

REGULAR MEETING AGENDA

Del Norte Local Agency Formation Commission
Board of Supervisors Chambers
981 H Street, Suite 100, Crescent City, CA 95531
March 25th, 2019 4:00 pm

1. Call to Order/Roll Call
Pledge of Allegiance
2. Public Hearings
 - A. FY 2019-2020 Proposed Budget Review (ATTACHMENT 2A)
3. Regular Business
 - A. Approval of January 28, 2019 Draft Minutes (ATTACHMENT 3A)
 - B. Alternate Public Member Recruitment (ATTACHMENT 3B)
 - C. Del Norte Fire Chiefs Association Emergency Dispatch Proposal
4. Inquiries, Correspondence, Application Status and Referrals
 - A. Staff - The Executive Officer will provide a report of current projects, issues of interest, and pending legislation.
 - B. Commission - On their own initiative, Commission members may make brief announcements or reports on their own activities. They may ask questions for clarification, make a referral to staff or request a business matter for a future agenda per Government Code Section 54954.2 (a).
 - C. Public - Public comment on items of interest within LAFCo subject matter jurisdiction, and not otherwise appearing on the agenda. No action may be taken on any item not appearing on the agenda.
5. Adjournment
Next Meeting Scheduled for June 3rd, 2019.

Americans with Disabilities Act: Del Norte LAFCo meetings are held in a wheelchair accessible facility. Individuals requiring special accommodations to participate in this meeting are requested to contact the LAFCo office at (707) 825-9301. Notification 48 hours prior to the meeting will enable the Commission to make reasonable arrangements to ensure accessibility to this meeting.

**DEL NORTE
LOCAL AGENCY FORMATION COMMISSION**
1125 16th Street, Suite 202
Arcata, California 95521
TEL (707) 825-9301 FAX (707)825-9181
eo@delnortelafco.org

AGENDA ITEM 2A

MEETING DATE: March 25, 2019
TO: Del Norte Local Agency Formation Commission
FROM: George Williamson AICP, Executive Officer
SUBJECT: FY 2019-2020 Proposed Budget

RECOMMENDATION

The following procedures are recommended with respect to the Commission's consideration of this item:

- Receive verbal report from staff;
- Open the public hearing and invite testimony; and
- Discuss item and – if appropriate – close the hearing and consider action on recommendation:
 - 1) Approve the proposed budget for fiscal year 2019-20, as provided in Attachment A, and
 - 2) Direct the Executive Officer to distribute the proposed budget to the City of Crescent City and the County and schedule the final budget for a public hearing at the Commission's June meeting.

BACKGROUND

Local Agency Formation Commissions (LAFCo) are responsible under State law for annually adopting a proposed budget by May 1st and a final budget by June 15th. State law specifies the proposed and final budgets shall – at a minimum – be equal to the budget adopted for the previous fiscal year unless LAFCo finds the reduced costs will nevertheless allow the agency to fulfill its prescribed regulatory and planning duties.

DISCUSSION

LAFCo Funding Sources:

Del Norte LAFCo's annual operating expenses are principally funded through appropriations from the County and City of Crescent City, in addition to application fees and interest earnings. Each fiscal year, after the Commission adopts the final budget, the County Auditor apportions the net operating expenses in the following manner: the County pays 1/2 of the net operating costs; and the City of Crescent City pays 1/2 of the net operating costs. Statutory authority provides mechanisms for the County Auditor to collect the amounts apportioned.

**DEL NORTE
LOCAL AGENCY FORMATION COMMISSION**

1125 16th Street, Suite 202
Arcata, California 95521
TEL (707) 825-9301 FAX (707)825-9181
eo@delnortelafo.org

Proposed Operating Expenses:

The proposed operating expenses reflect the anticipated staffing services for day-to-day operations and for conducting municipal service reviews and sphere of influence updates. The proposed FY 2019-20 operating expenses are similar to the FY 2018-19 budget. A FY 2019-20 expense summary, compared to last year's budget is described below.

- CALAFCO membership rates increased slightly.
- Printing/postage and advertising/publications budgets remain the same.
- MSR/SOI preparation and application processing amounts remain the same based on the number of MSRs and SOIs scheduled for the coming year and the applications processed over the last several years.
- Professional Executive Officer/Administrative services costs remain the same.
- Legal Counsel budget stays same.
- The public member stipend remained the same, up to 8 meetings at \$40.00 per meeting.

Proposed Operating Revenues:

City and County contributions to increase slightly, to cover membership increase, from last year.

ATTACHMENTS

FY 2019-20 Proposed Budget

Del Norte LAFCo FY 2019-20 Draft Budget

Account		FY 2018-19	FY 2019-20
EXPENDITURES		Final	Draft
Line #	SERVICES & SUPPLIES		
20150	Insurance	\$2,100.00	\$2,100.00
20200	CALAFCO Membership	\$925.00	\$1,075.00
20221	Printing	\$50.00	\$50.00
20223	Postage	\$50.00	\$50.00
20230	Professional Services		
	MSR/SOI Preparation	\$24,500.00	\$24,500.00
	Application Processing	\$10,000.00	\$10,000.00
20231	Prof. Serv. Executive Officer/ Admin.	\$47,520.00	\$47,520.00
20232	Prof. Serv. Legal Counsel	\$2,000.00	\$2,000.00
20240	Advertising/Publications	\$400.00	\$400.00
	Conferences (CALAFCO when funds available)	\$0.00	\$0.00
70530	Interfund-Cost Plan	\$1,692.00	\$1,692.00
20233	Public Member Stipend (up to 8 mtgs @ \$40/mtg)	\$320.00	\$320.00
	TOTAL EXPENDITURES	\$89,557.00	\$89,707.00
	REVENUES		
91125	Project Revenue (Application Deposit)*	\$10,000.00	\$10,000.00
90300	Interest	\$20.00	\$20.00
90780	Del Norte County	\$39,768.50	\$39,853.50
90781	City of Crescent City	\$39,768.50	\$39,853.50
07100	Funds from Account #42801007100	\$0.00	\$0.00
	TOTAL REVENUES	\$89,557.00	\$89,727.00
	FY 2019-20 revenues \$20 higher than expense due to projected interest		

*Deposit paid by applicants to cover application processing. Projected amount for auditor use in issuing payment for expense claims.

REGULAR MEETING MINUTES

**Del Norte Local Agency Formation Commission
Board of Supervisors Chambers
January 28th, 2019 4:00 pm**

Members present: Blake Inscore (Chairman), Bob Berkowitz (Vice-Chair), Roger Gitlin, Jason Greenough, Public Member Sparky Countess

Members absent: None

Others present: Executive Officer George Williamson, Nicole Burshem, PS Business Services,

1. Call to Order/Roll Call

Chairman Inscore called the meeting to order at 4:00 p.m. Nicole Burshem took roll call. Commissioner Gitlin led the Pledge of Allegiance

2. Election of Officers for 2019

Public Member Countess nominated Commissioner Gitlin as chair. Motion was seconded by Commissioner Gitlin. Public Member Countess nominated Commissioner Greenough as Vice-chair. Motion was seconded by Vice-chair Berkowitz. Both appointments made by unanimous vote.

3. Public Hearings

A. Crescent City 2018 MSR& SOI Update

Chair Gitlin opened the continued public hearing and the commission received a staff report from the Executive Officer. There was no public testimony and the Chair closed the public hearing. On a motion by Commissioner Inscore, seconded by Commissioner Greenough, and carried by a 5-0 vote the Commission approved the Crescent City 2018 MSR& SOI Update on the condition that the SOI retains private resource land and excludes public resource lands.

4. Regular Business

A. Approval of December 10, 2018 Draft Minutes

On a motion by Commissioner Berkowitz, seconded by Commissioner Greenough, and carried by a 5-0 vote the December 10, 2018 Minutes were approved.

B. FY 2018-19 Mid-year Budget Review

The Commission reviewed Mid-year Expenditures from the FY 2018-19 Adopted and Actual budget presented by the Executive Officer. Revenues have been deposited/requested from both the City and County. The Mid-year budget accounting for FY 2018-19 has been reviewed and filed.

C. Budget Amendment- CALAFCO Board Meeting Expenses

On a motion by Commissioner Greenough, seconded by Vice-chair Berkowitz, the budget amendment for Commissioner Inscore’s attendance at CALAFCO Northern Region Board meetings for FY 2018-19 was approved with a 5-0 vote.

D. Klamath Area Fire Services Update– with Yurok Tribe

The information in the Executive Officer’s report was received and filed.

E. Special District Recruitment for 2019

On a motion by Vice-chair Berkowitz, seconded by Commissioner Gitlin, the recommendation that the commission solicit interest in Special District representation was approved with a 5-0 vote.

5. Inquiries, Correspondence, Application Status and Referrals

Staff - The Executive Officer provided a report of current projects, issues of interest, and pending legislation. Status: None.

Commission - On their own initiative, Commission members may make brief announcements or reports on their own activities. They may ask questions for clarification, make a referral to staff or request a business matter for a future agenda per Government Code Section 54954.2 (a).

Public - Public comment on items of interest within LAFCo subject matter jurisdiction, and not otherwise appearing on the agenda. No action may be taken on any item not appearing on the agenda. Public comment: None.

6. Adjournment

Chairman Inscore Adjourned the meeting at 4:45 PM.

Respectfully Submitted

**DEL NORTE
LOCAL AGENCY FORMATION COMMISSION**
1125 16th Street, Suite 202
Arcata, California 95521
TEL (707) 825-9301 FAX (707)825-9181
eo@delnortelafo.org

AGENDA ITEM 3B

MEETING DATE: March 25, 2019
TO: Del Norte Local Agency Formation Commission
FROM: George Williamson AICP, Executive Officer
SUBJECT: Alternate Public Member Recruitment

RECOMMENDATION

Staff recommends the Commission direct staff to proceed with noticing the alternate public member vacancy and invite applicable county and city members to evaluate applicants and make a recommendation to the Commission. This could include interviews.

DISCUSSION

The current alternate public member term has expired. The following describes the actions to appoint an alternate public member position on the Commission for the 2019-2023 Term. As directed by the Commission, the Executive Officer will notice the vacancy as described below.

The Executive Officer will mail the notice of vacancy to each local agency within the county, and to community and other organizations as deemed appropriate. In addition, the notice of vacancy will be published in the Daily Triplicate newspaper and posted at the Supervisors Chambers. Unless otherwise directed by the Commission, an application period of 42 days from the date of the posting of the notice will be established for acceptance of applications. The notice and application form are attached.

Upon closing of the application period, the Executive Officer will review all applications received within the established time period, for completeness. The alternate public member or former public member may apply for the position by submitting an application.

Attachments: NOTICE OF POSITION AVAILABILITY: ALTERNATE PUBLIC MEMBER
APPLICATION: ALTERNATE PUBLIC MEMBER

**NOTICE OF POSITION AVAILABILITY:
ALTERNATE PUBLIC MEMBER**

The Del Norte Local Agency Formation Commission (LAFCo) invites interested persons to apply for the position of alternate public member on the Commission, for a four-year term ending in January 2023. The public member elected will serve as a “voting member”.

LAFCo is an independent regulatory agency charged with encouraging the orderly formation and development of local governmental agencies, preserving agricultural resources, discouraging urban sprawl, and assuring efficient local government services. LAFCo meets, as needed, on the fourth Monday of the month at the Del Norte County Administrative Center, Board of Supervisors Chambers, 981 H Street, Suite 100, Crescent City at 4:00 p.m.

The Commission is composed of five voting members representing local government and the public: two members representing the County of Del Norte, two members representing the City of Crescent City, and one member representing the general public. There are also three alternate members that represent each category – county, city, and public – who vote only in the absence of a voting member.

Interested individuals must be residents of Del Norte County, be able to regularly attend LAFCo meetings, and not be officers or employees of the county, city or special district within the county. Previous involvement in or experience with issues of local concern in Del Norte County is desired. The alternate public member is a public official and is required to file a standard financial disclosure statement annually with the California Fair Political Practices Commission.

Candidates for the position must complete an application form and provide a resume indicating applicable experience and/or service. All application materials must be submitted to Del Norte LAFCo, 1125 16th Street, Suite 202, Arcata, CA 95521, by May 10, 2019. Interviews of candidates will be held at the June 3 meeting. The Del Norte LAFCo Commission will make the Alternate Public Member appointment at their June 3 2019 meeting.

For more information, please call George Williamson, LAFCo Executive Officer, at (707) 825-9301 or email eo@delnortelaftco.org.

APPLICATION: ALTERNATE PUBLIC MEMBER

Candidates for the position of alternate public member must complete this application and provide a supplemental resume. All application materials must be submitted to the LAFCo office at 1125 16th Street, Suite 202, Arcata, CA 95521, or emailed to the Executive Director at eo@delnortelafo.org on or before May 10, 2019.

DATE:

NAME:

ADDRESS:

PHONE:

E-MAIL:

LENGTH OF RESIDENCE IN DEL NORTE COUNTY:

ARE YOU AN OFFICER/ EMPLOYEE OF THE COUNTY, A CITY OR SPECIAL DISTRICT WITHIN DEL NORTE COUNTY?

PRESENT OCCUPATION:

DUE TO YOUR CURRENT EMPLOYMENT OR OCCUPATION, DO YOU ANTICIPATE ANY CONFLICTS OF INTEREST REGARDING DECISIONS YOU WILL BE ASKED TO MAKE AS A LAFCO MEMBER? IF SO, PLEASE EXPLAIN.

ORGANIZATION MEMBERSHIP(S):

SPECIAL INTERESTS/ EXPERIENCE:

3 REFERENCES (NAME AND PHONE);

**DEL NORTE
LOCAL AGENCY FORMATION COMMISSION**
1125 16th Street, Suite 202
Arcata, California 95521
TEL (707) 825-9301 FAX (707)825-9181
eo@delnortelafco.org

AGENDA ITEM 3C

MEETING DATE: March 25, 2019
TO: Del Norte Local Agency Formation Commission
FROM: George Williamson AICP, Executive Officer
SUBJECT: Del Norte Fire Chiefs Association Emergency Dispatch Proposal

INTRODUCTION

Currently Del Norte County Sheriff's Office provides emergency dispatch services to Del Norte County. All Fire Districts and other emergency responders are dispatched via the Sheriff's Office resulting in the dispatcher's office often receiving an overwhelming call volume.

The CAL FIRE Humboldt - Del Norte Emergency Command Center uses its Fortuna Interagency Command Center (FICC) to dispatch CAL FIRE, Federal Agencies and thirty-six other Fire Departments. It provides initial dispatches for City and Arcata Ambulance companies and handles calls for Southern Trinity Ambulance and Hoopa Ambulance. FICC has four dispatch stations on the CAL FIRE side of the FICC and three dispatch stations on the United States Forest Service side.

Given that FICC provides dispatch services throughout the region, the CAL FIRE dispatch center is more suited and has higher capacity to provide effective dispatching services.

DISCUSSION

The DNFCFA has requested a bid from CAL FIRE for Del Norte County dispatch services from the FICC. The cost for dispatch services is expected to be \$140,000 annually. This cost would be equitably allocated into six parts among the following contributors:

- Del Norte County (dispatch savings)
- City of Crescent City (dispatch savings)
- Tolowa Dee-ni' Nation
- Elk Valley Rancheria
- Yurok Tribe
- Proposition 172 Funds (short term 1-2 yrs allocation)

Del Norte LAFCO Fire Services Specialist, John McFarland, attended a Del Norte Fire Chiefs Association meeting on March 20 2019. The proposal had full support from fire chiefs attending the meeting. The stated desire was for dedicated professional fire and EMS dispatch services and they intend to seek required funding immediately and implement the dispatch proposal as soon as possible. Mr. McFarland presented the idea of joining the existing Humboldt County dispatch cooperative and this concept was met with interest and questions. This concept has the potential to greatly expedite the process of adopting new dispatching services.