



Local Agency Formation Commission of Napa County

Subdivision of the State of California

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

Brad Wagenknecht, Chairman ■ Brian J. Kelly, Vice Chairman ■ Joan Bennett ■ Bill Dodd ■ Greg Pitts
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

REGULAR MEETING AGENDA

Monday, December 2, 2013

County of Napa Administration Building
1195 Third Street, Board Chambers, 3rd 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) **First Quarter Budget Report for 2013-2014 (Action)**

The Commission will review a first quarter budget report for 2013-2014. The report compares budgeted versus actual transactions through one-fourth of the fiscal year. The report projects the Commission is on pace to finish with an overall operating shortfall of (\$41,468).
 - b) **Approval of Meeting Calendar for First Half of 2014 (Action)**

The Commission will consider approving a meeting calendar for the first six months for 2014. It is recommended the Commission approve regular meetings for February 3rd, April 7th, and June 2nd. This recommendation would be consistent with the Commission's recent practice of holding regular meetings every other month. No special meetings are proposed at this time.
 - c) **Approval of Meeting Minutes (Action)**

The Commission will consider approving minutes prepared by staff for the October 7, 2013 meeting.
 - d) **Designation of Chair and Vice Chair for Calendar Year 2014 (Information)**

The Commission will receive a report regarding the designation of Chair and Vice Chair for the 2014 calendar year.
 - e) **Notice of Expiring Commissioner Terms in 2014 (Information)**

The Commission will receive a report identifying the member terms scheduled to expire in 2014. Affected members are Dodd and Kelly.
 - f) **CALAFCO Quarterly Report (Information)**

The Commission will receive the most recent quarterly report prepared by the California Association of Local Agency Formation Commissions.
 - g) **Current and Future Proposals (Information)**

The Commission will receive a report summarizing current and future proposals.
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) **Municipal Service Review on Central County Region: Section on City of Napa**

The Commission will consider formally accepting a final report on its scheduled municipal service review on the central county region specific to the City of Napa. The section examines the availability and adequacy of municipal services provided by Napa relative to the Commission's mandates to facilitate orderly growth and development and will serve as the source document to inform a sphere of influence update. This includes making determinative statements on specific governance and service factors prescribed under law. Key substantive changes made to the report since its draft presentation in October include the addition of sections for roads and storm drainage services. The Commission will also consider adopting a resolution confirming the determinative statements in the report.

7. ACTION ITEMS

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

a) Financial Audit for Fiscal Year Ending June 30, 2013

The Commission will review a written report from an outside consultant auditing the agency's financial statements for the 2012-2013 fiscal year. The report is being presented to the Commission to receive and file.

b) Consideration of the Proposed Annexation of 3174 Valley Green Lane to the Napa Sanitation District

The Commission will consider taking action on a proposal from a landowner to annex approximately 2.2 acres of incorporated territory to Napa Sanitation District (NSD). The affected territory is located at 3174 Valley Green Lane in the City of Napa and the purpose of annexation is to establish permanent public sewer service to an existing single-family residence; a residence currently receiving public sewer from NSD through a temporary outside service extension previously approved by the Commission. Pursuant to the California Environmental Quality Act (CEQA), as Lead Agency, the Commission at its meeting of October 7, 2013 approved a negative declaration for the proposed annexation. Staff recommends the Commission adopt a resolution to approve the proposed annexation.

c) Appointments to the 2014-2015 Budget Committee

The Commission will consider appointing two members to serve with the Executive Officer on the 2014-2015 Budget Committee.

d) Notice of Expiring Term: Regular Public Member

The city and county members will provide direction to staff with respect to addressing the expiring term of the regular public member position currently held by Brian J. Kelly.

e) Proposed Amendment to the Policy on Conducting Commission Meetings and Business

The Commission will consider adopting an amendment to the Policy on Conducting Commission Meetings and Business to designate Rosenberg's Rules of Order as its rules of parliamentary procedure. (Copy provided).

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) Napa Pipe Update

The Commission will receive an update regarding pending activities and planned processes for the Napa Pipe development project.

b) City of Napa Sphere of Influence Update

The Commission will receive a draft report on its scheduled sphere of influence update on the City of Napa. The draft report draws on current legislative directives and adopted local policies in identifying and evaluating the merits of adding three study areas – "P," "S," and "T" – to the sphere to facilitate either future annexations or outside service extensions. The draft report concludes it would only be appropriate for the Commission to add Study Area P to Napa's sphere as part of this scheduled update.

9. EXECUTIVE OFFICER REPORT

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

10. CLOSED SESSION

Public Employee Appointment – Executive Officer (Government Code Section 54957(b)(1))

11. COMMISSIONER COMMENTS; REQUEST FOR FUTURE AGENDA ITEMS

12. ADJOURNMENT TO NEXT REGULAR SCHEDULED MEETING: See Agenda Item No. 5b

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

December 2, 2013
Agenda Item No. 5a (Consent/Action)

November 25, 2013

TO: Local Agency Formation Commission

FROM: Brendon Freeman, Analyst

SUBJECT: First Quarter Budget Report for 2013-2014

The Commission will review a first quarter budget report for 2013-2014. The report compares budgeted versus actual transactions through one-fourth of the fiscal year. The report projects the Commission is on pace to finish with an overall operating shortfall of (\$41,468). The report is being presented to the Commission to formally accept.

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. Discussion

LAFCO of Napa County’s (“Commission”) adjusted final budget for 2013-2014 totals \$462,799. This amount represents the total approved operating expenditures for the fiscal year divided between salaries and benefits, services and supplies, and contingencies. Budgeted revenues total \$435,937 and are divided between intergovernmental fees, service charges, and investments. An operating shortfall of (\$12,862) was originally budgeted at the beginning of the fiscal year to reduce the funding requirements of the local agencies and to be covered by drawing down on unreserved funds. This operating shortfall is expected to increase to (\$26,862) as a result of an adjustment to budgeted expenses associated with the Acting Executive Officer’s consulting services contract. The audited unreserved portion of the fund balance totaled \$140,048 as of July 1, 2013.

Budgeted Operating Expenses	Budgeted Operating Revenues	Budgeted Operating Balance
\$462,799	\$435,937	(\$26,862)

Joan Bennett, Commissioner
 Councilmember, City of American Canyon

Greg Pitts, Commissioner
 Councilmember, City of St. Helena

Juliana Inman, Alternate Commissioner
 Councilmember, City of Napa

Brad Wagenknecht, 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, Vice Chair
 Representative of the General Public

Gregory Rodeno, Alternate Commissioner
 Representative of the General Public

Peter Banning
 Acting Executive Officer

Operating Revenues

Operating revenues budgeted for 2013-2014 total \$435,937. Actual revenues collected through the first quarter totaled \$426,359. This amount represents 98% of the adopted budget total with 25% of the fiscal year complete. The following table compares budgeted and actual revenues through the first quarter.

Revenue Units	Budgeted	Actuals Through 1 st Quarter	\$ Difference	% Collected
Intergovernmental	422,437	419,350	(3,087)	99.2
Service Charges	10,500	6,622	(3,878)	63.1
Investments	3,000	387	(2,613)	12.9
Total	\$435,937	\$426,359	(\$9,578)	97.8

Actuals in the first quarter and related analysis suggest the Commission will finish the fiscal year with \$441,016 in total revenues and produce a surplus of \$5,079 or 1.2%. An expanded discussion on budgeted and actual revenues through the first quarter within the Commission’s three revenue units along with projected year-end totals follows.

Intergovernmental Fees

The Commission budgeted \$422,437 in intergovernmental fees in 2013-2014. Nearly half of the total was invoiced to the County of Napa in the amount of \$209,675. The remaining amount was proportionally invoiced to the cities based on a weighted calculation of population and general tax revenues. This latter formula resulted in invoice charges totaling \$33,757 for American Canyon, \$12,389 for Calistoga, \$140,020 for Napa, \$13,957 for St. Helena, and \$9,552 for Yountville. All agency invoices were paid in full by the end of the first quarter. Staff projects the Commission will finish with a year-end deficit of (\$3,087) or (0.7%) in this account with the amount to be covered by drawing down on unreserved funds.

Service Charges

The Commission budgeted \$10,500 in service charges in 2013-2014. At the end of the first quarter, actual revenues collected within this unit totaled \$6,622 or 63% of the budgeted amount. The collected service charges are predominately tied to collecting a fee for additional staff hours needed in completing an annexation proposal involving the City of Napa.¹ A review of pending proposals suggests there may be upwards of four new applications filed in the near term. Staff believes it would be reasonable – for budgeting purposes – to assume only two of these proposals will be filed by the end of the fiscal year and would result in a year-end unit surplus of \$9,616 or 92%.

Investments

The Commission budgeted \$3,000 in investment income in 2013-2014 based on actual revenues collected during the first two quarters of the prior fiscal year. All income generated in this unit is tied to interest earned on the Commission’s fund balance, which is under pooled investment by the County Treasurer. At the end of the first quarter, actual revenues collected within this unit totaled \$387 or 13% of the budgeted amount. The Commission is on pace to finish the fiscal year with \$1,550 in investment income, resulting in an account deficit of (\$1,450) or (48%).

¹ The referenced proposal is titled Levitin Way No. 1 Annexation.

Operating Expenses

Operating expenses budgeted for 2013-2014 total \$462,799. Actual expenses collected through the first quarter, including encumbrances, totaled \$200,573. This amount represents 43% of the adopted budget total with 25% of the fiscal year complete. The following table compares budgeted and actual expenses through the first quarter.

Expense Units	Adopted	Actuals Through 1 st Quarter	\$ Difference	% Remaining
Salaries/Benefits	281,236	79,059	202,176	71.9
Services/Supplies	181,564	121,514	60,050	33.1
Contingencies	-	-	-	-
Total	462,799	200,573	262,226	56.7

Actuals in the first quarter and related analysis suggest the Commission will finish the fiscal year with \$482,484 in total expenses and produce a deficit of (\$19,685) or (4.3%). An expanded discussion on budgeted and actual expenses through the first quarter within the Commission’s three expense units follows.

Salaries/Benefits

The Commission budgeted \$281,236 in salaries and benefits for 2013-2014. At the end of the first quarter, the Commission’s actual expenses within the eight affected accounts totaled \$79,059, representing 28.1% of the budgeted amount. Five of the affected accounts – salaries/wages, commissioner pay, Medicare, employee insurance premiums, and workers compensation – finished with balances exceeding 25% of their budgeted allocation. Staff projects the Commission will finish the fiscal year with a slight deficit of approximately (\$370) or (0.1%) in the unit with the majority of the amount tied to higher than expected Medicare costs.

Services/Supplies

The Commission budgeted \$181,564 in services and supplies for 2013-2014. At the end of the first quarter, the Commission’s actual expenses within the 21 affected accounts totaled \$121,514, which represents 66.9% of the budgeted amount. 11 of the affected accounts – accounting/auditing, information technology service, legal services, consulting services, rents/leases: equipment, building/land, insurance – liability, training/conferences, business travel/mileage, memberships/certifications, and utilities (electric) finished with balances exceeding 25% of their budgeted allocation. Staff projects the Commission will finish the fiscal year with a moderate deficit of approximately (\$19,315) or (10.6%) and primarily tied to an elevated need for legal services in the absence of a full-time Executive Officer paired with a higher number of staff and Commissioners than originally expected attending the California Association of LAFCOs Annual Conference in August.

Contingencies

The Commission did not budget funds for contingencies in 2013-2014, and instead will rely on its unreserved fund balance to address any unexpected costs.

B. Analysis

Activity through the end of the first quarter indicates the Commission is on pace to finish 2013-2014 with an operating deficit of (\$41,468). This projected deficit in the Commission's year-end financial standing is attributed – among other factors – to hiring the Acting Executive Officer paired with recruitment costs to hire a full-time Executive Officer. If these projections prove accurate, the Commission's fund balance will be reduced from \$140,048 to \$98,580.

C. Recommendation

It is recommended the Commission formally accept the report as presented.

D. Alternatives for Action

The following two alternatives are available to the Commission:

Alternative One (Recommended):

Accept the staff report as presented.

Alternative Two:

Continue consideration of the staff report to a future meeting and provide direction for more information as needed.

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,

Brendon Freeman
Analyst

Attachment:

- 1) 2013-2014 General Ledger through September 30, 2013



Statement of Revenues and Expenses Budget vs. Actual by Fund

8400 - Local Agency Formation Comm
Periods 1 through 12 of Fiscal Year: 2014

		Budget					Percent of		
		Adopted Budget	Adjustments	Adjusted Budget	Encumbrances	Actual YTD	YTD Total	Budget vs Actual	Budget
Revenues									
42690	Permits/Application Fees	10,000.00	-	10,000.00	-	6,372.00	6,372.00	(3,628.00)	63.72%
43910	County of Napa	211,218.55	-	211,218.55	-	209,675.02	209,675.02	(1,543.53)	99.27%
43950	Other-Governmental Agencies	211,218.55	-	211,218.55	-	209,675.01	209,675.01	(1,543.54)	99.27%
45100	Interest	3,000.00	-	3,000.00	-	387.40	387.40	(2,612.60)	12.91%
46800	Charges for Services	500.00	-	500.00	-	250.00	250.00	(250.00)	50.00%
47900	Miscellaneous	-	-	-	-	-	-	-	0.00%
Total Revenues		435,937.10	-	435,937.10	-	426,359.43	426,359.43	(9,577.67)	97.80%
Expenses									
51100	Salaries and Wages	212,019.15	(48,000.00)	164,019.15	-	47,159.63	47,159.63	116,859.52	28.75%
51205	Cell Phone Allowance	840.00	-	840.00	-	140.00	140.00	700.00	16.67%
51210	Director/Commissioner Pay	10,000.00	-	10,000.00	-	6,000.00	6,000.00	4,000.00	60.00%
51300	Medicare	3,012.22	-	3,012.22	-	1,067.32	1,067.32	1,944.90	35.43%
51400	Employee Insurance-Premiums	51,202.80	-	51,202.80	-	12,880.31	12,880.31	38,322.49	25.16%
51405	Workers Compensation	400.00	-	400.00	-	213.50	213.50	186.50	53.38%
51600	Retirement	39,595.42	-	39,595.42	-	8,556.97	8,556.97	31,038.45	21.61%
51605	Other Post Employment Benefits	12,166.00	-	12,166.00	-	3,041.54	3,041.54	9,124.46	25.00%
Total for: Salaries and Benefits		329,235.59	(48,000.00)	281,235.59	-	79,059.27	79,059.27	202,176.32	28.11%
52125	Accounting/Auditing Services	9,125.56	-	9,125.56	-	6,139.47	6,139.47	2,986.09	67.28%
52130	Information Technology Service	22,374.00	-	22,374.00	-	11,187.00	11,187.00	11,187.00	50.00%
52140	Legal Services	22,540.00	-	22,540.00	-	8,268.00	8,268.00	14,272.00	36.68%
52310	Consulting Services	-	48,000.00	48,000.00	45,257.62	2,742.38	48,000.00	-	100.00%
52515	Maintenance-Software	-	-	-	-	3,792.90	3,792.90	(3,792.90)	0.00%
52600	Rents and Leases - Equipment	6,000.00	-	6,000.00	4,745.35	1,332.25	6,077.60	(77.60)	101.29%
52605	Rents and Leases - Bldg/Land	25,560.00	-	25,560.00	14,910.00	10,650.00	25,560.00	-	100.00%
52700	Insurance - Liability	34.63	-	34.63	-	17.50	17.50	17.13	50.53%
52705	Insurance - Premiums	118.00	-	118.00	-	-	-	118.00	0.00%
52800	Communications/Telephone	2,950.00	-	2,950.00	-	227.40	227.40	2,722.60	7.71%
52830	Publications & Legal Notices	1,500.00	-	1,500.00	-	295.67	295.67	1,204.33	19.71%
52835	Filing Fees	850.00	-	850.00	-	-	-	850.00	0.00%
52900	Training/Conference Expenses	4,000.00	-	4,000.00	-	5,909.21	5,909.21	(1,909.21)	147.73%



Statement of Revenues and Expenses Budget vs. Actual by Fund

8400 - Local Agency Formation Comm
Periods 1 through 12 of Fiscal Year: 2014

		Budget						Percent of	
		Adopted Budget	Adjustments	Adjusted Budget	Encumbrances	Actual YTD	YTD Total	Budget vs Actual	Budget
52905	Business Travel/Mileage	5,000.00	-	5,000.00	-	2,039.08	2,039.08	2,960.92	40.78%
53100	Office Supplies	5,000.00	-	5,000.00	-	1,195.01	1,195.01	3,804.99	23.90%
53105	Office Supplies-Furn & Fixture	3,931.00	-	3,931.00	-	-	-	3,931.00	0.00%
53110	Freight/Postage	800.00	-	800.00	-	100.00	100.00	700.00	12.50%
53120	Memberships/Certifications	2,292.96	-	2,292.96	-	2,300.00	2,300.00	(7.04)	100.31%
53205	Utilities - Electric	1,500.00	-	1,500.00	-	405.00	405.00	1,095.00	27.00%
53415	Computer Software/Licensing Fe	3,487.73	-	3,487.73	-	-	-	3,487.73	0.00%
53600	Special Departmental Expense	2,500.00	14,000.00	16,500.00	-	-	-	16,500.00	0.00%
Total for: Services and Supplies		119,563.88	62,000.00	181,563.88	64,912.97	56,600.87	121,513.84	60,050.04	66.93%
Total for: Other Expenses		-	-	-	-	-	-	-	0.00%
Total Expenditures		448,799.47	14,000.00	462,799.47	64,912.97	135,660.14	200,573.11	262,226.36	43.34%
Net Surplus (Deficit)		(12,862.37)	(14,000.00)	(26,862.37)	(64,912.97)	290,699.29	225,786.32		



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

December 2, 2013

Agenda Item No. 5b (Consent/Action)

November 25, 2013

TO: Local Agency Formation Commission

FROM: Peter Banning, Acting Executive Officer

SUBJECT: Approval of Meeting Calendar for First Half of 2014

The Commission will consider approving a meeting calendar for the first six months for 2014. It is recommended the Commission approve regular meetings for February 3rd, April 7th, and June 2nd. This recommendation would be consistent with the Commission's recent practice of holding regular meetings every other month. No special meetings are proposed.

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 requires Local Agency Formation Commissions (LAFCOs) to adopt policies and procedures with respect to conducting meetings. Government Code Section 56375(i) specifies LAFCOs must establish regulations to ensure meetings are conducted on a regular and orderly basis.

A. Discussion

It is the policy of LAFCO of Napa County's ("Commission") to schedule regular meetings on the first Monday of each month as needed. All regular meetings shall be held in the Board Chambers at the County of Napa Administration Building with a start time of 4:00 P.M. The Commission may also schedule special meetings in conjunction with calendaring regular meetings as necessary. The Commission is directed to review and approve a meeting calendar every six months at the June and December meetings.

B. Discussion/Analysis

The Commission's projected workload justifies scheduling meetings every other month for the first half of 2014 given the low total of proposals currently on file. Staff will take advantage of the slowdown in proposal activity by making progress on the Commission's adopted municipal service review and sphere of influence update study schedule. With this in mind, staff believes it would be appropriate for the Commission to continue its current practice of meeting every two months. This would result in regular meetings on February 3rd, April 7th, and June 2nd. No special meetings are proposed at this time.

Joan Bennett, Commissioner
Councilmember, City of American Canyon

Greg Pitts, Commissioner
Councilmember, City of St. Helena

Juliana Inman, Alternate Commissioner
Councilmember, City of Napa

Brad Wagenknecht, 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, Vice Chair
Representative of the General Public

Gregory Rodeno, Alternate Commissioner
Representative of the General Public

Peter Banning
Acting Executive Officer

C. Recommendation

It is recommended the Commission approve a meeting calendar for the first half of 2014 consisting of the following regular dates: February 3rd, April 7th, and June 2nd. No special meetings are proposed at this time.

D. Alternatives for Action

The following two alternatives are available to the Commission:

Alternative Action One (Recommended):

Approve the regular meeting dates as proposed by staff for the first half of 2014 with any desired changes.

Alternative Action Two:

Continue consideration of the staff report to a date specific meeting and provide direction for more information as needed.

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,

Peter Banning
Acting Executive Officer

Attachment:

- 1) *Policy on Commission Meeting Calendar*



LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY
Policy on Regular Commission Meeting Calendar

Adopted: June 14, 2001
Amended: December 9, 2004
December 4, 2006
December 1, 2008

I. Background

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 requires Local Agency Formation Commissions (LAFCOs) to adopt policies and procedures with respect to conducting meetings. Government Code Section 56375(i) specifies LAFCOs shall establish regulations to ensure meetings are conducted on a regular and orderly basis.

II. Objective

The objective of this policy is to guide the Commission in scheduling regular and special meetings in a consistent and logical manner.

III. Guidelines

A. Regular Meetings

- 1) The regular meeting day of the Commission is the first Monday of each month. The time and place of regular meetings is 4:00 P.M. in the Board Chambers of the County of Napa Administration Building, located at 1195 Third Street, Napa.
- 2) The Commission shall review and approve its regular meeting calendar every six months. If a regular meeting falls on a holiday, the Commission shall determine an alternate day as part of its review if needed.
- 3) The Chair may cancel or change the date or time of a regular meeting if he or she determines the Commission cannot achieve a quorum or there is a lack of business. Regular meetings may also be canceled or changed with the consent of a majority of the regular members of the Commission. For the purpose of this policy, a majority includes at least one member representing the cities and one member representing the county.
- 4) Notice of any change to a scheduled regular meeting shall be posted on the Commission website and transmitted to all interested parties.

B. Special Meetings

- 1) The Chair may schedule special meetings of the Commission as needed. The Chair shall consult with the Executive Officer in scheduling special meetings to ensure a quorum is available at a specified place and time.
- 2) Requests from outside parties for special meetings must be made in writing and submitted to the Executive Officer. If approved and scheduled by the Chair, the affected outside party requesting the special meeting will be responsible for any related charges pursuant to the Commission's *Schedule of Fees and Deposits*.
- 3) Notices for scheduled special meetings will be posted on the Commission website and transmitted to all interested parties within 72 hours of the meeting date.



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December 2, 2013
Agenda Item No. 5c (Consent/Action)

November 25, 2013

TO: Local Agency Formation Commission

FROM: Kathy Mabry, Commission Secretary

SUBJECT: Approval of Meeting Minutes
The Commission will consider approving summary minutes prepared by staff for the October 7, 2013 regular meeting.

A. Discussion and Recommendation

Attached are summary minutes prepared for the Commission's October 7, 2013 regular meeting. Staff recommends approval.

Respectfully submitted,

Kathy Mabry
Commission Secretary

Attachments: as stated

Joan Bennett, Commissioner
Councilmember, City of American Canyon

Gregory Pitts, Commissioner
Councilmember, City of St. Helena

Juliana Inman, Alternate Commissioner
Councilmember, City of Napa

Brad Wagenknecht, 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, Vice Chair
Representative of the General Public

Gregory Rodeno, Alternate Commissioner
Representative of the General Public

Peter Banning
Acting Executive Officer



**LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY
MEETING MINUTES OF OCTOBER 7, 2013**

1. CALL TO ORDER BY CHAIR; ROLL CALL: 4:00 P.M.

Chair Wagenknecht called the regular meeting of October 7, 2013 to order at 4:00 pm.

At the time of roll call, the following Commissioners and staff were present:

Regular Commissioners	Alternate Commissioners	Staff
Brad Wagenknecht, Chair	Juliana Inman (<i>arrived 4:03</i>)	Peter Banning, Acting Executive Officer
Brian J. Kelly, Vice-Chair	Gregory Rodeno	Jackie Gong, Commission Counsel
Joan Bennett	<i>Excused:</i> Mark Luce	Brendon Freeman, Analyst
Bill Dodd (<i>arrived 4:02</i>)		Kathy Mabry, Secretary
Greg Pitts		

2. PLEDGE OF ALLEGIANCE

Heather Ruiz, Deputy Director of Napa County Human Resources led the Pledge of Allegiance.

3. APPROVAL OF AGENDA

The Chair considered a request to rearrange the agenda by hearing agenda item #8c after item #5.

Upon motion by Commissioner Bennett and second by Commissioner Dodd, the Commission unanimously agreed to **move agenda item #8c to after item #5.**

4. PUBLIC COMMENTS

At this time, Chair Wagenknecht asked Heather Ruiz, Deputy Director of Napa County Human Resources to provide the Commission with an update on the Executive Officer recruitment.

Ms. Ruiz reported the recruitment is on schedule at this time, and that she will provide another update to the Commission at its December 2nd meeting.

There were no other public comments received.

5. CONSENT ITEMS

a) Cancellation of November Meeting – ITEM REMOVED FROM THE AGENDA –

The intent of the November 4th meeting was to accommodate a potential sphere of influence discussion for the City of Napa, however, since this expectation has not been realized, the November 4th meeting will be cancelled.

b) Approval of Meeting Minutes

The Commission considered the minutes prepared by staff for the regular meeting of August 5, 2013; and for the special meetings of August 26, 2013 and September 23, 2013.

c) Current and Future Proposals

The Commission received a written report summarizing current and future proposals. The report was presented for information. No new proposals not scheduled for action as part of this regular meeting have been submitted since the August 5, 2013 meeting.

Upon motion by Commissioner Dodd and second by Commissioner Bennett, the Commission unanimously agreed to remove item #5a from the agenda, and agenda items #5b and #5c were approved (Commissioner Pitts recused himself from voting on item #5b since he was not at the August 5, 2013 meeting).

***8c) PRESENTATION FROM THE COUNTY AUDITOR-CONTROLLER ON TAXABILITY OF COMMISSIONER STIPENDS**

The Commission received a verbal report from Bob Minahen of the Napa County Auditor Controller's office relating to the taxability of Commissioner stipends beginning January 1, 2014. The Commission was briefed on the new reporting process and provided with the required stipend forms for Commissioners to complete and return to the Auditor's office (County members were excluded as their stipends are incorporated into their payroll).

6. PUBLIC HEARING ITEMS

a) Adoption of a Negative Declaration and Consideration of the Proposed Annexation of 3174 Valley Green Lane to Napa Sanitation District

The Commission considered two separate and related actions involving a proposal from a landowner to annex approximately 2.2 acres of incorporated territory to Napa Sanitation District (NSD). The affected territory is located at 3174 Valley Green Lane in the City of Napa and the purpose of annexation is to establish permanent public sewer service to an existing single-family residence; a residence currently receiving public sewer from NSD through a temporary outside service extension approved by the Commission at a public hearing held on August 5, 2013 (**Resolution No. 2013-09**).

Pursuant to the California Environmental Quality Act (CEQA), as Lead Agency, the Commission prepared an Initial Study contemplating the impact of the proposed annexation. The first recommended action was for the Commission to adopt a Negative Declaration resolution consistent with the findings of the Initial Study concluding the proposed annexation will not have any significant impacts on the environment. The second recommended action was for the Commission to continue the proposal to the December meeting.

Acting Executive Officer, Peter Banning provided a brief overview of the proposal to the Commission, noting that the Commission previously ratified the Chair's outside service agreement. Staff recommended adoption of the environmental determination (Option 1A of staff report) and continuance of the proposal to the next regular Commission meeting (Option 2A). The recommended continuance was based on the Commission's practice to *first allow NSD to adopt a resolution that specifies terms and conditions applicable to the proposed annexation*. It is anticipated NSD will adopt terms and conditions specific to this proposal at the District's October 16, 2013 meeting.

Chair Wagenknecht opened the public hearing. No public comments were received.

Chair Wagenknecht closed the public hearing.

Upon motion by Commissioner Dodd and second by Commissioner Bennett, the Negative Declaration resolution was approved (**Resolution No. 2013-10**), and a continuance was approved for the annexation proposal until the next regular meeting on December 2, 2013 in order to allow NSD to adopt terms and conditions to be included in this proposal.

7. ACTION ITEMS

a) Proposed Annexation of 820 Levitin Way to the City of Napa

The Commission considered a proposal filed by the City of Napa to annex approximately 19.0 unincorporated acres comprising of six municipally owned lots (057-110-049, 057-110-052, 057-110-065, 057-110-066, 057-110-067, and 057-110-068) and a private driveway located at 820 Levitin Way. Pursuant to CEQA, as a Responsible Agency, the Commission also reviewed and considered the Negative Declaration resolution prepared by the City of Napa, as Lead Agency, consistent with the findings of the Initial Study concluding the proposed annexation will not have any significant impacts on the environment. Staff recommended adoption of a resolution to approve the proposal with an amendment to concurrently detach the affected territory from County Service Area No. 4 (CSA).

The property, located outside of the City's sphere of influence, is known as the Materials Diversion Facility, is owned by the City of Napa and used for municipal purposes. The stated purpose for this annexation is to eliminate a \$50,000 annual property tax obligation for the City of Napa. An additional purpose is to obtain grant funding for improvements, which qualifies only if the property is located within the City limits.

Larry Florin, County Administration Office, spoke to the Commission clarifying that CSA #4 property must contain plantable acres, and there are none on this property.

Steve Lederer, Public Works Director, spoke to the Commission and clarified for the Commission the difference between the City's Recycling Center and the Materials Diversion Facility. Mr. Lederer also thanked the Commission for its consideration of the annexation to the City of Napa.

Upon motion by Commissioner Pitts and second by Commissioner Bennett, the Negative Declaration resolution was approved (**Resolution No. 2013-12**), as well as the annexation proposal (**Resolution No. 2013-11**).

b) Approval of Budget Amendment for Executive Officer Recruitment

The Commission considered an amendment to the current fiscal year budget to increase appropriations for the Special Departmental Expense Account (Account No. 56300) by \$14,000 using available fund balance monies from prior years to cover the recruitment costs for the agency's Executive Officer position.

Commission Counsel, Jackie Gong provided a summary of the agenda item.

Upon motion by Commissioner Bennett and second by Commissioner Pitts, the budget amendment to increase funds for recruitment of the agency's Executive Officer position was approved by the Commission.

c) Approval of Budget Amendment for a Contract for Interim Executive Officer Services

The Commission considered reallocating appropriations in the amount of \$48,000 from the Salaries and Wages Account (Account No. 51100) to the Consulting Services Account (Account No. 52310) for the purpose of contracting with Peter Banning to provide interim Executive Officer services.

Commission Counsel, Jackie Gong provided a summary of the agenda item.

Upon motion by Commissioner Kelly and second by Commissioner Dodd, the budget amendment to reallocate funds for the Interim Executive Officer contract was approved by the Commission.

8. DISCUSSION ITEMS

a) Municipal Service Review on Central County Region: Draft Section on City of Napa

The Commission reviewed a draft section of its scheduled municipal service review (MSR) on the central county region specific to the City of Napa. The draft section examines the availability and adequacy of municipal services provided by Napa relative to the Commission's mandates to facilitate orderly growth and development and will serve as the source document to inform a pending sphere of influence update.

Staff provided an overview of the draft for discussion and feedback in anticipation of preparing a final version for future action.

Commissioner Kelly recommended adding a section to the MSR report regarding the long-term sustainability of the entity, its economics and possible consolidation or shared services.

Commissioner Inman, also a City of Napa Councilmember, also recommended looking at the various special districts and potential consolidations which have been mentioned in recent grand jury reports.

Commissioner Bennett commented that she appreciates the work staff is doing on the reports.

Commissioner Pitts complimented staff by saying he thinks the report is a well-crafted document and very informative.

No action was taken.

b) Legislative Report

Staff provided the Commission with a written report on California Legislature updates relating to items directly or indirectly affecting Local Agency Formation Commissions. A current CALAFCO newsletter was also provided to the Commission for information only.

***8c was moved and heard after agenda item #5.**

9. EXECUTIVE OFFICER REPORT

The Acting Executive Officer provided a brief report on his recent arrival at Napa LAFCO and stated he is just getting oriented to the office.

Discussion was also held regarding the 2013 CALAFCO Annual Conference held in October in Squaw Creek. Several commissioners who were present at the conference commented on how informative and interesting some of the sessions/presentations were.

Counsel Gong recommended considering adoption of Rosenberg's Rules of Order instead of Sturgis, as the Commission's rules of procedure for meetings. This would require an amendment to the Commission's policy on conducting meetings and business.

10. CLOSED SESSION - There was no closed session.

11. COMMISSIONER COMMENTS - There were no commissioner comments.

12. ADJOURNMENT TO NEXT REGULAR SCHEDULED MEETING

The meeting was adjourned at 5:51 p.m. The next regular meeting is scheduled for Monday, December 2, 2013 at 4:00 p.m.

Brad Wagenknecht, Chair

ATTEST: Jackie Gong, Commission Counsel

Prepared by: _____
Kathy Mabry, Commission Secretary



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

December 2, 2013

Agenda Item No. 5d (Consent/Information)

November 25, 2013

TO: Local Agency Formation Commission

FROM: Peter Banning, Acting Executive Officer

SUBJECT: Designation of Chair and Vice Chair for Calendar Year 2014

The Commission will receive a report regarding the designation of the Chair and Vice Chair for the 2014 calendar year. The report is being presented for information.

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 specifies each Local Agency Formation Commission (LAFCO) shall comprise no less than five regular members made by appointment. This includes two members appointed by the board of supervisors, two members appointed by the city selection committee, and one member appointed by the other four regular members.

A. Information

It is the policy of LAFCO of Napa County (“Commission”) to annually rotate the Chair and Vice Chair among its regular members. The subject policy was adopted in August 2004 and assigns seat designations for all five regular positions on the Commission. The underlying purpose of the policy is to provide an automatic and predetermined rotation of the Chair and Vice Chair at the beginning of each calendar year. The policy ensures each regular member position and – in the case of county and city members – their appointing authority has an opportunity to serve as the Commission’s presiding officer.

With the preceding comments in mind, and based on the current roster, the Commission’s adopted policy designates Brian J. Kelly and Joan Bennett as Chair and Vice Chair, respectively, in 2014. The complete rotation schedule follows.

2014 Chair Schedule

1. Public Member (Kelly)
2. City Member I (Bennett)
3. County Member I (Dodd)
4. City Member II (Pitts)
5. County Member II (Wagenknecht)

2014 Vice Chair Schedule

1. City Member I (Bennett)
2. County Member I (Dodd)
3. City Member II (Pitts)
4. County Member II (Wagenknecht)
5. Public Member (Kelly)

Joan Bennett, Commissioner
Councilmember, City of American Canyon

Greg Pitts, Commissioner
Councilmember, City of St. Helena

Juliana Inman, Alternate Commissioner
Councilmember, City of Napa

Brad Wagenknecht, 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, Vice Chair
Representative of the General Public

Gregory Rodeno, Alternate Commissioner
Representative of the General Public

Peter Banning
Acting Executive Officer

B. Commission Review

This item has been agendaized as part of the consent calendar for information only. Accordingly, if interested, the Commission is invited to pull this item for additional discussion and/or to provide future direction with the concurrence of the Chair.

Attachment:

- 1) Commission Policy: *Appointment of Chair and Vice Chair*

Local Agency Formation Commission of Napa County
 Policy For the Appointment of Chair and Vice-Chair
 (Adopted: August 3, 2004)

It is the policy of the Commission that:

1. This policy becomes effective January 1, 2005.
2. The terms of office of the Chair and Vice-Chair shall be one calendar year and shall begin on January 1.
3. Upon the date of adoption of this policy, for the purposes of establishing a rotational system for the appointment of the chair and vice-chair, each regular member seat on the Commission shall have a designation as indicated in the following table:

<u>Seat Designation</u>	<u>Occupant of Seat on Aug. 1, 2004</u>
City Member I	Lori Luporini
City Member II	Ken Slavens
County Member I	Mike Rippey
County Member II	Brad Wagenknecht
Public Member	Guy Kay

It shall be the responsibility of the Executive Officer to maintain a record of the seat designations and occupants.

4. The Chair on January 1, 2005 shall be the occupant of the seat designated City Member I.
5. The Vice-Chair of the Commission shall be appointed according to the following:

<u>Seat Designation of the Chair</u>	<u>Seat Designation of the Vice-Chair</u>
City Member I	County Member I
County Member I	City Member II
City Member II	County Member II
County Member II	Public Member
Public Member	City Member I

6. Upon completion of a term as Vice-Chair, that member shall be appointed to serve as the Chair of the Commission.
7. If a vacancy should be created in the office of the Chair for any reason, the members shall, at the next regular meeting, appoint the Vice-Chair to fill the vacancy for the remaining unexpired term.
8. If a vacancy should be created in the office of the Vice-Chair for any reason, the members shall, at the next regular meeting, appoint a Vice-Chair to fill the vacancy for the remaining unexpired term in accordance with the system set forth in Statement #5.
9. If a member fulfills an unexpired term of the Chair, he shall be appointed to fulfill the subsequent full term of the office.
10. The Commission may create temporary changes to the schedule in Statement #5 as part of an action item placed on the agenda.

Local Agency Formation Commission of Napa County
Policy For the Appointment of Chair and Vice-Chair

Seat Designations and Occupants
Updated: July 25, 2005

City Member I
City Member II
County Member I
County Member II
Public Member

Lori Luporini
Dr. Andrew Alexander
Bill Dodd
Brad Wagenknecht
Guy Kay



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

December 2, 2013

Agenda Item No. 5e (Consent/Information)

November 25, 2013

TO: Local Agency Formation Commission

FROM: Peter Banning, Acting Executive Officer

SUBJECT: Notice of Expiring Commissioner Terms in 2014

The Commission will receive a report identifying the member terms scheduled to expire in 2014. Affected members are Dodd and Kelly. The report is being presented for information only.

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 states the composition of Local Agency Formation Commissions (LAFCOs) shall generally include two regular members representing the county, two regular members representing the cities, and one regular member representing the general public. LAFCOs may also have two regular members representing special districts. Each category represented on LAFCO also has one alternate member. Appointments for the county and city regular and alternate members are made by board of supervisors and city selection committees, respectively. Appointments for the regular and alternate public members are made by the county and city members on LAFCO. All terms on LAFCO are four years.

A. Information

LAFCO of Napa County ("Commission") has a total of two members with terms scheduled to expire during the 2014 calendar year. The affected Commissioners are Dodd (Regular County) and Kelly (Regular Public). Staff will notify and request the Board of Supervisors make a new four-year appointment/reappointment involving the county seat currently filled by Commissioner Dodd. If an appointment for the affected seat is not made by May 3rd, Commissioner Dodd will retain his seat until reappointed or replaced as provided under LAFCO law. Agenda Item No. 7d discusses the Commission's options with respect to the public member appointment process involving the seat currently filled by Commissioner Kelly.

A full listing of the expiring terms for all Commissioners follows:

Joan Bennett, Commissioner
Councilmember, City of American Canyon

Greg Pitts, Commissioner
Councilmember, City of St. Helena

Juliana Inman, Alternate Commissioner
Councilmember, City of Napa

Brad Wagenknecht, 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, Vice Chair
Representative of the General Public

Gregory Rodeno, Alternate Commissioner
Representative of the General Public

Peter Banning
Acting Executive Officer

Member	Appointing Authority	Term Expires
Greg Pitts	City Selection Committee	May 1, 2017
Brad Wagenknecht	Board of Supervisors	May 2, 2016
Joan Bennett	City Selection Committee	May 4, 2015
Bill Dodd	Board of Supervisors	May 5, 2014
Brian J. Kelly	Commission	May 5, 2014
Juliana Inman, Alternate	City Selection Committee	May 1, 2017
Mark Luce, Alternate	Board of Supervisors	May 1, 2017
Gregory Rodeno, Alternate	Commission	May 2, 2016

B. Commission Review

This item has been agendaized as part of the consent calendar for information only. Accordingly, if interested, the Commission is invited to pull this item for additional discussion and/or to provide future direction with the concurrence of the Chair.

Attachments: none



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December 2, 2013

Agenda Item No. 5f (Consent/Information)

November 25, 2013

TO: Local Agency Formation Commission

FROM: Peter Banning, Acting Executive Officer

SUBJECT: CALAFCO Quarterly Report

The Commission will receive the most recent quarterly report prepared by the California Association of Local Agency Formation Commissions. The report is being presented to Commissioners for information only.

A. Information

The California Association of Local Agency Formation Commissions (CALAFCO) recently adopted a new strategic plan. The strategic plan includes a goal of maintaining enhanced communication with member agencies. This includes providing quarterly updates on Board actions and related activities within CALAFCO. The most recent quarterly report was issued in November 2013 and is attached.

B. Commission Review

The Commission is invited to review and discuss the attached report as needed.

Attachments: as stated

Joan Bennett, Commissioner
Councilmember, City of American Canyon

Greg Pitts, Commissioner
Councilmember, City of St. Helena

Juliana Inman, Alternate Commissioner
Councilmember, City of Napa

Brad Wagenknecht, 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, Vice Chair
Representative of the General Public

Gregory Rodeno, Alternate Commissioner
Representative of the General Public

Peter Banning
Acting Executive Officer



News from the Board of Directors

CALAFCO QUARTERLY

November 2013

CALAFCO WELCOMES TEHAMA LAFCO TO THE ASSOCIATION

We are proud to welcome Tehama LAFCo as a member of the Association. Look for a full article on Tehama LAFCo in the next edition of *The Sphere*.

2014 Annual Conference Update

At their November 8 meeting, the CALAFCO Board decided to move the conference to the new dates of October 15 – 17 so as not to conflict with the California Special Districts Association (CSDA) annual conference, which is scheduled for the same dates as the September dates. We are still at the DoubleTree by Hilton in Ontario with our host San Bernardino LAFCo. We are looking forward to a great conference with lots of things to do and see in Ontario. More information about the conference will be available soon. For now, mark your calendars for **OCTOBER 15 – 17, 2014!**

2014 Staff Workshop

The 2014 Staff Workshop is scheduled for **April 23 – 25, 2014** at the DoubleTree by Hilton in the Berkeley Marina. Our host for the workshop is Alameda and the Bay area LAFCos. The Host and Program Committees have begun their planning and details will be made available soon.

CALAFCO Board 2014 Committees

The CALAFCO Board appointed members to the 2014 standing committees are as follows:

Legislative Committee

Gay Jones
William Kirby
John Leopold
Mike McGill
Eugene Montanez
Josh Susman
Robert Bergman (a)
James Curatalo (a)
Mary Jane Griego (a)
Juliana Inman (a)
Ted Novelli (a)

Nominations Committee

Julie Allen
Mary Jane Griego
Juliana Inman
Mike Kelley
Elliot Mulberg (Chair)

Awards Committee

Larry Duncan
Mary Jane Griego (Chair)
John Leopold
Ted Novelli
Stephen Tomanelli
Josh Susman
Roger Welt

2014 Annual Conference

James Curatalo (Chair)
Stephen Tomanelli



CALAFCO U Courses for 2014

CALAFCO staff is in the process of finalizing the schedule of sessions for the first half of 2014 with topics that include the Protest Process, in January in southern California; LAFCo Best Practices (content taken from the Projects of the Year nominations) in early spring in Sacramento, and another in June on LAFCo lawsuits and how to prepare for and deal with them successfully.

LAFCo Symposium – December 9, 2013

UC Davis Extension and CALAFCO are co-sponsoring a one day symposium in Sacramento to celebrate the 50th birthday of LAFCo. Mark your calendars to join us for lively panel discussions on hot issues facing LAFCos today, and hear our special keynote

speaker the Honorable Robert Hertzberg.

Details and registration information are available on the CALAFCO website.

2013 Annual Conference in Squaw Valley a Success

328 commissioners, staff, associate members and guest speakers attended the annual conference held in Squaw Valley this past August.

There was good representation of LAFCos, with 48 of the 57 member LAFCos represented. Evaluation results showed a positive overall rating of 5.1 on a 6.0 scale. Participants mentioned the quality of the session topics, the location and venue, the banquet dinner and program, and the value of networking opportunities as some of the highlights.

Financially the conference met the goals established by the Board. Our thanks to Placer, Nevada and El Dorado LAFCos for hosting, Josh Susman (Nevada LAFCo) as Committee Chair, and Sam Martinez (San Bernardino LAFCo) as Program Chair.



CALAFCO Board Actions

During their regular meeting on November 8, the Board addressed several administrative issues including:

- ◆ The quarterly financial reports were reviewed and the budget is on track for the year. All financial reports are located on the website.
- ◆ Approved recommended LAFCo staff appointments to the 2014 Legislative Committee.
- ◆ Directed the newly formed Recruitment and Nominations Committee to review the current absentee ballot voting policy and potential use of absentee ballots in the case of a run-off election, and report to the Board in February on any recommendations.
- ◆ Approved the contract renewal for Pamela Miller as the Association's Executive Director.
- ◆ Approved the contract renewal for Jeni Tickler as the Association's Administrator.

Legislative Activities

The 2013 legislative year saw 2,264 bills introduced, of which 805 were chaptered and 96 were vetoed. CALAFCO's bills included AB 1427 (Omnibus) and AB 743 (Logue), both of which were signed into law. The other CALAFCO bill, AB 453 (Mullin) died in Senate Appropriations. A full report on the 2013 legislative year is located on the CALAFCO website.

The legislature will reconvene on January 7, 2014. CALAFCO's Legislative Committee is scheduled to meet via conference call on November 25th, and in person on December 6th. During their November 8th meeting, the Board gave consensus for the Legislative Committee to consider legislation that would change the MSR/SOI cycle from every 5 years to every 8 years, to coincide with the housing element update cycle. The Board also gave direction to the Legislative Committee to conduct outreach to freshman legislators who have been a LAFCo Commissioner as a way to build relations and partner with them on potential future LAFCo legislation.



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

December 2, 2013

Agenda Item No. 5g (Consent/Information)

November 25, 2013

TO: Local Agency Formation Commission

FROM: 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 October 7, 2013 meeting.

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 three active proposals on file with LAFCO of Napa County (“Commission”). A summary of these active proposals follows.

Proposed Annexation of 3174 Valley Green Lane to Napa Sanitation District

An interested landowner of a 2.2 acre incorporated property located at 3174 Valley Green Lane has filed an annexation application to connect to Napa Sanitation District. The subject territory is approximately 2.2 acres and comprises one entire incorporated parcel located at 3174 Valley Green Lane in the City of Napa. The intent of annexation is to transition the subject territory from a temporary outside service agreement approved by the Commission in June to a permanent public sewer service connection.



Status: The Commission is expected to consider the proposal as item 7b on today’s meeting agenda.

Joan Bennett, Commissioner
Councilmember, City of American Canyon

Greg Pitts, Commissioner
Councilmember, City of St. Helena

Juliana Inman, Alternate Commissioner
Councilmember, City of Napa

Brad Wagenknecht, 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, Vice Chair
Representative of the General Public

Gregory Rodeno, Alternate Commissioner
Representative of the General Public

Peter Banning
Acting Executive Officer

Formation of the Villa Berryessa Water District

This proposal has been filed by Miller-Sorg Group, Inc with the Commission on May 7, 2008. 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 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. It appears the prolonged delay is attributed to the ongoing settlement of a family estate following the death of the initial trustee.

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

The City of St. Helena filed a proposal with the Commission on November 19, 2008 to annex 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: 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. Negotiations remain pending.

There are two potential new proposals that may be submitted to the Commission in the near future based on extensive discussions with proponents. A summary of these anticipated proposals follows.

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”.



Airport Industrial Area Annexation to County Service Area No. 3

LAFCO staff recently completed a sphere of influence review and update for County Service Area (CSA) No. 3. This included amending CSA No. 3’s sphere to add approximately 125 acres of unincorporated territory located immediately north of the City of American Canyon in the Airport Industrial Area. The County of Napa is expected to submit an application to annex the 125 acres to CSA No. 3. The subject territory is completely uninhabited and includes seven entire parcels along with a portion of an eighth parcel. This eighth 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.



B. Commission Review

This item has been agendaized 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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We Manage Local Government Boundaries, Evaluate Municipal Services, and Protect Agriculture

December 2, 2013

Agenda Item No. 6a (Public Hearing)

November 25, 2013

TO: Local Agency Formation Commission

FROM: Peter Banning, Acting Executive Officer
Brendon Freeman, Analyst

**SUBJECT: Municipal Service Review on the Central County Region:
Final Section on City of Napa**

The Commission will consider formally accepting a final report on its scheduled municipal service review on the central county region specific to the City of Napa. The final report examines the availability and adequacy of municipal services provided by Napa in the context of the Commission's mandates to facilitate orderly growth and development and will serve as the source document to inform a sphere of influence update. This includes making determinative statements on specific governance and service factors prescribed under law. No substantive changes have been made to the report since its draft presentation in October with the exception of adding two new sections relating to road and storm drainage services. The Commission will also consider adopting a resolution confirming the determinative statements in the report.

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 ("CKH") directs Local Agency Formation Commissions (LAFCOs) to prepare municipal service reviews every five years to inform their other planning and regulatory activities. This includes, most notably, preparing and updating all local agencies' spheres of influence as needed. Municipal service reviews vary in scope and can focus on a particular agency, service, or geographic region as defined by LAFCOs. Municipal service reviews may also lead LAFCOs to take other actions under its authority such as forming, consolidating, or dissolving one or more local agencies. Municipal service reviews culminate with LAFCOs making determinations on a number of factors that include addressing infrastructure needs or deficiencies, growth and population trends, and financial standing as required by California Government Code (G.C.) Section 56430.

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Representative of the General Public

Peter Banning
Acting Executive Officer

A. Discussion

Central County Region Study

Consistent with LAFCO of Napa County's ("Commission") adopted study schedule, staff has initiated work on a municipal service review focusing on the central county region; an area defined by the Executive Officer to encompass all lands extending south to Soscol Ridge, west to Congress Valley, north to Oak Knoll, and east to Silverado. The principal objective of the municipal service review is to develop and expand the Commission's knowledge and understanding of the current and planned provision of municipal services provided within the region relative to present and projected needs throughout the county. This includes evaluating the availability and adequacy of municipal services provided – directly or indirectly – by the four principal local service providers operating in the central county region subject to Commission oversight. These agencies include: (a) City of Napa; (b) Napa Sanitation District; (c) Congress Valley Water District; and (d) Silverado Community Services District. The Commission will use the municipal service review to inform its decision-making as it relates to performing future individual sphere updates for each of the affected agencies as well as evaluating future jurisdictional changes throughout the county.

Final Section on Napa

Staff has completed a final report on the municipal service review section on the City of Napa for Commission acceptance. The final report is nearly identical to an earlier draft presented for discussion at the October 7, 2013 meeting with the exception of adding two new sections relating to street maintenance and storm drainage services. The draft was subsequently circulated for a 30-day public review period. No comments were received.

B. Analysis / Summary

With regard to central issues identified in the final report, information independently collected and analyzed indicates Napa's municipal services appear effectively managed and largely responsive to meeting current and projected community needs. Specific areas of interest to the Commission relative to its mandates and policy interests are memorialized in the determinations section and include the following pertinent conclusions. The final report identifies nine prominent issues underlying Napa's municipal services directly relevant to the Commission's mandates in facilitating orderly municipal growth and development as summarized below.

- Napa has experienced a moderate growth rate of 5.3% over the last 10 years, producing an overall population of 77,881. It is reasonable to assume this recent rate will continue going forward and raise Napa's population to 81,771 by 2023; an amount that falls nearly 10% below the 90,000 amount contemplated in the Napa General Plan by 2020.

- Napa's housing supply has exceeded demand over the last 10 years based on a one-third increase in vacancy rate from 7.8% to 10.7%. This escalating vacancy rate, nonetheless, remains relatively low compared to similarly sized cities in the greater region and suggests Napa has a reasonable balance in its housing supply and demand.
- Development activity in Napa is steadily rising as measured by the one-fifth increase in applications filed with the Planning Division over the last five years. This increase in activity suggests Napa may need to revisit its earlier decision to decrease staffing within its Planning and Building Divisions to appropriately accommodate and guide development going forward.
- Napa's existing water supplies appear collectively reliable in meeting the City's current and projected demands under normal and multiple dry year conditions, but insufficient by a small margin during critical single dry year conditions. The current annual deficit is estimated at 158 acre-feet or 51.5 million gallons for single dry year conditions.
- Napa requires the addition of 20 acre-feet or 6.5 million gallons of potable storage capacity to independently meet current and projected maximum day demands in its service area to protect against pressure losses and service interruptions during high usage periods.
- Public safety service provision appears adequate based on response times and other quantifiable measurements detailed in the draft section. Notable exceptions involve fire and emergency medical responses where service demands in the outer Browns Valley area are approaching and – depending on traffic demands – exceeding the five minute standard adopted by the City Council.
- Napa has finished the last fiscal year in relatively good financial standing as measured by its high liquidity and capital ratios. These ratios provide assurances Napa has sufficient resources to meet short- and near-term financial obligations as highlighted by net assets exceeding long-term liabilities by over seven-to-one.
- Napa has reduced its structural budget deficit by 90% as shown by a reduction of its operating margin from (12.8%) in 2008 to (1.4%) in 2012.
- There is an existing governance disconnect between the boundary of the City of Napa and its historical water service area given that the latter extends significantly beyond the City's incorporated area and sphere of influence. The Commission should consider options to reconcile this existing disconnect relative to local conditions as part of a future sphere of influence review either in the pending or subsequent update cycle.

C. Recommendation

Staff recommends the Commission formally accept the final report with any desired changes or edits as identified by members. Staff also recommends the Commission adopt the attached draft resolution confirming the determinative statements in the report.

D. Alternatives for Action

The following alternative actions are available to the Commission.

Alternative One (Recommended):

Approve a motion to formally accept the final report with any desired changes and adopt the attached draft resolution confirming the determinative statements contained therein.

Alternative Two:

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

E. Procedures for Consideration

This item has been agendized as part of a noticed public hearing. The following procedures are recommended with respect to Commission's consideration of this item:

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

Respectfully submitted,

Peter Banning
Acting Executive Officer

Brendon Freeman
Analyst

Attachments:

- 1) Final Report
- 2) Draft Resolution Approving Determinative Statements in Final Report

A. City of Napa

1.0 Overview



The City of Napa (“Napa”) was incorporated in 1872 and is governed by a five-member city council whose members are elected at large.¹ Napa provides a relatively full range of municipal services directly and highlighted by operating its own fire, police, and public works departments. Napa also contracts with outside agencies to provide certain municipal services, such as garbage collection and street cleaning. The Napa Sanitation District (NSD), a dependent special district, provides wastewater collection and disposal services within most of Napa’s incorporated boundary.^{2,3}

Napa is the largest of the five municipalities in Napa County with a current estimated population of 77,881; an amount representing over one-half of the overall county total.⁴ The rate of new growth and development within Napa has measurably slowed over the last several years, and is reflected by the City’s most recent annual change in population growth rate of 0.5% compared to the 1.2% change four years earlier from 2008 to 2009. The current operating budget is \$66.4 million. The total number of budgeted full-time equivalent employees is 475 and has increased by one-tenth over the last 10 years. Napa’s current unrestricted/unreserved fund balance was \$9.3 million as of June 2012 and sufficient to cover 1.7 months of general operating expenses.

Date Incorporated	1872
Enabling Legislation	California Constitution XI
Service Categories	Community Services Public Safety Public Works
Estimated Residents:	77,881

2.0 Formation and Development

2.1 Community Settlement

Napa’s modern era development formally began in the 1840s and is generally attributed to the purchase of approximately 715 acres of land near the juncture of the Napa River and Napa Creek by two local businessmen, Nathan Coombs and John Grigsby. This area, commonly referred to as “Napa Abajo,” was purchased immediately prior to the community’s planned layout and facilitated the development of a commercial district and in step with the establishment of regular ferry service with San Francisco by 1850. Napa’s growth continued into the following decades as it became a commercial center for the northern valley areas as well as a popular second-home location for San Franciscans.



¹ Napa was incorporated on March 23, 1872 as a general-law city and then later reincorporated as a charter-law city in 1914. As part of the reincorporation proceedings, voters approved a city charter outlining specific municipal responsibilities and obligations that became effective June 7, 1915.

² “Dependent district” includes any special district with a legislative body consisting, in whole or part, of ex officio members who are officers of a county or another local agency, or who are appointees of those officers, and who are not appointed to fixed terms.

³ Special districts overlapping Napa include five countywide entities that provide mosquito abatement, flood control, park and open space, farmworker housing, and resource conservation services.

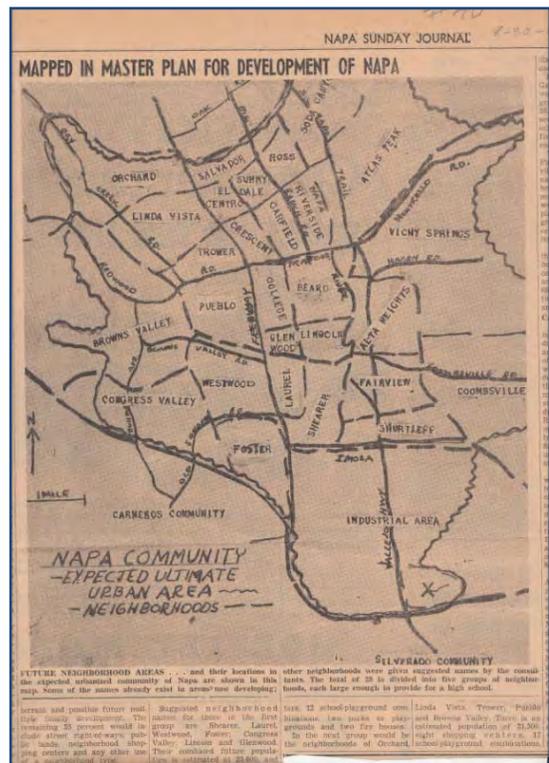
⁴ Estimate provided by the California Department of Finance.

2.2 Incorporation and Initial Development

An increasing demand for home rule among an estimated and growing population of 3,500 led to Napa’s first incorporation as a general-law municipality in 1872. The original boundaries spanned approximately 1.1 square miles in size and generally extended clockwise from Lincoln Avenue, Soscol Avenue, Elm Street, and York Street. Napa’s population grew steadily, albeit modestly, thereafter through the turn of the new century while the City’s economy transitioned towards more industrial uses, evidenced by several tanneries and flour mills. This gradual growth eventually expanded Napa’s boundary by 1940 to extend from Pueblo Avenue to the north and Imola Avenue to the south with the estimated citywide population reaching 7,700.

2.3 Early Growth Expectations

Significant changes in political and economic factors beginning in the 1940s proved significant for Napa in purposefully directing resources towards becoming a large regional metropolitan community in step with growth trends throughout the San Francisco Bay Area. Markedly, and over the next forty years, Napa’s population growth rate continually exceeded the statewide average as wartime operations at nearby Basalt Rock and Mare Island created thousands of new jobs and a demand for new housing. The need for housing was addressed by Napa annexing and developing Westwood in the 1940s followed by the Bel Aire and Devita areas in the 1950s, all of which culminated in a population of 22,200 by 1960. Napa anticipated additional growth through the end of the century and adopted its first General Plan in 1969. The first General Plan paralleled the growth expectations made a decade earlier by the County of Napa and contemplated Napa expanding north to Ragatz Lane and east to Wooden Valley Road by 1990 and produce a total population of 150,000.



2.4 Revised Growth Expectations

Napa’s growth management policies aimed at becoming a large metropolitan community proved to be relatively short-lived. A cascading shift towards slower growth materialized and resulted in Napa issuing an advisory ballot requesting residents to identify a preferred population total for 2000. The results of the advisory ballot led Napa to adopt a new General Plan in 1975 reducing the population projection to 75,000 by 2000 as well as establishing an urban growth boundary or rural urban limit line (RUL). Subsequent updates to Napa’s General Plan were adopted in 1982, 1986, and 1998 with the latter codifying policies and standards with respect to land use and development over the succeeding two decade period. Pertinently, the 1998 General Plan contemplates a total buildout population for Napa of 90,000 by 2020.

2.5 Redevelopment and Flood Control

Napa's growth and development in the latter part of the 20th Century became marked by two seminal events. The first occurred when the Napa City Council formed the Napa Community Redevelopment Agency (NCRA) in 1962 to help facilitate economic growth and expansion in Napa by utilizing State law to secure a dedicated stream of property tax revenues for investments in blighted areas. The principal project undertaken by NCRA was the Parkway Plaza, which took form in 1969 to redevelop a 32 square-block area comprising most of the Downtown area and anchored by the new Town Center development. The establishment of the Parkway Plaza project, notably, signaled a concerted effort on the part of Napa to begin directing new development within its urban core; a marked distinction compared to the outward expansion characterizing Napa in the preceding decades and has continued going forward.⁵

The second seminal event occurred in 1986 when the Napa River flooded and caused approximately \$100 million in property damages with the majority occurring in the Downtown and Oxbow areas. Napa responded by working with the Napa County Flood Control and Water Conservation District and other stakeholders in re-engaging a stalled flood control project that had been turned down twice at elections. Consensus on a new project design, however, proved challenging and it was not until 1997 when a final design was adopted and approved for funding through the 20-year half-cent sales tax passage of Measure A in 1998. The Napa River/Napa Creek Flood Projection Project – the principal activity funded by Measure A – centered around construction of seven bridge replacements over the Napa River as well as a new bypass channel where the Napa River and Napa Creek converge. This project is scheduled to be completed in 2018 and is designed to direct flood waters away from the Downtown and Oxbow areas.

2.6 Previous Municipal Service Review

The Commission's inaugural municipal service review on Napa was completed in 2005 as part of an agency-specific study. The municipal service review concluded Napa had developed policies and service plans that appear to have adequately addressed the service needs of current and future residents within the following five year period and did not require any additional infrastructure improvements or address other relevant issues with four notable exceptions. First, it was noted Napa required the immediate addition of potable water storage capacity to meet existing and anticipated peak day demands. Second, it was noted maintenance of Napa's roadways had been significantly underfunded and operating well below regional standards. Third, it was noted Napa should be more proactive in working to eliminate the 20 islands within its sphere of influence. Fourth, it was noted Napa needed to revisit its outside water service program and comply with a new requirement for cities and special districts to only provide new or extended services beyond their boundaries after receiving approval from LAFCO.

⁵ California Legislature dissolved all redevelopment agencies in 2011.

3.0 Adopted Jurisdictional Boundary

3.1 Current Composition

Napa’s existing jurisdictional boundary is approximately 18.2 square miles in size and covers 11,650 acres. There are 23,830 parcels with a current overall assessed value of \$8.8 billion; the latter representing a decrease in value of 2.1% over the last five years. Infill opportunities exist given one-fifth of the jurisdictional boundary – 920 lots covering 1,844 acres – remain entirely undeveloped.⁶

Jurisdictional Characteristics (Source: Napa LAFCO)	
Total Acreage.....	11,650
Total Assessor Parcels.....	23,830
Acreage Tied to Existing Development.....	84%
Acreage Entirely Undeveloped.....	16%
Assessed Value.....	\$8,762,545,193
Assessed Value/Acre.....	\$752,150
Registered Voters.....	38,673

3.2 Annexation Trends

In terms of the timing of jurisdictional growth, nearly one-half of Napa’s current boundary has been established over the last 50 years and is highlighted by the Commission approving and recording a total of 490 annexations covering 5,150 acres since 1963. The majority of these annexations occurred in the late 1960s and early 1970s consistent with overall growth trends in Napa County.

The Commission has approved 490 recorded annexations to Napa since 1963 and has expanded the City’s jurisdictional size by nearly one-half.

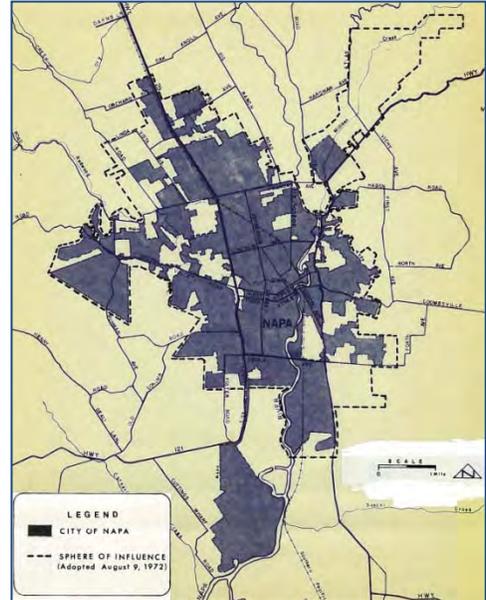
Approved annexations measurably slowed throughout the 1980s and 1990s and averaged 6.4 annually during this period. Recent annexations to Napa since the last municipal service review was completed in 2005 have been less frequent with an average of 1.1 approved annually. Annexations since 2005 have added a total of 126 acres. All of the recent annexation approvals have involved uninhabited and underdeveloped lands with the notable exception of the annexation of the Pines Mobile Home Park as part of a reorganization on Silverado Trail. A map showing all approved annexations during this latter period is provided as Appendix A.

⁶ An analysis of the database maintained by the County Assessor’s Office indicates 22,910 out of the 23,830 jurisdictional lots have been developed in some form as measured by the assignment of situs addresses and represent 84% of the total land acres.

4.0 Sphere of Influence

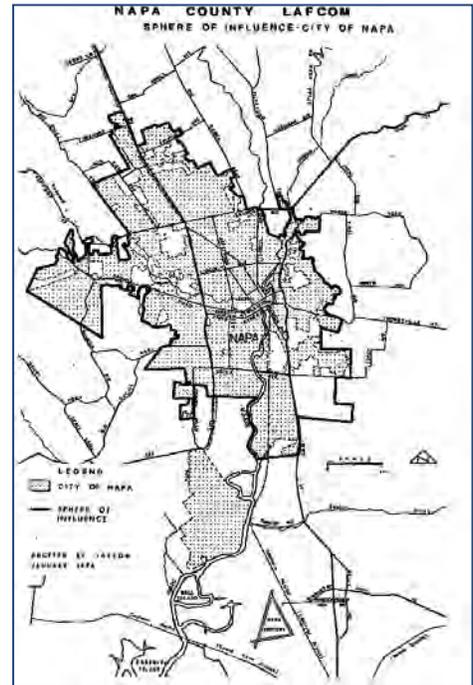
4.1 Establishment

Napa’s sphere was established by the Commission in 1972 to include nearly its entire 8,000 acre then-incorporated boundary – minus the Stanly Ranch area – along with approximately 5,200 acres of unincorporated land. The unincorporated sphere area included the Napa State Hospital site, Monticello Road area, and Silverado. The principal planning factor used by the Commission in establishing the sphere was to pair the availability of water and sewer service with expected and reasonable demand for service within a five to ten year period. Markedly, the adoption of the inaugural sphere culminated a four year process in which the Commission effectively included only about one-half of the total area that had been requested by Napa. The City’s requested sphere included unincorporated lands extending as far north as Ragatz Lane and west into Carneros.



4.2 Update in 1976

The Commission initiated an update to Napa’s sphere in 1976 to review and address new land use policies codified in the City’s new General Plan. The update was unanimously adopted by the Commission and reduced the amount of unincorporated land within the sphere by approximately 2,400 acres or nearly one-fifth and marked by the removal of Silverado and the adjacent Monticello Road areas. The underlying criterion used by the Commission in redesignating the sphere was to generally align – although not uniformly – with Napa’s recently established RUL. The establishment of an RUL coincided with the County of Napa establishing a corresponding zoning assignment for all affected lands requiring annexation to Napa as an alternative to processing any new development applications. Notable examples of lands within the RUL excluded from the sphere included Stanly Ranch, Stewart Dairy, and Big Ranch Road.⁷



⁷ The 1976 update immediately facilitated 18 separate amendments through 2005. The majority of these amendments were initiated by petitions of property owners to facilitate residential development as part of concurrent annexation proposals. Notably, in approving these amendments, the Commission determined that there were consistencies between the general plans of the County and the City of Napa with respect to the planned land uses of the affected territory.

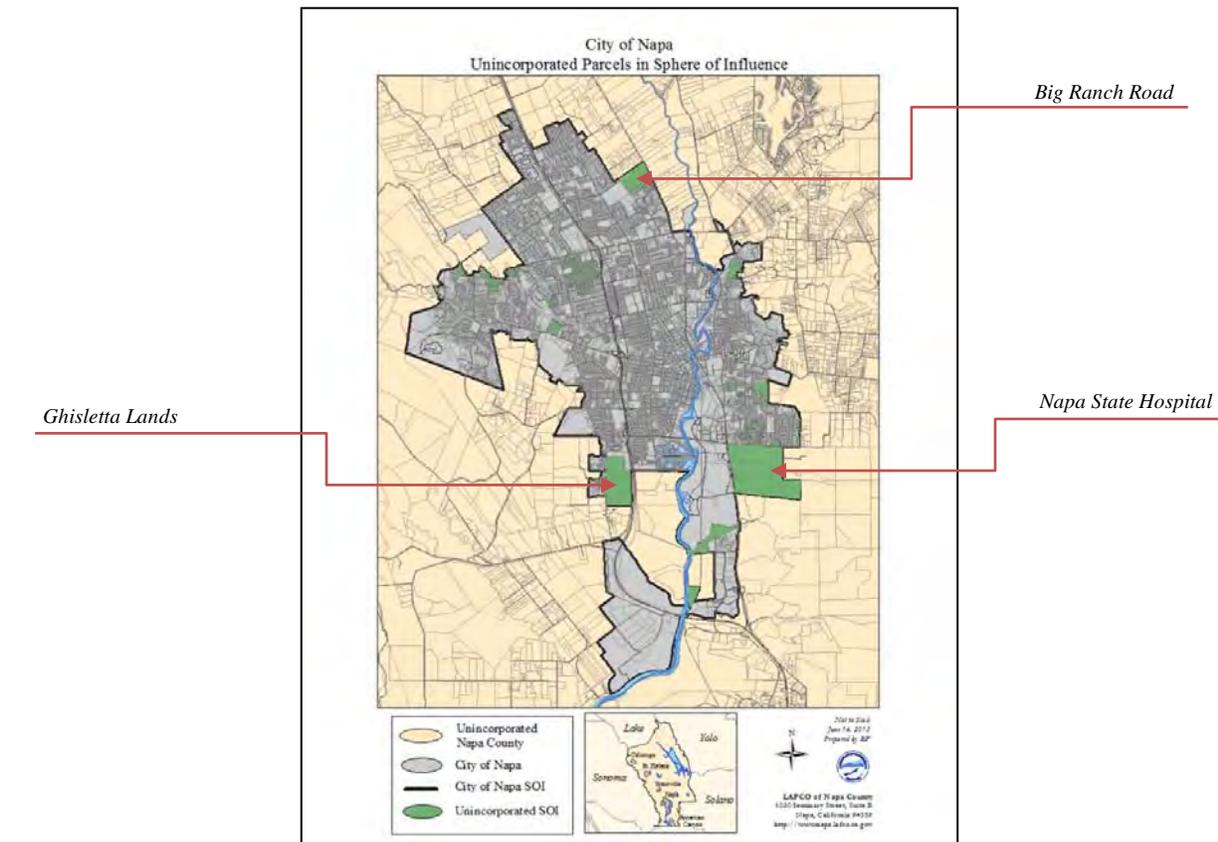
4.3 Update in 2005

The Commission adopted a second comprehensive update to Napa’s sphere in 2005. This update, prompted by the earlier enactment of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (CKH) and its cornerstone requirement that LAFCOs review and update each agency’s sphere by 2008 and every five years thereafter, expanded Napa’s sphere to include an additional 1,090 acres to be further aligned with the RUL. These additional acres comprised six distinct study areas and added Stewart Dairy (also known as “Ghisletta” lands), Big Ranch Road, and Stanly Ranch. The substantive result of the second update was general consistency between the sphere and the RUL with the lone difference involving the Commission’s continued inclusion of the Napa State Hospital given its reliance on City water services.

4.4 Current Composition

Napa’s sphere presently encompasses 19.7 square miles or 12,624 acres.⁸ The unincorporated territory within Napa’s sphere is comprised of 967 entire lots and portions of five additional lots covering 974 acres currently in the sphere and eligible for annexation or outside service extensions; the latter amount meaning 7.7% of acreage within the sphere remains unincorporated. The majority of these unincorporated lands lie within the 20 islands that are either entirely or substantially surrounded by Napa. A map highlighting the unincorporated lands already within the sphere is provided below.

There are close to 1,000 unincorporated acres in Napa’s sphere eligible for annexation or outside service extensions.



⁸ The Commission’s General Policy Determination III(B)(2) discourages proposals for amendment of adopted spheres from residents, landowners, and agencies proposing amendments to spheres of influence unless justified by special conditions and circumstances.

5.0 Demographics

5.1 Population Trends

Napa’s current and permanent resident population is estimated at 77,881 by the California Department of Finance. This amount represents overall population growth of 5.3% over the last 10 year period – or 0.5% annually – and marks the highest rate change among all six land use authorities in Napa County with the exception of the City of American Canyon.⁹ Napa’s recent growth is characterized by two distinct episodes. Growth within the first half of the 10 year period was 1.7% before more than doubling to 3.6% over the second half. Further, this overall growth rate was significantly lower than the growth rate for the previous 10 year period, which was 13.3% or 1.3% annually between 1993 and 2003.

Recent Population Growth Comparables (California Department of Finance / Napa LAFCO)				
Jurisdiction	2003	2013	Difference	Annual Percentage
Napa	73,959	77,881	3,922	0.5
American Canyon	13,003	19,862	6,859	5.3
Calistoga	5,161	5,194	33	0.1
St. Helena	5,968	5,854	-114	-0.2
Yountville	3,179	2,983	-196	-0.6
Unincorporated	27,413	26,609	-804	-0.3

With respect to projections, and for purposes of this review, it is reasonable to assume Napa’s annual population growth rate over the next 10 years within the existing sphere of influence will match the growth rate from the previous decade and remain at 0.5%. Two factors provide substantive support for applying this projected annual growth rate. First, staff has not identified internal or external factors that would clearly affect the current rate of growth. Second, the rate is consistent with local employment and household estimates jointly prepared by ABAG and the Metropolitan Transportation Commission (MTC) as part of Plan Bay Area, a regional planning document aimed at integrating transportation, land use, and housing decision-making consistent with Senate Bill 375 and its provisions to curb greenhouse gas emissions. Plan Bay Area, notably, anticipates an overall annual population growth rate for the entire region of 1.0% over the next 30 years with the majority – over four-fifths – occurring in locally-defined priority development areas (PDAs) and infill-oriented areas near existing transportation corridors.¹⁰ There is only one PDA in Napa and it is located along Soscol Avenue between First Street and Imola Avenue and anchored by the Gasser Specific Plan that anticipates – among other things – building 500 housing units. If the preceding assumptions hold, Napa’s permanent population is expected to increase to 79,828 by 2018 and 81,775 by 2023; the latter amount remaining below the 90,000 build-out population estimate implicit in Napa’s existing RUL.

It is reasonable to assume Napa’s growth rate over the next 10 years will match the City’s growth rate from the prior decade at 0.5%; the majority of which will likely be concentrated within the Soscol corridor area. This projection would result in a permanent population total of 81,775 by 2023.

⁹ American Canyon’s population growth rate over the affected period was 52.7% and marked third among all 101 cities in the San Francisco Bay Area. (Brentwood and San Ramon, both in Contra Costa County, ranked first and second among all Bay Area cities in population growth during this period at 58.1% and 56.1%, respectively).

¹⁰ There are a total of 169 PDAs in the Bay Area as of June 1, 2013.

Projected Population Growth in Napa within Existing Sphere
(Napa LAFCO)

2013	2018	2023	Difference	Annual Percentage
77,881	79,828	81,775	3,894	0.5

5.2 Population Density

Napa has the highest population density in Napa County with 4,279 residents for every square mile. American Canyon has the second highest density of residents per square mile at 3,611. The most densely populated areas within Napa based on census data – which generally follow neighborhood designations as outlined in the City General Plan – are the Westwood Planning Area and Beard Planning Area at 11,840 and 9,010, respectively, for every square mile. The Central Napa Planning Area, conversely, has the lowest resident density within the City at 3,470 for every square mile.

Trends in Population Density Comparables
Table IV/E; Source: California Department of Finance/Napa LAFCO

Jurisdiction	Population	Land Area (Square Miles)	Permanent Residents Per Square Mile
Napa	77,881	18.2	4,279
American Canyon	19,862	5.5	3,611
Yountville	2,983	1.5	1,989
Calistoga	5,194	2.6	1,998
St. Helena	5,854	5.1	1,148
Unincorporated	26,609	755.4	35
<i>Average</i>	<i>23,064</i>	<i>131.4</i>	<i>176</i>

5.3 Housing Trends

The increase in Napa’s population growth over the last 10 year period has been effectively accommodated by an equal share of new single-family and multi-family residential units collectively totaling 1,873 units. New single-family construction during the period totaled 1,037 units – representing a net supply increase of 5.2% – and primarily attributed to over two dozen subdivision approvals and highlighted most recently by Sheveland Ranch (180), Hidden Hills (72), and Greystone Estates (50), all three of which represent infill projects. New multi-family residential construction during the period totaled 830 units and represented a net supply increase of 11.5%. The corresponding ratio in residential construction trends in Napa over the last 10 year period is five-to-four in terms of single-family to multi-family units; the closest ratio among all six land use authorities in Napa County.¹¹

Napa has increased its total residential housing stock by 1,873 units over the last 10 years; a net increase of 6.6%. This new housing has largely been divided equally between single-family and multi-family. The new housing has also been infill oriented and not concentrated in any one particular area.

¹¹ Housing ratios for the other five land use authorities in terms of newly constructed single-family to multi-family units over the last 10 year period are as follows: American Canyon at eleven-to-one; Calistoga at (three)-to-two; St. Helena at nineteen-to-one; Yountville at one-to-ten; and the County at nine-to-ten.

Two additional factors underlying housing trends merit notice. First, the average of number persons for every household has increased by two percent and is currently at 2.71. Second, the vacancy rate for all residential units has increased by two-thirds and is currently at 6.6%, the largest percentage change among all local jurisdictions.

Trends in Housing Comparables (California Department of Finance / Napa LAFCO)						
Jurisdiction	2003		2013		Difference	
	Housing Units	Vacancy Rate (%)	Housing Units	Vacancy Rate (%)	Housing Units	Vacancy Rate (%)
Napa	28,422	4.0	30,295	6.6	+1,873	+65%
American Canyon	4,197	3.3	6,061	5.4	+1,864	+64%
Calistoga	2,253	10.2	2,319	12.9	+66	+26%
St. Helena	2,744	12.5	2,774	13.5	+30	+8%
Yountville	1,177	10.4	1,276	16.1	+99	+55%
Unincorporated	11,715	16.7	12,351	22.0	+636	+32%
Total	50,508	7.8	55,076	10.7	+4,568	+37%

Napa reports there are currently 102 residential projects approved and pending construction over the next five year period. This includes two affordable housing apartment projects – Alexander Crossing with 134 units and Napa Creekside with 57 units – and Napa Oaks II, a single-family subdivision that has been approved for 54 detached residences. These approved projects would increase Napa’s resident population alone by approximately 3,000 and are consistent with the anticipated development uses codified under the City’s current Housing Element covering years 2007 through 2014. This document ultimately provides for the potential development of up to 2,106 new housing units as required by the Association of Bay Area Governments (ABAG).¹²

5.4 Visitor Population

Visitors are an increasingly integral component in supporting and expanding Napa’s economy and have increased by over one-third over the last ten years as measured by the number of licensed guestrooms in the City. Specifically, Napa has added 518 transient guestrooms during the last decade, raising the citywide total from 1,489 to 2,007; a percentage change of 35% and the largest aggregate increase among all six local jurisdictions. Further, at full occupancy, Napa’s existing overnight visitor population within its 38 lodging establishments (hotels, resorts, motels, and bed and breakfast inns) is estimated at 5,018, equivalent to over six percent of the current resident population. Further, there are two approved hotel projects – Ritz Carleton and St. Regis – that would add 526 guestrooms and raise Napa’s overall total to 2,533, producing an estimated overnight visitor population at full occupancy of 6,333 or eight percent of the current population.

Napa has increased its visitor guestroom total by 35% over the last 10 years; more than any other local jurisdiction. At full occupancy, Napa’s overnight visitor population is estimated at over 5,000.

¹² Consistent with a regional effort to direct new urban uses towards existing and planned transportation corridors, Napa’s assigned housing need allocation for the 2014-2022 period has been decreased to 835 total housing units; a reduction of over three-fifths.

Trends in Overnight Guestrooms in Napa (Napa LAFCO)				
2003	2013	Difference	Est. Overnight Population	Population Percent
1,489	2,007	518	5,018	6.4

5.5 Social and Economic Indicators

A review of recent demographic information indicates Napa's residents have collectively experienced a marked decline in economic prosperity over the last five years based on demographic information collected by the United States Census Bureau as part of its American Communities Survey program. This decline is highlighted by two specific economic factors: a three-fourths increase in unemployment and close to a one-sixth decrease in homeownership. Additionally, the effects of the economic downturn are reflected in the one-fourth increase in median rent while household income has decreased by nearly five percent. In terms of regional comparisons, Napa has a markedly higher percentage of renters and persons living below the poverty rate relative to averages for all of Napa County.

Trends in Social and Economic Indicators for Napa
(American Community Surveys 2007 and 2011 / Napa LAFCO)

Category	2007	2011	% Change	County Average
Median Household Income	\$58,472	\$55,719	(4.7)	\$68,641
Owner-Occupied Residences	61.0%	51.6%	(15.4)	63.3%
Renter-Occupied Residences	39.0%	48.4%	24.1	36.7%
Median Housing Rent	\$1,068	\$1,330	24.5	\$1,279
Median Age	37.9	36.3	(4.2)	39.5
Prime Working Age (25-64)	53.4	55.3	3.6	52.9%
Unemployment Rate (Labor Force)	3.4%	6.0%	76.5	5.2%
Persons Living Below Poverty Rate	12.6%	13.6%	7.9	9.8%
Adults with Bachelor Degrees or Higher	19.7%	22.1%	12.2	28.0%

6.0 Organizational Structure

6.1 Governance

Napa is a charter-law municipality operating under the council-manager system of government. Decision-making authority under this system is equally distributed among Napa's five-member City Council, which includes a directly elected mayor. The Mayor and members of the Council are elected at-large to four-year terms. A Vice-Mayor is selected on an annual rotation schedule. Key duties of the City Council include adopting an annual budget, establishing and amending policies and ordinances, making committee and advisory appointments, and directly hiring three senior staff members: City Manager, City Clerk, and City Attorney. Meetings are currently conducted on the first and third Tuesday of each month and broadcast on local public access television. The current average experience on the City Council is 6.6 years. The Mayor is completing her 17th year in office.

Current City Council Roster (Napa / Napa LAFCO)			
Member	Position	Background	Years on Council
Jill Techel	Mayor	Educator	17
Pete Mott	Vice Mayor	Businessman	7
Juliana Inman	Councilmember	Architect	7
Alfredo Pedroza	Councilmember	Banker	1
Scott Sedgely	Council Member	Firefighter	1
<i>Average Years of Council Experience</i>			6.6

With respect to addressing governance issues of particular interest and/or importance, the City Council has established over one dozen supplemental governance bodies or separate legal entities to advise in its decisions or, in the case of some of these entities, to make decisions. The 13 bodies generally – but not exclusively – consist of between three and seven members appointed by the City Council at public meetings. The majority of appointees must be registered voters residing in Napa and generally possess either educational and/or professional expertise within the affected field. Specific responsibilities and powers for these bodies are summarized below.

Bicycle and Trails Advisory Committee

The Bicycle and Trails Advisory Committee (“Committee”) consists of seven appointed members as well as one non-voting student representative and meets on the second Thursday of each even-numbered month in the Council Chambers. The Committee is responsible for making written recommendations to the Public Works Director and City Council regarding transportation, bicycle, and recreational issues. This includes performing an annual review to assess possible changes regarding the City’s Bike Plan. Staffing is provided by the Parks and Recreation Services Department.

Building and Fire Code Board of Appeals

The Building and Fire Code Board of Appeals (“Board”) consists of three appointed members and meets as needed in the Council Chambers. The Board typically holds three to four meetings a year. The Board considers formal appeals on behalf of the City Council with respect to building and fire code violations. Staffing is provided by the Community Development Department’s Building Division.

Civil Service Commission

The Civil Service Commission (“CS Commission”) consists of five members and meets on the third Monday of each month in the Council Chambers. The CS Commission – whose authority and powers are established in the City Charter – is responsible for making recommendations to the City Council on employee classifications and salaries. It also certifies lists of qualified candidates for employment and hears disputes relating to conditions of employment. Appointments to the CS Commission are distinct from other bodies given that two members are selected by members of Napa’s employee bargaining units, and one is appointed by the other four members. The CS Commission appoints the Personnel Director, who provides staffing services.

Community Development Block Grant Citizen’s Advisory Committee

The Community Development Block Grant Citizen’s Advisory Committee (CDBG) consists of seven appointed members and meets on the last Monday of each month as needed in the Council Chambers. CDBG plans, implements, and amends – as needed – service programs that are directly funded by the State of California’s Department of Housing and Community Development. Staffing is provided by the Community Development Department’s Housing Division.

Cultural Heritage Commission

The Cultural Heritage Commission (“CH Commission”) consists of five appointed members and meets on the first Thursday of each month in the Council Chambers. The CH Commission reviews and makes recommendations to the City Council with regard to historical preservation matters, including the designation of historical landmarks in Napa. Staffing is provided by the Community Development Department’s Planning Division.

Disability Access Board of Appeals

The Disability Access Board of Appeals (“Board”) consists of five appointed members – two of whom must be physically handicapped persons – and meets as needed in the Council Chambers, typically holding three to four meetings a year. On behalf of the City Council, the Board considers formal appeals with respect to determinations or violations of the Americans with Disabilities Act made by the Chief Building Official or Fire Marshall. Staffing is provided by the Community Development Department’s Building Division.

Housing Authority of the City of Napa

The Housing Authority of the City of Napa (HACN) is a separate legal entity established under State law (Health and Safety Code Section 34200 et. seq.). It consists of all five Councilmembers plus two program participants appointed by the Council. HACN meets on the first Tuesday of each month in the Council Chambers. HACN provides rental assistance to very low-income families in Napa through Federal rental subsidy programs and develops affordable housing for low and moderate-income families. Staffing is provided by the Community Development Department’s Housing Division.

Napa Redevelopment Successor Agency Oversight Board

The Napa Redevelopment Successor Agency Oversight Board (“Board”) consists of two representatives appointed by the City Council along with five other members appointed by other agencies as provided under Health and Safety Code Section 34179. The Board meets on the third Wednesday of each even-numbered month, as needed, in the Council Chambers, typically three to four times a year. The Board directs the residual activities of NCRA, which has been dissolved. The Board monitors and directs staff of the Successor Agency as part of the dissolution process, including the disposition of properties, contracts, leases, books and records, buildings and equipment, existing fund balances, and other obligations of the former NCRA. Staffing is provided by the Community Development Department Economic Development Division.

Parks and Recreation Advisory Commission

The Parks and Recreation Advisory Commission (“PRA Commission”) consists of seven appointed members as well as one non-voting student representative and meets on the second Wednesday of every other month in the Council Chambers. The PRA Commission reviews and makes recommendations to the City Council with regard to acquisition, development, and maintenance of City parks as well as matters involving public recreation programs and cultural activities. Staffing is provided by the Parks and Recreation Services Department.

Planning Commission

The Planning Commission consists of five appointed members and meets on the first and third Thursday of each month in the Council Chambers. The Planning Commission is responsible for hearing development proposals, approving modifications to approved projects, design permits, conditional use permits, parcel maps, and variances. The Planning Commission also makes recommendations to the City Council on general plan amendments, zoning changes, and development agreements. All actions are subject to appeal to the City Council. Staffing is provided by the Community Development Department’s Planning Division.

Public Art Steering Committee

The Public Art Steering Committee (“Committee”) consists of five appointed members and meets on the fourth Tuesday of each month in the Community Development Building’s Conference Room. The Committee reviews and makes recommendations to the City Council on selecting, funding, and placement of public art in Napa. Staffing is provided by the Community Development Department’s Administrative and Planning Divisions.

Senior Advisory Commission

The Senior Advisory Commission (“SA Commission”) consists of seven appointed members and meets on the first Wednesday of every other month at the Senior Center. The SA Commission reviews and makes recommendations to the City Council with regard to services, facility uses, and recreational activities at the Senior Center along with other citywide programs aimed at serving residents that are 50 years of age or older. Staffing is provided by the Parks and Recreation Services Department.

Tree Advisory Commission

The Tree Advisory Commission consists of five appointed members and meets every other month the Council Chambers. The Tree Advisory Commission reviews and makes recommendations to the City Council with regard to tree ordinances, policies, and programs. Staffing is provided by the Parks and Recreation Services Department.

6.2 Administration

The City Manager serves at-will to the City Council and is principally responsible for administering Napa's day-to-day governmental operations and its 475 currently budgeted full-time equivalent employees. The current City Manager was appointed in 2006 and is delegated broad authority to appoint and remove all Department heads with limited exceptions.¹³ Key duties include preparing an annual budget and enforcing all ordinances and policies enacted by the City Council. The City Manager is assisted in overseeing Napa's day-to-day operations by the City Clerk and City Attorney; both of whom are directly appointed by the City Council. The basic composition and functions of Napa's six service departments are summarized below.

Administration

Administration includes divisions for the City Attorney, City Clerk, City Council, City Manager, Finance, and Human Resources. These divisions collectively direct all municipal activities, maintain official records, provide legal notices, and oversee labor and risk management. Administration currently budgets for 55 full-time equivalent employees and accounts for 12% of agency-wide staffing.

Community Development

Community Development includes divisions for Administration, Building, Code Enforcement, Economic Development, Housing, and Planning. These divisions are responsible for implementing land use policies and procedures adopted by the City Council and Planning Commission. Specific tasks include reviewing parcel and subdivision maps, issuing building permits, enforcing codes, updating the zoning code, facilitating local economic growth, maintaining the General Plan, and serving as the liaison with other local and regional planning agencies. Community Development currently budgets for 35 full-time equivalent employees and accounts for 7% of agency-wide staffing. The current Director was promoted in 2012.

Fire

Fire includes divisions for Administration, Operations, and Prevention. These divisions are responsible for providing structural fire protection and emergency medical response services throughout Napa and consistent with goals and objectives codified in the Community Services Element of the General Plan. Fire currently budgets for 65 full-time equivalent employees and accounts for 14% of agency-wide staffing. The current Chief was promoted in 2012.

Parks and Recreation

Parks and Recreation includes divisions for Administration, Maintenance and Operations, Parks, and Recreation. These divisions are responsible for providing and maintaining parks, public facilities, and related recreational activities and programs consistent with goals and objectives codified in the Parks and Recreation Element of the General Plan. Parks and Recreation currently budgets for 67 full-time equivalent employees and accounts for 14% of agency-wide staffing although a considerable portion are part-time and only employed during summer months. The current Director was hired in 2006.

¹³ Napa's charter establishes and prescribes procedures for a Civil Service Commission that, among other things, provides an appeal process for employee reclassifications and/or terminations.

Police

Police includes divisions for Administration, Operations, and Support Services. These divisions are responsible for providing a full range of law enforcement services throughout the City with the limited exception of contracting with the County of Napa for animal control services. Police currently budgets for 129 full-time equivalent employees divided between 74 sworn and 55 support personnel and accounts for 27% of agency-wide staffing. The current Chief was hired in 2004.

Public Works

Public Works includes divisions for Administration, Construction, Development Engineering, Engineering, Fleet Management, Maintenance, Materials Diversion Services, Real Property, and Water. These divisions are responsible for providing a full range of services aimed at constructing, designing, and maintaining Napa’s public-serving infrastructure. Services generally pertain to bridges, electrical facilities, fleet vehicles, materials diversion, sidewalks, storm drains, streets, and water transmission. Public Works currently budgets for 124 full-time equivalent employees and accounts for 26% of agency-wide staffing. The current Public Works Director was hired in 2007.

7.0 Municipal Services

Napa provides a full range of municipal services either directly or through outside contractors to support urban uses within and adjacent to its jurisdictional boundary. This review classifies Napa’s municipal services into four broad categories: 1) community services; 2) public safety; 3) public works; and 4) miscellaneous. The succeeding analysis assesses the municipal services provided within each of these categories in terms of resources and demands with the specific goal of providing a reasonable snapshot of existing and anticipated conditions going forward. General conclusions are also provided specific to the factors the Commission is required to consider under G.C. Section 56340. Further, and consistent with the current municipal service review cycle, the analysis covers a 10-year period; five years back and five years ahead of this report.

The preceding analysis is intended to provide a reasonable and independent “snapshot” of the current resources, demands, and identifiable outcomes of specific municipal services of interest to the Commission.

7.1 Community Services

Napa provides four specific types of community services pertinent to the Commission’s interests and objectives tied to the municipal service review process. These services are (a) planning, (b) building, (c) housing, and (d) parks and recreation, and are evaluated as follows.

*Planning
Building
Housing
Parks/ Recreation*

Planning

Nearly all of Napa’s planning services are provided directly by the Community Development Department’s Planning Division and most frequently involve processing general plan amendments, rezoning requests, permit applications, and parcel and subdivision map applications. Napa also contracts as needed with outside consultants to assist in special projects or prepare environmental reviews for development applications. All planning services – whether

provided directly or indirectly – are oriented to comply with Napa’s General Plan, which was comprehensively updated in 1998 and codifies land use and development policies for the City through 2020.¹⁴ The current General Plan addresses the seven mandatory elements required of all cities – land use, housing, circulation, conservation, open-space, noise, and safety – as well as four optional elements: administration, economic development, historic preservation, and parks and recreation; all of which reflect areas of particular local policy interest.

Major and explicit land use objectives within the current General Plan include engendering a small town atmosphere and enhancing the residential character of existing neighborhoods, paired with considerable focus on economic growth. The General Plan also emphasizes a commitment to contain urban development within the RUL; an urban growth boundary that was established by the City Council in 1975 that has remained relatively unchanged over the last four decades. The City Council delegated the authority for making changes to the RUL to voters as part of a charter amendment approved in 1999. The lone exception involves a provision that allows the City Council with at least four affirmative votes to amend the RUL in order to comply with a state or federal law or to facilitate a public service facility, such as a municipal park.

Staff and Budget

Planning Division staff is currently budgeted at 7.5 full-time equivalent employees within Community Development. This budgeted staff amount essentially matches levels from five years earlier with the qualifier there had been the addition of two additional full-time employees that were later retracted as of the last fiscal year. The relatively unchanged staff levels coupled with the increase in Napa’s population directly ties to a two percent increase in the per capita staffing ratio for planning services during this period from .094 to .096 for every 1,000 residents.

Current operating expenses for planning services are budgeted at \$1.049 million and have decreased by two percent from five years earlier. It is projected nearly four-fifths of budgeted operating expenses will be covered by the General Fund in the current fiscal year with the remaining one-fifth to be drawn from user fees and charges, grants, and other operating transfers. Actual demands on the General Fund to support planning services over the previous four fiscal years average approximately 77%. The following tables display budgeted staffing and financial resources for planning services over the last five years followed by actual and projected demands on the General Fund.

Trends in Budgeted Planning Division Staff (Napa / Napa LAFCO)						
Category	2009-10	2010-11	2011-12	2012-13	2013-14	Trend
Budgeted Staff	7.23	7.23	9.48	9.48	7.46	3.2%
Staffing Per 1,000 Capita	0.094	0.094	0.122	0.122	0.096	1.8%

¹⁴ The Housing Element was updated in 2009.

Trends in Budgeted Operating Expenses for Planning Services
(Napa / Napa LAFCO)

Category	2009-10	2010-11	2011-12	2012-13	2013-14	Trend
Adopted Budget	\$1.074	\$1.117	\$1.275	\$1.290	\$1.049	(2.3%)

Amounts in millions

Trends in Operating Expenses for Planning Services Relative to General Fund
(Napa / Napa LAFCO)

Category	2009-10	2010-11	2011-12	2012-13	2013-14	Trend
Expenses Covered by G.F.	58.4%	74.0%	77.2%	76.4%	79.0%	35.3%
% of Overall G.F.	1.0%	1.4%	1.5%	1.6%	1.2%	24.0%

** Fiscal years 2009-12 reflect actual amounts. Fiscal year 2012-13 reflects projected amounts. Fiscal year 2013-14 reflects budgeted amounts.*

Application Activity

A review of the trend and volume of applications show Napa’s planning services are rebounding consistent with the end of the recession and increasingly attributed to new development activity. This includes a one-fifth increase in applications over the last five years. The total volume of applications has also generally increased in each of the last five years with the most recent calendar year achieving the largest year-end total at 175.

Trends in Planning Division Applications (Napa / Napa LAFCO)						
2008	2009	2010	2011	2012	Trend	
144	127	128	148	175	21.5%	

Housing Production

A tangible measurement of outcomes for planning services – especially within a suburban community – involves tracking the number and type of housing units produced. Towards this end, there are currently 30,243 housing units in Napa divided between single-family comprising 69%, multi-family comprising 27%, and mobile homes comprising four percent. Housing units overall have increased by one percent over the last five years rising by 338 in total since 2008. Napa has also experienced a sizable increase in unoccupied residences having increased by 14% during this period.

Trends in Housing Inventory (Department of Finance / Napa LAFCO)						
Type	2008	2009	2010	2011	2012	Trend
Total	29,905	30,019	30,150	30,176	30,243	1.1%
-Single-Family	20,566	20,641	20,708	20,735	20,802	1.1%
-Multi-Family	8,034	8,084	8,074	8,076	8,076	0.5%
-Mobile	1,305	1,294	1,368	1,365	1,365	4.6%
Vacant (%)	5.77	6.13	6.48	6.58	6.58	14.0%

Building

Nearly all of Napa’s building services are provided directly by Community Development Department’s Building Division and most frequently involve regulating the construction and use of buildings and structures through the application of adopted codes and ordinances. The purpose of codes and ordinances is to provide minimum standards to safeguard health, property, and public welfare by regulating the design, construction, quality of materials, use and occupancy, location, and maintenance of all buildings and structures in Napa. The Building Division reviews construction plans, issues permits, and performs inspections to ensure building projects are built safely and in compliance with applicable codes and regulations. The Division will investigate complaints of illegal construction or use of structures in conjunction with the Code Enforcement and Planning Divisions; it does not patrol for violations. A key function of the services provided by the Building Division is assisting businesses and homeowners, construction professionals, and the public by explaining requirements and provisions governing development regulations and methods.

Staff and Budget

Building Division staff is currently budgeted at 7.0 full-time equivalent employees. This budgeted staff amount marks a one-fifth decrease over the last five year period with the elimination of two full-time positions in the last fiscal year. The reduction in staff coupled with the increase in Napa’s population directly ties to the nearly a one-fourth decrease in the per capita staffing ratio for building services during this period from .117 to .090 for every 1,000 residents.

Current operating expenses for building services are budgeted at \$1.077 million and represent approximately a one-fifth decrease in funding compared to the City’s budget five years earlier. The Division has been entirely self-sufficient over the last two years as a result of permit and license fee revenues and is expected to continue in this fashion in the current fiscal year. Actual demands on the General Fund in the two earlier fiscal years – 2010 and 2011 – average close to 15%. The following tables display budgeted staffing and financial resources for building services over the last five years followed by actual and projected demands on the General Fund.

Trends in Budgeted Building Division Staff						
<i>(Napa / Napa LAFCO)</i>						
Category	2009-10	2010-11	2011-12	2012-13	2013-14	Trend
Budgeted Staff	9.00	9.00	9.00	9.00	7.00	(22.2%)
Staffing Per 1,000 Capita	0.117	0.117	0.116	0.116	0.090	(23.2%)

Trends in Budgeted Operating Expenses for Building Division Services						
<i>(Napa / Napa LAFCO)</i>						
Category	2009-10	2010-11	2011-12	2012-13	2013-14	Trend
Adopted Budget	\$1.311	\$1.353	\$0.980	\$0.989	\$1.077	(17.9%)

Amounts in millions

Trends in Operating Expenses for Building Services Relative to General Fund
(Napa / Napa LAFCO)

Category	2009-10	2010-11	2011-12	2012-13	2013-14	Trend
Expenses Covered by G.F.	28.8%	0.8%	0.0%	0.0%	0.0%	(100%)
% of Overall G.F.	0.6%	0.0%	0.0%	0.0%	0.0%	(100%)

* Fiscal years 2009-12 reflect actual amounts. Fiscal year 2012-13 reflects projected amounts. Fiscal year 2013-14 reflects budgeted amounts.

Permit Activity

The volume and trend of building permit issuances serve as reasonable indicators in quantifying both demand and outcomes for the Building Division’s resources. A review of building permit issuances over the last five years shows an overall increase of nearly one-sixth in year-end volume. The review also shows fluctuating trends in permits issued in each of the five years with the high year-end total occurring in 2010 at 2,807.

Trends in Building Division Permit Issuances

(Napa / Napa LAFCO)					
2008	2009	2010	2011	2012	Trend
2,250	2,110	2,807	2,667	2,618	16.3%

Housing

Napa’s housing services are directly provided by Community Development Department’s Housing Division. Housing services are primarily guided by objectives and standards codified in the updated Housing Element of the Napa General Plan (2009) and most recently supplemented by the City’s 2009-2015 Housing Strategic Plan. Housing services involve working in various partnerships to operate a variety of programs aimed at providing decent, safe, affordable housing to qualified residents. Other key objectives include establishing safe, viable, attractive neighborhoods as well as creating employment opportunities and economic growth. The Housing Division supports and staffs the Housing Authority of the City of Napa (HACN) and administers various federal, state, and local programs to assist the community by providing housing and supportive services at all levels of affordability. With the exception of a contribution from the General Fund for the operation of the Homeless Shelter, all Housing Division costs are funded by designated federal, state, and local funds.¹⁵

Napa’s housing services are divided between six distinct programs: (a) the federally funded Community Development Block Grant program, (b) the state funded CalHome program, (c) the Affordable Housing Program, (d) the First Time Homebuyers Program, (e) Section 8 Rental Assistance, and (f) Napa’s Inclusionary Fund. These programs are summarized as follows.¹⁶

¹⁵ The Shelter Plus Care Program is a rental assistance program available to homeless and disabled individuals. Shelter Plus Care requires support services be provided to clients by a referring supportive service agency. The Shelter Plus Care Program is a component of the Napa County Continuum of Care Strategy for the Homeless. HACN was awarded \$250,000 over a five year period and assists approximately nine individuals.

¹⁶ Napa’s Inclusionary Fund is funded from affordable housing impact fees on commercial and residential development.

- The Community Development Block Grant program offers funding assistance and project oversight to local non-profit agencies to rehabilitate non-profit agency facilities serving very low and low income Napa residents. Each year, the program assists an average of six projects and typically provides an approximately \$100,000 allocation.
- Napa's Down Payment Assistance Program is funded through grants received from the State of California's Department of Housing and Community Development. Currently, there are two funding sources available to prospective home buyers earning no more than 80% of the median household income for Napa County.
- The Affordable Housing Development section of HACN manages programs that increase and preserve the number of affordable housing units available in Napa. These programs vary annually regarding number of persons served or annual budget figures.
- HACN offers a variety of programs to assist first time homebuyers in purchasing their first home. Programs include a down payment assistance program, below market rate new homes resulting from Napa's Inclusionary Housing Ordinance. HACN's minimum annual budget for these programs is \$500,000 and assists at least 12 families each year.
- The Section 8 Rental Assistance Program is designed to assist eligible low-income families throughout Napa County. The Section 8 program is funded by the U.S. Department of Housing and Urban Development (HUD). The purpose of the program is to provide rental subsidy to very low-income families. A portion of the family's monthly rent is paid in the form of a subsidy directly to the landlord by the Housing Authority. Participants pay approximately thirty percent of their adjusted gross income to the landlord for rent. The balance of the rent is paid by HACN.
- The Federal Department of Housing and Urban Development (HUD) sponsored Continuum of Care for the Homeless garners funding each year to assist with providing housing and needed services to the homeless population. HACN serves as the lead agency, applying to HUD on behalf of various project sponsors. Continuum of Care is a countywide collaboration between homeless housing and social service providers. The annual budget varies, as do the number of persons assisted with the various projects.

Staff and Budget

Housing Division staff is currently budgeted at 12.75 full-time equivalent employees. This budgeted amount marks a 5.4% decrease over the last five years with the elimination of one full-time position in the last fiscal year. The reduction in staff coupled with the increase in Napa's population directly ties to the nearly seven percent decrease in the per capita staffing ratio for housing services during this period from .175 to .164 for every 1,000 residents.

Current operating expenses for housing services are budgeted at \$13.997 million and represent a 13.4% increase in funding compared to five years earlier. All Housing costs are funded by designated federal, state, and local funds with the exception of a contribution from the General Fund for operation of the Napa Homeless Shelter.¹⁷ The following tables display budgeted staffing and financial resources for housing services over the last five years.

¹⁷ Actual General Fund demands associated with the Homeless Shelter have decreased by over one-fourth over the last five years.

Trends in Budgeted Housing Division Staff (Napa / Napa LAFCO)						
Category	2009-10	2010-11	2011-12	2012-13	2013-14	Trend
Budgeted Staff	13.48	13.48	13.75	13.75	12.75	(5.4%)
Staffing Per 1,000 Capita	0.175	0.175	0.177	0.177	0.164	(6.7%)

Trends in Budgeted Operating Expenses for Housing Division Services (Napa / Napa LAFCO)						
Category	2009-10	2010-11	2011-12	2012-13	2013-14	Trend
Adopted Budget	\$12.345	\$15.912	\$14.337	\$13.333	\$13.997	13.4%

Amounts in millions

Application Activity

The Housing Division administers federal funds including Section 8 Housing vouchers, Mainstream Vouchers, and Continuum of Care funds throughout the County. The Division also administers the Housing Set-Aside Fund, the Local Housing Fund, and the management of properties owned by the Housing Authority.¹⁸ Pursuant to Assembly Bill 987 enacted by the California State Legislature, California Redevelopment Agencies are required to publish and annually update a database of affordable housing units funded through the Low and Moderate Income Housing Fund. A review of recent existing and substantially rehabilitated housing units developed or otherwise assisted with low and moderate-income Housing funds reveals a total of 366 affordable units have been added by Napa over the last five years; an amount representing a 29% increase during this period.¹⁹ These new units are associated with the rehabilitation of the Concordia Manor and Rohlffs Manor Senior Apartment projects.²⁰

The Housing Division reports it has received a total of 10,842 housing and rental assistance applications over the last five years; an amount representing 2,168 annual applications received. This includes reaching the Division’s maximum allowable application submittals for the Section 8 Rental Assistance Program and resulting in the closure of its waitlist as of March 29, 2013. The Division reports the waiting list for the Section 8 Rental Assistance Program includes approximately 9,620 individuals with funding available for only 1,300, suggesting a significant countywide need for an elevated level of Housing Division services.²¹ A review of housing and rental assistance applications over the last four completed calendar years shows an overall increase of over four-fifths in year-end volume. Applications have generally experienced steady annual increases with the high year-end total occurring in 2012 at 2,936 housing and rental applications received by the Housing Division.

¹⁸ The Housing Authority owns and manages a 50-unit affordable senior apartment project identified as “Laurel Manor” as well as Housing’s administrative office building located on Seminary Street in Napa.

¹⁹ The Housing Division reports there are 1,613 total affordable housing units overall in Napa.

²⁰ Concordia Manor (145 units) and Rohlffs Manor (211 units) provide a combined total of 366 affordable units to senior citizens divided between 220 studios, 128 one-bedroom units, and eight two-bedroom units.

²¹ The Housing Division has also reported experiencing an increase in demand for the First Time Homebuyer Affordable Housing Program. Homebuyer education workshops are scheduled to educate first time homebuyers on the home buying and mortgage loan process and to inform them of the CalHome program eligibility criteria. The workshops will be held on September 12th and 17th at the Housing office located at 1115 Seminary Street in Napa.

Trends in Housing and Rental Assistance Applications (Napa / Napa LAFCO)				
2009	2010	2011	2012	Trend
1,601	2,641	2,621	2,936	83.4%

Parks and Recreation

Napa provides a range of community park and recreational services directly through its Parks and Recreation Services Department (NPRSD). NPRSD services are primarily guided by objectives and standards codified in the Parks and Recreation Element of the Napa General Plan (1998) and most recently supplemented by the City's Park and Facilities Master Plan (2010). NPRSD is comprised of four distinct Divisions: Administration; Recreation; Parks; and Maintenance. The composition and principal duties of each division follows.

- Administration Divisions
This unit is directly managed by the NPRSD Director and responsible for overall service operations as well as budget planning, inventory control, and managing vendor contracts; it also manages special event permitting process and provides staffing for the Parks and Recreation Commission. Administration is currently budgeted with 5.0 full-time equivalent employees and located at 1100 West Street in Napa.
- Recreation Division
This unit is managed by a Recreation Supervisor appointed by the Director and responsible for managing all senior, adult, and child recreational programs as well as planning and staffing special community events. Recreation is the second largest unit within NPRSD and is currently budgeted with 24.4 full-time equivalent employees with the majority tied to seasonal and part-time positions.
- Parks and Trees Division
These units are managed by a Parks, Trees, and Facilities Manager appointed by the Director and responsible for managing all Napa parklands, trees, and their ancillary facilities. These units also provide formal review as part of the Community Development Department's review of development applications. Parks is the largest unit within NPRSD and is currently budgeted with 30.1 full-time equivalent employees.
- Facilities Division
This unit is also managed by the Parks, Trees, and Facilities Manager appointed by the Director. This unit is responsible for providing custodial, maintenance, and repair services for all Napa owned facilities. This includes servicing Napa's administrative buildings, parks, community facilities, and parking garages. Maintenance is currently budgeted with 7.2 full-time equivalent employees.

Staff and Budget

NPRSD staff is currently budgeted at a total of 66.7 full-time equivalent employees. This budgeted staff amount marks a three percent decrease over the last five fiscal years with reductions occurring in three of the four Divisions with the largest proportion in Administration. The reduction in staff coupled with the increase in Napa's population directly ties to a decrease in the per capita staffing ratio during this period from .898 to .856 for every 1,000 residents.

Current operating expenses are budgeted at \$7.007 million and mark nearly a one-tenth decrease over the last five years. It is projected that close to four-fifths of this budgeted amount will be drawn from the General Fund to support operating expenses in the current fiscal year with the remaining one-fifth to be drawn from user fees and charges, grants, and other operating transfers. Actual demands on the General Fund over the previous four fiscal years averages approximately 79%. The following tables display budgeted staffing and financial resources for park and recreation services over the last five years followed by actual and projected demands on the General Fund.

Trends in Budgeted Parks and Recreation Staffing by Division

(Napa / Napa LAFCO)

Category	2009-10	2010-11	2011-12	2012-13	2013-14	Trend
NPRSD Overall	69.04	69.18	58.83	57.40	66.69	(3.4%)
Administration	6.33	6.33	5.00	5.00	5.00	(21.0%)
Recreation	27.75	27.89	21.75	21.85	24.35	(12.3%)
Parks	25.96	25.96	25.05	24.15	30.11	16.0%
Maintenance	9.00	9.00	7.03	6.41	7.23	(19.7%)
Staffing Per 1,000 Capita	0.898	0.896	0.759	0.737	0.856	(4.7%)

Trends in Budgeted Operating Expenses for Parks and Recreation by Division

(Napa / Napa LAFCO)

Category	2009-10	2010-11	2011-12	2012-13	2013-14	Trend
NPRSD Overall	\$7.675	\$7.992	\$6.577	\$6.634	\$7.007	(8.7%)
Administration	\$0.818	\$0.849	\$0.653	\$0.656	\$0.854	4.3%
Recreation	\$1.959	\$1.991	\$1.588	\$1.578	\$1.675	(14.5%)
Parks	\$3.580	\$3.787	\$3.230	\$3.290	\$3.291	(8.1%)
Maintenance	\$1.317	\$1.364	\$1.104	\$1.108	\$1.187	(9.9%)

Amounts in millions

Trends in Operating Expenses for Parks and Recreation Relative to General Fund (G.F.)

(Napa / Napa LAFCO)

Category	2009-10	2010-11	2011-12	2012-13	2013-14	Trend
Expenses Covered by G.F.	81.4%	81.6%	76.7%	76.8%	80.0%	(1.7%)
% of Overall G.F.	10.0%	11.1%	7.9%	8.2%	8.4%	(15.8%)

* Fiscal years 2009-12 reflect actual amounts. Fiscal year 2012-13 reflects projected amounts. Fiscal year 2013-14 reflects budgeted amounts.

Park Facilities

A considerable portion of NPRSD’s resources are tied to operating Napa’s existing 48 public parklands located throughout the City’s incorporated area. These parklands collectively comprise approximately 820 acres, which range in scope from large community parklands that include various recreational amenities – including an 18-hole public golf course at Kennedy Park – to small mini-parklands that serve particular neighborhoods. Parkland development in Napa has been slow over the last five years and attributed to funding constraints with only two new facilities opening to the public: Trancas Crossing and Oxbow Preserve. The ratio measuring the amount of open parklands for every 1,000 residents, nonetheless, has slightly increased over the last five years from 10.26 to 10.53. This ratio falls below Napa’s adopted standard of 12 acres for every 1,000 residents; an amount that would require the City to add an additional 114.6 acres of parkland to meet the standard.

Trends in Public Parklands (Napa / Napa LAFCO)						
Category	2009-10	2010-11	2011-12	2012-13	2013-14	Trend
Total Napa Parks	47	48	48	48	48	2.1%
Total Napa Park Acres	789	820	820	820	820	3.9%
- Per 1,000 Capita	10.26	10.62	10.58	10.53	10.53	2.6%

Napa currently owns four additional sites that are identified in the Park and Facilities Master Plan for future public parklands. These four sites collectively total 66.6 acres with the majority in a 57.3 acre area located at the southern terminus of Jefferson Street south of Imola Avenue. This property currently lies outside the City boundary and its sphere of influence. Napa’s Park and Facilities Master Plan also identifies an additional 15 acre site for future public parkland near the Napa Oxbow. Funding for this parkland is expected to be drawn from federal funds tied to the ongoing construction of the Napa River/Napa Creek Flood Project. If all five sites were to be developed and opened for public use, Napa’s total parkland acres would increase by eight percent and immediately raise the referenced per capita ratio from 10.53 to 11.38 acres for every 1,000 residents.²²

Recreational Programs and Community Facilities

NPRSD operates over two-dozen ongoing recreational programs throughout Napa. Many of these programs include self-funded activities provided in partnership with the Napa Valley Unified School District. Examples of the latter include youth sport leagues, summer camps, dances, and educational classes. Recreational activities significantly expand during the summer to include additional youth activities and services and typically employ between 50 and 60 seasonal workers. NPRSD also operates four community facilities that serve a mix of uses for both Napa government and made available to the general public for community meetings and events. These four community facilities – Las Flores Center, Senior Center, Pelusi Building, and the Fuller Building – collectively provide Napa with 28,000 square feet of public meeting space.

²² Ratio assumes current population (77,881).

7.2 Public Safety Services

Napa provides three specific types of public safety services pertinent to the Commission's interests and objectives tied to the municipal service review process. These services are (a) fire protection / emergency medical, (b) police protection, (c) animal control and are evaluated as follows.

Fire / EMS
Police
Animal Control

Fire Protection / Emergency Medical Services

Napa provides structural fire protection and emergency medical services within its jurisdictional boundary directly through the Napa Fire Department (NFD). NFD also provides services as needed to surrounding or nearby unincorporated and incorporated lands through reciprocal agreements with other neighboring service providers. This includes a formal automatic aid agreement with the County in which NFD immediately responds to service calls in the island community of Pueblo Park while the County immediately responds to service calls in the Hagan Road/Silverado Trail area. NFD also maintains standing mutual aid agreements with the Cities of American Canyon and Vallejo to provide support services as needed. In all, NFD estimates the portion of its responses that occur outside Napa is three percent of total calls for service.²³

NFD is comprised of three Divisions: Administration; Operations; and Prevention. The composition and principal duties of each Division follows.

- Administration Division
This unit is directly managed by the Fire Chief and is responsible for policy development and implementation, budget planning, inventory control, records management, and labor relations. Administration is currently budgeted with 2.7 full-time equivalent employees and marks nearly a one-half reduction following a recent consolidation with the Police Department in which the two Departments now share office space and related administrative resources at Napa's Public Safety Administration Building located at 1539 First Street in Napa.
- Operations Division
This unit is managed by a Division Chief appointed by the Fire Chief and responsible for providing response to all reported structural fires, traffic incidents, and emergency medical service (EMS) calls. The Division also utilizes a Fire Captain and an EMS Specialist to organize fire and EMS training. Operations is the largest Division within NFD and currently budgeted with 56.8 full-time equivalent employees that are assigned to four stations located throughout Napa.
- Prevention Division
This unit is managed by a Division Chief appointed by the Fire Chief and responsible for performing investigations, conducting plan review for development and construction projects, and inspecting existing structures for code compliance. Prevention is currently budgeted with 6.0 full-time equivalent employees and works out of the Community Service Building at 1600 First Street in Napa.

²³ NFD is also a signatory to the California Master Mutual Aid Agreement as part of the California State Emergency Management Authority by housing and staffing a State fire engine that can respond to large emergency incidents throughout California. Finally, NFD participates in three separate joint powers agreements. These agreements establish terms for cooperative response to emergency incidents involving hazardous materials, maintenance and sharing of a fire-safe demonstration trailer, and use of the County's fire training facilities near the Town of Yountville.

Staff and Budget

NFD staff is currently budgeted at 65.5 full-time equivalent employees.²⁴ This budgeted staff amount marks nearly an eight percent decrease over the last five years with reductions occurring in all three Divisions from eliminating vacant and unfilled positions. The reduction in staff coupled with the increase in Napa's population directly ties to the nearly one-tenth decrease in the per capita staffing ratio during this period from 0.92 to 0.84 for every 1,000 residents.

Current operating expenses for NFD are budgeted at \$13.24 million. This amount effectively matches budgeted costs from five years earlier. Four-fifths of budgeted operating costs are expected to be covered by monies from the General Fund. The resulting per capita cost has decreased by one percent from \$172 to \$170 over the last five years. The following tables display NFD's recent budgeted staffing and financial resources by individual Division.

Recent Trends Budgeted Staffing for NFD by Division (Napa / Napa LAFCO)						
Category	2009-10	2010-11	2011-12	2012-13	2013-14	Trend
NFD Overall	70.93	70.86	66.07	66.10	65.51	(7.6%)
Administration	3.16	3.16	2.67	2.67	2.67	(15.5%)
Prevention	7.31	7.31	6.25	6.28	6.05	(17.2%)
Operations	60.46	60.39	57.15	57.15	56.79	(6.1%)
Per 1,000 Capita	0.923	0.881	0.852	0.849	0.841	(8.9%)

Trends in Budgeted Operating Expenses for NFD by Division (Napa / Napa LAFCO)						
Category	2009-10	2010-11	2011-12	2012-13	2013-14	Trend
NFD Overall	\$13.198	\$13.646	\$13.360	\$13.491	\$13.241	0.3%
Administration	\$0.563	\$0.585	\$0.481	\$0.485	\$0.504	(10.4%)
Prevention	\$1.078	\$1.118	\$0.900	\$0.914	\$0.886	(17.8%)
Operations	\$11.557	\$11.943	\$11.979	\$12.092	\$11.852	2.5%
Per Capita Cost	\$171.72	\$176.75	\$172.35	\$173.23	\$170.02	(1.0%)

Amounts in millions

Trends in Operating Expenses for NFD Relative to General Fund (G.F.) (Napa / Napa LAFCO)						
Category	2009-10	2010-11	2011-12	2012-13	2013-14	Trend
Expenses Covered by G.F.	82.2%	82.8%	83.1%	81.0%	80.6%	(1.9%)
% of Overall G.F.	17.4%	19.2%	17.3%	17.6%	16.1%	(7.7%)

** Fiscal years 2009-12 reflect actual amounts. Fiscal year 2012-13 reflects projected amounts. Fiscal year 2013-14 reflects budgeted amounts.*

²⁴ NFD staffing is comprised of one fire chief, one administrative service manager, two division chiefs, three battalion chiefs, 16 captains, one emergency medical services (EMS) specialist, 24 firefighter/paramedic combination positions, 10 firefighters, nine reserve firefighters, two secretaries, and three prevention inspectors.

Primary Facilities and Equipment

NFD currently operates four fire stations throughout Napa. Each station has a strategically assigned service area and staffed with three companies or shifts identified as “A,” “B,” and “C.” Each shift consists of 17 personnel responsible for staffing four engines (hoses and water supplies) and one truck (ladders and rescue equipment and a command vehicle). Each shift is on duty for 48 consecutive hours before going off duty for 96 consecutive hours. NFD is also unique from other local fire protection service providers in that each engine company also provides advanced life support or paramedic services with funding specifically derived from a 1977 ballot measure affixing a flat tax on each jurisdictional parcel.²⁵

Current totals for the most recently completed calendar year show three distinct patterns within NFD in terms of responses. Fire Station One – which serves the Downtown and western neighborhoods and includes a separate ladder truck company – generated the most activity and accounted for 35% of all responses. Fire Stations Two and Three – which predominately serve the central and northern neighborhoods – accounted for 23% and 25% of all responses, respectively. Fire Station Four – which primarily serves the southern neighborhoods – generated the fewest responses at 17%.

Current Fire Stations (Napa / Napa LAFCO)					
Station	Built	Location	Service Area	2012 Total Responses	Portion of Total Responses
One	1962	930 Seminary Street	West / Central	2,689	35.2%
Two	1950	1501 Park Avenue	North / Central	2,270	23.1%
Three	1987	2000 Trower Avenue	North / East	2,130	25.1%
Four	2004	251 Gasser Drive	South / East	1,445	16.7%

* Fire Station One includes a second company to operate NFD’s Ladder Truck. In addition to the four front engines and one ladder truck, NFD maintains four reserve engines, a heavy rescue and multiple utility vehicles. NFD also maintains a significant amount of specialized tools and equipment used for incidents such as: trench and confined space rescues, hazardous materials response, and building collapse.

Service Calls

NFD reports it has received a total of 35,739 incident calls over the last five completed calendar years; an amount representing an annual average of nearly 7,150 incidents or one call for every 11 residents or 0.82 calls for every hour. Total incidents have increased by nine percent overall during this period; an amount that exceeded Napa’s growth rate by nearly six percent. The majority of this increase in call volume is attributed to medical emergencies. Comparatively, the number of fire related calls during this period decreased by 16%. Good intent incidents experienced the greatest percentage increase at over one-fourth. Investigations, conversely, experienced the greatest percentage decrease at three-fifths. A summary of service demands on NFD in terms of service-related incidents over the last five completed calendar years follows.

²⁵ Napa’s current paramedic tax for a single-family residential lot is \$15 annually.

Trends in Service Calls (NFD / Napa LAFCO)							
Category	2008	2009	2010	2011	2012	Average	Trend
Total Incidents	7,002	6,953	6,941	7,197	7,646	7,147.8	9.2%
Structure	67	38	38	51	62	51.2	(7.5%)
Grass	40	35	36	26	27	32.8	(32.5%)
Vehicle	37	27	18	22	27	26.2	(27.0%)
Other (Fires)	88	74	74	72	78	77.2	(11.4%)
Rupture/Explosion	13	9	12	7	14	11.0	7.7%
Medical/Rescue	4,731	4,807	4,661	4,988	5,305	4,898.4	12.1%
Hazardous Condition	208	209	179	177	153	185.2	(26.4%)
Service Call	787	739	798	824	814	792.4	3.4%
Good Intent	637	670	736	614	817	694.8	28.3%
False Call	389	332	388	415	347	374.2	(10.8%)
Natural Disaster	0	5	0	0	0	1.0	0.0%
Investigation	5	8	1	1	2	3.4	(60.0%)
Miscellaneous	0	0	0	0	0	0.0	0.0%

Response Times

NFD’s overall response times for the most recent available year – 2011 – as measured from dispatch to arrival averaged 4:32 and meets the Napa General Plan minimum response standard of 5:00; the latter amount representing a recognized national minimum standard for fire and emergency medical providers. A review of response times for individual stations showed Station Two – which serves the central neighborhoods off of Park Drive – had the shortest response time average at 4:17. Station Four – which serves the southern neighborhoods and industrial park – had the longest average response time of 4:48.

Average Response Times by NFD Station (Napa / Napa LAFCO)		
Station	Neighborhoods	Average Response Time
One	Downtown; Browns Valley	4:36
Two	Central Napa	4:17
Three	North Napa	4:28
Four	South and East Napa	4:48

Current ISO Rating

NFD is currently assigned a split rating of 3-9 by the Insurance Service Office (ISO); a split rating that has remained constant since the Commission’s last municipal service review on Napa in 2005.²⁶ An assignment of three applies to most of Napa’s jurisdictional territory

²⁶ The Insurance Service Office (ISO) evaluates municipal fire protection efforts nationwide. Given a community's investment in fire mitigation is a proven and reliable predictor of future fire-related losses, insurance companies utilize ISO information to help establish premiums for fire insurance. ISO ratings provide a benchmark for measuring the effectiveness of fire-protection services with respect to fire insurance premiums. It is important to note, however, ISO benchmarking is not designed to specifically address property loss prevention or life safety purposes.²⁶ An ISO officer uses Fire Suppression Rating Schedules (FSRS) to review a city’s firefighting capability. The FSRS incorporates nationally-accepted standards and subsequent revisions developed by the National Fire Protection Association, American Water Works Association, and other professional organizations. ISO rates each community’s fire protection service on a scale ranging from Class 1 to Class 10. Class 1 represents exemplary public protection from dangers of fire hazards and fires, while Class 10 indicates that the area’s fire-suppression program does not meet ISO minimum criteria.

and represent areas within 1,000 feet of a hydrant and within five road miles of a responding station. The remaining areas that lie outside of these two criteria and assigned a rating of nine by ISO include portions of the Browns Valley neighborhood west of Buhman Avenue.

Police Protection

Napa provides a range of police protection services within its jurisdictional boundary directly through the Napa Police Department (NPD) with the exception of contracting with the County for animal control services. NPD also provides police protection services as needed to surrounding unincorporated and incorporated lands through reciprocal agreements with other neighboring service providers. This includes a formal automatic aid agreement with the County in which NPD responds to service calls in the unincorporated island communities and in turn County Sheriff responds to service calls in the Hagan Road/Silverado Trail area. In all, NPD estimates the portion of its responses that occur outside Napa is less than one percent annually. NPD also provides dispatch services to County Sheriff.²⁷

NPD currently comprises three Divisions: Administration; Operations; and Support Services. The composition and principal duties of each division follows.

- Administration Division
This unit is managed by a Captain appointed by the Police Chief and responsible for overseeing all NPD activities including developing and implementing policies, procedures, and community relations. Other pertinent duties include primary public information officer, task contracts, claims, legal liaison, training, and volunteers. Administration is currently budgeted with 15.0 full-time equivalent employees.
- Operations Division
This unit is managed by a Captain appointed by the Police Chief and is the second largest of the three Divisions within NPD. Operations is primarily tasked with providing patrol services, traffic enforcement, investigations, youth services, homeless outreach, crime prevention, and special investigations. Operations is currently budgeted with 56.5 full-time equivalent employees.
- Support Services Division
This unit is managed by a Civilian Manager appointed by the Police Chief who also provides administrative support to NPD. Support Services includes records management, budget (for both NPD and NFD), emergency communications center, hiring, purchasing, and clerical support. Support Services is currently budgeted with 57.6 full-time equivalent employees.

²⁷ County Sheriff utilizes NPD's dispatch services in responding to calls in the City of American Canyon, Town of Yountville, as well as fire protection and EMS throughout the County.

Staff and Budget

Total NPD staff is currently budgeted at 129.0 full-time equivalent employees and divided between 74 sworn and 55 non-sworn personnel. The majority of non-sworn personnel are dispatchers.²⁸ The current budgeted staff amount marks nearly a three percent decrease over the last five years. This decrease is attributed to the reduction of three police officer positions, two community service officer positions, one records clerk position, and the consolidation of administrative support services between NFD and NPD. The per capita staffing ratio during the period has also decreased from 1.73 to 1.66 for every 1,000 residents.

Current operating expenses are budgeted at \$22.21 million, representing over a four percent increase over the last five year period. The majority of operating costs is covered by monies from the General Fund. The resulting per capita cost has increased by close to three percent from \$277 to \$285 over the last five years. The following tables display NPD’s budgeted staffing and financial resources by individual division during this period.

Trends in Budgeted Staffing for NPD by Division (Napa / Napa LAFCO)						
Category	2009-10	2010-11	2011-12	2012-13	2013-14	Trend
NPD Overall	132.79	132.78	125.19	124.53	129.03	(2.8%)
Administration	45.26	45.74	14.36	14.36	15.00	(66.9%)
Support Services	31.07	30.58	53.36	52.71	57.58	85.3%
Operations	56.46	56.46	57.46	57.46	56.46	0.0%
Per 1,000 Capita	1.728	1.720	1.615	1.599	1.657	(4.1%)

Trends in Operating Expenses for NPD by Division (Napa / Napa LAFCO)						
Category	2009-10	2010-11	2011-12	2012-13	2013-14	Trend
NPD Overall	\$21.333	\$22.135	\$20.977	\$21.382	\$22.208	4.1%
Administration	\$5.463	\$5.689	\$1.936	\$1.938	\$1.757	(67.8%)
Support Services	\$5.515	\$5.737	\$8.865	\$9.189	\$10.395	88.5%
Operations	\$10.644	\$11.107	\$10.176	\$10.255	\$10.056	(5.5%)
Per Capita Cost	\$277.57	\$286.69	\$270.63	\$274.54	\$285.15	2.7%

Amounts in Millions

Trends in Operating Expenses for NPD Relative to General Fund (G.F.) (Napa / Napa LAFCO)						
Category	2009-10	2010-11	2011-12	2012-13	2013-14	Trend
Expenses Covered by G.F.	85.1%	82.9%	86.5%	81.8%	84.3%	(0.9%)
% of Overall G.F.	29.1%	31.1%	28.3%	28.1%	28.2%	(3.2%)

Fiscal years 2009-12 reflect actual amounts. Fiscal year 2012-13 reflects projected amounts. Fiscal year 2013-14 reflects budgeted amounts.

²⁸ NPD sworn personnel include a police chief, two captains, two lieutenants, 10 sergeants, and 57 officers. Support personnel include 29 dispatchers. NPD’s approved operating expenses in 2013-2014 total \$22.21 million.

Facilities and Equipment

NPD operates out of a joint administrative/operations facility with NFD located in Downtown Napa. The facility was built in 1959 and comprehensively remodeled in 1993. Total office space dedicated to NPD is estimated at 10,400 square feet and produces a square feet-to-personnel ratio of 81 square feet.

NPD divides its motor pool between marked and un-marked sedans, sport utilities, and motorcycles. Marked vehicles are largely dedicated to patrol services and represent the largest group in Napa with a total of 30. Unmarked vehicles are generally dedicated to administrative and special investigations services and currently total 23. NPD reports it replaces vehicles after three years or between 85,000 to 100,000 miles. Overall, there are 53 law enforcement motor vehicles currently operating in Napa. This overall number represents an average of 0.7 law enforcement vehicles for every 1,000 residents served or one vehicle for every 2.9 square miles of jurisdiction. The measurement of motor vehicle resources relative to sworn staff results in a ratio of 0.7 for every officer.

NPD Motor Vehicle Pool (NPD / Napa LAFCO)			
Motor Vehicles	Per 1,000 Residents	Per Square Mile	Per Sworn Officer
53	0.68	2.91	0.69

Patrol services are divided between four coverage areas, which were established by calls for service, population, and geographical barriers. Each coverage area includes several reporting districts representing defined areas that are used to evaluate trends and activities within Napa. NPD prioritizes calls for service based on urgency. Each call is assigned a priority level by dispatch on a scale of one (high) to nine (low). Calls deemed critical with regard to life and safety are assigned a high priority level, while non-emergency calls, such as patrol checks, are assigned a low priority. All patrols are one-person units. NPD organizes patrol to include a minimum of four one-person units between (a) 12:00 AM and 3:00 AM, (b) three patrol units between 3:00 AM and 6:30 AM, (c) four patrol units between 6:30 AM and 1:30 PM, and (d) five patrol units between 1:30 PM and 12:00 AM. Patrol personnel work either four 10-hour shifts or three 12.5-hour shifts to offer seven day coverage and 40 hours total each week.

Service Calls

NPD reports it received 300,943 total service calls within its jurisdiction over the last five available years ending in 2011; an amount representing nearly four service calls per resident over the five-year period. Reported service calls in 2011 totaled 63,616; an amount representing a 2.6% increase from 61,996 reported service calls in 2007. The average annual call volume during this period was 60,189 and translates to one call for every 1.3 residents. A summary of call demands follows.

Trends in NPD Service Calls (Napa / Napa LAFCO)						
Category	2007	2008	2009	2010	2011	Trend
Reported Service Calls	61,996	55,786	56,600	62,945	63,616	2.6%
Service Calls Per Capita	0.83	0.74	0.74	0.82	0.82	(0.7%)

Reported Crimes

Total reported crimes within NPD's jurisdiction decreased by one-fourth overall during this period and can be primarily attributed to a corresponding one-fourth decline in property crimes over the last five years. The number of violent and simple assault crimes also declined during this period by one-third and one-fifth, respectively. Total clearances remained relatively steady by increasing one percent.²⁹ Clearances for individual types of reported crimes, however, experienced some fluctuation as evidenced by a one-fourth decrease in violent crime clearances paired with a two-fifths increase in property crime clearances. NPD's overall clearance rate for all reported crimes during the five year period increased by over one-third and can be attributed to a concerted effort to allocate additional resources to clearing property crimes.³⁰ Additional analysis within reported crimes follows.

- Trends in Reported Crimes

Approximately 91% of all reported crimes in Napa between 2007 and 2011 are classified as non-violent and involve either property or simple assault offenses. Property offenses account for nearly three-fourths of the total non-violent crime amount with the largest contributor involving larceny/theft offenses followed by burglaries.³¹ Non-violent crimes overall have declined during the period by 24%.

- Trends in Violent Crimes

Violent crimes represent a relatively small portion of the overall offense totals at nine percent and have significantly decreased in Napa by one-third between 2007 and 2011. Aggravated assault offenses constitute 68% of all violent crimes during this period. Murders in Napa during this period totaled six and represent exactly one-half of all countywide homicides.

- Trends in Clearance Rates

Clearance rates overall have generally increased between 2007 and 2011 from a low of 31% in 2007 to a high of 42% in 2010 before leveling off in terms of reported crimes resulting in an arrest or determined to be unfounded. The average overall clearance rate during the period is 36%. The clearance rate for violent crimes averages 64% and is comparable to all local law enforcement agencies.

²⁹ "Clearance" is commonly used term by law enforcement agencies to mean an offense is cleared or "solved" for crime reporting purposes. In certain situations a clearance may be counted by "exceptional means" when the law enforcement agency definitively identifies the offender, has enough information to support an arrest, and knows the location of the offender but – for various reasons – cannot take the offender into custody.

³⁰ NPD's clearance rate for property crimes increased from 11.3% in 2007 to 21.2% in 2011, representing an 87.6% change. Clearance rates for violent and simple assault crimes also increased during the period at 8.9% and 16.0%, respectively.

³¹ Larceny/theft offenses in Napa between 2007 and 2011 accounted for 49% of all non-violent crimes. Burglaries during this period accounted for 14% of all non-violent crimes.

Trends in NPD Service Demands
(NPD / United States Department of Justice)

Category	2007	2008	2009	2010	2011	Average	Trend
Service Calls	61,996	55,786	56,600	62,945	63,616	60,189	2.6%
Total Reported Crimes	3,348	3,509	2,896	2,502	2,518	2,954.6	(24.8%)
Violent Crimes	336	288	249	245	224	268.4	(33.3%)
Simple Assault Crimes	829	860	731	700	679	759.8	(18.1%)
Property Crimes	2,183	2,361	1,916	1,557	1,615	1,926.4	(26.0%)
Total Clearances	1,035	1,092	992	1,055	1,046	1,044.0	1.1%
Violent Crimes	204	172	151	172	148	169.4	(27.5%)
Simple Assault Crimes	585	579	528	562	556	562.0	(5.0%)
Property Crimes	246	341	313	321	342	312.6	39.0%
Clearances to Crimes %	30.9	31.1	34.3	42.2	41.5	36.0	34.3%
Violent Crimes	60.7	59.7	60.6	70.2	66.1	63.5	8.9%
Simple Assault Crimes	70.6	67.3	72.2	80.3	81.9	74.5	16.0%
Property Crimes	11.3	14.4	16.3	20.6	21.2	16.8	87.6%

Animal Control Services

The County of Napa Sheriff’s Office (“Sheriff”) is responsible for providing animal control services within Napa by way of a contract with the City. Primary functions of animal control include capturing strayed or abandoned animals as well as investigating dog bites, dangerous animal sightings, and animal neglect.³² Animal control is staffed seven days a week with one or more officers available between 6:00 AM and 10:00 PM. An on-call officer will respond to emergencies between 10:00 PM and 6:00 AM. The contract also provides Napa with access to holding services provided at the County Animal Shelter facility located at 942 Hartle Court in south Napa.

Staff and Budget

Napa’s contract for animal control services currently budgets for \$0.222 million in expenses. This contracted amount marks nearly a one-fourth decrease over the last five years and is attributed to the elimination of the answering service contract for off-hours calls for service. Funding the cost of the contract is entirely dependent on the General Fund and currently represents a per capita expense of \$2.85; a reduction of nearly one-fourth over the five-year period.

Resources: Animal Control Services Contract with County Sheriff
(Napa / Napa LAFCO)

Category	2009-10	2010-11	2011-12	2012-13	2013-14	Trend
Contract Amount	\$288,000	\$398,000	\$210,000	\$216,000	\$222,000	(22.9%)
Per Capita Expense	\$3.75	\$5.15	\$2.71	\$2.77	\$2.85	(23.9%)

Service Calls / Pick Ups

Information regarding service calls and pick-ups specific to Napa is not currently available.

³² Captured strayed or abandoned animals are delivered to the County’s animal shelter, which is run by the County Environmental Management Department.

7.3 Public Works Services

Napa provides three specific types of public works services pertinent to the Commission’s interests and objectives tied to the municipal service review process. These services are (a) water, (b) road/street, (c) storm drainage and are evaluated as follows.

Water
Roads / Streets
Storm Drainage

Water

Napa’s Water Division is responsible for providing retail water services to the majority of incorporated lands. The Water Division also serves select unincorporated property near City limits. Most of the unincorporated areas served by the Water Division are residential in nature. These unincorporated customers were generally granted water service in exchange for easements in the 1920s for the construction of Napa’s first transmission line (Milliken) and during construction of the other two transmission lines – Conn and Jameson – later in the century before becoming restricted to the City’s jurisdiction and contractual obligations by the 1980s. Lands outside Napa’s service area along the transmission mains that receive water service extend north to Rutherford, east to Silverado, west to Old Sonoma, and south to Soscol Ridge.³³ Napa provides retail water service to the City of St. Helena through a separate contract. In addition, Napa provides treat and wheel services to the Cities of American Canyon and Calistoga who either don’t have the capacity or the infrastructure to treat and convey their existing State Water Project water entitlements. It is estimated Napa’s water system currently serves an overall permanent resident population of 81,883 with 95% within the City limits.

Staff and Budget

The Water Division is currently budgeted at 54.2 full-time equivalent employees and divided between three subunits: Engineering, Treatment, and Distribution and Administration. This budgeted staff amount marks a one percent decrease over the last five years, attributed to more stringent water quality regulations and a heavy focus on implementing capital improvement projects. The changes in staffing levels coupled with an increase in Napa’s population results in a two percent decrease in the per capita staffing ratio during this period from 0.71 to 0.69 for every 1,000 residents.

The Water Division operates as an enterprise fund with user charges and other related customer fees explicitly intended to cover 100% of all operating costs with General Fund allocations provided on a limited and as-needed basis. Budgeted operating costs have decreased by one-fifth over the last five years through the elimination of one full-time Engineering position and one part-time water facility worker.

³³ California Government Code Section 56133 now requires LAFCO approval for cities and special district to provide new or extended services beyond their jurisdictions as of January 1, 2001. Napa LAFCO has received and approved only one request from Napa to establish an outside service connection since this statute was enacted.

Trends in Budgeted Staffing by Division (Napa / Napa LAFCO)						
Category	2009-10	2010-11	2011-12	2012-13	2013-14	Trend
Water Division	54.57	54.57	53.23	54.17	54.17	(0.7%)
Engineering	10.46	10.46	9.46	9.46	9.46	(9.6%)
Treatment	22.76	22.76	22.23	22.23	22.23	(2.3%)
Distribution/Admin	21.35	21.35	22.48	22.48	22.48	5.3%
Per 1,000 Capita	0.710	0.707	0.687	0.696	0.696	(2.0%)

Trends in Budgeted Water Division Operating Expenses (Napa / Napa LAFCO)						
Category	2009-10	2010-11	2011-12	2012-13	2013-14	Trend
Adopted Budget	\$33.255	\$25.851	\$25.667	\$26.258	\$27.811	(16.4%)

Amounts in millions

Water Supplies

Napa’s water supplies are derived from three distinct surface sources: Lake Hennessey, Milliken Reservoir, and the State Water Project. The former two – Hennessey and Milliken – are local sources owned and operated by Napa and draw on tributaries to the Napa River with perennial annual water rights secured by separate licensees with the State Resources Control Board.³⁴ The State Water Project – a statewide public works project – conveys raw water from the Sacramento-San Joaquin Delta into Napa County through the North Bay Aqueduct with water rights through 2025 issued by the State Department of Water Resources.³⁵ The maximum collective yield – and absent of any climate or infrastructure based reductions – of these three sources is 51,600 acre-feet.

As required under State law, Napa recently published an update to its Urban Water Management Plan (UWMP) in 2011. The UWMP calculates probable annual yields from Napa’s three water sources based on historical patterns and specific to certain climate conditions. Using standards issued by the State and updated in 2012, Napa projects its annual water yield under normal year conditions will match 59% of its maximum yield and totals 31,559 acre feet. This annual yield is reduced under multiple-dry year conditions to 38% and totals 20,115 acre-feet. This annual yield is further reduced under critical single-dry year conditions to 26% and totals 13,971 acre-feet. These yield projections are summarized in the following table.

³⁴ Milliken Reservoir was formed with the construction of a dam on Milliken Creek in 1923. Lake Hennessey was formed within the construction of a dam on Conn Creek in 1946.

³⁵ The State Water Project was built beginning in the early 1960s and is a statewide conveyance system that transports captured and stored raw water in the Sierra Foothills to areas throughout Central and Southern California. It currently delivers an annual average of 2.5 million acre-feet of raw water to 29 regional contractors who in turn subcontract with local providers.

Napa’s Available Water Supplies

Amounts Shown in Acre-Feet or AF
(Source: Napa Water Division)

Water Source	Maximum (Assumes 100%)	Normal (Assumes 59%)	Multiple Dry Year (Assumes 38%)	Single Dry Year (Assumes 26%)
Hennessey	31,000	17,500	11,717	11,500
Milliken	700	700	733	500
State Water *	21,900	13,359	7,665	1,971
Total Yield	53,600 AF	31,559 AF	20,115 AF	13,971 AF

* Napa’s contracted annual entitlement to the State Water Project – which includes its original allocation (Table A) and subsequent purchases (Kern County, St. Helena, and Yountville) currently totals 21,900 acre-feet through 2025 when all contracts expire.

* Supplies from Hennessey and Milliken during multiple dry years includes anticipated new yields from the watersheds as well as proportionally drawing down on the actual reservoirs over a five year period.

Treatment Facilities

Napa provides treatment of raw water drawn from its three surface sources at separate facilities; all of which are entirely owned and operated by the City and connected through a common distribution system. Although rarely operated all at once due to costs, if necessary the three water treatment plants (WTPs) combined maximum daily output would total 44 million gallons or 135 acre-feet. A summary description of each WTP is provided below.

- Hennessey WTP

This facility was constructed in 1981 and receives raw water from Lake Hennessey through an above-ground intake pump system. Treatment commences as potassium permanganate (disinfectant), alum and polymer (coagulants) are injected into the raw water before entering a flash mixer. Solids are removed as raw water passes through flocculation and sedimentation basins. Settled water is filtered and injected with chlorine (disinfectant) and caustic soda (controls acidity) before flowing into a 5.0 million gallon underground clearwell tank. The clearwell tank completes the disinfection process by facilitating the necessary contact time between the chlorine and treated water. Finished water remains in the clearwell tank until storage levels within the distribution system require recharge.³⁶ The Hennessey WTP is typically run between the months of March and November depending on system demands and has a current treatment capacity of approximately 13,888 gallons a minute, resulting in a daily maximum total of 20 million gallons or 61.4 acre feet.

Hennessey WTP

(Source: Napa Water Division)

Water Source	Treatment Capacity	Clearwell Tank Capacity
Lake Hennessey	20 million gallons / 61.4 acre-feet	5 million gallons / 15.3 acre-feet

³⁶ Treated water from Hennessey WTP enters Napa’s central distribution system byway of travelling 20 approximate miles within a 36-inch line along easements and public right-of-ways Conn Creek, Highway 128, and Highway 29.

- Milliken WTP

This facility was constructed in 1976 and receives raw water from Milliken Reservoir through an above-ground transmission line connecting to Milliken Creek. Treatment commences as chlorine, alum, and polymer are injected as raw water is detained in a contact/reaction tank. Solids are removed as the settled water is filtered and pumped to a 2.0 million gallon clearwell tank. The clearwell tank completes the disinfection process and stores finished water until storage levels in the distribution system require recharge.³⁷ The Milliken WTP typically runs only as needed and has a current treatment capacity of approximately 2,777 gallons per minute, resulting in a daily maximum total 4.0 million gallons or 12.3 acre feet.

Milliken WTP (Source: Napa Water Division)		
Water Source	Treatment Capacity	Clearwell Tank Capacity
Milliken Reservoir	4 million gallons / 12.3 acre-feet	2 million gallons / 6.1 acre-feet

- Barwick Jamieson Canyon WTP

This facility was constructed in 1968 and receives raw water from the State Water Project through the North Bay Aqueduct and its regional end-point, the Napa Turnout Reservoir. The treatment process at Barwick Jamieson Canyon WTP begins as raw water is injected with ozone, alum, and polymer before entering a flash mixer. Solids are then removed as raw water passes through flocculation and sedimentation basins. Settled water is filtered and injected with chlorine and caustic soda before entering a 5.0 million gallon storage clearwell tank. The clearwell tank stores finished water until storage levels in the distribution system require recharge. The Barwick Jamieson Canyon WTP typically runs year-round and was recently upgraded to include ozone treatment, wash water clarifiers, and raise the treatment capacity to approximately 13,888 gallons per minute, resulting in a daily maximum total of 20 million gallons or 61.4 acre feet.

Barwick Jamieson Canyon WTP (Source: Napa Water Division)		
Water Source	Treatment Capacity	Clearwell Tank Capacity
State Water Project	20 million gallons / 61.4 acre-feet	5 million gallons / 15.3 acre-feet

Distribution System and Storage Facilities

Napa’s distribution system overlays five pressure zones and relies on recharge and pressure from three clearwell tanks and eleven storage tanks identified as Zones “One,” “Two,” “Three,” “Four,” and “Five.” The majority of the distribution system lies within Zone Three and covers the northwest, northeast, and south portion of the service area. All three transmission lines (Conn, Milliken, and Barwick Jamieson) gravity feed directly into Zone Three. Zones One and Two lie on lower elevations and receive water from Zone Three; Zone One underlays the Downtown area while Zone Two underlays the remaining portion

³⁷ Treated water from Milliken WTP enters Napa’s central distribution system byway of traveling three approximate miles along a 36-inch line underlying the public right-of-way on Monticello Road.

of central neighborhoods. The three pressure zones collectively constitute the majority of the distribution system and include 11 pressure reducing stations to regulate pressure between interchanges. Zones Four and Five comprise eight independent subzones serving residential customers in Napa's outlying water service areas. Zone Four underlays Browns Valley, Alta Heights, and Hillcrest and is served by booster pumps tied to Zone Three. Zone Five underlays a small portion of Alta Heights and Silverado and is served by booster pumps tied to Zone Three.

Napa's distribution system operates on a supply and demand basis and responds to storage levels within Zone Three. When storage levels within Zone Three require recharge, potable water is released from the designated clearwell tank in accordance to Napa's water supply schedule and into one of three transmission lines that connect to the distribution system. A summary description of the three transmission lines follows.

- Conn Transmission Line
This line delivers potable water from the Hennessey WTP. The 36-inch line is approximately 20 miles long and runs parallel to Conn Creek, State Highway 128, and State Highway 29. The Conn Line travels along easements and right-of-ways before connecting to the Jamieson Line in northwest Napa. The two transmission lines connect near the intersection of West Pueblo Avenue and Solano Avenue. A second connection is made as the Conn Line continues east from its original connection point to the Lakeside Reservoir in east Napa. A third connection point is near the intersection of East Avenue and Evans Avenue.
- Milliken Transmission Line
This line delivers potable water from the Milliken WTP. The line varies in size between 16 and 14 inches and is approximately three miles long and connects to the distribution system near the intersection of Silverado Trail and Monticello Road. The Milliken Line also provides water service to the Silverado and Hillcrest areas.
- Barwick Jamieson Transmission Line
This line delivers potable water from the Barwick Jamieson Canyon WTP. The Jamieson Line is comprised of a 42-inch line running parallel along Jameson Canyon Road and State Highway 29. The line splits into 36-inch and 24-inch lines near the intersection of State Highways 29 and 221. The 36-inch line continues northwest along State Highway 29 and underneath the Napa River before connecting to the Conn Line near the intersection of West Pueblo Avenue and Solano Avenue. The 24-inch line continues north from the split along State Highway 221 before connecting to the Conn Line near the intersection of East Avenue and Evans Avenue.

Napa maintains pressure within its distribution system by operating 11 treated storage tanks and four pressure tanks that are strategically located throughout the City's service area. These storage tanks range in beginning service dates from 1963 to 2006 and collectively provide Napa with 28.2 million gallons or 86.4 acre-feet of system storage. The following table summarizes the location and size of the treated storage tanks.

Napa's Treated Storage Tanks (Source: Napa Water Division)		
Name	Service Areas	Capacities
Imola Tank	Southeast	5.0 million gallons or 15.3 acre-feet
Distribution Tank A	Northeast	4.0 million gallons or 12.3 acre-feet
Distribution Tank B	Browns Valley	1.0 million gallons or 3.1 acre-feet
Distribution Tank C	Southeast	2.0 million gallons or 6.2 acre-feet
Alta Heights Tank 1	Lower Alta Heights	.08 million gallons or 0.3 acre-feet
Alta Heights Tank 2	Upper Alta Heights	.06 million gallons or 0.2 acre-feet
Falcon Ridge Tank	Falcon Ridge Subdivision	.25 million gallons or 0.8 acre-feet
Lakeview Reservoir	Central	5.0 million gallons or 15.3 acre-feet
Silverado Tank	Silverado / Hillcrest	.01 million gallons or 0.03 acre-feet
		17.4 million gallons / 53.5 acre-feet

* Total does not include storage capacity within Napa's three clearwell tanks (12.0 million gallons or 36.8 acre-feet).

Service Connections

Napa currently reports there are 25,018 active connections to the water system that are approximately divided between 22,918 residential and 2,100 non-residential users. Total connections have been relatively stagnant over the last five years and have increased only by 286 or 1.2% during this period; an amount that is significantly less than the corresponding population growth rate for Napa.³⁸ All of these new connections have occurred within Napa's jurisdictional boundary and are subject to an internal reclassification update completed in 2011 that deleted over 100 false and/or inactive accounts. The following table summarizes recent and current service connections.

Trends in Napa's Water Connections (Source: Napa Water Division)					
2008	2009	2010	2011	2012	Trends
24,732	24,802	24,836	24,697	25,018	1.2%

* The decrease in water connections reflected in 2011 is attributed to Napa updating its accounting system and eliminating approximately 100 false/inactive accounts.

Current Usage

Napa reports its current total water demand for the last completed calendar year was 14,062 acre-feet. This amount – which excludes retail and treat/wheel sales to other agencies – marks a 1,735 acre-foot decrease in annual demand over the last five years, an overall 11% water savings. This decrease reflects corresponding decline in annual per capita water use, which has gone from an estimated 0.20 acre-feet in 2008 to 0.17 acre-feet in 2012. The reduction in water demand appears attributed to two distinct factors. The biggest factor appears to be tied to conversion practices ranging from efficient irrigation systems to indoor plumbing fixtures, many of which are attributed to Napa's own water conservation programs. The second factor is tied NSD's expansion of its recycled water service program into lands formerly served only by Napa water. Notably, it is estimated NSD currently delivers 300 acre-feet of recycled water annually for irrigation purposes to customers who were previously dependent on potable supplies provided by Napa. Similar to trends in

³⁸ Napa's overall growth rate between 2008 and 2012 was 1.3%.

annual water demands, peak day usage has also decreased over the last five years from 83.3 to 73.5 acre-feet; a difference of 12%. The ratio between peak day demand and average day demand has also decreased – albeit at a lesser rate – during this period from 1.93-to-one to 1.91-to-one. The following table summarizes recent trends in water demands over the last five years.

Recent Trends in Water Demands						
Amounts Shown in Acre-Feet (Source: Napa Water Division)						
Category	2008	2009	2010	2011	2012	Trends
Annual	15,797.0	14,865.0	13,596.0	13,323.0	14,062.0	(11.0%)
Average Day	43.16	40.72	37.25	36.50	38.42	(11.0%)
Average Capita	0.20	0.18	0.17	0.16	0.17	(12.7%)
Peak Day	83.32	73.41	78.32	68.62	73.50	(11.8%)

Projected Usage

With respect to projecting future demand, and based on the preceding analysis, a reasonable and conservative assumption is to project Napa’s annual water demand increasing by 2.5% over the next five years within the existing sphere of influence. This projection directly corresponds with the amount of new population growth anticipated within Napa’s water service area and assumes the current per capita usage – 0.172 acre-feet – remains constant. This assumption is conservative and is likely to prove to be an over-estimate given Napa’s 2020 per capita targets under the State’s Water Conservation Law, but may be appropriate for planning purposes. It is also assumed the current ratio between average day and peak day demand – 1.91-to-one – will remain constant. The corresponding results of these assumptions proving accurate would be a total annual water demand of 14,486 acre-feet with a peak day demand of 75.70 acre-feet in 2018. This projected annual demand is approximately one percent greater than the total annual demand of 14,303 acre-feet in 2020 as estimated in the UWMP. The following table summarizes projected demands in the service area over the next five years.

Projected Trends in Water Demands							
Amounts Shown in Acre-Feet (Source: Napa LAFCO)							
Category	2013	2014	2015	2016	2017	2018	Trends
Annual	14,129	14,200	14,271	14,343	14,414	14,486	2.5%
Average Day	38.70	38.90	39.09	39.29	39.49	39.68	2.5%
Average Capita	0.17	0.17	0.17	0.17	0.17	0.17	0.0%
Peak Day	73.84	74.22	74.58	74.96	75.34	75.70	2.5%

* Estimates for 2013 serve as the baseline going forward.

Road / Street

Napa’s road and street services are provided by the Maintenance Division within the Public Works Department and most frequently involve (a) managing the construction, repair and maintenance of City roads, bridges, and storm drainage facilities; (b) installation and repair of electrical systems traffic signal systems, street lights, signs and markings; (c) managing the design, acquisition, installation, operation, maintenance, repair and replacement of City-wide radio; and (d) assisting in the development and control of the Division’s budgets. Maintenance is the largest division within Public Works and provides street maintenance service throughout Napa’s incorporated area along with maintaining all public roads within Napa to avoid failure pursuant to California Streets and Highway Code Section 1806.³⁹ The primary service objective of Maintenance is to keep Napa’s roadway system serviceable through repairs, such as patching potholes, sealing cracks, and correcting road depressions. Other Maintenance activities include street sweeping, debris removal, and storm drainage repair and cleaning.

Staff and Budget

Maintenance staff is currently budgeted at 18.5 fulltime equivalent employees, an amount marking an approximate one-fifth decrease over the last five years. Current budgeted expenses total \$3.8 million, representing a one-fifth decrease over the last five year period and accounting for 53% of Napa’s overall Public Works allocations.⁴⁰ The following table displays Maintenance’s staffing and financial resources over the last five years.

Trends in Maintenance Division Staff and Budget					
<i>(Napa / Napa LAFCO)</i>					
Budgeted Staff			Operating Budget		
2008	2013	Trend	2008	2013	Trend
23.7	18.5	(21.9%)	\$4.763	\$3.808	(20.1%)

Amounts in millions

Maintenance

Road maintenance in Napa is primarily guided by the City’s Pavement Management Program. This program utilizes a software system that collects, stores, and analyzes road conditions within the City. As part of the program, a triennial report is prepared by an outside consultant to evaluate the overall roadway system and to prioritize needed repairs and improvements based on existing surface conditions. For cost and safety purposes, arterial and collector roads receive a higher priority than local residential roads. Scheduling for significant road improvements or repair projects is guided by available funding and must be worked into the biennial budget. Scheduling for less significant road improvements or repair projects is also guided by available funding along with connectivity to the Pavement Management Program. With regard to addressing minor repairs, which are typically reported by the public, Maintenance retains an informal policy to repair all reported potholes within a

³⁹ California Government Code Section 57385 states that once unincorporated territory has been incorporated, all roads in the territory that had been accepted into the county road system shall become city streets on the effective date of the incorporation. G.C. Section 57329 also states that all roads of unincorporated territory that had been accepted into the county road system shall become city streets upon annexation to the city upon LAFCO’s filing of a Certificate of Completion. Both code sections specify that a city is not required to improve any newly incorporated or annexed road to city standards.

⁴⁰ The percentage of Napa’s Public Works allocations dedicated to Maintenance was 59% for the 2008-2009 fiscal year.

24-hour period. Maintenance also budgets an annual citywide sealing program aimed at addressing roadway cracks to prevent further surface degradation. Other factors affecting the ability of Maintenance to schedule roadway improvements and repairs include federal and state restrictions involving public agencies performing their own projects.⁴¹ Napa’s roadway system requires substantial investment to address years of deferred maintenance due to past and present budget and resource allocation. The most recent update to the Pavement Management Plan concluded Napa needed to allocate additional budgeted resources to Maintenance to address issues pertaining to long-term surface conditions and other needed maintenance related projects.

The Metropolitan Transportation Commission (MTC) recently issued an update to its annual report evaluating the Bay Area’s transportation system. Included in the update, MTC evaluates and ranks current pavement conditions for all local agencies within the nine county region. Using a pavement condition index (PCI) that measures road vibrations using special equipment, MTC issued Napa an overall average surface rating of “at-risk.” Napa’s PCI rating in comparison to other local jurisdictions in the Bay Area was the 18th lowest among all 109 agencies. This rating reflects a need for additional resources to be invested with respect to Napa’s roadway system to improve drive quality and drainage. Maintenance has developed a program to address Napa’s need to raise its PCI rating.⁴²

Pavement Condition

A common mechanism to determine the performance of road and street services is to review trends in an agency’s PCI rating. MTC publishes an annual document detailing pavement conditions for all 109 Bay Area cities and counties titled *Pavement Condition of Bay Area Jurisdictions* with the most recent version released in 2011. MTC reports Napa’s road and street system is considered “at-risk” given that the City most recently scored a PCI rating of 58 out of a maximum of 100 points.⁴³ Notably, Napa has increased its PCI rating for its 465 total road miles by one-tenth over the last five years and can be primarily attributed to Maintenance’s 10-Mile-a-Year Paving Program. The following table summarizes recent PCI ratings for Napa.

Recent PCI Ratings for Napa (MTC / Napa LAFCO)						
Category	2007	2008	2009	2010	2011	Trend
Napa PCI Rating	53	54	55	57	58	9.4%

⁴¹ California Public Contract Code Section 22032 requires most public agencies to send out to bid all projects that exceed \$25,000. Napa Ordinance 2.94.030 permits the awarding of contracts not exceeding \$100,000 by an informal bid procedure as allowed by P.C.C. Section 22032. As a result, Napa is subject to higher project costs due to the costs associated with using outside labor.

⁴² Napa’s 10-Mile-a-Year Paving Program was established in 2009 for purposes of paving at a minimum 10 miles of residential streets each year. This program utilizes Public Works employees who can pave residential streets more efficiently and at a lower cost than outsourcing with contractors. In the first two years of the program, the 10-mile-a-year objective has been met and Napa’s Pavement Condition Index (PCI) has been consistently rising. It is anticipated the program will continue until Napa’s remaining 140 miles of residential streets and 79 miles of collectors and arterials in need of repair have been repaved. The program is funded entirely by the General Fund.

⁴³ MTC categorizes each Bay Area city and county based on their annual PCI ratings. A rating between 25 and 49 denotes “poor” pavement conditions. Ratings between 50 and 59 are associated with “at-risk” pavement conditions. Ratings between 60 and 69 are associated with “fair” pavement conditions. Ratings between 70 and 79 are associated with “good” pavement conditions. Ratings between 80 and 89 are associated with “very good” pavement conditions. Ratings between 90 and 99 are associated with “excellent” pavement conditions.

Storm Drainage

Napa’s storm drainage services are provided by the Maintenance and Development Engineering Divisions within the Public Works Department and are intended to capture and control rain and urban runoff through a network of ditches, culverts, and underground pipelines. The storm drainage system covers Napa’s entire incorporated area along with portions of adjacent unincorporated areas that drain into the City. The primary objective of the storm drainage system is to reduce the risk of flooding and to limit the discharge of pollutants from urban runoff into open water bodies as required by the State Resources Water Quality Control Board (SWQCB).^{44 45}

Drainage services are guided by Napa’s Storm Drainage Master Plan (SDMP) dated April 2006. The SDMP states drainage within and around Napa flows towards the Napa River by way of nine distinct basin areas; Browns Valley, Napa Creek, Napa East, Napa South, Napa Southwest, Redwood Creek, Salvador, Trancas – Soscol, and Tulocay Creek. The SDMP concludes that further development within Napa will not significantly increase peak drainage flows within the nine existing basin areas given that the watersheds are sufficiently capacitated to accommodate new demands into the foreseeable future. The SDMP also identifies existing problem areas, evaluates potential solutions, recommends a capital improvement program, and develops hydrologic, hydraulic, and water quality criteria for current and future management of Napa’s storm drainage system.

Staff and Budget

Similar to roads services, Napa’s Public Works Department is responsible for operating, maintaining, and improving storm drainage services within the City. Public Works utilizes the Maintenance and Development Engineering Divisions for various storm drainage service functions. Storm drainage services are fully supported through an annual \$12 per parcel stormwater assessment applied to each incorporated property and therefore do not directly impact Napa’s overall General Fund.

Maintenance staff is currently budgeted at 18.5 fulltime equivalent employees, an amount marking an approximate one-fifth decrease over the last five years. Current budgeted expenses total \$3.8 million, representing a one-fifth decrease over the last five year period and accounting for 53% of Napa’s overall Public Works allocations.⁴⁶ The following table displays Maintenance’s staffing and financial resources over the last five years.

Trends in Maintenance Division Staff and Budget					
<i>(Napa / Napa LAFCO)</i>					
Budgeted Staff			Operating Budget		
2008	2013	Trend	2008	2013	Trend
23.7	18.5	(21.9%)	\$4.763	\$3.808	(20.1%)

Amounts in millions

⁴⁴ SWQCB is responsible for administering the U.S. Environmental Protection Agency’s National Pollutant Discharge Elimination System (NPDES), which is a federal permit required of all agencies discharging pollutants into open waters.

⁴⁵ Napa is registered as a “Phase II” community by SWQCB and is subject to a general storm water discharge permit assigned to municipalities with fewer than 100,000 residents. This permit requires Napa to develop and enforce a storm water management program aimed at reducing pollutant discharge to open water bodies through preventive measures.

⁴⁶ The percentage of Napa’s Public Works allocations dedicated to Maintenance was 59% for the 2008-2009 fiscal year.

Development Engineering staff is currently budgeted at 7.2 fulltime equivalent employees and reflects a three percent increase over the last five years. Current budgeted expenses total \$1.127 million, representing a four percent decrease over the last five year period and accounting for 16% of Napa’s overall Public Works allocations.⁴⁷ The following table displays Development Engineering’s staffing and financial resources over the last five years.

Trends in Development Engineering Division Staff and Budget (Napa / Napa LAFCO)					
Budgeted Staff			Operating Budget		
2008	2013	Trend	2008	2013	Trend
7.0	7.2	3.0%	\$1.175	\$1.127	(4.1%)

Amounts in millions

Additional Programs

Napa’s Sidewalk Repair Program was established in 1990 for purposes of expediting repair of frontage improvements that have been damaged by street trees. The program is overseen by Development Engineering and allows property owners to replace street trees, sidewalk, curb, gutter, and driveway and receive a partial reimbursement from Napa. The program is funded entirely through the General Fund.

Napa has joined the County of Napa and Cities of American Canyon, St. Helena, Calistoga, and the Town of Yountville to establish a countywide program aimed at reducing storm water pollution in the Napa River watershed. The Napa County Stormwater Management Program (NCSWMP) is a joint effort intended to prevent storm water pollution, protect and enhance water quality in creeks and wetlands, preserve beneficial uses of local waterways, and comply with State and Federal regulations.⁴⁸

⁴⁷ The percentage of Napa’s Public Works allocations dedicated to Development Engineering was 14% for the 2008-2009 fiscal year.

⁴⁸ NCSWMP is funded by the member agencies and is administered by the Napa County Flood Control and Water Conservation District. Though the County and each of the five cities carry out their own individual storm water pollution prevention programs, NCSWMP provides the coordination and consistency of approaches between the individual participants and documents their efforts in annual reports.

8.0 Financial Standing

8.1 Audited Statements

Napa contracts with an outside accounting firm to prepare an annual report for each fiscal year to review its financial records in accordance with established governmental accounting standards. These audited statements provide quantitative measurements in assessing Napa’s short and long-term fiscal health and are summarized below with added distinctions made with respect to governmental activities, which are generally tax supported functions (i.e., police, fire, etc.), and business activities, which are generally supported by user fee and charges (water, housing, etc). The audited statements also show trends in specific fund units of particular interest to the Commission in the municipal service review process.

Napa’s most recent report was prepared for the 2011-2012 fiscal year by Maze & Associates and provides audited financial statements for the City’s assets, liabilities, and equity as of June 30, 2012. These financial statements show Napa experienced a positive change in its fiscal standing as its overall equity, or fund balance, increased by three percent from \$528.60 to \$543.05 million. This increase in the overall fund balance is directly attributed to a combination of increased revenues as the recovery from the economic recession continues and decreased liabilities from the dissolution of the Napa County Redevelopment Agency. Napa’s general tax revenues have increased by \$5.8 million or 17.4% over the last five audited fiscal years. It is also pertinent to note the outside auditing firm found no significant deficiencies or material weaknesses in Napa’s financial statements for any of the reports issued during the last five years. A summary of year-end totals and corresponding trends in assets, liabilities, and equity during this period are shown in the following tables.

2011-2012 Audited Financial Statements	
Assets	\$645.275 million
Liabilities	\$102.221 million
Equity	\$543.054 million

Assets

Napa’s agency-wide assets – divided between governmental and business activities – totaled \$645.3 million at the end of the fiscal year and marked a slight decrease over the prior fiscal year of (2.0%), but still finished with a positive 0.8% increase over the last five years. Assets classified as current with the expectation they could be liquidated into currency within one year represented 23.7% of the total amount with the majority tied to cash and investments.⁴⁹ Assets classified as non-current represented the remaining amount – 76.3% – with the largest portion associated with depreciable structures.⁵⁰

Categories	2007-08	2008-09	2009-10	2010-11	2011-12	Trends
Current Assets	208.505	180.571	162.737	162.114	152.845	(26.7%)
- Governmental Activities	114.002	107.668	101.162	103.659	99.731	(12.5%)
- Business Activities	94.502	72.903	61.573	58.453	53.113	(43.8%)
Non-Current Assets	436.264	470.300	483.997	490.973	492.430	12.9%
- Governmental Activities	337.539	348.189	129.969	357.021	356.475	0.6%
- Business Activities	98.723	122.110	354.027	133.951	135.954	37.7%
Total Assets	\$644.769	\$650.871	\$646.733	\$653.087	\$645.275	0.8%

Amounts in millions

⁴⁹ Current assets totaled \$152.85 million and include cash investments (\$102.84 million), loans receivable (\$23.21 million), accounts receivable (\$13.69 million), and Federal/state/other receivables (\$11.99 million).

⁵⁰ Non-current assets totaled \$492.43 million and include roads (\$185.65 million), construction in progress (\$144.24 million), transmission and distribution lines (\$56.34 million), land (\$30.28 million), bridges (\$18.68 million), and vehicles (\$7.10 million).

Liabilities

Napa's agency-wide liabilities – divided between governmental and business activities – totaled \$102.22 million at the end of the fiscal year and marked a sizeable decrease over the prior fiscal year of 17.9% and total 26.9% over the last five years. Current liabilities representing obligations owed within a year accounted for one-fourth of the total amount and primarily tied to accounts payable at \$25.56 million. Non-current liabilities accounted for the remaining three-fourths with the majority tied to long-term debt at \$76.66 million.

Categories	2007-08	2008-09	2009-10	2010-11	2011-12	Trends
Current Liabilities	16.593	19.987	20.716	18.279	25.556	54.0%
- Governmental Activities	11.631	12.747	12.841	12.804	19.432	67.1%
- Business Activities	4.962	7.239	7.874	5.474	6.123	23.4%
Non-Current Liabilities	123.228	119.780	116.578	106.211	76.665	(37.8%)
- Governmental Activities	36.027	34.919	34.293	26.815	0.164	99.5%
- Business Activities	87.200	84.863	82.284	79.815	76.500	12.3%
Total Liabilities	\$139.822	\$139.767	\$137.294	\$124.490	\$102.221	(26.9%)

Amounts in millions

Equity/Net Assets

Napa's agency-wide equity – which represents the difference between assets and liabilities – totaled \$543.05 million at the end of the fiscal year and marked a sizeable increase over the prior fiscal year of 27.5% and a total of 38.1% over the last five years. These increases are attributed to improving general tax revenues coupled with a sizable reduction in liabilities tied to the recent dissolution of NCRA and its long-term debt re-assigned to a successor agency.⁵¹ The end of year equity amount also incorporates an \$88.90 million balance in unrestricted funds including \$9.347 in unassigned General Fund monies. The unassigned General Fund monies represent a 115% increase over the previous fiscal year. Unassigned General Fund monies, however, have decreased overall by 47.0% during the last five years as Napa has drawn down on its reserves to help support services while operating through consecutive deficits.

Categories	2007-08	2008-09	2009-10	2010-11	2011-12	Trends
Net Assets	\$504.947	\$511.104	\$509.439	\$528.596	\$543.054	38.1%
- Invested in Capital	399.707	415.504	424.496	399.085	418.683	4.7%
- Restricted	52.663	48.072	39.299	33.576	35.475	(32.6%)
- Unrestricted	52.577	47.528	45.644	95.935	88.896	69.1%
↳ Unassigned General Fund Monies	17.651	8.235	3.457	4.342	9.347	(47.0%)

Amounts in millions

8.2 Liquidity, Capital, and Margin

A review of the last five audit reports covering fiscal years 2007-2008 through 2011-2012 shows that the City has made progress in improving its overall fiscal standing. This progress is highlighted by Napa having nearly eliminated an operating margin loss of (12.8%) in 2008 to (1.4%) in 2012; nearly a 90% improvement. Further, Napa's liquidity and capital ratios remain relatively strong and indicate good short and long-term projections. This includes noting that Napa has sufficient current assets to cover its near-term liabilities nearly six-fold. Napa also operates with manageable debt obligations as its net assets exceed its long-term liabilities by seven-to-one. A summary of year-end liquidity, capital, and operating margin ratios are show in the following table.

⁵¹ Napa Redevelopment Agency was dissolved on February 1, 2012 by the Napa City Council in compliance with State legislation.

Recent Trends in Liquidity, Capital, and Margin (Source: Napa Audit Reports / Napa LAFCO)			
Fiscal Year	Current Ratio (Liquidity)	Debt-to-Net Assets (Capital)	Operating Margin (Profitability)
2007-2008	12.56 to 1	24.40%	(12.87%)
2008-2009	9.03 to 1	23.43%	9.8%
2009-2010	8.06 to 1	14.11%	(13.58%)
2010-2011	8.86 to 1	20.09%	(0.85%)
2011-2012	5.98 to 1	22.88%	(1.36%)
Trends	(52.38%)	(6.23%)	89.4%

8.3 Pension Obligations

Napa provides a defined retirement benefit plan to its employees through a service contract with the California Public Employees Retirement Systems (CalPERS). Active miscellaneous and public safety employees are required to contribute 8.0% and 9.0%, respectively, of their annual salary to their retirement account with Napa's annual contributions set by actuarial estimates determined by CalPERS. Napa currently administers different pension tiers based on employee type (miscellaneous, public safety/fire, and public safety/police) and date of hire as summarized below.

Defined Pension Benefit Tiers (Source: Napa / CalPERS)			
Category	Miscellaneous	Public Safety/Fire	Public Safety/Police
Tier One (Pre August 2012)	2.7% at 55	3.0% at 50	3.0% at 50
Tier Two (Post August 2012)	2.0% at 60	3.0% at 55	no change

Like other local governments in California, Napa's total annual pension contributions and liabilities are on the rise. Napa has increased its total annual pension contributions by 22.8% from \$7.4 million to \$9.1 million over the last five reported years; a difference directly corresponding with the City's escalating contribution share for miscellaneous and public safety employees going from 16.7% and 28.6% to 20.9% and 31.7%, respectively. Irrespective of the changes in contribution levels, Napa's funded ratio – the difference between the pension plan's assets and liabilities – has decreased over the corresponding five years from 80.6% to 75.4%. Napa's unfunded liability – pension monies owed that are not covered by assets – has also increased from \$49.9 million to \$84.5 million; a difference of 69.2%. Again, this trend is not unusual among California local governments enduring a recession.

Trends in Pension Measurements (Source: Napa / CalPERS)			
Category	2006-2007	2010-2011	Difference
Funded Ratio	80.6%	75.4%	(6.5%)
Unfunded Liability	\$49.9 million	\$84.5 million	\$34.5 million

8.4 Operating Budget

Napa’s General Fund operating expenses for the 2013-2014 fiscal year are budgeted at \$66.4 million; an amount representing a per capita expenditure of \$853. The largest discretionary operating expenses are dedicated to police (\$22.2 million / 33.4%) and fire protection services (\$13.2 million / 19.9%). General Fund operating revenues are budgeted at \$66.8 million with more than one-third (\$23.8 million / 35.6%) expected to be drawn from property tax proceeds. Notably, only American Canyon collects more in property taxes than Napa as measured on a per acre basis.⁵² Sales tax revenues are projected to represent the second largest discretionary revenue source for Napa accounting for over one-fifth (\$14.8 million / 22.2%) of the total budgeted amount.

General Fund Revenues and Expenses (Source: Napa Adopted Budgets)					
2011-2012		2012-2013		2013-2014	
Actual Revenues	Actual Expenses	Budgeted Revenues	Budgeted Expenses	Budgeted Revenues	Budgeted Expenses
\$63.065	\$63.315	\$59.062	\$63.263	\$66.833	\$66.411

Amounts in millions

⁵² The State Controller’s most recently published *Cities Annual Report* notes Napa’s per acre property tax collection was \$1,244. This amount is second locally to American Canyon’s per acre collection total of \$2,169 and surpassed the collection total amounts for St. Helena at \$762, Calistoga at \$716, Yountville at \$560, and County of Napa at \$105.

9.0 Agency Specific Determinations

The following determinations address the service and governance factors enumerated for consideration by the Commission under G.C. Section 56430 as well as required by local policy. These factors range in scope from infrastructure needs and deficiencies to relationships with growth management policies. The determinations serve as independent conclusions of the Commission on the key issues underlying growth and development within the affected community and are based on information collected, analyzed, and presented in this report. Determinations for the other agencies in this municipal service review are provided in their corresponding sections.

9.1 *Growth and Population Projections*

- a) The growth and population changes occurring in Napa over the last 30 years have been consistent with its adopted growth management policies initially established in the early 1980s as part of an update to the City General Plan. This consistency has produced predictable growth and development in a manner allowing Napa to effectively plan and fund necessary infrastructure and facility improvements in a timely fashion.
- b) Napa's current resident population within its jurisdictional boundary is estimated at 77,881. This amount represents moderate overall growth of 5.3% over the last 10 period – or 0.5% annually – and is the second highest rate change among all six land use authorities in Napa County following the City of American Canyon.
- c) It is reasonable to assume Napa's population growth rate within the existing sphere of influence will remain similar to the overall rate during the previous 10 year period as well as remain consistent with the last three years at 0.5% annually. This projection would result in a population total of 81,771 by 2023; an amount that falls nearly 10% below the 90,000 contemplated in the Napa General Plan for 2020.
- d) The projected population growth for Napa within its existing sphere of influence over the next 10 years is expected to be largely infill development with the majority occurring in the Soscol Avenue corridor, which is Napa's lone priority development area. Other areas within the sphere of influence likely to be subject to development – although requiring annexation approval – include the Ghisletta lands located off of Foster Road.
- e) The total housing supply in Napa has increased modestly by 1,873 units over the last 10 years; a net change of 6.6%. The new housing has been equally divided between single-family and multi-family. The new housing stock, and distinct from growth patterns in other municipalities, has also been infill in character and not concentrated in any one particular area within the City.
- f) Housing supply within Napa has exceeded demand over the last 10 years as measured by the City's vacancy rate, which has increased by over one-third from 7.8% to 10.7%. This increase in the vacancy rate, however, remains relatively low compared to changes experienced by other similarly sized cities in the San Francisco Bay Area and suggests Napa is relatively well positioned with regard to balancing its housing supply and demand.

- g) Napa has experienced a sizeable increase in its licensed visitor guestroom total by 35% over the last 10 years; an amount that exceeds any other local jurisdiction in Napa County. Napa's overnight guest-serving establishments at full occupancy generate approximately 5,000 visitors, the equivalent of an additional 6.4% of the City's resident population.
- h) It is reasonable to assume the sizeable increase in Napa's overnight visitors, though difficult to quantify, are creating impacts on services, and in particular demands on public safety. These presumed service impacts will likely intensify within the next 10 years given there are two entitled hotel project approvals – Ritz Carleton and St. Regis – that would add an additional 500-plus guestrooms and raise the overnight visitor population to nearly 6,400 at full occupancy.

9.2 Present and Planned Capacity of Napa's Public Facilities, Adequacy of Public Services and Infrastructure Needs of Deficiencies.

- a) Napa has made a concerted effort to anticipate and address the municipal service needs of unincorporated lands located within its existing sphere of influence in preparing and updating service plans. These efforts have proven successful over the last five years in positioning Napa to efficiently extend services to annexed territory without diminishment of service to existing constituents.
- b) Development activity within Napa is steadily increasing as measured by the one-fifth increase in applications filed with the Planning Division over the last five years. This trend suggests Napa's economy is improving, and as such, the recent and sizeable decrease in budgeted staffing within the Planning and Building Divisions may need to be revisited by the City to help ensure adequate resources are available to appropriately accommodate and guide development going forward.
- c) Napa has established a relatively high ratio of 10.5 acres of open parkland for every 1,000 residents. This ratio – while falling short of Napa's adopted standard of 12 acres for every 1,000 residents – is significantly higher than the average ratio of five acres for every 1,000 residents existing within the other four cities in Napa County.
- d) Napa has been effective in establishing and managing diversified sources of potable water supplies that provide the City with multiple sources of supply in accommodating demands within its service area.
- e) Existing water supplies appear collectively reliable in meeting Napa's current and projected annual usage demands under normal and multiple dry year conditions with the latter assuming water savings due to conservation practices.
- f) Napa's water supplies appear collectively insufficient in meeting annual demands under single dry year conditions. As a result, Napa is subject to either declaring a water emergency and/or incurring cost uncertainties tied to purchasing supplies from outside retailers during an extreme dry season when state and local precipitation falls below 30 percent of normal.

- g) Considerable improvements have been made by Napa to its water system over the last five years including expanding treatment and storage capacities to help meet existing and future demands. Notwithstanding these recent improvements, Napa still needs to increase potable storage by an additional 20 acre-feet to independently meet current and projected maximum day demand to help protect against pressure losses and against service interruptions during high usage periods.
- h) Napa has achieved a one-tenth decrease in annual water demand over the last five years despite an underlying rise in its service population. This accomplishment – which is attributed to effective conservation programs and increased usage of recycled water from the Napa Sanitation District — advantageously positions Napa to meet its obligation under the Water Conservation Act of 2009 to reduce its overall consumption by one-fifth by 2020.
- i) Napa has established effective overall fire protection and emergency medical services within its jurisdictional boundary as measured by current response times, which average less than five minutes from dispatch to arrival. This average response time, which is within the local and national standard of five minutes and achieved despite an overall decrease in staffing, demonstrates Napa is meeting service demand in an effective and timely manner.
- j) Service calls for fire protection and emergency medical have increased by nearly one-tenth over the last five years; a percentage change well in excess of Napa’s population growth rate over the same period. The increase in service calls paired with a sizeable reduction – eight percent – in staffing while still meeting targeted response times demonstrates Napa is providing more service with fewer resources in meeting existing fire protection and emergency medical service demands.
- k) Fire Station One – first responder to Downtown and western neighborhoods – is currently responsible for a disproportionately higher volume of service calls and is approaching the local average response time of five minutes.
- l) It appears incorporated lands located in Browns Valley and west of Buhman Avenue are prone to fire protection and emergency medical response times exceeding five minutes due to distance from Fire Station One, a key factor used by the Insurance Service Office in setting consumer rates. Peak traffic conditions along First Street and Browns Valley Road appear to adversely affect response times beyond the five minute standard in other areas of Browns Valley.
- m) Napa previously purchased an undeveloped lot at the corner of Browns Valley Road and Laurel Street with the expectation of constructing a new fire station to serve the western neighborhoods and to mitigate excessive response times in the Browns Valley area. Construction of the fire station has been delayed, however, due to a lack of resources and it appears reasonable to assume a new fire station will not be funded and built within the timeframe of this review.

- n) Napa has averaged a ratio of 20 service calls for every reported crime over the last five reported years. This ratio is exceptionally low compared to other jurisdictions in Napa County and can be attributed to a combination of proactive police services and discipline on the part of the community to refrain from unnecessary incident reporting.
- o) Overall crime in Napa has decreased by one-fourth over the last five years. The ratio of crime to residents, however, remains relatively high in comparison to other local jurisdictions.
- p) Napa has produced a high overall clearance rate of 36% over the last five reported years and has demonstrated steady improvement as evidenced by the clearance rate increasing by one-third during the referenced period. The clearance rate remains relatively high in comparison to other local jurisdictions and indicates Napa has provided effective law enforcement services in terms of processing crimes from the reporting stage to adjudication.

9.3 *Financial Ability to Provide Services*

- a) Napa has demonstrated effective financial planning over the last five years as the City has utilized previously accumulated reserves to help offset operating losses attributed to the recent national economic recession without noticeable impacts on service levels.
- b) Napa has taken proactive measures in limiting budgeted cost increases within its two largest General Fund expenses, police and fire protection services, to fall below the consumer price index for the San Francisco Bay Area region. These measures – highlighted by combining administrative functions within the two departments and eliminating a combined nine full-time positions – appears to have significantly aided Napa in controlling its operating losses during and through the recent recession.
- c) Napa finished the last fiscal year in good financial standing as measured by having relatively high liquidity and capital ratios. These ratios provide reasonable assurances Napa has sufficient resources to adequately address short and near term financial obligations as indicated by net assets exceeding long-term liabilities by a ratio of seven-to-one.
- d) Napa has made considerable progress in reconciling its structural budget deficit over the last five years as underscored by nearly eliminating a previously high negative operating margin of (12.8%) in 2008 to (1.4%) in 2012; an improvement of nearly 90%.
- e) Napa's unassigned General Fund monies have significantly decreased by nearly one-half from \$17.6 to \$9.3 million over the last five completed fiscal years as the City has drawn down on these resources to offset consecutive operating losses. Recent trends, however, have been positive as Napa has added to its unassigned General Fund monies in each of the last two years with the current balance sufficient to cover almost two months of budgeted operating costs.

- f) Napa’s ability to finance new public infrastructure or facilities through increased fees or new tax assessments appears constrained at the present time given the marked decline in residents’ income over the last five years. This decline is highlighted by a 77% increase in unemployment and 15% decrease in homeownership and suggests significant improvements – including the needed construction of a fire station to serve Browns Valley – will need to be delayed and/or principally financed by private developers if they are to occur within the next five years.
- g) Pension obligations represent a significant and growing financial constraint given Napa’s unfunded liability (money owed over assets) has increased by over two-thirds in the last five reported fiscal years rising from \$49.9 million to \$84.5 million. It is unclear whether this trend is primarily attributable to structural problems or is a function of the economic recession, but should be monitored by the Commission and revisited in the next scheduled review.

9.4 *Status and Opportunities for Shared Facilities*

- a) Napa actively pursues opportunities to partner with other local public and private entities to share various resources. These efforts, which include Napa recently agreeing to provide temporary management of public works services for the City of American Canyon as they recruit a new director, strengthens economic and social ties throughout the region.
- b) Napa and the County should explore opportunities to share existing and future resources going forward with respect to both administrative and service facilities in Napa Valley. This includes the potential of combining resources in designing, funding, constructing, and operating a joint-use board chamber facility to address both entities need to accommodate and encourage more public attendance at public meetings.

9.5 *Accountability for Community Service Needs, Including Government Structure and Operational Efficiencies*

- a) Napa utilizes over one dozen advisory committees to assist in making informed decisions involving a range of governance issues of particular interest and/or importance to the community. Napa’s use of advisory committees – which is measurably higher than any surrounding municipality – reflects a concerted effort to proactively engage and utilize expertise within the community. This approach to governance also serves as an effective measure in cultivating and training future leaders on and off the City Council.
- b) Napa has been successful in limiting turnover in senior staff over the last five years. Continuity in senior staff marks a distinct change from the high turnover Napa had experienced at the time of the last municipal service review and has provided the community with more accountable and predictable management of their governmental services.
- c) Napa has maintained consistent land use and growth management policies for the last 40 years. These policies are predicated on emphasizing slow and infill oriented development and protection of surrounding open-space and agricultural lands.

- d) An existing governance disconnect exists between the jurisdictional area of the City of Napa and the City's water service area given that the water service area extends beyond the current sphere of influence to include several unincorporated areas that extend south to Soscol Ridge, east to Silverado, and north to Rutherford. This service area, which is borne from historical service practices predating the Commission, does not conform with the legislative intention of a sphere of influence in demarking an agency's existing and probable service area. The Commission should consider options to reconcile this existing disconnect relative to local conditions as part of a future sphere of influence review either in the pending or a subsequent update cycle.
- e) There are an estimated 2,500 unincorporated residents residing within the 20 islands either entirely or substantially sounded by Napa's existing incorporated limits. The continued existence of these islands undermines orderly growth by creating service inefficiencies for both Napa and the County as well as disenfranchising residents given they are substantively effected by City Council decisions while precluded from participating in elections. Accordingly, and with the assistance of the Commission, Napa should allocate and prioritize resources in annexing these islands utilizing the expected extension of the expedited proceedings currently provided under G.C. Section 56375.3.

9.6. *Location and Characteristics of Any Disadvantaged Unincorporated Communities within or Contiguous to the Existing Spheres of Influence.*

- a) A review of available economic data compiled as part of the most recent American Communities Survey does not identify any distinct areas within Napa's existing sphere of influence meeting the definition of a disadvantaged unincorporated community.
- b) It is reasonable to assume one or more of the existing unincorporated islands within Napa's sphere of influence share similar economic and social characteristics to disadvantaged unincorporated communities. This assumption underscores the public policy importance for Napa, the County, and the Commission to proceed in partnering to proactively eliminate the existing islands in a timely manner.

9.7. *Relationship with Regional Growth Goals and Policies (Local Policy)*

- a) Napa recently reached a tentative agreement with the County on proposed land use and service provision for the Napa Pipe project site located at the former Kaiser Steele shipyard. While it remains tentative and implementation is subject to additional approvals – including outside service extension and/or annexation from the Commission – the agreement includes a commitment in which Napa agrees to assume 80% of the County's future housing need allocations through the life of Measure P. This commitment, if realized as part of this and or other agreements, would help protect unincorporated agricultural and open-space resources while advantageously directing new growth into an existing urban center.

RESOLUTION NO. _____

**RESOLUTION OF THE
LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY
MAKING DETERMINATIONS**

**MUNICIPAL SERVICE REVIEW ON THE CENTRAL COUNTY REGION:
SECTION ON CITY OF NAPA**

WHEREAS, the Local Agency Formation Commission of Napa County, hereinafter referred to as the “Commission”, adopted a schedule to conduct studies of the provision of municipal services within Napa County and studies of spheres of influence of the local governmental agencies whose jurisdictions are within Napa County; and

WHEREAS, the Executive Officer of the Commission, hereinafter referred to as the “Executive Officer”, prepared a municipal service review on the City of Napa pursuant to said schedule and the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, commencing with Section 56000 of the California Government Code; and

WHEREAS, the Executive Officer designated the geographic area of the municipal service review to generally include all lands located in the City of Napa; and

WHEREAS, the Executive Officer prepared a written report on the municipal service review that includes considering the adequacy of governmental services provided by the City of Napa; and

WHEREAS, the Executive Officer’s report was presented to the Commission in the manner provided by law; and

WHEREAS, the Commission heard and fully considered all the evidence presented at its public meetings concerning the municipal service review on the City of Napa on October 7, 2013 and December 2, 2013; and

WHEREAS, as part of the municipal service review, the Commission is required pursuant to California Government Code Section 56430(a) to make a statement of written determinations with regards to certain factors.

NOW, THEREFORE, THE COMMISSION DOES HEREBY RESOLVE, DETERMINE, AND ORDER as follows:

1. The Commission determines this municipal service review is exempt from further environmental review under the California Environmental Quality Act pursuant to California Code of Regulations Section 15306.

2. The Commission adopts the statement of written determinations prepared as part of the municipal service review on the City of Napa set forth in "Exhibit A," which is attached and hereby incorporated by reference.

The foregoing resolution was duly and regularly adopted by the Commission at a regular meeting held on December 2, 2013 by the following vote:

AYES: Commissioners _____

NOES: Commissioners _____

ABSTAIN: Commissioners _____

ABSENT: Commissioners _____

ATTEST: Peter Banning
Acting Executive Officer

Recorded by: _____
Kathy Mabry
Commission Secretary

EXHIBIT A

MUNICIPAL SERVICE REVIEW ON THE CENTRAL COUNTY REGION: SECTION ON CITY OF NAPA

WRITTEN STATEMENT OF DETERMINATIONS

1. Growth and population projections for the affected area (Government Code 56430(a)(2)):
 - a) The growth and population changes occurring in Napa over the last 30 years have been consistent with its adopted growth management policies initially established in the early 1980s as part of an update to the City General Plan. This consistency has produced predictable growth and development in a manner allowing Napa to effectively plan and fund necessary infrastructure and facility improvements in a timely fashion.
 - b) Napa's current resident population within its jurisdictional boundary is estimated at 77,881. This amount represents moderate overall growth of 5.3% over the last 10 period – or 0.5% annually – and is the second highest rate change among all six land use authorities in Napa County following the City of American Canyon.
 - c) It is reasonable to assume Napa's population growth rate within the existing sphere of influence will remain similar to the overall rate during the previous 10 year period as well as remain consistent with the last three years at 0.5% annually. This projection would result in a population total of 81,771 by 2023; an amount that falls nearly 10% below the 90,000 contemplated in the Napa General Plan for 2020.
 - d) The projected population growth for Napa within its existing sphere of influence over the next 10 years is expected to be largely infill development with the majority occurring in the Soscol Avenue corridor, which is Napa's lone priority development area. Other areas within the sphere of influence likely to be subject to development – although requiring annexation approval – include the Ghisletta lands located off of Foster Road.
 - e) The total housing supply in Napa has increased modestly by 1,873 units over the last 10 years; a net change of 6.6%. The new housing has been equally divided between single-family and multi-family. The new housing stock, and distinct from growth patterns in other municipalities, has also been infill in character and not concentrated in any one particular area within the City.
 - f) Housing supply within Napa has exceeded demand over the last 10 years as measured by the City's vacancy rate, which has increased by over one-third from 7.8% to 10.7%. This increase in the vacancy rate, however, remains relatively low compared to changes experienced by other similarly sized cities in the San Francisco Bay Area and suggests Napa is relatively well positioned with regard to balancing its housing supply and demand.

Exhibit A

- g) Napa has experienced a sizeable increase in its licensed visitor guestroom total by 35% over the last 10 years; an amount that exceeds any other local jurisdiction in Napa County. Napa's overnight guest-serving establishments at full occupancy generate approximately 5,000 visitors, the equivalent of an additional 6.4% of the City's resident population.
 - h) It is reasonable to assume the sizeable increase in Napa's overnight visitors, though difficult to quantify, are creating impacts on services, and in particular demands on public safety. These presumed service impacts will likely intensify within the next 10 years given there are two entitled hotel project approvals – Ritz Carleton and St. Regis – that would add an additional 500-plus guestrooms and raise the overnight visitor population to nearly 6,400 at full occupancy.
2. The location and characteristics of any disadvantaged unincorporated communities within or contiguous to spheres of influence
- a) Napa has made a concerted effort to anticipate and address the municipal service needs of unincorporated lands located within its existing sphere of influence in preparing and updating service plans. These efforts have proven successful over the last five years in positioning Napa to efficiently extend services to annexed territory without diminishment of service to existing constituents.
 - b) Development activity within Napa is steadily increasing as measured by the one-fifth increase in applications filed with the Planning Division over the last five years. This trend suggests Napa's economy is improving, and as such, the recent and sizeable decrease in budgeted staffing within the Planning and Building Divisions may need to be revisited by the City to help ensure adequate resources are available to appropriately accommodate and guide development going forward.
 - c) Napa has established a relatively high ratio of 10.5 acres of open parkland for every 1,000 residents. This ratio – while falling short of Napa's adopted standard of 12 acres for every 1,000 residents – is significantly higher than the average ratio of five acres for every 1,000 residents existing within the other four cities in Napa County.
 - d) Napa has been effective in establishing and managing diversified sources of potable water supplies that provide the City with multiple sources of supply in accommodating demands within its service area.
 - e) Existing water supplies appear collectively reliable in meeting Napa's current and projected annual usage demands under normal and multiple dry year conditions with the latter assuming water savings due to conservation practices.

Exhibit A

- f) Napa's water supplies appear collectively insufficient in meeting annual demands under single dry year conditions. As a result, Napa is subject to either declaring a water emergency and/or incurring cost uncertainties tied to purchasing supplies from outside retailers during an extreme dry season when state and local precipitation falls below 30 percent of normal.
- g) Considerable improvements have been made by Napa to its water system over the last five years including expanding treatment and storage capacities to help meet existing and future demands. Notwithstanding these recent improvements, Napa still needs to increase potable storage by an additional 20 acre-feet to independently meet current and projected maximum day demand to help protect against pressure losses and against service interruptions during high usage periods.
- h) Napa has achieved a one-tenth decrease in annual water demand over the last five years despite an underlying rise in its service population. This accomplishment – which is attributed to effective conservation programs and increased usage of recycled water from the Napa Sanitation District — advantageously positions Napa to meet its obligation under the Water Conservation Act of 2009 to reduce its overall consumption by one-fifth by 2020.
- i) Napa has established effective overall fire protection and emergency medical services within its jurisdictional boundary as measured by current response times, which average less than five minutes from dispatch to arrival. This average response time, which is within the local and national standard of five minutes and achieved despite an overall decrease in staffing, demonstrates Napa is meeting service demand in an effective and timely manner.
- j) Service calls for fire protection and emergency medical have increased by nearly one-tenth over the last five years; a percentage change well in excess of Napa's population growth rate over the same period. The increase in service calls paired with a sizeable reduction – eight percent – in staffing while still meeting targeted response times demonstrates Napa is providing more service with fewer resources in meeting existing fire protection and emergency medical service demands.
- k) Fire Station One – first responder to Downtown and western neighborhoods – is currently responsible for a disproportionately higher volume of service calls and is approaching the local average response time of five minutes.
- l) It appears incorporated lands located in Browns Valley and west of Buhman Avenue are prone to fire protection and emergency medical response times exceeding five minutes due to distance from Fire Station One, a key factor used by the Insurance Service Office in setting consumer rates. Peak traffic conditions along First Street and Browns Valley Road appear to adversely affect response times beyond the five minute standard in other areas of Browns Valley.

Exhibit A

- m) Napa previously purchased an undeveloped lot at the corner of Browns Valley Road and Laurel Street with the expectation of constructing a new fire station to serve the western neighborhoods and to mitigate excessive response times in the Browns Valley area. Construction of the fire station has been delayed, however, due to a lack of resources and it appears reasonable to assume a new fire station will not be funded and built within the timeframe of this review.
 - n) Napa has averaged a ratio of 20 service calls for every reported crime over the last five reported years. This ratio is exceptionally low compared to other jurisdictions in Napa County and can be attributed to a combination of proactive police services and discipline on the part of the community to refrain from unnecessary incident reporting.
 - o) Overall crime in Napa has decreased by one-fourth over the last five years. The ratio of crime to residents, however, remains relatively high in comparison to other local jurisdictions.
 - p) Napa has produced a high overall clearance rate of 36% over the last five reported years and has demonstrated steady improvement as evidenced by the clearance rate increasing by one-third during the referenced period. The clearance rate remains relatively high in comparison to other local jurisdictions and indicates Napa has provided effective law enforcement services in terms of processing crimes from the reporting stage to adjudication.
3. Present and planned capacity of public facilities and adequacy of public services, including infrastructure needs or deficiencies (Government Code 56430(a)(1)):
- a) Napa has demonstrated effective financial planning over the last five years as the City has utilized previously accumulated reserves to help offset operating losses attributed to the recent national economic recession without noticeable impacts on service levels.
 - b) Napa has taken proactive measures in limiting budgeted cost increases within its two largest General Fund expenses, police and fire protection services, to fall below the consumer price index for the San Francisco Bay Area region. These measures – highlighted by combining administrative functions within the two departments and eliminating a combined nine full-time positions – appears to have significantly aided Napa in controlling its operating losses during and through the recent recession.
 - c) Napa finished the last fiscal year in good financial standing as measured by having relatively high liquidity and capital ratios. These ratios provide reasonable assurances Napa has sufficient resources to adequately address short and near term financial obligations as indicated by net assets exceeding long-term liabilities by a ratio of seven-to-one.

Exhibit A

- d) Napa has made considerable progress in reconciling its structural budget deficit over the last five years as underscored by nearly eliminating a previously high negative operating margin of (12.8%) in 2008 to (1.4%) in 2012; an improvement of nearly 90%.
 - e) Napa's unassigned General Fund monies have significantly decreased by nearly one-half from \$17.6 to \$9.3 million over the last five completed fiscal years as the City has drawn down on these resources to offset consecutive operating losses. Recent trends, however, have been positive as Napa has added to its unassigned General Fund monies in each of the last two years with the current balance sufficient to cover almost two months of budgeted operating costs.
 - f) Napa's ability to finance new public infrastructure or facilities through increased fees or new tax assessments appears constrained at the present time given the marked decline in residents' income over the last five years. This decline is highlighted by a 77% increase in unemployment and 15% decrease in homeownership and suggests significant improvements – including the needed construction of a fire station to serve Browns Valley – will need to be delayed and/or principally financed by private developers if they are to occur within the next five years.
 - g) Pension obligations represent a significant and growing financial constraint given Napa's unfunded liability (money owed over assets) has increased by over two-thirds in the last five reported fiscal years rising from \$49.9 million to \$84.5 million. It is unclear whether this trend is primarily attributable to structural problems or is a function of the economic recession, but should be monitored by the Commission and revisited in the next scheduled review.
4. Financial ability of agencies to provide services (Government Code 56430(a)(3)):
- a) Napa actively pursues opportunities to partner with other local public and private entities to share various resources. These efforts, which include Napa recently agreeing to provide temporary management of public works services for the City of American Canyon as they recruit a new director, strengthens economic and social ties throughout the region.
 - b) Napa and the County should explore opportunities to share existing and future resources going forward with respect to both administrative and service facilities in Napa Valley. This includes the potential of combining resources in designing, funding, constructing, and operating a joint-use board chamber facility to address both entities need to accommodate and encourage more public attendance at public meetings.

5. Status of, and opportunities for, shared facilities (Government Code 56430(a)(4)):

- a) Napa utilizes over one dozen advisory committees to assist in making informed decisions involving a range of governance issues of particular interest and/or importance to the community. Napa's use of advisory committees – which is measurably higher than any surrounding municipality – reflects a concerted effort to proactively engage and utilize expertise within the community. This approach to governance also serves as an effective measure in cultivating and training future leaders on and off the City Council.
- b) Napa has been successful in limiting turnover in senior staff over the last five years. Continuity in senior staff marks a distinct change from the high turnover Napa had experienced at the time of the last municipal service review and has provided the community with more accountable and predicable management of their governmental services.
- c) Napa has maintained consistent land use and growth management policies for the last 40 years. These policies are predicated on emphasizing slow and infill oriented development and protection of surrounding open-space and agricultural lands.
- d) An existing governance disconnect exists between the jurisdictional area of the City of Napa and the City's water service area given that the water service area extends beyond the current sphere of influence to include several unincorporated areas that extend south to Soscol Ridge, east to Silverado, and north to Rutherford. This service area, which is borne from historical service practices predating the Commission, does not conform with the legislative intention of a sphere of influence in demarking an agency's existing and probable service area. The Commission should consider options to reconcile this existing disconnect relative to local conditions as part of a future sphere of influence review either in the pending or a subsequent update cycle.
- e) There are an estimated 2,500 unincorporated residents residing within the 20 islands either entirely or substantially sounded by Napa's existing incorporated limits. The continued existence of these islands undermines orderly growth by creating service inefficiencies for both Napa and the County as well as disenfranchising residents given they are substantively effected by City Council decisions while precluded from participating in elections. Accordingly, and with the assistance of the Commission, Napa should allocate and prioritize resources in annexing these islands utilizing the expected extension of the expedited proceedings currently provided under G.C. Section 56375.3.

Exhibit A

6. Accountability for community service needs, including governmental structure and operational efficiencies (Government Code 56430(a)(5)):
 - a) A review of available economic data compiled as part of the most recent American Communities Survey does not identify any distinct areas within Napa's existing sphere of influence meeting the definition of a disadvantaged unincorporated community.
 - b) It is reasonable to assume one or more of the existing unincorporated islands within Napa's sphere of influence share similar economic and social characteristics to disadvantaged unincorporated communities. This assumption underscores the public policy importance for Napa, the County, and the Commission to proceed in partnering to proactively eliminate the existing islands in a timely manner.
7. Relationship with regional growth goals and policies (Government Code 56430(a)(6)):
 - a) Napa recently reached a tentative agreement with the County on proposed land use and service provision for the Napa Pipe project site located at the former Kaiser Steele shipyard. While it remains tentative and implementation is subject to additional approvals – including outside service extension and/or annexation from the Commission – the agreement includes a commitment in which Napa agrees to assume 80% of the County's future housing need allocations through the life of Measure P. This commitment, if realized as part of this and or other agreements, would help protect unincorporated agricultural and open-space resources while advantageously directing new growth into an existing urban center.



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

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

December 2, 2013
Agenda Item No. 7a (Action)

November 25, 2013

TO: Local Agency Formation Commission

FROM: Peter Banning, Acting Executive Officer

SUBJECT: Financial Audit for Fiscal Year Ending June 30, 2013

The Commission will review a report from an outside consultant auditing the agency's financial statements for the 2012-2013 fiscal year. The report is being presented to the Commission to formally receive and file.

It is the practice of the Local Agency Formation Commission of Napa County ("Commission") to retain an outside consultant to perform an audit on the agency's financial statements for each fiscal year completed. The purpose of the audit is for a third-party to assess the reliability of the financial statements by reviewing records and testing transactions to determine their compliance with generally accepted governmental accounting standards. The audit also provides an opportunity for the third-party to identify reporting errors and omissions as well as to make suggestions for improvements.

A. Discussion

In June 2013, the Commission authorized the Executive Officer to retain Galina, LLP to conduct an independent audit of the agency's financial statements for the 2012-2013 fiscal year. Gallina completed its audit in October 2013 and found no material misstatements. The audit also found no instances of significant or unusual changes in reporting practices and does not include any suggestions for improvements. A copy of the audit is attached.

B. Analysis

Gallina's audit provides an unqualified opinion the Commission's financial statements for the 2012-2013 fiscal year are reliable representations of the agency's financial position as of June 30, 2013. This "clean" opinion affirms the Commission maintains an effective level of internal control in managing its financial records and transactions which helps to ensure maximum accountability with respect to the agency's use of public funds. The audit also affirms that the Commission is in relatively strong financial position given it finished the fiscal year with an unrestricted fund balance of \$140,048, an amount representing nearly one-third of the agency's current operating expenses.

Joan Bennett, Commissioner
Councilmember, City of American Canyon

Greg Pitts, Commissioner
Councilmember, City of St. Helena

Juliana Inman, Alternate Commissioner
Councilmember, City of Napa

Brad Wagenknecht, 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, Vice Chair
Representative of the General Public

Gregory Rodeno, Alternate Commissioner
Representative of the General Public

Peter Banning
Acting Executive Officer

An attached chart depicts changes in the Commission's audited fund balance since becoming a separate legal entity from the County of Napa beginning in 2001-2002.

C. Alternatives for Commission Action

The following alternative actions are available to the Commission:

Alternative One (Recommended):

Receive and file the completed audit report for 2012-2013.

Alternative Two:

Continue consideration of the item to the next regular meeting and direct staff to provide additional information as needed.

Alternative Three:

Take no action.

D. Recommendation

The Committee recommends Alternative One as outlined in the preceding section.

E. Procedures for Consideration

This item has been agendaized for formal action. The following procedures are recommended with respect to the Commission's consideration of this item:

- 1) Receive verbal report;
- 2) Invite public comment (discretionary); and
- 3) Discuss item and consider action on recommendation.

Respectfully submitted,

Peter Banning
Acting Executive Officer

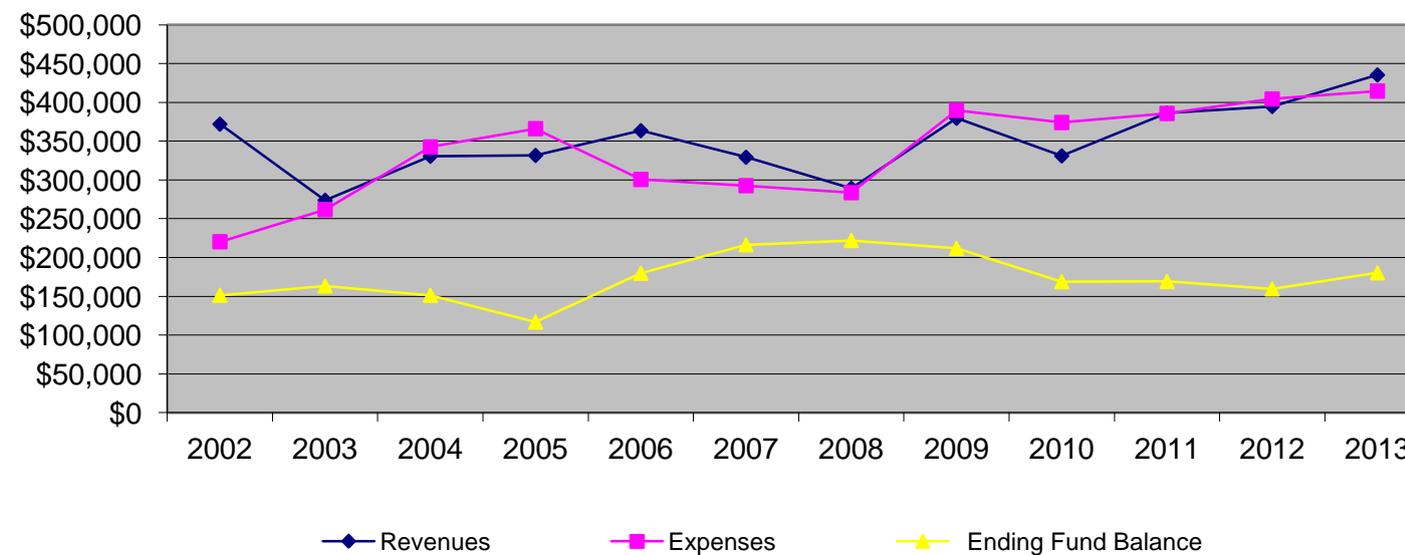
Attachments:

- ~~1) 2012-2013 Audit Report, Prepared by Gallina, LLP~~
- 2) LAFCO Financial Summary Chart Since 2001-2002

Missing attachment available in "Staff Reports" page

LAFCO Financial Summary
For the Past 12 Years

	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013
Revenues	\$ 371,817	\$ 273,774	\$ 330,510	\$ 331,580	\$ 363,529	\$ 329,214	\$ 289,341	\$ 379,499	\$ 330,942	\$ 386,070	\$ 394,658	\$ 435,317
Expenses	220,378	261,803	342,558	366,056	300,653	292,636	283,622	389,688	373,993	385,677	404,358	414,578
Surplus/Deficit	\$ 151,439	\$ 11,971	\$ (12,048)	\$ (34,476)	\$ 62,876	\$ 36,578	\$ 5,719	\$ (10,189)	\$ (43,051)	\$ 393	\$ (9,700)	\$ 20,739
Fund Balance:												
Beginning Fund Balance	\$ -	\$ 151,439	\$ 163,410	\$ 151,362	\$ 116,886	\$ 179,762	\$ 216,340	\$ 222,059	\$ 211,870	\$ 168,819	\$ 169,212	\$ 159,512
Surplus/Deficit 6/30	151,439	11,971	(12,048)	(34,476)	62,876	36,578	5,719	(10,189)	(43,051)	393	(9,700)	20,739
Ending Fund Balance	\$ 151,439	\$ 163,410	\$ 151,362	\$ 116,886	\$ 179,762	\$ 216,340	\$ 222,059	\$ 211,870	\$ 168,819	\$ 169,212	\$ 159,512	\$ 180,251
Breakdown of Fund Balance:												
Professional Services	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -
Operating Reserve	22,462	22,462	22,462	11,983	35,174	36,978	37,879	40,594	-	-	-	-
Petty Cash Reserve	-	-	-	-	-	-	-	-	100	100	100	100
Equipment Replacement Reserve	-	-	-	-	-	-	-	-	3,931	7,862	11,793	15,724
Future Projects	-	-	-	-	-	-	55,000	-	-	-	-	-
Reserve for Encumbrances	-	-	4,000	4,803	165	-	-	-	-	-	-	-
Available Fund Balance	28,977	40,948	24,900	100	94,423	129,362	79,180	121,276	164,788	161,250	147,619	164,427
Total Fund Balance	\$ 151,439	\$ 163,410	\$ 151,362	\$ 116,886	\$ 179,762	\$ 216,340	\$ 222,059	\$ 211,870	\$ 168,819	\$ 169,212	\$ 159,512	\$ 180,251





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

December 2, 2013

Agenda Item No. 7b (Action)

November 25, 2013

TO: Local Agency Formation Commission

FROM: Peter Banning, Acting Executive Officer
Brendon Freeman, Analyst

**SUBJECT: Proposed Annexation of 3174 Valley Green Lane to
Napa Sanitation District**

The Commission will consider a proposal from an interested landowner to annex approximately 2.2 acres of incorporated territory to Napa Sanitation District. The affected territory is located at 3174 Valley Green Lane in the City of Napa. The purpose of annexation is to establish permanent public sewer service to an existing single-family residence currently receiving public sewer from the District through a temporary outside service extension previously approved by the Commission. Staff recommends approval of the proposal with standard conditions.

Local Agency Formation Commissions (LAFCOs) are responsible under the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 to regulate the formation and development of local governmental agencies and their municipal services. This includes approving or disapproving proposed changes of organization, such as boundary changes, consistent with adopted policies and procedures pursuant to California Government Code (G.C.) Section 56375. LAFCOs are authorized to exercise broad discretion in establishing conditions in approving changes of organization as long as they do not directly regulate land use, property development, or subdivision requirements.

A. Background

LAFCO of Napa County (“Commission”) has received a proposal from landowner Dale James requesting the annexation of approximately 2.2 acres of incorporated territory in the City of Napa (“City”) to the Napa Sanitation District (NSD). The subject lot comprises one residential parcel located at 3174 Valley Green Lane near Browns Valley Road. Existing development includes a 1,500 square foot two-unit single-family residence with three total bedrooms built in 1938. The County Assessor’s Office identifies the affected parcel as 050-400-005.

Joan Bennett, Commissioner
Councilmember, City of American Canyon

Greg Pitts, Commissioner
Councilmember, City of St. Helena

Juliana Inman, Alternate Commissioner
Councilmember, City of Napa

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

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

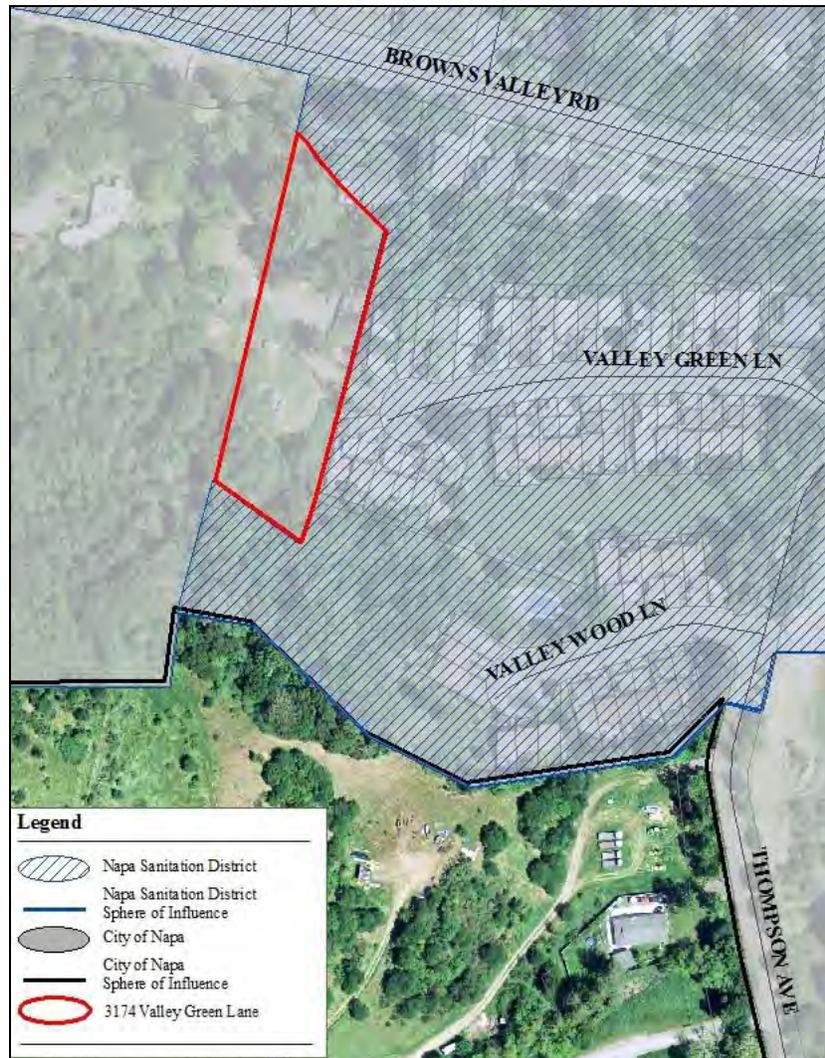
Mark Luce, Alternate Commissioner
County of Napa Supervisor, 2nd District

Brian J. Kelly, Vice Chair
Representative of the General Public

Gregory Rodeno, Alternate Commissioner
Representative of the General Public

Peter Banning
Acting Executive Officer

As detailed in the following section, the single-family residence occupying the affected territory currently receives public sewer service from NSD through a temporary outside service extension formally ratified by the Commission in August 2013.¹ Annexation would provide permanent public sewer service to the single-family residence as well as be made available to the rest of the subject lot if and when it is further developed to include up to a total of 13 units as contemplated under the City Zoning Ordinance. An aerial map of the subject lot is provided below.



¹ The outside service extension expires on July 19, 2014.

B. Discussion

Agency Profile

NSD was formed in 1945 as a dependent enterprise district to provide public sewer service for the City and the surrounding unincorporated area. NSD presently provides sewer service to most of Napa along with several surrounding unincorporated areas, including Silverado, Napa State Hospital, and the Napa County Airport. NSD currently serves 31,830 residential customers with an estimated resident service population of 84,381.²

Proposal Purpose

The underlying purpose of the proposal before the Commission is to provide permanent public sewer service to a residential parcel located in the Browns Valley neighborhood. As mentioned in the preceding section, the single-family residence occupying the subject lot currently receives public sewer service from NSD through a temporary outside service extension that was approved by the Chair on June 21, 2013 and ratified by the Commission on August 5, 2013. The Chair's approval was conditioned on the landowner first submitting an application to annex the entire residential parcel; a condition satisfied on June 26, 2013. Additionally, though no development plans presently exist, the annexation of the entire residential parcel could facilitate the future division of the subject lot to include up to 13 lots under the City Zoning Ordinance. Consideration of the service needs and related impacts associated with the future potential development of the subject lot are incorporated into the following analysis section.

C. Analysis

The analysis of the proposal is organized into three sections. The first section considers the proposal relative to the factors prescribed for consideration under local policy with specific focus on whether amendments are merited to comply with the established preferences in implementing LAFCO law in Napa County. The second section considers the proposal relative to the factors mandated for review by the Legislature anytime LAFCOs review boundary changes. The third section considers issues required by other applicable State statutes in processing boundary changes including making a determination on environmental impacts.

² The resident service projection based on the 2013 California Department of Finance population per household estimate (2.651) assigned to Napa County and multiplied by the number of residential sewer connections within NSD (31,830). NSD also serves 4,409 non-residential customers, including industrial and commercial users.

Local Policies / Discretionary Amendments

A review of the submitted application materials relative to the Commission's adopted policies does not indicate that the Commission should consider any amendments given the subject lot already lies within NSD's sphere of influence and within Napa's jurisdictional boundary.

Legislative Policies / Mandated Factors for Consideration

G.C. Sections 56668 and 56668.3 require the Commission to consider 16 specific factors anytime it reviews proposals for change of organization or reorganization involving special districts. The majority of the prescribed factors focus on the impacts of the proposed boundary changes on the service and financial capacities of the affected agencies. No single factor is determinative and the intent is to provide a uniform baseline for LAFCOs in considering boundary changes in context to locally adopted policies and practices. The subject lot shall be identified as the "affected territory" hereafter. Towards this end, consideration of these factors relative to the proposal follows.

(1) Population and population density; land area and land use; per capita assessed valuation; topography, natural boundaries, and drainage basins; proximity to other populated areas; the likelihood of significant growth in the area, and in adjacent areas, during the next 10 years.

The affected territory lies within a developing area predominately consisting of moderate to high density housing and part of a neighborhood designation under the City General Plan known as "Browns Valley." The area's median household income is \$46,917 compared to \$80,783 for the City.³ The affected territory is partially developed with a single-family residence and an attached second unit. The current assessment value of the affected territory totals \$168,815.

The affected territory is legally uninhabited given there are under 12 registered voters based on the most recent list provided by County Elections. Topography within the affected territory slopes upward to the south with a peak elevation of 162 feet above sea-level. Browns Valley Creek traverses the affected territory from east to west.

Proposal approval is expected to facilitate the future development of the affected territory to include – and based on existing zoning requirements – up to a total of 13 residential lots and produce an estimated buildout population of 34.^{4 5} Further, three lots immediately adjacent to the north, south, and west are also eligible for further division and could accommodate up to a total of 48 lots, though no development inquiries have been made to the City as of the date of this report.⁶

³ American Community Survey, 2007-2011.

⁴ The estimated buildout population for the affected territory assumes a per unit factor of 2.651 based on calculations performed by the California Department of Finance specific to the City.

⁵ City zoning allows for accessory second units - "granny units" - on residential lots subject to certain restrictions and cannot exceed 640 square feet unless permitted by special allowance.

⁶ Incorporated lands to the east of the affected territory are already developed to their maximum allowable extents.

(2) The need for municipal services; the present cost and adequacy of municipal services and controls in the area; probable future needs for those services and controls; probable effect of the proposed incorporation, formation, annexation, or exclusion and of alternative courses of action on the cost and adequacy of services and controls in the area and adjacent areas.

The present need for municipal services within the affected territory is limited to public sewer for the existing single-family residence located at 3174 Valley Green Lane. This residence is currently receiving public sewer from NSD through a temporary outside service agreement, which was initially approved by the Chair in June 2013 in response to the home's septic system failing. The outside service agreement expires July 19, 2014. Annexation to NSD would provide permanent public sewer to the affected territory going forward. Core municipal services already provided or available to the affected territory directly or indirectly by the City include fire, emergency medical, police, roads, and garbage collection; all at levels deemed adequate given current and planned uses.⁷

There may be additional demand for municipal services in the future as a result of the eventual development of up to a total of 13 lots as allowed under the City Zoning Ordinance. Most notably, and in addition to sewer, this includes elevated water, fire protection/emergency medical, and law enforcement. An analysis of the availability and adequacy of these core municipal services needed to accommodate and support current and probable future needs within the affected territory follows.

- ***Sewer Service***

The affected territory currently receives sewer service from NSD through a temporary outside service agreement. It is estimated the current daily sewer flow generated from the affected territory is 210 gallons on average and increases by two and one-half to 525 gallons during peak periods. These current flow estimates represent less than one one-hundredth of a percent of NSD's current system demand. Furthermore, if developed to its maximum allowance under the City Zoning Ordinance, the estimated daily sewer flows would only increase to 2,730 gallons on average and 6,825 gallons during peak periods. These buildout estimates would have negligible impacts on NSD's sewer system as depicted in the following table.

⁷ The term "planned" for purposes of this section refers to the City's General Plan and Zoning Ordinance.

NSD Baseline Without Annexation of the Affected Territory (Amounts in Gallons)			
System Avg. Day Capacity	Average Day Demand	Peak Day Demand	System Peak Day Capacity
15,400,000	6,702,400	33,706,000	126,200,000

NSD Adjusted With Annexation/Buildout of the Affected Territory (Amounts in Gallons)			
System Avg. Day Capacity	Average Day Demand	Peak Day Demand	System Peak Day Capacity
15,400,000	6,705,130	33,712,825	126,200,000

* Assumes the buildout of the affected territory will result in 13 total single-family residences with combined average and peak day demands at 2,730 and 6,825 gallons, respectively.

* Capacity during peak-day incorporates 340 acre-feet (110,806,000 gallons) of adjacent pond storage.

- **Water Service**

The affected territory receives water service from the City and currently generates an average day demand of 250 gallons. If developed to its maximum allowance under the City Zoning Ordinance, the estimated daily average water demand at buildout – and assuming current usage patterns – would increase to 3,250 gallons.⁸ These buildout estimates would have negligible impacts to Napa’s existing water system infrastructure as measured by supply, storage, and treatment capacities as discussed in the following subsections.

Water Supply and Demand

Napa’s water supplies are derived from three distinct sources: Lake Hennessey, Milliken Reservoir, and the State Water Project. These three sources collectively provide Napa with 31,340 acre-feet of raw water for treatment during normal year conditions based on historical patterns. These historical patterns also indicate Napa’s annual water supply decreases during multiple and single dry year conditions to 19,896 and 13,533 acre-feet, respectively. Conversely, Napa’s most recently recorded annual water demand totals 13,877 acre-feet; an amount representing an average daily use of 38 acre-feet. These current demands result in an available supply surplus during normal and multiple dry year conditions. Further, the existing shortfall projected during single dry years is relatively minimal and would be likely offset by voluntary and mandatory water conservation measures that could be adopted by the City Council consistent with their Urban Water Management Plan (UWMP).

⁸ This projected daily water demand would be the equivalent of 3.6 acre-feet per year.

Baseline Conditions Without Annexation of the Affected Territory
 (Amounts in Acre-Feet)

Category	Normal	Multiple Dry Year	Single Dry Year
Annual Supply	31,340	19,896	13,533
Annual Demand	13,877	13,877	13,877
Difference	17,463	6,019	(344)

Adjusted Conditions With Annexation/Buildout of the Affected Territory
 (Amounts in Acre-Feet)

Category	Normal	Single Dry Year	Multiple Dry Year
Annual Supply	31,340	19,896	13,533
Annual Demand	13,881	13,881	13,881
Difference	17,459	6,015	(348)

Water Treatment and Storage

Napa operates treatment facilities for each of its three water sources. These three facilities provide a combined daily treatment capacity of 135 acre-feet.⁹ This combined treatment amount is more than three times greater than the current average day water demand (38 acre-feet) and nearly two times greater than the current estimated peak day water demand (76 acre-feet).¹⁰ Furthermore, Napa’s combined treated water storage capacity overlaying its five pressure zones – including clearwell tanks – is 86 acre-feet. This combined storage amount accommodates current estimated peak day water demands in Napa.

Baseline Conditions Without Annexation of the Affected Territory
 (Amounts in Acre-Feet)

Treatment Capacity	Average Day Demand	Peak Day Demand	Storage Capacity
135.0	38.0	76.0	86.2

Adjusted Conditions With Annexation/Buildout of the Affected Territory
 (Amounts in Acre-Feet)

Treatment Capacity	Average Day Demand	Peak Day Demand	Storage Capacity
135.0	38.0	76.0	86.2

⁹ The combined daily treatment capacity for Napa is divided between the Milliken facility at 4.0, Jamieson facility at 20.0, and Hennessey facility at 20.0 million gallons, respectively.

¹⁰ Based on recent usage records, the estimated peak day demand factor for Napa is 2.0.

- ***Fire Protection and Emergency Medical Services***

The affected territory receives fire protection and emergency medical services from the City. Annexation and buildout of the affected territory to include up to a total of 13 units as contemplated under the City Zoning Ordinance would increase the need for fire protection and emergency medical services moving forward. Information generated from the Commission's draft municipal service review on the City noted that Napa has generally developed sufficient capacities and controls to serve existing and anticipated demands for these services. It is important to note the current draft municipal service review on the City identifies certain areas along the western perimeter of Browns Valley are subject to response times exceeding Napa's adopted five minute standard. The affected territory, however, appears to be located well within a reasonable proximity of the City's nearest fire station – Fire Station One at 930 Seminary Street – to be adequately served within the adopted response time standard.

- ***Law Enforcement Services***

The affected territory receives law enforcement services from the City. Approval of the proposal and subsequent development of the affected territory to include up to a total of 13 units as contemplated under the City Zoning Ordinance would increase demand for law enforcement services moving forward. The Commission's draft municipal service review on the City notes Napa has developed sufficient capacities and controls to serve existing and anticipated demands. The municipal service review also notes no service deficiencies within the area surrounding the affected territory.

(3)The effect of the proposed action and of alternative actions, on adjacent areas, on mutual social and economic interests, and on local governmental structure.

The proposal would recognize and strengthen existing social and economic ties between NSD and the affected territory. These ties were initially established in 1975 when the Commission included the affected territory in NSD's sphere of influence, marking an expectation the site would eventually develop for urban type uses and require public sewer from the region's sole service provider, the District. These ties were further formalized earlier this year with the Commission authorizing NSD to provide public sewer to the affected territory through an outside service agreement in explicit expectation of a future annexation.

No alternative boundaries – specifically as it relates to expansions – are warranted given the affected territory is surrounded on three sides by NSD's jurisdictional boundary with the property located immediately to the west already developed with a fully operational private septic system.

(4) The conformity of the proposal and its anticipated effects with both the adopted commission policies on providing planned, orderly, efficient patterns of urban development, and the policies and priorities set forth in G.C. Section 56377.

The proposal is generally consistent with the Commission's policies as codified under its General Policy Determinations. This includes consistency with urban land use designations for the affected territory under the County and City General Plans, avoidance of premature conversion of agricultural uses, and consistency with NSD's adopted sphere of influence. The proposal is inconsistent, however, with the General Policy Determination II(B)(3) in prescribing the timing of urban development. This provision discourages annexing undeveloped or underdeveloped lands to cities or special districts providing water, sewer, emergency response, or police and fire protection unless subject to a specific development plan or agreement under consideration by a land use authority. The affected territory, notably, is not subject to a known development project or agreement and could be divided to include up to a total of 13 residential lots under the City Zoning Ordinance.

In reviewing the proposal, it appears appropriate for the Commission to waive General Policy Determination Section II(B)(3) given the following considerations:

- The affected territory is located within a developing residential area of Napa and surrounded on three sides by NSD's jurisdictional boundary. Connection to public sewer systems are generally preferred alternatives to maintaining septic tanks in protecting public health given the increased susceptibility of leakage and breakdowns associated with the latter option.
- The affected territory already receives public sewer service from NSD through a temporary outside service extension approved by the Commission in June 2013 and ratified in August 2013; an action taken by the Commission to abate a public health and safety threat given the home's septic system had failed despite corrective actions taken by the landowner.
- Annexations are inherently preferred alternatives to outside service extensions in terms of memorializing an agency's long-term service commitment to affected lands in an accountable and transparent manner.

The affected territory does not qualify as "open-space" under LAFCO law and therefore does not conflict with G.C. Section 56377. Specifically, the affected territory is not substantially unimproved and devoted to an open-space use under the County or City General Plan.

(5) The effect of the proposal on maintaining the physical and economic integrity of agricultural lands, as defined by G.C. Section 56016.

The affected territory does not qualify as “agricultural land” under LAFCO law. Specifically, the affected territory is not used for any of the following purposes: producing an agricultural commodity for commercial purposes; left fallow under a crop rotational program; or enrolled in an agricultural subsidy program.

(6) The definiteness and certainty of the boundaries of the territory, the nonconformance of proposed boundaries with lines of assessment or ownership, the creation of islands or corridors of unincorporated territory, and other similar matters affecting the proposed boundaries.

The proposal as submitted is parcel-specific and includes all of the property identified by the County of Napa Assessor’s Office as 050-400-005. Commission approval would include a condition requiring the applicant to submit a map and geographic description of the approved action in conformance with the requirements of the State Board of Equalization. The submitted map and geographic description would be subject to review and possible edits by the Executive Officer before filing.

(7) Consistency with the city or county general plans, specific plans, and adopted regional transportation plan.

The proposal would provide permanent public sewer service to the affected territory. The availability of this municipal service is consistent with Napa’s General Plan, which designates the affected territory for moderately dense single-family residential uses (*Single-Family Residential – 42*).

The Metropolitan Transportation Commission’s regional transportation plan (RTP) was updated in April 2009 and outlines specific goals and objectives to direct public transportation infrastructure in the Bay Area through 2035. No specific projects are included in the RTP involving the affected territory. Accordingly, the proposal impact is neutral with respect to the RTP.

(8) The sphere of influence of any local agency affected by the proposal.

The affected territory is located entirely within NSD’s sphere of influence, which was comprehensively updated by the Commission in August 2006.

(9) The comments of any affected local agency or other public agency.

Staff provided notice of the proposal to all subject agencies and other interested parties as required under LAFCO law on July 12, 2013. No comments were received.

(10) The ability of the newly formed or receiving entity to provide the services which are the subject of the application to the area, including the sufficiency of revenues for those services following the proposed boundary change.

Information collected and analyzed in the Commission's most recent municipal service review on NSD concluded the District has established adequate administrative controls and capacities in maintaining appropriate service levels. This includes regularly reviewing and amending – as needed – NSD's two principal user fees to ensure the sewer system remains solvent and sufficiently capitalized to accommodate future demands: (a) connection fees and (b) user fees. The connection fee is currently \$5,660 and serves as NSD's buy-in charge for new customers to contribute their fair share for existing and future facilities necessary to receive sewer service. The annual user fee for a single-family unit is currently \$435 and is intended to proportionally recover NSD's ongoing maintenance and operation expenses. The landowner of the affected territory has already paid a connection fee as a result of the earlier outside service extension and the user fee will be pro-rated and billed at the end of the calendar year.

Additional analysis performed subsequent to the filing of the proposal provides reasonable assurances NSD's fiscal resources and controls would enable the agency to provide an appropriate level of services to the affected territory relative to anticipated land uses. NSD's current operating budget includes \$13.6 million in approved expenses. NSD anticipates collecting \$19.2 million in general revenues resulting in an operating surplus of \$5.6 million. NSD's fund balance as of the beginning of the fiscal year totaled \$9.5 million.¹¹ Markedly, this unrestricted fund balance is sufficient to cover over eight months of operating expenses.

(11) Timely availability of water supplies adequate for projected needs as specified in G.C. Section 65352.5.

Proposal approval and the probable development of the affected territory to include a maximum total of 13 single-family residences would generate new water demand for Napa. As previously referenced, Napa's available water supplies are drawn from three separate sources: 1) Lake Hennessey; 2) Milliken Reservoir; and 3) the State Water Project. Napa's most recent Urban Water Management Plan (UWMP) was adopted in 2011 and estimates the total annual water supply generated from these three sources during normal conditions and based on historical patterns is 31,340 acre-feet. These historical patterns also indicate the total annual water supply decreases to 19,896 and 13,533 acre-feet during multiple and single dry year conditions, respectively.

¹¹ NSD expects its operating fund balance to increase at the end of the fiscal year from \$9.5 million to \$15.1 million following all budgeted transfers.

Information provided in the UWMP identifies Napa's available water supplies are more than sufficient in accommodating both current annual demands – 13,877 acre-feet – and the projected buildout demands within the affected territory – 3.6 acre-feet – during normal and multiple dry year conditions. Napa's available water supplies, however, are deficient under current estimated single dry years; a deficit that would be slightly increased with approval of the proposal along with the potential development of up to 13 lots under the City Zoning Ordinance. Napa, accordingly, has established conservation efforts within its UWMP to address the projected deficiency during single dry years. These factors provide reasonable assurances of Napa's ability to effectively accommodate water demands with the minimal increases tied to the affected territory in accordance with G.C. Section 65352.5.

(12) The extent to which the proposal will affect a city or cities and the county in achieving their respective fair shares of the regional housing needs as determined by the appropriate council of governments.

The proposal would not impact any local agencies in accommodating their regional housing needs. The affected territory is already located entirely within Napa's jurisdictional boundary, and as a result, all potential units tied to the land are assigned to the City by the Association of Bay Area Governments.

The proposal could potentially result in a benefit to Napa with respect to achieving the City's fair share of the regional housing need as a result of the eventual development of the affected territory to include up to a total of 13 lots as allowed under the City Zoning Ordinance.

(13) Any information or comments from the landowner or owners, voters, or residents of the affected territory.

The landowner of the affected territory is the petitioner seeking the annexation to NSD. There are no other residents occupying with affected territory.

(14) Any information relating to existing land use designations.

See analysis on pages four and nine of this report.

(15) The extent to which the proposal will promote environmental justice.

There is no documentation or evidence suggesting the proposed annexation will have any implication for environmental justice in Napa County.

(16) For annexations involving special districts, whether the proposed action will be for the interest of the landowners or present or future inhabitants within the district and within the territory proposed to be annexed to the district.

Proposal approval would benefit current and future landowners as well as residents by providing permanent access to public sewer service. Most notably, establishing permanent public sewer eliminates the need for a septic system in an urbanizing area in which any failings would create a public health and safety threat for immediate and adjacent residents. Establishing permanent public sewer service also eliminates set-aside land requirements previously dedicated to the septic system, which will assist in intensifying future residential development opportunities within the site.

Other Considerations

- ***Property Tax Agreement***

Revenue and Taxation Code Section 99(b)(6) requires adoption of a property tax exchange agreement by affected local agencies before the Commission can consider a proposed boundary change.¹² With this in mind, staff provided notice to NSD and the County of the proposed jurisdictional change affecting both agencies and the need to apply a property tax exchange to the proceedings. Both agencies confirmed a master property tax agreement adopted in 1980 shall apply to the proposal if approved by the Commission. This master property tax agreement specifies no exchange or redistribution of property tax revenues will occur as a result of annexations to NSD.

- ***Environmental Review***

The Commission serves as lead agency for the proposal under the California Environmental Quality Act (CEQA) given it is solely responsible for approving the underlying activity: annexation. Staff has determined the activity is a project under CEQA and no existing categorical or statutory exemptions apply. Accordingly, staff has prepared an initial study to assess the environmental impacts associated with the annexation. The initial study identifies the annexation may generate future indirect impacts given it does remove an obstacle in accommodating the future division and development of the site to include up to 13 total single-family lots as allowed under the City Zoning Ordinance. None of the indirect impacts identified with the annexation, however, are deemed significant and therefore a negative declaration was approved by the Commission at its October 7, 2013 meeting. A copy of the initial study and negative declaration are attached for Commission review.

¹² Revenue and Taxation Code (b)(5) states property tax exchanges for jurisdictional changes affecting the service areas or service responsibilities of districts shall be negotiated by the affected county on behalf of the districts.

- ***Conducting Authority Proceedings***

The affected territory is uninhabited under LAFCO law and the sole landowner has consented to the proposal. NSD has also consented to the annexation. Conducting authority proceedings, accordingly, may be waived under G.C. Section 56663.

D. Recommendation

The timing of the proposed annexation of 3174 Valley Green Lane to NSD relative to the factors required by statute and policy for consideration appears appropriate. Staff recommends approval of the proposal. It is also recommended the following conditions of approval be applied with delegation to the Executive Officer to determine when the requested actions have been sufficiently satisfied before proceeding with a recordation.

- Submittal of a map and geographic description of the affected territory conforming to the requirements of the State Board of Equalization.
- Payment of any outstanding fees owed to other agencies involved in the processing of this proposal as identified in the Commission's adopted fee schedule.
- An indemnification agreement signed by the applicant in a form provided by the Commission Counsel.

E. Alternatives for Commission Action

The following alternative actions are available for Commission consideration with respect to considering the proposed annexation.

Alternative Action One (Recommended):

Adopt the draft resolution identified as Attachment One approving the proposal with the conditions identified in the preceding section along with any desired changes as requested by members.

Alternative Action Two:

Disapprove the proposal. Disapproval would statutorily prohibit the initiation of a similar proposal for one year unless a request for reconsideration is filed and approved within 30 days of Commission action. The existing outside service agreement will expire on July 19, 2014.

Alternative Action Three:

Continue consideration of the proposal to the next regular meeting and provide direction to staff for additional information as needed.

F. Procedures for Consideration

This item has been agenzized for action. The following procedures are recommended with respect to the Commission's consideration of this item:

- 1) Receive verbal report from staff;
- 2) Invite comments from any interested audience members (voluntary); and
- 3) Discuss the item consider action on the recommendation.

Respectfully submitted,

Peter Banning
Acting Executive Officer

Brendon Freeman
Analyst

Attachments:

- 1) Draft Resolution Approving the Proposal
- ~~2) Application Materials~~
- ~~3) Initial Study: Proposed Annexation of 3174 Valley Green Lane to Napa Sanitation District~~
- 4) Commission General Policy Determinations

All missing attachments available in "Staff Reports" page

RESOLUTION NO. ____

RESOLUTION OF
THE LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY
MAKING DETERMINATIONS

VALLEY GREEN LANE NO. 1 ANNEXATION TO
THE NAPA SANITATION DISTRICT

WHEREAS, the Local Agency Formation Commission of Napa County, hereinafter referred to as the “Commission,” is responsible for regulating boundary changes affecting cities and special districts under the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000; and

WHEREAS, an application by Dale James, landowner, proposing the annexation of territory to the Napa Sanitation District has been filed with the Commission’s Executive Officer, hereinafter referred to as “Executive Officer,” in a manner provided by law; and

WHEREAS, the Executive Officer reviewed said proposal and prepared a written report, including his recommendations thereon; and

WHEREAS, said proposal and the Executive Officer’s report have been presented to the Commission in a manner provided by law; and

WHEREAS, the Commission heard and fully considered all the evidence presented at a public meeting held on said proposal; and

WHEREAS, the Commission considered all the factors required by law under Sections 56668 and 56668.3 of the California Government Code; and

WHEREAS, the Commission found the proposal consistent with the sphere of influence established for the Napa Sanitation District; and

WHEREAS, the Commission determined to its satisfaction that all owners of land included in said proposal consent to the subject annexation; and

WHEREAS, in accordance with applicable provisions of the California Environmental Quality Act, the Commission determined there to be no significant effect to the environment from the proposed annexation and adopted a negative declaration concerning this project at a hearing held on October 7, 2013.

NOW, THEREFORE, THE COMMISSION DOES HEREBY RESOLVE, DETERMINE, AND ORDER as follows:

1. The proposal is APPROVED.
2. This proposal is assigned the following distinctive short-term designation:

**VALLEY GREEN LANE NO. 1 ANNEXATION TO
THE NAPA SANITATION DISTRICT**

3. The affected territory is shown on the attached map and is more precisely described in the attached Exhibit "A".
4. The affected territory so described is uninhabited as defined in California Government Code Section 56046.
5. The Napa Sanitation District utilizes the regular assessment roll of the County of Napa.
6. The affected territory will be taxed for existing general bonded indebtedness of the Napa Sanitation District.
7. The proposal shall be subject to the terms and conditions specified in the attached Exhibit "B."
8. The Commission authorizes conducting authority proceedings to be waived in accordance with California Government Code Section 56663(c).
9. Recordation is contingent upon receipt by the Executive Officer of the following:
 - (a) A final map and geographic description of the affected territory determined by the County Surveyor to conform to the requirements of the State Board of Equalization.
 - (b) Payment of any and all outstanding fees owed to the Commission and/or other agencies involved in the processing of this proposal.
 - (c) An indemnification agreement signed by the landowner in a form provided by Commission Counsel.
 - (d) Written confirmation by Napa Sanitation District that its terms and conditions outlined in Exhibit "B" have been satisfied.
10. The effective date shall be the date of recordation of the Certificate of Completion. The Certificate of Completion must be recorded within one calendar year unless an extension is requested and approved by the Commission.

The foregoing resolution was duly and regularly adopted by the Commission at a regular meeting held on the December 2, 2013, by the following vote:

AYES: Commissioners

NOES: Commissioners

ABSTAIN: Commissioners

ABSENT: Commissioners

ATTEST: Peter Banning
Acting Executive Officer

Recorded by: _____
Kathy Mabry
Commission Secretary



LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY

General Policy Determinations

Adopted: August 9, 1972
Last Amended: October 3, 2011

I. Background

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 specifies the Commission's principal objectives are discouraging urban sprawl, preserving open-space and agricultural resources, and encouraging the orderly formation and development of cities and special districts and their municipal services based on local conditions. Regulatory duties include approving or disapproving proposals involving the formation, reorganization, expansion, and dissolution of cities and special districts. The Commission's regulatory actions must be consistent with its adopted written policies and procedures. The Commission must also inform its regulatory duties through a series of planning activities, which includes establishing and updating spheres of influence.

II. General Policies

The intent of these policies is to serve as the Commission's constitution with regards to outlining clear goals, objectives, and requirements in uniformly fulfilling its prescribed duties. The Commission reserves discretion in administering these policies, however, to address special conditions and circumstances as needed.

A) Legislative Declarations

The Commission acknowledges and incorporates into its own policies, the policies of the Legislature regarding the promotion of orderly, well-planned development patterns that avoid the premature conversion of agricultural and open-space lands and ensure effective, efficient, and economic provision of essential public services. The Commission wishes to specifically note the following declarations and policies contained in the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000:

- (1) The Legislature recognizes that the logical formation and determination of local agency boundaries is an important factor in promoting orderly development and in balancing that development with sometimes competing state interests of discouraging urban sprawl, preserving open-space and prime agricultural lands, and efficiently extending government services. (G.C. §56000)

- (2) It is the intent of the Legislature that each commission, not later than January 1, 2002, shall establish written policies and procedures and exercise its powers pursuant to this part in a manner consistent with those policies and procedures, and that encourages and provides planned, well-ordered, efficient urban development patterns with appropriate consideration of preserving open-space lands within those patterns. (G.C. §56300)
- (3) In reviewing and approving or disapproving proposals which could reasonably be expected to induce, facilitate, or lead to the conversion of existing open-space lands to uses other than open-space uses, the commission shall consider all of the following policies and priorities:
 - a) Development or use of land for other than open-space uses shall be guided away from existing prime agricultural lands in open-space use toward areas containing nonprime agricultural lands, unless that action would not promote the planned, orderly, efficient development of an area.
 - b) Development of existing vacant or nonprime agricultural lands for urban uses within the existing jurisdiction of a local agency or within the sphere of influence of a local agency should be encouraged before any proposal is approved which would allow for or lead to the development of existing open-space lands for non-open-space uses which are outside of the existing jurisdiction of the local agency or outside of the existing sphere of influence of the local agency.
(G.C. §56377)

B) Commission Declarations

The Commission declares its intent not to permit the premature conversion of designated agricultural or open-space lands to urban uses. The Commission shall adhere to the following policies in the pursuit of this intent, and all proposals, projects, and studies shall be reviewed with these policies as guidelines.

- (1) Use of County General Plan Designations:
In evaluating a proposal, the Commission will use the Napa County General Plan to determine designated agricultural and open-space lands. The Commission recognizes that inconsistencies may occur between the County General Plan and the affected city general plan with respect to agricultural and open-space designations. Notwithstanding these potential inconsistencies, the Commission will rely on the Napa County General Plan in recognition of the public support expressed in both the incorporated and unincorporated areas of Napa County for the County's designated agricultural and open-space lands through enactment of Measure "J" in 1990 and Measure "P" in 2008.

- (2) Location of Urban Development:
The Commission shall guide urban development away from designated agricultural or open-space lands until such times as urban development becomes an overriding consideration as determined by the Commission.
- (3) Timing of Urban Development:
The Commission discourages proposals involving the annexation of undeveloped or underdeveloped lands to cities and special districts that provide potable water, sewer, fire protection and emergency response, or police protection services. This policy does not apply to proposals in which the affected lands are subject to a specific development plan or agreement under consideration by a land use authority. This policy does not apply to city annexation proposals in which the affected lands are part of an unincorporated island.
- (4) Factors for Evaluating Proposals Involving Agricultural or Open-Space Lands:
The Commission recognizes there are distinct and varying attributes associated with agricultural and open-space designated lands. A proposal which includes agricultural or open-space designated land shall be evaluated in light of the existence of the following factors:
- a) "Prime agricultural land", as defined by G.C. §56064.
 - b) "Open-space", as defined by G.C. §56059.
 - c) Land that is under contract to remain in agricultural or open-space use, such as a Williamson Act Contract or Open-Space Easement.
 - d) Land which has a County General Plan agricultural or open-space designation (Agricultural Resource or Agriculture, Watershed and Open-Space).
 - e) The adopted general plan policies of the County and the affected city.
 - f) The agricultural economic integrity of land proposed for conversion to urban use as well as adjoining land in agricultural use.
 - g) The potential for the premature conversion of adjacent agricultural or open-space designated land to urban use.
 - h) The potential of vacant non-prime agricultural land to be developed with a use that would then allow the land to meet the definition of prime agricultural land under the Williamson Act.

(5) Encouragement of Reorganizations:

The Commission encourages reorganization proposals as a means of coordinating actions of local governmental agencies involving, but not limited to, annexation of land to two or more public agencies. The Commission recognizes the usefulness of the reorganization concept as a vehicle designed to simplify and expedite such actions.

III. Policies Concerning Spheres of Influence

It is the intent of the Commission to establish spheres of influence that promote the orderly expansion of cities and special districts to ensure effective, efficient and economic provision of essential public services, including public sewer and water, fire protection and emergency response, and police protection.

A) Legislative Declarations

The Commission acknowledges and incorporates into its own policies, the policies of the Legislature as they relate to spheres of influence. The Commission wishes to specifically note the following declarations and policies contained in the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000:

- (1) "Sphere of influence" means a plan for the probable physical boundaries and service area of a local agency, as determined by the Commission. (G.C. §56076)
- (2) In order to carry out its purposes and responsibilities for planning and shaping the logical and orderly development and coordination of local governmental agencies so as to advantageously provide for the present and future needs of the county and its communities, the Commission shall develop and determine the sphere of influence of each local governmental agency within the county and enact policies designed to promote the logical and orderly development of areas within the sphere. (G.C. §56425(a)).
- (3) The Commission encourages cities and the County to meet and agree to sphere of influence changes. The Commission shall give "great weight" to these agreements to the extent they are consistent with its policies. (G.C. §56425(b) and (c))
- (4) On or before January 1, 2008, and every five years thereafter, the Commission shall, as necessary, review and update each sphere of influence. (G.C. §56425(g))

B) General Guidelines for the Review of Spheres of Influence

It is the intent of the Commission to consider the following factors whenever reviewing a proposal that includes the adoption, amendment, or update of a sphere of influence.

- (1) The Commission incorporates the following definitions:
 - a) An “establishment” refers to the initial development and determination of a sphere of influence by the Commission.
 - b) An “amendment” refers to a limited change to an established sphere of influence typically initiated by a landowner, resident, or agency.
 - c) An “update” refers to a comprehensive change to an established sphere of influence typically initiated by the Commission.
- (2) The Commission discourages proposals from residents, landowners, and agencies proposing amendments to spheres of influence unless justified by special conditions and circumstances.
- (3) The Commission shall consider the following land use criteria in establishing, amending, and updating spheres of influence:
 - a) The present and planned land uses in the area, including designated agricultural and open-space lands.
 - b) Consistency with the County General Plan and the general plan of any affected city.
 - c) Adopted general plan policies of the County and of any affected city that guide future development away from designated agricultural or open-space land.
 - d) Adopted policies of affected agencies that promote infill of existing vacant or underdeveloped land.
 - e) Amount of existing vacant or underdeveloped land located within any affected agency’s jurisdiction and current sphere of influence.
 - f) Adopted urban growth boundaries by the affected land use authorities.

- (4) The Commission shall consider the following municipal service criteria in establishing, amending, and updating spheres of influence:
 - a) The present capacity of public facilities and adequacy of public services provided by affected agencies within the current jurisdiction and the adopted plans of these agencies to improve any municipal service deficiency, including adopted capital improvement plans.
 - b) The present and probable need for public facilities and services within the area proposed for inclusion within the sphere of influence and the plans for the delivery of services to the area.
- (5) The Commission shall endeavor to maintain and expand, as needed, spheres of influence to accommodate planned and orderly urban development. The Commission, however, shall consider removal of land from an agency's sphere of influence if any of the two conditions apply:
 - a) The land is outside the affected agency's jurisdictional boundary but has been within the sphere of influence for 10 or more years.
 - b) The land is inside the affected agency's jurisdictional boundary, but is not expected to be developed for urban uses or require urban-type services within the next 10 years.

C) City Spheres of Influence

The Commission shall adhere to the following policies in the establishment, amendment, or update of a city's sphere of influence.

- (1) Location of Urban Development:
It shall be a basic policy of the Commission is that the sphere of influence shall guide and promote the affected city's orderly urban growth and development.
- (2) Sphere of Influence to Reflect Service Capacities:
A city's sphere of influence should reflect existing and planned service capacities based on information collected by, or submitted to, the Commission.
- (3) Use of County General Plan Agricultural and Open-Space Designations:
The Commission shall use the most recently adopted County General Plan as the basis to identify designated agricultural and open-space lands in establishing, amending, and updating a city's sphere of influence.

- (4) Avoidance of Inclusion of Agricultural and Open-Space Lands:
Land specifically designated as agricultural or open-space lands shall not be approved for inclusion within any city's sphere of influence for purposes of urban development unless exceptions are warranted based on the criteria outlined in Section B(3) and (4).
- (5) Preference for Infill:
The Commission will consider the amount of vacant land within the established sphere of influence of a city when considering amendments and updates. The Commission encourages sphere of influence proposals that promote the infill of existing vacant or underdeveloped land thereby maximizing the efficient use of existing city services and infrastructure as well as discouraging urban sprawl. Conversely, the Commission discourages sphere of influence proposals involving vacant or underdeveloped land that requires the extension of urban facilities, utilities, and services where infill is more appropriate.
- (6) Spheres of Influence as Guides for City Annexations:
A city's sphere of influence shall generally be used to guide annexations within a five-year planning period. Inclusion of land within a sphere of influence shall not be construed to indicate automatic approval of an annexation proposal; an annexation will be considered on its own merits with deference assigned to timing.
- (7) Joint Applications:
When an annexation is proposed outside a city's sphere of influence, the Commission may consider both the proposed annexation and the necessary change in the sphere of influence at the same meeting. The change to the sphere of influence to include the affected territory, however, shall be considered and resolved prior to Commission action on the annexation.
- (8) Cooperative Planning and Development:
Spheres of influence shall be developed by the Commission in cooperation with input from the cities and the County.
- a) The urban areas as delineated by the spheres of influence or other boundary adopted by the Commission should be recognized and considered as part of planning and development programs of the affected cities as well as any affected special districts and the County.
 - b) The Commission shall encourage cities to first develop existing vacant and underdeveloped infill lands located within their jurisdictions and spheres of influence to maximize the efficient use of available services and infrastructure and discourage the premature conversion of agricultural and open-space lands to urban uses. The Commission shall encourage the development of vacant or underdeveloped infill

lands located within cities' jurisdictions before the annexation of lands requiring the extension of urban facilities, utilities, and services.

- c) No urban development should be permitted by the County to occur on unincorporated lands within a city's sphere of influence. If approval of urban development in such areas is legally required of the County, such development should conform to applicable city standards and be the subject of a joint city-County planning effort.

D) Special District Spheres of Influence

The Commission shall adhere to the following policies in the establishment, review, amendment, or update of a special district's sphere of influence.

- (1) Urbanizing Effect of Services:
It shall be a basic policy of the Commission that the establishment, amendment, or update of a special district's sphere of influence serves to promote urban development with limited exceptions.
- (2) Sphere of Influence to Reflect Service Capacities:
A special district's sphere of influence should reflect existing and planned service capacities based on information collected by, or submitted to, the Commission.
- (3) Exclusion of Agricultural and Open-Space Lands:
Land designated agricultural or open-space by the applicable city or County general plan shall not be approved for inclusion within any special district's sphere of influence for purposes of urban development through the extension of essential public services. Such designations shall be recognized by the Commission as designating the land as non-urban in character in regard to the existing use of the area or its future development potential. The Commission may consider exceptions to this policy based on evidence provided by the affected special district demonstrating all of the following:
 - a) The expansion is necessary in order to provide potable water or sewer to the territory to respond to a documented public health or safety threat.
 - b) The affected special district can provide adequate potable water or sewer service to the affected territory without extending any mainline more than 1,000 feet.
 - c) The expansion will not promote the premature conversion of agricultural or open-space land to urban use.

- (4) Sphere of Influence as a Guide to Special District Annexations:
A special district's sphere of influence shall generally be used to guide annexations within a five-year planning period. Inclusion of land within a sphere of influence shall not be construed to indicate automatic approval of an annexation proposal; an annexation will be considered on its own merits with deference assigned to timing.

- (5) Joint Applications:
When an annexation is proposed outside a special district's sphere of influence, the Commission may consider both the proposed annexation and the necessary change in the sphere of influence at the same meeting. The change to the sphere of influence to include the affected territory, however, shall be considered and resolved prior to Commission action on the proposed annexation.

- (6) Cooperative Planning and Development Programs:
Spheres of influence shall be developed by the Commission in cooperation with any affected cities and the County.
 - a) The service area of a special district as delineated by the sphere of influence or other boundary adopted by the Commission should be recognized and considered as part of the planning and development programs of any affected district, city, and the County.

IV. Policies Concerning the County Of Napa

A) Location of Urban Development

- (1) Development of an urban character and nature should be located within areas designated as urban areas by the County General Plan in close proximity to a city or special district which can provide essential public services.

- (2) Urban development should be discouraged if it is apparent that essential services necessary for the proposed development cannot readily be provided by a city or special district.

- (3) The Commission shall review and comment, as appropriate, on the extension of services or the creation of new service providers to furnish services into previously unserved territory within unincorporated areas.

B) Use of County Service Areas and Community Services Districts

- (1) In those unincorporated urban areas where essential urban services are being provided by the County, the Board of Supervisors should consider the establishment of county service areas or community services districts so that area residents and landowners pay their fair and equitable share for the services received.

V. Policies Concerning Cities

A) Incorporations

- (1) The Commission discourages proposals to incorporate communities unless substantial evidence suggests the County and any affected special district are not effectively meeting the needs of the community.
- (2) The Commission discourages proposals to incorporate communities involving land that is not already receiving essential public services from a special district.
- (3) Any community proposed for incorporation in Napa County shall have at least 500 registered voters residing with the affected area at the time proceedings are initiated with the Commission as required under G.C. §56043.

B) Outside Service Agreements

- (1) Commission approval is needed for a city to provide new or extended services outside its jurisdictional boundary by contracts or agreements. A Request by a city shall be made by resolution of application and processed in accordance with G.C. §56133.
- (2) The Commission shall incorporate the following definitions in administering these policies:
 - a) “Services” shall mean any service provided by a city unless otherwise exempted under G.C. 56133.
 - b) “New” shall mean the actual extension of a municipal service to previously unserved non-jurisdictional land. Exceptions include non-jurisdictional land in which the city or County has adequately contemplated the provision of the subject service on or before January 1, 2001 as determined by the Commission.

- c) “Extended” shall mean the intensification of an existing municipal service provided to non-jurisdictional land associated with a land use authority’s redesignation or rezoning after January 1, 2001 as determined by the Commission.
- (3) The Commission shall establish policies and procedures in the review of outside service agreement requests involving a city.

VI. Policies Concerning Special Districts

A) In Lieu of New District Creation

- (1) Where a limited-purpose special district exists and additional services are required for an unincorporated area designated as urban by the County General Plan, the Commission encourages reorganizations to provide the extended services of the existing limited services special district.

B) Preference for Districts Capable of Providing All Essential Services

- (1) All new special districts proposed for formation in the unincorporated urban areas as designated under the County General Plan should be capable of providing essential urban type services which include, but are not limited to, water, sanitation, fire protection, and police protection.

C) Establishing New Services or Divestiture of Existing Service Powers

- (1) Commission approval is required for a special district to establish new services or divest existing service powers within all or parts of its jurisdictional boundary. Requests by a special district shall be made by adoption of a resolution of application and include all the information required and referenced under G.C. §56824.12.
- (2) The Commission incorporates the following definitions in administering these policies:
 - a) “New” shall mean activating a latent service not previously authorized.
 - b) “Divestiture” shall mean deactivating a service power previously authorized.
- (3) The Commission shall consider the effect of the proposal in supporting planned and orderly growth within the affected territory.

D) Outside Service Agreements

- (1) Commission approval is needed for a special district to provide new or extended services outside its jurisdictional boundary by contracts or agreements. Requests made by special districts shall be made by resolution of application and processed in accordance with G.C. §56133.
- (2) The Commission shall incorporate the following definitions in administering these policies:
 - a) “Services” shall mean any service provided by a special district subject to the jurisdiction of the Commission unless otherwise exempted under G.C. 56133.
 - b) “New” shall mean the actual extension of a municipal service to previously unserved non-jurisdictional land. Exceptions include non-jurisdictional land in which the special district or land use authority has adequately contemplated the provision of the subject service on or before January 1, 2001 as determined by the Commission.
 - c) “Extended” shall mean the intensification of an existing municipal service provided to non-jurisdictional land associated with a land use authority’s redesignation or rezoning after January 1, 2001 as determined by the Commission.
- (3) The Commission shall establish policies and procedures in the review of outside service agreement requests involving a special district.

VII. Policies Concerning Annexations

A) General Policies Concerning Annexations to a City

- (1) Inclusion in Sphere of Influence:

The affected territory shall be included within the affected city sphere of influence prior to issuance of the Executive Officer's certificate of filing for the subject annexation proposal. The Executive Officer may amend both a sphere of influence amendment and annexation application for Commission consideration and action at the same meeting.

- (2) Substantially surrounded:
For the purpose of applying the provisions of the Cortese-Knox-Hertzberg Local Government Reorganization Act, most notably G.C. §56375, the affected territory of an annexation proposal shall be deemed “substantially surrounded” if the following two conditions apply:
- a) The affected territory lies within the city’s sphere of influence.
 - b) The affected territory is surrounded by no less than 66.6% by the city, as set forth in a boundary description accepted by the Executive Officer.

B) Policies Concerning Island Annexations

- (1) Boundary of Areas Not 100% Surrounded by City:
The outside boundary of an unincorporated island less than 100% surrounded shall be the affected city sphere of influence boundary line.
- (2) Criteria for Determining a Developed Island:
A developed island shall substantially meet all the following criteria:
- a) The island shall have a housing density of at least 0.5 units per gross acre.
 - b) All parcels within the island can readily receive from the affected city or any affected special district basic essential services including but not limited to police protection, fire protection, potable water and sanitation.
- (3) Policy Regarding Annexations Within an Identified Island Area:
When an annexation proposal includes territory within a developed island, the Commission shall invite the affected city to amend the boundary of the proposed annexation to include the entire island. To the extent permitted by law, the Commission reserves the right to expand the boundaries of the proposed annexation to include the entire island.

C) Policies Concerning Annexation of Municipally-Owned Land

- (1) Restricted Use Lands Owned by Public Agencies:
The Commission shall disapprove annexation of publicly-owned land designated agricultural or open-space or subject to a Williamson Act contract unless the land will be used for a municipal purpose and no suitable alternative site reasonably exists within the affected city’s sphere of influence.

- (2) Facilities Exempt from Policy:
Municipal purpose shall mean a public service facility which is urban in nature such as water and sewage treatment facilities and public buildings, but shall not include land which is vacant or used for wastewater reclamation irrigation, a reservoir, or agricultural, watershed or open-space.

D) Concurrent Annexation Policies

It is the intent of the Commission to promote concurrent annexations to cities and special districts whenever appropriate. The Commission may waive its concurrent annexation policies based on unique conditions or circumstances surrounding the annexation proposal which make application of the policy impractical and will not result in the annexation of lands designated agricultural or open-space by the applicable city or County General Plan.

(1) City of Napa and Napa Sanitation District

a) Annexations to the District:

All annexation proposals to the Napa Sanitation District located outside of the City of Napa shall first be required to annex to the City if the affected territory is located within the City's sphere of influence as adopted by the Commission, is located within the City Residential Urban Limit Line (RUL) as adopted by the City, and annexation is legally possible.

b) Annexations to the City:

All 100% consent annexation proposals to the City of Napa located outside of the Napa Sanitation District shall be required to annex to the Napa Sanitation District if the affected territory is located within the District's sphere of influence and if sanitation service is available.

(2) City of American Canyon and American Canyon Fire Protection District

a) Annexations to the District:

All annexation proposals to the American Canyon Fire Protection District located outside of the City of American Canyon shall be required to annex to the City if the affected territory is located within the City's sphere of influence as adopted by the Commission and if annexation is legally possible.

b) Annexations to the City:

All annexation proposals to the City of American Canyon located outside of the American Canyon Fire Protection District shall be required to annex to the District if the affected territory is located within the District's sphere of influence.

(3) County Service Area No. 4

a) Annexations to Cities:

All annexation proposals to a city shall be required to concurrently detach from County Service Area No. 4 unless the affected territory has been, or is expected to be, developed to include planted vineyards totaling one acre or more in size.



Local Agency Formation Commission of Napa County
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We Manage Local Government Boundaries, Evaluate Municipal Services, and Protect Agriculture

December 2, 2013
Agenda Item No. 7c (Action)

November 25, 2013

TO: Local Agency Formation Commission

FROM: Peter Banning, Acting Executive Officer

SUBJECT: Appointments to the 2014-2015 Budget Committee

The Commission will consider appointing two members to serve with the Executive Officer on the 2014-2015 Budget Committee.

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 directs Local Agency Formation Commissions (LAFCOs) to annually prepare and adopt proposed and final budgets by May 1st and June 15th, respectively.

A. Discussion

It is the policy of LAFCO of Napa County (“Commission”) to establish a budget committee at its last meeting of the calendar year. The budget committee consists of two appointed Commissioners and the Executive Officer. The budget committee is responsible for preparing a draft proposed budget for review by the Commission and those entities statutorily responsible for funding the agency no less than 30 days prior to its adoption. It has been the practice of the Commission to receive a draft proposed budget from the budget committee at its February meeting. Proposed and final budgets are generally presented to the Commission for adoption at its April and June meetings. Previous appointments to the budget committee are summarized below.

Term	Appointee	Appointee
2013-2014	Brian J. Kelly	Lewis Chilton
2012-2013	Brian J. Kelly	Lewis Chilton
2011-2012	Brian J. Kelly	Lewis Chilton
2010-2011	Brian J. Kelly	Lewis Chilton
2009-2010	Brian J. Kelly	Jack Gingles
2008-2009	Brian J. Kelly	Jack Gingles

Joan Bennett, Commissioner
Councilmember, City of American Canyon

Greg Pitts, Commissioner
Councilmember, City of St. Helena

Juliana Inman, Alternate Commissioner
Councilmember, City of Napa

Brad Wagenknecht, 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, Vice Chair
Representative of the General Public

Gregory Rodeno, Alternate Commissioner
Representative of the General Public

Peter Banning
Acting Executive Officer

B. Analysis

The 2014-2015 Budget Committee will review and make recommendations on baseline expenditures to maintain or adjust current agency service levels as deemed appropriate.

With respect to time commitments, it is anticipated the Committee will conduct a noticed public meeting during the second full week of January during the early afternoon. If needed, an additional noticed public meeting will be conducted during the second or third week of March. Meetings generally last one hour. Committee members, per practice, will receive a standard per diem for their attendance.

C. Recommendation

It is recommended the Commission take the following action:

- 1) Appoint two members to serve on the 2014-2015 Budget Committee.

D. Procedures for Consideration

This item has been agendized as part of the action calendar. The following procedures are recommended with respect to the Commission's consideration of this item:

- 1) Receive verbal report from staff; and
- 2) Discuss item and consider action on recommendation.

Respectfully submitted,

Peter Banning
Acting Executive Officer

Attachment:

- 1) *Policy on Preparation of the LAFCO Budget*



LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY

Budget Policy

Adopted: August 9, 2001

Last Amended: December 3, 2012

I. Background

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 specifies the Commission shall annually adopt proposed and final budgets no later than May 1st and June 15th, respectively. State law specifies the proposed and final budgets shall – at a minimum – be equal to the budget adopted for the previous fiscal year unless the Commission adopts a finding the reduced costs will nevertheless allow the agency to fulfill its prescribed duties. The Commission must adopt proposed and final budgets at noticed public hearings.

II. Objective

The objective of this policy is to guide the Commission in preparing and adopting an annual operating budget in a consistent and transparent manner.

III. Declaration

The Commission is committed to ensuring the agency is appropriately funded each fiscal year to effectively meet its prescribed regulatory and planning responsibilities. The Commission is also committed to controlling operating expenses to reduce the financial obligations on the County of Napa and cities, hereafter referred to as the “funding agencies,” whenever possible and appropriate.

III. Guidelines

A. Minimum Fund Balance

- 1) It is the policy of the Commission to maintain an undesignated/unreserved fund balance equal to no less than one-fourth of adopted operating expenses.

B. Budget Committee

- 1) The Commission shall establish a budget committee at the last meeting of each calendar year.
- 2) The budget committee shall be comprised of two members of the Commission and the Executive Officer.
- 3) The term of each budget committee shall commence upon the establishment and appointment of members and terminate at the time a final budget has been adopted by the Commission.

- 4) The budget committee will conduct noticed public meetings as needed in fulfilling its responsibilities as provided under this policy.
- 5) Commissioners appointed to a budget committee shall receive a regular per diem payment for each meeting attended.

C. Preparation of the Annual Budget

- 1) The annual budget shall be prepared in three distinct phases: draft proposed; proposed; and final.
- 2) The following procedures shall guide the preparation of a draft proposed budget:
 - (a) The budget committee shall prepare a draft proposed budget for Commission review and approval no later than February 15th.
 - (b) The approved draft proposed budget shall be circulated to all funding agencies for review and comment for no less than 21 days.
- 3) The following procedures shall guide the preparation of a proposed budget:
 - (a) The budget committee shall prepare a proposed budget for Commission review and adoption at a noticed public hearing no later than May 1st.
 - (b) The adopted proposed budget shall be circulated to all funding agencies for review and comment for no less than 21 days.
 - (c) The adopted proposed budget shall also be posted on the Commission's website for review and comment for no less than 21 days.
- 4) The following procedures shall guide the preparation of a final budget:
 - (a) The budget committee shall prepare a final budget for Commission review and adoption at a noticed public hearing no later than June 15th.
 - (b) The Executive Officer shall provide immediate notice of the adopted final budget to all funding agencies.
 - (c) The Executive Officer shall request the County of Napa Auditor's Office prepare invoices for all funding agencies' annual contributions consistent with the adopted final budget no less than 20 business days from the Commission's adoption.
 - (d) The adopted final budget shall be posted on the Commission's website for public viewing for the entirety of the affected fiscal year.



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

December 2, 2013

Agenda Item No. 7d (Action)

November 25, 2013

TO: Local Agency Formation Commission

FROM: Peter Banning, Acting Executive Officer

SUBJECT: Notice of Expiring Term: Regular Public Member

The city and county members will provide direction to staff with respect to addressing the expiring term of the regular public member position currently held by Brian J. Kelly.

California Government Code Section 56325(d) states the composition of Local Agency Formation Commissions (LAFCOs) shall include one member representing the general public, referred to as the “public member.” This code section also states that LAFCOs may designate one alternate public member. The regular and alternative public members are appointed to separate four-year terms and by statute cannot be officers or employees with local governmental agencies. Additionally, to be appointed, the regular or alternate public members must receive at least one vote from a county and city member.

A. Discussion

LAFCO of Napa County’s (“Commission”) policy regarding the appointment of the regular and alternate public members was adopted in October 2001 and most recently amended in April 2008. The policy directs the Executive Officer to notify the Commission no less than 120 days prior to an impending vacancy and whether the incumbent is eligible to seek reappointment. Upon notification, the Commission must direct the Executive Officer to (a) recruit candidates and schedule a hearing to make an appointment or (b) schedule a hearing to expedite the reappointment of the incumbent if they are eligible and have served no more than all or a portion of one term.

Commissioner Brian J. Kelly’s term as regular public member expires on Monday, May 5, 2014. The Commission originally appointed Commissioner Kelly as regular public member beginning in May 2006 to fill former Commissioner Guy Kay’s expired term. The Commission reappointed Commissioner Kelly to a new four-year term as regular public member beginning May 2010.

Joan Bennett, Commissioner
Councilmember, City of American Canyon

Greg Pitts, Commissioner
Councilmember, City of St. Helena

Juliana Inman, Alternate Commissioner
Councilmember, City of Napa

Brad Wagenknecht, 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, Vice Chair
Representative of the General Public

Gregory Rodeno, Alternate Commissioner
Representative of the General Public

Peter Banning
Acting Executive Officer

B. Analysis

Commissioner Kelly is eligible to seek reappointment under Commission policy. This includes being a resident of Napa County while not being employed by a local public agency or serving as a member on a local public body with the authority to make advisory or final decisions relative to land use or the provision of municipal services. However, because he has served more than one full term as regular public member, Commissioner Kelly is not eligible for an expedited reappointment; the Commission must open the recruitment and appointment process to the general public.

C. Alternatives for Commission Action

The following alternative actions are available for consideration by the city and county members on the Commission.

Alternative One: Direct the Executive Officer to initiate an open recruitment for the regular public member position and schedule a future hearing date consistent with the procedures identified in Section 1(a) of the *Policy on the Appointment of a Public Member and Alternate Public Member*. The Commission may provide additional direction as desired to the Executive Officer with respect to organizing the recruitment and appointment process

Alternative Two: Continue consideration of the item to a future meeting and direct staff to provide additional information as necessary.

D. Recommendation

It is recommended the city and county members identify their collective preference with respect to addressing the impending vacancy of the regular public member position and provide direction to the Executive Officer as appropriate.

E. Procedures for Consideration

This item has been agendaized for formal action consistent with Commission policy. The following procedures are recommended with respect to considering this item:

- 1) Receive verbal report from staff;
- 2) Invite public testimony (optional); and
- 3) Discuss item and consider action on recommendation.

Respectfully submitted,

Peter Banning
Acting Executive Officer

Attachment:

- 1) *Policy on the Appointment of the Public Member and Alternate Public Member*



LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY
Policy on the Appointment of a Public Member and Alternate Public Member

Adopted: October 11, 2001

Amended: December 5, 2005; April 7, 2008

Authority

California Government Code Section 56325(d) states the composition of the Commission shall include one member representing the general public, hereinafter referred to as “public member.” This code section also states that the Commission may designate one alternate public member. The selection of the public member and alternate public member shall be subject to the affirmative vote of at least one of the members appointed by each of the Board of Supervisors and City Selection Committee.

Eligibility

The public member and alternate public member shall be a resident of Napa County. No person may serve as public member or alternate public member if at the same time he or she is an officer or employee of a local public agency. No person may also serve as public member or alternate public member if he or she is member of a local public board, commission, or committee with the authority to make advisory or final decisions relative to land use or the provision of municipal services.

Term of Office

The term of office for public member and alternate public member shall be four years and shall end on the first Monday in May of the year in which the term expires. The public member and alternate public member shall continue to serve until his or her successor is appointed.

Appointment Procedures

New Term for Public Member or Alternate Public Member

It is the policy of the Commission that in anticipation of the expiration of a four-year term for the public member or alternate public member, the following procedures will be taken:

1. At a regular meeting no less than 120 days prior to the scheduled expiration of public member or alternate public member’s term, the Executive Officer shall inform the Commission of the impending vacancy and whether the incumbent is eligible to seek reappointment. The Commission shall take either of the following two actions set forth in 1.a) or 1.b).

- a) Direct the Executive Officer to recruit candidates and schedule a hearing date to consider making an appointment to the position. Tasks of Executive Officer shall include, but not limited to, the following:
 - i) Issue a notice announcing the vacancy and that the Commission is accepting applications for the position no less than 60 days prior to the scheduled hearing for the appointment. The notice shall be posted at the LAFCO office and on its website, sent to all local agencies, and published in the Napa Valley Register.¹ The notice shall indicate if the incumbent is eligible for reappointment.
 - ii) Determine the filing period to receive applications for the position. All applications shall be made available to each city and county member on the Commission no less than 14 days prior to the scheduled hearing for the appointment.
 - iii) If it becomes necessary for the Commission to cancel or reschedule the meeting at which the hearing for the appointment has been scheduled, the Executive Officer shall reschedule the hearing for the next regular meeting.

- b) If the incumbent is eligible and has served no more than all or a portion of one term, the Commission may direct the Executive Officer to schedule a public hearing to consider approving reappointment. Tasks of Executive Officer shall include, but not limited to, the following:
 - i) Issue a notice announcing the scheduled reappointment of the incumbent. The notice shall be posted at the LAFCO office and on its website and sent to all local agencies. The notice shall be posted no less than 21 days prior to the hearing for which the reappointment has been scheduled.
 - ii) If it becomes necessary for the Commission to cancel or reschedule the meeting at which the hearing for the reappointment has been scheduled, the Executive Officer shall reschedule the hearing for the next regular meeting.

Mid-Term Vacancy for Public Member

If the position of public member becomes vacant prior to the expiration of the term, it is the policy of the Commission that it may fill the unexpired term through one of the following:

1. Choose from among the remaining applicants for the position if no more than 12 months have passed since the appointment of the public member.
2. Appoint the alternate public member.
3. Fill the position in the manner prescribed for the appointment for a public member to a new term.

¹ For purposes of this policy, notice to local agencies is fulfilled by sending a copy of the notice to the clerk or secretary of the legislative body of each local agency in Napa County.

An appointment to fill an unexpired term shall be preceded by posting a notice of vacancy. The notice will be posted at the LAFCO office and on its website and sent to all local agencies. The notice will be posted no less than 21 days prior to the meeting at which time the Commission will consider taking action to fill the unexpired term.

Mid-Term Vacancy for Alternate Public Member

If the position of alternate public member becomes vacant prior to the expiration of the term, it is the policy of the Commission that it may fill the unexpired term through one of the following:

1. Choose from among the remaining applicants for the position if no more than 12 months have passed since the appointment of the alternate public member.
2. Fill the position in the manner prescribed for the appointment of an alternate public member to a new term.

An appointment to fill an unexpired term shall be preceded by posting a notice of vacancy. The notice will be posted at the LAFCO office and on its website and sent to all local agencies. The notice will be posted no less than 21 days prior to the meeting at which time the Commission will consider taking action to fill the unexpired term.

Conducting Public Hearings for Appointing a Public Member or Alternate Public Member

It is the policy of the Commission that a public hearing to appoint either the public member or alternate public member shall be conducted as follows:

1. The Chair shall open the public hearing and first invite candidates to address the Commission. The Chair shall then invite public comments from the audience.
2. Upon the close of the public comment period, the Chair shall ask each commissioner to make one nomination. Commissioners may nominate anyone from the applicant pool, and an applicant may receive more than one nomination.
3. After each commissioner has made a nomination, the Chair shall ask if there is a second to any of the nominations. If there is a second, the Chair shall call for a vote on that nomination. If the vote is in the affirmative, the appointment is made. If the vote is not in the affirmative, the Chair shall call for a second to another of the nominations. This process shall continue until an appointment is made or all of the nominations are exhausted.
4. If all of the nominations are exhausted, the Chair may 1) begin the entire procedure again by calling for one nomination from each commissioner or 2) call for the use of the ballot system as described in Paragraph 5.

5. If the Chair calls for use of a ballot system, then the Clerk shall provide each commissioner with a ballot that has been preformatted to label their printed name. Each commissioner shall mark the ballot with the name of a candidate from among the applicants. The ballots are then submitted to the Clerk for tabulation. The Clerk determines the number of votes for each candidate. If a candidate receives at least three votes, the Clerk announces the name of the candidate and the number votes. The Commission then formally votes to appoint that candidate. If no candidate receives at least three votes, the Clerk shall announce which candidates received votes and shall provide each commissioner with a second ballot that has been preformatted to label their printed name. Each commissioner shall mark the ballot with the name of candidate from among those candidates that received votes in the previous round of voting. The ballots are then submitted to the Clerk for tabulation. The Clerk determines the number of votes for each candidate. If a candidate receives at least three votes, the Clerk announces the name of the candidate and the number votes. The Commission then formally votes to appoint that candidate. If no candidate receives at least three votes, the Clerk shall announce which candidates received votes and the Commission shall engage in another round of voting. This shall continue until a candidate is selected.

As mentioned, California Government Code Section 56325(d) specifies that the appointment of a public or alternate public member requires the vote of at least one commissioner appointed by the Board of Supervisors and one commissioner appointed by the City Selection Committee. If a candidate receives at least three votes, this requirement is fulfilled.



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

December 2, 2013
Agenda Item No. 7e (Action)

November 25, 2013

TO: Local Agency Formation Commission

FROM: Jacqueline Gong, Commission Counsel

SUBJECT: Proposed Policy Amendment to Designate Rosenberg's Rules of Order as the Rules of Procedure for Commission Meetings

The Commission will consider adopting an amendment to its Policy on Conducting Commission Meetings and Business to conduct its meetings in accordance with Rosenberg's Rules of Order.

Local Agency Formation Commissions (LAFCOs) are political subdivisions of the State of California tasked with providing regional growth management services in all 58 counties. These growth management services are anchored by exercising delegated regulatory and planning responsibilities to oversee the formation and development of cities and special districts under the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000. This legislation, markedly, directs LAFCOs to establish written policies and procedures to administer their delegated responsibilities in a consistent and transparent manner.

A. Background

LAFCO of Napa County ("Commission") maintains several policies prescribing various procedures involving the agency's administrative operations. This includes outlining specific standards for conducting meetings and related business activities. The referenced policies were adopted in August 2001 and amended in June 2007 and June 2013 to reflect an increase in the per diem rate as well as to address reimbursement procedures and setting agenda items.

B. Discussion

The Commission's current Policy on Conducting Commission Meetings and Business designates the Standard Code of Parliamentary Procedure, commonly known as "Sturgis," as its rules of procedure for conducting meetings. Rosenberg's Rules of Order is a simplified set of rules of procedure intended for small sized governmental bodies. Many cities, counties, special districts, and other boards and commissions have adopted Rosenberg's Rules in lieu of other parliamentary rules, finding them practical, logical, and simple – in sum, user friendly. It is recommended the Commission adopt Rosenberg's Rules of Order as its rules of parliamentary procedure.

Joan Bennett, Commissioner
Councilmember, City of American Canyon

Greg Pitts, Commissioner
Councilmember, City of St. Helena

Juliana Inman, Alternate Commissioner
Councilmember, City of Napa

Brad Wagenknecht, 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, Vice Chair
Representative of the General Public

Gregory Rodeno, Alternate Commissioner
Representative of the General Public

Peter Banning
Acting Executive Officer

C. Alternatives for Commission Action

The following alternative actions are available to the Commission:

Alternative One (Recommended):

Approve the amendment of the Policy on Conducting Commission Meetings and Business as set forth in the attachment with any desired changes.

Alternative Two:

Continue consideration of the amendment to the next regular meeting and provide direction to staff for additional information.

Alternative Three:

Disapprove the amendment of the Policy.

D. Recommendation

It is recommended the Commission take the action provided in Alternative One.

E. Procedures for Consideration

This item has been agenzized for action. The following procedures are recommended with respect to the Commission's consideration of this item:

- 1) Receive verbal report from Commission Counsel;
- 2) Invite comments from any interested audience members (voluntary); and
- 3) Discuss item and consider action on recommendation.

Respectfully submitted,

Jacqueline Gong
Commission Counsel

Attachments:

- 1) Current: *Policy on Conducting Meetings and Business*
- 2) Proposed *Policy on Conducting Meetings and Business* with Tracked Changes



LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY
Policy on Conducting Commission Meetings and Business

Adopted on August 9, 2001
Last Amended on June 3, 2013

I. Background

The Cortese-Knox-Hertzberg Local Government Reorganization (“CKH”) Act of 2000, pursuant to California Government Code Section 56300, directs the Commission to exercise its regulatory and planning responsibilities consistent with its written policies and procedures.¹ This includes establishing written rules to help ensure all meetings and related business occurs in an orderly and transparent manner.

II. Purpose

The purpose of this policy is to provide clear and concise direction to Commissioners and staff with regard to conducting Commission meetings and related business involving the preparation of agendas, issuance of per diems, and reimbursement for member expenses.

III. Rules and Procedures in Conducting Business

A. Conducting Meetings

1. The Commission acknowledges and affirms the conducting of its meetings and related business are subject to applicable California laws, most notably the provisions of CKH and the Ralph Brown Act.
2. Three members of the Commission constitute a quorum. In the absence of a regular member, his or her alternate member (city, county, public member as applicable) may serve and vote. In the absence of a quorum, the members present shall adjourn the meeting to a stated time and place of their choosing. If all members are absent, the Executive Officer or his or her designee may adjourn the meeting to a stated time and place. In such a case, he or she shall cause written notice of adjournment to be given in the same manner as specified in Section 54956 for calling a special meeting. In either instance, he or she shall post a notice of adjournment as specified in Section 54955.
3. A regular and/or special meeting of the Commission may be adjourned to any day prior to the date established for the next succeeding regular meeting of the Commission.

¹ Hereinafter all section references are to the California Government Code unless otherwise noted.

4. If there is no business for the Commission's consideration five days before any regular scheduled meeting, the Executive Officer shall have the power to cancel the meeting by notifying the Chair and members there is no business before the Commission and the meeting has been cancelled.
5. Special meetings may be called by the Chair at his or her discretion. Special meetings may also be called upon the written request of a majority of the members of the Commission submitted to the Chair. Notice of special meetings shall be given in accordance with the provisions of Section 54956.
6. The Commission designates the Standard Code of Parliamentary Procedure, also known as "Sturgis," as the general guide for conducting meetings and to resolve points of order.
7. On all roll call votes, the names of the Commissioners shall be called in alphabetical order with the Chair voting last.
8. It is the responsibility of the Executive Officer to ensure that adequate staff and related resources are available for all Commission meetings.

B. Meeting Agendas

1. It is the responsibility of the Executive Officer to prepare an agenda and all supporting documents for the Commission, and to distribute these materials to the Commission and all affected and interested parties not less than five days prior to a scheduled regular meeting.
2. Meeting agendas shall concisely list the various items begin considered and include a formal title along with a brief description of the underlying action or discussion and the Executive Officer's recommendation, if applicable.
3. The Executive Officer shall exercise his or her judgment to help ensure items are agendized in an appropriate and timely manner relative to the Commission meeting its regulatory and planning responsibilities under CKH.
4. Each meeting agenda shall provide an opportunity for Commissioners to identify and request a matter for future discussion or action with the concurrence of the majority of the voting membership present. The Chair shall also have discretion to direct the Executive Officer to agendize a matter on the next available meeting to address an urgent or otherwise time-sensitive issue in which applicable legal notice can be provided.
5. It is the responsibility of the Executive Officer to see that legal notice for all agenda items to be considered by the Commission is given in accordance with the provisions of CKH and all other applicable laws.

C. Commissioner Per Diems

1. Each Commissioner shall receive a per diem of \$125.00 for time and attendance at the following meetings:
 - a) Regular and special meetings of the Commission.
 - b) Meetings of standing or ad hoc committees of the Commission.
 - c) Each day of attendance at the annual conference held by the California Association of Local Agency Formation Commissions (CALAFCO).
 - d) Meetings of CALAFCO when a Commissioner is a member of the Board.
2. A Commissioner shall not receive no more than five per diems per month.

D. Commissioner Reimbursement for Expenses

1. Each Commissioner may claim reimbursement for the actual amount of reasonable and necessary expenses incurred in performing the duties of their office and include the following:
 - a) Attending conferences, workshops, and training programs of CALAFCO.
 - b) Attending CALAFCO meetings if the member is on the Board.
 - c) Attending other Commission related meetings and events with prior authorization from the Commission or Chair.
2. All reimbursement of expenses for Commissioners shall be provided in accordance with the same rules and manner as for staff.²

² Refer to the current agreement for staff support services between the Commission and County of Napa.



LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY
Policy on Conducting Commission Meetings and Business

Adopted on August 9, 2001

~~Last~~ Amended on June 3, 2013

Last Amended on December 2, 2013

I. Background

The Cortese-Knox-Hertzberg Local Government Reorganization (“CKH”) Act of 2000, pursuant to California Government Code Section 56300, directs the Commission to exercise its regulatory and planning responsibilities consistent with its written policies and procedures.¹ This includes establishing written rules to help ensure all meetings and related business occurs in an orderly and transparent manner.

II. Purpose

The purpose of this policy is to provide clear and concise direction to Commissioners and staff with regard to conducting Commission meetings and related business involving the preparation of agendas, issuance of per diems, and reimbursement for member expenses.

III. Rules and Procedures in Conducting Business

A. Conducting Meetings

1. The Commission acknowledges and affirms the conducting of its meetings and related business are subject to applicable California laws, most notably the provisions of CKH and the Ralph Brown Act.
2. Three members of the Commission constitute a quorum. In the absence of a regular member, his or her alternate member (city, county, public member as applicable) may serve and vote. In the absence of a quorum, the members present shall adjourn the meeting to a stated time and place of their choosing. If all members are absent, the Executive Officer or his or her designee may adjourn the meeting to a stated time and place. In such a case, he or she shall cause written notice of adjournment to be given in the same manner as specified in Section 54956 for calling a special meeting. In either instance, he or she shall post a notice of adjournment as specified in Section 54955.
3. A regular and/or special meeting of the Commission may be adjourned to any day prior to the date established for the next succeeding regular meeting of the Commission.

¹ Hereinafter all section references are to the California Government Code unless otherwise noted.

4. If there is no business for the Commission's consideration five days before any regular scheduled meeting, the Executive Officer shall have the power to cancel the meeting by notifying the Chair and members there is no business before the Commission and the meeting has been cancelled.
5. Special meetings may be called by the Chair at his or her discretion. Special meetings may also be called upon the written request of a majority of the members of the Commission submitted to the Chair. Notice of special meetings shall be given in accordance with the provisions of Section 54956.
6. ~~The Commission designates the Standard Code of Parliamentary Procedure, also known as "Sturgis," as the general guide for conducting meetings and to resolve points of order. The Commission shall conduct its meetings in accordance with the rules of procedure set forth in the edition of "Rosenberg's Rules of Order" that is most current at the time of the meeting.~~
7. On all roll call votes, the names of the Commissioners shall be called in alphabetical order with the Chair voting last.
8. It is the responsibility of the Executive Officer to ensure that adequate staff and related resources are available for all Commission meetings.

B. Meeting Agendas

1. It is the responsibility of the Executive Officer to prepare an agenda and all supporting documents for the Commission, and to distribute these materials to the Commission and all affected and interested parties not less than five days prior to a scheduled regular meeting.
2. Meeting agendas shall concisely list the various items begin considered and include a formal title along with a brief description of the underlying action or discussion and the Executive Officer's recommendation, if applicable.
3. The Executive Officer shall exercise his or her judgment to help ensure items are agendized in an appropriate and timely manner relative to the Commission meeting its regulatory and planning responsibilities under CKH.
4. Each meeting agenda shall provide an opportunity for Commissioners to identify and request a matter for future discussion or action with the concurrence of the majority of the voting membership present. The Chair shall also have discretion to direct the Executive Officer to agendize a matter on the next available meeting to address an urgent or otherwise time-sensitive issue in which applicable legal notice can be provided.
5. It is the responsibility of the Executive Officer to see that legal notice for all agenda items to be considered by the Commission is given in accordance with the provisions of CKH and all other applicable laws.

C. Commissioner Per Diems

1. Each Commissioner shall receive a per diem of \$125.00 for time and attendance at the following meetings:
 - a) Regular and special meetings of the Commission.
 - b) Meetings of standing or ad hoc committees of the Commission.
 - c) Each day of attendance at the annual conference held by the California Association of Local Agency Formation Commissions (CALAFCO).
 - d) Meetings of CALAFCO when a Commissioner is a member of the Board.
2. A Commissioner shall not receive no more than five per diems per month.

D. Commissioner Reimbursement for Expenses

1. Each Commissioner may claim reimbursement for the actual amount of reasonable and necessary expenses incurred in performing the duties of their office and include the following:
 - a) Attending conferences, workshops, and training programs of CALAFCO.
 - b) Attending CALAFCO meetings if the member is on the Board.
 - c) Attending other Commission related meetings and events with prior authorization from the Commission or Chair.
2. All reimbursement of expenses for Commissioners shall be provided in accordance with the same rules and manner as for staff.²

² Refer to the current agreement for staff support services between the Commission and County of Napa.



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

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

December 2, 2013
Agenda Item No. 8a (Discussion)

November 25, 2013

TO: Local Agency Formation Commission

FROM: Peter Banning, Acting Executive Officer

SUBJECT: Napa Pipe Update

The Commission will receive a verbal report from City of Napa and County of Napa staff summarizing pending activities and planned processes for the Napa Pipe development project. The report is being presented to the Commission for information only.

At the Commission's request, the City of Napa Community Development Director – Rick Tooker – and the County of Napa Housing and Intergovernmental Affairs Director – Larry Florin – will jointly present a verbal update describing the scope of the Napa Pipe development project. The merits of the project will not be discussed as part of this item. This report is being presented to the Commission for information only. Commissioners are encouraged to discuss and provide feedback on the update.

Attachments: None

Joan Bennett, Commissioner
Councilmember, City of American Canyon

Greg Pitts, Commissioner
Councilmember, City of St. Helena

Juliana Inman, Alternate Commissioner
Councilmember, City of Napa

Brad Wagenknecht, 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, Vice Chair
Representative of the General Public

Gregory Rodeno, Alternate Commissioner
Representative of the General Public

Peter Banning
Acting Executive Officer



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

December 2, 2013

Agenda Item No. 8b (Discussion)

November 27, 2013

TO: Local Agency Formation Commission

FROM: Peter Banning, Acting Executive Officer
Brendon Freeman, Analyst

**SUBJECT: Sphere of Influence Update, Central County Region:
Draft Section on City of Napa**

The Commission will review a draft section of its scheduled sphere of influence update for the Central County Region specific to the City of Napa. The draft report recaps and builds upon research done for the updated Municipal Service Review submitted to the Commission in October. The draft report is being presented for discussion and feedback in anticipation of preparing a final version for future action.

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (“CKH”) directs Local Agency Formation Commissions (LAFCOs) to periodically review adopted spheres of influence and update them as necessary based on information developed in the municipal service review process. Such updates vary in scope and can focus on a particular agency, service, or geographic region as directed by the Commission. Municipal service reviews in conjunction with sphere of influence updates may also lead LAFCOs to take other actions under its authority such as approving annexations of territory to local agencies, forming, consolidating, or dissolving special districts. LAFCO actions to amend or affirm adopted spheres of influence must include making determinations on a number of factors as required by California Government Code (G.C.) Section 56425 as described in the attached report.

A. Discussion

Central County Region Study

Consistent with LAFCO of Napa County’s (the “Commission”) adopted study schedule, staff has initiated work on updates of the 2005 municipal service review and adopted sphere of influence focusing on the Central County Region; an area defined by staff to encompass all lands extending south to Soscol Ridge, west to Congress Valley, north to Oak Knoll, and east to the Silverado area.

Joan Bennett, Commissioner
Councilmember, City of American Canyon

Greg Pitts, Commissioner
Councilmember, City of St. Helena

Juliana Inman, Alternate Commissioner
Councilmember, City of Napa

Brad Wagenknecht, 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, Vice Chair
Representative of the General Public

Gregory Rodeno, Alternate Commissioner
Representative of the General Public

Peter Banning
Acting Executive Officer

The principal objective of updating the adopted sphere of influence (as informed by the municipal service review) is to comply with mandates for periodic review and update for these policies and documents and to provide current information on the service capabilities of public agencies and possible extensions of their boundaries during the coming five-year update cycle.

The agencies included in the Central County Region are: (a) City of Napa; (b) Napa Sanitation District; (c) Congress Valley Water District; and (d) Silverado Community Services District. The Commission will use the municipal service review to inform its decision-making as it relates to performing future individual sphere updates for each of the affected agencies as well as evaluating future jurisdictional changes throughout the County.

Preparation of Central County Region Study

As originally laid out, the work program included preparation of policy updates for all four local agencies in the Central County Region for Commission and public review. However, and in consultation with the affected agencies, staff has revised its approach to prepare updates in two distinct and sequential phases. The first phase involves preparing the municipal service review and sphere of influence sections specific to the City of Napa. The second phase involves preparing the municipal service review sections specific to Napa Sanitation District, Congress Valley Water District, and Silverado Community Services District. The underlying purpose in phasing the municipal service review is to enable the Commission to focus its attention first on the service and governance issues tied to Napa given that its subsequent sphere of influence update will presumably help inform the updates of the other three regional agencies included in the study. Phasing also accommodates an anticipated joint request from the County and Napa to add the Napa Pipe site to the City's sphere of influence by or near the new calendar year.

B. Summary & Recommendation

Staff recommends that the Commission amend the sphere of influence of the City of Napa to include the two sub-areas of the Primary Study Area. The Napa Pipe site and the County Jail site have reached an advanced stage of development review and will clearly demand services that the City of Napa would most logically provide. The City is able to provide those services as shown in the Commission's accompanying Municipal Service Review, project environmental documents and/or by virtue of mitigation measures incorporated into the project designs in both areas.

Although this report and recommendation has been undertaken as part of a periodic review of the City's sphere of influence that the Commission is obligated to undertake, the development processes on both sites anticipate that the City of Napa will apply for each sphere of influence amendment at some time during 2014. However, neither the

County's environmental analysis nor its acquisition of the County Jail is complete. If the Commission chooses to approve the sphere of influence amendments recommended by staff, it may wish to evaluate the timing of its formal action in order to more fully consider the subsequent final environmental review actions of the lead agency on both projects or otherwise accommodate a sequence of agreements and approvals in a complex, multi-jurisdictional review process.

C. Commission Review

The attached draft report is submitted to the Commission for discussion, comment and direction to staff for its further development prior to public hearing and action. At this preliminary stage, Commissioners are encouraged to discuss and provide feedback on the draft section prepared on Napa. Specific feedback is respectfully requested on additional information that the Commission needs to make its determinations.

Staff anticipates that the Commission will open the public hearing on the report's content and recommendations on February 3, 2014 and that the public hearing may or may not be continued to the April 7, 2014 meeting. Unless otherwise directed, staff will initiate a 30-day public comment period on the Napa section with the expectation of returning with a complete and final report for approval by the Commission as early as its next regular meeting.

The staff of Napa LAFCO gratefully acknowledges the time and effort of the staff of the City of Napa who provided information and insight during the preparation of this report.

Respectfully submitted,

Peter V. Banning
Acting Executive Officer

Brendon Freeman
Analyst

Attachment:

- 1) Central County Region Sphere of Influence Update: Draft Section on City of Napa



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

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

CITY OF NAPA
SPHERE OF INFLUENCE REVIEW AND UPDATE

Prepared in accordance with Government Code Section 56425

Draft Report
December 2013



LAFCO of Napa County
Overseeing the
logical formation and development
of cities and special districts.

Commissioners

Brad Wagenknecht, Chair, County Member
Brian J. Kelly, Vice Chair, Public Member
Joan Bennett, Commissioner, City Member
Bill Dodd, Commissioner, County Member
Gregory Pitts, Commissioner, City Member
Juliana Inman, Alternate Commissioner, City Member
Mark Luce, Alternate Commissioner, County Member
Gregory Rodeno, Alternate Commissioner, Public Member

Staff / Administrative Office

Peter Banning, Acting Executive Officer
Jacqueline Gong, Commission Counsel
Brendon Freeman, Staff Analyst
Kathy Mabry, Commission Secretary

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I. EXECUTIVE SUMMARY

1.0 Overview

This report is presented as part of a process mandated by Section 56425 of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000. As stated in that section, “In order to carry out its purposes and responsibilities for planning and shaping the logical and orderly development and coordination of local government agencies so as to advantageously provide for the present and future needs of the county and its communities, the Local Agency Formation Commission shall develop and determine the sphere of influence of each local governmental agency within the county.” A “sphere of influence” under the definition in the Cortese-Knox-Hertzberg Act (Government Code Section 56076) is “... a plan for the probable physical boundaries and service area of a local (government) agency.”

Decisions on annexations, detachments and other boundary or organizational changes must be consistent with the conclusions that the Commission has drawn in its previous research and policy activities. The adopted spheres of influence are used by LAFCO as a policy guide in its consideration of boundary change proposals affecting each city and special district in Napa County. Other agencies and individuals use adopted spheres of influence to better understand the services provided by each local agency and the geographic area in which those services will be available. Clear public understanding of the planned geographic availability of urban services is crucial to the preservation of agricultural land and discouraging urban sprawl – policy objectives that are held in common by LAFCO, Napa County, and the City of Napa.

The following report reviews and proposes amendments to the sphere of influence of the City of Napa, originally established by Napa LAFCO in 1972 and updated in 1976 and most recently in 2005.

2.0 Approach

In updating its adopted spheres of influence, the Commission is required to consider and adopt written determinations for five factors relevant to the development of spheres of influence. Those factors are:

1. The present and planned land uses in the area, including agricultural and open space lands.
2. The present and probable need for public facilities and services in the area.
3. The present capacity of public facilities and adequacy of public services which the agency provides or is authorized to provide.
4. The existence of any social or economic communities of interest in the area if the commission determines they are relevant to the agency.
5. If the city or district provides water, sewer, or fire, the present and probable need for those services of any disadvantaged unincorporated communities within the existing sphere.

This periodic review and update, including the draft determinations for the five factors listed above, is partially based on Napa LAFCO's recently released Municipal Service Review for the City of Napa which details services provided by the City of Napa and the City's ability to continue and extend those services. That report is available to the public on the Commission's website.

Both the Municipal Service Review and this Sphere of Influence Update have been separated from study of three special districts that also provide service in the Central County Area. This alteration of the original work program has been undertaken in order to accelerate review of the City's boundary and service area. The services, boundaries and service areas of the Napa Sanitation District, Congress Valley Water District and Silverado Community Services District will be the subjects of the next phase of study, which will include analysis of organizational alternatives for those agencies.

Study Areas

For the City of Napa, staff identified Primary, Secondary and Tertiary study areas, ranked according to staff's estimation of how each area meets the definition of "sphere of influence" as well as recent changes to local planning policy, service demand and service availability. A map showing the study areas is included on page _ of the following report.

The Primary Study Area includes lands subject to known development projects that are near or adjacent to Napa's existing sphere that if approved would require one or more urban type of municipal services within the next five years. Two sub-areas have been identified for inclusion within the Primary Study Area and briefly identified as:

- P-1 consists of two unincorporated contiguous parcels totaling 155 acres. P-1 is commonly referred to as the Napa Pipe site and immediately southwest of the intersection of Kaiser and Basalt Roads. A portion of the Napa Pipe site is already within the City's sphere of influence.
- P-2 consists of two unincorporated contiguous parcels totaling 82 acres. P-2 is commonly referred to as the County Jail site and immediately east of the intersection of State Highway 221 and Basalt Road.

The Secondary Study Area consists of four sub-areas to the west, north and east of the City's current boundary. These areas have been identified where outside service extensions within the next five to ten years may be justified based on existing policies and land use planning, but where justification for annexation to the City is doubtful in that timeframe. The four subareas are listed and discussed beginning on page _ of the staff report.

The Tertiary Study Area consists of ten small sub-areas on all sides of the City's current boundary. The sub-areas have been identified where the nature of the area and land use policy make the extension of water and other City services unlikely, but where there may be merit in re-evaluation in future land use planning and service review updates. The ten tertiary sub-areas are listed and discussed beginning on page _ of the staff report.

3.0 Conclusions & Recommendations

Staff recommends that the Commission amend the sphere of influence of the City of Napa to include the two sub-areas of the Primary Study Area. The Napa Pipe site and the County Jail site have reached an advanced stage of development review and will clearly demand services that the City of Napa would most logically provide. The City is able to provide those services, especially water service, as shown in the Commission's accompanying Municipal Service Review or by virtue of mitigation measures incorporated into the project designs in both areas.

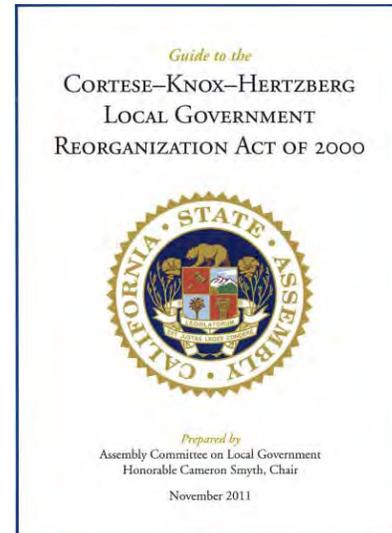
Although this report and recommendation has been undertaken as part of a periodic review of the City's sphere of influence that the Commission is obligated to undertake, the development processes on both sites anticipate applications for each recommended sphere of influence amendment from the City of Napa at some time during 2014. If the Commission chooses to approve the sphere of influence amendments recommended by staff, it may wish to evaluate the timing of its formal action by resolution in order to more fully consider the subsequent final environmental review actions of the City acting as lead agency on both projects. LAFCO would then act as a responsible agency on both projects.

II. INTRODUCTION

1.0 Local Agency Formation Commissions

1.1 Authority and Objectives

Local Agency Formation Commissions (LAFCOs) were established in 1963 as political subdivisions of the State of California and are currently responsible for providing regional growth management services under the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (“CKH”).¹ LAFCOs are located in all 58 counties in California and are delegated regulatory and planning powers to coordinate and oversee the logical formation and development of local governmental agencies and their municipal service areas. Towards this end, LAFCOs are commonly referred to as the Legislature’s “watchdog” for local governance issues. Underlying LAFCOs’ regulatory and planning powers is to fulfill specific objectives outlined by the California Legislature under Government Code (G.C.) Section 56301, which states:



“Among the purposes of the commission are discouraging urban sprawl, preserving open space and prime agricultural lands, efficiently providing governmental services, and encouraging the orderly formation and development of local agencies based upon local conditions and circumstances. One of the objects of the commission is to make studies and to obtain and furnish information which will contribute to the logical and reasonable development of local agencies in each county and to shape the development of local agencies so as to advantageously provide for the present and future needs of each county and its communities.”

1.2 Regulatory Responsibilities

LAFCOs’ principal regulatory responsibility involves approving or disapproving all jurisdictional changes involving the establishment, expansion, and reorganization of cities and special districts within their jurisdictions.² LAFCOs are also provided broad discretion to condition jurisdictional changes as long as they do not directly regulate land use, property development, or subdivision requirements. LAFCOs generally exercise their regulatory authority in response to applications submitted by local agencies, landowners, or registered voters. Recent amendments to CKH, however, now empower and encourage LAFCOs to initiate on their own jurisdictional changes to form, merge, and dissolve special districts consistent with current and future community needs. The following table provides a complete list of LAFCOs’ regulatory authority as of January 1, 2013.

LAFCOs’ Regulatory Authority

- City Incorporations and Disincorporations
- District Formations and Dissolutions
- City and District Consolidations
- City and District Outside Service Extensions
- City and District Annexations
- City and District Detachments
- Merge/Establish Subsidiary Districts
- District Service Activations or Divestitures

¹ Reference California Government Code Section 56000 et seq.

² CKH defines “special district” to mean any agency of the State formed pursuant to general law or special act for the local performance of governmental or proprietary functions within limited boundaries. All special districts in California are subject to LAFCO with the following exceptions: school districts; community college districts; assessment districts; improvement districts; community facilities districts; and air pollution control districts.

1.3 Planning Responsibilities

LAFCOs inform their regulatory actions through two central and interrelated planning responsibilities: (a) making sphere of influence (“sphere”) determinations and (b) preparing municipal service reviews. Sphere determinations have been a central planning function of LAFCOs since 1971 and effectively serve as the Legislature’s version of “urban growth boundaries” with regard to delineating the appropriate interface between urban and non urban uses. Municipal service reviews, in contrast, are a relatively new planning responsibility enacted in 2001 as part of CKH and are intended to inform – among other activities – sphere determinations. The Legislature mandates, notably, all sphere changes be accompanied by preceding municipal service reviews to help ensure LAFCOs are effectively aligning governmental services with current and anticipated community needs. An expanded summary of the function and role of these two planning responsibilities follows.

Sphere Determinations

LAFCOs establish, amend, and update spheres for all cities and special districts to designate the territory it independently believes represents the appropriate and probable future service area and jurisdictional boundary of the affected agency. Importantly, all jurisdictional changes, such as annexations and detachments, must be consistent with the spheres of the affected local agencies with limited exceptions.³ Further, an increasingly important role involving sphere determinations relates to their use by regional councils of governments as planning areas in allocating housing need assignments for counties and cities, which must be addressed by the agencies in their housing elements.

LAFCO must review and update as needed each local agency’s sphere every five years. In making a sphere determination, LAFCO is required to prepare written statements addressing five specific planning factors listed under G.C. Section 56425. These mandatory factors range from evaluating current and future land uses to the existence of pertinent communities of interest between an agency under study and geographic areas to which its jurisdiction might be extended. The intent in preparing the written statements is to orient LAFCO in addressing the core principles underlying the sensible development of each local agency consistent with the anticipated needs of the affected community. The five mandated planning factors are summarized in the following table.

Sphere Determinations: Mandatory Written Statements

1. Present and planned land uses in the area, including agricultural and open space.
2. Present and probable need for public facilities and services in the area.
3. Present capacity of public facilities and adequacy of public services the agency provides or is authorized to provide.
4. Existence of any social or economic communities of interest in the area if the commission determines they are relevant to the agency.
5. If the city or district provides water, sewer, or fire, the present and probable need for those services of any disadvantaged unincorporated communities within the existing sphere.

³ Exceptions in which jurisdictional boundary changes do not require consistency with the affected agencies’ spheres include annexations of State correctional facilities or annexations to cities involving city owned lands used for municipal purposes.

Municipal Service Reviews

Municipal service reviews are comprehensive studies of the availability, range, and sufficiency of governmental services provided within a defined geographic area. LAFCOs generally prepare or update municipal service reviews to explicitly inform subsequent sphere determinations as required by the Legislature. LAFCOs also prepare municipal service reviews irrespective of making any specific sphere determinations in order to obtain and provide current information contributing to the overall orderly development of local communities.

Municipal service reviews vary in scope and can focus on a particular agency or governmental service. LAFCOs may use the information generated from municipal service reviews to initiate other actions under their authority, such as forming, consolidating, or dissolving one or more local agencies. All municipal service reviews – regardless of their intended purpose – culminate with LAFCOs preparing written statements addressing seven specific service factors listed under G.C. Section 56430. This includes, most notably, infrastructure needs or deficiencies, growth and population trends, and financial standing. The seven mandated service factors are summarized in the following table.

Municipal Service Reviews: Mandatory Written Statements

1. Growth and population projections for the affected area.
2. Location and characteristics of any disadvantaged unincorporated communities within or contiguous to affected spheres of influence.⁴
3. Present and planned capacity of public facilities, adequacy of public services, and infrastructure needs or deficiencies.
4. Financial ability of agencies to provide services.
5. Status and opportunities for shared facilities.
6. Accountability for community service needs, including structure and operational efficiencies.
7. Matters relating to effective or efficient service delivery as required by LAFCO policy.

⁴ This determination was added to the municipal service review process by Senate Bill 244 effective January 1, 2012. The definition of “disadvantaged unincorporated community” is defined under G.C. Section 56330.5 to mean inhabited territory that constitutes all or a portion of an area with an annual median household income that is less than 80 percent of the statewide annual median household income; the latter amount currently totaling \$57,287.

III. OVERVIEW

1.0 Current Agency Operations

The City of Napa (“Napa”) provides a relatively full range of municipal services directly and highlighted by operating its own fire, police, and public works departments. Napa also contracts with outside agencies to provide additional municipal services, such as garbage collection and street cleaning.⁵ The City’s current total staffing is 475. Its adopted budget for Fiscal Year 2013-14 is \$66.4 million.

The current estimated population within Napa is 77,881; an amount representing a 2.5% overall – or approximately 0.3% annual – increase in population since the last sphere of influence update was completed in 2006. The City has responded to the 2008-12 economic downturn by controlling the growth of its staff and taking other measures to strengthen its financial standing, apparently without significant impact on service programs. Although a structural deficit has reduced the City’s reserve account balance during the recession, that deficit has been nearly eliminated as the recession has reached its end. Measures of infrastructure adequacy show results of management strategies that have maintained the City’s service capabilities under challenging circumstances.

As detailed in the Draft Municipal Service Review for the City of Napa submitted to LAFCO in October 2013, the City, with manageable exceptions, is capable of providing adequate municipal services to its current residents and anticipated population increase and remains appropriately accountable for provision of those services.

2.0 Background

2.1 Incorporation and Early Development

The City was incorporated in 1914 as a charter-law municipality governed by a five-member city council elected at large.⁶ Napa’s original boundaries spanned approximately 1.1 square miles in size and generally extended clockwise from Lincoln Avenue, Soscol Avenue, Elm Street, and York Street. Napa’s incorporation population was estimated at approximately 4,000 and modestly grew thereafter as the economy transitioned towards more industrial uses and highlighted by the establishment of several tanneries and flour mills. This gradual growth eventually expanded Napa’s boundary by the end of the 1930s to extend from Pueblo Avenue to the north and Imola Avenue to the south with an estimated population of 7,700.

Ambitious development policies enacted in the 1940s positioned Napa to become a large regional metropolitan community in step with growth trends throughout the San Francisco Bay Area. Markedly, and over the next forty years, Napa’s population growth rate continually exceeded the statewide average as wartime operations at nearby Basalt Rock and Mare Island created thousands of new jobs and demand for new housing; the latter of which were accommodated in Napa with the annexation and development of Westwood in the 1940s followed by the Bel Aire and Devita areas in the 1950s and produced a population of 22,200 by 1960. Napa anticipated additional growth would occur through the end of the

⁵ A notable exception with regards to the delivery of local municipal services involves wastewater, which is provided by the Napa Sanitation District.

⁶ Napa was originally incorporated in 1872 as a general-law municipality.

century and codified these expectations with the adoption of its first General Plan in 1969. The inaugural General Plan, which paralleled growth expectations codified a decade earlier by the County of Napa, contemplated Napa expanding north to Ragatz Lane and east to Wooden Valley Road by 1990 and result in a total population of 150,000.

2.2 Revised Growth and Development Policies

Napa's growth management policies aimed at becoming a large metropolitan community proved to be relatively short-lived, however, as a paradigm shift towards slower growth emerged and resulted in the City issuing an advisory ballot requesting residents to identify a preferred population total for 2000. The results of the advisory ballot led Napa to adopt a new General Plan in 1975 reducing the population projection to 75,000 by 2000 as well as establishing an urban growth boundary or Rural Urban Limit line (RUL). Subsequent updates to Napa's General Plan were adopted in 1982, 1986, and 1998 with the latter codifying policies and standards with respect to land use and development over the succeeding two decade period. Pertinently, the 1998 General Plan contemplates a total buildout population for Napa of 90,000 by 2020.

3.0 Current and Projected Population

Napa's current and permanent resident population is estimated at 77,881. This amount represents an overall population growth rate of 5.3% over the last 10 year period – or 0.5% annually – and marks the highest rate change among all six land use authorities in Napa County with the exception of the City of American Canyon.⁷ Napa's recent growth, notably, is characterized by two distinct episodes. Growth within the first half of the 10 year period was 1.7% before more than doubling to 3.6% over the second half. Further, this overall growth rate was three-fifths lower than the growth rate for the previous 10 year period, which was 13.3% or 1.3% annually between 1993 and 2003.

With respect to projections, and as detailed in the accompanying municipal service review, it is reasonable to assume Napa's annual population growth rate over the next 10 years within the existing sphere designation will match the growth rate from the previous decade and remain at or below 0.5%. Two factors provide substantive support for applying this projected annual growth rate. First, the rate parallels recent annual changes in Napa's population growth. Second, the rate is consistent with local employment and household estimates jointly prepared by ABAG and the Metropolitan Transportation Commission (MTC) as part of Plan Bay Area; a working planning document aimed at integrating transportation, land use, and housing decision-making consistent with Senate Bill 375 and its provisions to curb greenhouse gas emissions.⁸ If the preceding assumptions hold, Napa's permanent population is expected to increase to 79,828 by 2018 and 81,775 by 2023; the latter amount remaining below the 90,000 build-out population estimate tied to Napa's existing RUL.

⁷ American Canyon's population growth rate over the affected period was 52.7% and marked third among all 101 cities in the San Francisco Bay Area. (Brentwood and San Ramon, both in Contra Costa County, ranked first and second among all Bay Area cities in population growth during this period at 58.1% and 56.1%, respectively).

⁸ Plan Bay Area anticipates an overall annual population growth rate for the entire region of 1.0% over the next 30 years with the majority – over four-fifths – occurring in locally-defined priority development areas (PDAs) and infill-oriented areas near existing transportation corridors. There is only one PDA in Napa and it is located along Soscol Avenue between First Street and Imola Avenue and anchored by the Gasser Specific Plan that anticipates – among other things – building 500 units of high-density housing units.

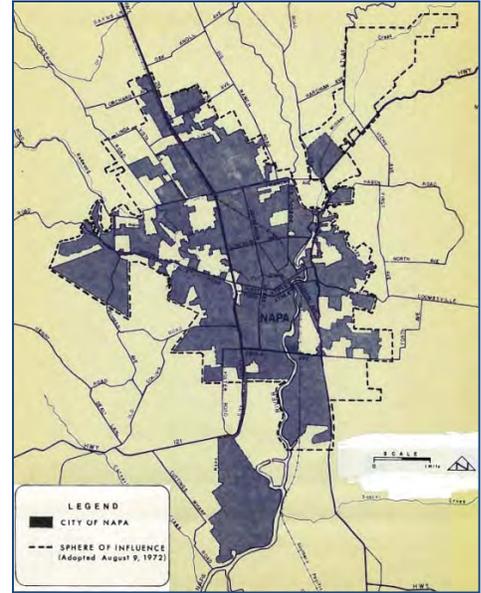
Projected Population Growth in Napa within Existing Sphere
(Napa LAFCO)

2013	2018	2023	Difference	Annual Percentage
77,881	79,828	81,775	3,894	0.5

4.0 Sphere of Influence

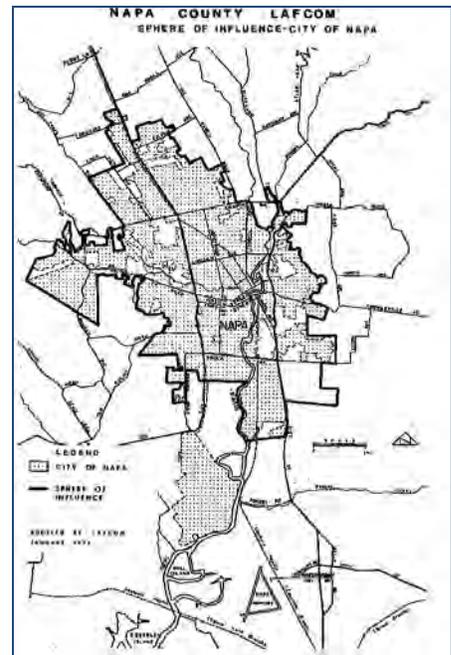
4.1 Establishment

Napa’s sphere was established by the Commission in 1972 to include nearly its entire 8,000 acre then-incorporated boundary – minus the Stanly Ranch area – along with approximately 5,200 acres of unincorporated land; the latter including the Napa State Hospital site, Monticello Road area, and Silverado Resort. The principal planning factor used by the Commission in establishing the sphere was to pair the availability of water and sewer service with expected and reasonable annexation requests within the next five to ten year period. Markedly, the adoption of the inaugural sphere culminated a four year process in which the Commission effectively included about one-half of the total area that had been requested by Napa; a request that included unincorporated lands extending as far north as Ragatz Lane and west into Carneros.



4.2 Update in 1976

The Commission initiated its own update to Napa’s sphere in 1976 to review and address new land use policies codified in the City’s new General Plan. The update was unanimously adopted by the Commission and significantly reduced the amount of unincorporated land within the sphere by approximately 2,400 acres or nearly one-fifth and marked by the removal of Silverado Resort and the adjacent Monticello Road area. The underlying criterion used by the Commission in redesignating the sphere was to generally align – although not uniformly – with Napa’s recently established RUL. The establishment of an RUL coincided with the County of Napa establishing a corresponding zoning assignment for all affected lands requiring annexation to Napa as an alternative to processing any new development applications. Notable examples of lands within the RUL excluded from the sphere included Stanly Ranch, Stewart Dairy, and Big Ranch Road.⁹



⁹ The 1976 update immediately facilitated 18 separate amendments through 2005. The majority of these amendments were engendered by petitions of property owners to facilitate residential development as part of concurrent annexation proposals. Notably, in approving these amendments, the Commission determined that there were consistencies between the general plans of the City and County of Napa with respect to the planned land uses of the affected territory.

4.3 Update in 2005

The Commission adopted a second comprehensive update to Napa’s sphere in 2005. This update, which was engendered by the earlier enactment of CKH and its cornerstone requirement that LAFCOs review and update each agency’s sphere by 2008 and every five years thereafter, expanded Napa’s sphere to include an additional 1,090 acres and further align with the RUL. These additional acres comprised six distinct study areas and highlighted by bringing in Stewart Dairy (also known as “Ghisletta” lands), Big Ranch Road, and Stanly Ranch. The substantive result of the second update was general consistency between the sphere and RUL with the lone difference involving the Commission’s continued inclusion of the Napa State Hospital.

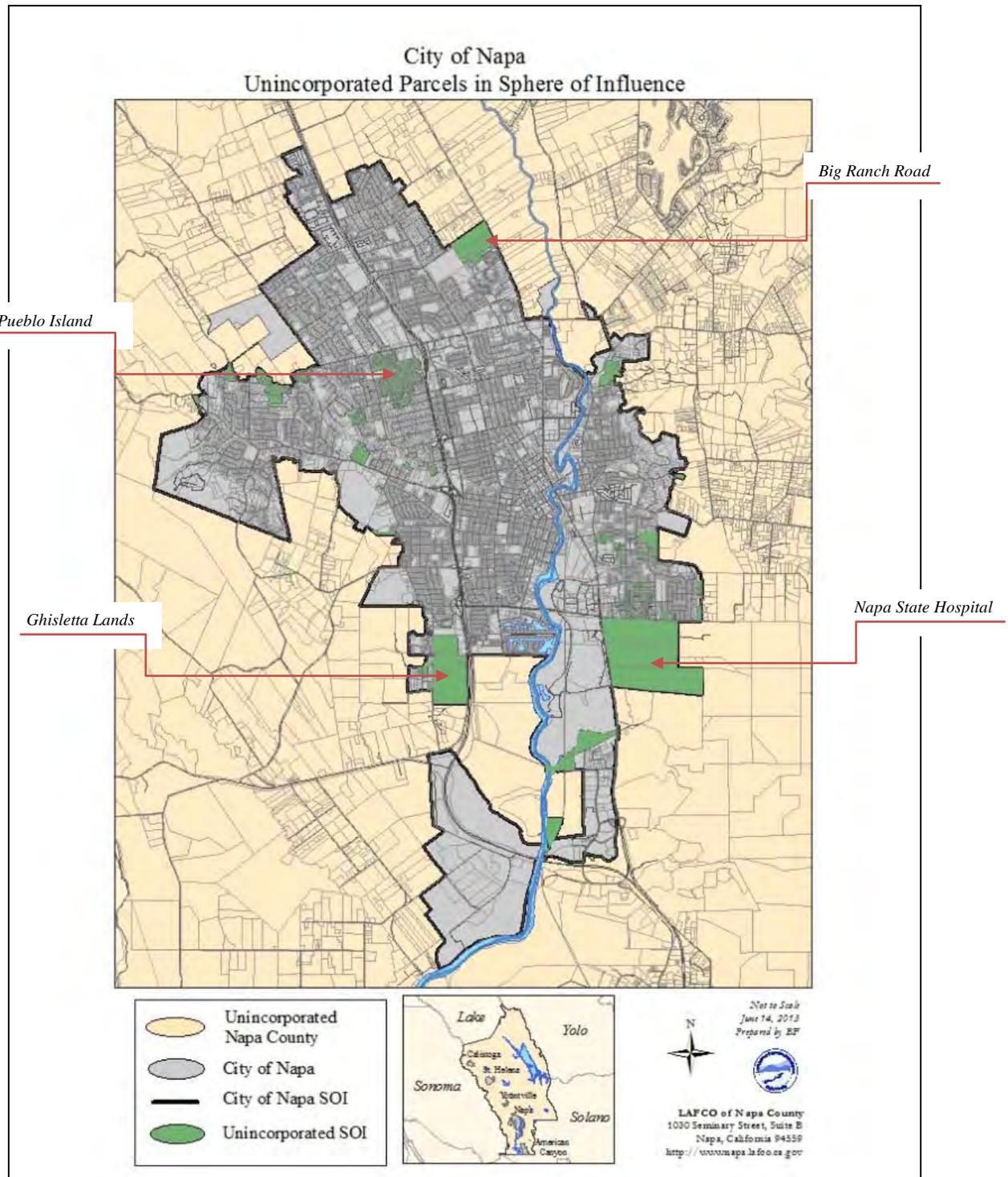
Since the 2005 SOI update, Napa LAFCO has approved 11 annexations of territory within the City’s sphere of influence totaling approximately 143 acres to the City of Napa as shown in the following table.

City of Napa Annexations Since 2006		
Year Approved	Proposal Name	Size (acres)
2013	Grandview Drive No. 1	1.1
	Forest Drive No. 2	6.0
	Imola Avenue No. 1	2.3
	Levitin Way No. 1	18.6
2012	Rosewood Lane No. 1	1.1
2011	N/A	0.0
2010	Trancas Crossing Park	33.3
2009	Big Ranch Road No. 1	20.1
2008	Silverado Trail No. 1	28.8
2007	Laurel Street No. 1	26.3
2006	El Centro No. 8	5.3
TOTAL		142.9

4.4 Current Composition

Napa’s sphere remains entirely intact from the last update and presently encompasses 19.7 square miles or 12,624 acres. There are a total of 967 entire and portions of five unincorporated lots covering 974 acres currently in the sphere and eligible for annexation or outside service extensions; the latter amount meaning 7.7% of acreage within the sphere remains unincorporated. The majority of these unincorporated lands lie within the 20 islands that are either entirely or substantially surrounded by Napa. A map highlighting the unincorporated lands already within the sphere is provided below.

There are close to 1,000 unincorporated acres in Napa’s sphere eligible for annexation or outside service extensions.



5.0 Relevant Planning and Service Factors

5.1 City of Napa

The Napa General Plan was comprehensively updated in 1998 and codifies land use and development policies for the City through 2020. Major and broad land use objectives within the General Plan include restricting development within the RUL and maintaining and cultivating distinct neighborhood characteristics. The General Plan also emphasizes redevelopment of the downtown area in step with the implementation of the Napa River/Napa Creek Flood Protection Project.¹⁰ All unincorporated lands located within the RUL – which currently total 594 acres – have been rezoned by Napa and, with limited exceptions, are assigned moderate to low residential densities. The General Plan contemplates a total resident population in Napa of 90,000 by 2020.

The Napa General Plan divides the RUL – which generally aligns with the existing sphere as described in the preceding section – into 12 distinct planning areas with residential designations comprising the north, east, and west perimeters. Residential density allowances range from two to 40 housing units per acre. Housing units overall have increased by 6.6% over the last ten years, rising by 1,873 since 2003 to a total of 30,295. Housing units constructed during this period has been fairly evenly divided between single family and multi-unit development with single family units comprising 55% of the total. Napa has also experienced a sizable increase in unoccupied residences with the residential vacancy rate rising from 4% in 2003 to approximately (and coincidentally) 6.6% currently.

It is pertinent to note Napa's water service area – as defined in a 1966 agreement between the City and the Napa County Flood Control and Water Conservation District – extends beyond the existing sphere and RUL and covers all lands south to Soscol Ridge, east to Silverado, west to Old Sonoma Notch, and north to Oak Knoll.¹¹ As of 2001, two separate and sequential approval processes are required for Napa to provide new or extended outside water service. First, Napa's Resolution No. 7 requires the City Council to approve making a request to the Commission for a new or extended outside water service connection with no less than four affirmative votes. Second, the Commission must make one of two determinations in authorizing an outside water service connection under G.C. Section 56133. If the affected territory lies within the existing sphere, the Commission may approve the outside connection so long as it determines it is in explicit anticipation of a future annexation. If the affected territory lies beyond the existing sphere, the Commission may approve the outside connection so long as it determines it addresses a present or impending threat to public health or safety.

¹⁰ The Napa River/Napa Creek Flood Protection Project was approved by all six local land use authorities in 1997 and funded through a voter-approved half cent sales tax (Measure A) in 1998. Key project activities include constructing a new bypass channel where the Napa River and Napa Creek converge to direct flood waters away from the downtown area and is scheduled to be completed in 2018.

¹¹ Napa's water service area also extends beyond and north of Oak Knoll to serve properties along Highways 29 and 128 that connect directly to the City's transmission line to Lake Hennessey.

5.2 County of Napa

The County General Plan was comprehensively updated in 2008 and codifies land use policies through 2030. The General Plan includes a vision statement for the County to moderate and direct growth in ways that minimize resource consumption and make the unincorporated area a sustainable rural community. The General Plan also incorporates and complements two voter initiatives strongly influencing growth in the unincorporated area commonly referred to as Measures “A” and “P.” Measure A was approved by voters in 1980 and subsequently re-adopted by the Board of Supervisors as an ordinance in 2000 and limits housing growth in the unincorporated area to 1.0% annually. Measure P was originally approved by voters in 1990 and subsequently extended in 2008 to prohibit the re-designation of unincorporated lands designated for agricultural or open space use to another category except by majority vote of the people through 2058. The County General Plan emphasizes and directs the majority of urban development to areas within the boundaries of the County’s five incorporated cities.

There are five distinct unincorporated areas immediately adjacent to Napa’s existing sphere designated under the County General Plan for an urban type use. Four of these adjacent urban designated areas – referred to by their principal roadway as “Monticello,” “Coombsville,” “Big Ranch,” and “Partrick” – are predominately built-out with low-density residential uses (sometimes including very small vineyards and private equestrian facilities) as provided under the General Plan. The fifth adjacent urban designated area – referred to as “Napa Pipe” – was a former industrial use site that has been recently re-designated from industrial to mix residential/commercial uses in anticipation of considering a development project submitted by the landowner.¹² All five of these adjacent urban designated areas lie outside the sphere and RUL.

5.3 Napa Sanitation District

NSD provides public wastewater collection, treatment, and disposal services within and adjacent to Napa’s existing sphere of influence and RUL. NSD is a dependent special district governed by an appointed five-member board with members appointed from both the Napa City Council and the County Board of Supervisors. Approximately 71% of NSD’s existing jurisdiction lies within the boundary of the City of Napa. There have been two separate reviews over the last 20 years to considering the merits of reorganizing NSD either as a subsidiary district of the City of Napa or as an independent sanitary district.¹³ The first formal review was initiated by NSD in 1995 in response to an earlier grand jury report. This review – prepared by a NSD subcommittee and in consultation with the Commission, Napa, and the County – produced a recommendation that was ultimately enacted through special legislation to increase the number of members on the governing board of the existing sanitation district from three to five with the two new seats belonging to members of the public and each getting appointed by Napa or the County.¹⁴ The second review was performed directly by the Commission as part of its inaugural municipal service review on NSD and included a determination finding that the current governance structure appropriately balances the interests of both Napa and the County while allowing NSD to remain independent in matters of local land use decisions.¹⁵

¹² The development project for Napa Pipe currently proposes a master planned community consisting of 945 townhome and apartment units, 150-room hotel, 50,000 square feet of office and retail space, and a 155,000 square foot Costco.

¹³ Government Code Section 57105 requires that 70% of a district’s geographic area and 70% of its registered voters lie within the boundary of a city in order for the district to become a subsidiary district of that city.

¹⁴ Reference is for California State Senate Bill 156 (Thompson) in 1995.

¹⁵ The municipal service review on NSD and the referenced determination was adopted by the Commission in April 2006.

IV. DISCUSSION

1.0 Objectives

The basic objective of this report is to identify and evaluate areas warranting consideration for inclusion in the City of Napa's sphere of influence as part of a scheduled update required by the State. This effort will culminate in a designated sphere of influence that represents a plan for the probable boundary and service area of the City of Napa that, in the Commission's independent judgment, will facilitate the sensible and timely development of the City consistent with the objectives of the Legislature as expressed in the Cortese-Knox-Hertzberg Act. Specific goals under this legislation include discouraging urban sprawl, preserving open-space and prime agricultural lands, and providing for the efficient extension of local government services.

The Commission's "Policy Determinations" were comprehensively updated in 2011 and provide general prescription in fulfilling its legislative objectives paired with responding appropriately to local conditions and circumstances. The Policy Determinations highlight the Commission's commitment to avoid the premature conversion of important agricultural or open-space lands for urban uses through a series of restrictive allowances. This includes a broad determination to exclude all agricultural or open-space lands from city and district spheres of influence with limited exceptions. An additional and closely related policy determination states the Commission's support for Measure "P" by assigning deference to the County General Plan as it relates to determining agricultural and open-space land use designations.¹⁶

2.0 Coverage Period

State law currently requires LAFCOs review and update each local agency's sphere by January 1, 2008 and every five years thereafter. Accordingly, it has been the practice of the Commission to update each local agency's sphere in a manner emphasizing a probable five year annexation or outside service area plan; actual boundary change approvals, however, are subject to separate analysis with particular emphasis on determining whether the timing of the proposed action is appropriate.¹⁷ This update's analysis is consistent with this practice.

¹⁶ Measure P – formerly Measure J – was initially enacted by Napa County voters in 1990 and prohibits the County from amending agricultural or open-space land use designations for urban uses without electorate approval through 2050. Measure P only applies to unincorporated lands designated for an agricultural or open space use prior to 2008.

¹⁷ LAFCOs are directed to consider 16 specific factors under G.C. Section 56668 anytime it reviews a proposed boundary change (i.e. annexation) for purposes of informing the appropriateness of the action. Additionally, it is Commission policy to discourage annexations to cities and districts involving undeveloped or underdeveloped lands without a known project or development plan.

V. STUDY AREAS

1.0 Criteria

This report and its analysis on potential sphere modifications for Napa is predicated on the policy interest of the Commission to facilitate Napa's logical development relevant to the factors prescribed by the Legislature and local needs as determined by the membership. Directly said, this update assesses whether a change to Napa's sphere is warranted either now and possibility in the future to facilitate the expansion of the incorporated boundary and/or service area under three distinct timing periods: primary; secondary, or tertiary. These timing periods are further described below.

- Primary Category (Probable Need in Next Five Years)
Areas that appear to merit consideration for inclusion into Napa's sphere to either facilitate an annexation or outside service extension based on existing policies and/or anticipated projects as part of this five year update.
- Secondary Category (Potential Need in Next 10-20 Years)
Areas that appear to merit some consideration for inclusion into Napa's sphere to either facilitate an annexation or outside service extension based on existing land use and policies as part of future updates.
- Tertiary Category (More Discussion in Future Updates)
Areas that do not appear to merit consideration for inclusion into Napa's sphere to either facilitate an annexation or outside service extension based on existing land use and policies in this or future updates. However, given local conditions, it would be appropriate for the Commission and interested parties – specifically Napa and the County – to discuss potential changes in land use policies and revisit the merits of adding these areas to the sphere in future updates.

2.0 Selection

Based on the criteria outlined in the preceding section, and in consultation with affected and interested parties, two primary study areas have been selected for detailed review as part of this update. These primary study areas are identified hereafter as “P-1” and “P-2” and evaluated for purposes of facilitating annexation and/or outside service extension within the next five years. Four additional study areas – hereafter identified as “S-1” through “S-4” – have been selected for limited review representing sites that potentially merit inclusion into the sphere beyond the five year coverage period for purposes of informing/guiding subsequent updates. Finally, 10 other study areas – hereafter identified as “T-1” through “T-10” – have been selected for limited review representing sites that may potentially merit inclusion into the sphere in the more distant future, but additional discussions among affected and interested parties are first needed to more fully inform the Commission. All study areas selected for review and divided between the three referenced timing categories are depicted in the following map.

3.0 Evaluation Factors

The evaluation of the 16 study areas selected for review as part of this report are organized to focus on addressing the five factors the Commission is required to consider anytime it makes a sphere determination under CKH. These five factors are: (a) present and planned uses; (b) present and probable need for public facilities and services; (c) present adequacy and capacity of public services; (d) existence of any social or economic communities of interest; and (e) if the agency provides water, sewer, or fire protection, present and probable need for these services for any disadvantaged unincorporated communities.

Discussion and staff's conclusions are offered for each study area relative to evaluating the preceding factors along with incorporating the policies of the Commission in administering the Cortese-Knox-Hertzberg Act in Napa County. This includes considering the merits of any proposed change relative to the Commission's five interrelated policies with respect to determining the appropriate sphere of influence as summarized below.

- The location of a city's sphere shall serve to promote appropriate urban uses as independently determined by the Commission with limited exceptions.
- A city's sphere should reflect existing and planned service capacities based on information independently analyzed by the Commission.
- Lands designated for agricultural or open-space uses shall not be included in a city's sphere for purposes of facilitating urban development unless special and merited circumstances exist as determined by the Commission.
- The Commission shall assign deference to the County General Plan in determining the appropriate location of urban uses while reserving discretion to address unique or otherwise pertinent considerations in support of sensible growth management.
- A city's sphere shall guide annexations and outside service extensions within a five-year planning period. Inclusion of land within a sphere, however, shall not be construed to indicate automatic approval of a subsequent annexation or outside service extension request; these requests will be considered on their own merits with deference assigned to timing.

VI. ANALYSIS

1.0 Primary Study Area

The Primary Study Area includes lands subject to known development projects that are near or adjacent to Napa's existing sphere that if approved would require one or more urban type of municipal services within the next five years. Two sub-areas (P-1 and P-2) have been identified for inclusion within the Primary Study Area and briefly identified as:

- P-1 consists of two unincorporated contiguous parcels totaling 155 acres. P-1 is commonly referred to as the Napa Pipe site and immediately southwest of the intersection of Kaiser and Basalt Roads.
- P-2 is consists of two unincorporated contiguous parcels totaling 82 acres. P-2 is commonly referred to as the County Jail site and immediately east of the intersection of State Highway 221 and Basalt Road.

1.1 Napa Pipe (P-1)

The Napa Pipe area is comprised of two parcels totaling 155 acres located on the east bank of the Napa River approximately three miles south of downtown Napa. The area is contiguous to and surrounded on three sides by the City's present boundary. Access to the site is exclusively by means of the City's street network, most notably Kaiser Road west of the Napa Vallejo Highway (Highway 221). A portion of the site (18.5 acres) at the southern end is already within the City's sphere of influence. The site is flat with industrial and office park uses to the east and south. Part of the site and adjacent areas are wetlands.

Present and Planned Land Use

In a recent amendment to its General Plan, Sub-Area P-1 was recently re-designated by the County primarily (other than a 19 acre "reserve" area) as "Napa Pipe Mixed Use," a transitional land use category that contemplates a broad range of residential and commercial uses including high-density, senior and other housing types, hotel, retail, office, light industrial and recreational land uses. The County has adopted a Final Environmental Impact Report (FEIR), a statement of overriding considerations and a mitigation monitoring and reporting program for amendments to the General Plan to accommodate development of Napa Pipe.

Napa County and the City of Napa are currently engaged in a joint planning effort for this area that contemplates initiation of development activity under the County's jurisdiction and eventual annexation of the entire area to the City as memorialized in a Memorandum of Understanding (MOU) adopted by both parties earlier this year. The MOU sets out a process that encompasses a series of County-City agreements necessary to accomplish this goal, including a development agreement and other agreements on tax sharing, development standards and design guidelines. The project area is outside of the City's RUL; therefore, any action to annex the territory to the City would first require voter approval of an amendment to the RUL.

The subsequent and ongoing planning activities affecting this site are expected to take the form of inter-governmental planning efforts reflected in these agreements which are intended to coordinate the policy objectives of the City and County with regard to housing, population growth and development standards. The project anticipates, among many other milestones, favorable action by LAFCO to include the site in the City's sphere of influence, followed by voter approval of the City's RUL, and then followed by development of the site. Development would occur in phases which would be initiated under the County's jurisdiction and annexed to the City prior to completion.

Present and Probable Need for Public Facilities and Services

This area is a currently disused industrial/manufacturing site. If development of the Napa Pipe site is approved as proposed, the project will require the full range of services provided by the City of Napa, especially water, public safety and public works services.

The project as proposed includes construction of all on-site infrastructure to serve the mix of uses included in the project, financing for those facilities and services through standard sources of tax revenue as well as community facilities districts and homeowners/property owners associations. The project's new housing and non-residential uses will create significant demand for municipal services from the City's transportation, water, police, fire, library and other services that the City is uniquely capable of providing.

Present Capacity and Adequacy of Public Services

The City's capacity to provide adequate services to the Napa Pipe site with proposed mixed use development is generally established in two parts: 1) Facilities and service capacities described in the Municipal Service Review for the Central County Region, Draft Section on City of Napa, and, 2) The description of the Napa Pipe project, including the mitigation measures adopted by the County in its process to amend its General Plan. There remain some limited issues requiring further study and mitigation, such as expansion of off-site water transmission facilities and emergency service response times. However, these issues remain subject to the ongoing City-County planning and development approval process, thereby requiring resolution prior to final project approval.

Social and Economic Communities of Interest

Due to the proximity of (and access to) the Napa Pipe site to the incorporated area of the City of Napa, development of the Napa Pipe project in intensive mixed urban uses would create the most basic communities of interest between the project site and the City's currently incorporated area. Potential communities of interest would include the participation of project area residents and businesses in the civic institutions and activities in the City of Napa (school attendance, service organizations, sports leagues etc.), patronage or market areas in common for commercial activity in both the project area and existing City enterprises.

Present and Probable Need for Public Services for Disadvantaged Unincorporated Communities

Neither inclusion of the Napa Pipe site within the sphere of influence of the City of Napa nor its anticipated development is related to the need for public services for disadvantaged unincorporated communities. No disadvantaged unincorporated communities meeting the definition under State law have been identified anywhere in Napa County.

Recommendation

The Napa Pipe site has been in industrial and other non-agricultural uses for many years. Re-development of the site within the City's boundary and sphere of influence would be consistent with various policies adopted by LAFCO, the County of Napa and City of Napa promoting urban development within city boundaries.

Redevelopment of the Napa Pipe area is apparently immanent. Both the demand for City services and the ability of the City to provide those services have been documented in the Commission's current Service Review and in various documents associated with development review and environmental review of the proposed project. Staff recommends that the Commission amend the sphere of influence of the City of Napa to include the Napa Pipe site on the basis of:

- The site's geographic relationship to the City boundary, services and facilities;
- Consistency with relevant plans and policies;
- The significant commitments of public planning effort on the part of the City and the County to coordinate development of the site;
- The necessary role of LAFCO in the sequence of steps required to implement a multi-jurisdictional planning effort.

1.2 County Jail Site (P-2)

Sub-Area P-2, the County Jail Site, is located on unincorporated land approximately two miles southeast of Downtown Napa. The site is made up of two parcels totaling 80 acres contiguous to the boundary of the City of Napa on the east side of Soscol Avenue (Napa-Vallejo Highway/State Route 221) immediately south of Napa State Hospital.

Present and Planned Land Use

The current land use of the jail site area is described in the County Jail Project Draft Environmental Impact Report ("DEIR", August 16, 2013), "Portions of both parcels are currently used for equipment storage, retail and wholesale of building materials and an impound yard for a local towing company. The eastern parcel is dominated by a large, oblong warehouse. The western parcel contains a complex of eight abandoned industrial buildings; two small modern buildings; and a rectangular, open bay, partitioned sand/gravel storage area."

The project would re-designate the site from "Study Area" to "Public Institution" in the County General Plan.

Present and Probable Need for Public Facilities and Services

Napa County initiated an Adult Correctional System Master Plan in 2004 that identified deficiencies in programs, practices and capacity of the County's jail facilities. In order to address the identified correctional system needs, the County proposes phased construction of new facilities to replace the existing jail in downtown Napa.

The project description consists of a new jail and a "staff secure facility." Again as described in the DEIR, "The jail would be designed with an initial capacity of 366 beds, but would include core support facilities designed for expansion and occupancy of up to 526 beds in the event the County needs to add bed capacity at some point in the future. Ancillary facilities would include a storage and maintenance unit, administrative offices, food services, laundry, medical and mental health units, programming rooms, visiting areas, and inmate intake and release." The Staff Secure Facility "... would house 50 to 100 additional inmates, and would serve as a transitional step for inmates moving back to the community. The facility would also provide programming space, recreational areas, and staff offices, as well as kitchen and laundry space."

The project would require extension of utilities, including water service from the City of Napa and sewer service from Napa Sanitation District. The project site lies outside the City's boundary and sphere of influence. Expansion of the City's sphere of influence would allow extension of water service either following annexation to the City or by approval of an outside service agreement with the City. The County has no announced plan to seek annexation of the site or amendment to the City's RUL. If the site is added to the City's sphere of influence, a four-fifths vote of the City Council would be required to seek LAFCO's approval of extension of water service in the absence of annexation.

Present Capacity and Adequacy of Public Services

The City's capacity to provide adequate services to the County Jail site's correctional facilities is established in two parts: 1) facilities and service capacities described in the Municipal Service Review for the Central County Region, Draft Section on City of Napa; and, 2) the more focused conclusions of the DEIR for the County Jail. Water service is available from the City's main transmission line on the west side of Soscol Avenue. Water supply is adequate, given the City's ability to manage water shortages in a single dry year scenario, as discussed in both source documents.

Mitigation measures proposed in the DEIR will address traffic impacts of the new facility. The nature of the jail facility, with its residents incarcerated, indicates that demand for other City services such as police protection, library and community development would be minimal or similar to service demand from the existing jail.

Social and Economic Communities of Interest

Although there is no compelling necessity for a jail facility to be sited within the same jurisdiction as the population it serves, some substantial proportion of both staff and inmate population of the County Jail will be residents of the City of Napa. In addition, employment, social and recreational opportunities for released or transitioning inmates housed in the staff secure facility at the jail would be most immediately available in the City of Napa, now adjacent to the jail site. At least to this extent, a community of interest may be expected to exist between the jail site and the City if and when the jail is built.

Present and Probable Need for Public Services for Disadvantaged Unincorporated Communities

No disadvantaged unincorporated communities meeting the definition under State law have been identified anywhere in Napa County.

Recommendation

Like the Napa Pipe site, the site for the proposed County Jail facility has been in industrial use for many years. Re-development of the site within the City’s sphere of influence would be consistent with various policies adopted by LAFCO, the County of Napa and City of Napa promoting urban development within city boundaries.

The County is well-advanced in its planning process for the new jail having completed a Draft EIR and having acquired an option to purchase the site. Both the demand for City services and the ability of the City to provide those services have been documented in the Commission’s current Service Review and in various documents associated with environmental review of the proposed project. On the basis of significant commitments of public planning effort on the part of the County to plan and develop the site as well as the necessary role of LAFCO in provision of water service for the site, staff recommends that the Commission amend the sphere of influence of the City of Napa to include the County Jail site.

2.0 Secondary Study Area

The Secondary Study consists of four sub-areas in which outside service extensions within the next five to ten years may be justified based on existing policies and land use planning, but where justification for annexation to the City of doubtful in that timeframe. The four sub-areas are identified and summarized below.

**Napa SOI Subareas: Land Use Planning Characteristics – Secondary Study Area
(Source: Napa LAFCO)**

Subarea	Parcels	Acres	General Plan Designation	Zoning Standard
S-1: Coombsville	310	576.7	95% Rural Residential 5% Agriculture, Watershed and Open Space	Residential Country
S-2: El Centro Avenue	47	115.1	Rural Residential	Residential Country
S-3: Monticello Road	681	1,248.2	Rural Residential	85% Residential Country 13% Residential Single 1% Commercial Limited 1% Planned Development
S-4: Partrick Road	12	37.4	75% Rural Residential 25% Agriculture, Watershed and Open Space	Residential Country

As shown in the table, the four sub-areas are primarily rural residential areas with some agricultural and open space designations interspersed. Zoning in these areas is Residential Country and Residential Single. Each is outside the City’s general plan area and RUL, but not subject to the County’s Measure P restrictions on conversion of agricultural and open space lands.

These areas are characterized by average parcel sizes of two to three acres, typically with either exclusively residential use or with small-scale vineyard or equestrian uses. All four sub-

sub-areas are contiguous to the City’s boundary and have access through the City’s street network. Extensive portions of the Monticello area (S-3) and all of the Partrick Road area (S-4) receive water from the City through outside service extensions that either pre-date LAFCO’s authority to review such extensions or that the Commission has approved since 1993. The other two areas rely on groundwater. Some level of further demand for City water service may be expected to emerge in the future as a result of individual well problems or other localized conditions. The use of recycled wastewater for application to vineyards or other non-residential uses may also be a long-term possibility in the Coombsville area (S-1).

In the development of this report, no indication of widespread community support for eventual annexation to the City has emerged in any of these areas. While some demand for City water service may be expected to arise as groundwater problems occur, there is no indication of demand for other City services to these areas.

Recommendation – Secondary Study Area

In the absence of City action to amend its General Plan and RUL, these sub-areas cannot be accurately described as part of the City’s “probable boundary and service area” as would be necessary under the definition of sphere of influence. However, underlying conditions, including local planning policy and demand for City services, may change over time. The purpose of defining and discussing secondary study areas is to alert the Commission, other local government agencies and the public of the proximity and nature of these sub-areas for future consideration.

Staff recommends that the Commission take no action to include any part of the Secondary Study Area in the sphere of influence of the City of Napa at this time. Unless otherwise directed by the Commission, staff will undertake no further analysis of inclusion of these areas in the sphere of influence of the City of Napa within this five-year update cycle.

3.0 Tertiary Study Area

The Tertiary Study consists of ten sub-areas in which the nature of the sub-areas and land use policy make the extension of water and other City services unlikely, but where there may be merit in re-evaluation in future land use planning and service review updates. The Ten sub-areas are identified and summarized below.

Napa SOI Subareas: Land Use Planning Characteristics – Tertiary Study Area (Source: Napa LAFCO)

Subarea	Parcels	Acres	General Plan Designation	Zoning Standard
T-1: McCormick Lane	4	173.4	Agriculture, Watershed and Open Space	Agricultural Watershed
T-2: Monte Vista Drive	1	4.4	Agriculture, Watershed and Open Space	Residential Country
T-3: Howard Lane	1	1.9	Agricultural Resource	Agricultural Preserve
T-4: Orchard Avenue	3	6.1	Agricultural Resource	Agricultural Preserve
T-5: Redwood Road	4	19.1	Agricultural Resource	Agricultural Preserve
T-6: West Silverado	5	25.2	Agricultural Resource	Agricultural Preserve
T-7: W. Old Sonoma Road	4	32.4	Agriculture, Watershed and Open Space	Agricultural Watershed
T-8: Wyatt Avenue	1	22.8	Agriculture, Watershed and Open Space	Agricultural Watershed
T-9: Penny Lane	17	37.1	Agriculture, Watershed and Open Space	Residential Country
T-10: Anderson Road	1	35.2	Agriculture, Watershed and Open Space	Agricultural Watershed: Airport Compatibility

As shown in the table, these sub-areas are designated for Agriculture, Watershed, Open Space and Agricultural Resource use categories. Zoning classifications within these sub-areas are Agricultural Watershed, Residential Country, Agricultural Preserve and Airport Compatibility. Each is outside the City's general plan area and RUL and all are subject to the County's Measure P restrictions on conversion of agricultural and open space lands. The County General Plan designations, Measure P restriction and parcel sizes in these sub-areas distinguish the Tertiary Study Area from other areas discussed in this report.

Parcel sizes in these sub-areas vary widely between two and 43 acres, with an overall average parcel size of approximately 25 acres. These sub-areas typically combine rural residential with small-scale agricultural use. All ten sub-areas are contiguous to the City's boundary and have access through the City's street network. None of the sub-areas receives water service from the City, relying instead on wells. As with the Secondary Study Area, some level of further demand for City water service may be expected to emerge in the future as a result of individual well problems or other localized conditions.

Again, in the development of this report, no indication of widespread community support for eventual annexation to the City has emerged in any of the Tertiary Study Area, though there are occasional letters from property owners interested in receiving water service from the City.

Recommendation – Tertiary Study Area

As is the case with the Secondary Study Area, these sub-areas cannot be accurately described as part of the City's "probable boundary and service area" due to their designation for agricultural and open space use under the County's General Plan and the absence of City action to amend its General Plan and RUL. The fact that the Tertiary Study Area is also covered by the County's restrictions against the conversion to urban use of agricultural and open space lands under Measure P further indicates the current improbability of considering these sub-areas as eligible for annexation to the City.

However, these sub-areas do include a component of residential use and each is contiguous to, and receives access from, the City's street system. Underlying conditions, including local planning policy and demand for City services, may change over time. The purpose of defining and discussing a Tertiary Study Area is to acknowledge these facts in the public record and to provide a beginning point to the next five-year update of the City's sphere of influence. In the short term, these sub-areas may be recognized by other agencies as of potential relevance to updates or amendments to City and County general plans.

Staff recommends that the Commission take no action to include any of the ten sub-areas of the Tertiary Study Area in the sphere of influence of the City of Napa at this time. Unless otherwise directed by the Commission, staff will undertake no further analysis of inclusion of these sub-areas in the sphere of influence of the City within this five-year update cycle.