



Lou Ann Texeira  
Executive Officer

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July 10, 2024 (Agenda)

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

**July 10, 2024  
Agenda Item 6**

**3<sup>rd</sup> Round Reclamation Districts Municipal Service Reviews and  
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 2024-25 budget and workplan include funding for Municipal Service Reviews (MSRs) and Sphere of Influence (SOI) Updates.

Contra Costa LAFCO is currently working on its 3<sup>rd</sup> round *County Service Area (CSAs)* MSR/SOI updates covering 15 CSAs. This MSR is expected to be released late 2024/early 2025. It is timely to move forward with another MSR. As presented in the FY 2024-25 budget report, the next MSR in the queue is the 3<sup>rd</sup> round *Reclamation Districts* MSR/SOI updates.

Previously, the Commission approved an “on-call” list of prequalified MSR/special study consultants, which includes *Policy Consulting Associates (PCA)*. The firm provides a range of services including preparing interdisciplinary studies for LAFCOs and other government agencies with an emphasis on MSRs/SOI updates and fiscal studies. PCA also provides contract staffing services to several LAFCOs throughout California. The firm is familiar with Contra Costa County and Contra Costa LAFCO, and served as a subconsultant to the Contra Costa County Fire Protection District and East Contra Costa East Fire Protection District in conjunction with the district annexation/dissolution in 2022.

**RECOMMENDATION** – It is recommended that the Commission authorize the LAFCO Executive Officer to execute a contract with *Policy Consulting Associates* to prepare the 3<sup>rd</sup> round *Reclamation Services* MSRs/SOI updates with a project budget not to exceed \$70,000.

Sincerely,

LOU ANN TEXEIRA  
EXECUTIVE OFFICER

c: Jennifer Stephenson, Principal, *Policy Consulting Associates*