



Lou Ann Texeira
Executive Officer

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Mary N. Piepho <i>County Member</i>

November 9, 2011 (Agenda)

November 9, 2011
Agenda Item 7

Contra Costa Local Agency Formation Commission
 651 Pine Street, Sixth Floor
 Martinez, CA 94553

Cemetery and Park & Recreation Progress Reports

Dear Members of the Commission:

INTRODUCTION

In April 2010, the Commission accepted the Municipal Service Review (MSR) report covering cemetery, park and recreation services. The report provided a review of the Alamo-Lafayette Cemetery District (ALCD), Byron Brentwood Knightsen Union Cemetery District (BBKUCD), Ambrose Recreation & Park District, East Bay Regional Park District, Green Valley Recreation & Park District, Pleasant Hill Recreation & Park District, Rollingwood-Wilart Park Recreation & Park District (RWPRPD), and County Service Areas (CSAs) M-16, M-17, M-29, M-30, R-4, R-7, R-9, R-10. The MSR report is available on the LAFCO website at www.contracostalafco.org.

In conjunction with the MSR report, the Commission updated the spheres of influence (SOIs) of most agencies covered in the *Recreation & Parks and Cemetery Services* MSR, with the exception of CSAs R-4, R-7, and the RWPRPD. Further, in accordance with its actions, the Commission requested 12-month progress reports from ALCD, BBKUCD, CSA R-4, CSA R-9, and RWPRPD.

This report provides an update on these six agencies.

DISCUSSION

Alamo-Lafayette Cemetery District (ALCD) – The District provides cemetery services including interment, grounds maintenance and record upkeep to portions of incorporated Lafayette, Walnut Creek, San Ramon, Danville, and to the unincorporated communities of Alamo, Blackhawk, Diablo, and a portion of the unincorporated community of Walden. (See map – Exhibit 1)

The MSR report identified boundary/SOI irregularities for ALCD, and recommended expanding the District’s SOI to include the entirety of the cities of Lafayette, Walnut Creek, San Ramon, and the Town of Danville, and the unincorporated Walden/Contra Costa Centre area and the unincorporated islands within Walnut Creek, and reducing the SOI by approximately 21 acres in the City of Orinda.

The MSR report noted that prior to such an SOI expansion, ALCD should determine (a) whether a property tax transfer agreement could be reached with the various cities and county; (b) what fee for service would have to be charged in the zones of ALCD not contributing property tax to sufficiently offset the foregone revenue if no property tax transfer agreement can be reached; (c) whether ALCD has sufficient short-term capacity to accommodate a significantly larger service area with or without additional property tax; and (d) the effects of detaching the 25 Orinda properties (i.e., impacts to the affected residents, property tax reduction to ALCD, etc.).

The MSR report also suggested that ALCD conduct a formal study as to the adequacy of the endowment care fee, and the necessary endowment fund balance to ensure perpetual care of the cemetery facilities, before an SOI amendment is approved. The MSR report suggested that the two public cemetery districts could consider pursuing a joint study.

Lastly, the MSR report recommended that ALCD collaborate with LAFCO staff and County GIS to verify that the appropriate district boundary is being used to determine residency.

In conjunction with the 2010 LAFCO *Recreation & Parks and Cemetery Services* MSR, the Commission retained the existing coterminous SOI for the ALCD, and requested that the District provide an update to LAFCO in 2011 regarding those issues identified in the MSR report.

Status: In response to LAFCOs' request for an update, ALCD provided the attached memo (Attachment 1). In terms of boundary issues, ALCD indicates that it would like to improve its boundary and utilize zones to enhance revenues; however, the District needs more information. LAFCO staff will meet with ALCD representatives in the near future to further discuss boundary, revenue and other issues as presented in the MSR report, and report back to the Commission.

Byron-Brentwood-Knightsen Union Cemetery District (BBKUCD) – The District provides cemetery services including interment, grounds maintenance and record upkeep, to the unincorporated communities of Byron, Knightsen, Discovery Bay, Bethel Island, the eastern portion of Morgan Territory, the City of Brentwood, the eastern portion of the City of Oakley, and the Delta islands of Jersey, Bradford, Webb, Quimby, Holland, Palm, Orwood, and Coney. (See map – Exhibit 2)

The MSR report identified boundary/SOI irregularities for BBKUCD, and noted that a more logical boundary for the BBKUCD would exclude the small portion of the City of Antioch, and would either completely contain or completely exclude the City of Oakley. Detaching the City of Oakley from BBKUCD would negatively impact the burial eligibility for City residents and would result in a loss of annual property tax revenue.

The MSR report indicated that prior to an SOI adjustment, BBKUCD should determine (a) whether a property tax transfer agreement or mitigation payment could be reached with the City of Oakley; (b) what fee for service would have to be charged in the zone of the BBKUCD not contributing property tax if no property tax transfer agreement can be reached; and (c) whether BBKUCD has sufficient short-term capacity to accommodate a significantly larger service area with or without additional property tax.

The MSR report also suggested that the District conduct a formal study as to the adequacy of the endowment care fee and the necessary endowment fund balance to ensure perpetual care of the cemetery facilities, and update endowment fees to meet the minimum level required by law, before an SOI amendment is approved. The MSR report suggested that the two public cemetery districts could consider pursuing a joint study.

Lastly, the MSR report recommended that the District collaborate with LAFCO staff and County GIS to verify that the appropriate district boundary is being used to determine residency.

Status: In conjunction with the 2010 LAFCO *Recreation & Parks and Cemetery Services* MSR, the Commission retained the existing coterminous SOI for the BBKUCD, and requested that the District provide an update to LAFCO in 2011 regarding those issues identified in the MSR report.

In April 2011, BBKUCD provided an update to the Commission regarding their efforts toward a boundary clean-up (Attachment 2). Since that time, District staff has been working with LAFCO staff on a potential boundary change.

In a more recent update dated September 21, 2011 (Attachment 2), the District reports that they plan to move forward with the annexation of the Oakley area to BBKUCD, and that Oakley staff is cooperating with the District.

In response to the other issues identified in the MSR, the District offers the following:

- **Fees for service** – Current fees are \$500 for casket sites, \$120 for baby sites, \$85 for niches, \$75 for in-ground cremation sites and ossuary. The District will look at adjusting these fees in conjunction with the upcoming annexation.
- **Short-term capacity** - BBKUCD reports that it has enough space available to provide for the next 20-30 years, including an area that has not yet been developed. Long term, the District will look into obtaining more land for future development.
- **Endowment care fee** - Endowment fees are \$160 and \$180 for casket sites, \$50 for infant sites, niches and cremation at \$125 and ossuary at \$70. The District reports that its endowment fund is in good condition.
- **Verify District boundary** – This will be done in conjunction with the forthcoming annexation.

The District is currently working with the City of Oakley, and the agencies believe that annexation of the remainder of the City of Oakley would be beneficial to Oakley residents. BBKUCD is interested in pursuing annexation, and requests that LAFCO update the District's SOI to include the Oakley area. This would facilitate the future annexation of the area.

Expansion of BBKUCD's SOI to include the Oakley area was recommended as part of the MSR. If the Commission desires to expand the District's SOI, LAFCO staff will prepare a staff report and resolution for the Commission's consideration at an upcoming LAFCO meeting.

CSA R-4 – CSA R-4 provides financing for augmented operation and maintenance of park and recreation facilities and recreation programming. The District bounds include nearly all of the incorporated Town of Moraga, and unincorporated areas to the southeast of the Town. (See map – Exhibit 3) CSA R-4 is administered by the Town of Moraga.

CSA R-4 was formed prior to the incorporation of Moraga, which occurred in 1974. As noted in the MSR report, according to LAFCO and the State Board of Equalization records, the incorporated territory was never officially removed from the CSA. Pursuant to statute, whenever territory is incorporated into a new city or annexed to a city, it is typically detached from county service areas. In the case of R-4, landowners within the Town limits no longer pay a portion of their property tax to the CSA; however, landowners within the unincorporated area continue to pay a portion of their property tax to CSA R-4.

This raise questions regarding the need for, level of and possible duplication of parks and recreation services provided through the CSA.

The unincorporated area within the CSA includes approximately 51 dwelling units; the Rancho Laguna Park is located directly adjacent to a majority of these residential properties, and is likely used frequently by these homeowners. Non-residential lands located in the unincorporated portions of the CSA are primarily vacant agricultural (some Williamson Act) and open space lands, a large portion of which are owned by East Bay Municipal Utility District. Consequently, the CSA is collecting funds from a largely vacant and unimproved area to augment park and recreation services provided by the Town.

Governance alternatives to address the situation include detachment of the unincorporated vacant lands, expansion to include the entire Moraga bounds, or dissolution of the CSA entirely. If the Town of Moraga were to annex the unincorporated residential areas to the southeast of the Town in the future, then CSA R-4 could be dissolved entirely. However, detaching any unincorporated areas from the CSA would decrease the amount of property tax revenue available to the Town for park and recreation programming, as CSA R-4 currently receives property tax only from areas outside of the city limits.

The MSR identified the following SOI options for CSA R-4:

1. Retain existing coterminous SOI
2. Adjust SOI to remove vacant unincorporated areas and expand to include entire Moraga bounds
3. Adopt a zero SOI

Status: In conjunction with the 2010 LAFCO *Recreation & Parks and Cemetery Services* MSR, the Commission deferred the SOI update for CSA R-4, and directed LAFCO staff to further discuss with the County and Town of Moraga governance and boundary options and report back to the Commission.

LAFCO staff has discussed these options with Town and County staff, and we will meet later this month to further discuss the preferred action.

CSA R-7 - CSA R-7 provides park and recreation facility operation and maintenance and recreation programming for the unincorporated community of Alamo. (See map – Exhibit 4)

The MSR identified several boundary issues and the following SOI options for CSA R-7:

1. Retain existing coterminous SOI
2. Reduce the SOI to exclude the CSA M-30 territory
3. Expand the SOI to include the Green Valley Recreation & Park District (GVRPD) to signal a future consolidation of these districts
4. Expand the SOI to include the Round Hill area

Status: In conjunction with the 2010 LAFCO *Recreation & Parks and Cemetery Services* MSR, the Commission deferred the SOI update for CSA R-7, and directed LAFCO staff to further discuss with the County and the Alamo Municipal Advisory Council (MAC) the various governance and boundary options and report back to the Commission.

In August 2010, the Commission received an update regarding CSAs M-30 and R-7. Staff reported on various meetings with Supervisor Mary Nejedly Piepho's District III office, County Public Works, and the Alamo MAC. Staff reported that there was interest in annexing Round Hill to CSA R-7.

Following a series of meetings with the Round Hill community, the County has decided to pursue annexation of Round Hill and several other small pockets to CSA R-7. County Public Works staff is currently preparing an annexation proposal to bring to the Board of Supervisors in December 2011.

Prior to considering the annexation proposal, the Commission will be asked to consider an SOI update to CSA R-7 to facilitate the annexation.

CSA R-9 – The District provides park facility operation and maintenance in the unincorporated community of El Sobrante. (See map – Exhibit 5) The MSR report noted that CSA R-9 faces ongoing governance, fiscal and service challenges. In conjunction with the MSR, the Commission retained the existing coterminous SOI for CSA R-9, and requested that the District provide an update to LAFCO in 2011 regarding those issues identified in the MSR report.

Specifically, the MSR noted that CSA R-9 has no regular source of financing, lacks public interest to fill advisory committee positions, and provides minimal services at a less than adequate service level. Since 1974, R-9 has failed to find additional fixed revenue other than developer fees to finance services. Further, the MSR noted an apparent lack of constituent interest in the CSA activities as the advisory committee had four vacant seats.

Two governance options were identified for R-9: 1) dissolve CSA R-9, or 2) combine CSA R-9 with RWPRPD. The MSR also recommended merging the CSA R-9 advisory committee with the El Sobrante MAC to improve local accountability and operations, which we understand has now been accomplished.

The MSR identified the following SOI options for CSA R-9:

1. Retain existing coterminous SOI
2. Adopt a zero SOI
3. Expand the SOI to include the RWPRPD boundary

Status: In conjunction with the 2010 LAFCO *Recreation & Parks and Cemetery Services* MSR, the Commission retained the existing SOI, and directed LAFCO staff to work with the County to either dissolve CSA R-9, or consolidate with another local agency, and report back to the Commission.

In response to a request for information, County staff provided the attached letter (Attachment 3), which indicates that CSA R-9 has made some progress since the 2010 LAFCO MSR report. Of note are the following:

- Two community efforts are underway to study the feasibility of developing two community centers in the area.
- The CSA R-9 advisory body has been folded into to the El Sobrante MAC, and is an active advisory entity.
- There is increased interest by the community in local parks.
- CSA R-9 will explore opportunities for shared use facilities at school sites.

The most significant challenge for CSA R-9 continues to be the lack of a regular financing source. The FY 2010-11 and FY 2011-12 budgets included zero funding for CSA R-9. With the exception of park dedication fees from developers, the CSA has no other fixed revenue sources. The CSA has floated an assessment measure to the landowners twice in 1985 and 1998 to gain additional revenues; however, the measures failed on both occasions. CSA R-9 needs a fixed revenue source to provide adequate service

levels. The present revenue, which is limited to park dedication fees, is minimal and only allows for occasional capital outlays.

The second round MSR for park and recreation services is scheduled for 2015. The Commission may wish to request an update from CSA R-9 in 12 months; and in particular, with regard to the fiscal sustainability of the District.

Rollingwood-Wilart Park Recreation & Park District (RWPRPD) – The District operates and maintains a recreation center for recreation programs and community events in the unincorporated Rollingwood community, which is bordered by the City of San Pablo in the south and west, the City of Richmond to the north, and I-80 to the east. (See map – Exhibit 5)

The MSR report noted that RWPRPD faces ongoing governance and operational challenges, and was operating with only three Board members and essentially no staff. Generating community interest and involvement has been difficult over the last 10-15 years.

The MSR report noted various governance issues including members of the RWPRPD governing board serving as staff (i.e., general manager, building manager), and that this practice may result in a prohibited legal conflict of interest or incompatible activity. It was recommended that the District consult with its legal counsel regarding the statutory authority for such dual service, and ask legal counsel to evaluate whether any prohibited conflicts of interest, incompatible activities or other legal problems might arise from this arrangement.

The MSR report included a number of recommendations to address fiscal and governance issues including the following:

- Consider preparing a capital improvement plan to address infrastructure needs
- Review and update all facility and rental fees regularly (last reviewed in 2003)
- Prepare regular financial audits (the District has not audited its financial statement in at least 10 years)
- The District should consider establishing a website and posting meeting and District information

The MSR identified a number of governance options including 1) annexing Rollingwood to the City of San Pablo, as RWPRPD is entirely within the City's SOI; 2) dissolving RWPRPD and creating a new CSA as a successor agency; 3) and consolidating RWPRPD with an existing CSA, such as R-9.

Apparently, there was previous interest in annexing Rollingwood to the City of San Pablo, but the proposal was rejected by the community due to concerns over tax increases following annexation to the City.

CSA R-9 could be a possible successor agency; however, CSA R-9 also faces fiscal and governance challenges.

Status: In conjunction with the 2010 LAFCO *Recreation & Parks and Cemetery Services* MSR, the Commission deferred the SOI update for RWPRPD, and directed LAFCO staff to work with the County to either dissolve RWPRPD, or consolidate with another local agency, and report back to the Commission.

In response to a request for information, RWPRPD provided the attached letter (Attachment 4), indicating the following:

- Revenues continue to be weak; however RWPRPD continues to operate debt free
- The District expects to complete ADA rest-room retrofitting this year

- RWPRPD currently has four Board members and is actively pursuing a fifth member
- The District has set goals for 2012 including painting the exterior of the building and replacing the sound system
- All of the District's records have been lost or destroyed

In a follow-up conversation with the District, Ms. Rude provided additional information addressing the recommendations included in the MSR report. Ms. Rude indicated that the District has not yet established a website; and will not consider increasing its fees until the economy recovers, noting that it had few paid rentals in the past year. Also, given the recent capital improvements and good condition of the RWPRPD community center, the District feels there is no need to develop a CIP. As noted in the written update, the RWPRPD records were lost and destroyed, and the District is in the process of recreating its files. Once the District has established its financial records, it will recreate its budget and initiate a financial audit. Ms. Rude will provide LAFCO with a copy of the current year budget once it's available. Finally, the District has not looked into the issue of its Board members serving as staff, and does not have legal counsel to advise the District.

LAFCO staff has contacted Supervisor John Gioia's District I office regarding both CSA R-9 and RWPRPD, and will meet with the Supervisor's staff in the near future.

The second round MSR for park and recreation services is scheduled for 2015. The Commission may wish to request an update from RWPRPD in 12 months regarding the fiscal, governance and operational issues identified in the MSR report.

RECOMMENDATION

Receive the progress report and provide input and direction as desired.

Sincerely,

LOU ANN TEXEIRA
EXECUTIVE OFFICER

c: Distribution

Exhibits:

1. ALCD Map
2. BBKUCD Map
3. CSA R-4 Map
4. CSA R-7 Map
5. CSA R-9 Map
6. RWPRPD Map

Attachments:

1. Memo from ALCD
2. Letters dated April 18 and Sept 21, 2011 from BBKUCD
3. Letter dated Sept 1, 2011 from County Public Works (CSA R-9)
4. Letter from Charlotte Rude, General Manager, RWPRPD

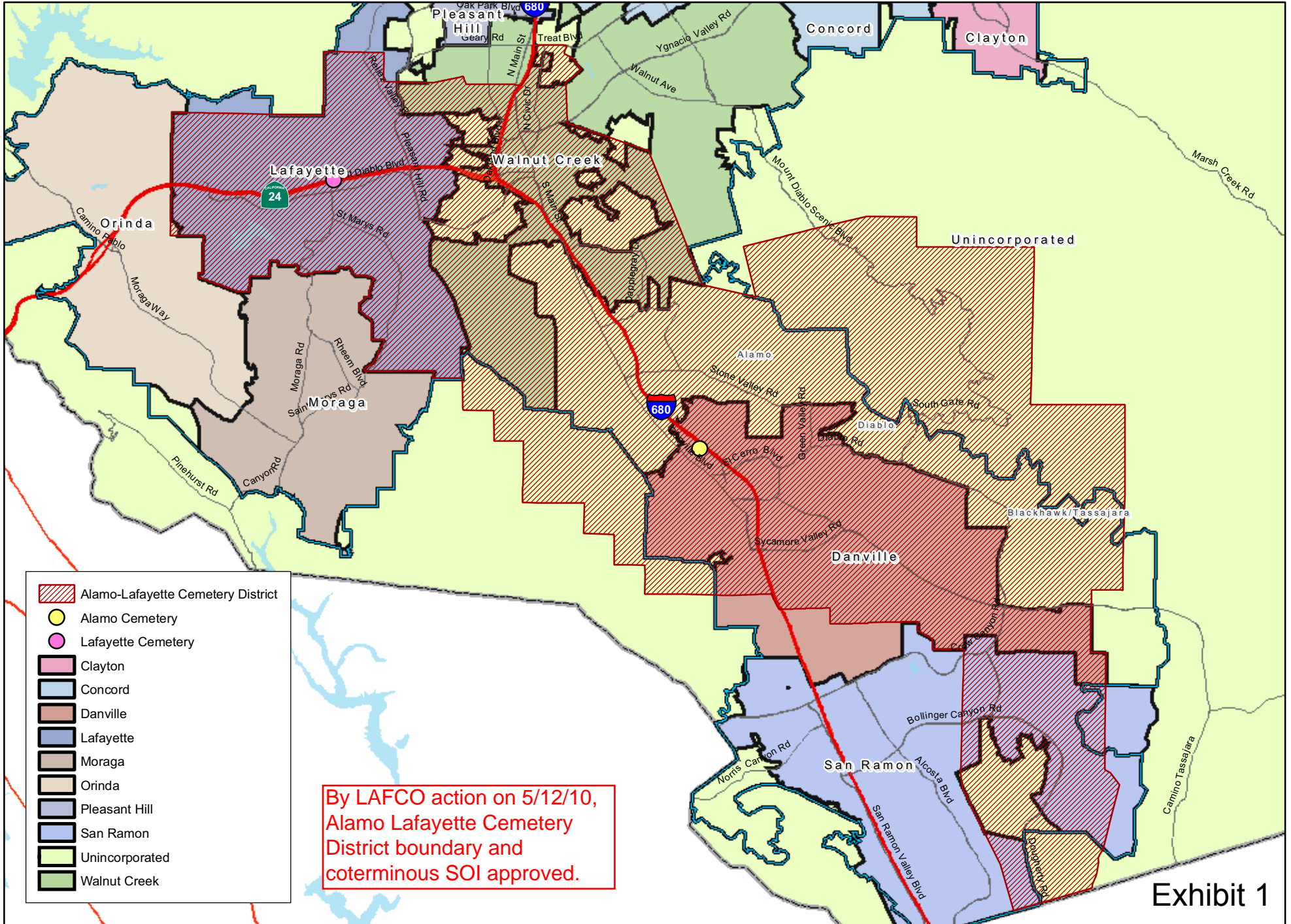


Exhibit 1

Map created 1/22/2010
 by Contra Costa County Conservation and Development Department,
 Community Development Division-GIS Group
 651 Pine Street, 4th Floor North Wing, Martinez, CA 94553-0095
 37.55:48.45N 122.36:35.38W

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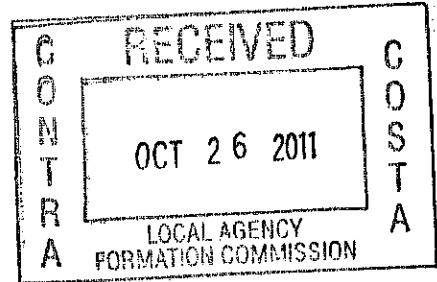


ALAMO-LAFAYETTE CEMETERY DISTRICT

3285 MT. DIABLO BLVD. / P.O. BOX 1955 • LAFAYETTE, CA 94549
(925) 284-1353 • FAX: (925) 284-4144 • E-MAIL: alcdist@pacbell.net

October 25, 2011

Lou Ann Texeira
LAFCO
651 Pine Street, Sixth floor
Martinez, CA 94553



Re: Updated MSR

Hi Lou Ann,

At this morning's scheduled board meeting the Board of Trustees has decided to forward a letter of Primo's questions regarding the update to you with the hopes of moving forward to include all of the cities recommended by the review to be included in our SOI.

The Board said that once they have your response they can call a special meeting if needed to satisfy LAFCO, otherwise the next meeting is in two weeks.

I am enclosing Primo's questions.

Thank you,

Patricia A. Howard
Superintendent / General Manager

October 24, 2011

Primo's reply to Lou Ann's request regarding the MSR update.

A) I don't think a property tax agreement would be ever reached with the entities

B) The fee charged by the zones which are not in our property tax allocation, would be our regular NON-RESIDENTS FEE. This is what is charged now.

C) The District has sufficient capacity to accommodate the larger zone area for the short term. There is an area for full casket sites in the Lafayette Cemetery, plus the fact that cremation burial represents 50-70% of all burials. We are in the process of adding more niches to both cemeteries.

D) I don't think the District has ever been aware of the 25 parcels in Orinda until the MSR Review was done. We don't have anyone to give an opinion on the \$105 of loss revenue. We need LAFCO to know how this amount was decided.

The adequacy of the endowment fund is a very good question, because when you consider that the cemeteries started in the 1850's and we only were required by the H.S. Code to start collecting the endowment funds in July 1985. That leaves 1854 thru 1985 that no monies were collected.

To charge today's users with an amount large enough to cover for their long term services and all the back non endowment period would require some very unfair amounts to today's users.

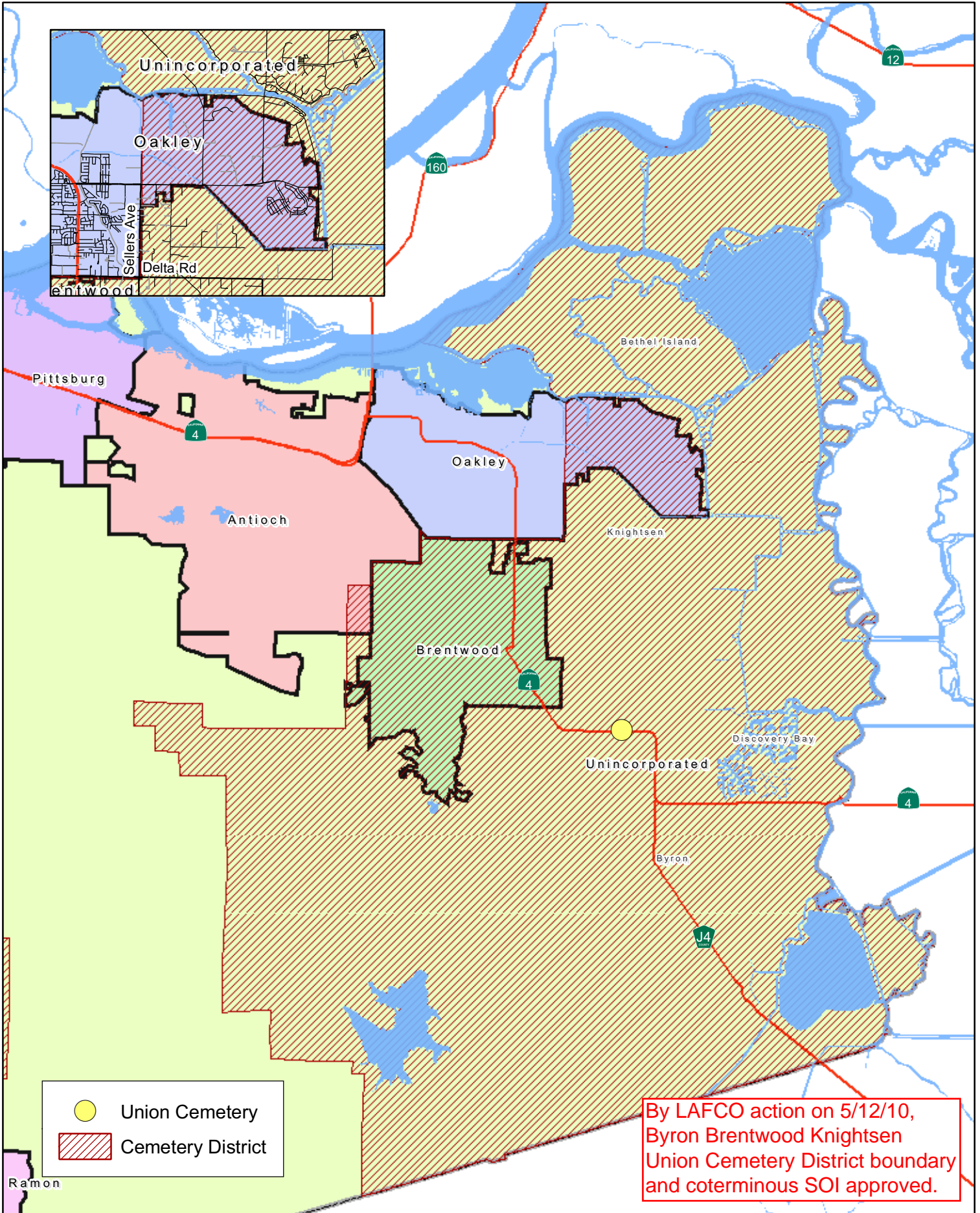
As you know or may not know the endowment amount charge / collected, should after the amount of interest earned be enough to maintain the 3,600 graves sites. We all know with today's rate of return you would need to charge / collect between \$25,000 - \$50,000, so the cemetery could maintain those gravesites only, and not the ones from 1854 - 1985.

CAPC (California Assoc. of Public Cemeteries) has been working on how to arrive at the adequate endowment dollar amount. We would like to be a part of any study, because all 257+ of the other Cemetery District's would like to know.

Yes we would like to improve our District boundary lines and use the zone method for charging for our services if they desire to use them.

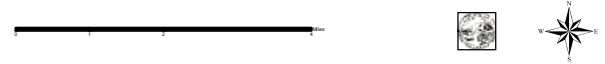
Yes we can provide you with an update by the end of October. It would be our pleasure to meet with you and the Cemetery Board.

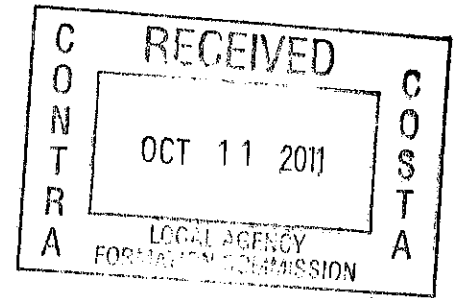
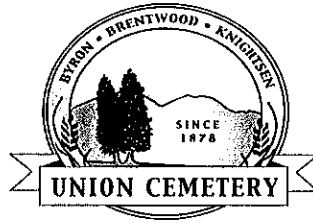
Map 12-1 Byron Brentwood Knightsen Union Cemetery District and Coterminous SOI



Map created 12/20/10
 by Contra Costa County Conservation and Development Department
 Community Development Division-CDD Group
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 37.59.48.4594 122.06.35.3849

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Mailing: P.O. Box 551
Location: 11545 Brentwood, Blvd.
Brentwood, CA 94513
Phone (925) 634-4748; Fax (925) 634-9783
Email: ucemetery@yahoo.com
Web: unioncemeterydistrict.com

September 21, 2011

Ms. Lou Ann Texeira, *Executive Officer*
Contra Costa Local Agency Formation Commission (LAFCO)
651 Pine Street, 6th Floor
Martinez, CA 94553

Subject: Municipal Service Review 2010

Dear Ms. Texeira:

First, the District would like to say thank you for all of your knowledge and assistance you have offered to us. Your staff has been very kind.

It is Byron-Brentwood-Knightsen Union Cemetery District's (BBKUCD) understanding that in May 2010, LAFCO adopted a provisional Sphere of Influence pending further discussions between BBKUCD, City of Oakley and LAFCO staff in regards to future boundary changes, including expanding BBKUCD boundaries to include all of Oakley and reducing boundaries to detach a small portion of Antioch.

During that time, there appeared to be no interest in an annexation between the City of Oakley and BBKUCD. Since then, BBKUCD's staff and Board of Trustees have conducted further studies and discussed in detail, options with Oakley and LAFCO staff. At this time, we are in agreement that this annexation would be a great benefit to Oakley residents, as well as BBKUCD.

BBKUCD's Board of Trustees would like to have LAFCO initiate the sphere change to facilitate the future annexation of the City of Oakley into our district.

We have deliberated the detachment of Antioch, but determined that it would not be a benefit to the District and would be very costly to proceed further.

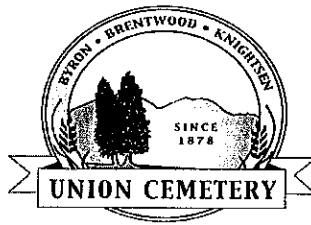
Please advise us on the time frames and process. BBKUCD would like to move forward with this as soon as possible.

Kindest regards,

A handwritten signature in cursive script that reads "Barbara Guise".

Barbara Guise
Trustee/Chair

Cc: Sharon Marsh, Trustee
Vickey Rinehart, Trustee
Bryan Montgomery, City Manager - City of Oakley



Mailing: P.O. Box 551
Location: 11545 Brentwood, Blvd.
Brentwood, CA 94513
Phone (925) 634-4748; Fax (925) 634-9783
Email: ucemetery@yahoo.com
Web: unioncemeterydistrict.com

RESOLUTION OF APPLICATION OF THE
BYRON-BRENTWOOD-KNIGHTESEN UNION CEMETERY DISTRICT
INITIATING PROCEEDINGS FOR THE "CITY OF OAKLEY ANNEXATION"

WHEREAS, the District desires LAFCO to initiate a proceeding for the adjustment of boundaries specified herein;

NOW, THEREFORE, the Board of Directors does hereby resolve and order as follows:

1. This proposal is made, and it is requested that proceedings be taken, pursuant to the Cortese/Knox/Hertzberg Local Government Reorganization Act of 2000, commencing with section 56000 of the California Government Code.
2. This proposal is an annexation to the District.
3. A map of the affected territory is set forth in Exhibit A, attached hereto and by reference incorporated herein.
4. The reasons for the proposal are to bring the remaining portion of the City of Oakley boundaries into the District to provide for logical and orderly boundaries, and in conjunction with the recommendations of the 2010 LAFCO Municipal Service Review.
5. The proposal is not currently consistent with the Sphere of Influence (SOI) of the District. However, the District hereby requests that LAFCO update the District's SOI to include this area.
6. Consent is hereby given to the waiver of conducting authority proceedings.

PASSED AND ADOPTED this 21st day of September 2011.



Barbara Guise - Trustee/Chairman

AYES: 3

NOES: 0

ABSENT: 0

Reference: Government Code Section 56654



Mailing: P.O. Box 551
Location: 11545 Brentwood, Blvd.
Brentwood, CA 94513
Phone (925) 634-4748; Fax (925) 634-9783
Email: ucemetery@yahoo.com
Web: unioncemeterydistrict.com

April 18, 2011

Lou Ann Texiera, Executive Officer
Contra Costa County LAFCO
651 Pine St., 6th Floor
Martinez, CA 94553
FAX (925) 335-1031

Dear Lou Ann;

Recently, the Board of Trustees of the Byron-Brentwood-Knightsen Union Cemetery District decided that they are leaning toward incorporating the older portion (west end) of Oakley into the cemetery district. That area would then become a special zone, making the residents eligible for interment at Union Cemetery, but for a special "zone" fee, in lieu of property taxes.

Also, the Five-year MSR which was completed last year, shows that a portion of Antioch has "crept" into our district with a recent city limit change.

Therefore, this district would like to work with LAFCO to change the district's SOI so that there will be an eventual boundary change and accomplish these goals.

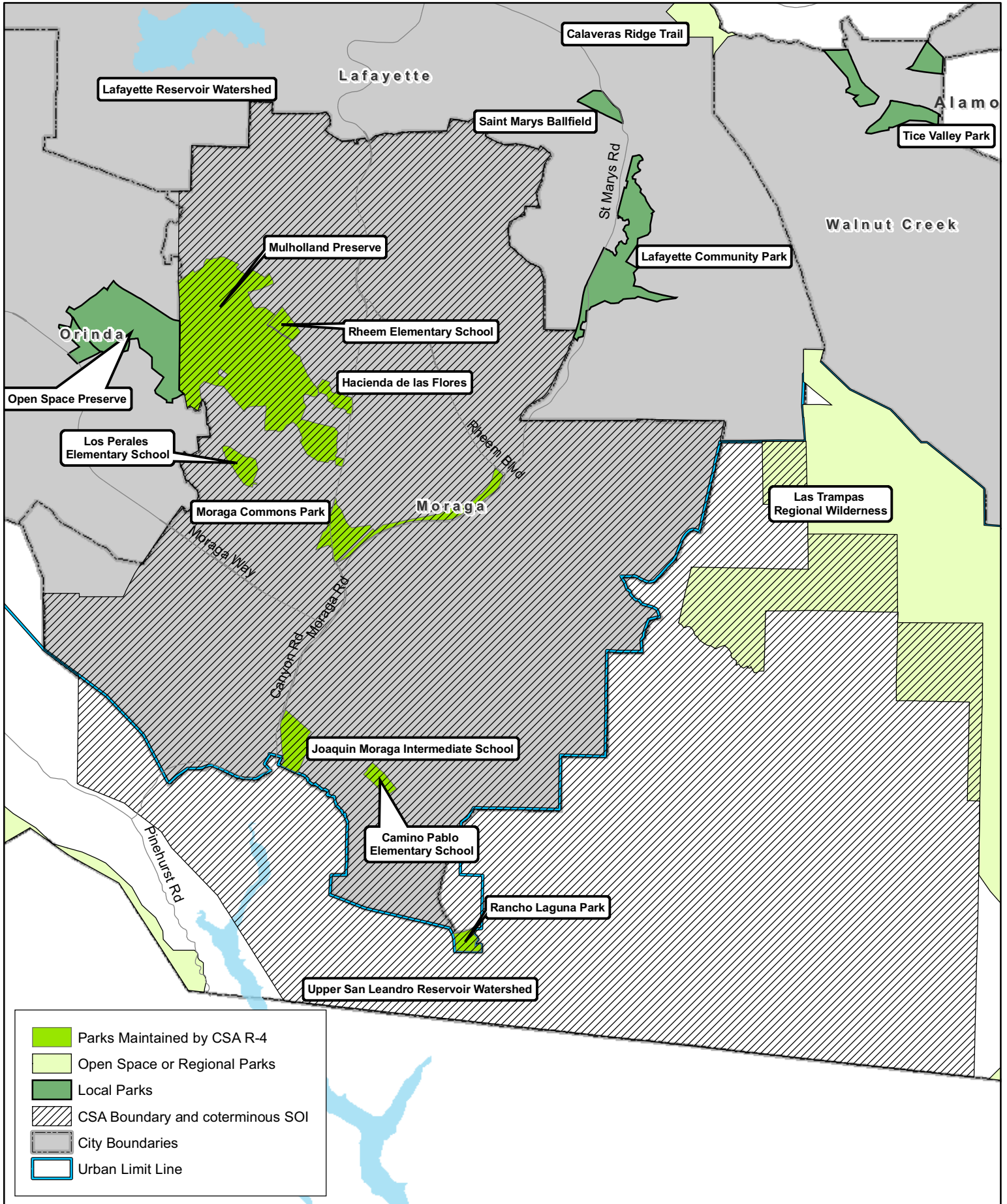
Please, advise this District on how these changes may be accomplished and the estimated costs of the project(s).

Thank you, for your anticipated help in this matter.

Yours truly,

Mark R. White
District Manager

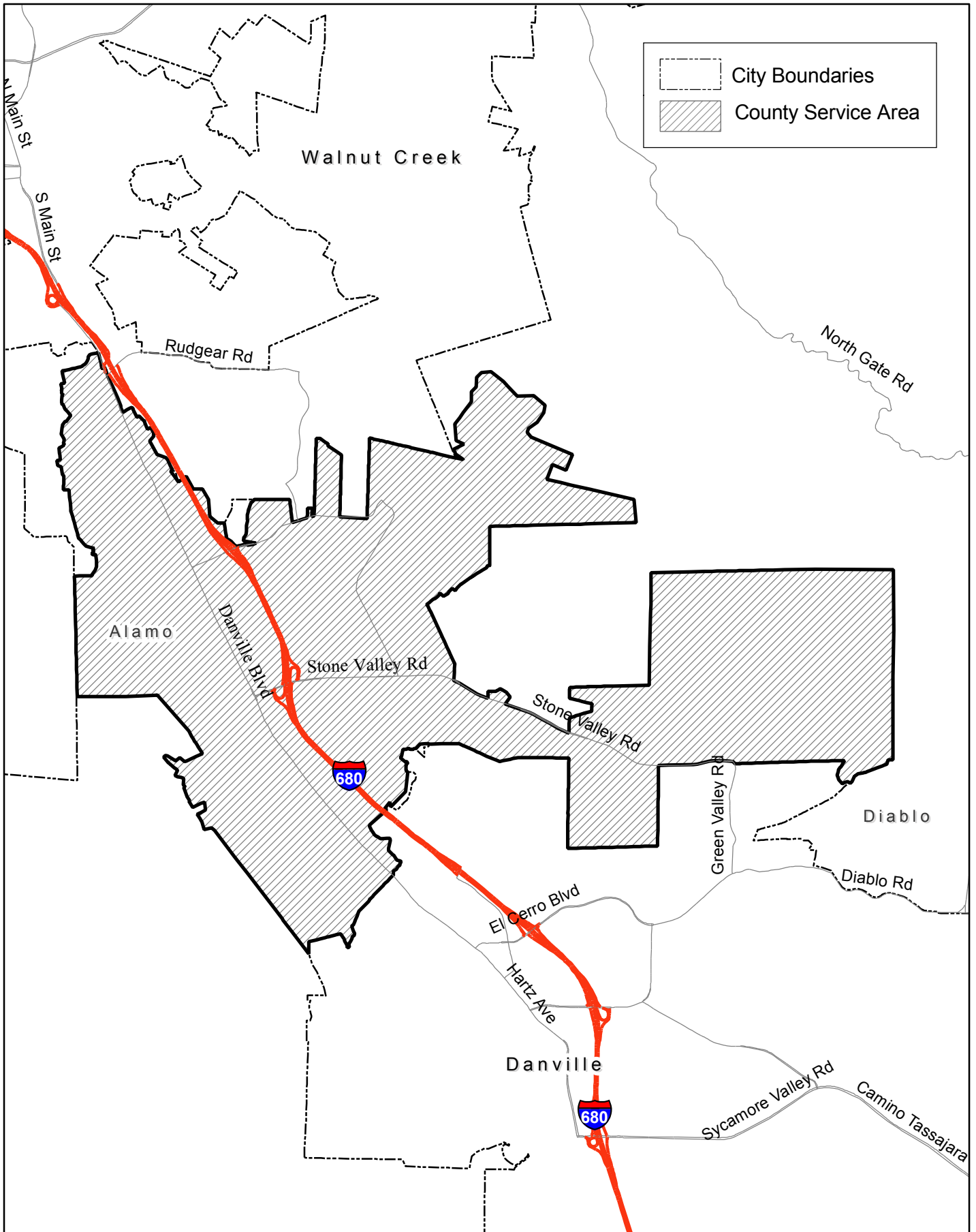
Cc: Board of Trustees
City Manager, City of Oakley



- Parks Maintained by CSA R-4
- Open Space or Regional Parks
- Local Parks
- CSA Boundary and coterminous SOI
- City Boundaries
- Urban Limit Line

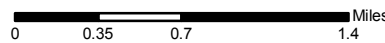


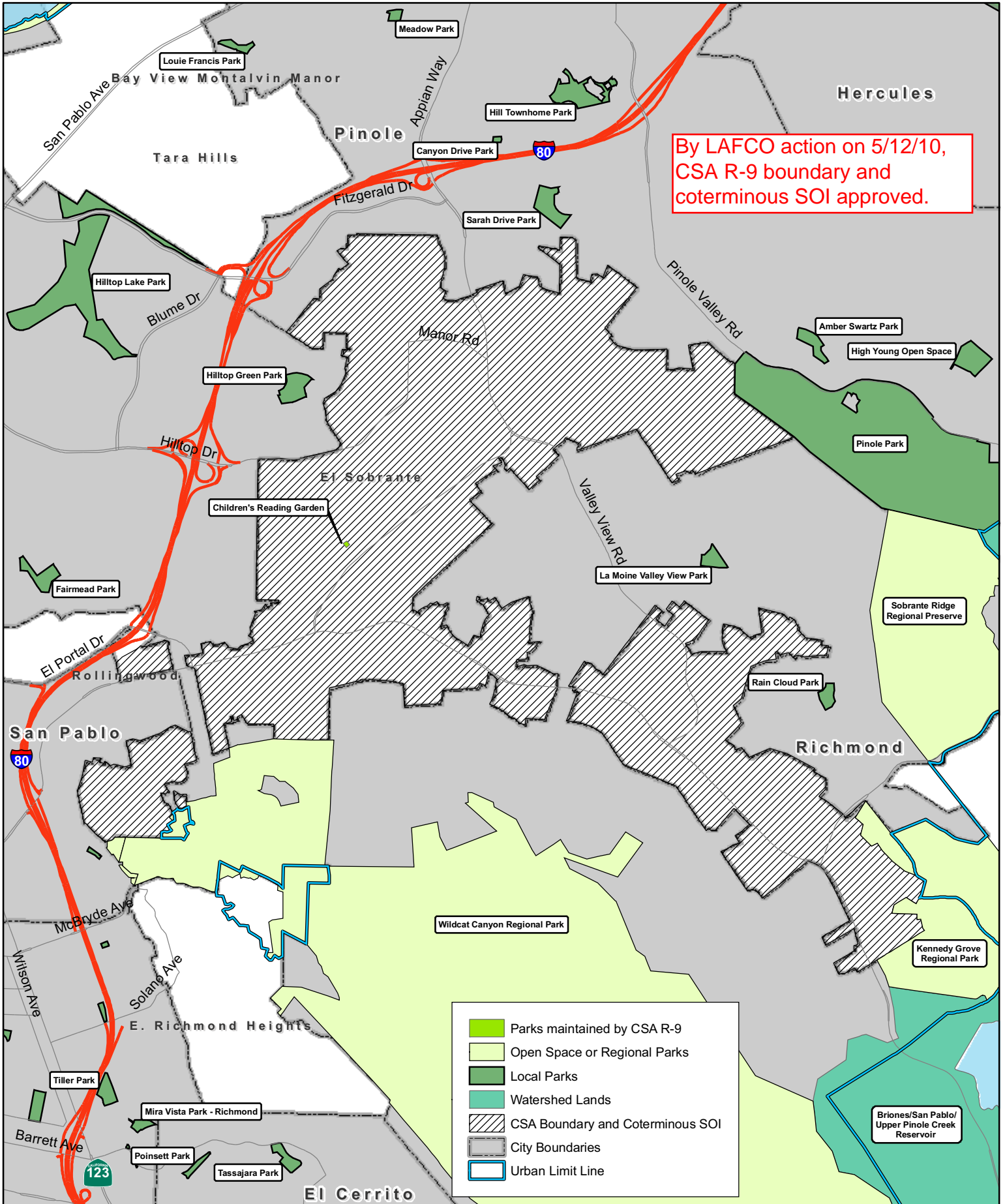
County Service Area R-7 (Alamo)



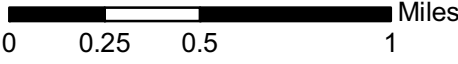
Map created 4/28/2009
by Contra Costa County Community Development, GIS Group
651 Pine Street, 4th Floor North Wing, Martinez, CA 94553-0095
37.59:48.455N 122.06:35.384W

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	Parks maintained by CSA R-9
	Open Space or Regional Parks
	Local Parks
	Watershed Lands
	CSA Boundary and Coterminous SOI
	City Boundaries
	Urban Limit Line



Map created: 3/24/2010
 by Contra Costa County Community Development, GIS Group
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 37-59-48.425N 122-06-35.384W

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Julia R. Bueren, Director

Deputy Directors

R. Mitch Avalon

Brian M. Balbas

Stephen Kowalewski

September 1, 2011

Lou Ann Texeira, LAFCO Executive Officer
651 Pine Street, Sixth Floor
Martinez, CA 94553

Dear Ms. Texeira:

This letter is a progress report from County Service Area (CSA) R-9 in response to the April 15, 2011 letter received from LAFCO regarding the *2010 Park, Recreation, and Cemetery Municipal Service Review (MSR)*.

Present and Planned Capacity of Public Facilities and Adequacy of Public Services including Infrastructure Needs and Deficiencies and Financial Issues

- While El Sobrante has large amount of funds for building parks, it does not have a current source of ongoing maintenance funds. Measure WW and Park Dedication funding available for El Sobrante totals almost \$1 million.
- Two community efforts are underway studying the feasibility of developing community centers in the El Sobrante area. Two agencies have submitted proposals to hire consultants to complete studies for planning/scoping, funded by Park Dedication funds.

Accountability, Governance and Operational Efficiencies

- The CSA R-9 committee's function to advise on parks and recreation issues has been folded into the role of the El Sobrante MAC. There is, therefore, a vibrant and active advisory entity which is able to address park matters.
- There is increased interest by the community in the local parks. A local group, San Pablo Watershed Neighbors Education and Restoration Society (SPAWNERS), has taken an active interest in the plantings in and around the Children's Reading Garden Park adjacent to the El Sobrante Library.

Status of, and Opportunities for, Shared Facilities

- The County's Parks CIP is, in effect, the parks master plan. Improvements at four Richmond Unified School District schools are listed including a site adjacent to DeAnza High School. This 10 acre parcel owned by the County was purchased with Park Dedication funds for recreational purposes.
- CSA R-9 will explore opportunities for shared use facilities at school sites.

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The El Sobrante general plan amendment was recently adopted by the Board of Supervisors. A next step from this process is to create a planning and review document for the area. The Department of Conservation and Development is lead on this project and one of the stated goals is to create a downtown center and additional parks.

Please contact me if you have questions or need additional information.

Sincerely,



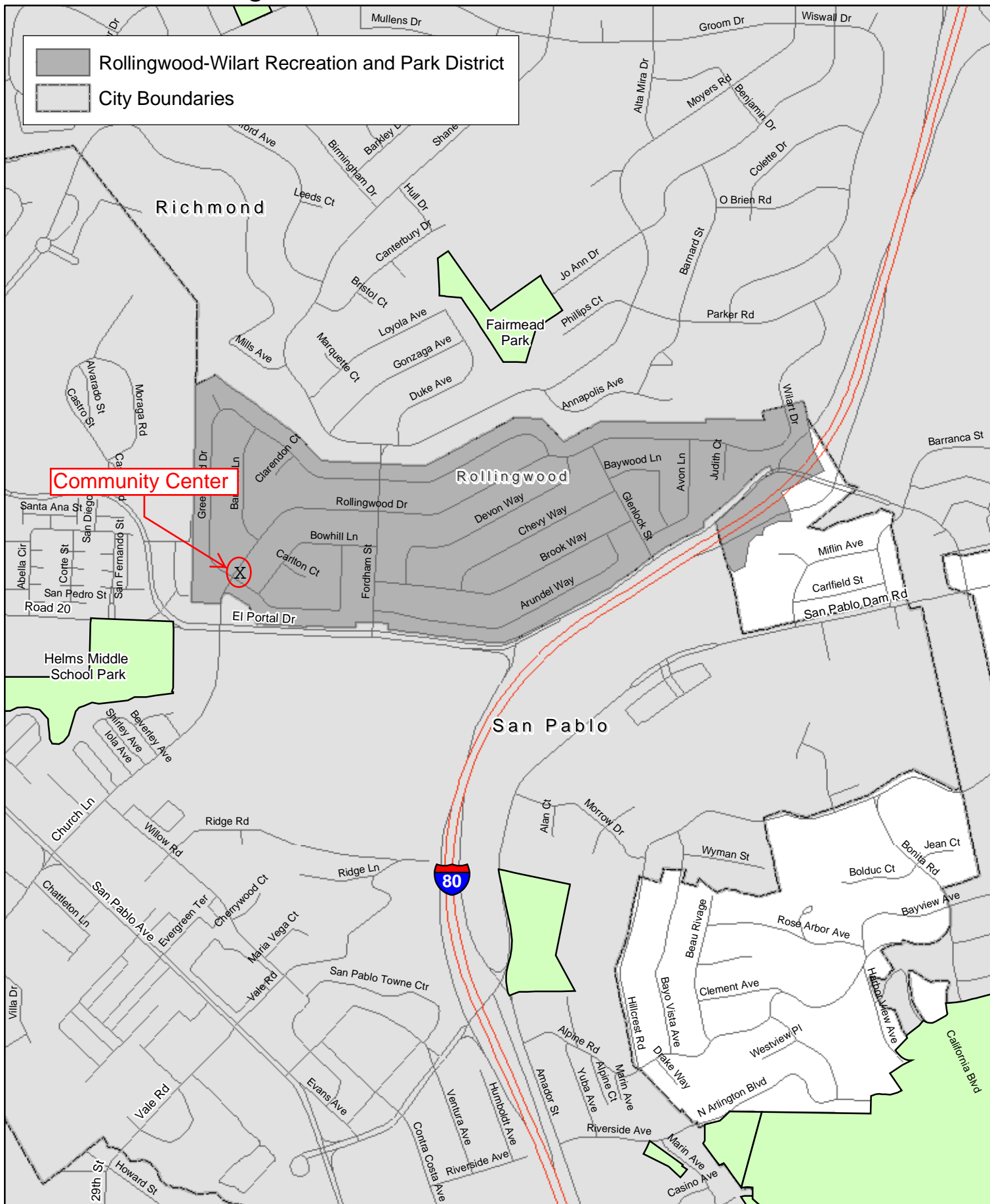
Susan Cohen
Special Districts Manager
Engineering Services

SC:jh

G:\spdist\LAFCO\El Sobrante\El Sobrante LAFCO MSR 2009 CSA R-9 Status 8-30-11.doc

C: Supervisor John Gioia, District I
B. Balbas, Deputy Director
W. Lai, Assistant Public Works Director
M. Wara, Executive Secretary
CSA R-9 file
LAFCO file

Rollingwood-Wilart Recreation and Park District



Community Center



Helms Middle School Park

San Pablo

Rollingwood

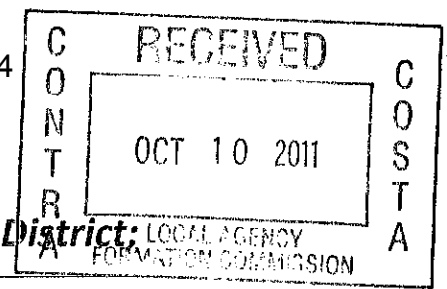
Richmond

California Blvd

Map revised 4/01/2009
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375.948.4514 375.925.3549

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Rollingwood Wilart Park, Park and Recreation District;

The Rollingwood Recreational District consists of 730 homes in Rollingwood with no room for growth. We give the use of our building to them for little or no charge if it benefits the community. We make our building available on Saturdays to the general public for rental to bring in additional income for our up-keep and utilities. Our revenue has been down for the past year and a half due to the failing economy, however our business is starting to resume. We have two rentals scheduled for the beginning of next year (2/2012 and 4/2012).

We have adjusted our way of business by allowing customers to make a payment plan therefore increasing our business by allowing a weakened economical customer base to spread the cost over several months. Thus allowing a more manageable way for our customers to include us into their everyday budget with-out breaking their bank. We have done very well by managing our budget so that we are currently debit free.

All of our Utilities are paid for unto 5/2012. We have two large bills coming in, an insurance payment due in December for \$5000.00 and a required ADA retrofit. The total cost for the retro fit is unknown at this time as we are still taking bids on the job. We have taken this into account on our budget earlier in the year and have set aside funding for these issues. Even taking into account these items on our agenda, we are and will continue to operate debit free.

The required ADA retro fitting has to do with the restrooms. We are anticipating the work to be scheduled and completed by the end of this year as we have no more rentals requested or paid for at this time. Our kitchen was out of compliance with the Fire Department, but we have resolved the issue and are now in complete compliance.

Many years ago we notified the Board of Supervisors and the Election Department that we were changing from a 5 man Board to a 3 man Board due to a lack of interest for replacing Board members. The Board was unaware that we were required to have a 5 member Board until this year. The Board has appointed Steve Brayfield as a fellow Board member and we are awaiting approval from the Election Board and Board of Supervisors to make it official. The Board is actively pursuing a 5th Board member. Our Board of Directors receives no benefits for health or retirement. The Board member are paid \$50.00 a month and the free use of the building twice a year for family activities. All of our current Board Members are in good health at the time of this report. We have two independent contractors. Our Janitorial service and our Building Manager. Both make \$300.00 a month but neither receives any other benefits or compensation.

The current Board Members are as followed:

- Bennie Quintana – Board member for 20 years
- Charlotte Rude – Board member for 20 years
- Jimmy Barone – Board member for 1 year
- Steve Brayfield – New Board member for 1 month

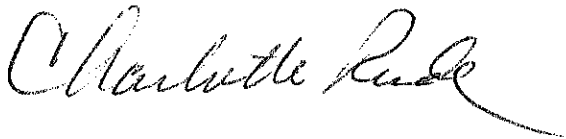
Our goals for 2012 are as followed:

- Paint the exterior of the Building.
- Replace our existing (and outdated) Sound System. We currently have the old tube sound system in place.

Due to security breaches we have lost some of our records. We encountered a break in where the vandals destroyed our business records as well as part of the building. A police report has been on File. Due to the break in, the General Manager had taken the records to their residence to put back in order and safe storage. During this time that the General Manager had the records at the residence, the General Manager experienced a brief period of illness where a family member giving care to the General Manager happened across the paperwork not knowing what it was and had it destroyed by accident. We are and have been in contact with our vendors to get past copies of our invoices. We are submitting the last three years of State reports showing our income and expenditures.

If you have any questions that have not been answered, please contact the General Manager at the following email address charrude@comcast.net or by phone at (510) 223-5488 home phone or (510) 388-2041 cell phone.

Thank you,



Charlotte Rude
General Manager of Rollingwood Recreational Center
(510) 223-5488 Home phone
(510) 388-2041 Cell Phone
charrude@comcast.net
2722 Rollingwood Drive
San Pablo, CA. 94806