



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

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

Agenda Item 7a (Public Hearing)

TO: Local Agency Formation Commission

PREPARED BY: Brendon Freeman, Executive Officer

MEETING DATE: July 18, 2016

SUBJECT: Final Municipal Service Review and Sphere of Influence Checklist for the Monticello Public Cemetery District

RECOMMENDATION

It is recommended the Commission take the following actions:

- 1) Open the public hearing and take testimony;
- 2) Close the public hearing;
- 3) Receive and file the final Municipal Service Review and Sphere of Influence Update Checklist for the Monticello Public Cemetery District (Attachment One);
- 4) Adopt the draft resolution confirming the determinative statements contained therein, affirming the Monticello Public Cemetery District's existing sphere of influence with no changes, and finding these actions are exempt from CEQA (Attachment Two).

SUMMARY

The Commission will review a final Municipal Service Review (MSR) and Sphere of Influence (SOI) Checklist for the Monticello Public Cemetery District (MPCD). The final Checklist examines the availability and adequacy of municipal services provided by MPCD in the context of the Commission's mandates to facilitate orderly growth and development. A draft Checklist was previously made available for public review and comment. No comments were received. The final Checklist is being presented for action as part of a noticed public hearing and includes several agency-specific determinative statements as well as a recommendation to affirm MPCD's existing SOI with no changes.

Greg Pitts, Vice Chair
Councilmember, City of St. Helena

Juliana Inman, Commissioner
Councilmember, City of Napa

Joan Bennett, Alternate Commissioner
Councilmember, City of American Canyon

Diane Dillon, Chair
County of Napa Supervisor, 3rd District

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

Keith Caldwell, Alternate Commissioner
County of Napa Supervisor, 5th District

Brian J. Kelly, Commissioner
Representative of the General Public

Gregory Rodeno, Alternate Commissioner
Representative of the General Public

Brendon Freeman
Executive Officer

With regard to central issues identified in the final Checklist, information independently collected and analyzed indicates MPCD's municipal services appear effectively managed and largely responsive to meeting current and projected community needs. Specific areas of interest to the Commission relative to its mandates and policy interests are memorialized in the determinations section of the final Checklist and are also included in the draft resolution. MPCD's existing SOI appears to be the appropriate future jurisdictional boundary for the District.

Municipal Service Review

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 ("CKH") directs LAFCOs to prepare MSRs to inform their other planning and regulatory activities. This includes, most notably, preparing and updating all local agencies' SOIs as necessary. MSRs vary in scope and can focus on a particular agency, service, or geographic region as defined by the Commission. MSRs culminate with the Commission making determinations on a number of factors that include addressing infrastructure needs or deficiencies, growth and population trends, and financial standing as required by California Government Code (G.C.) Section 56430.

Sphere of Influence Update

CKH directs LAFCOs to periodically review adopted SOIs and update them as necessary based on information developed in the MSR process. LAFCO actions to amend or affirm SOIs must include making determinations on a number of factors as required by G.C. Section 56425.

BACKGROUND

MPCD was formed as an independent special district in 1936. MPCD was restructured in 1988 into a dependent special district and is now governed by the County of Napa Board of Supervisors serving as the Board of Trustees. MPCD owns and operates the Monticello Public Cemetery and provides interment services for property owners and residents within the District as well as eligible non-residents. Staffing is provided by the County Public Works Department.

The Commission previously prepared a comprehensive cemetery district MSR in August 2008 that culminated in several determinative statements and recommendations for MPCD.

MPCD's SOI was adopted in 1985 and most recently updated in October 2008. The SOI update in 2008 culminated in an amendment to MPCD's SOI that (1) added approximately 904 acres within MPCD's jurisdictional boundary located immediately adjacent to the Lake Berryessa Resort Improvement District and (2) removed approximately 1,724 acres within the jurisdictional boundary of the Pope Valley Cemetery District (PVCD).

It is important to note that MPCD's jurisdictional boundary includes approximately 490 acres of territory in the vicinity of the Berryessa Estates subdivision that are outside the District's SOI. All 490 acres are located within PVCD's SOI given that PVCD appears to be the more logical service provider based on shared communities of interest. It would be appropriate for these 490 acres to eventually be detached from MPCD and annexed to PVCD. These actions would require separate proposals submitted by (1) the respective District Boards; (2) registered voters within the respective Districts; and/or (3) landowners within the respective Districts. The Commission does not have the authority to initiate annexations or detachments.

ENVIRONMENTAL REVIEW (CEQA)

The municipal service review component of the final Checklist is exempt from further environmental review under the California Environmental Quality Act (CEQA) pursuant to California Code of Regulations Section 15306. This finding is based on a determination that the municipal service review is limited to basic data collection, research, and resource evaluation activities and does not result in a serious or major disturbance to an environmental resource. Additionally, the staff recommendation to affirm MPCD's existing sphere with no changes would be exempt from further review under CEQA pursuant to California Code of Regulations Section 15061(b)(3). This finding would be based on the Commission determining with certainty that the affirmation of MPCD's existing sphere with no changes would have no possibility of significantly effecting the environment given no new land use or municipal service authority is granted.

ATTACHMENTS

- 1) Final Municipal Service Review and Sphere of Influence Update Checklist for MPCD
- 2) Draft Resolution Approving Determinative Statements, Affirming MPCD's Existing Sphere of Influence with No Changes, and Making CEQA Findings

NAPA LAFCO MUNICIPAL SERVICE REVIEW/SPHERE OF INFLUENCE UPDATE



LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY

Political Subdivision of the State of California

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

MONTICELLO PUBLIC CEMETERY DISTRICT

**MUNICIPAL SERVICE REVIEW AND SPHERE OF INFLUENCE
UPDATE CHECKLIST**

July 2016



AGENCY PROFILE

OVERVIEW

The Monticello Public Cemetery District (MPCD) was formed as an independent special district in 1936. MPCD was restructured in 1988 into a dependent special district and is now governed by the County of Napa Board of Supervisors serving as the Board of Trustees. MPCD owns and operates the Monticello Public Cemetery and provides interment services for property owners and residents within the District as well as eligible non-residents. Staffing is provided by the County Public Works Department and totals approximately one full-time employee. MPCD has a current operating budget of \$50,419 with an estimated resident service population of 1,347.

BACKGROUND

MPCD is located in northeast Napa County and serves the unincorporated communities of Berryessa Highlands, Berryessa Pines, and Spanish Flat. MPCD’s jurisdictional boundary is divided by Lake Berryessa and extends north and east to Lake and Yolo Counties. Land uses within the jurisdictional boundary generally comprises agricultural, open-space, and rural residential. Limited commercial and recreational land uses are also present along the southern and western shoreline of Lake Berryessa.

MPCD was formed in 1936 to assume control of the privately operated Monticello Cemetery. The cemetery was developed in 1879 and originally located in the unincorporated community of Monticello in the Berryessa Valley. The cemetery came under the control and ownership of MPCD at the petitioning of local residents after the cemetery’s private proprietors ceased operating in the early 1930s. In 1956, the United States Bureau of Reclamation relocated the cemetery to its present location in Spanish Flat as part of the “Solano Project.” Notably, the Solano Project involved the construction of the Monticello Dam, which led to the inundation of the Berryessa Valley and the creation of Lake Berryessa.

ADOPTED BOUNDARIES

MPCD’s jurisdictional boundary comprises approximately 140,211 acres or 219 square miles and includes 1,677 assessor parcels. A map of the District’s current jurisdictional boundary and sphere of influence is included as **Appendix A**. The Commission has approved one jurisdictional change involving MPCD since 1963. The approved change of organization involved the annexation of an approximate 293-acre portion of Berryessa Highlands in 1982.

MPCD's sphere of influence comprises approximately 165,543 unincorporated acres or 259 square miles and includes 2,437 assessor parcels. The sphere was established by the Commission in March 1985 to include MPCD's entire jurisdictional boundary along with nearly 23,000 acres of unincorporated land extending south into Wooden Valley, which includes the unincorporated community of Circle Oaks. The Commission also included in the sphere unincorporated lands to the west of MPCD that were already in the Pope Valley Cemetery District (PVCD). In adding these lands to the sphere, the Commission determined MPCD is the more appropriate service provider based on social communities of interest. In May 1985, the Commission modified MPCD's sphere to exclude an approximate 1,400-acre area already in the District's jurisdictional boundary and located along its western border after adding the same territory to PVCD's sphere. In making this change, the Commission determined the affected area would be better served by PVCD. In October 2008, the Commission updated the spheres for MPCD and PVCD to provide more consistent alignment with each of the Districts' jurisdictional boundaries. The 2008 update resulted in the Commission adding 904 acres to MPCD's sphere in the vicinity of Berryessa Estates as well as removing 1,724 acres from the District's sphere located along the eastern ridge of Pope Valley.

An approximate 490-acre portion of Berryessa Estates remains within MPCD's jurisdictional boundary but outside the District's sphere. These Berryessa Estates lands should be eventually detached from MPCD and annexed to PVCD in recognition of PVCD's established social and economic ties to the affected lands. This change would also establish a more transparent and effective method in delineating an appropriate line between MPCD and PVCD's respective service areas south of Putah Creek.

GROWTH AND POPULATION ESTIMATES

There are no specific population counts within MPCD's jurisdictional boundary. However, a review of data collected by the United States Census identifies Tract 2018 generally correlates with MPCD's jurisdictional boundary with the exception of including portions of Chiles and Pope Valleys. For the purpose of this municipal service review, LAFCO assumes MPCD's jurisdictional boundary includes 75% of the total resident population in Tract 2018. LAFCO also assumes future population growth in MPCD will be consistent with the Association of Bay Area Governments projected annual growth rate in unincorporated Napa County of 0.6% over the next 20 years. It is anticipated the majority of new growth and development within MPCD's jurisdictional boundary will occur in Berryessa Highlands. Based on these assumptions, LAFCO estimates MPCD's resident service population is 1,355. The following table estimates recent and future population counts within MPCD.

Resident Service Population Estimates for MPCD
(Estimates calculated by LAFCO)

| 2015 | 2020 | 2025 | 2030 | 2035 |
|-------|-------|-------|-------|-------|
| 1,355 | 1,396 | 1,439 | 1,482 | 1,527 |

GOVERNANCE

MPCD operates under California Health and Safety Code Sections 9000 et seq., which is known as the Public Cemetery District Law. This law was originally enacted in 1909 and comprehensively rewritten in 2004. The law empowers MPCD to own, operate, and maintain cemeteries within its jurisdictional boundary. MPCD is authorized to provide interment services to District residents and property owners as well as eligible non-residents. Elections are based on a registered resident-voter system.

At the time of its formation in 1936, MPCD was organized as an independent special district with its own three-member Board of Trustees appointed by the County Board of Supervisors. In 1988, at the request of local residents, MPCD became a dependent special district with the Board of Supervisors appointing itself as the Board of Trustees. Regular meetings are calendared at the beginning of each year and generally occur quarterly thereafter at the County of Napa’s Administration Building.

In 1989, MPCD’s Board of Trustees appointed a five-member Advisory Committee to help inform District activities and services. The Advisory Committee is responsible for reviewing and making recommendations on the annual budget, fees and charges, and capital improvements. Appointees serve staggered four-year terms and must be residents or property owners within MPCD or plot owners in the cemetery. The Advisory Committee holds an annual regular meeting on the third Wednesday in January with additional meetings scheduled as needed.

ADMINISTRATION

Administration of MPCD is the principal responsibility of the County Public Works Department. The Public Works Director serves as MPCD Manager and assigns staff to manage the day-to-day activities of the District. This includes monitoring the annual budget, administering burials, managing maintenance schedules, responding to public inquiries, and providing staff resources to the Advisory Committee. Public Works also provides guidance on developing and implementing policies and procedures. Accounting and legal services are provided by the Auditor-Controller’s Office and County Counsel, respectively.

MUNICIPAL SERVICES

MPCD owns, operates, and maintains the Monticello Public Cemetery. The cemetery is approximately 3.7 acres in size and located along Spanish Flat Loop east of its intersection with Knoxville Berryessa Road. MPCD does not provide burial services involving columbaria or mausoleums. Burial plots are offered for sale through the purchase of an “interment right” to residents and property owners within MPCD as well as eligible non-residents. MPCD’s current interment right fee for residents and property owners is \$1,050 and \$1,208 for eligible non-residents. MPCD reports there are a total of 1,089 plots in the cemetery. Of this amount, 270 plots remain available for purchase. Given the number of available plots, it appears MPCD has adequate capacity to meet future service demands within the timeframe of this review.

FINANCIAL

MPCD practices an annual budget process. The annual budget is prepared by the District Manager with input from the Advisory Committee and adopted by the Board of Trustees at a publicly noticed meeting. MPCD’s adopted budget for 2015-2016 includes total revenues and expenses at \$73,090 and \$108,686, respectively. The majority of MPCD’s revenues are drawn from property taxes, charges for service, and income earned on interest. All of MPCD’s expenditures relate directly to services and supplies with administration costs emerging as its largest single expense. These amounts include an intrafund transfer of \$35,000. Revenues and expenses for the previous five fiscal years are provided below.

Operating Fund

| | 2010-2011 | 2011-2012 | 2012-2013 | 2013-2014 | 2014-2015 |
|----------|-----------|-----------|-----------|-----------|-----------|
| Revenues | \$58,794 | \$34,033 | \$46,456 | \$47,527 | \$35,126 |
| Expenses | \$50,269 | \$35,694 | \$39,447 | \$49,686 | \$28,929 |
| Net | \$8,525 | (\$1,661) | \$7,009 | (\$2,159) | \$6,197 |

Endowment Fund

| | 2010-2011 | 2011-2012 | 2012-2013 | 2013-2014 | 2014-2015 |
|----------|------------|-----------|-----------|-----------|-----------|
| Revenues | \$1,643 | \$859 | \$538 | \$457 | \$1,400 |
| Expenses | \$13,000 | \$0 | \$10,330 | \$10,000 | \$0 |
| Net | (\$11,357) | \$859 | (\$9,792) | (\$9,543) | \$1,400 |

MPCD currently maintains a reserve balance of \$179,441. MPCD also maintains an endowment fund to address future cemetery care issues as provided under its principal act. The endowment fund currently stands at \$84,326.

1. GROWTH AND POPULATION

| Growth and population projections for the affected area. | YES | MAYBE | NO |
|--|--------------------------|--------------------------|-------------------------------------|
| a) Is the agency's territory or surrounding area expected to experience any significant population change or development over the next 5-10 years? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| b) Will population changes have an impact on the subject agency's service needs and demands? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| c) Will projected growth require a change in the agency's service boundary? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Discussion:

Existing and planned urban uses within MPCD are limited and primarily directed to the unincorporated communities of Berryessa Highlands, Berryessa Pines, Circle Oaks, and Spanish Flat. Any future development within MPCD will generally be limited to the remaining undeveloped lots within Berryessa Highlands. Based on ABAG estimates, an annual population growth rate for unincorporated Napa County of 0.6 percent over the next 10 years is expected. This will not impact service needs or demands and the boundary will not be affected.

Determinations:

1. The Monticello Public Cemetery District has an estimated resident service population of 1,355. It is expected the District will experience modest population growth over the next five years at an average annual rate of 0.6%.
2. It is expected the majority of new growth and population within the Monticello Public Cemetery District will occur in the unincorporated community of Berryessa Highlands. If developed to build-out, it is anticipated Berryessa Highlands will add another 501 residents to the District.

2. CAPACITY AND ADEQUACY OF PUBLIC FACILITIES AND SERVICES

Present and planned capacity of public facilities, adequacy of public services, and infrastructure needs or deficiencies including needs or deficiencies related to sewers, municipal and industrial water, and structural fire protection in any disadvantaged unincorporated communities within or contiguous to the sphere of influence.

| | YES | MAYBE | NO |
|---|--------------------------|--------------------------|-------------------------------------|
| a) Are there any deficiencies in agency capacity to meet service needs of existing development within its existing territory? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| b) Are there any issues regarding the agency's capacity to meet the service demand of reasonably foreseeable future growth? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| c) Are there any concerns regarding public services provided by the agency being considered adequate? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| d) Are there any significant infrastructure needs or deficiencies to be addressed? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| e) Are there changes in state regulations on the horizon that will require significant facility and/or infrastructure upgrades? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| f) Are there any service needs or deficiencies for disadvantaged unincorporated communities related to sewers, municipal and industrial water, and structural fire protection within or contiguous to the agency's sphere of influence? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Discussion:

MPCD's infrastructure system is sufficient given the basic level of public interment services provided. MPCD has sufficient burial plot capacity to meet present and future service demands.

Determinations:

1. The Monticello Public Cemetery District's infrastructure system is sufficient given the basic level of public interment services provided.
2. The Monticello Public Cemetery District has sufficient burial plot capacity to meet present and future service demands within the timeframe of this review.

3. The Monticello Public Cemetery District has established an adequate maintenance schedule that includes regular lawn mowing and clean-up of the cemetery grounds.
4. There are no disadvantaged unincorporated communities located within or contiguous to the Monticello Public Cemetery District's sphere of influence.

3. FINANCIAL ABILITY

Financial ability of agencies to provide services.

| | YES | MAYBE | NO |
|---|--------------------------|--------------------------|-------------------------------------|
| a) Does the organization routinely engage in budgeting practices that may indicate poor financial management, such as overspending its revenues, failing to commission independent audits, or adopting its budget late? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| b) Is the organization lacking adequate reserve to protect against unexpected events or upcoming significant costs? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| c) Is the organization's rate/fee schedule insufficient to fund an adequate level of service, and/or is the fee inconsistent with the schedules of similar service organizations? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| d) Is the organization unable to fund necessary infrastructure maintenance, replacement and/or any needed expansion? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| e) Is improvement needed in the organization's financial policies to ensure its continued financial accountability and stability? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| f) Is the organization's debt at an unmanageable level? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Discussion:

MPCD practices an annual budget process. The annual budget is prepared by the District Manager with input from the Advisory Committee and adopted by the Board of Trustees at a publicly noticed meeting. MPCD does not have financial policies but is managed by the same staff that manages the County of Napa. It is subject to an annual independent audit. Its budgets, Consolidated Annual Financial Reports, and audit reports are available online. On October 2, 2012 the MPCD Board of Trustees voted to amend the District's fee schedule. MPCD is a member of the California Association of Public Cemeteries. Reserves are adequate to protect against unexpected events or upcoming significant costs. Maintenance is performed on an as needed basis. Please refer to the Agency Profile for additional information.

Determinations:

1. The Monticello Public Cemetery District is dependent on its annual share of property tax revenues to fund its cemetery services. This revenue source has proven increasingly unreliable given that property tax revenues have decreased in four of the last five reported fiscal years.

4. SHARED SERVICES AND FACILITIES

Status of, and opportunities for, shared facilities.

| | YES | MAYBE | NO |
|---|--------------------------|--------------------------|-------------------------------------|
| a) Is the agency currently sharing services or facilities with other organizations? If so, describe the status of such efforts. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| b) Are there any opportunities for the organization to share services or facilities with neighboring or overlapping organizations that are not currently being utilized? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| c) Are there any governance options that may produce economies of scale and/or improve buying power in order to reduce costs? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| d) Are there governance options to allow appropriate facilities and/or resources to be shared, or making excess capacity available to others, and avoid construction of extra or unnecessary infrastructure or eliminate duplicative resources? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Discussion:

MPCD does not share services or facilities but is staffed by employees of the County of Napa Public Works Department, and thus shares the County’s staff resources. Please refer to the Agency Profile for additional information.

Determinations:

1. The Monticello Public Cemetery District enjoys cost-savings by receiving reclaimed water from the Spanish Flat Water District.
2. The Monticello Public Cemetery District benefits from its status as a dependent special district of the County of Napa with respect to having access to resources that would otherwise be unavailable.
3. The Monticello Public Cemetery District should continue to be active in regional associations, such as the California Association of Public Cemeteries, whose annual conferences are important venues for identifying best management practices.
4. The Monticello Public Cemetery District should evaluate whether there are any shared resource opportunities with private cemeteries within its jurisdictional boundary.

5. ACCOUNTABILITY, STRUCTURE, AND EFFICIENCIES

Accountability for community service needs, including governmental structure and operational efficiencies.

| | YES | MAYBE | NO |
|---|--------------------------|-------------------------------------|-------------------------------------|
| a) Are there any issues with meetings being accessible and well publicized? Any failures to comply with disclosure laws and the Brown Act? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| b) Are there any issues with filling board vacancies and maintaining board members? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| c) Are there any issues with staff turnover or operational efficiencies? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| d) Is there a lack of regular audits, adopted budgets and public access to these documents? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| e) Is the agency involved in any Joint Powers Agreements/Authorities (JPAs)? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| f) Are there any recommended changes to the organization's governance structure that will increase accountability and efficiency? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| g) Are there any governance restructure options to enhance services and/or eliminate deficiencies or redundancies? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| h) Are there any opportunities to eliminate overlapping boundaries that confuse the public, cause service inefficiencies, unnecessarily increase the cost of infrastructure, exacerbate rate issues and/or undermine good planning practices? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Discussion:

MPCD operates under the Public Cemetery District Law, which empowers MPCD to own, operate, and maintain cemeteries within its jurisdictional boundary. MPCD is authorized to provide interment services to District residents and property owners as well as eligible non-residents. Elections are based on a registered resident-voter system. MPCD is a dependent special district with the Board of Supervisors serving as the Board of Trustees. Regular meetings are calendared at the beginning of each year and generally occur quarterly thereafter at the County of Napa's Administration Building. All meetings are conducted in accordance with the Brown Act. MPCD is not involved in any JPAs and there are no governance restructure options that would enhance services. However, there is a potential opportunity to eliminate a boundary discrepancy involving 490 acres of territory located within MPCD's jurisdictional boundary and

outside the District's sphere. These lands should be eventually detached from MPCD and annexed to PVCD in recognition of PVCD's established social and economic ties to the affected lands. This change would also establish a more transparent and effective method in delineating an appropriate line between MPCD and PVCD's respective service areas south of Putah Creek. Please refer to the Agency Profile for additional information.

Determinations:

1. The restructuring of the Monticello Public Cemetery District into a dependent special district governed by the County of Napa Board of Supervisors has been positive and reflects the most cost-effective and efficient governance structure for the District.
2. Consolidating the Monticello Public Cemetery District with the adjacent Pope Valley Cemetery District does not appear appropriate given the sharp discrepancies in service levels and revenue sources existing between the two agencies.
3. Administration of the Monticello Public Cemetery District is provided by the County of Napa Public Works Department and helps to ensure a sufficient level of expertise is employed in the management of the District.
4. The Monticello Public Cemetery District serves an important role in providing for the respectful and cost-effective interment of human remains for property owners, residents, and eligible non-residents of the District.
5. The Monticello Public Cemetery District's Advisory Committee enhances community participation in District activities and helps to ensure service levels are consistent and accountable with the preferences of the constituents.

6. OTHER ISSUES

Any other matter related to effective or efficient service delivery, as required by commission policy.

| | YES | MAYBE | NO |
|---|--------------------------|--------------------------|-------------------------------------|
| a) Are there any other service delivery issues that can be resolved by the MSR/SOI process? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Discussion:

No other issues have been identified that can be resolved by the MSR/SOI process.

SPHERE OF INFLUENCE STUDY

It is recommended that the Commission affirm MPCD's existing sphere. Pursuant to Government Code Section 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 sphere are contemplated under the County General Plan. The County General Plan and supporting zoning ordinances help ensure the majority of land within the sphere will remain rural and support agricultural and open-space uses. Existing and planned urban uses are limited and primarily directed to the unincorporated communities of Berryessa Highlands, Berryessa Pines, Circle Oaks, and Spanish Flat. These present and planned land uses are compatible and supported by the Monticello Public Cemetery District's public interment services.

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

The Monticello Public Cemetery District serves an important role in addressing the present and probable need for the respectful and cost-efficient interment of human remains for property owners and residents within the sphere.

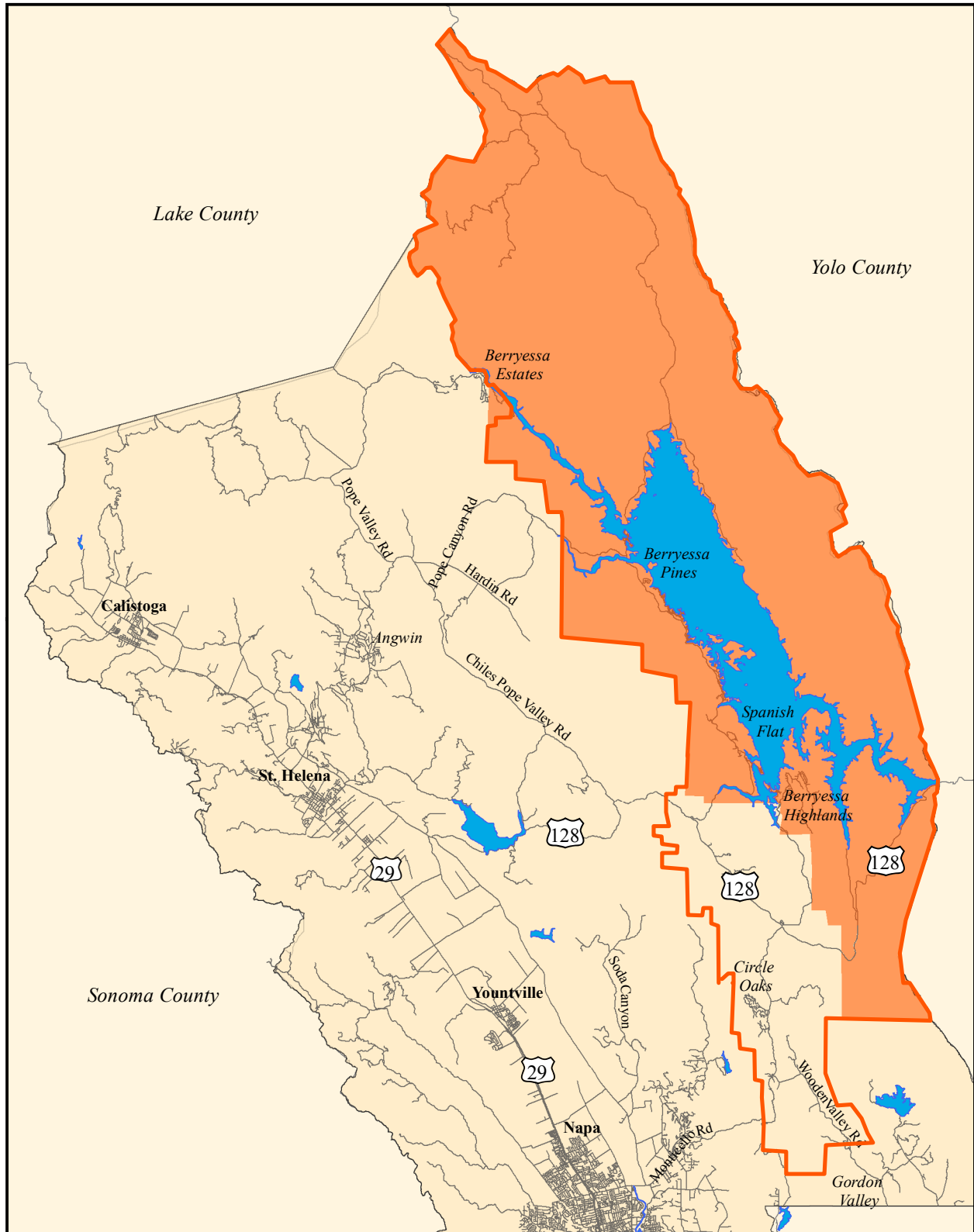
3. The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide.

The Monticello Public Cemetery District has established sufficient infrastructure capacities, administrative controls, and funding streams to indicate it is capable of providing an appropriate level of public interment services within the sphere.



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.

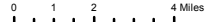
The Monticello Public Cemetery District has established distinct social and economic interdependencies within the sphere. The sphere facilitates the orderly development of the District in a manner that advantageously provides for the present and future needs of the community.

Monticello Public Cemetery District



Legend

-  Monticello Public Cemetery District Jurisdictional Boundary
-  Monticello Public Cemetery District Sphere of Influence



April 2016
Prepared by BF



LAFCO of Napa County
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RESOLUTION NO. _____**RESOLUTION OF THE
LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY
MAKING DETERMINATIONS****MUNICIPAL SERVICE REVIEW AND SPHERE OF INFLUENCE UPDATE:
MONTICELLO PUBLIC CEMETERY DISTRICT**

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

WHEREAS, the Executive Officer prepared a “Municipal Service Review and Sphere of Influence Update” for the Monticello Public Cemetery District pursuant to said schedule and the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, commencing with Section 56000 of the California Government Code; and

WHEREAS, the Executive Officer prepared a written report on the municipal service review that includes considering the adequacy of governmental services provided by the Monticello Public Cemetery District and recommends affirming the existing sphere of influence of the Monticello Public Cemetery District with no changes; and

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

WHEREAS, the Commission heard and fully considered all the evidence presented at its public meeting concerning the municipal service review and sphere of influence update on the Monticello Public Cemetery District on July 18, 2016;

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

WHEREAS, the Commission considered all the factors required by law under California Government Code Section 56425.

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

1. The Commission determines the municipal service review is exempt from further environmental review under the California Environmental Quality Act pursuant to California Code of Regulations Section 15306. This finding is based on the Commission’s determination that the municipal service review is limited to basic data collection, research, and resource evaluation activities which will not result in a serious or major disturbance to an environmental resource.

2. The Commission adopts the statement of determinations for the Monticello Public Cemetery District prepared as part of the municipal service review as set forth in Exhibit One, which is attached and hereby incorporated by reference.
3. The Commission, as lead agency, finds the approved update to the Monticello Public Cemetery District's sphere of influence is exempt from further review under the California Environmental Quality Act pursuant to California Code of Regulations Section 15061(b)(3). This finding is based on the Commission's determination that the update will have no possibility of significantly effecting the environment given no new land use or municipal service authority is granted.
4. Pursuant to California Government Code Section 56425 of the Government Code, the Commission adopts the statement of determinations as shown in Exhibit Two.
5. Based on these determinations, the Commission reaffirms the sphere of influence of the Monticello Public Cemetery District without modification, as shown in Exhibit Three.
6. The effective date of the municipal service review and sphere of influence update shall be the date of adoption set forth below.

The foregoing resolution was duly and regularly adopted by the Commission at a regular meeting held on July 18, 2016, by the following vote:

AYES: Commissioners _____

NOES: Commissioners _____

ABSTAIN: Commissioners _____

ABSENT: Commissioners _____

ATTEST: Brendon Freeman
Executive Officer

Recorded by: _____
Kathy Mabry
Commission Secretary

EXHIBIT ONE

STATEMENT OF DETERMINATIONS

MONTICELLO PUBLIC CEMETERY DISTRICT MUNICIPAL SERVICE REVIEW

1. Growth and population projections for the affected area (Government Code 56430(a)(1)):
 - a) The Monticello Public Cemetery District has an estimated resident service population of 1,355. It is expected the District will experience modest population growth over the next five years at an average annual rate of 0.6%.
 - b) It is expected the majority of new growth and population within the Monticello Public Cemetery District will occur in the unincorporated community of Berryessa Highlands. If developed to build-out, it is anticipated Berryessa Highlands will add another 501 residents to the District.
2. The location and characteristics of any disadvantaged unincorporated communities within or contiguous to spheres of influence (Government Code 56430(a)(2)):
 - a) There are no disadvantaged unincorporated communities located within or contiguous to the Monticello Public Cemetery District's sphere of influence.
3. Present and planned capacity of public facilities and adequacy of public services, including infrastructure needs or deficiencies (Government Code 56430(a)(3)):
 - a) The Monticello Public Cemetery District's infrastructure system is sufficient given the basic level of public interment services provided.
 - b) The Monticello Public Cemetery District has sufficient burial plot capacity to meet present and future service demands within the timeframe of this review.
 - c) The Monticello Public Cemetery District has established an adequate maintenance schedule that includes regular lawn mowing and clean-up of the cemetery grounds.
4. Financial ability of agencies to provide services (Government Code 56430(a)(4)):
 - a) The Monticello Public Cemetery District is dependent on its annual share of property tax revenues to fund its cemetery services. This revenue source has proven increasingly unreliable given that property tax revenues have decreased in four of the last five reported fiscal years.

5. Status of, and opportunities for, shared facilities (Government Code 56430(a)(5)):
 - a) The Monticello Public Cemetery District enjoys cost-savings by receiving reclaimed water from the Spanish Flat Water District.
 - b) The Monticello Public Cemetery District benefits from its status as a dependent special district of the County of Napa with respect to having access to resources that would otherwise be unavailable.
 - c) The Monticello Public Cemetery District should continue to be active in regional associations, such as the California Association of Public Cemeteries, whose annual conferences are important venues for identifying best management practices.
 - d) The Monticello Public Cemetery District should evaluate whether there are any shared resource opportunities with private cemeteries within its jurisdictional boundary.
6. Accountability for community service needs, including governmental structure and operational efficiencies (Government Code 56430(a)(6)):
 - a) The restructuring of the Monticello Public Cemetery District into a dependent special district governed by the County of Napa Board of Supervisors has been positive and reflects the most cost-effective and efficient governance structure for the District.
 - b) Consolidating the Monticello Public Cemetery District with the adjacent Pope Valley Cemetery District does not appear appropriate given the sharp discrepancies in service levels and revenue sources existing between the two agencies.
 - c) Administration of the Monticello Public Cemetery District is provided by the County of Napa Public Works Department and helps to ensure a sufficient level of expertise is employed in the management of the District.
 - d) The Monticello Public Cemetery District serves an important role in providing for the respectful and cost-effective interment of human remains for property owners, residents, and eligible non-residents of the District.
 - e) The Monticello Public Cemetery District's Advisory Committee enhances community participation in District activities and helps to ensure service levels are consistent and accountable with the preferences of the constituents.
7. Relationship with regional growth goals and policies (Government Code 56430(a)(7)):
 - a) Cemetery districts have no authority over land use policies and hence no direct participation on the policy level that would connect the activities of the district with regional growth.

EXHIBIT TWO

STATEMENT OF DETERMINATIONS

MONTICELLO PUBLIC CEMETERY DISTRICT SPHERE OF INFLUENCE UPDATE

1. Present and planned land uses in the sphere, including agricultural and open-space lands.

The present and planned land uses in the sphere are contemplated under the County General Plan. The County General Plan and supporting zoning ordinances help ensure the majority of land within the sphere will remain rural and support agricultural and open-space uses. Existing and planned urban uses are limited and primarily directed to the unincorporated communities of Berryessa Highlands, Berryessa Pines, Circle Oaks, and Spanish Flat. These present and planned land uses are compatible and supported by the Monticello Public Cemetery District's public interment services.

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

The Monticello Public Cemetery District serves an important role in addressing the present and probable need for the respectful and cost-efficient interment of human remains for property owners and residents within the sphere.

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

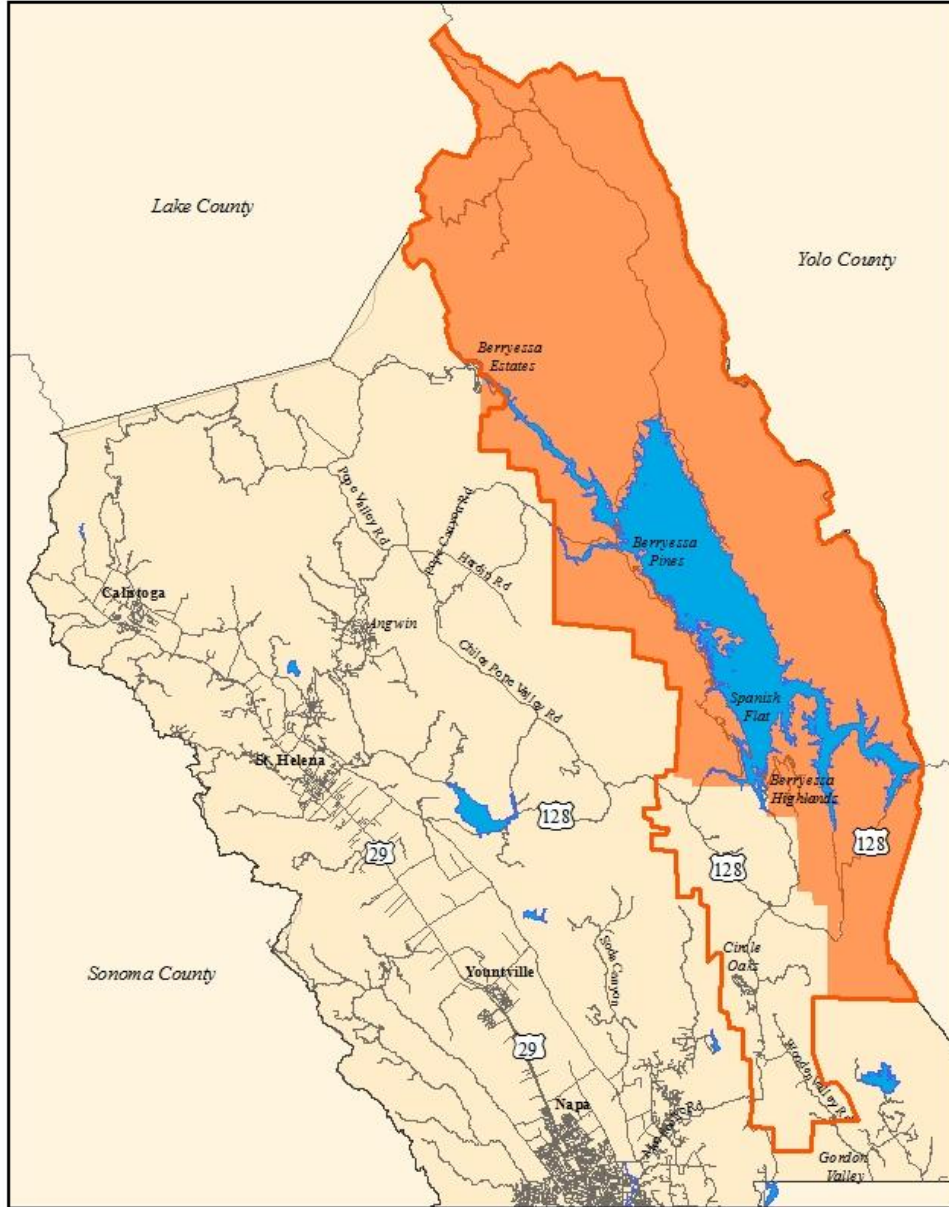
The Monticello Public Cemetery District has established sufficient infrastructure capacities, administrative controls, and funding streams to indicate it is capable of providing an appropriate level of public interment services within the sphere.

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



The Monticello Public Cemetery District has established distinct social and economic interdependencies within the sphere. The sphere facilitates the orderly development of the District in a manner that advantageously provides for the present and future needs of the community.

EXHIBIT THREE

Monticello Public Cemetery District



Legend

-  Monticello Public Cemetery District Jurisdictional Boundary
-  Monticello Public Cemetery District Sphere of Influence



0 1 2 Miles

April 2016
Prepared by B.P.




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