



Lou Ann Teixeira
Executive Officer

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February 14, 2024

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

**February 14, 2024
Agenda Item 5**

Fiscal Year 2024-25 Proposed 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 April 2024 and a final budget to the Commission in June 2024. 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.

ACCOMPLISHMENTS

MSRs/SOI Updates - LAFCO law provides that LAFCO 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 round and most 2nd round MSRs/SOI updates. The most recent MSRs, including completed, underway, and next in the queue, are noted below:

Recently Completed

- November 2022 - Contra Costa Mosquito & Vector Control District
- November 2022 - Contra Costa Resource Conservation District
- August 2021 - Cemetery Services (two districts)
- June 2021 – Parks & Recreation Services [19 cities , 8 districts, and 8 county service areas (“CSAs”)]

Currently Underway

- Wastewater Services (20 districts)
- Miscellaneous CSAs (15)

Next in the Queue

- Reclamation Services (12 districts)

As part of the FY 2023-24 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 complete this MSR by June 30, 2024.

Policies and Procedures Updates – During the current fiscal year, the Commission updated the following policies and procedures:

- ❖ *Budget and Financial Procedures* - added a section regarding selection of an audit firm and details regarding rotation of audit firms.
- ❖ *Municipal Service Reviews (MSRs)* – updated the timing of preparing MRs
- ❖ *Agricultural and Open Space Policies* - updated the total gross value of agricultural crops in Contra Costa County

Staffing - In January 2023, LAFCO Executive Assistant Sherrie Weis retired, and LAFCO welcomed Anna Seithel, Clerk Analyst to Contra Costa LAFCO. LAFCO is now staffed with two full-time employees.

LAFCO supplements its staffing with contract consultants and County services including environmental planning, GIS/mapping, legal, web management, finances (Auditor and Assessor), information technology, and other services.

LAFCO Activities – FY 2023-24 LAFCO activities and accomplishments include the following:

- Welcomed new Commissioner Scott Pastor (Special District Member)
- Processed three new applications
- Tracked and provided comment letters on legislation affecting LAFCOs
- Provided comments on local agency environmental documents
- Completed two GASB Alternative Measurement Method reports
- Completed FY 2021-22 financial audit
- Completed recruitment and hired new Clerk Analyst

FY 2024-25 WORKPLAN PREVIEW

In addition to the day-to-day administration, application processing, coordination of Commission meetings, budget and contract administration, the 2024-25 work plan includes the following:

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

Complete 3rd round “*Wastewater Services*” MSRs/SOI updates; complete Miscellaneous CSA MSR/SOI updates; and initiate 2nd round Reclamation services MSR/SOI updates. Potential candidates for 3rd round MSR include irrigation districts and water districts – see attached MSR status report.

2. *Special Projects*

- Update the LAFCO Directory of Local Agencies - underway
- Transition web management services – LAFCO Clerk Analyst has assumed most web management duties
- 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 other priorities and items of interest in anticipation of preparing the FY 2024-25 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: Contra Costa County Cities
 Contra Costa County Special Districts
 Contra Costa County Administrator
 Contra Costa County Auditor-Controller

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CONTRA COSTA LAFCO

Status of Municipal Service Reviews (MSRs)/Sphere of Influence (SOI) Updates January 2024 - Updated

Local Agency	Prior MSR/SOI Update	Next MSR/SOI UPDATE
<u>Cities</u>		
*City of Antioch**	MSR/SOI <i>retained</i> (2019)	2023-24 WW MSR underway
*City of Brentwood**	MSR/SOI <i>retained</i> (2019)	2023-24 WW MSR underway
*City of Clayton	MSR/SOI <i>retained</i> (2019)	TBD
*City of Concord**	MSR/SOI <i>retained</i> (2019)	2023-24 WW MSR underway
*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)	2023-24 WW MSR underway
*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)	2023-24 WW MSR underway
*City of Pittsburg**	MSR/SOI <i>retained</i> (2019)	2023-24 WW MSR underway
*City of Pleasant Hill	MSR/SOI <i>retained</i> (2019)	TBD
*City of Richmond**	MSR/SOI <i>retained</i> (2019)	2023-24 WW MSR underway
*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-Knightesen-Union Cemetery District	MSR/SOI <i>retained</i> (2021);	TBD
<u>Community Services Districts</u>		
*Crockett CSD	MSR/SOI <i>retained</i> SOI (2019)	2023-24 WW MSR underway
*Diablo CSD	MSR/SOI <i>retained</i> (2019)	TBD
*Dublin San Ramon CSD	MSR (2014)	2023-24 WW MSR underway
*Kensington Police Protection & CSD	MSR/SOI <i>retained</i> (2019)	TBD
*Town of Discovery Bay CSD	MSR/SOI <i>retained</i> SOI (2019)	2023-24 WW MSR underway
*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)	2023-24 Misc CSA MSR underway
*CSA EM-1 (Emergency Medical)	MSR (2016); SOI <i>retained</i> SOI (2016)	TBD
CSA L-100 (Countywide - Streetlighting)	MSR/SOI "zero" (2013)	2023-24 WW MSR underway
CSA LIB-2 (Library - Rancho El Sobrante)	MSR/SOI <i>retained</i> SOI (2013)	2023-24 Misc CSA MSR underway
CSA LIB-10 (Library - City of Pinole)	MSR/SOI <i>retained</i> SOI (2013)	2023-24 Misc CSA MSR underway
CSA LIB-12 (Library - Town of Moraga)	MSR/SOI <i>retained</i> SOI (2013)	2023-24 Misc CSA MSR underway
CSA LIB-13 (Library - cities of Concord and Walnut Creek)	MSR/SOI <i>expanded</i> SOI (2013)	2023-24 Misc CSA MSR underway
CSA M-1 (Misc Services - Delta Ferry)	MSR/ <i>retained</i> SOI (2013)	2023-24 Misc CSA MSR underway
CSA M-16 (Misc Services –	MSR/SOI <i>retained</i> (2021)	TBD

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Community of Clyde)		
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)	2023-24 Misc CSA MSR underway
CSA M-23 (Misc Services - San Ramon, Blackhawk, Danville)	MSR/SOI <i>retained</i> (2013)	2023-24 Misc CSA MSR underway
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)	2023-24 Misc CSA MSR underway
CSA P-2 (Police – Zone A – Blackhawk, Zone B - Alamo)	MSR/SOI (2011); SOI update pending	2023-24 Misc CSA MSR underway
CSA P-5 (Police Protection – Roundhill)	MSR/SOI (2011); SOI update pending	2023-24 Misc CSA MSR underway
CSA P-6 (Police Protection – Unincorporated Area)	MSR/SOI (2011); SOI update pending	2023-24 Misc CSA MSR underway
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 zero (2021)	TBD
CSA RD-4 (Roads - Bethel Island)	MSR/SOI <i>retained</i> (2008)	2023-24 Misc CSA MSR underway
CSA T-1 (Transit – San Ramon) (formed 2006)	MSR/SOI <i>provisional</i> SOI (2013)	2023-24 Misc CSA MSR underway
<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)	2023 WW MSR underway
<u>Reclamation Districts (RD)</u>		
*RD 799 (Hotchkiss Tract)	MSR/SOI <i>retained</i> (2015)	TBD

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*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)	2024
*RD 2024 (Orwood and Palm Tracts)	MSR/SOI <i>retained</i> (2015)	2024
*RD 2025 (Holland Tract)	MSR/SOI <i>retained</i> (2015)	2024
*RD 2026 (Webb Tract)	MSR/SOI <i>retained</i> (2015)	2024
*RD 2059 (Bradford Island)	MSR/SOI <i>retained</i> (2015)	2024
*RD 2065 (Veale Tract)	MSR/SOI <i>coterminous</i> (2015)	2024
*RD 2090 (Quimby Island)	MSR/SOI <i>retained</i> (2015)	2024
*RD 2117 (Coney Island)	MSR/SOI <i>retained</i> (2015)	2024
*RD 2122 (Winter Island)	MSR/SOI <i>retained</i> (2015)	2024
*RD 2137	MSR/SOI <i>retained</i> (2015)	2024
<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)	2023-24 WW MSR underway
*Central Contra Costa Sanitary District	MSR/SOI <i>expanded</i> (2014)	2023-24 WW MSR underway
*County Sanitation District 6 (Alhambra Valley)	MSR/SOI "zero" (2014)	2023-24 WW MSR underway
*Delta Diablo Sanitary District	MSR/SOI <i>reduced</i> (2014);	2023-24 WW MSR underway
*Ironhouse Sanitary District	MSR/SOI <i>expanded</i> (2014)	2023-24 WW MSR underway
*Mt. View Sanitary District	MSR/SOI <i>retained</i> (2014)	2023-24 WW MSR underway
*Rodeo Sanitary District	MSR/SOI <i>retained</i> (2014)	2023-24 WW MSR underway
*Stege Sanitary District	MSR/SOI <i>retained</i> (2014)	2023-24 WW MSR underway
*West County Wastewater District	MSR/SOI <i>retained</i> (2014)	2023-24 WW MSR underway
<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:

-Wastewater ("WW")

-County Service Area ("CSA")

* 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 ("WW") Services MSR: Antioch, Brentwood, Concord, Hercules, Pinole, Pittsburg and Richmond.

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