



Lou Ann Teixeira
Executive Officer

MEMBERS

- | | |
|---|--|
| Candace Andersen
<i>County Member</i> | Federal Glover
<i>County Member</i> |
| Donald A. Blubaugh
<i>Public Member</i> | Michael R. McGill
<i>Special District Member</i> |
| Gabriel Quinto
<i>City Member</i> | Scott Perkins
<i>City Member</i> |
| Patricia Bristow
<i>Special District Member</i> | |

ALTERNATE MEMBERS

- | |
|---|
| Diane Burgis
<i>County Member</i> |
| Scott Pastor
<i>Special District Member</i> |
| Charles R. Lewis, IV
<i>Public Member</i> |
| Edi Birsan
<i>City Member</i> |

April 10, 2024 (Agenda)

**April 10, 2024
Agenda Item 8**

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

Authorize Service Contract – Environmental Planning Services

Dear Members of the Commission:

DISCUSSION: The LAFCO budget includes funding for various professional services to augment LAFCO staffing and provide budgetary flexibility. One of the contract services provided to LAFCO is environmental planning. These services include the following:

- Reviews and provides comments on LAFCO applications and projects
- Reviews and provides comments on environmental documents prepared by outside agencies
- Assists with preparing environmental documents for LAFCO projects
- Assists with developing new, and reviews existing, LAFCO policies and procedures
- Attends LAFCO hearings, meetings with applicants, and other meetings as needed

Since 2020, Contra Costa LAFCO has retained SWALE, Inc and Baracco Associates for “as-needed” environmental planning services. Recently, our current planners notified LAFCO that they will soon retire. Subsequently, LAFCO staff reached out to other LAFCOs and regarding environmental planning firms, most of which are on Contra Costa LAFCO’s list of prequalified environmental and municipal service review (MSR) firms.

LAFCO staff interviewed several firms and narrowed the field to two: Yuba Planning Group (YPG) and BaseCamp Environmental, Inc. While both firms are qualified, LAFCO staff recommends hiring YPG because they have experience with LAFCOs and urban counties. YPG provides a broad range of services to LAFCOs including environmental analysis and project management. Jessica Hankins, AICP, is Principal of YPG and an AICP-certified planner. Jessica has 20 years of experience in environmental, land, and infrastructure planning in both private and public sectors. Other relevant experience includes CEQA and NEPA compliance work; community outreach; public meetings; CSA and other formations, amendments, and annexations; and MSRs. YPG partners with other professional service firms as needed to provide comprehensive services.

RECOMMENDATION: Authorize LAFCO staff to execute a contract with YPG in the amount of \$30,000 to provide as-needed environmental planning services from May 1, 2024 through April 30, 2026.

Sincerely,
Lou Ann Teixeira
Executive Officer