

---

CONTRA COSTA  
LOCAL AGENCY FORMATION COMMISSION

# COMMISSIONER HANDBOOK

County Administration Building  
651 Pine Street, Sixth Floor  
Martinez, CA 94553  
(925) 335-1094 ◆ FAX (925) 335-1031  
[contracostalafco.org](http://contracostalafco.org)

---

# CONTRA COSTA LOCAL AGENCY FORMATION COMMISSION

## COMMISSIONER HANDBOOK

i. Introduction

ii. Why LAFCO? Historical Perspective

### **1. LAFCO OPERATIONS**

1.1 Role of the Commissioner

1.2 Membership

1.3 Powers & Duties

1.4 Commission Rules & Procedures

1.5 Budget & Financial Procedures

1.6 Staffing

1.7 Personnel Policies & Procedures – *NEW - to be developed*

1.8 CALAFCO

1.9 Roster of Cities and Special Districts

1.10 Conflict of Interest & Financial Disclosure

### **2. GENERAL POLICIES & PROCEDURES**

2.1 Policies & Standards

2.1.A General Policy Statement

2.1.B Preferred Service Provider – **New**

2.1.C Indemnification Policy

2.1.D Spheres of Influence

2.1.E Annexations

2.1.F Island Annexation Policy – **New**

- 2.1.G Policy for Evaluating Applications Requesting the Provision of Water Service for Urbanizing Areas
- 2.1.H Policy on Service Plans – **New**
- 2.1.I Municipal Service Review Guidelines
- 2.1.J Standards for Out-of-Agency Service Agreements
- 2.1.K Reconsideration of LAFCO Decisions
- 2.1.L City Incorporations – **New**
- 2.1.M Revenue Neutrality – **New**
- 2.1.N Activation of Latent Powers by Special Districts

### **3. PROJECT PROCESSING PROCEDURES**

- 3.1 Boundary Change Processing Procedures
- 3.2 Incorporation Proposal Processing Procedures - NEW
- 3.3 Procedure for Processing Multi-County Boundary Changes:  
Alameda-Contra Costa LAFCOs

### **4. CEQA PROCEDURES**

- 4.1 **CEQA Guidelines** – *NEW* – *to be developed*