



Lou Ann Teixeira
Executive Officer

November 13, 2024 (Agenda)

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

November 13, 2024
Agenda Item 7

2nd 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 2nd round MSR and SOI updates covering 15 County Service Areas (CSAs). The contract provides 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. The proposed revised schedule is as follows:

- ✚ October 18, 2024 - complete data collection/verification/fact check with local agencies
- ✚ October 25, 2024 - Deliver Public Review Draft MSR to LAFCO
- ✚ December 11, 2024 - Public Hearing – Public Review Draft MSR
- ✚ January 3, 2025 - Deliver Final Draft MSR to LAFCO
- ✚ February 12, 2025 - Public Hearing – Final Draft MSR

RECOMMENDATION: Authorize LAFCO staff to execute a contract extension with *Planwest Partners* through February 28, 2025 in order to complete the 2nd round CSA MSR/SOI updates.

Sincerely,

Lou Ann Teixeira
Executive Officer

c: Planwest Partners

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AGREEMENT AMENDMENT

The consulting services agreement, dated November 28, 2023, and amended on November 13, 2024 (Agreement), by and 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 **February 28, 2025**.

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

IN WITNESS WHEREOF, the parties have executed this amendment as of November 13, 2024.

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 November 13, 2024.

Date: _____

ATTEST:

Contra Costa LAFCO Clerk/Analyst

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