



Lou Ann Texeira  
 Executive Officer

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<b>Diane Burgis</b> <i>County Member</i>
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June 9, 2021 (Agenda)

Agenda Item 9  
 June 9, 2021

Contra Costa Local Agency Formation Commission (LAFCO)  
 40 Muir Road, 1<sup>st</sup> Floor  
 Martinez, CA 94553

**2<sup>nd</sup> Round “Cemetery Services” Municipal Services Review - Public Review Draft Report**

Dear Members of the Commission:

**BACKGROUND:** The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (CKH Act) requires that every five years the Commission shall, as necessary, review and update each sphere of influence (SOI); and that in conjunction with the SOI update, the commission shall conduct a municipal service review (MSR).

MSRs provide an assessment of the range and adequacy of municipal services provided in the County and provides the basis for making LAFCO determination relating to *growth & population projections, location/characteristics of disadvantaged communities, capacity of public facilities, services and infrastructure, financial ability of agencies to provide services, opportunities for share facilities, accountability, governance structure and operational efficiencies*, and other factors relating to efficient and effective service delivery. The MSR culminates in updating the SOIs for the subject agencies.

The MSR is an important tool for LAFCO in fulfilling its legislative mandate to coordinate the efficient and logical development of local government agencies and services. The MSR serves as a basis for SOI updates and future boundary changes.

**STATUS OF MSRs:** Contra Costa LAFCO continues its work on MSRs having completed 2<sup>nd</sup> round reviews of water and wastewater services (2014), reclamation services (2015), fire/EMS services (2016), healthcare services (2018), and “city services” (2019). Contra Costa LAFCO will complete its 2<sup>nd</sup> round *Parks & Recreation MSR* in June 2021.

**2<sup>nd</sup> ROUND CEMETERY SERVICES MSR:** In October 2020, LAFCO initiated its 2<sup>nd</sup> round “*Cemetery Services MSR*” covering the two cemetery districts in Contra Costa County. LAFCO retained Planwest Partners, Inc. to prepare this MSR. Planwest Partners, Inc. was selected from LAFCO’s “on-call” list of prequalified MSR/special study consultants, and the Planwest Partners team has extensive LAFCO and MSR experience.

The 2<sup>nd</sup> round “*Cemetery Services MSR*” focuses on the following:

- ✚ Updating agency profile data including growth and population, finances (expenses, revenues, debt, reserves, rates/fee schedules, other fiscal indicators); and staffing
- ✚ Capacity of public services, programs, and facilities; and service to disadvantaged communities
- ✚ Shared services/facilities and collaboration
- ✚ Accountability, structure, and efficiencies
- ✚ Governance structure options

To date, the MSR process has entailed the following:

- ✚ October 2020 – Kick-off
- ✚ January/February 2021– Complete data collection/verification
- ✚ March/April 2021 – Complete analysis and present preliminary findings and Admin Draft
- ✚ May 2021 – release of Public Review Draft MSR

The *Public Review Draft Cemetery Services MSR* was released on May 27, 2021 and posted on the LAFCO website <https://www.contracostalafco.org/>. The affected districts and interested parties were notified of the availability of the report and the 30-day public comment period, which ends on June 26, 2021. The districts are encouraged to place the Public Review Draft MSR on their Board agendas for public discussion and input.

On June 9<sup>th</sup>, LAFCO will hold the first of two public hearings on the *Public Review Draft Cemetery Services MSR*. At the hearing, the MSR consultants will present a summary of the MSR report and major findings. Following the presentation and LAFCO staff report, the Commission will receive public comments and provide direction. No final action on the *Cemetery Services MSR* will occur on June 9<sup>th</sup>.

The Commission will be asked to set a second public hearing for August 11, 2021, at which time the Commission will be asked to accept the Final MSR report, adopt the required MSR and SOI determinations, and update the SOIs for the two cemetery districts.

**RECOMMENDATIONS:**

1. Receive the staff report and consultants’ presentation,
2. Open the public hearing and receive comments,
3. Close the public hearing and provide comments and direction to the MSR consultants and LAFCO staff, and
4. Direct LAFCO staff to set a public hearing for August 11, 2021, at which time the Commission will be asked to accept the Final MSR, make the required determinations, and update SOIs.

Sincerely,

LOU ANN TEXEIRA  
EXECUTIVE OFFICER

c: Distribution