



## Local Agency Formation Commission of Napa County

Subdivision of the State of California

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

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

Administrative Office  
1030 Seminary Street, B  
Napa, California 94559  
Telephone: 707-259-8645  
[www.napa.lafco.ca.gov](http://www.napa.lafco.ca.gov)

### REGULAR MEETING AGENDA

Monday, October 1, 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 or staff.

**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 and subject to single motion approval. With the concurrence of the Chair, a Commissioner may request discussion of an item on the consent calendar.

**a) Proposed Amendments to the Fiscal Year 2012-2013 Budget (Action)**

The Commission will consider approving technical amendments to the current fiscal year budget to correspond with a new financial accounting system established by the County of Napa. This includes authorizing the establishment, redesignation and/or consolidation of certain accounts along with making corresponding fund transfers. The proposed amendments would not make changes to overall revenue or expense totals.

**b) Amendment to Adopted Fee Schedule (Action)**

The Commission will consider an amendment to its adopted fee schedule to increase the initial deposit collected on behalf of the County of Napa's Public Works Department to review the maps and descriptions accompanying change of organization or reorganization proposals. The proposed amendment would increase the number of hours included in the initial deposit from three to six and, as a result, raise the amount from \$495 to \$990. The proposed amendment is being presented for approval.

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

The Commission will consider approving minutes prepared by staff for the August 6, 2012 meeting.

**d) Report on Nominations for CALAFCO Board (Information)**

The Commission will receive a report from the California Association of Local Agency Formation Commissions on submitted nominations for board elections scheduled for October 4, 2012. The report is being presented to Commissioners for information only.

**e) 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 filed with the Commission since the August 6, 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) Continuation: Sphere of Influence Update on County Service Area No. 3**

The Commission will continue consideration of its scheduled sphere of influence update on County Service Area No. 3. It is recommended the Commission update the sphere of influence to include an additional 100 acres of unincorporated land identified in the associated final report as A-1. A final report and an accompanying resolution to update the sphere of influence are being presented for Commission approval. This public hearing item has been continued from the August 6, 2012 meeting.

**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.

None

**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) Sphere of Influence Update on Lake Berryessa Resort Improvement District**

The Commission will receive a draft report on its scheduled sphere of influence update on Lake Berryessa Resort Improvement District. The central focus of the draft report is to consider whether it is appropriate to expand the current sphere of influence designation to include the entire jurisdictional boundary. The draft report concludes three distinct update options are merited relative to Commission preference. The draft report is being presented for discussion and direction in anticipation of staff preparing a final report for adoption at a future meeting.

**b) Update on Adopted Study Schedule**

The Commission will receive an update from staff on the status of the municipal service reviews and sphere of influence updates calendared as part of the current study schedule. This includes previewing the pending start of the study on the central county region. The update is being presented for discussion and the Commission may provide direction to staff with regards to future related actions.

**9. EXECUTIVE OFFICER REPORT**

The Commission will receive a verbal report from the Executive Officer regarding current staff activities. This includes, but is not limited to, the following:

- Biennial Review of Conflict of Interest Code
- Informational Report on Private Community Water Systems Operating in Napa County
- CALAFCO Annual Conference, October 3-5, 2012, Monterey, California

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

**11. ADJOURNMENT TO NEXT REGULAR SCHEDULED MEETING: December 3, 2012**

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Materials relating to an item on this agenda that have been submitted to the Commission after distribution of the agenda packet are available for public inspection at the LAFCO office during normal business hours. Commissioners are disqualified from voting on any proposals involving entitlements of use if they have received campaign contributions from an interested party. The law prohibits a Commissioner from voting on any entitlement when he/she has received a campaign contribution(s) of more than \$250 within 12 months of the decision, or during the proceedings for the decision, from any interested party involved in the entitlement. An interested party includes an applicant and any person with a financial interest actively supporting or opposing a proposal.

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**October 1, 2012**  
**Agenda Item No. 5a (Consent/Action)**

September 24, 2012

**TO:** Local Agency Formation Commission

**FROM:** Keene Simonds, Executive Officer  
Kathy Mabry, Commission Secretary

**SUBJECT: Proposed Amendments to the Fiscal Year 2012-2013 Budget**

The Commission will consider approving technical amendments to the current fiscal year budget to correspond with a new financial accounting system established by the County of Napa. This includes authorizing the establishment, redesignation and/or consolidation of certain accounts along with making corresponding fund transfers. The proposed amendments would not make changes to overall revenue or expense totals.

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The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 mandates operating costs for Local Agency Formation Commissions (LAFCOs) shall be annually funded by the affected counties, cities, and, if applicable, special districts. In most instances, the county is responsible for one-half of the LAFCO's annual budget with the remaining amount proportionally shared by the cities based on a weighted calculation of population and tax revenues. LAFCOs are also authorized to establish and collect fees for purposes of offsetting agency contributions.

**A. Background**

LAFCO of Napa County's ("Commission") adopted final budget for the current fiscal year totals \$432,460. This amount represents the total approved operating expenditures for the fiscal year within the Commission's two active expense units: salaries/benefits and services/supplies. Budgeted revenues total \$423,650 within three active revenue units: intergovernmental contributions; service charges; and investments. Markedly, an operating shortfall of (\$8,810) has been intentionally budgeted to reduce the funding requirements of the local agencies and to be covered by drawing down on unreserved/unrestricted reserves; the latter totaling \$116,033 as of July 1, 2012.

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Lewis Chilton, Chair  
Councilmember, Town of Yountville

Joan Bennett, Commissioner  
Councilmember, City of American Canyon

Juliana Inman, Alternate Commissioner  
Councilmember, City of Napa

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

## **B. Discussion/Analysis**

The Commission contracts with the County of Napa for staff support services. This broad arrangement necessitates the Commission's administrative operations conform to County policies and procedures unless otherwise provided under adopted policy. Examples of the latter provision include the Commission independently approving an annual budget and contracting with outside third parties as needed.

With the preceding in mind, the County Auditor's Office recently revised its financial accounting system to include a new chart of accounts. The new chart of accounts became effective on July 1<sup>st</sup> and is intended to improve transparency and consistency by establishing a uniform reporting system in recording expenses and revenues; an intent highlighted by an approximate 80% reduction in the total number of accounts. The new chart of accounts also establishes definitions to help ensure consistent and compliant reporting within each department. To this latter point, for administrative purposes, the Commission is considered a "department" within the County.

As an alternative to adopting a separate policy on account management, technical and non-substantive amendments to the Commission's fiscal year line-item budget are needed to conform to the County's new chart of accounts. This includes renumbering all accounts as part of a new sequence listing while also establishing, redesignating, and/or consolidating other accounts based on function. Corresponding transfers are also proposed to fund new or consolidated accounts. A summary of the proposed amendments follows.

### **Establishment of New Accounts**

- Other Government Entities (revenues) \*
- Rents/Leases: Equipment (expenses) \*
- Freight/Postage (expenses) \*
- Utilities: Electric (expenses) \*
- Computer/Software (expenses) \*
- Appropriation for Contingencies (expenses)
- Office Supplies: Furniture/Fixtures (expenses)
- Election Services (expenses)

*\* Proposed Fund Transfer From Existing or Consolidated Account Applies; See Below*

### **Redesignations of Existing Accounts**

- Standard Application Fees to Application/Permit Fees (revenues)
- Special Application Fees to Charges for Services (revenues)
- Regular Salaries to Salaries and Wages (expenses)
- Group Health Insurance to Employee Insurance: Premiums (expenses)
- Per Diems to Commissioner/Director Pay (expenses)
- Office Expenses to Office Supplies (expenses)
- Training to Training/Conference (expenses)
- Transportation/Travel to Business Travel/Mileage (expenses)
- Membership to Membership/Certificates (expenses)

### **Consolidation of Two or More Accounts with Corresponding Transfers**

- American Canyon with \$33,320.64, Calistoga with \$12,095.39, Napa with \$136,583.40, St. Helena with \$14,152.67, and Yountville with \$8,635.07 into Other Governmental Entities (revenues)
- Private Mileage with \$1,000 and Reimbursable Meals with \$0 into Business Travel/Mileage (expenses)
- Operating Reserve with \$0 and Consultant Contingencies with \$0 into Appropriation for Contingencies (expenses)

### **Additional Transfers**

- \$6,500 out of Office Supplies and into Rents/Lease: Equipment (expenses)
- \$800 out of Communications/Telephone and into Freight/Postage (expenses)
- \$1,500 out of Office Supplies and into Utilities: Electric (expenses)
- \$3,847.13 out of Information Technology Services and into Computer/Software (expenses)

### **C. Recommendation**

It is recommended the Commission approve the proposed amendments to its 2012-2013 fiscal year budget as described in the preceding section and reflected in Attachment Two.

### **D. Alternatives for Action**

The following two alternatives are available to the Commission:

#### **Alternative Action One (Recommended):**

Approve the proposed amendments to the 2012-2013 fiscal year budget with any desired changes as specified by members.

#### **Alternative Action Two:**

Continue consideration of the item to another meeting while providing direction to staff with respect to any additional information requests or actions.

**E. Procedures for Consideration**

This item has been agendized as part of the consent calendar. Accordingly, a successful motion to approve the consent calendar will include taking affirmative action on the staff recommendation unless otherwise specified by the Commission.

Respectfully submitted,

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Keene Simonds  
Executive Officer

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Kathy Mabry  
Commission Secretary

Attachments:

- 1) Current Fiscal Year Budget
- 2) Current Fiscal Year Budget with Proposed Amendments



# Local Agency Formation Commission of Napa County

Subdivision of the State of California

## FY2012-2013 OPERATING BUDGET

Adopted on June 4, 2012

### Expenses

		FY2009-10		FY2010-11		FY2011-12		FY2012-13			
		Adopted FY09-10	Actual FY09-10	Adopted FY10-11	Actual FY10-11	Adopted FY11-12	Estimate FY11-12	Adopted FY12-13	Difference	Difference	Notes
<b>Salaries and Benefits</b>											
<u>Account</u>	<u>Description</u>										
51100000	Regular Salaries	195,580.00	193,055.65	198,346.60	198,280.48	202,387.60	199,418.72	203,183.19	795.59	0.4%	1
51300500	Group Health Insurance	36,471.00	29,210.94	37,953.96	33,872.67	45,648.12	40,892.91	47,646.00	1,997.88	4.4%	2
51300100	Retirement (CalPERS)	34,064.00	33,015.37	34,991.95	34,924.41	36,701.99	36,163.80	37,736.30	1,034.31	2.8%	3
51200500	Per Diems	9,600.00	5,100.00	9,600.00	4,900.00	9,600.00	5,600.00	6,400.00	(3,200.00)	-33.3%	4
51300120	Other Post Employment Benefits	8,706.00	8,706.00	9,138.00	9,138.00	9,341.00	9,341.00	12,139.00	2,798.00	30.0%	5
51300300	Medicare	2,836.00	2,657.51	2,876.49	2,738.20	2,934.62	2,751.49	2,946.16	11.54	0.4%	
51301800	Cell Phone Allowance	840.00	843.50	840.00	843.50	840.00	840.00	840.00	-	0.0%	
51301200	Workers Compensation	168.00	168.00	226.00	226.00	327.00	327.00	396.00	69.00	21.1%	
51200100	Extra Help	-	-	-	-	-	-	-	-	0.0%	
51200200	Overtime	-	-	-	-	-	-	-	-	0.0%	
		288,265.00	272,756.97	293,973.00	284,923.26	307,780.33	295,334.92	311,286.64	3,506.31	1.1%	
<b>Services and Supplies</b>											
<u>Account</u>	<u>Description</u>										
52240500	Property Lease	29,280.00	29,280.00	29,280.00	29,280.00	29,280.00	29,280.00	25,560.00	(3,720.00)	-12.7%	6
52180500	Legal Services	24,990.00	17,938.31	26,010.00	17,659.74	22,540.00	18,000.00	22,540.00	-	0.0%	7
52180200	Information Technology Services	22,438.00	19,182.50	18,438.91	17,625.42	24,630.83	23,630.83	25,496.13	865.30	3.5%	8
52170000	Office Supplies	15,000.00	9,697.20	15,000.00	9,628.08	12,000.00	15,400.00	13,500.00	1,500.00	12.5%	9
52180510	Audit and Accounting Services	7,883.00	7,819.33	8,277.15	7,301.48	8,691.01	8,191.01	9,125.56	434.55	5.0%	10
52250800	Training	4,000.00	5,475.00	4,000.00	3,969.00	4,000.00	5,500.00	4,000.00	-	0.0%	
52250000	Transportation and Travel	3,500.00	4,510.88	3,500.00	5,171.79	4,000.00	1,000.00	4,000.00	-	0.0%	
52070000	Communications	3,500.00	1,205.16	3,500.00	1,640.02	4,470.00	4,970.00	3,770.00	(700.00)	-15.7%	
52150000	Memberships	2,275.00	2,200.00	2,275.00	2,200.00	2,275.00	2,200.00	2,248.40	(26.60)	-1.2%	
52190000	Publications and Notices	1,500.00	1,112.17	1,500.00	1,433.43	1,500.00	1,960.00	1,500.00	-	0.0%	
52235000	Special Departmental Purchases	1,000.00	1,095.25	1,000.00	2,482.00	1,000.00	606.00	3,500.00	2,500.00	250.0%	11
52251200	Private Mileage	1,000.00	533.60	1,000.00	1,297.66	1,000.00	1,000.00	1,000.00	-	0.0%	
52243900	Filing Fees	850.00	250.00	850.00	450.00	850.00	250.00	850.00	-	0.0%	
52250700	Meals Reimbursement - Taxable	500.00	588.92	500.00	171.97	-	-	-	-	0.0%	
52100300	Insurance: Liability	347.00	347.00	444.00	444.00	321.00	321.00	153.00	(168.00)	-52.3%	
53980200	Capital Replacement/Depreciation*	-	3,931.30	3,931.40	3,931.40	3,931.40	3,931.40	3,931.40	-	0.0%	
		118,063.00	105,166.62	119,506.46	104,685.99	120,489.23	116,240.23	121,174.48	685.25	0.6%	
<b>Contingencies and Reserves</b>											
<u>Account</u>	<u>Description</u>										
54000900	Operating Reserve	40,632.80	-	-	-	-	-	-	-		
54001000	Consultant Contingency	50,000.00	-	-	-	-	-	-	-		
		90,632.80	-	-	-	-	-	-	-		
EXPENSE TOTALS		496,960.80	377,923.59	413,479.46	389,609.25	428,269.56	411,575.15	432,461.12	4,191.56	0.98%	

**Revenues**

		FY2009-10		FY2010-11		FY2011-12		FY2012-13				
		Adopted FY09-10	Actual FY09-10	Adopted FY10-11	Actual FY10-11	Adopted FY11-12	Estimate FY11-12	Proposed Final FY12-13		<i>Difference</i>	<i>Difference</i>	<i>Notes</i>
<b>Intergovernmental Contributions</b>												
<u>Account</u>	<u>Description</u>											
45080600	County of Napa	-	153,965.70	178,009.77	178,010.00	191,550.50	191,550.50	204,787.17	13,236.67	6.91%		
45082200	City of Napa	-	105,428.75	119,646.81	119,647.00	126,330.38	126,330.38	136,583.40	10,253.02	8.12%		
45082400	City of American Canyon	-	22,010.54	27,468.37	27,468.00	32,912.04	32,912.04	33,320.64	408.60	1.24%		
45082300	City of St. Helena	-	11,135.35	12,656.54	12,657.00	12,997.37	12,997.37	14,152.67	1,155.30	8.89%		
45082100	City of Calistoga	-	8,742.73	10,642.45	10,642.00	11,393.34	11,393.34	12,095.39	702.05	6.16%		
45082500	Town of Yountville	-	6,648.33	7,595.60	7,596.00	7,917.37	7,917.37	8,635.07	717.70	9.06%		
		-	307,931.40	356,019.55	356,020.00	383,101.00	383,101.00	409,574.34	26,473.34	6.91%		
<b>Service Charges</b>												
<u>Account</u>	<u>Description</u>											
46003400	Standard Applications Fees	-	18,437.00	10,000.00	24,293.00	10,000.00	8,562.00	10,000.00	-	-		
46003300	Special Application Fees	-	625.00	-	3,187.00	-	175.00	-	-	-		
48040000	Miscellaneous	-	156.30	-	-	-	-	-	-	-		
		-	19,218.30	10,000.00	27,480.00	10,000.00	8,737.00	10,000.00	-	-		
<b>Investments</b>												
<u>Account</u>	<u>Description</u>											
44000300	Interest	-	3,791.48	5,000.00	2,570.00	2,340.00	4,078.20	4,076.00	1,736.00	42.57%		
		-	3,791.48	5,000.00	2,570.00	2,340.00	4,078.20	4,076.00	1,736.00	42.57%		
	REVENUE TOTALS	-	330,941.18	371,019.55	386,070.00	395,441.00	395,916.20	423,650.34	28,209.34	7.13%		

**OPERATING DIFFERENCE** - (43,051) (42,459.91) (3,539) (32,828.56) (15,658.95) (8,810.78)

**MINIMUM THREE MONTH RESERVE GOAL** 124,240.20 102,387.02 106,084.54 107,132.43  
(budgeted expenses less capital depreciation)

**UNRESERVED/UNRESTRICTED FUND BALANCE**  
**Beginning:** 186,574.00 134,344.00 131,692.00 116,033.05  
**Ending:** 134,344.00 131,692.00 116,033.05 107,222.26

**NOTES TO OPERATING BUDGET**

- Account budgets two full-time (Executive Officer and Analyst) and one part-time employee (Secretary). Increase provides merit increase for the Analyst position along with a 1.5% cost-of-living adjustment for all employees
- Account funds health, dental, and basic life insurance for all three employees. The increase is principally attributed to a rise in Kaiser Permanente premiums for all County employees.
- Account funds the Commission's contribution share for employee pension benefits with CalPers. The increase reflects a matching percentage rise in employee-paid benefits in 2012-13.
- Account funds \$100 per diem payments for Commission attendance at each regular, special, or committee meeting. Decrease contemplates a total of seven regular/special meetings along with four committee meetings.
- Account funds the Commission's apportionment for other non pension post employment benefits, such as health coverage. These costs are increasing by 23% for all County employees in 2012-13.
- Account funds the Commission's rental costs for office space. Decrease is tied to a pending office relocation to 1030 Seminary Street, Suite B.
- It is expected the Commission's need for County Counsel services in 2012-13 will remain the same at approximately 140 total hours. An expected 5% increase in the current \$154 hourly rate was budgeted last year, but did not occur. Staff anticipates - for budgeting purposes - a 5% increase will occur in 2012-13.
- Account funds the Commission's technology services that include network (County), electronic document database (Incrementum), and website hosting/updating (Planeteria). An increase is budgeted to fund a new monthly service charge from Granicus to begin live-streaming all Commission meetings along with a rise in County ITS cost; the latter generated by a new cost-recovery method employed by the County.
- Account funds nominal/routine office expenses for the Commission; the largest single cost involving a lease with Xerox for copying/printing. An increase is budgeted to cover new utility costs at 1030 Seminary Street, Suite B.
- Account covers auditing/accounting services provided by the County of Napa as well as funding an independent annual audit. A 5.0% increase in the Auditor's hourly staff rate is budgeted.

11) Account covers one-time expenses. An increase is budgeted to fund a software and training purchase from Granicus to implement live video streaming services for Commission meetings.



# Local Agency Formation Commission of Napa County

Subdivision of the State of California

## FY2012-2013 OPERATING BUDGET

Presented for Adoption on October 1, 2012

### Expenses

		FY2009-10		FY2010-11		FY2011-12		FY2012-13
		Adopted FY09-10	Actual FY09-10	Adopted FY10-11	Actual FY10-11	Adopted FY11-12	Actual FY11-12	Adopted FY12-13
<b>Salaries and Benefits</b>								
<u>Account</u>	<u>Description</u>							
51100	Salaries and Wages	195,580.00	193,055.65	198,346.60	198,280.48	202,387.60	203,108.73	203,183.19
51400	Employee Insurance: Premiums	36,471.00	29,210.94	37,953.96	33,872.67	45,648.12	37,643.35	47,646.00
51600	Retirement	34,064.00	33,015.37	34,991.95	34,924.41	36,701.99	36,871.55	37,736.30
51605	Other Post Employment Benefits	8,706.00	8,706.00	9,138.00	9,138.00	9,341.00	9,341.00	12,139.00
51210	Commissioner/Director Pay	9,600.00	5,100.00	9,600.00	4,900.00	9,600.00	5,700.00	6,400.00
51300	Medicare	2,836.00	2,657.51	2,876.49	2,738.20	2,934.62	2,790.20	2,946.16
51205	Cell Phone Allowance	840.00	843.50	840.00	843.50	840.00	843.50	840.00
51405	Workers Compensation	168.00	168.00	226.00	226.00	327.00	327.00	396.00
51110	Extra Help	-	-	-	-	-	-	-
51115	Overtime	-	-	-	-	-	-	-
		288,265.00	272,756.97	293,973.00	284,923.26	307,780.33	296,625.33	311,286.64
<b>Services and Supplies</b>								
<u>Account</u>	<u>Description</u>							
52605	Rents and Leases: Building/Land	29,280.00	29,280.00	29,280.00	29,280.00	29,280.00	29,280.00	25,560.00
52140	Legal Services	24,990.00	17,938.31	26,010.00	17,659.74	22,540.00	17,593.30	22,540.00
52130	Information Technology Services	22,438.00	19,182.50	18,438.91	17,625.42	24,630.83	23,385.87	22,009.00
52125	Accounting/Auditing Services	7,883.00	7,819.33	8,277.15	7,301.48	8,691.01	7,340.78	9,125.56
52600	Rents and Leases: Equipment	-	-	-	-	-	-	6,500.00
53100	Office Supplies	15,000.00	9,697.20	15,000.00	9,628.08	12,000.00	14,508.46	5,500.00
52905	Business Travel/Mileage	4,500.00	5,044.48	4,500.00	6,469.45	5,000.00	2,253.35	5,000.00
52900	Training/Conference	4,500.00	6,063.92	4,500.00	4,140.97	4,000.00	5,141.00	4,000.00
53600	Special Departmental Purchases	1,000.00	1,095.25	1,000.00	2,482.00	1,000.00	426.64	3,500.00
53415	Computer Software/License	-	-	-	-	-	-	3,487.13
52800	Communications/Telephone	3,500.00	1,205.16	3,500.00	1,640.02	4,470.00	2,329.81	2,970.00
53120	Memberships/Certifications	2,275.00	2,200.00	2,275.00	2,200.00	2,275.00	2,200.00	2,248.40
53205	Utilities: Electric	-	-	-	-	-	-	1,500.00
52830	Publications and Notices	1,500.00	1,112.17	1,500.00	1,433.43	1,500.00	2,255.64	1,500.00
52830	Filing Fees	850.00	250.00	850.00	450.00	850.00	237.50	850.00
53110	Postage/Freight	-	-	-	-	-	-	800.00
52700	Insurance: Liability	347.00	347.00	444.00	444.00	321.00	321.00	153.00
52105	Election Services	-	-	-	-	-	-	-
53105	Office Supplies: Furniture/Fixtures	-	-	-	-	-	-	-
54600	Capital Replacement/Depreciation*	-	3,931.30	3,931.40	3,931.40	3,931.40	3,931.40	3,931.40
		118,063.00	105,166.62	119,506.46	104,685.99	120,489.23	111,204.75	121,174.49
<b>Contingencies and Reserves</b>								
<u>Account</u>	<u>Description</u>							
58100	Appropriation for Contingencies	90,632.80	-	-	-	-	-	-
		90,632.80	-	-	-	-	-	-
<b>EXPENSE TOTALS</b>		496,960.80	377,923.59	413,479.46	389,609.25	428,269.56	407,830.08	432,461.13

**Revenues**

		FY2009-10		FY2010-11		FY2011-12		FY2012-13
		Adopted FY09-10	Actual FY09-10	Adopted FY10-11	Actual FY10-11	Adopted FY11-12	Actual FY11-12	Adopted FY12-13
<b>Intergovernmental</b>								
<b>Account</b>	<b>Description</b>							
43910	County of Napa	-	153,965.70	178,009.77	178,010.00	191,550.50	191,550.50	204,787.17
43950	Other Governmental Agencies		153,965.70	178,009.77	178,010.00	191,550.50	191,550.50	204,787.17
----	<i>City of Napa</i>	-	105,428.75	119,646.81	119,647.00	126,330.38	126,330.38	136,583.40
----	<i>City of American Canyon</i>	-	22,010.54	27,468.37	27,468.00	32,912.04	32,912.04	33,320.64
----	<i>City of St. Helena</i>	-	11,135.35	12,656.54	12,657.00	12,997.37	12,997.37	14,152.67
----	<i>City of Calistoga</i>	-	8,742.73	10,642.45	10,642.00	11,393.34	11,393.34	12,095.39
----	<i>Town of Yountville</i>	-	6,648.33	7,595.60	7,596.00	7,917.37	7,917.37	8,635.07
			307,931.40	356,019.55	356,020.00	383,101.00	383,101.00	409,574.34
<b>Service Charges</b>								
42690	Application/Permit Fees	-	18,437.00	10,000.00	24,293.00	10,000.00	8,562.00	10,000.00
46800	Charges for Services	-	625.00	-	3,187.00	-	475.00	-
47900	Miscellaneous	-	156.30	-	-	-	50.00	-
			19,218.30	10,000.00	27,480.00	10,000.00	9,087.00	10,000.00
<b>Investments</b>								
45100	Interest	-	3,791.48	5,000.00	2,570.00	2,340.00	2,472.66	4,076.00
			3,791.48	5,000.00	2,570.00	2,340.00	2,472.66	4,076.00
	REVENUE TOTALS	-	330,941.18	371,019.55	386,070.00	395,441.00	394,660.66	423,650.34
<b>OPERATING DIFFERENCE</b>		-	(43,051)	(42,459.91)	(3,539)	(32,828.56)	(13,169.42)	(8,810.79)

<b>MINIMUM THREE MONTH RESERVE GOAL</b> (budgeted expenses less capital depreciation)	124,240.20	102,387.02	106,084.54	107,132.43
<b>UNRESERVED/UNRESTRICTED FUND BALANCE</b>				
Beginning:	186,574.00	134,344.00	131,692.00	118,522.58
Ending:	134,344.00	131,692.00	118,522.58	109,711.79



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Subdivision of the State of California

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**October 1, 2012**

**Agenda Item No. 5b (Consent/Action)**

September 24, 2012

**TO:** Local Agency Formation Commission

**FROM:** Keene Simonds, Executive Officer

**SUBJECT: Amendment to Adopted Fee Schedule**

The Commission will consider an amendment to its adopted fee schedule to increase the initial deposit collected on behalf of the County of Napa's Public Works Department to review the maps and descriptions accompanying change of organization or reorganization proposals. The proposed amendment would increase the number of hours included in the initial deposit from three to six and, as a result, raise the amount from \$495 to \$990. The proposed amendment is being presented for approval.

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California Government Code Section 56383 authorizes Local Agency Formation Commissions (LAFCOs) to establish a schedule of fees for the costs of administering its prescribed regulatory and planning responsibilities. This includes establishing fees to process change of organization proposals, outside service requests, and sphere of influence amendments. LAFCOs have broad authority in setting fees so long as they do not exceed the estimated reasonable cost of providing the underlying service.

**A. Background**

LAFCO of Napa County's ("Commission") current fee schedule structure was established in September 2007. The schedule generally consists of fixed fees directly generated by the Commission. These fixed fees are regularly reviewed to recover the estimated number of staff hours needed to process a specific type of proposal and multiplied by a composite hourly rate, which is currently \$118. A surcharge is also applied to help contribute to funding the Commission's municipal service review/sphere of influence update program. This structure produces a current direct applicant charge of \$4,248 to \$4,956 to process the most common proposals filed with the Commission.

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Lewis Chilton, Chair  
Councilmember, Town of Yountville

Joan Bennett, Commissioner  
Councilmember, City of American Canyon

Juliana Inman, Alternate Commissioner  
Councilmember, City of Napa

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

The Commission's schedule also identifies fees generated and collected on behalf of other governmental agencies in the course of processing certain types of proposals. This includes collecting an at-cost fee for the County of Napa's Public Works Department to review the maps and geographic descriptions accompanying change of organization or reorganization proposals for subsequent filing with the State Board of Equalization. Towards this end, and in previous consultation with the County, the current schedule directs applicants to submit an initial deposit in the amount of \$495 to cover the first three hours of work performed by Public Works. Additional work performed by Public Works is billed at the current hourly rate of \$165. Any unexpended review time drawn from an initial or subsequent deposit, similarly, is refunded to the applicant.

## **B. Discussion/Analysis**

Commission and County staff believe it would be beneficial to increase the initial deposit for Public Works to review maps and geographic descriptions from three to six hours; a change that would double the upfront fee to \$990. Markedly, the six hour amount represents the average review time expended by Public Works over the last three years on the proposals deemed to be relatively straight-forward in terms of underlying boundary changes.<sup>1</sup> The benefit of the proposed amendment is two-fold. First, the increase to the initial deposit to more accurately reflect the actual time needed by Public Works in reviewing maps and geographic descriptions will enhance applicants' cost-certainty at the time of proposal filing. Second, given the review is not typically completed until after a proposal has been approved, the increase in the initial deposit will help avoid the need for staff to collect an additional fee when applicants have generally become preoccupied with secondary phases of their project (i.e., service extensions or development plans).<sup>2</sup>

## **C. Recommendation**

It is recommended the Commission amend its fee schedule to increase the number of hours included in the initial deposit for County Public Works' review of maps and geographic descriptions to six and raise the corresponding charge to \$990.

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<sup>1</sup> More complicated boundary change proposals filed with the Commission over the last three years have generated between 18 and 43 hours of review time by Public Works.

<sup>2</sup> As related context, it is pertinent to note State law requires all change of organization or reorganization proposals (i.e., government boundary changes) include maps and descriptions, acceptable to the Executive Officer, of the boundaries of the subject territory as it relates to each affected local agency (Government Code Section 56652). The Commission retains full discretion in implementing this requirement. Most notably, this includes choosing the entity or individual that will be responsible for reviewing the maps and descriptions to help ensure accuracy in metes and bounds as well as conform to the filing requirements of the State Board of Equalization; the latter entity being responsible for adjusting tax assessment rolls. Towards this end, it has been the Commission's long-standing practice to rely on the County Public Works Department to perform the referenced function.

**D. Alternatives for Action**

The following three alternatives are available to the Commission:

**Alternative Action One (Recommended):**

Approve the proposed amendment to the fee schedule as described in the preceding sections and provided in Attachment One.

**Alternative Action Two:**

Continue consideration of the item to another meeting while providing direction to staff with respect to any additional information requests.

**Alternative Action Three:**

Take no action.

**E. Procedures for Consideration**

This item has been agendaized as part of the consent calendar. Accordingly, a successful motion to approve the consent calendar will include taking affirmative action on the staff recommendation unless otherwise specified by the Commission.

Respectfully submitted,

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Keene Simonds  
Executive Officer

Attachment:

1) Current Fee Schedule with Proposed Amendment Tracked in Margin



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

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### **Schedule of Fees and Deposits**

Effective Date: August 3, 2012

These are the policies of the Local Agency Formation Commission (LAFCO) of Napa County with respect to setting fees and deposits in fulfilling the agency'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 California Government Code Section 56383.
2. This schedule includes both "fixed" and "at-cost" fees. Fixed fees represent reasonable cost estimates for processing common requests and applications and based on a number of predetermined staff hours. At-cost fees apply to less common requests and applications and based on the number of actual staff hours.
3. Applications submitted to the Commission shall be accompanied by a non-refundable initial fee as detailed in this schedule. All deposit amounts tied to 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.
4. All initial fees shall be submitted in check and made payable to the "Local Agency Formation Commission of Napa County."
5. Applications will not be deemed complete until the initial fee has been collected by the Executive Officer as detailed in this schedule.
6. Applicants are responsible for any fees or charges incurred by the Commission and or required by other governmental agencies in the course of the processing of an application.
7. Additional staff time shall be charged to the applicant at an hourly rate of \$118.00.
8. Applicants are responsible for any extraordinary administrative costs as determined by the Executive Officer and detailed for the applicant in a written statement.
9. Additional staff time and administrative costs shall not be charged for city annexation applications involving one or more entire unincorporated island subject to California Government Code Section 56375.3.

10. If the processing of an application requires the Commission contract with another agency firm, or individual for services beyond the normal scope of staff work, such as the drafting of an Environmental Impact Report or Comprehensive Fiscal Analysis, the applicant shall be responsible for all costs associated with that contract. The applicant will provide the Commission with a deposit sufficient to cover the cost of the contract.
11. The Executive Officer may stop work on any application until the applicant submits a requested deposit.
12. Upon completion of an at-cost application, the Executive Officer shall issue to the applicant a statement detailing all billable expenditures from a deposit. The Executive Officer shall refund the applicant for any remaining monies remaining from the deposit less one-half hour of staff time to process the return as provided in this schedule
13. Applicants may request the Commission reduce or waive a fee. All requests must be made in writing and cite specific factors justifying the reduction or waiver and will be considered by the Commission relative to public interest and agency mission. Examples of appropriate requests include, but are not limited to, addressing public health or safety threats, affordable housing development, and community serving projects. Requests by landowners or registered voters shall be considered by the Commission at the next regular meeting. Requests by local agencies may be considered at the time the application is presented to the Commission for action.
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 hourly rate provided in this schedule.
15. The Commission shall annually review this schedule to help maintain an appropriate level of cost-recovery.

**INITIAL APPLICATION FEES**

These fees must be submitted to the Commission as part of the application filing; applications will be deemed incomplete without the designated payment. Any fees designated at-cost will require a deposit as determined by the Executive Officer.

**Change of Organization or Reorganization: Annexations and Detachments**

<b>• Projects Exempt from California Environmental Quality Act</b>	
100% Consent from Landowners and Agencies and the Commission is Responsible or Lead Agency	\$4,248 (30 hours)
Without 100% Consent from Landowners and Agencies and the Commission is Responsible or Lead Agency	\$5,664 (40 hours)
<b>• Projects Not Exempt from California Environmental Quality Act / Negative Declaration</b>	
100% Consent from Landowners and Agencies and the Commission is Responsible Agency	\$4,956(35 hours)
100% Consent from Landowners and Agencies and the Commission is Lead Agency	\$7,080 (50 hours)
Without 100% Consent from Landowners and Agencies and the Commission is Responsible Agency	\$6,372(45 hours)
Without 100% Consent from Landowners and Agencies and the Commission is Lead Agency	\$8,496 (60 hours)
<b>• Projects Not Exempt from California Environmental Quality / Environmental Impact Rpt</b>	
100% Consent from Landowners and Agencies and the Commission is Responsible Agency	\$5,424 (40 hours)
100% Consent from Landowners and Agencies and the Commission is Lead Agency	\$7,080 (50 hours) plus consultant contract
Without 100% Consent from Landowners and Agencies and the Commission is Responsible Agency	\$7,080 (50 hours)
Without 100% Consent from Landowners and Agencies and the Commission is Lead Agency	\$8,496 (60 hours) plus consultant contract

- \* All initial application fees for annexation and detachment proposals include a 20% surcharge to contribute to the costs in preparing municipal service reviews.
- \* Annexation or detachment proposals involving boundary changes for two or more agencies qualify as reorganizations will be charged an additional fee of \$590 (5 hours).
- \* City annexations involving entire unincorporated islands and subject to expedited proceedings under Government Code Section 56375.3 shall not be charged a fee by the Commission.

**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 plus 20% MSR surcharge

<b>Other Service Requests</b>	
• New or Extended Outside Service Request	*\$2,832 (20 hours)
• Request for Reconsideration	\$2,360(20 hours)
• Request for Time Extension to Complete Proceedings	\$590 (5 hours)
• Municipal Service Reviews	at-cost
• Sphere of Influence Establishment/Amendment	at-cost

\* includes a 20% MSR surcharge

<b>Miscellaneous</b>	
• Special Meeting	\$800
• Alternate Legal Counsel	at-cost

### OTHER APPLICATION FEES

These fees generally apply to applications that have been approved by the Commission and are not required at the time of filing. An exception involves the fee for registered voter lists, which may be required before the Commission takes action on an application if the underlying activity is subject to protest proceedings. Other fees in this section apply to service requests that are not tied to a specific application, such as research and photocopying.

<b>Fees Made Payable to the County of Napa</b>	
• Assessor's Mapping Service	\$125
• County Surveyor's Review	
.....Initial Deposit / First Six Hours	\$990
.....Additional Time	\$165 hourly
• Elections' Registered Voter List	\$55 hourly
• Clerk-Recorder's Environmental Filing Fee	\$50
• Clerk-Recorder's Environmental Document Fee	
.....Environmental Impact Report	\$2,919
.....Mitigated Negative Declaration	\$2,101.50
.....Negative Declaration	\$2,101.50

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<b>Fees Made Payable to LAFCO</b>	
• Geographic Information System Update	\$125
• Photocopying	\$0.10 (black) / \$0.40 (color)
• Mailing	at-cost
• Audio Recording of Meeting	at-cost
• Research/Archive Retrieval	\$118 hourly

<b>Fees Made Payable to the State Board of Equalization to Record Boundary Changes</b>			
Acre	Fee	Acre	Fee
0-1	\$300	51-100	\$1,500
1-5	\$350	101-500	\$2,000
6-10	\$500	501-1,000	\$2,500
11 -20	\$800	1,001-2,000	\$3,000
21-50	\$1,200	2,001+	\$3,500



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**October 1, 2012**  
**Agenda Item No. 5c (Consent/Action)**

September 24, 2012

**TO:** Local Agency Formation Commission

**FROM:** Kathy Mabry, Commission Secretary

**SUBJECT: Approval of Minutes for Regular Meeting on August 6, 2012**

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**A. Discussion and Recommendation**

Attached are summary minutes prepared for the Commission's Regular Meeting on August 6, 2012. Staff recommends approval.

Respectfully submitted,

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Kathy Mabry  
Commission Secretary

~~Attachment: as stated~~

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Lewis Chilton, Chair  
Councilmember, Town of Yountville

Joan Bennett, Commissioner  
Councilmember, City of American Canyon

Juliana Inman, Alternate Commissioner  
Councilmember, City of Napa

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*

2012

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Los Angeles LAFCo

**Vice Chair**

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Amador LAFCo

**Secretary**

MARY JANE GRIEGO  
Yuba LAFCo

**Treasurer**

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MATTHEW BEEKMAN  
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**Staff**

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Executive Director

LOU ANN TEXEIRA  
Executive Officer

CLARK ALSOP  
Legal Counsel

JUNE SAVALA  
Deputy Executive Officer

MARJORIE BLOM  
Deputy Executive Officer

STEPHEN LUCAS  
Deputy Executive Officer

JAMIE SZUTOWICZ  
Executive Assistant

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September 15, 2012

**TO** Regional Representatives and Member LAFCos

**FROM** Elliot Mulberg, Chair  
CALAFCO Recruitment Committee

**RE** Recruitment Committee Report for 2012 CALAFCO Board Elections

In accordance with the CALAFCO Bylaws and Nomination and Election Procedures, the CALAFCO Recruitment Committee has solicited nominations for the regional election of the eight open director positions on the CALAFCO Board of Directors. The elections will be conducted in regional caucuses to be held at the annual conference on Thursday, October 4, 2012 from 8:00 to 8:50 a.m. Any seat not filled through the regional caucus election process in accordance with CALAFCO Bylaws will be filled through an at-large election for one term at the Annual Meeting on Thursday, October 4, 2012, beginning at 9:00 am.

Attached is a list of the candidates nominated within each of the four regions (Northern, Central, Coastal and Southern) for their respective city, county, special district and public member seats. Nominations from the floor will also be solicited during the caucus election process. All terms are two years.

Those member LAFCos not in attendance at the annual meeting may vote by electronic ballot in advance of the meeting. They may only vote for those candidates nominated by the Recruitment Committee. According to Section 4.2.2 of the CALAFCO Bylaws, in the event that less than 50% of a region's LAFCos vote (in person or electronically) to fill an open director position, it becomes at-large for one term and shall be elected at the Annual Meeting.

The CALAFCO Recruitment Committee has confirmed that all nominations were complete and received by the final filing date of September 4<sup>th</sup> at 5:00 pm; and that with the exception of the city seat in the North Region the number of nominations received per category was sufficient to fill the vacant seats. The vacant city seat will be filled by the procedure outlined above.

Copies of the nomination forms and resumes of all candidates within your region are attached and are posted on the CALAFCO website at: [www.calafco.org/2012elections](http://www.calafco.org/2012elections). All nominations and resumes will also be posted at the annual conference near the registration desk.

cc: CALAFCO Board of Directors

## NOMINATIONS FOR THE 2012 BOARD OF DIRECTORS ELECTIONS

Seat	Nominee	County	Region
<b>NORTHERN REGION</b>			
City	NO NOMINATIONS		
Public	Josh Sussman*	Nevada	Northern
<b>CENTRAL REGION</b>			
County	Ted Novelli*	Amador	Central
County	Doug Verboon	Kings	Central
City (1 year term)	Matthew Beekman*	Stanislaus	Central
City (1 year term)	Jack Lynch	Calaveras	Central
City (1 year term)	Johnny Mays	Merced	Central
City (1 year term)	Mike Singleton	Sacramento	Central
Special District	Gay Jones*	Sacramento	Central
<b>COASTAL REGION</b>			
County	John Leopold*	Santa Cruz	Coastal
Special District	Michael McGill*	Contra Costa	Coastal
<b>SOUTHERN REGION</b>			
City	Eugene Montanez*	Riverside	Southern
Public	Stephen J. Tomanelli	Riverside	Southern

\* *incumbent*



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**October 1, 2012**

**Agenda Item No. 5e (Consent/Information)**

September 25, 2012

**TO:** Local Agency Formation Commission

**FROM:** Keene Simonds, Executive Officer  
Brendon Freeman, Analyst

**SUBJECT: Current and Future Proposals**

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 August 6, 2012 meeting.

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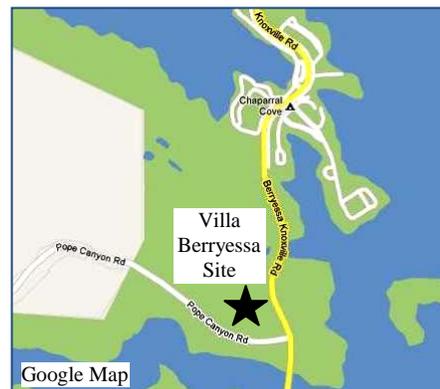
The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 delegates Local Agency Formation Commissions (LAFCOs) with regulatory and planning duties to coordinate the logical formation and development of local governmental agencies. This includes approving or disapproving proposals involving the formation, expansion, merger, and dissolution of cities and special districts.

**A. Information**

There are currently two active proposals on file with LAFCO of Napa County (“Commission”). A summary of these active proposals follows.

**Formation of the Villa Berryessa Water District**

This application has been submitted by Miller-Sorg Group, Inc. The applicant proposes the formation of a new special district under the California Water District Act. The purpose in forming the new special district is to provide public water and sewer services to a planned 100-lot subdivision located along the western shoreline of Lake Berryessa. A tentative subdivision map for the underlying project has already been approved by the County. The County has conditioned recording the final map on the applicants receiving written approval from the United States Bureau of Reclamation to construct an access road and intake across federal lands to receive water supplies from Lake Berryessa. Based on their own review of the project, the



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Lewis Chilton, Chair  
Councilmember, Town of Yountville

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

Brian J. Kelly, Commissioner  
Representative of the General Public

Joan Bennett, Commissioner  
Councilmember, City of American Canyon

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

Gregory Rodeno, 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

Bureau is requesting a governmental agency accept responsibility for the construction and perpetual operation of the water and sewer systems serving the subdivision.

Status: Staff is currently awaiting a response to an earlier request for additional information from the applicant.

### **Silverado Trail/Zinfandel Lane Annexation to the City of St. Helena**

The City of St. Helena proposes the annexation of approximately 100 acres of unincorporated territory located northwest of the intersection of Silverado Trail and Zinfandel Lane. The subject territory consists of one entire parcel and a portion of a second parcel, which are both owned and used by St. Helena to discharge treated wastewater from an adjacent treatment plant through a spray irrigation system. Both subject parcels are located outside the City's sphere of influence. Rather than request



concurrent amendment, St. Helena is proposing only the annexation of a portion of the second parcel to ensure the subject territory is non-contiguous to its incorporated boundary and therefore eligible for annexation under Government Code Section 56742. This statute permits a city to annex non-contiguous land it owns and uses for municipal purposes without consistency with its sphere of influence. However, if sold, the statute requires the land be automatically detached. The two subject parcels are identified by the County Assessor as 030-240-017 (portion) and 030-250-018.

Status: Staff has completed its review of the proposal. St. Helena has filed a request with the Commission to delay consideration of the proposal in order to explore a separate agreement with the County to extend the current Williamson Act contract associated with the subject territory.

There are seven potential new proposals that may be submitted to the Commission in the near future. A summary of these anticipated proposals follows.

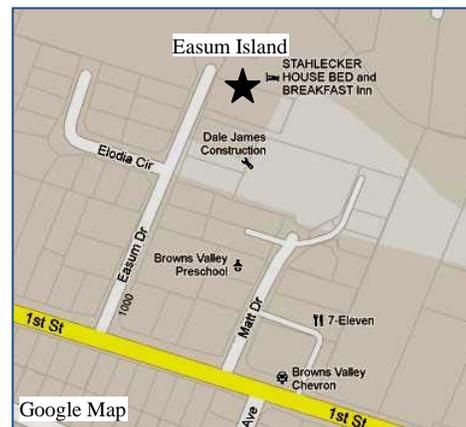
### Sibsey Annexation to the City of Napa

A representative for an interested landowner of a 0.77 acre unincorporated property located at 2138 Wilkins Avenue has inquired about re-initiating annexation to the City of Napa. This property was conditionally approved for annexation by the Commission on February 2, 2009. The conditions, however, were never satisfied and annexation proceedings were formally abandoned on April 5, 2010. Staff is working with the landowner's representative and the City to discuss resuming annexation proceedings. This includes preparing a new application in consultation with the City.



### Stahlecker Annexation to the City of Napa

An interested landowner within a completely surrounded unincorporated island located near Easum Drive in the City of Napa has inquired about annexation. The landowner owns and operates a bed and breakfast and is interested in annexation in response to an informational mailer issued by LAFCO outlining the cost benefits to annexation. Subsequent follow up indicates one of the other two landowners within the island is also agreeable to annexation if there is no financial obligation. Staff is working with the City on its interest/willingness to reduce or waive fees associated with adopting a resolution of application in order to initiate "island proceedings".



### Garaventa Annexation to the City of Napa

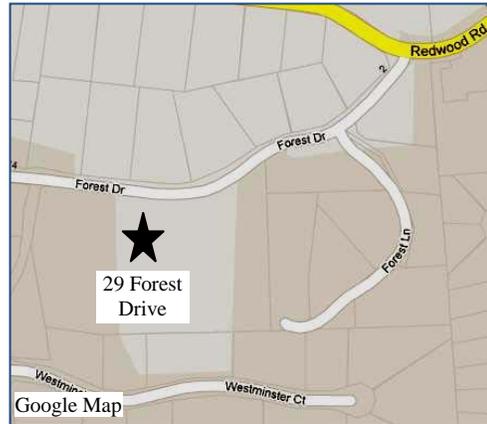
An interested landowner within a substantially surrounded unincorporated island located near the intersection of Imola Avenue and Tejas Avenue has inquired about annexation to the City of Napa. The interested landowner owns an approximate 1.5 acre undeveloped lot and is interested in ultimately pursuing a development project, although no specific plans exist at this time. Staff worked with the landowner on gauging interest to increase the scope of the annexation through a mailed



survey. The results of the survey indicated, however, there is not sufficient interest to expand the boundary to eliminate the entire island. Accordingly, and in consultation with the City, staff supports the landowner moving forward with the City in initiating an application to LAFCO for the affected territory with the caveat that it may be amended at the dais if deemed appropriate by the Commission.

### **Alumbaugh Annexation to the City of Napa**

An interested landowner has inquired about annexation to the City of Napa. The subject territory is approximately 6.0 acres and comprises one entire unincorporated parcel located at 29 Forest Drive in northwest Browns Valley. A review of LAFCO records shows the subject territory was added to Napa's sphere of influence in June 1978 as part of an approved amendment involving several other properties in the Redwood Road/Forest Drive area. The purpose of the potential proposal would be to allow the landowner to begin work with Napa in processing a residential subdivision application consistent with the City's General Plan and Zoning Ordinance.



### **Pressey Annexation to the City of Napa**

An interested landowner has inquired about annexation to the City of Napa. The subject territory is approximately 1.0 acres and comprises one entire unincorporated parcel located at 1101 Grandview Drive in the Hilton Subdivision. A review of LAFCO records shows the subject territory was added to Napa's sphere of influence in October 1973 as part of an approved amendment involving several other properties in the Grandview Drive/Foster Road area. The landowner originally contacted staff with interest in executing an outside water service agreement with the City to support a pending building permit application filed with the County to construct a new single-family residence. In consultation with the City, an outside service extension is not an available option for the subject territory given prior City Council action that specifies all new water connections in the Hilton Subdivision must be accommodated through annexation. The landowner is now working with City staff in anticipation of initiating an annexation application. The landowner has also withdrawn their building permit application with the County.



### Airport Industrial Area Annexation to County Service Area No. 3

LAFCO staff has recently completed a sphere of influence review and update for County Service Area (CSA) No. 3 subject to Commission approval. This includes a recommendation to amend CSA No. 3's sphere to add approximately 100 acres of unincorporated territory located immediately north of the City of American Canyon in the Airport Industrial Area. If approved, the County of Napa is expected to submit an application to annex the 100 acres to CSA



No. 3 by the end of the fiscal year. The subject territory is completely uninhabited and includes six entire parcels along with a portion of a seventh parcel. This seventh parcel, notably, comprises a railroad track owned and operated by Southern Pacific. The subject territory also includes segments of Airport Drive, Devlin Road, and South Kelly Road. Annexation would help facilitate the orderly extension of street and fire protection services to the subject territory under the land use authority of the County.

### Formation of a Community Services District at Capell Valley

An interested landowner has inquired about the formation of a new special district for purposes of assuming water responsibilities from an existing private water company. The subject area includes the 58-space mobile home park adjacent to Moskowitz Corners as well as two adjacent parcels that are zoned for affordable housing by the County. Staff has been working with the landowner in evaluating governance options as well as other related considerations under LAFCO law. This includes presenting at a



community meeting earlier this year. The meeting was attended by approximately 25 residents and provided staff the opportunity to explain options and processes available to residents with respect to forming a special district as well as to answer questions. Commissioner Dodd was also in attendance. The landowner subsequently requested a fee waiver for the cost of submitting an application to form a new special district at the Commission's June 4<sup>th</sup> meeting. The Commission denied the request without prejudice and noted the opportunity exists for the landowner to return at a future date with additional information to justify a fee waiver request as well as the underlying action: forming a new special district.

**B. Commission Review**

This item has been agendized as part of the consent calendar for information only. Accordingly, if interested, the Commission is invited to pull this item for additional discussion with the concurrence of the Chair.

Attachments: none



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**October 1, 2012**

**Agenda Item No. 6a (Public Hearing)**

September 24, 2012

**TO:** Local Agency Formation Commission

**FROM:** Keene Simonds, Executive Officer  
Brendon Freeman, Analyst

**SUBJECT: Continuation: Sphere of Influence Update on County Service Area No. 3**  
The Commission will continue consideration of its scheduled sphere of influence update on County Service Area No. 3. It is recommended the Commission update the sphere of influence to include an additional 100 acres of unincorporated land identified in the associated final report as A-1. A final report and an accompanying resolution to update the sphere of influence are being presented for Commission approval. This public hearing item has been continued from the August 6, 2012 meeting.

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The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (“CKH”) directs Local Agency Formation Commissions (LAFCOs) to establish, amend, and update spheres of influence (“spheres”) for all cities and special districts. LAFCOs use spheres to designate the territory it independently believes represents the appropriate future service areas and jurisdictional boundaries of the affected agencies. Importantly, all jurisdictional changes and outside service extensions must be consistent with the affected agencies’ spheres with limited exceptions. Sphere updates are prepared in concurrence with municipal service reviews and must be performed for all local agencies every five years.

**A. Discussion**

Staff has prepared a final report representing LAFCO of Napa County’s (“Commission”) scheduled sphere update on County Service Area (CSA) No. 3; the governmental entity responsible for providing miscellaneous street and fire protection services for the Napa County Airport and surrounding area. The basic objective of the report is to independently identify and evaluate areas warranting consideration for inclusion or removal from CSA No. 3’s sphere relative to the policies and goals codified in CKH and adopted by the Commission. The report supersedes the last comprehensive sphere update for CSA No. 3 adopted by the Commission in October 2007. The report also draws on information collected and analyzed in the Commission’s recently completed municipal service review on the southeast county region, which included evaluating the availability, adequacy, and capacity of services provided by CSA No. 3.

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Lewis Chilton, Chair  
Councilmember, Town of Yountville

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

Brian J. Kelly, Commissioner  
Representative of the General Public

Joan Bennett, Commissioner  
Councilmember, City of American Canyon

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Councilmember, City of Napa

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

Keene Simonds  
Executive Officer

## **B. Summary/Analysis**

### *Policy Focus*

The central premise underlying the final report and its analysis – including identifying potential changes – is considering the current and probable relationship between CSA No. 3 and the implementation of the County of Napa’s Airport Industrial Area Specific Plan (AIASP). Specifically, and to a significant degree, the final report is premised on the policy tenet that unincorporated lands lying within the AIASP should be served by CSA No. 3 unless other substantive circumstances suggest otherwise. The final report, accordingly, evaluates the merits of adding the remaining 360 acres of unincorporated lands lying within the County’s AIASP to CSA No. 3’s current sphere. These remaining acres have been divided based on geopolitical considerations into four distinct subareas labeled “A-1” through “A-4” and are depicted in the attached map.

### *Report Recommendations*

The final report recommends the Commission update CSA No. 3’s existing sphere to include A-1 at this time. A-1 comprises approximately 100 acres and includes all or parts of seven parcels located immediately south-central of the current sphere. The final report’s recommendation to include A-1 is predicated on recognizing all of the affected lands are already developed for urban purposes, immediately adjacent and accessible, and can be reasonably served based on current capacities and controls. The final report also notes adding A-1 would be responsive to the perceived preferences of the landowners to establish services with CSA No. 3 as well as complement the pending completion of the Devlin Road extension; a project that will improve traffic circulation in the subarea and, accordingly, warrant elevated street and fire protection services. The addition of A-1 would – importantly – also improve continuity between municipal service providers in the south county region by facilitating a definitive demarcation of the jurisdictional authorities of CSA No. 3 and American Canyon.

With respect to the remaining 260 acres of unincorporated lands lying within the AIASP, the final report recommends it would be appropriate to continue to exclude these lands from CSA No. 3’s sphere at this time. This recommendation to exclude these remaining lands is principally drawn from the lack of strong and distinguishable social and economic ties to CSA No. 3. In particular, the final report concludes the majority of these remaining lands’ – identified as A-2 and A-3 – social and economic ties with CSA No. 3 have become stagnant over the last several decades and have seemingly been matched or surpassed by American Canyon. The report, accordingly, recommends American Canyon and the County collaborate in developing a strategy to address the long-term and comprehensive municipal needs of the two subareas to help inform subsequent sphere updates by the Commission in the south county region.

### ***Initial Commission Review / Continuation***

The Commission opened a noticed public hearing on the scheduled sphere of influence update on CSA No. 3 at its August 6, 2012 meeting.<sup>1</sup> This included receiving a verbal presentation from staff on the final report's recommendations followed by public testimony from interested parties. Public testimony received was limited to a single landowner group led by Larry Atkins objecting to the recommendation for their 25.4 acre lot – located in A-2 – to remain outside the sphere.<sup>2</sup> The testimony provided by the “Atkins” group substantiated and expanded on comments previously provided in writing on July 26<sup>th</sup>, which had been briefly summarized and addressed by staff in the accompanying agenda document for the final report on August 6<sup>th</sup>.

In deference to having more time to consider the comments provided by the Atkins group, the Commission approved a motion to continue the public hearing on the sphere of influence update to October 1<sup>st</sup>. The Commission also directed staff to provide expanded responses to the Atkins group's comments. This included noting particular interest in further vetting the key provisions of a referenced settlement agreement between the Atkins group and the County and any potential impacts with CSA No. 3.

### ***Additional Information***

Consistent with Commission direction provided at the August 6<sup>th</sup> meeting, staff has prepared a supplemental report in memorandum form to provide expanded responses to the comments provided by the Atkins group. The memorandum is attached and concludes the Atkins group's comments do not substantively change the policy considerations outlined in the final report in recommending the subject lot remain outside CSA No. 3's sphere at this time. The memorandum does note, however, two pertinent considerations are drawn from the Atkins group's comments and highlighted below.

- Minor revisions to the final report are merited to address corrections and/or contextual information provided by the Atkins group. This specifically involves documenting the existence and provisions of the settlement agreement between the Atkins group and the County in providing future road and utility access for the subject lot as well as correcting the reference to an inactive railroad in A-2. These changes are reflected in the attached final report marked “revised.”
- The Atkins group's negotiated rights for road and utility access – while unexercised to date – signals there may be an economic and social tie between the subject lot and CSA No. 3 distinct from the other lots in A-2. To this end, *if the members believe this signal is substantive and it is the collective preference*, it appears reasonable for the Commission to add the subject lot to CSA No. 3's sphere without establishing a precedent in making future determinations for the other 24 lots (emphasis added).

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<sup>1</sup> The final report was made available for public review on July 16, 2012 through the agency website. Also on this date staff published a public hearing notice on the sphere update and mailed announcements to landowners in all four subareas as well as other interested parties. The announcements provided a brief description of the report and its recommendations and invited landowners and other interested parties to provide written comments on the sphere update through July 26<sup>th</sup>. Both the notice and announcement also invited interested parties to provide testimony at the August 6<sup>th</sup> meeting.

<sup>2</sup> The subject lot is identified by the County of Napa Assessor's Office as 057-040-007 with ownership percentages assigned as follows: Larry Atkins at 50%; Emilie (Amy) Borge at 25%; and Terrence (Tab) Borge at 25%.

### **C. Recommendation**

Staff recommends the Commission formally accept the final report with the minor revisions identified in the preceding section. Staff also recommends the Commission adopt the attached draft resolution confirming the determinative statements in the final report; recommendations that remain unchanged from the August 6<sup>th</sup> meeting. Markedly, in adopting the draft resolution as presented, the Commission would update CSA No. 3's existing sphere to also include the subject lands comprising A-1.

### **D. Alternatives for Action**

The following alternative actions are available to the Commission.

#### **Alternative Action One (Recommended)**

Approve by motion to (a) accept the final report as revised and (b) adopt the draft resolution confirming the determinative statements therein in updating CSA No. 3's sphere as specified by members.

#### **Alternative Action Two**

Approve by motion a continuance to a future meeting and provide direction to staff with respect to additional information requests as needed.

### **E. Procedures for Consideration**

This item has been continued as a noticed public hearing from the August 6, 2012 meeting. The hearing remains open. The following procedures are recommended with respect to the Commission's continued consideration of this item:

- 1) Receive verbal report from staff;
- 2) Return to the open public hearing (mandatory); and
- 3) Discuss item and consider action on recommendation.

Respectfully submitted,

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Keene Simonds  
Executive Officer

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Brendon Freeman  
Analyst

Attachments:

- ~~1) Map Depicting the Four Subareas Evaluated in Final Report~~
- ~~2) Memorandum on Comments Provided by the Atkins Group~~
- ~~3) Final Report with Revisions~~
- ~~4) Draft Resolution Approving Determinative Statements in Final Report~~

(Full version with attachments is available on "Staff Reports" page)



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**October 1, 2012**  
**Agenda Item No. 8a (Discussion)**

September 24, 2012

**TO:** Local Agency Formation Commission

**FROM:** Keene Simonds, Executive Officer  
Brendon Freeman, Analyst

**SUBJECT: Lake Berryessa Resort Improvement District Sphere of Influence Update**

The Commission will receive a draft report on its scheduled sphere of influence update on Lake Berryessa Resort Improvement District. The central focus of the draft report is to consider whether it is appropriate to expand the current sphere of influence designation to include the entire jurisdictional boundary. The draft report concludes three distinct update options are merited and subject to Commission preference. The draft report is being presented for discussion and direction in anticipation of staff preparing a final report for adoption at a future meeting.

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The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (“CKH”) directs Local Agency Formation Commissions (LAFCOs) to establish, amend, and update spheres of influence (“spheres”) for all cities and special districts. LAFCOs use spheres to designate the territory it independently believes represents the appropriate future service areas and jurisdictional boundaries of the affected agencies. Importantly, all jurisdictional changes and outside service extensions must be consistent with the affected agencies’ spheres with limited exceptions. Sphere updates are prepared in concurrence with municipal service reviews and must be performed for all local agencies every five years.

**A. Discussion**

Staff has prepared a draft report representing LAFCO of Napa County’s (“Commission”) scheduled sphere update on Lake Berryessa Resort Improvement District (LBRID); the governmental entity responsible for providing water and sewer services for the unincorporated Berryessa Estates community. The basic objective of the report is to independently identify and evaluate areas warranting consideration for inclusion or removal from LBRID’s sphere relative to the policies and goals codified in CKH and adopted by the Commission. The report supersedes the last comprehensive sphere update for LBRID adopted by the Commission in December 2007. The report also draws on information collected and analyzed in the Commission’s recently completed municipal service review on the Lake Berryessa region, which included evaluating the availability, adequacy, and capacity of services provided by LBRID.

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Lewis Chilton, Chair  
Councilmember, Town of Yountville

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

Brian J. Kelly, Commissioner  
Representative of the General Public

Joan Bennett, Commissioner  
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Councilmember, City of Napa

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

Keene Simonds  
Executive Officer

## **B. Summary/Analysis**

### *Report Policy Focus*

This report and its analysis has been oriented to focus on a central policy question as to whether it is appropriate to expand LBRID's current sphere to include the District's entire jurisdictional boundary. This central consideration is drawn from the Commission's previous action to include only 10 percent of LBRID's jurisdictional boundary in establishing the sphere in 1985 for reasons detailed in this report and summarized in the succeeding paragraphs. The report, accordingly, evaluates the merits of adding this lone study category consisting of approximately 1,850 acres of remaining jurisdictional land to the sphere relative to current considerations (i.e., legislative directives, adopted policies, and member preferences). The report further divides this lone study category into three distinct subareas labeled "A-1," "A-2," and "A-3" based on ownership factors. An enlarged map of the study category and its subareas is attached.

### *Report Conclusions*

The report concludes there is relatively equal merit in taking one of three actions with respect to updating LBRID's sphere. These three options are subject to Commission preference in administering LAFCO law in Napa County. The three options are identified below with an expanded discussion provided in the draft report's Executive Summary.

- **Option One: Expand the Sphere to Match the Jurisdictional Boundary**  
This option would be appropriate if it is the Commission's preference to assign overriding deference to the affected lands' existing social and economic ties with LBRID in choosing to add the subareas to the sphere.
- **Option Two: Retain Current Sphere and Pursue Detachment Alternatives**  
This option would be appropriate if it is the Commission's preference to emphasize the affected lands' limited land use and service planning compatibilities with LBRID in choosing to continue to exclude the subareas from the sphere. This option would, notably, serve to reaffirm the Commission's policy statement the affected lands be detached and be memorialized by taking one or both of the following actions. The first alternative is for the Commission to formally request the LBRID Board take action to initiate a proposal to detach the subareas. The second alternative is for the Commission to direct the Executive Officer to initiate a proposal to reorganize LBRID to establish a new community services district with a jurisdictional boundary that excludes the subareas.
- **Option Three: Retain Current Sphere and Table Considerations**  
This option would be appropriate if it is the Commission's preference to maintain the status quo and table all related policy considerations to the next scheduled update. This option would be appropriate if the Commission believes more information is warranted with regards to future LBRID operations and community needs before taking any new action.

### ***Review of Draft Report***

Staff respectfully seeks Commission input with regards to member preferences in pursuing one of the three update options referenced in the preceding section in updating LBRID's sphere. Staff will incorporate the input provided by Commissioners in preparing a final report with recommendations for consideration at the next regularly scheduled meeting. Staff will also issue a 30-day public review notice on the draft report to all interested parties – including landowners – following today's meeting. Comments received during the review period will be incorporated into the final report.

### **C. Commission Review**

Commissioners are encouraged to discuss and provide feedback on the draft report. This includes providing direction to staff with respect to the issues identified in the preceding sections along with any other related matters.

#### Attachments:

- ~~1) Enlarged Map Depicting the Three Subareas Evaluated in Draft Report~~
- ~~2) Draft Report~~

(Full version with attachments is available on "Staff Reports" page)



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**October 1, 2012**  
**Agenda Item No. 8b (Discussion)**

September 24, 2012

**TO:** Local Agency Formation Commission

**FROM:** Keene Simonds, Executive Officer

**SUBJECT: Update on Adopted Study Schedule**

The Commission will receive an update from staff on the status of the municipal service reviews and sphere of influence updates calendared as part of the current study schedule. This includes previewing the pending start of the study on the central county region. The update is being presented for discussion and the Commission may provide direction to staff with regards to future related actions.

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Local Agency Formation Commissions (LAFCOs) are delegated regulatory powers and responsibilities by the California Legislature to coordinate the orderly formation and development of governmental agencies. LAFCOs' principal and long-standing regulatory responsibility includes the approval of jurisdictional changes involving the establishment, expansion, and reorganization of cities and special districts. More recently, LAFCOs are also responsible for the approval of outside agency municipal service extensions. LAFCOs are provided broad discretion in conditioning their approvals with the notable exception of not directly regulating land uses.

**A. Background**

In 2001, LAFCOs' enabling legislation was comprehensively updated as part of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000. The central goal of the legislative update was to make LAFCOs more proactive with respect to informing their regulatory responsibilities. Towards this end, LAFCOs are now required every five years to review and update all spheres of influence; the boundary lines LAFCOs establish for all agencies to guide and facilitate future jurisdictional boundary changes and outside service extensions. LAFCOs are also required to inform their sphere of influence updates by preparing municipal service reviews to comprehensively evaluate the provision and performance of governmental services provided in their jurisdictions.

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Councilmember, Town of Yountville

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Gregory Rodeno, Alternate Commissioner  
Representative of the General Public

Keene Simonds  
Executive Officer

## **B. Discussion/Analysis**

### *Adoption/Amendment*

LAFCO of Napa County's ("Commission") current study schedule for preparing municipal service reviews and sphere of influence updates was adopted in 2008 with coverage through 2015. The underlying focus of the study schedule is to improve and expand on the baseline information collected during the inaugural round of municipal service reviews and sphere of influence updates that began in 2001. This includes measuring trends relating to the adequacy, capacity, and cost of essential governmental services supporting local growth and development. Additionally, in adopting the study schedule, the Commission reaffirmed its interest in maintaining knowledge management by preparing the studies in-house rather than contract with outside consultants. Further, and as needed, the Commission has approved subsequent amendments to the study schedule to reflect changes in priorities and/or resources.

### *Progress to Date*

The Commission has made considerable progress over the last 24 months in completing calendared municipal service reviews and sphere of influence updates and is now close to being "caught-up" with the study schedule. This includes, most notably, completing all of the municipal service reviews and nearly all of the associated sphere of influence updates scheduled to date. Staff anticipates, moreover, the Commission will have completed all of the outstanding sphere of influence updates for the affected agencies – County Service Area No. 3, Lake Berryessa and Napa Berryessa Resort Improvement Districts, and Spanish Flat Water District – within the next six months. A copy of the study schedule is attached with markings in the margin to reflect progress to date.

### *Pending Studies / Central Napa County*

The Commission's study on the central county region is the lone item calendared for the current fiscal year. The study represents the most ambitious undertaking by the Commission to date given its scope. It will include a regional municipal service covering an estimated resident population of 85,000 along with individual sphere of influence updates for City of Napa, Congress Valley Water District, Napa Sanitation District, and Silverado Community Services District. Notably, consistent with direction provided in earlier reviews, the study will resume consideration of the following issues:

- The merits/demerits of expanding the Napa Sanitation District's sphere of influence to include non-agricultural designated lands east of the City of Napa.
- Possible reconciliation options with respect to the City of Napa's existing extraterritorial water services.
- Future role of the Congress Valley Water District.

Staff anticipates a preliminary report on the municipal service review will be presented as early as February 2013. Actual adoption is not expected until June 2013 at the earliest.

**B. Commission Review**

Commissioners are encouraged to discuss and provide feedback on the update. This includes providing direction to staff with respect to future actions relating to the items covered in the update.

Attachment: as stated



**LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY**  
**Subdivision of the State of California**

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**CURRENT STUDY SCHEDULE**

**Municipal Service Reviews**  
**Sphere of Influence Updates**

Adopted: February 4, 2008  
 Last Amendment: December 5, 2011

**Fiscal Years 2008/2009 and 2009/2010**

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**South Napa County Region**

The municipal service review will examine the governmental services provided in the south county region relative to current and projected needs. This includes evaluating services provided by the City of American Canyon, American Canyon Fire Protection District, and County Service Area No. 3. The municipal service review will precede sphere of influence updates for all three agencies.

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**Lake Berryessa Region**

The municipal service review will examine the governmental services provided in the Lake Berryessa region relative to current projected needs. This includes evaluating services provided by the Lake Berryessa Resort Improvement District, Napa-Berryessa Resort Improvement District, and the Spanish Flat Water District. The municipal service review will precede sphere of influence updates for all three agencies.

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**Fiscal Year 2010/2011**

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**County Service Area No. 4**

The municipal service review will examine the countywide governmental services provided by County Service Area No. 4. A sphere of influence update will be incorporated into the review.

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**Napa County Regional Park & Open Space District**

The municipal service review will examine the countywide governmental services provided by the Napa County Regional Park & Open Space District. A sphere of influence establishment will be incorporated into the review.

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**Napa County Mosquito Abatement District**

The municipal service review will examine the countywide governmental services provided by the Napa County Mosquito Abatement District. A sphere of influence update will be incorporated into the review.

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**Fiscal Year 2011/2012**

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**Law Enforcement Services**

The municipal service review will examine countywide public law enforcement services provided throughout the incorporated and unincorporated areas.

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### **Fiscal Year 2012/13**

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#### **Central Napa County**

The municipal service review will examine the governmental services provided in the central county region relative to current and projected needs. This includes evaluating services provided by the City of Napa, Napa Sanitation District, Silverado Community Services District, and Congress Valley Water District. The municipal service review will precede sphere of influence updates for all four agencies.

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### **Fiscal Year 2013/14**

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#### **Circle Oaks County Water District**

The municipal service review will examine the governmental services provided by the Circle Oaks County Water District. A sphere of influence update will be incorporated into the review.

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#### **Napa County Flood Control and Water Conservation District**

The municipal service review will examine the governmental services provided by the Napa County Flood Control and Water Conservation District. A sphere of influence update will be incorporated into the review.

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#### **Napa County Resource Conservation District**

The municipal service review will examine the governmental services provided by the Napa County Resource Conservation District. A sphere of influence update will be incorporated into the review.

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#### **Napa River Reclamation District No. 2109**

The municipal service review will examine the governmental services provided by the Napa River Reclamation District No. 2109. A sphere of influence update will be incorporated into the review.

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### **Fiscal Year 2014/15**

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#### **North Napa Valley Region**

The municipal service review will examine the governmental services provided in the north Napa Valley region relative to current and projected needs. This includes evaluating services provided by the Cities of Calistoga, St. Helena, and Town of Yountville. The municipal service review will precede sphere of influence updates for all three agencies.

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#### **Los Carneros Water District**

The municipal service review will examine the governmental services provided by the Los Carneros Water District. A sphere of influence update will be incorporated into the review.

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#### **Countywide Cemetery Services**

The municipal service review will examine countywide public interment services relative to current and projected needs. This includes evaluating the services by the Monticello Public Cemetery District and the Pope Valley Cemetery District. The municipal service review will precede sphere of influence updates for both agencies.

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