

**RESOLUTION NO. 159**

**FRESNO LOCAL AGENCY FORMATION COMMISSION  
FRESNO COUNTY, CALIFORNIA**

**In the Matter of:**

**LAFCo Determination:**

**CONSIDERATION OF FINAL FISCAL )  
YEAR 2016-2017 LAFCO BUDGET )  
AND WORK PLAN )**

**APPROVED FINAL FISCAL YEAR  
2016-2017 LAFCO BUDGET AND  
WORK PLAN**

---

**WHEREAS**, the Fresno Local Agency Formation Commission is required by California State Government Code Section 56381 to adopt a Proposed Budget by May 1<sup>st</sup> and a Final Budget by June 15<sup>th</sup> of each fiscal year at noticed public hearings; and

**WHEREAS**, the Commission considered and approved its Proposed Fiscal Year (FY) 2015-2016 LAFCo Budget and Draft Work Plan on April 13, 2016; and

**WHEREAS**, the Executive Officer prepared a Final Budget and accompanying staff report, including recommendations, said Budget and report having been mailed to and considered by this Commission pursuant to State law; and

**WHEREAS**, the Executive Officer mailed copies of the proposed Final FY 2016-2017 LAFCo Budget and Work Plan to the Fresno County Board of Supervisors, to each City, to the Clerk to the Board of Supervisors, and to each independent special district, as required by State law; and

**WHEREAS**, this Commission held a public hearing on May 11, 2016, to consider the Final FY 2016-2017 LAFCo Budget and Work Plan, and at said hearing did consider the Executive Officer's report and recommendations, all relevant factors, and heard all interested persons wishing to speak on the matter.

**NOW, THEREFORE, BE IT RESOLVED that the Local Agency Formation Commission of Fresno County does hereby STATE, FIND, DETERMINE, AND ORDER as follows:**

**Section #1.** This Commission approves the Final FY 2016-2017 Budget and Work Plan.

**Section # 2.** This Commission hereby directs the Executive Officer to forward the approved Final FY 2016-2017 Budget and Work Plan to affected agencies pursuant to State law.

**Section # 3.** This Commission hereby directs the Executive Officer to forward the Final FY 2016-2017 LAFCo Budget to the Fresno County Auditor and request that the Auditor determine the apportionment required of each City and the County of Fresno, and that each of these entities be forwarded a bill for payment of the required apportionment pursuant to State law.

\* \* \* \* \*

**ADOPTED THIS 11<sup>th</sup> DAY OF MAY 2016, BY THE FOLLOWING VOTE TO WIT:**

**AYES: COMMISSIONERS Perea, Silva, Parra, Santoyo, Pacheco**

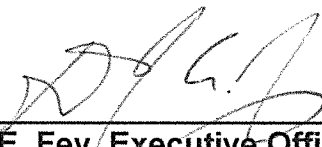
**NOES: NONE**

**ABSENT: NONE**

**ABSTAIN: NONE**

**CERTIFICATION**

I, David E. Fey, Executive Officer of the Fresno Local Agency Formation, Commission (LAFCo), Fresno County, State of California, hereby certify that the foregoing resolution was adopted by the Commission at a noticed public hearing held on the 11<sup>th</sup> day of May, 2016.

  
\_\_\_\_\_  
David E. Fey, Executive Officer  
Fresno Local Agency Formation Commission

| FRESNO LAFCO FINAL FY16-17 BUDGET SUMMARY         |                                 |                             |                                  |               |                             |
|---------------------------------------------------|---------------------------------|-----------------------------|----------------------------------|---------------|-----------------------------|
| 5/18/16; Inclusive of 4-30-16 Financial Statement |                                 |                             |                                  |               |                             |
| #                                                 | REVENUE SUMMARY                 | Approved FY<br>15/16 Budget | Estimate to<br>Close<br>FY 15/16 | Difference    | Final<br>FY 16-17<br>Budget |
| 10100                                             | ALLOCATION COUNTY               | 186,206                     | 186,206                          | 0             | 200,779                     |
| 10200                                             | ALLOCATION CITIES               | 186,206                     | 186,206                          | 0             | 200,779                     |
| 10300                                             | APPLICATION FEES                | 40,000                      | 110,000                          | 70,000        | 68,500                      |
| 10700                                             | MSR CONTRACT ADMINISTRATION     | 0                           | 0                                | 0             | 1,000                       |
| 10800                                             | SPECIAL HEARINGS                | 0                           | 0                                | 0             | 0                           |
| 10900                                             | MISC. RECEIPTS                  | 0                           | 547                              | 547           | 500                         |
|                                                   | AUTH. FUND BALANCE CONTRIBUTION | 35,190                      | 2,993                            | -32,197       | 99,778                      |
|                                                   | <b>Total</b>                    | <b>447,603</b>              | <b>485,952</b>                   | <b>38,350</b> | <b>571,336</b>              |

| #     | EXPENDITURE SUMMARY               | Approved FY<br>15/16 Budget | Estimate to<br>Close<br>FY 15/16 | Difference    | Final<br>FY 16-17<br>Budget |
|-------|-----------------------------------|-----------------------------|----------------------------------|---------------|-----------------------------|
| 51000 | EXPENDITURE - OFFICE OPERATIONS   | 99,845                      | 90,925                           | -8,920        | 93,045                      |
| 52000 | EXPENDITURE - PERSONNEL           | 289,958                     | 333,804                          | 43,846        | 380,936                     |
| 53000 | EXPENDITURE - CONSULTING SERVICES | 57,800                      | 47,200                           | -10,599       | 97,354                      |
|       | <b>Total</b>                      | <b>447,603</b>              | <b>471,928</b>                   | <b>24,326</b> | <b>571,336</b>              |

| FRESNO LAFCO FINAL FY16-17 BUDGET SUMMARY         |                                 |                             |                   |                                  |                             |
|---------------------------------------------------|---------------------------------|-----------------------------|-------------------|----------------------------------|-----------------------------|
| REVENUE                                           |                                 |                             |                   |                                  |                             |
| 5/18/16; Inclusive of 4-30-16 Financial Statement |                                 |                             |                   |                                  |                             |
| 10000                                             | REVENUE - DESCRIPTION           | Approved FY<br>15/16 Budget | Actual to<br>Date | Estimate to<br>Close<br>FY 15/16 | Final<br>FY 16-17<br>Budget |
| 10100                                             | ALLOCATION COUNTY               | 186,206                     | 186,206           | 186,206                          | 200,779                     |
| 10200                                             | ALLOCATION CITIES               | 186,206                     | 186,206           | 186,206                          | 200,779                     |
| 10300                                             | APPLICATION FEES                | 40,000                      | 102,870           | 110,000                          | 68,500                      |
| 10400                                             | MSR PREPARATION                 | 0                           | 0                 | 0                                | 0                           |
| 10600                                             | MSR CONSULTANT CONTRACTS        | 0                           | 0                 | 0                                | 0                           |
| 10700                                             | MSR CONTRACT ADMINISTRATION     | 0                           | 0                 | 0                                | 1,000                       |
| 10800                                             | SPECIAL HEARINGS                | 0                           | 0                 | 0                                | 0                           |
| 10900                                             | MISC. RECEIPTS                  | 0                           | 547               | 547                              | 500                         |
|                                                   | AUTH. FUND BALANCE CONTRIBUTION | 35,190                      | 2,993             | 2,993                            | 99,778                      |
|                                                   | Total Revenue                   | 447,602                     | 478,822           | 485,952                          | 571,336                     |

# FRESNO LAFCO FINAL FY16-17 BUDGET SUMMARY

## EXPENDITURE - OFFICE OPERATIONS

5/18/16; Inclusive of 4-30-16 Financial Statement

| 51000 EXPENDITURE - OFFICE OPERATIONS             | Approved<br>FY 15/16<br>Budget | Actual to<br>date | Estimate to<br>Close<br>FY15-16 | ATD/ETC<br>Difference | Appvd /<br>ETC<br>Difference | Preliminary<br>16-17 Budget |
|---------------------------------------------------|--------------------------------|-------------------|---------------------------------|-----------------------|------------------------------|-----------------------------|
| 51010 Office Operations Expense                   | 5,200                          | 3,653             | 5,200                           | 1,547                 | 0                            | 5,200                       |
| 51020 Office Lease                                | 32,290                         | 23,298            | 33,023                          | 9,725                 | 733                          | 40,606                      |
| 51030 Fr Co Telecommunications                    | 3,005                          | 213               | 3,005                           | 2,792                 | 0                            | 0                           |
| 51040 Liability Insurance                         | 13,500                         | 11,777            | 11,777                          | 0                     | -1,723                       | 13,000                      |
| 51060 Copier Maintenance-Equipment                | 600                            | 97                | 250                             | 153                   | -350                         | 600                         |
| 51080 Postage                                     | 3,500                          | 1,022             | 1,500                           | 478                   | -2,000                       | 3,500                       |
| 51100 Fr Co PeopleSoft Financial Charges          | 600                            | 147               | 150                             |                       | -450                         |                             |
| 51110 Fr Co Data Processing Charges               | 11,844                         | 9,674             | 11,844                          |                       | 0                            |                             |
| 51120 Publication & Legal Notices                 | 2,000                          | 1,238             | 2,000                           | 762                   | 0                            | 2,000                       |
| 51130 Postage Equipment Rental                    | 312                            | 224               | 312                             | 88                    | 0                            | 312                         |
| 51140 Staff Mileage                               | 540                            | 471               | 540                             | 69                    | 0                            | 864                         |
| 51150 Commission Hearing Expenses                 | 6,000                          | 3,921             | 4,369                           | 448                   | -1,631                       | 6,000                       |
| 51160 Commission and Staff Education              | 6,000                          | 2,128             | 2,500                           | 372                   | -3,500                       | 6,000                       |
| 51170 Contingency Fund Expenses                   | 3,000                          | 1,001             | 3,000                           | 1,999                 | 0                            | 3,000                       |
| 51180 Professional Memberships                    | 7,454                          | 7,368             | 7,454                           | 86                    | 0                            | 7,963                       |
| 51190 Fixed Assets (Office Furniture)             | 3,000                          | 0                 | 3,000                           | 3,000                 | 0                            | 3,000                       |
| 51195 Fixed Asset (Office Furniture) Depreciation | 1,000                          | 0                 | 1,000                           | 1,000                 | 0                            | 1,000                       |
| <b>Total Office Operations</b>                    | <b>99,845</b>                  | <b>66,234</b>     | <b>90,925</b>                   | <b>22,518</b>         | <b>-8,920</b>                | <b>93,045</b>               |

Highlighted "Fr Co" expenses are associated with the Professional Services Agreement between LAFCo and Fresno County. They are shown as approved in the FY 15-16 budget but will be accounted for under Expenditure - Consulting Services" in FY 16-17.

| FRESNO LAFCO FINAL FY16-17 BUDGET SUMMARY         |                                |                             |                   |                                  |                             |
|---------------------------------------------------|--------------------------------|-----------------------------|-------------------|----------------------------------|-----------------------------|
| EXPENDITURE - PERSONNEL                           |                                |                             |                   |                                  |                             |
| 5/18/16; Inclusive of 4-30-16 Financial Statement |                                |                             |                   |                                  |                             |
| 52000                                             | EXPENDITURE - PERSONNEL        | Approved FY<br>15/16 Budget | Actual to<br>Date | Estimate to<br>Close<br>FY 15/16 | Final<br>FY 16-17<br>Budget |
| 52100                                             | Executive Officer              |                             |                   |                                  |                             |
| 52110                                             | Salary                         | 100,000                     | 85,449            | 105,000                          | 110,000                     |
| 52120                                             | Car Allowance                  | 6,000                       | 4,250             | 6,000                            | 6,000                       |
| 52130                                             | Worker's Comp                  | 600                         | 55                | 600                              | 600                         |
| 52140                                             | Unemployment Insurance         | 460                         | 253               | 460                              | 500                         |
| 52150                                             | Retirement Contribution        | 10,000                      | 9,562             | 10,500                           | 11,000                      |
| 52160                                             | SS & Medicare                  | 5,595                       | 5,979             | 5,595                            | 6,000                       |
| 52170                                             | Health Insurance Contribution  | 8,430                       | 6,774             | 8,430                            | 9,273                       |
| 52180                                             | Life Insurance                 | 93                          | 72                | 93                               | 100                         |
| 52195                                             | Benefit Administration         | 120                         | 0                 | 120                              | 120                         |
|                                                   | <b>Subtotal</b>                | <b>131,298</b>              | <b>112,394</b>    | <b>136,798</b>                   | <b>143,593</b>              |
| 52200                                             | Clerk                          |                             |                   |                                  |                             |
| 52210                                             | Salary                         | 62,000                      | 48,050            | 63,860                           | 65,000                      |
| 52215                                             | Outstanding Balance Due County | 0                           | 31,733            | 31,733                           | 0                           |
| 52230                                             | Workers Comp Contribution      | 600                         | 55                | 600                              | 600                         |
| 52240                                             | Unemployment Insurance         | 363                         | -63               | 363                              | 363                         |
| 52250                                             | Retirement Contribution        | 6,200                       | 4,663             | 6,200                            | 6,500                       |
| 52260                                             | SS & Medicare                  | 3,087                       | 3,455             | 3,087                            | 3,087                       |
| 52270                                             | Health Insurance Contribution  | 8,300                       | 7,190             | 8,300                            | 9,130                       |
| 52280                                             | Life Insurance                 | 93                          | 103               | 93                               | 100                         |
| 52295                                             | Benefit Administration         | 120                         | 0                 | 120                              | 120                         |
|                                                   | <b>Subtotal</b>                | <b>80,763</b>               | <b>95,187</b>     | <b>114,356</b>                   | <b>84,900</b>               |
| 52300                                             | LAFCo Analyst II               |                             |                   |                                  |                             |
| 52310                                             | Salary                         | 55,000                      | 42,892            | 56,375                           | 60,000                      |
| 52330                                             | Workers Comp Contribution      | 600                         | 55                | 600                              | 600                         |
| 52340                                             | Unemployment Insurance         | 151                         | 260               | 151                              | 151                         |
| 52350                                             | Retirement Contribution        | 5,500                       | 4,139             | 5,638                            | 5,500                       |
| 52360                                             | SS & Medicare                  | 658                         | 3,172             | 2,000                            | 658                         |
| 52370                                             | Health Insurance Contribution  | 5,820                       | 4,904             | 5,820                            | 6,402                       |
| 52380                                             | Life Insurance                 | 48                          | 43                | 48                               | 50                          |
| 52395                                             | Benefit Administration         | 120                         | 0                 | 120                              | 120                         |
|                                                   | <b>Subtotal</b>                | <b>67,897</b>               | <b>55,464</b>     | <b>70,752</b>                    | <b>73,481</b>               |

| 52000 | EXPENDITURE - PERSONNEL [Page 2]    | Approved FY<br>15/16 Budget | Actual to<br>Date | Estimate to<br>Close<br>FY 15/16 | Proposed<br>FY 16-17<br>Budget |
|-------|-------------------------------------|-----------------------------|-------------------|----------------------------------|--------------------------------|
| 52400 | LAFCo Analyst I (Proposed FY 16-17) |                             |                   |                                  |                                |
| 52410 | Salary                              |                             |                   |                                  | 47,000                         |
| 52420 | Overtime                            |                             |                   |                                  | 0                              |
| 52430 | Workers Comp Contribution           |                             |                   |                                  | 118                            |
| 52440 | Unemployment Insurance              |                             |                   |                                  | 309                            |
| 52450 | Retirement Contribution             |                             |                   |                                  | 4,700                          |
| 52460 | SS & Medicare                       |                             |                   |                                  | 3,313                          |
| 52470 | Health Insurance Contribution       |                             |                   |                                  | 6,402                          |
| 52480 | Life & Disability Insurance         |                             |                   |                                  | 50                             |
| 52500 | Benefit Administration              |                             |                   |                                  | 120                            |
|       | Subtotal                            |                             |                   |                                  | 62,012                         |
| 52500 | Extra Help                          | 10,000                      | 0                 | 0                                |                                |
| 52600 | Intern                              |                             |                   |                                  |                                |
| 52610 | Salary                              | 0                           | 6,530             | 10,530                           | 15,000                         |
| 52640 | Unemployment Insurance              | 0                           | 322               | 526                              | 750                            |
| 52660 | SS & medicare                       | 0                           | 501               | 842                              | 1,200                          |
| 52670 | Health Insurance Contribution       | 0                           | 0                 | 0                                | 0                              |
| 52680 | Life and Disability Ins.            | 0                           | 0                 | 0                                | 0                              |
| 52690 | Benefit Admin                       | 0                           | 0                 | 0                                | 0                              |
| 52600 | Other                               | 0                           | 0                 | 0                                | 0                              |
|       | Subtotal                            | 0                           | 7,352             | 11,898                           | 16,950                         |
|       | Total Personnel                     | 289,958                     | 270,398           | 333,804                          | 380,936                        |

| FRESNO LAFCO FINAL FY16-17 BUDGET SUMMARY         |                          |                |                            |                        |                       |  |
|---------------------------------------------------|--------------------------|----------------|----------------------------|------------------------|-----------------------|--|
| Expenditure - Consulting Services                 |                          |                |                            |                        |                       |  |
| 5/18/16; Inclusive of 4-30-16 Financial Statement |                          |                |                            |                        |                       |  |
| EXPENDITURE - CONSULTING SERVICES                 | Approved FY 15/16 Budget | Actual to Date | Estimate to Close FY 15/16 | Appvd v ETC Difference | Final FY 16-17 Budget |  |
| 53100 Payroll Services                            | 3,000                    | 1,091          | 2,000                      | -1,000                 | 2,000                 |  |
| 53200 Independent Financial Audit                 | 10,000                   | 7,700          | 9,000                      | -1,000                 | 5,000                 |  |
| 53300 Bookkeeping Service                         | 2,500                    | 1,681          | 2,250                      | -250                   | 2,250                 |  |
| 53310 Fr Co Accounting/Auditor                    | 3,000                    | 3,102          | 3,500                      | 500                    | 3,500                 |  |
| 53400 Fr Co Assessor/Recorder                     | 4,500                    | 5,525          | 6,000                      | 1,500                  | 6,000                 |  |
| 53500 LAFCo Counsel                               | 30,000                   | 16,275         | 22,000                     | -8,000                 | 22,000                |  |
| 53600 Fr Co Elections                             | 1,000                    | 0              | 250                        | -750                   | 250                   |  |
| 53700 Fr Co Env Health                            | 1,800                    | 1,936          | 2,200                      | 400                    | 1,800                 |  |
| 53800 Special Counsel                             | 2,000                    | 0              | 0                          | -2,000                 | 2,000                 |  |
| 51030 Fr Co Telecommunications                    |                          |                |                            |                        | 5,549                 |  |
| 51100 Fr Co PeopleSoft Financial Charges          |                          |                |                            |                        | 1,200                 |  |
| 51110 Fr Co Data Processing Charges               |                          |                |                            |                        | 15,805                |  |
| 53900 Fr Co GIS Consultant                        |                          |                |                            |                        | 30,000                |  |
| <b>Total Consultant Expenses</b>                  | <b>57,800</b>            | <b>37,311</b>  | <b>47,200</b>              | <b>(10,600)</b>        | <b>97,354</b>         |  |

All "Fr Co" expenses associated with the Professional Services Agreement between LAFCo and Fresno County and will be accounted for as "Expenditure - Consulting Services" in FY 16-17.



**DRAFT 2016 LAFco WORK PLAN**  
**April 13, 2016**

**Introduction**

Fresno LAFco's Financial and Accounting Procedures specify that before July 1st, the LAFco Executive Officer shall prepare for the Commission's review and approval an annual work plan. The work plan is prepared in conjunction with the annual budget. The work plan identifies the purposes and plans of State Law and local policy, including requirements for service reviews, sphere of influence updates, and other mandated functions.

This work plan reflects the Fresno LAFco's policies and procedures and the current and the dynamic needs of the local agencies in Fresno County. The work plan is composed of projects to be undertaken directly by LAFco staff during the year.

The work plan is developed to advance the state's interests, the Commission's issues and goals.

I. The scope of the work plan is developed to be consistent with the legislature's findings and declarations:

- It is the policy of the state to encourage orderly growth and development which are essential to the social, fiscal, and economic well-being of the state.
- The logical formation and determination of local agency boundaries is an important factor in promoting orderly development and in balancing that development with sometimes competing state interests of discouraging urban sprawl, preserving open-space and prime agricultural lands, and efficiently extending government services.
- Providing housing for persons and families of all incomes is an important factor in promoting orderly development.
- This policy should be effected by the logical formation and modification of the boundaries of local agencies, with a preference granted to accommodating additional growth within, or through the expansion of, the boundaries of those local agencies which can best accommodate and provide necessary governmental services and housing for persons and families of all incomes in the most efficient manner feasible.
- The Legislature also finds that, whether governmental services are proposed to be provided by a single-purpose agency, several agencies, or a multipurpose agency, responsibility should be given to the agency or agencies that can best provide government services.

II. The projects are identified to address important issues identified by the Commission in its initial Policies, Standards, and Procedures Document, adopted in 1986 or as revised:

Fresno LAFco identified the following list of problems and needs locally, which pertain to the Commission's responsibilities, and developed policies, standards, and procedures in this document in order to help resolve the problems and meet needs within the Commission's jurisdiction:

1. Proliferation of overlapping and competing local agencies.
2. Need for more cooperation/coordination among local agencies[!]
3. Inadequate level or range of services in county/community.
4. Inadequate revenue base or adverse fiscal impacts for local agencies[!]
5. Illogical, gerrymandered agency boundaries, islands, surrounded areas.
6. Illogical agency service areas.
7. Conflicts between urban and rural/agricultural land uses.
8. Premature proposals and lack of development proposals.
9. Phasing of agency expansion/growth.
10. Determining environmental effects of proposals.
11. Determining consistency with city or county general plans.
12. Urban sprawl and leap frog urban development.
13. Guiding urban growth away from prime agricultural lands.
14. Defining agricultural lands and open space lands.
15. Opposition of proposals by residents and popularity of proposals by landowners/developers.
16. Provision of adequate noticing of LAFCO hearing and conducting authority hearing.

On February 18, 2015, the following *Special District Issues, 2015* were presented to the Commission:

1. No adopted annual budget, by-laws, or procedures.
2. No services.
3. District board nonfeasance.
4. Grand Jury Reports.
5. Lack of staff or staff lacks technological/managerial/financial (T/M/F) expertise.
6. Board members fulfill both policy and operational functions.
7. Lack of coordination of similar services between and among different special districts.
8. Lack of transparency and/or Brown Act compliance.
9. Changing demographics, antiquated mission.
10. The special district does not cooperate with LAFCo on the MSR.

Other issues have emerged since that time:

11. District board lacks quorum.
12. Board members lack T/M/F expertise.
13. Board members continue to serve after terms expire.

III. The work plan is refined to conform with Commission goals:

1. Encouraging Orderly Formation and Development of Agencies;
2. Encouraging Consistency with Spheres of Influence and Recommended Reorganization Of Agencies;
  - a. 102-04 Transition Agreements
3. Encouraging Orderly Urban Development and Preservation of Open Space Patterns;
4. Encouraging Conservation of Prime Agricultural Lands and Open Space Areas;
5. Providing Public Access to the Commission via the Internet; and
6. LAFCo Disadvantaged Communities Policy.

## **Preliminary 2016-17 Work Plan**

### **Municipal Service Review Program**

Summary: the MSR Program is currently the most important function of the Fresno LAFCo; LAFCo exercises a unique statutory authority in the implementation of its MSR Program.

Municipal Service Reviews are the only independent 'governance audit' performed locally, regularly, and intended to coordinate services among and between local agencies. The MSR program supports the respective missions of local agencies, improves service delivery efficiencies, and enhances accountability of local agencies.

Pursuant to Commission direction and policy for an assertive MSR program, staff developed an ambitious schedule of MSR updates for all local agencies.

The program has resulted in increasing order and efficiencies for LAFCo, the subject local agencies, and allied local and state agencies. Nearly all of the current MSRs have revealed one or more issues of local agency operation that warrants determinations and supportive recommendations. The issues raised have included lack of compliance with Principal Acts, lack of compliance with Brown Act, inconsistent boundaries, and other things that can negatively influence service delivery efficiencies.

The complication is that these problems also resulted in an unanticipated workload for LAFCo staff, primarily the LAFCo analyst, who is responsible for the day-to-day progress of the MSR program. In addition to the additional work, many agencies rely on the LAFCo GIS database which should be updated as new information is developed.

This is not to say that the MSR Program is flawed—it is doing what the Commission intended for it to accomplish. But the initial MSR Program schedule assumption of staff-hours to complete an "average" MSR under-estimated the effort to acquire effective communication with local agencies and the time to identify and resolve issues related to service delivery efficiency.

In adopting the FY 16-17 budget, the commission will have taken action to address the current challenges of the MSR Program.

### **Application processing (Pre-applications / Applications)**

Annexations, detachments, extensions of service, spheres of influence updates, and other district modifications that are requested by local agencies and the public, as well as any activities initiated by the Commission will be processed in accordance with statute and policy.

Staff may engage in incidental changes to the LAFCo website and documents presented therein to increase application processing efficiencies.

### **Consultation and facilitation to local agencies and the public**

This accounts for the many requests for information, interpretation, advice, and project facilitation that arise.

**Local Agency Spring Workshop**

Staff will contact all local agencies and offer to attend council and board meetings to explain the role of LAFCo, Spheres of influence, Reorganizations, MSRs, and Annexations. The workshop will describe the application process, critical timelines, and the public hearing and conducting authority process. We will also walk through the sphere of influence update process to put it in proper perspective, and describe the function of Municipal Service Reviews.

In addition, pursuant to the adopted Annexation Program Guidelines, staff will offer an Annexation Program Workshop to local agency staff and the development community. Staff is in discussion with the California Special District Association to facilitate a special district workshop.

**Update of LAFCo Policies and Procedures**

This project began in FY 15-16 as a comprehensive examination and update of Fresno LAFCo's current Policies and Procedures manual. The goal is to clarify procedural and policy language, and bring the manual into full conformance with CKH. In consultation with the Commission, this project will also strive to make the document more easily understandable by local agencies and the general public.

**Application Fee Analysis**

This project will evaluate the Commission's application fees: do the current fees balance expenses associated with application processing; the state of subsidiary expenses (such as services provided through the Professional Services Agreement with Fresno County); and the fiscal implications of waiving application fees.

**Assess Agricultural Preservation Policies**

This project began in FY 15-16 and is recommended to continue in FY 16-17 with the goal to conclude by May, 2017.

Preserving open-space and prime agricultural lands is of paramount importance to the Commission. LAFCo's statutory foundation puts it in a position to develop policies that permit it to influence orderly growth without being involved in actual land uses.

This project will evaluate the effectiveness of past LAFCo policy efforts, efforts of other agencies in Fresno County, and provide recommendations on an appropriate level of commission policy, whether project-by-project or on a sphere of influence basis.