

Draft Resolution No. 3165

Attachment 1

RESOLUTION NO. 3165

**A RESOLUTION OF THE LOCAL AGENCY FORMATION COMMISSION
FOR SAN BERNARDINO COUNTY, STATE OF CALIFORNIA,
REPEALING ITS POLICY AND PROCEDURE MANUAL,
ITS ENVIRONMENTAL POLICIES AND ADMINISTRATIVE GUIDELINES,
ITS HUMAN RESOURCES POLICIES AND GUIDELINES,
AND ITS BENEFITS PLAN
AND ADOPTING A REVISED, AMENDED AND REORGANIZED
POLICY AND PROCEDURE MANUAL**

On Wednesday, August 15, 2012, on motion of Commissioner _____, duly seconded by Commissioner _____, and carried, the Local Agency Formation Commission adopts the following resolution:

SECTION 1. The Local Agency Formation Commission for San Bernardino County, State of California (hereafter shown as "LAFCO"), hereby finds and determines that it wishes to repeal its Policy and Procedure Manual, repeal its Environmental Policies and Administrative Guidelines, repeal its Human Resources Policies and Guidelines, and repeal its Benefits Plan, and adopt a revised, amended, and reorganized Policy and Procedure Manual.

SECTION 2. The changes proposed to the revised, amended and reorganized Policy and Procedure Manual approved by the Commission at its June 20, 2012 hearing includes: a) adoption of the Countywide Vision Statement and establishment of a Mission Statement for LAFCO, b) updates the environmental policies and administrative guidelines and includes them as a part of the Policy and Procedure Manual; c) includes the Human Resources Policies and Guidelines and Benefits Plan as a part of the Policy and Procedure; d) updates the application and project processing policies of LAFCO to address state mandated disadvantaged unincorporated communities and revises the Island Annexation Policy for Government Code Section 56375.3; and e) updates the forms adopted by the Commission.

SECTION 3. A statutory exemption has been issued pursuant to the provisions of the California Environmental Quality Act (CEQA) indicating that the changes proposed for the Policy and Procedure Manual are statutorily exempt from CEQA and such exemption was adopted by this Commission on June 20, 2012. The Executive Officer was directed to file a Notice of Exemption within five working days of its adoption

SECTION 4. The Local Agency Formation Commission for San Bernardino County therefore resolves and orders that:

1. The Policy and Procedure Manual originally adopted in 1979 and modified through the years is hereby repealed.
2. The Human Resources Policies and Guidelines, as last modified by Resolution No. 3137, are hereby repealed.
3. The Benefits Plan, as last modified by Resolution No. 3138, is hereby repealed.
4. The Environmental Review Administrative Guidelines and Procedures, as last modified by Resolution No. 2469 adopted on January 18, 1995, are hereby repealed.
5. The revised, amended, and reorganized Policy and Procedure Manual attached to this resolution as Exhibit "A" and incorporated herein by reference, is adopted and approved at the August 15, 2012 hearing.

SECTION 5. The Executive Officer of LAFCO is ordered to certify the passage of this resolution and to cause a copy of the revised and amended Policy and Procedure Manual to be posted on the LAFCO Website, and a certified copy of this resolution to be forwarded to the County Executive Office, each City, Town, and Independent Special District in the County and to affected County Departments for implementation.

**THIS ACTION APPROVED AND ADOPTED BY THE LOCAL AGENCY FORMATION
COMMISSION FOR SAN BERNARDINO COUNTY BY THE FOLLOWING VOTE:**

AYES: COMMISSIONERS:

NOES: COMMISSIONERS:

ABSENT: COMMISSIONERS:

STATE OF CALIFORNIA)
)ss.
COUNTY OF SAN BERNARDINO)

I, KATHLEEN ROLLINGS-McDONALD, Executive Officer of the Local Agency Formation Commission for San Bernardino County, California, do hereby certify this record to be a full, true, and correct copy of the action taken by said Commission, by vote of the members present, as the same appears in the Official Minutes of said Commission at its meeting of August 15, 2012.

DATED:

KATHLEEN ROLLINGS-McDONALD
Executive Officer