



Lou Ann Teixeira  
*Executive Officer*

**MEMBERS**

Donald A. Blubaugh <i>Public Member</i>	Mary N. Piepho <i>County Member</i>
Federal Glover <i>County Member</i>	Rob Schroder <i>City Member</i>
Michael R. McGill <i>Special District Member</i>	Igor Skaredoff <i>Special District Member</i>
Don Tatzin <i>City Member</i>	

**ALTERNATE MEMBERS**

Candace Andersen  
*County Member*  
 Sharon Burke  
*Public Member*  
 Tom Butt  
*City Member*  
 George H. Schmidt  
*Special District Member*

February 11, 2015 (Agenda)

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 Agenda Item 7

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

**Fiscal Year 2015-16 Budget Schedule and Work Plan Preview**

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 generally adopts a proposed budget in March and a final budget in May each year.

**WORK PLAN PREVIEW**

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 preparing Municipal Service Reviews (MSRs)/Sphere of Influence (SOI) updates, updating the Commission’s policies and procedures, and other projects and programs.

In 2013, the Commission conducted a strategic planning session. As part of the session, the Commission identified several priorities, including conducting 2<sup>nd</sup> round MSRs, enhancing LAFCO terms and conditions, being an active participant in the County’s fire and EMS studies, updating the Commissioner Handbook, and facilitating island annexations. Here is a brief update on these activities:

**MSRs/SOI Updates** - In 2013, the Commission completed its inaugural round of MSRs/SOI updates, and initiated 2<sup>nd</sup> round MSRs. In 2014, the Commission completed the 2<sup>nd</sup> round water/wastewater MSR and SOI updates covering eight cities, 19 special districts, and private water companies. The Commission also initiated a 2<sup>nd</sup> round MSR covering reclamation services. The project team is currently compiling and summarizing information. It is anticipated that the Public Review Draft Reclamation Services MSR report will be released in June/July 2015.

In 2014, the Commission delayed 2<sup>nd</sup> round MSRs covering fire/EMS and healthcare services. The fire/EMS MSR was delayed due to a lack of proposals in response to the LAFCO Request for

Proposals (RPF), and to allow time for the County to complete its own RFP process relating to ambulance services. The County is expected to approve a contract for ambulance services in September 2015, with a contract start date of January 1, 2016.

The healthcare services MSR was delayed due to the tenuous and unknown situation with West County Healthcare District/Doctor's Hospital.

Other services that are potential candidates for a 2<sup>nd</sup> round MSR include "city" services including community services districts (2009), park & recreation (2010), cemetery districts (2010), mosquito & vector control (2010) and resource conservation (2010).

**Enhancing LAFCO Terms and Conditions** - In recent proposals, including the Northeast Antioch reorganizations and CCCSD/EBMUD reorganizations, the Commission expanded its use of LAFCO terms and conditions.

**Participation in County Fire and EMS Studies** - Also this year, the Commission participated in the County's fire and Emergency Medical Services (EMS) studies, and appointed Commissioners Blubaugh and Tatzin to represent LAFCO in meetings with the project team and at stakeholder meetings. The LAFCO representatives met with the project consultants, attended various community meetings, and provided written comments in response to the draft reports. Both the fire and EMS County reports are now complete. LAFCO also participated in the Contra Costa (EMS) Ambulance Request for Proposals Development Workshop in September 2014.

**Policy and Procedure Updates** - In the past two years, the Commission made significant progress updating its policies and procedures, and adopted new *procedures* for the following changes of organization: city annexations/detachments, district annexations/detachments, district mergers, establishment of subsidiary districts, LAFCO-initiated proposals, new or different services, district dissolution, district formation, district consolidation, city consolidation, disincorporation, reorganization and out of agency service; and updated the *Membership and Rules and Procedures* policies. Most recently, the Commission adopted *policies* relating to out of agency service. The Policies & Procedures Committee is developing a work plan relating to policies & procedures on agricultural and open space preservation.

**Island Annexations** - LAFCO continues to work with local agencies to facilitate island annexations. In January 2014, the Commission approved an island annexation (i.e., Northeast Antioch Area 2B Reorganization), and continues to work with CCCSD on its boundary issues.

**Potential New Projects** – During the course of the year, some potential new projects surfaced as summarized below.

### ***1. Preservation of Agricultural and Open Space Lands***

LAFCO's mission is to encourage orderly growth and development, discourage urban sprawl, preserve open space and prime agricultural lands, promote the efficient provision of public service, and encourage the orderly formation of local agencies.

The CKH Act is replete with provisions that grant LAFCO the authority to consider and provide for the preservation of agricultural and open space lands. Contra Costa LAFCO currently relies on the statute, and does not have specific policies and procedures relating to these issues.

On January 27, the LAFCO Policies & Procedures Committee met to discuss developing LAFCO policies and procedures pertaining to agricultural and open space preservation. The Committee is currently reviewing LAFCO policies of 18 LAFCOs from around the State. Some of these policies reiterate the statute, while others include specific mitigation measures (e.g., buffer zones, preservation/agricultural easements, etc.). The Committee is preparing a summary and recommendations for the Commission's future consideration.

In conjunction with developing a local policy/procedure, the Committee also discussed holding a workshop on the topic to engage other interested parties. Other LAFCOs, including Alameda, Santa Clara and Sacramento, have conducted similar workshops.

Possible workshop participants include the following:

- ❖ American Farmland Trust
- ❖ Brentwood Agriculture Land Trust
- ❖ Contra Costa County (CCC) Ag Commissioner
- ❖ CCC Dept. of Conservation & Development
- ❖ Environmental Community
- ❖ Farm Bureau
- ❖ Ranchers
- ❖ Reclamation Districts
- ❖ Urban Farmers

The Committee discussed hosting a possible workshop in June or July 2015, and perhaps to be held in East Contra Costa County. The Committee seeks Commission input.

## **2. *Broadband Services***

In January, the Commission received a presentation on broadband services. Presenters included Sunne Wright McPeak and Linda Best. Sunne Wright McPeak is President and CEO of the California Emerging Technology Fund (CETF), a statewide nonprofit organization dedicated to closing the Digital Divide by accelerating the deployment and adoption of broadband and information technology. Linda Best is with the East Bay Broadband Consortium (EBBC), a regional coalition of Alameda, Contra Costa, and Solano County leaders, with a mission to address critical broadband infrastructure, access and adoption gaps that are contributing to the persistent "Digital Divide" across the region.

The presenters provided a summary of issues and challenges, including the need for public-private partnerships, public agency involvement and leadership, and a vision and performance goals for broadband deployment and adoption. The presenters encouraged LAFCO, given its position as a regional forum, to participate in the broadband efforts.

Since 2010, the EBBC has been involved in a region-wide outreach and engagement process to develop the East Bay Broadband Strategic Framework and Action Plan. The Action Plan seeks to identify and leverage opportunities aimed at increasing: 1) the region's broadband infrastructure investments, both public and privately financed; 2) affordable access to infrastructure and communication technologies; and 3) ability to access the benefits of using these technologies.

Since its inception, the EBBC has made significant progress. In addition to implementing a strategic plan and a detailed work program, EBBC has conducted extensive outreach, education and collaboration on broadband issues; hosted various regional summits; and developed a library of resources including maps of East Bay broadband capacity and grades of the East Bay's broadband

infrastructure, sample policies and strategies, and information on other successful broadband campaigns, models and resources. For more information visit [www.ebbroadband.org](http://www.ebbroadband.org).

There are various regional forums that could be engaged in countywide broadband activities, including the public managers group (County Administrator, city managers); the city/county planning directors group; the Contra Costa Special Districts Association; and the Contra Costa Transportation Authority. These groups could be instrumental in promoting broadband services in a number of ways, such as encouraging local agency to develop policies/standards that incorporate broadband as a public utility and create a framework to promote its deployment in public and private projects; fostering collaboration among local agencies to facilitate long-term planning of broadband infrastructure; and identifying opportunities for joint construction, use and broadband infrastructure sharing to realize cost efficiencies and maximum public benefit.

LAFCO is also a regional entity that could participate in the broadband efforts. LAFCO staff polled the other LAFCOs regarding their involvement in broadband services. We found one example where a LAFCO is involved in broadband. Yolo County is part of the Connected Capitol Broadband Consortium (similar to EBBC), which is a four-county consortium (Sacramento, Sutter, Yolo, Yuba) led by a non-profit called Valley Vision. Yolo LAFCO staff serves as the liaison for Yolo County, and is coordinating a working group comprised of city and county representatives. On behalf of the group, Yolo LAFCO coordinated a Request for Proposal and hired a consultant to prepare a broadband strategic plan. The group is now working to implement the recommendations presented in the strategic plan.

Should the Commission wish to engage in broadband efforts, here are a few ideas:

- Adopt a resolution and/or policies supporting the efforts of the EBBC and CETF
- Adopt a resolution and/or policies encouraging the County and cities to adopt General Plan policies and standards that encourage broadband services
- Include broadband services among those services to be reviewed in LAFCO MSRs – the primary focus would be in services provided by cities and community service districts
- Participate in a countywide staff level broadband working group that collaborates on these issues

#### RECOMMENDATIONS

1. Provide input as desired;
2. Direct staff to present a Proposed Budget for review and approval at the March 11, 2015 LAFCO meeting; and
3. Direct staff to present a Final Budget for review and approval at the May 13, 2015 LAFCO meeting.

Sincerely,

LOU ANN TEXEIRA  
EXECUTIVE OFFICER

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