RULES
SAN DIEGO
LOCAL AGENCY FORMATION COMMISSION

ARTICLE I
ORGANIZATION

1.1 Chairperson
1.2 Term
1.3 Chairperson, Duties
1.4 Vice Chairperson, Duties
1.5 Chairperson, Vacancy
1.6 Vice Chairperson, Vacancy
1.7 Clerk (Administrative Assistant)
1.8 Executive Officer
1.9 Special Districts Advisory Committee
1.10 Cities Advisory Committee
1.11 Personnel Committee
1.12 Adoption and Update of Rules

1.1 CHAIRPERSON -

At the first regular meeting of each calendar year, the members of the Commission shall by vote select a chairperson and vice chairperson who shall be Commission members.

1.2 TERM -

The chairperson and vice chairperson shall each serve for a term of one year, unless otherwise specified by a vote of the Commission.

1.3 CHAIRPERSON, DUTIES -

The duties of the chairperson shall be to:

1. Preside at all meetings of the Commission;
2. Maintain order and decorum;
3. Determine the order of business, with the Commission's consent;
4. Execute payment of claims and expenses, as necessary;
5. Approve or modify, on behalf of the Commission, an impartial analysis of a ballot proposition prepared by the Executive Officer;
6. Represent the Commission to citizen groups and other public agencies.

1.4 VICE CHAIRPERSON, DUTIES -

In the absence of the chairperson, the vice chairperson shall have the duties of the chairperson.

1.5 CHAIRPERSON, VACANCY -

In the event the position of chairperson becomes vacant, the vice chairperson shall become chairperson for the unexpired term, and a new vice chairperson shall be selected by vote of the Commission.

1.6 VICE CHAIRPERSON, VACANCY -

In the event the position of vice chairperson becomes vacant, a new vice chairperson shall be selected by vote of the Commission.

1.7 CLERK (ADMINISTRATIVE ASSISTANT) -

There is hereby established the position of clerk (administrative assistant) to the Commission. The duties of the clerk shall be to:

1. Attend and take minutes of each Commission meeting;
2. Prepare and publish all required legal notices, documents and certificates.

1.8 EXECUTIVE OFFICER -

There is hereby established the position of Executive Officer. The duties of the Executive Officer shall be to:

1. Execute the policies and directives of the Commission;
2. Conduct and perform the day-to-day business of the Commission;
3. Execute payment of claims and expenses, consistent with Commission policy and directives;
4. Prepare and present the annual budget;
5. Prepare the agenda for each meeting of the Commission;
6. Act as custodian of all official books, records, documents, and correspondence of the Commission;
7. Represent the Commission, as directed;
8. Perform such other duties as may be assigned by the Commission.
9. Appoint Commission employees;
10. Administratively approve out-of-agency service agreements, if all conditions of approval have been met in accordance with Government Code Section 56133, and the applicant has satisfactorily demonstrated the existence of public health, safety, or welfare impacts. The Executive Officer is required to inform the Commission at the next available LAFCO meeting about any administratively approved service agreements;

11. Approve his/her own expense claims (e.g., general, travel, or non-travel) up to $500 for any single claim, consistent with Commission budget policy and direction. The Executive Officer is required to submit a summary of all self-approved claims and to the full Commission on a quarterly basis. Beginning in FY 2008-09 and every fiscal year thereafter, the Executive Officer is authorized to engage the services of an outside auditor to review applicable expenditure accounts of the Commission. The estimated cost and scope of the outside audit will be addressed in the Commission's annual budget; and
12. Approve step adjustments after above-standard employee performance evaluations, consistent with LAFCO budget policy and Commission direction (See also section 6.8).

1.9 SPECIAL DISTRICTS ADVISORY COMMITTEE -

The Commission recognizes the Special Districts Advisory Committee as a body to provide information on matters affecting independent special districts in San Diego County. Information about meeting location, agendas, schedules, selection of members, and other matters is contained in the Rules of the Special District Advisory Committee and Independent Special District Selection Committee.

1.10 CITIES ADVISORY COMMITTEE -

The Commission establishes the ad hoc Cities Advisory Committee to provide information and advice, related to matters affecting cities in San Diego County. The Committee functions in an ad hoc capacity and may be temporarily activated by the Executive Officer, Commission, or a majority of the Cities in the County. Information about meeting location, agendas, schedules, selection of members, and other administrative matters is contained in the Rules of the Cities Advisory Committee.

1.11 PERSONNEL COMMITTEE -

The Commission establishes the Personnel Committee to review matters relating to the Personnel Rules outlined in Section 6. The Committee shall be composed of three members of the Commission consisting of the Chair, Vice Chair, and Immediate Past Chair. The Chair shall make an appointment to fill the Immediate Past Chair seat on the Personnel Committee should the Immediate Past Chair no longer be on the Commission.

1.12 ADOPTION AND UPDATE OF LAFCO RULES -

The Rules shall be regularly reviewed and updated, as necessary. Adoption, amendment, or update of the Commission's Rules generally requires Commission approval. However, technical changes and updates, including but not limited to revising code section references or reflecting changes to applicable county ordinances or policies may be administratively incorporated into the Rules by the Executive Officer. The Commission shall be informed of all technical changes to the Rules.

Adoption History: Article I, Sections 1.1 to 1.12

Adopted June 30, 1975
Amended August 2, 1993
Amended December 6, 1993
Amended March 7, 1994
Amended April 4, 1994
Re-affirmed and adopted December 4, 2000
Comprehensively Updated and re-adopted March 3, 2008
Amended November 5, 2012 (Sec. 1.8)
Amended December 3, 2018 (Sec. 1.11)

RULES
SAN DIEGO
LOCAL AGENCY FORMATION COMMISSION

ARTICLE II
MEETINGS

2.1 Public Meetings
2.2 Regular Meetings
2.3 Adjourned Meetings
2.4 Special Meetings
2.5 Agendas of Regular Meetings
2.6 Quorum; Votes Needed to Carry a Motion; Effect of Failure to Approve a Matter
2.7 Matters Considered
2.8 Attendance at Meetings
2.9 Disqualification
2.10 Per Diems
2.11 Reimbursements
2.12 Electronic Tablet Use

2.1 PUBLIC MEETINGS -

All meetings and activities of the Commission shall be subject to the Ralph M. Brown Act.

2.2 REGULAR MEETINGS -

Regular meetings of the Commission shall be held on the first Monday of each month unless that Monday is a holiday, in which case that meeting will be held the following Monday. Meetings will commence at 8:00 a.m., in Room 302, County Administration Center, 1600 Pacific Highway, San Diego.

2.3 ADJOURNED MEETINGS -

Any meeting may be adjourned to a specific date, time, and place. The chairperson shall announce the date, time, and place of the adjourned regular meeting. A notice shall be posted at the Commission's regular place of posting specifying the date, time, and place of the adjourned regular meeting. Less than a quorum may adjourn a meeting. If all members are absent, the Commission Clerk may adjourn the meeting to a specified date, time, and place, and post the required notice.

2.4 SPECIAL MEETINGS -

A special meeting may be called at any time by the chairperson, or by a majority of the members of the Commission, by delivering personally or by any other means, notice to each member of the Commission and to each local newspaper of general circulation, radio, or television station requesting notice in writing. The notice must be received at least

24 hours before the time of the meeting as specified in the notice. The call and notice shall specify the date, time, and place of the special meeting and business to be transacted.
No other business shall be considered at such meetings by the Commission. The written notice may be dispensed with as to any member who at or prior to the time the meeting convenes, files with the clerk of the Commission a written waiver of notice. Such waiver may be given by telegram. The written notice may also be dispensed with as to any member who is actually present at the meeting at the time it convenes. The call and notice shall be posted at least 24 hours prior to the special meeting at the Commission's regular place of posting.

2.5 AGENDAS OF REGULAR MEETINGS -

At least 72 hours before a regular meeting, an agenda shall be posted at the Commission's regular place of posting that will contain a brief description of each item of business to be transacted or discussed at the meeting. The agenda shall also be posted on the Commission's website: sdlafco.org. However, failure to post on the Commission's website will not invalidate any action of the Commission. Any person may speak to any item on the agenda. In addition, the agenda will include an item entitled "Public Comment" during which members of public may speak to any matter within the Commission's jurisdiction, but not on the agenda. The Commission will not make a final determination on any issue raised during the Public Comment period that is not included on the agenda. The Commission will have the option of referring the matter to staff or scheduling action for a future agenda. Each speaker shall be limited to no more than three minutes on any item unless extended by permission of the Chairperson.

2.6 QUORUM; VOTES NEEDED TO CARRY A MOTION; EFFECT OF FAILURE TO APPROVE A MATTER -

1. Five members of the Commission constitute a quorum for the transaction of business.
2. An affirmative vote of the majority of the quorum present – and no less than four affirmative votes – is required to adopt any motion.
3. If a proposal for a change of organization or reorganization is wholly disapproved by the Commission, no further proceedings shall be taken on the proposal and no similar proposal involving the same or substantially the same territory, shall be initiated for one year after the date of adoption of the resolution terminating proceedings. The Commission may waive these requirements if it finds it to be in the public interest to do so.
4. If a proposal for a change of organization, reorganization or amendment of a sphere of influence is neither denied, continued nor approved at the meeting at which it is considered, it is deemed denied without prejudice to refiling a petition or resolution of application for the proposal at any time.
5. If a recommendation to adopt an original sphere of influence is neither approved nor continued at the meeting at which it is considered it is deemed automatically continued to the next meeting of the Commission.
6. If an application pursuant to Government Code Section 56895 to amend, modify or revise a resolution of the Commission is not approved or continued at the meeting at

which it is considered, it is deemed denied and no further action shall be taken thereon and no further application for the same or a substantially similar amendment, recodification or revision shall be accepted.

7. Any other recommendation before the Commission is deemed denied if it does not receive affirmative votes of the majority of the quorum present – with no less than four affirmative votes – or is not continued to another meeting.

2.7 MATTERS CONSIDERED -

No matter requiring a determination by the Commission pursuant to the Cortese/ Knox/Hertzberg Local Government Reorganization Act of 2000 shall be brought before the Commission unless it is first filed by the Executive Officer.

Adoption History: Article II, Sections 2.1 to 2.7
Adopted June 30, 1975
Amended February 2, 1987
Amended March 2, 1987
Re-affirmed and adopted December 4, 2000
Administratively Revised and Updated May 24, 2005
Comprehensively Updated and re-adopted March 3, 2008
Amended March 6, 2023 (Section 2:2)
Amended May 1, 2023 (Section 2:10)

2.8 ATTENDANCE AT MEETINGS -

1. Regular members of the Commission shall attend all meetings of the Commission. Alternate members are urged to attend all Commission meetings;
2. If a regular Commissioner cannot attend, s/he shall notify the Executive Officer one working day prior to the Commission meeting;
3. Each Commissioner is expected to remain for each entire meeting. Early departure is considered an absence for the purposes of these policies;
4. The Chairperson may excuse the absence of a Commissioner if s/he determines that the absence is due to sickness, personal emergency or attendance at another governmental function. All excused absences and the reasons for them shall be announced by the Chairperson at a regular meeting of the Commission; and
5. Inadequate attendance by a regular member of the Commission shall be considered non-performance of duties and shall result in the Chairperson notifying the appointing authority of the member's attendance record. Inadequate attendance shall consist of two unexcused absences, or three consecutive absences, for any reason, in any fiscal year.

2.9 DISQUALIFICATION -

By law, the Commission must hold hearings on certain actions, including certain changes of organization and reorganization proposals, adoption of spheres of influence, city protests under the Williamson Act, and other matters. Because of the Commission's concern for the fair and orderly conduct of its hearings, the Commission adopts the following rules, pursuant to Government Code Section 56300:

1. From time to time, any commission member may determine to disqualify him or herself from participating in consideration of a proposal. The member should make every effort to announce his or her disqualification for any reason at the beginning of the Commission's consideration of the item. In those instances where the commission member does not become aware of the reason for disqualification until after the item is before the Commission, the Commission member should disqualify him or herself as soon as s/he becomes aware of the reason for disqualification.

2. A Commission member who is absent from a hearing or a material portion of a hearing on a particular matter is disqualified from participation in the discussion and from voting on that matter unless the member:

   (a) Listens to the tape recording made of the hearing or the portion of the hearing from which the member was absent;
   (b) Examines the documentary material received by the Commission during the hearing or portion of the hearing from which the member was absent; and
   (c) States in public session for the record that s/he has done both of the above.

3. When a member of the Commission is disqualified or determines to disqualify him or herself, the designated alternate member shall serve and vote in his or her place (Government Code Sections 56325, 56325(a), 56331, 56331.3, 56332, 56332(d), 56335 and 56336).

Adoption History: Article II, Sections 2.8 to 2.9
Adopted June 5, 1978
Amended July 13, 1981
Amended January 10, 1983
Amended June 4, 1990
Re-affirmed and adopted December 4, 2000
Administratively Revised and Updated May 24, 2005
Comprehensively Updated and re-adopted March 3, 2008

2.10 PER DIEMS –

Pursuant to Government Code Section 56334, which permits LAFCOs to authorize payment of per diems to commissioners for attending meetings and in performing the duties of their office, the Commission has established a per diem rate of $275 effective July 1, 2023. Per diems shall be provided to Commissioners (regulars and alternates) for each day in attendance at regular and special meetings. Per diems shall also be provided for each day in attendance at standing or ad hoc committee meetings as well as official meetings, conferences, and trainings organized by the California Association of LAFCOs or the Southern Region of LAFCOs. No Commissioner shall receive more than five per diems per month. All requested per diems shall be listed on the LAFCO reimbursement form no later than 30 days after the event.

Adoption History: Article II, Section 2.10

Adopted March 4, 1991
Updated February 7, 2000
Re-affirmed and adopted December 4, 2000
Reaffirmed February 4, 2002
Administratively Revised and Updated May 24, 2005
Comprehensively Updated and re-adopted March 3, 2008
Amended May 7, 2018
Amended May 6, 2019
Updated August 5, 2019
Amended February 7, 2022
Amended May 1, 2023 (Section 2:10)

2.11 REIMBURSEMENTS –

Pursuant to Government Code Section 56380, the Commission shall make its own provisions for the usual and necessary operating expenses incurred by LAFCO. This includes – and as needed – providing reimbursements for Commissioners and staff.

1. The following general provisions apply to reimbursement of Commission expenses:

   (a) Commission members (regulars and alternates) may claim reimbursements for reasonable and necessary expenses incurred in performing the duties of their office.
   (b) The Executive Officer is responsible for reviewing and approving requests for Commission reimbursements.
2. The following general provisions apply to reimbursement of staff expenses:

   (a) Staff shall be reimbursed for all reasonable and necessary expenses in connection with conducting LAFCO business.
   (b) The Executive Officer is responsible for reviewing and approving requests for staff reimbursements other than for himself or herself.
   (c) The Chair or Vice Chair are responsible for reviewing and approving requests for Executive Officer reimbursements.
   (d) For purposes of this section, Commission Counsel shall be considered staff and subject to the reimbursement provisions.
3. The following procedures apply to reimbursements involving Commissioners and staff:
   (a) Expense reimbursement requests should be submitted as soon as possible, although flexibility is permitted for purposes of consolidating multiple expenses, but no later than 45 days after incurring the expense.
   (b) Expense claims for costs incurred in one fiscal year should be – whenever practical – submitted for reimbursement during the same fiscal year.
   (c) Expense claims shall be submitted using the standard LAFCO reimbursement form.
   (d) Applicable receipts shall be provided and attached to the reimbursement form. If receipts are not available, the requester shall succinctly summarize in writing the amount and purpose of the expense and attach to the reimbursement form.
   (e) The following provisions specific to transportation reimbursements apply:
      (i) Transportation requiring outside carrier services – including airlines, rails, shuttles, buses, vehicle rentals, and rideshares – shall be reimbursed equal to actual costs.
      (ii) Transportation requiring private vehicle usage shall be reimbursed using the current mileage rate of the Internal Revenue Service (IRS) plus actuals for tolls and parking. Staff reimbursement for private vehicle usage shall not apply to

normal workday travel to and from the LAFCO office. The Executive Officer shall only be eligible for private vehicle mileage reimbursement for travel outside San Diego County if he or she is receiving an automobile allowance.

(f) The following provisions specific to lodging reimbursements apply:

(i) Lodging reimbursements apply to overnight travel outside San Diego, Imperial, Orange, and Riverside Counties that requires attendance and/or travel before 7:00 a.m. for night-before accommodations and after 6:00 p.m. for night-of accommodations unless waived by the Executive Officer.

(ii) Pre-authorized lodging shall be reimbursed equal to actual costs so long as it does not exceed the maximum group rate published by the activity sponsor (i.e., conference organizer) and available at the time of booking. If a group rate is not available and/or applicable, reimbursement shall be booked at the governmental rate as far in advance as feasible.

(g) The following provisions specific to meals and incidental reimbursements apply:

(i) Meal expenses should be reasonable and moderate, taking into account community standards and the prevailing restaurant costs of the area.

(ii) Where the cost of a meal or meals is included as part of a registration charge or fee, there shall be no per diem meal reimbursement for the applicable meal period covered by such registration.

(iii) Commission and staff may request reimbursement for expenses paid in covering meals and incidentals of those in their company during an authorized function and/or duty that is a person in the service of LAFCO or a person donating service to LAFCO.

(iv) No reimbursements shall be made for alcoholic beverages of any kind.

(h) No prepayments shall be provided to Commission or staff for expected expenses incurred in performing work duties; all related costs shall be provided in the form of approved reimbursements unless otherwise provided under contract.

Adoption History: Article II, Section 2.11

Adopted March 4, 1991
Updated February 7, 2000
Re-affirmed and adopted December 4, 2000
Reaffirmed February 4, 2002
Administratively Revised and Updated May 24, 2005
Comprehensively Updated and re-adopted March 3, 2008
Amended May 7, 2018
Amended May 6, 2019
Administratively Revised and Updated August 5, 2019

2.12 ELECTRONIC TABLET USE -

Use of an electronic tablet (i.e.,iPads, etc.) will assist the Commission in the efficient performance of their duties and reduce material resources. Each Commissioner (regular and alternate) will be provided a tablet and supporting equipment for the principal purpose of reviewing agenda packets at all regular and special meetings. Commissioners shall not use the tablet in any way as to violate the public meeting requirements of the Brown Act. implementing rules follow.

1. Unless otherwise arranged, tablets will be provided to Commissioners on the dais and preloaded with the full agenda packet. The same tablet will be provided to each Commissioner and allow past packets and notes taken therein to be saved

and accessible for future reference. Commissioners shall leave the tablets on the dais for collection by staff at the conclusion of each meeting.

2. Commissioners have the elective to sign-out for a tablet. Under the elective, Commissioners shall be responsible for the security and care of the tablet and downloading all agenda packets and saving all related materials as needed. Upon return and following the preparation any appropriate backup files, the tablet will be wiped clean of any and all information.
3. All tablets will have WI-FI function. No data plans will be provided.
4. Commissioners may use the tablets for incidental personal uses so long as such uses do not conflict with policy or otherwise interfere with LAFCO business.
5. LAFCO will maintain appropriate warranty and service coverage on all tablets. Commissioners shall notify staff immediately should a tablet require service.
6. All other existing LAFCO policies apply to the Commissioners' use of the tablet and conduct on the internet and includes – but not limited to – Administrative Policy A-103 and provided as an appendix.
7. LAFCO reserves the right to inspect any and all files stored on the tablet to ensure compliance with this rule.
8. All Commissioners are encouraged to use tablets and specifically as a substitute for receiving paper agenda packets. Paper agenda packets, nonetheless, will be provided to any Commissioner at their request.

Adoption History: Article II, Section 2.12
Adopted May 6, 2019

RULES
SAN DIEGO
LOCAL AGENCY FORMATION COMMISSION

ARTICLE III
PROCEDURES

3.1 Withdrawal of Proposal
3.2 Denial Without Prejudice
3.3 Chairperson's Approval of Ballot Proposition Analysis
3.4 Reconsideration of Commission Determination

3.1 WITHDRAWAL OF PROPOSAL -

Any proposal which has been initiated by the filing of an application, a resolution or petition with the Commission may be withdrawn by filing a written request for withdrawal with the Executive Officer at any time prior to the issuance of a Certificate of Filing. If a Certificate of Filing has already been issued, then a proposal may be withdrawn, subject to Commission approval and/or Executive Officer authorization, prior to the conclusion of the Commission's consideration of the proposal. Such request shall be executed by the person or persons initiating the application or petition or by such other person or persons whose authority is established to the satisfaction of the Commission.

3.2 DENIAL WITHOUT PREJUDICE -

Whenever the Commission determines to disapprove a proposal, it may also waive the one-year time limit for submission of a similar proposal.

3.3 CHAIRPERSON'S APPROVAL OF BALLOT PROPOSITION ANALYSES -

Whenever the Executive Officer is required by law to prepare an impartial analysis of a ballot proposition, the chairperson of the Commission shall be authorized to act for the Commission in approving or modifying that analysis.

3.4 RECONSIDERATION OF COMMISSION DETERMINATION -

1. Requests for reconsideration of a Commission determination for which a resolution was adopted shall be filed, scheduled, and considered in accordance with Government Code Section 56895.

   The Commission shall consider the following factors when reviewing the request pursuant to Government Code Section 56895.

(a) Has significant new information been provided in the request that was previously unavailable at the time the Commission originally acted on the item?
(b) Have compelling arguments been presented in the request that would justify a reconsideration?
(c) Were substantive errors/omissions identified in the Commission's previous action that needs to be corrected through the reconsideration process?

2. Requests for reconsideration of a commission determination for which a resolution was not adopted shall be processed as follows:

(a) Any person or affected agency may file a written request with the Executive Officer requesting amendments to or reconsideration of any commission determination for which a resolution was not adopted.
(b) Any request shall be filed within thirty (30) days after the date on which the original commission determination was made.
(c) The request shall include:

(1) The reason(s) and justification for the request; and
(2) The specific amendment, modification, or other alteration to the Commission's original determination that is requested.

(d) Upon receipt of a timely request, any transmittal, notification, or other action that should have occurred as a result of the Commission's original determination shall be postponed during the time the Commission takes to act on the request.
(e) The Executive Officer shall include the request on the next agenda for which notice can be given in the same manner as was given for the item that is the subject of the reconsideration request. The Executive Officer also may give notice in any other manner that is deemed desirable.
(f) At that meeting, the Commission shall consider the request and receive any oral or written testimony. The consideration may be continued from time to time, but not to exceed thirty-five (35) days from the date specified in the notice. The person or agency that filed the request may withdraw it at any time prior to the conclusion of the consideration by the Commission.

The Commission shall consider the following factors when reviewing the request:

(1) Has significant new information been provided in the request that was previously unavailable at the time the Commission originally acted on the item?
(2) Have compelling arguments been presented in the request that would justify a reconsideration?
(3) Were substantive errors/omissions identified in the Commission's previous action that needs to be corrected through the reconsideration process?

(g) At the conclusion of its consideration, the Commission may approve or disapprove with or without amendment, wholly, partially, or conditionally, the request.

(h) The determinations of the Commission shall be final and conclusive. No person or agency shall make any further request for the same change, or a substantially similar change, as determined by the Commission.

Adoption History: Article III, Sections 3.1 to 3.4

Adopted June 5, 1978
Amended July 10, 1995
Re-affirmed and adopted December 4, 2000
Administratively Revised and Updated May 24, 2005
Comprehensively Updated and re-adopted March 3, 2008

RULES
SAN DIEGO
LOCAL AGENCY FORMATION COMMISSION

ARTICLE IV
PROVISION OF NEW OR DIFFERENT
SPECIAL DISTRICT SERVICES/FUNCTIONS
(LATENT POWERS)

4.1 Authorization
4.2 Definitions
4.3 Powers of the Commission
4.4 Classification of Functions and Services
4.5 Requirements of Special Districts
4.6 Commission Determination
4.7 Commission Disapproval of Report
4.8 Commission Determination of District Functions and/or Services
4.9 Restriction of District Functions and/or Services
4.10 Provision of Additional Functions and Services
4.10a Exception to Requirement for LAFCO Approval of the Provision of Additional Functions and/or Services
4.11 Application Materials for Latent Powers
4.12 Public Hearing Requirements
4.13 Commission Disapproval of Application
4.14 Commission Approval
4.15 Commission Procedures

4.1 AUTHORIZATION -

As provided in Government Code Section 56821, Chapter 761, Statutes 2000; amended by Chapter 667, Statutes 2001 and applicable predecessor statutes, the Commission adopts this Article as its rules and regulations governing the provision of new or different services/functions (latent powers) of special districts and reaffirms the representation upon the Commission of independent special districts.

4.2 DEFINITIONS -

The following definitions shall apply under this Article:

1. "Commission" means the San Diego County Local Agency Formation Commission.
2. "District" means an agency of the State as defined by Section 56036 of the Government Code for which the County of San Diego is its principal county as defined by Section 56066 of the Government Code.
3. "Executive Officer" means the executive officer appointed by the Commission or the County officer acting as the executive officer.

4. "Function" means any power granted by law to a local agency or a county to provide designated governmental or proprietary services or facilities for the use, benefit, or protection of persons or property (Government Code Section 56040).
5. "Legislative body" means the legislative body or the governing board of a district as defined in this Article.
6. "Proceedings" means proceedings taken pursuant to this Article.
7. "Proposal" means a request or statement of intention made by a resolution of application of a legislative body proposing proceedings for the provision of additional functions or services.
8. "Service" means a class established within a single local agency function including the public facilities necessary to perform the function. The San Diego LAFCO's adopted service classification system adopted per Government Code Section 56074 is applicable to all local agencies for purposes of defining functions and services.

4.3 POWERS OF THE COMMISSION -

The Commission may:

1. Require existing districts to file written reports with the Commission specifying the functions or classes of service provided by such districts (Government Code Section 56425 (h) (1)). Commission proceedings for the exercise of new or different functions or classes or services by special districts may be initiated by a special district by a resolution of application, including all of the matters specified for a petition in Government Code Section 56700, and submitted to the Executive Officer with a plan for services prepared pursuant to Section 56653 (Government Code Sections 56824.10, added by Chapter 667, Statutes 2001; and 56824.12).

2. Identify the nature, location, and extent of any functions or classes of service provided by existing districts (Government Code Section 56425 (h) (2)).

3. Determine that, except as otherwise authorized by such rules and regulations, no new or different function or class of service shall be provided by any existing district (Government Code Section 56824.14). The Commission shall review and approve or disapprove with or without amendments, wholly, partially, or conditionally, proposals for the establishment of new or different functions or class of services within the jurisdictional boundaries of a special district after a public hearing is called and held for that purpose. The expansion of latent powers shall not require a public hearing.

4. Modify (expand, increase, decrease, or eliminate) services or functions within the boundaries of an existing special district if requested by resolution of a special district that is subject to the proposed service or function modification.

These rules and regulations shall not apply to the extension or enlargement, within the boundaries of an existing special district, of any function or service that the Commission, pursuant to this Article has determined is currently being provided by such special district. However, if LAFCO has restricted the geographic area of any special district function or

service as a condition of latent powers activation, then LAFCO retains authorization over any extension, expansion, or enlargement, of such function or service within the boundaries of an existing special district.

4.4 CLASSIFICATION OF FUNCTIONS AND SERVICES -

The following classifications of functions and services are hereby established:

FUNCTION	SERVICES
Water	Wholesale, Retail, Replenishment, Injection
Sewer	Collection, Transportation, Treatment, Reclamation, Disposal
Public Transportation	Land, Sea, Air
Street Lighting	
Power	Generation, Distribution
Gas	Distribution
Cable Television	
Telephone/Communications	
Police	
Fire	Watershed, Structural
Ambulance	
Rescue/Disaster	
Parks and Recreation	Regional Park Development/Maintenance Local Park Development/Maintenance Recreation
Flood Control	
Cemeteries	
Hospitals	
Solid Waste	
Pest Control	
Vector Control	
Libraries	
Weed Abatement	
Planning	
Soil Conservation	
Roads, Streets and Highways	Improvement/Maintenance

Section 4.14 added: 9/16/74

4.5

REQUIREMENTS OF SPECIAL DISTRICTS -

Upon the adoption of this Article, each special district shall, at the request of the Executive Officer, provide, to the satisfaction of the Commission, the following materials within 30 days of such request:

1. A report of which functions and services are currently being provided by that district;
2. A statement as to the legal provisions regarding the rendering of such functions and services;
3. A map, showing the boundaries of the district and the location(s) where functions and services are provided.

For purposes of these rules and regulations a district shall be deemed to be providing a function or service if bonds have been heretofore authorized therefore, if substantial sums have been expended, if substantial financial obligations have been incurred therefore, if property, facilities or equipment have been acquired or constructed for such purpose, or if the district is actually exercising its powers to provide such function or service for the benefit of lands or inhabitants within the district.

4.6 COMMISSION DETERMINATION -

Following the receipt of such materials from a district as provided for in Section 4.5, the Commission shall determine:

1. To approve with or without amendment, wholly or partially or to disapprove the report on the functions and services currently being provided by the district and the location(s) where such functions or services are being provided;
2. To refer the report back to the district having submitted it and request modification of such report; the Commission shall set a reasonable date for the re-submittal of such modified report.

4.7 COMMISSION DISAPPROVAL OF REPORT -

In the event the Commission disapproves a report on the functions and services, the Commission may make its own study and report on the functions and services being provided by a district; the Commission shall, at the request of the affected district, consider its report at a public hearing prior to making a final determination on same.

4.8 COMMISSION DETERMINATION OF DISTRICT FUNCTIONS AND/OR SERVICES -

By approving the report of a special district as provided in Section 4.5 or by making its own report on the functions and services of a district as provided in Section 4.7, the

Commission shall thereby identify the nature, location and extent of the functions or services provided by such a district.

4.9 RESTRICTION OF DISTRICT FUNCTIONS AND/OR SERVICES -

At such time as the Commission has identified the nature, location and extent of the functions and services of any district, such district shall not provide any new or different function or class of service except as authorized by this Article, provided that this rule shall not apply to the extension or enlargement, within the boundaries of an existing special district, of any function or service which the Commission, pursuant to this Article, has determined is currently being provided by such special district. In approving a new or different function of class or service, the San Diego LAFCO may restrict the provision of the new or different function or class of service to a geographically specific area within the district. If the Commission imposes this restriction, any subsequent extension or enlargement of the service area will be subject to LAFCO review.

4.10 PROVISION OF ADDITIONAL FUNCTIONS AND SERVICES -

Any district making a proposal to provide functions and/or service in addition to those identified by the Commission pursuant to this Article shall file with the Executive Officer a resolution of its governing board making application for the provision of additional functions and/or services.

4.10a EXCEPTION TO REQUIREMENT FOR LAFCO APPROVAL OF THE PROVISION OF ADDITIONAL FUNCTIONS AND/OR SERVICES -

A district which is authorized by state law to provide for generation and distribution of electric power is not required to make application to nor obtain authorization from the Commission before providing that function, although the district has not provided that function previously (9/14/81).

4.11 APPLICATION MATERIALS FOR THE PROVISION OF NEW OR DIFFERENT SERVICES/FUNCTIONS (LATENT POWERS) -

A resolution of application shall be in such form as the Commission may prescribe and shall be accompanied by:

1. A statement of the nature of the proposal and the reasons therefore;
2. A legal description of the territory which is the subject of the proposal;
3. A map showing the boundaries of the subject territory;
4. Such additional date and information as may be required by the Executive Officer, pertaining to any of the matters or factors which may be considered by the Commission;
5. The name of the officers or persons, not to exceed three, who are to be given mailed notice of hearing.

4.12 PUBLIC HEARING REQUIREMENTS FOR LATENT POWERS ACTIVATION -

Upon the filing of a resolution of application, the Executive Officer shall set the matter for hearing by the Commission.

1. The date of the hearing shall not be more than 90 days after such filing.
2. The Executive Officer shall cause notice of hearing to be published in a newspaper of general circulation within the area for which the provision of additional functions and/or services are proposed, as specified in Government Code Section 6061 and 56824.14.
3. The Executive Officer shall also cause notice of such hearing to be mailed at least twenty-one (21) days prior to the date of hearing to:
   (a) the district adopting the resolution of application;
   (b) each city or district within three miles of the subject district;
   (c) each person who is designated in the application to receive notice or any person who has filed a written request for special notice with the Executive Officer.
4. Such hearing may be continued from time to time for a period not to exceed 70 days from the original date of such hearing. The conduct of such hearing shall be governed by the provisions of Section 56666 of the Government Code and by the Rules of the Commission. At any time not later than 35 days after the conclusion of the hearing, the Commission shall adopt a resolution making determinations approving or disapproving the provision of the additional functions and/or services by the District.

4.13 COMMISSION DISAPPROVAL OF APPLICATION -

If the Commission wholly disapproves any proposal involving the provision of such additional functions and/or services by the subject district, no proceeding shall be taken for the provision of such additional functions and/or services by the subject district for a period of one year after the date of such disapproval unless said period is waived by the Commission.

4.14 COMMISSION APPROVAL -

If the Commission approves the provision of additional function(s) and/or service(s), the Executive Officer shall, within 30 days of such approval, forward to the subject district a copy of the Commission's resolution.

4.15 COMMISSION PROCEDURES -

The procedures provided by this Article shall be generally guided by the provisions of Chapter 5 (commencing with Section 56821, Chapter 761, Statutes of 2000; amended by Chapter 667, Statutes 2001) of the Government Code.

Adoption History: Article IV, Sections 4.1 to 4.15
Adopted June 30, 1975
Re-affirmed and adopted December 4, 2000

Administratively Revised and Updated May 17, 2005
Administratively Revised and Updated August 7, 2006
Comprehensively Updated and re-adopted March 3, 2008

RULES
SAN DIEGO
LOCAL AGENCY FORMATION COMMISSION

ARTICLE V
FILING AND PROCESSING FEES

5.1 Authorization
5.2 Schedule of Filing Fees
5.3 Payment and Administration
5.4 Return of Fees
5.5 Disposition of Collected Fees

5.1 AUTHORIZATION -

As provided in Government Code Sections 56383, the Commission has adopted and may amend a schedule of fees covering the following:

1. Filing and processing applications filed with the Commission pursuant to Section 56383 and for applications filed by districts for extension of powers;
2. The estimated expenses of the proceedings to be taken by the Commission and any reorganization committee;
3. Checking the sufficiency of any petition filed with the Executive Officer;
4. The estimated expenses of amending or revising an adopted sphere of influence;
5. Processing contractual service agreements, municipal service reviews, reconsideration of Commission determinations, time extensions, environmental review, State Controller Review of incorporation fiscal analysis, pre-application consultation and special study reviews, plus the Commission's actual costs associated with performing other activities and services;
6. Rules and regulations governing the administration of such fees, as provided in Government Code Section 56383.

5.2 SCHEDULE OF FILING FEES -

LAFCO's adopted processing fee schedule shall be used as a basis for charging and collecting funds for Commission services. The fee schedule shall be available on the Commission website.

5.3 PAYMENT AND ADMINISTRATION -

The following provisions shall rule and regulate the payment and administration of fees:

1. Payment of applicable filing and processing fees shall be made to the Executive Officer or authorized designate when an application or petition is submitted to the Commission. Processing of the application or petition shall not begin until such filing fees have been paid.

2. The proponent or chief petitioners, as the case may be, shall be responsible for the payment of any applicable fees.
3. The Executive Officer shall cause all fees collected pursuant to this Article to be deposited with the Treasurer of the County of San Diego, or the treasury of the Commission. The Executive Officer shall maintain and establish a strict accounting of all fees collected pursuant to this Article.

5.4 RETURN OF FEES -

No fees collected pursuant to this Article shall be returned except as provided herein. The Commission or the Executive Officer may order the return or partial credit of any fees if it determines:

1. That any application, resolution, or petition has been withdrawn pursuant to Section 3.1 of these Rules; or
2. That payment of any such fees has been made or received as a result of an error in fact or in law by the Commission, the Executive Officer, the proponent, or the chief petitioner.

Should the Commission or Executive Officer order the return or credit of any fees pursuant to this Section, the Executive Officer shall cause the amount of such fees to be returned to the proponent or chief petitioners within forty-five (45) days of the determination to issue a return or credit of the fees.

5.5 DISPOSITION OF COLLECTED FEES -

Any fees collected and not returned pursuant to this Article shall be paid to the San Diego Local Agency Formation Commission.

Adoption History: Article V, Sections 5.1 to 5.5
Adopted April 7, 1986
Re-affirmed and adopted December 4, 2000
Administratively Revised and Updated May 24, 2005
Comprehensively Updated and re-adopted March 3, 2008

RULES
SAN DIEGO
LOCAL AGENCY FORMATION COMMISSION

ARTICLE VI
PERSONNEL RULES

6.1	Application
6.2	Definitions
6.3	Rest Periods
6.4	Holidays
6.5	Classification
6.6	Compensation
6.7	Performance Reports
6.8	Eligibility for Step Adjustments
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6.11	Vacation
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6.13	Temporary Appointment to a Higher Class
6.14	Employees Previously Employed by a County
6.15	Benefits
6.16	Compensation Plan
6.17	Recruitment
6.18	Suspension of Personnel Rules
6.19	Effective Dates
6.20	Executive Officer Compensation Plan
6.21	Telecommuting

6.1 APPLICATION -

Unless otherwise provided in the employment contract between the Commission and the Executive Officer, the foregoing personnel rules and the attached compensation / benefits summary shall apply to all employees who have been:

1. Appointed and serve at the pleasure of the Commission; or
2. Appointed by the Executive Officer.

6.2 DEFINITIONS -

1. "Biweekly Pay Period" means the 14-day period commencing on August 16, 1974 and ending at midnight of the second Thursday thereafter and each subsequent 14-day period.

2. "Commission" means the San Diego Local Agency Formation Commission.

3. "County" means the County of San Diego.

4. "Discipline" means an action or actions taken by the Executive Officer or Commission to reprimand, dismiss, demote or suspend an employee of LAFCO.

5. "Executive Officer" means the Executive Officer appointed by the Commission pursuant to Government Code Section 56038.

6. "Immediate Family" means husband, wife, child, stepchild, brother, stepbrother, sister, stepsister, parent, stepparent, any person serving or who has served as parent or any other person living in the same household as the employee.

7. "Overtime" means authorized or ordered work required of an employee which is in excess of the work week as set by the Executive Officer for that employee.

8. "Part-time Employee" means an employee whose biweekly work week is less than 80 hours.

9. "Professional Employee" means the Executive Officer, Assistant Executive Officer, Chief of Policy Research, Chief of Governmental Services, and Local Governmental, Geographic Information Systems (GIS) Analyst, Local Governmental Analysts I, II, and III for the purpose of these personnel rules only.

10. "Rate of Compensation" means the specific amount of compensation established for a specific period of work.

11. "Reprimand" means a written or verbal expression of disapproval related to the activities of an employee of LAFCO.

12. "Rules" mean the Rules of the Commission.

13. "Support Employee" means Administrative Assistant, Administrative Aide, Commission Clerk, Executive Assistant, Records Clerk, for the purpose of these personnel rules only.

14. "Temporary Employee" means an employee hired by the Commission for a period not to exceed six calendar months.

15. "Work week" means the number of hours authorized in a biweekly pay period by the Executive Officer for each employee.

6.3 REST PERIODS -

Each employee may take a 15-minute rest period at midmorning and at mid-afternoon.

6.4 HOLIDAYS -

Full-time, permanent employees shall be entitled to the same holidays on full pay as authorized for the employees of the County of comparable classes unless otherwise specified by the Commission. Part-time, permanent employees' pay for holidays shall be equivalent to one-tenth (1/10) the number of regularly scheduled hours in the employee's biweekly pay period in which the holiday occurred.

6.5 CLASSIFICATION -

The Commission, through the adoption of these Rules, shall provide for the classification of its employees per the position specifications included in Article VI of the Rules (Exhibit A).

6.6 COMPENSATION -

The compensation for each position shall be according to a schedule fixed by the Commission. To the extent each position is comparable to a similar position in the County of San Diego, compensation shall approximate that for the comparable county position. Wage and benefit adjustments given by the County to its employees will be applicable to the comparable Commission positions. The rate of compensation set forth in the pay schedule shall represent the total compensation in every form except for overtime compensation, health insurance benefits, compensation plans, retirement benefits and reimbursement for actual and necessary expenses for traveling subsistence and general expenses authorized and incurred incident to employment. With commission budgetary approval, the Executive Officer is authorized to implement the employee performance incentive program. The program is based on recognizing exemplary performance through providing bonuses and/or cash awards. The Executive Officer may provide a one-time annual exemplary performance bonus to qualified Commission staff, not to exceed 5% of the annual salary for employees deemed eligible by the Executive Officer. The annual cycle is based on the fiscal year. Commission employees may receive exemplary performance pay and/or recognition pay in one lump sum cash award or in incremental cash awards.

In addition to performance bonuses up to 5% of an employee's annual salary, the Executive Officer may also provide recognition pay to Commission staff not to exceed $1,000 per award. The criteria for the award will be based on cost-savings, service improvement, or other tangible benefits to LAFCO operations directly attributable to an individual member of the LAFCO staff. Multiple awards may be granted to Commission staff as long as the aggregate monetary total of the awards do not exceed $1,000 for each member of the staff during the fiscal year. The Executive Officer is also authorized to establish an office-wide performance recognition program and is authorized to allocate up to $1,250 annually to support this program.

Non-executive Commission employees with a minimum of 15 years of continuous LAFCO/County of San Diego employment are eligible for a 1-2% annual salary band increase, contingent on exemplary performance subject to a determination by the Executive Officer.

Further information about the wages and benefits are included in the Benefits / Compensation Summary attached to the Rules.

6.7 PERFORMANCE REPORTS -

For the purpose of determining the step adjustment to which each employee of the Commission may be entitled, the Executive Officer shall provide for a system of reporting the performance and progress of employees. Performance reports for each employee shall be prepared prior to the six-month anniversary appointment and at least once a year thereafter. Consistent with LAFCO budget policy and Commission direction, the Executive Officer may approve step adjustments after above standard performance reports of employees. The Executive Officer shall, upon completion of the performance report, review same with the affected employee. Employees who do not concur with the Executive Officer's performance report may, within 15 days following the review of the performance rating, file a written request for reconsideration with the Executive Officer, unless that person reports to the Executive Officer. Employees who report to the Executive Officer may, within 15 days following the review of the performance rating, file a written request for reconsideration to the Personnel Committee.

6.8 ELIGIBILITY FOR STEP ADJUSTMENTS -

Consistent with LAFCO budget policy and Commission direction, the Executive Officer may approve step adjustments after above standard employee performance evaluations. On the first day of the pay period immediately following the twelve month anniversary of the appointment of an employee to a position and after completion of each additional year of service in the same position, an employee may be eligible to receive step adjustments. Step adjustments are awarded upon the approval of the Executive Officer.

6.9 OVERTIME -

Any authorized time worked in excess of the employee's weekly work schedule as established by the Executive Officer (see Section 6.2) shall be considered overtime.

Cash payment in lieu of compensatory time-off shall be considered when, in the judgment of the Executive Officer, granting compensatory time-off would detrimentally affect the operations of the office. Overtime shall be recorded in units of hours and tenths of hours on a biweekly basis. All hourly (non-exempt) employees are allowed compensatory time-off on an hour and a half-for-hour basis. Employees' hourly (non-exempt) positions may receive cash payments for overtime worked in any work week only at the discretion of the Executive Officer.

Compensatory time-off to which employees are entitled shall be allowed and taken no later than the last day of the fiscal year following the end of the fiscal year in which the overtime was worked. In authorizing compensatory time-off, the Executive Officer shall give consideration to the desires of the employee as to the date of such time-off and to the needs of the office.

6.10 LEAVE -

Any employee returning from an approved leave shall return to the same position, at the same pay-step, and with the same rights, privileges and obligations as other employees of the same position.

1. Leave With Pay

(a) Sick leave - Sick leave is paid time off that may be used when an employee is absent from duty for the reasons outlined below. Employees shall accrue sick leave at a rate of .05 x hours worked or of paid leave of absence (4 hours per 80-hour pay period) during each biweekly pay period. Unused sick leave may be accumulated from year to year. An employee may be authorized to use a maximum of eighty (80) hours of paid accrued sick leave in a twelve-month period for the purpose of caring for a member of the immediate family who is ill or injured. In addition, if the employee requests paid sick leave in excess of eighty (80) hours in order to care, or arrange care, for a member of the immediate family who is critically or terminally ill, additional accrued sick leave may be available to the employee when granted by the Executive Officer upon receipt of satisfactory verification from a physician.

Sick leave is paid time off that may be used because of the employee's:

(1) illness, injury, or exposure to contagious disease which incapacitates the employee for work;

(2) receipt of medical or dental care or consultation, including prenatal and postnatal care, which is not available except during working hours;

(3) requirements to care for an ill or injured immediate family member;

(4) necessity to be present because of a critical or terminal illness of an immediate family member; or

(5) need to discharge the required obligations that arise from the death of an immediate family member.

Upon termination of employment, employees hired prior to March 3, 1980 shall be compensated in cash for sick leave credits accrued. This provision authorizing cash compensation for unused sick leave shall apply so long as an employee has unbroken service even though the employee may change classification as a Commission employee. Employees in all LAFCO classes may upon retirement, deferred retirement, disability retirement, or death, convert all or a portion of accrued sick leave balance into retirement service credits subject to the rules and regulations of the of the San Diego County Employees Retirement Association, provided: (a) the employee has completed five (5) or more years of continuous

service during that employee's present employment; and (b) the employee's sick leave balance totals one hundred (100) hours or more. In addition, upon retirement or termination of service with the Commission, employees within benefit designation 01 (Executive Officer) may also elect to receive cash payment for all or a portion of unused sick leave credits equal to 50% of its value. One hundred (100%) of all sick leave credits that are paid to the employee in cash at 50% will be removed from the employee's sick leave balance.

(b) Bereavement Leave - Employees shall be allowed up to five working days of leave with pay upon approval of the Executive Officer due to death in the immediate family.

(c) Military Leave - Military leave may be allowed an employee in the same manner and under the same conditions as granted by the Civil Service Rules of the County of San Diego.

(d) Disability Leave - Disability leave may be allowed an employee in the same manner and under the same conditions as provided by the County of San Diego in the Civil Service Rules.

(e) Absence due to Required Attendance in Court - Absence due to required attendance in court may be allowed an employee upon approval by the Executive Officer and in the same manner and under the same conditions as provided by the County of San Diego in the Civil Service Rules.

(f) Administration of Leave With Pay - The Executive Officer shall maintain records of leave with pay and shall require of the employee a statement of reasons for absence by the employee; sick leave taken for more than three consecutive work days shall be verified by the attending physician or dentist. If, after investigation, the Executive Officer is convinced that the employee is not entitled to paid sick leave, the Executive Officer shall notify the employee accordingly.

(g) Computation of Leaves With Pay - Authorized leaves with pay shall be recorded in units of one hour; pay shall be allowed at the rate the employee would be paid for working during the same period.

2. Leave Without Pay

An employee may be allowed up to one year of leave without pay upon approval by the Executive Officer when such leave is in the best interests of the Local Agency Formation Commission. Any such request shall be in writing, shall state the reason for requesting leave and shall specify the dates requested. Reasons for requesting leave without pay shall include, but are not limited to, military service, extended illness or maternity.

(a) Leaves of Absence on Account of Illness or Injury - Leaves of absence without pay on account of illness or injury, which are not job incurred, may be granted for a maximum period of 26 full biweekly pay periods. This includes disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery therefrom. Such leaves will be granted only after all accrued sick leave credits have been used and shall be substantiated by a physician's statement.

(b) Leaves of Absence for Personal Reasons - Leaves of absence without pay for personal reasons may be granted for a maximum of 13 full biweekly pay periods. Such leaves shall only be granted after all accrued vacation, and holiday credits have been used.

(c) Family/Medical Leave (FML) - Family/Medical Leave shall be allowed in accordance with the provisions of the Moore-Brown-Roberti California Family Rights Act of 1993 (Government Code Sections 12945.1-12945.2, and relevant provisions within Section 4.3.12 of the County Compensation Ordinance notwithstanding minimum employee limits contained in the CFRA. Employees may use accrued sick and vacation leave balances during this time.

(d) The Executive Officer shall maintain records of such leave without pay. Any determination by the Executive Officer of a request for leave without pay shall be in writing. Only permanent or probationary employees occupying permanent positions are eligible for leaves of absence without pay under the provisions of this section.

6.11 VACATION -

1. All permanent professional employees hired prior to January 1, 2013 shall be entitled to vacation with pay in accordance with the schedule established for those positions. During the first five years of continuous service, professional employees shall be allowed 15 working days per calendar year of vacation time to be accumulated at a rate of 4.6 hours per biweekly pay period. After the completion of five years of continuous service, professional employees shall be allowed 20 working days of vacation time per calendar year to be accumulated at a rate of 6.1 hours per biweekly pay period. After completion of ten years of continuous service, professional employees shall be allowed 25 working days of vacation time per calendar year to be accumulated at a rate of 7.6 hours per biweekly pay period.

2. All permanent support employees hired prior to January 1, 2013 shall be entitled to vacation with pay in accordance with the schedule established for those positions. During the first three years of continuous service, support employees shall be allowed 10 working days of vacation time per calendar year to be accumulated at a rate of 3.1 hours per biweekly pay period. After completion of three years of continuous service, support employees shall be allowed 15 working days of vacation time per calendar year to be accumulated at a rate of 4.6 hours per biweekly pay period. After completion of nine years of continuous service, support employees shall be allowed 20

working days of vacation time per calendar year to be accumulated at a rate of 6.1 hours per biweekly pay period.

3. All permanent professional and support employees hired on or after January 1, 2013 shall be entitled to vacation with pay in accordance with the schedule established for those positions. During the first five years of continuous service, employees shall be allowed 10 working days of vacation time per calendar year to be accumulated at a rate of 3.1 hours per biweekly pay period. After completion of five years of continuous service, employees shall be allowed 15 working days of vacation time per calendar year to be accumulated at a rate of 4.6 hours per biweekly pay period. After completion of 10 years of continuous service, employees shall be allowed 20 working days of vacation time per calendar year to be accumulated at a rate of 6.1 hours per biweekly pay period. A summary of the vacation accrual rates applicable to LAFCO employees hired on or after January 1, 2013 follows:

0 to 5 years =	10 days/year*
5+ to 10 years =	15 days/year
10+ years =	20 days/year

**Vacation time credit shall accrue and may be taken during the first twelve calendar months of employment; however, 10 days of vacation time credit will take twelve calendar months to accrue.*

4. Vacation time for part-time professional or support employees shall be computed on the basis of the number of hours in the normal work week as established for that part-time employee by the Executive Officer.

5. No employee will be allowed to accumulate vacation time credits exceeding twice the amount allowed during any one calendar year. Employees who have reached 80% of their maximum balance of vacation leave (annual leave) will receive notification from the Commission payroll administrator about the excess leave balances. Employees whose vacation accruals reach the maximum accumulation limit shall cease to accrue vacation hours. An employee can only accrue additional vacation hours if the employee's vacation accumulation is below the maximum limit. Vacation time credit shall be accrued and may be taken during the first twelve calendar months of employment. The time at which each employee shall be granted vacation leave shall be at the discretion of the Executive Officer.

6. Upon termination of employment, an employee shall be compensated in cash for the unused vacation time, provided such employee has been in continuous service for more than six months. The cash compensation for unused vacation time shall be computed on the basis of the employee's rate of pay at the time of termination, but will not count toward the retirement benefit formula.

6.12 DISMISSAL OR SUSPENSION -

(a) Probationary Period. All employees appointed by the Executive Officer shall serve a one-year probationary period. During the probationary period, the Executive Officer

may dismiss the employee with or without cause. No appeal may be taken to the Personnel Committee from discipline imposed during the probationary period. In addition, any temporary employee may be dismissed by the Executive Officer, and the employee shall have no right of appeal.

(b) Discipline Subsequent to Probationary Period. The Executive Officer may dismiss, demote or suspend a permanent employee for cause after the employee has completed his or her probationary period. Rule VII of the San Diego County Civil Service Rules shall apply to any disciplinary action regarding a non-probationary permanent employee except that the Personnel Committee ("Committee") shall take the place of the Civil Service Commission. The Committee may appoint one of its members to hear the appeal and report back to the Committee with findings and a proposed decision. Any decision adopted by the Committee shall be final unless overturned by a court on appeal.

(c) No employee reprimanded by the Executive Officer shall have the right of appeal to the Personnel Committee.

6.13 TEMPORARY APPOINTMENT TO A HIGHER CLASS –

On the recommendation of the Executive Officer, the Commission may grant an employee a ten percent increase in compensation while such employee is assigned to perform the duties of a position which at the time is compensated at least ten percent higher than such employee's class; the assignment must be for a period exceeding 10 continuous working days but shall not exceed 130 working days.

6.14 EMPLOYEES PREVIOUSLY EMPLOYED BY A COUNTY -

The Commission shall accrue all sick leave, vacation, and retirement benefits of persons hired from counties pursuant to Section 56385 of the Government Code. For the purpose of calculating such benefits, the Commission may add previous county service to the tenure of service of employees, providing service has been continuous.

6.15 BENEFITS –

The Commission may contract for retirement, health and medical benefits for its employees pursuant to Section 56385 of the Government Code. LAFCO employees participate in the County of San Diego's Health and Medical Plans, Retirement System, Deferred Compensation Plan(s), Terminal Pay Plan, and other programs available to county employees.

6.16 COMPENSATION PLAN –

All employees are entitled to receive compensation plan benefits granted to personnel working in similar positions in the County of San Diego.

6.17 RECRUITMENT –

The Commission is an equal opportunity employer and in the recruitment and selection of

new employees directs the Executive Officer to apply similar principles as used by the Department of Human Resources of the County of San Diego.

6.18 SUSPENSION OF PERSONNEL RULES –

Upon good cause being shown and upon a finding of the public interest being served, the Commission reserves the right to waive, suspend, change or modify any of the foregoing rules.

6.19 EFFECTIVE DATES –

The Personnel Rules of the Commission shall become effective on August 5, 1974 and shall be amended thereafter by a majority vote of the Commission. Technical changes or updates to the Rules may be approved by the Executive Office subject to provision 1.12 of the Rules.

6.20 EXECUTIVE OFFICER COMPENSATION PLAN –

This Executive Officer Compensation Plan establishes the compensation for the Executive Officer, an Executive Management position. The plan provides for initial placement and subsequent adjustment of salary within the salary schedule fixed by the Commission. Any adjustment in rate of compensation pursuant to this plan shall be administered by the Commission.

1. Structure

(a) The minimum, midpoint, and maximum rate of the designated range are set forth in the salary schedule. The salary band range for the Executive Officer classification will be aligned with and automatically adjusted from time to time with the same salary range as comparable classifications in the County (i.e., planning director, public works director, registrar of voters, etc.).

(b) The midpoint rate of the designated range represents the job value of a fully competent employee and is the benchmark used to compare the class to other classes, internally and externally. The midpoint rate may be changed periodically by the Commission to reflect changes in internal and/or external factors. Any such change to the midpoint shall not automatically effect a change in the then current rate of the Executive Officer.

(c) The relationship between the minimum and maximum rates of the designated range shall approximate a differential of 50%.

(d) The range does not have steps. The Executive Officer may be paid an amount equal to or between the minimum and maximum rate of the designated range, according to the provisions of this plan.

(e) The structure of the range shall be reviewed periodically, and may be changed by the Commission. The structure will be automatically adjusted based on salary band changes authorized by the County to its employees in comparable positions.

2. Appointment

The Executive Officer is appointed by the Commission and serves at the pleasure of the Commission. A person initially appointed as Executive Officer shall receive a salary determined by the Commission.

3. Adjustment Within Range up to Midpoint

For an employee whose salary is below midpoint of the designated range, adjustments up to the midpoint shall be governed by this subsection (3). No provision in this subsection (3) shall be construed to provide a guarantee of adjustment at any time during the employee's term of employment.

(a) Effective the first day of any pay period after each anniversary date of the employee's appointment as Executive Officer, the employee may receive a salary adjustment of 5% of current salary, not to exceed midpoint. Any adjustment shall be approved by the Commission and based upon the determination by the Executive Officer Compensation Committee that the employee's overall performance is rated at the level of "meritorious" or higher.

(b) No provision contained in this subsection (3) shall be construed to limit or deny the Commission's discretion to postpone an adjustment or reduce the compensation of an employee as a result of the employee's performance, as recommended by the Executive Officer Compensation Committee. However, any subsequent salary adjustment prior to the employee's next annual anniversary date must be based upon a mid-cycle Performance Evaluation. If such adjustment is an increase, the new salary rate shall not exceed that which the employee would have been eligible to receive on or after the immediately preceding anniversary date, pursuant to this subsection (3).

(c) Notwithstanding subdivisions (a) and (b) of subsection (3) above, the Commission may approve an adjustment of the Executive Officer's salary rate upon recommendation of the Executive Officer Compensation Committee.

4. Adjustment Within Range Above Midpoint

The Commission may adjust the Executive Officer's salary rate above midpoint if the employee's overall performance is rated at the level of "outstanding" by the Executive Officer Compensation Committee. This rating alone does not entitle the employee to a pay adjustment.

5. Exemplary Performance Compensation Adjustment

(a) Eligibility and Maximum. An Executive Officer may receive an exemplary performance compensation adjustment (e.g., cash award and/or bonus) in

increments of one percent (1%) not to exceed a total of (10%) of the employee's approximate annual salary at the time of approval of the adjustment.

(b) Approval. Adjustments shall be based upon the recommendation of the Executive Officer Compensation Committee following a performance evaluation, subject to the availability of funds within the budget.

(c) Term of Adjustment. An Executive Officer shall be limited to one exemplary compensation adjustment in a calendar year and shall be paid either in a lump sum or in incremental payments during the year.

(d) Compensation Unfixed. Payment of compensation adjustments shall not affect the Executive Officer's rate of compensation. Commencing the first day of the first full pay period of each calendar year, compensation of the Executive Officer shall be unfixed and indefinite for the year until such time as the Commission determines whether to authorize an exemplary performance compensation adjustment. That determination is to be based upon an evaluation of the employee's performance by the Executive Officer Compensation Committee.

6. Executive Officer Compensation Committee

Wherever this plan refers to the Executive Officer Compensation Committee, the following shall apply:

(a) The Executive Officer Compensation Committee shall consist of three members of the Personnel Committee as provided under Rule No. 1.11 with the option of the Chair to add a fourth member at his or her discretion.

(b) The Executive Officer Compensation Committee shall periodically review and rate the performance of the Executive Officer and make recommendations to the full Commission for any adjustments to the Executive Officer's compensation.

7. Relocation Allowance

Upon determination by the Commission that relocation allowance is appropriate to facilitate recruitment for and appointment of an Executive Officer, a relocation allowance in an amount not to exceed $12,000.00 may be authorized for the actual and reasonable relocation expenses incurred incidental to relocation of the appointee and his/her immediate family to San Diego County. Expenses may include, but are not limited to, personal transportation, moving expenses for household goods and temporary housing arrangements. Claims for expenses submitted pursuant to this provision shall be subject to review and determination by the Chairperson prior to reimbursement. Reimbursement for relocation expenses shall be subject to review of the full Commission.

8. Severance Pay

If an Executive Officer is terminated by the Commission, s/he may be eligible to receive up to six (6) months of their then annual salary upon approval of the Commission; provided, however, that no severance pay may be paid if termination is for reasons of malfeasance or misfeasance in office or conviction of a crime involving moral turpitude.

6.21 TELECOMMUTING –

Telecommuting is an arrangement that allows eligible LAFCO employees to work in a designated area outside the office. Telecommuting is a cooperative arrangement between employees and LAFCO. Telecommuting benefits employees, LAFCO, and the community, and as such is encouraged by the Commission to the extent applicable with these provisions.

Benefits include:

- Ability to function during an emergency when the regular worksite is inaccessible.
- Increased productivity.
- Efficient use of LAFCO resources, including office space.
- Recruitment and retention of highly qualified employees.
- Greater flexibility for employees.
- Improved employee morale and job satisfaction.
- Reduced employee absenteeism.
- Reduced employee commute time and costs.
- Decreased energy consumption, pollution, traffic, and related congestion.

1. Policy Guidelines

a) Telecommuting is a privilege, not a right. All LAFCO employees who telecommute must have an approved telecommuting agreement under this policy. In his/her discretion, the Executive Officer may have additional telecommuting requirements, guidelines, or procedures, provided they are consistent with the intent of this program.

b) Telecommuting does not change the duties, obligations, responsibilities, or terms and conditions of LAFCO employment. Telecommuting employees must comply with all LAFCO rules, policies, practices, and instructions.

c) A telecommuting employee must perform work during scheduled telecommuting hours. Employees may not engage in activities while telecommuting that would not be permitted at the regular worksite, such as child, elder, or other dependent care. Telecommuting employees may take care of personal business during unpaid lunch periods, as they would at the regular worksite.

d) Employees must read the telecommuting policy and any guidelines issued by the Executive Officer, obtain the Executive Officer's approval and execute the telecommuting agreement before telecommuting.

e) The Executive Officer may deny, modify, or terminate a telecommuting agreement for any business reason that is not arbitrary or capricious. Similarly, a telecommuting employee may end or request to change a telecommuting agreement at any time.

f) Telecommuting is intended to be cost neutral. LAFCO is not required to provide telecommuting employees with materials or supplies needed to establish an alternate worksite (desk, chair, computer, software, cell phone, etc.), and assumes no responsibility for set-up or operating costs at an alternate worksite.

g) The Executive Officer has the sole discretion to provide equipment, software, or supplies, or allow employees to use their personal equipment while telecommuting. The Executive Officer has the sole discretion to reimburse employees for the costs of using personal equipment while telecommuting. Any provision to reimburse costs should be addressed expressly in the telecommuting agreement.

h) All LAFCO rules regarding the use of computers, network, and the internet apply while an employee is telecommuting, regardless of whether the employee is using LAFCO-provided or personal equipment.

i) Telecommuting is distinguished between "regular" and "situational." Regular telecommuting involves an employee continually working specific days/times from an offsite location. Situational telecommuting involves an employee working specific days/times from an offsite location with defined start and ending periods and typically in response to temporary issues (daycare, schooling, transportation, etc.).

2. Eligibility

a) Eligibility for telecommuting is based on both the position and the employee. Not every job, or every employee, is well suited for telecommuting.

b) All professional positions as defined in Rule No. 6 are eligible for regular or situational telecommuting privileges.

c) All support positions as defined in Rule No. 6 are eligible for situational telecommuting privileges.

d) The determination of whether eligible employees are authorized for regular or situational telecommuting is the sole discretion of the Executive Officer.

e) Only employees with most recent satisfactory or above job performance evaluations are eligible to telecommute.

f) Notwithstanding eligibility under normal conditions, all employees shall automatically telecommute for the duration of any declared emergency by the County Health Officer unless otherwise required by the Executive Officer.

3. Agreement Options

a) Telecommuting agreements can be authorized by the Executive Officer on a regular or situational basis as defined in this policy.

b) Telecommuting agreements – whether regular or situational – shall follow the form approved by Commission Counsel and signed by both employee and Executive Officer.

c) All signed telecommuting agreements shall be filed with employees' personal records.

4. Work Hours

a) Under normal conditions, the percent of telecommuting hours for any authorized employee should not exceed 50% of their total workhours during the fiscal year.

b) All the rules applicable at the regular worksite are applicable while telecommuting.

This includes all of the following standards:

- Telecommuting employees must perform their designated duties and tasks during scheduled work hours.
- Employees must account for and report time spent telecommuting the same way they would at the regular worksite, or according to the terms of the agreement.
- Time accounting should be included in the telecommuting agreement.
- Employees may work overtime only when directed to do so and approved in advance by the Executive Officer or Assistant Executive Officer.
- Employees must obtain approval to use vacation, sick, or other leave in the same manner as departmental employees who do not telecommute
- Telecommuting employees who become ill must report the hours actually worked and use sick leave for hours not worked.

5. Offsite Work Area

a) A telecommuting employee must designate a work area suitable for performing official business. The employee must perform work in the designated area when telecommuting. Telecommuting employees must work in an environment that allows them to perform their duties safely and efficiently.

b) Employees are responsible for ensuring their work areas comply with the health and

safety requirements covered in the telecommute agreement. LAFCO may request photographs of the employee's designated work area to determine compliance with health and safety rules.

c) Employees are covered by workers' compensation laws when performing work duties at their designated alternate locations during regular work hours. Employees who suffer a work-related injury or illness while telecommuting must notify the Executive Officer or Assistant Executive Officer and complete any required forms immediately.

d) LAFCO is not liable for damages to an employee's personal or real property while the employee is working at an alternate worksite.

6. Equipment and Supplies

a) A telecommuting employee must identify the equipment, software, supplies, and support required to successfully work at an offsite location and must specify those items in the telecommute agreement. If LAFCO does not provide the needed equipment, software, supplies, or support, and the employee does not have them, the employee will not be eligible to telecommute.

b) Equipment, software, or supplies provided by the LAFCO are for LAFCO business only. A telecommuting employee does not obtain any rights to LAFCO equipment, software, or supplies provided in connection with telecommuting. The employee must immediately return all LAFCO equipment, software, and supplies at the conclusion of the telecommuting arrangement or at the Executive Officer's request.

c) A telecommuting employee must protect LAFCO equipment, software, and supplies from possible theft, loss, and damage. The telecommuting employee may be liable for replacement or repair of the equipment, software, or supplies in compliance with applicable laws on negligence or intentional conduct in the event of theft, loss, or damage.

d) Any equipment, software, files, and databases provided by the LAFCO shall remain the property of the LAFCO. A telecommuting employee must adhere to all software copyright laws and may not make unauthorized copies of any LAFCO-owned software.

e) Employees may not add hardware or software to LAFCO equipment without prior written approval.

f) Employees who use their personal equipment for telecommuting are responsible for the installation, repair, and maintenance of the equipment. Telecommuting employees must understand and agree that the LAFCO is entitled to, and may access, any personal equipment used while telecommuting, such as a personal computer, telephone, fax machine, monthly bills, and internet records. Employees must contact the Executive Officer or Assistant Executive Officer if equipment, connectivity, or other supply problems prevent them from working while telecommuting.

7. Security of Confidential Information

   a) All files, records, papers, or other materials created while telecommuting are LAFCO property. Telecommuting employees shall identify any confidential, private, or personal information and records to be accessed and ensure appropriate safeguards are used to protect them.

   b) LAFCO may require employees to work in private locations when handling confidential or sensitive material. Employees may not disclose confidential or private files, records, materials, or information, and may not allow access to LAFCO networks or databases to anyone who is not authorized to have access.

8. Sunshine Laws

   a) The California Public Records Act a regarding public information and public records apply to telecommuting employees. Public records include any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by the LAFCO regardless of physical form or characteristic. Public information means the contents of a public record.

   b) Upon receipt of an appropriate request, and subject to authorized exemptions, a telecommuting employee must permit inspection and examination of any public record or public information in the employee's custody, or any segregable portion of a public record, within required time limits. This requirement exists regardless of where the public record is located.

9. Procedures

   a) Employees must complete the following steps before telecommuting:

      - Talk with the Executive Officer to determine eligibility.
      - Complete the telecommute agreement as required by the Executive Officer.
      - Receive approval of the telecommute agreement by the Executive Officer.

10. Denial, Modification, or Termination

    a) Denial, modification, or termination of a telecommuting agreement is not subject to the grievance procedures in any Memorandum of Understanding, or to any other review or appeal procedures, except as noted in this section.

    b) An employee who believes their telecommute agreement has been denied, or whose previously approved agreement has been modified or terminated, for arbitrary or capricious reasons may appeal the decision to LAFCO's Personnel Committee or its designee. The decision of LAFCO'S Personnel Committee or its designee is final.

Adoption History: Article VI,Sections 6.1 to 6.21

Adopted April 14, 1975
Amended April 4, 1977
Amended October 2, 1978
Amended March 3, 1980
Amended July 12, 1982
Revised May 5, 1986
Amended September 11, 1989
Amended November 6, 1989
Amended August 2, 1993
Amended April 4, 1994
Re-affirmed and adopted December 4, 2000
Administratively revised and updated May 24, 2005
Amended August 7, 2006
Re-affirmed annually via adoption of LAFCO Budget
Comprehensively Updated and re-adopted March 3, 2008
Amended November 5, 2012 (Sections 6.1& 6.11)
Amended August 5, 2013 (Section 6.8)
Amended April 7, 2014
Amended June 5, 2017
Administratively revised and Updated August 5, 2019
Updated March 1, 2021 to include Section 6.21

RULES
SAN DIEGO
LOCAL AGENCY FORMATION COMMISSION

ARTICLE VI: Personnel Rules
EXHIBIT A: Position Specifications

Executive Officer
Assistant Executive Officer
Local Governmental Analyst III
Local Governmental Analyst II
Local Governmental Analyst I / Administrative Analyst
Commission Clerk
Administrative Assistant (Executive Assistant)
Administrative Assistant (General Administrative Support)
Administrative Assistant (General Governmental Services)
Administrative Aide
Records Clerk
Geographic Information Systems (GIS) Analyst

LOCAL AGENCY FORMATION COMMISSION
SAN DIEGO COUNTY

POSITION SPECIFICATION

EXECUTIVE OFFICER

Definition

Executes the policies and directives of the Local Agency Formation Commission and is responsible for administering and supervising day-to-day activities, duties, and responsibilities of the Commission.

Typical Tasks

Serves as principal staff advisor to the Commission; prepares background data, report, and recommendation on each proposal submitted to the Commission; prepares agenda for Commission meetings; attends all meetings and presents oral reports and advises the Commission during the course of meetings; executes all required legal documents and attests to all determinations of the Commission; advises the Commission on and must be knowledgeable of state statutory provisions affecting LAFCO.

Arranges for and conducts pre-meeting conferences with proponents and other interested persons and groups; arranges for and attends meetings of the Special Districts and Cities Advisory Committees; establishes liaison and confers with elected and appointed officers of the County and the cities and special districts within the county; coordinates activities and maintains liaison with County agencies and departments; conducts or arranges for studies concerning local agencies within the county; provides advice and assistance to local agencies, groups or persons on procedures and policies of LAFCO; represents LAFCO before community groups, local legislative bodies, and state departments and legislative committees; represents the San Diego LAFCO at state-wide LAFCO meetings and conferences.

Prepares annual LAFCO budget and monitors accounts; supervises and rates performance of other Commission employees.

Distinguishing Characteristic

This is a one-position class specifically authorized by Section 56384 of the Government Code. Incumbents are directly appointed by and serve at the pleasure of the Commission.

Qualifications

Education: Graduation from an accredited four-year college or university, preferably with a degree in political science or public administration; graduate work in the above fields is highly desirable.

Experience: Within the last ten years, must have had at least five years of progressively responsible administrative experience, three years of which must have included work involving local governmental agencies; work with agencies in metropolitan areas in California is highly desirable.

LOCAL AGENCY FORMATION COMMISSION
SAN DIEGO COUNTY

POSITION SPECIFICATION

ASSISTANT EXECUTIVE OFFICER

Definition

Assists the Executive Officer in carrying out the policies and directives of the Local Agency Formation Commission, administering and supervising day-to-day activities, duties, and responsibilities of the Commission.

Typical Tasks

Serves as assistant to the Executive Officer and acts in place of the Executive Officer in his or her absence. Has primary responsibility, under the direction of the Executive Officer, to establish and coordinate the development, implementation and update of LAFCO functions. Directly supervises other LAFCO staff on projects identified by the Executive Officer.

Assists Executive Officer in arranging and conducting pre-meeting conferences with proponents and other interested persons and groups. Responsible for major proposal analysis, gathers and analyzes information related to LAFCO applications; prepares background reports and preliminary recommendations; and reports orally and in writing to the Commission on proposals.

To ensure compliance with the California Environmental Quality Act (CEQA), reviews proposals for adequacy of environmental review documents; reviews and prepares comments on initial studies, negative declarations, and EIRs prepared by other agencies; and conducts initial studies, prepares negative declarations and other environmental documents when LAFCO is the lead agency.

Prepares LAFCO budget materials; reviews and researches legislative topics, problems in local government, and performs other special assignments; provides information and assistance to other governmental agencies, citizens' groups, and individuals; directs studies (e.g., fiscal and governmental reorganization) related to local agencies; attends Commission and Advisory Committees meetings and staffs them when necessary; has a thorough knowledge of Commission policies and state statutes; and represents LAFCO at various governmental, educational, and citizen group meetings.

Distinguishing Characteristics

The Assistant Executive Officer position requires independent judgment, a well developed sense of direction and must be able to exercise discretion concerning sensitive matters. The individual must possess excellent communication skills and have the ability to carry out a project from the conceptual state through implementation. The Assistant Executive Officer should possess the knowledge, skills and experience to act in place of the Executive Officer when necessary.

Qualifications

Education: Graduation from an accredited four-year college or university with a bachelor's degree in public administration, political science, urban studies, economics or a related field. A Master's Degree in one of these fields is highly encouraged and desirable.

Experience: At least four years of paid, responsible experience with a state or local governmental agency, of which at least two years are with LAFCO. Previous experience should provide familiarity with issues of local government organization such as the planning process, public finance, and community development.

LOCAL AGENCY FORMATION COMMISSION
SAN DIEGO COUNTY

POSITION SPECIFICATION

LOCAL GOVERNMENTAL ANALYST III

Definition

The Local Government Analyst III is senior-level professional class of this series. The position is intended to generally function in an organizational role similar to the County of San Diego's Administrative Analyst III position.

With limited supervision, incumbents are responsible for performing administrative and analytical work of above-average to high difficulty; to review, report, and present material relating to jurisdictional change proposals, studies, and/or special projects as assigned.

Typical Tasks

Local Governmental Analyst III incumbents have primary responsibility, under the direction of the Executive Officer or Assistant Executive Officer, to lead in the development, implementation and update of LAFCO's otherwise normal planning and regulatory functions. This includes responsibility for major proposals and study projects, preparing and/or reviewing associated agenda reports and preliminary recommendations and reporting orally and in writing to the Commission and Advisory Committees. May be tasked with staffing an Advisory Committee.

Incumbents help ensure LAFCO compliance with the California Environmental Quality Act.

Incumbents serve as first-level supervisors for Local Government Analysts I/II positions.

Knowledge, Skills, and Abilities

The examples of knowledge, skills, and abilities listed in this class specification – Local Governmental Analyst III – are representative but not necessarily exhaustive. The Executive Officer or Assistant Executive Officer is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform associated functions on a case-by-case basis.

- Expert understanding of LAFCO statute and related procedures
- Understand political implications of findings, recommendations, and decisions
- Plan and implement projects as assigned with limited supervision
- Knowledge of government organization functions and services
- Advanced understanding of the California Environmental Quality Act

- Familiar with principles and practices of public administration, community development and planning, and public finance
- Ability to collect, analyze, and interpret relevant data
- Perform advanced-level qualitative and quantitative analysis
- Compose written memos, letters, and agenda reports
- Skillfully proof and edit others written reports, letters, etc.
- Business English
- Communicate clearly, concisely, and effectively orally and in writing
- Current technology and trends in the profession
- Telephone, office, and online etiquette
- Communicate effectively with individuals representing diverse cultures and backgrounds
- Exercise good judgement and initiative
- Communicate effectively with individuals representing diverse cultures and backgrounds

Distinguishing Characteristics

The Local Governmental Analyst III is a senior level of the Local Governmental Analyst series with increased responsibilities and duties compared to the Analyst I/II positions. Distinguishing characteristics include being assigned substantive to complex proposals and studies along with regularly representing LAFCO to the general public and other local governmental agencies. The position relatedly requires ongoing self-direction and sound judgement in accomplishing assigned projects from the conceptual stage through implementation and ability to readily assess political implications of findings, recommendations, and decisions.

An adaptive ability to practice and cultivate effective teamwork and collaboration as a first-line supervisor also distinguishes this position from others in the series.

Qualifications

Education: Graduation from an accredited four-year college or university with a bachelor's degree in public administration, political science, urban studies, economics or a related field. A Master's Degree in one of these fields is highly encouraged and desirable.

Experience: At least four years of responsible experience that would provide the knowledge and skills to perform the typical tasks of the position. Experience with a state or local government agency is considered beneficial but not required. Previous experience should provide familiarity with issues of local government organization such as the planning process, public finance, and community development.

Special Notes

Working Conditions

Work primarily takes place in an office environment, although the position may be assigned to other work locations – including the accommodation of telework up to 50% of standard hours if authorized by the Executive Officer. Work involves exposure to computer screens and use of basic office equipment.

Essential Physical Characteristics

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of a job, on a case-by-case basis.

- Continuous: upward and downward flexion of the neck.
- Frequent: sitting, repetitive use of hands, grasping, and fine manipulation of hands to operate computers, printers, and copiers, lifting of objects weighing up to 10 pounds.
- Occasional: walking, standing, bending and twisting of the neck, bending and twisting of the waist, grasping, pushing, pulling, reaching above and below shoulder level, and lifting objects weighing up to 25 pounds.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Comprehensive administratively amended and approved June 6, 2022

LOCAL AGENCY FORMATION COMMISSION
SAN DIEGO COUNTY

POSITION SPECIFICATION

LOCAL GOVERNMENTAL ANALYST II

Definition

The Local Governmental Analyst II is the intermediate level professional class of this series. The position is intended to generally function in an organizational role similar to the County of San Diego's Administrative Analyst II position.

With general supervision, incumbents are responsible for position to performing administrative and analytical work of above-average difficulty; to review, report, and present material relating to jurisdictional change proposals, studies, and/or special projects as assigned.

Typical Tasks

Local Governmental Analyst II incumbents have primary responsibility, under the direction of the Executive Officer or Assistant Executive Officer, to assist in the development, implementation and update of LAFCO's otherwise normal planning and regulatory functions. This includes responsibility for moderate to major proposal and study projects, preparing associated agenda reports and preliminary recommendations, and reporting orally and in writing to the Commission and Advisory Committees. May be tasked with staffing an Advisory Committee.

Incumbents assist higher-level staff to ensure LAFCO compliance with the California Environmental Quality Act.

Incumbents serve as a resource to advise the Local Government Analyst I position.

Knowledge, Skills, and Abilities

The examples of knowledge, skills, and abilities listed in this class specification – Local Governmental Analyst II – are representative but not necessarily exhaustive. The Executive Officer or Assistant Executive Officer is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform associated functions on a case-by-case basis.

- Advanced understanding of LAFCO statute and related procedures
- Knowledge of government organization functions and services
- Understanding of the California Environmental Quality Act
- Familiar with principles and practices of public administration and public finance

- Ability to collect, analyze, and interpret relevant data
- Perform intermediate-level qualitative and quantitative analysis
- Compose written memos, letters, and agenda reports
- Business English
- Communicate clearly, concisely, and effectively orally and in writing
- Current technology and trends in the profession
- Telephone, office, and online etiquette
- Communicate effectively with individuals representing diverse cultures and backgrounds
- Exercise good judgement and initiative
- Communicate effectively with individuals representing diverse cultures and backgrounds

Distinguishing Characteristics

The Local Governmental Analyst II is an intermediate level of the Local Governmental Analyst series with increased responsibilities and duties compared to the Analyst I position. Distinguishing characteristics include being assigned advanced to substantive proposals and studies as well as increased interface with the general public and other local government agencies. The position requires independent and sound judgment to comply with appropriate laws, regulations, and proceedings and well-developed sense of discretion, and ability to practice and cultivate effective teamwork and collaboration within and outside LAFCO.

Qualifications

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Qualifying education and experience follows:

Education:
Graduation from an accredited four-year college or university with a bachelor's degree in public administration, political science, urban studies, economics or a related field. A master's degree in one of these fields is beneficial, but not required.

Experience:
At least three years of responsible experience performing research and analytical work, personnel, budget, finance, or customer service. Education beyond the bachelor's degree may also substitute for one year of experience.

Special Notes

Working Conditions

Work primarily takes place in an office environment, although the position may be assigned to other work locations – including telework up to 50% of standard hours if

authorized by the Executive Officer. Work involves exposure to computer screens and use of basic office equipment.

Essential Physical Characteristics

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of a job, on a case-by-case basis.

- Continuous: upward and downward flexion of the neck.
- Frequent: sitting, repetitive use of hands, grasping, and fine manipulation of hands to operate computers, printers, and copiers, lifting of objects weighing up to 10 pounds.
- Occasional: walking, standing, bending and twisting of the neck, bending and twisting of the waist, grasping, pushing, pulling, reaching above and below shoulder level, and lifting objects weighing up to 25 pounds.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Comprehensive administratively amended and approved June 6, 2022

LOCAL AGENCY FORMATION COMMISSION
SAN DIEGO COUNTY

POSITION SPECIFICATION

LOCAL GOVERNMENTAL ANALYST I / ADMINISTRATIVE ANALYST

Definition

The Local Governmental Analyst I is the entry level professional class of this series. The position is intended to generally function in an organizational role similar to the County of San Diego's Administrative Analyst I position.

With direct supervision, incumbents are responsible for performing administrative and analytical work of average difficulty; to review, report, and present material relating to jurisdictional change proposals, studies, and/or special projects as assigned.

The position may be filled at an Administrative Analyst level, depending on the needs of the office and qualifications of the candidate. If filled at the Administrative Analyst level, then the position will also be responsible for a variety of administrative tasks.

Typical Tasks

Local Governmental Analyst I incumbents have responsibility, under the direction of the Executive Officer or Assistant Executive Officer, to assist in the development and implementation of LAFCO's otherwise normal planning and regulatory functions. This includes responsibility for basic proposals and study projects, preparing associated agenda reports and preliminary recommendations, supporting higher-level class positions, and reporting orally and in writing to the Commission and Advisory Committees.

Knowledge, Skills, and Abilities

The examples of knowledge, skills, and abilities listed in this class specification – Local Governmental Analyst I – are representative but not necessarily exhaustive. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform associated functions on a case-by-case basis.

- Understanding of LAFCO statute and related procedures
- Knowledge of government organization functions and services
- Familiar with principles and practices of public administration
- Ability to collect, analyze, and interpret relevant data
- Perform entry-level qualitative and quantitative analysis
- Compose written memos, letters, and agenda reports
- Business English
- Communicate clearly, concisely, and effectively orally and in writing

- Current technology and trends in the profession
- Telephone, office, and online etiquette
- Communicate effectively with individuals representing diverse cultures and backgrounds
- Exercise good judgement and initiative

If filled at the Administrative Analyst level, then an emphasis will be placed on the following tasks: compiling information and drafting office policies and procedures; retrieving, gathering, and analyzing information to assist other staff members; interpreting and conveying comprehensive and comprehendible instructions, reports, and regulations by utilizing excellent English language reading, writing, and speaking skills; meeting with the public to answer inquiries or complaints regarding procedures; assisting in planning and coordinating personnel recruitment and selection; supervising and training support staff; organizing and directing publication and distribution of Commission agenda and supporting materials; preparing, editing, and proofreading staff reports; preparing or supervising preparation of Commission resolutions for review and signature; preparing and noticing environmental documents as required by legal regulations; and preparing procedural manuals and other publications.

Distinguishing Characteristics

The Local Governmental Analyst I is the entry level of the Local Governmental Analyst series. Distinguishing characteristics include being assigned basic to moderate proposals and studies and interfacing with the general public and other local government agencies. The position requires independent and sound judgement to comply with appropriate laws, regulations, and proceedings while practicing effective teamwork and collaboration within LAFCO. If the position is filled at the Administrative Analyst level, then an emphasis will be placed on administrative analysis and support services.

Qualifications

Education, training, and/or experience that demonstrates possession of the knowledge, skills and abilities listed above. Qualifying education and experience follows:

Education:
Graduation from an accredited four-year college or university with a bachelor's degree in public administration, political science, economics, urban studies, or a related field.

Experience:
At least one year responsible experience performing research and analytical work, personnel, budget, finance, or customer service. Education beyond the bachelor's degree may substitute for experience.

Special Knowledge and Skills Required of Administrative Analyst:
Understanding of basic research methods and available resources as well as basic mathematics and statistics to compute data upon which various administrative

projections and decisions are based; comprehension of government organization, procedures, and operations and how they interrelate with office procedures and goals; and proficiency with Word, Excel, Access, or other similar computer programs.

Special Notes

Working Conditions

Work primarily takes place in an office environment, although the position may be assigned to other work locations – including the ability to telework up to 50% of standard hours if eligible and authorized by the Executive Officer. Work involves exposure to computer screens and use of basic office equipment.

Essential Physical Characteristics

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of a job, on a case-by-case basis.

- Continuous: upward and downward flexion of the neck.
- Frequent: sitting, repetitive use of hands, grasping, and fine manipulation of hands to operate computers, printers, and copiers, lifting of objects weighing up to 10 pounds.
- Occasional: walking, standing, bending and twisting of the neck, bending and twisting of the waist, grasping, pushing, pulling, reaching above and below shoulder level, and lifting objects weighing up to 25 pounds.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Comprehensive administratively amended and approved June 6, 2022

LOCAL AGENCY FORMATION COMMISSION
SAN DIEGO COUNTY

POSITION SPECIFICATION

COMMISSION CLERK

Definition

With limited direction, to serve as clerk to the Commission and assist the Executive Officer in managing Commission meetings and all records therein; to perform support staff level work for the Executive Officer and to assist with administrative and other non-routine duties; to perform related work as required.

Typical Tasks

Works with the Executive Officer to schedule all Commission meetings and any standing or ad hoc committees therein; prepares related agenda materials; takes related official meeting minutes; notifies participants; reserves meeting rooms; ensures Commission meeting information is compiled and posted; arranges for Commission food and beverages as appropriate.

Prepare, post, and distribute public hearing notices of the Commission; prepare, publish, and distribute other legal notices in accordance with State of California, County of San Diego, and LAFCO requirements.

Receive, process, and monitor economic interest statements and election process for elected and appointed officials and employees.

Receive and coordinate responses pursuant to the State's Public Records Act.

Coordinate and oversee elections on behalf of the Special Districts Selection Committee; certify election results.

Coordinate with the Executive Officer and designated staff to file and/or record approved and completed jurisdictional changes with the County Clerk-Recorder's Office and State Board of Equalization.

Create, organize, and maintain official records of the Commission – including – but not limited to – applicant proposals, Commission meeting minutes, adopted resolutions, adopted policies and procedures, public records requests and response, and official correspondence.

Serve as direct supervisor to the Administrative Assistant and manage and delegate tasks accordingly.

Other tasks include: performing general support staff duties; screening and routing incoming correspondence; typing correspondence and reports; answering telephone and taking messages; maintaining files; retrieving and gathering information to assist staff members; meeting the public to answer inquiries or complaints regarding procedures.

Distinguishing Characteristics

Serve as Commission Clerk as provided under LAFCO law. Organize own work, coordinate projects, set priorities, and meet critical deadlines in fulfilling typical tasks. Report directly to the Executive Officer

Minimum Qualifications

Thorough Knowledge of:

- General role of local government and basic responsibilities and duties of LAFCO.
- A wide variety of word processing layouts and formats
- Filing systems, including alphabetical, chronological, numerical, subject area, and tickler.
- Record keeping and clerical monitoring procedures.
- Business English including spelling, punctuation, grammar, capitalization, and word usage.
- The operation and uses of common office equipment including office computers, typewriters, calculators, copiers, and dictaphone machines.
- Modern office procedures and practices.

Skills to:

- Possess strong interpersonal and public relations skills.
- Deal effectively and diplomatically with administrators, officials, and other individuals who transact business with the Executive Officer.
- Independently review and interpret relevant statutes.
- Take and transcribe dictation accurately.
- Possess relevant office/computer skills to use a variety of equipment such as computers, copy machines and software programs (i.e. Microsoft Office).
- Read, understand, follow, and explain policy and procedure.
- Compile and summarize statistical, financial, and other data.
- Compose routine correspondence and reports.
- Make arithmetic calculations.
- Maintain confidentiality.

Education/Experience:

- At least four years of relevant experience, two years of which must have been at a comparable level to the executive assistant or administrative assistant position as determined by the Executive Officer.
- Completion of no less than 60 units from an accredited college or university may be substituted for two years of relevant experience as described above.

- Graduation from an accredited four-year college or university within emphasis in administration, business, or other related fields may be substituted for all four years of the relevant experience as described above.

Established: June 1, 2020

LOCAL AGENCY FORMATION COMMISSION
SAN DIEGO COUNTY

POSITION SPECIFICATION

ADMINISTRATIVE ASSISTANT
(Executive Assistant)

Definition

With limited direction, to serve as confidential assistant to the Commission's Executive Officer; to perform support staff level work for the Executive Officer and to assist with administrative and other non-routine duties; to perform related work as required.

Typical Tasks

Oversees the Executive Officer's calendar and functions as the liaison between the Executive Officer and the general public; attends meetings with the Executive Officer and other LAFCO staff and takes and transcribes meeting notes.

Works with the Executive Officer in scheduling meetings of the Cities and Special Districts Advisory Committees and prepares related agenda materials; takes and transcribes minutes of meetings of the Special Districts and Cities Advisory Committees; notifies Committee participants; ensures Committee information is compiled and posted; reserves meeting rooms; arranges for Committee food and beverages as appropriate.

Assists the Executive Officer in managing LAFCO finances and ensures timely payments; makes deposits; transfers monies as needed between LAFCO accounts; processes claims, warrants, and travel requests; orders supplies; responsible for payroll and related matters; maintains financial records – including receipts – and assists Executive Officer in preparation of budget.

Responsible for official filings including, but not limited to County Recorder, State Board of Equalization, and County Assessor.

Composes, prepares, and proofreads confidential correspondence, reports, and other complex documents.

Assists the Executive Officer in managing human resources; interfaces with County of San Diego Human Resources as needed; and maintains confidential personnel files.

Other tasks include: performing general support staff and secretarial duties; screening and routing incoming correspondence; typing correspondence and reports; answering telephone and taking messages; maintaining files; retrieving and gathering information to assist staff members; meeting the public to answer inquiries or complaints regarding procedures; supervising subordinate support staff, such as the Records Clerk.

Distinguishing Characteristics

Provide direct staff support to the Executive Officer. Organize own work, coordinate projects, set priorities, and meet deadlines in fulfilling typical tasks Directly report to the Executive Officer.

Minimum Qualifications

Thorough Knowledge of:

- A wide variety of word processing layouts and formats.
- Filing systems, including alphabetical, chronological, numerical, subject area, and tickler.
- Record keeping and clerical monitoring procedures.
- Business English including spelling, punctuation, grammar, capitalization, and word usage.
- The operation and uses of common office equipment including office computers, typewriters, calculators, copiers, and dictaphone machines.
- Modern office procedures and practices.

Skills to:

- Possess strong interpersonal and public relation skills.
- Deal effectively and diplomatically with administrators, officials, and other individuals who transact business with the Executive Officer.
- Take and transcribe dictation accurately.
- Possess relevant office/computer skills to use a variety of equipment such as computers, copy machines and software programs (i.e. Microsoft Office).
- Read, understand, follow, and explain policy and procedure.
- Compile and summarize statistical, financial, and other data.
- Compose routine correspondence and reports.
- Make arithmetic calculations.
- Maintain confidentiality.

Education/Experience:

- Education which clearly demonstrates possession of the knowledge and skills listed above.
- At least three years of relevant experience, two years of which must have been at a comparable level to the administrative assistant position as determined by the Executive Officer.

Administratively Amended and Approved: June 1, 2020

LOCAL AGENCY FORMATION COMMISSION
SAN DIEGO COUNTY

POSITION SPECIFICATION

ADMINISTRATIVE ASSISTANT
(General Administrative Support)

Definition

With limited direction, to perform a wide variety of administrative and support staff level work.

Typical Tasks

Organizes and directs publication and distribution of Commission agenda and supporting materials; types, edits, formats and proofreads staff reports; prepares Commission resolutions for review and signature; prepares environmental documents and is responsible for their noticing and posting according to the California Environmental Quality Act.

Prepares and compares data and reports for accuracy and completeness while identifying typographical errors and correcting spelling, grammar, punctuation, capitalization and word usage; creates forms on computerized system; assists in the preparation of information bulletins or procedural manuals.

Other tasks include: performing general support staff duties; screening and routing incoming correspondence; typing correspondence and reports; answering telephone and taking messages; maintaining files; retrieving and gathering information to assist staff members; meeting the public to answer inquiries or complaints regarding procedures; supervising subordinate support staff, such as the Records Clerk.

Distinguishing Characteristics

The duties of this class involve proposal processing, administrative analysis, and assistance in the preparation of staff reports. As Administrative Assistant, this position is responsible for the efficient operation of support and administrative services for the staff, requiring independent judgment to comply with appropriate laws, regulations, and proceedings.

Minimum Qualifications

General Knowledge of:

- Basic research methods and available resources.

- Basic mathematics and statistics to compute data upon which various budget and administrative projections and decisions are based.
- Government organization, procedures, and operations and how they interrelate with office procedures and goals.
- Modern clerical, office, and record keeping procedures.
- Standard office equipment uses and features.

Skills:

- Good English language reading, writing, and speaking skills in order to correctly interpret and convey comprehensive and comprehendible instructions, reports, regulations, etc.
- Locate and utilize resource materials in an optimal manner so as to provide the full range of available options to decision makers and to accurately analyze situations.
- Work in cooperative relationships with other staff and the general public.
- Analyze and draw logical conclusions from data.
- Identify problem areas and recommend solutions.
- Work proficiently with office computers and operate office equipment including photocopiers, collators, binders, calculators, typewriters, word processors, computer terminals, microfilm recorders, and transcribing machines.

Education/Experience:

- 60 semester units of college study; (one year is equivalent to 30 semester units).

OR

- At least two years of full-time work experience which demonstrates the application of the knowledge and skills listed above.

Special Requirement:

Certificate:

- An original unaltered typing certificate (no photocopies) for at least 50 net WPM with a maximum of 5 errors. The typing test must be for at least five minutes with 10 gross words penalty for each error (in accordance with International Typing Contest Rules), and the certificate must be no more than 2 years old. The certificate must state the gross words per minute attained and the number of errors.

Proficiency:

- Knowledge of Word, Excel, Access, PowerPoint, or other similar computer programs.

LOCAL AGENCY FORMATION COMMISSION
SAN DIEGO COUNTY

POSITION SPECIFICATION

ADMINISTRATIVE ASSISTANT
(Governmental Services Support)

Definition

With limited direction, to perform a wide variety of administrative and support staff level work associated with the implementation and update of LAFCO functions.

Typical Tasks

Assists with establishment, coordination, development, implementation, and update of LAFCO functions. Prepares Commission resolutions for review and signature; prepares environmental documents and is responsible for their noticing and posting according to the California Environmental Quality Act.

Prepares and compares data and reports for accuracy and completeness while identifying typographical errors and correcting spelling, grammar, punctuation, capitalization and word usage; creates forms on computerized system; assists in the preparation of information bulletins or procedural manuals.

Other tasks include: Screening, routing, and responding to incoming inquiries; maintaining files; retrieving and gathering information to assist staff members; meeting the public to answer inquiries or complaints regarding procedures; supervising subordinate support staff.

Distinguishing Characteristics

The duties of this class involve proposal processing, administrative analysis, and assistance in the preparation of staff reports. As Administrative Assistant, this position is responsible for the efficient operation of support and administrative services for the staff, requiring independent judgment to comply with appropriate laws, regulations, and proceedings.

Minimum Qualifications

General Knowledge of:

- Basic research methods and available resources.
- Basic mathematics and statistics to compute data upon which various budget and administrative projections and decisions are based.

- Government organization, procedures, and operations and how they interrelate with office procedures and goals.
- Modern office and record keeping procedures.
- Standard office equipment uses and features.

Skills:

- Good English language reading, writing, and speaking skills in order to correctly interpret and convey comprehensive and comprehendible instructions, reports, regulations, etc.
- Locate and utilize resource materials in an optimal manner so as to provide the full range of available options to decision makers and to accurately analyze situations.
- Work in cooperative relationships with other staff and the general public.
- Analyze and draw logical conclusions from data.
- Identify problem areas and recommend solutions.
- Work proficiently with office computers and operate office equipment.
- Establish and adhere to deadlines and priorities for time-sensitive tasks.

Education/Experience:

- 60 semester units of college study; (one year is equivalent to 30 semester units). Graduation from an accredited four-year college or university with a Bachelor's Degree in public administration, political science, economics, urban studies, or a related field is highly encouraged.

OR

- At least two years of full-time work experience which demonstrates the application of the knowledge and skills listed above.

Proficiency:

- Knowledge of Word, Excel, Access, PowerPoint, or other similar computer programs.

LOCAL AGENCY FORMATION COMMISSION
SAN DIEGO COUNTY

POSITION SPECIFICATION

ADMINISTRATIVE AIDE

Definition

Under general supervision to perform a variety of administrative tasks and work of average difficulty while providing assistance and support to the analysts and the executive officer.

Typical Tasks

Performs word processing tasks on a computer system; opens proposals, creates forms, and establishes initial files and computerized mailing lists; sends out referrals and certificates as required by state law; answers telephone and takes messages; maintains files; retrieves and gathers information to assist staff members; meets the public to answer inquiries or complaints regarding procedures; screens and routes incoming correspondence.

Assists in the publication and distribution of the Commission agenda and associated supporting materials by editing, formatting, and proofreading staff reports; prepares Commission resolutions for review and signature.

Prepares and compares data and reports for accuracy and completeness while identifying typographical errors and correcting spelling, grammar, punctuation, and word usage; creates forms on computerized system; assists in the preparation of informational bulletins or procedural manuals.

Distinguishing Characteristics

The duties of this class involve processing proposals, generating forms, preparing resolutions, and assisting in the preparation of reports and correspondence. This position is responsible for the efficient operation of clerical and administrative services for the analysts and executive officer, requiring independent judgment to comply with appropriate laws, regulations, and policies. Duties also may involve public relations requiring discretion and judgment, including the interpretation and explanation of laws, procedures, and policies.

Minimum Qualifications

General Knowledge of:

- Basic research methods and available resources.
- Government organization, procedures and operations and how they interrelate with

office procedures and goals.

- Modern clerical, office and record-keeping procedures.
- Standard office equipment uses and features, including computer systems.

Skills and Abilities:

- Input and retrieve data and information using a computerized system.
- Proficiency in a variety of computer programs with an interest in expanding knowledge and skills to include additional software, such as computer aided design, mapping, graphics, etc.
- Effective oral and written communication skills in order to correctly interpret and convey instructions, write reports, and comply with regulations, etc.
- Locate and utilize resource materials in order to provide the full range of available, accurate information to other staff members.
- Work in cooperative relationships with other staff members and the general public.
- Operate office equipment including a computer system, photocopier, typewriter, FAX machine, etc.

Education/Experience:

Education: 60 semester units of college study; (one year is equivalent to 30 semester units)

OR

Experience: At least two years of full-time work experience which demonstrates the application of the knowledge and skills listed above.

Special Requirement:

Certificate: A typing certificate or proof of proficiency in a computerized word processing program for at least 50 net WPM with a maximum of 5 errors. The test must have been for at least five minutes with 10 gross words penalty for each error (in accordance with International Typing Contest Rules), and the certificate must be no more than 2 years old. The certificate must state the gross words per minute attained and the number of errors.

Approved March 1, 1999
Comprehensively Updated and re-adopted March 3, 2008

LOCAL AGENCY FORMATION COMMISSION
SAN DIEGO COUNTY

POSITION SPECIFICATION

RECORDS CLERK

Definition

Under general supervision to perform a variety of clerical and/or typing tasks of average difficulty; and to perform related work.

Typical Tasks

Performs general clerical duties; screens and routes incoming correspondence; types correspondence and reports; answers telephone and takes messages; maintains files; retrieves and gathers information to assist staff members; meets the public to answer inquiries or complaints regarding procedures.

Opens proposals and establishes files; sends out referrals and certificates as required by state law; types and proofreads legal documents and descriptions; performs simple record-keeping and statistical compilation.

Performs word-processing tasks on computer; creates forms and handles special projects.

Distinguishing Characteristics

The duties of this class may involve public relations requiring discretion and judgment, including the interpretation and explanation of laws and policies. The work of this class follows general, rather than specific, policies and procedures.

Minimum Qualifications

Knowledge of:

- Alphabetic, numeric, subject and chronological indexing and filing rules and systems.
- Standard layouts and formats used by typists.
- Rules related to correct use of English (oral and written).
- Arithmetic and business math.
- Modern clerical, office and record keeping procedures.
- Standard office equipment uses and features.
- Word, Excel, Access, PowerPoint, or other similar computer programs.

Skills to:

- Input and retrieve data and information stored in a computerized record system.
- Sort and classify data and information.
- Compile, check and verify data and information for accuracy and completeness.
- Update and maintain records, logs, rosters and registers.
- Distinguish the importance of tasks and complete work in proper sequence.
- Sort and route incoming/outgoing mail.
- Read, understand, follow and explain to others instructions, directives, policy and procedures.
- Receive and assist callers, obtain and transmit information, handle complaints.
- Proofread information for conformance with standard typing layouts, to identify typographical errors, and to correct spelling, grammar, punctuation, capitalization and word usage.
- Operate office equipment including photocopiers, collators, binders, calculators, typewriters, word processors, computer terminals, microfilm recorders and transcribing machines.

Education/Experience:

- Education, training and/or experience which demonstrates possession of the knowledge and skills stated above. Examples of such education/experience are: recent completion of a clerical/secretarial curriculum from a community college or at least 12 months of recent full-time clerical experience performing duties similar to those stated above.

Special Requirement:

Certificate:

- An original unaltered typing certificate (no photocopies) for at least 50 net WPM with a maximum of 5 errors. The typing test must be for at least five minutes with 10 gross words penalty for each error (in accordance with International Typing Contest Rules), and the certificate must be no more than 2 years old. The certificate must state the gross words per minute attained and the number of errors.

LOCAL AGENCY FORMATION COMMISSION
SAN DIEGO COUNTY

POSITION SPECIFICATION

GEOGRAPHIC INFORMATION SYSTEMS (GIS) ANALYST

Definition

Under general supervision of the Executive Officer the incumbent serves at-will and is expected to perform geographic information system (GIS) work of greater than average difficulty and complexity in the preparation, maintenance, and amendment of a variety of digital maps and to perform other related information technology (IT) work as required.

Typical Tasks

Assigned GIS tasks comprise the majority of work responsibilities and include developing and maintaining databases, reports, and digital mapping. Specific tasks include – but not limited to – creating, organizing, and retrieving GIS data for reporting, analysis, and presentation purposes. Assigned IT tasks include working with the County of San Diego to manage all computers, networks, and related equipment and products. This also includes – but not limited to – coordinating with the County to gain and setup hardware/software/data access for staff and assist with new hardware/software installation and training. Assisting with website updates also applies and includes posting agendas, notices, and reports.

Essential Functions

1. Conducts analysis with GIS software and specified programming language(s).
2. Provides GIS technical services and expertise to LAFCO.
3. Provides production quality maps, data, and services for customers and presentations.
4. Conducts fieldwork to map, survey, and record spatial data with a mobile GIS data logging unit as needed.
5. Assists in the construction of scientific/statistical experiments and analytical computer models to support decision-making.
6. Assists in the preparation of reports detailing the results of these experiments or model outputs
7. Coordinates with the County to gain and setup hardware/software/data access for staff and assist with new hardware/software installation and training.
8. Maintains website and manages content.

Qualifications

Thorough Knowledge of:

- Terminology, symbols, and principles used in developing maps.
- GIS software ESRI ArcGIS Desktop.
- GIS computer equipment, printers, plotters, etc.
- Property legal descriptions, deeds and survey data to prepare search, establish and maintain the accuracy of a variety of maps indicating ownership boundaries and/or construction boundaries; Assessor Parcel Map system, Tax Rate Areas.
- Microsoft Windows and Office software

General Knowledge of:

- Principles of surveying, reproducible graphics, record keeping, GIS and computer systems, data management.
- Media, materials, and techniques of graphic arts.
- Computer hardware, software, systems, networks, printers, and scanners.
- Digital archiving methods and best practices.
- Website design and maintenance.

Skills to:

- Work with a minimum of supervision.
- Detail-oriented and effectively multi-task with deadlines.
- Collaborate and/or coordinate with outside vendors and contractors.

Education/Experience:

Education, training, and/or experience which would clearly demonstrate the possession of the knowledge and skills stated above. Specific requirements follow:

- Undergraduate degree from an accredited college or university in GIS or related field; OR

- Three (3) years of progressively responsible paid GIS experience administering and operating GIS applications using ArcGIS Desktop or Server or similar type software to develop GIS data, digital maps, or other digital displays for spatial analysis.

Licenses or Requirements:

- A valid California driver's license may be required by time of appointment.

Working Conditions

Office environment; exposure to computer screens.

Essential Physical Characteristics

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable an individual with a qualified disability to perform the essential functions of a job, on a case-by-case basis.

Continuous: upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of items weighing up to 40 pounds.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, and severity. Prior to appointment, candidates will be subject to a standard background investigation.

Probationary Period

Incumbents appointed to permanent positions in this classification shall serve a probationary period of 12 months.

Established April 4, 1994
Amended April 3, 1995
Comprehensively Updated and re-adopted March 3, 2008
Amended August 6, 2018

Essential Physical Characteristics

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable an individual with a qualified disability to perform the essential functions of a job, on a case-by-case basis.

Continuous: upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of items weighing up to 40 pounds.

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Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, and severity. Prior to appointment, candidates will be subject to a standard background investigation.

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Established April 4, 1994
Amended April 3, 1995
Comprehensively Updated and re-adopted March 3, 2008
Amended August 6, 2018

SAN DIEGO LAFCO
BENEFITS / COMPENSATION SUMMARY

BENEFITS AND COMPENSATION

LAFCO employees generally receive the same benefits as set forth in the benefit plan designated for the comparable county representation status. In some cases, the LAFCO benefits and compensation may deviate from the comparable county position, based on specific provisions contained in the Commission's Rules, Policies or directives. The County bargaining unit and benefit plan designation benefit plan summary, and compensation adjustments applicable to LAFCO are shown below:

LAFCO Staff Position	Comparable Labor/Union Code	Benefit Plan Designation
Executive Officer	EM / SD1	01
Assistant Executive Officer	MA/ SD2	02
Analyst III	MA/SD2	02
Analyst II	CE/SD2	02
Analyst I	CE/SD2	05
Administrative Assistant	CE/SD6	05
Administrative Aide	CE/SD6	05
Records Clerk	CL/SD5	05
Geographic Information Systems (GIS) Analyst	PS/SD5	05

Benefit Plan Summary

Benefit Plan 01
Automobile Allowance (unless auto is provided)
Basic Life Insurance
Deferred Compensation
Employee Recognition and Awards Program
Executive Management Physical Examination
Executive Release Time
Flexible Benefits Plan
Health Plans
Holidays
Management Insurance Program
Payment in Lieu of Retirement Contribution Offset
Retirement Contribution Offset
Sick Leave
Sick Leave Conversion to Retirement Service Credits or Cash
Transit Pass Program
Vacation Cash-Out at termination

Benefit Plan 02
Basic Life Insurance
Deferred Compensation
Employee Recognition and Awards Program
Flexible Benefits Plan
Health Plans
Holidays
Management Insurance Program
Membership Fees, Travel, Tuition
Payment in Lieu of Retirement Contribution Offset
Retirement Contribution Offset
Sick Leave
Sick Leave Conversion to Retirement Service Credits
Transit Pass Program
Vacation Cash-Out at termination

Benefit Plan 05
Basic Life Insurance
Deferred Compensation
Employee Recognition and Awards Program
Flexible Benefits Plan
Health Plans
Holidays
Membership Fees, Travel, Tuition
Payment in Lieu of Retirement Contribution Offset
Retirement Contribution Offset
Sick Leave
Sick Leave Conversion to Retirement Service Credits
Transit Pass Program
Vacation Credit Cash-Out at termination

Health Plans

LAFCO employees have a choice of medical coverage from Anthem Blue Cross (HMO), Anthem Blue Cross (PPO), Anthem Blue Cross (Calif. Care/Full Access HMO) and Kaiser (HMO); dental coverage from United Concordia DHMO or SDC/PPO; and vision coverage from the Vision Service Plan (VSP). The employee's monthly premium is paid by LAFCO (county) under all plans. Eligible employees may designate optional benefits to which the balance of the LAFCO (county) contribution and employee's contributions may be applied after enrolling in either of the health plans noted above. The optional benefits are governed by and administered in accordance with the terms and conditions of the agreement between the County and the insurer. Optional benefits include: dependent health insurance, dental health insurance, vision insurance, supplemental life insurance, supplemental AD&D insurance, and a flexible spending account including health care and dependent day care accounts.

Life Insurance

LAFCO offers Basic and Supplemental Term Life Insurance and Basic and Supplemental AD&D Insurance. The amounts vary depending upon job classification. In addition to Basic Life Insurance and Basic AD&D Insurance, employees may purchase one, two, or three times their annual salary in Supplemental (Life and/or AD&D) Insurance, subject to a maximum of $500,000 for Supplemental Life Insurance and $500,000 for Supplemental AD&D Insurance. The Basic and Supplemental Term Life and AD&D Insurance is subject to the provisions followed by the County and may change from year to year.

Holidays

All holidays recognized by the County are applicable to LAFCO employees. In addition to the recognized holidays, county and LAFCO employees who have paid service in Payroll 02 of each fiscal year will receive 16 hours of "floating holiday time" which becomes available for use in Payroll 03 of each fiscal year. The recognized holidays in the County of San Diego, include:

Independence Day	July 4
Labor Day	First Monday in September
Veterans Day	November 11
Thanksgiving	Fourth Thursday in November, plus Friday after Thanksgiving
Christmas Day	December 25
New Year's Day	January 1
Martin Luther King Day	Third Monday in January
President's Holiday	Third Monday in February
Cesar Chavez Day	March 31
Memorial Day	Last Monday in May
Floating Holiday Time	16 Hours per year added to Payroll 03

Sick Leave

LAFCO employees accrue sick leave at the rate of 5% of the number of hours worked in a bi-weekly pay period (4 hours per 80-hour pay period). Unused sick leave may be accumulated from year-to-year.

Incumbents in all LAFCO classes may upon retirement, deferred retirement, disability retirement, or death, convert all or a portion of an eligible employee's sick leave balance into retirement service credits subject to the rules and regulations of the San Diego LAFCO and the County Retirement Association, provided that:

(a) The employee has completed five (5) or more years of continuous service during that employee's present employment; and

(b) The employee's sick leave balance totals one hundred (100) hours or more.

Upon retirement or termination of service with LAFCO, LAFCO employees within Benefit Plan Designation (01) may also elect to receive cash payment for all or a portion of unused sick leave credits equal to 50% of its value. One hundred (100%) of all sick leave credits

that are paid to the employee in cash at 50% will be removed from the employee's sick leave balance.

Annual Leave

LAFCO employees hired before January 1, 2013 accrue annual (vacation) leave, but at a different rate than county employees. Refer to LAFCO's Personnel Rules for further information. The following accrual rates apply to LAFCO staff:

Executive Officer, Assistant Executive Officer, Chiefs/Analysts I, II, III

1 - 05 years = 15 days/year
6 - 10 years = 20 days/year
+ 10 years = 25 days/year

Administrative Assistant, Administrative Aide, Records Clerk, Geographic Information Systems (GIS) Analyst

1 - 03 years = 10 days/year
4 - 09 years = 15 days/year
+ 09 years = 20 days/year

LAFCO employees hired on or after January 1, 2013 accrue annual (vacation) leave, but at a different rate than county employees. Refer to LAFCO's Personnel Rules for further information. The following accrual rates apply to LAFCO staff:

Executive Officer, Assistant Executive Officer, Chiefs/Analysts I, II, III, Administrative Assistant, Administrative Aide, Records Clerk, Geographic Information Systems (GIS) Analyst

0 to 5 years =	10 days/year*
5+ to 10 years =	15 days/year
10+ years =	20 days/year

**Vacation time credit shall accrue and may be taken during the first twelve calendar months of employment; however, 10 days of vacation time credit will take twelve calendar months to accrue.*

Upon approval of the Executive Officer, an employee may receive a vacation cash-out payment at termination. At termination, employees are paid for unused vacation time, computed on the basis of the employee's rate of pay at the time of termination. Employees that accrue vacation leave are defined as eligible employees for purposes of this cash-out provision.

Other Leave

LAFCO's Personnel Rules also provide under the appropriate circumstances, for bereavement leave, military leave, leave without pay, etc.

Retirement Program

LAFCO employees are members of the County Employees Retirement Association (San Diego CERA). Per action of the Commission on April 7, 2014 action, the Commission eliminated the employer paid retirement offset contributions, effective June 9, 2017 for all LAFCO job classifications. This is the same provision that applies to county employees.

Transit Pass

LAFCO pays up the same amount to LAFCO employees as County employees towards a monthly San Diego County Transit or Coaster pass; the employee pays the balance depending on the type of pass purchased. The current monthly amount paid to County employees is $85.

Compensation

According to the Commission's Personnel Rules, the compensation for each LAFCO position is comparable to similar positions within the County. A list of the comparable county positions is on file in the LAFCO office. Cost of living adjustments and other wage and benefit adjustments received by county workers are applicable to LAFCO staff. The following chart summarizes the wage package approved by the San Diego LAFCO for LAFCO staff per action of the Commission on June 5, 2017 (minute item number 4, June 5, 2017):

Wage/Range Increase

LAFCO SD2 & SD5 & SD6 – County MA & CE & PS
Classifications: (Analyst I, II, III; Asst. Exec. Officer; Admin Asst.; Exec. Asst; Geographic Information Systems (GIS) Analyst)

FY 2017-18: 3% wage & range increase, effective June 23, 2017
FY 2018-19: 3% wage & range increase, effective June 22, 2018
FY 2019-20: 3% wage & range increase, effective June 21, 2019
FY 2020-21: 2% wage & range increase, effective June 19, 2020
FY 2021-22: 2% wage & range increase, effective June 18, 2021

LAFCO SD1 – County EM
Classifications: (Executive Officer)

FY 2017-18: 3% range increase only, effective June 23, 2017
FY 2018-19: 3% range increase only, effective June 22, 2018
FY 2019-20: 3% range increase only, effective June 21, 2019
FY 2020-21: 2% range increase only, effective June 19, 2020
FY 2021-22: 2% range increase only, effective June 18, 2021

Lump Sum Payment

LAFCO SD2 & SD5 & SD6 – County MA & CE & PS
Classifications: (Analyst I, II, III; Asst. Exec. Officer; Admin Asst.; Exec. Asst.; Geographic Information Systems (GIS) Analyst)

FY 2015-16: $750 lump sum for paid service 6/24/16 to 4/25/17, paid on 5/19/17
FY 2016-17: $750 lump sum for paid service in FY 2016-17, paid on 7/28/17
FY 2017-18: $750 lump sum for paid service in FY 2017-18, paid on 7/27/18
FY 2018-19: $750 lump sum for paid service in FY 2018-19, paid on 7/26/19
FY 2019-20: $1,500 lump sum for paid service in FY 2019-20, paid on 7/24/20
FY 2020-21: $1,500 lump sum for paid service in FY 2020-21, paid on 7/23/21

LAFCO SD1 – County EM
Classifications: (Executive Officer)

FY 2015-16: $750 lump sum for paid service 6/24/16 to 4/25/17, paid on 5/19/17
FY 2016-17: 1% lump sum payment for FY 2016-17service, paid on 7/28/17
FY 2017-18: 1% lump sum payment for FY 2017-18 service, paid on 7/27/18
FY 2018-19: 1% lump sum payment for FY 2018-19 service, paid on 7/26/19
FY 2019-20: 2% lump sum payment for FY 2019-20 service, paid on 7/24/20
FY 2020-21: 2% lump sum payment for FY 2020-21 service, paid on 7/23/21

Flex Credits (Benefits)

The Board of Supervisors approved an increase in flexible benefit credits for employees in eligible non-represented classifications. Flex credits are employer contributions toward a flexible benefit plan that allows employees to use the funds combined with their own funds to pay insurance premium costs for medical, dental, life insurance, etc., coverage. Insurance premium costs are borne by the employee, except that the employer makes a specified contribution toward the Flexible Benefits Plan (which includes health insurance). The employee's insurance premium costs will be reduced by the amount the employee elects to distribute to his or her insurance premium costs from the employer's contribution toward the Flexible Benefits Plan. The amount approved by the Board of Supervisors for the County's contribution toward employee the Flexible Benefits Plan is shown below:

Employees in classes designated SD2 & SD5 & SD6 – County MA & CE & PS

Effective January 1, 2017:	Monthly
Employee Only	$ 587.00
Employee + 1 Dependent	877.00
Employee + 2 or More Dependents	1,247.00

Effective January 1, 2018:	Monthly
Employee Only	$ 628.00
Employee + 1 Dependent	938.00
Employee + 2 or More Dependents	1,334.00

Effective January 1, 2019:	Monthly
Employee Only	$ 672.00
Employee + 1 Dependent	1,004.00
Employee + 2 or More Dependents	1,427.00

Effective January 1, 2020:	Monthly
Employee Only	$ 719.00
Employee + 1 Dependent	1,074.00
Employee + 2 or More Dependents	1,527.00

Effective January 1, 2021:	Monthly
Employee Only	$ 769.00
Employee + 1 Dependent	1,149.00
Employee + 2 or More Dependents	1,634.00

Effective January 1, 2022:	Monthly
Employee Only	$ 823.00
Employee + 1 Dependent	1,229.00
Employee + 2 or More Dependents	1,748.00

Employees in classes designated SD1– County EM

Effective January 1, 2017:	Monthly
Employee Only	$ 646.00
Employee + 1 Dependent	938.00
Employee + 2 or More Dependents	1,313.00

Effective January 1, 2018:	Monthly
Employee Only	$ 691.00
Employee + 1 Dependent	1,004.00
Employee + 2 or More Dependents	1,405.00

Effective January 1, 2019:	Monthly
Employee Only	$ 739.00
Employee + 1 Dependent	1,074.00
Employee + 2 or More Dependents	1,503.00

Effective January 1, 2020:	Monthly
Employee Only	$ 791.00
Employee + 1 Dependent	1,149.00
Employee + 2 or More Dependents	1,608.00

Effective January 1, 2021:	Monthly
Employee Only	$ 846.00
Employee + 1 Dependent	1,229.00
Employee + 2 or More Dependents	1,721.00

Effective January 1, 2022:	Monthly
Employee Only	$ 905.00
Employee + 1 Dependent	1,315.00
Employee + 2 or More Dependents	1,841.00

History: Benefits and Compensation

Amended November 5, 2012
Amended August 5, 2013
Amended April 7, 2014
Amended June 5, 2017
Amended August 6, 2018

SAN DIEGO
LOCAL AGENCY FORMATION COMMISSION

ARTICLE VII
CONFLICT OF INTEREST CODE

On September 14, 1992, pursuant to the provisions of Government Code Section 87306, the San Diego Local Agency Formation Commission (LAFCO) amended its Conflict of Interest Code adopted September 12, 1977 by substituting and incorporating by reference the terms of Fair Political Practices Commission Regulation No. 18730. Said amended Code was approved by the Board of Supervisors, as LAFCO's Code Reviewing Body, on January 5, 1993.

Copies of the Commission's Conflict of Interest Code with subsequent amendments and FPPC Regulation 18730 are attached hereto for reference, and identified as, respectively, Attachment One and Attachment Two.

Adopted September 14, 1992
Administratively Revised and Corrected September 22, 1994
Updated July 31, 1995
Administratively Revised and Corrected March 27, 2000
Comprehensively Updated and re-adopted March 3, 2008
Administratively Revised and Corrected June 15, 2010
Amended August 3, 2020

CONFLICT OF INTEREST CODE FOR THE SAN DIEGO LOCAL AGENCY FORMATION COMMISSION

The Political Reform Act, Government Code Section 81000 et seq., requires state and local government agencies to adopt and promulgate conflict of interests codes. The Fair Political Practices Commission has adopted a regulation, 2 Cal. Code of Regs. Section 18730, which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code of Regs. Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference, and, along with the attached Appendix in which members and employees are designated and disclosure categories are set forth, constitute the conflict of interest code of the San Diego Local Agency Formation Commission.

All officials and designated employees shall file statements of economic interests – also known as Form 700 – with the Commission Clerk. Should statements be received in signed paper format the Commission Clerk shall make and retain copies and forward the originals to the Clerk of the Board of Supervisors for the County of San Diego as the LAFCO filing officer. Should statements be filed using the County of San Diego's Form 700 e-filing system both the Commission Clerk and the Clerk of the Board of Supervisors will receive access to the e-filed statements simultaneously. The Commission Clerk will make all retained statements available for public inspection and reproduction during regular business hours.

Exhibit A:

Designated Positions

Exhibit B:

Disclosure Categories

Adopted September 14, 1992
Administratively Revised and Corrected September 22, 1994
Updated July 31, 1995
Administratively Revised and Corrected March 27, 2000
Comprehensively Updated and re-adopted March 3, 2008
Administratively Revised and Corrected June 15, 2010
Amended on August 3, 2020

Attachment One

EXHIBIT A

DESIGNATED POSITIONS

Designated Positions	*Reportable Economic Interest Category Number
A. Officials	
Regular Members of the Commission	1, 2, 3, 4, and 5
Alternate Members of the Commission	1, 2, 3, 4 and 5
B. Management and Other Employees	
Executive Officer	1, 2, 3, 4, and 5
Assistant Executive Officer	, 3, 4, and 5
Local Governmental Analyst III	4 and 5
Local Governmental Analyst II	4 and 5
Local Governmental Analyst I	4 and 5
GIS/IT Analyst	4 and 5
C. General Counsel	
Commission Counsel	1, 2, 3, 4, and 5
Deputy Commission Counsel	1, 2, 3, 4, and 5

D. Consultants

Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitations:

The Executive Officer may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The Executive Officer's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

EXHIBIT B

DISCLOSURE CATEGORIES

Category 1

Designated officials or employees assigned to this category must report:

All investments involving stocks, bonds, and other interest where ownership is less than 10 percent. (Schedule A-1 in Form 700)

All investments, income, and assets of businesses entities and/or trusts where ownership is 10 percent or greater. (Schedule A-2 in Form 700)

Category 2

Designated officials or employees assigned to this category must report:

All interests in real estate – including rental properties – located within San Diego County and any other areas in which the Commission is exercising any of its regulatory or planning duties and powers. (Schedule B in Form 700)

Category 3

Designated officials or employees assigned to this category must report:

All income and associated businesses and business positions that include spouses or domestic partners as well as any personnel loans. (Schedule C in Form 700)

Category 4

Designated officials or employees assigned to this category must report:

All gifts received directly or through intermediaries with a fair market value of $50 or more. (Schedule D in Form 700).

Category 5

Designated officials or employees assigned to this category must report:

All travel and associated lodging and meals provided free of charge or reimbursed. (Schedule E in Form 700)

RULES
SAN DIEGO
LOCAL AGENCY FORMATION COMMISSION

ARTICLE VIII
Administrative Procedures
Purchasing, Procurement, and Bidding

8.1 Purchasing, Procurement, and Bidding Procedures for Goods and Services
8.2 Requisitions Less than $1,000
8.3 Requisitions More than $1,000 and Less than $10,000
8.4 Requisitions of $10,000 to $124,000
8.5 Professional and Specialized Services and Special Departmental Expenditures
8.6 Travel Expenses

8.1 PURCHASING, PROCUREMENT, AND BIDDING PROCEDURES FOR GOODS AND SERVICES

LAFCO Purchasing, Procurement, and Bidding Procedure establishes the Commission's purchasing, procurement, and bidding procedures. The Commission shall procure goods and services in accordance with the following procedures *(except Independent Auditor Services, which must have commission approval at any level):*

8.2 REQUISITIONS LESS THAN $1,000

If the estimated value of the purchase of supplies, services or equipment is less than $1,000, the LAFCO purchasing clerk may:

a. Select a vendor, without bid upon receiving approval from the Executive Officer;
b. Complete the purchase transaction;
c. Process the invoice for payment; and
d. After supplies, services or equipment have been received or ordered, submit the invoice to the Executive Officer for approval.

8.3 REQUISITIONS MORE THAN $1,000 AND LESS THAN $10,000

If the estimated value of the purchase of supplies, services or equipment is more than $1,000, but less than $10,000, the LAFCO purchasing clerk shall:

a. Obtain two (2) comparative cost estimates and document the reason for the selected vendor.
b. Prepare and submit a requisition or similar document to the Executive Officer for approval.

c. The Executive Officer will either approve or deny the purchase order to the selected vendor.
d. After supplies, services or equipment have been received, or ordered through online purchasing, submit the invoice or similar document to the Executive Officer for payment.

8.4 REQUISITIONS $10,000 TO $124,999

If the estimated value of the purchase of supplies, services or equipment is $10,000 or more, but less than $125,000, the purchasing clerk shall follow procedures a-h below. If the value of the purchase is greater than $124,999, then the proposed purchase shall be subject to Commission approval:

a. Post a notice inviting bids/proposals on the Commission's website; advertise in public notice/legal section of 3 local general distribution newspapers, and direct mail to prospective contractors at least ten days before the date of opening of the bids.
b. Solicit bids/proposals by written and telephonic request to prospective vendors.
c. Require bids/proposals to be in writing.
d. Seek at least three bids/proposals.
e. Recommend the responsible vendor with the lowest bid price in conformity with the specifications and/or qualifications as appropriate.
f. Prepare and submit a requisition or similar document to the Executive Officer for review and approval.
g. The Executive Officer will issue a purchase order to the selected vendor.
h. After supplies, services or equipment have been received, submit the invoice to the Executive officer for payment.
i. Where otherwise required by this Chapter, the following procurements, contracts or transactions are exempted from the provisions of this section, at the discretion of the Executive Officer:

1. Emergency procurements for construction, equipment or repairs;
2. Goods or services that can be reasonably obtained from a single source;
3. Sufficient, satisfactory bids are not received;
4. Items required to match or be compatible with other goods, furnishings, materials or equipment previously purchased by the Commission;
5. Utility services and related charges;
6. Goods, services and/or professional services obtained from or through agreement with any governmental, public or quasi-public agency where the agency contracted for goods, services and/or services through a competitive process;
7. Real property leases or purchases and related title and escrow fees, to the extent permitted by law or Commission authorization;
8. Insurance and bonds;
9. Advertising in magazines, newspapers or other media;
10. Library collection materials or services or other books or periodicals;
11. Membership dues, conventions, training, travel arrangements including hotels, car rentals and airfare;
12. Surplus personal property owned by another government, public or quasi-public entity;

13. Situations where solicitations of bids or proposals for goods, services and/or professional services would be impractical, unavailing, impossible, or not in the best interests of the Commission.

8.5 PROFESSIONAL AND SPECIALIZED SERVICES AND SPECIAL DEPARTMENTAL EXPENDITURES

For purposes of this section, Professional Services and Specialized Services and Special Departmental Costs shall mean the procurement of services that involve the exercise of professional discretion and independent judgment based on advanced or specialized knowledge, expertise or training gained by formal study or experience. Professional and Specialized Services and Special Department Costs shall further mean those services that the Executive Officer has determined the Commission lacks staffing or has insufficient personnel with the necessary training and expertise to perform the services or to perform such services in a timely manner.

a. It is in the best interest of the public, as allowed by State Law that contracts for professional and special services be awarded based on the demonstrated competence and professional qualifications necessary for the satisfactory performance of the services required. The Executive Officer may negotiate with qualified firms or individuals to obtain a fair and reasonable price for the services and is not required to award a contract to the lowest responsible bidder.

b. Procurement of professional or special departmental services where the total cost of services provided in a twelve month period is less than $10,000, services may be procured using a simplified and cost effective operational procedure.

c. Professional or special departmental services, where the cost of services provided in a twelve month period is more than $10,000 but less than $125,000 shall be procured as follows:

1. The purchasing clerk shall obtain the names of at least three firms or individuals that are, or have within the preceding twelve months, provided substantially similar services to public agencies. The Executive Officer may waive the requirements for solicitation of multiple proposals/bids if only one individual or firm can reasonably provide the professional services based on specific skills and knowledge pertinent to LAFCO and it is in the best interest of the Commission to waive the requirement.

2. A request for proposal shall be provided to all potential candidates outlining the scope of services required, time frame for completion, pricing structure, liability insurance information and coverage and other pertinent information. Professionals must submit their responses in the specified format no later than the stated final due date for proposals. The response must include liability insurance information and coverage.

3. The evaluation process will be based on the criteria stated in the request for proposal but will generally include the scope of services offered, the professional's capabilities and previous experience in the field.

4. After the proposals are evaluated, the Executive Officer will negotiate an agreement with the selected professional. If an agreement is not reached within a reasonable time, the Executive Officer will terminate discussion with the first candidate and open negotiations with the second choice.

5. The Commission's Counsel may waive the bid requirements of this chapter when it is necessary or convenient for the management of the Commission's affairs.

8.6 TRAVEL EXPENSES

It is a requirement of the Commission that commissioners and employees will use due diligence in determining and evaluating the need for travel in carrying out the Commission's business needs. Each incidence of travel shall be clearly justifiable, as to cost, value derived, and the number of individuals required to attend. Every effort should be made to assure that the key elements or results of any meetings, conferences, workshops, or other presentations while in a travel status are clearly communicated to those who will benefit from such events. Adoption History: Article VIII,Sections 8.1 to 8.6:*Adopted February 4, 2013*

RULES
SAN DIEGO
LOCAL AGENCY FORMATION COMMISSION

ARTICLE VIIII
Administrative Procedures
Capitalization, Depreciation, and Asset Inventory

9.1 Capitalization, Depreciation, and Asset Inventory Procedures
9.2 Capitalization of Fixed Assets
9.3 Depreciation of Fixed Assets
9.4 Inventory Control

9.1 CAPITALIZATION, DEPRECIATION, AND ASSET INVENTORY PROCEDURES

The Commission generally follows the County of San Diego's accounting procedures when making decisions regarding the capitalization and depreciation of assets. LAFCO's Capitalization, Depreciation, and Asset Inventory Procedure applies to items purchased or leased directly by the San Diego LAFCO and are subject to the following capitalization, depreciation, and inventory control procedures:

9.2 CAPITALIZATION OF FIXED ASSETS

1. All fixed assets including land, buildings, machinery and equipment, with an original cost of more than $7,500 owned by the San Diego LAFCO, will be subject to accounting and reporting (capitalization) per this LAFCO procedure. All costs associated with the purchase or construction shall be considered, including freight and transportation charges, site preparation expenditures, installation charges, professional fees, and legal costs directly attributable to asset acquisition.

2. The capitalization threshold of more than $7,500 shall be applied to individual units only. For example, ten desks purchased through a single purchase order each costing $1,000 will not qualify for capitalization even though the entire purchase totaled $10,000.

3. A repair to a fixed asset will generally not be capitalized unless the repair extends the useful life of the asset. In that case, it would represent an improvement and is subject to the capitalization procedure and should be evaluated separately.

4. An improvement that extends the useful life of a fixed asset will be capitalized only if the improvement meets the $7,500 threshold. *Note: An improvement to a fixed asset that originally had a cost below the threshold, but now exceeds $7,500 as a result of the improvement, should be combined as a single asset at the total cost (original cost plus the cost of the improvement) and capitalized.*

5. Miscellaneous other assets and goods valued less than $7,500 are not subject to the above capitalization provisions.

9.3 DEPRECIATION OF FIXED ASSETS VALUED AT MORE THAN $7,500

The straight-line method with an assumed salvage value of zero shall be used to depreciate all fixed assets valued at more than $7,500 based on the useful lives determined at the time of purchase. Depreciation will begin the month following purchase.

- Machinery & Equipment – 3 to 5 years
- Furniture & Fixtures – 5 to 7 years

9.4 Inventory Control

1. LAFCO staff shall be responsible for establishing and maintaining systems and procedures that properly safeguard all assets whether the cost of the asset is above or below $7,500. Inventory control is applied only to movable fixed assets that cost more than $7,500 (machinery, equipment, furniture, vehicles, etc.) and not to land, buildings, or other *immovable* fixed assets. However, an annual inventory shall be conducted of all LAFCO assets valued at more than $1,000. The list will be prepared by a designated member of the LAFCO staff and will be subject to approval by the Executive Officer

2. The Executive Officer shall designate a staff member who will be responsible for monitoring the LAFCO's fixed assets. This staff member will submit the required paperwork to the Executive Officer as fixed assets are acquired and disposed of. This staff member will also tag the newly acquired asset and will audit the inventory on an annual basis.

3. Fixed assets purchased directly by LAFCO with a value above $7,500 shall be tagged to provide efficiency when conducting inventory, to allow the Commission's auditors to verify the Commission is in control of its fixed assets, and to provide an accurate record of the Commission's capital expenditures.

4. LAFCO staff shall be responsible for supplying a Fixed Asset ID Tag for any new fixed asset(s).

5. In order to acquire a new fixed asset, outside of the County of San Diego's procurement system, the Commission's procedures outlined in this section shall be followed. Although the procedures herein apply to fixed assets that meet the capitalization threshold of more than $7,500, all miscellaneous general assets and goods purchased outside of the County of San Diego's procurement system with an original cost of more than $1,000 must be inventoried.

> a. Asset Addition Form: Upon receipt of the fixed asset valued at more than $7,500 or other assets and goods valued at more than $1,000, an *Asset and Goods Addition Form* shall be completed. This form shall be attached to the vendor invoice, if available, and submitted to LAFCO's purchasing clerk for

payment. If the new asset is replacing an old asset, the method of disposal should be indicated on the bottom of the form. In addition, LAFCO must follow procedures for deleting the old asset (see instructions that follow).

c. Asset ID Tag: Upon receipt of the *Asset Addition Form* from the LAFCO purchasing clerk will furnish *Asset ID Tag*.

6. The Executive Officer is responsible for determining whether an asset is obsolete, damaged beyond repair, no longer needed, lost or stolen. Disposal of a fixed asset shall be reported regardless of the original cost of the asset.

a. Asset Deletion Form: LAFCO's purchasing clerk must fill out an *Asset Deletion Form* for all assets meeting the cost criteria in this procedure that are being disposed. Additional documentation should be attached to this form. Some examples would be the bill of sale, a copy of the purchase agreement stating the trade-in value of the old asset, documentation from a donated item, police report for a stolen asset, etc.

b. Assets Being Sent to Auction or Donation: A list of assets being sent to auction or donated must be received by the Executive Officer for approval. LAFCO may use the *Asset Deletion Form* to report the items requested for auction/donation.

7. LAFCO's purchasing clerk is responsible for accurately recording fixed assets, miscellaneous assets, and goods meeting the cost criteria in this procedure, providing *Asset ID Tags* to a designated individual, scheduling auctions with the vendor, working as a liaison to schedule annual department audits, and maintaining the appropriate documentation for outside audit purposes. LAFCO's bookkeeper will handle all fiscal year-end transactions for fixed assets, including depreciation.

a. Addition or Deletion Form: When the LAFCO purchasing clerk receives an *Addition* or *Deletion Form*, any additional documentation that is available should be obtained (*Purchase Order*, purchase agreement with trade-in information, etc).

b. Asset ID Tag: The LAFCO purchasing clerk will create an *Asset ID Tag* for newly purchased assets. The ID number is logged on the *Fixed Asset Addition Form* and in the corresponding Excel file.

c. Auction Payment: Upon receipt of payment from the vendor for any item(s) sold, the information should be recorded. The documentation received should be filed with the *Fixed Asset Deletion Form*.

d. Maintaining Audit Files: Any additional documents should be filed with its respective *Addition* or *Deletion Form*, according to fiscal year.

8. The Executive Officer may schedule a random audit to "spot check" the inventory of various assets. This will ensure that assets are being accounted for properly.

9. LAFCO will conduct an inventory on an annual basis either based on the fiscal or calendar year. The LAFCO purchasing clerk will send a list of all fixed assets to assigned staff. A designated person will check the list and make any necessary changes and send it back to the purchasing clerk and Executive Officer for update.