

Tuolumne County LAFCO

LOCAL AGENCY FORMATION COMMISSION OF TUOLUMNE COUNTY

AGENDA

TUOLUMNE COUNTY LAFCO

SPECIAL MEETING

November 6, 2024

COMMITTEE/COMMISSION ROOM

48 YANEY, SONORA, CA, 3rd FLOOR

1:00 p.m.

You may submit written comments by U.S. Mail to 2 South Green Street, Sonora, CA 95370, or via email to cdd@tuolumnecounty.ca.gov for retention as part of the administrative record. Comments will not be read during the meeting.

COMMISSION BUSINESS:

A. Salute the Flag

B. Reports

“Reports” are a brief oral report from a committee or commission member and/or LAFCO staff, and no commission action will occur. This item is not intended to include in-depth presentations or reports, as those matters should be placed on an agenda for discussion.

PUBLIC COMMENT: 15 Minutes

The public may speak on any item not on the printed agenda. No action may be taken by the Commission.

NEW BUSINESS: NONE

OLD BUSINESS: Consideration of executing a contract with Regional Government Services in an amount not to exceed \$18,600 to perform an assessment of administrative needs and recommendations for transition from County Services and authorizing the Commission Chair to sign all related documents.

PUBLIC HEARING: None

ADJOURNMENT

Commissioners

Steve Arreguin
Jaron Brandon
Janice Kwiatkowski
John Feriani
Ryan Campbell
Suzanne Cruz
Ann Segerstrom

Alternates

Adam Artzer
Kathleen Haff
Andy Merrill

Executive Officer

Quincy Yaley, AICP

Disclosure of Campaign Contributions – Government Code Section 84308 requires that campaign disclosure reports provide the public with the identity of contributors and the amounts they give, and the amount that officeholders, candidates, and committees spend. A LAFCO Commissioner must disqualify herself or himself from voting on an application involving an “entitlement for use” (such as an annexation or sphere amendment) if, within 12 months, the Commissioner has received \$250.00 or more in campaign contributions from the applicant, any financially interested person who actively supports or opposes the application (such as an attorney, engineer, or planning consultant) representing the applicant or interested party. The law also requires any applicant or participant in a LAFCO proceeding to disclose the contribution amount and name of the recipient Commissioner on the official record of the proceeding. The law also prohibits an applicant from making a contribution of \$250.00, or more to a LAFCO Commissioner while a proceeding is pending or for 3 months afterward.

Disclosure of Expenses Supporting and Opposing Proposals - If a person or group contributes or expends \$1,000.00 or more in support of, or in opposition to, a proposal before LAFCO, those contributions and expenditures must be disclosed. Pursuant to Section 56100.1 of the Government Code, disclosure shall be made to the Commission’s executive officer.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Community Development Department at (209) 533-5633. Notification 48 hours prior to the meeting will enable the County to make reasonable arrangements to ensure accessibility to this meeting (28FR35.102-35.104 ADA Title 11).

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REGIONAL GOVERNMENT SERVICES

PROPOSAL TO THE LOCAL AGENCY FORMATION COMMISSION OF TUOLUMNE COUNTY

ASSESSMENT OF ADMINISTRATIVE
NEEDS AND RECOMMENDATIONS
FOR TRANSITION FROM
COUNTY SERVICES

OCTOBER 2024



Quincy Yaley
AICP Director
Community Development Department/LAFCO EO
48 Yaney, 4th Floor
Sonora, CA 95370

October 25, 2024

**RE: ASSESSMENT OF ADMINISTRATIVE NEEDS AND RECOMMENDATIONS FOR
TRANSITION FROM COUNTY SERVICES**

Dear Ms. Yaley,

Regional Government Services Authority (RGS) is pleased to present this Proposal to the Local Agency Formation Commission of Tuolumne County. As a specialized, fee-supported Joint Powers Authority, RGS is uniquely positioned to offer consulting services to support public-sector administration. Our focus on serving public agencies and our team of seasoned public-sector professionals enable us to deliver exceptional value to our partner agencies.

For this project, our primary objectives are to:

1. Determine the required administrative support to provide the minimum legislatively required level of service for the County Local Agency Formation Commission
2. Recommend a transition plan, to commence January 1, 2025, to provide said level of service with to be phased in over a multi-year period.
3. Following execution of the agreement, RGS will partner with the Commission to seek options to fill the Executive Officer function which may include resources internal or external to RGS. Should that not provide a solution, the transition plan will include options and/or pathways for addressing the need to fill the Executive Officer functions.

As a fellow public agency, we understand the unique challenges and regulatory requirements of local government. We know best practices for public meetings, hearings, financial planning, and budgeting. RGS also has extensive and diverse experience performing needs assessments. We are committed to providing Tuolumne County LAFCO with the highest level of service and support throughout this engagement.

Should you have any questions or require further information, please feel free to contact me directly at (650) 587-7302 or via email at glazof@rgs.ca.gov. We look forward to the opportunity to collaborate with your organization and to contribute to your continued success.

Sincerely,

Glenn Lazof

Glenn Lazof, Director of Finance Services
REGIONAL GOVERNMENT SERVICES

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CONSULTANT FIRM PROFILE

RGS is a California Joint Powers Authority (JPA) serving the needs of public agencies—cities, counties, special districts, and other governmental entities, since 2002.

RGS works collaboratively with public agencies, providing a ready source of skilled and effective administrative best practices and support for operational delivery. RGS currently serves approximately 125 public agencies.

Public agencies throughout California trust RGS to support their core mission and successful delivery of local services by thoughtful delivery of:

- Finance, Treasury, Accounting, and Payroll Consultation and Services
- Human Resource Management Consultation and Services
- NEOGOV Support Services
- Classification and Compensation Studies and Assessments
- Recruitment and Selection Services—All Agency Staff Levels
- Training and Staff Development Courses and Consultation
- Disability and Leave Management
- Communications and Engagement Strategies and Program Delivery
- Strategic Organizational Development
- Economic Development Project and Program Design and Facilitation
- Disaster Cost Recovery
- Land Use Planning Consultation and Services
- Facilitation of Multi-Stakeholder Input and Negotiation Processes
- Comprehensive Outsourced Agency Administration
- Transition Management Consultation and Services
- Benefit Pools and Other Shared Resource Programs

RGS is a streamlined organization of consultants who work virtually or in the field with partner agencies on an as-needed basis. Our unique network of geographically distributed employees provides a highly flexible service delivery system that reduces overhead and expands our ability to provide high-quality services and competitive prices in California and beyond.

The RGS team of nearly 200 employees possesses a wide range of technical expertise as well as extensive management and executive experience in California public agencies. RGS prides itself on delivering accurate, professional products and services, developing, and meeting appropriate project timelines, and providing clear, honest, and compassionate communications, thus promoting good relations with stakeholders at all phases of a client's project.

Our Executive Director, Sophia Selivanoff, has worked with RGS since 2009 and works closely with our leadership team to ensure outstanding delivery of all RGS services and to develop new services, business partners, and knowledge resources to support our public agency partners.

CONSULTANT TEAM PROFILE

CORE FINANCE TEAM

Our team is ready to start immediately and is committed to dedicating the necessary time and resources for the entire duration of the contract. The core team will ensure a seamless continuity of services, delivering all identified objectives on time and to the highest standards. To maximize budget, the majority of our work will be conducted remotely. RGS team members are available to perform necessary tasks on-site. .

To enhance the project's success, RGS will engage additional Advisors with specialized expertise as needed. We are also prepared to offer or assign another equally qualified Advisor at any time, ensuring flexibility without compromising the quality of service.

The core team for this project comprises these expert Advisors:

Glenn Lazof | Project Manager | Strategic Services Consultant

Glenn Lazof has over 40 years of local government executive experience. He currently leads the RGS Finance Services Line of over two dozen advisors serving more than thirty public agencies. Glenn will be the project manager and point of contact for this proposal. He will also provide the transition plan with analysis of financial resources that will be required for success.

John Mercurio | Senior Advisor

John Mercurio has been a key member of RGS since 2020 bringing over 30 years of experience in local government. One of his many roles was providing staff support to the Contra Costa County LAFCO. As a consultant to Contra Costa County, he has provided necessary data to Contra Costa County LAFCO for the preparation of several Municipal Service Reviews for county-dependent district service areas.

Steve Flint | Strategic Services Consultant

Steve Flint has more than 40 years of practical planning experience in both private consulting and public service. As senior staff, he has prepared and processed general plan element updates and amendments, specific plans, municipal code revisions pertaining to zoning and subdivision regulations. He has prepared complex reports and studies on issues such as growth management, coastal development, design review, and development policy evaluation, and numerous CEQA documents and related technical studies.

MJ Brown | Strategic Services Consultant

MJ Brown has 20 years of experience managing public meetings including ensuring meeting public notice requirements. She leads RGS' Transparent Government Service line which provides public agencies with Board and City Clerk services, including meeting and records management, Public Records Act requests, and consulting on the Ralph M Brown Act.

APPROACH TO SERVICE DELIVERY

Strategic Analysis and Recommendations

RGS will conduct an in-depth analysis and provide actionable recommendations. As requested, RGS will distribute the assessment report and transition plan directly to each LAFCO commissioner via e-mail, as well as to the Executive Officer or interim Executive Officer, provided that one has been designated.

- RGS will determine the administrative and financial (budgetary) support required to meet the service level identified by the Tuolumne County LAFCO. This will be based on requirements for providing services such as Sphere of Influence Studies, Municipal Service Reviews, and other required functions.
- RGS will recommend a transition plan that will enable the Commission to meet obligations over a multiyear period. The plan will be scalable, so the commissioners may consider increasing resources to accelerate the timeline toward full compliance. The plan will also consider required deadlines for allocation of local agency LAFCO assessments and recommend a methodology for setting fees for required services.
- RGS will promptly communicate options to fill the Executive Officer function. Options for both interim and longer-term staffing approaches will be provided.

This scalable “big picture” perspective will empower Commissioners to make informed decisions as the County support terminates.

RGS will deliver the assessment report and transition plan within 60 days of execution of an agreement or no later than December 26, 2024, if execution of the agreement is prior to October 27.

FEE PROPOSAL

At RGS, our billing is based on the hourly rate of the assigned Advisor, as outlined in the rate schedule below. Our Advisors are highly skilled in efficiently managing projects, ensuring that all work is completed within the budgetary constraints of our partner agencies. While we anticipate most work will be conducted remotely, we recognize that site visits may occasionally be necessary. Should this occur, any associated travel, lodging, and meal expenses will be billed at actual cost, with no additional markup. Mileage, if applicable, will be invoiced at the current IRS rate.

We are committed to delivering high-quality services within a clear budget framework. As such, the total cost for this project **will not exceed \$18,600.**

RGS Title	Hourly Rate
Strategic Services Consultant	\$186
Senior Advisor	\$157
Advisor	\$135
Technical Specialist	\$119
Administrative Specialist	\$106