



LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY

MEETING MINUTES OF APRIL 5, 2010

1. CALL TO ORDER; ROLL CALL

Chair Inman called the meeting to order at 4:01 p.m.

Roll was called with Regular Commissioners Dodd, Wagenknecht and Chair Inman present.

Alternate Commissioners Bennett (*voting for Chilton*), Rodeno (*voting for Kelly*) and Luce were also present.

Absent: Commissioners Chilton and Kelly.

Staff present: Keene Simonds, Executive Officer; Jackie Gong, Commission Counsel; Brendon Freeman, Analyst; and Kathy Mabry, Commission Secretary.

2. PLEDGE OF ALLEGIANCE

American Canyon City Manager Richard Ramirez led the Pledge of Allegiance.

3. APPROVAL OF AGENDA

At this time, Chair Inman made a request to hear agenda item #9a following agenda item #7c.

A motion to move item # 9a was made by Commissioner Dodd, second by Commissioner Wagenknecht and approved by unanimous vote.

4. APPROVAL OF MINUTES: Minutes of February 1, 2010 Meeting

The Commission was presented with minutes from the February 1, 2010 meeting for approval. Upon motion by Commissioner Wagenknecht and second by Commissioner Dodd, the minutes were approved by unanimous vote.

5. PUBLIC COMMENTS

Chair Inman invited members of the audience to provide public comment. No comments were received.

6. CONSENT ITEMS

a) Abandonment of Wilkins Avenue Reorganization Approval

The Commission received a report from staff concerning the abandonment of the Wilkins Avenue Reorganization proposal, which had been conditionally approved on February 2, 2009. The applicant's failure to satisfy the outstanding conditions or request a time extension by the one-year deadline has caused the proposal to be abandoned in accordance with Government Code Section 57001. A new application is now required to consider a future request to annex the affected territory.

6. CONSENT ITEMS ~ continued:

b) Amendment to Fiscal Year 2009-2010 Budget

The Commission received a report from staff to consider amending its current fiscal year budget to allocate \$3,931 into a new expense account to begin funding capital depreciation for the agency's electronic document management system.

The Commission authorized the Executive Officer to work with the County of Napa Auditor-Controller's Office to amend the 2009-2010 budget as follows:

- (a) Establish a capital depreciation expense account within the services/supplies unit; and
- (b) Allocate \$3,991 in the newly created capital depreciation expense account for purposes of funding annual depreciation of the Commission's EDMS.

c) Current and Future Proposals

The Commission received a report from staff on the status of three active proposals on file with LAFCO and two expected to be submitted in the future, for information purposes only.

Upon motion by Commissioner Wagenknecht and second by Commissioner Dodd, the consent calendar items were approved by unanimous vote.

7. PUBLIC HEARING ITEMS

a) Big Ranch Road No. 4 Annexation to the Napa Sanitation District

The Commission considered an application by a landowner to annex 1.1 acres of incorporated territory in the City of Napa to the Napa Sanitation District. Staff recommended annexation approval with standard conditions. Staff also recommended the Commission adopt a negative declaration consistent with the findings of an initial study concluding the annexation will not have any significant impacts on the environment. No comments were received from the audience members.

Upon motion by Commissioner Dodd and second by Commissioner Rodeno, the annexation was approved by unanimous vote (**Resolution #10-07 and #10-08**).

b) Proposed Budget for Fiscal Year 2010-2011

Staff provided a verbal report of the proposed budget for 2010-2011 prepared by the Budget Committee. The proposed budget continues to incorporate several substantive changes to the budget process, including the elimination of apportioning annual reserves and contingencies in favor of establishing a policy to maintain three months of operating reserves in the fund balance. The recommended budget totals \$413,480, reflecting an approximate decrease of \$83,481 or 16.8% over the current fiscal year.

Chair Inman opened and closed the public hearing with no comments received. Staff was commended by the Commission for having a reduction in the budget during these times. No comments were received from the audience members.

Upon motion by Commissioner Rodeno and second by Commissioner Wagenknecht, the Commission unanimously:

- 1) Adopted the proposed budget for 2010-2011 (**Resolution #10-09**);
- 2) Directed the Executive Officer to circulate the adopted proposed budget for review and comment to each funding agency; and
- 3) Directed the Executive Officer to schedule a public hearing for the Commission to consider adopting a final budget at its June 7, 2010 meeting.

7. PUBLIC HEARING ITEMS ~ continued:

c) Reappointment of Brian J. Kelly as Public Member

The Commission's City and County members considered reappointing Brian J. Kelly to a new four-year term as public member beginning May 3, 2010.

No comments were received from the audience members. Chair Inman closed the public hearing. Upon motion by Commissioner Dodd and second by Commissioner Bennett, the Commission reappointed Brian J. Kelly by unanimous vote.

9. DISCUSSION ITEMS

a) Sphere of Influence Update on the City of American Canyon

The Commission received a report on its scheduled sphere of influence update on the City of American Canyon. The report was presented in draft-form and included a recommendation to add approximately 320 unincorporated acres to the sphere of influence (SOI) identified as Study Areas A, D and F.

Staff provided the Commission with a verbal report on the key policy considerations addressed in the draft report.

Chair Inman invited audience members to provide comments.

American Canyon Mayor Leon Garcia addressed the Commission and requested consideration of the American Canyon's sphere of influence update to add the recommended approximately 320 unincorporated acres to the sphere of influence along with the portion of Study Area E designated as the Town Center.

American Canyon Vice Mayor Ed West asked the Commission to consider the Town Center area in the City's SOI update due to long-standing community interests.

American Canyon Community Development Director Brent Cooper commended staff on the reports and the analysis of the update, and requested that the sphere be modified to include the Town Center, noting that a letter was prepared on this matter, but not presented prior to this meeting. Mr. Cooper noted he would be submitting a formal comment letter on the draft report.

American Canyon City Manager Richard Ramirez also commended staff for their work on the study, and stated that the City is ready to move forward with the annexation, and requested the Town Center area be included in the SOI.

David Gilbreth, representing property owner Ed Biggs within the portion of Study Area E designated as Special Study, addressed the Commission. Mr. Gilbreth spoke about city services such as police, fire and schools and stated the subject area is already urbanized and should be considered in the City SOI, and referenced portions of the Cortese-Knox-Hertzberg Act.

Commissioner Bennett commented on the history of American Canyon, its incorporation in 1992, the consensus and vision of the people to have a Town Center, and appealed to have the SOI be moved to match the City's Urban Limit Line.

Chair Inman requested staff provide a new map showing American Canyon's Urban Limit Line.

Commissioner Bennett requested staff identify the Town Center within Study Area E.

Commissioner Rodeno requested staff show airport zones as it relates to the study areas.

Commissioner Wagenknecht asked staff to address the City's interest in adding the Town Center.

Staff stated that City staff needs to provide LAFCO with more information of land use and density in the Town Center area to make an informed decision as to whether the Commission should consider making a special exception to its policies as it relates to amending the City's sphere.

Chair Inman agreed that more information is needed from American Canyon staff to support the SOI request involving the Town Center.

8. ACTION ITEMS

a) Establishment of an Ad Hoc Committee on Policies and Procedures

The Commission considered establishing an ad hoc committee to review and update the agency's policies and procedures. Additional actions to be considered include making appointments and defining a scope of work.

Chair Inman requested that staff come back in May with the same report and a time frame commitment, since Commissioners Chilton and Kelly are not present today to vote.

b) Legislative Report

Staff provided the Commission with a report on the second year of the 2009-2010 session of the California Legislature as it relates to bills directly or indirectly effecting Local Agency Formation Commissions.

Upon motion by Commissioner Wagenknecht and second by Commissioner Bennett, the Commission authorized the Chair to sign a letter in support of Senate Bill 1023, which is authored by local representative Patricia Wiggins.

9. DISCUSSION ITEM

b) Concurrent Municipal Service Review and Sphere of Influence Update on the Napa County Mosquito Abatement District

Staff provided the Commission with a report on its scheduled municipal service review and sphere of influence update on the Napa County Mosquito Abatement District. Staff provided a verbal report and highlighted key policy and service related issues of the District.

Wesley Maffei, District Manager addressed the Commission and gave details regarding the use of agency funds used and their purposes as well as the functions of the agency.

10. EXECUTIVE OFFICER REPORT

The Commission received a verbal report from the Executive Officer regarding current staff activities, communications, studies, and special projects.

- Island Annexation Program – discussed new flyer mailed out to property owners.
- CALAFCO Staff Workshop, scheduled for April 14-16 in Santa Rosa – staff is scheduled to provide a presentation on the new Electronic Data Management System.

11. COMMISSIONER COMMENTS; REQUEST FOR FUTURE AGENDA ITEMS

There was no discussion of this item.

12. ADJOURNMENT

The meeting was adjourned at 5:36 p.m. The next regular LAFCO meeting is scheduled for Monday, May 3, 2010 at 4:00 p.m.

Juliana Inman, Chair

ATTEST: Keene Simonds, Executive Officer

Prepared by:

Kathy Mabry, Commission Secretary