

2025/26 LAFCO WORK PROGRAM

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TABLE OF CONTENTS

INTRODUCTION	PAGE
Overview of LAFCO	1
Description of Region	1
Organization of LAFCO	2
LAFCO Abbreviations and Acronyms	2
 WORK ELEMENTS	
100.01 LAFCO Administration.....	3
100.02 Office Expenses / Fixed Assets	4
100.03 Training and Travel.....	5
101.02 Municipal Service Reviews	6
101.03 Cities & Special District Inventory Update	7
101.04 Sphere of Influence Updates & Amendments.....	8
101.06 Special Projects.....	9
102.01 LAFCO Case Processing.....	10
 LAFCO WORK PROGRAM SUMMARY	11

Introduction

Overview of LAFCO

The Tulare County Local Agency Formation Commission (LAFCO) is responsible for coordinating logical and timely changes in local government boundaries, for conducting special studies which review ways to reorganize, simplify and streamline governmental structure, and for preparing Municipal Service Reviews and Spheres of Influence for each city and special district within Tulare County. The Commission's efforts are directed to seeing that services are provided efficiently and economically while agricultural and open-space lands are protected. LAFCO is independent of the government of Tulare County or any of the cities; however, funding to operate the agency is required to be provided by the county and the cities.

State law first established LAFCOs in each county in 1963. LAFCOs were given regulatory authority over local boundary changes. The agencies currently function under the provisions of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000. Government Code Section 56375 sets forth the powers and duties of the commission. It gives LAFCO the authority to "review and approve or disapprove with or without amendment, wholly, partially, or conditionally" proposals concerning the formation of cities and special districts, annexation or detachment of territory to cities and special districts, and other changes in jurisdiction or organization of local governmental agencies. In reviewing proposals, LAFCO is required to consider certain factors such as the conformity with city or county plans, current levels and need for future services, the social, physical and economic effects on the community, the effect on existing agricultural lands and open space, the timely availability of adequate water supplies, and the extent to which each proposal will assist the receiving city and the County in achieving its fair share of the regional housing needs.

LAFCO must consider the effect that any proposal will produce on existing agricultural lands. By guiding development towards vacant urban land and away from agricultural preserves, LAFCO assists with the preservation of Tulare County's valuable agricultural resources. LAFCO also works to discourage urban sprawl, a pattern of development characterized by inefficient delivery of important urban services and unnecessary loss of agricultural land. By discouraging sprawl, LAFCO discourages the misuse of land resources and promotes a more efficient system of local government agencies.

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 requires each LAFCO to adopt an annual budget. The 2025/26 Work Program for the Tulare County LAFCO outlines the anticipated work to be accomplished by LAFCO during the fiscal year and is prepared to accompany the annual budget.

Description of Region

Tulare County, comprised of 12,595 km², is located in the southern portion of the San Joaquin Valley. The Valley is bounded on the west by the Coast Range and on the east by the Sierra Nevada Mountains. The Valley extends from Sacramento to the north, to the Tehachapi Mountains on the south. The San Joaquin Valley is the richest farmland in the world.

Tulare County has approximately one third of its land area in the Valley. The remaining portion is in the Sierra Nevada Mountains. This offers an abundance of scenic and recreational opportunities for residents and visitors. The land in the Valley produces a wide variety of agricultural products. Tulare County ranks as one of the largest agricultural producing counties in the nation.

The population of Tulare County is concentrated in the Valley area. There are eight incorporated cities, which account for 72% of the total county approximate population of 478,918 (DOF – 1/1/24). The eight cities are: Dinuba, Exeter, Farmersville, Lindsay, Porterville, Tulare, Visalia, and Woodlake. There are also numerous special districts in the county, including various Community

Service Districts, Irrigation Districts, Hospital Districts, Cemetery Districts, Public Utility Districts, and Resource Conservation Districts.

Organization of LAFCO

The Tulare County Local Agency Formation Commission is composed of two county supervisors selected by the Board of Supervisors, two city council representatives selected by the mayors in the county, and one public member selected by the other four members. Commission members serve four-year terms. There is an alternate member for each category – city, county, and public. Tulare County LAFCO does not have special district members; however, the law does provide for the addition of two special district members and one alternate if the Commission so orders or the special districts petition for such representation.

LAFCO Commissioners

Maribel Reynosa, Chair	City representative
Pete Vander Poel, V-Chair	County representative
Dennis Mederos	City representative
Dennis Townsend	County representative
Richard Feder	Public representative
Larry Micari	Alternate, County representative
Fred Sheriff	Alternate, Public representative
Steve Harrell	Alternate, City representative

LAFCO Staff

Ben Giuliani, Executive Officer
Amie Kane, Staff Analyst
Tara Adams, LAFCO Clerk
Matthew Pierce, LAFCO Counsel

LAFCO Abbreviations and Acronyms

CALAFCO	<i>California Association of Local Agency Formation Commissions</i>
C-K-H	<i>Cortese-Knox-Hertzberg Local Government Reorganization Act Of 2000</i>
CSD	<i>Community Services District</i>
GC	<i>Government Code</i>
LAFCO	<i>Local Agency Formation Commission</i>
MSR	<i>Municipal Service Review</i>
PUD	<i>Public Utility District</i>
SOI	<i>Sphere of Influence</i>

LAFCO Work Program Elements

SUBCATEGORY: 100 ADMINISTRATION

WORK ELEMENT: **100.01 LAFCO Administration**

PURPOSE: To manage and coordinate LAFCO staff work in Tulare County, including development and implementation of the budget, work program, and Policies and Procedures Manual.

PREVIOUS WORK: This is an ongoing function of LAFCO.

PRODUCTS:

1. Administration and support of LAFCO work functions.
2. Representation at statewide and local planning meetings.
3. Development of LAFCO Policies and Procedures Manual.
4. Maintain LAFCO files and records.
5. Prepare LAFCO meeting agendas, schedules and minutes.
6. Prepare annual budget and work program.
7. Maintain membership in CALAFCO.

DISCUSSION:

The administration program provides direction and management of the various routine functions that comprise the LAFCO Work Program. This includes: project scheduling, budget preparation and monitoring, personnel recruitment and training, records maintenance, review of legislation affecting LAFCOs and development of LAFCO Policies and Procedures consistent with C-K-H requirements and Commission directives.

LAFCO staff also maintains membership in the California Association of Local Agency Formation Commissions (CALAFCO), which provides statewide coordination of LAFCO activities, representation before the State Legislature and other bodies, training opportunities for member LAFCOs, and a structure for sharing information among LAFCOs and other governmental agencies throughout the State.

BUDGET:

Estimated staff costs:	\$102,444	(8.0 Staff Person Months)
Memberships:	\$9,251	
Publications and Notices	\$10,000	
County Counsel:	\$5,000	
COWCAP Charges:	\$15,000	
Board Directors fees:	\$1,600	
Rent	\$14,283	
Insurance	\$4,208	
Prof. & Specialized:	\$200	
Service from Other Dept.	\$10,000	
Audit Services	\$7,500	
Total:	\$179,486	
Revenue (source):	110,000	(Reserve Funds)
Revenue (source):	\$179,486	(County & Cities Contribution)
Revenue (source):		(Planning & Engineering Fees)

SUBCATEGORY: 100 ADMINISTRATION

WORK ELEMENT: **100.02 Office Expenses/Fixed Assets**

PURPOSE: To procure and manage the assets of LAFCO.

PREVIOUS WORK: Purchase supplies and equipment.
Purchase Liability Insurance.
Maintenance of LAFCO website.
Publish public notices.

PRODUCTS:

1. Procurement of supplies and equipment.
2. Maintenance of existing equipment.
3. Inventory of LAFCO assets.
4. Continuation of Internet service.
5. Payment of rent, telephone, mail, printing, data processing and other overhead services.
6. Ongoing maintenance of LAFCO website.

DISCUSSION:

LAFCO is required by GC Section 56300(f)(1) to establish and maintain, or otherwise provide access to notices and other commission information for the public through an internet website.

The address for the Tulare County LAFCO website is www.co.tulare.ca.us/lafco/. The site provides general information regarding LAFCO, Tulare County LAFCO commissioners and staff, meeting and application deadline schedules, and allows access to agendas and minutes. The site will also be used to post notices, agendas, minutes, and disclosures as required by Sections 56100.1, 56150, 56300, and 56661.

Because LAFCO is an independent agency, LAFCO maintains a general liability insurance policy. LAFCO reimburses the County for office space and other operational expenses as part of the work program.

BUDGET:

Office Expense:	\$400
Telecomm	\$500
ADP Payroll/Personnel:	\$0
Utilities:	\$2,200
Custodial Services:	\$800
Property	\$0
Mail	\$5,000
Printing	\$750
Alarm	\$100
Worker's Compensation	\$0
Total	\$9,750

(Reserve Funds)
\$9,750 (County & Cities Contribution)

(Planning & Engineering Fees)

SUBCATEGORY: 100 ADMINISTRATION

WORK ELEMENT: **100.03 Training and Travel**

PURPOSE: Travel to various local, regional and statewide meetings as required.
Training for staff related to the operations of LAFCO and legislative activity affecting LAFCOs.

PREVIOUS WORK: This is an ongoing work element.

PRODUCTS:

1. Representation at statewide and local LAFCO meetings.
2. Staff training and educational seminars.
3. Commissioner training and education seminars.

BUDGET:

Training (Commissioners & Staff):	\$5,000
Transportation/Travel (Commissioners & Staff)	\$6,500
Total:	\$11,500

Revenue (source):		(Reserve Funds)
Revenue (source):	\$11,500	(County & Cities Contribution)
Revenue (source):		(Planning & Engineering Fees)

SUBCATEGORY: 101 SPECIAL PLANNING PROJECTS

WORK ELEMENT: **101.02 Municipal Service Reviews**

PURPOSE: To prepare Municipal Service Reviews (MSR's) pursuant to GC §56430.

PREVIOUS WORK: Group 1 MSRs adopted March 2006
Group 2 MSRs adopted May 2006
Group 3 MSRs adopted March 2007
Group 4 MSRs adopted October 2011
City of Dinuba MSR updated June 2012
City of Visalia MSR updated February 2013
City of Tulare MSR updated October 2013
City of Porterville MSR updated October 2014
City of Exeter MSR update April 2016
City of Woodlake MSR update August 2016
Goshen CSD MSR update December 2018
Lindsay LHD MSR update December 2020
Alta HD MSR update January 2021

PRODUCTS: MSR updates for urban service providing districts

DISCUSSION:

In accordance with GC §56430, in order to prepare and update spheres of influence, LAFCOs are required to conduct a review of the municipal services provided in the county or other appropriate area designated by the Commission. To address this requirement, a program for conducting municipal service reviews (MSR's) was initiated by LAFCO during the 2003/04 fiscal year.

Tulare County's eight cities and 19 of the special districts were reviewed and MSRs were adopted in 3 groups in 2006 and 2007. Group 4, consisting of 21 special districts was approved in October 2011. The scope of MSRs has since been expanded to include service needs of disadvantaged unincorporated communities within and adjacent to the subject agency's current SOI. MSR updates have been completed for the cities of Dinuba, Visalia, Tulare, Porterville, Exeter and Woodlake. By policy, future MSR updates will be completed on an as-needed basis following County Community Plan and City General Plan Updates.

During the FY 23/24 & 24/25 the County of Tulare received State funding and contracted with Provost & Prichard to complete MSRs for urban service providing districts. These MSRs will be reviewed and brought to the Commission for adoption in early FY 25/26. During FY 25/26 LAFCo Staff have planned MSR reviews for two mosquito abatement Districts and two fire protection Districts.

BUDGET:

Estimated staff costs:	\$25,611	(2.0 Staff Person Month)
Total:	\$25,611	
Revenue (source):		(Reserve Funds)
Revenue (source):	\$25,611	(County & Cities Contribution)
Revenue (source):		(Planning & Engineering Fees)

SUBCATEGORY: 101 SPECIAL PLANNING PROJECTS

WORK ELEMENT: **101.03 Cities and Special District Inventory Update**

PURPOSE: To maintain the LAFCO Cities and Special District Inventory.

PREVIOUS WORK: LAFCO Cities and Special District Inventory (October 1975)
LAFCO Cities and Special District Inventory (Revised January 1981)
LAFCO Cities and Special District Inventory (Revised June 1998)
LAFCO Cities and Special District Inventory (Revised April 2007)
LAFCO Cities and Special District Inventory (Revised April 2013)
LAFCO Cities and Special District Inventory (Revised January 2023)

PRODUCTS: Continuous update of the LAFCO Cities and Special District Inventory.

DISCUSSION: The Tulare County LAFCO Cities and Special District Inventory is a listing of the various agencies in Tulare County and provides information about each agency, including: date formed, address, phone number, contact person, functions performed, and method of financing. The Inventory also includes a brief description of each type of agency and a map depicting the agency's sphere of influence. For Community Service Districts and County Service Areas the inventory also describes the latent powers each district was authorized to perform, but had not performed as of January 1, 2006 and January 1, 2009 (respectively). The full-published revision has been completed. The last major revision took place in FY 22/23. However, this Work Program allocation is intended for the continual updating of contact and map information in the Inventory. This also includes posting special district audits on the LAFCO website.

BUDGET:

Estimated staff costs:	\$12,806	(1.0 Staff Person Months)
Total:	\$12,806	
Revenue (source):		(Reserve Funds)
Revenue (source):	\$12,806	(County & Cities Contribution)
Revenue (source):		(Planning & Engineering Fees)

SUBCATEGORY: 101 SPECIAL PLANNING PROJECTS

WORK ELEMENT: **101.04 Sphere of Influence Updates & Amendments**

PURPOSE: To prepare updates to agencies' Spheres of Influence and provide an efficient method to review and amend the Spheres of Influence for all agencies within Tulare County LAFCO's jurisdiction.

PREVIOUS WORK: In 2011; Alpine Village-Sequoia Crest CSD, Ducor CSD, East Orosi CSD, Patterson Tract CSD, Ponderosa CSD, Three Rivers CSD, Tract 92 CSD, Porter Vista PUD, CSA #1, Strathmore FPD and Woodlake FPD. Lindmore ID (2011) Lindsay-Strathmore ID (2011) Sultana (2011) Ivanhoe (2011) City of Dinuba (2012) Lindmore Irrigation District (2012) Lindsay-Strathmore Irrigation (2012) Allensworth CSD (2012) Sultana CSD (2012) Three Rivers CSD (2012) City of Lindsay (2014) City of Porterville (2014) City of Exeter (2016) City of Woodlake (2016) City of Tulare (2017) City of Visalia (2018), Goshen CSD (2018), City of Woodlake (2020), Goshen CSD (2024).

PRODUCTS:

1. SOI Reviews (and updates as needed) for Tulare County principal districts and cities

DISCUSSION:

Pursuant to GC Section 56425(g), all Spheres of Influence must be reviewed and updated, as necessary, on or before January 1, 2008 and every five years thereafter, as needed.

Tulare County LAFCO Resolution 96-02 provides that, whenever possible, the Sphere of Influence of each city and those Special Districts that provide urban services to unincorporated communities within the County should reflect a twenty-year growth area with additional areas for communities of interest (Section 56425 (a) (4)). This boundary shall be reviewed and, if necessary, updated no more than once every five years. The updates should be sufficient to accommodate projected growth for twenty years from the date of adoption. SOI Amendments typically occur in conjunction with an annexation and per LAFCO policy does not require a MSR.

The MSR schedule in Work Element 101.02 will guide the update of agencies' spheres of influence.

BUDGET:

Estimated staff costs:	\$25,611	(2 Staff Person Months)
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Total:	\$25,611	
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Revenue (source):		(Reserve Funds)
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Revenue (source):	\$14,265	(County & Cities Contribution)
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Revenue (source):	\$11,346	(Planning & Engineering Fees)
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SUBCATEGORY: 101 SPECIAL PLANNING PROJECTS

WORK ELEMENT: **101.06 Special Projects**

PURPOSE: To fulfill LAFCO's obligation to perform special governmental organization studies pursuant to GC 56375.

PREVIOUS WORK: Agricultural Land Updates
Public Cemetery District Report
Memorial District Report

PRODUCTS: This is an on-going work element.

DISCUSSION:

In accordance with GC §56375, LAFCO has the authority to conduct a variety of studies related to effective and efficient provision of public services. This includes special district formation and consolidation studies. As a result of LAFCO Policy Amendments, a Financial Impact Study is now required to be prepared for the activation of latent powers, in certain instances.

The work element accounts for staff and consultant resources required to respond to the need for such special studies as may be authorized by LAFCO during the fiscal year. There is no anticipated need for consultant services in FY 25/26.

BUDGET:

Estimated staff costs:	\$12,806	(1.0 Staff Person Months)
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Total:	\$12,806
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Revenue (source):		(Reserve Funds)
Revenue (source):	\$12,806	(County & Cities Contribution)
Revenue (source):		(Planning & Engineering Fees)

SUBCATEGORY: 102 CASE PROCESSING

WORK ELEMENT: **102.01 LAFCO Case Processing**

PURPOSE: To process applications submitted by LAFCO.

PREVIOUS WORK: In FY 2024/25 as of this date, staff has processed 23 cases (annexations, detachments, sphere of influence amendments, activation of latent powers, a district formation, reconsiderations, and extension of services agreements).

PRODUCTS: This is an ongoing work element. Staff will continue to process case applications as they are submitted. For fiscal year 2025/26, based on feedback from local agencies, staff are estimating processing 18 cases.

BUDGET:

Estimated staff costs:	\$51,222	(4 Staff Person Months)
Total:	\$51,222	

Revenue (source):		(Reserve Funds)
Revenue (source):		(County & Cities Contribution)
Revenue (source):	\$51,222	(Planning & Engineering Fees)

LAFCO Work Program Summary

Activity Description	Work Element Number	Revenue Source and Amount				Expenditures
		Reserve Funds	Income from Other Agencies	Planning & Engineering Services	Fees Paid by County for Incorporation	
LAFCO Administration	100.01	\$110,000	\$69,486	\$0	\$0	\$179,486
Office Expenses / Fixed Assets	100.02	\$0	\$9,750	\$0	\$0	\$9,750
Training and Travel	100.03	\$0	\$11,500	\$0	\$0	\$11,500
Municipal Service Reviews	101.02	\$0	\$25,611	\$0	\$0	\$25,611
Cities & Special District Inventory Update	101.03	\$0	\$12,806	\$0	\$0	\$12,806
Sphere of Influence Updates & Amendments	101.04	\$0	\$14,265	\$11,346	\$0	\$25,611
Special Projects	101.06	\$0	\$12,806	\$0	\$0	\$12,806
LAFCO Case Processing	102.01	\$0	\$0	\$51,222	\$0	\$51,222
Subtotals	NA	\$0	\$266,224	\$62,568	\$0	\$328,792
Contingency	NA	\$0	\$32,879	\$0	\$0	\$32,879
TOTALS		\$0	\$299,103	\$62,568	\$0	\$361,671

Total Staff Person Months = 18.0

(Executive Director – 6.0; Staff Analyst – 9; Clerk - 3)

TULARE CO. LAFCO- 6-YEAR STRATEGIC WORK PROGRAM

<i>FY</i>	<i>MSR</i>	<i>SOI UPDATE</i>	<i>SPECIAL PROJECTS</i>	<i>Pending Proposals, Possible Future Projects, Annual Work Elements</i>
2023/24	Urban Service providing Districts	As needed based on MSR results		<i>Possible Future Projects</i> <ul style="list-style-type: none"> • District dissolutions • District formations • Incorporation studies • Policy updates • Implementation of MSRs <i>Annual Work Elements</i> <ul style="list-style-type: none"> • Case Processing • SOI Amendments • City-Special Districts Inventory • Special Projects
2024/25	Future MSRs and SOI updates will be completed based on County Community Plan Updates and City General Plan Updates. For FY 25/26, MSR updates from the County and their consultant will be adopted for CSDs, PUDs and CSAs. LAFCO staff will be developing MSRs for 2 fire protection districts and 2 mosquito abatement districts.			
2025/26				
2026/27				
2027/28				
2028/29				