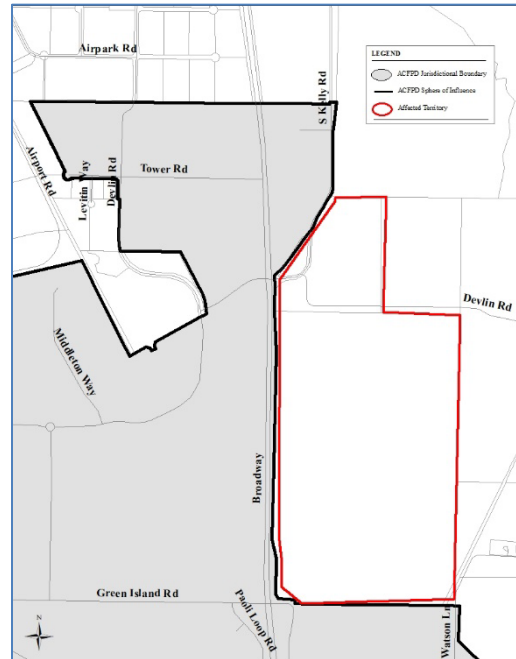
**Partrick Road No. 7 Annexation to the Napa Sanitation District**

A landowner submitted an application to annex one incorporated parcel to the Napa Sanitation District (NSD). The parcel is in NSD's sphere of influence (SOI), identified as APN 050-060-007, located at 1193 Partrick Road in the City of Napa, and is approximately 2.0 acres in size. The adjacent 0.2-acre portion of public right-of-way on Partrick Road will also be included in the affected territory. The proposed annexation is on today's agenda as item 10a.



### Hess-Laird-Persson Annexation to the American Canyon Fire Protection District

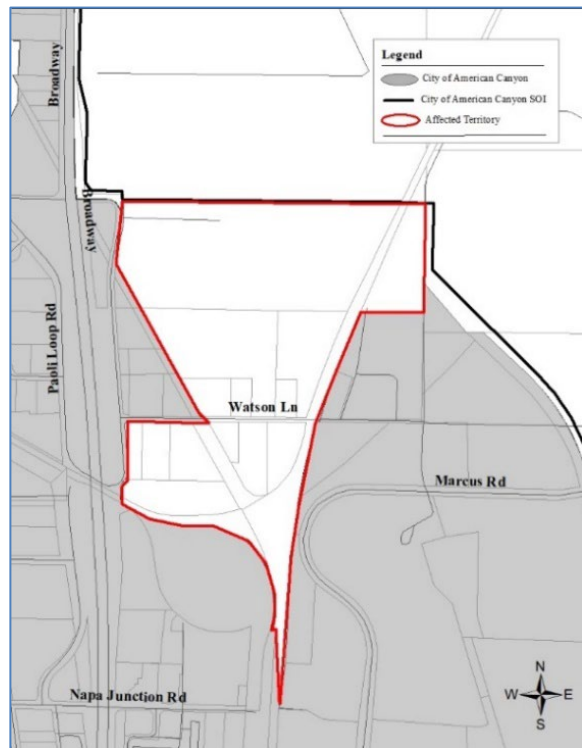
The American Canyon Fire Protection District (ACFPD) has submitted an application to annex three parcels totaling approximately 284.64 acres of unincorporated territory and identified as APNs 057-090-065, 057-090-066, and 057-090-068. A concurrent request to amend ACFPD’s SOI to include the affected territory was also submitted. The SOI request and annexation are expected to be included on the Commission’s August 4, 2025 regular meeting agenda as part of a noticed public hearing.



### Anticipated Proposals

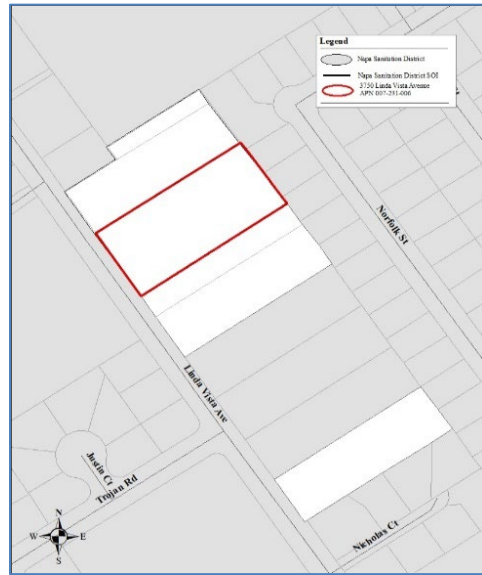
#### Paoli Loop/Watson Lane Annexation to the City of American Canyon

A landowner submitted a preliminary application to annex 16 parcels and a portion of railroad totaling approximately 83 acres of territory to the City of American Canyon. Concurrent detachment from County Service Area No. 4 is required under local policy. 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 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. The City of American Canyon, as lead agency under CEQA, certified a Final Environmental Impact Report for the Paoli/Watson Lane Annexation Project. It is anticipated a complete application for annexation will be submitted in the foreseeable future.



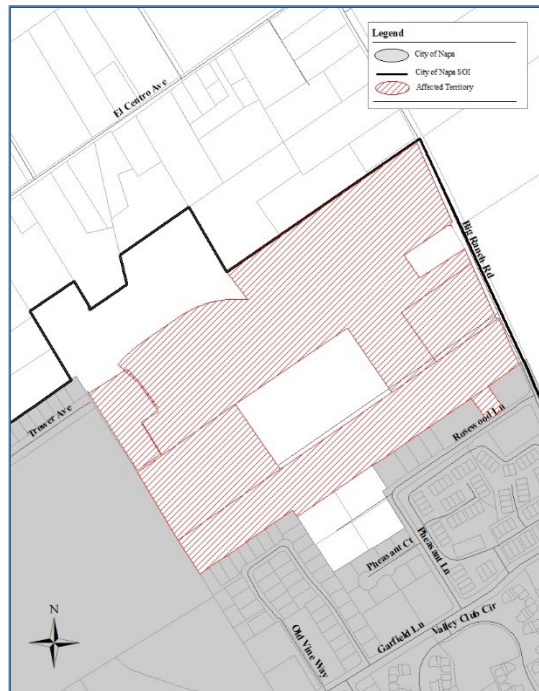
### Linda Vista No. 22 Annexation to NSD

A representative for the landowner of one unincorporated parcel submitted a preliminary application to annex one parcel to NSD. The parcel is in NSD's SOI, identified as APN 007-231-006, located at 3750 Linda Vista Avenue, and is approximately 1.2 acres in size. Annexation to NSD would facilitate an SB9 urban lot split, dividing the one parcel into five and connecting all existing and future structures to NSD. The application is pending analysis of potential environmental impacts.



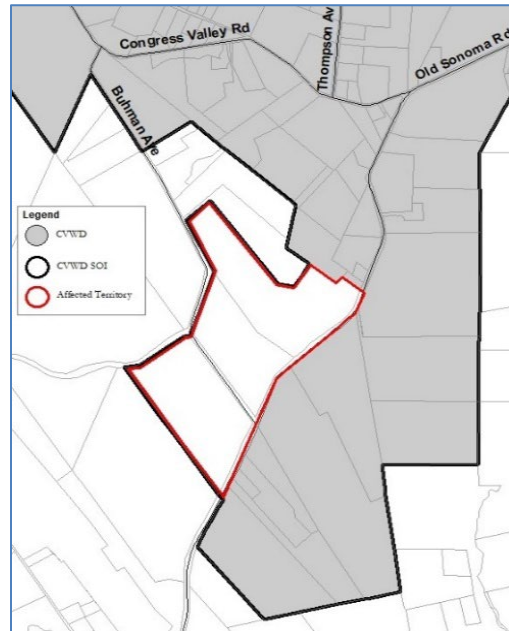
### Big Ranch Road/Rosewood Lane Annexation to the City of Napa

The City of Napa is processing an application from multiple landowners for the annexation of five entire parcels and a portion of a sixth parcel totaling approximately 53.5 acres. The parcels are located within the City's SOI at 2275 Big Ranch Road, 2285 Big Ranch Road, 2305 Big Ranch Road, 1130 Trower Avenue (portion), and 1438 Rosewood Lane, and identified as APNs 038-240-022, 038-240-005, 038-240-023, 038-240-014, and 038-160-029, respectively. Annexation to the City would allow the parcels to be developed consistent with the City's adopted Big Ranch Road Specific Plan and a future master plan for the area. Notably, the current configuration of the planned annexation would result in the creation of new unincorporated islands, which is prohibited under state law unless LAFCO makes a specific finding related to the orderly development of the City. It is anticipated an application for annexation will be submitted to LAFCO in the foreseeable future.



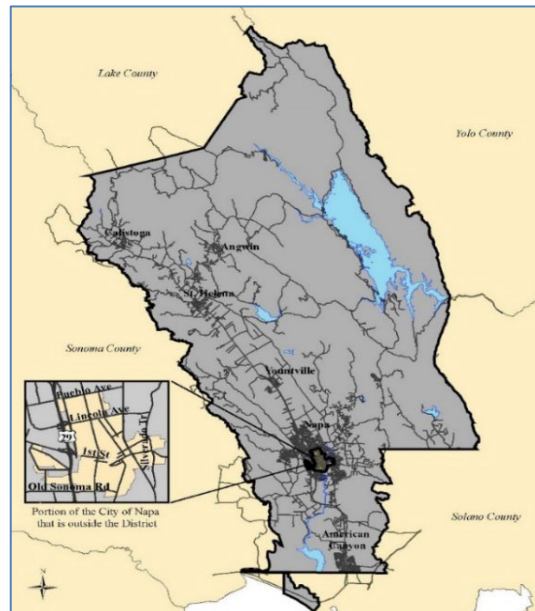
## Old Sonoma Road/Buhman Avenue Annexation to CVWD

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 in CVWD's SOI 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 for the process to be resumed.



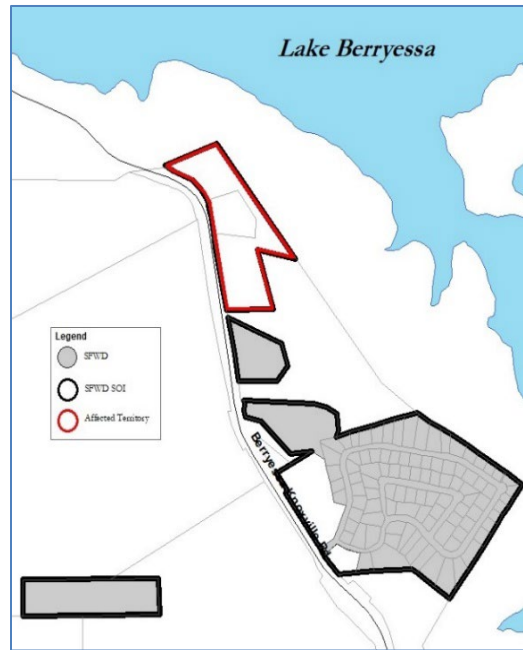
## NCRCD Donut Hole Annexation

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. The Commission recently completed a Municipal Service Review for NCRCD that includes a recommendation for the District to annex the donut hole. It is anticipated a proposal for annexation will be submitted in the future, but there is no current timetable.



### 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 added to SFWD's SOI in 2021, 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.



### 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 a parcel owned by the Napa-Vallejo Waste Management Authority. The APN of the entire parcel is 057-090-060. A property sale and a lot line adjustment are planned 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.<sup>1</sup> It is anticipated a proposal for annexation will be submitted in the future, but there is no current timetable.



<sup>1</sup> See [California Government Code §56742](#).





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

1754 Second Street, Suite C  
Napa, California 94559  
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*We Manage Local Government Boundaries, Evaluate Municipal Services, and Protect Agriculture*

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**Agenda Item 9a (Public Hearing)**

**TO:** Local Agency Formation Commission

**PREPARED BY:** Brendon Freeman, Executive Officer *BF*

**MEETING DATE:** June 2, 2025

**SUBJECT:** Final Budget for Fiscal Year 2025-26, Amendment to the Schedule of Fees and Deposits, and Work Program for Fiscal Year 2025-26

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**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 2025-26 (Attachment 1);
- 4) Adopt the Resolution of the Local Agency Formation Commission of Napa County Amendment to Adopted Schedule of Fees and Deposits (Attachment 2); and
- 5) Adopt the Resolution of the Local Agency Formation Commission of Napa County Adopting a Work Program for Fiscal Year 2025-26 (Attachment 3).

**BACKGROUND AND SUMMARY**

LAFCOs are responsible for annually adopting a proposed budget by May 1<sup>st</sup> and a final budget by June 15<sup>th</sup> pursuant to California Government Code section 56381.

On April 7, 2025, staff presented a proposed budget and a draft work program to the Commission. The Commission adopted the proposed budget, which was immediately circulated to each of the county, city, and town managers, as well as the general public, for review and comment. No comments were received.

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Beth Painter, Vice Chair  
Councilmember, City of Napa

Paul Dohring, Commissioner  
Councilmember, City of St. Helena

David Oro, Alternate Commissioner  
Councilmember, City of American Canyon

Anne Cottrell, Commissioner  
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, Chair  
Representative of the General Public

Eve Kahn, Alternate Commissioner  
Representative of the General Public

Brendon Freeman  
*Executive Officer*

### ***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.

### ***Budgeting Policies***

Consistent with the Commission's *Budget Policy* ("the Policy"), included as Attachment 4, the Commission established an ad hoc Budget Committee ("the Committee") and appointed Chair Leary and Vice Chair Painter 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 and fee schedule.

The Commission is directed to control operating expenses by utilizing its available undesignated/unreserved fund balance ("reserves") whenever possible and appropriate. Local policy directs the Commission to retain reserves equal to 10% of budgeted expenses. The Commission's reserves totaled \$424,359 on July 1, 2024 and are projected to total \$432,651 at the end of the current fiscal year.

The Budget Committee agreed to recommend the Commission utilize its reserves by contracting with more consultants and minimize annual increases in agency contributions over an approximate five-year period to gradually reach the 10% target under the Policy.

### ***Final Budget Overview***

The Commission will consider approving a final budget for fiscal year 2025-26 with operating expenses totaling \$859,655 and operating revenues totaling \$773,950. This results in an intentional deficit/shortfall of \$85,705 and positions the Commission to finish the fiscal year with reserves totaling \$346,946 or 40% of operating expenses.

A summary of significant operating expenses and revenues follows.

**Expenses:**

**Salaries and Benefits Unit**

This budget unit is proposed to total \$8,150 and is primarily associated with Commissioner stipends for attendance at meetings. 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 \$851,505. The majority of this amount is tied to staffing expenses categorized under Administration Services (Account No. 52100), which are proposed to total \$630,571 and reflect the following:

- Staffing at 3.0 full-time equivalent employees including one Executive Officer, one Assistant Executive Officer, and one Clerk/Jr. Analyst
- 3.5% cost of living adjustments for all staff
- Executive Officer management leave cash out (80 hours)
- Executive Officer vacation leave cash out (40 hours)
- \$3,600 for the Executive Officer and Assistant Executive Officer to participate in the County of Napa's 401(a) retirement savings plan and agree to the maximum matching contribution
- Increase in cell phone allowance to \$1,680 to reflect recent changes following labor negotiations with Napa County

In addition, Consulting Services (Account No. 52310) expenses are proposed to total \$75,000 to reflect the Commission's active consultant contract with RSG to prepare a municipal service review on the City of St. Helena. In addition, the Budget Committee recommends the Commission anticipate consulting expenses associated with the scheduled Napa Sanitation District Sphere of Influence Update.

Insurance: Liability (Account No. 52700) expenses are proposed to total \$12,157, which is an increase from \$922 over the current fiscal year and reflects an accounting error in which two general liability claims were inadvertently ignored and thus not factored into LAFCO's annual general liability charge from Napa County. The two referenced claims will be dropped within the next three years, which will reduce the Commission's annual general liability expenses back to historical amounts.

**Revenues:**

Total intergovernmental agency contributions are proposed to remain equal to the current fiscal year total of \$737,950 in an effort to reduce the burden on the six funding agencies.

Service charges for applications are proposed to total \$26,000 based on projected proposal activity.

Investments on reserves are proposed to be reduced to \$10,000 based on interest rate trends coupled with the Committee's recommendation to gradually draw down reserves over a five-year period.

### ***Fee Schedule Amendment & Fully Burdened Hourly Rate***

A proposed amendment to the Commission's fee schedule is included as Exhibit A to Attachment 2. The amendment would be effective July 1, 2025, and is limited to updating the Commission's fully burdened hourly rate to \$196.44 based on a calculation that incorporates all of the Commission's operational expenses and is based on the proportional amount of time that each staff member is expected to dedicate to each project.

### ***Work Program for Fiscal Year 2025-26***

A proposed Work Program for adoption is included as Exhibit A to Attachment 3. The Commission annually adopts a work program that aligns with the budget and includes approximate schedules for the preparation of studies such as municipal service reviews and sphere of influence updates along with a listing of other key administrative activities.

### ***Assembly Bill (AB) 2561 Requirements***

AB 2561 took effect January 1, 2025 and requires public agencies – including LAFCO – to present the status of job vacancies and recruitment and retention efforts at a public meeting at least once per fiscal year before the budget is adopted. The Commission has contracted with Napa County for necessary personnel to carry out and effect its functions and responsibilities. LAFCO does not perform recruitment and retention activities because it does not recruit personnel or have control over the retention of specific personnel. LAFCO personnel are paid by and receive benefits from Napa County. LAFCO does not have hiring processes since it contracts with Napa County for personnel, so there are no changes to policies, procedures, and recruitment activities that may lead to obstacles in LAFCO's hiring process. LAFCO does not have recognized bargaining units. Currently the County provides LAFCO with three positions: Executive Officer, Assistant Executive Officer, and Clerk/Jr. Analyst. Currently the Assistant Executive Officer position is vacant.

## **ATTACHMENTS**

- 1) Draft Resolution Adopting a Final Budget for Fiscal Year 2025-26
- 2) Draft Resolution Amending the Schedule of Fees and Deposits
- 3) Draft Resolution Adopting a Work Program for Fiscal Year 2025-26
- 4) Budget Policy

**RESOLUTION NO. \_\_\_\_**

**RESOLUTION OF  
THE LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY  
ADOPTING A FINAL BUDGET FOR FISCAL YEAR 2025-26**

**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 7, 2025; 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 2, 2025; 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 2, 2025, 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: Stephanie Pratt  
 Clerk/Jr. Analyst

**Napa LAFCO Fiscal Year 2025-26 Final Budget**

Adopted on June 2, 2025

**Expenses**

**Salaries and Benefits**

Account    Description

		FY 2022-23		FY 2023-24		FY 2024-25		FY 2025-26
		Final Budget	Actual	Final Budget	Actual	Final Budget	Estimate	Final Budget
51210	Commissioner Per Diems	15,200	12,690	16,000	15,750	18,000	9,450	7,200
51300	Medicare - Commissioners	250	181	250	228	300	250	250
51305	FICA - Commissioners	500	583	1,100	967	700	650	700
<b>Total Salaries &amp; Benefits</b>		<b>15,950</b>	<b>13,454</b>	<b>17,350</b>	<b>16,946</b>	<b>19,000</b>	<b>10,350</b>	<b>8,150</b>

**Services and Supplies**

Account    Description

52100	Administration Services	509,844	429,510	559,015	572,978	614,588	508,787	630,571
	<i>Salaries and Wages</i>	360,698	271,335	395,246	391,561	421,018	342,500	440,306
	<i>401A Employer Contribution</i>	1,000	1,000	3,200	1,590	3,600	2,850	3,600
	<i>Cell Phone Allowance</i>	420	420	455	420	455	1,680	1,680
	<i>Medicare - Staff</i>	5,201	5,164	5,731	5,483	5,872	4,870	6,145
	<i>Employee Insurance-Premiums</i>	54,703	52,679	67,054	64,567	63,684	60,500	55,538
	<i>Worker's Compensation</i>	595	595	692	692	876	876	889
	<i>PER's Retirement</i>	73,599	84,690	79,226	101,254	107,232	83,660	110,706
	<i>OPEB</i>	13,627	13,627	7,411	7,411	11,851	11,851	11,707
52125	Accounting/Auditing Services	7,500	7,742	7,500	8,039	7,500	7,387	7,500
52130	Information Technology Services	23,974	23,974	34,309	30,875	27,746	27,746	31,635
52131	ITS Communication Charges	1,685	1,692	2,000	2,000	2,757	2,757	2,908
52140	Legal Services	35,000	32,402	35,000	36,195	35,000	50,000	35,000
52310	Consulting Services	10,000	-	105,000	20,662	127,754	127,754	75,000
52345	Janitorial Services	300	150	300	-	300	225	300
52515	Maintenance-Software	1,930	629	3,062	1,762	1,512	1,512	2,892
52600	Rents and Leases: Equipment	4,000	2,740	3,500	2,994	3,000	2,700	3,000
52605	Rents and Leases: Building/Land	25,995	25,995	26,775	26,775	27,570	27,570	28,200
52700	Insurance: Liability	638	638	716	-	922	922	12,157
52800	Communications/Telephone	3,000	1,667	5,000	4,397	3,000	2,750	3,000
52830	Publications and Notices	1,000	1,282	750	1,133	1,000	950	1,000
52835	Filing Fees	200	-	150	100	200	200	200
52900	Training/Conference	15,000	8,937	12,500	11,183	20,000	10,500	10,000
52905	Business Travel/Mileage	1,000	-	2,000	201	1,000	250	500
53100	Office Supplies	1,000	1,282	2,000	1,192	2,500	600	1,000
53110	Freight/Postage	150	-	100	-	100	-	100
53115	Books/Media/Subscriptions	119	119	119	-	119	119	119
53120	Memberships/Certifications	3,078	3,078	3,332	3,332	3,411	3,411	3,523
53205	Utilities: Electric	2,000	1,540	2,400	1,837	2,500	1,800	2,500
53410	Computer Equipment/Accessories	-	-	571	1,140	-	-	-
53415	Computer Software/License	225	-	225	-	225	-	-
53650	Business Related Meal/Supplies	-	316	760	594	1,000	260	400
<b>Total Services &amp; Supplies</b>		<b>647,638</b>	<b>543,693</b>	<b>807,084</b>	<b>727,389</b>	<b>883,704</b>	<b>778,200</b>	<b>851,505</b>

**EXPENSE TOTALS**

663,588	557,147	824,434	744,335	902,704	788,550	859,655
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**Revenues**

		FY 2022-23		FY 2023-24		FY 2024-25		FY 2025-26
		Final Budget	Actual	Final Budget	Actual	Final Budget	Estimate	Final Budget
<b>Intergovernmental</b>								
<u>Account</u>	<u>Description</u>							
43910	County of Napa	313,794	313,794	339,738	339,738	368,975	368,975	368,975
43950	Other Governmental Agencies	313,794	313,794	339,738	339,738	368,975	368,975	368,975
----	<i>City of Napa</i>	207,969	207,969	222,680	222,680	241,028	241,028	243,896
----	<i>City of American Canyon</i>	56,307	56,307	61,235	61,235	64,258	64,258	65,730
----	<i>City of St. Helena</i>	20,381	20,381	22,609	22,609	25,171	25,171	22,090
----	<i>City of Calistoga</i>	16,885	16,885	20,342	20,342	22,963	22,963	22,971
----	<i>Town of Yountville</i>	12,252	12,252	12,872	12,872	15,554	15,554	14,289
	<b>Total Intergovernmental</b>	627,588	627,588	679,476	679,476	737,950	737,950	737,950
<b>Service Charges</b>								
<u>Account</u>	<u>Description</u>							
42690	Application/Permit Fees	25,000	30,110	22,950	40,170	25,000	32,615	25,000
46800	Charges for Services	1,000	2,667	510	4,150	1,000	4,000	1,000
47900	Miscellaneous	4,000	-	-	-	4,000	-	-
	<b>Total Service Charges</b>	30,000	32,777	23,460	44,320	30,000	36,615	26,000
<b>Investments</b>								
<u>Account</u>	<u>Description</u>							
45100	Interest	6,000	7,243	6,500	18,168	6,500	22,277	10,000
	<b>Total Investments</b>	6,000	7,243	6,500	18,168	6,500	22,277	10,000
	<b>REVENUE TOTALS</b>	663,588	667,608	709,436	741,964	774,450	796,842	773,950
<b>OPERATING DIFFERENCE</b>		0	110,461	(114,998)	(2,371)	(128,254)	8,292	(85,705)

**Reserves**

	2022-23	2023-24	2024-25	2025-26
<b>Undesignated/Unreserved Fund Balance ("Reserves")</b>				
Beginning:	296,702	407,163	424,359	432,651
Ending:	407,163	404,792	432,651	346,946

**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 2, 2025.

**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, 2025.

The foregoing resolution was duly and regularly adopted by the Commission at a public meeting held on June 2, 2025, 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: 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, 2025

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 \$196.44.
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 \$982.20. 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 \$196.44.
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.

<b>Change of Organization or Reorganization: Annexations and Detachments</b>	
<ul style="list-style-type: none"> <li><b>Exempt from California Environmental Quality Act</b></li> </ul>	
100% Consent from Landowners and Agencies where LAFCO is Responsible or Lead Agency	\$5,893.20
Without 100% Consent from Landowners and Agencies where LAFCO is Responsible or Lead Agency	\$7,857.60
<ul style="list-style-type: none"> <li><b>Not Exempt from California Environmental Quality Act / Negative Declaration</b></li> </ul>	
100% Consent from Landowners and Agencies where LAFCO is Responsible Agency	\$6,875.40
100% Consent from Landowners and Agencies where LAFCO is Lead Agency	\$9,822.00 plus consultant contract
Without 100% Consent from Landowners and Agencies where LAFCO is Responsible Agency	\$8,839.80
Without 100% Consent from Landowners and Agencies where LAFCO is Lead Agency	\$11,786.40 plus consultant contract
<ul style="list-style-type: none"> <li><b>Not Exempt from California Environmental Quality / Environmental Impact Report</b></li> </ul>	
100% Consent from Landowners and Agencies where LAFCO is Responsible Agency	\$7,857.60
100% Consent from Landowners and Agencies where LAFCO is Lead Agency	\$9,822.00 plus consultant contract
Without 100% Consent from Landowners and Agencies where LAFCO is Responsible Agency	\$9,822.00
Without 100% Consent from Landowners and Agencies where LAFCO is Lead Agency	\$11,786.40 plus consultant contract
<b>Change of Organization or Reorganization: Other</b>	
<ul style="list-style-type: none"> <li>City Incorporations and Disincorporations</li> <li>Special District Formations, Consolidations, Mergers, and Dissolutions</li> <li>Special District Requests to Activate or Deactivate Powers</li> </ul>	at-cost
<b>Other Applications</b>	
<ul style="list-style-type: none"> <li>Request for Outside Service Agreement</li> <li>Request for Reconsideration</li> <li>Request for Time Extension to Complete Proceedings</li> <li>Request for Municipal Service Review</li> <li>Request for Sphere of Influence Amendment</li> </ul>	\$3,928.80 \$3,928.80 \$982.20 at-cost at-cost
<b>Miscellaneous</b>	
<ul style="list-style-type: none"> <li>Special Meeting</li> <li>Alternate Legal Counsel</li> </ul>	\$1,200 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.

<b>Fees Made Payable to the County of Napa</b>	
• Assessor’s Annexation Mapping Fee	\$162
• County Surveyor’s Review Fee	\$332.18
• 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	\$4,123.50
.....Mitigated Negative Declaration	\$2,968.75
.....Negative Declaration	\$2,968.75

<b>Fees Made Payable to LAFCO</b>	
• Geographic Information System Update	\$196.44
• 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	\$196.44 hourly

<b>Fees Made Payable to the State Board of Equalization to Record Boundary Changes</b>			
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 2025-26**

**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 2, 2025 meeting, the Commission considered adopting a Work Program for fiscal year 2025-26 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 2025-26, 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 2, 2025, 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: Stephanie Pratt  
Clerk/Jr. Analyst

Napa LAFCO Work Program for Fiscal Year 2025-26			
		Timeline	Comments
STUDIES	Napa Sanitation District SOI (In-House)	Draft report in August or October 2025	Previous MSR completed in 2014 (Central County Region MSR). Previous SOI completed in 2015.
	Countywide Fire & EMS MSR (Consultant)	Draft report in August or October 2025	Previous Countywide Fire MSR completed in 2006. Contracting with AP Triton to prepare the report.
	City of St. Helena MSR & SOI (Consultant)	Draft report in October or December 2025	Previous MSR & SOI completed in 2008.
ADMINISTRATION	Audit	Annual	Presented by the County Auditor-Controller annually in December.
	Budget	Annual	Ad hoc Budget Committee appointed annually in December to assist staff in preparing budget and work program. Staff presents quarterly budget reports.
	Legislation	Annual	Ad hoc Legislative Committee appointed annually in December to review state legislation and recommend formal positions.
	New Commissioner Orientation	Ongoing	In-person orientation process for new commissioners.
	Policies	Ongoing	Ad hoc Policy Committee is reviewing all local policies and recommending amendments as needed.
	Proposals	Ongoing	See "Current and Future Proposals" staff report on each meeting agenda for a status update.
	Staff Training	Ongoing	Clerk/Jr. Analyst requires ongoing 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.
OTHER	Special Projects & 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".
	Education & Outreach to Stakeholders & Public	Ongoing	Proactive engagement with local agencies. Conduct regular presentations. Leverage website whenever possible.
	Climate Resiliency in LAFCO's Work	Ongoing	Research policies & best practices of other LAFCOs. Consider adopting additional local policies.
	Coordination & Provision of Broadband Services	Ongoing	Participate in the North Bay Broadband Consortium. Coordinate with other LAFCOs.
	2025 CALAFCO Annual Conference	October 22-24, 2025	Commissioners and staff invited to attend. Scheduled to be held in San Diego at the Wyndham San Diego Bayside.
	2026 CALAFCO Staff Workshop	TBD	Staff only. Location and dates to be determined.



## LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY

### *Budget Policy*

(Adopted: August 9, 2001; Last Amended: February 3, 2025)

#### **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 10% 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 Officer 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 and within the same budget category pursuant to [Revenue and Taxation Code §29125](#).
- 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

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 10a (Action)

TO: Local Agency Formation Commission
PREPARED BY: Stephanie Pratt, Clerk/Jr. Analyst SP
MEETING DATE: June 2, 2025
SUBJECT: Proposed Partrick Road No. 7 Annexation to the Napa Sanitation District and Associated CEQA Findings

RECOMMENDATION

Adopt the Resolution of the Local Agency Formation Commission of Napa County Making Determinations – Partrick Road No. 7 Annexation to the Napa Sanitation District (NSD) making California Environmental Quality Act (CEQA) findings and approving the proposed annexation (Attachment One). Standard conditions are also recommended.

BACKGROUND AND SUMMARY

Applicant: Landowner (petition)
Proposed Action: Annexation to NSD
Assessor Parcel Numbers: 050-060-007
Location: 1193 Partrick Road
Area Size: 2.2 acres
Jurisdiction: City of Napa ("City")
Sphere of Influence Consistency: Yes
Policy Consistency: Yes
Tax Sharing Agreement: Yes – master tax exchange agreement
Landowner Consent: 100%
Protest Proceedings: Waived
CEQA: Exempt
Current Land Uses: one single-family residence, front and back yard landscaped, trees and a creek on the south and west sides.

Purpose: Connect to public sewer
Development Plans: One accessory dwelling unit in the future
Development Potential: City General Plan would allow one additional residential lot subject to City review and approval
Application: Attachment Two
Maps of Affected Territory: Following pages

Beth Painter, Vice Chair
Councilmember, City of Napa

Paul Dohring, Commissioner
Councilmember, City of Napa

David Oro, Alternate Commissioner
Councilmember, City of American Canyon

Anne Cottrell, Commissioner
County of Napa Supervisor, 3rd District

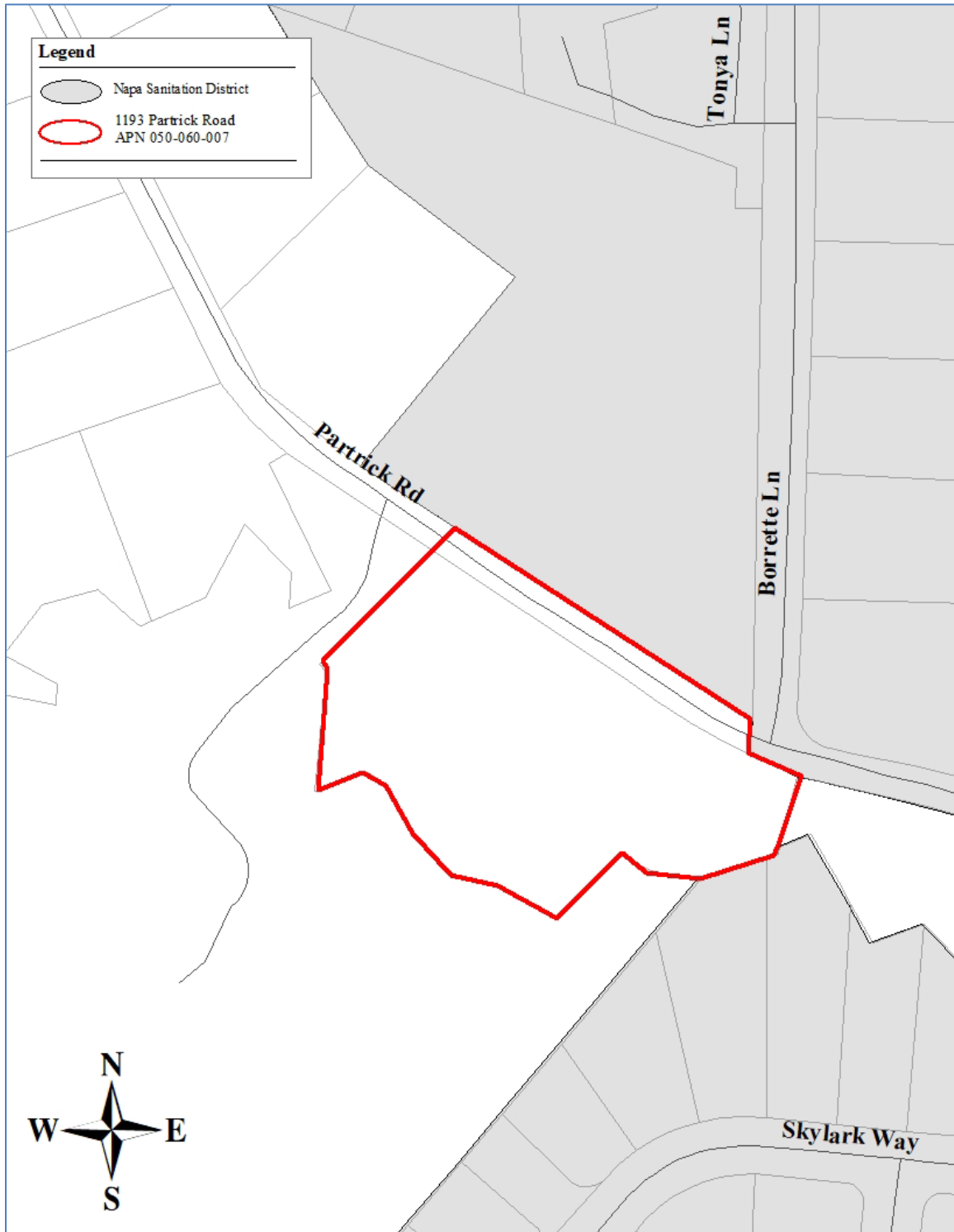
Belia Ramos, Commissioner
County of Napa Supervisor, 5th District

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

Kenneth Leary, Chair
Representative of the General Public

Eve Kahn, Alternate Commissioner
Representative of the General Public

Brendon Freeman
Executive Officer





## **DISCUSSION**

### ***Factors for Commission Determinations***

Mandated Factors: Attachment Three<sup>1</sup>

#### ***Property Tax Agreement***

Master Property Tax Agreement: No change in allocation for annexations to NSD

#### ***Protest Proceedings***

Waived: Legally uninhabited (fewer than 12 registered voters) and 100% consent of property owners<sup>2</sup>

## **ENVIRONMENTAL REVIEW<sup>3</sup>**

### Exemptions:

1. Installation of new pipeline less than one mile<sup>4</sup>
  - Current and future residential units would connect via sewer main and/or laterals from existing sewer main
2. New construction or conversion of small structures<sup>5</sup>
  - One single-family residence on each parcel

## **ATTACHMENTS**

- 1) Draft Resolution Approving the Proposal and Making CEQA Findings
- 2) Application Materials
- 3) Factors for Commission Determinations

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<sup>1</sup> California Government Code sections 56668 & 56668.3

<sup>2</sup> California Government Code section 56662(a): fewer than 12 registered voters

<sup>3</sup> Reviewed by Napa LAFCO Legal Counsel

<sup>4</sup> CEQA Guidelines section 15282(k)

<sup>5</sup> CEQA Guidelines section 15303

**RESOLUTION NO. \_\_\_\_**

**RESOLUTION OF  
THE LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY  
MAKING DETERMINATIONS**

**PARTRICK ROAD NO. 7  
ANNEXATION TO THE NAPA SANITATION DISTRICT**

**WHEREAS**, an application for a proposed reorganization has been filed with the Local Agency Formation Commission of Napa County, hereinafter referred to as “Commission,” pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000; and

**WHEREAS**, the proposal seeks Commission approval to annex approximately 2.2 acres of incorporated land to the Napa Sanitation District and represents one entire parcel located at 1193 Partrick Road and identified by the County of Napa Assessor’s Office as 050-060-007 along with the adjacent portion of public right-of-way on Partrick Road; and

**WHEREAS**, the Commission’s Executive Officer has reviewed the proposal and prepared a report with recommendations; and

**WHEREAS**, the Executive Officer’s report and recommendations have been presented to the Commission in the manner provided by law; and

**WHEREAS**, the Commission heard and fully considered all the evidence presented at a public meeting held on the proposal on June 2, 2025; and

**WHEREAS**, the Commission considered all the factors required by law under Government Code sections 56668 and 56668.3 as well as adopted local policies and procedures; and

**WHEREAS**, the Commission finds the proposal consistent with the sphere of influence established for the Napa Sanitation District; and

**WHEREAS**, the Commission finds that all owners of land included in said proposal consent to the subject annexation; and

**WHEREAS**, in accordance with applicable provisions of the California Environmental Quality Act (hereinafter “CEQA”), the Commission considered available exemptions under CEQA, in accordance with Title 14 of the California Code of Regulations (hereinafter “CEQA Guidelines”); and

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

1. The Factors for Commission Determinations provided in the Executive Officer’s written report are hereby incorporated herein by this reference and are adequate.

2. The underlying activity, annexation of the affected territory, is statutorily exempt from further review pursuant to CEQA Guidelines section 15282(k), which exempts the installation of new pipeline as long as the project does not exceed one mile in length. The proposed annexation also qualifies for the categorical exemption from further review under CEQA Guidelines section 15303, which exempts construction and location of limited numbers of new, small facilities or structures, installation of small new equipment and facilities in small structures, and the conversion of existing small structures from one use to another where only minor modifications are made in the exterior of the structure. The records upon which these findings are made are located at the Commission's administrative office located at 1754 Second Street, Suite C, Napa, California 94559.

3. The proposal is APPROVED subject to completion of item number 11 below.

4. This proposal is assigned the following distinctive short-term designation:

**PARTRICK ROAD NO. 7  
ANNEXATION TO THE NAPA SANITATION DISTRICT**

5. The affected territory is shown on the map in the attached Exhibit "A".

6. The affected territory so described is uninhabited as defined in California Government Code section 56046.

7. The Napa Sanitation District utilizes the regular assessment roll of the County of Napa.

8. The affected territory will be taxed for existing general bonded indebtedness of the Napa Sanitation District.

9. The proposal shall be subject to the terms and conditions of the Napa Sanitation District.

10. The Commission waives conducting authority proceedings in accordance with California Government Code section 56662(a).

11. Recordation is contingent upon receipt by the Executive Officer of the following:

(a) A final map and geographic description of the affected territory determined by the County Surveyor to conform to the requirements of the State Board of Equalization.

(b) All outstanding Commission fees.

(c) Written confirmation from the Napa Sanitation District that it is acceptable to record a Certificate of Completion.

12. The effective date shall be the date of recordation of the Certificate of Completion. The Certificate of Completion must be recorded within one calendar year unless an extension is requested and approved by the Commission.

13. The Commission hereby directs staff to file a Notice of Exemption in compliance with CEQA.

The foregoing resolution was duly and regularly adopted by the Commission at a public meeting held on June 2, 2025, after a motion by Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, by the following vote:

AYES: Commissioners \_\_\_\_\_

NOES: Commissioners \_\_\_\_\_

ABSENT: Commissioners \_\_\_\_\_

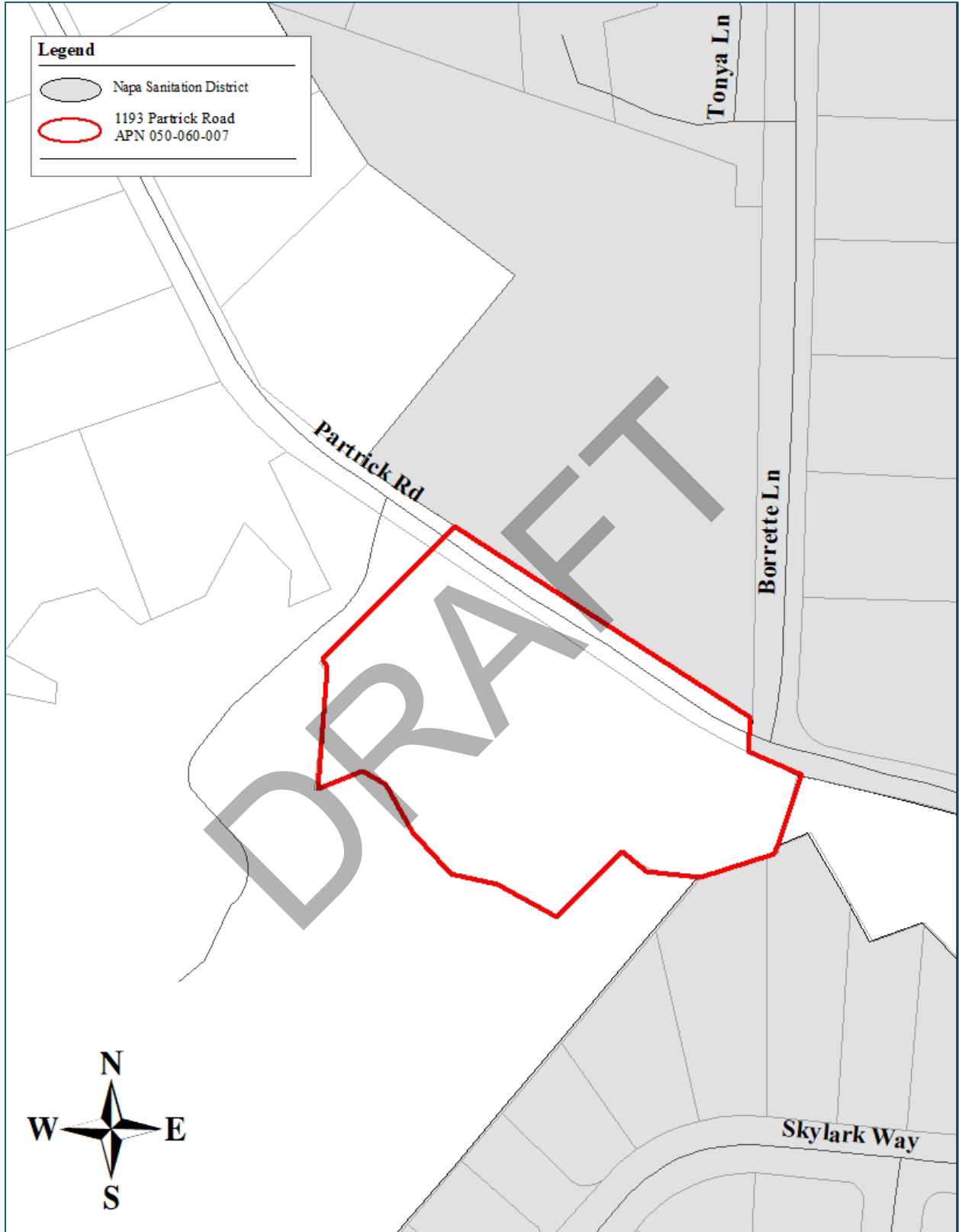
ABSTAIN: Commissioners \_\_\_\_\_

\_\_\_\_\_  
Kenneth Leary  
Commission Chair

ATTEST: \_\_\_\_\_  
Brendon Freeman  
Executive Officer

Recorded by: Stephanie Pratt  
Clerk/ Jr. Analyst

DRAFT



**PROPOSAL APPLICATION**  
**Change of Organization/Reorganization**

**I. APPLICANT INFORMATION**

**A. Name:** Robert Wilson  
Contact Person Agency/Business (If Applicable)

**Address:** 1193 Partrick Road Napa, CA, 94558  
Street Number Street Name City Zip Code

**Contact:** 925-325-8404 rwilson57napa@gmail.com  
Phone Number Facsimile Number E-Mail Address

**B. Applicant Type:** (Check One)  Local Agency  Registered Voter  Landowner

**II. PROPOSAL DESCRIPTION**

**A. Affected Agencies:**

Name	Address
<u>Napa Sanitation District</u>	<u>1515 Soscol Ferry Rd, Napa, CA 94558</u>
Name	Address
_____	_____

*Use Additional Sheets as Needed*

**B. Proposal Type:** (Check as Needed)

<input checked="" type="checkbox"/> Annexation	<input type="checkbox"/> Detachment	<input type="checkbox"/> City Incorporation	<input type="checkbox"/> District Formation
<input type="checkbox"/> City/District Dissolution	<input type="checkbox"/> City/District Merger	<input type="checkbox"/> Service Activation (District Only)	<input type="checkbox"/> Service Divestiture (District Only)

**C. Purpose Statement:** (Specific) Connect to Napa Sanitation District

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**III. GENERAL INFORMATION**

<b>A. Location:</b>	1193 Partrick Rd	050-060-007	2
	Street Address	Assessor Parcel Number	Acres
	Portion of ROW	N/A	0.2
	Street Address	Assessor Parcel Number	Acres
	Street Address	Assessor Parcel Number	Acres
	Street Address	Assessor Parcel Number	Acres
		Total Location Size (Including Right-of-Ways)	2.2

**B. Landowners:**

- (1) Assessor Parcel Number : 050-060-007 Name: Robert Wilson  
 Mailing Address: 1193 Partrick Rd  
 Phone Number: 925-325-8404 E-mail: rwilson57napa@gmail.com
- (2) Assessor Parcel Number : \_\_\_\_\_ Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_
- (3) Assessor Parcel Number : \_\_\_\_\_ Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_
- (4) Assessor Parcel Number : \_\_\_\_\_ Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

*Use Additional Sheets As Needed*

**C. Population:**

- (1) Total Number of Residents: 3
- (2) Total Number of Registered Voters: 3

**D. Land Use Factors:**

- (1a) County General Plan Designation: N/A
- (1b) County Zoning Standard: N/A
- (2a) Applicable City General Plan Designation: SFR-40 (0-2 units/acre)
- (2b) Applicable City Pre-zoning Standard: RS-20 (min lot size 20,000 sq. ft.)  
(Required for City Annexations)

**E. Existing Land Uses:** Residential  
(Specific)

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**F. Development Plans:**

- (1a) Territory Subject to a Development Project?  Yes  No
- (1b) If Yes, Describe Project: \_\_\_\_\_  
\_\_\_\_\_
- (1c) If No, When Is Development Anticipated? \_\_\_\_\_  
\_\_\_\_\_

**G. Physical Characteristics:**

- (1) Describe Topography: Existing single family residence, front and backyard landscaped, trees and western branch of Napa creek on the s/w side
- (2) Describe Any Natural Boundaries: Bounded by redwood creek on the south and west side
- (3) Describe Soil Composition and Any Drainage Basins: Cole silt loam surface drainage
- (4) Describe Vegetation: Residential landscape

**H. Williamson Act Contracts**  
(Check One)

- Yes
- No

IV. GOVERNMENTAL SERVICES AND CONTROLS

A. Plan For Providing Services:

- (1) Enumerate and Describe Services to Be Provided to the Affected Territory:

Sanitation

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- (2) Level and Range of Services to Be Provided to the Affected Territory:

Connect to existing sewer line

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- (3) Indication of When Services Can Feasibly Be Extended to the Affected Territory:

Immediately

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- (4) Indication of Any Infrastructure Improvements Necessary to Extend Services to the Affected Territory:

Extend existing sewer line closer to the subject property

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- (5) Information On How Services to the Affected Territory Will Be Financed:

Personal funds

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V. ENVIRONMENTAL INFORMATION

A. Environmental Analysis (City annexations require pre-zoning.)

(1) Lead Agency for Proposal: Napa Sanitation District
Name

(2) Type of Environmental Document Previously Prepared for Proposal:

- Environmental Impact Report
Negative Declaration/Mitigated Negative Declaration
[X] Categorical/Statutory Exemption: CEQA Guidelines 15282(k)
None

Provide Copies of Associated Environmental Documents

VI. ADDITIONAL INFORMATION

A. Approval Terms and Conditions Requested For Commission Consideration:

The subject parcel be Annexed to Napa Sanitation District

Use Additional Sheets As Needed

B. Identify Up to Three Agencies or Persons to Receive Proposal Correspondence:

(Does not include affected landowners or residents)

(1) Recipient Name: City of Napa
Mailing Address: 1600 First Street, Napa, CA 94559
E-Mail:

(2) Recipient Name: Napa Sanitation District
Mailing Address: 1515 Soscol Ferry Rd, Napa, CA 94558
E-Mail:

(3) Recipient Name:
Mailing Address:
E-Mail:

### **FACTORS FOR COMMISSION CONSIDERATION**

Government Code §56668 & §56668.3 require a review of the following factors:

<b>FACTOR TO CONSIDER</b>	<b>COMMENT</b>
1. Population and density [§56668(a)]	<b>Consistent:</b> Population three (legally uninhabited)
2. Land area and land use [§56668(a)]	<b>Consistent:</b> 2.2 acres, SFR – Single Family Residence Jurisdiction: City of Napa, <i>Browns Valley</i> Planning Area
3. Assessed valuation [§56668(a)]	<b>Consistent:</b> Land: \$976,820 Structural improvements: \$325,606
4. Topography, natural boundaries and drainage basins [§56668(a)]	<b>Consistent:</b> Relatively flat: 0 to 2 percent slopes Drainage basin: <i>Napa River – Browns Valley Creek</i>
5. Proximity to other populated areas [§56668(a)]	<b>Consistent:</b> Adjacent lands on the four sides: City of Napa – developed or have residential use designations in the General Plan, contiguous to a City street
6. Likelihood of significant growth in the area, adjacent areas during next 10 years [§56668(a)]	<b>Consistent:</b> City General Plan designation and zoning could allow a lot split to create two residential lots and would require approval by the City
7. Need for government services [§56668(b)]	<b>Consistent:</b> Existing core services provided by the City of Napa at adequate levels include water, fire, and law enforcement. Need for service is limited to sewer to reduce dependence on septic and facilitate residential subdivision.
8. Government services present cost, adequacy and controls in area [§56668(b)]	<b>Consistent:</b> Analysis: <a href="#">Central County Region Municipal Service Review adopted in 2014</a> and <a href="#">Napa Countywide Water Wastewater MSR Updated 10-4-21</a>
9. Government services probable future needs and controls in area [§56668(b)]	<b>Consistent:</b> Analysis: <a href="#">Central County Region Municipal Service Review adopted in 2014</a> and <a href="#">Napa Countywide Water Wastewater MSR Updated 10-4-21</a>

<p>10. Government services effect of proposal on cost, adequacy and controls in area and adjacent areas</p> <p>[§56668(b)]</p>	<p><b>Consistent:</b> Analysis: <a href="#">Central County Region Municipal Service Review adopted in 2014</a> and <a href="#">Napa Countywide Water Wastewater MSR Updated 10-4-21</a></p>
<p>11. Effects on adjacent areas, mutual social and economic interests, and local governmental structure</p> <p>[§56668(c)]</p>	<p><b>Consistent:</b> Area included in NSD SOI since 1975</p>
<p>12. Effects on planned efficient patterns of urban development</p> <p>[§56668(d)]</p>	<p><b>Consistent:</b> City General Plan land use designation: <i>SFR-40 (Single Family Residential, 0-2 lots per acre)</i></p>
<p>13. Effects on maintaining physical and economic integrity of agricultural lands</p> <p>[§56668(e)]</p>	<p><b>Consistent:</b> Within City RUL, not designated for agricultural or open space use</p>
<p>14. Logical, definite, and certain boundaries</p> <p>[§56668(f)]</p>	<p><b>Consistent:</b> One entire parcel, located on city maintained street</p>
<p>15. Conformance to lines of assessment, ownership</p> <p>[§56668(f)]</p>	<p><b>Consistent:</b> One parcel: APN 050-060-007</p>
<p>16. Creation of islands, corridors, irregular boundaries</p> <p>[§56668(f)]</p>	<p><b>Consistent:</b> Would eliminate an existing pocket of territory substantially surrounded by NSD's boundary</p>
<p>17. Consistency with regional transportation plan</p> <p>[§56668(g)]</p>	<p><b>Consistent:</b> No specific projects in regional transportation plan (RTP), <i>Plan Bay Area 2050</i></p>
<p>18. Consistency with city or county general and specific plans</p> <p>[§56668(h)]</p>	<p><b>Consistent:</b> City General Plan designation: <i>SFR-40 (Single Family Residential, 0-2 lots per acre)</i> City Zoning: <i>RS-20 (Residential, minimum lot size 20,000 sq. ft.)</i></p>
<p>19. Consistency with spheres of influence</p> <p>[§56668(i)]</p>	<p><b>Consistent:</b> Within NSD SOI since 1975</p>

<p>20. Comments from affected agencies and other public agencies [§56668(j)]</p>	<p><b>Consistent:</b> No comments received</p>
<p>21. Ability of agency to provide service including sufficiency of revenues [§56668(k)]</p>	<p><b>Consistent:</b> Analysis: <a href="#">Central County Region Municipal Service Review adopted in 2014</a> and <a href="#">Napa Countywide Water Wastewater MSR Updated 10-4-21</a></p>
<p>22. Timely availability of adequate water supply [§56668(l)]</p>	<p><b>Consistent:</b> Analysis: <a href="#">Central County Region Municipal Service Review adopted in 2014</a> and <a href="#">Napa Countywide Water Wastewater MSR Updated 10-4-21</a></p>
<p>23. Fair share of regional housing needs [§56668(m)]</p>	<p><b>Consistent:</b> No impact on regional housing needs</p>
<p>24. Information or comments from landowners, voters, or residents in proposal area [§56668(n)]</p>	<p><b>Consistent:</b> 100% consent of landowners</p>
<p>25. Existing land use designations [§56668(o)]</p>	<p><b>Consistent:</b> City General Plan designation: <i>SFR-40 (Single Family Residential, 0-2 lots per acre)</i> City Zoning: <i>RS-20 (Residential, minimum lot size 20,000 sq. ft.)</i></p>
<p>26. Effect on environmental justice [§56668(p)]</p>	<p><b>Consistent:</b> No documentation or evidence suggesting the proposal will have any implication</p>
<p>27. Safety Element of GP concerns; identified as very high fire hazard zone [§56668(q)]</p>	<p><b>Consistent:</b> Not located in a high fire hazard zone</p>
<p>28. Special district annexations: for the interest of landowners or inhabitants within the district and affected territory [§56668.3(a)(1)]</p>	<p><b>Consistent:</b> Proposal approval would benefit by providing permanent access to public sewer service, eliminating potential public health hazards associated with private septic systems</p>



**Local Agency Formation Commission of Napa County**  
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*We Manage Local Government Boundaries, Evaluate Municipal Services, and Protect Agriculture*

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**Agenda Item 10b (Action)**

**TO:** Local Agency Formation Commission

**PREPARED BY:** Brendon Freeman, Executive Officer *BF*

**MEETING DATE:** June 2, 2025

**SUBJECT:** Legislative Report and Proposed Positions on Bills

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**RECOMMENDATION**

It is recommended by the Commission's Legislative Committee that the Commission authorize the Executive Officer to submit letters to the Legislature in support of Assembly Bill (AB) 1156 and a letter in opposition to Senate Bill (SB) 777.

**BACKGROUND AND SUMMARY**

Commissioners Cottrell and Kahn currently serve on the Commission's Legislative Committee ("the Committee"), which is an ad hoc subcommittee responsible for reviewing proposed legislation affecting LAFCOs and making recommendations to the Commission with respect to taking formal positions. The Commission's *Legislative Policy* and *Legislative Platform* are included as Attachments 1 and 2, respectively.

On May 13, 2025, the Committee met to review all bills affecting LAFCOs. The Committee's recommendations follow:

- AB 1156, included as Attachment 3, was introduced by Assemblymember Wicks and makes substantive changes to certain aspects of the Williamson Act. The Committee recommends the Commission take a support position.
- SB 777, included as Attachment 4, was introduced by Senator Richardson and requires LAFCO to designate a local agency to take over care, maintenance, and embellishment of an abandoned endowment care cemetery. The Committee recommends the Commission take an oppose position.

**ATTACHMENTS**

- 1) Legislative Policy
- 2) Legislative Platform
- 3) AB 1156
- 4) SB 777

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Beth Painter, Vice Chair  
Councilmember, City of Napa

Paul Dohring, Commissioner  
Councilmember, City of St. Helena

David Oro, Alternate Commissioner  
Councilmember, City of American Canyon

Anne Cottrell, Commissioner  
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, Chair  
Representative of the General Public

Eve Kahn, Alternate Commissioner  
Representative of the General Public

Brendon Freeman  
*Executive Officer*



## LOCAL AGENCY FORMATION COMMISSION OF NAPA

### *Legislative Policy*

(Adopted: December 4, 2017; Last Amended: April 3, 2023)

- 1) The Local Agency Formation Commission (LAFCO) of Napa County (“the Commission”) shall annually establish an ad hoc committee, which shall terminate at the end of the calendar year, and appoint two members (“Legislative Committee”) to advise staff as described in this policy.
- 2) The Legislative Committee shall, at least annually, review this policy, the Commission’s adopted legislative platform, and the California Association of Local Agency Formation Commissions (CALAFCO)’s legislative policies. Based on communication with the Legislative Committee, staff shall present recommendations to the full Commission with respect to any appropriate amendments to this policy or the local legislative platform.
- 3) The Legislative Committee shall, at least annually, review proposed legislation affecting LAFCO. Based on communication with the Legislative Committee, staff shall continue monitoring proposed legislation and present recommendations to the full Commission with respect to formal positions on proposed legislation.
- 4) In the event that proposed legislation affecting LAFCO cannot be considered by the full Commission due to timing, the Executive Officer and Assistant Executive Officer are authorized to submit written correspondence to the appropriate entity regarding the Commission’s position if the position is consistent with the local legislative platform. The Chair, or the Vice Chair if the Chair is unavailable, shall review and approve the written correspondence prior to submittal by the Executive Officer or Assistant Executive Officer.
- 5) All submitted correspondence pursuant to this policy will be included on the next available Commission agenda.



## LOCAL AGENCY FORMATION COMMISSION OF NAPA

### *Legislative Platform*

(Adopted: February 5, 2018; Last Amended: April 4, 2022)

The following core guiding principles underlie the Local Agency Formation Commission (LAFCO) of Napa County'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
- Re-writing policies (on a schedule) to be comprehensive, effective, and transparent
- 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

The following serves as Napa LAFCO's Legislative Platform for purposes of informing actions relating to proposed legislation. Napa LAFCO will first review and consider the positions of the California Association of Local Agency Formation Commissions (CALAFCO), the League of California Cities, and the California State Association of Counties before recommending the full Commission take a formal position on proposed legislation.

### **1. LAFCO Purpose and Authority**

- 1.1 Support legislation which enhances Napa LAFCO's authority and powers to carry out the legislative findings and authority in Government Code §56000 et seq., and oppose legislation which diminishes Napa LAFCO's authority.
- 1.2 Support authority for Napa LAFCO to establish local policies to apply Government Code §56000 et seq. based on local needs and conditions, and oppose any limitations to that authority.
- 1.3 Oppose additional Napa LAFCO responsibilities which require expansion of current local funding sources. Oppose unrelated responsibilities which dilute Napa LAFCO's ability to meet its primary mission.
- 1.4 Support alignment of responsibilities and authority of Napa LAFCO and regional agencies which may have overlapping responsibilities in orderly growth, preservation, and service delivery, and oppose legislation or policies which create conflicts or hamper those responsibilities.

- 1.5 Oppose grants of special status to any individual agency or proposal to circumvent the Napa LAFCO process.
- 1.6 Support individual commissioner responsibility that allows each commissioner to independently vote their conscience on issues affecting their own jurisdiction.
- 1.7 Support the independence of Napa LAFCO from local agencies.
- 1.8 Support recognition of Napa LAFCO's spheres of influence by other agencies involved in determining and developing long-term growth and infrastructure plans.
- 1.9 Support efforts to acquire funding for local projects if the funding efforts are supported by the CALAFCO Board of Directors.

## **2. Agricultural, Watershed, and Open Space Protection**

- 2.1. Support legislation which clarifies Napa LAFCO's authority to identify, encourage, and ensure the preservation of agricultural, watershed, and open space lands.
- 2.2. Support policies which encourage cities, counties and special districts to direct development away from agricultural, watershed, and open space lands.
- 2.3. Support policies and tools which protect agricultural, watershed, and open space lands.
- 2.4. Support the continuance of the Williamson Act and restoration of program funding through State subvention payments.
- 2.5. Support the recognition and use of spheres of influence as a management tool to provide better planning of growth and development, and to preserve agricultural, watershed, and open space lands.

AMENDED IN ASSEMBLY MAY 5, 2025

AMENDED IN ASSEMBLY MARCH 20, 2025

CALIFORNIA LEGISLATURE—2025–26 REGULAR SESSION

**ASSEMBLY BILL**

**No. 1156**

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**Introduced by Assembly Member Wicks**

February 20, 2025

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An act to amend Sections 51190, 51191, 51191.1, 51191.2, 51191.3, 51191.4, ~~51191.5~~, 51191.5, 51192, and 51192.1 of, *to add Section 51191.5.5 to*, to repeal Section 51192.2 of, and to repeal and add Section 51255.1 of, the Government Code, and to amend Section 21080 of the Public Resources Code, relating to solar-use easements.

LEGISLATIVE COUNSEL'S DIGEST

AB 1156, as amended, Wicks. Solar-use easements: suspension of Williamson Act contracts: terms of easement: termination.

The California Land Conservation Act of 1965, otherwise known as the Williamson Act, authorizes a city or county to contract with a landowner to limit the use of agricultural land to agricultural use if the land is located in an agricultural preserve designated by the city or county, as specified. The act authorizes the parties to mutually agree to rescind the contract in order to simultaneously enter into a solar-use easement if approved by the Department of Conservation, as specified. Existing law defines the term “solar-use easement” for these purposes to mean any right or interest acquired by a county, or city in a parcel or parcels determined to be eligible, as provided, where the deed or other instrument granting the right or interest imposes certain restrictions that effectively restrict the use of the land to photovoltaic solar facilities for the purpose of providing for the collection and distribution of solar

energy and certain other incidental or subordinate uses or other alternative renewable energy facilities.

This bill would revise the definition of the term “solar-use easement” to, among other changes, ~~include a right or interest acquired by the Energy Commission, and to~~ expand the authorized uses of the land under the easement to include solar energy storage and appurtenant renewable energy facilities. ~~The bill would make various conforming changes in this regard.~~ The bill would revise the conditions under which the land subject to a Williamson Act contract may be subject to a solar-use easement, as described above, to instead require the suspension of the Williamson Act contract for the term of the solar-use easement, rather than the rescission of the contract, if the Department of Conservation determines that the parcel is eligible to be placed in the easement, as specified.

Under existing law, the Department of Conservation, in consultation with the Department of Food and Agriculture, and upon a request from a city or county, may determine that a parcel is eligible for rescission of a Williamson Act contract for placement into a solar-use easement, as provided. Existing law requires that the parcel meet certain criteria in order to be eligible under these provisions, including that the land meet 1 of 2 specified alternative criteria relating to the use of the land for agricultural purposes and the parcel not be located on lands designated as prime farmland, unique farmland, or farmland of statewide importance, as specified.

This bill would revise these provisions to authorize the Department of Conservation to determine that a parcel is eligible for suspension, as described above, upon the request of the landowner, instead of a request from a county or city, and would require the department to additionally make that determination in consultation with any applicable groundwater sustainability agency or services. The bill would revise the eligibility criteria for a parcel to be deemed eligible under these provisions by (1) additionally authorizing land for which there ~~are~~ *is* or will be insufficient surface water or groundwater ~~rights associated with the land~~ *available* to support commercially viable irrigated agricultural use; (2) deleting the requirement that the land not be located on lands designated as prime farmland, unique farmland, or farmland of statewide importance; and (3) additionally requiring that the land meet certain additional requirements relating to the land’s historical use as cropland and whether it is encumbered by a conservation easement or enrolled in a land conservation program, as specified. The bill would also require the

Department of Conservation to issue its determination of eligibility within 120 days following submission of a completed application package, and would deem any application not rejected within this 120-day period to be approved.

Existing law authorizes a county or city to require a solar-use easement deed or restriction to contain any restrictions, conditions, or covenants as are necessary or desirable to restrict the use of the land to photovoltaic solar facilities. Under existing law, these restrictions, conditions, or covenants may include, among other things, mitigation measures on the land that is subject to the solar-use easement and mitigation measures beyond the land that is subject to the solar-use easement. For term easements or self-renewing easements, existing law requires that the restrictions, conditions, or covenants include a requirement for the landowner to post a performance bond or other securities to fund the restoration of the land that is subject to the easement to the conditions that existed before the approval or acceptance of the easement by the time the easement is extinguished.

This bill would delete the above-described provisions relating to mitigation measures on or beyond the land that is subject to a solar-use easement. The bill would also delete the above-described requirement that a landowner post a performance bond or other securities in relation to a term easement or self-renewing easement. *The bill would additionally permit the county or city to require a solar-use easement deed or restriction to include a provision for termination of the easement under prescribed circumstances. The bill would allow a city or county to require, as a condition of entering into a solar-use easement, that the photovoltaic solar facility enter into a community benefits agreement, as defined, with one or more local communities, as defined.*

Existing law, during the term of a solar-use easement, prohibits the approval of any land use on the land covered by the easement and the issuance of a building permit for a structure that would violate the easement. Existing law requires the county or city to seek an injunction against any construction or other development or activity that would violate the easement and, if the county or city fails to do so or if the county or city engages in specified activity in violation of the easement, authorizes a person or entity to seek an injunction. Existing law authorizes a court to award a plaintiff who prevails in an action under these provisions the costs of their litigation, including reasonable attorney's fees.

This bill would additionally prohibit the issuance of a construction notice to proceed that would violate the easement. The bill would also remove the above-described authorization of a person or entity to seek the injunction. The bill would also delete the authority of the court to award litigation costs to a prevailing plaintiff.

Existing law authorizes a solar-use easement to be extinguished by nonrenewal, termination, or returning the land to the previous Williamson Act contract. If the landowner or the county or city desires in any year not to renew the solar-use easement on all or a portion of a parcel, existing law requires that party to serve written notice of nonrenewal of the easement, as specified. If the county, city, or the landowner serves notice of intent in any year not to renew the solar-use easement, existing law provides that the existing solar-use easement remains in effect for the balance of the period remaining since the original execution or the last renewal of the solar-use easement, as the case may be.

The bill would additionally authorize the termination of a solar-use easement by mutual consent, and would make various conforming changes in that regard. The bill would also revise the above-described provisions relating to service of written notice to instead only require a landowner to issue that ~~notice~~: *notice any time they desire not to renew a solar-use-easement, and to allow a city or county to serve the notice only at the end of the photovoltaic solar facility's operating life, as specified, and make conforming changes.* The bill would delete the above-described provisions relating to the remaining effect of the easement following service of a notice of intent.

The California Environmental Quality Act (CEQA) requires a lead agency, as defined, to prepare, or cause to be prepared, and certify the completion of an environmental impact report on a project that it proposes to carry out or approve that may have a significant effect on the environment or to adopt a negative declaration if it finds that the project will not have that effect. CEQA exempts from its provisions various activities, including ministerial projects proposed to be carried out or approved by public agencies.

This bill would exempt entry into or recordation of a solar-use easement under the above-described provisions from ~~CEQA~~: *CEQA, but would specify that its provisions do not exempt a photovoltaic solar facility from CEQA.*

Vote: majority. Appropriation: no. Fiscal committee: yes.  
State-mandated local program: no.

*The people of the State of California do enact as follows:*

1 SECTION 1. Section 51190 of the Government Code is  
2 amended to read:

3 51190. As used in this chapter, the following terms have the  
4 following meanings:

5 (a) “City” means any city or city and county.

6 (b) “Landowner” includes a lessee or trustee, if the expiration  
7 of the lease or trust occurs at a time later than the expiration of the  
8 restriction of the use of the land to photovoltaic solar facilities or  
9 any extension of the restriction.

10 (c) “Solar-use easement” means any right or interest acquired  
11 ~~by a county, city, or the Energy Commission~~ *city or county* for a  
12 term of years, or annually self-renewing as provided in Section  
13 51191.2, in a parcel or parcels determined by the Department of  
14 Conservation pursuant to Section 51191 to be eligible, where the  
15 deed or other instrument granting the right or interest imposes  
16 restrictions that, through limitation of future use, will effectively  
17 restrict the use of the land to photovoltaic solar facilities for the  
18 purpose of providing for the collection, storage, and distribution  
19 of solar energy for the generation of electricity, and any other  
20 incidental or subordinate agricultural or open-space uses, or other  
21 alternative or appurtenant renewable energy facilities. A solar-use  
22 easement shall not permit any land located in the easement to be  
23 used for any other use allowed in commercial, industrial, or  
24 residential zones. A solar-use easement shall contain a covenant  
25 ~~with the county, city, or Energy Commission~~ *city or county* running  
26 with the land for a term of years that the landowner shall not  
27 construct or permit the construction of improvements except those  
28 for which the right is expressly reserved in the instrument provided  
29 that those reservations would not be inconsistent with the purposes  
30 of this chapter and which would not be incompatible with the sole  
31 use of the property for solar photovoltaic and appurtenant clean  
32 energy facilities, during which time any agricultural land  
33 conservation contract binding all or a portion of the land under the  
34 solar-use easement and meeting the criteria set forth in subdivision  
35 (a) of Section 51191 would be suspended.

36 SEC. 2. Section 51191 of the Government Code is amended  
37 to read:

1 51191. (a) For purposes of this chapter, and for purposes of  
2 Chapter 7 (commencing with Section 51200), the Department of  
3 Conservation, in consultation with the Department of Food and  
4 Agriculture, and any applicable groundwater sustainability agency  
5 or services, upon a request from a landowner may determine, based  
6 on substantial evidence, that a parcel or parcels is eligible for  
7 suspension of an agricultural land conservation contract under  
8 Section 51255.1 for placement into a solar-use easement if all of  
9 the following criteria are met:

10 (1) The land meets one or more of the following criteria:

11 (A) The land consists predominately of soils with significantly  
12 reduced agricultural productivity for agricultural activities due to  
13 chemical or physical limitations, topography, drainage, flooding,  
14 adverse soil conditions, or other physical reasons.

15 (B) The land has severely adverse soil conditions that are  
16 detrimental to continued agricultural activities and production.  
17 Severely adverse soil conditions may include, but are not limited  
18 to, contamination by salts or selenium, or other naturally occurring  
19 contaminants.

20 (C) ~~There are~~ *is* or will be insufficient surface water or  
21 ~~groundwater rights associated with the land available, or~~  
22 *insufficient surface water and groundwater available*, to support  
23 commercially viable irrigated agricultural use.

24 (2) The land meets both of the following criteria:

25 (A) The parcel or parcels have an average grade of less than 10  
26 percent and have been historically used primarily as irrigated  
27 cropland rather than having been historically used primarily as  
28 unirrigated grazing land.

29 (B) The parcel or parcels are not encumbered by a conservation  
30 easement or enrolled in a land conservation program, the primary  
31 purpose of which is the protection of resources other than  
32 agriculture, such as recreation, grazing, open space, or biological  
33 resources.

34 (b) To assist in the determination described in this section, the  
35 ~~city, county, or Energy Commission~~ *city or county* shall require  
36 the landowner to provide to the Department of Conservation the  
37 following information to the extent applicable:

38 (1) A written narrative demonstrating that even under the best  
39 currently available management practices, continued commercially  
40 viable agricultural practices would be substantially limited due to

1 the soil's reduced agricultural productivity from chemical or  
2 physical limitations.

3 (2) A recent soil test demonstrating that the characteristics of  
4 the soil significantly reduce its commercial agricultural  
5 productivity.

6 (3) An analysis of water availability demonstrating the  
7 insufficiency of water supplies for continued commercially viable  
8 agricultural production, including insufficiency based on planned  
9 consolidation of water resources on more productive parcels.

10 (4) An analysis of water quality demonstrating that continued  
11 commercial agricultural production would, under the best currently  
12 available management practices, be significantly reduced.

13 (5) Crop and yield information for the past six years.

14 (c) The landowner shall provide the Department of Conservation  
15 with a proposed management plan describing how the soil will be  
16 managed during the life of the easement, how impacts to adjacent  
17 agricultural operations will be minimized, how the land will be  
18 restored to its previous general condition, as it existed at the time  
19 of project approval, upon the termination of the easement. If the  
20 Department of Conservation determines, in consultation with the  
21 Department of Food and Agriculture, and applicable groundwater  
22 sustainability agency or agencies, pursuant to subdivision (a), that  
23 lands are subject to this section, ~~the city, county, or Energy~~  
24 ~~Commission~~ *city or county* shall require implementation of the  
25 management plan, which shall include any recommendations  
26 provided by the Department of Conservation, as part of any project  
27 approval.

28 (d) A determination of eligibility by the Department of  
29 Conservation pursuant to this section shall not be subject to  
30 Division 13 (commencing with Section 21000) of the Public  
31 Resources Code. *This subdivision shall not be interpreted to exempt*  
32 *the photovoltaic solar facility from Division 13 (commencing with*  
33 *Section 21000) of the Public Resources Code.*

34 (e) The Department of Conservation shall issue its determination  
35 of eligibility within 120 days following submission of a completed  
36 application package. Any application not rejected within this  
37 120-day period shall be deemed approved.

38 (f) The Department of Conservation may establish a fee to be  
39 paid by the landowner to recover the estimated costs incurred by

1 the department in participating in the consultation described in  
2 this section.

3 SEC. 3. Section 51191.1 of the Government Code is amended  
4 to read:

5 ~~51191.1. Any county or city, or the Energy Commission, city~~  
6 ~~or county~~ may, upon request from a landowner and a determination  
7 of eligibility in accordance with subdivision (a) of Section 51191,  
8 enter into an agreement with a landowner pursuant to Section  
9 51255.1 to use lands determined to be eligible pursuant to  
10 subdivision (a) of Section 51191 in a solar-use easement in the  
11 manner provided in this chapter.

12 SEC. 4. Section 51191.2 of the Government Code is amended  
13 to read:

14 51191.2. Any term easement and covenant under this chapter  
15 shall run for a term of not less than 20 years unless a shorter term  
16 is requested by the landowner, in which case the term may be not  
17 less than 10 years. A solar-use easement for a term of years may  
18 provide that on the anniversary date of the acceptance of the  
19 solar-use easement, or on any other annual date as specified by  
20 the deed or other instrument described in subdivision (c) of Section  
21 51190, a year shall be added automatically to the initial term unless  
22 a notice of nonrenewal is served as provided in Section 51192.

23 SEC. 5. Section 51191.3 of the Government Code is amended  
24 to read:

25 51191.3. (a) ~~A county or city, or the Energy Commission, city~~  
26 ~~or county~~ may require a deed or other instrument described in  
27 subdivision (c) of Section 51190 to contain any restrictions,  
28 conditions, or covenants as are necessary or desirable to restrict  
29 the use of the land to photovoltaic solar and appurtenant facilities.

30 (b) The deed or restriction may include, but is not limited to,  
31 the following:

32 (1) If deemed necessary by the ~~city, county, or Energy~~  
33 ~~Commission~~ ~~city or county~~ to ensure that decommissioning  
34 requirements are met, the provision for financial assurances, such  
35 as performance bonds, letters of credit, a corporate guarantee, or  
36 other securities to fund, upon the cessation of the solar photovoltaic  
37 use, the restoration of the land that is subject to the easement to  
38 the conditions that existed before the approval or acceptance of  
39 that easement by the time that the easement terminates. However,  
40 any decommissioning requirement shall not be in addition to other

1 state or local requirements that ensure decommissioning of the  
2 facility. Salvage value shall not be precluded from the calculation  
3 of the cost of decommissioning.

4 (2) *Provision for termination of the easement if the governmental*  
5 *authorization allowing the facilities to be constructed expires*  
6 *without being exercised and the project is not built.*

7 ~~(2)~~

8 (3) Provision for necessary amendments by the ~~parties~~ *parties,*  
9 *including, but not limited to, amendments to adjust the boundaries*  
10 *of the easement if the facilities constructed are less extensive than*  
11 *originally anticipated, provided that the amendments are consistent*  
12 *with the provisions of this chapter.*

13 (c) The Department of Conservation may adopt regulations  
14 pursuant to the Administrative Procedure Act (Chapter 3.5  
15 (commencing with Section 11340) of Division 3 of Title 2) to  
16 implement this section.

17 SEC. 6. Section 51191.4 of the Government Code is amended  
18 to read:

19 51191.4. A deed or other instrument described in subdivision  
20 (c) of Section 51190 shall not be effective until it has been accepted  
21 or approved by resolution of the governing body of the ~~county or~~  
22 ~~city or the Energy Commission~~ *city or county* accepts the deed or  
23 instrument.

24 SEC. 7. Section 51191.5 of the Government Code is amended  
25 to read:

26 51191.5. (a) During the term of the solar-use easement, the  
27 ~~county, city, or Energy Commission~~ *city or county* shall not  
28 approve any land use on land covered by a solar easement that is  
29 inconsistent with the easement, and no building permit or  
30 construction notice to proceed may be issued for any structure that  
31 would violate the easement. The county or city shall seek, by  
32 appropriate proceedings, an injunction against any threatened  
33 construction or other development or activity on the land that  
34 would violate the easement and shall seek a mandatory injunction  
35 requiring the removal of any structure erected in violation of the  
36 easement.

37 (b) Nothing in this chapter shall limit the power of the state or  
38 any county, city, school district, or any other local public district,  
39 agency, or entity, or any other person authorized by law, to acquire  
40 land subject to a solar-use easement by eminent domain.

1     *SEC. 8. Section 51191.5.5 is added to the Government Code,*  
2     *to read:*

3     51191.5.5. (a) *For the purposes of this section, the following*  
4     *definitions shall apply:*

5     (1) *“Community benefits agreement” means an agreement that*  
6     *provides specific benefits to the local community, including, but*  
7     *not limited to, all of the following:*

8     (A) *Job creation and training programs for local residents.*

9     (B) *Use of local businesses and vendors.*

10    (C) *Financial contributions to community development projects*  
11    *and programs.*

12    (2) *“Local community” means the city or county in which the*  
13    *photovoltaic solar facility is located, including any other local*  
14    *governmental agencies or community-based organizations located*  
15    *within that city or county.*

16    (b) *A city or county may require, as a condition of entering into*  
17    *a solar-use easement, that the photovoltaic solar facility enter into*  
18    *a community benefits agreement with one or more local*  
19    *communities.*

20    ~~SEC. 8:~~

21    *SEC. 9. Section 51192 of the Government Code is amended*  
22    *to read:*

23    51192. (a) *A solar-use easement may be extinguished on all*  
24    *or a portion of the parcel only by nonrenewal, termination, by*  
25    *mutual consent, or by returning the land to its previous contract*  
26    *pursuant to Article 3 (commencing with Section 51240) of Chapter*  
27    *7.*

28    (b) *If the landowner desires in any year not to renew the*  
29    *solar-use easement on all or a portion of the parcel, the landowner*  
30    *shall serve written notice of nonrenewal of the easement upon the*  
31    *other party at least 90 days in advance of the annual renewal date*  
32    *of the solar-use easement. Unless written notice is served at least*  
33    *90 days in advance of the renewal date, the solar-use easement*  
34    *shall be considered valid and, as the case may be, renewed as*  
35    *provided in Section 51191.2.*

36    (c) *A city or county may, at the end of the photovoltaic solar*  
37    *facility’s operating life, serve notice of nonrenewal upon the other*  
38    *party at least 90 days in advance of the annual renewal date of*  
39    *the solar-use easement. Unless written notice is served at least 90*  
40    *days in advance of the renewal date, the solar-use easement shall*

1 *be considered valid and, as the case may be, renewed as provided*  
2 *in Section 51191.2.*

3 ~~SEC. 9.~~

4 *SEC. 10.* Section 51192.1 of the Government Code is amended  
5 to read:

6 51192.1. In the case of a solar-use easement that is extinguished  
7 because of a notice of nonrenewal by the landowner, due to  
8 termination, or mutual consent, *or by the city or county pursuant*  
9 *to subdivision (c) of Section 51192*, the landowner shall restore  
10 the land that is subject to the easement to the conditions that existed  
11 before the approval of the easement by the time the easement is  
12 extinguished, and the suspension of the land conservation contract  
13 shall terminate and the contract once again be in full force and  
14 effect.

15 ~~SEC. 10.~~

16 *SEC. 11.* Section 51192.2 of the Government Code is repealed.

17 ~~SEC. 11.~~

18 *SEC. 12.* Section 51255.1 of the Government Code is repealed.

19 ~~SEC. 12.~~

20 *SEC. 13.* Section 51255.1 is added to the Government Code,  
21 to read:

22 51255.1. (a) Notwithstanding any other provision of this  
23 chapter, any agricultural land conservation contract effecting a  
24 parcel or parcels of land that, upon review, are determined by the  
25 Department of Conservation to be eligible to be placed in a  
26 solar-use easement pursuant to Chapter 6.9 (commencing with  
27 Section 51191) and for which a solar-use easement has been  
28 entered into by ~~either the Energy Commission or a~~ local  
29 government shall be suspended for the term of the solar use  
30 easement. This suspension shall occur notwithstanding the prior  
31 serving of a notice of nonrenewal.

32 (b) Nothing in this section limits the ability of the parties to a  
33 contract to seek nonrenewal, or petition for cancellation or  
34 termination of a contract pursuant to this chapter. This section is  
35 provided in addition to, not in replacement of, other methods for  
36 contract suspension, termination, Williamson Act compliance, or  
37 a county or city finding that a solar facility is a compatible use  
38 pursuant to this chapter.

1     ~~SEC. 13.~~

2     *SEC. 14.* Section 21080 of the Public Resources Code is  
3 amended to read:

4     21080. (a) Except as otherwise provided in this division, this  
5 division shall apply to discretionary projects proposed to be carried  
6 out or approved by public agencies, including, but not limited to,  
7 the enactment and amendment of zoning ordinances, the issuance  
8 of zoning variances, the issuance of conditional use permits, and  
9 the approval of tentative subdivision maps unless the project is  
10 exempt from this division.

11     (b) This division does not apply to any of the following  
12 activities:

13     (1) Ministerial projects proposed to be carried out or approved  
14 by public agencies.

15     (2) Emergency repairs to public service facilities necessary to  
16 maintain service.

17     (3) Projects undertaken, carried out, or approved by a public  
18 agency to maintain, repair, restore, demolish, or replace property  
19 or facilities damaged or destroyed as a result of a disaster in a  
20 disaster-stricken area in which a state of emergency has been  
21 proclaimed by the Governor pursuant to Chapter 7 (commencing  
22 with Section 8550) of Division 1 of Title 2 of the Government  
23 Code.

24     (4) Specific actions necessary to prevent or mitigate an  
25 emergency.

26     (5) Projects that a public agency rejects or disapproves.

27     (6) Actions undertaken by a public agency relating to any  
28 thermal powerplant site or facility, including the expenditure,  
29 obligation, or encumbrance of funds by a public agency for  
30 planning, engineering, or design purposes, or for the conditional  
31 sale or purchase of equipment, fuel, water (except groundwater),  
32 steam, or power for a thermal powerplant, if the powerplant site  
33 and related facility will be the subject of an environmental impact  
34 report, negative declaration, or other document, prepared pursuant  
35 to a regulatory program certified pursuant to Section 21080.5,  
36 which will be prepared by the State Energy Resources Conservation  
37 and Development Commission, by the Public Utilities Commission,  
38 or by the city or county in which the powerplant and related facility  
39 would be located if the environmental impact report, negative

1 declaration, or document includes the environmental impact, if  
2 any, of the action described in this paragraph.

3 (7) Activities or approvals necessary to the bidding for, hosting  
4 or staging of, and funding or carrying out of, an Olympic Games  
5 under the authority of the International Olympic Committee, except  
6 for the construction of facilities necessary for the Olympic Games.

7 (8) The establishment, modification, structuring, restructuring,  
8 or approval of rates, tolls, fares, or other charges by public agencies  
9 that the public agency finds are for the purpose of: (A) meeting  
10 operating expenses, including employee wage rates and fringe  
11 benefits; (B) purchasing or leasing supplies, equipment, or  
12 materials; (C) meeting financial reserve needs and requirements;  
13 (D) obtaining funds for capital projects necessary to maintain  
14 service within existing service areas; or (E) obtaining funds  
15 necessary to maintain those intracity transfers as are authorized  
16 by city charter. The public agency shall incorporate written findings  
17 in the record of any proceeding in which an exemption under this  
18 paragraph is claimed setting forth with specificity the basis for the  
19 claim of exemption.

20 (9) All classes of projects designated pursuant to Section 21084.

21 (10) A project for the institution or increase of passenger or  
22 commuter services on rail or highway rights-of-way already in  
23 use, including modernization of existing stations and parking  
24 facilities. For purposes of this paragraph, “highway” has the same  
25 meaning as defined in Section 360 of the Vehicle Code.

26 (11) A project for the institution or increase of passenger or  
27 commuter service on high-occupancy vehicle lanes already in use,  
28 including the modernization of existing stations and parking  
29 facilities.

30 (12) Facility extensions not to exceed four miles in length that  
31 are required for the transfer of passengers from or to exclusive  
32 public mass transit guideway or busway public transit services.

33 (13) A project for the development of a regional transportation  
34 improvement program, the state transportation improvement  
35 program, or a congestion management program prepared pursuant  
36 to Section 65089 of the Government Code.

37 (14) A project or portion of a project located in another state  
38 that will be subject to environmental impact review pursuant to  
39 the National Environmental Policy Act of 1969 (42 U.S.C. Sec.  
40 4321 et seq.) or similar state laws of that state. Any emissions or

1 discharges that would have a significant effect on the environment  
2 in this state are subject to this division.

3 (15) Projects undertaken by a local agency to implement a rule  
4 or regulation imposed by a state agency, board, or commission  
5 under a certified regulatory program pursuant to Section 21080.5.  
6 Any site-specific effect of the project that was not analyzed as a  
7 significant effect on the environment in the plan or other written  
8 documentation required by Section 21080.5 is subject to this  
9 division.

10 (16) Approval by the Department of Pesticide Regulation of a  
11 pesticide emergency exemption pursuant to Section 136p of Title  
12 7 of the United States Code.

13 (17) The entry into or recordation of a solar-use easement  
14 pursuant to Chapter 6.9 (commencing with Section 51190) of Part  
15 1 of Division 1 of Title 5 of the Government Code.

16 (c) If a lead agency determines that a proposed project, not  
17 otherwise exempt from this division, would not have a significant  
18 effect on the environment, the lead agency shall adopt a negative  
19 declaration to that effect. The negative declaration shall be prepared  
20 for the proposed project in either of the following circumstances:

21 (1) There is no substantial evidence, in light of the whole record  
22 before the lead agency, that the project may have a significant  
23 effect on the environment.

24 (2) An initial study identifies potentially significant effects on  
25 the environment, but: (A) revisions in the project plans or proposals  
26 made by, or agreed to by, the applicant before the proposed  
27 negative declaration and initial study are released for public review  
28 would avoid the effects or mitigate the effects to a point where  
29 clearly no significant effect on the environment would occur; and  
30 (B) there is no substantial evidence, in light of the whole record  
31 before the lead agency, that the project, as revised, may have a  
32 significant effect on the environment.

33 (d) If there is substantial evidence, in light of the whole record  
34 before the lead agency, that the project may have a significant  
35 effect on the environment, an environmental impact report shall  
36 be prepared.

37 (e) (1) For purposes of this section and this division, substantial  
38 evidence includes fact, a reasonable assumption predicated upon  
39 fact, or expert opinion supported by fact.

1 (2) Substantial evidence is not argument, speculation,  
2 unsubstantiated opinion or narrative, evidence that is clearly  
3 inaccurate or erroneous, or evidence of social or economic impacts  
4 that do not contribute to, or are not caused by, physical impacts  
5 on the environment.

6 (f) As a result of the public review process for a mitigated  
7 negative declaration, including administrative decisions and public  
8 hearings, the lead agency may conclude that certain mitigation  
9 measures identified pursuant to paragraph (2) of subdivision (c)  
10 are infeasible or otherwise undesirable. In those circumstances,  
11 the lead agency, before approving the project, may delete those  
12 mitigation measures and substitute for them other mitigation  
13 measures that the lead agency finds, after holding a public hearing  
14 on the matter, are equivalent or more effective in mitigating  
15 significant effects on the environment to a less than significant  
16 level and that do not cause any potentially significant effect on the  
17 environment. If those new mitigation measures are made conditions  
18 of project approval or are otherwise made part of the project  
19 approval, the deletion of the former measures and the substitution  
20 of the new mitigation measures shall not constitute an action or  
21 circumstance requiring recirculation of the mitigated negative  
22 declaration.

23 (g) This section does not preclude a project applicant or any  
24 other person from challenging, in an administrative or judicial  
25 proceeding, the legality of a condition of project approval imposed  
26 by the lead agency. If, however, any condition of project approval  
27 set aside by either an administrative body or court was necessary  
28 to avoid or lessen the likelihood of the occurrence of a significant  
29 effect on the environment, the lead agency's approval of the  
30 negative declaration and project shall be invalid and a new  
31 environmental review process shall be conducted before the project  
32 can be reapproved, unless the lead agency substitutes a new  
33 condition that the lead agency finds, after holding a public hearing  
34 on the matter, is equivalent to, or more effective in, lessening or  
35 avoiding significant effects on the environment and that does not  
36 cause any potentially significant effect on the environment.

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AMENDED IN SENATE MARCH 26, 2025

**SENATE BILL****No. 777****Introduced by Senator Richardson**

February 21, 2025

An act to amend the heading of Chapter 7 (commencing with Section 8825) of *Part 3 of Division 8 of*, ~~to add Section 8749 to~~, and to add Chapter 6 (commencing with Section 8800) to Part 3 of Division 8 of, the Health and Safety Code, relating to cemeteries.

## LEGISLATIVE COUNSEL'S DIGEST

SB 777, as amended, Richardson. Abandoned endowment care cemeteries: ~~county~~ *local agency* possession and responsibility.

Existing law, the Cemetery and Funeral Act, establishes the Cemetery and Funeral Bureau within the Department of Consumer Affairs and sets forth its powers and duties relating to the licensure and regulation of, among others, cemeteries and cemetery authorities, which includes cemetery associations, corporations sole, limited liability companies, and other persons owning or controlling cemetery lands or property. Existing law authorizes a cemetery authority that maintains a cemetery to place its cemetery under endowment care and to establish, maintain, and operate an endowment care fund. Ninety days following the cancellation, surrender, or revocation of a certificate of authority, existing law gives the bureau title to any endowment care funds of a cemetery authority and possession of all necessary books, records, property, real and personal, and assets, and requires the bureau to act as conservator over the management of the endowment care funds.

This bill would ~~make the~~ *require a local agency formation commission for the county in which an abandoned endowment care cemetery is located to identify a local agency to be responsible for the care,*

maintenance, and embellishment of the ~~cemetery~~; *cemetery, as specified.* The bill would vest fee title of the cemetery in the ~~county~~; *local agency and* would restrict the ~~county's local agency's~~ use of the property to *uses consistent with cemetery purposes, and would exempt the county from various provisions related to the care of active cemeteries.* *purposes.* The bill would give the ~~county~~ *local agency* title to any endowment care funds of the prior cemetery authority held by the bureau, and would require the ~~county~~ *local agency* to take possession of all necessary books, records, real property, personal property, and assets of the fund. The bill would require the assets to be liquidated, and the proceeds placed in a special fund ~~within the county treasury~~ to be expended on care, maintenance, or embellishment of the abandoned endowment care cemetery. The bill would define an abandoned endowment care cemetery and would make conforming changes. *By imposing additional duties on local agencies, this bill would impose a state-mandated local program.*

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that, if the Commission on State Mandates determines that the bill contains costs mandated by the state, reimbursement for those costs shall be made pursuant to the statutory provisions noted above.

Vote: majority. Appropriation: no. Fiscal committee: yes.  
State-mandated local program: yes.

*The people of the State of California do enact as follows:*

- 1     ~~SECTION 1. Section 8749 is added to the Health and Safety~~
- 2     ~~Code, to read:~~
- 3     ~~8749. This article shall not apply to a county that takes title to~~
- 4     ~~an abandoned endowment care cemetery pursuant to Chapter 6~~
- 5     ~~(commencing with Section 8800).~~
- 6     ~~SEC. 2.~~
- 7     ~~SECTION 1.~~ Chapter 6 (commencing with Section 8800) is
- 8     added to Part 3 of Division 8 of the Health and Safety Code, to
- 9     read:

## 1 CHAPTER 6. ABANDONMENT OF ENDOWMENT CARE CEMETERIES

2  
3 8800. For purposes of this chapter, “abandoned endowment  
4 care cemetery” means a cemetery for which an endowment care  
5 fund was maintained, that was formerly licensed by the bureau,  
6 and for which the certificate of authority has been canceled,  
7 surrendered, or revoked and ownership has not been transferred  
8 pursuant to Section 8585 within one year of the cancellation,  
9 surrender, or revocation.

10 8801. (a) Upon the expiration of the one-year period described  
11 in Section 8800, ~~fee title of an abandoned care cemetery shall vest~~  
12 ~~in the county in which the cemetery is located and shall be recorded~~  
13 ~~with the county.~~ *the bureau shall notify the local agency formation*  
14 *commission for the county in which the abandoned endowment*  
15 *care cemetery is located that there is an abandoned endowment*  
16 *care cemetery in that county.*

17 (b) *No later than 30 days following the notification from the*  
18 *bureau described in subdivision (a), the local agency formation*  
19 *commission shall commence proceedings to identify a local agency*  
20 *take over the care, maintenance, and embellishment of the*  
21 *abandoned endowment care cemetery. The local agency formation*  
22 *commission shall complete its proceedings and identify the*  
23 *receiving local agency within six months of receiving the*  
24 *notification from the bureau.*

25 (c) *Upon completion of the proceeding described in subdivision*  
26 *(b), fee title of an abandoned endowment care cemetery shall vest*  
27 *in, and be recorded with, the local agency identified by the local*  
28 *agency formation commission.*

29 ~~(b)~~

30 (d) ~~Any county~~ *local agency* acquiring fee title to a cemetery  
31 pursuant to this section shall be responsible for the care,  
32 maintenance, and embellishment of the abandoned endowment  
33 care cemetery, and shall only use the property for *uses consistent*  
34 *with cemetery purposes.*

35 8802. (a) Upon the transfer of title described in Section 8801,  
36 ~~the county~~ *local agency* shall also take title of any endowment  
37 care funds of the prior cemetery authority held by the bureau  
38 pursuant to Section 7613.11 of the Business and Professions Code,  
39 and shall take possession of all necessary books, records, real  
40 property, personal property, and assets of the fund.

1 (b) The assets of the fund described in subdivision (a) shall be  
 2 liquidated, and the proceeds shall be placed in a special fund within  
 3 the county treasury. *fund*. The moneys within the special fund shall  
 4 only be expended on care, maintenance, or embellishment of the  
 5 abandoned endowment care cemetery. *cemetery acquired by the*  
 6 *local agency pursuant to this chapter and for which the endowment*  
 7 *care funds were maintained.*

8 8803. A county local agency that acquires title to an abandoned  
 9 endowment care cemetery shall keep a record of, and honor, all  
 10 remaining contracts for burial executed by the prior cemetery  
 11 authority.

12 ~~SEC. 3.~~

13 SEC. 2. The heading of Chapter 7 (commencing with Section  
 14 8825) of Part 3 of Division 8 of the Health and Safety Code is  
 15 amended to read:

16  
 17 CHAPTER 7. ABANDONED NONENDOWMENT CARE CEMETERIES

18  
 19 ~~SEC. 4.~~

20 SEC. 3. If the Commission on State Mandates determines that  
 21 this act contains costs mandated by the state, reimbursement to  
 22 local agencies and school districts for those costs shall be made  
 23 pursuant to Part 7 (commencing with Section 17500) of Division  
 24 4 of Title 2 of the Government Code.



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

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

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**Agenda Item 10c (Action)**

**TO:** Local Agency Formation Commission

**PREPARED BY:** Brendon Freeman, Executive Officer *BF*

**MEETING DATE:** June 2, 2025

**SUBJECT:** Consider Establishment of an Ad Hoc Subcommittee on Unincorporated Islands

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**RECOMMENDATION**

It is recommended the Commission establish an ad hoc subcommittee and appoint two members to advise staff with activities related to unincorporated islands.

**BACKGROUND AND SUMMARY**

Unincorporated islands have posed a challenge for several decades in terms of creating disorderly jurisdictional boundaries for cities as well as inefficiencies with municipal service provision. LAFCO lacks the authority to initiate island annexations, nor can LAFCO compel a city to initiate island annexations.

On April 7, 2025, the Commission received maps and information from staff related to unincorporated islands. Staff recommended the Commission consider establishing an ad hoc subcommittee to assist with various activities related to encouraging island annexations. The Commission agreed to postpone action on the ad hoc subcommittee until a full roster is present. The staff report from the April 7<sup>th</sup> meeting is available online at: <https://napa.lafco.ca.gov/files/0d9b8f2af/4-7-25+8a+Unincorporated+Islands.pdf>.

Staff recommends the Commission consider establishing an ad hoc subcommittee with two interested members assisting staff with activities related to islands and possible future annexations. The Commission may wish to provide specific guidance with respect to strategy, timing, and approach.

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Beth Painter, Vice Chair  
Councilmember, City of Napa

Paul Dohring, Commissioner  
Councilmember, City of St. Helena

David Oro, Alternate Commissioner  
Councilmember, City of American Canyon

Anne Cottrell, Commissioner  
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, Chair  
Representative of the General Public

Eve Kahn, Alternate Commissioner  
Representative of the General Public

Brendon Freeman  
*Executive Officer*