



Lou Ann Teixeira
Executive Officer

February 12, 2025

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

**February 12, 2025
Agenda Item 8**

Fiscal Year 2025-26 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 2025 and a final budget to the Commission in June 2025. 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 AND ACTIVITIES

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

- June 2024 – 3rd Round Wastewater (i.e., seven cities and 13 special districts)

Currently Underway

- Miscellaneous County Service Areas (15)
- Reclamation Districts (12)

Next in the Queue

- Irrigation Districts (2)
- Municipal Improvement Districts (1)
- Water Districts (3)

Special Projects

- Update the LAFCO Directory of Local Agencies – currently underway
- 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

Staffing - LAFCO is currently staffed with two full-time employees. LAFCO supplements its staff with contract consultants and County services including environmental planning, GIS/mapping, legal, finances (Auditor and Assessor), information technology, and other services.

LAFCO Activities – To date, FY 2024-25 LAFCO activities and accomplishments include the following:

- Bid farewell to three LAFCO Commissioners – Commissioners Federal Glover (County Member), Scott Perkins (City Member), and Edi Birsan (City Member)
- Welcomed new Commissioner Shanelle Scales-Preston (County Member)
- Will welcome two new Commissioners (City Members) following the Mayors Conference appointments on February 6, 2025
- Held a Commissioner Workshop In September 2024
- Processed two new applications
- Tracked and provided comment letters on legislation affecting LAFCOs
- Provided comments on local agency environmental documents
- Completed GASB 75 Supplemental Schedules Report
- Currently working on FY 2022-23 financial audit

FY 2025-26 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:

- ✚ Continue work on MSRs/SOI updates
- ✚ Complete LAFCO Directory of Local Agencies updates
- ✚ Continue to participate in and support CALAFCO

It would be beneficial to hear from Commissioners as to other priorities and items of interest in anticipation of preparing the FY 2025-26 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