



LAFCO MEETING AGENDA

August 6, 2007

4:00 P.M.

**Board Chambers, County Administration Building
1195 Third Street, Room 305
Napa, CA**

Jack Gingles, Chair
Brad Wagenknecht, Vice-Chair
Bill Dodd, Commissioner
Juliana Inman, Commissioner
Brian J. Kelly, Commissioner
Cindy Coffey, Alternate Commissioner
Mark Luce, Alternate Commissioner
Gregory Rodeno, Alternate Commissioner

Keene Simonds, Executive Officer
Jacqueline Gong, Commission Counsel
Kathy Mabry, Secretary

1. CALL TO ORDER; ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF MINUTES

Minutes of June 4, 2007

4. PUBLIC COMMENT

In this time period, anyone may comment to the Commission regarding any subject over which the Commission has jurisdiction, or request consideration to place an item on a future Agenda. No comments will be allowed involving any subject matter that is scheduled for hearing or discussion as part of this Agenda. Individuals will be limited to a three-minute presentation. No action will be taken by the Commission as a result of any item presented at this time.

5. CONSENT CALENDAR

Staff recommends approval of all items on the consent calendar without discussion. Proposed changes of organization or reorganization appearing on the consent calendar meet the provisions of applicable sections of the California Government Code that allow the Commission to waive subsequent protest proceedings.

a) Authorization to Approve Audit Expenditure (Action)

The Commission will consider authorizing the Executive Officer to enter into an agreement with a public accounting firm for the preparation of an independent audit for the 2006-2007 fiscal year.

b) Fourth Quarter Budget Report for Fiscal Year 2006-2007 (Information)

The Commission will receive a fourth quarter budget report for the 2006-2007 fiscal year. The budget report summarizes LAFCO's overall expenses through the end of the fiscal year and is being presented to the Commission to receive and file.

c) Close of Accounting Records for Fiscal Year 2006-2007 (Information)

The Commission will receive a report from staff on the close of the accounting records for the 2006-2007 fiscal year.

6. PUBLIC HEARING ITEMS

a) Browns Valley Road No. 11 District Annexation to Napa Sanitation District

The Commission will consider an application by a property owner to annex approximately 0.77 acres of incorporated territory to the Napa Sanitation District to facilitate the extension of sewer to their single-family residence. As part of the application, the Commission will also consider a negative declaration confirming the findings of an initial study prepared by staff that the annexation will not have a significant effect on the environment. (County of Napa Assessor Parcel Number: 050-180-008)

7. COMMISSION ACTION ITEMS

a) ***El Centro Avenue No. 9 Reorganization***

The Commission will consider an application by the City of Napa to annex approximately 6.74 acres of unincorporated territory. The proposal has been reclassified as a reorganization because the affected territory is in County Service Area No. 4 and subject to automatic detachment proceedings. As part of the proposal, staff is recommending that the Commission waive detachment proceedings for one of the two affected parcels. (County of Napa Assessor Parcel Numbers: 038-361-009 and 038-091-013)

b) **Town of Yountville: Municipal Service Review and Sphere of Influence Review**

The Commission will receive two reports as part of its scheduled municipal service review and sphere of influence review of the Town of Yountville. The Commission will consider resolutions adopting the determinations and recommendations included in both reports pursuant to California Government Codes §56340 and §56425, respectively.

c) **2007 CALAFCO Business Meeting**

The Commission will consider appointing a delegate and alternate delegate for the 2007 CALAFCO Business Meeting. The meeting is scheduled for Thursday, August 30, 2007 in Sacramento.

d) **Authorization to Negotiate Contract for Consultant Services**

The Commission will consider authorizing the Executive Officer to negotiate a contract for consultant services to prepare municipal service reviews pursuant to California Government Code §56340.

8. COMMISSION DISCUSSION ITEMS

a) **American Canyon Fire Protection District – Sphere of Influence Review**

The Commission will receive a report from staff identifying final study categories and evaluation criteria for the scheduled sphere of influence review of the American Canyon Fire Protection District. The report is being presented to the Commission for discussion.

b) **Legislative Report**

The Commission will receive a report from staff on the current session of the California Legislature. The report summarizes the adopted legislative positions of CALAFCO and is being presented for discussion.

9. EXECUTIVE OFFICER REPORT

The Commission will receive a verbal report from the Executive Officer regarding current staff activities, communication, studies, and special projects. This includes the following items:

- California Government Code §56133
- United States Bureau of Reclamation
- Commission Workshop (August 20, 2007)
- CALAFCO Annual Conference

10. INFORMATION ITEMS

Information items are provided for the Commission to receive and file. The Commission may choose to discuss individual items or to receive and file the entire calendar.

a) **Active Proposals**

The Commission will receive a report from staff regarding active proposals.

11. CLOSED SESSION

None.

12. COMMISSIONER COMMENTS; REQUEST FOR FUTURE AGENDA ITEMS

13. ADJOURNMENT

Adjournment to Commission Workshop scheduled for Monday, August 20, 2007 at 11:00AM at the Yountville Community Hall. Next regular Commission meeting scheduled for October 1, 2007.

In compliance with the Americans with Disabilities Act, those requiring accommodation for this meeting should notify the Napa County Clerk of the Board's Office 24 hours prior to the meeting at (707) 253-4196.



Local Agency Formation Commission
LAFCO of Napa County

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

August 6, 2007
Agenda Item No. 5a

July 27, 2007

TO: Local Agency Formation Commission

FROM: Keene Simonds, Executive Officer

SUBJECT: Authorization to Approve Audit Expenditure (Consent – Action)

The Commission will consider authorizing the Executive Officer to enter into an agreement with a public accounting firm for the preparation of an independent audit for the 2006-2007 fiscal year.

It is the practice of the Commission to authorize the Executive Officer to enter into an agreement with a public accounting firm to conduct an independent audit of LAFCO's financial statements for the prior fiscal year. Bartig, Basler and Ray (BBR) have provided auditing services to LAFCO since 2002. BBR has provided the Executive Officer with an engagement letter for signature to prepare an independent audit of LAFCO for the 2006-2007 fiscal year. The cost of the audit will be \$4,500.

The Commission policies delegate the Executive Officer a not-to-exceed purchasing authority of \$3,000 per single transaction. The Executive Officer is seeking authorizing from the Commission to sign the attached engagement letter with BBR committing \$4,500 to the preparation of an independent audit for the 2006-2007 fiscal year.

Recommendation

It is recommended that the Commission take the following action:

- 1) Authorize the Executive Officer to sign the attached engagement letter with BBR for the preparation of an independent audit for the 2006-2007 fiscal year in the amount of \$4,500.

Respectfully submitted,

Keene Simonds
Executive Officer

Attachment:

~~1) Engagement Letter for Auditing Services~~

Jack Gingles, Chair
Mayor, City of Calistoga

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

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August 6, 2007
Agenda Item No. 5b

July 31, 2007

TO: Local Agency Formation Commission

FROM: Keene Simonds, Executive Officer

SUBJECT: Fourth Quarter Budget Report for Fiscal Year 2006-2007
(Consent: Information)

The Commission will receive a fourth quarter budget report for the 2006-2007 fiscal year. The budget report summarizes LAFCO's overall expenses through the end of the fiscal year and is being presented to the Commission to receive and file.

The fourth and final quarter of the Commission's 2006-2007 fiscal year ended on June 30, 2007. Overall expenses in the fiscal year totaled \$273,396, which represents 74% of the adopted operating budget (not including operating reserves or contingency funds). An overview of total expenses within LAFCO's three budget categories for the fiscal year follows.

Salaries and Benefits:

The Commission expended a total of \$197,446 on salaries and benefits during the fiscal year. These expenditures represent 73% of the total amount budgeted in the eight affected accounts. All accounts finished the fiscal year with zero balances or surpluses totaling \$71,243. This total surplus is primarily due to the extended vacancy of the analyst position, which was not filled until December 2006.

Services and Supplies:

The Commission expended \$75,950 on services and supplies during the fiscal year. These expenditures represent 75% of the total amount budgeted in the 13 affected accounts. Four accounts – professional services, property lease, publications, and legal – finished the fiscal year with shortfalls. A summary of expenditures in all four of these accounts follows.

- The professional services account covers the cost of the annual independent audit and services provided by the County Auditor-Controller's Office. Due to increased usage of the Auditor-Controller's Office, expenditures at the end of the fiscal year exceeded the budgeted amount by \$2,213, or 34%. Savings in other services and supplies accounts were used to cover this shortfall.

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- The property lease account is encumbered in full at the beginning of the fiscal year by the County Auditor-Controller's Office to cover LAFCO's lease agreement for office space at 1700 Second Street in Napa. LAFCO experienced a shortfall in this account in the amount of \$693 (3%) as a result of an amended lease agreement that was approved by the Commission following the adoption of the final budget. (The amended lease agreement establishes a fixed monthly rent rate of \$2,250 through June 2009.) Savings in other services and supplies accounts were used to cover this shortfall.
- The publications account covers all legal notices and related expenses. Due to advertisement and noticing costs associated with the alternate public member position, expenditures at the end of the fiscal year exceeded the budgeted amount by \$728, or 73%. Savings in other services and supplies accounts were used to cover this shortfall.
- The legal expense account covers services provided by Counsel Jackie Gong. Expenditures at the end of the fiscal year exceeded the budgeted amount by \$1,944, or 10%. The majority of this shortfall was generated in the second half of the fiscal year as a result of Counsel Gong assisting the Executive Officer in reviewing issues relating to outside service provision in south Napa County. Savings in other services and supplies accounts were used to cover this shortfall.

Operating Reserve and Contingency Funds:

The Commission did not expend any of its budgeted operating reserve or contingency funds during the fiscal year.

Please note that LAFCO's end-of-year expenses for 2006-2007 does not include charges for information technology services (ITS) provided by the County. LAFCO negotiated and budgeted \$17,991 for ITS in 2006-2007, which was deposited in the Management Information Services account and covers computer maintenance and network administration. Due to an oversight, the County did not charge LAFCO for ITS prior to the close of the 2006-2007 fiscal year. Staff is currently working with ITS and the County Auditor's Office to determine the appropriate steps to make a payment to ITS for services provided in 2006-2007.

Attachments:

~~1) General Line Item Budget: July 1, 2006 through June 30, 2007~~



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August 6, 2007
Agenda Item No. 5c

July 31, 2007

TO: Local Agency Formation Commission

FROM: Keene Simonds, Executive Officer

SUBJECT: Close of Accounting Records for Fiscal Year 2006-2007
(Consent: Information)

The Commission will receive a report from staff on the close of the accounting records for the 2006-2007 fiscal year.

The Executive Officer and the County of Napa Auditor's Office have completed the necessary actions to close the accounting records for the 2006-2007 fiscal year. LAFCO finished the fiscal year with revenues and unexpended funds totaling \$201,137. Principal revenues include application fees and interest earnings. Unexpended funds are drawn from surplus operating and reserve accounts that are funded through agency contributions. Unexpended funds in 2006-2007 are primarily attributed to the retention of all budgeted reserves along with the extended vacancy of the analyst position and the appointment of the Executive Officer at the entry point of the current salary range. Also, as detailed in Agenda Item No. 5b, LAFCO was not charged for information technology services due to a processing oversight by the County. This oversight has contributed an additional \$17,999 to the total unexpended fund amount. Staff is currently working with the County Auditor's Office on this issue and believes it is appropriate to subtract \$17,999 from the total unexpended fund amount for 2006-2007. This will help to ensure that sufficient funds are reserved in anticipation of making last year's ITS payment during the 2007-2008 fiscal year.

2006-2007: Revenues and Unexpended Funds

Agency Contributions:	\$183,361
Interest Earnings:	\$11,984
Application Fees:	\$5,600
Miscellaneous:	\$209
Subtotal:	\$201,137
Less 06-07 ITS Charge:	\$17,999
Total	\$183,155

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It is the practice of the Commission to return all revenues and unexpended funds to its six funding agencies in the form of credits toward their respective budget contributions for next year. Credits are calculated based on each agency's percentage share of the prior fiscal year budget. Agency credits for the 2007-2008 fiscal year are reflected in the attached allocation spreadsheet prepared by staff. Invoices for 2007-2008 will be prepared and sent to all six funding agencies by the County Auditor's Office in August.

Note: An expanded review of LAFCO's expenditures for the 2006-2007 fiscal year is provided as part of Agenda Item No. 5b ("Fourth Quarter Budget Report").

~~Attachment: as stated~~



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August 6, 2007
Agenda Item No. 6a

July 26, 2007

TO: Local Agency Formation Commission

FROM: Keene Simonds, Executive Officer

SUBJECT: *Browns Valley Road No. 11 District Annexation to Napa Sanitation District (Public Hearing)*

The Commission will consider an application by a property owner to annex approximately 0.77 acres of incorporated territory to the Napa Sanitation District to facilitate the extension of sewer to their single-family residence. As part of the application, the Commission will also consider a negative declaration confirming the findings of an initial study prepared by staff that the annexation will not have a significant effect on the environment.

Proposed is the annexation of approximately 0.77 acres of incorporated territory to the Napa Sanitation District (NSD). The property owner proposes annexation to facilitate the extension of public sewer service to an existing single-family residence, which is currently served by a septic system. NSD has adopted a resolution consenting to the annexation and attesting that it can adequately and economically provide services to the subject territory.

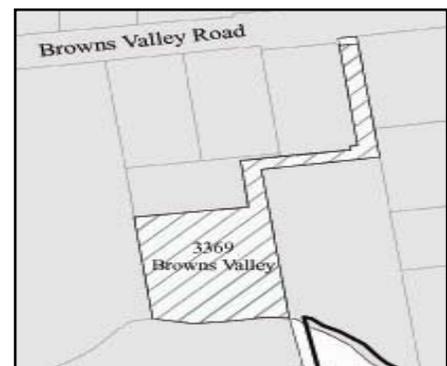
As part of the application, as lead agency under the California Environmental Quality Act (CEQA), the Commission is also responsible for making a determination regarding the potential impact of the annexation on the environment. Staff has prepared and circulated an initial study that concludes that the project – annexation of the subject territory to facilitate the extension of public sewer service – will not have a significant effect on the environment. Accordingly, a negative declaration has been prepared for consideration by the Commission.

GENERAL INFORMATION

Applicant: Rosalyn Corey, property owner.

Location: The subject territory is located at 3369 Browns Valley Road in the City of Napa. The County of Napa Assessor identifies the subject territory as 050-180-008.

Purpose: The applicant proposes annexation of 0.77 acres of incorporated territory to NSD to facilitate the extension of sewer service to an existing single-family residence.



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DISCUSSION AND ANALYSIS

Individual Factors for Consideration

California Government Code §56668 provides a list of factors to be considered in the review of a proposal. The Commission’s review shall include, but is not limited to, consideration of these factors. Additional information relating to these factors can be found in the attached *Justification of Proposal* completed by the applicant.

<p>(a) 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 incorporated and unincorporated areas, during the next 10 years.</p>	<p>The subject territory consists of one parcel that includes an existing single-family residence. Two people reside in the house.</p> <p>The subject territory lies immediately north of Browns Valley Creek. Topography within the surrounding area is characterized by relatively flat lands.</p> <p>The total assessed value of the subject territory is \$30,814.¹</p>
<p>(b) Need for organized community services; the present cost and adequacy of governmental 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.</p> <p>"Services," as used in this subdivision, refers to governmental services whether or not the services are services which would be provided by local agencies subject to this division, and includes the public facilities necessary to provide those services.</p>	<p>The annexation of the subject territory to NSD is advantageous with respect to facilitating the removal of a private septic system in a developed residential area. Annexation will enhance organized community services by establishing NSD as the sewer provider within the area.</p> <p>In 2006, LAFCO completed a municipal service review on NSD. The review concluded that NSD’s operations are guided by a master facilities plan that provides the District with an appropriate guide to control and upgrade the sewer system to meet current and planned service demands.</p> <p>NSD currently has an average-day sewer demand of 6.9 million gallons with a total-day capacity of 15.4 million gallons. With an expected use rate of 210 gallons per day by the existing residence, NSD has sufficient capacity and facilities to provide service to the subject territory without impacting current customers.</p>

¹ The annexation of the subject territory to NSD will not change property taxes. Existing tax rate areas (TRAs) will be matched to new TRAs. After annexation, NSD will be permitted to charge the property owners for sewer services using the County’s assessment rolls.

<p>(c) The effect of the proposed action and of alternative actions, on adjacent areas, on mutual social and economic interests, and on the local governmental structure of the county.</p>	<p>There would be no immediate change to the subject territory as a result of the annexation. The subject territory is substantially surrounded by properties that are already served by NSD.</p>
<p>(d) The conformity of both 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 Section 56377. (<i>Note: Section 56377 encourages preservation of agricultural and open-space lands.</i>)</p>	<p>Annexation of the subject territory to the NSD is consistent with the planned, orderly, and efficient patterns of urban development within the City of Napa.</p>
<p>(e) The effect of the proposal on maintaining the physical and economic integrity of agricultural lands, as defined by Section 56016.</p>	<p>The subject territory is located within an urbanized portion of the City of Napa. Extension of sewer service to the subject territory would not impact agricultural lands.</p>
<p>(f) 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.</p>	<p>The subject territory proposed for annexation is parcel-specific with boundary lines that are certain and identifiable.</p> <p>The applicant has submitted a map and geographic description of the subject territory that meet the requirements of the State Board of Equalization.</p>
<p>(g) Consistency with city or county general and specific plans.</p>	<p>The extension of public sewer service to the subject territory is consistent with the policies of the affected land use authority, the City of Napa. The City designates and zones the subject territory <i>Single-Family Residential – 42</i> and <i>Residential Single – 10</i>, respectively. These land use policies provide a maximum density of 4 dwelling units per acre and a minimum lot size of 10,000 square feet. Accordingly, at its maximum assigned density, the subject territory could be divided and developed to include as many as three residential parcels.</p> <p>* The maximum density for the subject territory of three total residences is based on its size of 0.77 acres and does not take into account other factors, such as right-of-ways.</p>

<p>(h) The sphere of influence of any local agency which may be applicable to the proposal being reviewed.</p>	<p>The subject territory lies within the adopted sphere of influence of NSD, which was comprehensively updated in August 2006. The proposal is consistent with the sphere of influence.</p>
<p>(i) The comments of any affected local agency or other public agency.</p>	<p>On April 26, 2007, LAFCO staff circulated copies of the application materials for review and comment from local public agencies. The following comment was received:</p> <ul style="list-style-type: none">• The County Auditor's Office commented that the application identifies an incorrect TRA for the affected parcel. The correct TRA is 002-054. The Auditor's Office also noted that the County taxroll shows the subject territory is 0.69 acres in size. This acre amount is different from the 0.77 identified by the applicant's licensed surveyor. Because the 0.77 acre amount provides for additional development under City land use policies, staff has used the surveyor's calculation to evaluate the potential service demands associated with the proposal. <p>No other substantive comments were received from local public agencies during the review of this proposal.</p>
<p>(j) 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.</p>	<p>NSD, through its resolution of consent, attests to its ability to extend sewer service to the subject territory in an economical and effective manner without impacting existing customers.</p>
<p>(k) Timely availability of water supplies adequate for projected needs as specified in Section 65352.5.</p>	<p>The subject territory is currently connected to the City of Napa's potable water system. No changes in water demand are anticipated as the result of this annexation.</p>
<p>(l) 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 consistent with Article 10.6 (commencing with Section 65580) of Chapter 3 of Division 1 of Title 7.</p>	<p>The subject territory is located within the City of Napa. Annexation of the subject territory to NSD will not impact the City or the County in terms of achieving their regional housing needs allocation.</p>
<p>(m) Any information or comments from the landowner or owners.</p>	<p>The property owner has provided her written consent to the annexation.</p>

(n) Any information relating to existing land use designations.	As noted, the City of Napa General Plan designates the subject territory as <i>Single-Family Residential - 42</i> . This designation is consistent with the current use on the subject territory and is compatible with the extension of public sewer service.
56668.3 Whether the proposed annexation 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.	The annexation is intended to benefit present and future owners of the subject territory by providing access to public sewer service. The annexation would additionally benefit neighbors and other residents of the City of Napa by removing a septic system in an urban area and in close proximity to the Browns Valley Creek.

Property Tax Agreement

In accordance with provisions of California Revenue and Taxation Code §99, the County of Napa and NSD by resolution of the Board of Supervisors have agreed that no exchange of property taxes will occur as a result of annexation of lands to the District.

Environmental Analysis

In accordance with the Commission's *CEQA Policy* and California Public Resources Code §21067, LAFCO serves as lead agency under CEQA with respect to evaluating the impacts of the proposed annexation on the environment. The Executive Officer has determined that the annexation constitutes a "project" under CEQA and does not qualify for an exemption. Accordingly, staff has prepared an initial study to consider and identify whether the project would have a significant effect on the environment using the prescribed checklist provided in Appendix G of the CEQA Guidelines.

The initial study concludes that the project will not have a significant effect on the environment. Less-than significant impacts have been identified involving cultural resources, population and housing, public services, and utilities and service systems. All of these less-than significant impacts are indirectly associated with the project and are based on the potential development of the subject territory. These impacts are considered less-than significant in context to existing standards and are adequately addressed in the service and planning documents of NSD as service provider and City of Napa as land use authority.

Drawing from the initial study, staff has prepared a negative declaration for the Commission to consider and adopt. The adoption of the negative declaration would fulfill the Commission's requirements under CEQA with respect to the annexation proposal.

ALTERNATIVES FOR COMMISSION ACTION

The Commission should take the following actions with respect to considering this proposal:

Step One: Open the public hearing and invite members of the audience to address the Commission regarding initial study and proposed negative declaration.

Step Two: Following the close of the public hearing, the Commission should consider taking one of the two following actions:

Option A (Approval):

- 1) Adopt the form of the attached resolution adopting a negative declaration for the proposed *Browns Valley Road No. 11 District Annexation to the Napa Sanitation District*; and
- 2) Adopt the form of the attached resolution approving the proposed *Browns Valley Road No. 11 District Annexation to the Napa Sanitation District*.

Option B (Continue):

- 1) If the Commission requires more information, continue this matter to a future meeting.

RECOMMENDATION

The Executive Officer recommends Option A: approval of the negative declaration and proposed *Browns Valley Road No. 11 District Annexation to the Napa Sanitation District*.

Respectfully submitted,

Keene Simonds
Executive Officer

Attachments:

- ~~1) LAFCO Aerial Map~~
- ~~2) Initial Study~~
- ~~3) Draft LAFCO Resolution: Approving a Negative Declaration~~
- ~~4) Draft LAFCO Resolution: Approving Annexation~~
- ~~5) Justification of Proposal~~
- ~~6) NSD Resolution No. 07-013~~

LAFCO of Napa County
1700 Second Street, Suite 268
Napa, CA 94559

July 12, 2007

INITIAL STUDY AND ENVIRONMENTAL CHECKLIST

1. Project Title: *Browns Valley Road No. 11 District Annexation to the Napa Sanitation District*
2. Lead Agency: LAFCO of Napa County
1700 Second Street, Suite 268
Napa, CA 94559
3. Contact Person: Keene Simonds, Executive Officer
(707) 259-8645
4. Project Location: The location of the project is 3369 Browns Valley Road in the City of Napa. The County of Napa Assessor's Office identifies the affected assessor parcel as 050-180-008.
5. Project Sponsor: LAFCO of Napa County
1700 Second Street, Suite 268
Napa, CA 94559
6. General Plan Designation: The City of Napa designates the affected parcel as *Single-Family Residential – 42*. This designation allows for a density range of 0 to 4 dwelling units per acre.
7. Zoning Standard: The City of Napa zones the affected parcel as *Single-Family Residential – 10*. This zoning standard requires a 10,000 square foot minimum lot size.
8. Description: The project involves the proposed annexation of 3369 Browns Valley Road to the Napa Sanitation District (NSD). The purpose of the annexation is to facilitate the extension of public sewer service to an existing single-family residence. This initial study includes an analysis of potential environmental impacts associated with the project.
9. Surrounding Setting: The project location is surrounded by existing urban residential uses to the north, east, and west. The south end of the project location is bounded by Browns Valley Creek.

10. Other Agency Approval: Future approval from NSD is required to provide actual sewer service to the affected area.

ENVIRONMENTAL FACTORS POTENTIALLY AFFECTED:

The environmental factors checked below potentially would be significantly affected by this project, as indicated by the checklist on the following pages.

- | | | |
|---|--|---|
| <input type="checkbox"/> Aesthetics | <input type="checkbox"/> Hazards & Hazardous Materials | <input type="checkbox"/> Public Services |
| <input type="checkbox"/> Agricultural Resources | <input type="checkbox"/> Hydrology/Water Quality | <input type="checkbox"/> Recreation |
| <input type="checkbox"/> Air Quality | <input type="checkbox"/> Land Use and Planning | <input type="checkbox"/> Transportation/Traffic |
| <input type="checkbox"/> Biological Resources | <input type="checkbox"/> Mineral Resources | <input type="checkbox"/> Utilities & Service Systems |
| <input type="checkbox"/> Cultural Resources | <input type="checkbox"/> Noise | <input type="checkbox"/> Mandatory Findings of Significance |
| <input type="checkbox"/> Geology and Soils | <input type="checkbox"/> Population and Housing | |

DETERMINATION:

On the basis of this initial evaluation:

- I find that the proposed project COULD NOT have a significant effect on the environment, and a NEGATIVE DECLARATION will be prepared.
- I find that although the proposed project could have a significant effect on the environment, there will not be a significant effect in this case because revisions in the project have been made by or agreed to by the project proponent. A MITIGATED NEGATIVE DECLARATION will be prepared.
- I find that the proposed project MAY have a significant effect on the environment, and an ENVIRONMENTAL IMPACT REPORT is required.
- I find that the proposed project MAY have a “potentially significant impact” or “potentially significant unless mitigated” impact on the environment, but at least one effect 1) has been adequately analyzed in an earlier document pursuant to applicable legal standards, and 2) has been addressed by mitigation measures based on the earlier analysis described in the attached sheets. An ENVIRONMENTAL IMPACT REPORT is required, but it must analyze only the effects that remain to be addressed.
- I find that although the proposed project could have a significant effect on the environment, because all potentially significant effects (a) have been analyzed adequately in an earlier EIR or NEGATIVE DECLARATION pursuant to applicable standards, and (b) have been avoided or mitigated pursuant to the earlier EIR or NEGATIVE DECLARATION, including revisions or mitigation measures that are imposed upon the proposed project. Nothing further is required.

Signature

Date

Keene Simonds
Print Name

LAFCO of Napa County
Lead Agency

ENVIRONMENTAL CHECKLIST

The following is the environmental checklist form presented in Appendix G of the CEQA Guidelines. The checklist form is used to describe the potential environmental impacts of the proposed project with respect to 17 factors prescribed for consideration. A brief discussion and analysis follows each environmental issue identified in the checklist.

For this checklist, the following four designations are used:

- **Potentially Significant Impact:** An impact that could be significant, and for which no mitigation has been identified. If any potentially significant impacts are identified, an Environmental Impact Report (EIR) must be prepared.
- **Potentially Significant Unless Mitigation Incorporated:** An impact that requires mitigation to reduce the impact to a less-than-significant level.
- **Less-Than-Significant Impact:** Any impact that would not be considered significant under CEQA relative to existing standards.
- **No Impact:** The project would not have any impact.

Issues	Potentially Significant Impact	Potentially Significant Unless Mitigation Incorporated	Less-Than-Significant Impact	No Impact
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1. AESTHETICS.

Would the project:

- | | | | | |
|--|--------------------------|--------------------------|--------------------------|-------------------------------------|
| a. Have a substantial adverse effect on a scenic vista? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| b. Substantially damage scenic resources, including, but not limited to, trees, rock outcroppings, and historic buildings within a State scenic highway? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| c. Substantially degrade the existing visual character or quality of the site and its surroundings? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| d. Create a new source of substantial light or glare, which would adversely affect day or nighttime views in the area? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Discussion/Analysis:

The proposed project involves the annexation of an existing single-family residence to NSD for the purpose of facilitating the extension of public sewer service. This project will not have a significant effect, direct, indirect or cumulative, on the aesthetics of the affected area. The project will not adversely effect scenic vistas, damage scenic resources, degrade visual character, or create new sources of light.

Issues	Potentially Significant Impact	Potentially Significant Unless Mitigation Incorporated	Less-Than-Significant Impact	No Impact
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2. AGRICULTURE RESOURCES:

In determining whether impacts to agricultural resources are significant environmental effects, lead agencies may refer to the California Agricultural Land Evaluation and Site Assessment Model (1997) prepared by the California Department of Conservation as an optional model to use in assessing impacts on agriculture and farmland. Would the project:

- | | | | | |
|---|--------------------------|--------------------------|--------------------------|-------------------------------------|
| a. Convert Prime Farmland, Unique Farmland, or Farmland of Statewide Importance (Farmland) as shown on the maps prepared pursuant to the Farmland Mapping and Monitoring Program of the California Resources Agency, to non-agricultural use? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| b. Conflict with existing zoning for agricultural use, or a Williamson Act contract? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| c. Involve other changes in the existing environment which, due to their location or nature, could result in loss of Farmland, to non-agricultural use? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Discussion/Analysis:

The proposed project involves the annexation of an existing single-family residence to NSD for the purpose of facilitating the extension of public sewer service. This project will not have a significant effect, direct, indirect or cumulative, on agricultural resources within the affected area. The project comprises territory that is designated and zoned for urban development by the City of Napa as the affected land use authority.

Issues	Potentially Significant Impact	Potentially Significant Unless Mitigation Incorporated	Less-Than-Significant Impact	No Impact
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3. AIR QUALITY.

Where available, the significance criteria established by the applicable air quality management or air pollution control district may be relied upon to make the following determinations. Would the project:

- | | | | | |
|---|--------------------------|--------------------------|--------------------------|-------------------------------------|
| a. Conflict with or obstruct implementation of the applicable air quality plan? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| b. Violate any air quality standard or contribute substantially to an existing or projected air quality violation? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| c. Result in a cumulatively considerable net increase of any criteria pollutant for which the project region is non-attainment under an applicable federal or state ambient air quality standard (including releasing emissions which exceed quantitative thresholds for ozone precursors)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| d. Expose sensitive receptors to substantial pollutant concentrations? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| e. Create objectionable odors affecting a substantial number of people? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Discussion/Analysis:

The proposed project involves the annexation of an existing single-family residence to NSD for the purpose of facilitating the extension of public sewer service. This project will not have a significant effect, direct, indirect or cumulative, on the air quality within the affected area. The project will not violate any air quality standards or create objectionable odors affecting a substantial number of people.

Issues	Potentially Significant Impact	Potentially Significant Unless Mitigation Incorporated	Less-Than-Significant Impact	No Impact
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4. BIOLOGICAL RESOURCES.

Would the project:

- | | | | | |
|--|--------------------------|--------------------------|--------------------------|-------------------------------------|
| a. Have a substantial adversely effect, either directly or through habitat modifications, on any species identified as a candidate, sensitive, or special status species in local or regional plans, policies, or regulations, or by the California Department of Fish and Game or US Fish and Wildlife Service? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| b. Have a substantial adverse impact on any riparian habitat or other sensitive natural community identified in local or regional plans, policies, and regulations or by the California Department of Fish and Game or US Fish and Wildlife Service? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| c. Have a substantial adverse effect on federally protected wetlands as defined by Section 404 of the Clean Water Act (including, but not limited to, marsh, vernal pool, coastal, etc.) through direct removal, filling, hydrological interruption, or other means? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| d. Interfere substantially with the movement of any native resident or migratory fish or wildlife species or with established resident or migratory wildlife corridors, or impede the use of wildlife nursery sites? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| e. Conflict with any local policies or ordinances protecting biological resources, such as a tree preservation policy or ordinance? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| f. Conflict with the provisions of an adopted Habitat Conservation Plan, Natural Conservation Community Plan, or other approved local, regional, or state habitat conservation plan? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Discussion/Analysis:

The proposed project involves the annexation of an existing single-family residence to NSD for the purpose of facilitating the extension of public sewer service. This project will not have a significant effect, direct, indirect or cumulative, on the biological resources within the affected area. The project will not effect local habitats, wetlands, fish, wildlife, or any state or local conservation plans.

Issues	Potentially Significant Impact	Potentially Significant Unless Mitigation Incorporated	Less-Than-Significant Impact	No Impact
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5. CULTURAL RESOURCES.

Would the project:

- | | | | | |
|--|--------------------------|--------------------------|-------------------------------------|-------------------------------------|
| a. Cause a substantial adverse change in the significance of a historical resource as defined in Section 15064.5? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| b. Cause a substantial adverse change in the significance of an archaeological resource pursuant to Section 15064.5? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| c. Directly or indirectly destroy a unique paleontological resource or site, or unique geologic feature? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| d. Disturb any human remains, including those interred outside of formal cemeteries. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Discussion/Analysis:

The proposed project involves the annexation of an existing single-family residence to NSD for the purpose of facilitating the extension of public sewer service. There are no historical landmarks located within the project location as determined by the State of California. The County of Napa’s archeological records confirm an archeological site one mile south of the project location as well as a possible site just west of the affected area. The City of Napa’s General Plan policy HR-6.2 requires investigation during the planning process of any parcel proposed for development within an archeologically sensitive area, which includes the affected area. City General Plan Policy HR-6.3 reinforces existing California State Public Resources Code governing finding of archeological resources. These two policies serve to mitigate potential indirect and cumulative impacts associated with the project regarding the underground extension of public sewer infrastructure upon archaeological resources and the impacts are considered less than significant.

Issues	Potentially Significant Impact	Potentially Significant Unless Mitigation Incorporated	Less-Than-Significant Impact	No Impact
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6. GEOLOGY AND SOILS.

Would the project:

- | | | | | |
|---|--------------------------|--------------------------|--------------------------|-------------------------------------|
| a. Expose people or structures to potential substantial adverse effects, including the risk of loss, injury, or death involving: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| i. Rupture of a known earthquake fault as delineated on the most recent Alquist - Priolo Earthquake Fault Zoning Map issued by the State Geologist for the area or based on other substantial evidence of a known fault? Refer to Division of Mines and Geology Special Publication 42. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| ii. Strong seismic ground shaking? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| iii. Seismic-related ground failure, including liquefaction? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| iv. Landslides? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| c. Result in substantial soil erosion? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| d. Be located on a geologic unit or soil that is unstable, or that would become unstable as a result of the project, and potentially result in on-or off-site landslide, lateral spreading, subsidence, liquefaction or collapse? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| e. Be located on expansive soils, as defined in Table 18-1-B of the Uniform Building Code (1994), creating substantial risks to life or property? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| e. Have soils incapable of adequately supporting the use of septic tanks or alternative wastewater disposal systems where sewers are not available for the disposal of wastewater? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Discussion/Analysis:

The proposed project involves the annexation of an existing single-family residence to NSD for the purpose of facilitating the extension of public sewer service. This project will not have a significant effect, direct, indirect or cumulative, on geology and soils within the affected area. The project is not within an Alquist Priolo Earthquake Fault Zone and will not contribute to soil erosion or exposing individuals or structures to loss, such as injury or death, resulting from earthquakes or landslides.

Issues	Potentially Significant Impact	Potentially Significant Unless Mitigation Incorporated	Less-Than-Significant Impact	No Impact
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7. HAZARDS & HAZARDOUS MATERIALS.

Would the project:

- | | | | | |
|--|---|---|---|---|
| a. Create a significant hazard to the public or the environment through the routine transport, use, or disposal of hazardous materials? | □ | □ | □ | ■ |
| b. Create a significant hazard to the public or the environment through reasonably foreseeable upset and accident conditions involving the release of hazardous materials into the environment? | □ | □ | □ | ■ |
| c. Emit hazardous emissions or handle hazardous or acutely hazardous materials, substances, or waste within one-quarter mile of an existing or proposed school? | □ | □ | □ | ■ |
| d. Be located on a site which is included on a list of hazardous materials sites compiled pursuant to Government Code Section 65962.5 and, as a result, would it create a significant hazard to the public or the environment? | □ | □ | □ | ■ |
| e. For a project located within an airport land use plan or, where such a plan has not been adopted, within two miles of a public airport or public use airport, would the project result in a safety hazard for people residing or working in the project area? | □ | □ | □ | ■ |
| f. For a project within the vicinity of a private airstrip, would the project result in a safety hazard for people residing or working in the project area? | □ | □ | □ | ■ |
| g. Impair implementation of or physically interfere with an adopted emergency response plan or emergency evacuation plan? | □ | □ | □ | ■ |
| h. Expose people or structures to the risk of loss, injury or death involving wildland fires, including where wildlands are adjacent to urbanized areas or where residences are intermixed with wildlands? | □ | □ | □ | ■ |

Discussion/Analysis:

The proposed project involves the annexation of an existing single-family residence to NSD for the purpose of facilitating the extension of public sewer service. The project will not have a significant effect, direct, indirect, or cumulative, with respect to creating hazards or hazardous materials within the affected area. The project will not create public hazards through the transport, release, or disposal of hazardous materials.

Issues	Potentially Significant Impact	Potentially Significant Unless Mitigation Incorporated	Less-Than-Significant Impact	No Impact
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8. HYDROLOGY & WATER QUALITY

Would the project:

- | | | | | |
|---|--------------------------|--------------------------|--------------------------|-------------------------------------|
| a. Violate any water quality standards or waste discharge requirements? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| b. Substantially deplete groundwater supplies or interfere substantially with groundwater recharge such that there would be a net deficit in aquifer volume or a lowering of the local groundwater table level (e.g., the production rate of pre-existing nearby wells would drop to a level which would not support existing land uses or planned uses for which permits have been granted)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| c. Substantially alter the existing drainage pattern of the site or area, including through the alteration of the course of a stream or river, in a manner which would result in substantial erosion or siltation on- or off-site? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| d. Substantially alter the existing drainage pattern of the site or area, including through the alteration of the course of a stream or river, or substantially increase the rate or amount of surface runoff in a manner which would result in flooding on- or off-site? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| e. Create or contribute runoff water which would exceed the capacity of existing or planned stormwater drainage systems to control? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| f. Otherwise substantially degrade water quality? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| h. Place housing within a 100-year floodplain, as mapped on a federal Flood Hazard Boundary or Flood Insurance Rate Map or other flood hazard delineation map? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| i. Place within a 100-year floodplain structures which would impede or redirect flood flows? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| j. Expose people or structures to a significant risk of loss, injury or death involving flooding, including flooding as a result of the failure of a levee or dam? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Issues	Potentially Significant Impact	Potentially Significant Unless Mitigation Incorporated	Less-Than-Significant Impact	No Impact
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- j. Inundation by seiche, tsunami, or mudflow?

Discussion/Analysis:

The proposed project involves the annexation of an existing single-family residence to NSD for the purpose of facilitating the extension of public sewer service. The project will not have a significant effect, direct, indirect or cumulative, on hydrology and water quality within the affected area. The project will not violate any water quality or wastewater discharge requirements or affect existing drainage or produce excess runoff.

Issues	Potentially Significant Impact	Potentially Significant Unless Mitigation Incorporated	Less-Than-Significant Impact	No Impact
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9. LAND USE PLANNING.

Would the project:

- | | | | | |
|---|--------------------------|--------------------------|--------------------------|-------------------------------------|
| a. Physically divide an established community? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| b. Conflict with any applicable land use plans, policies, or regulations of an agency with jurisdiction over the project (including, but not limited to the general plan, specific plan, local coastal program, or zoning ordinance) adopted for the purpose of avoiding or mitigating on environmental effect? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| c. Conflict with any applicable habitat conservation plan or natural communities conservation plan? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Discussion/Analysis:

The proposed project involves the annexation of an existing single-family residence to NSD for the purpose of facilitating the extension of public sewer service. This project will not have a significant effect, direct, indirect or cumulative, on land use planning for the affected area. The project is contemplated and consistent with the adopted land use policies of the City of Napa as the affected land use authority. No changes in land use authority will be engendered as a result of this project.

Issues	Potentially Significant Impact	Potentially Significant Unless Mitigation Incorporated	Less-Than-Significant Impact	No Impact
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10. MINERAL RESOURCES.

Would the project:

- | | | | | |
|---|--------------------------|--------------------------|--------------------------|-------------------------------------|
| a. Result in the loss of availability of a known mineral resource that would be of value to the region and the residents of the State? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| b. Result in the loss of availability of a locally important mineral resource recovery site delineated on a local general plan, specific plan or other land use plan? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Discussion/Analysis:

The proposed project involves the annexation of an existing single-family residence to NSD for the purpose of facilitating the extension of public sewer service. This project will not have a significant effect, direct, indirect or cumulative, on the mineral resources in the affected area. The project will not result in the loss of known valuable mineral resources.

Issues	Potentially Significant Impact	Potentially Significant Unless Mitigation Incorporated	Less-Than-Significant Impact	No Impact
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11. NOISE.

Would the project result in:

- | | | | | |
|---|--------------------------|--------------------------|--------------------------|-------------------------------------|
| a. Exposure of persons to or generation of noise levels in excess of standards established in the local general plan or noise ordinance, or applicable standards of other agencies? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| b. Exposure of persons to or generation of excessive groundborne vibration or groundborne noise levels? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| c. A substantial permanent increase in ambient noise levels in the project vicinity above levels existing without the project? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| d. A substantial temporary or periodic increase in ambient noise levels in the project vicinity above levels existing without the project? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| e. For a project located within an airport land use plan or, where such a plan has not been adopted, within two miles of a public airport or public use airport, would the project expose people residing or working in the project area to excessive noise levels? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| f. For a project within the vicinity of a private airstrip, would the project expose people residing or working in the project area to excessive noise levels? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Discussion/Analysis:

The proposed project involves the annexation of an existing single-family residence to NSD for the purpose of facilitating the extension of public sewer service. This project will not have a significant effect, direct, indirect, or cumulative, on noise in the affected area. The project will not expose individuals to excess groundborne vibrations or substantially increasing ambient noises, whether temporary, periodical, or permanent.

Issues	Potentially Significant Impact	Potentially Significant Unless Mitigation Incorporated	Less-Than-Significant Impact	No Impact
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12. POPULATION AND HOUSING.

Would the project:

- | | | | | |
|--|--------------------------|--------------------------|-------------------------------------|-------------------------------------|
| a. Induce substantial growth in an area, either directly (for example, by proposing new homes and businesses) or indirectly (for example, through extension of roads or other infrastructure)? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| b. Displace substantial numbers of existing housing, necessitating the construction of replacement housing elsewhere? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| c. Displace substantial numbers of people, necessitating the construction of replacement housing elsewhere? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Discussion/Analysis:

The proposed project involves the annexation of an existing single-family residence to NSD for the purpose of facilitating the extension of public sewer service. The project may indirectly support the future development of the affected area in a manner that effects population and housing. The City of Napa designates the affected parcel as *Single Family Residential - 42* with a zoning standard of *Single-Family Residential -10*. This zoning standard requires a minimum parcel size of 10,000 square feet and would permit an additional two residences on the parcel. Based on the California Department of Finance’s projection of 2.62 persons per household in the City of Napa, the affected area at buildout could have a population of between 5-6 persons. Buildout of the affected area at its prescribed maximum density will produce housing and population that is consistent with adjacent areas. These indirect and cumulative impacts associated with the project are adequately assessed by the City of Napa as land use authority in its General Plan and EIR and are considered less than significant.

Issues	Potentially Significant Impact	Potentially Significant Unless Mitigation Incorporated	Less-Than-Significant Impact	No Impact
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13. PUBLIC SERVICES.

Would the project result in substantial adverse physical impacts associated with the provision of new or physically altered governmental facilities, need for new or physically altered governmental facilities, the construction of which could cause significant environmental impacts, in order to maintain acceptable service ratios, response times or other performance objectives for any of the public services:

a. Fire protection?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Police protection?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Schools?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d. Parks?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e. Other public facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Discussion/Analysis:

The proposed project involves the annexation of an existing single-family residence to NSD for the purpose of facilitating the extension of public sewer service. The project may indirectly support the future development of the affected area in a manner that effects public services. The City of Napa designates the affected parcel as *Single Family Residential - 42* with a zoning standard of *Single-Family Residential -10*. This zoning standard requires a minimum parcel size of 10,000 square feet and would permit an additional two residences on the parcel. Based on the California Department of Finance’s projection of 2.62 persons per household in the City of Napa, the affected area at buildout could have a population of between 5-6 persons. Public service-related impacts associated with the City General Plan are assessed in the EIR’s “Community Services and Utilities” section on pages 3.4.1 to 4-2; 3.4-5 to 3.6 and 3.4-16 to 3.4-17. Buildout of the affected area at its prescribed maximum density will not produce new public service impacts that are not already adequately analyzed in the City General Plan and EIR. These indirect and cumulative impacts associated with the project are considered less than significant.

Issues	Potentially Significant Impact	Potentially Significant Unless Mitigation Incorporated	Less-Than-Significant Impact	No Impact
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14. RECREATION.

- | | | | | |
|--|--------------------------|--------------------------|--------------------------|-------------------------------------|
| a. Would the project increase the use of existing neighborhood and regional parks or other recreational facilities such that substantial physical deterioration of the facility would occur or be accelerated? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| b. Does the project include recreational facilities or require the construction or expansion of recreational facilities which might have an adverse physical effect on the environment? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Discussion/Analysis:

The proposed project involves the annexation of an existing single-family residence to NSD for the purpose of facilitating the extension of public sewer service. The project will not have a significant effect, direct, indirect or cumulative, on recreational services within the affected area. The project will not increase the use of existing neighborhood and regional parks or involve the construction or expansion of related facilities.

Issues	Potentially Significant Impact	Potentially Significant Unless Mitigation Incorporated	Less-Than-Significant Impact	No Impact
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15. TRANSPORTATION/CIRCULATION.

Would the project:

- | | | | | |
|--|--------------------------|--------------------------|--------------------------|-------------------------------------|
| a. Cause an increase in traffic which is substantial in relation to the existing traffic load and capacity of the street system (i.e., result in a substantial increase in either the number of vehicle trips, the volume to capacity ratio on roads, or congestion at intersections)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| b. Exceed, either individually or cumulatively, a level of service standard established by the County Congestion Management Agency for designated roads or highways? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| c. Result in a change in air traffic patterns, including either an increase in traffic levels or a change in location that results in substantial safety risks? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| d. Substantially increase hazards due to a design feature (e.g., sharp curves or dangerous intersections) or incompatible uses (e.g., farm equipment)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| e. Result in inadequate emergency access? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| f. Result in inadequate parking capacity? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| g. Conflict with adopted policies supporting alternative transportation (e.g., bus turnouts, bicycle racks)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Discussion/Analysis:

The proposed project involves the annexation of an existing single-family residence to NSD for the purpose of facilitating the extension of public sewer service. The project will not have a significant effect, direct, indirect or cumulative, with respect to transportation or circulation within the affected area. The project will not cause a substantial increase in street or air traffic patterns, create inadequate emergency access or parking capacity, or conflict with adopted transportation policies.

Issues	Potentially Significant Impact	Potentially Significant Unless Mitigation Incorporated	Less-Than-Significant Impact	No Impact
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16. UTILITIES & SERVICE SYSTEMS.

Would the project:

- | | | | | |
|--|--------------------------|--------------------------|-------------------------------------|-------------------------------------|
| a. Exceed wastewater treatment requirements of the applicable Regional Water Quality Board? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| b. Require or result in the construction of new water or wastewater treatment facilities or expansion of existing facilities, the construction of which could cause significant environmental effects? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Require or result in the construction of new storm water drainage facilities or expansion of existing facilities, the construction of which could cause significant environmental effects? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| d. Have sufficient water supplies available to serve the project from existing entitlements and resources, or are new or expanded entitlements needed? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| e. Result in a determination by the wastewater treatment provider which serves or may serve the project that it has adequate capacity to serve the project's projected demand in addition to its existing commitments? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| f. Be served by a landfill with sufficient permitted capacity to accommodate the project's solid waste disposal needs? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| g. Comply with federal, state, and local statutes and regulations related to solid waste? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Discussion/Analysis:

The proposed project involves the annexation of an existing single-family residence to NSD for the purpose of facilitating the extension of public sewer service. NSD currently has an average-day wastewater demand of 6.9 million gallons with a total-day capacity of 15.4 million gallons. With an expected demand of 210 gallons of wastewater per residence, NSD has sufficient capacity and facilities to serve the affected area without impacting the service levels of current customers. This capacity is also sufficient to accommodate the future buildout of the affected area, which would include a total of three residences per the City General Plan. These direct and cumulative impacts associated with the project are considered less than significant.

Issues	Potentially Significant Impact	Potentially Significant Unless Mitigation Incorporated	Less-Than-Significant Impact	No Impact
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17. MANDATORY FINDINGS OF SIGNIFICANCE.

- | | | | | |
|--|--------------------------|--------------------------|--------------------------|-------------------------------------|
| a. Does the project have the potential to degrade the quality of the environment, substantially reduce the habitat of a fish or wildlife species, cause a fish or wildlife population to drop below self-sustaining levels, threaten to eliminate a plant or animal community, reduce the number or restrict the range of a rare or endangered plant or animal or eliminate important examples of the major periods of California history or prehistory? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| b. Does the project have impacts that are individually limited, but cumulatively considerable? ("Cumulatively considerable" means that the incremental effects of a project are considerable when viewed in connection with the effects of past projects, the effects of other current projects, and the effects of probable future projects)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| c. Does the project have environmental effects which will cause substantial adverse effects on human beings, either directly or indirectly? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Discussion/Analysis:

The proposed project involves the annexation of an existing single-family residence to NSD for the purpose of facilitating the extension of public sewer service. This project will not have a significant effect, direct, indirect or cumulative, with respect to mandatory findings of significance within the affected area. The project does not degrade the quality of the environment or cause substantial adverse effects on individuals.

REFERENCES

Documents

- City of Napa, *General Plan Policy Document*, Adopted December 1998
- City of Napa, *General Plan Final Environmental Impact Report*, Adopted December 1998
- LAFCO of Napa County, *Comprehensive Study of Sanitation and Wastewater Treatment Providers*, 2005-2006
- Bass, Herson, and Bogdan, *CEQA Deskbook*, 2001

These documents are available for review at the LAFCO office located at 1700 Second Street, Suite 268, Napa.

Websites

- State of California: California Environmental Resources Evaluation System; Environmental Information by Geographic Area; Napa County; Historical and Cultural Resources: "California Historical Landmarks in Napa County," http://ceres.ca.gov/geo_area/counties/Napa/landmarks.html (June 13, 2007)
- State of California: California Geological Survey; Alquist-Priolo Earthquake Fault Zones; <http://www.consrv.ca.gov/CGS/rghm/ap/index.htm> (July 11, 2007)
- County of Napa GIS Parcel Mapping application. <http://2kgisweb/gisweb/InteractiveMap3.asp>



Local Agency Formation Commission
LAFCO of Napa County

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August 6, 2007
Agenda Item No. 7a

July 30, 2007

TO: Local Agency Formation Commission

FROM: Keene Simonds, Executive Officer

SUBJECT: *El Centro Avenue No. 9 Reorganization*

The Commission will consider an application by the City of Napa to annex approximately 6.74 acres of unincorporated territory. The proposal has been reclassified as a reorganization because the affected territory is in County Service Area No. 4 and subject to automatic detachment proceedings. As part of the proposal, staff is recommending that the Commission waive detachment proceedings for one of the two affected parcels.

The City of Napa ("City") proposes the annexation of approximately 6.74 acres of unincorporated territory consisting of two contiguous parcels. Both parcels include single-family residences and vineyards. Both parcels also comprise and represent an unincorporated island that is completely surrounded by the City. The purpose of the annexation is to facilitate the future subdivision and development of the larger of the two affected parcels under the land use authority of the City. No specific development plans exist at this time.

Both parcels included in the proposal are located in County Service Area (CSA) No. 4. State law specifies that territory shall be automatically detached from a CSA at the time of its annexation to a city unless the requirement is waived by the Commission. Based on local circumstances outlined in this report, staff is recommending that the Commission waive automatic detachment proceedings from CSA No. 4 for the larger of the two affected parcels. The proposal has been reclassified as a reorganization to account for the automatic detachment of the smaller of the two affected parcels from CSA No. 4 upon its annexation to the City.

Jack Gingles, Chair
Mayor, City of Calistoga

Juliana Inman, Commissioner
Councilmember, City of Napa

Cindy Coffey, Alternate Commissioner
Councilmember, City of American Canyon

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

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

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

Brian J. Kelly, Commissioner
Representative of the General Public

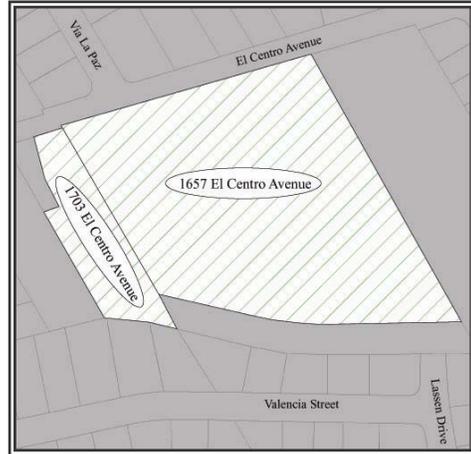
Gregory Rodeno, Alternate Commissioner
Representative of the General Public

Keene Simonds
Executive Officer

PROPOSAL SUMMARY

Applicant: City of Napa, by resolution.

Location: The subject territory includes two contiguous parcels located at 1657 and 1703 El Centro Avenue. The County of Napa Assessor's Office identifies these parcels as 038-361-009 and 038-091-013.



Purpose: The purpose of the annexation is to facilitate the future subdivision and development of 1657 El Centro Avenue under the land use authority of the City. 1703 El Centro Avenue has been added to the proposal to eliminate an existing unincorporated island. The City prezones and designates the entire subject territory for single and multi-family residential uses. No development plans exist at this time.

Consent: The proposal has 100% consent from all affected property owners. In addition, no subject agency has submitted written opposition to the Commission waiving protest proceedings.

BACKGROUND

In January 2007, the City received an annexation request from Aldo and Clementina Biale for their property located at 1657 El Centro Avenue. The property is 5.77 acres in size, includes a single-family residence and vineyard, and is part of an existing unincorporated island that is completely surrounded by the City. As part of an estate planning process, the property owners have indicated that they would like to eventually subdivide and develop the property in a manner that is consistent with the City General Plan. The property owners are seeking annexation at this time to initiate discussions with the City's Community Development Department, which will not process a development application until the subject territory is annexed.¹

Upon receipt of the annexation request for 1657 El Centro Avenue, the City contacted the property owners for 1703 El Centro Avenue. This property is 0.97 acres in size, includes a single-family residence and small vineyard, and represents the remaining portion of the aforementioned unincorporated island. The property owners, Alexander and Emily Gonsalves, have consented to the annexation.

¹ City of Napa Municipal Code §16.04.060.

Supplemental Background

At its October 2, 2006 meeting, the Commission approved the annexation of two adjacent parcels to the subject territory as part of the *El Centro Avenue No. 8 City Annexation to the City of Napa* proposal.² This earlier proposal was also engendered by Aldo and Clementina Biale for the purpose of facilitating the development of 1583 El Centro Avenue. However, at the time, the Biales' opposed expanding the annexation to include their primary residence at 1657 El Centro Avenue due to concerns that any improvements or modifications to their home requiring permits would trigger the need to conform to various City codes. These concerns were also conveyed by the Gonsalves' in their earlier opposition to annexing their residence at 1703 El Centro Avenue.

Following the Commission's October 2006 meeting, the Biales began consulting with an attorney as part of an estate planning process. Drawing from this consultation, the Biales are now seeking annexation of their property at 1657 El Centro Avenue to pursue future development opportunities with the City. The Gonsalves' have also reconsidered and now consent to annexing their property at 1703 El Centro Avenue.

DISCUSSION AND ANALYSIS

The proposed annexation involves 6.74 acres that has been designated and rezoned for single and multi-family residential development by the City. The subject territory is located within the City's sphere of influence and urban growth boundary ("RUL"). The subject territory is also within the County of Napa's urban reserve overlay zone, which specifies that the territory be annexed to the City prior to any additional development.

Staff has identified three specific issues that underlie the Commission's consideration of the proposal. These issues are summarized below and relate to 1) planned land uses, 2) timing of annexation, and 3) CSA No. 4.

Planned Land Uses

While no development plans exist at this time, it is anticipated that annexation will facilitate the subdivision and development of the larger of the two affected parcels located at 1657 El Centro Avenue within the near future. In the absence of a known project, it is the practice of LAFCO to assume that the entire subject territory will be developed to the maximum density currently allowed by the City. The City General Plan, which was updated in 1998, designates 1657 and 1703 El Centro Avenue as *Single-Family Residential – 20* and *Multi-Family Residential - 24*, respectively. These designations provide that as many as 46 single-family and 13 multi-family residences could be developed in the subject territory.

² Both parcels included in the *El Centro Avenue No. 8 City Annexation to the City of Napa* proposal were also located in CSA No. 4. One of the two affected parcels, located at 1583 El Centro, includes a planted vineyard and has been part of the CSA No. 4 assessment district since 2002. Regrettably, in processing the proposal, staff did not address the requirement that both parcels would be automatically detached from CSA No. 4 upon their annexation to the City unless waived by the Commission. With the annexation completed, both parcels have been detached from CSA No. 4 and 1583 El Centro Avenue is no longer eligible for assessment.

In 2003, the City revised its Zoning Ordinance to enhance consistency with the land use policies in the General Plan. As part of this process, the City affirmed and revised rezoning assignments for unincorporated territory located within its RUL. The City rezones 1657 El Centro Avenue as *Residential Single – 4*, which allows for detached residential development with minimum lot sizes of 4,000 square feet (0.9 acres). The City rezones 1703 El Centro Avenue as *Multi-Family Residential*, allowing attached residential development at medium to high densities as designated under the General Plan.

The annexation of the subject territory is consistent with the planned and probable use of the affected parcels as provided in the City General Plan and Zoning Ordinance. California Government Code §56375(e) restricts the City from changing the planned uses of the subject territory by requiring conformance with the current rezoning assignments for a period of two years after the completion of the annexation. This restriction helps to ensure that any immediate efforts to develop the subject territory will be confined to uses and densities that are contemplated as part of this proposal.

Timing of Annexation

The Commission is required to consider whether the timing of an annexation is appropriate in promoting the planned and orderly development of the affected agency. The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 emphasizes that the Commission consider the ability of the agency to extend and provide adequate services to the subject territory in a timely manner without impacting existing residents. The Commission is also directed to consider whether the annexation would result in the loss of agricultural or open-space lands.

With respect to the issue of service provision, staff has drawn on information collected and analyzed as part of LAFCO's municipal service review of the City, which was completed in April 2005. The municipal service review concluded that the City has generally established adequate capacities and controls to extend new services within its RUL in an efficient and economical manner. A review of this proposal indicates that the City has sufficient capacities and controls to extend services to the subject territory at a level and range necessary to accommodate the maximum density allowed under the City General Plan without impacting existing residents.

Law Enforcement

The County of Napa is currently responsible for providing law enforcement services to the subject territory. The closest County sheriff station to the subject territory is approximately 4.7 miles in distance and is located near the intersection of Solano Avenue and Vineyard View in the Town of Yountville. Upon annexation, the City would assume law enforcement services for the subject territory. The City's police station is approximately 2.9 miles in distance and is located near the intersection of First Street and Seminary Street. As documented in LAFCO's municipal service review of the City, the average response time for all high-priority calls is less than four minutes. It is not expected that the annexation of the subject territory will measurably impact City's response times.

Fire Protection and Emergency Medical

The County of Napa is currently responsible for providing fire protection and emergency medical services to the subject territory.³ The closest County fire station to the subject territory is approximately 2.7 miles in distance and is located near the intersection of Monticello Road and Atlas Peak Road. Upon annexation, the City would assume fire protection and emergency medical services for the subject territory. The closest City fire station to the subject territory is approximately 0.3 miles in distance and is located near the intersection of Solano Avenue and Trower Road. As documented in LAFCO's *Comprehensive Study of Fire Protection Services* (2006), the average response time for the City for all calls is less than five minutes, which exceeds the six minute standard recommended by the National Fire Protection Association. The subject territory is not located within an underserved area, and its annexation is not expected to measurably impact City response times.

Sewer

Both affected parcels receive sewer service from the Napa Sanitation District (NSD). NSD's sewer services are guided by a master facilities plan that projects future demands based on the densities allowed under City and County General Plans. This includes contemplating future sewer service demands for the subject territory at its maximum buildout under the City General Plan. In reviewing the annexation proposal and the potential for future development, NSD provided LAFCO with the following statement:

"The District has adequate downstream sewer facilities to serve the potential development of these two parcels in accordance with the City General Plan. A developer would be responsible for installing any local sanitary sewer infrastructure necessary to serve any proposed development in accordance with District standards."

³ The County has elected to contract for all fire administration and services with the California Department of Forestry and Fire Protection.

Water

Both affected parcels are dependent on groundwater. Upon annexation, both parcels would be allowed to connect to the City's public water system.⁴ As documented in LAFCO's *Comprehensive Water Service Study* (2004), the City has developed sufficient water supplies and treatment facilities to meet current and projected service demands within its RUL throughout buildout of the General Plan in 2020 under normal conditions. This includes contemplating future water service demands for the subject territory at its maximum buildout under the City General Plan.⁵

In terms of impacting agricultural or open-space lands, as discussed, both affected parcels include vineyards. The vineyard on 1657 El Centro Avenue is used for commercial production and meets the broad definition of "prime agricultural land" under California Government Code §56064.⁶ Although the annexation will likely result in the conversion of prime agricultural land to an urban use, staff believes that this transition is not premature as the subject territory is 1) completely surrounded by the City and 2) designated for urban development under the City and County General Plans. Staff believes that the timing of the proposed annexation is appropriate.

CSA No.4

CSA No. 4 serves as the government sponsor of a voter-approved assessment district that annually assesses properties that are one acre or more in size and include planted vineyards. Revenues generated from the assessment district fund the acquisition, construction, and operation of farmworker housing in Napa County. CSA No. 4 includes all unincorporated territory along with certain incorporated properties located in the Cities of Calistoga, Napa, St. Helena, and Town of Yountville.⁷ Both parcels comprising the subject territory are in CSA No. 4, and 1657 El Centro Avenue is part of the assessment district. The most recent annual assessment for 1657 El Centro Avenue was \$47.06.

⁴ The City does not require an annexed parcel to connect to its water system. However, if a development project is proposed, the City may condition the issuance of a building permit on first obtaining a water connection if it is determined that the project requires additional capacity.

⁵ The City does require additional storage capacity to ensure that adequate reserves are available during peak-demand periods. It is also anticipated that the City would experience water shortages in single-dry years beginning in 2020, necessitating involuntary conservation actions outlined in the City's adopted Water Shortage Contingency Plan.

⁶ The status of the subject territory as prime agricultural land precludes the proposal from qualifying for "island annexation proceedings" under California Government Code §56375.3. (Island annexation proceedings significantly limit the discretion of the Commission in disproving a proposal involving the annexation of an unincorporated island.

⁷ The Cities of Calistoga, Napa, St. Helena, and Town of Yountville passed resolutions during the formation proceedings consenting to the inclusion of certain properties with planted vineyards in their incorporated boundaries in CSA No. 4.

As mentioned, California Government Code §25210.90 specifies that territory in a CSA shall be automatically detached at the time it is annexed into a city. The intent of this code section is to avoid the duplication of services within the affected territory. However, recognizing that there are local circumstances in which the affected territory would benefit from remaining in a CSA, the Commission is authorized to waive the automatic detachment proceedings under California Government Code §56375(n). Specifically, the Commission can waive automatic detachment proceedings if it determines that it “would deprive an area of a service needed to ensure the health, safety, or welfare of the residents of the area and if it finds that the waiver would not affect the ability of a city to provide any service.”

The underlying tenet of CSA law is to provide counties with an alternative method of providing extended government services in specific unincorporated areas while localizing costs to those directly benefiting from the services provided.⁸ CSA No. 4’s powers are unique and drawn from special legislation that was enacted in 2002 to address the need for the public stewardship of farmworker housing in Napa County. Staff recognizes 1657 El Centro Avenue, which includes a commercial vineyard, benefits from the provision of safe and clean housing for farmworkers. Staff also recognizes that retaining the parcel in CSA No. 4 does not impact the City.

Based on the local circumstances summarized in the preceding paragraphs, staff believes it is appropriate for the Commission to waive automatic detachment proceedings for CSA No. 4 with respect to 1657 El Centro Avenue. Staff recommends that the waiver remain in effect until such time as the property – and any future related lots – no longer qualifies for payment of the CSA No. 4 assessment (i.e., no longer contains a planted vineyard of one or more acres). This condition would allow LAFCO to lift the waiver and complete detachment proceedings without further Commission action upon notification by CSA No. 4 that the parcel and any future related lots are no longer part of the assessment district.

Individual Factors for Consideration

California Government Code §56668 provides 14 factors to be considered in the review of an annexation proposal. The Commission’s review shall include, but is not limited to, consideration of these factors that are outlined and addressed below. Additional information relating to these factors can be found in the attached *Justification of Proposal* completed by the City.

⁸ There are four primary categories of extended services provided by CSAs: police protection, structural fire protection, park and recreation, and miscellaneous. Miscellaneous services are either specifically defined in CSA law or established by a board of supervisors based on a number of factors. CSAs exist for such diverse purposes as library, pest control, landscaping and lighting, garbage collection, water, and sewer services.

<p>(a) 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 incorporated and unincorporated areas, during the next 10 years.</p>	<p>There are currently two single-family residences located in the subject territory with a resident population of four. If development occurs to the <u>maximum</u> density allowed under the City General Plan, there would be as many as 46 single-family and 13 multi-family residences in the subject territory with a projected population of 154. This maximum density is consistent with existing development in the surrounding incorporated area.</p> <p>* This estimate is based on total acres and does not account for external factors that may constrain actual development within the subject territory, such as right-of-ways.</p> <p>The subject territory and surrounding area is generally flat with a slope ranging between zero and two percent. The southern portion of the subject territory is bisected by the Salvador Creek, a tributary of the Napa River.</p> <p>The total assessed value of the subject territory is \$409,539</p>
<p>(b) Need for organized community services; the present cost and adequacy of governmental 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.</p> <p>"Services," as used in this subdivision, refers to governmental services whether or not the services are services which would be provided by local agencies subject to this division, and includes the public facilities necessary to provide those services.</p>	<p>The annexation of the subject territory to the City will enhance organized service delivery by eliminating an existing unincorporated island that is completely surrounded by the City. Based on LAFCO's recent service review, the City has planned and is capable of extending new services to the subject territory at densities contemplated under the General Plan without impacting existing service levels.</p> <p>The subject territory is already receiving public sewer service from the Napa Sanitation District.</p>
<p>(c) The effect of the proposed action and of alternative actions, on adjacent areas, on mutual social and economic interests, and on the local governmental structure of the county.</p>	<p>There will be no immediate change to the subject territory brought by annexation. Future development is anticipated to be consistent with the development in the surrounding areas. Impact to local government is nominal.</p>

<p>(d) The conformity of both 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 Section 56377. (Note: Section 56377 encourages preservation of agricultural and open-space lands.)</p>	<p>The proposed annexation is likely to result in the conversion of land uses from agricultural to urban within the subject territory. This conversion is anticipated in the City and County General Plans. The subject territory conforms to the City's sphere of influence and voter-approved RUL.</p>
<p>(e) The effect of the proposal on maintaining the physical and economic integrity of agricultural lands, as defined by Section 56016.</p>	<p>The subject territory meets the legal definition of prime agricultural land under California Government Code §56064. However, this application is based on the current commercial use of the land. No public agency, including the State of California, County, or City has designated the subject territory for agricultural use.</p>
<p>(f) 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.</p>	<p>The subject territory is parcel specific with boundary lines that are certain and identifiable.</p>
<p>(g) Consistency with city or county general and specific plans.</p>	<p>The proposal is consistent with the land use policies of the City. The City General Plan designates the subject territory <i>Single-Family Residential – 20</i> and <i>Multi-Family Residential – 24</i>. These designations allow for a maximum density of 8 and 15 units per acre, respectively,</p>
<p>(h) The sphere of influence of any local agency which may be applicable to the proposal being reviewed.</p>	<p>The subject territory lies within the adopted sphere of influence of the City, which was comprehensively updated by LAFCO in June 2005.</p>
<p>(i) The comments of any affected local agency.</p>	<p>On May 11, 2007, LAFCO staff circulated copies of the application materials for review and comment from local government agencies. No substantive comments were received.</p>
<p>(j) 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.</p>	<p>The City, through its resolution of application and justification of proposal, attests to its ability to extend all services to the subject territory without impact to existing residents.</p>

(k) Timely availability of water supplies adequate for projected needs as specified in Section 65352.5.	The City's Urban Water Management Plan (2005) shows it has sufficient supplies to meet current and projected water demands within the RUL through buildout of the General Plan in 2020 under normal conditions. The City has also established reasonable conservation and contingency plans to address projected water supply shortfalls beginning in 2020 during single-dry years and multiple-dry years.
(l) 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 consistent with Article 10.6 (commencing with Section 65580) of Chapter 3 of Division 1 of Title 7.	This proposal makes no significant impact on the ability of either affected agency to meet its regional housing needs determination (RHND). The subject territory is within the sphere of influence of the City. Pursuant to the policy of the Association of Bay Area Governments, the calculation of the RHND allocated 75% of the housing stock in the subject territory to the City.
(m) Any information or comments from the landowner or owners.	All affected property owners have provided their written consent to annexation.
(n) Any information relating to existing land use designations.	As noted, the City General Plan designates the subject territory <i>Single-Family Residential – 20</i> and <i>Multi-Family Residential – 24</i> . These are urban planning assignments that are consistent with the extension of municipal services.

Environmental Analysis

The City is the lead agency for the proposal under the California Environmental Quality Act. The City prepared an initial study and determined that the annexation and potential development of the subject territory could not have a significant effect on the environment because all potential significant effects have been adequately analyzed and addressed as part of the Final Environmental Impact Report (FEIR) prepared for the City General Plan.

As responsible agency, LAFCO is required to rely on the City's environmental documentation in acting on the proposal, but must prepare and issue its own findings. Staff has reviewed the aforementioned initial study and believes that the City has made an adequate determination that the annexation will not introduce any new considerations with respect to the FEIR. In addition, development projects, as they become known, will be subject to additional environmental documentation as they are developed.

A copy of the initial study is attached. Copies of the FEIR were previously made available to the Commission and are available for review at the LAFCO office.

Property Tax Agreement

In accordance with provisions of California Revenue and Taxation Code §99, the City and County have entered into a master property tax exchange agreement that applies to this proposal. The agreement provides for the transfer of 55% of the County's share of the annual property tax increment to the City.

Conducting Authority Proceedings

Annexation to the City has 100% consent of all property owners. No subject agency has provided written opposition to a waiver of protest proceedings. Accordingly, conducting authority proceedings may be waived pursuant to California Government Code §56663(c) if the Commission approves annexation to the City.

ALTERNATIVES FOR COMMISSION ACTION

After consideration of this report, the Commission should consider taking one of the following options:

Option A: Approve the annexation proposal as submitted by the City of Napa along with waiving automatic detachment proceedings for 1657 El Centro Avenue from CSA No. 4 pursuant to California Government Code §56375(n). This would include approving the following action:

- 1) Adopt the attached draft resolution making determinations and approving the *El Centro Avenue No. 9 Reorganization*.

Option B: If the Commission requires more information, continue this matter to a future meeting.

Option C: If the Commission determines that this annexation is premature, deny the proposal.

RECOMMENDATION

The Executive Officer recommends Option A: approval of the annexation proposal as submitted by the City of Napa along with waiving automatic detachment proceedings for 1657 El Centro Avenue from CSA No. 4 pursuant to Government Code §56375(n).

Respectfully submitted,

Keene Simonds
Executive Officer

Attachments:
~~1. Aerial Map~~
~~2. Justification of Proposal~~
~~3. Initial Study~~
~~4. City Resolution R2007-63~~
~~5. Draft LAFCO Resolution~~



Local Agency Formation Commission
LAFCO of Napa County

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August 6, 2007
Agenda Item No. 7b

July 26, 2007

TO: Local Agency Formation Commission

FROM: Keene Simonds, Executive Officer

SUBJECT: Town of Yountville: Municipal Service Review and Sphere of Influence Review (Action)

The Commission will receive two reports as part of its scheduled municipal service review and sphere of influence review of the Town of Yountville. The Commission will consider resolutions adopting the determinations and recommendations included in both reports pursuant to California Government Codes §56340 and §56425, respectively.

In 2001, California Government Code was amended as part of the Cortese-Knox-Hertzberg (CKH) Local Government Reorganization Act of 2000. CKH requires Local Agency Formation Commissions (LAFCOs) to review and update, as necessary, each local agency's sphere of influence by January 1, 2008 and every five years thereafter. In addition, in order to prepare a sphere of influence review, CKH requires LAFCO to conduct a municipal service review evaluating the adequacy and capacity of the governmental services provided by the affected agency. The collective purpose of these reviews is to inform and guide LAFCOs in their legislative mandate to plan and coordinate the orderly development of local agencies in a manner that meets the present and future needs of the community.

Discussion

Municipal Service Review

At its June 4, 2007 meeting, the Commission received a draft municipal service review on the Town of Yountville for discussion. The draft included written determinations addressing the nine service factors the Commission is required to address as part of its municipal service review mandate under California Government Code §56430. Following the meeting, staff circulated a notice of review on the draft to interested parties. No written comments were received.

A final municipal service review has been prepared and includes a small number of narrative changes and non-substantive technical corrections. No changes have been made to the determinations. The final municipal service review concludes that Yountville has established adequate service capacities, controls, and funding streams to provide an effective level of service within its existing sphere of influence.

Jack Gingles, Chair
Mayor, City of Calistoga

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

Brian J. Kelly, Commissioner
Representative of the General Public

Juliana Inman, Commissioner
Councilmember, City of Napa

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

Gregory Rodeno, Alternate Commissioner
Representative of the General Public

Cindy Coffey, Alternate Commissioner
Councilmember, City of American Canyon

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

Keene Simonds
Executive Officer

Sphere of Influence Review

Drawing from information collected and analyzed as part of the municipal service review, staff has prepared the sphere of influence review for Yountville. The review concludes that Yountville's existing sphere of influence, which is coterminous with its incorporated boundary, designates an appropriate service area for the Town and that no changes are warranted at this time. Statements addressing the four planning factors the Commission is required to address when making a sphere of influence determination under California Government Code §56425 are included in the review.

Recommendation

It is recommended for the Commission to take the following actions:

- 1) Receive and file the attached written reports representing the municipal service review and sphere of influence review of the Town of Yountville; and
- 2) Approve the attached resolution with any desired changes making statements regarding the level and range of services provided by the Town of Yountville pursuant to California Government Code §56430, and
- 3) Approve the attached resolution with any desired changes making statements with respect to affirming with no changes the sphere of influence for the Town of Yountville pursuant to California Government Code §56425.

Respectfully submitted,

Keene Simonds
Executive Officer

Attachments:

- 1) Municipal Service Review: Final Report
- 2) Sphere of Influence Review: Final Report
- ~~3) Municipal Service Review: Draft Resolution~~
- ~~4) Sphere of Influence: Draft Resolution~~

LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY

**TOWN OF YOUNTVILLE
MUNICIPAL SERVICE REVIEW**

**Final Report
August 2007**

Prepared by:

LAFCO of Napa County

Committed to serving the citizens and government agencies of its jurisdiction by encouraging the preservation of agricultural lands and open-space and coordinating the efficient delivery of municipal services.

Jack Gingles, Chair, City Member
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Kathy Mabry, Commission Secretary



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INTRODUCTION

Local Agency Formation Commissions

Local Agency Formation Commissions (LAFCOs) were established in 1963 and are responsible for administering California Government Code §56000 et seq., which is now known as the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000. LAFCOs are delegated regulatory and planning responsibilities to encourage the orderly formation and development of local governmental agencies and services, preserve agricultural and open-space lands, and discourage urban sprawl. Duties include regulating governmental boundary changes through annexations or detachments, approving or disapproving city incorporations, and forming, consolidating, or dissolving special districts. LAFCOs are also responsible for conducting studies addressing a range of service and governance issues to inform and direct regional planning activities and objectives. LAFCOs are located in all 58 counties in California.

Municipal Service Reviews

On January 1, 2001, the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 became the governing law of LAFCOs. One change brought by this legislation was the creation of a new LAFCO function, the municipal service review. California Government Code §56430 states that prior to any review and update of a sphere of influence (“sphere”), the Commission shall conduct a municipal service review – a comprehensive evaluation of the ability of the agency to provide service within its existing jurisdiction and sphere. This includes making determinations on the adequacy, efficiency, and effectiveness of these services in relationship to local conditions and circumstances. LAFCO is required to review and update each local agency’s sphere by January 1, 2008 and every five years thereafter as necessary.

As part of the municipal service review process, LAFCOs are required to consider and make written determinations with regard to nine specific service factors enumerated under California Government Code §56430(a). These factors are intended to capture the legislative intent of the municipal service review process and offers LAFCO key information to inform policy determinations necessary to complete a sphere review. These factors are:

1. Infrastructure needs or deficiencies.
2. Growth and population projections for the affected area.
3. Financing constraints and opportunities.
4. Cost avoidance opportunities.
5. Opportunities for rate restructuring.
6. Opportunities for shared facilities.
7. Government structure options.
8. Evaluation of management efficiencies.
9. Local accountability and governance.

Town of Yountville

This report represents LAFCO of Napa County's municipal service review of the Town of Yountville. The underlying objective of the report is to review the level and range of services provided by Yountville in terms of capacity, funding, and governance. The report includes written determinations addressing the aforementioned factors LAFCO is required to consider as part of its mandate under California Government Code §56430(a).

Note: The geographic region of the municipal service review includes all lands located within the planning area of the Yountville General Plan.

OVERVIEW

The Town of Yountville was incorporated in 1965 as a general-law city. Yountville provides a full range of municipal services either directly or by contract and has an estimated population of 3,400. Approximately one-third of Yountville's population resides at the State of California's Veterans Home. Yountville is staffed by twenty full-time and six part-time employees. In the 2006-2007 fiscal year, Yountville adopted a final budget in the amount of 7.3 million dollars.

BACKGROUND

Yountville's development began in the 1830's following the arrival of George C. Yount. In 1836, Yount received a land grant from Mexico and began the process of surveying and attracting other settlers to the area. By the 1850s, the community had developed into a permanent settlement of farmers and ranchers. The mid-century extension of the Napa Valley Railroad Company further established the community and marked a new period of growth and prosperity throughout the region. This period also coincided with the arrival of migrants from Europe, leading to the emergence of viniculture as the region's primary commerce. Originally named Sebastopol, the area was renamed Yountville following the death of Yount in 1867.

In 1884, the United States constructed a long-term care facility for elderly and disabled military veterans at the southwestern edge of Yountville. This facility was turned over to the State of California in 1897 and renamed Veterans Home of California-Yountville.

In the 1950s, in response to growing residential and commercial uses, Yountville residents began the process of addressing local service needs with the formation of the Yountville Sanitation District (YSD) and the Yountville County Water District (YCWD). The focus on local service needs continued into the early 1960s as residents began organizing for incorporation. According to testimony in the incorporation documents, the community held a "strong feeling of separate identity" and desired to become the "spokesman for the area" helping to solve "local needs."

In 1965, upon LAFCO approval, the Town of Yountville became the fourth incorporated community in Napa County. Yountville's population at the time of its incorporation was approximately 2,600, including 2,000 residents at the Veterans Home. A year later, as part of two separate reorganizations, LAFCO merged YSD and YCWD into the Town.

Since its incorporation, Yountville has developed into a tourist attraction accommodating visitors to the Napa Valley with a number of hotels and inns, restaurants, and retail businesses. Between 1998 and 2005 development in Yountville was limited as a result of a moratorium on new water service connections, which was enacted due to supply concerns. Yountville lifted the moratorium in 2005 after entering into a new long-term agreement with the State for annual water entitlements to nearby Rector Reservoir. The lifting of the moratorium has generated a number of new residential and commercial projects in Yountville. Notable projects include expansions to the Yountville Inn and Villagio Spa as well as the current construction of the 62-unit Bardessano Inn.

General Plan Policies

Yountville adopted its first General Plan in 1966. The 1966 General Plan included land use policies designed to guide Yountville's transition from an agricultural-oriented community to a small-town consisting of neighborhoods and assorted commercial developments. Markedly, as part of an expansive planning area, the 1966 General Plan anticipated a Town population of 30,000 by 1985.

Over the next several decades, drawing from public sentiment, Yountville adopted three new general plans to limit and refine development within the Town. Underlying these adoptions was a concerted effort by Yountville to retain its small-town character. The first of these efforts was triggered by a series of public workshops and resulted in the 1975 General Plan. The 1975 General Plan transitioned Yountville's land use policies to emphasize infill by increasing building densities and limiting development within its existing incorporated boundary.

By the early 1980's Yountville residents became concerned the 1975 General Plan was producing a community which could be "overwhelmed by visitor-oriented commercial development."¹ In response, Yountville conducted a number of workshops and hearings to receive and consider public input on growth and development preferences. These efforts resulted in Yountville adopting its 1985 General Plan, which included measurable reductions in the amount of land dedicated to commercial and residential uses.

In 1990, Yountville initiated a review of the 1985 General Plan out of concern the land use, circulation, and housing elements were not effectively achieving their purposes. A citizen task force convened on more than 30 occasions to review Yountville's policies and survey residents. These efforts revealed residents preferred the planning schemes which occurred during Yountville's initial development in the late 1800's over modern planning patterns. As a result, Yountville adopted its 1992 General Plan, which continues to emphasize infill while establishing a Town Map designed to coordinate development using a gridiron street system. The 1992 General Plan also includes policies discouraging the expansion of the sphere or annexation of surrounding agricultural lands.

ADOPTED BOUNDARIES

Yountville's incorporated boundary comprises approximately 966 acres, or 1.5 square miles, and is conterminous with its adopted sphere. There have been four annexations to Yountville since its incorporation in 1965. All four annexations were approved by LAFCO between 1966 and 1967. A map depicting Yountville's incorporated boundary and sphere is provided in Attachment A.

¹ 1992 Yountville General Plan, p.5.

GROWTH AND POPULATION PROJECTIONS

The Association of Bay Area Governments (ABAG) publishes population, household, job, labor force, and income projections for the nine-county San Francisco Bay Region. ABAG incorporates these projections in allocating housing need assignments to cities and counties in the Bay Area as determined by the California Department of Housing and Community Development.² ABAG recently issued *Projections 2007*, which includes a range of growth-related estimates for Yountville through 2035. ABAG projections for Yountville relating to population, households, and jobs are listed below.

ABAG Growth and Population Projections: Town of Yountville

(Source: *Projections 2007*)

	2005	2010	2015	2020	2025	2030	2035
Population	3,400	3,500	3,500	3,700	3,600	3,600	3,600
Households	1,080	1,140	1,180	1,220	1,250	1,270	1,280
Total Jobs	2,120	2,230	2,320	2,460	2,530	2,650	2,820

GOVERNANCE

Yountville operates under the council-manager system of government. Yountville is governed by a five-member Town Council that includes a directly elected mayor. Elections are conducted by general vote; the mayor serves a two-year term while the four council members serve staggered four-year terms. Council duties include adopting an annual budget, passing ordinances, appointing committees, and hiring the Town Manager. Council meetings are conducted on the first and third Tuesdays of each month at the Town Hall Council Chambers. Meetings are open to the public.

Advisory Boards, Commissions, and Committees

The Town Council establishes local advisory bodies to assist the Town in its decision-making processes. These advisory bodies are generally responsible for making recommendations on a variety of service topics to the Town Council or Town Manager. Specific responsibilities for each advisory body are established by their respective ordinance or resolution. The three active advisory bodies are summarized below.

² On June 29, 2007, ABAG released its draft regional housing need allocation (RHNA) for the 2007-2014 planning period. Based on this draft, Yountville will be responsible for accommodating a total of 87 new housing units as part of its housing element, which must be updated by June 2009. Final RHNA allocations are scheduled to be adopted in December 2007.

Zoning/Design Review Board

The Zoning/Design Review Board was established in 1986 and is comprised of five members of the public appointed by the Town Council to staggered three-year terms. The Board is responsible for conducting design and sign review, issuing use permits, and approving variances.³ Board decisions are considered final unless appealed to the Town Council. Board meetings are conducted on the second Tuesday of each month at 6:00 p.m. in the Town Hall Council Chambers.

Transportation Advisory Committee

The Transportation Advisory Committee was established in 1986 and is comprised of five members of the public appointed by the Town Council to staggered three-year terms. The Committee coordinates with the Napa County Transportation and Planning Agency (NCTPA) in identifying and addressing local transportation needs. Committee meetings are conducted on the third Thursday of each month at 10:30 a.m. in the Town Hall Council Chambers.

Community Hall Commission

The Yountville Community Hall Commission was established in 1978 and is comprised of seven members of the public appointed by the Town Council to staggered three-year terms. The Commission reviews policies and procedures regarding use and operation of the Community Hall, which is made available for public and private uses. The Commission also inspects the Community Hall and advises the Town Manager of any needed improvements. The Commission reports directly to the Town Manager and also provides copies of its meeting minutes to the Town Council. Commission meetings are conducted on the first Monday of each month at 4:30 p.m. in the Town Hall Council Chambers.

ADMINISTRATION

The administration of Yountville is the principal responsibility of the Town Manager. The Town Manager serves at-will to the Town Council and oversees Yountville's five municipal departments: administration, community services, finance, planning and building, and public works and town engineer. The Town Council also appoints a Town Attorney and Town Clerk to assist the Town Manager in the administration of the Town.⁴

Administrative services provided by the Town Manager, Town Attorney, and Town Clerk are coordinated with other departments through weekly staff meetings. Department funding is primarily drawn from Yountville's General Fund, which is supported by property, sales, and transient-occupancy taxes. An overview of each department is provided below.

³ The Town of Yountville does not have a Planning Commission.

⁴ The Town of Yountville currently contracts for Town Attorney.

Administration Department

The Administration Department includes the Town Manager, Town Attorney, and Town Clerk. Key duties include implementing policy direction from the Town Council, directing staff, and maintaining all official Town documents and records. The Administration Department has five employees.

Community Services Department

The Community Services Department is responsible for planning, managing, and staffing Yountville's recreation services. The Department is managed by the Community Services Director and is divided between three divisions: Recreation Programs, Aquatics Programs, and Community Hall Facilities. These divisions collectively plan and manage recreational services for residents of all ages with specific activities for seniors, enrichment classes and sports programs for youth and adults, and aftercare and day-camp programs for students at the Yountville Elementary School. The Community Services Department has ten employees.

Finance Department

The Finance Department is responsible for providing financial management and administrative services. The Finance Department is managed by the Finance Director who also serves as the Town Treasurer. Principal duties include preparing an annual budget, maintaining an investment program, providing the necessary financing for capital needs, and preparing management and financial analysis reports. Additional duties include monitoring legislation that may affect Town finances, assessing the Town's risk management needs, and preparing bimonthly water and sewer utility billing. The Finance Department has two employees.

Planning and Building Department

The Planning and Building Department is responsible for providing planning, building, and code enforcement services. The Department is managed by the Planning Director. Key duties include coordinating and administering Yountville's planning operations, issuing building permits, conducting inspections, reviewing project applications, and administering the water conservation program. Specific planning duties include managing planning services, environmental documentation, and housing programs. Specific building services include inspections, permit processing, and plan checking. The Planning and Building Department has two employees.

Public Works and Town Engineering Department

The Public Works and Town Engineering Department is responsible for maintenance and repairs for all of Yountville's public facilities and infrastructure. This includes overseeing and maintaining streets, parks, and the water and sewer systems. The Department is managed by the Public Works Director and is divided between ten divisions: Administration, Streets, Water Supply, Wastewater/Sewer, Storm Drains, Parks, Buildings, Garbage, Water Conservation, and Storm Water Management. The Public Works and Town Engineering Department includes the Town Engineer, Public Works Superintendent, Chief Wastewater Plant Operator, and six technicians.

SERVICES

Yountville provides a full range of municipal services either directly or through contract with other governmental agencies or private contractors. Direct services include water, sewer, planning and community development, and recreation. Contracted services include public safety (law enforcement and fire protection), garbage collection, and street cleaning. An expanded review of these services follows.

Directly Provided Services

Water Service

Yountville contracts for annual water supplies with the State and the Napa County Flood Control and Water Conservation District (NCFCWCD). Yountville's arrangement with the State dates back to 1967 and provides for an annual entitlement of water from nearby Rector Reservoir. This arrangement was recently codified into a new long-term contract and provides Yountville with an annual entitlement of 500 acre-feet of treated water. Yountville's contract with NCFCWCD was originally established in 1982 and provides the Town with an annual entitlement of 1,100 acre-feet of water from the State Water Project (SWP) through 2035. Yountville contracts with the City of Napa to treat and deliver its contracted SWP entitlement through interconnections between the two agencies water distribution systems.

Yountville does not currently have its own water storage facilities. As a result, Yountville is continually drawing water from its interconnections with the State and City of Napa.

In terms of service demands, Yountville delivered approximately 518 acre-feet of water during the 2001-2002 fiscal year to 714 service connections.⁵ Yountville's *Water Supply Plan* (1998) projects an annual water demand under buildout of the General Plan in 2020 of 774 acre-feet.

⁵ The Town of Yountville serves 32 rural residences outside its incorporated boundary along Yountville Crossroad and portions of Silverado Trail. These services were established in the late 1950s by YCWD.

- * A detailed review of Yountville's water system, including capacities and demands, was prepared as part of LAFCO's *Comprehensive Water Service Study* (2004). The study is available at the LAFCO office or website: <http://napa.lafco.ca.gov>.

Sewer Service

Yountville's sewer system collects and provides secondary treatment of wastewater before it is discharged to the Napa River or used for restricted landscape irrigation. Yountville and the Veterans Home share equal ownership in the wastewater treatment plant, but maintain separate collection systems. Yountville contributes 60% of flows and the Veterans Home contributes 40%. The wastewater treatment plant has a daily design capacity of 550,000 gallons.

In 2005, Yountville collected and treated a daily average of 410,000 gallons of wastewater from 664 service connections.⁶

- * A detailed review of Yountville's sewer system, including capacities and demands, was prepared as part of LAFCO's *Comprehensive Study of Sanitation and Wastewater Treatment Providers* (2006). The study is available at the LAFCO office or website: <http://napa.lafco.ca.gov>.

Planning and Community Development

The General Plan serves as Yountville's governing document with respect to planning and community development. As mentioned, the General Plan was updated in 1992 and codifies land use and development policies for Yountville through 2020. As required by California Government Code §65302, the General Plan addresses seven mandatory elements that are of equal status and are evaluated in terms of local relevance. These mandatory elements include land use, housing, circulation, conservation, open-space, noise, and safety. Also of importance, the General Plan establishes standards with respect to the delivery and adequacy of public services in Yountville. These standards help to define the level of service in the community and provide the public with a tool to measure the success of the Town in meeting its service objectives. Other prominent policy documents that help to guide Yountville's planning and community development include its Zoning Ordinance and Design Ordinance. These ordinances provide detailed standards and criteria with regard to implementing the General Plan.

The implementation of Yountville's land use policies is principally the responsibility of the Planning and Building Department. The Department reviews all proposed development projects submitted by the public, such as general plan amendments, rezoning requests, use permits, and parcel and subdivision maps. As part of its evaluation process, the Department coordinates an interdepartmental review to determine if the project will impact existing services in Yountville, including confirming the availability of water and sewer service.

⁶ The Town of Yountville provides outside sewer service to Domaine Chandon's Visitor Center through a 1990 outside service agreement. No other unincorporated parcels receive sewer from Yountville.

Recreation

Yountville provides a variety of recreation services that range from organizing community activities to operating parks as well as a community swimming pool. Annual community activities organized by Yountville include an Easter egg hunt, July 4th event, Halloween haunted house, Veterans Day pancake breakfast, and a tree-lighting ceremony. Additionally, Yountville sponsors a Town Carnival, an annual town-wide yard sale, and “Town Clean-up Day.” Yountville also organizes “excursions” for seniors and families such as Casino trips or group outings to Scandia Family Center and Disneyland. For school-age children, the Town provides social and leadership activities, ten weeks of all-day summer camp as well as a before and after school care program.

Services Provided by Contract

Public Safety: Law Enforcement

Yountville contracts for law enforcement services with the County of Napa. The contract provides Yountville with year-round law enforcement services through the County Sheriff’s Department (“County Sheriff”). County Sheriff is responsible for enforcing all State statutes, local codes and ordinances, and traffic laws within Yountville. The current contract obligates County Sheriff to provide a minimum of 80 hours of patrol services in Yountville along with an additional 40 hours as part of a supplemental State funding program.⁷ In return, Yountville is responsible for providing one fully-equipped patrol vehicle for use by County Sheriff as well as funding a full-time sergeant’s position. The sergeant acts as a department head in Yountville, attends Town Council meetings, and supervises any deputies working in the Town. The sergeant also prepares quarterly reports for the Town Council and acts as the liaison between Yountville and County Sheriff. County Sheriff evaluates and makes recommendations regarding Yountville’s service levels at least once per quarter, and the Town compensates the County according to actual hours of services provided. In 2006-2007, Yountville budgeted \$481,300 as part of its contract with the County for law enforcement services.

Public Safety: Fire Protection

Yountville contracts for fire protection services with the County of Napa. The contract provides Yountville with year-round fire protection services through the County’s Fire Department (“County Fire”). County Fire is responsible for staffing the Yountville Fire Station and providing fire suppression, prevention, rescue, and emergency medical services within Yountville.⁸ Service levels are evaluated on a regular basis by County Fire. Yountville is assured a minimum level of staffing of four-persons 24 hours per day, seven days per week. In 2006-2007, Yountville budgeted \$393,000 as part of contract with the County for fire protection services.

⁷ In 1996, the California Legislature enacted AB 3229, creating the Citizen’s Option for Public Safety (“COPS”) Program to provide funds to cities and counties to augment local public safety expenditures.

⁸ The Town of Yountville and the Veterans Home paid for the building of the Yountville Fire Station and share the costs of operating and maintaining the station.

Street Sweeping

Yountville contracts with a private firm (Commercial Power Sweep, Inc.) for street sweeping services. The contract is reviewed annually, and level of services needed is determined by the Town Manager. Currently, Yountville’s commercial areas are swept two times per month, and residential areas are swept once per month. The Town also contracts for the availability of “call-out” (on demand) services which are paid for on an hourly basis and are in addition to the contracted monthly amount. The current charge to Yountville for street sweeping is \$1,133 per month.

Garbage Collection

Garbage collection in Yountville is provided on a weekly basis by the Upper Valley Disposal Service, Inc. (UVDS) through a contract with the Upper Valley Waste Management Agency, a joint-powers agency representing the County, Yountville, St. Helena, and Calistoga. The contract runs through 2025 and specifies that UVDS is the exclusive contractor for the collection of garbage and rubbish in Yountville. Residential services within Yountville include roadside collection, private property collection, and custom “walk-in” service. Roadside waste collection is required on a regular basis and in such a way that the customers receiving service can predict which day it will occur, and both collection at private properties and “walk-in” service is arranged through special contract.⁹ UVDS is also responsible for providing recycling services.¹⁰ Current rates for Yountville residential customers are listed below.¹¹

Town of Yountville: Residential Garbage Rates

(Effective July 1, 2006)

Service Type	35 Gallon	65 Gallon	95 Gallon
Monthly Roadside Rate	\$20.84	\$41.68	\$62.52
Monthly Private Property Rate	\$29.32	\$58.64	\$87.96
Monthly Custom Walk-In Rate	\$83.24	\$104.08	\$124.92

Building Inspection and Plan Checking

Yountville contracts with a private engineering company for a part-time inspector for building inspections and plan checking needed by the Planning and Building Department.

⁹ Garbage collected by UVDS is sent to the Clover Flat Landfill in Calistoga.

¹⁰ Recycling services are required by the Integrated Waste Management Act of 1989. This law established the Integrated Waste Management Board (IWMB), which is charged with developing and implementing regulations concerning solid waste management in California. The law includes diversion mandates requiring all municipalities to recycle or reduce at least 50 percent of their total solid waste amount beginning in 2000.

¹¹ Rates are determined according to a methodology agreed to by the Agency and UVDS. The methodology specifically recognizes the importance of rate reviewing for collection services based on the overall costs of waste management services within the Agency’s member jurisdictions. Individual jurisdiction’s rates are based on a “Cost of Service Factor” which varies by jurisdiction according to the costs and difficulties associated with collection in different communities. Yountville’s current Cost of Service factor is 0.968. Rates are reviewed annually by all parties with changes taking effect on July 1st of each year.

BUDGET PROCESS

Yountville adopts an annual line-item budget that projects revenues and expenditures for the upcoming fiscal year. Adoption of the budget is preceded by a process in which each department director submits a request for appropriations to the Town Manager. The Town Manager uses these requests as the foundation for the annual budget. The budget is adopted at a public hearing in which members of the public are allowed to comment with regard to expenditures and service programs. Throughout the fiscal year the Council periodically reviews the Town's actual financial activity in relation to its original budget and will amend the budget as necessary.

Yountville's adopted budget for the 2006-2007 fiscal year projects revenues of \$6.97 million and expenditures of \$7.32 million. The projected shortfall is due to implementation of scheduled capital improvement projects. Utilization of existing capital improvement fund reserves is expected to cover the projected shortfall. For administrative purposes Yountville segregates its budget into four primary revenue and expense units: General Fund; Enterprise Funds; Special Revenue Funds; and Capital Projects Funds. A summary of these budget units follows.

General Fund

This unit serves as a repository of discretionary monies for general governmental purposes. Eighty-five percent of the General Fund is funded through sales (10%), property (9%) and transient occupancy (66%) taxes. Other General Fund revenue sources include service charges, licenses and permits, and subventions from other government agencies. Expenditures are primarily associated with administrative services, public safety, planning, public works, and community services. Yountville transfers over ninety percent of its General Fund surplus to various reserves and capital projects as well as enterprise funds if necessary. In 2006-2007, Yountville projects General Fund revenues and expenditures at \$4,685,000 and \$3,437,400 respectively. These amounts represent 67% of overall projected revenues and 50% of overall projected expenses in the Town.

Enterprise Funds

This unit accounts for Yountville's operations that are intended to be self-funding through user fees and charges. Enterprises services in Yountville include water, sewer, and the Community Hall. In 2006-2007, Yountville projects Enterprise Fund revenues and expenditures at \$1,521,200 and \$1,686,800, respectively. These amounts represent 22% of overall projected revenues and 23% of overall projected expenses in the Town.

Special Revenue Funds

This unit accounts for non-discretionary monies that may be used only for specific purposes. Yountville designates 19 accounts as Special Revenue Funds ranging from affordable housing assistance to local flood control projects. The majority of monies within this unit are drawn from General Fund transfers. In 2006-2007, Yountville projects Special Revenue Fund revenues and expenditures at \$612,000 and \$1,702,600, respectively.¹² These amounts represent 9% of overall projected revenues and 23% of overall projected expenses in the Town.

Capital Project Fund

This unit accounts for monies earmarked for capital improvement projects. The Capital Project Fund is primarily funded by General Fund transfers as well as interest earnings, grants, impact fees, and intergovernmental reimbursements. Key expenses include parks and recreation, street maintenance, civic facilities, and flood control. In 2006-2007, Yountville projects Capital Project Fund revenues and expenditures at \$155,200 and \$493,000, respectively. These amounts represent 2% of overall projected revenues and 7% of overall projected expenses in the Town.

Town of Yountville: Adopted 2006-2007 Budget

Budget Unit	Revenue	% of Town Revenue	Expenses	% of Town Expense
General Fund	\$4,685,000	67%	\$3,437,400	48%
Enterprise Funds	\$1,521,200	22%	\$1,686,800	23%
Special Revenue Funds	\$612,000	9%	\$1,702,600	22%
Capital Projects Fund	\$155,200	2%	\$493,000	7%
<i>Totals</i>	<i>\$6,973,400</i>	<i>100%</i>	<i>\$7,319,800</i>	<i>100%</i>

WRITTEN DETERMINATIONS

In anticipation of reviewing and updating the Town of Yountville's sphere, and based on the above-mentioned information, the following written determinations are intended to fulfill the requirements of California Government Code §56430(a). When warranted, some determinations include supplemental information listed in italics to provide context to the underlying service factor.

General Statements

- a) The Town of Yountville has made substantial progress toward addressing the recommendations made by the Commission as part of the *Comprehensive Water Service Study*. This progress demonstrates Yountville's responsiveness to addressing service needs and deficiencies in a timely manner.

¹² More than 70 percent of Special Revenue Funds in 2006-2007 are expected to be transfers from the General Fund.

- b) Determinations adopted by the Commission as part of the *Comprehensive Study of Sanitation and Wastewater Treatment Providers* regarding the Town of Yountville remain valid and appropriate.

Infrastructure Needs and Deficiencies

- a) The Town of Yountville has developed policies and service plans that adequately assess the service needs of current and future residents within the timeframe of this review. Service plans for the Town of Yountville are updated on a regular basis and address the condition of infrastructure and the availability of financial resources to fund needed improvements.
- b) As evaluated as part of the *Comprehensive Water Service Study*, the Town of Yountville has contracted adequate water supplies to meet the needs of current and future residents under normal conditions. Yountville has also recently begun construction of its own water storage facility to help ensure the availability of water supplies during an emergency or interruption of deliveries from the City of Napa or the State of California.
- c) The ability of the Town of Yountville to address infrastructure needs or deficiencies is enhanced by a Town policy directing excess revenues from the General Fund into a special projects account for capital improvements.
- d) The Town of Yountville is in the process of funding a number of planned capital improvements. These improvements, which include renovating the Community Hall and swimming pool, constructing a new Community Center, and replacing water and sewer mains, will enhance Yountville's ability to accommodate existing and future development and growth.

Growth and Population Projections

- a) The projections prepared by the Association of Bay Area Governments are satisfactory estimates of the current and future service population of the Town of Yountville.
- b) The Association of Bay Area Governments projects an annual population growth rate for the Town of Yountville at 0.4 percent over the next 25 years. This figure is consistent with the projected annual growth rate of the Yountville General Plan.
- c) The population projections for the Town of Yountville prepared by the Association of Bay Area Governments reflect the long-standing desire of the community to retain its small-town character.

Financing Constraints and Opportunities

- a) The Town Council has an established goal of maintaining an unreserved fund balance at the beginning and end of each fiscal year of \$775,000. This amount represents approximately 20 percent of Yountville's General Fund and helps to protect against unanticipated expenditures or shortfalls in revenues.
- b) Approximately two-thirds of the Town of Yountville's revenue is generated from activities associated with tourism. The General Fund generates on average 1.0 million dollars in revenues in excess of expenses. This excess is directly related to the transient-occupancy tax collected at local lodging establishments, underscoring Yountville's dependency on tourism.
- c) The revenue stream generated from the transient-occupancy tax has proven reliable as tourism throughout Napa County has increased in the past decade. However, the dependency on one stream of revenue over which the Town has no direct control represents a constraint for budgeting purposes.
- d) The Town of Yountville's tax revenues generally exceed the "Base Appropriations Limit" established by Proposition 13 (the "Gann Limit"). The Citizens of Yountville have voted to override the Town's Gann Limit five times, indicating confidence in government expenditures.

The Gann Limit is a maximum appropriation limit imposed by the state constitution on all tax-funded public agencies. The amount is adjusted annually, and any tax revenue received above the Limit is to be refunded to tax payers in the form of rebates or future tax cuts.

- e) The most recent vote to override the Town's Gann Limit occurred in 2002 and approved a \$900,000 annual override for five years. FY 2006/07 is the final year of the override pending further voter approval. Yountville residents will need to vote again for an override in order for the Town to continue utilizing excess funds generated by the tourism industry beyond the current fiscal year.

Cost Avoidance Opportunities

- a) The Town of Yountville benefits from cost-savings associated with its contracts for outside services involving garbage collection and public safety. These contracts reduce costs by eliminating outlays needed to develop and maintain additional infrastructure, including equipment and personnel, and also provide flexibility to the Town in adjusting service standards to meet the needs of the community.

- b) The Town of Yountville participates in a number of cost-sharing programs with the State of California and other local agencies through joint-power and regional authority agreements. These programs promote the benefits of regional partnerships and provide significant cost-savings that support key governmental services such as affordable housing and public transit.
- c) The Town of Yountville maintains an annually-revised Capital Improvement Plan (CIP) to coordinate the financing and construction of capital improvement needs. The CIP is revised with each fiscal year with priorities reviewed and changed as necessary. This process maximizes efficiency and the returns to the public while avoiding unnecessary expenditures.
- d) The budget process for the Town of Yountville includes a number of checks and procedures throughout the fiscal year designed to allocate available funding with appropriate levels of service.
- e) The Town of Yountville limits its exposure to risk and losses by participating with other governments in the Public Agency Risk Sharing Authority of California's insurance pool.

Opportunities for Rate Restructuring

- a) Rates and fees for services provided by the Town of Yountville are established by ordinances reviewed on a regular basis. The ordinances are based on staff recommendations and reviewed and adopted by the Town Council. This process provides an opportunity for public input and strengthens the ability of the Town to allocate costs with the desired levels of service.
- b) The Town of Yountville's Development Impact Fee Ordinance is automatically amended annually to adjust fees according to the average construction cost index published in the Engineering New Record. This process helps ensure Yountville is practicing an appropriate level of cost-recovery as it relates to serving new development.

Opportunities for Shared Resources

- a) The Town of Yountville benefits from a unique relationship with the State of California Veterans Home that facilitates a number of shared arrangements between the two agencies. These shared arrangements avoid the duplication of costly infrastructure and helps to maximize local resources.

Examples include sharing a community swimming pool, a park, water supply and wastewater treatment facilities, and a fire/police station.

- b) The Town of Yountville participates in joint-power arrangements with the Upper Valley Waste Management Agency, the Napa County Transportation and Planning Agency, and the Napa County Flood Control Authority. These arrangements establish cost-efficiencies for Yountville with respect to offering garbage collection, public transportation, and flood control services to its constituents.

Government Structure Options

- a) The Town of Yountville provides effective services through its council-manager form of government and appropriate utilization of other governmental advising bodies to help inform its decision-making process.

Management Efficiencies

- a) The Town of Yountville adopts an annual budget at a publicly noticed meeting in which members of the public are allowed to comment with regard to expenditures and service programs. The budget process enhances the accountability of elected officials and provides a clear directive towards staff with regard to prioritizing local resources.
- b) The Town of Yountville has been diligent in the development of policies and service plans that address the existing and future needs of the community. These efforts provide effective performance measures and demonstrate a commitment by the Town to hold itself accountable to the public.

Local Accountability and Governance

- a) The Town of Yountville Town Council meetings are held twice a month and are open to the public. Regularly scheduled meetings provide an opportunity for residents to ask questions of elected representatives and help ensure service information is effectively communicated to the public.
- b) The Town of Yountville has made a significant investment with regard to funding a number of community-oriented programs ranging from dance classes for seniors to family outings to childcare services. As these programs are funded by Yountville's General Fund and represent approximately 15 percent of the total General Fund expenditures in the current budget, the Town would benefit by developing performance measures to assess the value of these services.

RESOURCES

Agency Contacts:

Robert Tiernan, Acting Town Manager
Richard Stranzl, Finance Director
Michele Price, Town Clerk

Documents/Materials:

Association of Bay Area Governments, "Projections 2007."

Town of Yountville Comprehensive Annual Financial Report for the Year Ending June 30, 2006.

LAFCO of Napa County, file. "Comprehensive Water Service Study," October, 2004.

LAFCO of Napa County, file. "Sanitation and Wastewater Treatment Municipal Service Review."

LAFCO of Napa County, file. Yountville incorporation documents.

Town of Yountville Adopted Operations Budget Fiscal Year 2006/07

Town of Yountville Agreement Number 2001-112 for Street Sweeping.

Town of Yountville Agreement Number 2002-70 for Law Enforcement Services.

Town of Yountville Agreement Number 2005-124, Fire Services Agreement.

Yountville General Plan, May 1 1975.

Yountville General Plan, March 2000.

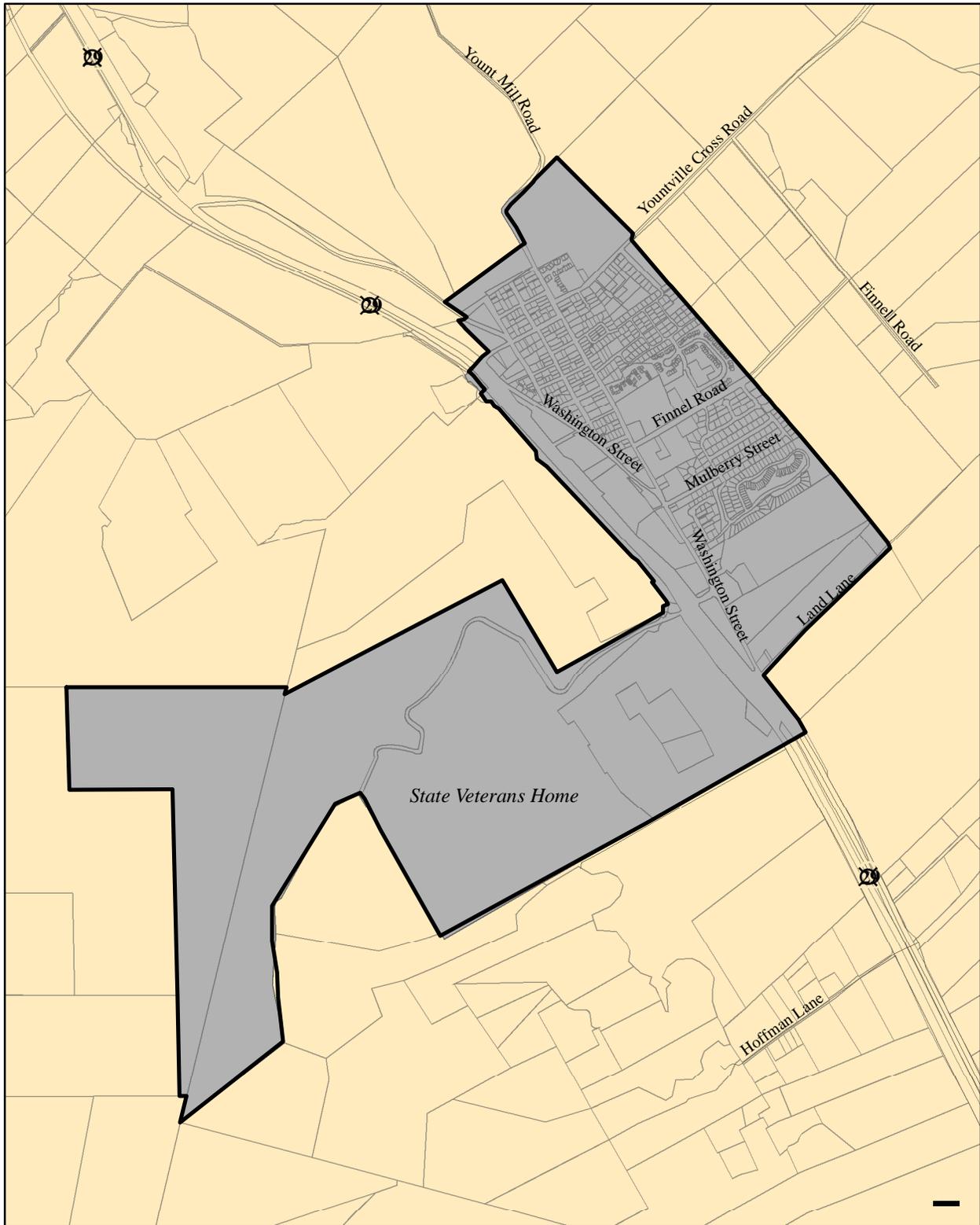
Town of Yountville Sphere of Influence Report, January 1992.

Town of Yountville website, www.townofyountville.com

Upper Valley Waste Management Agency Agreement # 95-09 (as amended).

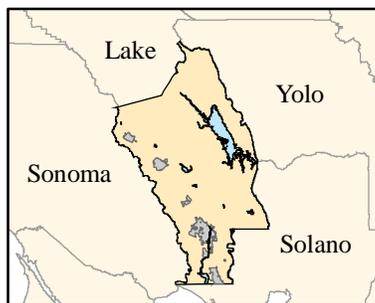
* These documents are available at the LAFCO office.

Town of Yountville



Legend

-  Town of Yountville
-  Town of Yountville Sphere of Influence
-  Unincorporated Napa County



*Not to Scale
July 2007
Prepared by KS*



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LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY

**TOWN OF YOUNTVILLE
SPHERE OF INFLUENCE REVIEW**

**Final Report
August 2007**

Prepared by:

LAFCO of Napa County

Committed to serving the citizens and government agencies of its jurisdiction by encouraging the preservation of agricultural lands and open-space and coordinating the efficient delivery of municipal services.

Jack Gingles, Chair, City Member
Brad Wagenknecht, Vice-Chair, County Member
Bill Dodd, Commissioner, County Member
Juliana Inman, Commissioner, City Member
Brian J. Kelly, Commissioner, Public Member
Cindy Coffey, Alternate Commissioner, City Member
Mark Luce, Alternate Commissioner, County Member
Gregory Rodeno, Alternate Commissioner, Public Member

Keene Simonds, Executive Officer
Jackie Gong, Commission Counsel
Kathy Mabry, Commission Secretary



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INTRODUCTION

Local Agency Formation Commissions

Local Agency Formation Commissions (LAFCOs) were established in 1963 and are responsible for administering California Government Code §56000 et seq., which is now known as the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000. LAFCOs are delegated regulatory and planning responsibilities to encourage the orderly formation and development of local governmental agencies and services, preserve agricultural and open-space lands, and discourage urban sprawl. Duties include regulating governmental boundary changes through annexations or detachments, approving or disapproving city incorporations, and forming, consolidating, or dissolving special districts. LAFCOs are also responsible for conducting studies addressing a range of service and governance issues to inform and direct regional planning activities and objectives. LAFCOs are located in all 58 counties in California.

Spheres of Influence

Among LAFCO's primary planning responsibilities is the determination of a sphere of influence ("sphere") for each city and special district under its jurisdiction.¹ California Government Code §56076 defines a sphere as "a plan for the probable physical boundaries and service area of a local agency, as determined by the commission." LAFCO establishes, amends, and updates spheres to indicate to local agencies and property owners that, at some future date, a specific area will likely require the services provided by the subject agency. The sphere determination also indicates the agency LAFCO believes to be best positioned to serve the subject area. LAFCO is required to review each agency's sphere by January 1, 2008 and every five years thereafter as necessary.

In establishing, amending, or updating a city or special district's sphere, LAFCO is required to consider and prepare written statements addressing four specific planning factors. These planning factors, which are enumerated under California Government Code §56425(e), are intended to capture the legislative intent of the sphere determination with regard to promoting the logical and orderly development of each local agency. These planning factors are:

- The present and planned land uses in the area, including agricultural and open-space lands.
- The present and probable need for public facilities and services in the area.
- The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide.

¹ LAFCOs have been required to determine spheres for cities and special districts since 1972.

- The existence of any social or economic communities of interest in the area if the commission determines that they are relevant to the agency.

Beginning in 2001, to help inform the sphere review process, LAFCO is responsible for preparing a municipal service review. A municipal service review can take on many different forms, including a review of a single agency, or a review of several agencies providing a similar service, such as sewer, water, or fire protection. The municipal service review culminates in the preparation of written determinations that address nine specific factors enumerated under California Government Code §56430(a). The municipal service review is a prerequisite to updating an agency's sphere and may also lead LAFCO to take other actions under its authority.

Town of Yountville

This report represents LAFCO of Napa County's sphere review of the Town of Yountville. The report draws on information collected as part of a recent municipal service review prepared by LAFCO evaluating the level and range of services provided by Yountville and is incorporated by reference. The focus of the report is to consider whether changes to the sphere are warranted to plan the orderly development of Yountville in a manner that meets the present and future needs of the community.

OVERVIEW

The Town of Yountville was incorporated in 1965 and operates under a council-manager system of government. Yountville is approximately 1.5 square miles in size and is located in the Napa Valley north of the City of Napa. Yountville is governed by a five-member town council that includes a directly elected mayor. The mayor serves a two-year term while the four council members serve staggered four-year terms. The mayor and council members are elected by general vote. A town manager is appointed to oversee service operations and implement the policies adopted by the council.

Town of Yountville	
Incorporation Date	1965
Enabling Legislation	California Gov. Code §34000-45345
Estimated Resident Population	3,400

Since its incorporation, Yountville has developed into a tourist attraction accommodating visitors to the Napa Valley with a number of hotels and inns, restaurants, and retail businesses. Between 1998 and 2005 development in Yountville was limited as a result of a moratorium on new water service connections, which was enacted due to supply concerns. Yountville lifted the moratorium in 2005 after entering into a new long-term agreement with the State of California for annual water entitlements to nearby Rector Reservoir. The lifting of the moratorium has generated a number of new residential and commercial projects in Yountville. Notable projects include expansions to the Yountville Inn and Villagio Spa as well as the current construction of the 62-unit Bardessano Inn.

The Association of Bay Area Governments estimates Yountville’s current population at 3,400. Approximately one-third of Yountville’s population resides at the State of California’s Veterans Home.

Adopted Boundaries

Yountville’s incorporated boundary was established at the time of its incorporation in 1965. There have been four subsequent annexations to Yountville. All four annexations were approved by LAFCO between 1966 and 1967.

Yountville’s sphere was adopted by LAFCO in 1974. LAFCO designated the sphere to be coterminous with Yountville’s incorporated boundary. There have been no amendments to the sphere since its adoption.

Town of Yountville: Adopted Boundaries
(Source: County Geographic Information System)

	Sphere of Influence	Incorporated Boundary
Total Acres:	966	966
Assessor Parcels:	832	832

* A map depicting Yountville’s sphere and incorporated boundary is provided in Attachment One.

Land Use Policies

Yountville's 1992 General Plan ("Yountville General Plan") establishes land use policies for the physical development of the Town through 2020. The Yountville General Plan is supported by a Zoning Ordinance and Design Review Ordinance and includes a number of objectives and policies aimed at preserving the Town's small-town character and protecting surrounding agricultural and open-space lands. Specific policies include supporting Napa County's Agricultural Lands Preservation Initiative ("Measure J") and maintaining the existing incorporated boundary by discouraging sphere amendments and the annexation of adjacent agricultural lands. These policies are reflected in Yountville's decision not to designate or prezone any lands located outside its incorporated boundary.

Land located outside and adjacent to Yountville is designated under the County of Napa's 1983 General Plan ("County General Plan") as *Agricultural Resource* or *Agriculture, Watershed and Open Space*. These designations support the preservation of existing agricultural and open-space uses by requiring minimum parcel sizes of 40 and 160 acres, respectively. The majority of these outside lands are also zoned by the County as *Agricultural Watershed* or *Agricultural Preserve*. A key exception involves an approximate 10 acre area that is zoned *Commercial Limited* and currently the location of Domaine Chandon's Visitor Center.

- * An aerial map depicting current land uses within and adjacent to Yountville is provided in Attachment Two.
- * A map depicting the land use designations under the Yountville General Plan is provided in Attachment Three.
- * A map depicting the land use designations under the County General Plan is provided in Attachment Four

DISCUSSION

Pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, the objective of this report is to identify and evaluate areas that warrant consideration for inclusion or removal involving Yountville's sphere as part of a comprehensive update. Underlying this effort is to designate the sphere in a manner that promotes the logical and orderly development of Yountville in a manner that supports the provisions of California Government Code and the policies of the Commission.

LAFCO's "General Policy Determinations" provide direction with respect to establishing and amending an agency's sphere in relationship to local conditions and circumstances. The General Policy Determinations state that a city's sphere shall exclude lands designated as agricultural or open-space for the purpose of urban development unless it is demonstrated that infill opportunities are limited or non-existent. The General Policy Determinations also state that the Commission will use the County General Plan to determine agriculture and open-space designations.

ANALYSIS

As mentioned, California Government Code §56425(e) requires the Commission to consider four planning factors in making a sphere determination. These factors include the 1) present and planned lands uses, 2) present and probable need for public facilities and services, 3) present capacity and adequacy of public facilities, and 4) existence of any relevant social or economic communities of interest. A review of each of these factors as it relates to making a sphere determination for Yountville is provided below.

Present and Planned Land Uses

All land within Yountville's existing sphere is incorporated and under the land use authority of the Town. The present land uses within the sphere are predominately urban ranging from residential to commercial and are consistent with the planned land uses contemplated under the Yountville General Plan. Yountville does not designate or prezone any land outside its sphere. Land outside and adjacent to the sphere is primarily in agricultural use and under the land use authority of the County. The County General Plan designates all land outside the sphere as *Agricultural Resource or Agriculture, Watershed and Open Space*.

Present and Probable Need for Public Facilities and Services

Yountville provides a full range of public services either directly or through contract within its existing sphere. These public services support the present and planned urban uses within the sphere as contemplated under the Yountville General Plan. Yountville also provides water and sewer services to a limited number of unincorporated properties outside the sphere.² LAFCO law emphasizes the availability and delivery of public services in determining the location of an agency's sphere. However, the affected properties are outside the planning area of the Yountville General Plan and are designated for agricultural use by the County. Accordingly, the inclusion of the affected properties would be inconsistent with local land use policies as well as LAFCO's long-standing legislative mandate to protect against the premature conversion of agricultural lands.

Present Capacity and Adequacy of Public Facilities

LAFCO's recent municipal service review of Yountville determined that the Town has developed adequate capacities, controls, and funding streams to provide an appropriate level of public services within its existing sphere. Yountville has not planned for the extension of new or extended public services outside the sphere.

Social or Economic Communities of Interest

Yountville has established a number of policies aimed at preserving its small-town character. These policies help to foster social and economic interdependencies within the existing sphere that are distinct from neighboring areas.

² The Town of Yountville provides outside water services to 32 rural residences located along Yountville Crossroad and Silverado Trail. Water service to these unincorporated properties was established in the late 1950s by the Yountville County Water District, which was merged into Yountville in 1966. Yountville provides outside sewer service to Domaine Chandon's Visitor Center through a 1990 outside service agreement with the property owner.

CONCLUSION

Yountville's existing sphere designates an appropriate service area for the Town in a manner that provides for the present and future needs of the community. The existing sphere promotes the orderly development of Yountville by encouraging infill and protecting against the premature conversion of adjacent agricultural lands. The existing sphere is also responsive to Yountville's current and planned service capacities and continues to foster social and economic interdependences that are distinct from neighboring areas.

In offering the above conclusion, staff recognizes that there is merit to consider the modification of Yountville's sphere to include an approximate 10 acre area immediately adjacent to the Town that currently comprises Domaine Chandon's Visitor Center. In particular, the delivery of sewer service by Yountville along with its commercial use and zoning assignment by the County supports the inclusion of the area into the sphere. However, the area is outside the planning area of the Yountville General Plan and designated under the County General Plan as *Agriculture, Watershed and Open Space*. Staff believes that greater deference should be assigned to these latter factors in continuing to exclude the area from the sphere at this time.

RECOMMENDATION

Staff recommends that the Commission affirm with no changes Yountville's existing sphere. Pursuant to California Government Code §56425(e), the following statements have been prepared in support of the recommendation:

1. The present and planned land uses in the area, including agricultural and open-space lands.

The present and planned land uses in the area are contemplated under the Yountville General Plan. The Yountville General Plan provides for the current and future urban uses that characterize the majority of the area. A small amount of land located within the area includes planted vineyards. These planted vineyards will not be affected by their retention in the sphere.

2. The present and probable need for public facilities and services in the area.

The Town of Yountville provides a full range of municipal services either directly or through contract with other governmental agencies or private contractors. These public services support the present and planned urban uses within the area as contemplated in the Yountville General Plan.

3. The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide.

The Town of Yountville has demonstrated its ability to provide an adequate level and range of public services within the area.

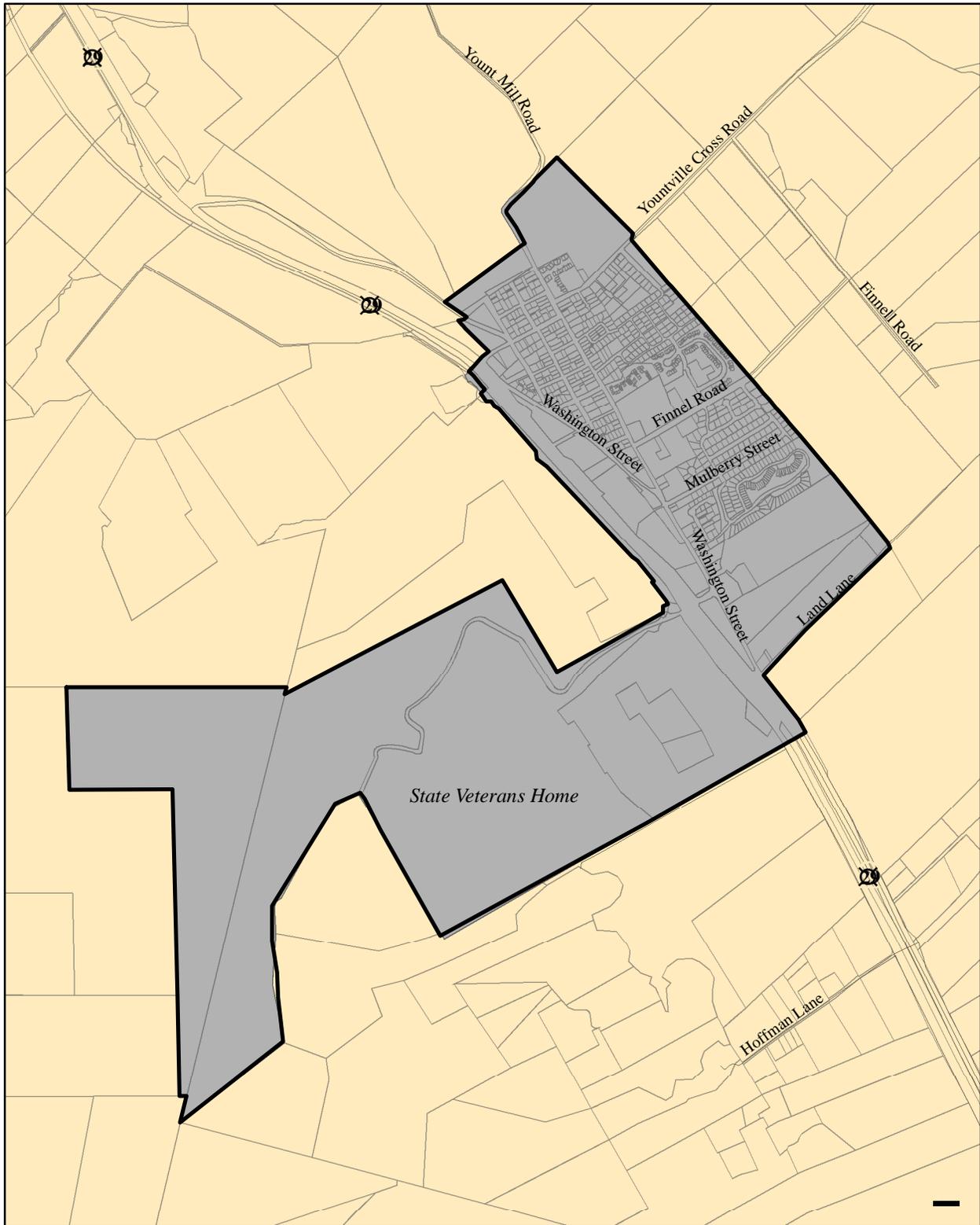
4. The existence of any social or economic communities of interest in the area if the commission determines that they are relevant to the agency.

The Town of Yountville fosters social and economic interdependencies within the area that are distinct from neighboring areas.

Attachments:

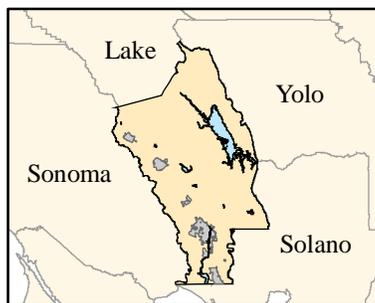
- 1) LAFCO Map of the Town of Yountville
- ~~2) LAFCO Aerial Map of the Town of Yountville~~
- ~~3) Town of Yountville Land Use Map~~
- ~~4) County of Napa Land Use Map~~

Town of Yountville



Legend

-  Town of Yountville
-  Town of Yountville Sphere of Influence
-  Unincorporated Napa County



*Not to Scale
July 2007
Prepared by KS*



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August 6, 2007
Agenda Item No. 7c

July 27, 2007

TO: Local Agency Formation Commission

FROM: Keene Simonds, Executive Officer

SUBJECT: 2007 CALAFCO Business Meeting (Action)

The Commission will consider appointing a delegate and alternate delegate for the 2007 CALAFCO Business Meeting. The meeting is scheduled for Thursday, August 30, 2007 in Sacramento.

Each year, as part of its annual conference, the California Association of Local Agency Formation Commissions (CALAFCO) conducts a business meeting at which time the Board of Directors presents issues and matters of interest to the membership. As part of its business meeting, CALAFCO also conducts an election to fill expiring terms on the Board. At its June 4, 2007 meeting, the Commission nominated Commissioner Coffey to serve as a city representative on CALAFCO.

In order to participate in the business meeting, CALAFCO requests that each LAFCO appoint a delegate. It is also recommended that each LAFCO appoint an alternate delegate. Commissioners Coffey, Dodd, Kelly, Luce, and Wagenknecht have registered to attend the 2007 CALAFCO Conference, which convenes in earnest at 2:00pm on Wednesday, August 29, 2007 at the Hyatt Regency in Sacramento.

Recommendation

It is recommended that the Commission take the following action:

- 1) Appoint one delegate and one alternate delegate to represent the Commission at the 2007 CALAFCO Business Meeting.

Respectfully submitted,

Keene Simonds
Executive Officer

Attachment:

~~1) 2007 CALAFCO Annual Business Meeting Agenda for August 29, 2007~~

Jack Gingles, Chair
Mayor, City of Calistoga

Juliana Inman, Commissioner
Councilmember, City of Napa

Cindy Coffey, Alternate Commissioner
Councilmember, City of American Canyon

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

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

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

Brian J. Kelly, Commissioner
Representative of the General Public

Gregory Rodeno, Alternate Commissioner
Representative of the General Public

Keene Simonds
Executive Officer



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LAFCO of Napa County

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August 6, 2007
Agenda Item No. 7d

August 1, 2007

TO: Local Agency Formation Commission

FROM: Keene Simonds, Executive Officer

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

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

Discussion

Need for Consultant Services

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

Jack Gingles, Chair
Mayor, City of Calistoga

Juliana Inman, Commissioner
Councilmember, City of Napa

Cindy Coffey, Alternate Commissioner
Councilmember, City of American Canyon

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

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

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

Brian J. Kelly, Commissioner
Representative of the General Public

Gregory Rodeno, Alternate Commissioner
Representative of the General Public

Keene Simonds
Executive Officer

Available and Interested Consultants

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

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

Potential Costs

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

Budget Impact

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

Existing Authorization

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

Recommendation

It is recommended that the Commission take the following actions:

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

Respectfully submitted,

Keene Simonds
Executive Officer

Attachments:

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



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March 5, 2007
Agenda Item No. 8c

February 27, 2007

TO: Local Agency Formation Commission

FROM: Keene Simonds, Executive Officer

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

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

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

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

2007 Staff Work Plan: Service Reviews

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

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

Jack Gingles, Chair
 Mayor, City of Calistoga

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

Brian J. Kelly, Commissioner
 Representative of the General Public

Cindy Coffey, Commissioner
 Councilmember, City of American Canyon

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

Vacant, Alternate Commissioner
 Representative of the General Public

Juliana Inman, Alternate Commissioner
 Councilmember, City of Napa

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

Keene Simonds
 Executive Officer

2007 Staff Work Plan: Sphere of Influence Updates

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

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

DETAILED RESUME

BRUCE C. BARACCO

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

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

Education:

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

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

References:

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

Professional Affiliations:

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

Work Experience:

Executive Officer

April 1998 to January 2007

Salary: \$6,430 per month

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

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

community groups and organizations. Supervised two employees.

City Planner

March 1991 to December 2006

Contract Rate: \$61.00 per hour

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

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

Regional Planner

July 1996 to April 1998

Salary: \$3,629 per month

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

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

Senior Planner

July 1987 to September 1989

Salary: \$3,537 per month

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

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

Associate Planner

July 1984 to July 1987

Salary: \$2,640 per month

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

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

Staff Environmental Planner

November 1978 to April 1982

Salary: \$1,725 per month

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

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

209-267-5370

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

Director of Administrative Services

February 1976 to July 1978

Salary: \$1,277 per month

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

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

Assistant Planner

October 1974 to September 1975

Salary: \$1,048 per month

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

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

Junior Planner

October 1973 to September 1974

Salary: \$866 per month

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

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

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A PROPOSAL TO NAPA LAFCO

PMC UNDERSTANDING AND APPROACH

FIRM OVERVIEW

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

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

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

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

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

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

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PROJECT UNDERSTANDING

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

PROJECT APPROACH

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

Refinement of Work Program

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

Data Collection and Verification

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

Preparation of Administrative Draft MSR/SOI Update/IS

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

Preparation of Public Review Draft MSR/SOI Update/IS

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

A PROPOSAL TO NAPA LAFCO

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

Preparation and Presentation of Final MSR/SOI Update/IS

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

QUALIFICATIONS AND REFERENCES

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

City of Sacramento Panhandle MSR

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

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

Solano County LAFCo MSRs

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

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

Sutter LAFCo Comprehensive MSRs

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

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

Greater Salinas Area MSR

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

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

City of Rancho Cordova East SOI MSR

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

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

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PROJECT TEAM MEMBERS AVAILABLE

DANIEL HAMILTON, AICP - PROJECT DIRECTOR

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

SYDNEY VERGIS – PROJECT MANAGER

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

MICHAEL MCCORMICK - SENIOR ANALYST

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

DANNY YEUNG - PROJECT ANALYST

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

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DANIEL HAMILTON, AICP – PROJECT DIRECTOR

EDUCATION

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

EXPERIENCE AND CURRENT RESPONSIBILITIES

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

PREVIOUS PROJECT EXPERIENCE

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

Additional Projects

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

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SYDNEY A. VERGIS – PROJECT MANAGER

Education

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

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

Experience and Current Responsibilities

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

Relevant Project Experience

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

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MICHAEL MCCORMICK – SENIOR ANALYST

EDUCATION

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

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

EXPERIENCE AND CURRENT RESPONSIBILITIES

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

RELEVANT PROJECT EXPERIENCE

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

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DANNY YEUNG – PROJECT ANALYST

EDUCATION

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

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

EXPERIENCE AND CURRENT RESPONSIBILITIES

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

RELEVANT PROJECT EXPERIENCE

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

Additional Projects

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

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GENERAL COSTS

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

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

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

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

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

PMC Billing Rates

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

Simonds, Keene

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

Keene,

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

MARK HOFFMAN, MPP, MPDS
Expertise: Local Government Management

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

STEVE GUNNELLS
Expertise: Financial and Economics

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

Hope this works for you.

Mark

Mark Hoffman
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Agenda Item No. 8a
August 6, 2007

July 31, 2007

TO: Local Agency Formation Commission

FROM: Keene Simonds, Executive Officer

SUBJECT: American Canyon Fire Protection District – Sphere of Influence Review (Discussion)

The Commission will receive a report from staff identifying final study categories and evaluation criteria for the scheduled sphere of influence review of the American Canyon Fire Protection District. The report is being presented to the Commission for discussion.

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 requires Local Agency Formation Commissions (LAFCOs) to review each city and special district's sphere of influence by January 1, 2008 and every five years thereafter as necessary. California Government Code §56076 defines a sphere as "a plan for the probable physical boundaries and service area of a local agency, as determined by the commission." LAFCO establishes, amends, and updates spheres to indicate to local agencies and property owners that, at some future date, a particular area will likely require the services provided by the subject agency. The sphere designation also indicates the agency LAFCO believes to be best situated to serve the affected area.

Background

In January 2007, staff initiated LAFCO of Napa County's scheduled sphere review of the American Canyon Fire Protection District (ACFPD). ACFPD was established in 1957 and is responsible for providing fire protection and emergency medical services to an approximate 6.0 square mile area that includes all of the City of American Canyon. ACFPD's sphere was established by LAFCO in 1975 and updated in 1982. In updating the sphere, the Commission emphasized the role of ACFPD as an urban service provider and established a dual annexation policy involving the American Canyon County Water District. This policy was amended to involve American Canyon at the time of its incorporation in 1992.

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At the February 5, 2007 meeting, staff presented the Commission with an initial report on the sphere review for ACFPD. The initial report outlined the criteria used by staff in developing four draft study categories, identified as “A,” “B,” “C,” and “D.” In the course of discussing the initial report, the Commission received comments from ACFPD, American Canyon, and the County of Napa requesting an opportunity to provide input to LAFCO regarding the development of the sphere review. In particular, all three agencies expressed interest in reviewing the criteria LAFCO will use in evaluating each study category. ACFPD also requested LAFCO consider a fifth study category encompassing all incorporated and unincorporated lands south of Fagan Creek and west and east to the Napa River and Solano County, respectively. At the conclusion of its discussion, the Commission directed staff to solicit feedback from the agencies in developing final study categories and review criteria for presentation at a future meeting.

On March 12, 2007, staff sent a letter to ACFPD, American Canyon, and County inviting comments on LAFCO’s sphere review of the District. The letter outlined the four study categories developed by staff as well as the fifth study category proposed by ACFPD. Summaries of all five study categories presented in the letter are provided below.

Study Category A

Represents two non-contiguous areas that are located outside ACFPD’s sphere, but within American Canyon’s sphere. The affected areas are collectively 152 acres in size and would be evaluated to consider whether they should be added to ACFPD’s existing sphere.

Study Category B

Represents two non-contiguous areas that are located outside ACFPD’s sphere, but already within its jurisdictional boundary. The affected areas are collectively 62 acres in size and would be evaluated to consider whether they should be added to ACFPD’s existing sphere.

Study Category C

Represents two non-contiguous areas that are located outside ACFPD’s sphere, but designated for an urban use by the County and/or American Canyon. The affected areas are collectively 1,019 acres in size and would be evaluated to consider whether they should be added to ACFPD’s existing sphere.

Study Category D

Represents one contiguous area that is located inside ACFPD’s sphere, but outside its jurisdictional boundary and designated for a non-urban use by the County and American Canyon. The affected area is 144 acres in size and would be evaluated to consider whether it should be removed from ACFPD’s existing sphere.

Study Category E

Represents one contiguous area that is located outside ACFPD's sphere that has been proposed for inclusion by the District. The affected area is 6,500 acres in size and overlaps with Study Categories A, B, C, and D and extends outside the existing sphere north to Fagan Creek, west to the Napa River, and east to Solano County.

- * A map depicting Study Categories A, B, C, and D is provided in Attachment One.
- * A map depicting Study Category E is provided in Attachment Two.

In addition to outlining study categories, the March letter discussed the criteria staff would use in evaluating the merits of including or removing areas from ACFPD's sphere. The criteria discussed in the letter focuses on addressing the four planning factors the Commission is required to consider when making a sphere determination under state law (California Government Code §56425) and is included in Attachment Three.

Discussion

Over the last several months staff has met with representatives from ACFPD, American Canyon, and the County to discuss the proposed study categories and evaluation criteria. These discussions have occurred in sequence with separate negotiations between American Canyon and the County regarding long-term land use and service planning in south Napa County. Significantly, the negotiations between American Canyon and the County have raised important questions regarding the appropriate level and range of governmental services in the area. These negotiations also highlight a joint effort by American Canyon and the County to coordinate their respective land use policies.

Recent discussions between ACFPD, American Canyon, and the County have produced a working agreement to defer consideration of any significant changes to the District's sphere at this time. This agreement reflects a consensus among all three agencies that the negotiations between American Canyon and the County supersede and help inform future discussions regarding fire protection services in south Napa County.

Substantively, drawing from the aforementioned agreement, ACFPD has notified staff that the District is deferring its request that LAFCO consider amending the sphere to include lands located in Study Category E. Staff has also been notified by the County that it does not object to the expansion of ACFPD's sphere to include lands in Study Categories A and B. Additionally, the County does not oppose the continued inclusion of lands located in Study Category D in the sphere if "the Commission adopts a policy recognizing that inclusion of parcels in the District's sphere does not ensure inclusion of those parcels in American Canyon's sphere or the eventual annexation of those parcels into the City."

- * Copies of all written comments provided to LAFCO concerning the sphere review are provided in Attachment Four.

Conclusion

Based on the input received from the affected agencies, staff believes it is appropriate that LAFCO limit its analysis and consider only modifications to ACFPD's sphere involving Study Categories A, B, and D at this time. The decision to limit the sphere review to these three study categories is consistent with the general practice of the Commission to encourage and facilitate interagency cooperation and planning as it relates to public service provision. In evaluating Study Categories A, B, and D, staff will utilize the criteria outlined in Attachment Three. Staff will also evaluate the County's policy request regarding Study Category D as discussed on page three of this report.

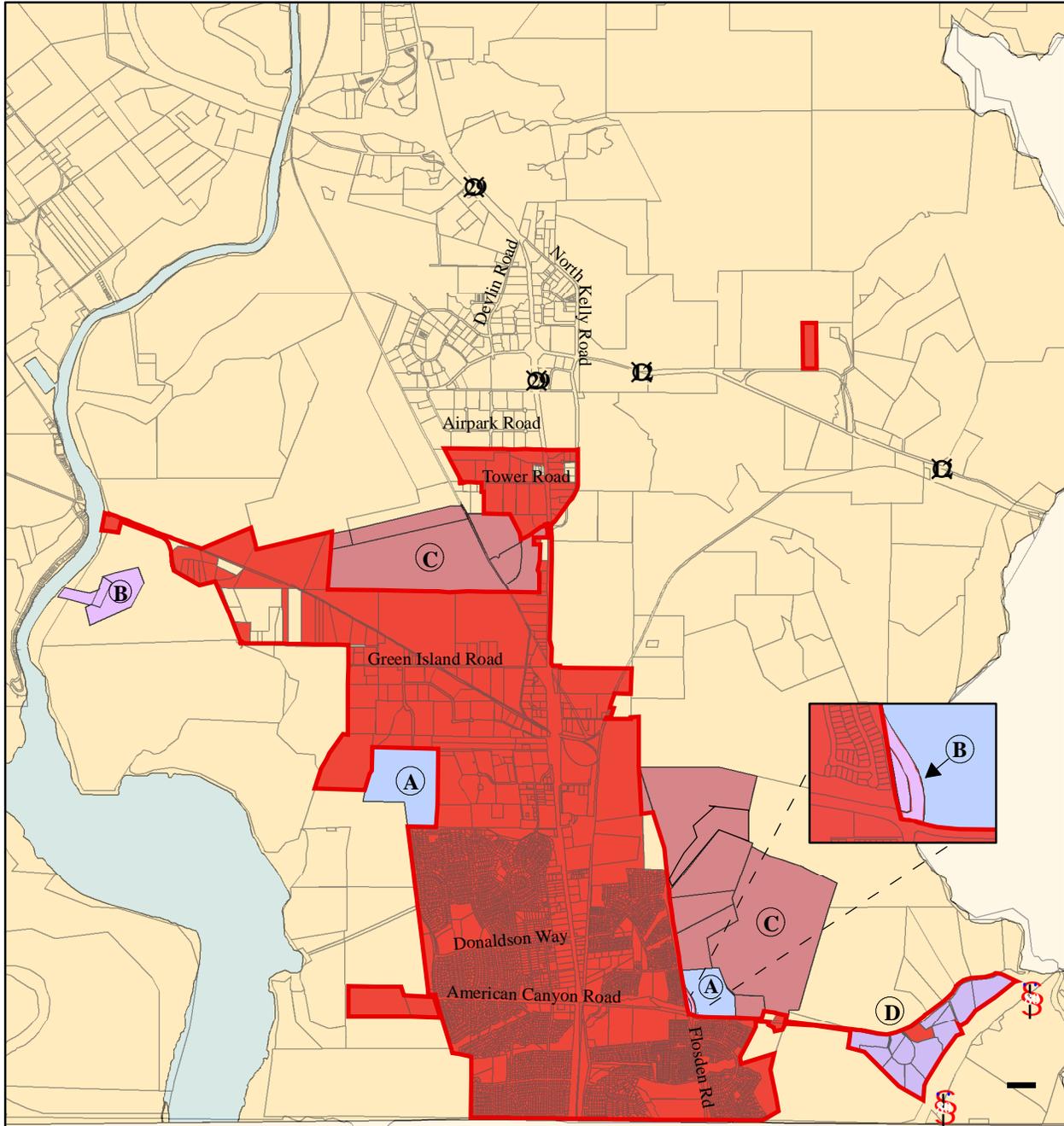
Staff will continue to document Study Categories D and E as part of sphere review for the administrative record. However, staff will not offer analysis or recommendations with respect to potential modifications involving these two study categories.

Staff anticipates presenting a report on the sphere review with recommendations at the Commission's October 1, 2007 meeting.

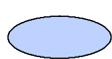
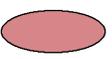
Attachments:

- 1) Map depicting Study Categories A, B, C and D
- 2) Map depicting Study Category E
- ~~3) Evaluation Criteria~~
- ~~4) Written Comments:~~
 - ~~(a) Letter from ACFPD, dated February 5, 2007~~
 - ~~(b) Letter from the County, dated May 2, 2007~~
 - ~~(c) Letter from the County, dated July 25, 2007~~

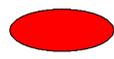
American Canyon Fire Protection District

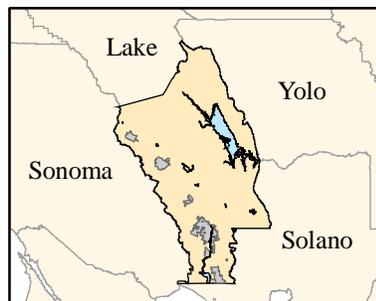


Study Categories

- | | | | |
|---|--|---|---|
|  | Study Category A
Emphasis reflects areas that are outside the ACFPD sphere, but inside the American Canyon sphere. |  | Study Category C
Emphasis reflects areas that are outside the ACFPD sphere, but designated for an urban use by American Canyon and/or the County. |
|  | Study Category B
Emphasis reflects areas that are inside ACFPD's jurisdiction, but outside its sphere. |  | Study Category D
Emphasis reflects areas that are inside the ACFPD sphere, but designated for a non-urban use by the County. |

Legend

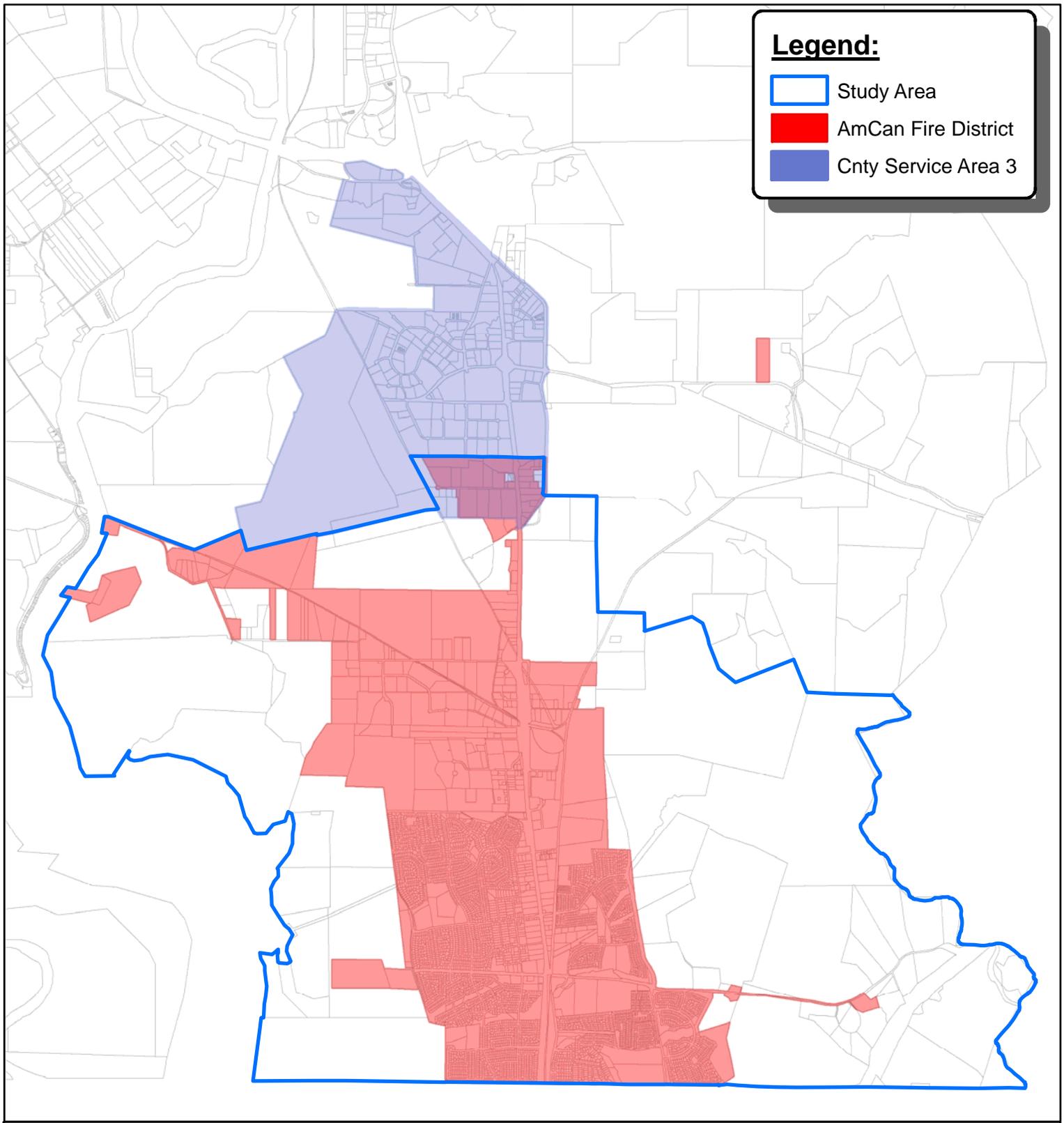
-  American Canyon Fire Protection District
-  American Canyon Fire Protection District Sphere of Influence



*Not to Scale
April 2007
Prepared by KS*



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Legend:

-  Study Area
-  AmCan Fire District
-  Cnty Service Area 3



AMERICAN CANYON
FIRE DISTRICT SPHERE
OF INFLUENCE STUDY AREA





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August 6, 2007
Agenda Item No. 8b

July 27, 2007

TO: Local Agency Formation Commission

FROM: Keene Simonds, Executive Officer

SUBJECT: Legislative Report (Discussion)

The Commission will receive a report from staff on the current session of the California Legislature. The report summarizes the adopted legislative positions of CALAFCO and is being presented for discussion.

Staff is a member of the California Association of Local Agency Formation Commissions (CALAFCO) Legislative Committee. The Legislative Committee meets on a quarterly basis to review and offer legislative recommendations to the CALAFCO Board of Directors. The CALAFCO Board recently met to review the work of the Legislative Committee and consider positions on bills that have either a direct impact on LAFCO law or the laws LAFCO helps to administer.

CALAFCO has adopted “support” positions for five bills for the current 2007-2008 session. These bills are summarized below. Also summarized below are several bills CALAFCO is currently watching. CALAFCO does not oppose any bills at this time.

Support Positions

Senate Bill 819 (Dennis Hollingsworth)

Existing law establishes a sunset date on the authority of LAFCO to consolidate two or more special districts formed under different enabling acts. SB 819 removes the sunset date and expands the authority of LAFCO to initiate proposals for the formation of new special districts. SB 819 was chaptered on July 20, 2007.

Assembly Bill 745 (Jim Silva)

Existing law authorizes LAFCO to adopt written policies and procedures requiring lobbying disclosures for persons attempting to influence pending Commission decisions. AB 745 extends this authority by allowing LAFCO to require lobbying disclosures relating to a proposal for a change of organization or reorganization that *will* be submitted to the Commission. AB 745 was chaptered on July 20, 2007.

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Assembly Bill 1262 (Anna Caballero)

Existing law requires LAFCO to review and update each local agency's sphere of influence by January 1, 2008 and every five years thereafter as necessary. As part of this process, the law requires, until January 1, 2008, that the city and county meet to discuss the sphere of influence and to notify LAFCO of any agreement. (The code section states that LAFCO shall "give great weight" to an agreement reached between a city and county regarding a proposed sphere in making its own determination.) AB 1262 would remove the sunset date and make the city/county meeting requirement a permanent feature of LAFCO law. AB 1262 was enrolled on July 20, 2007 and is awaiting consideration by the Governor.

Assembly Bill 1263 (Anna Caballero)

Existing law requires LAFCO to conduct municipal service reviews and make specific determinations in anticipation of updating an agency's sphere of influence. AB 1263 would revise the determinations LAFCO is required to make as part of the service review process. AB 1263 would also eliminate the requirement for the Office of Planning and Research to prepare service review guidelines. Due to the lack of opposition, the contents of AB 1263 have been added to CALAFCO's omnibus bill (AB 1744).

Assembly Bill 1744 (Assembly Committee on Local Government)

AB 1744 is CALAFCO's omnibus bill and contains a number of technical and non-controversial changes to LAFCO law. AB 1744 has been placed on the Senate consent calendar for enrollment.

Watch Positions

Senate Bill 162 (Negrete McLeod)

Existing law requires LAFCO to address certain factors in considering proposals involving change of organizations or reorganizations. SB 162 would require LAFCOs to also consider the effect of the proposal with respect to "environmental justice." (State law defines environmental justice as the "fair treatment of people of all races, cultures, and incomes with respect to the location of public facilities and the provision of public services.) SB 162 is currently under review in the Assembly.

Assembly Bill 1019 (Sam Blakeslee)

Existing planning and zoning laws in California require cities and counties to adopt general plans that include housing elements, which must provide a satisfactory plan for meeting their assigned regional housing needs. AB 1019 would authorize a city and county to reach a mutually acceptable agreement on a revised determination of regional housing needs as a result of an annexation if the annexation occurs after the affected council of governments (i.e., ABAG) has made its final allocations. In the event a city and county cannot reach a mutually acceptable agreement, AB 1019 would allow either party to request the council of governments to consider and make a revised determination. AB 1019 was enrolled on July 20, 2007 and is awaiting consideration by the Governor.

Senate Bill 167 (Negrete McLeod)

The Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006 allocates funds for appropriation by the Legislature for certain land use planning activities. This bill would authorize 90 million for specific planning activities relating to sustainable and smart growth, including grants and loans to LAFCOs to prepare and adopt municipal service reviews and spheres of influence. SB 167 has been turned into a two-year bill.

Senate Bill 301 (Gloria Romero)

SB 301 would provide funding to interested residents to commission a study on costs of incorporating a community. SB 301 has been turned into a two-year bill.

Assembly Bill 1646 (Mark DeSaulnier)

Existing law provides for the formation of hospital districts. AB 1646 would authorize for the formation of public health districts. However, unlike a hospital district, the formation of a public health district would not be subject to the Cortese-Knox-Local Government Reorganization Act of 2000. AB 1646 has been turned into a two-year bill.

Attachments: none



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August 6, 2007
Agenda Item No. 10a

July 31, 2007

TO: Local Agency Formation Commission

FROM: Keene Simonds, Executive Officer

SUBJECT: Active Proposals (Information)

The Commission will receive a report from staff regarding active proposals. The report is being presented for information.

Staff is currently processing two proposals for future consideration by the Commission. A summary of these proposals follows.

Wilkins Avenue City Annexation to the City of Napa

This application has been submitted by the City of Napa and proposes the annexation of approximately 0.77 acres of unincorporated territory to the City. The subject territory comprises one parcel with an existing single-family residence and is located on Wilkins Avenue south of its intersection of Shetler Avenue. The purpose of the annexation is to facilitate the future division and development of the subject territory under the land use authority of the City. (Assessor Parcel Number 046-271-023)

Golden Gate Avenue/Foster Road City Annexation to the City of Napa

This application has been submitted by the City of Napa and proposes the annexation of approximately 144 acres of unincorporated territory. The subject territory comprises six parcels and right-of-way portions of Hilton Avenue and Golden Gate Avenue. The subject territory is located south of Imola Avenue between Foster Road and Golden Gate Drive. Existing uses include single-family residences, grazing fields, and the Napa Valley Horseman's Association facility. The purpose of the annexation is to facilitate the future subdivision and development of the subject territory under the land use authority of the City. (Assessor Parcel Numbers: 043-062-006; 043-062-008; 043-102-001; 043-102-016; 043-102-015; and 043-062-005)

Attachments: none

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