

**RESOLUTION NO. 135**

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

**In the Matter of:**

**LAFCo Determination:**

<b>CONSIDERATION OF FINAL FISCAL</b>	<b>)</b>	<b>APPROVED FINAL FISCAL YEAR</b>
<b>YEAR 2015-2016 LAFCO BUDGET</b>	<b>)</b>	<b>2015-2016 LAFCO BUDGET AND</b>
<b>AND WORK PLAN</b>	<b>)</b>	<b>WORK PLAN</b>

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**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 1, 2015; 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 2015-2016 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 6, 2015, to consider the Final FY 2015-2016 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 2015-2016 Budget and Work Plan.

**Section # 2.** This Commission hereby directs the Executive Officer to forward the approved Final FY 2015-2016 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 2015-2016 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.

## FRESNO LAFCO FINAL FY15-16 BUDGET SUMMARY

Revised: 4/20/15; Inclusive of 3/15 Financial Statement

Revised: 4/20/15; Inclusive of 3/15 Financial Statement									
		Approved 2014/2015		Actual to Date		Estimate to Close			
#	REVENUE SUMMARY	Budget		Date		FY 14/15		Final 15/16 Budget	
10100	ALLOCATION COUNTY	197,805		197,805		197,805		186,206	
10200	ALLOCATION CITIES	197,805		197,805		197,805		186,206	
10300	APPLICATION FEES	30,000		59,532		60,000		40,000	
10400	MSR PREPARATION	0		10,726		10,726		0	
10500	CONTRIBUTION FROM LEGAL RESERVE	10,000		10,000		10,000		0	
10600	MSR CONSULTANT CONTRACTS	0		0		0		0	
10700	MSR CONTRACT ADMINISTRATION	2,901		0		0		0	
10800	SPECIAL HEARINGS	0		0		0		0	
10900	MISC. RECEIPTS	0		0		1,000		0	
	AVAILABLE FUND BALANCE	53,452		0		0		35,190	
Total		491,963		475,868		477,336		447,603	
#	EXPENDITURE SUMMARY	Approved 2014/2015 Budget		Actual to Date		Estimate to Close FY 14/15		Final 15/16 Budget	
51000	EXPENDITURE - OFFICE OPERATIONS	107,114		72,819		97,041		99,845	
52000	EXPENDITURE - PERSONNEL	311,489		203,897		280,585		289,958	
53000	EXPENDITURE - CONSULTING SERVICES	73,360		21,342		27,156		57,800	
Total		491,963		298,057		404,783		447,603	

# EXPENDITURE - OFFICE OPERATIONS

Revised 4/20/15; Inclusive of 3/15 Financial Statement

		Approved 14/15 Budget	Actual to date	Estimate to Close FY14-15	Final 15/16 Budget
<b>51000</b>	<b>EXPENDITURE - OFFICE OPERATIONS</b>				
51010	Office Operations Expense	6,000	3,541	4,721	5,200
51020	Office Lease	30,915	22,097	29,462	32,290
51030	Telecommunications	1,405	980	1,306	3,005
51040	Liability Insurance	13,490	12,230	16,307	13,500
51060	Copier Maintenance-Equipment	700	0	0	600
51080	Postage	4,000	1,537	2,049	3,500
51090	PeopleSoft HR Service	400	130	173	0
51100	PeopleSoft Financial Charges	660	378	504	600
51110	Data Processing Charges	19,221	13,458	17,944	11,844
51120	Publication & Legal Notices	3,000	787	1,049	2,000
51130	Postage Equipment Rental	260	202	270	312
51140	Staff Mileage	0	0	0	540
51150	Commission Hrg Expenses	6,500	5,510	7,346	6,000
51160	Commission and Staff Education	8,000	4,051	5,401	6,000
51170	Contingency Fund Expenses	3,000	50	17	3,000
51180	Professional Memberships	6,563	6,663	8,883	7,454
51190	Fixed Assets (Office Furniture)	3,000	1,207	1,610	3,000
51195	Fixed Asset (Office Furniture) Depreciation	0	0	0	1,000
	<b>Total Office Operations</b>	<b>107,114</b>	<b>72,819</b>	<b>97,041</b>	<b>99,845</b>

## Expenditure - Consulting Services

Revised: 4/20/15; Inclusive of 3/15 Financial Statement

EXPENDITURE - CONSULTING SERVICES		14/15 Budget	Actual to Date	Estimate to Close FY 14/15	Final 15/16 Budget
53100	Payroll Services	1,500	1,904	2,900	3,000
53200	Independent Financial Audit	7,000	0	0	10,000
53300	Bookkeeping Service	3,000	1,671	2,500	2,500
53310	General Accounting/Auditor	3,000	1,809	2,800	3,000
53400	Fresno County Assessor	4,500	3,025	4,500	4,500
53500	LAFCo Counsel	50,000	11,385	12,000	30,000
53600	Fresno County Elections	600	492	656	1,000
53700	Fresno County Health	1,760	1,056	1,800	1,800
53800	Special Counsel	2,000	0	0	2,000
<b>Total Consultant Expenses</b>		<b>73,360</b>	<b>21,342</b>	<b>27,156</b>	<b>57,800</b>

**FINAL 2015-16 LAFCO WORK PLAN**  
**May 6, 2015**

**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:

**Final 2015-16 Work Plan**

**Municipal Service Review Program**

Issues addressed: 2-4, 6, 8, 9, 11-13

Special District Issues: 1-10

Compatible with Goals: 1-6

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

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

Issues addressed: 1-15.

Compatible with Goals: 1-6

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.

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

Issues addressed: 1-15

Special District Issues: 1-10

Compatible with Goals: 1, 3, 6

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

**Inter-agency Coordination Regarding Inactive  
and/or Unresponsive Special Districts**

Issues addressed: 2, 3, 4

Special District Issues: 1-10

Compatible with Goals: 1, 3, 6

This project will consist of outreach to other agencies including but not limited to Fresno County Clerk/Registrar of Voters and the Clerk to the Fresno County Board of Supervisors, and various state agencies, to identify inactive/unresponsive special districts, consolidation of inter-agency communication to the districts, and staff resources used to either bring district activities to acceptable level or to explore and recommend district modification to the Commission.

**Local Agency Spring Workshop**

Issues Addressed: 3, 4, 9

Compatible with Goals: 1, 3, 6

This workshop will explain the role of LAFCo, Spheres of influence, Reorganizations, MSRs, and the Annexation Program to local agency staff, consultants, and other interested parties.

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. This work will benefit from the work of the Fresno COG Ag Mitigation Committee.

**Project: LAFCo Subcommittees (as needed)**

Issues Addressed: 1-16

Compatible with Goals: 1-5

This project shall explore the benefits of establishing standing committees composed of members and alternate members to address specific administrative, policy, budgetary issues and develop recommendations in conjunction with the Executive Officer.

Each subcommittee formed at the direction of the Commission will first meet to agree upon its objectives, metrics to determine when objectives are achieved, meeting frequency and other logistics, and an anticipated close of its business and presentation of its recommendation to the Commission