

SOUTH LAKEPORT ANNEXATION AREA

PLAN FOR SERVICES



prepared by

CITY OF LAKEPORT

July 2019

**City of Lakeport
South Lakeport Annexation Area
Plan for Services**

Introduction

This Plan for Services has been prepared pursuant to the Local Agency Formation Commission of Lake County (Lake LAFCO) *Policies, Standards, and Procedures* manual. This Plan for Services identifies how urban services will be provided to the South Lakeport area upon annexation into the City of Lakeport. In accordance with the standards and thresholds set forth in the *Policies, Standards, and Procedures* of Lake LAFCO, namely that every proposal address the items identified in Government Code Section 56653, this Plan for Services enumerates and describes the services currently provided or to be extended to the affected territory; describes the level and range of those services; indicates when those services can feasibly be extended to the affected territory if new services are proposed; indicates any improvement or upgrading of structures, roads, sewer or water facilities, or other conditions the City of Lakeport would perform, impose or require within the affected territory if the annexation is completed; and provides information with respect to how those services will be financed.

The City of Lakeport proposes to annex approximately 136.78 acres of land located adjacent to and south of the existing city limits of Lakeport including private property and road rights-of-way. The annexation area is generally comprised of the properties bordering South Main Street from the city limits to Soda Bay Road, and along Soda Bay Road to the point where the road curves to the east. The area is developed with a mix of commercial, industrial and residential uses, along with a few vacant properties. It is relatively flat, sloping gently from west to east. Vegetation is primarily ornamental, with some grassland and native shrubs and trees.

Clear Lake lies approximately one-half mile to the east of the annexation area. The area is pre-zoned in the Lakeport General Plan as a mix of Industrial and Major Retail. The site lies within the City's Sphere of Influence.

Services and Organization

The services considered herein are based on the *Policies, Standards, and Procedures* of Lake LAFCO, as well as relevant sections of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, codified in section 65000 of the Government Code. The services discussed and analyzed herein are consistent with the requirement that the City of Lakeport be capable of providing services sufficient to protect the health, safety, and welfare of the residents of the annexation area.

Provided below is description of each service to be provided to the annexation area following its incorporation into the City of Lakeport. The level and range of services is given, along with facility locations and response times when appropriate. The discussion identifies when these services can be extended to the annexation area, any improvements or upgrades the City of Lakeport would perform or impose, and how the services will be financed.

The services described are police, fire and ambulance, water, sanitary sewer, storm drainage, transportation, planning and building, and solid waste. Schools and power are not addressed as properties in the annexation area and will continue to be served by the Lakeport Unified School District and Pacific Gas & Electric Company, respectively.

Police

Description of current and future providers of this service to the annexation area:

The level and range of these services: Policing is currently provided to the South Lakeport annexation area by the Lake County Sheriff’s Office. After the annexation, police services will be provided by the City of Lakeport Police Department.

The level and range of these services: The City of Lakeport Police Department maintains an officer to population ratio of 1 officer per 369 residents (or 2.7 officers per 1,000 residents), which is above the State average. Staffing of the Department consists of 13 sworn officers, four additional non-sworn personnel, and volunteers.

The Department provides 24-hour police services which include but are not limited to the following services:

- Uniformed patrol
- Traffic enforcement
- Parking enforcement
- Canine patrol (included in FY 2019-20 budget; not yet implemented),
- Investigation of major crimes and narcotics
- Business and community liaison program (individual officers working directly with the dozen or so Neighborhood Watch Groups and Business Areas.)
- Animal control

Emergency and non-emergency calls are routed through the Lake County central dispatch system and assigned to officers based on availability and location of units at any given time. The City pays a fee to the County for dispatch services. The City has mutual aid agreements with several area law enforcement agencies to provide additional assistance when needed.

The Lakeport Police Department's average response times are three to four minutes for emergency calls, and 10-20 minutes for non-emergency calls. Maximum response times for emergency calls within the City are five minutes. These response times are generally considered fast and are within the internal goals set by the Lakeport Police Department.

Lakeport Police Department Location:

2025 South Main Street

Lakeport, CA 95453

Main Non-Emergency Number: (707) 263-5491

Email: info@lakeportpolice.org

When these services can feasibly be extended to the annexation area: Service to the South Lakeport annexation area will be expanded immediately upon completion of the annexation. Services will be provided in an identical fashion to those provided in the other areas of the City of Lakeport.

Improvements or upgrades that the City of Lakeport would impose or require if the annexation is approved: The annexation will not require any immediate improvements or upgrades to the policing capabilities of the City of Lakeport. If, however, future growth resulted in a need to employ additional police officers, the existing police station within the City currently has sufficient space to accommodate additional officers.

How these services will be financed: Funding for the Police Department is provided through the City's General Fund and various grant programs.

Fire and Ambulance

Description of current and future providers of this service to the annexation area: Fire protection and advanced life support (ALS) ambulance service is currently provided to the South Lakeport annexation area by the Lakeport Fire Protection District. After annexation, these services will continue to be provided by the Fire District.

The level and range of these services: Fire District staff currently includes seven full-time career firefighters (1 Chief, 2 Captains, 4 Firefighters) and an administrative assistant. Volunteer staff includes 25 part-time volunteer firefighters (3 Lieutenants, 22 Firefighters). Equipment includes five fire engines, several support vehicles, and four ambulances.

The annexation area would continue to be served by the Fire District's main station (Station 50) located at 445 North Main Street. Response times from the station to the annexation area are approximately four to seven minutes for emergency calls, and ten minutes for non-emergency calls. 9-1-1 calls are routed through a dispatch to the fire station, where fire department personnel respond as appropriate. There is also an unstaffed satellite firehouse north of the City, although it is not anticipated that this station would serve the annexation area.

The Fire District has struggled to keep pace with increasing calls for service (over 3,000 calls in 2018), coupled with outdated equipment and deferred facility maintenance. In May 2019,

voters in the District overwhelmingly approved Measure M, a parcel tax which will raise approximately \$1.2 million in additional annual revenues for the District. The funds will be used to address a current funding deficit and to enhance staffing, upgrade equipment and perform necessary maintenance and repairs to District facilities.

Lakeport Fire Protection District Station Location:

Lakeport Fire Protection District
445 North Main Street
Main phone number: (707) 263-4396
Email: lakeportfire@lakeportfire.com

When these services can feasibly be extended to the annexation area: As there will be no change in the service provider, there will be no service interruption.

Improvements or upgrades that the City of Lakeport would impose or require if the annexation is approved: Incorporation of the South Lakeport annexation area into the City of Lakeport will not impact service levels or abilities, nor would requirements for improvements or upgrades be imposed upon property owners or businesses. The annexation will, however, make it possible for the City of Lakeport to extend its water lines down South Main Street and Soda Bay Road to the south end of the annexation area. As part of that project, the City would install fire hydrants which will result in improved fire protection capabilities in the annexation area. The installation of fire hydrants may also help to improve the District's ISO (Insurance Services Office) ratings which can in turn lower insurance rates for property and business owners.

How these services will be financed: These services will continue to be funded largely through property taxes and ambulance fees. No change is expected in costs borne by the city or residents in the annexation area.

Water

Description of current and future providers of this service to the annexation area: There is currently no municipal water service in the South Lakeport annexation area. Residents and business owners obtain their water from private wells and, in some instances, by delivery.

At least six of the properties in the annexation area have on-site water systems which are classified as "transient water systems"¹ and are regulated by the State Water Resources Control Board's Division of Drinking Water. These water systems require a domestic water supply

¹ "Transient water systems" regularly serve 25 or more people daily for at least 60 days out of the year. These include entities such as gas stations, restaurants, theaters, and other commercial enterprises that with more than 25 employees and customers each day.

permit and are required to perform monthly and annual testing. Water Board staff have indicated that none of the permitted systems are in full compliance with State requirements.²

Once the annexation is approved, the City of Lakeport will extend water service to the annexation area and all property owners will have the choice of connecting to the municipal water system or remaining on private wells.

The level and range of these services: The City of Lakeport Utilities Department Water Division is responsible for providing water service to residences and businesses in the City. It provides 24-hour service and support by responding to customer concerns, emergency water breaks/repairs, and ensuring the City has high quality drinking water and an adequate supply for fire-fighting, domestic, and commercial use. The Water Division operates and maintains four wells, a surface water treatment facility, and the water distribution system.

The City's water supply comes from four wells located in a well field at Scott's Creek and a well field on the Green Ranch Property, and from surface water from Clear Lake. A large majority of the City's water production is from the four wells (in recent years ranging from 700-900 acre-feet per year) as they are the most economical source of water for the City. Under ideal conditions the combined pumping capacity of the four wells is about 2,000 gallons per minute (gpm), equivalent to 2.9 million gallons per day (mgd). The wells have limitations such as potential turbidity issues during periods of high runoff and seasonal declines in production in the late summer and fall months. During the peak water demand months of July and August, a reliable capacity of about 1.2 mgd is available, primarily from City Well No. 1 (Scotts Creek pumphouse south well). These wells are continuously monitored and treated to meet or exceed State and Federal requirements.

The City's Water Treatment Plant is fully staffed and was upgraded in 2000 to a state-of-the-art treatment facility with a design capacity of 1.5 million gallons per day. The plant receives surface water from Clear Lake and treats it to standards that enable Lakeport's Water Division to surpass current and future water quality standards established by both the State of California Department of Health Services and the EPA. The City's Water Treatment Plant has the capacity to serve planned growth in the City of Lakeport, including the proposed annexation area.

Department Location:
City of Lakeport Utilities Department, Water Division
225 Park Street
Main phone number: (707) 263-3578
Email: PWinfo@cityoflakeport.com

Water Treatment Facility Location:
590 Konocti Avenue

² Personal communication, Sheri Miller, District Engineer, Regional Water Quality Control Board, June 27, 2019.

When these services can feasibly be extended to the annexation area: Water service can be made available to the annexation area upon the extension of City water mains in the South Main Street and Soda Bay Road right-of-way.

The City has completed the design and engineering for a water main extension that will run south on Soda Bay Road to create a "loop" crossing State Route 29 at State Route 175 and connect to the Parallel Drive water main. This loop will reduce maintenance costs and create redundancy and resiliency in the City's water system. The water main extension is planned to be installed in conjunction with the regionally-funded South Main Street and Soda Bay Road Widening and Bike Lanes Project (anticipated construction in 2020). If the annexation is approved, the City will also extend the water main to the south on Soda Bay Road from State Route 175 to the south boundary of the annexation area. The City has prepared the preliminary engineering for the spur and will proceed with final engineering and construction once the annexation is approved.

If the annexation is approved, property owners will have the option of connecting to the City's water system. To connect to the City's water system, property owners must install service laterals and pay City water connection and capacity fees.

Improvements or upgrades that the City of Lakeport would impose or require if the annexation is approved: The only upgrade that the City of Lakeport will need to make if the annexation is approved will be to extend its South Main Street water main to the south end of the annexation area. Once the water main is in place, property owners can decide whether they want to connect to the City's water system. The City's water system has more than adequate capacity to service the annexation area, as the system currently operates at less than half capacity.

How these services will be financed: Extension of water mains to serve the South Lakeport annexation area will be funded by the City of Lakeport, with expenditures offset by grant funds as well as increased revenues and water connection and capacity fees from new customers. Property owners in the annexation area will be responsible for paying fees to hook up to the water system, if they choose to do so.

Sanitary Sewer

Description of current and future providers of this service to the annexation area: Sanitary sewer service is currently provided to the annexation area by the Lake County Sanitation District (LACOSAN). LACOSAN operates the wastewater collection system that serves the "South Lakeport Wastewater Service area." The collection system includes a series of lift stations, including two which are in the annexation area. The wastewater collected in the annexation area is treated at the City of Lakeport Municipal Wastewater Treatment Facility through a

formal agreement whereby costs for treatment are paid by LACOSAN to the City of Lakeport Municipal Sewer District³ (CLMSD) based on metered flow measurements. The agreement was entered into in 1995 and has been amended three times. The second amendment extended its term to June 6, 2026.

If the annexation is approved, the City would prefer that the collection system within the annexation area be transferred to the CLMSD for all maintenance and operation activities. Alternatively, LACOSAN could continue to operate the sanitary sewer collection system.

The level and range of these services: The Sewer Division collects, treats, and disposes of sewage in a manner compliant with the health and safety needs of the public and environment. The Sewer Division provides 24-hour service and support to the public by responding to customer concerns, emergency sewer stoppages, and it ensures sewer system functionality. The Division currently operates and maintains ten sewer lift stations, a secondary treatment and disposal facility, and a collection system consisting of sewer mains and laterals within public rights-of-way.

Sewer Division staff work with developers and customers on sewer service issues during project design, service installation, and ongoing service needs. The Division also inspects the collection system for inflow and infiltration problems that require remediation to restore system capacity. Wastewater collected by the CLMSD's wastewater system is pumped to the City of Lakeport Municipal Wastewater Treatment Facility, located in the southwestern portion of the City. The treatment facility was constructed in the early 1990s and is designed for an average dry weather flow of one million gallons per day.

Department Location:

City of Lakeport Public Works Department, Sewer Division
225 Park Street
Main phone number: (707) 263-3578
Email: PWinfo@cityoflakeport.com

City of Lakeport Municipal Wastewater Treatment Facility Location:

795 Linda Lane

When these services can feasibly be extended to the annexation area: After the annexation is approved, the Sewer Division is prepared to operate and maintain the sewer collection system at any time. There is no need for any extension or alteration to the sewage collection system in the annexation area.

³ Lakeport's sewer system is owned and operated by the City of Lakeport Municipal Sewer District (CLMSD). CLMSD is a "dependent special district" that was created by the City of Lakeport and is governed by a District Board comprised of the Lakeport City Council rather than an independent elected board.

Improvements or upgrades that the City of Lakeport would impose or require if the annexation is approved: The CLMSD would not impose or require upgrades to sewer laterals serving private property within the annexation area. Property owners with existing connections to the LACOSAN system would not be required to pay connection or capacity fees to "buy in" to the CLMSD system. Property owners would be required to transfer their sewer accounts from LACOSAN to the CLMSD.

How these services will be financed: The CLMSD's operations are funded by user fees, connection fees and capacity fees.

Storm Drainage

Description of current and future providers of this service to the annexation area: Both the County of Lake (which currently manages storm drainage in the annexation area) and the City of Lakeport participate in the consortium of agencies that make up the Lake County Clean Water Program, which in 2004 jointly submitted a Storm Water Management Plan (SWMP) to the Central Valley Regional Water Quality Control Board. This requires the County's three jurisdictions (the City of Lakeport, the City of Clearlake, and the County of Lake) to maintain, implement, and enforce an effective SWMP. Support and maintenance of the storm drainage services in the annexation area currently lies with the County of Lake. After the annexation, the responsibility to provide storm drainage services will transfer to the City of Lakeport. However, the underlying permit regulating storm water discharge into Clear Lake will continue to be that issued to the Lake County Clean Water Program.

The level and range of these services: Storm drainage is a major service within the City of Lakeport. Storm water is collected through natural and manmade drainage channels, creeks, and rivers, with natural collection points at low-lying areas. All areas within the City of Lakeport naturally drain into Clear Lake, but it is vital that this drainage be managed to prevent erosion and reduce storm water pollution. Storm drainage is accomplished through the use of detention basins and collection facilities, as well as through a regional stormwater collection system. No centralized facilities are required to collect and detain storm water.

Permitting processes within the City of Lakeport Community Development and Public Works Departments require applicants for new development proposals to submit engineered grading and drainage plans that define how storm drainage facilities will function and that ensure the project or projects will not result in an increase in storm water runoff into Clear Lake or the regional drainage system. Storm drainage systems are also required to include provisions to protect storm water runoff from being degraded through erosion and other water quality impacts.

Department Location:
City of Lakeport Public Works Department

225 Park Street
Main phone number: (707) 263-3578
Email: PWinfo@cityoflakeport.com

When these services can feasibly be extended to the annexation area: The City of Lakeport Public Works Department will immediately take over maintenance of public storm drainage system, and together with the City of Lakeport Community Development Department the permitting for drainage systems on private properties in the annexation area.

Improvements or upgrades that the City of Lakeport would impose or require if the annexation is approved: No upgrades to the storm drainage system will need to be imposed or required within the annexation area.

How these services will be financed: Maintenance of storm drainage facilities is done on an ongoing basis by the City of Lakeport Public Works Department and individual property owners. Funding for the Public Works Department is provided through the City's General Fund and various grant programs.

Transportation

Description of current and future providers of this service to the annexation area: Transportation services within the annexation area are currently provided by the County of Lake Department of Public Works (road maintenance) and Lake Transit (bus system). If the annexation is approved, Lake Transit will continue to provide bus service to the annexation area, while responsibility for maintaining public roads (South Main Street and Soda Bay Road) within the annexation area will shift to the City of Lakeport Public Works Department.

The level and range of these services: The City of Lakeport Public Works Department maintains all public roads within the City except for those under the jurisdiction of the California Department of Transportation. The City of Lakeport Public Works Department handles both emergency road repairs and on-going maintenance and improvements.

Department Location:
City of Lakeport Public Works Department, Streets Division
City of Lakeport, Community Development Department, City Engineering Division
225 Park Street
CDD phone number: (707) 263-5615
Email: PWinfo@cityoflakeport.com
Email: CDDinfo@cityoflakeport.com

When these services can feasibly be extended to the annexation area: The City of Lakeport Public Works Department will immediately take over maintenance and improvements to public roadways in the annexation area.

Improvements or upgrades that the City of Lakeport would impose or require if the annexation is approved: The City of Lakeport would not require or impose any improvements or upgrades to transportation system in the annexation area other than standard requirements for driveway approaches associated with new development applications.

The South Main Street and Soda Bay Road Widening and Bike Lanes Project, which has been in the planning, design, permitting, and right-of-way acquisition stages for many years, will be constructed regardless of the annexation. Responsibility for overseeing the regional road improvement project will be transferred to the City of Lakeport Public Works Department or the County Department of Transportation will continue to manage it.

How these services will be financed: Funding for the Public Works Department is already provided through the City's General Fund and various grant programs.

Funding for the South Main Street and Soda Bay Road Widening and Bike Lanes Project is provided by various grants. The County has been funding the local share for the project using its Highway User Tax Account funds. The City has a sufficient fund balance and revenue stream in its Highway User Tax Account and other funds to cover the local share.

Planning & Building

Description of current and future providers of this service to the annexation area: Planning and building services in unincorporated areas of Lake County are provided by the Lake County Community Development Department. Once annexed, these services would be provided by the City of Lakeport Community Development Department.

The level and range of these services: Both agencies provide similar services in terms of planning and building permits and code enforcement. The Lake County Planning and Building Division is open to the public Monday through Thursday 8 AM-5 PM. Lakeport's Community Development Department is open Monday through Thursday 8 AM- 5:30 PM. Lakeport also offers same day or next day building inspections services. This is possible due to the smaller geographic area covered by its building inspectors.

Department Location:

City of Lakeport, Community Development Department
225 Park Street
CDD phone number: (707) 263-5615
Email: CDDinfo@cityoflakeport.com

When these services can feasibly be extended to the annexation area: Services to the annexation area will be available immediately following final approval of the annexation.

Improvements or upgrades that the City of Lakeport would impose or require if the annexation is approved: There are no improvements or upgrades that would be imposed or required once the annexation is approved. Following annexation, new development would be required to comply with the City of Lakeport's general plan and zoning ordinance instead of Lake County's. The Building Divisions of both agencies implement the same set of State regulations for building, plumbing, mechanical, electrical, energy conservation, etc. Each business in the annexation area would be required to obtain and annually renew a business license from the City of Lakeport rather than Lake County.

How these services will be financed: Planning and building services are funded by permit fees and the City's General Fund.

Solid Waste

Description of current and future providers of this service to the annexation area: Solid waste services, including curbside garbage, recycling and green waste collection, in unincorporated areas of Lake County are currently provided by Lake County Waste Solutions, a division of C&S Waste Solutions. The City of Lakeport has a franchise agreement with Lakeport Disposal, Inc. for solid waste, recycling and green waste collection, processing and disposal services. The HazMobile is a countywide service that is available to all Lake County residents at rotating locations one weekend each month. Upon annexation, the South Lakeport area would be transferred to the service area of Lakeport Disposal, Inc.

The level and range of these services: Both Lake County Waste Solutions and Lakeport Disposal, Inc. offer a similar level of service to residents and businesses. Lake County Waste Solutions bills residential customers quarterly and commercial customers monthly. Fees for weekly waste collection are billed by the City as part of the monthly utility billing process.

Office Location:

Lakeport Disposal Co
501 North Main Street
Main number: (707) 263-5615
Email: lakeportdisposal.com

When these services can feasibly be extended to the annexation area: Upon annexation, the South Lakeport area would be transferred to the service area of Lakeport Disposal, Inc. The City would work closely with the two solid waste service providers to ensure a smooth transition.

Improvements or upgrades that the City of Lakeport would impose or require if the annexation is approved: No improvements or upgrades would be imposed or required, however, property owners in the annexation area will be required to switch their solid waste accounts from Lake County Waste Solutions to Lakeport Disposal, Inc. The City of Lakeport's Utilities Division provides billing services for Lakeport Disposal.

How these services will be financed: No new services are proposed.