



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

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Lewis Chilton, Chair  
Brad Wagenknecht, Vice Chair  
Joan Bennett, Commissioner  
Bill Dodd, Commissioner  
Brian J. Kelly, Commissioner  
Juliana Inman, Alternate Commissioner  
Mark Luce, Alternate Commissioner  
Gregory Rodeno, Alternate Commissioner

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**REGULAR MEETING AGENDA**

Monday, June 4, 2012

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: 4:00 P.M.**

**2. PLEDGE OF ALLEGIANCE**

**3. APPROVAL OF AGENDA**

The Chair will consider a motion to approve the agenda as prepared by the Executive Officer with any requests to remove or rearrange items by members.

**4. PUBLIC COMMENTS**

In this time period anyone may comment to the Commission regarding any subject over which the agency has jurisdiction. No comments will be allowed involving any subject matter scheduled for hearing, action, or discussion as part of the current agenda other than to request discussion on a specific consent item. Individuals will be limited to three minutes. No action will be taken by the Commission as a result of any item presented at this time.

**5. CONSENT ITEMS**

All items calendared as consent are considered ministerial or non-substantive. With the concurrence of the Chair, a Commissioner may request discussion of an item on the consent calendar.

**a) Third Quarter Budget Report for 2011-2012 (Action)**

The Commission will review a third quarter budget report for 2011-2012. The report compares budgeted versus actual revenues and expenses through two-thirds of the fiscal year. The report projects the Commission is on pace to measurably improve its budgeted operating funding gap from (\$32,829) to approximately (\$15,759). The report is being presented to the Commission to formally accept.

**b) Amendment to Support Services Agreement with the County of Napa (Action)**

The Commission will consider approving a sixth amendment to its support services agreement with the County of Napa. The proposed amendment establishes the Commission's 2012-2013 annual charge for information technology services provided by the County in the amount of \$22,009.

**c) Approval of Meeting Minutes (Action)**

The Commission will consider approving minutes prepared by staff for the April, 2, 2012 meeting.

**d) Approval of Meeting Calendar for Second Half of 2012 (Action)**

The Commission will consider approving a meeting calendar for the second six months of 2012 to include the following dates: August 6<sup>th</sup>, October 1<sup>st</sup>, and December 3<sup>rd</sup>.

**e) Report on the 2012 CALAFCO Staff Workshop (Information)**

The Commission will receive a report summarizing activities at the CALAFCO Staff Workshop held in Murphys on April 25<sup>th</sup> through April 27<sup>th</sup>. The report is being presented for information only.

**f) Current and Future Proposals (Information)**

The Commission will receive a report summarizing current and future proposals. The report is being presented for information. No new proposals have been submitted since the April 2, 2012 meeting.

**6. PUBLIC HEARING ITEMS**

Any member of the public may address the Commission with respect to a scheduled public hearing item. Comments should be limited to no more than five minutes unless additional time is permitted by the Chair.

**a) Final Budget for Fiscal Year 2012-2013**

The Commission will consider adopting a final budget for 2012-2013 nearly identical to the proposed version approved in April and subsequently circulated for review among local funding agencies. Proposed operating expenses total \$432,461 and represent a 1.0% increase over the current fiscal year. Proposed operating revenues total \$423,650 with the remaining shortfall (\$8,811) to be covered by drawing down on agency reserves.

**PUBLIC HEARING ITEMS CONTINUED...**

- b) **Amendments to Adopted Fee Schedule**  
The Commission will consider approving amendments to its adopted fee schedule prepared by the Policy Committee. The proposed amendments include increasing the composite hourly staff rate from \$113 to \$118 along with making changes to the policy statements accompanying the fee schedule to improve implementation.
- c) **Devlin Road/South Kelly Road No. 2 Annexation to American Canyon**  
The Commission will consider a proposal from the City of American Canyon to annex approximately 1.1 acres of unincorporated territory located southwest of the intersection of Devlin and South Kelly Roads. The affected territory comprises a portion of a lot (057-090-057) owned and developed with a train track by Southern Pacific Railroad. Staff recommends approval of the proposal with a discretionary amendment to concurrently detach the affected territory from County Service Area No. 4. Staff also recommends approval of a fee waiver request.
- d) **Municipal Service Review on Countywide Law Enforcement Services**  
The Commission will consider formally accepting a final report on its scheduled municipal service review on countywide law enforcement services. The report examines the availability and adequacy of local law enforcement services relative to the Commission's mandates to facilitate orderly growth and development. This includes making determinative statements on specific governance and service factors prescribed under law. No substantive changes have been made to the report since its draft presentation in April. The Commission will also consider adopting a resolution confirming the determinative statements in the report.

**7. ACTION ITEMS**

Items calendared for action do not require a public hearing before consideration by the Commission. Any member of the public may receive permission to provide comments on an item at the discretion of the Chair.

- a) **Continuation: Proposed Strategic Plan for 2012-2014**  
The Commission will continue consideration of a two-year strategic plan prepared by the Policy Committee. The strategic plan outlines goals and implementing strategies based on Commissioner comments provided at the most recent biennial workshop. The strategic plan was initially presented at the April meeting and continued to allow for public review. No comments were received.
- b) **Approving a Commission Tagline**  
The Commission will consider the Policy Committee's recommendation to approve an official tagline to more effectively convey the agency's core responsibilities to the public. Five alternative taglines are identified in the Committee's report and presented for Commission consideration.
- c) **Consideration of a Fee Waiver Request for a Pending Proposal to Form a New Special District**  
The Commission will consider a request to waive the agency's application fees tied to processing a pending proposal to form a new special district to assume water and sewer services for the Cappell Valley Estates. The total value of the fee waiver is estimated at \$9,000.

**8. DISCUSSION ITEMS**

A member of the public may receive permission to provide comments on any item calendared for discussion at the discretion of the Chair. General direction to staff for future action may be provided by Commissioners.

- a) **Update on Island Annexation Program**  
The Commission will receive a report summarizing staff's activities to date in developing an island annexation program aimed at eliminating unincorporated pockets within the City of Napa. The report is being presented to the Commission for discussion and feedback.
- b) **Legislative Report**  
The Commission will receive a report on the second year of the 2011-2012 session of the California Legislature as it relates to items directly or indirectly effecting Local Agency Formation Commissions. The report is being presented for discussion with possible direction for staff with respect to issuing comments on specific items.

**9. EXECUTIVE OFFICER REPORT**

The Commission will receive a verbal report from the Executive Officer regarding current staff activities.

**10. COMMISSIONER COMMENTS; REQUEST FOR FUTURE AGENDA ITEMS**

**11. ADJOURNMENT TO NEXT REGULAR SCHEDULED MEETING: Agenda Item No. 5d**