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LOCAL
AGENCY
FORMATION
COMMISSION



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City of Winters

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City of Davis

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Supervisor – 2nd District

PAMELA MILLER
Public Member

OSCAR VILLEGAS
Supervisor – 1st District

ALTERNATES
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Public Member

TANIA GARCIA-CADENA
Mayor
City of Woodland

JIM PROVENZA
Supervisor – 4th District

STAFF
CHRISTINE M. CRAWFORD, AICP
Executive Officer

TERRI TUCK
Administrative Specialist II/Clerk

COUNSEL
ERIC MAY

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lafco@yolocounty.org

www.yololafco.org

To: Chair Biasi and Commissioners

From: Christine Crawford

Re: Supplemental Packet for the Sep 26, 2024, Meeting

Date: September 25, 2024

This memo summarizes new information regarding agenda items since the packet was finalized Thursday last week.

Item 7 – Correspondence

Attached is a joint letter signed by me and 26 fellow LAFCo Executive Officers requesting the CALAFCo Board reverse its action on July 19th to dissolve its Legislative Subcommittee comprised of LAFCo staff volunteers across the state. CALAFCo is the state association of LAFCos, and many Executive Officers are outraged that the board took this action without sufficient outreach and transparency. Many of us were completely unaware that getting rid of the Legislative Committee was under consideration until after it was done.

The CALAFCo Board has called a special meeting for Monday, September 30th and I will be speaking for myself, but would appreciate being able to represent the concerns of the Commission to carry more weight. Therefore, I ask for the Commission's support.

Item 8 – PIRMI and Sports Park Reorganization to the City of Woodland

Landowner concerns and opposition have been raised from Karly Plumer, part of the family-owned business Western Trencher & Equipment Inc., located in the PIRMI industrial area. She expressed concerns about dealing with a challenging homeless population and transitioning from Sheriff to Police services. The City was very quick to have someone from the Police Department call her and assuage her concerns. However, she remains opposed to her sales tax rate increasing from 7.25% to 8.00% in the City and passing that on to their customers selling expensive equipment. These taxes are used by the City to finance services that will be the City's responsibility such as roads, crime prevention, parks, and other infrastructure.

Ms. Plumer is expected to testify at tomorrow's hearing. City staff will also be available to help answer any questions. I have informed her there will be a landowner protest process that follows.

Item 11a – LAFCo Recruitment Update (informational only)

Working with HR, I determined the best approach is to create two new job classifications for LAFCo (see attached drafts) for a LAFCo Principal Planner and LAFCo Senior Planner. I am hoping HR can get these in the BOS hearing packet for 10/8 to get the positions created so we can quickly thereafter open recruitment. It would be great to have the positions open to solicit interest at the CALAFCo Annual Conference October 16th – 18th.

September 24 2024

CALAFCO Board of Directors

Subject: Dissolution of the Legislative Committee

Dear Members of the Board,

We, the undersigned Executive Officers of LAFcos from throughout the State, wish to convey our opposition to the Board's recent action to dissolve the Legislative Committee. We believe that the process that led to the Board's action was not transparent, inclusive, or sufficient. We request that the Board reverse this action, that it conduct a meaningful outreach effort to the CALAFCO membership, and that it consider any resulting feedback before adopting any further changes to CALAFCO's legislative program.

Contrary to what has been reported to the CALAFCO Board, the CALAFCO membership was not adequately informed of the proposed dissolution of the Legislative Committee. Many executive officers—including several who serve on the Legislative Committee—were not informed that changes to the legislative process were under consideration. At no time prior to the Board's action in July did we receive from CALAFCO correspondence introducing and explaining the proposed changes or a survey asking for our position on the proposed changes. Furthermore, we were not provided an opportunity to inform our respective Commissions about the proposed change. Many of us did not understand that the changes involved the dissolution of the Legislative Committee. The alleged "lack of concern" about the changes does not reflect support for the changes; this characterization merely reflects that many LAFco executive officers were not fully apprised of the proposed change.

The failure to provide advance notice of this significant change to members of the Legislative Committee demonstrates a callous disregard for the transparency which has always been a hallmark of how CALAFCO operates. There were opportunities to inform the Legislative Committee at its meeting on June 14 or its meeting on July 12, which was cancelled by the Executive Director. Both meetings were scheduled just prior to the Board of Directors meeting on July 19 and would have been an ideal time to seek broader input from the Committee. Why this was not done remains a mystery. If CALAFCO is going to survive as a volunteer-supported organization, it is incumbent upon the Board to rectify this lack of sufficient outreach and transparency.

Every signatory to this letter sincerely values the contributions of the Legislative Committee, believing the committee to be one of the most essential benefits of CALAFCO membership. Had we been asked, we would have conveyed these sentiments to the Board. The Legislative Committee is a decades-long inclusive and efficient means by which the CALAFCO membership

can propose legislation and/or express positions on proposed legislation in a collegial environment. Aside from the review of individual legislative proposals, the Committee members share and discuss interpretations of CKH and best practices of individual LAFcos that is an education for all in attendance. The Committee, composed of and advised by over 30 LAFco professionals from all regions of the State, has been a forum where the staff of any and all LAFcos are welcome to participate and to be heard. The recommendations coming out of the Committee follow thoughtful, considered, and deliberate discussion amongst dozens of professionals who implement LAFco law every day and have practical insights on legislative topics. The Committee has provided unique learning opportunities and has exposed LAFco staff members to how the legislative process works. Many newer LAFco staff members from throughout the State have considered serving on the Committee a “rite of passage”. The Committee is a valuable resource and provides an opportunity for LAFco staff to participate in, and be a part of, CALAFCO. Its value cannot be overstated.

Again, we ask that the Board reverse its previous action regarding the Legislative Committee, and that the Committee be immediately reconstituted, given that time is of the essence. The Board should, further, conduct a meaningful outreach effort to the CALAFCO membership before moving forward with any changes to the Legislative Committee. Thank you for your attention to this matter.

Sincerely,



Kai Luoma
Ventura LAFCo



Joe Serrano
Santa Cruz LAFCo



Mark Bramfitt
Sonoma LAFCo



Paul Novak
LAFCo for LA County



Carolyn Emery
Orange County LAFCo



Steve Lucas
Butte LAFCo



Neelima Palacherla
Santa Clara LAFCo

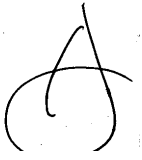


Christine Crawford
Yolo LAFCo



Gary Thompson
Riverside LAFCo

Signatories Continued...



SR Jones
Nevada LAFCo



Sara Lytle-Pinhey
Stanislaus LAFCo



Bill Nicholson
Merced LAFCo



Mike Prater
Santa Barbara LAFCo



Rachel Jones
Alameda LAFCo



Tyler Salcido
Imperial LAFCo



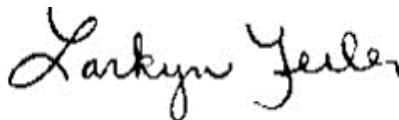
Rob Fitzroy
San Luis Obispo LAFCo



Lou Ann Texeira
Contra Costa LAFCo



Uma Hinman
Mendocino LAFCO



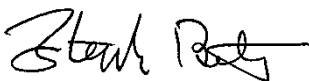
Larkyn Feller
Colusa + Lake LAFCos



Keene Simonds
San Diego LAFCo



Michelle McIntyre
Placer LAFCo



Stephen Betts
Glenn LAFCo



Jennifer Stephenson
Lassen, Modoc, Plumas +
San Benito LAFCos



Rich Seithel
Solano LAFCO

LAFCO Principal Planner

Class Title

LAFCO Principal Planner

Class Code

xxx

Salary

\$131,976.00 - \$160,409.60 Annually

Description

DEFINITION

Under supervision, plans, provides analysis, and organizes the activities of the Local Agency Formation Commission (LAFCO) as mandated by the Cortese/Knox/Hertzberg Local Government Reorganization Act of 2000; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The LAFCO Principal Planner is the lead specialist level in the series. Incumbents in this class exercise considerable independent judgment and responsibility. They serve as technical-professional expert in their field who serve as resource specialists for the most complex work and work under minimal management supervision. This classification is distinguished from the LAFCO Senior Planner level in that the incumbent performs the most complex and sensitive planning and analysis, and acts in the absence of the Executive Officer. Incumbents in this classification report directly to the LAFCO Executive Officer.

Essential Functions

Duties may include, but are not limited to, the following:

- Attends all meetings of the LAFCO Commission, confers and advises the Commission on a variety of issues including questions pertaining to LAFCO powers, duties, functions and obligations;
- Researches, compiles, synthesizes, analyzes, and interprets information and data necessary to meet state law requirements and LAFCO policies and objectives;
- Reviews and analyzes complex proposals filed with LAFCO (local agency boundary changes, consolidations, etc.), conducts field investigations, makes recommendations and prepares and presents detailed and concise staff reports and presentations;
- Conducts informational studies, including Municipal Service Reviews and Sphere of Influence studies, involving inter-jurisdictional and inter-agency coordination, some of which may be complex, controversial and/or politically sensitive;
- Reviews, analyses, and prepares written comments on city or county proposed development projects, land use documents (i.e., general plans), and California Environmental Quality Act (CEQA) documents that may require LAFCO action;
- Meets with interested parties and agencies to resolve technical, policy, philosophical and political concerns;
- Participates in the development of the LAFCO work plan; develops and implements goals, objectives, policies and procedures; monitors work flow; reviews and evaluates work products, methods and procedures;
- Organizes LAFCO activities including development and preparation of the Commission meeting agenda packet;

- Assists in the preparation and monitoring the LAFCO budget; forecasts additional funds needed for staffing, equipment, materials and supplies;
- **Makes presentations and manages public participation/outreach processes relating to pending LAFCo proposals, programs, laws; and LAFCO Policies and Procedures.**
- Builds and maintains positive working relationships with co-workers, other County employees, elected officials and staff of all local governmental agencies and the public;
- Represents the Commission before various public and private policy making boards and agencies; organizes local agency summits, and participates in outside community and professional groups and committees;
- Provides technical assistance to local agencies or the public as necessary, especially with regard to local agency best practices and preparation of applicant proposals;
- Direct lower-level staff activities, manage contracts and consultants;
- Performs administrative functions such as developing policies and procedures, processing claims and deposits, and updating the LAFCO website;
- Builds and maintains positive working relationships with co-workers, other County employees, outside counsel and the public using principles of good customer service; and
- Performs other related duties as assigned.

Employment Standards

Any combination of education, training and experience which provides the required knowledge, skills and abilities is qualifying. A typical way to qualify is as follows:

Education: Equivalent to graduation from an accredited college or university with a bachelor's degree in planning, geography, economics, engineering, architecture, resource and environmental management, or closely related field; **AND**

Experience: At least five (5) years of increasingly responsible experience in a public agency performing advanced land-use planning, public facilities, infrastructure needs and financing, or resource and environmental management, or other closely related duties. LAFCO experienced is desirable.

License

Positions in this classification require incumbents to possess and maintain a valid California driver's license, Class C or higher, to carry out job related duties. Individuals who do not meet this requirement due to a physical or mental disability may request a reasonable accommodation.

Knowledge & Ability

Knowledge of: principles and practices of land use planning and local government including the organizational structure and service delivery systems of local agencies such as counties, cities and special districts; the purpose of a LAFCO, including rules and regulations as determined by statute pertinent to LAFCO, including the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, the California Environmental Quality Act and the Brown Act, among others; modern office procedures, methods and computer equipment utilizing Microsoft 365.

Ability to: personally organize, prepare, and present clear, concise, and well organized written and oral reports; represent the Commission as appropriate in a responsible and effective manner; provide administrative and analytical support activities for the Commission; analyze budget and technical reports; understand, interpret, apply and communicate laws, codes, rules, regulations, policies and procedures; problem solve; analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations; gain cooperation through discussion and persuasion; conduct field reviews of proposal sites throughout the county; work autonomously; establish and maintain effective working relationships with those contacted in the course of work.

Environmental & Functional Factors

Incumbent performs work inside of buildings; works alone or closely with others; deals with stressful situations in a calm, professional manner; manipulates paperwork; performs work while standing or sitting; moves/transportes oneself from one worksite to another; communicates verbally with co-workers and clients; sees things up close and hears well.

Medical Class

This class includes administrative or clerical positions requiring light physical effort, which may include frequent lifting of up to ten pounds and occasional lifting of up to twenty-five pounds. Ability to place or retrieve items at below waist level may be required. Considerable moving about may be involved.

DRAFT

LAFCO Senior Planner

Class Title

LAFCO Senior Planner

Class Code

xxx

Salary

\$111,862.40 - \$135,948.80 Annually

Description

DEFINITION

Under supervision, plans, provides analysis, and organizes the activities of the Local Agency Formation Commission (LAFCO) as mandated by the Cortese/Knox/Hertzberg Local Government Reorganization Act of 2000; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The LAFCO Senior Planner is the advanced journey level in the series. Incumbents in this class demonstrate a high degree of technical knowledge and perform the most difficult and responsible types of duties. Incumbents are required to be fully trained in policies and procedures related their assigned work area. This classification is distinguished from the LAFCO Principal Planner level in that the incumbent performs complex and sensitive planning and analysis under closer supervision with less independence and responsibility. Incumbents in this classification report directly to the LAFCO Executive Officer.

Essential Functions

Duties may include, but are not limited to, the following:

- Attends all meetings of the LAFCO Commission, confers and advises the Commission on a variety of issues including questions pertaining to LAFCO powers, duties, functions and obligations;
- Researches, compiles, synthesizes, analyzes, and interprets information and data necessary to meet state law requirements and LAFCO policies and objectives;
- Reviews and analyzes complex proposals filed with LAFCO (local agency boundary changes, consolidations, etc.), conducts field investigations, makes recommendations and prepares and presents detailed and concise staff reports and presentations;
- Conducts informational studies, including Municipal Service Reviews and Sphere of Influence studies, involving inter-jurisdictional and inter-agency coordination, some of which may be complex, controversial and/or politically sensitive;
- Reviews, analyses, and prepares written comments on city or county proposed development projects, land use documents (i.e., general plans), and California Environmental Quality Act (CEQA) documents that may require LAFCo action;
- Meets with interested parties and agencies to resolve technical, policy, philosophical and political concerns;
- Participates in the development of the LAFCO work plan; develops and implements goals, objectives, policies and procedures; monitors work flow; reviews and evaluates work products, methods and procedures;
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- Builds and maintains positive working relationships with co-workers, other County employees, elected officials and staff of all local governmental agencies and the public;
- Represents the Commission before various public and private policy making boards and agencies; organizes local agency summits, and participates in outside community and professional groups and committees;
- Provides technical assistance to local agencies or the public as necessary, especially with regard to local agency best practices and preparation of applicant proposals;
- Direct lower-level staff activities, manage contracts and consultants;
- Performs administrative functions such as developing policies and procedures, processing claims and deposits, and updating the LAFCO website;
- Builds and maintains positive working relationships with co-workers, other County employees, outside counsel and the public using principles of good customer service; and
- Performs other related duties as assigned.

Employment Standards

Any combination of education, training and experience which provides the required knowledge, skills and abilities is qualifying. A typical way to qualify is as follows:

Education: Equivalent to graduation from an accredited college or university with a bachelor's degree in planning, geography, economics, engineering, architecture, resource and environmental management, or closely related field; **AND**

Experience: At least three (3) years of increasingly responsible experience in a public agency performing advanced land-use planning, public facilities, infrastructure needs and financing, or resource and environmental management, or other closely related duties. LAFCO experienced is desirable.

License

Positions in this classification require incumbents to possess and maintain a valid California driver's license, Class C or higher, to carry out job related duties. Individuals who do not meet this requirement due to a physical or mental disability may request a reasonable accommodation.

Knowledge & Ability

Knowledge of: principles and practices of land use planning and local government including the organizational structure and service delivery systems of local agencies such as counties, cities and special districts; the purpose of a LAFCO, including rules and regulations as determined by statute pertinent to LAFCO, including the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, the California Environmental Quality Act and the Brown Act, among others; modern office procedures, methods and computer equipment utilizing Microsoft 365.

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DRAFT