



Lou Ann Texeira
 Executive Officer

MEMBERS

Candace Andersen <i>County Member</i>	Federal Glover <i>County Member</i>
Donald A. Blubaugh <i>Public Member</i>	Michael R. McGill <i>Special District Member</i>
Tom Butt <i>City Member</i>	Rob Schroder <i>City Member</i>
Igor Skaredoff <i>Special District Member</i>	

ALTERNATE MEMBERS

Diane Burgis
County Member

Stanley Caldwell
Special District Member

Charles R. Lewis, IV
Public Member

Sean Wright
City Member

October 14, 2020 (Agenda)

Contra Costa Local Agency Formation Commission
 40 Muir Road, 1st Floor
 Martinez, CA 94553

**October 14, 2020
 Agenda Item 12**

2nd Round Municipal Service Reviews/Sphere of Influence Updates

Dear Members of the Commission:

Each year the Commission adopts a proposed budget and workplan. The FY 2020-21 workplan includes preparing two 2nd round Municipal Service Reviews (MSRs)/Sphere of Influence (SOI) Updates.

The 2nd round Parks & Recreation Services MSR is currently underway, and covers all 19 cities, four community services districts, three parks & recreation districts, one regional park district and eight county service areas (CSAs). The consultant team of Economic & Planning Systems, Inc. and Berkson Associates was hired in 2019 to prepare this MSR and recently resumed work following a 4-month pause in response to a request from the cities for a time extension due to COVID. The project schedule was adjusted, and we anticipate completing this MSR by June 2021.

The FY 2020-21 workplan identifies potential candidates for a 2nd round MSR, including cemetery, resource conservation, mosquito & vector control, and CSAs. The 1st round MSRs prepared for most of these services were completed in 2010. Based on current challenges and needs facing some of these districts, staff recommends proceeding with a 2nd round MSR covering the two cemetery districts: Alamo Lafayette Cemetery District (ALCD) and Byron Brentwood Knightsen Union Cemetery District (BBKUCD).

In January 2020, the Commission approved an “on-call” list of prequalified MSR/special study consultants. LAFCO staff contacted two firms to discuss the cemetery services MSR, and subsequently obtained a proposal from Planwest Partners, Inc. This firm specializes in LAFCO staffing and support services including preparing MSRs. Planwest Partners, Inc. currently provides contract staffing services to four LAFCOs; and has prepared numerous MSRs for LAFCOs throughout the State, including several MSRs covering cemetery services.

RECOMMENDATION – It is recommended that the Commission authorize LAFCO staff to execute a contract with Planwest Partners, Inc. to prepare the 2nd round cemetery services MSR/SOI updates, with a project budget not exceed \$30,000.

Sincerely,

LOU ANN TEXEIRA
 EXECUTIVE OFFICER

c: George Williamson, Planwest Partners, Inc.
 Patricia Howard, ALCD
 Aurora Garcia, BBKUCD