

Lake Local Agency Formation Commission

Regular Meeting Agenda

Wednesday January 17, 2024 -- 9:30 am

City of Clearlake – City Council Chambers

14050 Olympic Dr. Clearlake, California

Website: www.lakelafco.org

“Lake LAFCo oversees orderly development and protects natural resources and agricultural lands”

Zoom meeting for public: LAFCo has decided to make public meetings accessible telephonically or otherwise electronically to all members of the public. Members of the public are encouraged to observe and participate in the teleconference.

The complete agenda, including backup materials and materials related to items on this Agenda submitted to the Commission after distribution of the Agenda Packet, is available for public inspection on the Lake LAFCo website. Agenda materials are also available on the Lake LAFCO website at www.lakelafco.org

Topic: Lake LAFCo

Time: Jan 17, 2024 09:30 AM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/85933714921?pwd=SzF4aU9aSHFoODNoYWVwRiBHLzdYQT09>

Meeting ID: 859 3371 4921

Passcode: 340642

One tap mobile

+16699006833,,85933714921#,,,,*340642# US (San Jose)

+16694449171,,85933714921#,,,,*340642# US

“Lake LAFCo oversees orderly development and protects natural resources and agricultural lands”

Commissioners

Dirk Slooten, (City)
Stan Archacki, (Special Dist.)
Jim Scholz (Special District)
Ed Robey, (Public Member)
Moke Simon, (County)
Bruno Sabatier Chair (County)
Stacey Mattina Vice Chair (City)

Commission Alternate Members

Vacant (Spec. District Alternate)
Suzanne Lyons (Public Alternate)
Vacant (County Alternate)
Russ Perdock (City Alternate)

Staff

John Benoit, Executive Officer
P. Scott Browne, Legal Counsel
Kathleen Moran, Clerk-Analyst

1. **Call to Order – Roll Call**
2. **Approval of Minutes – October 4, 2023 minutes**
 - a. *Approve October 4, 2023 minutes*
3. **Public Comment.**

This is the time for the public to address the Commission on any matter not on the agenda. Testimony related to an item on the agenda should be presented at the time that item is considered.

4. **Consent Agenda**
 - a. *Review and authorize payment of expenses for October, November and December 2023.*

PUBLIC HEARING:

5. **LAFCo file 2023-0002 Dam Road Annexation to the Konocti County Water District**
 - a. *Receive the Executive Officer’s report and consider resolution 2024-0001 annexing 108.76 incorporated acres to the Konocti County Water District*

Action Items:

6. **Consider LAFCo Resolution 2024-0002 amending the effective date for the Lake County Fire Protection District to have a five Member Board.**
 - a. *Receive Executive Officer's report*
 - b. *Adopt Resolution 2024-0002 approving a modification to the number of Board Members effective in 2026 for the Lake County FPD.*
7. **Workshop regarding the Upper Lake County Water District's Service Review**
 - a) *Receive Executive Officer's Report and review the draft report*
8. **Calafco Annual Conference Review – October 2023**
9. **Adopt Regular meeting schedule for 2024**
 - a) *Adopt regular meeting schedule for 2024*
10. **Retirement of the LAFCo Executive Officer effective around the end of the 23-24 fiscal year.**
 - a) *Hold discussion regarding the Executive Officer's Retirement and replacement*
 - b) *Consider formation of a recruitment committee*
 - c) *Review Draft Request for Proposals*

OTHER ITEMS:

11. **Executive Officer' s report.**
12. **LAFCo Counsel's report**
13. **Commissioner Reports**

This item is placed on the agenda for Commissioners to discuss items and issues of concern to their constituency, LAFCO, and legislative matters.

14. **Adjourn to LAFCO's next regular meeting: Wednesday March 20, 2023 - 9:30 AM in Lakeport**

The Commission may take action upon any item listed on the agenda. Unless otherwise noted, items may be taken up at any time during the meeting.



Any member appointed on behalf of local government shall represent the interests of the public as a whole and not solely the interest of the appointing authority Government Code Section 56325.

Public Comment

Members of the public may address the Commission on items within LAFCo's Jurisdiction not appearing on the agenda, as well as any item that does appear on the agenda, subject to the following restrictions:

- No action shall be taken on items not appearing on the agenda unless otherwise authorized by Government Code Section 54954.2 (known as the Brown Act, or California Open Meeting Law).
- The total amount of time allotted for receiving public comment may be limited to 15 minutes.
- Any individual's testimony may be limited to 5 minutes. Time to address the Commission will be allocated on the basis of the number of requests received.

Public Hearings

Members of the public may address the Commission on any item appearing on the agenda as a Public Hearing. The Commission may limit any person's input to 5 minutes. Written statements may be submitted in lieu of or to supplement oral statements made during a public hearing.

Agenda Materials

Materials related to an item on this agenda submitted to the Commission after distribution of the agenda area available for review for public inspection at the City of Lakeport and City of Clearlake Community Development Departments office located at City Hall in Lakeport and Clearlake [such documents are also available on the Lake LAFCO website as noted below to the extent practicable and subject to staff's ability to post the documents prior to the meeting].

Accessibility

An interpreter for the hearing-impaired may be made available upon request to the Executive Officer 72 hours before a meeting. The location of this meeting is wheelchair-accessible.

Disclosure & Disqualification Requirements

Any person or group of persons acting in concert who directly or indirectly contribute \$1,000 or more in support of or in opposition to a change of organization or reorganization that has been submitted to Lake LAFCO must comply with the disclosure requirements of the Political Reform Act of 1974 applicable to local initiative measures to be submitted to the electorate. These requirements contain provisions for making disclosures of contributions and expenditures at specified intervals; they may be reviewed at Government Code §§56700.1 and 81000 *et seq.* Additional information about the requirements pertaining to local initiative measures to be presented to the electorate can be obtained by calling the Fair Political Practices Commission at (916) 322-5660.

A LAFCO Commissioner must disqualify herself or himself from voting on an application involving an "entitlement for use" (such as an annexation or sphere amendment) if, within the last twelve months, the Commissioner has received \$250 or more in campaign contributions from the applicant, any financially interested person who actively supports or opposes the application, or an agency (such as an attorney, engineer, or planning consultant) representing the applicant or an interested party. The law (Government Code Section 84308) also requires any applicant or other participant in a LAFCO proceeding to disclose the contribution amount and name of the recipient Commissioner on the official record of the proceeding.

Contact LAFCO Staff LAFCO staff may be contacted at (707) 592-7528 or by mail at Lake LAFCO c/o John Benoit, Executive Officer P.O. Box 2694, Granite Bay, CA 95746 or by email at j.benoit4@icloud.com. Agenda packets are located on the Lake LAFCo Webpage at www.lakelafco.org

Lake Local Agency Formation Commission

Special Meeting Minutes

Wednesday October 4, 2023 -- 9:30 am

City of Clearlake – City Council Chambers
14050 Olympic Dr. Clearlake, California

Commissioners present:

- Dirk Slooten, (City)
- Jim Scholz (Special District)
- Ed Robey, (Public Member)
- Moke Simon, (County)
- Bruno Sabatier Chair (County)
- Stan Archacki, (Special Dist.)
- Stacey Mattina Vice Chair (City)

Staff

John Benoit, Executive Officer
P. Scott Browne, Legal Counsel

- 1. Call to Order at 9:37 AM – Roll Call**
- 2. Approval of Minutes – July 19, 2023 minutes**

Upon motion of Commissioner Mattina and seconded by Commissioner the July 19, 2023 minutes minutes were unanimously approved by 7-0-0 vote

- 3. Public Comment.**
No public input was given

- 4. Consent Agenda**
Upon motion of Commissioner Robey and seconded by Commissioner Mattina the payment of expenses for July, August and September 2023 were unanimously approved by a 7-0-0 vote.

Action Items:

- 5. Consider Amendment to Resolution 2001-01 clarifying the number of Board Members for the Lake County Fire Protection District**

The Executive Officer's report was presented and the Commission adopted Resolution 2023-0009 approving a modification clarifying the number of Board Members appointed or elected to the Lake County FPD. The motion was made by Commissioner Robey and seconded by Commissioner Scholz and unanimously approved by a 7-0-0 vote

6. Progress update regarding the Upper Lake County Water District's Service Review

This report will be given at the next LAFCo meeting

7. Discussion regarding LAFCo's role and policy in controlling urban sprawl

A discussion was held regarding LAFCo's role and policy and agricultural lands and a LAFCo publication regarding agricultural lands as well as permitting out of agency service agreements was discussed. Benoit explained LAFCo's role and policies regarding agricultural land conversions.

OTHER ITEMS:

8. Executive Officer's report.

- a. The Konocti CWD Dam Road annexation will occur at the next meeting
- b. Two Commissioners and staff will attend the Calafco Annual Conference
- c. Executive Officer Benoit has a meeting with the Grand Jury.

9. LAFCo Counsel's report

Scott Browne discussed the proposed "Government Accountability Act" which will be on the Ballot in 2014. This act will tighten up loopholes in Proposition 218. Of importance to LAFCo this bill will address geographic extensions of taxes which is routinely done with annexations of territory to districts and cities. Instead of applying previously authorized taxes to annexed areas, the taxes will be subject to Proposition 218 and a specific vote will be required.

10. Commissioner Reports

No reports were given

11. Adjourn to LAFCO's next meeting which will take place on Wednesday January 17, 2024 - 9:30 AM in Clearlake

Lake Local Agency Formation Commission

ITEM # 4

CLAIMS

October, November and December 2023

Expenses for FY 2023-2024:

<u>Date of Claim</u>	<u>Description</u>	<u>Amount</u>
9.16.23 - 10.15.23	Browne Legal	\$ 2,046.43
Oct 4, 2023	Meeting Stipend	\$ 700.00
Nov 1, 2023	Staff Svcs Oct 2023	\$12,464.41
10.16.2023 - 11.15.23	Browne Legal	\$ 2,046.43
Dec 1, 2023	Staff Svcs Nov 2023	\$ 6,438.23
Jan 1, 2024	Staff Svcs Dec 2023	\$ 6,403.53
Nov 1, 2023	Conf Reimb Ed Robey	\$ 871.85
Nov 1, 2023	Conf. Reimb S. Mattina	\$ 829.52
	TOTAL:	\$ 31,800.40

DATED: January 17, 2024

APPROVED: January 17, 2024

Bruno Sabatier, Chair or Stacey Mattina Vice-Chair
Lake Local Agency Formation Commission

Attest:

John Benoit
Executive Officer

Lake County Fire Protection District

RESOLUTION NO. 23-1001

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LAKE COUNTY FIRE PROTECTION DISTRICT REQUESTING THE LOCAL AGENCY FORMATION COMMISSION (LAFCo) OF LAKE COUNTY TO AMEND THE EFFECTIVE DATE OF THE CHANGE IN THE NUMBER OF BOARD DIRECTORS

WHEREAS the terms and conditions of consolidation adopted by the Local Agency Formation Commission in 2001 stipulate that the Lake County Fire Protection District Board of Directors be reduced from seven (7) Directors to Five (5) Directors and three (3) Directors were to represent Clearlake and two (2) Directors were to represent Lower Lake; and

WHEREAS the Lake County Fire Protection District Board of Directors adopted Resolution No. 03-0502 requesting to maintain a seven (7) Director Board that is elected at large; and

WHEREAS the LAFCo adopted Resolution 2003-03 approving the amendment to the terms and conditions of consolidation relative to the number of Board Directors and their representation; and

WHEREAS the Lake County Fire Protection District Board of Directors acknowledges that filling and maintaining a seven (7) Director Board has become challenging over the years and continues to increase in difficulty.

WHEREAS the Lake County Fire Protection District adopted Resolution No. 23-0802 requesting LAFCo to amend Term and Condition #5 of the 2001 consolidation so that the district will have five (5) rather than seven (7) directors elected at large.

WHEREAS LAFCo adopted Resolution 2023-0009 at their regularly scheduled meeting on October 4, 2023, approving the modification to Term and Condition #5 of the 2001 consolidation so that starting November 2024, the Lake County Fire District will have five (5) directors each to be elected at large.

WHEREAS since this, the Lake County Fire Protection District has been advised that an effective date prior to November 2026 would be difficult due to various Health & Safety and Election Codes.

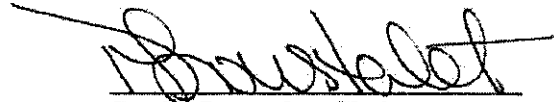
NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Lake County Fire Protection District hereby requests LAFCo to amend their Resolution 2023-0009 so that starting at the November 2026 election, rather than the November 2024 election, the Lake County Fire Protection District will have five (5), rather than seven (7), Directors elected at large.

THIS RESOLUTION WAS PASSED AND ADOPTED by the Board of Directors of the Lake County Fire Protection District at a regularly scheduled meeting held on October 25, 2023, by the following vote:

AYES: Benson, Dean, Loustalot, Moore, Snyder, Watson

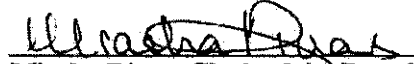
NOES: None

ABSENT OR ABSTAIN: Scovel

A handwritten signature in cursive script, appearing to read "Loustalot", written over a horizontal line.

Denise Loustalot, Chairperson

ATTEST:

A handwritten signature in cursive script, appearing to read "Miasa Rivas", written over a horizontal line.

Miasa Rivas, Clerk of the Board

Resolution 2024-0002
of the
Lake Local Agency Formation Commission

Resolution of Lake Local Agency Formation Commission Clarifying and Amending LAFCO Resolutions 2001-01 and 2003-03 and 2023-0009 Regarding the Number of Board Members for the Lake County Fire Protection District.

RESOLVED, by the Lake Local Agency Formation Commission (LAFCO), that

WHEREAS, the Local Agency Formation Commission is charged with following the policies and procedures pursuant to Title 6, Division 1, commencing with Section 56000 of the Government Code; and

WHEREAS, the Lake County Fire Protection District was formed in 2001 pursuant to Section 13800 *et. seq.* of the California Health and Safety Code; and,

WHEREAS, the Lake County Fire Protection District established terms of office for its existing Directors; and,

WHEREAS, pursuant to the Health and Safety Code, fire district board members may be appointed or elected; and,

WHEREAS, pursuant to the Health and Safety Code, fire district members may be elected by district or at large; and,

WHEREAS, pursuant to the Health and Safety Code, a fire protection district board may have 3, 5, 7, 9, or 11 members; and,

WHEREAS, The original 2001 consolidation resolution term and condition #21 states: *“These terms and conditions are intended to be a guide for the consolidation of the Lakeshore Fire Protection District and Lower lake Fire Protection District and shall provide direction for the parties involved and may be subject to change or modification upon a majority vote of the active Directors”*. In 2003, it was determined this Term and Condition was not appropriate since LAFCO is the approving authority to modify or change Terms and Conditions 1 through 20 contained in this formation upon request; and,

WHEREAS, LAFCO Resolution 01-01 provided unclear direction in its terms and conditions regarding the election and terms of District Board Directors.

WHEREAS, in 2003 a resolution of application was filed by the Board of Directors of the Lake County Fire Protection District (Resolution 03-0502) requesting the Lake Local Agency Formation Commission amend the terms and conditions of the 2001 consolidation relative to the number of board members, which was adopted on May 27, 2003; and

WHEREAS, on June 18, 2003 the Lake Local Agency Formation approved the district's request and the Lake County Fire Protection District was granted a modification to the original Term and Condition #5 relative to the number of fire district board members and their representation (the original 2001 resolution called for a 5-member Board). The 2003 amended this Term and Condition and called for an initial seven member district board to be reduced to five, two from the area served by the former Lower lake FPD and three from the former Lakeshore FPD area; and,

WHEREAS, In 2003 the Lake County Fire Protection District requested a modification to Term and Condition #5 relative to the number of fire district board members and their representation. The original 2001 Term and Condition #5 generally called for an initial seven-member district board to be reduced to five, two from the area served by the former Lower lake FPD and three from the former Lakeshore FPD area; and,

WHEREAS, The Recorded Certificate of Completion references a Consolidated Action Plan including 21 Consolidation Terms and Conditions and LAKE LAFCO Resolution 01-01 does not reference the Consolidation Action Plan and 21 Consolidation Terms and Conditions: and,

WHEREAS, in 2023 a resolution was adopted by the Board of Directors of the Lake County Fire Protection District (Resolution 23-0802) requesting the Lake Local Agency Formation Commission amend the terms and conditions of consolidation relative to the number of board members; and

WHEREAS, on August 23rd 2023 the Lake County Fire Protection District Board of Directors requested LAFCo further amend Term and Condition #5 so that starting with the November 2024 Election, the Lake County Fire Protection District will have five (5) rather than seven (7) (as previously approved in 2003), Directors elected a large and whether the Board of Directors are elected by division shall not be subject to any condition imposed by the Local Agency Formation Commission, and will instead be controlled by applicable law.

WHEREAS, on October 25th, 2023 the Lake County Fire Protection district adopted Resolution 2023-1001 requesting LAFCo amend Resolution 2023-0009 to amend Term and Condition five (5) from starting with the November 2024 election to the November 2026 election.

WHEREAS, the Commission has considered this request in light of the requirements of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000;

NOW THEREFORE, the Lake Local Agency Formation Commission does hereby **DETERMINE, RESOLVE AND ORDER** the following:

1. That the Consolidated Action Plan including the Consolidation Terms and Conditions are hereby incorporated and made part of LAFCO's order for this district formation; and,
2. That Term and Condition #21 was repealed in 2003.
3. That LAFCO now orders a modification to Term and Condition #5 so that starting with the November 2026 election, the Lake County Fire District will have five (5)

directors each to be elected at large, and whether the Board of Directors are elected by division shall not be subject to any condition imposed by the Local Agency Formation Commission, and will instead be controlled by applicable law.

4. That the Lake County Fire Protection District reimburse LAFCO for staff time (at the normal staff charge-out rates as shown on the LAFCO Schedule of Fee Deposits) and related materials in processing this request.
5. That the Commission finds that this amendment is supported by the Lake County Fire Protection District through its passage of District Resolution 23-0802 and District Resolution 23-1001.
6. Approval of this action is conditioned upon the applicant's obligation to defend, indemnify, and hold harmless the Lake Local Agency Formation Commission and its agents, officers and employees from any claim, action or proceeding against the Commission or its agents, officers, and employees; including all costs, attorney's fees, expenses and liabilities incurred in the defense of such claim, action, or proceeding to attack, set aside, or void the approval or determinations of this Commission concerning this annexation. The Lake Local Agency Formation Commission shall promptly notify the applicant of any such claim, action, or proceeding and be entitled to representation by counsel of its choosing.
7. That the Executive Officer is hereby authorized and directed to mail certified copies of this Resolution in the manner and as provided in Section 56882 of the Government Code.
8. LAFCo Resolution 2023-0009 is hereby repealed in favor of this resolution amending Term and Condition #5 to start with the November 2026 election in its Consolidated Action Plan

The foregoing resolution was duly passed by the Lake Local Agency Formation Commission at a regular meeting held on January 17, 2024 by the following roll call vote:

AYES: -

NOES: -

ABSTAINS: -

ABSENT: -

Signed and approved by me after its passage this 17th day of January, 2024.

Bruno Sabatier,
Chair, Lake LAFCO

Attest:

John Benoit, Executive Officer
Lake LAFCo

Lake Lafco
Resolution 2024-0002
January 17, 2024

Lake LAFCO

2024 Regular Meeting Schedule

3rd Wednesday at 9:30 AM

Regular Meeting Dates:		<i>Alternative Meeting Dates (only as needed):</i>	
January 17	Clearlake	<i>February 21</i>	<i>Lakeport</i>
March 20	Lakeport	<i>April 17</i>	<i>Clearlake</i>
May 15	Clearlake	<i>June 19</i>	<i>Lakeport</i>
July 17	Lakeport	<i>August 21</i>	<i>Clearlake</i>
September 18	Clearlake	<i>October 16</i>	<i>Lakeport</i>
November 20	Lakeport	<i>December 18</i>	<i>Clearlake</i>

Regular meetings of the Commission are scheduled for the third Wednesday of every month at 9:30 a.m. in the Lakeport City Council Chambers, 225 Park St, Lakeport, California or the Clearlake City Council Chambers 14050 Olympic Dr. Clearlake, California. The specific location of each meeting shall be in accordance with the meeting schedule adopted at the January LAFCO meeting. Alternative meeting dates shall remain on the schedule and shall be considered regular meeting dates. For meetings in Lakeport, if the Lakeport Council Chambers are not available, the meeting will occur at the Lake County Board of Supervisor's Chambers, 255 N. Forbes St. Lakeport, CA. The Commission may, at its own discretion, meet at a different time or place from time to time, provided that public notice of such time and place is given in accordance with the Open Meeting Law, Government Code Section 54954 and applicable provisions of the LAFCO Act.

The Chair or Executive Officer may call a special meeting of the Commission. The Chair shall call a special meeting if requested by two or more Commissioners. Any special meetings of the Commission shall be called in the manner provided by Section 54956 of the Government Code. The order calling the special meeting shall specify the time and place of the meeting and the business to be conducted and no other business shall be conducted at that meeting. The special meeting may be called for any day prior to the date established for the next regular meeting of the Commission.

Lake LAFCO

P.O. Box 2694 Granite Bay, CA 95746 ph 707.592.7528 j.benoit4@icloud.com

REQUEST FOR PROPOSALS

FOR LAFCO EXECUTIVE OFFICER SERVICES

Lake LAFCO desires to retain the services of a qualified professional to serve as the Executive Officer of the Commission. The Executive Officer is appointed by, reports to, and serves at the will of the Commission. This position, as authorized by 56384 of the California Government Code, has responsibility for overall policy development, program planning, fiscal and personnel management, general administration, contract administration, and operation of the Local Agency Formation Commission. The Executive Officer is responsible for developing and accomplishing administrative goals and objectives, in addition to implementing the applicable provisions of the Government Code and the policies and procedures of the Commission. The Executive Officer will also be responsible to conduct the day-to-day business and administration of the Commission, and to make reports and recommendations to the Commission on matters that require the Commission's consideration and action. Position details are included in the attached additional information.

The position is approximately .25 of a full-time equivalent position. More hours may be necessary from time-to-time depending on the workload. This position will serve as an independent contractor to the Commission.

This Request for Proposals may not be the exclusive manner for Lake LAFCO to enter into a contract for Executive Officer services. An independent contractor currently provides services of Clerk to the Commission outside of this Request for Proposal (RFP) process. Lake LAFCO also reserves the right to reject any or all proposals received by this request. Lake LAFCO is under no obligation to award any contract.

The incumbent contractor intends to provide orientation and transition assistance to the new contractor. The Commission is interested in measures to maintain adequate administrative and technical support while minimizing cost.

The recruitment will remain open until the position is filled. The commission will consider all proposals received at its meeting of March 20, 2024. The closing date for receiving proposals in this initial recruitment is Wednesday: March 13, 2024.

INFORMATION TO BE SUBMITTED

The nature and form of response are at the responder's discretion, but must not exceed ten (10) pages (exclusive of the optional writing sample). The following minimum information must be provided:

1. Name of individual who will act as Executive Officer. Consultant firms are invited to apply, but the lead consultant must be acceptable for appointment as Executive Officer by the Commission.
2. Contact information including address, telephone, e-mail of individual who will act as Executive Officer.
3. Resumes or Curriculum Vitas of all personnel who propose to perform work under the proposal.
4. Statement of experience in providing services to a Local Agency Formation Commission.
5. Statement of services to be provided as Lake LAFCO's Executive Officer.
6. Statement of fees and charges, including hourly rates of personnel, reimbursement schedule for direct expenses (including mark-up, if any), and a statement of how travel and travel time will be charged.
7. Names and addresses of at least three current professional references.

Proposals should be addressed to John Benoit, Executive Officer, and may be submitted electronically to j.benoit4@icloud.com or by mail to P.O. Box 2694, Granite Bay, CA 95746.

Questions may be directed to: John Benoit Executive Officer
Email: j.benoit4@icloud.com Telephone: (707) 592-7528

SELECTION PROCEDURE

All proposals submitted by the deadline will be reviewed. Depending on the number of proposals received, the Commission may designate a committee to review the proposals and make recommendations. The written proposals and any oral interviews will be evaluated based upon the following criteria:

1. Demonstrated knowledge of the Cortese-Knox-Whitley Local Government Reorganization Act of 2000, the California Environmental Quality Act, and California land use and planning law.
2. Demonstrated knowledge of the laws relating to the jurisdictional and services relationship between counties, cities, and special districts.
3. The relevancy and quality of recent work, including pertinent references.
4. The capacity to perform quality work within established deadlines and within budget.
5. The proposed hourly or monthly rate and any other charges.

A final selection will be made by the Commission. All applicants will be advised of the selection. Lake LAFCO will prepare an appropriate contract for professional services for acceptance and execution by the successful candidate and the Commission.

Each applicant shall bear all its proposal costs. All submitted proposals shall remain the property of Lake LAFCO.

The recruitment will remain open until the position is filled. The commission will consider all proposals received at its meeting of March 20, 2024. The closing date for receiving proposals in this initial recruitment is Wednesday March 13, 2024

ADDITIONAL POSITION INFORMATION

DUTIES AND RESPONSIBILITIES

Duties and responsibilities assigned to the Executive Officer will include, but are not limited to:

- Administrative duties as needed, including development, oversight, and review of an annual work plan; assignment of work activities, projects and programs; monitoring work flow and the day to day business of the Commission; personnel management, including supervision of employees/contractors, records management, preparation and management of contracts, subject to the review of the Commission.
- Scheduling and preparing for regular and special meetings of the Commission, including preparation and timely transmittal of the meeting agenda and related reports and recommendations, and presentation of the reports at the meetings.
- Maintaining and updating Policies and Procedures, Spheres of Influence, Municipal Service Reviews, etc.
- Processing applications for all changes of organization, including city and district formation, annexation, reorganization, consolidation, detachments, extension of services by contract, etc.
- Preparing necessary notices, filings, and reports consistent with the requirements of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000.
- Preparing special reports and studies to the Commission, such as sphere studies, municipal services reviews and spheres of influence reports.
- Preparation and implementation of the LAFCO budget, forecasting revenue and expenses, and identifying and recommending alternatives for implementation of the budget subject to the review of the Commission; scheduling and noticing all budget hearings and communication. Administration of the adopted LAFCO budget by maintaining budget controls, records, files, and making timely payments of claims and deposits of revenues.
- Planning, assigning, and supervising the work of support staff/contractors.
- Outreach and liaison duties, including representing the Commission before public and private policy-making agencies and community groups; coordinating the LAFCO processes with discretionary actions of other agencies; facilitating workshops and attending meetings as directed by the Commission to understand community concerns so LAFCO policies, municipal service reviews, and spheres of influence reflect the needs and desires of the community.

- Preparing necessary California Environmental Quality Act (CEQA) documents (e.g. Notices of Exemption, Initial Studies, Negative Declarations, and Mitigation Monitoring Plans, etc.) for those actions in which Lake LAFCO is the lead agency; reviewing and preparing comments on CEQA documents prepared by other agencies which affect the responsibilities of the Commission.
- Monitoring new and proposed state and local legislation that pertains to LAFCO, and preparing reports to the Commission that include a recommendation of support or opposition to proposed legislation; actively participating in related organizations, such as the California Association of LAFCOs and professional associations.
- Coordinating with LAFCO Counsel on legal issues and other matters that may require an oral or written interpretation or opinion from legal counsel.

QUALIFICATIONS, EXPERIENCE, EDUCATION, TRAINING

The successful proposal will be one that presents a combination of experience, education, and training that demonstrates knowledge of:

- The organization, structure, and functions of a Local Agency Formation Commission, with specific expertise in the statutory procedures and requirements associated with changes of organization and reorganization;
- The organization, structure, and functions of local governmental agencies, and demonstrated knowledge of the laws, codes, guidelines, and principles that apply to local governmental agencies;
- Management and administration principles and practices that are typically applied to a Local Agency Formation Commission and other local governmental agencies;
- Research methodologies, group and organization dynamics, and communication skills and techniques necessary for gathering, evaluating, and transmitting information to the Commission, other agencies, community organizations, and the general public.
- Respondents are encouraged to include in their proposal a writing sample of their own choosing that demonstrates clear writing and written analytical skill.

The required knowledge and skills are typically attained through college work equivalent to a Bachelor's Degree in public administration, planning, or a related field. Experience with a Local Agency Formation Commission is desired, such as Executive Officer, LAFCO project manager, policy analyst or contract staff. Consideration will be given to experience obtained through work with other local governmental/public agencies such as a county, a city, or a special district. Consideration will also be given to unique individual qualifications.

Knowledge of:

- Pertinent State, Federal and local laws.
- Statutory purposes of the Local Agency Formation Commission.
- Local government organization, structure, services, programs, and functions.
- The California Environmental Quality Act and its application to LAFCO actions.
- Principles and practice of public administration, organizational analysis, leadership, team building and conflict resolution.
- Office procedures and technology equipment; knowledge of the use of Geographic Information Systems and maintenance of Internet web sites is desirable.
- Effective budget management principles.
- Effective personnel management principles.

Ability to:

- Organize and direct administrative and analytical support activities for LAFCO.
- Analyze, interpret and evaluate technical and budget reports and extensively maintain budget controls.
- Comply with all applicable Federal, State and local personnel related laws, regulations and policies.
- Gain cooperation through discussion and persuasion.
- Establish and maintain effective working relationships with individuals and groups representing diverse cultures, educational backgrounds and interests.
- Interpret and apply LAFCO policies, decisions, rules and regulations.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Communicate clearly, both orally and in writing.
- Drive to meetings and conduct field visits throughout the County.