



CONTRA COSTA LOCAL AGENCY FORMATION COMMISSION

40 Muir Road, 1st Floor • Martinez, CA 94553

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Lou Ann Teixeira
Executive Officer

MEMBERS

Candace Andersen
County Member

Donald A. Blubaugh
Public Member

Tom Butt
City Member

Igor Skaredoff
Special District Member

Federal Glover
County Member

Michael R. McGill
Special District Member

Rob Schroder
City Member

ALTERNATE MEMBERS

Diane Burgis
County Member

Stanley Caldwell
Special District Member

Charles R. Lewis, IV
Public Member

Sean Wright
City Member

January 8, 2020 (Agenda)

January 8, 2020
Agenda Item 7

Contra Costa Local Agency Formation Commission
40 Muir Road, First Floor
Martinez, CA 94553

Fiscal Year 2020-21 Budget Schedule and Work Plan Preview

Dear Members of the Commission:

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (CKH Act) establishes a specific process for preparing and adopting LAFCO's budget. Government Code §56381 provides that the Commission shall annually adopt a proposed budget by May 1 and final budget by June 15, following noticed public hearings.

WORK PLAN PREVIEW: In conjunction with the proposed budget, the Commission establishes an annual work plan which includes a summary of recent activities/accomplishments and upcoming goals/objectives, such as preparing Municipal Service Reviews (MSRs)/Sphere of Influence (SOI) updates, updating the Commission's policies and procedures, and other projects and activities.

In September 2017, the Commission participated in a strategic planning session and discussed accomplishments and priorities including MSRs, island annexations, terms and conditions, and policies and procedures. The Commission also reviewed its annual work plan, goals, legislation, and the future of Contra Costa LAFCO (relocation, staffing plan, etc.). Updates on these activities are provided below.

MSRs/SOI Updates - LAFCO law provides that every five years the Commission shall, as necessary, review and update each SOI [Gov. Code §56425(g)]. The statute also provides that in order to prepare and update an SOI, the Commission shall conduct an MSR.

In 2013, the Commission completed its inaugural round of MSRs/SOI updates and initiated 2nd round MSRs. To date, the following 2nd round MSRs/SOI updates are complete:

- June 2014 - Water/wastewater covering eight cities, 19 special districts, and private water companies
- November 2015 - Reclamation services covering 14 special districts
- October 2016 – Fire/EMS covering three cities and eight special districts
- January 2018 – Healthcare services covering three special districts and Contra Costa County health services
- June 2019 – “City Services” covering all 19 cities and four community services districts (CSDs)

As part of the FY 2019-20 work plan and budget, the Commission approved preparing a 2nd round MSR covering “*Parks & Recreation Services*” (i.e., all 19 cities, four CSDs, three parks & rec districts, eight county services areas (CSAs), one regional park district). The FY 2019-20 budget also includes funding to initiate another 2nd round MSR to be determined by the Commission.

The “*Parks & Recreation*” MSR is underway and we expect to release the Public Review Draft in late summer 2020. Regarding the second MSR to be initiated in FY 2020-21, potential candidates include county service areas (CSAs), cemetery, mosquito & vector control, and resource conservation – see attached MSR status report (Attachment 1).

LAFCO relies on consultants to assist with the MSRs. Typically, LAFCO staff issues a request for proposals, reviews and screens proposals, conducts interviews with help from other LAFCO professionals, and makes a recommendation to the Commission. This process typically takes 2-3 months. Over the years, Contra Costa LAFCO has received proposals from various consulting firms, many of whom, LAFCO has utilized to assist with the MSRs/SOI updates and special studies. In an effort to streamline this process, LAFCO staff recommends establishing an “on-call” prequalified list of MSR/special study consultants upon which to rely for assistance (see Attachment 2).

Policies and Procedures Updates – In the past several years, the Commission made 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. Contra Costa LAFCO now has procedures for each type of change of organization. In addition, the Commission updated its Legislative Platform and updated its policies and procedures relating to *Rules and Procedures*, *CALAFCO*, *Roster of Cities and Special Districts*, *City Annexations and Detachments*, *District Annexations and Detachments*, and *Agricultural & Open Space Preservation*.

In 2019, the Commission updated its policies relating to LAFCO meeting minutes and island provisions. Next in the queue are policies and procedures relating to the following:

- ✚ Disadvantaged Unincorporated Communities (DUCs)
- ✚ Sphere of Influence
- ✚ Records Retention
- ✚ Processing Multi County Boundary Change

Growing Contra Costa LAFCO – Over the past several years, staff discussed with the Commission growing Contra Costa LAFCO. The discussion focused on adding an Analyst position and relocating the LAFCO office.

Staffing - In April 2019, the Commission approved a revised staffing plan increasing LAFCO staff from 2 full-time employees (FTEs) to 2.5 FTEs including one full-time Executive Officer, one full-time Analyst and one half-time Executive Assistant/LAFCO Clerk (“EA”). Also, LAFCO contracts for other services including environmental planning, GIS/mapping, legal, webmaster, financial auditing, MSRs and special studies. Currently, LAFCO has one full-time Executive Officer and on-call staff (Kate Sibley). We recently initiated a recruitment for the part-time EA position.

Also, in reviewing the LAFCO staffing plan, we think it would be beneficial to expand the Analyst job description to include some of the EA duties to provide additional staffing flexibility (see Attachment 3). A number of LAFCOs use a similar position including Nevada, Solano and Yuba.

Office Relocation - In July 2019, the LAFCO office relocated from 651 Pine Street in Martinez to 40 Muir Road in Martinez. The new office is ideal!

Other Items of Interest – LAFCO staff is currently working on other activities including the following:

- 2nd round Parks & Recreation Services MSR/SOI updates
- Proposed FY 2020-21 budget
- Updates to the LAFCO Directory of Local Agencies
- Ongoing litigation (Los Medanos Community Healthcare District)
- Processing incoming applications
- Commissioner terms – In November 2019, the Commission reappointed its two public members (regular and alternate). This year, the County Board of Supervisors will consider one LAFCO appointment (alternate member); the City Selection Committee will consider one LAFCO appointment (regular member); and the Independent Special District Selection Committee will consider one appointment (regular member). LAFCO staff will conduct the election for the special district seat.

It would be beneficial to hear from the Commission as to priorities and other items of interest in anticipation of preparing the FY 2020-21 LAFCO budget.

RECOMMENDATIONS:

1. Provide input regarding a possible second 2nd round MSR in FY 2020-21;
2. Approve an “on-call” list of MSR/special study consultants;
3. Approve edits to the LAFCO Analyst job description; and
4. Provide other input as desired.

Sincerely,

LOU ANN TEXEIRA
EXECUTIVE OFFICER

Attachments

1. Contra Costa LAFCO MSR/SOI Status Report
2. Proposed “On-Call” List of MSR/Special Study Consultants
3. Proposed Edits to LAFCO Analyst Job Description

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

CONTRA COSTA LAFCO

Status of Municipal Service Reviews (MSRs)/Sphere of Influence (SOI) Updates January 8, 2020

Local Agency	Prior MSR/SOI Update	Next MSR/SOI Update
<u>Cities</u>		
*City of Antioch	MSR/SOI <i>retained</i> (2019)	Parks & Recreation (2020)
*City of Brentwood	MSR/SOI <i>retained</i> (2019)	Parks & Recreation (2020)
*City of Clayton	MSR/SOI <i>retained</i> (2019)	Parks & Recreation (2020)
*City of Concord	MSR/SOI <i>retained</i> (2019)	Parks & Recreation (2020)
*Town of Danville	MSR/SOI <i>retained</i> (2019)	Parks & Recreation (2020)
*City of El Cerrito	MSR/SOI <i>retained</i> (2019)	Parks & Recreation (2020)
*City of Hercules	MSR/SOI <i>retained</i> (2019)	Parks & Recreation (2020)
*City of Lafayette	MSR/SOI <i>retained</i> (2019)	Parks & Recreation (2020)
*City of Martinez	MSR/SOI <i>retained</i> (2019)	Parks & Recreation (2020)
*Town of Moraga	MSR/SOI <i>retained</i> (2019)	Parks & Recreation (2020)
*City of Oakley	MSR/SOI <i>retained</i> (2019)	Parks & Recreation (2020)
*City of Orinda	MSR/SOI <i>retained</i> (2019)	Parks & Recreation (2020)
*City of Pinole	MSR/SOI <i>retained</i> (2019)	Parks & Recreation (2020)
*City of Pittsburg	MSR/SOI <i>retained</i> (2019)	Parks & Recreation (2020)
*City of Pleasant Hill	MSR/SOI <i>retained</i> (2019)	Parks & Recreation (2020)
*City of Richmond	MSR/SOI <i>retained</i> (2019)	Parks & Recreation (2020)
*City of San Pablo	MSR/SOI <i>retained</i> (2019)	Parks & Recreation (2020)
*City of San Ramon	MSR/SOI <i>retained</i> (2019)	Parks & Recreation (2020)
*City of Walnut Creek	MSR/SOI <i>retained</i> (2019)	Parks & Recreation (2020)
<u>Cemetery Districts</u>		
Alamo-Lafayette Cemetery District	MSR/SOI <i>retained</i> (2010);	TBD
Byron-Brentwood-Knighten-Union Cemetery District	MSR/SOI <i>retained</i> (2010);	TBD
<u>Community Services Districts</u>		
*Crockett CSD	MSR/SOI <i>retained</i> SOI (2019)	Parks & Recreation (2020)
*Diablo CSD	MSR/SOI <i>retained</i> (2019)	Parks & Recreation (2020)
*Dublin San Ramon CSD	MSR (2014)	TBD
*Kensington Police Protection & CSD	MSR/SOI <i>retained</i> (2019)	Parks & Recreation (2020)
*Town of Discovery Bay CSD	MSR/SOI <i>retained</i> (2019)	Parks & Recreation (2020)
*Town of Knighten CSD	MSR/SOI <i>retained</i> SOI (June 2014)	TBD
<u>County Service Areas</u>		
CSA D-2 (Drainage - Walnut Creek)	MSR/ <i>retained</i> SOI (2013)	TBD
*CSA EM-1 (Countywide – Emergency Medical)	MSR (2016); SOI <i>retained</i> SOI (2016)	TBD
CSA L-100 (Countywide - Streetlighting)	MSR/SOI “zero” (2013)	TBD
CSA LIB-2 (Library - Rancho El Sobrante)	MSR/SOI <i>retained</i> SOI (2013)	TBD
CSA LIB-10 (Library - City of Pinole)	MSR/SOI <i>retained</i> SOI (2013)	TBD
CSA LIB-12 (Library - Town of Moraga)	MSR/SOI <i>retained</i> SOI (2013)	TBD
CSA LIB-13 (Library - cities of Concord and Walnut Creek)	MSR/SOI <i>expanded</i> SOI (2013)	TBD
CSA M-1 (Misc Services - Delta Ferry)	MSR/ <i>retained</i> SOI (2013)	TBD
CSA M-16 (Misc Services – Community of Clyde)	MSR/SOI <i>retained</i> (2010)	Parks & Recreation (2020)

Local Agency	Prior MSR/SOI Update	Next MSR/SOI Update
CSA M-17 (Misc Services - Tara Hills, Montlavin Manor, West Contra Costa)	MSR/SOI <i>retained</i> (2010)	Parks & Recreation (2020)
CSA M-20 (Misc Services - View Pointe Subdivision)	MSR/SOI <i>retained</i> (2013)	TBD
CSA M-23 (Misc Services - San Ramon, Blackhawk, Danville)	MSR/SOI <i>retained</i> (2013)	TBD
CSA M-28 (Misc Services – Bethel Island)	MSR/SOI “zero” SOI (2014)	TBD
*CSA M-29 (Misc Services – San Ramon, Dougherty Valley)	MSR/SOI <i>retained</i> (2010); MSR (2011)	Parks & Recreation (2020)
*CSA M-30 (Misc Services – Alamo)	MSR/SOI <i>affirmed SOI</i> (2010)	Parks & Recreation (2020)
CSA M-31 (TDM Services – Pleasant Hill)	MSR/SOI <i>expanded SOI</i> (2013)	TBD
CSA P-2 (Police – Zone A – Blackhawk, Zone B - Alamo)	MSR/SOI (2011); SOI update pending	TBD
CSA P-5 (Police Protection – Roundhill)	MSR/SOI (2011); SOI update pending	TBD
CSA P-6 (Police Protection – Unincorporated Area)	MSR/SOI (2011); SOI update pending	TBD
CSA R-4 (Recreation – Moraga)	MSR/SOI (2010); <i>retained SOI</i> (2013)	Parks & Recreation (2020)
CSA R-7A (Recreation – Alamo)	MSR/SOI (2010); SOI update/expansion (2012)	Parks & Recreation (2020)
CSA R-9A (Recreation - El Sobrante)	MSR/SOI <i>retained</i> (2010)	Parks & Recreation (2020)
CSA R-10 (Recreation – Rodeo)	MSR/SOI <i>retained</i> (2010)	Parks & Recreation (2020)
CSA RD-4 (Roads - Bethel Island)	MSR/SOI <i>retained</i> (2008)	TBD
CSA T-1 (Transit – San Ramon) (formed 2006)	MSR/SOI <i>provisional SOI</i> (2013)	TBD
<u>Fire/EMS</u>		TBD
*Contra Costa County Fire Protection District	MSR/SOI (2016); SOI update pending	
*Crockett-Carquinez Fire Protection District	MSR/SOI (2016); SOI update pending	TBD
*East Contra Costa Fire Protection District	MSR/SOI (2016); <i>provisional</i> (2016)	TBD
*Kensington Fire Protection District	MSR/SOI (2016); SOI update pending	TBD
*Moraga-Orinda Fire Protection District	MSR/SOI (2016); <i>retained</i>	TBD
*Rodeo-Hercules Fire Protection District	MSR/SOI (2016); <i>provisional</i>	TBD
*San Ramon Valley Fire Protection District	MSR/SOI (2016); <i>retained</i> (2016)	TBD
<u>Health Care Districts (HCDs)</u>		TBD
*Los Medanos Community HCD	MSR/SOI <i>retained</i> (2018)	
*Concord-Pleasant Hill HCD (formerly Mt. Diablo HCD)	MSR/SOI <i>retained</i> (2018)	TBD
*West Contra Costa HCD	MSR/SOI <i>retained</i> (2018)	TBD
<u>Irrigation</u>		
Byron-Bethany Irrigation District	MSR (2014)	TBD
*East Contra Costa Irrigation District	MSR/SOI <i>retained</i> (May 2014)	TBD
<u>Mosquito Abatement</u>		
Contra Costa Mosquito and Vector Control District	MSR/SOI <i>retained</i> (2010); SOI	TBD

Local Agency	Prior MSR/SOI Update	Next MSR/SOI Update
<u>Municipal Improvement</u> *Bethel Island Municipal Improvement District	MSR/SOI <i>retained</i> (2015)	TBD
<u>Municipal Utility</u> East Bay MUD	MSR (2014)	TBD
<u>Reclamation Districts (RD)</u> *RD 799 (Hotchkiss Tract)	MSR/SOI <i>retained</i> (2015)	TBD
*RD 800 (Byron Tract)	MSR/SOI <i>retained</i> (2015)	TBD
*RD 830 (Jersey Island)	MSR/SOI <i>retained</i> (2015)	TBD
*RD 2024 (Orwood and Palm Tracts)	MSR/SOI <i>retained</i> (2015)	TBD
*RD 2025 (Holland Tract)	MSR/SOI <i>retained</i> (2015)	TBD
*RD 2026 (Webb Tract)	MSR/SOI <i>retained</i> (2015)	TBD
*RD 2059 (Bradford Island)	MSR/SOI <i>retained</i> (2015)	TBD
*RD 2065 (Veale Tract)	Adopted coterminous SOI (2015)	TBD
*RD 2090 (Quimby Island)	MSR/SOI <i>retained</i> (2015)	TBD
*RD 2117 (Coney Island)	MSR/SOI <i>retained</i> (2015)	TBD
*RD 2122 (Winter Island)	MSR/SOI <i>retained</i> (2015)	TBD
*RD 2137	MSR/SOI <i>retained</i> (2015)	TBD
<u>Park & Recreation</u> Ambrose Rec & Park District	MSR/SOI <i>retained</i> (2010)	Parks & Recreation (2020)
*East Bay Regional Park District	MSR (2010)	Parks & Recreation (2020)
*Green Valley Rec & Park District	MSR/SOI <i>reduced</i> (2009)	Parks & Recreation (2020)
Pleasant Hill Rec & Park District	MSR/SOI <i>expanded/reduced</i> (2010)	Parks & Recreation (2020)
<u>Resource Conservation</u> Contra Costa Resource Conservation District	MSR/SOI <i>retained</i> (2010)	TBD
<u>Wastewater</u> *Byron Sanitary District	MSR/SOI <i>expanded</i> (2014)	TBD
*Central Contra Costa Sanitary District	MSR/SOI <i>expanded</i> (2014)	TBD
*County Sanitation District 6 (Alhambra Valley)	MSR/SOI “zero” (2014)	TBD
*Delta Diablo Sanitary District	MSR/SOI <i>reduced</i> (2014);	TBD
*Ironhouse Sanitary District	MSR/SOI <i>expanded</i> (2014)	TBD
*Mt. View Sanitary District	MSR/SOI <i>retained</i> (2014)	TBD
*Rodeo Sanitary District	MSR/SOI <i>retained</i> (2014)	TBD
*Stege Sanitary District	MSR/SOI <i>retained</i> (2014)	TBD
*West County Wastewater District	MSR/SOI <i>retained</i> (2014)	TBD
<u>Water</u> Castle Rock County Water District	MSR/SOI “zero” (2014)	TBD
*Contra Costa Water District	MSR/SOI <i>reduced/ expanded</i> (2014)	TBD
*Diablo Water District	MSR/SOI <i>expanded</i> (2014)	TBD

* Indicates the agency was reviewed in more than one MSR (e.g., 1st and 2nd round, subregional, service specific, etc.)

PROPOSED "ON-CALL" PRE-QUALIFIED CONTRA COSTA LAFCO MUNICIPAL SERVICES REVIEW/SPECIAL STUDY CONSULTANTS

Company	Contact	Address	City, State, Zip	Phone	E-mail
Berkson Associates	Richard Berkson	34 Terrace Avenue	San Anselmo, CA 94960	510-612-6906	richard@berksonassociates.com
E Mulberg & Associates	Elliot Mulberg	PO Box 582931	Elk Grove, CA 95758	916-217-8393	elliot@emulberg.com
Economic & Planning Systems	Walter Kieser	One Kaiser Plaza, Ste 1410	Oakland, CA 94612	510-841-9190	wkieser@epsys.com
Harvey M. Rose Associates, LLC	Fred Brousseau	1390 Market St, Ste 1150	San Francisco, CA 94102	415-552-9292	info@harveyrose.com
Lamphier Gregory	Nat Taylor	1944 Embarcadero	Oakland, CA 94606	510-535-6690	ntaylor@lamphier-gregory.com
Management Partners	Arne Croce	2107 North First Street, Ste 470	San Jose, CA 95131	408-437-5400	abelknap@managementpartners.com
Municipal Resource Group LLC	Mike Oliver	675 Hartz Ave, Ste 300	Danville, CA 94526	866-774-3222	moliver@municipalresourcegroup.com
Planwest Partners Inc.	George Williamson	1125 16 th St, Ste 200	Arcata, CA 95521	707-825-8260	georgew@planwestpartners.com
Policy Consulting Associates	Jennifer Stephenson	5050 Laguna Blvd, Ste 112-711	Elk Grove CA 95758	310-936-2639 310-773-6306	info@pcateam.com
Project Resource Specialists	Harry Ehrlich	PO Box 2247	Borrego Springs, CA 92004		Ehrlichprs@gmail.com
QK	Jerome Keene	PO Box 3699	Visalia, CA 93278	559-733-0440	jerome.keene@qkinc.com
RSG, Inc.	Jim Simon	17872 Gillette, Ste 350	Irvine, CA 92614	714-316-2120	jsimon@webrsg.com
SWALE Inc.	Kateri Harrison	111 Bank St, #202	Grass Valley, CA 95945	530-559-7823	harrison@swaleinc.com

CONTRA COSTA LOCAL AGENCY FORMATION COMMISSION (LAFCO) ANALYST I / ANALYST II

DEFINITION:

Under direction of the LAFCO Executive Officer, the LAFCO Analyst provides analytical, technical, financial, and administrative staff support services for Contra Costa LAFCO. The position involves data collection and analysis, report preparation, public contact, and other related duties as required. The position is appointed by the LAFCO Executive Officer, is “at will,” and exempt from FLSA overtime.

CHARACTERISTICS:

The LAFCO Analyst works as a member of the LAFCO team of three employees and provides review and analysis of LAFCO applications; serves as project manager to implement the LAFCO work program; assists with complex studies; and provides administrative assistance to the Executive Officer. The Analyst is expected to exercise considerable initiative and judgement in performing the duties of the position.

The position is further distinguished by regular contact with government officials and staff, members of the Commission, all levels of local, regional and state government, representatives of business and community organizations, and the public.

The LAFCO Analyst should display a professional and positive attitude; be a self-starter who is resourceful and a problem-solver; knowledgeable about local government and LAFCO law; and experienced working with elected boards, councils and/or commissions. Familiarity with Contra Costa County and its jurisdictions is desirable.

MINIMUM QUALIFICATIONS:

The desired knowledge, skills and abilities would typically be acquired through possession of a Bachelor's degree in Public Administration, Public Policy, Political Science, City/Regional/Urban Planning, or a closely related field; and a minimum of two years of professional experience (Level I), or a minimum of four years of professional experience (Level II) in public administration, public policy, land use planning or a closely related field that demonstrates the ability to perform the typical tasks and acquire the knowledge, skills and abilities described below. Based on the level of experience and education, the Analyst position will be filled at either Level I or Level II.

TYPICAL TASKS:

- Conduct research and collect data that is complex and specialized in nature; perform basic (Level I) to intermediate (Level II) qualitative and quantitative analysis
- Prepare staff reports for the Commission and related documents (e.g., spreadsheets, tables, charts, graphs, etc.)
- Assist with special studies and reports
- Serve as project manager for assigned studies, programs and projects
- Provide technical assistance to the Executive Officer involving land use planning, environmental review, financial and data management, legislation and other technical matters under LAFCO's purview
- Review, analyze and process LAFCO applications
- Assist with administrative functions and general office duties (e.g., budget, fee schedules/forms, contracts, surveys, policies/procedures, application processing, agenda preparation and notification, LAFCO finances, etc.); and clerk LAFCO meetings as needed

- Respond to inquiries and provide information and technical assistance to the public, local agencies and others
- Organize work, set priorities and meet critical deadlines
- Interact with local, regional and State government agencies, representatives of business and community organizations, and the general public
- Make presentations relating to LAFCO projects, programs and proposals

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge:

- LAFCO law, purposes, role and functions
- Role and functions of local agencies, and specifically counties, cities and special districts
- Public administration, urban and regional planning principles and practices, and environmental assessment and protection
- Modern office procedures, practices, systems, and computer applications including Microsoft Office and GIS; and map reading
- Analysis and statistical methods; public finance; budgeting; public infrastructure; and interagency relationships
- Communication techniques required for gathering, evaluating and transmitting information

Skills/Abilities:

- Provide critical thinking and objective reporting
- Prepare clear and concise reports, correspondence, and other written material
- Organize and manage projects and programs effectively and efficiently
- Establish and maintain effective working relationships with other LAFCO staff, LAFCO Commissioners, other governmental agencies, applicants and the public
- Exercise sound independent judgment in performing assignments
- Demonstrate honesty and integrity in all interactions
- Represent LAFCO and/or act as LAFCO spokesperson as directed
- Maintain accurate records and files
- Work independently

WORKING CONDITIONS: Most of the duties of the Analyst position are performed in an office environment, which include sitting/standing at a desk; using a computer, telephone and other office equipment; lifting and moving objects typically under 25 pounds; and traveling with or without others to project sites and outside meetings and conferences.