



Lou Ann Teixeira  
Executive Officer

February 12, 2025 (Agenda)

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

**February 12, 2025**  
**Agenda Item 6**

**2<sup>nd</sup> Round Miscellaneous County Service Areas Municipal Services Review and Sphere of Influence Updates - Contract Extension – Planwest Partners**

Dear Commissioners:

Contra Costa LAFCO's annual work plan includes preparing municipal service reviews (MSRs) and sphere of influence (SOI) updates.

On November 28, 2023, Contra Costa LAFCO entered into a contract with *Planwest Partners* to prepare LAFCO's 2<sup>nd</sup> round MSR and SOI updates covering 15 County Service Areas (CSAs). The contract provided for completion of the MSR/SOI updates by December 31, 2024.

Due to the magnitude of the MSR and County staff needing additional time to review and provide responses, an extension of time is needed to complete this MSR/SOI updates.

**RECOMMENDATION:** Authorize LAFCO staff to execute a contract extension with *Planwest Partners* through April 30, 2025 in order to complete the 2<sup>nd</sup> round CSA MSR/SOI updates.

Sincerely,

Lou Ann Teixeira  
Executive Officer

c: Planwest Partners

Attachment: Contract Extension Form

PO Number: \_\_\_\_\_

**AGREEMENT AMENDMENT**

The consulting services agreement, dated November 28, 2023, and amended on November 13, 2024 (Agreement) between the Contra Costa Local Agency Formation Commission (LAFCO) and *Planwest Partners* (Contractor), is amended as follows:

- 1. The contract term is from November 28, 2023 through **April 30, 2025**.

All other terms and conditions of the Agreement remain in effect.

IN WITNESS WHEREOF, the parties have executed this amendment as of February 12, 2025.

CONTRA COSTA LAFCO

CONTRACTOR  
Planwest Partners (Miscellaneous  
County Service Areas MSR/SOI  
Updates)

By: \_\_\_\_\_  
LAFCO Executive Officer

By: \_\_\_\_\_

Taxpayer ID#: \_\_\_\_\_

APPROVED AS TO FORM

\_\_\_\_\_  
LAFCO Legal Counsel

I hereby certify under penalty of perjury that the Executive Officer of the Contra Costa LAFCO was duly authorized to execute this document on behalf of the Contra Costa LAFCO by a majority vote of the Commission on February 12, 2025.

Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Contra Costa LAFCO Clerk/Analyst