



Lou Ann Texeira
Executive Officer

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September 13, 2023 (Agenda)

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

September 13, 2023
Agenda Item 8

**2nd Round County Service Areas Municipal Service Reviews/Sphere of Influence Updates
Contract for Services**

Dear Members of the Commission:

The Commission annually adopts proposed and final budgets and a workplan. The FY 2023-24 workplan includes funding for Municipal Service Reviews (MSRs) and Sphere of Influence (SOI) Updates.

Contra Costa LAFCO is currently working on its 3rd round *Wastewater Services* MSR/SOI updates which will be completed by the end of 2023. It is timely to move forward with another MSR. As discussed in the FY 2023-24 budget report, staff recommends preparing a 2nd round MSR covering miscellaneous County Service Areas (CSAs). As proposed, this MSR will cover 15 CSAs.

In January 2020, the Commission approved an “on-call” list of prequalified MSR/special study consultants, which included Planwest Partners, Inc. LAFCO staff discussed with the consultants the 2nd round CSA MSR and the firm is able and willing to prepare the MSR/SOI updates.

Planwest Partners, Inc. provides contract LAFCO staffing services to multiple LAFCOs. The firm also prepares MSRs and SOI updates, processes LAFCO applications, and provides other services including GIS, fiscal and economic studies, LAFCO application processing, facilitation and training, and other services. In FY 2020-21, Contra Costa LAFCO retained Planwest Partners, Inc to prepare our 2nd round *Cemetery Services* MSR and SOI updates. Planwest Partners, Inc. is familiar with Contra Costa County and with Contra Costa LAFCO.

RECOMMENDATION – It is recommended that the Commission authorize the LAFCO Executive Officer to execute a contract with Planwest Partners, Inc. to prepare the 2nd round miscellaneous CSAs MSRs/SOI updates with a project budget not to exceed \$72,030.

Sincerely,

LOU ANN TEXEIRA
EXECUTIVE OFFICER

c: George Williamson, Planwest Partners , Inc.
Colette Santsche, Planwest Partners, Inc.