



**Local Agency Formation Commission**  
**LAFCO of Napa County**

1700 Second Street, Suite 268  
Napa, CA 94559  
(707) 259-8645  
FAX (707) 251-1053  
<http://napa.lafco.ca.gov>

**August 6, 2007**  
**Agenda Item No. 7d**

August 1, 2007

**TO:** Local Agency Formation Commission

**FROM:** Keene Simonds, Executive Officer

**SUBJECT: Authorization to Negotiate Contract for Consultant Services (Action)**  
The Commission will consider authorizing the Executive Officer to negotiate a contract for consultant services to prepare municipal service reviews pursuant to California Government Code §56340.

---

On June 30, 2007, Tracy Geraghty completed her last day as LAFCO Staff Analyst. Tracy has left LAFCO to become the Fiscal Program Manager with the Napa County Transportation and Planning Agency. Tracy's departure creates a measurable void with respect to LAFCO's ability to address its regular workload in a timely manner. This includes processing change of organization proposals and completing LAFCO's adopted study schedule for municipal service reviews and sphere of influence updates.

**Discussion**

*Need for Consultant Services*

Staff has reviewed its current and planned workload for the remainder of the calendar year and believes it would be appropriate for LAFCO to contract with a consultant rather than hire a new analyst at this time. The need for a consultant is directly drawn from the requirement that LAFCO complete its inaugural round of municipal service reviews and sphere of influence updates by January 1, 2008. Municipal service reviews are generally the more time-consuming activity, requiring an extensive technical evaluation of an agency's level and range of services. They are a prerequisite to the more policy oriented sphere update process. LAFCO currently has three municipal service reviews remaining on its adopted study schedule involving the Cities of Calistoga and St. Helena along with a combined review of the Monticello and Pope Valley Cemetery Districts.

---

Jack Gingles, Chair  
Mayor, City of Calistoga

Juliana Inman, Commissioner  
Councilmember, City of Napa

Cindy Coffey, Alternate Commissioner  
Councilmember, City of American Canyon

Brad Wagenknecht, Vice-Chair  
County of Napa Supervisor, 1st District

Bill Dodd, Commissioner  
County of Napa Supervisor, 4th District

Mark Luce, Alternate Commissioner  
County of Napa Supervisor, 2nd District

Brian J. Kelly, Commissioner  
Representative of the General Public

Gregory Rodeno, Alternate Commissioner  
Representative of the General Public

Keene Simonds  
Executive Officer

### *Available and Interested Consultants*

With the preface that preparing a request for proposal would be time-prohibitive given the approaching legislative deadline, staff has initiated contact with consultants with prior experience working with LAFCOs. Drawing from this process, staff has identified three consultants that are interested and available to work with LAFCO in preparing the three municipal service reviews remaining on the Commission's current study schedule. These consultants are Baracco and Associates (Sutter Creek), Pacific Mutual Consultants (Sacramento), and the Planning Center (Costa Mesa).

All three interested consultants have prior experience preparing municipal service reviews. The contact with the Planning Center was previously with Cotton Bridges & Associates and helped prepare LAFCO's municipal service reviews on sewer and fire protection. The principal for Baracco and Associates recently retired as the Executive Officer of San Joaquin LAFCO and Pacific Mutual Consultants has prepared municipal service reviews for several LAFCOs. Background materials submitted by each consultant are attached.

### *Potential Costs*

In terms of costs, based on a general scope of work outlined by staff, the three interested consultants estimated their cost to prepare a standard municipal service review between \$8,000 and \$12,000. A key variable for all three consultants in approximating their costs relates to the availability of current service information for the affected agency. Because LAFCO has already conducted countywide water, sewer, and fire protection municipal service reviews, the reviews for St. Helena and Calistoga should fall within the lower cost range. In contrast, the municipal service review on public cemeteries may fall within the higher cost range due to the lack of current information on either affected special district (Monticello and Pope Valley).

### *Budget Impact*

LAFCO's adopted 2007-2008 fiscal year budget includes \$50,000 in contingency reserves for the Commission to contract for outside professional services. LAFCO has also budgeted \$88,271 in salary and benefits for the vacated analyst position. Accordingly, funds budgeted for the analyst position could be utilized upon Commission approval to cover consultant costs to prepare the three remaining municipal service reviews without adversely impacting the LAFCO budget.

### *Existing Authorization*

The Commission's *Delegating Authority to the Executive Officer to Procure Goods and Services* policy limits the purchasing authority of the Executive Officer to \$3,000 and \$5,000 for single and aggregate vendor transactions, respectively. The Commission must approve any purchase of supplies or services exceeding these amounts.

## **Recommendation**

It is recommended that the Commission take the following actions:

- 1) Authorize the Executive Officer to negotiate a contract for consultant services to prepare municipal service reviews for the Cities of Calistoga and St. Helena and Public Cemeteries for an amount not to exceed \$30,000, subject to the approval of legal counsel; and
- 2) Authorize the Chair to execute the contract upon legal counsel approval.

Respectfully submitted,

---

Keene Simonds  
Executive Officer

### Attachments:

- 1) 2007 Work Plan
- 2) Background Materials:
  - a. Baracco and Associates
  - b. Pacific Mutual Consultants
  - c. Planning Center



**Local Agency Formation Commission**  
**LAFCO of Napa County**

1700 Second Street, Suite 268  
Napa, CA 94559  
(707) 259-8645  
FAX (707) 251-1053  
<http://napa.lafco.ca.gov>

**March 5, 2007**  
**Agenda Item No. 8c**

February 27, 2007

**TO:** Local Agency Formation Commission

**FROM:** Keene Simonds, Executive Officer

**SUBJECT: Approved Study Schedule: 2007 Staff Work Plan (Discussion)**

The Commission will review a staff work plan for 2007 with respect to its approved study schedule for municipal service reviews and sphere of influence updates. The work plan is being presented for discussion.

At its October 11, 2001 meeting, the Commission approved a study schedule to complete its new municipal service review and sphere of influence update requirements under California Government Code §56430 and §56425, respectively. The initial schedule outlined several multi-phased and overlapping studies involving the 22 cities and special districts under the jurisdiction of the Commission. At its March 11, 2004 meeting, the Commission modified the schedule to consolidate and add studies as well as to adjust the projected starting dates to reflect the two year delay by the State of California Office of Planning and Research in issuing final service review guidelines. In 2005, California Government Code was amended to extend the statutory deadline for LAFCOs to complete all service reviews and sphere of influence updates to January 1, 2008.

In order to meet its service review and sphere of influence update requirements by the legislative deadline of January 1, 2008, staff has outlined a work plan for the rest of the calendar year. The work plan draws on the Commission's approved study schedule and is divided between service reviews and sphere of influence updates required for each of the local agencies that fall under the jurisdiction of the Commission. As indicated below, there are only five service reviews that need to be completed as compared to sixteen sphere of influence updates. However, staff anticipates only five of the sixteen remaining updates will require changes to the affected agency's existing sphere of influence. A complete listing of the work plan follows.

**2007 Staff Work Plan: Service Reviews**

<b>Agency</b>	<b>Start Date</b>	<b>Draft Report</b>	<b>Final Report</b>
NCFCWCD	December 2006	April 2, 2007	June 4, 2007
Town of Yountville	February 2007	June 4, 2007	August 6, 2007
City of St. Helena	April 2007	August 6, 2007	October 1, 2007
City of Calistoga	June 2007	October 1, 2007	December 3, 2007
Public Cemeteries *	June 2007	October 1, 2007	December 3, 2007

\* Includes a service review of the Monticello and Pope Valley Cemetery Districts

Jack Gingles, Chair  
Mayor, City of Calistoga

Brad Wagenknecht, Vice-Chair  
County of Napa Supervisor, 1st District

Brian J. Kelly, Commissioner  
Representative of the General Public

Cindy Coffey, Commissioner  
Councilmember, City of American Canyon

Bill Dodd, Commissioner  
County of Napa Supervisor, 4th District

Vacant, Alternate Commissioner  
Representative of the General Public

Juliana Inman, Alternate Commissioner  
Councilmember, City of Napa

Mark Luce, Alternate Commissioner  
County of Napa Supervisor, 2nd District

Keene Simonds  
Executive Officer

**2007 Staff Work Plan: Sphere of Influence Updates**

<b>Agency</b>	<b>Start Date</b>	<b>Draft Report</b>	<b>Final Report</b>
Silverado CSD	February 2007	-----	April 2, 2007
NRRD No. 2109	February 2007	-----	April 2, 2007
American Canyon FPD	March 2007	June 4, 2007	August 6, 2007
CSA No. 3	March 2007	June 4, 2007	August 6, 2007
NCFCWCD	April 2007	-----	June 4, 2007
Circle Oaks CWD	April 2007	June 4, 2007	August 6, 2007
Town of Yountville	May 2007	-----	August 6, 2007
City of St. Helena	May 2007	August 6, 2007	October 1, 2007
Spanish Flat WD	June 2007	-----	October 1, 2007
Lake Berryessa RID	June 2007	-----	October 1, 2007
Napa Berryessa RID	June 2007	-----	October 1, 2007
Congress Valley WD	August 2007	October 1, 2007	December 3, 2007
City of Calistoga	October 2007	-----	December 3, 2007
Los Carneros WD	October 2007	-----	December 3, 2007
Monticello Cemetery	November 2007	-----	December 3, 2007
Pope Valley Cemetery	November 2007	-----	December 3, 2007

In preparing the work plan, staff has not scheduled items to be presented to the Commission at its May, September, and November meetings. This provides an opportunity for staff to maintain a more conservative and realistic pace in preparing and presenting the reports while offering the opportunity for the Commission to cancel these meetings if appropriate without disrupting the work plan.

---

---

## **DETAILED RESUME**

### **BRUCE C. BARACCO**

Address: Baracco and Associates  
40 Eureka Street (P.O. Box 1415)  
Sutter Creek, CA 95685

Telephone: office: 209-267-5155 or cell: 209-304-0028

#### **Education:**

San Jose State University  
Degree: Master of Urban Planning, 1972  
Major: Urban Planning

California Polytechnic State University, San Luis Obispo  
Degree: Bachelor of Science, 1970  
Major: City and Regional Planning

#### **References:**

References will be furnished upon request.  
Examples of written material, design work, and graphics available upon request.

#### **Professional Affiliations:**

American Planning Association (APA), Member  
American Institute of Certified Planners (AICP)  
Small Town and Rural Planning Division, APA, Member  
Sacramento Valley Section, APA, San Joaquin Division Director  
California Association of Local Agency Formation Commissions (CALAFCO),  
Associate Member

#### **Work Experience:**

##### **Executive Officer**

April 1998 to January 2007

Salary: \$6,430 per month

San Joaquin LAFCo  
1860 E. Hazelton Avenue  
Stockton, CA 95205  
209-468-3198

Executive Officer for the San Joaquin Local Agency Formation Commission. Responsible for the day-to-day management of LAFCo and served as primary staff to the Commission. Duties included: processing annexation and reorganization applications; report preparation and analysis; coordination with City, County and Special District officials and staff; presentations to the Commission and other decision-making bodies; budget preparation and implementation; and interface with

---

---

---

---

community groups and organizations. Supervised two employees.

**City Planner**

March 1991 to December 2006

Contract Rate: \$61.00 per hour

City of Sutter Creek  
18 Main Street  
Sutter Creek, CA 95685  
209-267-5185

Consulting planner providing contract services for a wide range of small city planning projects including subdivision development, land use application processing, environmental analysis, and public agency contact. Served as staff to the Planning Commission.

**Regional Planner**

July 1996 to April 1998

Salary: \$3,629 per month

StanCOG  
900 H Street, Suite D  
Modesto, CA 95354  
209-558-7830

Associate and Senior Planner for the Stanislaus Council of Governments. Responsible for Congestion Management Program, Expressway Study Update, and Census and Traffic Zone analysis. Served as staff to the Freight Advisory Committee and edited the COG newsletter. Prepared staff reports and made presentations to the COG Board.

**Senior Planner**

July 1987 to September 1989

Salary: \$3,537 per month

Community Development  
Department  
County of San Joaquin  
1810 E. Hazelton Avenue  
Stockton, CA 95205  
209-468-3121

Project manager for complex land development projects including major subdivisions, hazardous waste facilities, Environmental Impact Reports, and Williamson Act Contract Cancellations. Also responsible for staff training, budget preparation, planning counter supervision, and special projects.

**Associate Planner**

July 1984 to July 1987

Salary: \$2,640 per month

Community Development  
Department  
County of San Joaquin  
1810 E. Hazelton Avenue  
Stockton, CA 95205

Journey level planning duties including permit processing, field review, staff report preparation, counter/telephone inquiries, and Planning Commission presentations. Also performed EIR Administration and General Plan Update tasks.

**Staff Environmental Planner**

November 1978 to April 1982

Salary: \$1,725 per month

Geotechnical Research and  
Development  
P.O. Box 672  
Sutter Creek, CA 95685

Responsible for preparation of Environmental Impact Reports for a variety of local agencies within the Central Sierra Region. Also involved in EIR Management, public presentations, proposal

---

---

---

---

209-267-5370

preparation, and business development. Provided city planning consultant services to the City of Plymouth.

**Director of Administrative Services**

February 1976 to July 1978

Salary: \$1,277 per month

County of Amador  
810 Court Street  
Jackson, CA 95642  
209-223-6470

Department Head for a multi-function office including Executive Officer for the Amador Local Agency Formation Commission, emergency services, government grants, the CETA Program, and the Overall Economic Development Program. Supervised four employees.

**Assistant Planner**

October 1974 to September 1975

Salary: \$1,048 per month

Conservation, Development  
and Planning Department  
County of Napa  
1195 Third Street, Suite 210  
Napa, CA 94559  
707-253-4417

Environmental planning including EIR preparation and management, environmental assessments, staff reports, field review, public presentations and public contact. Also served as staff to the Conservation and Environmental Quality Committee.

**Junior Planner**

October 1973 to September 1974

Salary: \$866 per month

Community Development  
Department  
City of Lodi  
221 W. Pine Street  
Lodi, CA 95240  
209-333-6711

Entry-level current planning position responsible for application processing, environmental review, zoning administration, and abandoned vehicle abatement. Participated in Noise Element data collection and Bike Plan mapping.

\* \* \* \*

---

---



# TABLE OF CONTENTS

PMC Understanding and Approach.....	1
Qualifications and References.....	3
Project Team.....	5
Résumés .....	6
General Costs.....	10



# A PROPOSAL TO NAPA LAFCO

## PMC UNDERSTANDING AND APPROACH

### FIRM OVERVIEW

PMC is dedicated to serving the needs of cities, counties, and other governmental agencies by providing a complementary range of municipal support and management services. PMC has offices in Sacramento, Oakland, Davis, Mt. Shasta, Monterey, Chico, San Diego, Los Angeles, Arizona, and other project locations. The firm was established in 1995 with a mission to provide planning, environmental and municipal services to public agencies, special districts, and public-oriented organizations. PMC has provided service to more than 200 such agencies and jurisdictions throughout California. The company has grown steadily and today consists of over 260 employees working out of its nine primary offices.

PMC is well qualified and prepared to assist Napa LAFCo with the development of Municipal Service Reviews (MSRs) for the cities of Calistoga and St. Helena, as well as the two cemetery districts within the County. PMC provides services to several LAFCos across California, including staff planning and MSR/SOI Update preparation and CEQA compliance. PMC conducts MSRs and SOI Updates in accordance with the local standards and practices of the lead LAFCo and the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, in addition to using guidance set forth in the OPR Guidelines and our previous work experience. We also have the capability to prepare CEQA documentation for all SOI amendments and updates, as needed.

PMC would complete the work for Napa LAFCo through our Sacramento and Davis offices. PMC works throughout the Sacramento region, including recent and ongoing work with the LAFCos of Sacramento, Yolo, Solano, Butte, and Yuba counties, and has substantial knowledge of local conditions and issues. As you know, PMC is currently preparing the Napa County General Plan, and has significant in-house resources for mapping, GIS, and agency information for the cities and special districts within the County. Our ability to provide comprehensive review of these cities and cemetery districts is based on our knowledge of similar issues with districts and cities of this size and type, our experience in producing MSRs and SOI Updates, and our in-house technical capabilities.

Necessary in the preparation of an MSR/SOI Update is an understanding of the Cortese Knox Hertzberg Local Government Reorganization Act and changes to the Act made in 2000 and in 2005. These revisions were primarily intended to implement the recommendations of the Commission on Local Government for the 21st Century. These changes were the most sweeping and significant in the more than 35 years since the creation of LAFCo law. At the core of the changes were reforms aimed at discouraging urban sprawl, preserving open space and prime agricultural lands, ensuring efficient and logical extension of municipal services, changes to the operational structure of LAFCos, and implementation of a mandated five-year update of SOI. PMC will apply these changes and principles to our analysis of the City.

PMC understands and has extensive experience with local government management and function. This includes an understanding of how local budgets and finance plans are prepared and implemented with respect to service delivery. PMC has a demonstrated ability to work effectively with a wide variety of local interest groups, agencies, cities, and other interested parties. This is a critical component to PMC's duties, given the number of agencies involved in the LAFCo work. PMC has considerable experience in meeting facilitation, working with a wide range of project stakeholders, working toward consensus building while striving to find solutions to complex planning, and infrastructure or service delivery problems.

We will design the report to focus the analysis on the issues of most concern to Napa LAFCo and within the cities and districts. This will serve to ensure that the analysis meets the needs of Napa LAFCo in meeting the CKH requirements for these agencies, and provides useful data and determinations for the updates of the spheres of influence.

# A PROPOSAL TO NAPA LAFCO

## PROJECT UNDERSTANDING

Napa LAFCo is considering utilizing consultant assistance in the preparation of Municipal Service Reviews for the cities of St. Helena and Calistoga, as well as the two public cemetery districts in the County. PMC is submitting this statement of qualifications to provide the Executive Officer and the Commissioners with information regarding PMC and our ability to complete the work in a timely and effective manner. Our track record with MSRs is exemplary, and we have a solid history of meeting stringent deadlines for our client agencies.

## PROJECT APPROACH

Below is our typical process for the creation and adoption of Municipal Service Reviews for LAFCos. This approach will be modified to reflect the specific needs and requests of Napa LAFCo as more information is made available. The process below is provided for reference.

### Refinement of Work Program

The initial stage of work includes a cooperative refinement with LAFCo regarding the form, content, writing style, and general approach of the MSR, SOI Update, and IS. This typically includes discussion of consolidation of topic areas within the analysis (for example, combining Cost Avoidance and Shared Facilities, or Finance and Rate Restructuring), formatting and style of determinations, graphic needs, depth of analysis, coordination of MSR and SOI documents, and similar issues.

### Data Collection and Verification

PMC will conduct a kickoff meeting with key City staff from each department responsible for municipal services to inform them of the purpose and process of the MSR and SOI Update. This kickoff meeting will also serve to gather data and to allow the City's staff to speak openly about their desires for the scope and depth of analysis in the study. PMC will develop a short survey specific to the agency and each department responsible for providing municipal services (for cities) to gather relevant information needed for the required studies. Following the receipt of the completed survey from the City departments, PMC will then conduct follow up interviews and phone calls with designated city contact persons to gather additional information. PMC may schedule site visits, if necessary, to gather additional information. As with other MSRs in nearby counties, this approach has been successful in establishing an open dialogue with the service providers, and has helped ensure greater cooperation and coordination overall.

### Preparation of Administrative Draft MSR/SOI Update/IS

PMC will prepare the Administrative Draft MSR, SOI Update, and IS for LAFCo prior to its public release. PMC will incorporate any changes recommended by LAFCo's staff and key agencies. Within the reports, we will present issues in the most succinct manner possible while including necessary content and ensuring readability. Our typical reports include an executive summary, a profile sheet for a quick reference of the cities and districts, boundary maps, recommended 10-year and 20-year SOI lines, and subsections within the reports to highlight areas of particular interest or importance.

### Preparation of Public Review Draft MSR/SOI Update/IS

After review and incorporation of any requested revisions by LAFCo, PMC will prepare the Public Review Draft MSR and SOI Update for publication, accompanied by the IS. In conjunction with LAFCo staff, PMC will publish 20 copies of the Public Review Draft reports for distribution to responsible agencies and interested members of the public. PMC will present the Public Review Draft to the LAFCo Commission at a

# A PROPOSAL TO NAPA LAFCO

public hearing. In order to ensure a quick turnaround, PMC will request that LAFCo review all comments made by outside agencies and legal staff, and provide PMC with a single set of comments and revisions to the report.

## Preparation and Presentation of Final MSR/SOI Update/IS

The PMC project team will review information and input received during the public review period and identify any outstanding issues. PMC will meet with LAFCo staff to discuss identified issues, changes, and anticipated research and analysis needs prior to finalizing the documents. PMC will incorporate information as approved by LAFCo staff into the reports. LAFCo staff will review proposed changes prior to report finalization. PMC will submit all copies of the MSR, SOI Update, and IS reports to LAFCo. The final reports will be provided in Microsoft Word format. The report will present recommended determinations/findings for each of the factors required by CKH, as well as responses to comments from responsible agencies and interested members of the public. The IS will determine the appropriate environmental review document. This task will include a presentation of all final reports to the LAFCo Commission at a public hearing.

## QUALIFICATIONS AND REFERENCES

PMC has prepared MSRs and SOI Updates for more than 100 cities and special districts in more than a dozen LAFCos across California. Our current client list includes service reviews, annexations, and/or SOI updates for Solano, Monterey, Sacramento, Madera, Fresno, El Dorado, Sutter, Yolo, and Riverside LAFCos, among others. Below is a representative sample of recent MSR work.

### City of Sacramento Panhandle MSR

PMC is preparing a municipal service review of the City of Sacramento and various other special districts that will be providing services to the Panhandle annexation area. The MSR encompasses analysis and determinations for each of the services provided and their respective service provider..

**Contact:** Donald J. Lockhart, AICP, Assistant Executive Officer  
1112 I Street, Suite 100  
Sacramento, CA 95814  
(916) 874-6458

### Solano County LAFCo MSRs

PMC prepared MSRs for sewer, recreation, resource conservation, cemetery, and mosquito abatement services within the County, as well as reviews for the cities of Rio Vista and Suisun City. Each of these service reviews provided determinations for SOI Updates by LAFCo.

**Contact:** Shaun Pritchard, Executive Officer  
744 Empire Street, Suite 106  
Fairfield, CA 94533  
(707) 438-1785

### Sutter LAFCo Comprehensive MSRs

PMC is preparing service reviews for all cities and special districts in Sutter County, under the direction of Sutter LAFCo. This series of studies is phased in schedule and based on services and district types. Two sets of MSRs have been prepared to date, with two more sets of districts and cities to be analyzed in 2007.

# A PROPOSAL TO NAPA LAFCO

**Contact:** Doug Libby, Senior Planner  
P.O. Box 1555  
Yuba City, CA 95992  
(530) 822-7400

## Greater Salinas Area MSR

PMC prepared the comprehensive Greater Salinas Area MSR for Monterey LAFCo. The MSR area encompasses lands surrounding and including the City of Salinas, in north-central Monterey County. There is one incorporated city, two service districts and six CSAs serving populations within the MSR area.

**Contact:** Kate McKenna, AICP, LAFCO Executive Officer  
132 W. Gabilan St., Ste. 102  
Salinas, CA 93902  
(831) 754-5838

## City of Rancho Cordova East SOI MSR

PMC is currently assisting in the management of an MSR of the City of Rancho Cordova and various other special districts that will be providing services to the 5,900-acre East Planning area of the City. The MSR analyses the City's service provision and abilities to expanding the City's current SOI to include the East Planning Area.

**Contact:** Paul Junker, Planning Director  
2729 Prospect Park Drive  
Rancho Cordova, CA 95670  
(916) 851-8750

# A PROPOSAL TO NAPA LAFCO

## PROJECT TEAM MEMBERS AVAILABLE

### DANIEL HAMILTON, AICP - PROJECT DIRECTOR

Mr. Hamilton is a Senior Project Manager with PMC, bringing ten years of experience to his city, county, and LAFCo clients. He specializes in the provision of LAFCo services, preparation of CEQA documents, and long-range planning for cities, counties, and school districts. Mr. Hamilton has significant experience in the preparation and management of MSRs, SOI Updates, Annexations, Environmental Impact Reports/Statements, Mitigated Negative Declarations, Specific Plans, Title 5 Hazards Assessments (school districts), and special studies. His work experience spans seven states and includes work as both a municipal planner and a consulting planner.

### SYDNEY VERGIS – PROJECT MANAGER

Ms. Vergis is a Project Manager with PMC. She specializes in the provision of LAFCo services and has significant experience in the preparation and management of Municipal Service Reviews, SOI Updates, Mitigated Negative Declarations, and Specific Plans. Ms. Vergis' current responsibilities include managing the Municipal Service Reviews and Sphere of Influence Updates for 32 special districts within Sutter County. Additionally, she is managing MSRs for Fresno LAFCo, and serves as Executive Officer for Humboldt LAFCo.

### MICHAEL MCCORMICK - SENIOR ANALYST

Michael McCormick is experienced in a diverse array of projects including managing CEQA and NEPA compliance projects, managing Specific Plans, serving as LAFCo contract staff as a Senior Analyst, managing LAFCo Municipal Service Reviews, representing cities on Sphere of Influence and annexation proposals to LAFCOs, serving as current planning contract staff for multiple jurisdictions, presentation to public hearing bodies such as Planning Commissions, City Councils, Board of Supervisors, and LAFCOs, in addition to presenting to city staff regarding organization management and implementation of planning policies. Mr. McCormick has worked for such clients as the County of Monterey, LAFCO of Monterey County, Fort Ord Reuse Authority, and the City's of Sand City, Marina, Greenfield, King City, Seaside, Monterey, Morgan Hill, Gilroy, Salinas, and others. He is on the Board of Directors of the Sustainability Academy and serves as the chair of the Sustainable Communities sub-committee.

### DANNY YEUNG - PROJECT ANALYST

Mr. Yeung has experience in preparing MSRs, Mitigated Negative Declarations, review of services, planning commission staff reports, and providing annexation services. He has written MSRs/ SOI Updates for the City of Sacramento Panhandle MSR, City of Rancho Cordova East SOI MSR, El Dorado LAFCo Streets and Highways MSRs, Sutter County Water MSRs, Solano LAFCo Mosquito Abatement MSR, and Fresno County MSRs. His background includes technical writing, research, and analysis of service providers. He has worked on a variety of service reviews for cities and special districts in California. His understanding and knowledge of policy, finance, and service capabilities provide him excellent resources to collect data, review and analyze options related to urban service provision.

# A PROPOSAL TO NAPA LAFCO

## DANIEL HAMILTON, AICP – PROJECT DIRECTOR

### EDUCATION

M.U.P. Urban Planning, University of Kansas  
B.A. Architectural Studies, University of Kansas  
B.A. Philosophy, University of Kansas

### EXPERIENCE AND CURRENT RESPONSIBILITIES

Mr. Hamilton is a Project Director with PMC, bringing ten years of experience to his city, county, school district, and LAFCo clients. He specializes in the provision of LAFCo services, preparation of CEQA and NEPA documents, and long-range planning for cities, counties, and school districts. Mr. Hamilton has significant experience in the preparation and management of Municipal Service Reviews, Environmental Impact Reports/ Statements, Mitigated Negative Declarations, Specific Plans, Title 5 Hazards Assessments (school districts), and special studies. His work experience spans seven states and includes work as both a municipal planner and a consulting planner.

### PREVIOUS PROJECT EXPERIENCE

- **Solano LAFCo, Rio Vista Municipal Service Review** – Project Manager for the review of all municipal services provided within the City of Rio Vista. This MSR also included a comprehensive annexation plan (CAP) as required by Solano LAFCo, to facilitate future annexations.
- **Nevada LAFCo, East County General Government Services MSR** – Project Manager for the analysis of general government services for the Town of Truckee and the eastern half of the unincorporated County.
- **Sacramento LAFCo, Panhandle MSR** – Project Manager for the creation of an MSR of all municipal services within the northern portion of Sacramento. This included a review of services with overlapping boundaries, service level complications, and a diverse set of interest groups.
- **Placer LAFCo, Area Three Comprehensive MSR** – Responsible for review of all public services within eastern Placer County. This study included review of seventeen service districts, with overlapping services and several multi-county districts. This review included significant growth management issues and review of inappropriate boundaries.

### Additional Projects

- Lake LAFCo, Fire and Emergency Service Providers MSR.
- Lake LAFCo, Water Service Providers MSR
- Solano LAFCo, Cemetery Services MSR
- Solano LAFCo, Recreation and Parks MSR
- Solano LAFCo, Mosquito Abatement District MSR
- Solano LAFCo, Resource Conservation MSR
- Riverside LAFCo, Vector Control Special Study
- Sacramento LAFCo, Rancho Cordova East Area SOI Amendment
- Nevada LAFCo, West County General Government Services MSR
- Butte LAFCo, Water and Wastewater Services MSR
- Butte LAFCo, Cemetery Districts MSR
- Fresno LAFCo, CSA, CSD, and CWA MSRs



# A PROPOSAL TO NAPA LAFCO

## SYDNEY A. VERGIS – PROJECT MANAGER

### Education

B.A., Economics, University of California at Davis, Davis CA

B.S., Environmental Policy Analysis and Planning, University of California at Davis, Davis, CA

### Experience and Current Responsibilities

Ms. Vergis is a Project Manager with PMC. She specializes in the provision of LAFCo services and has significant experience in the preparation and management of Municipal Service Reviews, Environmental Impact Reports/Statements, Mitigated Negative Declarations, and Specific Plans. Ms. Vergis' current responsibilities include managing the Municipal Service Reviews and Sphere of Influence Updates for 32 special districts within Sutter County. Additionally, she is co-project manager on various Rancho Cordova annexation activities, which includes: the environmental analysis of annexing land within the City's SOI into the City limits, LAFCo documentation, and a Special Planning Area document.

### Relevant Project Experience

- **Humboldt LAFCo, Executive Officer** – Currently serving as the co-Executive Officer for Humboldt LAFCo, performing all duties associated with the operation and management of LAFCo. This includes coordination of meetings, interpretations of CKH, scheduling of agenda items, and presentations of staff reports to the Commission.
- **Sutter County Municipal Service Reviews and Sphere of Influence Updates (MSR/SOI)**- Project Manager for the review of 32 special district MSR/SOI's and two city MSR/SOI's. The project has been ongoing since August 2005, and includes the following tasks: developing a work program; setting up information collection systems; providing in-service informational sessions for agency stakeholders; coordinating fiscal analysis with fiscal team; and editing reports.
- **Solano LAFCo Mosquito Abatement MSR** – Project Manager for the review for the one Mosquito Abatement District within Solano County. This service review will provide service agencies, land use regulatory agencies and LAFCo with comprehensive service capacity information for the District.
- **Solano LAFCo Sewer MSR** – Project Manager for the review of the two public sewer districts in Solano County. This project will include an analysis of infrastructure needs and deficiencies, financing constraints and opportunities, and government structure options.
- **City of Rio Vista MSR/CAP**- Duties included relevant meetings, document collection, and MSR and CAP creation for the City of Rio Vista.
- **Solano LAFCo, Recreation and Park District MSR**- Analyzed and reviewed recreation and park district services within Solano County.
- **Solano LAFCo, Resource Conservation District MSR**- Analyzed and reviewed the three Resource Conservation Districts within Solano County.
- **Solano LAFCo, Cemetery Services MSR** – Analyzed and reviewed cemetery services within Solano County. Review included six public cemetery districts, and included analysis and recommendations for improvements in the provision of this service.
- **Butte LAFCo, Water and Wastewater Services MSR** – Analyzed and reviewed water and wastewater providers within Butte County. This included reviewing the services of 17 special districts, cities, and private companies

# A PROPOSAL TO NAPA LAFCO

## MICHAEL MCCORMICK – SENIOR ANALYST

### EDUCATION

M.S., Urban and Regional Planning, Florida State University, Tallahassee, FL

B.S., Sociology, Florida State University, Tallahassee, FL

### EXPERIENCE AND CURRENT RESPONSIBILITIES

Michael McCormick is experienced in a diverse array of projects including managing CEQA and NEPA compliance projects, managing Specific Plans, serving as LAFCO contract staff as a Senior Analyst, managing LAFCO Municipal Service Reviews, representing cities on Sphere of Influence and annexation proposals to LAFCOs, serving as current planning contract staff for multiple jurisdictions, presentation to public hearing bodies such as Planning Commissions, City Councils, Board of Supervisors, and LAFCOs, in addition to presenting to city staff regarding organization management and implementation of planning policies. Mr. McCormick has worked for such clients as the County of Monterey, LAFCO of Monterey County, Fort Ord Reuse Authority, and the City's of Sand City, Marina, Greenfield, King City, Seaside, Monterey, Morgan Hill, Gilroy, Salinas, and others. He is on the Board of Directors of the Sustainability Academy and serves as the chair of the Sustainable Communities sub-committee in addition to being active in the local Association of Environmental Professional's (AEP) Board and serving as the chair of the State AEP Board Committee on the CEQA Checklist.

### RELEVANT PROJECT EXPERIENCE

- **City of Greenfield, Sphere of Influence Update.** Working with city staff to develop a new Sphere of Influence boundary intended to shape the ultimate growth limits of the City. The new SOI considered environmental and land use constraints, such as the location of prime agricultural land, as well as the anticipated growth rate of the city over the next 20 years based upon AMBAG and US Census data. Responsibilities included working with the project manager and the City to develop options and present before the City Council and LAFCO.
- **Local Agency Formation Commission (LAFCO) of Monterey County, CA – South/Central Monterey County Municipal Service Review (MSR).** Managed and completed background research, created questionnaires, conducted interviews, and created the necessary documents to comply with the State mandated MSR process for the area of Monterey County south of Salinas to the southern edge of Monterey County. The area analyzed include the cities of King City, Greenfield, Soledad, and Gonzales and, two Community Service Areas, and eighteen agencies and districts.
- **Local Agency Formation Commission (LAFCO) of Monterey County, CA – Greater Salinas Area Municipal Service Review (MSR).** Managed and completed background research, created questionnaires, conducted interviews, and created the necessary documents to comply with the State mandated MSR process for a 167 square mile area surrounding and including the City of Salinas. Analyzed as a part of the MSR were, six Community Service Areas, two public agencies, and the City of Salinas.
- **Local Agency Formation Commission (LAFCO) of Monterey County, CA –East Garrison Community Services District Municipal Service Review (MSR).** Managed and completed background research, created questionnaires, conducted interviews, and created the necessary documents to comply with the State mandated MSR process for the creation of the Community Services District for the East Garrison development located in former Fort Ord.

# A PROPOSAL TO NAPA LAFCO

## DANNY YEUNG – PROJECT ANALYST

### EDUCATION

B.S., Environmental Policy Analysis and Planning, concentration in City & Regional Planning, University of California at Davis

B.A., Economics, University of California at Davis

### EXPERIENCE AND CURRENT RESPONSIBILITIES

As an Project Analyst for PMC, Mr. Yeung’s responsibilities include the research, analysis, and preparation of municipal service reviews, annexations, municipal incorporations, special studies, general plans, specific plans, policy development, and CEQA environmental impact reports. He has experience in preparing Municipal Service Reviews, Specific Plans, Mitigated Negative Declarations, special studies, reviewing environmental reports, and ensuring compliance with state and federal environmental regulations.

### RELEVANT PROJECT EXPERIENCE

- **Municipal Service Review, Panhandle MSR, City of Sacramento** – Mr. Yeung is currently preparing a MSR for the city in order to annex and provide municipal services to a residential and commercial planned unit development. His areas of analysis include water, wastewater, drainage, flood protection, solid waste, parks, roadways, and other services, provided by the city and special districts.
- **Municipal Service Review/Annexation Services, City of Rio Vista** – Mr. Yeung is assisting the city with the annexation of the former Army Reserve Base to be redeveloped for public research and recreational facilities.
- **Annexation Services, City of Rancho Cordova** – Mr. Yeung is assisting the city with annexations, such as a commercial and industrial area just outside of their city limits. He has conducted research to assist in a comprehensive marketing and public relations campaign to encourage affected parties to support the proposed annexation. He has also conducted research, analysis, and recommendations for LAFCo policy developments that have the potential to affect the city. His focus was on agricultural preservation and open space policies.
- **Annexation Services, City of Lakeport** – Mr. Yeung is assisting with reviewing and creating a plan for services to update the Sphere of Influence for the city. He has researched and analyzed the issues and levels of services regarding police, fire, water, sewer, storm drainage, and transportation services provided by and available to the city.
- **Mosquito & Vector Control Services Study, Riverside LAFCo** – Mr. Yeung is currently performing a study of the all mosquito and vector control service providers within Riverside County. He is reviewing the effectiveness of the MVC service providers and making recommendations to improve services.

### Additional Projects

- Roadway Services Municipal Service Reviews, El Dorado LAFCo
- Drainage Districts Municipal Service Reviews, Sutter LAFCo
- CSD, PUD, CWD, WD, WW Municipal Service Reviews Fresno LAFCo

# A PROPOSAL TO NAPA LAFCO

## GENERAL COSTS

MSRs are a relatively new statutory creation, with each LAFCo determining the scope, content, and depth of analysis to be contained in each report. PMC has worked with our client LAFCos to develop work programs and budgets that meet the abilities of the parties to finance the endeavor, as well as meet the expectations of LAFCo staff and commissioners.

The general range for MSR costs for small cities and cemetery districts is as follows:

Small Cities: \$8,000 - \$12,000 per city

Cemetery Districts: \$3,000 - \$4,000 per district

We remain open to discussion on the extent of analysis and characterization of the reports for the purposes of meeting LAFCo's expectations for cost and content. Below are the billing rates for all PMC personnel proposed for work on the project.

### PMC Billing Rates

Title	Hourly Rate
Project Director	\$130
Project Manager	\$100
Senior Analyst	\$100
Project Analyst	\$75
Administrative/GIS	\$70

## Simonds, Keene

---

**From:** Mark Hoffman [MHoffman@planningcenter.com]  
**Sent:** Tuesday, July 31, 2007 5:20 PM  
**To:** Simonds, Keene  
**Subject:** Bios for Mark Hoffman and Steve Gunnels

Keene,

Here are sample bios for myself and Steve Gunnels. Steve's bio is a bit generic, but he is not in the office. I can get a more tailored bio that provides information on his cemetery experience and local government fiscal management if needed - I will be out till 11am, but could have it by noon.

MARK HOFFMAN, MPP, MPDS  
Expertise: Local Government Management

Mark Hoffman brings over 15 years of experience in urban planning, public policy, and local government management. His expertise spans municipal service reviews, management studies, and general plans among others. Mark has managed municipal service reviews for Napa LAFCO, Placer LAFCO, and Butte LAFCO in the areas of water, sewer, parks and recreation, public works, and other services. Mark's background also spans municipal management studies. He has conducted management audits and/or strategic plans for local government programs and services, including parks and recreation, facility management, infrastructure, accounting functions, libraries, port operations, code enforcement and permit operations, and other government functions. He has also prepared general plans for the cities of El Monte, Ontario, La Puente, La Mirada and others.

STEVE GUNNELLS  
Expertise: Financial and Economics

Stephen Gunnells' career spans the spectrum of community planning and economic development. He has helped communities create and implement economic development strategies, having served as an Economic Development Fellow with the International Economic Development Council in Washington DC. He conducts real estate market analyses to guide both developers and communities in planning development that answers market demand. As a consultant he has assisted communities with strategic planning, municipal services, fiscal planning, and tax increment financing. Before coming to The Planning Center, Stephen worked as a community planning and economic development consultant for cities and developers in Michigan and Ohio. He has also served as the field director for a consulting team on a World Bank project in Yemen and a County Planning Director in Virginia. He holds undergraduate and graduate degrees in urban planning and an MSc. in Development Management from the London School of Economics.

Hope this works for you.

Mark

-----  
Mark Hoffman  
Senior Associate  
THE PLANNING CENTER

INLAND EMPIRE  
2131 S. Grove Avenue, Suite A  
Ontario, CA 91761  
Phone: 909.930.1380, Ext. 203  
Fax: 909.930.1365

HEADQUARTERS  
1580 Metro Drive

Costa Mesa, CA 92626  
tel. 714.966.9220, Ext. 352  
fax. 714.966.9221