



Lou Ann Texeira
 Executive Officer

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December 13, 2023 (Agenda)

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

December 13, 2023
Agenda Item 5

Special Study – Cemetery Districts

Dear Members of the Commission:

In August 2023, the Alamo Lafayette Cemetery District (ALCD) applied to LAFCO to dissolve the district due primarily to financial challenges. On November 8th, the Commission considered the proposed dissolution and deferred action. The Commission directed LAFCO staff to retain a consultant to prepare a special study to evaluate financial and operational issues and governance options for two cemetery districts including ALCD and the Byron Brentwood Knightsen Union Cemetery District (BBKUCD).

In January 2020, the Commission approved an “on-call” list of prequalified consultants, which includes Berkson Associates (“BA”). BA is a member of CALAFCO and has prepared numerous governance studies, including district formations, consolidations, incorporations, and dissolutions. The firm also has extensive experience in public agency budget forecasting, fiscal indicators, fiscal and financial analysis including *Plans for Service* in conjunction with LAFCO actions.

BA also prepared and served as a consultant (or subconsultant) on several Contra Costa LAFCO MSR, including the *2019 Parks & Recreation MSR*, *2018 City Services MSR*, *2018 Healthcare MSR*, and *2016 Fire Service MSR*. He also prepared the CFA for the *Incorporation of City of Oakley*; authored the *Mt. Diablo Healthcare District Governance Options Study*, and the *Special Study of Governance Options for the Rollingwood Park Recreation and Park District*.

Richard Berkson submitted to LAFCO staff a proposal that includes proposed questions, summary of tasks, task outline, and other items pertaining to the special cemetery district study.

RECOMMENDATION: It is recommended that the Commission authorize the LAFCO Executive Officer to execute a contract with Berkson Associated to prepare a special study to review financial and operational issues for both cemetery districts – ALCD and BBKUCD - with a project budget not to exceed \$49,100.

Sincerely,

LOU ANN TEXEIRA
 EXECUTIVE OFFICER

c: Richard Berkson, Berkson Associates