



Lou Ann Teixeira  
Executive Officer

**NOTICE AND AGENDA FOR REGULAR MEETING**

**Wednesday, February 12, 2025, 1:30 PM**

**PUBLIC ACCESS AND PUBLIC COMMENT INSTRUCTIONS**

The public may attend this meeting in person at the following locations: Board of Supervisor Chambers, County Administration Building, 1025 Escobar St. 1<sup>st</sup> Floor, Martinez, CA 94553 and 1516 Kamole St., Honolulu, HI. The public may also attend this meeting remotely by Zoom or telephone. The public may also attend this meeting remotely by Zoom or telephone.

If joining remotely by Zoom, please click the link below:

Please click the link below to join the webinar:

Join from PC, Mac, iPad, or Android:

<https://cccounty-us.zoom.us/j/85727482423>

Or Telephone:

Dial:

USA 214 765 0478 US Toll

USA 888 278 0254 US Toll-free

Conference code: 220394

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**PUBLIC COMMENT:** The Commission will consider all verbal and written comments received. Comments may be emailed to [LouAnn.Teixeira@lafco.cccounty.us](mailto:LouAnn.Teixeira@lafco.cccounty.us) or by U.S. mail to Contra Costa LAFCO at 40 Muir Road 1<sup>st</sup> Floor, Martinez, CA 94553. Please indicate the agenda item number, if any. For public hearings, the Chair will announce the opening and closing of the public hearing. The Chair will call for verbal public comments. Public comments generally will be limited to two minutes per speaker. Time limits for public speakers may be adjusted at the discretion of the Chair.

**NOTICE TO THE PUBLIC**

Disclosable public records for a regular meeting agenda distributed to a majority of the members of the Commission less than 72 hours prior to that meeting will be made available on <http://contracostalafco.org/meetings>

**Campaign Contribution Disclosure:** If you are an applicant or an agent of an applicant on a matter to be heard by the Commission, and if you have made campaign contributions totaling \$500 or more to any Commissioner in the past 12 months, Government Code Section 84308 requires that you disclose the fact, either orally or in writing, for the official record of the proceedings.

**Notice of Intent to Waive Protest Proceedings:** In the case of a change of organization consisting of an annexation or detachment, or a reorganization consisting solely of annexations or detachments, or both, or the formation of a county service area, it is the intent of the Commission to waive subsequent protest and election proceedings provided that appropriate mailed notice was given to landowners and registered voters within the affected territory pursuant to Gov. Code sections 56157 and 56663, and no written opposition from affected landowner or voters to the proposal is received before the conclusion of the commission proceedings on the proposal.

**American with Disabilities Act Compliance:** LAFCO will provide reasonable accommodation for persons with disabilities planning to join the meeting. Please contact the LAFCO office at least 48 hours before the meeting at 925-313-7133.

## **FEBRUARY 12, 2025 CONTRA COSTA LAFCO MEETING AGENDA**

1. Call to Order and Pledge of Allegiance
2. Roll Call
3. Approval of minutes of January 8, 2025, regular LAFCO meeting and January 22, 2025 Protest Hearing
4. Public Comment Period: Members of the public are invited to address the Commission regarding any item that is within the jurisdiction of the Commission and is not scheduled for discussion as part of this agenda. No action will be taken by the Commission at this meeting on any item not appearing on this agenda.

### **SPHERE OF INFLUENCE (SOI) AMENDMENTS/CHANGES OF ORGANIZATION**

5. **LAFCO 24-04 – Annexation of Rodeo Hercules Fire Protection District (RHFPD) to Contra Costa County Fire Protection District and Dissolution of RHFPD** — receive results of the January 22, 2025 protest hearing regarding the annexation and dissolution, and determine whether to order the reorganization, order the reorganization subject to an election, or terminate the proceedings

### **BUSINESS ITEMS**

6. ***Miscellaneous County Service Areas (CSAs) Municipal Service Review (MSR)/SOI Updates - Contract Extension – PLANWEST PARTNERS*** – consider extending the existing contract with PLANWEST PARTNERS to April 30, 2025 in conjunction with the *CSA MSR/SOI Updates* covering 15 CSAs
7. ***FY 2024-25 Mid-Year Budget Report*** - receive FY 2024-25 mid-year budget report
8. ***FY 2025-26 Proposed Budget Schedule and Workplan*** - provide input on FY 2025-26 proposed budget schedule and work plan
9. ***Updates to LAFCO Employee Salary Ranges*** – consider approving increases to LAFCO employee salary ranges
10. ***CALAFCO Update*** – discuss and provide input regarding the future direction of the California Association of Local Agency Formation Commissions (CALAFCO)

### **INFORMATIONAL ITEMS**

11. ***Current and Potential Applications - information only***
12. Correspondence from Contra Costa County Employees' Retirement Association (CCCERA)
13. Commissioner Comments and Announcements
14. Staff Announcements/Newspaper Articles/CALAFCO Update

### **ADJOURNMENT**

*Next regular LAFCO meeting is March 12, 2025, at 1:30 pm.*

LAFCO STAFF REPORTS AVAILABLE AT: [http://www.contracostalafco.org/meeting\\_archive.htm](http://www.contracostalafco.org/meeting_archive.htm)

**CONTRA COSTA LOCAL AGENCY FORMATION COMMISSION  
MEETING MINUTES  
January 8, 2025**

1. Chair Lewis called the meeting of January 8, 2025, to order at 1:32 p.m. Roll call taken.

The following Commissioners and staff were present:

Regular Commissioners	Alternate Commissioners	Staff
Candace Andersen	Diane Burgis	Lou Ann Texeira, Executive Officer
Patricia Bristow	Scott Pastor (absent)	Tom Geiger, Commission Counsel
Charles R. Lewis, IV, Chair	Rob Schroder	Anna Seithel, LAFCO Clerk
Mike McGill, Vice Chair		
Gabriel Quinto		

2. Commissioner Bristow led the Pledge of Allegiance.
3. **Selection of 2025 Commissioner Officers** – Commissioner Lewis enjoyed serving as Chair and thanked the Commission and staff. Commissioner Burgis nominated Commissioner McGill as Chair and Commissioner Quinto as Vice Chair. With a second by Commissioner Andersen, and after the close of public comment, by a 6-0 vote, the Commission approved Commissioner McGill as Chair, and Commissioner Quinto as Vice Chair.

**VOTE**

AYES: Andersen, Bristow, Burgis, Lewis, McGill, Quinto  
 NOES: None  
 ABSENT: Pastor  
 ABSTAIN:

4. **Recognition of Outgoing Commissioners Birsan and Perkins** - resolutions and commemorative gifts were presented to the outgoing commissioners. Staff and commissioners recognized both commissioners' contributions, leadership, and service.
5. **Approval of December 11, 2024, LAFCO Commission Meeting Minutes** - Chair McGill noted to correct the Item #4 vote of the approval of the November 13, 2024, meeting minutes cited at the December 11, 2024, meeting, to be updated from 6-0 vote to a 5-1 vote. Commissioner Burgis motioned to approve the corrected minutes, seconded by Vice Chair Quinto. The Commission unanimously, by a 6-0 vote, approved the corrected December 11, 2024, meeting minutes.

**VOTE**

AYES: Andersen, Bristow, Burgis, Lewis, McGill, Quinto  
 NOES: None  
 ABSENT: Pastor  
 ABSTAIN:

6. **Public Comment** – Chair McGill invited public comment on items not on the agenda. There were no public comments and Chair McGill closed the Public Comment period.

**BUSINESS ITEMS**

7. **Policies and Procedures Committee** – discuss and provide direction regarding amending LAFCO's Policies and Procedures to reflect the *Policies and Procedures Committee's* status

as a standing committee. Commissioner Lewis noted he met with Legal Counsel Geiger regarding public noticing per the Brown Act. Chair McGill motioned to accept staff recommendations. Commissioner Burgis asked who the committee members were, with staff noting Commissioners Lewis and Schroder. Chair McGill invited public comment. There were no comments and Chair McGill closed the Public Comment period. Chair McGill's motion was seconded by Commissioner Bristow, and, by a 6-0 vote, the Commission approved staff recommendations.

**VOTE**

AYES: Andersen, Bristow, Burgis, Lewis, McGill, Quinto  
NOES: None  
ABSENT: Pastor  
ABSTAIN:

8. ***CALAFCO Update*** - discuss and provide input regarding the future direction of the California Association of Local Agency Formation Commissions (CALAFCO). Chair McGill asked for commission comments. Commissioner Lewis inquired about obtaining monthly reports from CALAFCO. Staff noted the CALAFCO website includes information about CALAFCO and their meetings, conferences, committees, along with a member area. Commissioner Andersen asked staff about Contra Costa LAFCO's engagement regarding CALAFCO, and staff noted that Contra Costa LAFCO supports CALAFCO. Commissioner Burgis reiterated staff support of CALAFCO overall, and urged website engagement for those interested in obtaining updates. Chair McGill invited public comment. There were no comments and Chair McGill closed the Public comment period.

**INFORMATIONAL ITEMS**

9. ***Current and Potential Applications - information only.***
10. Correspondence from Contra Costa County Employees' Retirement Association (CCCERA) – *information only.*
11. Commissioner Comments and Announcements - there were no comments.
12. Staff Announcements/Newspaper Articles/CALAFCO Update – Kensington Police Protection and Community services District will hold a Town Hall Meeting on Saturday, January 11, 2025, 10:00 a.m., which staff will attend via ZOOM. Contra Costa LAFCO staff will conduct a noticed Protest Hearing on January 22, 2025, 1:30 p.m., regarding annexation of Rodeo-Hercules Fire Protection District (RHFPD) to Contra Costa County Fire Protection District and dissolution of RHFPD.

***Chair McGill adjourned the meeting of January 8, 2025, at 2:02 p.m. The next LAFCO meeting is a protest hearing to be held January 22, 2025, at 1:30 pm. The next regular LAFCO meeting is February 12, 2025, at 1:30 pm.***

**CONTRA COSTA LOCAL AGENCY FORMATION COMMISSION  
SPECIAL MEETING PROTEST HEARING - MEETING MINUTES  
Wednesday, January 22, 2025, 1:30 PM**

1. **Call to Order** – LAFCO staff called the Special Meeting Protest Hearing of January 22, 2025 to order at 1:30 p.m.
  
2. **Protest Hearing – LAFCO 24-04 – Annexation of Rodeo Hercules Fire Protection District (RHFPD) to Contra Costa County Fire Protection District and Dissolution of RHFPD** – This proposal was approved by the Contra Costa Local Agency Formation Commission on December 11, 2024, subject to the terms and conditions of LAFCO Resolution No. 24-04, and a protest hearing.

The LAFCO Executive Officer, as authorized by statute (Government Code section 57000 et seq.) and local policy, conducted the protest hearing. The purpose of the protest hearing was to receive written protests regarding the CCCFPD/RHFPD boundary reorganization. The LAFCO Executive Officer conducted the protest hearing as follows:

1. Describe the proposal and purpose of the hearing
2. Summarize LAFCO Resolution No. 24-04
3. Open the hearing
4. Receive oral and written protests, objections, or evidence – *no comments or objections were presented in person, in writing, or via teleconference during the LAFCO protest hearing. No written protests were received before the LAFCO hearing.*
6. The LAFCO Executive then closed the public hearing

The LAFCO Executive Officer noted that there were no verbal or written protests.

**ADJOURNMENT**

The next regular LAFCO meeting will be held on February 12, 2025, at 1:30 pm. At the meeting, the Executive Officer will present the results of this protest hearing. Additional meeting information is available online at: [http://www.conracostalafco.org/meeting\\_archive.htm](http://www.conracostalafco.org/meeting_archive.htm)

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02-12-25 LAFCO Meeting Agenda Packet



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 5**

**Results of Protest Hearing  
LAFCO 24-04 - Annexation of Rodeo Hercules Fire Protection District (RHFPD) to  
Contra Costa County Fire Protection District (CCCFPD) and Dissolution of RHFPD**

Dear Commissioners:

The Rodeo Fire Protection District (RFD) was formed in 1937 (pre-LAFCO) as an independent fire district to serve the Rodeo community. In 1978, the City of Hercules was annexed to RFD, and the district became the Rodeo Hercules Fire Protection District (RHFPD). The RHFPD covers 32± square miles and includes the City of Hercules, the unincorporated Town of Rodeo community, and surrounding unincorporated areas. RHFPD is governed by a five-member elected board. The RHFPD serves a population of approximately 35,865 [*Data Analysis: Contra Costa County Department of Conservation & Development*].

**RHFPD** personnel includes 22 full-time and one part-time staff (presently unstaffed). RHFPD deploys its apparatus and personnel from two fire stations. RHFPD also provides code enforcement, fire inspections, plan reviews, fire cause investigations, and public education and prevention programs.

Regarding funding, RHFPD is a smaller district that has seen growth in property value with moderate increases in property tax revenue which are being outpaced by expenses, leaving a forecasted ongoing structural deficit in the near future. Property tax revenues are negatively impacted by the dissolution of redevelopment agencies and the continued property development within the City of Hercules Redevelopment Area. Measure O and the 1998 Benefit Assessment District funds will continue to be committed to funding services within the RHFPD service area following the recent annexation and dissolution.

Over the years, there were several studies and LAFCO Municipal Service Reviews (MSRs) covering fire services. These studies concluded that RHFPD is not sustainable in the long term, and that annexation to CCCFPD is the preferred governance option as approved by the LAFCO Commissioners on December 11, 2024.

Following two LAFCO public hearings in November 2024 and December 2024, the LAFCO Commissioners unanimously approved the sphere of influence amendment and boundary reorganization, respectively. Subsequently, pursuant to the *Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000*, the LAFCO Executive Officer conducted a protest hearing, the purpose of which was to receive written protests from affected landowners/registered voters regarding the proposal and determine whether a majority protest exists. Following the protest hearing, written protests were to be counted.

The LAFCO Executive Officer reports that there were no verbal or written protests at the January 22, 2025 LAFCO protest hearing.

**RECOMMENDATION**

It is recommended that the Commission receive the results of the protest hearing, find that there are insufficient protests to order an election or terminate the LAFCO proceedings, and order the annexation of RHFPD to CCCFPD and dissolution of RHFPD per the Executive Officer’s Determination (attached).

Sincerely,

Lou Ann Texeira  
Executive Officer

Attachment – Executive Officer’s Determination

c: Distribution List



## CONTRA COSTA LOCAL AGENCY FORMATION COMMISSION

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### DETERMINATION OF THE EXECUTIVE OFFICER OF CONTRA COSTA LOCAL AGENCY FORMATION COMMISSION FINDING THERE ARE INSUFFICIENT WRITTEN PROTESTS TO ORDER AN ELECTION OR TERMINATE THE PROCEEDINGS RELATING TO ANNEXATION OF RODEO HERCULES FIRE PROTECTION DISTRICT (RHFPD) TO CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT (CCCFPD) AND DISSOLUTION OF RHFPD (LAFCO 24-04)

1. This action is taken pursuant to the Cortese Knox Hertzberg Local Government Reorganization Act (Government Code §56000 et seq.) and policies of the Contra Costa Local Agency Formation Commission (hereafter Commission).

Proceedings for *annexation of RHFPD to CCCFPD and dissolution of RHFPD* were initiated by the *CCCFPD* and *RHFPD* Boards of Directors and filed with the Executive Officer of Contra Costa LAFCO on August 8, 2024. The reasons for the boundary reorganization and dissolution of RHFPD include the following:

- a) Enhance and expand fire and emergency medical services to the Rodeo Hercules area;
- b) Improve efficiency, effectiveness, and economy of fire protection services within the subject area; and
- c) Better meet the fire, rescue, and emergency medical service needs of the residents.

2. On December 11, 2024, the Commission adopted Resolution No. 24-04, making determinations and approving the annexation and dissolution subject to certain conditions.

3. Acting on delegated authority from State law and the Commission, the Executive Officer, on January 22, 2025, conducted a properly noticed public hearing to receive protests filed against the dissolution. Following the conclusion of the hearing, the Executive Officer found that no written protests were filed.

4. Finding there are insufficient protests to order an election or terminate the LAFCO proceedings, Contra Costa LAFCO hereby orders *annexation of RHFPD to CCCFPD and dissolution of RHFPD* subject to the terms and conditions contained in the Commission's resolution of approval, Resolution No. 24-04.

This order is made on and is effective as of February 12, 2025.

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Lou Ann Texeira, Executive Officer  
Contra Costa Local Agency Formation Commission

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02-12-25 LAFCO Meeting Agenda Packet



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

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02-12-25 LAFCO Meeting Agenda Packet

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

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02-12-25 LAFCO Meeting Agenda Packet



Lou Ann Teixeira  
Executive Officer

February 12, 2025

Contra Costa Local Agency Formation Commission  
40 Muir Road, 1<sup>st</sup> Floor  
Martinez, CA 94553

**February 12, 2025  
Agenda Item 7**

**Fiscal Year 2024-25 Mid-Year Budget Report**

Dear Members of the Commission:

This is the second quarter (mid-year) budget report for FY 2024-25, which compares adopted and actual expenses and revenue for the period July 1, 2024 through December 31, 2024.

The LAFCO operating budget includes several components: salaries/benefits, services/supplies, a contingency/reserve fund, Other Post-Employment Benefits (OPEB) and retirement pre-funding accounts. The budget is based on the “bottom line,” which allows for variation within line-item accounts if the overall balance remains positive. Funds may not be drawn from the contingency/reserve without Commission approval.

The LAFCO budget is funded primarily by the County, cities, and independent special districts, with each group paying one-third of the LAFCO expenses. The County pays one-third, and the city and district shares are prorated based on general revenue reported to the State Controller’s Office. LAFCO also receives revenue through application fees and interest earnings.

**DISCUSSION**

On June 12, 2024, the Commission adopted the final FY 2024-25 LAFCO budget with total appropriations of \$1,034,702, which includes an \$87,000 contingency/reserve fund. The FY 2024-25 budget includes \$30,000 prefunding of the Other Post-Employment Benefits (OPEB) and \$25,000 prefunding of the Contra Costa County Employees’ Retirement Association (CCCERA).

With 50% of the fiscal year elapsed, the LAFCO’s total expenditures are \$400,812 or 42% of total appropriations (including contingency). The Commission budgeted \$480,492 in *salaries/benefits* for FY 2024-25; at the end of the second quarter, actual expenses total \$221,272 or 46% of the budgeted amount. The Commission budgeted \$412,210 in *services/supplies*; and at the end of the second quarter, actual expenses total \$179,540 or 44% of the budgeted amount.

The primary sources of revenue are local agency contributions, application fees, and available fund balance. Total revenue received during the first half of FY 2024-25 is \$1,009,845 (including

appropriated fund balance) or approximately 97.6% of estimated revenues. As of this writing, all local agencies have remitted their annual apportionments to LAFCO.

As for application activity, FY 2024-25 mid-year application activity is comparable to FY 2023-24. During the first half of FY 2023-24 LAFCO received two new applications, and during the first half of FY 2024-25 LAFCO received two new applications.

Other revenues include investment earnings through the OPEB trust account, which remains in that account, and fund balance. LAFCO budgets fund balance to offset agency contributions. The FY 2024-25 budget includes \$250,000 in budgeted fund balance. See table below for a summary of mid-year expenditures and revenues.

<b>Account</b>	<b>FY 2024-25 Final Budget</b>	<b>Mid-Year Actuals</b>
Salaries & Benefits	\$ 480,492	\$ 221,272
Services & Supplies	412,210	179,540
Contingency/Reserve	250,000	0
OPEB Trust	---	----
CCCERA Pre-Fund	---	----
<b>Total Appropriations</b>	<b>\$ 956,775</b>	<b>\$ 400,812</b>
Agency Contributions	\$ 759,702	\$758,995
Application/Other Revenue	25,000	\$ 8,590
Interest Earnings	-	-
Fund Balance	250,000	250,000
<b>Total Revenues</b>	<b>\$ 1,034,702</b>	<b>\$1,017,585</b>

No budget adjustments are needed currently. LAFCO staff will continue to closely monitor the budget, and keep the Commission apprised.

**RECOMMENDATION**

It is recommended that the Commission receive the FY 2024-25 mid-year budget report.

Sincerely,

LOU ANN TEXEIRA  
EXECUTIVE OFFICER





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 2<sup>nd</sup> round MSRs/SOI updates. The most recent MSRs, including completed, underway, and next in the queue, are noted below:

**Recently Completed**

- June 2024 – 3<sup>rd</sup> 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 3<sup>rd</sup> 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



Lou Ann Teixeira  
Executive Officer

February 12, 2025 (Agenda)

**February 12, 2025  
Agenda Item 9**

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

### **Update to LAFCO Employee Salary Ranges**

Dear Members of the Commission:

As an independent entity created by the State Legislature, LAFCO hires its own staff and provides employee benefits, including health, dental, retirement, and other employee benefits. Contra Costa LAFCO purchases most of its employee benefits from Contra Costa County, and its retirement benefits from Contra Costa County Employees' Retirement Association (CCCERA).

In 2007, LAFCO adopted its own personnel system, including an Employee Benefit Plan (last updated December 2023), job descriptions, and an employee Salary Plan. The Employee Benefit Plan is updated with changes to the County management employee benefit plan, and the Salary Plan is updated annually.

Contra Costa LAFCO currently employs two full time employees – an Executive Officer (“EO”) and a Clerk Analyst (“CA”). To keep Contra Costa LAFCO salaries current and competitive, LAFCO staff conducts an annual salary survey of the Bay Area and Urban LAFCOs for the following LAFCO positions: LAFCO EO, Executive Assistant/Clerk, Analyst I/II, and CA.

Based on the recent LAFCO salary survey, the Bay Area Consumer Price Index (CPI), cost of living factors, and Contra Costa County’s salary increases, it is recommended that the Commission update the LAFCO Salary Plan by increasing the salary ranges by 4% for the Executive Officer, Executive Assistant/Clerk, Analyst I/II positions, and Clerk/Analyst positions. The proposed adjustments to the salary ranges do not automatically result in adjustments to employee salaries. LAFCO employee salary adjustments are based solely on performance. LAFCO employees do not receive annual cost-of-living adjustments. The Commission typically conducts an annual performance review for the EO and approves salary adjustments based on performance. The EO conducts annual performance reviews for the other LAFCO employees and provides salary adjustments based on performance. Salary increases for these positions occur in conjunction with annual performance reviews.

LAFCO employee benefits and salary ranges are provided at the discretion of the Commission and can be modified as deemed appropriate. The benefit plan and salary ranges are reviewed periodically to keep pace with market conditions.

**RECOMMENDATIONS**

It is recommended that the Commission approve LAFCO Resolution 2025-01 increasing the salary ranges by 4% for the Executive Officer, Clerk Analyst, Analyst I/II, and Executive Assistant/ Clerk positions.

Sincerely,

LOU ANN TEXEIRA  
EXECUTIVE OFFICER

Attachments

Draft Resolution 2025-01  
Updated LAFCO Employee Salary Plan (Exhibit A)

**RESOLUTION NO. 2025-02**

**RESOLUTION OF THE CONTRA COSTA LOCAL AGENCY FORMATION COMMISSION  
UPDATING THE LAFCO EMPLOYEE SALARY PLAN TO INCREASE SALARY RANGES**

**WHEREAS**, the Contra Costa Local Agency Formation Commission (LAFCO) is an independent regulatory agency created by the State Legislature; and

**WHEREAS**, pursuant to Government Code §56384, LAFCO appoints an Executive Officer and may appoint other staff as needed; and

**WHEREAS**, LAFCO currently employs an Executive Officer to carry out the functions of the Commission, and a Clerk Analyst to provide administrative and analytical support; and

**WHEREAS**, the Analyst I/II and Executive Assistant/LAFCO Clerk positions are currently unfilled; and

**WHEREAS**, in 2007, the Commission adopted a salary plan which included salary ranges for the LAFCO employee positions; and

**WHEREAS**, the salary ranges for the other LAFCO positions were last reviewed in February 2024 and should be reviewed annually and adjusted to keep pace with market conditions.

**NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED** that:

1. Contra Costa LAFCO hereby increases the LAFCO salary ranges for the Executive Officer, Analyst I/II, Clerk Analyst, and Executive Assistant/LAFCO Clerk positions by 4% as shown in Exhibit A. These salary ranges reflect a recent survey of comparable Bay Area and Urban LAFCOs, Bay Area Consumer Price Index, and current market conditions.
2. Contra Costa LAFCO employees receive no Cost-of-Living Adjustments (COLAs) and may receive an annual salary increase based solely on performance.

\*\*\*\*\*

PASSED AND ADOPTED THIS 12<sup>th</sup> day of February 2025, by the following vote:

AYES:  
NOES:  
ABSTENTIONS:  
ABSENT:

\_\_\_\_\_  
Michael R. McGill, Chair, CONTRA COSTA LAFCO

*I hereby certify that this is a correct copy of a resolution passed and adopted by this Commission on the date stated above.*

Dated: February 12, 2025

\_\_\_\_\_  
Lou Ann Texeira, Executive Officer

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**EXHIBIT A**

**2025 CONTRA COSTA LAFCO  
EMPLOYEE SALARY RANGES**

<b><u>JOB TITLE</u></b>	<b><u>BEGINNING MONTHLY</u></b>	<b><u>MAXIMUM MONTHLY</u></b>
<b>*CLERK/EXECUTIVE ASSISTANT</b>	<b>\$5,549</b>	<b>\$7,038</b>
<b>CLERK ANALYST</b>	<b>\$5,598</b>	<b>\$7,554</b>
<b>*ANALYST I/II</b>	<b>I - \$6,656</b>	<b>I - \$8,826</b>
	<b>II - \$7,023</b>	<b>II - \$9,307</b>
<b>EXECUTIVE OFFICER</b>	<b>\$12,993</b>	<b>\$17,317</b>

\*Currently unfilled

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Lou Ann Teixeira  
Executive Officer

February 12, 2025

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

**February 12, 2025**  
**Agenda Item #10**

### CALAFCO Update

Dear Commissioners:

The California Association of Local Agency Formation Commissions (CALAFCO) continues to have challenges. As previously reported, there was an effort by CALFCO to dissolve the CALAFCO Legislative Committee. 34 LAFCOs, including Contra Costa, sent letters expressing concern with dissolution of the Legislative Committee. Ultimately, the CALAFCO Board voted to retain the CALAFCO Legislative Committee.

In October and November 2024, several LAFCOs sent letters expressing concerns with CALAFCO dues and prioritization of CALAFCO’s mission. One LAFCO gave notice to CALACO that they will not renew their membership as of July 1, 2025.

On December 23, 2024, a letter was sent to the CALAFCO Board of Directors noting concerns with the CALAFCO Board and leadership. There are 58 LAFCOs in California. The letter was signed by 17 LAFCO Executive Officers who serve 21 LAFCOs throughout the State. The letter includes a number of concerns, noting that “CALAFCO leadership has lost focus on its core mission” and that “CALAFCO’s focus on the interests of the membership must be restored in order to build lost trust and to ensure the Association’s survival.” The letter also expressed concerns regarding lack of outreach and transparency, appointment of the CALAFCO regional executive officers by the CALAFCO Executive Director, and communication and building relationships with the membership. Subsequently, the CALAFCO Executive Director vacated her position. In the interim, José Henriquez, Executive Officer, Sacramento LAFCO is temporarily serving as the CALAFCO Executive Director.

On January 10, 2025, the CALAFCO Board of Directors met to discuss the future of CALAFCO. Another CALAFCO Board meeting is scheduled for Friday, February 7, 2025. The tentative agenda includes a Closed Session and a Regular meeting. The designated time of these meetings is not yet confirmed. Once LAFCO staff has confirmed meeting dates, we will share this information with Commissioners.

**RECOMMENDATION:** Discuss and provide comments regarding the future of CALAFCO.

Sincerely,

LOU ANN TEXEIRA  
EXECUTIVE OFFICER

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**AGENDA**

**RETIREMENT BOARD MEETING**

REGULAR MEETING  
January 15, 2025  
9:00 a.m.

Board Conference Room  
1200 Concord Avenue, Suite 350  
Concord, California

THE RETIREMENT BOARD MAY DISCUSS AND TAKE ACTION ON THE FOLLOWING:

1. Pledge of Allegiance.
2. Public Comment (3 minutes/speaker).
3. Recognition of Elise Diliberto for 10 years of service.

***CONSENT ITEMS***

- 4.A All Consent Items are to be approved by one action unless a Board Member requests separate action on a specific item. (Action Item)
- I. Approve minutes from the December 11, 2024 meeting.
  - II. Approve the following routine items:
    - a. Certifications of membership.
    - b. Service and disability allowances.
    - c. Death benefits.
    - d. Investment liquidity report.
  - III. Accept the following routine items:
    - a. Disability applications and authorize subpoenas as required.
    - b. Investment asset allocation report.
- 4.B Consider and take possible action on Consent Items previously removed, if any. (Action Item)

The Retirement Board will provide reasonable accommodations for persons with disabilities planning to attend Board meetings who contact the Retirement Office at least 24 hours before a meeting.

**DISCUSSION ITEMS**

- 5. Consider and take possible action to amend CCCERA’s Travel Expense Reimbursement Policy. (Action Item)
- 6. Consider and take possible action to authorize the CEO to execute a contract with Liebert Cassidy Whitmore (LCW) to provide labor relations consultant services and labor and employment law consultant services. (Action Item)
- 7. Consider authorizing the attendance of Board: (Action Item)
  - a. Sit Investment Associates 43<sup>rd</sup> Annual Client Workshop, February 13-16, 2025, Dana Point, CA.
  - b. Commonfund Forum 2025, March 9-11, 2025, Orlando, FL.
  - c. Pension Bridge The Annual 2025, March 24-26, 2025, Half Moon Bay, CA.
  - d. DFA Annual Institutional Symposium, April 1-3, Austin, TX. (Note: Conflict with Board Meeting)
  - e. P&I Private Markets, April 16-17, 2025, Chicago, IL. (Note: Conflict with Board Meeting)
  - f. Institutional Investor Public Funds Roundtable, April 28-30, 2025, Los Angeles, CA.
  - g. IFEBP Investments Institute, April 30 – May 1, 2025, Fort Meyers, FL.
- 8. Reports. (Presentation item)
  - a. Trustee reports on meetings, seminars and conferences.
  - b. Staff reports

**CLOSED SESSION**

- 9. The Board will go into closed session pursuant to Govt. Code Section 54957 to consider recommendations from the medical advisor and/or staff regarding the following disability retirement applications:

<u>Member</u>	<u>Type Sought</u>	<u>Recommendation</u>
a. Steven Avery	Service Connected	Service Connected
b. Luis Cardona	Service Connected	Service Connected

- 10. The Board will continue in closed session pursuant to Govt. Code Section 54957 to consider the Hearing Officer’s recommendation regarding the disability application for Paul Mulligan.
- 11. The Board will continue in closed session pursuant to Govt. Code Section 54956.9(d)(1) to confer with legal counsel regarding pending litigation:
  - a. CPPIB Credit Investments II Inc., *et al.* v. Lions Gate Entertainment Corporation, *et al.*, Supreme Court of the State of New York, County of New York, No.

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- b. CCCERA, et al. v. Valeant Pharms. Int'l, Inc., et al., United States District Court, New Jersey (3:17-cv-12088)

***OPEN SESSION***

The next meeting is currently scheduled for February 5, 2025 at 9:00 a.m.

Adjourn

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## **AGENDA**

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