



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

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

Agenda Item 7a (Public Hearing)

TO: Local Agency Formation Commission

PREPARED BY: Brendon Freeman, Executive Officer *BF*
Dawn Mittleman Longoria, Assistant Executive Officer *DML*

MEETING DATE: June 3, 2024

SUBJECT: Final Budget for Fiscal Year 2024-25, Amendment to the Schedule of Fees and Deposits, and Work Program for Fiscal Year 2024-25

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 2024-25 (Attachment 1) and specifying which version of the budget is to be included as Exhibit A;
- 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 2024-25 (Attachment 3).

BACKGROUND AND SUMMARY

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

Margie Mohler, Commissioner
Councilmember, Town of Yountville

Beth Painter, Commissioner
Councilmember, City of Napa

Mariam Aboudamous, Alternate Commissioner
Councilmember, City of American Canyon

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

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

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

Kenneth Leary, Vice Chair
Representative of the General Public

Eve Kahn, Alternate Commissioner
Representative of the General Public

Brendon Freeman
Executive Officer

Budgeting Policies and Update

Consistent with the Commission's *Budget Policy* ("the Policy"), included as Attachment 4, the Commission appointed Commissioners Leary and Mohler to serve on an ad hoc Budget Committee ("the Committee") to inform the Commission's decision-making process in adopting an annual operating budget. The Policy directs the Committee to also consider the Commission's work program.

The Commission is directed to control operating expenses by utilizing its available undesignated/unreserved fund balance ("reserves") whenever possible and appropriate. The Policy directs the Commission to retain sufficient reserves to equal no less than one third (i.e., four months) of budgeted operating expenses. Reserves are intended to be used for emergencies (e.g., litigation) or for future special projects requiring private consultants.

The Committee directed staff to develop a budget based on the adopted two-year Strategic Plan, included as Attachment 5, which prioritizes the goal of bringing greater independence to LAFCO. Toward this end, staff conducted research and interviews of prospective firms to determine costs to provide similar services that are currently provided by Napa County under an existing Support Services Agreement (SSA). The firms were recommended by other LAFCOs and public agencies.

Prescriptive Funding Sources

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

Actions to Date

On April 8, 2024, staff presented a proposed budget and a draft work program to the Commission. The Commission continued the item to a special meeting on April 25, 2024.

On April 25, 2024, staff presented a revised proposed budget and a revised draft work program to the Commission. The Commission adopted the revised proposed budget with one further revision that resulted in a reduction in budgeted expenses and revenues.

The adopted proposed budget was circulated to each of the county, city, and town managers, as well as the general public, for review and comment. No comments were received.

Final Budget Overview

The Commission will consider adopting a final budget for fiscal year 2024-25 by adopting the draft resolution included as Attachment 1. Included as part of the draft resolution are two variations of the final budget worksheet identified as Exhibit A-1 and Exhibit A-2, summarized below:

- Exhibit A-1 represents the status quo, in which the Commission would continue to operate under its SSA with the County. Total operating expenses and revenues each equal \$819,950, positioning the Commission to finish fiscal year 2024-25 with reserves totaling \$361,158 or 44.0% of expenses.
- Exhibit A-2 represents the full costs associated with transitioning all contracted services under the SSA to other firms or agencies. This includes several initial one-time costs associated with migration and purchasing equipment and software. Total operating expenses and revenues each equal \$843,065, positioning the Commission to finish fiscal year 2024-25 with reserves totaling \$361,158 or 43.1% of expenses.

The two versions of the final budget were developed pending the outcome of the workshop on today's agenda as item 5. The difference in operating expenses and revenues between the two versions is \$23,115.

Staff recommends the Commission discuss which version of the final budget is preferred and specify which version of the budget will be Exhibit A to the adopted resolution.

Operating Expenses

A summary of operating expenses in the two versions of the budget follows:

Salaries and Benefits Unit

This budget unit is proposed to total \$19,000 in both versions of the budget and is primarily associated with Commissioner per diems for attendance at meetings, conferences, trainings, and other LAFCO business.¹ Staff salaries and benefits are categorized under Administration Services (Account No. 52100) within the Services and Supplies budget unit as summarized on the following page.²

¹ Commissioners Leary and Mohler serve on the California Association of LAFCOs (CALAFCO) Board of Directors. Commissioner Mohler currently serves as CALAFCO Board Chair. All CALAFCO meetings result in per diem payments.

² Within Administration Services, there are eight individual sub-accounts related to staff salaries and benefits. These eight sub-accounts were previously re-categorized in Napa County's financial accounting system and were moved from the Salaries and Benefits unit to the Services and Supplies unit. The reasoning was that LAFCO staff are County employees provided to LAFCO by contract, and thus LAFCO staff salaries and benefits are considered a service charge that is billed by the County to LAFCO. While not intuitive for LAFCO to categorize its staff salaries and wages under Services and Supplies, this categorization is more efficient for the County Auditor-Controller's Office. A fully independent LAFCO would be required to implement its own financial accounting system, which could result in more intuitive budgeting related to staff salaries and benefits.

Services and Supplies Unit

This budget unit is proposed to total \$800,950 in Exhibit A-1 and \$824,065 in Exhibit A-2 with the following highlights:

- Administration Services (Account No. 52100) are proposed to increase from \$559,015 to \$622,859 in both versions of the budget.³ The current fiscal year budget amounts and the proposed fiscal year 2024-25 amounts in the eight sub-accounts are shown in Attachment 6. A summary follows:
 - Staff salaries and wages are shown in the worksheet, included as Attachment 7, and summarized below:⁴
 - 3.0% cost of living adjustment (COLA) for all staff, which is automatic and does not require separate Commission approval.
 - The Executive Officer position was recently reclassified in the County system, resulting in a new base hourly rate of \$86.88.
 - Executive Officer management leave cash out (80 hours) and vacation leave cash out (40 hours).
 - Salary increase from step 2 to step 3 for the Clerk/Jr. Analyst.
 - Decrease in employee insurance premiums to reflect updated costs.
 - Increase in expenses tied to staff benefits, which had been significantly underbudgeted for several years.
 - Increase in other post-employment benefits to reflect updated costs.
 - \$3,600 for the Executive Officer and Assistant Executive Officer to participate in the County of Napa's 401(a) retirement savings plan.
- Legal Services (Account No. 52140) are proposed to remain at \$35,000 in Exhibit A-1 and increase to \$50,000 in Exhibit A-2 to reflect anticipated one-time workload increases for the Commission's legal counsel as part of accomplishing the Strategic Plan goal of greater independence. This includes drafting a personnel handbook and other related activities.
- Consulting Services (Account No. 52310) are proposed to decrease from \$105,000 to \$45,000 to reflect the remaining portion of the consultant contract for the Countywide Fire and Emergency Medical Services Municipal Service Review and Sphere of Influence Reviews.⁵

³ Under the existing SSA, LAFCO staff are County employees subject to the County's personnel and compensation rules and agreements. Notably, staff salaries are tied to the County's 5-step salary schedule, which is controlled by County Human Resources with any changes requiring approval by the County Board of Supervisors. Any future changes to the established salary ranges would require the Commission to request County Human Resources conduct an equity study, which may or may not result in the implementation of any desired salary changes.

⁴ For historical context, the Commission's adopted budgets through fiscal year 2021-22 included 2.75 full-time equivalent (FTE) staff, which included a 1.0 FTE Executive Officer, a 1.0 FTE Analyst, and a 0.75 FTE Secretary. The fiscal year 2022-23 budget included 2.75 FTE staff with the Analyst position changing to an Assistant Executive Officer. The fiscal year 2023-24 budget included 3.0 FTE staff with the Secretary position changing to Clerk/Jr. Analyst.

⁵ The Commission allocated \$100,000 to this project in the fiscal year 2023-24 budget.

- Miscellaneous other expenses related to the Strategic Plan goal of greater independence, mostly involving one-time initial costs tied to activities such as purchasing computers, phones, software programs, and licenses that are currently provided by the County. Notably, staff received a quote to transition from County ITS to a private company that includes a one-time initial migration cost of \$13,200 along with an ongoing annual cost of \$10,320.⁶

Operating Revenues

A summary of operating expenses in the two versions of the budget follows:

- Agency contributions in Exhibits A-1 and A-2 are proposed to total \$782,950 and \$806,065, respectively, as reflected in the worksheets included as Attachment 8. The difference between the two versions of the budget totals \$23,115, primarily associated with one-time initial costs to transition the Commission's contracted SSA services to alternative providers. Annual ongoing expenses with alternative providers would come at a slightly lower cost to the Commission and, therefore, to the funding agencies.
- Service charges (i.e., proposal application fees) are proposed to total \$30,000 in both versions of the budget based on anticipated proposal activity.
- Interest earnings on the Commission's fund balance are proposed to total \$7,000 in both versions of the budget based on recent trends in interest rates.

Fee Schedule Amendment & Fully Burdened Hourly Rate

The Committee recommends the Commission adopt the resolution included as Attachment 2 to amend the Fee Schedule effective July 1, 2024. The amendment is limited to updating the Commission's fully burdened hourly rate to \$187.32 based on Exhibit A-1 or to \$198.44 based on Exhibit A-2. The actual amount will be based on a calculation, included as Attachment 9, that incorporates all operational expenses and the proportional amount of time that each staff member is expected to dedicate to processing applications for boundary changes and service extensions.

Two versions of the Fee Schedule amendment showing tracked changes are included as Attachment 10. The first version includes the \$187.32 hourly rate based on Exhibit A-1. The second version includes the \$198.44 hourly rate based on Exhibit A-2. The actual hourly rate and associated fee amounts will be included in the adopted version of the resolution based on whichever version of the final budget (Exhibit A-1 or A-2) is adopted as part of Attachment 1.

⁶ The County ITS charge for fiscal year 2024-25 is \$27,746.

Work Program for Fiscal Year 2024-25

The Commission annually adopts a work program based on the adopted Strategic Plan and the Budget Committee is directed to consider it as part of the budget preparation process. The Work Program includes approximate schedules for the preparation of municipal service reviews and other projects. The Work Program also lists key administrative and other significant LAFCO activities. The Commission previously received a draft Work Program for Fiscal Year 2024-25. A proposed Work Program for adoption is included as an exhibit to Attachment 3.

ATTACHMENTS

- 1) Draft Resolution Adopting a Final Budget for Fiscal Year 2024-25 (Includes Alternative Budget Worksheets as Exhibits A-1 and A-2)
- 2) Draft Resolution Amending the Fee Schedule (Includes Alternative Versions as Exhibits A-1 and A-2)
- 3) Draft Resolution Adopting the Work Program for Fiscal Year 2024-25
- 4) Budget Policy
- 5) Strategic Plan July 1, 2023 – June 30, 2025
- 6) Administration Services Expense Account Worksheet
- 7) Staff Salaries and Wages Worksheet
- 8) Agency Contributions Worksheets for Exhibits A-1 and A-2
- 9) Calculation of Fully Burdened Hourly Rate for Exhibits A-1 and A-2
- 10) Fee Schedule Amendment Showing Tracked Changes (Includes Alternative Versions Based on Budget Exhibits A-1 and A-2)

RESOLUTION NO. ____

**RESOLUTION OF
THE LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY
ADOPTING A FINAL BUDGET FOR FISCAL YEAR 2024-25**

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 as part of a special meeting on April 25, 2024; 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 3, 2024; 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 3, 2024, after a motion by Commissioner _____, seconded by Commissioner _____, by the following vote:

AYES: Commissioners _____

NOES: Commissioners _____

ABSENT: Commissioners _____

ABSTAIN: Commissioners _____

 Anne Cottrell
 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

Fiscal Year 2024-25 Final Budget
 Adopted on June 3, 2024

Expenses	FY 2021-22		FY 2022-23		FY 2023-24		FY 2024-25	
	Final Budget	Actual	Final Budget	Actual	Adjusted Budget	Estimate	Final Budget	
Salaries and Benefits								
<u>Account</u>	<u>Description</u>							
51210	12,500	12,300	15,200	12,690	15,000	14,850	18,000	
51300	250	205	250	181	250	250	300	
51305	500	525	500	583	600	1,000	700	
	Total Salaries & Benefits	13,250	13,030	15,950	13,454	15,850	16,100	19,000
Services and Supplies								
<u>Account</u>	<u>Description</u>							
52100	439,901	408,954	509,844	429,510	559,015	555,000	614,588	
52125	7,500	6,847	7,500	7,742	7,500	7,376	7,500	
52130	24,489	24,489	23,974	23,974	34,309	35,449	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	34,500	35,000	
52310	-	-	10,000	-	105,000	105,000	45,000	
52345	300	150	300	150	300	150	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	3,240	3,000	
52605	31,322	28,234	25,995	25,995	26,775	26,775	27,570	
52700	578	578	638	-	716	716	922	
52800	2,000	1,485	3,000	1,667	3,000	5,000	3,000	
52830	1,000	1,100	1,000	1,282	750	975	1,000	
52835	200	150	200	-	150	100	200	
52900	10,000	-	15,000	8,937	15,000	11,089	20,000	
52905	500	-	1,000	-	3,000	500	1,000	
53100	1,000	400	1,000	1,282	2,000	1,900	2,500	
53110	500	100	150	-	100	-	100	
53115	-	119	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	2,350	2,500	
53410	-	38	-	-	571	-	-	
53415	225	225	225	-	225	225	225	
53650	250	33	-	316	760	825	1,000	
	Total Services & Supplies	556,966	506,337	647,638	543,055	808,584	798,383	800,950
	EXPENSE TOTALS	570,216	519,367	663,588	556,509	824,434	814,483	819,950

Exhibit A-1

Revenues

		FY 2021-22		FY 2022-23		FY 2023-24		FY 2024-25
		Final Budget	Actual	Final Budget	Actual	Adjusted Budget	Estimate	Final Budget
Intergovernmental								
<u>Account</u>	<u>Description</u>							
43910	County of Napa	254,835	254,835	313,794	313,794	339,738	339,738	391,475
43950	Other Governmental Agencies	254,835	254,835	313,794	313,794	339,738	339,738	391,475
----	<i>City of Napa</i>	166,432	166,432	207,969	207,969	222,680	222,680	255,726
----	<i>City of American Canyon</i>	45,843	45,843	56,307	56,307	61,235	61,235	68,177
----	<i>City of St. Helena</i>	18,608	18,608	20,381	20,381	22,609	22,609	26,706
----	<i>City of Calistoga</i>	13,976	13,976	16,885	16,885	20,342	20,342	24,364
----	<i>Town of Yountville</i>	9,976	9,976	12,252	12,252	12,872	12,872	16,503
	Total Intergovernmental	509,670	509,670	627,588	627,588	679,476	679,476	782,950
Service Charges								
<u>Account</u>	<u>Description</u>							
42690	Application/Permit Fees	20,000	25,450	25,000	30,110	22,950	39,830	25,000
46800	Charges for Services	600	1,074	1,000	2,667	510	4,320	1,000
47900	Miscellaneous	-	2,845	4,000	-	-	-	4,000
	Total Service Charges	20,600	29,369	30,000	32,777	23,460	44,150	30,000
Investments								
<u>Account</u>	<u>Description</u>							
45100	Interest	10,000	5,700	6,000	7,243	6,500	18,146	7,000
	Total Investments	10,000	5,700	6,000	7,243	6,500	18,146	7,000
	REVENUE TOTALS	540,270	544,739	663,588	667,608	709,436	741,772	819,950
	OPERATING DIFFERENCE	(29,946)	25,372	0	111,099	(114,998)	(72,711)	0

Reserves

	2021-22	2022-23	2023-24	2024-25 *
Undesignated/Unreserved Fund Balance ("Reserves")				
Beginning:	270,692	296,064	407,163	354,109
Ending:	296,064	407,163	334,452	354,109
Minimum Reserves Goal Under Local Policy (33.3% Expenses)	190,072	221,196	274,811	273,317

* Reserves will increase by \$19,567 on July 1, 2024 due to the Commission discontinuing the use of its fully depreciated Laserfiche electronic document management system.



Local Agency Formation Commission of Napa County

Subdivision of the State of California

Fiscal Year 2024-25 Final Budget

Adopted on June 3, 2024

Expenses

	FY 2021-22		FY 2022-23		FY 2023-24		FY 2024-25
	Final Budget	Actual	Final Budget	Actual	Adjusted Budget	Estimate	Final Budget
Salaries and Benefits							
<u>Account</u>	<u>Description</u>						
51210	12,500	12,300	15,200	12,690	15,000	14,850	18,000
51300	250	205	250	181	250	250	300
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Total Salaries & Benefits	13,250	13,030	15,950	13,454	15,850	16,100	19,000
Services and Supplies							
<u>Account</u>	<u>Description</u>						
52100	439,901	408,954	509,844	429,510	559,015	555,000	614,588
52125	7,500	6,847	7,500	7,742	7,500	7,376	10,000
52130	24,489	24,489	23,974	23,974	34,309	35,449	26,765
52131	1,837	1,837	1,685	1,692	2,000	2,000	-
52140	25,000	22,000	35,000	32,402	35,000	34,500	50,000
52310	-	-	10,000	-	105,000	105,000	45,000
52345	300	150	300	150	300	150	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	3,240	3,000
52605	31,322	28,234	25,995	25,995	26,775	26,775	27,570
52700	578	578	638	-	716	716	1,000
52800	2,000	1,485	3,000	1,667	3,000	5,000	4,500
52830	1,000	1,100	1,000	1,282	750	975	1,000
52835	200	150	200	-	150	100	200
52900	10,000	-	15,000	8,937	15,000	11,089	20,000
52905	500	-	1,000	-	3,000	500	1,000
53100	1,000	400	1,000	1,282	2,000	1,900	2,500
53110	500	100	150	-	100	-	100
53115	-	119	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	2,350	2,500
53410	-	38	-	-	571	-	5,000
53415	225	225	225	-	225	225	3,000
53650	250	33	-	316	760	825	1,000
Total Services & Supplies	556,966	506,337	647,638	543,055	808,584	798,383	824,065
EXPENSE TOTALS	570,216	519,367	663,588	556,509	824,434	814,483	843,065

Exhibit A-2

Revenues

		FY 2021-22		FY 2022-23		FY 2023-24		FY 2024-25
		Final Budget	Actual	Final Budget	Actual	Adjusted Budget	Estimate	Final Budget
Intergovernmental								
<u>Account</u>	<u>Description</u>							
43910	County of Napa	254,835	254,835	313,794	313,794	339,738	339,738	403,033
43950	Other Governmental Agencies	254,835	254,835	313,794	313,794	339,738	339,738	403,033
----	<i>City of Napa</i>	166,432	166,432	207,969	207,969	222,680	222,680	263,275
----	<i>City of American Canyon</i>	45,843	45,843	56,307	56,307	61,235	61,235	70,190
----	<i>City of St. Helena</i>	18,608	18,608	20,381	20,381	22,609	22,609	27,494
----	<i>City of Calistoga</i>	13,976	13,976	16,885	16,885	20,342	20,342	25,083
----	<i>Town of Yountville</i>	9,976	9,976	12,252	12,252	12,872	12,872	16,990
	Total Intergovernmental	509,670	509,670	627,588	627,588	679,476	679,476	806,065
Service Charges								
<u>Account</u>	<u>Description</u>							
42690	Application/Permit Fees	20,000	25,450	25,000	30,110	22,950	39,830	25,000
46800	Charges for Services	600	1,074	1,000	2,667	510	4,320	1,000
47900	Miscellaneous	-	2,845	4,000	-	-	-	4,000
	Total Service Charges	20,600	29,369	30,000	32,777	23,460	44,150	30,000
Investments								
<u>Account</u>	<u>Description</u>							
45100	Interest	10,000	5,700	6,000	7,243	6,500	18,146	7,000
	Total Investments	10,000	5,700	6,000	7,243	6,500	18,146	7,000
	REVENUE TOTALS	540,270	544,739	663,588	667,608	709,436	741,772	843,065
	OPERATING DIFFERENCE	(29,946)	25,372	0	111,099	(114,998)	(72,711)	0

Reserves

	2021-22	2022-23	2023-24	2024-25 *
Undesignated/Unreserved Fund Balance ("Reserves")				
Beginning:	270,692	296,064	407,163	354,109
Ending:	296,064	407,163	334,452	354,109
Minimum Reserves Goal Under Local Policy (33.3% Expenses)	190,072	221,196	274,811	281,022

* Reserves will increase by \$19,567 on July 1, 2024 due to the Commission discontinuing the use of its fully depreciated Laserfiche electronic document management system.

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 3, 2024.

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, 2024.

The foregoing resolution was duly and regularly adopted by the Commission at a public meeting held on June 3, 2024, after a motion by Commissioner _____, seconded by Commissioner _____, by the following vote:

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

Anne Cottrell
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, 2024

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 \$187.32.
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 \$936.60. 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 \$187.32.
16. LAFCO’s ad hoc Budget Committee shall annually review this schedule and recommend updates to help LAFCO maintain an appropriate level of cost-recovery.

INITIAL APPLICATION FEES

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

Change of Organization or Reorganization: Annexations and Detachments	
<ul style="list-style-type: none"> Exempt from California Environmental Quality Act 	
100% Consent from Landowners and Agencies where LAFCO is Responsible or Lead Agency	\$5,619.60
Without 100% Consent from Landowners and Agencies where LAFCO is Responsible or Lead Agency	\$7,492.80
<ul style="list-style-type: none"> Not Exempt from California Environmental Quality Act / Negative Declaration 	
100% Consent from Landowners and Agencies where LAFCO is Responsible Agency	\$6,556.20
100% Consent from Landowners and Agencies where LAFCO is Lead Agency	\$9,366.00 plus consultant contract
Without 100% Consent from Landowners and Agencies where LAFCO is Responsible Agency	\$8,429.40
Without 100% Consent from Landowners and Agencies where LAFCO is Lead Agency	\$11,239.20 plus consultant contract
<ul style="list-style-type: none"> Not Exempt from California Environmental Quality / Environmental Impact Report 	
100% Consent from Landowners and Agencies where LAFCO is Responsible Agency	\$7,492.80
100% Consent from Landowners and Agencies where LAFCO is Lead Agency	\$9,366.00 plus consultant contract
Without 100% Consent from Landowners and Agencies where LAFCO is Responsible Agency	\$9,366.00
Without 100% Consent from Landowners and Agencies where LAFCO is Lead Agency	\$11,239.20 plus consultant contract
Change of Organization or Reorganization: Other	
<ul style="list-style-type: none"> City Incorporations and Disincorporations Special District Formations, Consolidations, Mergers, and Dissolutions Special District Requests to Activate or Deactivate Powers 	at-cost
Other Applications	
<ul style="list-style-type: none"> Request for Outside Service Agreement Request for Reconsideration Request for Time Extension to Complete Proceedings Request for Municipal Service Review Request for Sphere of Influence Amendment 	\$3,746.40 \$3,746.40 \$936.60 at-cost at-cost
Miscellaneous	
<ul style="list-style-type: none"> Special Meeting Alternate Legal Counsel 	\$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.

Fees Made Payable to the County of Napa	
• Assessor’s Annexation Mapping Fee	\$162
• County Surveyor’s Review Fee	\$253.09
• Clerk-Recorder’s Environmental Filing Fee	\$50
• Elections’ Registered Voter List Fee	\$75 hourly
• Elections’ Signature Verification Fee	\$75 hourly
• Clerk-Recorder’s Environmental Document Fee	
.....Environmental Impact Report	\$4,051.25
.....Mitigated Negative Declaration	\$2,916.75
.....Negative Declaration	\$2,916.75

Fees Made Payable to LAFCO	
• Geographic Information System Update	\$187.32
• 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	\$187.32 hourly

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



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RESOLUTION NO. _____

**RESOLUTION OF
THE LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY
ADOPTING A WORK PROGRAM FOR FISCAL YEAR 2024-25**

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 3, 2024 meeting, the Commission considered adopting a Work Program for fiscal year 2024-25 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 2024-25, 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 3, 2024, after a motion by Commissioner _____, seconded by Commissioner _____, by the following vote:

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

Anne Cottrell
Commission Chair

ATTEST: _____
Brendon Freeman
Executive Officer

Recorded by: Stephanie Pratt
Clerk/Jr. Analyst

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.
Work Program Adopted on June 3, 2024			



LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY

Budget Policy

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

I. Background

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

II. Purpose

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

III. Preparation of Annual Budget

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

IV. Budget Contributions and Collection of Funds

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

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

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

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

V. Executive Officer Purchasing and Budget Adjustment Authority

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

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

- A) The Executive Officer is charged with the responsibility and authority for coordinating and managing the procurement of necessary quarters, equipment, supplies, and services in accordance with applicable laws, regulations and policies.
- B) The Executive Officer is authorized to act as the agent for LAFCO in procuring necessary quarters, equipment, supplies, and services.
- C) Only the Commission itself or the Executive Officer may commit LAFCO funds for the purchase of any necessary quarters, equipment, supplies, or services for LAFCO use.
- D) The Executive Officer is delegated purchasing authority on behalf of LAFCO for necessary quarters, equipment, supplies, and services not to exceed \$5,000 per transaction. The Commission must approve any purchase of necessary quarters, equipment, supplies, and services that exceed the monetary limits set forth in this policy.
- E) Following review and approval by the Chair, the Executive 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.
- 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**

**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)



Services and Supplies Expenses - Administration Services (Account 52100)

Account	Category	FY23-24 Amount	FY24-25 Amount	Difference
51100	Salaries and Wages	\$ 395,246	\$ 421,018	\$ 25,772
51200	401A Employer Contribution	\$ 3,200	\$ 3,600	\$ 400
51205	Cell Phone Allowance	\$ 455	\$ 455	\$ -
51300	Medicare - Staff	\$ 5,731	\$ 5,872	\$ 141
51400	Employee Insurance-Premiums	\$ 67,054	\$ 63,684	\$ (3,370)
51405	Worker's Compensation	\$ 692	\$ 876	\$ 184
51600	PERS Retirement	\$ 79,226	\$ 107,232	\$ 28,006
51605	OPEB	\$ 7,411	\$ 11,851	\$ 4,440
TOTAL		\$ 559,015	\$ 614,588	\$ 55,573

Staff Salaries and Wages

Projected Salary Earnings	Hourly Rate	Hours	Amount
Brendon Freeman, Executive Officer (1.0 FTE)			
Step 5: Current Hourly Rate	\$ 86.88		
Post-COLA @ 3.0%	\$ 89.49	2080	\$ 186,131.71
Management Leave Cashout	\$ 89.49	80	\$ 7,158.91
Vacation Cashout	\$ 89.49	40	\$ 3,579.46
Car Allowance (flat annual amount)			\$ 5,280.00
Total pay all inclusive			<u>\$ 202,150.08</u>
Dawn Mittleman Longoria, Assistant Executive Officer (1.0 FTE)			
Step 5: Current Hourly Rate	\$ 63.05		
Post-COLA @ 3.0%	\$ 64.94	2080	\$ 135,078.32
Management Leave Cashout	\$ 64.94	0	\$ -
Vacation Cashout	\$ 64.94	0	\$ -
Total pay all inclusive			<u>\$ 135,078.32</u>
Stephanie Pratt, Clerk/Jr. Analyst (1.0 FTE)			
Step 2: Current Hourly Rate	\$ 37.44		
Step 3: Hourly Rate After Step Increase	\$ 39.11		
Post-COLA @ 3.0%	\$ 40.28	2080	\$ 83,789.26
Total pay all inclusive			<u>\$ 83,789.26</u>
		TOTAL	\$ 421,017.66

Intergovernmental Revenues - Agency Contributions

2024-25 Agency Contributions Calculation

Step 1	Total Agency Contributions	FY23-24 <u>Adopted</u>	FY24-25 <u>Final</u>	Difference <u>Dollars</u>	Difference <u>Percentage</u>			
	Total	679,476.00	782,950.00	\$ 103,474.00	15.2%			
Step 2	Allocation Between County and Cities	FY23-24 <u>Adopted</u>	FY24-25 <u>Final</u>	Difference <u>Dollars</u>	Difference <u>Percentage</u>			
	50% to the County of Napa	\$ 339,738.00	\$ 391,475.00	\$ 51,737.00	15.2%			
	50% to the 5 Cities	\$ 339,738.00	\$ 391,475.00	\$ 51,737.00	15.2%			
Step 3a	Cities' Share Based on Total General Tax Revenues	<u>American Canyon</u>	<u>Calistoga</u>	<u>Napa</u>	<u>St. Helena</u>	<u>Yountville</u>	<u>All Cities</u>	
	Governmental Funds Revenues in FY21-22	\$ 36,812,431	\$ 22,131,637	\$ 153,208,869	\$ 25,357,874	\$ 17,383,735	\$ 254,894,546	
	Percentage of Total General Tax Revenues	14.4%	8.7%	60.1%	9.9%	6.8%	100%	
Step 3b	Cities' Share Based on Total Population	<u>American Canyon</u>	<u>Calistoga</u>	<u>Napa</u>	<u>St. Helena</u>	<u>Yountville</u>	<u>All Cities</u>	
	Population on 1/1/24	21,758	5,142	77,174	5,314	2,781	112,169	
	Percentage of Total Population	19.4%	4.6%	68.8%	4.7%	2.5%	100%	
Step 4	Cities Allocation Formula	<u>American Canyon</u>	<u>Calistoga</u>	<u>Napa</u>	<u>St. Helena</u>	<u>Yountville</u>	<u>All Cities</u>	
	Share Based on Total General Taxes	14.4%	8.7%	60.1%	9.9%	6.8%	100%	
	Portion of Allocation to LAFCO Budget	22,615.07	13,596.18	94,121.19	15,578.17	10,679.39	40%	
	Share Based on Total Population *	19.4%	4.6%	68.8%	4.7%	2.5%	100%	
	Portion of Allocation to LAFCO Budget	45,561.86	10,767.49	161,604.50	11,127.66	5,823.49	60%	
	Total Agency Allocation	\$ 68,176.93	\$ 24,363.67	\$ 255,725.68	\$ 26,705.83	\$ 16,502.88	\$ 391,475.00	
	Allocation Share	17.4%	6.2%	65.3%	6.8%	4.2%	100%	
Step 5	FY24-25 Invoices	<u>County of Napa</u>	<u>American Canyon</u>	<u>Calistoga</u>	<u>Napa</u>	<u>St. Helena</u>	<u>Yountville</u>	<u>All Agencies</u>
	\$	391,475.00	\$ 68,176.93	\$ 24,363.67	\$ 255,725.68	\$ 26,705.83	\$ 16,502.88	\$ 782,950.00
	<i>Difference From FY23-24:</i>	\$ 51,737.00	\$ 6,941.79	\$ 4,021.42	\$ 33,046.04	\$ 4,096.75	\$ 3,630.99	\$ 103,474.00
		15.2%	11.3%	19.8%	14.8%	18.1%	28.2%	15.2%

Intergovernmental Revenues - Agency Contributions

2024-25 Agency Contributions Calculation

Step 1	Total Agency Contributions	FY23-24 <u>Adopted</u>	FY24-25 <u>Final</u>	Difference <u>Dollars</u>	Difference <u>Percentage</u>			
	Total	679,476.00	806,065.00	\$ 126,589.00	18.6%			
Step 2	Allocation Between County and Cities	FY23-24 <u>Adopted</u>	FY24-25 <u>Final</u>	Difference <u>Dollars</u>	Difference <u>Percentage</u>			
	50% to the County of Napa	\$ 339,738.00	\$ 403,032.50	\$ 63,294.50	18.6%			
	50% to the 5 Cities	\$ 339,738.00	\$ 403,032.50	\$ 63,294.50	18.6%			
Step 3a	Cities' Share Based on Total General Tax Revenues	<u>American Canyon</u>	<u>Calistoga</u>	<u>Napa</u>	<u>St. Helena</u>	<u>Yountville</u>	<u>All Cities</u>	
	Governmental Funds Revenues in FY21-22	\$ 36,812,431	\$ 22,131,637	\$ 153,208,869	\$ 25,357,874	\$ 17,383,735	\$ 254,894,546	
	Percentage of Total General Tax Revenues	14.4%	8.7%	60.1%	9.9%	6.8%	100%	
Step 3b	Cities' Share Based on Total Population	<u>American Canyon</u>	<u>Calistoga</u>	<u>Napa</u>	<u>St. Helena</u>	<u>Yountville</u>	<u>All Cities</u>	
	Population on 1/1/24	21,758	5,142	77,174	5,314	2,781	112,169	
	Percentage of Total Population	19.4%	4.6%	68.8%	4.7%	2.5%	100%	
Step 4	Cities Allocation Formula	<u>American Canyon</u>	<u>Calistoga</u>	<u>Napa</u>	<u>St. Helena</u>	<u>Yountville</u>	<u>All Cities</u>	
	Share Based on Total General Taxes	14.4%	8.7%	60.1%	9.9%	6.8%	100%	
	Portion of Allocation to LAFCO Budget	23,282.74	13,997.58	96,899.92	16,038.08	10,994.68	40%	
	Share Based on Total Population *	19.4%	4.6%	68.8%	4.7%	2.5%	100%	
	Portion of Allocation to LAFCO Budget	46,906.98	11,085.38	166,375.54	11,456.19	5,995.42	60%	
	Total Agency Allocation	\$ 70,189.71	\$ 25,082.96	\$ 263,275.46	\$ 27,494.26	\$ 16,990.10	\$ 403,032.50	
	Allocation Share	17.4%	6.2%	65.3%	6.8%	4.2%	100%	
Step 5	FY24-25 Invoices	<u>County of Napa</u>	<u>American Canyon</u>	<u>Calistoga</u>	<u>Napa</u>	<u>St. Helena</u>	<u>Yountville</u>	<u>All Agencies</u>
	\$	403,032.50	\$ 70,189.71	\$ 25,082.96	\$ 263,275.46	\$ 27,494.26	\$ 16,990.10	\$ 806,065.00
	<i>Difference From FY23-24:</i>	\$ 63,294.50	\$ 8,954.57	\$ 4,740.71	\$ 40,595.82	\$ 4,885.19	\$ 4,118.21	\$ 126,589.00
		18.6%	14.6%	23.3%	18.2%	21.6%	32.0%	18.6%

Fully Burdened Hourly Rate Calculation for FY 24-25

Step One: Calculate Hourly Input Rates

Input One: Hourly Staff Salaries

Year	Executive Officer	Assistant EO	Clerk/Jr. Analyst
2024-25	\$ 97.19	\$ 64.94	\$ 40.28

Input Two: Hourly Staff Benefits

Category	Executive Officer	Assistant EO	Clerk/Jr. Analyst
401A Employer Contribution	\$ 0.87	\$ 0.87	\$ -
Cell Phone Allowance	\$ 0.22	\$ -	\$ -
Medicare	\$ 1.30	\$ 0.94	\$ 0.58
Employee Insurance: Premiums	\$ 11.97	\$ 11.84	\$ 6.80
Workers Compensation	\$ 0.14	\$ 0.14	\$ 0.14
Retirement	\$ 22.55	\$ 17.89	\$ 11.11
Other Post Employment Benefits	\$ 1.90	\$ 1.90	\$ 1.90
Total	\$ 38.95	\$ 33.58	\$ 20.53

Input Three: Hourly Overhead Costs

Category	Budgeted Amount	Hourly Costs
Commissioner Per Diems	\$ 18,000.00	\$ 8.65
Medicare - Commissioners	\$ 300.00	\$ 0.14
FICA - Commissioners	\$ 700.00	\$ 0.34
Accounting/Auditing Services	\$ 7,500.00	\$ 3.61
Information Technology Services	\$ 27,746.00	\$ 13.34
ITS Communications Charges	\$ 2,757.00	\$ 1.33
Legal Services	\$ 35,000.00	\$ 16.83
Consulting Services	\$ 45,000.00	\$ 21.63
Janitorial Services	\$ 300.00	\$ 0.14
Maintenance-Software	\$ 1,512.00	\$ 0.73
Rents and Leases: Equipment	\$ 3,000.00	\$ 1.44
Rents and Leases: Building/Land	\$ 27,570.00	\$ 13.25
Insurance: Liability	\$ 922.00	\$ 0.44
Communications/Telephone	\$ 3,000.00	\$ 1.44
Publications and Notices	\$ 1,000.00	\$ 0.48
Filing Fees	\$ 200.00	\$ 0.10
Training/Conference	\$ 19,999.60	\$ 9.62
Business Travel/Mileage	\$ 1,000.00	\$ 0.48
Office Supplies	\$ 2,500.00	\$ 1.20
Freight/Postage	\$ 100.00	\$ 0.05
Books/Media/Subscriptions	\$ 119.00	\$ 0.06
Memberships/Certifications	\$ 3,411.00	\$ 1.64
Utilities: Electric	\$ 2,500.00	\$ 1.20
Computer Equipment/Accessories	\$ -	\$ -
Computer Software/License	\$ 225.00	\$ 0.11
Business Related Meal/Supplies	\$ 1,000.00	\$ 0.48
Total	\$ 204,361.60	\$ 98.25

Step Two: Calculate Hourly Staff Rates Per Budgeted Position

Input	Executive Officer	Assistant EO	Clerk/Jr. Analyst
Hourly Staff Salaries	\$ 97.19	\$ 64.94	\$ 40.28
Hourly Staff Benefits	\$ 38.95	\$ 33.58	\$ 20.53
Hourly Overhead Costs	\$ 98.25	\$ 98.25	\$ 98.25
Total	\$ 234.39	\$ 196.77	\$ 159.07

Step Three: Calculate a Weighted Hourly Staff Rate

Factor	Executive Officer	Assistant EO	Clerk/Jr. Analyst
Calculated Hourly Rate	\$ 234.39	\$ 196.77	\$ 159.07
% Time Processing Applications	25%	25%	50%

Fully Burdened Hourly Rate:	\$ 187.32
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Fully Burdened Hourly Rate Calculation for FY 24-25

Step One: Calculate Hourly Input Rates

Input One: Hourly Staff Salaries

Year	Executive Officer	Assistant EO	Clerk/Jr. Analyst
2024-25	\$ 97.19	\$ 64.94	\$ 40.28

Input Two: Hourly Staff Benefits

Category	Executive Officer	Assistant EO	Clerk/Jr. Analyst
401A Employer Contribution	\$ 0.87	\$ 0.87	\$ -
Cell Phone Allowance	\$ 0.22	\$ -	\$ -
Medicare	\$ 1.30	\$ 0.94	\$ 0.58
Employee Insurance: Premiums	\$ 11.97	\$ 11.84	\$ 6.80
Workers Compensation	\$ 0.14	\$ 0.14	\$ 0.14
Retirement	\$ 22.55	\$ 17.89	\$ 11.11
Other Post Employment Benefits	\$ 1.90	\$ 1.90	\$ 1.90
Total	\$ 38.95	\$ 33.58	\$ 20.53

Input Three: Hourly Overhead Costs

Category	Budgeted Amount	Hourly Costs
Commissioner Per Diems	\$ 18,000.00	\$ 8.65
Medicare - Commissioners	\$ 300.00	\$ 0.14
FICA - Commissioners	\$ 700.00	\$ 0.34
Accounting/Auditing Services	\$ 10,000.00	\$ 4.81
Information Technology Services	\$ 26,765.00	\$ 12.87
ITS Communications Charges	\$ -	\$ -
Legal Services	\$ 50,000.00	\$ 24.04
Consulting Services	\$ 45,000.00	\$ 21.63
Janitorial Services	\$ 300.00	\$ 0.14
Maintenance-Software	\$ 1,512.00	\$ 0.73
Rents and Leases: Equipment	\$ 3,000.00	\$ 1.44
Rents and Leases: Building/Land	\$ 27,570.00	\$ 13.25
Insurance: Liability	\$ 1,000.00	\$ 0.48
Communications/Telephone	\$ 4,500.00	\$ 2.16
Publications and Notices	\$ 1,000.00	\$ 0.48
Filing Fees	\$ 200.00	\$ 0.10
Training/Conference	\$ 19,999.60	\$ 9.62
Business Travel/Mileage	\$ 1,000.00	\$ 0.48
Office Supplies	\$ 2,500.00	\$ 1.20
Freight/Postage	\$ 100.00	\$ 0.05
Books/Media/Subscriptions	\$ 119.00	\$ 0.06
Memberships/Certifications	\$ 3,411.00	\$ 1.64
Utilities: Electric	\$ 2,500.00	\$ 1.20
Computer Equipment/Accessories	\$ 5,000.00	\$ 2.40
Computer Software/License	\$ 3,000.00	\$ 1.44
Business Related Meal/Supplies	\$ 1,000.00	\$ 0.48
Total	\$ 227,476.60	\$ 109.36

Step Two: Calculate Hourly Staff Rates Per Budgeted Position

Input	Executive Officer	Assistant EO	Clerk/Jr. Analyst
Hourly Staff Salaries	\$ 97.19	\$ 64.94	\$ 40.28
Hourly Staff Benefits	\$ 38.95	\$ 33.58	\$ 20.53
Hourly Overhead Costs	\$ 109.36	\$ 109.36	\$ 109.36
Total	\$ 245.50	\$ 207.89	\$ 170.18

Step Three: Calculate a Weighted Hourly Staff Rate

Factor	Executive Officer	Assistant EO	Clerk/Jr. Analyst
Calculated Hourly Rate	\$ 245.50	\$ 207.89	\$ 170.18
% Time Processing Applications	25%	25%	50%

Fully Burdened Hourly Rate: \$ 198.44



Local Agency Formation Commission of Napa County

Subdivision of the State of California

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

Schedule of Fees and Deposits

Effective Date: ~~January~~ July 1, 2024

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

1. This schedule shall be administered in accordance with the provisions of [Government Code \(G.C.\) §56383](#).
2. This schedule includes both "fixed" and "at-cost" fees. Fixed fees represent reasonable cost estimates for processing routine applications and based on a number of predetermined staff hours. At-cost fees apply to less routine applications and based on the number of actual staff hours. Staff time is charged at a fully burdened hourly rate of \$~~170~~ 187.32.
3. Applications submitted to LAFCO shall be accompanied by the appropriate fees as detailed in this schedule. Staff shall identify which fees are due at the time the application is submitted and the timing when other fees are required. Any required fees that have not been received at the time LAFCO action on an application shall be made a condition of approval.
4. Staff may stop work on any application until the applicant submits a requested deposit or fee.
5. All deposit amounts for at-cost applications shall be determined by the Executive Officer. The Executive Officer shall provide a written accounting of all staff time and related expenses billed against the deposit. If the cost in processing an application begins to approach or exceed the deposited amount, the Executive Officer shall request additional monies from the applicant.
6. Upon completion of an at-cost application, staff shall issue to the applicant a statement detailing all billable expenditures from a deposit. Staff shall refund the applicant for any monies remaining from the deposit less one-half hour of staff time to process the return as provided in this schedule.
7. In the course of processing applications, staff is required to collect fees on behalf of other government agencies such as the State Board of Equalization. LAFCO recognizes these are "pass through" fees that are not within LAFCO's discretion and therefore no formal action is required to update those fees in this schedule.

8. All fees payable to LAFCO shall be submitted by check and made payable to “LAFCO”. All fees payable to other government agencies as identified in this schedule shall be submitted by check and made payable to the applicable agency.
9. Applicants are responsible for any fees or charges incurred by LAFCO and/or required by other governmental agencies in the course of the processing of an application.
10. Applicants are responsible for any extraordinary administrative costs as determined by the Executive Officer and detailed for the applicant in a written statement.
11. Initial application fees shall not be charged by LAFCO for city annexations involving unincorporated islands subject to [G.C. §56375.3](#) and LAFCO’s [Policy on Unincorporated Islands](#), unless otherwise determined by the Executive Officer based on extraordinary circumstances.
12. If the processing of an application requires LAFCO to contract with another agency, firm, or individual for services beyond the normal scope of staff work, such as preparing an Environmental Impact Report or Comprehensive Fiscal Analysis, the applicant shall be responsible for all costs associated with that contract. The applicant will provide LAFCO with a deposit sufficient to cover the cost of the contract.
13. With respect to instances where LAFCO approves an outside service agreement under [G.C. §56133\(b\)](#), the fee for a subsequent annexation involving the affected territory and affected agency will be reduced by 50% if the annexation application is filed within one calendar year of LAFCO approval.
14. Requests for research on any particular subject will be provided at no cost for the first two hours. This includes, but is not limited to, archival retrieval, identifying properties relative to agency boundaries, and discussing potential applications. Any additional research time will be billed at the fully burdened hourly rate provided in this schedule.
15. Annexation and/or detachment applications involving concurrent boundary changes for two or more agencies qualify as reorganizations and will incur an additional fee of ~~\$850~~ [936.60](#). Annexation applications involving cities that require concurrent detachment from County Service Area No. 4, and no other boundary changes are proposed, will only incur an additional fee of ~~\$170~~ [187.32](#).
16. LAFCO’s ad hoc Budget Committee shall annually review this schedule and recommend updates to help LAFCO maintain an appropriate level of cost-recovery.

INITIAL APPLICATION FEES

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

Change of Organization or Reorganization: Annexations and Detachments

• Exempt from California Environmental Quality Act	
100% Consent from Landowners and Agencies where LAFCO is Responsible or Lead Agency	\$5,100 <u>5,619.60</u>
Without 100% Consent from Landowners and Agencies where LAFCO is Responsible or Lead Agency	\$6,800 <u>7,492.80</u>
• Not Exempt from California Environmental Quality Act / Negative Declaration	
100% Consent from Landowners and Agencies where LAFCO is Responsible Agency	\$5,950 <u>6,556.20</u>
100% Consent from Landowners and Agencies where LAFCO is Lead Agency	\$8,500 <u>9,366.00</u> plus consultant contract
Without 100% Consent from Landowners and Agencies where LAFCO is Responsible Agency	\$7,650 <u>8,429.40</u>
Without 100% Consent from Landowners and Agencies where LAFCO is Lead Agency	\$10,200 <u>11,239.20</u> plus consultant contract
• Not Exempt from California Environmental Quality / Environmental Impact Report	
100% Consent from Landowners and Agencies where LAFCO is Responsible Agency	\$6,800 <u>7,492.80</u>
100% Consent from Landowners and Agencies where LAFCO is Lead Agency	\$8,500 <u>9,366.00</u> plus consultant contract
Without 100% Consent from Landowners and Agencies where LAFCO is Responsible Agency	\$8,500 <u>9,366.00</u>
Without 100% Consent from Landowners and Agencies where LAFCO is Lead Agency	\$10,200 <u>11,239.20</u> plus consultant contract

Change of Organization or Reorganization: Other

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

Other Applications

• Request for Outside Service Agreement	\$3,400 <u>3,746.40</u>
• Request for Reconsideration	\$3,400 <u>3,746.40</u>
• Request for Time Extension to Complete Proceedings	\$850 <u>936.60</u>
• Request for Municipal Service Review	at-cost
• Request for Sphere of Influence Amendment	at-cost

Miscellaneous

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

OTHER APPLICATION FEES

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

Fees Made Payable to the County of Napa	
• Assessor’s Annexation Mapping Fee	\$162
• County Surveyor’s Review Fee	\$253.09
• Clerk-Recorder’s Environmental Filing Fee	\$50
• Elections’ Registered Voter List Fee	\$75 hourly
• Elections’ Signature Verification Fee	\$75 hourly
• Clerk-Recorder’s Environmental Document Fee	
.....Environmental Impact Report	\$4,051.25
.....Mitigated Negative Declaration	\$2,916.75
.....Negative Declaration	\$2,916.75

Fees Made Payable to LAFCO	
• Geographic Information System Update	\$170 <u>187.32</u>
• Public Hearing Notice Newspaper Publishing	at-cost
• Photocopying	\$0.10 (black) / \$0.40 (color)
• Mailing	at-cost
• Audio Recording of Meeting	at-cost
• Research/Archive Retrieval	\$170 <u>187.32</u> hourly

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



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• Exempt from California Environmental Quality Act	
100% Consent from Landowners and Agencies where LAFCO is Responsible or Lead Agency	\$5,100 <u>5,953.20</u>
Without 100% Consent from Landowners and Agencies where LAFCO is Responsible or Lead Agency	\$6,800 <u>7,937.60</u>
• Not Exempt from California Environmental Quality Act / Negative Declaration	
100% Consent from Landowners and Agencies where LAFCO is Responsible Agency	\$5,950 <u>6,945.40</u>
100% Consent from Landowners and Agencies where LAFCO is Lead Agency	\$8,500 <u>9,922.00</u> plus consultant contract
Without 100% Consent from Landowners and Agencies where LAFCO is Responsible Agency	\$7,650 <u>8,929.80</u>
Without 100% Consent from Landowners and Agencies where LAFCO is Lead Agency	\$10,200 <u>11,906.40</u> plus consultant contract
• Not Exempt from California Environmental Quality / Environmental Impact Report	
100% Consent from Landowners and Agencies where LAFCO is Responsible Agency	\$6,800 <u>7,937.60</u>
100% Consent from Landowners and Agencies where LAFCO is Lead Agency	\$8,500 <u>9,922.00</u> plus consultant contract
Without 100% Consent from Landowners and Agencies where LAFCO is Responsible Agency	\$8,500 <u>9,922.00</u>
Without 100% Consent from Landowners and Agencies where LAFCO is Lead Agency	\$10,200 <u>11,906.40</u> plus consultant contract

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

Other Applications

• Request for Outside Service Agreement	\$3,400 <u>3,968.80</u>
• Request for Reconsideration	\$3,400 <u>3,968.80</u>
• Request for Time Extension to Complete Proceedings	\$850 <u>992.20</u>
• Request for Municipal Service Review	at-cost
• Request for Sphere of Influence Amendment	at-cost

Miscellaneous

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

OTHER APPLICATION FEES

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

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• Elections’ Registered Voter List Fee	\$75 hourly
• Elections’ Signature Verification Fee	\$75 hourly
• Clerk-Recorder’s Environmental Document Fee	
.....Environmental Impact Report	\$4,051.25
.....Mitigated Negative Declaration	\$2,916.75
.....Negative Declaration	\$2,916.75

Fees Made Payable to LAFCO	
• Geographic Information System Update	\$170 <u>198.44</u>
• Public Hearing Notice Newspaper Publishing	at-cost
• Photocopying	\$0.10 (black) / \$0.40 (color)
• Mailing	at-cost
• Audio Recording of Meeting	at-cost
• Research/Archive Retrieval	\$170 <u>198.44</u> hourly

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