

**LOCAL AGENCY FORMATION COMMISSION  
SPECIAL MEETING AGENDA**

Wednesday, November 12, 2003  
9:30 a.m.

Room 830  
Kenneth Hahn Hall of Administration  
500 West Temple Street, Los Angeles 90012

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A person with a disability may contact the LAFCO office at (818) 254-2454 at least 72-hours before the scheduled meeting to request receipt of an agenda in an alternative format or to request disability-related accommodations, including auxiliary aids or services, in order to participate in the public meeting. Later requests will be accommodated to the extent feasible.

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1. **CALL MEETING TO ORDER.**
2. **PLEDGE OF ALLEGIANCE WILL BE LED BY CHAIRMAN PELLISSIER.**
3. **SPECIAL ITEMS**
  - a. Approve Minutes of the meeting held October 22, 2003.
  - b. Report on pending applications.
  - c. Operating Account Check Register.
  - d. Report on receipt, to date, of LAFCO net allocation of FY 03/04 operating costs.
  - e. Municipal Service Reviews and Sphere of Influence update.
  - f. Update on City of Azusa Municipal Service Review process.

4. **PUBLIC COMMENT**

This is the opportunity for members of the public to address the Commission on items that are not on the posted agenda, provided that the subject matter is within the jurisdiction of the Commission. Speakers are reminded of the three-minute time limitation.

5. **FUTURE MEETINGS**

December 10, 2003  
January 14, 2004

6. **NEW BUSINESS**

This is the opportunity for commissioners to discuss matters not on the Posted Agenda (to be discussed and upon Commission approval placed on the Agenda for action at a future meeting).

7. **ADJOURNMENT MOTION**

## Staff Report

November 12, 2003

### Municipal Service Review Progress

As of November 5, 2003

#### Agenda Item No. 3e

The “backbone” municipal service review (MSR) reports are being prepared for nine separate MSR geographic areas as well as Azusa. The steps involved in the MSR preparation and approval include:

- 1) Preparation
  - a. Questionnaire development, response, and data entry
  - b. Mapping verification
- 2) Preliminary MSR
  - a. Demographic projections
  - b. Follow-up questions and/or interviews
  - c. Analysis
  - d. Draft preliminary report
- 3) Draft MSR
  - a. Agencies review preliminary report (30-day period)
  - b. LAFCO-agencies meeting
  - c. Report revisions
- 4) Final MSR and Public Hearing
  - a. Public review of draft report (21-day period)
  - b. Commission considers Final MSR Report
  - c. Commission adopts written statement of nine MSR determinations
  - d. Commission considers update of spheres of influence

The backbone MSRs are being prepared in the same order as indicated in the accompanying figure. The Catalina preliminary MSR is in the internal review phase. Both the Catalina and Azusa preliminary MSR reports are scheduled for agency review in November. The High Desert preliminary MSR is currently in the follow-up question phase, with a preliminary report expected to be ready for agency

MSR Progress Status				
	Preparation	Preliminary	Draft	Final
Azusa	_____			
Catalina	_____			
High Desert	_____			
Las Virgenes	_____			
Santa Clara	_____			
NW San Gabriel	_____			
Gateway	_____			
NE San Gabriel	_____			
South Bay	_____			
LA	_____			

review in January.

The agencies in the first three MSR areas have responded to the LAFCO questionnaires.

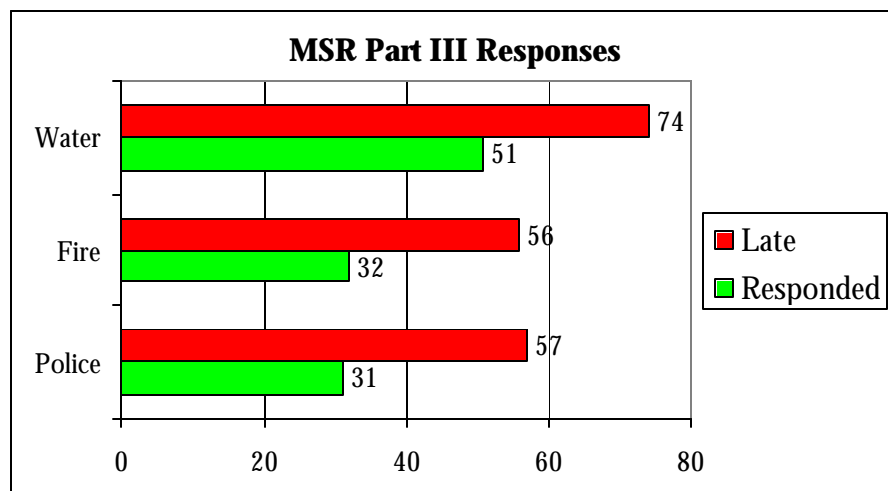
The agency maps for the first five backbone MSRs—Azusa, Catalina, High Desert, Las Virgenes and Santa Clara—have been verified through comparison with the legal description, the Registrar of Voters, the County Assessor, the County Public Works Agency, and the agencies’ mapping data. The County Urban Research Division has prepared the demographic projections data for the agencies in the first five MSR areas including both backbone service providers and secondary service providers such as health care districts.

LAFCO has issued to potential consultants a Request for Proposal for a consulting firm with water expertise to conduct municipal service reviews focused on water wholesalers and retailers. Responses are due by December 1.

***Police, Fire and Water Services Questionnaire***

LAFCO recently prepared and mailed out a total of 88 police and fire service questionnaires (RFI Part III) to the 88 cities. The agencies’ responses were due October 24. As of November 5, 32 cities have responded to the fire questionnaire and 31 cities have responded to the police questionnaire.

The water services questionnaire was sent to the 41 cities and the 37 special districts that are clearly providing water service. In addition, the survey was sent to the remainder of the cities so that LAFCO would receive clear responses as to who the water providers are in those cities. The agencies’

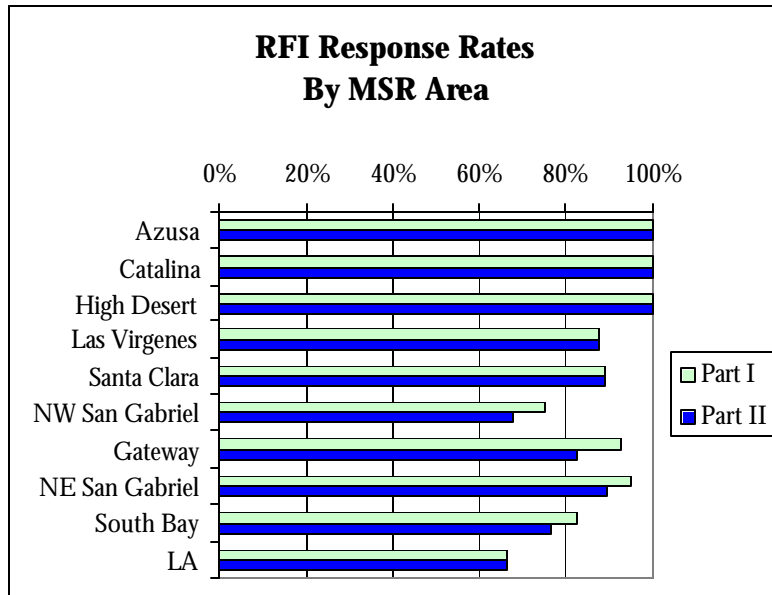


responses were due October 24. As of November 5, 35 cities and 16 special districts have responded to the water service questionnaire.

**Questionnaire Response Overview**

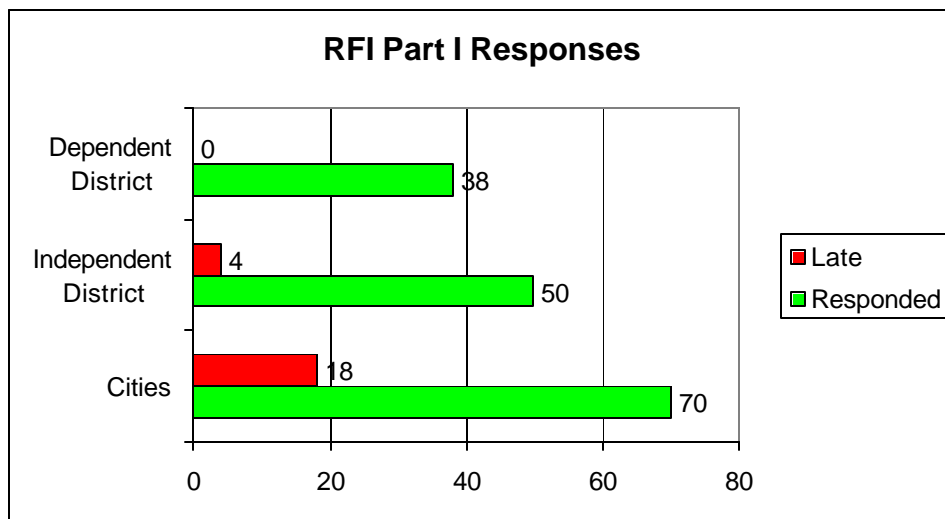
The agencies' questionnaire responses for the backbone MSR areas being processed first are complete, and for the upcoming Las Virgenes and Santa Clara MSR areas are nearly complete. Once the questionnaires are received, LAFCO staff conducts data review, data entry and boundary verification.

Agency responsiveness to the questionnaires is covered in greater detail on the following pages.



**Basic Agency Questionnaire**

LAFCO prepared and mailed a total of 180 basic agency questionnaires (RFI Part I) accompanied by maps for agency review. These mailings were sent to 88 cities, 54 independent special districts, and 38 dependent special districts. The agencies were given four weeks to respond. As of November 5, 2003, 158 of the agencies have responded and 22 are late in responding. The responses to Part I are indicated by



agency type in the following table:

LAFCO has checked all 158 responses received as to whether the agencies attached the requested documents (e.g. budgets). The non-respondents are over three months late in submitting a response. The non-respondents have all been contacted by telephone and encouraged in writing to submit a response. This task will be completed once all agencies have responded.

**RFI PART I: RESPONSES OUTSTANDING**

***CITIES (18)***

Beverly Hills	Long Beach
Burbank	Montebello
Culver City	Rosemead
El Monte	San Marino
Gardena	South El Monte
Hawaiian Gardens	South Gate
Hawthorne	Temple
Hidden Hills	Torrance
La Canada Flintridge	West Hollywood

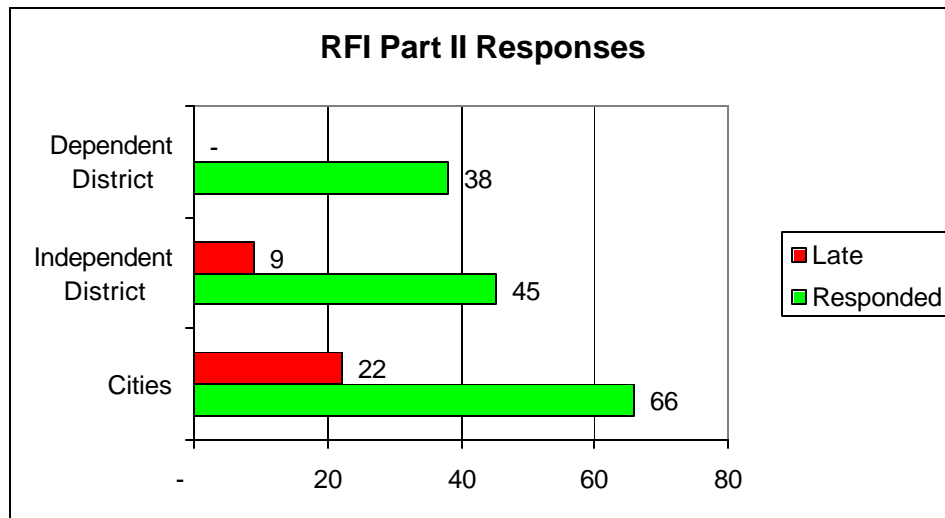
***INDEPENDENT DISTRICTS (4)***

Golden Valley Municipal Water District	Westfield Recreation & Park District
Valley County Water District	Wilmington Cemetery District

***DEPENDENT DISTRICTS (0)***

***General Services Questionnaire***

LAFCO prepared and mailed general service questionnaires (RFI Part II) to the 180 agencies. The agencies were given six weeks to respond; responses were due in August 2003. As of October 16, 2003, 149 agencies had responded and 31 agencies have yet to respond.



LAFCO has checked the responses received as to whether the agencies provided complete answers. Most agencies have provided complete responses to this questionnaire. The non-respondents are over two months late in submitting a response. The non-respondents have all been encouraged in writing to submit a response. This task will be completed once all agencies have responded.

## RFI PART II: RESPONSES OUTSTANDING

***CITIES (22)***

Beverly Hills	Montebello
Bradbury	Rosemead
Burbank	San Dimas
Culver City	San Marino
El Monte	Santa Fe Springs
Gardena	South El Monte
Hawaiian Gardens	South Gate
Hawthorne	Temple
Hidden Hills	Torrance
La Canada Flintridge	West Hollywood
Long Beach	Whittier

***INDEPENDENT DISTRICTS (9)***

Central Basin Municipal Water District	Valley County Water District
Golden Valley Municipal Water District	West Basin Municipal Water District
La Habra Heights County Water District	Westfield Recreation & Park District
San Gabriel Valley Mosquito Abatement District	Wilmington Cemetery District
Upper San Gabriel Valley Municipal Water District	

***DEPENDENT DISTRICTS (0)***