



Lou Ann Teixeira
Executive Officer

January 8, 2025

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

January 8, 2025
Agenda Item #7

LAFCO Policies and Procedures Committee

Dear Commissioners:

LAFCO utilizes a *Policies and Procedures Committee* comprised of two Commissioners. On an as-needed basis, this committee assists with developing, reviewing, and updating LAFCO *Policies and Procedures* subject to approval by the LAFCO Commissioners.

LAFCO staff and LAFCO Legal Counsel have conferred and determined that LAFCO's Policies and Procedures should be updated to reflect the *Policies and Procedures Committee's* status as a standing committee of LAFCO. As a standing committee, the *Policies and Procedures Committee's* meetings are subject to the Brown Act, and should be noticed and open to the public.

RECOMMENDATION: It is recommended that the Commission 1) amend LAFCO's Policies and Procedures to reflect the *Policies and Procedures Committee's* status as a "standing committee", and 2) confirm that LAFCO staff should notice and make open to the public all LAFCO *Policies and Procedures Committee* meetings.

Sincerely,

LOU ANN TEXEIRA
EXECUTIVE OFFICER