



Lou Ann Texeira
 Executive Officer

MEMBERS

Candace Andersen <i>County Member</i>	Federal Glover <i>County Member</i>
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Tom Butt <i>City Member</i>	Rob Schroder <i>City Member</i>
Patricia Bristow <i>Special District Member</i>	

ALTERNATE MEMBERS

Diane Burgis <i>County Member</i>
Stanley Caldwell <i>Special District Member</i>
Charles R. Lewis, IV <i>Public Member</i>
Edi Birsan <i>City Member</i>

January 11, 2023 (Agenda)

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

**January 11, 2023
 Agenda Item 8**

Fiscal Year 2023-24 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.

LAFCO staff anticipates bringing a proposed budget to the Commission in March 2023 and a final budget to the Commission in May 2023. In conjunction with the proposed budget, the Commission receives an annual work plan which includes a summary of recent activities and accomplishments along with upcoming projects and activities as summarized below.

Previously, the Commission held strategic planning sessions to discuss accomplishments, priorities, and goals. However, the recent pandemic has delayed holding a strategic planning session. At the last strategic planning session, the Commission identified Municipal Service Reviews (MSRs)/Sphere of Influence (SOI) updates, and policies and procedures as focus areas.

ACCOMPLISHMENTS

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 a SOI, the Commission shall conduct an MSR.

To date, LAFCO has completed its inaugural and 2nd round MSRs/SOI updates. The most recent MSRs are summarized below:

- August 2021 - Cemetery Services
- June 2021 – Parks & Recreation Services

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

As part of the FY 2022-23 work plan and budget, the Commission approved preparing a 3rd round MSR covering *wastewater services* (i.e., seven cities and 13 special districts). The “*Wastewater Services*” MSR is in progress, and we expect to release the Public Review Draft in March 2023. The FY 2022-23 budget also includes funding to initiate another 3rd round MSR to be determined by the Commission.

Policies and Procedures Updates – The Commission updates its Legislative policies annually to coincide with CALAFCO’s Legislative Platform.

Staffing - In April 2020, LAFCO welcomed new Executive Assistant Sherrie Weis. Sherrie recently announced her retirement. LAFCO recently completed a recruitment for the newly created full-time LAFCO Clerk/Analyst position. LAFCO received over 100 resumes. On December 20, 2022, LAFCO staff and former Executive Assistant Kate Sibley interviewed six applicants. In January 2023, LAFCO will welcome Anna Seithel to Contra Costa LAFCO. LAFCO is now staffed with two full-time employees.

LAFCO supplements its staffing with consultants, contract, and County services including environmental planning, GIS/mapping, legal, web management, financial auditing, and other services.

LAFCO Activities - To date, LAFCO activities and accomplishments include the following:

- Welcomed new Commissioners El Cerrito Mayor Gabriel Quinto and San Ramon City Council Member Scott Perkins; and bid farewell to Commissioners Rob Schroder and Tom Butt
- Processed two new applications.
- Tracked and provided comment letters on legislation affecting LAFCOs
- Provided comments on local agency environmental documents
- Completed one GASB Alternative Measurement Method report (actuarial valuations)
- Completed FY 2020-21 financial audit
- Completed recruitment for new Clerk Analyst position

FY 2023-24 WORKPLAN PREVIEW

In addition to the day-to-day administration, application processing, coordination of Commission meetings, budget and contract administration, the 2023-24 work plan includes the following:

1. Municipal Service Reviews (MSRs)/Sphere of Influence (SOI) Updates

Complete 3rd round “Wastewater Services” MSRs/SOI updates and initiate another 3rd round MSR/SOI update to be determined by the Commission. Potential candidates for a 3rd round MSR include miscellaneous county service areas (CSAs), irrigation districts, reclamation districts, and water districts – see attached MSR status report.

2. Special Projects

- Update the LAFCO Directory of Local Agencies
- Transition web management services
- Train new Clerk Analyst
- Continue to participate in and support CALAFCO
- Continue to work with the County, cities, and districts on boundary clean-ups/islands, and related issues
- Work with Policies & Procedures Committee on updating policies and procedures as determined by the Commission

It would be beneficial to hear from the Commission as to priorities and other items of interest in anticipation of preparing the FY 2023-24 LAFCO budget.

RECOMMENDATION: Provide input regarding 3rd round MSRs and other workplan goals as desired.

Sincerely,

LOU ANN TEXEIRA
EXECUTIVE OFFICER

Attachment - Contra Costa LAFCO MSR/SOI Status Report

- 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 11, 2023

Local Agency	Prior MSR/SOI Update	Next MSR/SOI UPDATE
<u>Cities</u>		
*City of Antioch**	MSR/SOI <i>retained</i> (2019)	TBD
*City of Brentwood**	MSR/SOI <i>retained</i> (2019)	TBD
*City of Clayton	MSR/SOI <i>retained</i> (2019)	TBD
*City of Concord**	MSR/SOI <i>retained</i> (2019)	TBD
*Town of Danville	MSR/SOI <i>retained</i> (2019)	TBD
*City of El Cerrito	MSR/SOI <i>retained</i> (2019)	TBD
*City of Hercules**	MSR/SOI <i>retained</i> (2019)	TBD
*City of Lafayette	MSR/SOI <i>retained</i> (2019)	TBD
*City of Martinez**	MSR/SOI <i>retained</i> (2019)	TBD
*Town of Moraga	MSR/SOI <i>retained</i> (2019)	TBD
*City of Oakley	MSR/SOI <i>retained</i> (2019)	TBD
*City of Orinda	MSR/SOI <i>retained</i> (2019)	TBD
*City of Pinole**	MSR/SOI <i>retained</i> (2019)	TBD
*City of Pittsburg**	MSR/SOI <i>retained</i> (2019)	TBD
*City of Pleasant Hill	MSR/SOI <i>retained</i> (2019)	TBD
*City of Richmond**	MSR/SOI <i>retained</i> (2019)	TBD
*City of San Pablo	MSR/SOI <i>retained</i> (2019)	TBD
*City of San Ramon	MSR/SOI <i>retained</i> (2019)	TBD
*City of Walnut Creek	MSR/SOI <i>retained</i> (2019)	TBD
<u>Cemetery Districts</u>		
Alamo-Lafayette Cemetery District	MSR/SOI <i>retained</i> (2021);	TBD
Byron-Brentwood-Knightsen-Union Cemetery District	MSR/SOI <i>retained</i> (2021);	TBD
<u>Community Services Districts</u>		
*Crockett CSD	MSR/SOI <i>retained</i> SOI (2019)	TBD
*Diablo CSD	MSR/SOI <i>retained</i> (2019)	TBD
*Dublin San Ramon CSD	MSR (2014)	TBD
*Kensington Police Protection & CSD	MSR/SOI <i>retained</i> (2019)	TBD
*Town of Discovery Bay CSD	MSR/SOI <i>retained</i> SOI (2019)	TBD
*Town of Knightsen CSD	MSR/SOI <i>retained</i> SOI (2014)	TBD
<u>County Service Areas</u>		
CSA D-2 (Drainage - Walnut Creek)	MSR/ <i>retained</i> SOI (2013)	TBD
*CSA EM-1 (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> (2021)	TBD

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> (2021)	TBD
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> (2021)	TBD
*CSA M-30 (Misc Services – Alamo)	MSR/SOI <i>retained</i> (2021)	TBD
CSA M-31 (TDM Services – Pleasant Hill)	MSR/SOI <i>expanded</i> SOI (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 <i>retained</i> (2021)	TBD
CSA R-7 (Recreation – Alamo)	MSR/SOI <i>retained</i> (2021)	TBD
CSA R-9 (Recreation - El Sobrante)	MSR/SOI <i>zero</i> (2021)	TBD
CSA R-10 (Recreation – Rodeo)	MSR/SOI <i>zero</i> (2021)	TBD
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</i> SOI (2013)	TBD
<u>Fire/EMS</u>		
*Contra Costa County Fire Protection District	MSR/SOI (2016); SOI update pending	TBD
*Crockett-Carquinez Fire Protection District	MSR/SOI (2016); SOI update pending	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>		
*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> (2022); SOI	TBD
<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
Local Agency	Prior MSR/SOI Update	Next MSR/SOI Update
*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)	MSR/SOI <i>coterminous</i> (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> (2021)	TBD
*East Bay Regional Park District	MSR (2021)	TBD
Green Valley Rec & Park District	MSR/SOI <i>retained/provisional</i> (2021)	TBD
Pleasant Hill Rec & Park District	MSR/SOI <i>retained</i> (2021)	TBD
<u>Resource Conservation</u>		
Contra Costa Resource Conservation District	MSR/SOI <i>retained</i> (2022)	TBD
<u>Wastewater</u>		
*Byron Sanitary District	MSR/SOI <i>expanded</i> (2014)	Underway (2022-23)
*Central Contra Costa Sanitary District	MSR/SOI <i>expanded</i> (2014)	
*County Sanitation District 6 (Alhambra Valley)	MSR/SOI “zero” (2014)	Underway (2022-23)
*Delta Diablo Sanitary District	MSR/SOI <i>reduced</i> (2014);	Underway (2022-23)
*Ironhouse Sanitary District	MSR/SOI <i>expanded</i> (2014)	Underway (2022-23)
*Mt. View Sanitary District	MSR/SOI <i>retained</i> (2014)	Underway (2022-23)
*Rodeo Sanitary District	MSR/SOI <i>retained</i> (2014)	Underway (2022-23)
*Stege Sanitary District	MSR/SOI <i>retained</i> (2014)	Underway (2022-23)
*West County Wastewater District	MSR/SOI <i>retained</i> (2014)	Underway (2022-23)
<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

Notes:

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

** The following cities are also included in the 3rd Round Wastewater Services MSR: Antioch, Brentwood, Concord, Hercules, Martinez, Pinole, Pittsburg and Richmond.