



Lou Ann Texeira
Executive Officer

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February 8, 2012 (Agenda)

**February 8, 2012
 Agenda Item 8**

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

Fiscal Year 2012-13 Budget and Work Program Schedule

Dear Members of the Commission:

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (CKH Act) creates a specific process for preparing and adopting LAFCO’s budget. Government Code §56381 provides that the Commission shall adopt annually, following noticed public hearings, a proposed budget by May 1 and final budget by June 15. Contra Costa LAFCO typically adopts a proposed budget in March and a final budget in May each year.

In conjunction with a proposed budget, the Commission sets out a work plan in March each year. The work plan typically includes goals and objectives such as conducting the annual financial audit, updating the Commission’s Handbook, initiating Municipal Service Reviews (MSRs)/Sphere of Influence (SOI) updates, and other projects.

In August 2011, the Commission conducted a strategic planning session. As part of the session, the Commission identified a number of priorities, including review of LAFCO terms and conditions, facilitating sustainable fire services including resolution of East County fire service issues, facilitating local government efficiencies and collaboration through reorganization (e.g., consolidation, dissolution), and facilitating island annexations. The Commission’s February 8 agenda will include a discussion of island annexations.

One of the more significant projects involves MSRs/SOI updates. In 2006, the Commission adopted a MSR work plan that provides for preparing comprehensive MSRs. The majority of these include countywide and sub-regional MSRs, with several agency-specific reviews prepared on an as-needed basis (see attached MSR Schedule).

To date, countywide MSRs have been completed for the following services: healthcare, water and wastewater, fire/emergency medical, reclamation, cemetery, mosquito/vector control, park and recreation, resource conservation and police services. Also, sub-regional MSRs covering all 19 cities and community service districts (CSDs) are complete.

In FY 2011-12, LAFCO will complete the last of its inaugural MSR's (i.e., library and miscellaneous county service areas).

The CKH Act provides that on or before January 1, 2008, and every five years thereafter, LAFCO shall, as necessary, review and update the SOIs of each local agency. In accordance with the SOI updates, LAFCO shall conduct a municipal service review. FY 2012-13 marks the beginning of LAFCO's second round MSR's as determined by the Commission. In accordance with the MSR Schedule, those services that were reviewed at least five years ago include health care and water and wastewater services.

Should the Commission wish to initiate second round reviews on any of these services, it is recommended that LAFCO solicit the assistance of outside consultants through a Request for Proposal (RFP) process. In order to have cost estimates in time for the final budget adoption in May, an RFP process should be initiated in the near future.

RECOMMENDATIONS

1. Direct the staff to prepare the LAFCO budget and work plan for Fiscal Year 2012-13;
2. Direct staff to present a Proposed Budget for review and approval at the March 14, 2012 LAFCO meeting;
3. Direct staff to present a Final Budget for review and approval at the May 9, 2012 LAFCO meeting; and
4. Provide direction regarding second round MSR's and other matters as desired.

Sincerely,

LOU ANN TEXEIRA
EXECUTIVE OFFICER

Attachment – Municipal Service Review Schedule

- c: All Contra Costa County Cities
All Contra Costa County Special Districts
Contra Costa County Administrator
Contra Costa County Auditor-Controller

CONTRA COSTA LAFCO

Municipal Service Reviews/Sphere of Influence Updates February 2012

Local Agency	MSR/SOI Status	Type of MSR	Next Update
<u>Cities</u>			
City of Antioch	MSR (Dec 2008); SOI <i>reduced</i> (Mar 2010)	East County Sub-Regional	2013-14
City of Brentwood	MSR/SOI <i>reduced</i> (Dec 2008)	East County Sub-Regional	2013-14
City of Clayton	MSR (Sept 2009); SOI <i>reduced</i> (Oct 2009)	Central County Sub-Regional	2014-15
City of Concord	MSR (Sept 2009); SOI <i>retained</i> (Oct 2009)	Central County Sub-Regional	2014-15
Town of Danville	MSR (Sept 2009); SOI update pending	Central County Sub-Regional	2014-15
City of El Cerrito	MSR/SOI <i>retained</i> (Nov 2009)	West County Sub-Regional	2014-15
City of Hercules	MSR/SOI <i>retained</i> (Nov 2009)	West County Sub-Regional	2014-15
City of Lafayette	MSR (Sept 2009); SOI <i>retained</i> (Oct 2009)	Central County Sub-Regional	2014-15
City of Martinez	MSR (Sept 2009); SOI <i>reduced</i> (Oct 2009)	Central County Sub-Regional	2014-15
Town of Moraga	MSR (Sept 2009); SOI <i>reduced</i> (Oct 2009)	Central County Sub-Regional	2014-15
City of Oakley	MSR/SOI <i>retained</i> (Dec 2008)	East County Sub-Regional	2013-14
City of Orinda	MSR (Sept 2009); SOI <i>retained</i> (Oct 2009)	Central County Sub-Regional	2014-15
City of Pinole	MSR/SOI <i>retained</i> Nov 2009	West County Sub-Regional	2014-15
City of Pittsburg	MSR (Dec 2008); SOI <i>expanded</i> (July 2009)	East County Sub-Regional	2013-14
City of Pleasant Hill	MSR (Sept 2009); SOI <i>reduced</i> (Oct 2009)	Central County Sub-Regional	2014-15
City of Richmond	MSR/SOI <i>reduced</i> (Nov 2009)	West County Sub-Regional	2014-15
City of San Pablo	MSR/SOI <i>reduced/expanded</i> (Nov 2009)	West County Sub-Regional	2014-15
City of San Ramon	MSR (Sept 2009); SOI update pending	Central County Sub-Regional	2014-15
City of Walnut Creek	MSR (Sept 2009); SOI <i>reduced</i> (Oct 2009)	Central County Sub-Regional	2014-15
<u>Cemetery Districts</u>			
Alamo-Lafayette Cemetery District	MSR/SOI <i>retained</i> (Apr 2010)	Countywide Cemetery, Park & Recreation	2015 (reported back in 2011)
Byron-Brentwood-Knightsen-Union Cemetery District	MSR/SOI <i>retained</i> (Apr 2010)	Countywide, Cemetery, Park & Recreation	2015 (reported back in 2011)

Local Agency	MSR/SOI Status	Type of MSR	Next Update
<u>Community Service Districts</u> Crockett CSD (formed 2006)	MSR/SOI <i>retained</i> (Nov 2009)	West County Sub-Regional	2012-14 (county-wide water/sewer)
Diablo CSD	MSR (Sept 2009); SOI <i>retained</i> (Oct 2009)	Central County Sub-Regional	2014-15
Dublin San Ramon CSD	N/A	Alameda LAFCO is principal	
Kensington Police Protection and CSD	MSR/SOI <i>retained</i> (Nov 2009); MSR (2011)	West County Sub- Regional (2009); Law Enforcement (2011)	2014-15
Town of Discovery Bay CSD	MSR/SOI <i>retained</i> (May 2006)	Agency-specific	2012-14 (county-wide water/sewer)
Town of Knightsen CSD (formed 2005)	MSR/SOI <i>retained</i> (Dec 2008)	East County Sub-Regional	2012-14 (county-wide water/sewer)
<u>County Service Areas</u> CSA D-2 (Drainage - Walnut Creek)	MSR May 2004; no SOI update	Misc CSAs	2011-12 <i>(underway)</i>
CSA EM-1 (Countywide – Emergency Medical)	MSR (Aug 2009); SOI <i>retained</i> (Oct 2009)	Countywide Fire/ Emergency Service	2014-15
CSA L-100 (Countywide - Streetlighting)	No previous MSR; SOI <i>affirmed</i> Nov 2003	Misc CSAs	2011-12 <i>(underway)</i>
CSA LIB-2 (Library - Rancho El Sobrante)	MSR/SOI <i>affirmed</i> Feb 04	Countywide Library	2011-12 <i>(underway)</i>
CSA LIB-10 (Library - City of Pinole)	MSR/SOI <i>affirmed</i> Feb 04	Countywide Library	2011-12 <i>(underway)</i>
CSA LIB-12 (Library - Town of Moraga)	MSR/SOI <i>affirmed</i> Feb 04	Countywide Library	2011-12 <i>(underway)</i>
CSA LIB-13 (Library - cities of Concord and Walnut Creek)	MSR/SOI <i>affirmed</i> Feb 04	Countywide Library	2011-12 <i>(underway)</i>
CSA M-1 (Misc Services - Delta Ferry)	MSR/SOI <i>affirmed</i> Feb 04	Misc CSAs	2011-12 <i>(underway)</i>
CSA M-16 (Misc Services – Community of Clyde)	MSR/SOI <i>retained</i> (Apr 2010)	Countywide Park & Rec	2015
CSA M-17 (Misc Services - Tara Hills, Montlvin Manor, West Contra Costa)	MSR/SOI <i>retained</i> (Apr 2010)	Countywide Park & Rec	2015
CSA M-20 (Misc Services - View Pointe Subdivision)	MSR/SOI <i>affirmed</i> Feb 04	Misc CSAs	2011-12 <i>(underway)</i>
CSA M-23 (Misc Services - San Ramon, Blackhawk, Danville)	MSR/SOI <i>affirmed</i> Feb 04	Misc CSAs	2011-12 <i>(underway)</i>
CSA M-28 (Misc Services – Bethel Island)	MSR/SOI Update (zero SOI) Dec 2007	Countywide Water/ Wastewater MSR	2012-14 (county-wide water/sewer)
CSA M-29 (Misc Services – San Ramon, Dougherty Valley)	MSR/SOI <i>retained</i> (Apr 2010); MSR (2011)	Countywide Park & Rec (2010); Law Enforcement (2011)	2015-16
CSA M-30 (Misc Services – Alamo)	MSR (Apr 2010); SOI <i>affirmed</i> (Aug 2010); MSR (2011)	Countywide Park & Rec (2010); Law Enforcement (2011)	2015-16
CSA M-31 (Misc Services – Pleasant Hill)	MSR/SOI <i>affirmed</i> (Feb 04)	Misc CSAs	2011-12 <i>(underway)</i>

Local Agency	MSR/SOI Status	Type of MSR	Next Update
CSA P-2 (Police – Zone A – Blackhawk, Zone B - Alamo)	MSR (Aug 2011); SOI pending	Law Enforcement (2011)	2010-11
CSA P-5 (Police Protection – Roundhill)	MSR (Aug 2011); SOI pending	Law Enforcement (2011)	2010-11
CSA P-6 (Police Protection – Unincorporated Area)	MSR (Aug 2011); SOI pending	Law Enforcement (2011)	2010-11
CSA R-4 (Recreation – Moraga)	MSR (Apr 2010); SOI update deferred 12 months	Countywide Park & Rec	2015
CSA R-7A (Recreation – Alamo)	MSR (Apr 2010); SOI update pending	Countywide Park & Rec	2015
CSA R-9A (Recreation - El Sobrante)	MSR/SOI <i>retained</i> (Apr 2010)	Countywide Park & Rec	2015 (2011 report back)
CSA R-10 (Recreation – Rodeo)	MSR/SOI <i>retained</i> (Apr 2010)	Countywide Park & Rec	2015
CSA RD-4 (Roads - Bethel Island)	MSR/SOI <i>retained</i> (Dec 2008)	East County Sub-Regional	2013-14
CSA T-1 (Transit – San Ramon) (formed 2006)		Misc CSAs	2011-12 (underway)
<u>Fire Service</u>			
Contra Costa County Fire Protection District	MSR (Aug 2009); SOI <i>expanded/reduced</i> (Oct 2009)	Countywide Fire/ Emergency Service MSR	2014-15
Crockett-Carquinez Fire Protection District	MSR (Aug 2009); SOI update pending	Countywide Fire/ Emergency Service	2014-15
East Contra Costa Fire Protection District	MSR (Aug 2009); SOI <i>reduced</i> (Oct 2009)	Countywide Fire/ Emergency Service	2014-15
Kensington Fire Protection District	MSR (Aug 2009); SOI update pending	Countywide Fire/ Emergency Service	2014-15
Moraga-Orinda Fire Protection District	MSR (Aug 2009); SOI <i>expanded</i> (Oct 2009)	Countywide Fire/ Emergency Service	2014-15
Rodeo-Hercules Fire Protection District	MSR (Aug 2009); SOI update pending	Countywide Fire/ Emergency Service	2014-15
San Ramon Valley Fire Protection District	MSR (Aug 2009); SOI <i>expanded</i> (Oct 2009)	Countywide Fire/ Emergency Service	2014-15
<u>Health Care Districts (HCDs)</u>			
Los Medanos HCD	MSR/SOI <i>retained</i> (Aug 2007)	Countywide healthcare	2012-13
Mt. Diablo HCD	MSR/SOI <i>retained</i> (Aug 2007)	Countywide healthcare; annual progress report required/provided	2012-13
West Contra Costa HCD	MSR/SOI <i>retained</i> (Aug 2007)	Countywide healthcare; annual progress report required/provided	2012-13
<u>Irrigation</u>			
Byron-Bethany Irrigation District	N/A	San Joaquin LAFCo is principal	
East Contra Costa Irrigation District	MSR (Dec 2007); SOI <i>retained</i> (Mar 2008)	Countywide Water/ Wastewater	2012-14

Local Agency	MSR/SOI Status	Type of MSR	Next Update
<u>Mosquito Abatement</u> Contra Costa Mosquito and Vector Control District	MSR (Apr 2010); SOI <i>retained</i> (May 2010)	Countywide	2015
<u>Municipal Improvement</u> Bethel Island Municipal Improvement District	MSR/SOI <i>retained</i> (Dec 2008)	East County Sub-Regional	2014-15 (with RDs)
<u>Municipal Utility</u> East Bay MUD	N/A	Alameda LAFCo is principal	
<u>Reclamation Districts (RD)</u> RD 799 (Hotchkiss Tract)	MSR (July 2009); SOI <i>reduced</i> (Nov 2009)	Countywide Reclamation	2014-15
RD 800 (Byron Tract)	MSR (July 2009); SOI <i>expanded/reduced</i> (Nov 2009)	Countywide Reclamation	2014-15
RD 830 (Jersey Island)	MSR (July 2009); SOI <i>retained</i> (Nov 2009)	Countywide Reclamation	2014-15
RD 2024 (Orwood and Palm Tracts)	MSR (July 2009); SOI <i>retained</i> (Nov 2009)	Countywide Reclamation	2014-15
RD 2025 (Holland Tract)	MSR (July 2009); SOI <i>retained</i> (Nov 2009)	Countywide Reclamation	2014-15
RD 2026 (Webb Tract)	MSR (July 2009); SOI <i>retained</i> (Nov 2009)	Countywide Reclamation	2014-15
RD 2059 (Bradford Island)	MSR (July 2009); SOI <i>retained</i> (Nov 2009)	Countywide Reclamation	2014-15
RD 2065 (Veale Tract)	MSR (July 2009); SOI <i>retained</i> as "provisional" with 12-month report back (Nov 2009) update provided 1/14/11	Countywide Reclamation	2014-15
RD 2090 (Quimby Island)	MSR (July 2009); SOI <i>retained</i> (Nov 2009)	Countywide Reclamation	2014-15
RD 2117 (Coney Island)	MSR (July 2009); SOI <i>retained</i> (Nov 2009)	Countywide Reclamation	2014-15
RD 2121	MSR (July 2009); SOI <i>retained</i> with 24-month report back (Nov 2009)	Countywide Reclamation	2014-15
RD 2122 (Winter Island)	MSR (July 2009); SOI <i>retained</i> (Nov 2009)	Countywide Reclamation	2014-15
RD 2137	MSR (July 2009); adopted zero SOI (Nov 2009)	Countywide Reclamation	2014-15
<u>Park & Recreation</u> Ambrose Recreation & Park District	MSR (Apr 2010); SOI <i>retained</i> (May 2010)	Countywide Park & Rec	2015
East Bay Regional Park District	N/A	Alameda LAFCo is principal	
Green Valley Recreation & Park District	MSR (Aug 2008); SOI <i>reduced</i> (Oct 2009)	Agency-specific MSR	2013-14 (report back Oct 2011)

Local Agency	MSR/SOI Status	Type of MSR	Next Update
Pleasant Hill Recreation & Park District	MSR (Apr 2010); SOI <i>expanded/reduced</i> (May 2010)	Countywide Park & Rec	2015
Rollingwood-Wilart Recreation & Park District	MSR (Apr 2010); SOI update deferred 12 months	Countywide Park & Rec	2015
<u>Resource Conservation</u> Contra Costa Resource Conservation District	MSR (Apr 2010); SOI <i>retained</i> (May 2010)	Countywide	2015
<u>Wastewater</u> Byron Sanitary District	MSR/SOI <i>retained</i> (May 2006)	Agency-specific	2012-14 (county-wide water/sewer)
Central Contra Costa Sanitary District	MSR Apr 2008; SOI <i>reduced</i> (June 2008)	Countywide Water/Wastewater	2012-14
County Sanitation District 6 (Alhambra Valley)	MSR/SOI update (zero SOI) Apr 2008	Countywide Water/Wastewater	2012-14
Delta Diablo Sanitary District	MSR Dec 2007; SOI <i>expanded</i> (July 2009)	Countywide Water/Wastewater	2012-14
Ironhouse Sanitary District	MSR/SOI <i>reduced</i> (Dec 2007)	Countywide Water/Wastewater	2012-14
Mt. View Sanitary District	MSR/SOI <i>retained</i> (Apr 2008)	Countywide Water/Wastewater	2012-14
Rodeo Sanitary District	MSR/SOI <i>retained</i> (Aug 2008)	Countywide Water/Wastewater	2012-14
Stege Sanitary District	MSR/SOI <i>retained</i> (Aug 2008)	Countywide Water/Wastewater	2012-14
West County Wastewater District	MSR/SOI <i>retained</i> (Aug 2008)	Countywide Water/Wastewater	2012-14
<u>Water</u> Contra Costa Water District	MSR Apr 2008; SOI <i>expanded</i> (July 2009)	Countywide Water/Wastewater	2012-14
Diablo Water District	MSR/SOI <i>reduced</i> (Dec 2007)	Countywide Water/Wastewater	2012-14