

Members

Ayn Wieskamp, Chair
Special District Member

Nate Miley
County Member

John Marchand
City Member

Sblend Sblendorio
Public Member

Ralph Johnson
Special District Member

Scott Haggerty, Vice Chair
County Member

Jerry Thorne
City Member

Alternates

Georgan Vonheeder-Leopold
Special District Member

Wilma Chan
County Member

David Haubert
City Member

Tom Pico
Public Member

Executive Officer

Mona Palacios

Special Meeting Agenda

Tuesday, December 19, 2017, 4:30 PM

**Meeting Location: Castro Valley Sanitary District
21040 Marshall Street, Castro Valley**

Commissioners: Nate Miley, County Member; Scott Haggerty, Vice Chair, County Member; John Marchand, City Member; Jerry Thorne, City Member; Ayn Wieskamp, Chair, Special District Member; Ralph Johnson, Special District Member; and Sblend Sblendorio, Public Member.

Alternates: Wilma Chan, County Member; David Haubert, City Member; Georgan Vonheeder-Leopold, Special District Member; and Tom Pico, Public Member.

LAFCo Staff: Mona Palacios, Executive Officer; Theresa Rude, Analyst; Andrew Massey, Legal Counsel; Nat Taylor, LAFCo Planner; Sandy Hou, Clerk.

On behalf of the Chair, the Commission welcomes you to its meetings and your interest is appreciated. **If you wish to speak to a matter on the agenda, please complete a Speakers Card and submit it to staff.** When your name is announced, please come forward and give your name and address, and state your comments or questions. If you wish to speak on a matter not on the agenda, please wait until the Chair calls for Public Comment. Speakers may have a time limitation imposed at the discretion of the Chair. Alameda LAFCo meetings are wheelchair accessible. Call (510) 208-4949 (voice) or (510) 834-6754 (TDD) to request a sign-language interpreter. Five working days' notice is required.

Only those issues which are brought up at the public hearing described in this notice, or in written correspondence delivered to the LAFCo Commissioners at or prior to the hearing, may be raised in any legal challenge to the actions taken by the Commission.

Disclosure of Business or Campaign Contributions to Commissioners

Government Code Section 84308 requires that a Commissioner (regular or alternate) disqualify herself or himself and not participate in a proceeding involving an "entitlement for use" application if, within the last twelve months, the Commissioner has received **\$250 or more in business or campaign contributions from an applicant, an agent of an applicant, or any financially interested person who actively**

supports or opposes a decision on the matter. A LAFCo decision approving a proposal (e.g., for an annexation) will often be an "entitlement for use" within the meaning of Section 84308. Sphere of Influence determinations are exempt under Government Code Section 84308.

If you are an applicant or an agent of an applicant on such a matter to be heard by the Commission and if you have made business or campaign contributions totaling \$250 or more to any Commissioner in the past twelve months, Section 84308(d) requires that you disclose that fact for the official record of the proceeding. The disclosure of any such contribution (including the amount of the contribution and the name of the recipient Commissioner) must be made either: 1) In writing and delivered to the Secretary of the Commission prior to the hearing on the matter, or 2) By oral declaration made at the time the hearing on the matter is opened. Contribution disclosure forms are available at the meeting for anyone who prefers to disclose contributions in writing.

Special Meeting

- 1. Call to Order and Pledge of Allegiance**
- 2. Roll Call**
- 3. Public Comment:** Anyone from the audience may address the Commission on any matter not listed on the agenda and within the jurisdiction of the Alameda LAFCo. The Commission cannot act upon matters not appearing on the agenda. *Speakers are limited to three (3) minutes.*
- 4. Transition in Alameda LAFCo’s Executive Leadership** – The Commission will consider options and provide direction to staff and Alameda County regarding a transition plan in Alameda LAFCo’s executive leadership.
- 5. Adjournment of Special Meeting**
- 6. Next Regular Meeting of the Commission**
 - Thursday, January 11, 2018 at 2:00 p.m. at regular location**

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Executive Officer

Mona Palacios

AGENDA _____ **December 19, 2017**

December 18, 2017

Honorable Commissioners
Alameda Local Agency Formation Commission

Subject: **Transition in Alameda LAFCo Executive Leadership**

Dear Commissioners:

Beginning February 5, 2018, the Alameda Local Agency Formation Commission (LAFCo) executive leadership position will be vacant due to the resignation of your Executive Officer. My last day in the office will be January 12, 2018 as I will be taking leave through February 2nd. In response to the impending change in leadership, LAFCo Chair Ayn Wieskamp called a special meeting for the purpose of discussing both short-term and long-term plans to cover the Executive Officer duties.

Recommendations

1. Consider options and provide direction to staff and Alameda County regarding a plan to ensure that Alameda LAFCo fulfills its statutory obligations in the short-term.
2. Consider options and provide direction to staff and Alameda County regarding a plan to recruit and appoint a new permanent Executive Officer.

Background

LAFCos are independent commissions established by the California Legislature under the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (CKH Act) codified in Government Code §56000 et seq. With respect to the appointment of an Executive Officer, Government Code Section 56384 (Attachment 1) specifies that:

The commission shall appoint an executive officer who shall conduct and perform the day-to-day business of the commission.

While LAFCos operate independently, the CKH Act authorizes LAFCos to contract with another agency for staffing, facility, and other operational needs. Since July 1, 2001, Alameda LAFCo has contracted via memorandum of understanding (MOU) with the Alameda County Administrator’s Office for staffing, facilities, and services, and the Alameda County Counsel’s Office for as-needed legal counsel. The term of the current MOU expires June 30, 2019 (Attachment 2). Section 1 of the MOU states:

The County, through the County Administrator’s Office, shall provide staff services to LAFCo. The County Administrator shall make available staff appropriately qualified to serve as the Executive Officer of LAFCo, subject to approval and appointment by LAFCo.

Currently, Alameda LAFCo staffing consists of a 1.0 full-time equivalent (FTE) Executive Officer, 0.50 FTE LAFCo Analyst, and 0.65 FTE LAFCo Clerk. Beginning in fiscal year 2015-2016, Alameda LAFCo budgeted for 2.5 FTE staff. In April 2015, the person assigned by the County Administrator's Office as the LAFCo Clerk was reassigned to support LAFCo part-time and the County Administrator's Office part-time. In January 2017, the County Administrator's Office assigned a 0.50 FTE Administrative Analyst to support LAFCo. The total current FTE assigned to LAFCo is 2.15 FTE.

At the December 14, 2017 Policy and Budget Committee meeting, the committee members had an initial discussion regarding the transition in executive leadership (Attachment 3). LAFCo staff provided an overview of potential short-term and long-term issues. A representative from the Alameda County Administrator's Office attended the meeting to provide assurance that the County would fulfill its obligation to provide staff services to LAFCo and that various options would be explored. There was acknowledgment that finding a permanent replacement could take some time, so that an interim solution may be warranted. It is important to consider that any change in leadership should not delay LAFCo's ability to fulfill its statutory obligations to the public, specifically with respect to processing applications.

Options to Consider

Issues related to both short-term and long-term plans are presented below.

Short-term:

In the short-term, LAFCo should consider filling the Executive Officer position with an individual that has LAFCo Executive Officer experience to ensure that the statutory obligations of LAFCo are fulfilled without delay to members of the public, specifically as those obligations relate to the processing of current and expected applications. A copy of LAFCo's most recent Application/Inquiry Update table is provided in Attachment 4. Attachment 5 includes LAFCo's fiscal year 2017-2018 adopted Annual Workplan and Budget.

There are former LAFCo Executive Officers who could fill the short-term need by providing specified staffing services to accomplish the Commission's workplan objectives, including providing guidance to the LAFCo Clerk and Analyst, processing applications, conducting municipal services reviews, updating spheres of influence, staffing regular commission meetings and standing and ad hoc committee meetings, and advancing other ongoing administrative projects such as public member selection process, updating the LAFCo website, and review and update of Commission policies and procedures. Staff has consulted with one such person who has indicated that she would be available for three to six months on a part-time basis to assist the Commission with fulfilling its statutory obligations. There may be other people that the Commission could consider. Additionally, the Commission may want to consider requesting that the County adjust the FTE of currently assigned LAFCo staff in the short term.

Long-term:

The Commission may want to discuss the qualifications, knowledge and skills that are desirable in its appointed Executive Officer and communicate those requirements to Alameda County to ensure that Alameda County identifies the best candidates to accomplish Alameda LAFCo's statutory requirements as well as its adopted strategic plan goals and objectives. The Commission may also want to request that a LAFCo Executive Officer job description be developed. To inform this discussion, staff obtained a number of Executive Officer job descriptions from other LAFCOs (Attachment 6). Alameda LAFCo's

Honorable Commissioners

December 18, 2017

Page 3

Executive Officer is classified as an Administrative Analyst. For reference, a copy of that job description is also provided (Attachment 7).

The Commission may want to consider whether and/or how it wants to participate in the County's recruitment process. The current MOU with Alameda County does not contain parameters for Commission participation in the staff recruitment process. Including such parameters may result in a more efficient appointment process.

Other Options

The County Administrator's Office may provide other options for the Commission to consider.

Sincerely,



Mona Palacios

Executive Officer

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cc: Andrew Massey, LAFCo Legal Counsel
Susan S. Muranishi, Alameda County Administrator
Joni Pattillo, Special Assistant to the Alameda County Administrator

Attachments:

1. Government Code Section 56384
2. MOU with Alameda County
3. December 14, 2017 Policy and Budget Committee agenda
4. November 9, 2017 Application/Inquiry Update
5. FY 2017-2018 Workplan and Budget
6. Executive Officer job descriptions from other LAFCos
7. Administrative Analyst job description



State of California

GOVERNMENT CODE

Section 56384

56384. (a) The commission shall appoint an executive officer who shall conduct and perform the day-to-day business of the commission. If the executive officer is subject to a conflict of interest on a matter before the commission, the commission shall appoint an alternate executive officer. The commission may recover its costs by charging fees pursuant to Section 56383.

(b) The commission shall appoint legal counsel to advise it. If the commission's counsel is subject to a conflict of interest on a matter before the commission, the commission shall appoint alternate legal counsel to advise it. The commission may recover its costs by charging fees pursuant to Section 56383.

(c) The commission may appoint staff as it deems appropriate. If staff for the commission is subject to a conflict of interest on a matter before the commission, the commission shall appoint alternate staff to assist it. The commission may recover its costs by charging fees pursuant to Section 56383.

(d) (1) For purposes of this section, the term "conflict of interest" shall be defined as it is for the purpose of the Political Reform Act of 1974 (Title 9 (commencing with Section 81000)) and shall also include matters proscribed by Article 4 (commencing with Section 1090) of Chapter 1 of Division 4 of Title 1.

(2) For the purposes of subdivision (b), the term "conflict of interest" shall also include matters addressed by Rule 3-310 of the Rules of Professional Conduct promulgated by the State Bar of California, pertaining to representation of adverse interests.

(Amended by Stats. 2015, Ch. 114, Sec. 13. (AB 1532) Effective January 1, 2016.)

**MEMORANDUM OF UNDERSTANDING BETWEEN THE ALAMEDA LOCAL AGENCY
FORMATION COMMISSION AND THE COUNTY OF ALAMEDA**

THIS AGREEMENT is entered into by and between the ALAMEDA LOCAL AGENCY FORMATION COMMISSION (hereafter "LAFCo"), and the COUNTY OF ALAMEDA (hereafter "County"), and shall take effect upon its approval by both parties.

WHEREAS, Government Code §56380 provides that LAFCo shall "make its own provision for necessary quarters, equipment, and supplies, as well as personnel," and that LAFCo "may choose to contract with any public agency or private party for personnel and facilities;" and

WHEREAS, Government Code §56384 provides that LAFCo shall appoint an executive officer and legal counsel; and

WHEREAS, the County Administrator's Office and the Office of the County Counsel are presently and have traditionally staffed LAFCo, and LAFCo desires them to continue their services;

NOW, THEREFORE, it is hereby agreed as follows:

1. Staff Services. The County, through the County Administrator's Office, shall provide staff services to LAFCo. The County Administrator shall make available staff appropriately qualified to serve as the Executive Officer of LAFCo, subject to approval and appointment by LAFCo. The County Administrator shall also provide, pursuant to this paragraph, staff support to this Executive Officer. The services provided by this staff shall include, but not be limited to, the following management responsibilities of LAFCo's day-to-day operations:

- Preparing staff analyses, reports, proposed findings and other agenda materials for LAFCo relating to boundary proposals, contracts for provision of new or extended services outside city and district jurisdictional boundaries, sphere of influence amendments, periodic review of sphere designations and municipal services and any other matters that are within LAFCo's authority under the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (hereinafter "Act") (Government Code §§56000 *et seq.*).
- Calling, noticing and staffing LAFCo meetings in accordance with the Act and LAFCo policies and procedures.
- Preparing, mailing, filing, publishing and keeping records of agendas, notices and other required official documents on behalf of LAFCo.
- Attending LAFCo meetings.
- Responding to inquiries and providing information and technical assistance to interested public agencies, private companies, and individuals.

- Providing supporting fiscal and administrative services such as the development of the annual LAFCo budget.

- Informing LAFCo Commissioners of new legislation, correspondence, CALAFCo activities, current events and matters of interest related to LAFCo.

A. Until termination of this Agreement, LAFCo shall pay the County for the services provided by the County Administrator's Office pursuant to annual budget approved by LAFCo. The County Administrator's Office shall bill LAFCo for the services provided pursuant to this paragraph of the MOU, and upon approval of the bill by the LAFCo Executive Officer, LAFCo shall transfer the appropriate amounts to the County. In the event that this Agreement is terminated pursuant to the provisions of paragraph 11 of this Agreement, LAFCo shall pay the County for the pro rata amount for the County Administrator services up to the date of the termination of this Agreement.

2. Legal Counsel Services. The County, through its Office of the County Counsel, shall provide legal services to LAFCo. The County Counsel shall make available staff appropriately qualified to serve as the legal counsel to LAFCo. These services shall include, but not be limited to, the following:

- Preparing legal memoranda concerning matters within the jurisdiction of LAFCo and assisting the LAFCo staff with legal issues that arise in the day-to-day management of LAFCo's affairs.

- Attending LAFCo meetings.

- Representing LAFCo in litigation brought against or by LAFCo, including all phases of the usual legal services which might be anticipated in connection with litigation, such as settlement negotiations, trials, and any appeals.

A. Until termination of this Agreement, LAFCo shall pay the County for the services provided by the Office of the County Counsel pursuant to the annual budget approved by LAFCo. The County shall bill LAFCo for the services provided pursuant to this paragraph of the MOU, and upon approval of the bill by the LAFCo Executive Officer, LAFCo shall transfer the appropriate amounts to the County. Each fiscal year that this contract is in effect, the Office of the County Counsel will work with the LAFCo Executive Officer to provide an estimate of the expenses for the upcoming year to be included in the LAFCo budget. In the event that this Agreement is terminated pursuant to the provisions of paragraph 11 of this Agreement, LAFCo shall pay the County for the pro rata amount for the Office of the County Counsel services up to the date of the termination of this Agreement.

3. Other County Services. In addition to the services provided by the County Administrator's Office and the Office of the County Counsel, the County will provide

other services to LAFCo including, but not limited to, the following:

- Reviewing documents submitted to LAFCo, such as documents prepared pursuant to the California Environmental Quality Act and maps submitted with annexation applications.
- Providing financial and accounting services, including managing LAFCo accounts, providing budgeting and payroll support to LAFCo, and banking services.
- Provide personnel services, including supervision, recruitment and retention,
- Providing insurance and risk management services, as more fully described in paragraph 7 of this Agreement.
- Providing information to the Executive Officer regarding property ownership, voter registration and other subjects as applicable to LAFCo's functions.

A. Until termination of this Agreement, LAFCo shall pay the County for these services labeled as "County Charges" in the annual LAFCo budget the total amount allocated for such services in LAFCo's approved budget. The County shall bill LAFCo for the services provided pursuant to this paragraph of the MOU, and upon approval of the bill by the LAFCo Executive Officer, LAFCo shall transfer the appropriate amounts to the County. In the event that this Agreement is terminated pursuant to the provisions of paragraph 11 of this Agreement, LAFCo shall pay the County for the pro rata amount for these County Charges up to the termination date of this Agreement. In the event that LAFCo terminates from the general liability or workers' compensation program under this MOU, an additional contribution may be required to fund the incurred but unpaid actuarial liabilities attributable to LAFCo at the date of termination at the 75% confidence level. The determination of the amount due shall be based upon the actuarial valuation of the plan as of the close of the plan year in which LAFCo last participates and the percentage that LAFCo's ultimate accrued liability and allocated expenses bear to that of the plan in its entirety as of that date.

- A. The County departments/agencies providing these services shall include, but not be limited to, the following: the Assessor's Office, the Auditor-Controller's Office, the Human Resource Service Department, the Information Technology Department, the Registrar of Voters, and the Public Works Agency.

4. Conflicts of Interest: Pursuant to Government Codes Sections 56384(a) and 56384(b), LAFCo must appoint an alternate executive officer and/or alternate legal counsel if the appointed executive officer and/or legal counsel are subject to a conflict of interest on a matter before LAFCo. Any executive officer or legal counsel provided by the County through this Agreement will promptly notify LAFCo of any conflict of interest on any matter before the commission.

5. County Staff Availability. Within 30 days of execution of this Agreement, the County will notify LAFCo of the staff that it will make available for the positions of executive officer and legal counsel. To meet County staffing needs, the County may need to change the staff that it makes available for the positions of executive officer and legal counsel. The County will give LAFCo as much notice as possible of forthcoming changes in staff availability.

6. Office Space. The County shall provide LAFCo with adequate office space to support LAFCo operations. The County shall further furnish utilities, office supplies, telephone service and information technology equipment as needed by LAFCo. Until termination of this Agreement, LAFCo shall pay the County for office space and equipment provided pursuant to this paragraph the total amount allocated for such office space and equipment in LAFCo's approved budget. The County shall bill LAFCo for the items provided pursuant to this paragraph of the MOU, and upon approval of the bill by the LAFCo Executive Officer, LAFCo shall transfer the appropriate amounts to the County. In the event that this Agreement is terminated pursuant to the provisions of paragraph 11 of this Agreement, LAFCo shall pay the County for the pro rata amount for this office space and equipment up to the date of the termination of this Agreement.

7. Insurance and Risk Management Services. In order to protect LAFCo and the County against claims and liability for injury, loss, damage or death as a result of LAFCo's operations, LAFCo shall maintain insurance coverage consistent with the County's program of self insurance and purchased insurance as follows: (a) comprehensive general liability; (b) comprehensive automobile liability; (c) directors' and officers' liability; (d) blanket fidelity and public officials bonds; (e) workers' compensation; (f) property and related programs providing coverage for loss or damage to equipment and other personal property used in the course and scope of the functions of LAFCo. LAFCo shall satisfy its insurance obligation as a paying participant in the County's program of self-insurance and purchased insurance. LAFCo shall comply with all applicable requirements, rules and policies of the County Risk Management Department ("Risk Management") relating to the provision of insurance, the handling of claims, the charging of premiums, and other administrative responsibilities and functions in the same manner as such rules and policies apply to County agencies and departments. Applicable rules and policies for the County's Risk Management Program

Final 6/13/14

can be found on the County's website, www.acgov.org/cao/rmu. Annually, the County shall promptly notify LAFCo, through its executive officer, of any significant change to its insurance coverage.

8. Indemnification. LAFCo shall defend, indemnify and hold harmless the County, its officers, employees and agents from any and all liabilities and claims, suits, actions, judgments or losses by whomever asserted arising out of acts or omissions of LAFCo, its commissioners, officers or agents, or arising out of the acts or omissions of any of LAFCo's contractors. The County shall notify LAFCo promptly of any such claim, action or proceeding and cooperate fully in the defense. The County shall defend, indemnify and hold harmless LAFCo, its commissioners, officers and agents, from any and all liabilities and claims, suits, actions, judgments or losses by whomever asserted arising out of acts or omissions of the County, its officers, employees or agents. LAFCo shall notify the County promptly of any such claim, action or proceeding and cooperate fully in the defense.

9. Independent Contractor. The County shall perform this Agreement as an independent contractor. The County and its officers, agents and employees are not, and shall not be deemed, LAFCo employees for any purpose, including workers' compensation.

10. Term. The term of this Agreement shall be from the date when both parties have approved this Agreement until June 30, 2019.

11. Termination. Either party to this Agreement may terminate this Agreement for any reason upon at least 180 days written notice to the other party. If this Agreement is terminated pursuant to this paragraph, LAFCo shall compensate the County for any work performed prior to the date that the termination becomes effective. In addition, either party may terminate this Agreement for cause on 10 days notice to the other party. The provisions of paragraph 8 shall survive the termination of this Agreement.

12. Notices. All notices required or authorized by this Agreement shall be in writing and shall be delivered in person, or by deposit in the United States mail, or by deposit in a sealed envelope in the County's internal mail system, when available. Either party may change its addresses by notifying the other party of the change. Any notice delivered in person shall be effective as of the date of delivery. Any notice sent by U.S. mail or the County's internal mail shall be deemed to have been received as of the date of actual receipt or five days following the dates of deposit, whichever is earlier. Any notice to the County or LAFCo pursuant to this agreement shall be sent to the following addresses:

For the County:

County Administrator
County of Alameda
1221 Oak St. Room 555
Oakland, CA 94612

For LAFCo:

Executive Officer
Alameda LAFCo
1221 Oak St. Room 555
Oakland, CA 94612

13. Confidentiality. Confidential information is defined as all information disclosed to the County in the course of the County's performance of services under this Agreement, where such information relates to LAFCo's past, present, and future activities, as well as activities under this Agreement, and is not publicly available. The County and any of its officers, agents and employees providing services under this Agreement shall use their best efforts to hold all such information as they may receive, if any, in trust and confidence, except with the prior written approval of LAFCo as expressed through its Chair or its Executive Officer.

14. Assignments. Neither party to this Agreement may assign its obligations hereunder without the prior written consent of the other party.

15. Modification of Agreement. This Agreement may be modified with the written consent of both parties.

16. Interpretation. This Agreement shall be governed by the laws of the State of California. The venue for any legal action filed by either party in state court to enforce any provision of this Agreement shall be Alameda County, California.

17. Severability. If any provision of this Agreement, is found by any court of competent jurisdiction to be unenforceable or invalid for any reason, such provision shall be severable and shall not in any way impair the enforceability of any other provision of this Agreement.

18. Entire Agreement. This Agreement contains the entire and complete understanding of the parties and supersedes any and all other agreements, oral or written, with respect to the subject matter of this Agreement.


Dated: JUL 8 2014

COUNTY OF ALAMEDA

By: Keith Carson


President, Board of Supervisors


Approved as to Form
Donna R. Ziegler, County Counsel

By: 
ANDREA WEDDLE, Asst. County Counsel

Dated: 8.5.14

ALAMEDA LOCAL AGENCY
FORMATION COMMISSION

By: 
Splend Sbiendorio, Chair

By: 
Legal Counsel, Alameda Local
Agency Formation Commission

LAFCO

ALAMEDA LOCAL AGENCY FORMATION COMMISSION
 1221 OAK STREET, SUITE 555 * OAKLAND, CA 94612
 (510) 271-5142 FAX (510) 272-3784

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Executive Officer

Mona Palacios

Alameda LAFCo Policy and Budget Committee
Thursday, December 14, 2017, 1:00 pm – 2:30 pm

Location: Dublin San Ramon Services District
Board Conference Room
7051 Dublin Boulevard
Dublin, California

Committee Members: Commissioners Marchand, Johnson, and Pico

AGENDA

1. Proposed Draft Strategic Plan Review
2. Review of Outcome from December 8, 2017 Ad Hoc Mission Statement Committee meeting
3. Proposed Draft Water, Waste Water, Flood Control, and Storm Water Municipal Services Review Request for Proposals
4. Transition Plan for Executive Leadership
5. Public Comment: Anyone from the audience may address the Commission on any matter not listed on the agenda and within the jurisdiction of the Alameda LAFCo. The Commission cannot act upon matters not appearing on the agenda. *Speakers are limited to three (3) minutes.*

If you wish to speak to a matter on the agenda, please complete a Speakers Card and submit it to staff. When your name is announced, please come forward and give your name and address, and state your comments or questions. If you wish to speak on a matter not on the agenda, please wait until the item for Public Comment. Alameda LAFCo meetings are wheelchair accessible. Call (510) 208-4949 (voice) or (510) 834-6754 (TDD) to request a sign-language interpreter.

Alameda LAFCo Application/Inquiry Update

November 9, 2017

	Applications/Inquiries	Comments	Application Submitted?	Change since last report?
1.	East Bay Municipal Utilities District reorganization (overlapping boundary with City of Hayward)	<p>Hayward staff met with LAFCo staff on 10/8/2014 to discuss overlapping boundary issues with EBMUD. Subsequently, EBMUD staff and a property owner representative contacted LAFCo regarding potential service issues within an overlap area on the northern side of Hayward. EBMUD and Hayward staff met to discuss specific issues regarding proposed development known as the 2nd and Walpert subdivision in Hayward. LAFCo staff responded to questions from all interested parties about water and sewer services in the overlap area which are needed to support the proposed development. Since that time, EBMUD and Hayward adopted an agreement to clarify service areas for both jurisdictions.</p> <p>On March 28, 2017, LAFCo staff held a pre-application meeting with EBMUD regarding the reorganization application to address the Hayward and EBMUD boundary overlap issues. On August 23, 2017, EBMUD submitted a reorganization application. LAFCo sent the applicant a notice of incomplete application on September 15, 2017 specifying that resolutions agreeing to the exchange of property tax were missing.</p>	Yes	Yes
2.	Alameda County Zoning Amendment application #PLN20174-00087	Staff submitted a comment letter to County Planning staff in response to a proposed zoning amendment, vesting tentative tract map, and site development review proposal that was sent to LAFCo on June 16, 2017. The comment letter expressed LAFCo's interest in the project and requested that LAFCo receive all public notices related to this project. The proposed project is to rezone a 92 acre parcel located on the north side of Busch Road, east of Ironwood Drive in the unincorporated Pleasanton area from Agricultural to Planned Development to permit development of 208 new dwelling units.	No	No
3.	Dissolving inactive districts - Livermore-Amador Valley Sewer Study County Service Area (CSA) & San Lorenzo Library CSA	<p>County staff met with LAFCo staff on 11/7/2014 to discuss initiation of a dissolution application for the Livermore-Amador Valley Sewer Study CSA. At that meeting, County staff expressed interest in maintaining this CSA while the County determines whether to reactivate the CSA to support sanitary sewer needs in East County.</p> <p>On February 9, 2017, County staff met with LAFCo again regarding the dissolution process in response to a letter from the State Controller's Office dated January 19, 2017. That letter identified three "special districts" in the County that met specified criteria resulting in a designation of inactive status. Two of them are CSAs under LAFCo jurisdiction: the Livermore Amador Valley Sewer Study CSA & the San Lorenzo Library CSA. The other one is called the Alameda County-Dublin Library Corporation which is not under LAFCo jurisdiction. County staff reports that the SCO letter prompted a review of all CSAs with the result that three have been identified as inactive,</p>	No	No

	Applications/Inquiries	Comments	Application Submitted?	Change since last report?
		including the two mentioned in the SCO letter. The County expects to take steps to initiate dissolution of those three CSAs.		
4.	Union Sanitary District (USD) Annexation – Dumbarton Quarry Regional Park	On December 28, 2016, USD staff met with LAFCo staff regarding annexation of the Dumbarton Quarry Regional Park. This park is being developed by the East Bay Regional Park District (EBPRD) & will require sewer connections to support camping sites in the park. The territory is owned by EBRPD and is located near the foot of Dumbarton Bridge. On February 8, 2017, staff toured the annexation site with EBRPD staff. On March 22, 2017, staff held pre-application meeting with EBRPD and USD staff.	No	No
5.	City of Livermore – Pleasant View Lane/Arroyo Rd. reorganization	<p>Staff met with Livermore on February 22, 2016 regarding several potential applications including an unincorporated island known as Pleasant View Lane/Arroyo Rd. The city has engaged in extensive outreach efforts with community members and expects to submit an application for this area in 2016. LAFCo staff attended a community meeting regarding the Pleasant View Lane/Arroyo Rd island annexation in Livermore on April 12, 2016.</p> <p>Livermore held a community meeting on August 23, 2016 to review the status of the project and provide information to community members. City staff shared the following information about the total assessment over the life of the assessment district:</p> <ul style="list-style-type: none"> • The range will be \$32,000 to \$72,000 per parcel. • The sewer easement and emergency vehicle access easement will require right of way acquisition along Pleasant View Lane. The new easements will be 20 feet wide and will be located within the existing 25 foot wide Pleasant View private road easement. The City is required to purchase the easements from the homeowners. The assessment district will allow individual homeowners to receive the value of the right of way as a payment or to reinvest the amount into the district effectively reducing the resident's overall assessment. • Alameda County is proposing to contribute \$350,000 to the cost of the project. With right-of-way reimbursement and the County contribution, Livermore estimates the individual annual assessments to be approximately \$2,700 for Arroyo Road, \$2,400 to \$2,600 for Pleasant View Lane, \$2,900 to \$3,200 for the corner lots on Arroyo Road and Pleasant View Lane, and \$800 to \$850 for Quail Court. <p>Livermore City Council approved the Pleasant View Lane/Arroyo Rd island area pre-zoning, annexation, and assessment district formation process at a public hearing on September 12, 2016. On November 28, 2016, Livermore City Council voted to approve formation of Assessment District 2016-2.</p>	No	Yes

	Applications/Inquiries	Comments	Application Submitted?	Change since last report?
		Livermore has hired a consultant to assist with the application process. LAFCo staff has conferred with the project consultant regarding specific questions about the LAFCo application and process. Livermore staff expects to submit an application to LAFCo in Spring 2018.		
6.	City of Livermore – Concannon Winery reorganization	The City of Livermore is considering submitted a reorganization application to annex the Concannon Winery primarily so that the winery can connect to the city’s sewer system. The City’s Planning Commission considered the proposed annexation May 2, 2017 and will provide a recommendation to the City Council. On October 9, 2017, the Livermore City Council considered and approved the Planning Commission’s recommendation to approve the project, and approved submission of an annexation application to LAFCo. Subsequently, various community groups expressed concern about the project and requested additional zoning restrictions be applied. The City Council may consider recommendations for additional restrictions at its November 19, 2017 meeting.	No	Yes
7.	Alameda County Water District, East Bay Municipal Utilities District boundary issues	Hayward staff met with LAFCo staff on 10/8/2014 to discuss overlapping boundary issues identified by Hayward in two separate areas regarding the provision of water services within city limits. LAFCo staff contacted ACWD & learned that ACWD & Hayward are currently in discussions regarding groundwater management in one of the overlapping areas. ACWD requested that LAFCo allow the District and Hayward to continue working on the issues before involving LAFCo. LAFCo received a copy of a letter sent by ACWD to the Weber property developer summarizing steps needed to be taken for Hayward to provide water to the property. Staff met with ACWD staff on June 3, 2016 regarding the District’s request to the State Department of Water Resources (DWR) to modify the Niles Cones Basin boundary. The city of Hayward submitted a letter to DWR opposing the District’s request. At the District’s request, LAFCo staff provided information to the District on June 6, 2016 about actions taken by LAFCo regarding ACWD. On June 27, 2016, at the city’s request, LAFCo staff provided similar information about actions taken by LAFCo regarding Hayward.	No	No
8.	City of Livermore -- future annexations	Other potential Livermore annexation applications include an unincorporated island known as the Gandolfo property, and an out-of-area service agreement to extend sewer services to the proposed Beyer ranch development.	No	No
9.	Castle Homes County Service Area (CSA) - annexation	Staff met with County staff on September 24, 2012 and attended a community meeting on October 17, 2012 to discuss annexation options for property owners that live on two streets adjacent to the existing CSA boundaries. On February 17, 2016, staff met with County staff regarding renewed interest in the annexation of Picea and Amyx Courts located in the unincorporated Castle Homes area.	No	No

	Applications/Inquiries	Comments	Application Submitted?	Change since last report?
10.	Annexation of Castro Valley Canyonlands into Castro Valley Sanitary District	<ul style="list-style-type: none"> • Pre-application meeting held October 2007. • On 9/9/2009, the Castro Valley Sanitary District (CVSD) Board adopted environmental documents for this project and a resolution of application to LAFCo. • The County Community Development Agency (CDA) worked with CVSD to determine exact boundaries and complete application. • LAFCo staff participated in site visit of potential annexation area on 8/30/2012. • The Board of Supervisors approved a resolution of application on 1/6/2015 • The CVSD Board of Directors approved a resolution in support of the County's application on 1/6/2015. • Alameda County submitted an annexation application on 1/23/2015 • LAFCo issued a certificate of filing on 2/11/2015. • The proposal was heard and approved with conditions on 3/12/2015. • Subsequently, CVSan submitted a reconsideration request. • At the 5/14/ 2015 meeting, LAFCo approved in part and denied in part CVSan's reconsideration request. • LAFCo protest hearing held on 6/25/2015 at the Castro Valley Library. • At the 7/9/2015, meeting LAFCo received results of protest hearing and ordered the annexation. • In March 2016, LAFCo received evidence that a property tax exchange agreement has been reached. • LAFCo received the County's payment for the remaining application processing costs on July 6, 2016 and staff will record the certificate of completion as soon as possible. • On June 24, 2016, LAFCo sent an invoice to CVSan for the costs associated with processing the District's request for reconsideration above the \$1,250 initial application fee. The amount invoiced was \$\$5,676.80. In a letter to LAFCo dated August 1, 2016, CVSan states that it does not agree to pay the invoiced costs. Staff discussed the matter with District staff and will follow up with a letter responding to the District's position. • On September 27, 2017, LAFCo staff facilitated a meeting with CV San and County staff to resolve a few remaining issues regarding tax rate areas. As a result of this meeting, the County, as applicant, may submit a revised map and list of APNs that includes minor clerical corrections. Upon receipt of any such materials, LAFCo will file a revised Certificate of Completion. 	Yes	Yes
11.	Zone 7 Water Agency	The Zone 7 Water Agency was created by special legislation and is a semi-independent agency with its own independently elected Board of Directors. The agency is also considered a zone of the Alameda County Flood Control and Water Conservation	No	No

Bold indicates new information added.

	Applications/Inquiries	Comments	Application Submitted?	Change since last report?
		District which has the Alameda County Board of Supervisors as its governing body. Zone 7 has been pursuing full independent status for many years and has taken various steps towards this including seeking special legislation. LAFCo received a status update from Zone 7 dated June 18, 2013 regarding its application to LAFCo. On October 14, 2013, LAFCo received draft documents related to principles of understanding. On December 18, 2013 Zone 7 sent notice to LAFCo that the Contra Costa County Board of Supervisors unanimously accepted the principles of agreement between Zone 7 and the Contra Costa County Flood Control and Water Conservation District at their December 10, 2013 meeting and that Zone 7 is working on completing a Memorandum of Understanding with the County of Alameda's Flood Control and Water Conservation District. On October 21, 2015, Zone 7 sent another update to LAFCo which is attached to this report.		
12.	City of Livermore Doolan Canyon Sphere of Influence Amendment	Pre-application meeting held on August 12, 2011. Received application request on September 9, 2011. Sent Livermore status update requesting additional information on October 14, 2011. Joint Livermore, Dublin, Alameda County, LAFCo meeting to discussion application held on October 20, 2011. LAFCo met with DSRSD General Manager on October 31, 2011. Study session was held at the November 10, 2011 LAFCo meeting. Dublin, Livermore, and LAFCo staff met on November 14, 2011 to discuss plan for future meetings. The cities agreed to wait until early 2012 to begin discussions in order to accommodate changes in city elected officials and staff. On November 8, 2012, staff responded to questions from Economic & Planning Systems, a consulting firm hired by both Livermore and Dublin to complete a market-type study of the development and conservation potential of the Doolan Canyon area. The consultants anticipate completing the study by early 2013. City of Dublin staff submitted an update on the consultant study on December 11, 2012. On November 5, 2013, in response to LAFCo staff's inquiry, the Dublin City Manager indicated that the consultant study is not completed yet and the two cities continue to work on issues regarding development in the area before the study can be completed. No study deadline was provided, and no other action has taken place. On June 3, 2014, the city of Dublin adopted an ordinance establishing an urban growth boundary to "protect the open spaces and agriculture of Doolan and Collier Canyons and the Dublin Western Extended Planning Area from harmful development." The competing initiative known as the "Let Dublin Decide Initiative of 2014" failed at the November 4, 2014 election.	Yes	No
13.	Livermore Area Recreation & Park District annexation of territory within LARPD's SOI	On January 21, 2016, LAFCo staff and legal counsel met with LARPD staff and legal counsel to review the annexation process regarding the portion of territory in northeastern Alameda County that is currently within the district's SOI. Another alternative to consider is removing that territory from the district's SOI.	No	No

	Applications/Inquiries	Comments	Application Submitted?	Change since last report?
14.	City of Pleasanton & Livermore Area Recreation and Park District overlapping service areas	An issue has been identified regarding a number of parcels annexed by Pleasanton in the 1980s that remain within the boundary of LARPD creating potential overlapping service areas. LAFCo met with Pleasanton and LARPD to determine next steps on March 12, 2013. On June 6, 2014, LAFCo staff communicated with LARPD staff and on July 1, 2014 with city of Pleasanton staff regarding this issue and offered to facilitate another meeting to discuss next steps.	No	No
15.	Panoramic Hill Inquiry	<p>The Panoramic Hill area is bisected by the Oakland-Berkeley city boundary. In 2006, Alameda LAFCo removed Panoramic Hill territory from Oakland's SOI and placed it into Berkeley's SOI so that all of the Panoramic Hill area is within Berkeley's SOI as an indication that Berkeley is the more logical service provider. Neither Berkeley nor Oakland has initiated a boundary change and in 2012 Berkeley indicated it did not intend to seek a boundary change.</p> <p>Attached is correspondence dated 8/3/2015 from property owner Bashir Anastas requesting that Alameda LAFCo follow up with Berkeley and Oakland to resolve the issue. Staff requested additional information from the property owner to determine whether his property is contiguous to Berkeley so that he could petition to detach from Oakland and annex into Berkeley. His property is not contiguous, so staff informed him that he could not initiate the special reorganization. Staff further explained that LAFCo had taken the action it could to modify the SOIs of Berkeley and Oakland and that the commission could consider additional follow up during the cities' municipal service review.</p> <p>Attached is email correspondence dated 10/5/2017 from property owner Bashir Anastas requesting that Alameda LAFCo either initiate reorganization of the Panoramic Hill area or approach the state legislature to obtain authority to initiate such action. Staff will provide a response to Mr. Anastas' comment as part of the Cities MSR response to public comments.</p>	No	Yes
16.	Contra Costa County & Alameda County boundary adjustment – annexation into the City of Oakland	For many years, LAFCo staff has met with property owners whose properties straddle the Contra Costa and Alameda Counties border. The owners want to develop their property but Contra Costa County will not allow it because it is outside that county's urban growth boundary. Additionally, the most logical municipal service provider would be the City of Oakland which cannot extend its services across county bounds. This project would require a county boundary adjustment to occur prior to consideration of an annexation proposal into the City of Oakland. The most recent meeting regarding this was March 6, 2013.	No	No

	Applications/Inquiries	Comments	Application Submitted?	Change since last report?
17.	Pleasanton – Livermore SOI issue (Pleasanton Gravel Company)	Property owner (Pleasanton Gravel Co.) has inquired with LAFCo, Livermore, and Pleasanton regarding one parcel in unincorporated territory that is in Livermore’s SOI. Property owner wants parcel moved to Pleasanton’s SOI. Property owners’ lawyers have submitted a public records request for a variety of information, including public noticing, city/county agreements, and resolutions associated with moving the subject parcel from Pleasanton to Livermore SOI. LAFCo staff determined that the subject parcel changed SOIs in 1988 and, in conjunction with legal counsel, provided this information to the Pleasanton Gravel representatives. They have requested to be notified about any public process and/or meetings related to the SOI update/MSR process. On July 12 & 26, 2012, the property owner provided LAFCo staff with documents regarding the placement of his property into Livermore’s SOI.	No	No

Alameda LAFCo Project Update

November 9, 2017

	Projects	Comments	Change since last report?
1.	Cities municipal services review	<p>On June 1 and June 9, LAFCo sent requests for information to each city. To date, LAFCo has communicated with all 14 cities about the requested materials. Responses have been received from nine cities. Staff and the project consultant met with city of Oakland staff on August 29th. Staff continues to follow up with the cities who have not yet submitted requested information or who have submitted incomplete responses. On March 22, 2017, staff distributed a 2nd request for information to each city. All cities have submitted responses and the project consultant is completing administrative draft reports for each city.</p> <p>Notice of the public review draft of the Cities Municipal Services Review was distributed to all subject agencies, LAFCo member agencies and interested parties on September 22, 2017. The deadline for comments was October 20, 2017. On October 5, 2017, LAFCo sent a reminder notice regarding the upcoming deadline. Twelve comments were submitted. The project consultant and staff met on October 23rd to review and discuss all comments, including comments received at LAFCo's September 21 meeting, and prepare responses as needed.</p>	Yes
2.	Electronic document management system	<p>At the January 14, 2016 regular meeting, the Commission approved an amendment to the County memorandum of understanding (MOU) to incorporate implementation of the EDM system including specific performance standards regarding electronic document systems. On February 8, 2016, staff sent the amendment to Alameda County for approval. The amended MOU was approved by the County Board of Supervisors on May 24, 2016. Staff met with the County Information Technology Department (ITD) staff to initiate project on June 15, 2016. The LAFCo Clerk now has a scanning device installed. The Clerk and Executive Officer have the required software installed and County ITD staff have provided initial training. Beginning in August 2017, the LAFCo Clerk started working with an intern in the County Administrator's Office to scan documents.</p>	Yes

List of Completed/Resolved Applications/Inquiries/Projects during FY 2017-2018

	Applications/Inquiries/Projects	Comments
1.	City of Pleasanton Retroactive Approval of Water & Sewer Service Extensions to unincorporated Remen Tract area – various properties	Commission decided to pay for study of Remen Tract infrastructure up front and Pleasanton is to pay LAFCo back as undeveloped Remen Tract properties develop. LAFCo staff met with Pleasanton and County staff on September 28, 2017 to discuss the RFP process and requirements.
2.	Hayward OASA: APN 85A-6100-5-3 (Parham)	
3.	Eden Township Healthcare District SOI amendment	
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Final Alameda LAFCo Annual Work Plan, FY 2017- 2018

Objective 1: Complete municipal service review (MSR) for all cities and update related agency spheres of influence (SOIs).			
Action Steps	Resources Needed/Staff Assigned	Timeline	Priority Goal Addressed
1.1 Present the Draft MSR and SOI recommendations at LAFCo public hearing and/or LAFCo workshop(s).	Project Consultant	July 2017	A: Curb urban sprawl, and preserve and protect open space and agricultural lands. B: Strengthen local agency oversight to encourage organizations to recognize their responsibilities to the public that they serve.
1.2 Revise the Draft MSR to address comments and distribute the Revised Draft Public Review MSR for a 21-day public review and comment period.	Project Consultant Executive Officer Clerk	August 2017	
1.3 Present the Revised Draft Public Review MSR and SOI recommendations at LAFCo public hearing for final adoption.	Project Consultant	September 2017	
1.4 Prepare final MSR, distribute to all subject agencies and interested parties, and post on LAFCo website.	Project Consultant Analyst Clerk	September 2017	
1.5 Monitor local agency compliance with service review recommendations.	Executive Officer Analyst Clerk	On-going	

Objective 2: Complete municipal service review for County-wide water and wastewater services and update related agency spheres of influence.			
Action Steps	Resources Needed/Staff Assigned	Timeline	Priority Goal Addressed
2.1 Initiate MSR/SOI update project.	Executive Officer Analyst Project Consultant	July 2017	A: Curb urban sprawl, and preserve and protect open space and agricultural lands. B: Strengthen local agency oversight to encourage organizations to recognize their responsibilities to the public that they serve.
2.2 Collect information through all available data sources (e.g., interviews, meetings, surveys and /or research), compile information in a database, and verify with subject agencies.	Analyst Project Consultant Clerk	July – August 2017	
2.3 Identify appropriate standards and criteria to be used for service evaluation.	Analyst Project Consultant	July – August 2017	

Final Alameda LAFCo Annual Work Plan, FY 2017- 2018

Objective 2: Complete municipal service review for County-wide water and wastewater services and update related agency spheres of influence.			
Action Steps	Resources Needed/Staff Assigned	Timeline	Priority Goal Addressed
2.4 Analyze data and prepare Draft Public Review MSR including SOI update recommendations.	Project Consultant Analyst	August – September 2017	
2.5 Distribute the Draft Public Review MSR for a 21-day public review and comment period.	Executive Officer Clerk	October 2017	
2.6 Present the Draft MSR and SOI recommendations at LAFCo public hearing and/or LAFCo workshop(s).	Project Consultant	November 2017	
2.7 Revise the Draft MSR to address comments and distribute the Revised Draft Public Review MSR for a 21-day public review and comment period.	Planning Consultant Executive Officer Clerk	December 2017	
2.8 Present the Revised Draft Public Review MSR and SOI recommendations at LAFCo public hearing for final adoption.	Planning Consultant	January 2018	
2.9 Prepare final MSR, distribute to all subject agencies and interested parties, and post on LAFCo website.	Planning Consultant Executive Officer Clerk	January 2018	
2.10 Monitor local agency compliance with service review recommendations.	Analyst Clerk	On-going	

Final Alameda LAFCo Annual Work Plan, FY 2017- 2018

Objective 3: Process approximately 8-10 change of organization, reorganization and out-of-area service agreement applications.			
Action Steps	Resources Needed/Staff Assigned	Timeline	Priority Goal Addressed
3.1 Meet with applicants to review application requirements.	Executive Officer Analyst	On-going	A: Curb urban sprawl, and preserve and protect open space and agricultural lands. C: Be a catalyst and information resource to promote logical, efficient municipal service provision.
3.2 Complete required analysis of factors to consider and present report to Commission for consideration.	Executive Officer Analyst Planner Legal Counsel	On-going	
3.3 Monitor compliance with conditions of approval.	Executive Officer Analyst Clerk	On-going	

Objective 4: Update Alameda LAFCo's strategic plan.			
Action Steps	Resources Needed/Staff Assigned	Timeline	Priority Goal Addressed
4.1 Determine format, location, and time for workshop.	Executive Officer Clerk	June 2017	A: Curb urban sprawl, and preserve and protect open space and agricultural lands.
4.2 Identify and contract with facilitator to conduct one day strategic planning workshop.	Executive Officer	June 2017	
4.3 Conduct workshop.	Commissioners Executive Officer Analyst Legal Counsel Planning Consultant Clerk	September 2017	B: Strengthen local agency oversight to encourage organizations to recognize their responsibilities to the public that they serve. C: Be a catalyst and information resource to promote logical, efficient municipal service provision.
4.4 Complete follow-up as needed.	Executive Officer Analyst Clerk	As needed	

Final Alameda LAFCo Annual Work Plan, FY 2017- 2018

Objective 5: Update Alameda LAFCo policies and procedures to improve usability and reflect local conditions and circumstances.

Action Steps	Resources Needed/Staff Assigned	Timeline	Priority Goal Addressed
5.1 Review operational policies and procedures and identify opportunities to increase productivity, streamline processes, and aid public access to information.	Executive Officer Analyst Legal Counsel Planning Consultant Clerk	On-going	A: Curb urban sprawl, and preserve and protect open space and agricultural lands.
5.2 Identify desired policy changes to reflect local conditions and circumstances, including sphere of influence, inter-LAFCo coordination, change of organization, reorganization, and out-of-area service agreement policies and procedures.	Policy and Budget Committee Executive Officer Analyst Legal Counsel Planning Consultant Clerk	On-going	B: Strengthen local agency oversight to encourage organizations to recognize their responsibilities to the public that they serve.
5.3 Engage community and other stakeholders in update process as appropriate.	Executive Officer Analyst Clerk	As needed	C: Be a catalyst and information resource to promote logical, efficient municipal service provision.

Objective 6: Continue to provide County-wide municipal service presentations to inform the Commission as it pursues its objectives to encourage orderly boundaries, promote efficient public services, discourage urban sprawl, and preserve agricultural and open space lands.

Action Steps	Resources Needed/Staff Assigned	Timeline	Priority Goal Addressed
6.1 Identify municipal services of interest to the Commission.	Commission Executive Officer	On-going	C: Be a catalyst and information resource to promote logical, efficient municipal service provision.
6.2 Identify service providers to provide presentations to Commission.	Executive Officer	On-going	
6.3 Schedule presentations.	Executive Officer	On-going	

Final Alameda LAFCo Annual Work Plan, FY 2017- 2018

Objective 7: Communicate Alameda LAFCo's mission and goals to the community and identify strategies to achieve shared objectives.			
Action Steps	Resources Needed/Staff Assigned	Timeline	Priority Goal Addressed
7.1 Offer periodic informational briefings to a variety of groups, including the Special Districts Association, Mayors' Conference, and other boards and councils.	Commissioners Executive Officer	On-going	C: Be a catalyst and information resource to promote logical, efficient municipal service provision.
7.2 Communicate with local legislators.	Commissioners Executive Officer Clerk		
7.3 Conduct general outreach to local agencies (e.g. planning depts. as they commence general plan updates).	Executive Officer	On-going	
7.4 Participate in update of Plan Bay Area.	Executive Officer Analyst	On-going	
7.5 Participate in CALAFCO activities including workshops, conferences, and legislative committee.	Executive Officer Analyst Clerk Legal Counsel Commissioners	On-going	

Objective 8: Conduct "Old Systems Forum" to facilitate conversations about maintaining and/or upgrading aging infrastructure (water and recycled water, sewer, flood control, road maintenance)			
Action Steps	Resources Needed/Staff Assigned	Timeline	Priority Goal Addressed
8.1 Determine format, location, and time for forum.	Commissioners Executive Officer	July 2017	C: Be a catalyst and information resource to promote logical, efficient municipal service provision.
8.2 Work with local agencies and other stakeholders to determine topics to be covered.	Executive Officer Analyst	August – September 2017	
8.3 Identify local agencies and other stakeholders to participate and send invitations.	Executive Officer Analyst Clerk	August – September 2017	

Final Alameda LAFCo Annual Work Plan, FY 2017- 2018

Objective 8: Conduct "Old Systems Forum" to facilitate conversations about maintaining and/or upgrading aging infrastructure (water and recycled water, sewer, flood control, road maintenance)			
Action Steps	Resources Needed/Staff Assigned	Timeline	Priority Goal Addressed
8.4 Conduct forum.	Commissioners Executive Officer Analyst Clerk	January 2018	
8.5 Complete follow-up as needed.	Executive Officer Analyst	As needed	

EXECUTIVE OFFICER JOB DESCRIPTIONS

CONTRA COSTA LAFCO LAFCO EXECUTIVE OFFICER

DEFINITION:

Under general direction, and within the scope of the Government Code, provides overall management and implementation of the activities of the Local Agency Formation Commission (LAFCO), supervises and directs the LAFCO staff and consultants, and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

This position conducts and performs the day-to-day business of the Commission.

LAFCO is mandated to ensure the logical formation and determination of the boundaries of local agencies, promote orderly development, and discourage urban sprawl with appropriate consideration to preserving agricultural and open space lands.

The LAFCO Executive Officer reports directly to the Commission.

MANAGEMENT RESPONSIBILITIES:

- Prepare staff analyses, reports, proposed findings, recommendations and other agenda materials for the Commission relating to boundary proposals, contracts for provision of services outside city or district boundaries, sphere of influence amendments, municipal services reviews and other matters within the Commission's authority under its enabling legislation, the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, Government Code Section 56000 et seq. (hereinafter the "Act")
- Call and notice Commission meetings and hearings in accordance with the Act and the Commission's policies and procedures
- Prepare, mail, file, publish and keep records of agendas, notices and other required official documents on behalf of the Commission
- Respond to inquiries and provide information and technical assistance to interested public agencies and individuals to effectively promote the Commission's goals and objectives
- Assure open and clear communication with local agencies, land owners and the general public in order to maximize effective collaboration and cooperation
- Provide supporting fiscal services such as development of the annual LAFCO budget, management of LAFCO financial accounts including receipt of LAFCO fees and charges, payment of Commission charges and expenses, and the preparation of required reports
- Inform Commissioners of legislation, correspondence to the Commission, CALAFCO activities, current events and matters of interest related to LAFCO

MINIMUM QUALIFICATIONS:

License: Possession of a valid driver's license.

Education: Possession of a baccalaureate degree from an accredited college or university with a major in public administration, business administration, public policy, planning, economics, political science or a closely related field. A Master's Degree in one of the fields listed above is desirable.

Experience: Three (3) years of full-time experience with LAFCO, City, County or special district management, closely related field, or private sector experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Public finance, public infrastructure planning, environmental laws and practices and local government structure
- Budget analysis, preparation and management

Ability to:

- Prepare and present comprehensive reports and recommendations concerning a variety of situations involving proposed changes of local government organization, and make oral presentations
- Earn the confidence and cooperation of the Commission, governmental officials and the public
- Communicate effectively both orally and in writing
- Supervise commission staff
- Solve complex, multi-layered issues
- Use computer applications, i.e., word-processing, spreadsheets and Internet software to prepare for presentations and to compose reports
- Use professional judgment in adversarial situations



LAFCO Executive Officer

Class Code:
D6F

Bargaining Unit: County Employees'
Management Association

COUNTY OF SANTA CLARA
Established Date: Jan 15, 2008
Revision Date: Jan 17, 2008

SALARY RANGE

\$55.77 - \$67.78 Hourly
\$4,461.44 - \$5,422.48 Biweekly
\$9,666.45 - \$11,748.71 Monthly
\$115,997.44 - \$140,984.48 Annually

DEFINITION:

Under policy direction of the Local Agency Formation Commission (LAFCO), to plan, organize, direct and coordinate the activities of the LAFCO program and provide administrative, research, analytical and advisory services to the Commission.

DISTINGUISHING CHARACTERISTICS:

This single position class has full management responsibility for the Santa Clara County LAFCO program and is the liaison between the LAFCO Commission and the general public, and other governmental agencies including the County, special districts, cities and other regional and state agencies.

The LAFCO Executive Officer differs from the LAFCO Analyst as the LAFCO Executive Officer is responsible for all functions and activities of the LAFCO program. The LAFCO Executive Officer takes policy direction from the Commission and reports to the County Executive's Office on personnel and administrative matters.

TYPICAL TASKS:

- Plans, organizes, and directs the activities of staff in the receiving, processing and analyzing of applications and petitions for LAFCO action; determines legal acceptability for filings; checks and certifies petitions;
- Develops goals, policies and work programs subject to LAFCO review and approval; implements policies and procedures for carrying out functions of the program and evaluates programs and procedures for overall effectiveness;
- Reviews proposed local and state legislation; interprets and applies relevant state laws and local policies;
- Represents LAFCO matters before various public and private policy making boards and agencies and makes presentations to LAFCO or other local governments at public hearings;
- Conducts studies, prepares reports and makes recommendations on proposals submitted to LAFCO involving jurisdictional/boundary changes for cities or special

districts;

- Manages and conducts special studies such as Municipal Service Reviews and Sphere of Influence studies involving inter-jurisdictional or inter-agency coordination;
- Defines personnel resource needs and allocates them as required to reach program objectives; selects and hires staff and ensures the orientation, training and developing of program staff; directs and evaluates the work of subordinate staff and consultants;
- Oversees LAFCO staff review of application processing including the creation of staff reports and holding of public hearings;
- Creates contracts to hire consultants; responsible for effective management of contracts to ensure that products are delivered;
- Prepares and administers LAFCO's annual budget;
- Acts as liaison between the Commission, the general public and other governmental agencies; develops public participation and outreach processes and explains LAFCO laws, policies and procedures to the public, community organizations, government agencies and the media;
- Keeps abreast of new trends and developments related to LAFCO's activities, rules and regulations;
- Performs related duties as required.

EMPLOYMENT STANDARDS:

Sufficient training, education and experience that demonstrate the ability to perform the above tasks and possession of the knowledge and abilities listed below.

Experience Note: The following knowledge and abilities would typically be acquired through possession of a Bachelor's Degree in Public Administration, City and Regional Planning or closely related field.

AND

Five (5) years of professional land use planning or administering a public program or related experience, including supervisory, management or administrative experience that demonstrates the ability to perform the typical tasks. A Master's degree in Public Administration or City and Regional Planning may be substituted for two (2) years of the required experience. A Master's degree in a closely related field may be substituted for one (1) year of the required experience.

LAFCO work experience or working in a professional capacity in city or county planning or public administration is highly desirable.

Possession of a valid California Driver's License prior to appointment and the ability to qualify for a County Driver's Permit.

Knowledge of:

- Local Agency Formation Commission law, practices and procedures;

- Program development and evaluation;
- Urban and regional planning principles, practices and techniques;
- Contracts and the ability to hire consultants;
- Personnel management techniques;
- State and local laws relating to environmental protection;
- Principles of organization and administrative, fiscal and program management; principles of employee supervision, training and development;
- Communication techniques required for gathering, evaluating and transmitting information;
- Public outreach methods and procedures.

Ability to:

- Plan, organize and direct administrative and analytical support activities for LAFCO;
- Make independent decisions and accurate assessments;
- Develop creative and practical solutions to complex problems;
- Plan and assign workloads clearly and effectively;
- Write clear and concise reports;
- Supervise, train, motivate and evaluate staff;
- Deal effectively with a variety of government and community officials;
- Organize public hearings and speak effectively in public;
- Integrate the activities of a program to attain program goals;
- Analyze, prepare and present comprehensive reports;
- Develop, recommend and implement effective courses of action;
- Develop and effectively utilize all available resources;
- Establish and maintain program's objectives, priorities and policies;
- Prepare and administer a budget;
- Communicate clearly and concisely, both orally and in writing.

Job Title: Executive Officer

Job Summary:

Provide overall management and direction for state mandated programs of Local Agency Formation Commission (LAFCO) as established by policy and State law. LAFCO is mandated to encourage orderly growth and development and the logical formation and reorganization of local agencies' boundaries and service area with appropriate consideration of preserving agricultural and open space lands within Orange County.

Provide leadership, strategic direction and management to LAFCO. Represent Orange County LAFCO to state, regional and local agencies.

Duties and Responsibilities:

Provide overall leadership and management of State mandated programs of LAFCO specifically application processing affecting growth and development patterns, delivery of urban services and establishment of local governance options.

Prioritize and manage the conduct of special studies relating to the efficient delivery of public services, local control and accountability, government financing options, and determinations of boundary disputes among government agencies and/or community groups.

Development and governance of public policy used to manage all proposed jurisdictional changes under the purview of LAFCO. Work directly with the Association of California Cities – Orange County (ACC-OC), the California Association of LAFCOs (CALAFCO), the Special Districts, and the County of Orange in strategic and legislative planning activities.

Provide leadership and overall management of Commissioners and elected officials to include strategic planning, as well as the management and development of agency staff to assure agency development.

Oversee the preparation and update of Municipal Service Reviews and Spheres of Influence (future agency boundaries) for each city and special district in Orange County. Lead public meetings and discussions within and among cities and special districts to provide LAFCO-related education and to obtain community input regarding LAFCO applications.

Develop and implement a communication and legislative outreach plan designed to improve and enhance communication at the State level. Provide leadership and advice to high-level committees or organizations throughout the State and specifically in Orange County.

Administrative responsibilities include fiscal oversight, budget preparation and management of human resources, resource development, and the tracking and analysis of legislative actions impacting local public agencies.

Education, Experience and Knowledge:

Bachelor's degree in Public Policy, Planning, Political Science or other related area plus a minimum of six years' experience with LAFCO, City Management or County Executive Management. At least four years in agency management is required. A Master's degree is desirable. Must understand urban planning theory and

techniques, public finance, public infrastructure planning, environmental laws and local government. Experience in handling jurisdictional consolidations, reorganizations and their resultant financing and tax issues is highly desired. Must have experience in the management of Boards, Commissions and Elected Officials.

Expertise in the Cortese-Knox Local Government Reorganization Act of 2000 and California Environmental Quality Act (CEQA), understanding of tax laws, public and private infrastructure systems, and financing techniques are all required. Expertise in budget analysis, preparation and management is required.

Specific Skills:

Requires in-depth analytical thinking and capability of solving complex, multi-layered issues. Must have excellent public speaking, oral and written skills, as well as excellent political judgment. Demonstrated experience in conflict resolution and mediation is required.

Requires good computer skills, i.e., spreadsheets, word-processing, database, communication and program management software.

Key Personal Characteristics:

Ability to lead and inspire, think strategically and creatively problem solve.
Proven ability to use sound judgment, transparent decision making, and maintain professionalism and integrity in all public settings.

FRESNO LOCAL AGENCY FORMATION COMMISSION (LAFCo)

EXECUTIVE OFFICER

DEFINITION:

Administers Fresno LAFCo business and related functions and conducts special studies as directed by the Commission as per State law and LAFCo adopted policies.

DISTINGUISHING CHARACTERISTICS:

The LAFCo Executive Officer is responsible for conducting the day-to-day business of the Fresno Local Agency Formation Commission (LAFCO). LAFCo is a State mandated commission which is charged with the responsibility to insure orderly growth of cities and districts and to discourage the creation of islands, peninsulas, and other irregular city and district boundaries. The Commission is also charged with preserving prime agricultural lands. LAFCo functions as an "Independent" agency as per State law (Cortese-Knox-Hertzberg Local Government Act of 2000).

The LAFCo Executive Officer reports directly to the Commission and is responsible for reviewing and analyzing all proposals in conjunction with Commission policies and State law requirements. The Executive Officer is also responsible for conducting monthly public hearings. The incumbent coordinates activities with county departments, state and city governments, special districts, and community groups. The Executive Officer may be called upon to speak to and educate special interest groups such as the Fresno County Grand Jury, service clubs, and neighborhood groups. Also, special workshops may be conducted on such topics as agricultural preservation, municipal service review, and sphere of influence program updates.

The LAFCo Executive Officer must be strong in oral and written communication skills, initiative and imagination, and timely accomplishment of job assignments. Because of the sensitive nature of relationships and assignments, the incumbent is expected to be able to relate well with various groups of people, use good judgment, demonstrate initiative, and maintain a high-level of maturity.

SAMPLES OF DUTIES:

The information listed below is meant to serve as samples of job duties and responsibilities for positions in this classification. This list is neither inclusive nor exclusive, but indicative of several types of duties performed. Consequently, this information does not reflect essential functions for any given position in this classification.

1. Administers the day-to-day operations of the Local Agency Formation Commission.
2. Reviews and analyzes all proposals submitted to Fresno LAFCo according to Commission *Policies, Standards, and Procedures*.
3. Prepares reports and recommendations pertaining to each proposal.
4. Conducts public hearings and issues certificates of completion for all approved projects.

5. Prepares Commission resolutions reflecting Commission actions.
6. Evaluates projects in accordance with the California Environmental Quality Act (CEQA) requirements and recommends appropriate findings.
7. Translates policies and actions of Commission to local agencies and acts as liaison with county departments, state and local governments, special districts, and community groups.
8. Prepares budgets and administers contracts and agreements for the Commission.
9. Guides the preparation of municipal service reviews for special districts and cities as required by state law and prepares sphere of influence updates for said districts and cities at least once each five years.
10. Prepares special studies or research as directed by the Commission.
11. Supervises LAFCo staff and makes staff assignments. Holds regular staff meetings to discuss agendas and proposals and provide general agency direction.
12. Supports a "team approach" to problem solving and seeks input/communication from staff members in creating a greater sense of agency unity and promoting personal and agency growth.

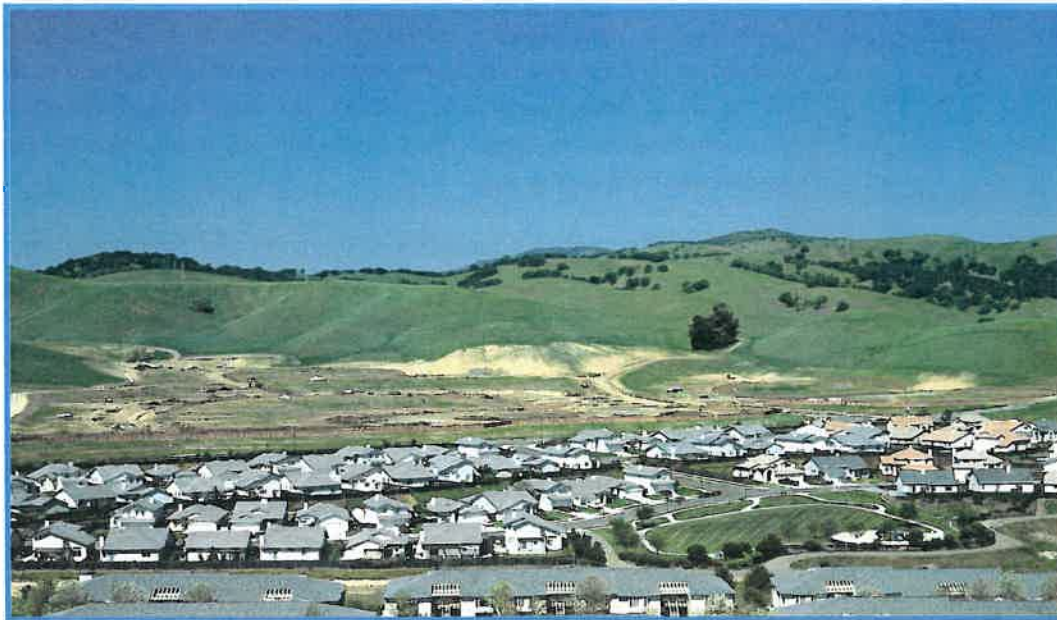
MINIMUM QUALIFICATIONS:

Education: Graduation from an accredited four-year college or university with a bachelor's degree that is acceptable within the United States' accredited college or university system.

Experience: Four (4) years of full-time, paid work experience in a management level position with a city, county, special district, or other with LAFCo experience.

Substitution: Additional qualifying experience may be substituted for the required education on a year-for-year basis.

License: Possession of a valid Class "C" California Driver's License may be required.



Executive Officer

\$108,154 to \$131,462 annually

Plus competitive benefits package

Solano County

Solano County is a special place, with its inviting mix of rural and suburban lifestyles and easy access to all of the urban amenities associated with two of the nation's most dynamic metropolitan regions. Situated midway between San Francisco and Sacramento, the state capital, Solano County is home to rolling hillsides, waterfronts and fertile farmland. Residents can enjoy day trips to the San Francisco Bay Area, Lake Tahoe region and the Napa and Sonoma Valleys. Thanks to mild climate, plenty of open space, proximate to lakes, rivers and mountains, residents can enjoy year round outdoor recreational activities like fishing, boating, skiing, hiking and biking. The blend of agriculture, corporate business and pleasant lifestyle enhance the attraction of living within our county.



The County encompasses over 900 square miles and has a population of over 436,000 residents, which are concentrated in the seven incorporated cities of: Benicia, Dixon, Fairfield, Rio Vista, Suisun, Vacaville and Vallejo. Limits are placed for residential and commercial development outside of the cities, thus preserving approximately 80% of the land for open space or agricultural uses.

LAFCo

Each county within California has a Local Agency Formation Commission (LAFCo) and these local agencies are mandated by the State legislature to encourage the orderly formation of local governmental agencies, preserve agricultural land resources, and discourage urban sprawl.



The Solano Local Agency Formation Commission is an independent body, governed by a five member Board of Directors, and is comprised of two members from the County's Board of Supervisors, two members appointed by the Cities, and one member at large. The Commission has three alternate Directors, one appointed from each group.

Solano LAFCo reviews boundaries of the cities and special districts, particularly when reviewing applications for the incorporation of property into a city or special district. Special studies that review ways to reorganize, simplify, or streamline governmental structures are occasionally undertaken, including affirming the sphere of influence for each city and special district within the county. Each five years LAFCo conducts a municipal services review of each city and special district, primarily through resources provided directly by cities or through consultant services.

Two staff members provide the administrative, technical and professional support to the Solano LAFCo.

The Position and Ideal Candidate

The Executive Officer reports directly to the Solano LAFCo Board of Directors and administers the operations of the agency, including overall policy development for Board consideration, program planning, fiscal management, and development of administrative goals. The Executive Officer is supported by an analyst. Solano LAFCo contracts with outside counsel for legal services. Additionally, Solano LAFCo and the County of Solano have a cooperative agreement whereby the County provides financial and personnel services.

The ideal applicant will be adept in managing projects, providing direction to and managing the work of others, work independently, and engage in a participatory manner with local planning departments, cities, special districts, other regional and state agencies, and other interested parties.

Equally important is excellent administrative, analytical and financial acumen. The ability to think and act strategically to develop and deliver creative business solutions and proactive approaches to complex problems are also important. Open, clear and concise communication, proven professional ethics in order to maximize collaboration and cooperation and build and maintain positive working relationships with a variety of government and community officials will be essential in this role.



The ideal professional background includes a bachelor's degree in public administration, urban or regional planning, economics, business administration or a related field, plus five years professional experience in land use planning, administrative, organizational or financial analysis. Course work related to land use planning, engineering, public policy, and/or environmental studies is desirable. Knowledge of the California Environmental Quality Act (CEQA) or the National Environmental Protection Act (NEPA) is essential.



Compensation and Benefits Solano

LAFCO offers a comprehensive and competitive compensation and benefits package. The base salary range for this position is \$108,154.44 to \$131,462.40 annually. The excellent benefits package includes:

- Longevity Pay – additional 2.5% of pay with 10 years of service, increasing incrementally at 15, 20, 25, 30 and 35 years of service, to a 15% maximum. Prior employment with California cities, counties, joint powers authorities or special districts count toward these years of service.
- Holidays, Vacation and Sick Leave – Twelve paid holidays per year, accrue twenty vacation days per year, and accrue twelve sick leave days per year.
- Administrative Leave – Eighty hours each July 1st (pro-rated during the first fiscal year).
- Retirement – LAFCo participates in the California Public Employees' Retirement System (CalPERS). CalPERS retirement is based on a formula of 2.7% @ 55. A new hire not previously in CalPERS (or a reciprocal plan) or who has had defined break of service receives the PEPPA retirement formula of 2% @ 62. Employees pay their own portion of the retirement costs.
- Health Benefits – LAFCo offers a choice of CalPERS health plans with \$1,393.18 paid by LAFCo. Cashback for employees who decline health insurance or enroll in employee only coverage is provided. Full-time employees and their eligible dependents are eligible for vision and dental insurance with 100% of the cost paid by LAFCo.
- Other Benefits – Employees receive employer-paid life insurance and long-term disability insurance. Employees may also elect to participate in deferred compensation, credit union, supplemental life insurance, and flexible spending plans. Solano LAFCo participates in Medicare, but not in Social Security.

The Process and Tentative Calendar

To apply for this exceptional career opportunity, please submit an employment application through the Solano County Human Resources Department at:

[https://www.jobaps.com/Solano/newregpages/termsfuse.asp?
RecruitNum1=16&RecruitNum2=128030&RecruitNum3=01](https://www.jobaps.com/Solano/newregpages/termsfuse.asp?RecruitNum1=16&RecruitNum2=128030&RecruitNum3=01)
([https://www.jobaps.com/Solano/newregpages/termsfuse.asp?
RecruitNum1=16&RecruitNum2=128030&RecruitNum3=01](https://www.jobaps.com/Solano/newregpages/termsfuse.asp?RecruitNum1=16&RecruitNum2=128030&RecruitNum3=01))

This recruitment has an application final filing date of January 17, 2017. Screening interviews are tentatively scheduled for February 2, 2017, with finalist interviews by the LAFCO Board of Directors tentatively set for February 3, 2017.



CALIFORNIA STATE ASSOCIATION OF COUNTIES

LAFCO Executive Officer

Napa County

Date Posted:

April 8, 2015

Salary:

\$103,000 – \$133,000 annually, DOQ

Description:

The LAFCO Executive Officer administers the Cortese/Knox Local Government Reorganization Act of 2000, charged with encouraging the orderly formation and development of local government agencies and services. Incumbent serves and receives policy direction from the Local Agency Formation Commission.

The Executive Officer plans, manages, coordinates, and evaluates varied functions of the Commission including formulating and implementing policies and procedures, developing operational objectives and standards, and providing advisory services to the Commission in fulfilling its regulatory and planning responsibilities; acts as liaison between the Commission, general public, and other units of government.

Qualifications:

Requires 5 years progressively responsible experience in a public agency, performing administrative, organizational, or financial analysis, and/or professional planning (including 1 year experience working directly with a Local Agency Formation Commission desirable); AND a BA with coursework in public administration, business administration, economics, urban and/or regional planning, or related. Course work in land use planning, engineering, public policy, and/or environmental studies desirable. Advanced degree desirable.

How to Apply:

Submit a letter of interest and a resume with five work-related references to Reanette Fillmer at rfillmer@rgs.ca.gov. or mail to Regional Government Services, PO Box 7184, Chico, CA 95927. For more information, please visit our website: www.napa.lafco.ca.gov. *Relocation costs may be considered.

Filing Deadline:

5:00pm PST on Monday, April 20, 2015



CALIFORNIA STATE ASSOCIATION OF COUNTIES

LAFCO Executive Officer

Sonoma County

Date Posted:

April 2, 2014

Salary:

\$90,476 – \$109,991 Annual

Description:

The County of Sonoma is seeking an experienced professional to serve as the next LAFCO Executive Officer. This is an excellent opportunity for an individual who enjoys the challenge of implementing and managing programs and budgets, as well as providing recommendations for improvements and policy direction.

Sonoma LAFCO staff serves in a professional and administrative capacity to the Commission by providing technical expertise and administrative support including the review and analysis of proposals, making recommendations, conducting studies, maintaining the LAFCO office and records, and acting as a liaison with local agencies and the public. Under policy direction of the Commission, the LAFCO Executive Officer provides administrative, research, analytical, and advisory services to the Commission, while providing insight and working with the Commission to set and focus strategic goals and objections. The Executive Officer also acts to staff the Commission's sub-committees and manage the LAFCO staff, as well as acting as a liaison between the Commission and the County of Sonoma, cities, special districts, the public, and other agencies. LAFCO Executive Officer is an "at will" position.

Qualifications:

This position requires academic background in public administration, public policy, economics, business management, finance/accounting, urban/regional planning, or a closely related area; and three years of professional level work experience with increasing responsibility in general administration, operations, or accounting/budgetary analysis, including research, analysis, and preparation of written reports.

How to Apply:

Apply by: April 22, 2014. If you are interested in pursuing this excellent opportunity, please visit our web site at www.sonoma-county.org or contact Sonoma County Human Resources at 707-565-2331 for additional information and required application packet. EOE

Filing Deadline:

Tuesday, April 22, 2014

LAFCO Executive Officer

Class Code:
000785

COUNTY OF YOLO

Established Date: Aug 1, 2006

Revision Date: Aug 13, 2013

SALARY RANGE

\$54.94 - \$66.78 Hourly

\$9,522.95 - \$11,575.32 Monthly

\$114,275.41 - \$138,903.86 Annually

DESCRIPTION:

Definition

Under the direction of the Yolo County Local Agency Formation Commission, plans, organizes, directs, manages and reviews the activities of LAFCO as mandated by the Cortese/Knox/ Hertzberg Local Government Reorganization Act of 2000; and performs other related duties as required.

Distinguishing Characteristics

This single position classification provides full line and functional management responsibility for the program and supervision of employees. The executive officer also independently provides policy level advice. This position reports directly to the Yolo County Local Agency Formation Commission.

ESSENTIAL FUNCTIONS:

The following duties are typical of those performed by the incumbent in this classification; however, other related duties may also be assigned:

- Researches, analyzes and evaluates data and information such as population, land use, transportation and availability of public services in consideration of jurisdictional boundary changes;
- Meets with interested parties and agencies to resolve technical, policy, philosophical and political concerns;
- Prepares and presents reports, including alternatives and recommendations, regarding requests for incorporation, annexation, detachment or consolidation;
- Develops and implements divisional goals, objectives, policies and procedures;
- Plans, organizes and directs LAFCO activities including development and preparation of the Commission meeting agenda;
- Confers and advises the Commission on a variety of issues including legal questions pertaining to LAFCO powers, duties, functions and obligations;
- Attends all meetings of the LAFCO commission;
- Directs, oversees and participates in the development of the LAFCO work plan; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures;
- Prepares, implements and administers the LAFCO budget; forecasts additional funds needed for staffing, equipment, materials and supplies;
- Appoints personnel; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures as appropriate;
- 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; participates in outside community and professional groups and committees;
- provides technical assistance as necessary, especially with regard to preparation of applicant proposals;
- Researches and prepares technical and administrative reports; prepares written correspondence;
- 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 business or public administration, planning, economics or a related field; **AND**

Experience: At least five (5) years of increasingly responsible experience in a public agency performing advanced administrative or financial analysis, land-use planning, or other closely related duties, two (2) years of which must have been at the supervisory level.

Substitution: A master's degree in public administration or planning may substitute for up to one year of non-supervisory work experience.

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 public administration including the organizational structure and service delivery systems of local government agencies such as counties, cities and special districts; the purpose of a Local Agency Formation Commission, including operating procedures and rules and regulations as determined by statute; principles and practices of leadership, motivation, team building and conflict resolution; pertinent local, State and Federal rules, regulations and laws; modern office procedures, methods and computer equipment; principles and practices of policy development; principles and practices of organizational analysis and management; budgeting procedures and techniques; principles and practices of supervision, training and personnel management; Federal and State statutes and local ordinances and rules and regulations 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.

Ability to: organize and direct administrative and analytical support activities for the Commission; analyze budget and technical reports; interpret and evaluate staff reports; understand, interpret, apply and communicate laws, codes, rules, regulations, policies and procedures; observe performance, supervise, train and evaluate staff; 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; prepare and administer a budget; establish and maintain

effective working relationships with those contacted in the course of work; communicate clearly and concisely, both orally and in writing.

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.



County of Alameda Administrative Analyst (#0245)

\$38.37-\$58.80 Hourly / \$3,069.60-\$4,704.00 BiWeekly /
\$6,650.80-\$10,192.00 Monthly / \$79,809.60-\$122,304.00 Yearly

DESCRIPTION

Under direction, Administrative Analysts perform a wide range of detailed and complex professional level analytical work in various program and functional areas. Incumbents perform administrative, systems, statistical and management analysis and make recommendations on Countywide and departmental organizational, budgetary, staffing, and programmatic issues and requests. Incumbents assist in the development, analysis and recommendation of Countywide policy and procedure. Incumbents play a key role in the assessment and analyses of County departments' annual and mid year budget requests/changes and make appropriate recommendations to the County Administrator. Incumbents will also analyze, and provide recommendations on policy, administrative, organizational, fiscal and operating issues, revenue enhancement initiatives, challenges and impacts in all assignments as well as in specific program areas as assigned, e.g., Local Agency Formation Commission, Cable Franchise Authority, Grants Administration, Community Relations, Legislative Analysis, County-Wide Budget Coordination, Capital Projects Plan Development, Debt Financing, FEMA Coordination, and Tax Audit Oversight. Incumbents will coordinate the efforts of assigned county agencies and departments, manage special projects, and represent the County Administrator's Office in dealing with the County Board of Supervisors and their staff, County departments, other agencies Community-Based Organizations, community groups or members of the public; and do related work as required.

DISTINGUISHING FEATURES

The classifications in the Administrative Analyst class series are allocated only to the County Administrator's Office.

Administrative Trainee is the entrance level/trainee classification. Incumbents are given a variety of assignments with their work subject to detailed and frequent review.

Assistant Administrative Analyst is the next highest classification above the Trainee. Incumbents perform their work independent of close supervision; however, detailed instructions are given at the time of assignment and final work is reviewed.

Administrative Analyst is the journey-level classification in the Administrative Analyst series. Incumbents, working with a minimum level of supervision, are expected to: complete assigned work with considerable freedom and latitude for judgment; maintain liaison with assigned line departments, providing them with continuing policy, budgetary, staffing, and organizational guidance and review; and proactively identify, research, analyze and communicate issues and potential solutions.

EXAMPLES OF DUTIES

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all duties listed.

1. Performs research, compiles and analyzes information/data regarding a variety of administrative, management, fiscal and organizational issues: identifies issues and determines analytical standards in consultation with supervisor, manager, department personnel and other individuals/experts; gathers relevant data, information and/or documentation from a variety of sources; analyzes information and documentation and develops tentative findings; discusses and/or coordinates analysis and tentative findings with supervisor, management staff and/or other appropriate individuals; develops or assists in developing recommendations and/or course of action; gathers additional information and/or revises methodology as needed.
2. Prepares or assists in the preparation of a variety of management reports: compiles and evaluates information in preparation for writing report; presents background information and description of analytical standards; outlines findings and recommendations and prepares logical supporting documentation; writes community relations material; writes or assists in writing final reports and documentation for evaluation by administrative and/or management staff; presents reports, including formal presentations to groups. Conducts and performs comparative surveys of costs, procedures, etc., where appropriate.
3. Performs analysis for development of administrative, management, program and organizational policies and procedures: consults with managers, administrators and other staff to determine parameters for analysis and other background information; analyzes existing policies, procedures and work practices; analyzes the effect of proposed and existing legislation, regulations and law on organizational policies and procedures; compiles information and documentation in preparation for producing reports and/or drafts reports for management/administration.
4. Performs analysis for budget development, budget administration and resource planning: performs or assists in needs analysis

and trend analysis based on research and consultation with managers and administrative staff; consults with managers and assists in resource planning and development of annual budget estimates; reviews and analyzes budget requests from administrators; compiles information and documentation in preparation for producing reports and/or drafts reports related to budget and resource planning issues; monitors and analyzes expenditures and accounts to ensure compliance with budget parameters; compiles information and documentation in preparation for producing and/or drafting fiscal/financial reports.

MINIMUM QUALIFICATIONS

Administrative Analyst:

Either I

The equivalent of one year of full-time experience in the class of Assistant Administrative Analyst or any equivalent or higher paying class in the Alameda County classified service that will demonstrate possession of the core competencies/knowledge and abilities described below (non-classified service includes District Attorney's Office, Hospital Authority, and the Consolidated Courts),

AND

The equivalent of one additional year of full-time experience in a position requiring the use of the core competencies/knowledge and abilities described below.

Or II

Possession of a Baccalaureate degree from an accredited college or university, and the equivalent of two years of verifiable full time experience performing professional-level analytical work, with primary responsibility for performing duties in one or more of the following functional areas: administrative policy analysis, legislative analysis, economic analysis, budgetary analysis, complex financial/fiscal analysis and reporting, development/administration and management of contractual agreements and grants.

Or III

Possession of a graduate degree (Master's degree or higher) from an accredited college or university; and the equivalent of one year of verifiable full time experience performing professional-level analytical work, with duties equivalent in one or more of the following functional areas: administrative policy analysis, legislative analysis, economic analysis, budgetary analysis, complex financial/fiscal analysis and reporting, development/administration and management of contractual agreements and grants.

SUBSTITUTION OF RELEVANT EDUCATION FOR EXPERIENCE (applies to Minimum Qualification pattern #II ABOVE ONLY): Unless otherwise provided for in the examination bulletin: a) all applicants seeking to use education as a substitution for the required experience as defined in pattern #2 below must submit a transcript with their application for consideration; b) County of Alameda employees seeking to use substitution pattern # 1 below must submit proof of completion of the LDP with their application.

1. For current County of Alameda employees, graduation from the County's Leadership Development Program (LDP) may substitute for up to six months of qualifying experience.

2. Applicants who possess a baccalaureate or graduate degree and have completed 30 semester/45 quarter units of coursework from an accredited college or university in specialized subject matter areas such as public or business administration, management, business law, contract law, public policy, urban studies, economics, statistical analysis, finance, accounting or a closely related field of study may substitute this specialized coursework for six months of the required experience.

SUBSTITUTION OF QUALIFYING WORK EXPERIENCE FOR REQUIRED EDUCATION (applies to Minimum Qualification pattern #II ABOVE ONLY):

1. Applicants who possess an Associate degree, or who have completed a minimum of 60 semester/90 quarter units from an accredited college or university, may substitute additional qualifying work experience as described above for up to two years of the required baccalaureate-level education. One year (equivalent of 2080 hours) of additional qualifying experience as defined above in Minimum Qualifications pattern # II will be considered equivalent to 30 semester units/45 quarter units. The completed course work leading to the Associate degree must be in college-level academic areas related to the essential functions of this job classification and leading toward possession of a baccalaureate degree from an accredited college or university.

SPECIAL REQUIREMENTS

- Incumbents in this classification may be required to represent the County Administrator and/or the County Administrator's Office on some evenings and weekends.
- Incumbents may be assigned lead responsibilities for some short or long term projects.
- An incumbent may be assigned lead responsibility as administrator or lead analyst for support of the Countywide budget system
- Incumbents in this classification may be required to work some evenings and weekends.

NOTE: The Civil Service Commission may modify the above Minimum Qualifications in the announcement of an examination.

KNOWLEDGE AND SKILLS**CORE COMPETENCIES, KNOWLEDGE AND ABILITIES**

NOTE: The level and scope of the following knowledge and abilities are related to duties listed under the "Examples of Duties" section of this specification.

Knowledge of:

- Principles and practices of public administration, organization, and management.
- Research techniques and sources of information and data applicable to public sector programs and services.
- Principles, practices and trends related to public sector budgeting and funding sources.
- Statistical and analytical techniques.
- Acceptable fiscal and financial analytical practices and principles
- Spreadsheets and databases to manage and analyze data.

Ability to:

- Identify research and gather relevant information from a variety of sources.
- Read and interpret complex written materials, policies, regulations and requirements.
- Analyze and evaluate data, procedures, interrelated processes and other information.
- Formulate conclusions and/or alternatives and develop effective recommendations.
- Use work-related computer applications, including e-mail, word processing, spreadsheets, databases and the Internet.
- Prepare well-organized and accurate documents such as reports, memos, and correspondence.
- Synthesize ideas, analysis and factual information and conclusions into clear and logical written statements.
- Speak clearly and concisely in order to express ideas and communicate work-related information to a variety of individuals and/or groups.
- Listen, ask appropriate questions and effectively elicit required information.
- Establish and maintain effective working relationships with staff, officials and the general public, including a variety of individuals and groups.
- Exercise sound judgment in critical situations when direction or supervision may not be available.
- Identify critical sources of information and data needed to make sound and well reasoned decisions.
- Effectively manage multiple priorities that may have conflicting time frames and identify and communicate solutions.
- Demonstrate interpersonal sensitivity among diverse groups of County and external stakeholders.
- Work effectively as a team member with peer, subordinate and management team members.
- Learn to make effective use of information and reports from software and systems related to performance of the duties of this classification.
- Recognize and demonstrate the application of appropriate business and political acumen.
- Be flexible to changing conditions and circumstances with short notice.

CLASS SPEC HISTORY

RP:nw 7/75
 RP:dg Rev. 5/79; 8/79; 11/79
 RP:ab Rev. 2/86; 8/87; 12/89
 RP:ad Rev. 12/90
 RS:pb Rev. 2/92
 SA:jc-Rev. 5/97
 SA:jc – Rev. 3/98 1361h.doc
 Co: updated 5/2/00
 Old doc: 1361h
 New doc: 0240-0243-0245.doc
 Csc date: 4/15/98
 SA:pf Revised 9/28/04
 CSC Date: 9/29/04
 SA:po Revised 6/4/07
 CSC Date: 6/6/2007

BENEFITS

Alameda County offers a comprehensive and competitive benefits package that affords wide-ranging health care options to meet the different needs of a diverse workforce and their families. We also sponsor many different employee discount, fitness and health screening programs focused on overall well being. These benefits include but are not limited to*:

For your Health & Well-Being

- Medical – HMO & PPO Plans
- Dental – HMO & PPO Plans
- Vision or Vision Reimbursement
- Share the Savings
- Basic Life Insurance
- Supplemental Life Insurance (with optional dependent coverage for eligible employees)
- Accidental Death and Dismemberment Insurance
- County Allowance Credit
- Flexible Spending Accounts - Health FSA, Dependent Care and Adoption Assistance
- Short-Term Disability Insurance
- Long-Term Disability Insurance
- Voluntary Benefits - Accident Insurance, Critical Illness, Hospital Indemnity and Legal Services
- Employee Assistance Program

For your Financial Future

- Retirement Plan - (Defined Benefit Pension Plan)
- Deferred Compensation Plan (457 Plan or Roth Plan)

For your Work/Life Balance

- 11 paid holidays
- Floating Holidays
- Vacation and sick leave accrual
- Vacation purchase program
- Management Paid Leave**
- Catastrophic Sick Leave
- Employee Mortgage Loan Program
- Group Auto/Home Insurance
- Pet Insurance
- Commuter Benefits Program
- Guaranteed Ride Home
- Employee Wellness Program (e.g. At Work Fitness, Incentive Based Programs, Gym Membership Discounts)
- Employee Discount Program (e.g. theme parks, cell phone, etc.)
- Child Care Resources
- 1st United Services Credit Union

*Eligibility is determined by Alameda County and offerings may vary by collective bargaining agreement. This provides a brief summary of the benefits offered and can be subject to change.

** Non-exempt management employees are entitled to up to three days of management paid leave. Exempt management employees are entitled to up to seven days of management paid leave.