

**Draft LAFCO Resolution No. 3202**

**Attachment 3**

**RESOLUTION NO. 3202**

**A RESOLUTION OF THE LOCAL AGENCY FORMATION COMMISSION  
FOR SAN BERNARDINO COUNTY, STATE OF CALIFORNIA,  
REVISING AND AMENDING ITS POLICY AND PROCEDURE MANUAL**

On Wednesday, August 19, 2015, 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"), as part of its annual review of its Policy and Procedure Manual, hereby finds and determines that it wishes to revise, reorganize, and amend its Policy and Procedure Manual within the following sections of said Manual: the Introduction, the Mission Statement and Commission Operations section, the Accounting and Financial section, the Human Resources section, the Application Processing section, the Environmental Review section, the Special Districts section, and the Forms section.

**SECTION 2.** 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 August 19, 2015. The Executive Officer was directed to file a Notice of Exemption within five days of its adoption.

**SECTION 3.** The Local Agency Formation Commission for San Bernardino County therefore determines, resolves and orders that:

1. The Policy and Procedure Manual is hereby revised, reorganized, and amended;
2. The changes proposed for Section VI – Special Districts, Chapter 2 – Rules and Regulations do not require reference to a special district advisory committee as they are minor in nature and do not substantially affect the function and services of special districts subject to the provisions; and,
3. The revised and amended Policy and Procedure Manual attached to this resolution as Exhibit "A" and incorporated herein by reference, is adopted and approved at the August 19, 2015 hearing.

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**SECTION 4.** The Executive Officer of LAFCO is ordered to certify the passage of this resolution and to cause a copy of the 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 Officer, 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:**

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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 19, 2015.

**DATED:**

\_\_\_\_\_  
**KATHLEEN ROLLINGS-McDONALD**  
Executive Officer