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CONTRA COSTA  
LOCAL AGENCY FORMATION COMMISSION

# COMMISSIONER HANDBOOK

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# CONTRA COSTA LOCAL AGENCY FORMATION COMMISSION

## COMMISSIONER HANDBOOK

- i. Introduction
  - ii. Why LAFCO? Historical Perspective
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- 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 – *to be developed*
    - 1.8 CALAFCO
    - 1.9 Roster of Cities and Special Districts
    - 1.10 Conflict of Interest & Financial Disclosure
    - 1.11 Document Retention and Destruction
    - 1.12 Legislative Platform
  - 2. GENERAL POLICIES & PROCEDURES**
    - 2.1 Policies & Standards
      - 2.1.A General Policy Statement
      - 2.1.B Preferred Service Provider
      - 2.1.C Indemnification Policy
      - 2.1.D Policies on Spheres of Influence and Annexations
      - 2.1.E Island Annexation Policies
      - 2.1.F Policy for Evaluating Applications Requesting the Provision of Water Service for Urbanizing Areas
      - 2.1.G School Capacity
      - 2.1.H Service Plans
      - 2.1.I Municipal Service Review Guidelines
      - 2.1.J Policies for Out-of-Agency Service Agreements

- 2.1.K Reconsideration of LAFCO Decisions
- 2.1.L City Incorporations
- 2.1.M Revenue Neutrality
- 2.1.N District Latent Powers
- 2.1.O Agricultural & Open Space Preservation Policy

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

- 3.1 Procedures for Processing Boundary Changes
- 3.2 Procedures for Processing an Incorporation
- 3.3 Procedure for Processing Multi-County Boundary Changes:  
Alameda-Contra Costa LAFCOs
- 3.4 City Annexations and Detachments
- 3.5 District Annexations and Detachments
- 3.6 District Mergers and Establishment of Subsidiary Districts
- 3.7 LAFCO-Initiated Proposals
- 3.8 New or Different Services
- 3.9 District Dissolution
- 3.10 District Formation
- 3.11 District Consolidation
- 3.12 City Consolidation
- 3.13 City Disincorporation
- 3.14 Reorganization
- 3.15 Provision of Services by Contract (Out of Agency Service)

### **4. CEQA PROCEDURES**

- 4.1 CEQA Guidelines – *to be developed*