



Lou Ann Texeira
 Executive Officer

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Diane Burgis <i>County Member</i>
Stanley Caldwell <i>Special District Member</i>
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Sean Wright <i>City Member</i>

February 13, 2019
 Agenda Item 8

February 13, 2019 (Agenda)

Contra Costa Local Agency Formation Commission
 651 Pine Street, Sixth Floor
 Martinez, CA 94553

Fiscal Year 2019-20 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.

WORK PLAN PREVIEW

In conjunction with the proposed budget, the Commission sets out an annual work plan. The work plan includes a summary of recent activities/accomplishments and upcoming goals/objectives, such as preparing Municipal Service Reviews (MSRs)/Sphere of Influence (SOI) updates and special studies, updating the Commission’s policies and procedures, and other projects and activities.

In September 2017, the Commission participated in a strategic planning session and discussed accomplishments and priorities including MSRs, island annexations, use of terms and conditions, and policies and procedures. The Commission also reviewed its annual work plan, goals, legislation, and the future of Contra Costa LAFCO (relocation, staffing, etc.); updates on these activities are provided below.

MSRs/SOI Updates - LAFCO law provides that every five years the Commission shall, as necessary, review and update each SOI [Gov. Code §56425(g)]. The statute also provides that in order to prepare and update an SOI, the Commission shall conduct a MSR.

In 2013, the Commission completed its inaugural round of MSRs/SOI updates, and initiated 2nd round MSRs. To date, the following 2nd round MSRs/SOI updates have been completed:

- June 2014 - Water/wastewater covering eight cities, 19 special districts, and private water companies
- November 2015 - Reclamation services covering 14 special districts
- October 2016 – Fire/EMS covering three cities and eight special districts
- January 2018 – Healthcare services covering three special districts and Contra Costa County health services

As part of the FY 2018-19 work plan and budget, the Commission approved preparing a 2nd round MSR covering “*City Services*” (i.e., all 19 cities and four community services districts). The FY 2018-19 budget also includes funding to initiate another 2nd round MSR to be determined by the Commission.

The “*City Services*” MSR is underway and we expect to release the Public Review Draft in March 2019. Regarding the second MSR to be initiated in FY 2018-19, potential candidates include parks & recreation, county service areas (CSAs), cemetery, mosquito & vector control, and resource conservation – see attached MSR log (Attachment 1).

Policies and Procedures Updates – In the past several years, the Commission made significant progress updating its policies and procedures, and adopted new *procedures* for the following changes of organization: city annexations/detachments, district annexations/detachments, district mergers, establishment of subsidiary districts, LAFCO-initiated proposals, new or different services, district dissolution, district formation, district consolidation, city consolidation, disincorporation, reorganization and out of agency service. Contra Costa LAFCO now has procedures for each type of change of organization.

In 2018, the Commission updated its Legislative Platform and updated its policies and procedures relating to *Rules and Procedures*, *CALAFCO*, *Roster of Cities and Special Districts*, *City Annexations and Detachments*, *District Annexations and Detachments*, and *Agricultural & Open Space Preservation*. Next in the queue are policies and procedures relating to the following:

- ✚ Disadvantaged Unincorporated Communities (DUCs)
- ✚ Sphere of Influence
- ✚ Updating Procedures for Processing Multi County Boundary Change
- ✚ Records Retention

Island Annexations - LAFCO continues to encourage local agencies to annex islands. County GIS recently updated LAFCO’s island map, which depicts city islands that are 150 acres or less, which can be annexed via an expedited process pursuant to Gov. Code §§56375.3 - see attached island map (Attachment 2). Since the island map was originally created in 2012, one small island was annexed (Northeast Antioch Area 2B - Viera Ave). Also, one new island was created (Northeast Antioch Area 2A – Marina) due to voter rejection. The islands will be discussed in more detail in the soon-to-be-released 2nd round *City Services* MSR.

Growing Contra Costa LAFCO – Over the past two years, staff has discussed with the Commission growing Contra Costa LAFCO. The discussion focused on relocating the LAFCO office and adding a position.

- ❖ **LAFCO Office** - Contra Costa LAFCO currently leases office space at 651 Pine Street in Martinez. In early 2016, LAFCO staff learned of an opportunity to relocate to 40 Muir Road in Martinez. This would allow LAFCO to expand its office space. The Commission was supportive and approved costs associated with the relocation in the FY 2016-17, FY 2017-18 and FY 2018-19 budgets. Unfortunately, the relocation has been delayed. The County informed LAFCO staff that tenant improvements began in April 2018 and should be completed in the next several months. The anticipated move now should occur in the summer of 2019.
- ❖ **LAFCO Staffing** – Contra Costa LAFCO currently employs two full-time staff – an Executive Officer and an Executive Assistant/LAFCO Clerk. In addition, we contract for a number of services

including environmental planning, GIS/mapping, legal, webmaster, financial auditing, MSRs and special studies. There is a desire to expand LAFCO staff in the future, to meet the increase in application activity, expand work on policies and procedures, continue MSR work, undertake some new activities, and maintain our current level of involvement at a statewide level with CALAFCO and other stakeholders. In addition, it is desirable to have some level of “back-up” for the current LAFCO staff – either part-time or full-time. Adding an Analyst position would help meet these needs. As noted above, adding staff is contingent on expanding the LAFCO office space.

LAFCO staff is currently developing a job description for the Analyst position and will bring to the Commission proposed updates to the LAFCO classification and salary plans in the next few months. In addition, LAFCO will need to fill the Executive Assistant/LAFCO Clerk position in conjunction with the upcoming retirement of Kate Sibley in the summer of 2019.

Updated information regarding LAFCO office space and staffing will be included in the Proposed FY 2019-20 Budget to be presented to the Commission in April 2019.

Other Items of Interest – The LAFCO office is currently busy with other activities including the following:

- Processing boundary change applications
- Finalizing the 2nd round “*City Services*” MSR
- Preparing the FY 2019-20 budget
- Updating the LAFCO Directory of Local Agencies
- Wrapping up dissolution of the Los Medanos Community Healthcare District and related issues
- Preparing the FY 2017-18 financial audit
- Working with CCCERA on the 2019 Employer Audit
- Completing the Clerk’s Desk Manual and preparing for new staff training

It would be valuable to hear from the Commission regarding priorities and other items of interest in anticipation of preparing the FY 2019-20 LAFCO budget.

RECOMMENDATION: Provide input as desired.

Sincerely,

LOU ANN TEXEIRA
EXECUTIVE OFFICER

Attachments

1. Contra Costa LAFCO MSR/SOI Log
2. Island Map

c: All Contra Costa County Cities
All Contra Costa County Special Districts
Contra Costa County Administrator
Contra Costa County Auditor-Controller

CONTRA COSTA LAFCO

Status of Municipal Service Reviews (MSRs)/Sphere of Influence (SOI) Updates February 13, 2019

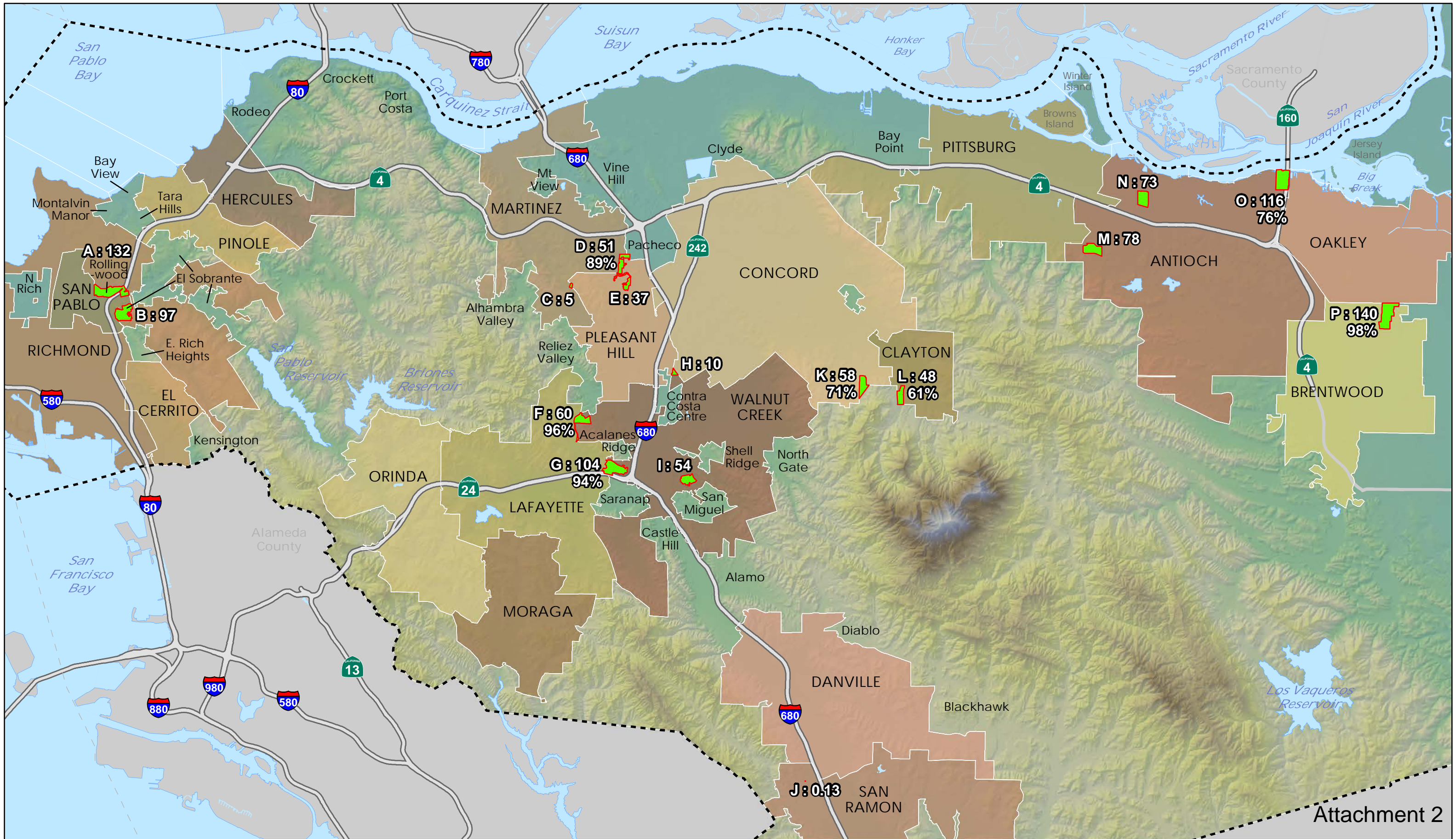
Local Agency	Prior MSR/SOI Update	Next MSR/SOI UPDATE
<u>Cities</u>	MSR (2008); SOI <i>reduced</i> (2010)	2018-19 MSR underway
*City of Antioch		
*City of Brentwood	MSR/SOI <i>reduced</i> (2008)	2018-19 MSR underway
*City of Clayton	MSR/SOI <i>reduced</i> (2009)	2018-19 MSR underway
*City of Concord	MSR/SOI <i>retained</i> (2009)	2018-19 MSR underway
*Town of Danville	MSR/SOI (2009); SOI update pending	2018-19 MSR underway
*City of El Cerrito	MSR/SOI <i>retained</i> (2009)	2018-19 MSR underway
*City of Hercules	MSR/SOI <i>retained</i> (2009)	2018-19 MSR underway
*City of Lafayette	MSR/SOI <i>retained</i> (2009)	2018-19 MSR underway
*City of Martinez	MSR/SOI <i>reduced</i> (2009)	2018-19 MSR underway
*Town of Moraga	MSR/SOI <i>reduced</i> (2009)	2018-19 MSR underway
*City of Oakley	MSR/SOI <i>retained</i> (2008)	2018-19 MSR underway
*City of Orinda	MSR/SOI <i>retained</i> (2009)	2018-19 MSR underway
*City of Pinole	MSR/SOI <i>retained</i> (2009)	2018-19 MSR underway
*City of Pittsburg	MSR/SOI <i>expanded</i> (2009)	2018-19 MSR underway
*City of Pleasant Hill	MSR/SOI <i>reduced</i> (2009)	2018-19 MSR underway
*City of Richmond	MSR/SOI <i>reduced</i> (2009)	2018-19 MSR underway
*City of San Pablo	MSR/SOI <i>reduced/ expanded</i> (2009)	2018-19 MSR underway
*City of San Ramon	MSR/SOI (2009); SOI update pending	2018-19 City underway
*City of Walnut Creek	MSR/SOI <i>reduced</i> (2009)	2018-19 MSR underway
<u>Cemetery Districts</u>		
Alamo-Lafayette Cemetery District	MSR/SOI <i>retained</i> (2010);	TBD
Byron-Brentwood-Knightsen-Union Cemetery District	MSR/SOI <i>retained</i> (2010);	TBD
<u>Community Services Districts</u>		
*Crockett CSD		
	MSR/SOI <i>expanded</i> SOI (2014)	2018-19 MSR underway
*Diablo CSD	MSR/SOI <i>retained</i> (2009)	2018-19 MSR underway
*Dublin San Ramon CSD	MSR (2014)	TBD
*Kensington Police Protection and CSD	MSR/SOI <i>retained</i> (2009); MSR (2011)	2018-19 MSR underway
*Town of Discovery Bay CSD	MSR/SOI <i>expanded</i> SOI (2014)	2018-19 MSR underway
*Town of Knightsen CSD	MSR/SOI <i>retained</i> SOI (June 2014)	TBD
<u>County Service Areas</u>		
CSA D-2 (Drainage - Walnut Creek)	MSR/ <i>retained</i> SOI (2013)	TBD
*CSA EM-1 (Countywide – Emergency Medical)	MSR (2016); SOI <i>retained</i> SOI (2016)	TBD
CSA L-100 (Countywide - Streetlighting)	MSR/SOI “zero” (2013)	TBD
CSA LIB-2 (Library - Rancho El Sobrante)	MSR/SOI <i>retained</i> SOI (2013)	TBD
CSA LIB-10 (Library - City of Pinole)	MSR/SOI <i>retained</i> SOI (2013)	TBD
CSA LIB-12 (Library - Town of Moraga)	MSR/SOI <i>retained</i> SOI (2013)	TBD
CSA LIB-13 (Library - cities of Concord and Walnut Creek)	MSR/SOI <i>expanded</i> SOI (2013)	TBD

LOCAL AGENCY	PRIOR MSR/SOI UPDATE	NEXT MSR/SOI UPDATE
CSA M-1 (Misc Services - Delta Ferry)	MSR/ <i>retained</i> SOI (2013)	TBD
CSA M-16 (Misc Services – Community of Clyde)	MSR/SOI <i>retained</i> (2010)	TBD
CSA M-17 (Misc Services - Tara Hills, Montlavin Manor, West Contra Costa)	MSR/SOI <i>retained</i> (2010)	TBD
CSA M-20 (Misc Services - View Pointe Subdivision)	MSR/SOI <i>retained</i> (2013)	TBD
CSA M-23 (Misc Services - San Ramon, Blackhawk, Danville)	MSR/SOI <i>retained</i> (2013)	TBD
CSA M-28 (Misc Services – Bethel Island)	MSR/SOI “zero” SOI (2014)	TBD
*CSA M-29 (Misc Services – San Ramon, Dougherty Valley)	MSR/SOI <i>retained</i> (2010); MSR (2011)	TBD
*CSA M-30 (Misc Services – Alamo)	MSR/SOI <i>affirmed SOI</i> (2010)	TBD
CSA M-31 (TDM Services – Pleasant Hill)	MSR/SOI <i>expanded</i> SOI (2013)	TBD
CSA P-2 (Police – Zone A – Blackhawk, Zone B - Alamo)	MSR/SOI (2011); SOI update pending	TBD
CSA P-5 (Police Protection – Roundhill)	MSR/SOI (2011); SOI update pending	TBD
CSA P-6 (Police Protection – Unincorporated Area)	MSR/SOI (2011); SOI update pending	TBD
CSA R-4 (Recreation – Moraga)	MSR/SOI (2010); <i>retained SOI</i> (2013)	TBD
CSA R-7A (Recreation – Alamo)	MSR/SOI (2010); SOI update/expansion (2012)	TBD
CSA R-9A (Recreation - El Sobrante)	MSR/SOI <i>retained</i> (2010)	TBD
CSA R-10 (Recreation – Rodeo)	MSR/SOI <i>retained</i> (2010)	TBD
CSA RD-4 (Roads - Bethel Island)	MSR/SOI <i>retained</i> (2008)	TBD
CSA T-1 (Transit – San Ramon) (formed 2006)	MSR/SOI <i>provisional</i> SOI (2013)	TBD
<u>Fire/EMS</u>		TBD
*Contra Costa County Fire Protection District	MSR/SOI (2016); SOI update pending	TBD
*Crockett-Carquinez Fire Protection District	MSR/SOI (2016); SOI update pending	TBD
*East Contra Costa Fire Protection District	MSR/SOI (2016); <i>provisional</i> (2016)	TBD
*Kensington Fire Protection District	MSR/SOI (2016); SOI update pending	TBD
*Moraga-Orinda Fire Protection District	MSR/SOI (2016); <i>retained</i>	TBD
*Rodeo-Hercules Fire Protection District	MSR/SOI (2016); <i>provisional</i>	TBD
*San Ramon Valley Fire Protection District	MSR/SOI (2016); <i>retained</i> (2016)	TBD
<u>Health Care Districts (HCDs)</u>		TBD
*Los Medanos Community HCD	MSR/SOI <i>retained</i> (2018)	TBD
*Concord-Pleasant Hill HCD (formerly Mt. Diablo HCD)	MSR/SOI <i>retained</i> (2018)	TBD
*West Contra Costa HCD	MSR/SOI <i>retained</i> (2018)	TBD
<u>Irrigation</u>		TBD
Byron-Bethany Irrigation District	MSR (2014)	TBD
*East Contra Costa Irrigation District	MSR/SOI <i>retained</i> (May 2014)	TBD

LOCAL AGENCY	PRIOR MSR/SOI UPDATE	NEXT MSR/SOI UPDATE
<u>Mosquito Abatement</u> Contra Costa Mosquito and Vector Control District	MSR/SOI <i>retained</i> (2010); SOI	TBD
<u>Municipal Improvement</u> *Bethel Island Municipal Improvement District	MSR/SOI <i>retained</i> (2015)	TBD
<u>Municipal Utility</u> East Bay MUD	MSR (2014)	TBD
<u>Reclamation Districts (RD)</u> *RD 799 (Hotchkiss Tract)	MSR/SOI <i>retained</i> (2015)	TBD
*RD 800 (Byron Tract)	MSR/SOI <i>retained</i> (2015)	TBD
*RD 830 (Jersey Island)	MSR/SOI <i>retained</i> (2015)	TBD
*RD 2024 (Orwood and Palm Tracts)	MSR/SOI <i>retained</i> (2015)	TBD
*RD 2025 (Holland Tract)	MSR/SOI <i>retained</i> (2015)	TBD
*RD 2026 (Webb Tract)	MSR/SOI <i>retained</i> (2015)	TBD
*RD 2059 (Bradford Island)	MSR/SOI <i>retained</i> (2015)	TBD
*RD 2065 (Veale Tract)	Adopted coterminous SOI (2015)	TBD
*RD 2090 (Quimby Island)	MSR/SOI <i>retained</i> (2015)	TBD
*RD 2117 (Coney Island)	MSR/SOI <i>retained</i> (2015)	TBD
*RD 2122 (Winter Island)	MSR/SOI <i>retained</i> (2015)	TBD
*RD 2137	MSR/SOI <i>retained</i> (2015)	TBD
<u>Park & Recreation</u> Ambrose Rec & Park District	MSR/SOI <i>retained</i> (2010)	
*East Bay Regional Park District	MSR (2010)	TBD
*Green Valley Rec & Park District	MSR/SOI <i>reduced</i> (2009)	TBD
Pleasant Hill Rec & Park District	MSR/SOI <i>expanded/reduced</i> (2010)	TBD
<u>Resource Conservation</u> Contra Costa Resource Conservation District	MSR/SOI <i>retained</i> (2010)	TBD
<u>Wastewater</u> *Byron Sanitary District	MSR/SOI <i>expanded</i> (2014)	TBD
*Central Contra Costa Sanitary District	MSR/SOI <i>expanded</i> (2014)	TBD
*County Sanitation District 6 (Alhambra Valley)	MSR/SOI “zero” (2014)	TBD
*Delta Diablo Sanitary District	MSR/SOI <i>reduced</i> (2014);	TBD
*Ironhouse Sanitary District	MSR/SOI <i>expanded</i> (2014)	TBD
*Mt. View Sanitary District	MSR/SOI <i>retained</i> (2014)	TBD
*Rodeo Sanitary District	MSR/SOI <i>retained</i> (2014)	TBD
*Stege Sanitary District	MSR/SOI <i>retained</i> (2014)	TBD
*West County Wastewater District	MSR/SOI <i>retained</i> (2014)	TBD
<u>Water</u> Castle Rock County Water District	MSR/SOI “zero” (2014)	TBD
*Contra Costa Water District	MSR/SOI <i>reduced/ expanded</i> (2014)	TBD
*Diablo Water District	MSR/SOI <i>expanded</i> (2014)	TBD

* Indicates the agency was reviewed in more than one MSR (e.g., 1st and 2nd round, subregional, service specific, etc.)

Unincorporated "Islands" 150 Acres or less in Contra Costa County



Attachment 2

Map created 02/04/2019
 by Contra Costa County Department of
 Conservation and Development, GIS Group
 30 Muir Road, Martinez, CA 94553
 37:59:41.791N 122:07:03.756W

This map or dataset was created by the Contra Costa County Department of Conservation and Development with data from the Contra Costa County GIS Program. Some base data, primarily City Limits, is derived from the CA State Board of Equalization's tax rate areas. While obligated to use this data the County assumes no responsibility for its accuracy. This map contains copyrighted information and may not be altered. It may be reproduced in its current state if the source is cited. Users of this map agree to read and accept the County of Contra Costa disclaimer of liability for geographic information.

Unincorporated "Islands" 150 acres or less

