

AGENDA

FRESNO LOCAL AGENCY FORMATION COMMISSION (LAFCo)

January 10, 2024 – 1:30 P.M.

Hall of Records, Room 301, 2281 Tulare Street, Fresno, California

COMMISSION MEMBERS

Gary Yep, Chair
Buddy Mendes, Chair Pro Tem
Nathan Magsig
Daniel Parra
Mario Santoyo

ALTERNATE MEMBERS

Michael Lopez
Scott Robertson
Vacant

LAFCO STAFF

Brian Spaunhurst, Executive Officer
Amanda Olivas, Clerk to the Commission
Jessica Gibson, LAFCo Analyst
Juan Lara, LAFCo Analyst
Jessica Johnson, LAFCo Counsel

LAFCo Office: 1401 Fulton Street, Suite 900, Fresno, CA - 93721 - (559) 600-0604
Staff reports prepared for each item listed in this agenda may be viewed at www.fresnolafco.org.

1. **Call to Order and Roll Call**
2. **Pledge of Allegiance**
3. **Comments from the Public:** Any person wishing to address the Commission on a subject not listed on the agenda may do so at this time. (State your name and address and please keep your comments to three (3) minutes.)
4. **Potential Conflict of Interest:** Any Commission member who has a potential conflict of interest shall now identify the item and recuse themselves from discussing and voting on the matter pursuant to Govt. Code sec 84308.

CONSENT AGENDA

All consent agenda items are considered routine in nature and will be enacted by one motion; there will be no individual discussion of these items unless requested by a member of the Commission or the public. Any item pulled from the consent agenda for discussion will be set aside until after approval of the consent agenda. Prior to taking any action the public will be given the opportunity to comment on any consent item. The consent agenda will be considered on or about 1:30 p.m.

5. **Recommendation:** Approve 5A-5B by taking the following actions:
 - A. **Consider Approval:** Minutes from the LAFCo meeting of December 13, 2023.
 - B. **Consider Approval:** Contract with Sampson, Sampson & Patterson, LLP to Perform LAFCo's Biennial Financial Audit for FY 2021-2022.

REGULAR AGENDA ITEMS

6. **Consider Approval:** A request by the City of Fresno to waive the application fees for the proposed Ashlan-Hayes Nos. 2, 3, & 4 change of organization application.
7. **Workshop:** Mid-Year Budget and Work Program Status for Fiscal Year 2023-2024.
8. **Executive Officer Comments**
9. **Commission Comments/ Reports**
10. **Adjournment**

THE NEXT LAFCO MEETING will be held on February 14, 2024, at 1:30 p.m. in the Board of Supervisors' Chamber – Hall of Records, Room 301, Fresno, California.

PLEASE NOTE:

(1) If you are an applicant for, or a participant in, any proceeding on the agenda for a **land use entitlement** and have made **campaign contributions** totaling more than \$250.00 to any member or alternative member of the Commission **within twelve (12) months prior to the Commission considering your application**, please immediately inform the Commission of your contribution. State law **disqualifies** each Commissioner and alternative Commissioner from participating in and voting on land use entitlement decisions (which include changes of organization and reorganizations) if the Commissioner or alternative Commissioner has received campaign contributions from (i) an applicant for a land use entitlement, (ii) someone who lobbies the Commission or LAFCo staff regarding an application for land use entitlement, (iii) someone who testifies in person before the Commission regarding an application for land use entitlement, or (iv) someone who otherwise acts to influence the outcome of an application for land use entitlement. State law also prohibits applicants and participants from making campaign contributions totaling more than \$250.00 to a Commissioner or alternate Commissioner during the time of the proceeding is pending before the Commission and for twelve (12) months **after** the Commission's final action. If you have any questions regarding these requirements (which are contained in the **California Political Reform Act** Government Code Section 84308 *et seq.*), please feel free to contact LAFCo staff at (559) 600-0604.

(2) In compliance with the Americans with Disabilities Act (**ADA**), if you need special assistance to participate at this meeting, please contact Ms. Amanda Olivas, Clerk to the Commission at 559-600-0604. Notification provided a minimum of 48 hours prior to the meeting will enable the Clerk to make reasonable arrangements to ensure accessibility to this meeting. Pursuant to the ADA, the meeting room is accessible to the physically disabled.



CONSENT AGENDA ITEM NO. 5A

FRESNO LOCAL AGENCY FORMATION COMMISSION (LAFCo)

MEETING MINUTES

December 13, 2023

Members Present: Commissioners Magsig, Mendes, Parra, Santoyo, Yep

Members Absent: None

Staff Present: Brian Spaunhurst, LAFCo Executive Officer
Amanda Olivas, Clerk to the Commission
Jessica Gibson, LAFCo Analyst
Juan Lara, LAFCo Analyst
Jessica S. Johnson, LAFCo Counsel

1. Call to Order and Roll Call

Chair Yep called the meeting to order at 1:30 p.m.

2. Pledge of Allegiance

Chair Yep led the Pledge of Allegiance.

3. Comments from the Public

There were no comments from the public.

4. Potential Conflicts of Interest

There were no conflicts of interest.

CONSENT AGENDA

5. A. Minutes from the LAFCo Meeting of November 8, 2023.

B. City of Sanger “Somerset Reorganization.”

Motion: Approve Item 5A-5B

Moved: Commissioner Mendes

Second: Commissioner Magsig

Ayes: Commissioners Mendes, Magsig, Parra, Santoyo, Yep

Noes: 0

Absent: 0

Passed: 5-0

REGULAR AGENDA ITEMS

6. Executive Officer Comments.

LAFCo Executive Officer Brian Spaunhurst provided comments.

7. Commission Comments/Reports.

No Commission Comments.

8. Adjournment

Moved: Commissioner Parra

Second: Commissioner Mendes

The meeting adjourned at 1:36 p.m.


Amanda Olivas
Clerk to the Commission

**FRESNO LOCAL AGENCY FORMATION COMMISSION (LAFCo)
EXECUTIVE OFFICER'S REPORT**

CONSENT AGENDA ITEM NO. 5B

DATE: January 10, 2024

TO: Fresno Local Agency Formation Commission

FROM: Brian Spaunhurst, Executive Officer 

BY: Amanda Olivas, Clerk to the Commission

SUBJECT: Consider Approval: Contract with Sampson, Sampson & Patterson, LLP to Perform LAFCo's Biennial Financial Audit for FY 2021-2022.

RECOMMENDATION: Authorize the Executive Officer to execute a Contract with Sampson, Sampson & Patterson, LLP to Perform LAFCo's Biennial Financial Audit for FY 2021-2022.

Background

As an independent agency, Fresno LAFCo is not subject to statutory audit requirements as are many other local governmental agencies since LAFCo does not receive funding from the state and/or federal government. However, LAFCo is still accountable to ensure that funds are spent appropriately and are accounted for.

The Commission's Financial and Accounting Procedures stipulate that a financial audit be conducted every two years, when there is a change in Executive Officer, or upon the Commission's direction. The last audit was performed by Sampson, Sampson & Patterson, LLP, for fiscal year ("FY") 2019/2020, and was accepted by the Commission in August 2022.

Discussion

In November 2023, staff issued a Request for Proposal for the FY 2021/2022 to 23 Certified Public Accounting firms and received two proposals back from Sampson, Sampson and Patterson, LLP ("SS&P") and Douglas M. Smith and Company (a copy of the proposals are attached).

LAFCo and the CPA firms estimate the work will be completed and submitted to the Commission by May of 2024.

Staff supports awarding the contract to SS&P due to the high quality of work it performed on the Commission's last multiple financial audits and its familiarity with LAFCo.

PROPOSAL FOR INDEPENDENT
AUDIT AND ACCOUNTING
SERVICES FOR
FRESNO LOCAL AGENCY
FORMATION COMMISSION

Sampson, Sampson & Patterson, LLP
License #7157

3148 Willow Avenue, Suite 102
Clovis, California 93612
(559) 291-0277

CONTACT: Katy Sampson, CPA

December 8, 2023

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Sampson, Sampson & Patterson, LLP
CERTIFIED PUBLIC ACCOUNTANTS

3148 Willow Avenue, Suite 102
Clovis, California 93612-4739
(559) 291-0277 • FAX (559) 291-6411

December 8, 2023

Brian Spaunhurst, Executive Officer
Fresno Local Agency Formation Commission
1401 Fulton Street, Suite 900
Fresno, CA 93721

Dear Mr. Spaunhurst:

We are pleased to respond to your request for services to be provided to the Fresno Local Agency Formation Commission (LAFCO) as of June 30, 2022.

Enclosed you will find a proposal. It contains a profile of our firm, our qualifications, a scope section, and a fee schedule.

As indicated by the partial list of clients shown in the Profile of Proposer section of this proposal, our firm has had substantial experience in performing audits for various governmental agencies, including several risk sharing pools. Our firm has over 50 years of combined experience in governmental auditing. Our office policy concerning personnel assigned to our audits is one of continuity. We do not believe that our clients should have to train new auditors every year.

We are committed to a continuing education program which exceeds the education requirements for auditors performing government audits as established by the United States General Accounting Office.

Please feel free to contact me at your convenience, and thank you for the opportunity to present this proposal to you.

Very truly yours,

A handwritten signature in cursive script that reads "Katy Sampson".

Katy Sampson, CPA

KS:sf

Enclosures

SAMPSON, SAMPSON & PATTERSON, LLP
CERTIFIED PUBLIC ACCOUNTANTS

PROFILE OF PROPOSER

Sampson, Sampson & Patterson, LLP is a local C.P.A. firm, with a marketing area primarily in the San Joaquin Valley.

Office Location: Willow Professional Center
3148 Willow Avenue, Suite 102
Clovis, California 93612
(559) 291-0277

Persons authorized to make representations and authorized to bind the proposal are:

Partner: Katy Sampson
3148 Willow Avenue, Suite 102
Clovis, California 93612

Partner: Bill Patterson
3148 Willow Avenue, Suite 102
Clovis, California 93612

PROFESSIONAL STAFF:

Partners – Three
Professional Staff – Four
Number of CPA's – Four
Administrative Staff – Three

FIRM EXPERIENCE:

Ranges from certified audits of governmental, institutional (not-for-profit) and commercial audits, through tax planning and preparation for corporations, farm operations, partnerships, estates and trusts, and individuals.

QUALITY CONTROL REVIEW:

Sampson, Sampson & Patterson, LLP, participates in the AICPA Quality Review Program. A Quality Control Review, including a review of specific government and not-for-profit engagements, was performed in February 2023. Sampson, Sampson and Patterson, LLP has received pass reports on all external quality reviews that have been performed since the inception of the AICPA Quality Review Program. Our next review is scheduled for fall of 2025.

SAMPSON, SAMPSON & PATTERSON LLP
CERTIFIED PUBLIC ACCOUNTANTS

INDEPENDENCE AND LICENSING

INDEPENDENCE:

Sampson, Sampson & Patterson, LLP, is independent of LAFCO and its component units as defined by United States generally accepted auditing standards and Government Auditing Standards issued by the Comptroller General of the United States.

LICENSE TO PRACTICE IN CALIFORNIA:

Our firm and all key professional staff assigned to your audit are properly licensed to practice auditing in the State of California.

Katy Sampson, CPA
William F. Patterson, CPA

Engagement Partner
Review Partner

SAMPSON, SAMPSON & PATTERSON, LLP
CERTIFIED PUBLIC ACCOUNTANTS

FIRM QUALIFICATIONS AND EXPERIENCE

PARTIAL CLIENT LIST

A partial list of Governmental audits of current and past clients are as follows:

<u>Governmental:</u>	<u>Activity</u>	<u>Marketing Area</u>
Central San Joaquin Valley Risk Management Authority	Government/ Risk Management	San Joaquin Valley
Vector Control Joint Powers Agency	Government/ Risk Management	San Joaquin Valley
Employment Risk Management Authority	Government/ Risk Management	California
California Affiliated Risk Management Authorities	Government/ Risk Management	California
City of Selma	Government	Selma
Selma Successor Agency	Government	Selma
Selma Financing Authority	Government	Selma
City of Hanford	Government	Hanford
Hanford Successor Agency	Government	Hanford
City of Dinuba	Government	Dinuba
Dinuba Successor Agency	Government	Dinuba

SAMPSON, SAMPSON & PATTERSON, LLP
CERTIFIED PUBLIC ACCOUNTANTS

PARTNER, SUPERVISORY AND STAFF QUALIFICATIONS
AND EXPERIENCE

PARTNERS:

Katy Sampson, Certified Public Accountant
Member AICPA, GASB, CSCPA, GFOA
B.S. in Accounting from Fresno State University, with forty-five years accounting experience.
Experience - Partner of this firm for thirty-five years and supervisor and staff accountant for the former firm of Sampson and Abaci for thirteen years.
Emphasis on auditing engagements, particularly government and non-profit, and small business.

Daniel T. Sampson, Certified Public Accountant
Member AICPA, GASB, CSCPA
Certified Public Accountant with thirty-five years experience, including experience with the national accounting firm of Price Waterhouse & Co. Emphasis on income taxes and computer accounting installations.

William F. Patterson, Certified Public Accountant
Member AICPA, GASB, CSCPA, GFOA
Certified Public Accountant with thirty-five years experience with our firm. Emphasis on auditing of governmental and non-profit organizations. Additional technical expertise in risk pools, redevelopment agencies, and preparation of state controller reports.

Four other professional staff members with up to fifteen years experience in our office.

SAMPSON, SAMPSON & PATTERSON, LLP
CERTIFIED PUBLIC ACCOUNTANTS

SUMMARY OF PROPOSER'S QUALIFICATIONS

AUDIT TEAM:

- **Katy Sampson, CPA – Partner**

Katy Sampson has spent and specialized for over thirty five years in the field of governmental and non-profit audits. She has extensive experience in the area of federal awards. She would be the partner in charge of the audit and would work on a full-time basis during the planning, field work, and review of the Commission's financial statements. She has been the partner in charge of the audits for the City of Clovis, City of Hanford, City of Dinuba, and the City of Selma.

- **William Patterson, CPA – Partner**

Bill Patterson has been manager in charge of the audits for the City of Selma, City of Dinuba, City of Lemoore, Central San Joaquin Valley Risk Management Authority, and other governmental and non-profit audits. He has extensive experience in the preparation and review of Comprehensive Annual Financial Reports.

- **Sara Fraijo – Senior Accountant**

Sara Fraijo has experience which includes audits of Central San Joaquin Valley Risk Management Authority, LAFCO, City of Selma and the City of Hanford. She has a degree in Business with emphasis in Accounting from California State University, Fresno.

Sampson, Sampson & Patterson, LLP has experienced minimal turnover in audit personnel over the past five years. We are committed to providing a continuity of audit personnel throughout the engagement.

We do not anticipate any personnel substitutions during the course of the audit. In the unlikely event that personnel substitutions become necessary, the new audit team member will be equally qualified to perform the audit.

All members of the audit team have met the continuing education requirements of the United States General Accounting Office for Governmental Auditors. Also, they have a combined experience of over 60 years of governmental and not-for-profit auditing.

SAMPSON, SAMPSON & PATTERSON, LLP
CERTIFIED PUBLIC ACCOUNTANTS

REFERENCES

A list of references from audit engagements with other applicable entities performed in the last two years is as follows:

Financial statements for Selma – Kingsburg – Fowler County Sanitation District.
General Manager: Ben Munoz (559) 897-6500
Partner: Bill Patterson

Financial statements for California Affiliated Risk Management Authorities.
Administrator: Rob Kramer, Sedgwick (800) 541-4591
Partner: Bill Patterson

Financial statements for Local Agency Workers' Compensation Excess Joint Powers Authority.
Administrator: Jim Elledge, Sedgwick (800) 541-4591
Partner: Bill Patterson

Financial statements for Vector Control Joint Powers Authority.
Administrator: Chrissy Mack, Sedgwick (800) 541-4591
Partner: Bill Patterson

Financial statements for Employment Risk Management Authority.
Administrator: Rob Kramer, Sedgwick (800) 541-4591
Partner: Bill Patterson

Financial statements for California Intergovernmental Risk Authority
General Manager: Kin Ong (916) 956-2158
Partner: Bill Patterson

SAMPSON, SAMPSON & PATTERSON, LLP
CERTIFIED PUBLIC ACCOUNTANTS

SCOPE SECTION

Audit Objective

The objective of our audit is the expression of an opinion about whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and requirements that are enumerated in Cortue-Knox-Hertzberg Local Government Reorganization Act of 2000, Government Code Section 56000-57500. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of your accounting records and other procedures we consider necessary to enable us to express such an opinion. If our opinion is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or to issue a report as a result of this engagement.

Audit Procedures

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of cash, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from the LAFCO's attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

An audit includes examining on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to Fresno Local Agency Formation Commission or to acts by management or employees acting on behalf of the commission.

Because an audit is designed to provide reasonable, but not absolute, assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our audit will include obtaining an understanding of Fresno Local Agency Formation Commission's environment, including internal control, sufficient to assess the risk of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to you and those charged with governance internal control related matters that are required to be communicated under professional standards.

SAMPSON, SAMPSON & PATTERSON, LLP
CERTIFIED PUBLIC ACCOUNTANTS

COMPREHENSIVE DOLLAR COST BID

FEE SCHEDULE:

Our fees are based on anticipated cooperation from your personnel including any bookkeeping tasks prohibited by our independence standards and the assumption that unexpected circumstances will not be encountered during the audit. If additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Our fees for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree our gross fee range from \$10,500-\$11,500 for assistance with preparation of the financial reports. Our standard hour rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. We anticipate commencement of this engagement at a mutually agreed upon date and subsequent completion.

Hourly Rates of Firm Employees:

<u>Classification</u>	<u>Hourly Rate</u>
Partner	\$200
Senior Accountant	\$110
Staff Accountant	\$80



1710 Gilbreth Road
Burlingame, CA 94010
(650) 522-3094
Fax: (650) 522-3080
peerreview@calcpa.org

May 12, 2023

Catherine Sampson
Sampson, Sampson & Patterson LLP
3148 Willow Ave Ste 102
Clovis, CA 93612-4773

Dear Catherine Sampson:

It is my pleasure to notify you that on April 27, 2023, the California Peer Review Committee accepted the report on the most recent System Review of your firm. The due date for your next review is December 31, 2025. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Thank you for your cooperation.

Sincerely,

Peer Review Committee

Peer Review Program
The Peer Review Program Team
peerreview@calcpa.org
650-522-3094

cc: Justin Williams, William Patterson

Firm Number: 900010061360

Review Number: 596955

Douglas M. Smith & Co.
2767 East Shaw Ave., Suite 102
Fresno, CA 93710
(559) 294-6592
FAX: (559) 294-6593

Contact: Douglas M. Smith CPA

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DOUGLAS M. SMITH
& COMPANY
CERTIFIED PUBLIC ACCOUNTANTS
A California Accountancy Corporation

December 15, 2023

2767 EAST SHAW AVEUNUE, SUITE #102, FRESNO, CALIFORNIA 93710
TEL. (559) 294-6592 · FAX (559) 294-6593

LAFCo
1401 Fulton Street, Suite 900
Fresno, CA 93721

We are pleased to respond to your request for a proposal to perform an audit of the financial statements of LAFCo for the years ending June 30, 2022.

Our audit will be conducted in accordance with Audit standards generally accepted in the United States of America, Government Auditing Standards issued by the Comptroller General of the United States, and the Uniform Guidance and/or OMB Circular A-122, Cost Principles for Non-Profit Organizations.

We understand that we will be required to issue the independent auditor's reports.

We understand the organization may require our consultation on disclosure and presentation requirements to present the financial statements in accordance with generally accepted accounting principles.

We understand that the audit is required to be timely completed as determined by LAFCo.

We understand that the organization may need regularly scheduled meetings to discuss the audit and work-paper requirements, and findings as they are discovered during the course of the audit.

We appreciate the opportunity to submit this information to perform services for your organization. We welcome the opportunity to speak with you to discuss any questions you may have regarding the proposal for your upcoming audit.

Very truly yours,

Douglas M. Smith, CPA

Firm Profile

Firm established: June 30, 1998, Fresno, California

Douglas M. Smith & Co., CPAs
2767 E. Shaw Ave. Suite 102
Fresno, CA 93710

Personnel:

Douglas M. Smith, CPA
Bachelors Degree - California State University Northridge 1981
41 years' experience (31 years governmental and not-for-profit)

Jasman S Khosa, CPA
Bachelors Degree – California State University, Fresno 2012
11 years' experience - Governmental and not-for-profit

Carlos Aguilar
Bachelor's Degree – California State University, Fresno 2019
4 years' experience – Not-for-profit

The firm maintains 1,000,000 E & O policy with Camico.

Rates:

Partner	\$230
Manager	\$202
Staff	\$112
Staff	\$ 75

References

El Centro Del Pueblo, Inc.
Sandra Figueroa
1157 Lemoyne Street
Los Angeles, CA 90026
(213) 483-6335

Jovenes, Inc.
Andrea Marchetti
1208 Pleasant Ave.
Los Angeles, CA 90033
(213) 260-8035

Squaw Valley Cemetery District
Albert Schrock
31586 Ruthhill Rd.
Squaw Valley, CA 93675
(559) 240-2039

Resumes

Resume of: Douglas M. Smith, CPA

Academic Background: California State University at Northridge, B.S.
Business Administration - Accounting 1982
(Cum Laude).
Washington State University, Business
Administration 1980.

Summary of Experience: Preparation of financial statements and income tax
returns for variety; of individuals, partnerships,
corporate entities and nonprofits.

Certified audits include (recent):

- Pueblo Y Salud, Inc. 2012-2023
- Jovenes, Inc 2003-2023
- Progress Place I & II, LLP 2015-2023
- El Centro Del Pueblo (Single Audit) 2004-
2023

Beau Pennington, VP/Division Director

Jasman S Khosa, CPA

OBJECTIVE:

Seeking a full time position as a Certified Public Accountant.

SUMMARY OF QUALIFICATIONS

Practicing accountant with experience in the maintenance of accounting procedures, preparation of financial statements, with an emphasis on reconciliation of financial discrepancies through collection and analysis of account information.

- Extensive knowledge of financial and managerial/cost accounting, auditing, and tax
- Relevant coursework: Intermediate Accounting, Cost Accounting, Tax Accounting and Planning, Federal Income Taxation of Entities and Gift Tax, Auditing
- Skilled at learning new concepts quickly, working well under pressure, meeting deadlines and communicating ideas clearly and effectively
- Experience in training newer staff
- Technical knowledge of math, tax processes, and spreadsheets
- High software literacy (Microsoft Office – Word, Excel, PowerPoint)
- Fluent in Punjabi language

LICENSURE & EDUCATION

Licensure:

Certified Public Accountant, State of California

August 2018

California State University

B.S. in Business Administration (Accountancy Option)

Fresno, CA
August 2007- December 2012

WORK EXPERIENCE

M Green and Company LLP

Certified Public Accountant

Visalia, CA
February 2016 – Present

- Prepare individual (1040), business (1120, 1120s, 1065), fiduciary (1041) and exempt organization tax returns (990)
- Utilize Engagement CS and Advance Flow to assist workpapers for partners' review.
- Utilizing CA 571 Preparer for preparation of property tax reports.
- Perform issuance of 1099s on Tax1099 program.
- Perform and planning audits for school districts, non-public companies and non-profits
- Perform compilations and reviews for dairies and farmers
- Perform monthly bookkeeping, sales tax and payroll duties on QuickBooks for clients.
- Research tax laws to address complex tax issues to ensure relevant deductions.
- Provide taxation consultancy and explain tax laws to businesses and individuals.

Khosa Farms

Foreman

Fresno, CA
January 2013 – December 2015

- Managing daily operations
- In charge of ordering chemicals, pesticides and any other items needed for the farm.
- Managing the company's books on QuickBooks

SCOPE OF THE AUDIT

The annual audit shall consist of an examination of the individual and combined financial statements conducted in accordance with generally accepted auditing standards and shall include a review of accounting procedures and the system of internal accounting control to insure that there is effective control over revenues, expenditures, assets, and liabilities and that there is proper accounting of resources, liabilities, and accounting operations.

The audit shall consist of tests of compliance with requirements of the applicable state and federal laws and regulations that have material effect on the financial statement.

The examination all be sufficient in scope so as to render an opinion on the fairness of the representations contained in that individual and combined balance sheets and related statements of revenue and expenditures and changes in fund balance or retained earnings for the year ended in accordance with generally accepted accounting principles for state and local government and Indian Tribes, Uniform Guidance, and GSAB-34.

SERVICES REQUIRED

The audit is to include an examination for the general-purpose financial statements including all funds and account groups of the Tribe. The examination shall be made in accordance with U.S. generally accepted auditing standards and the standards applicable to financial audits contained in Governmental Auditing Standards, issued by the Controller General of the United States. The auditor shall follow the requirements of Uniform Guidance/OMB Circular A-133.

The Auditor will issue the following reports:

1. Independent Auditors Report on Compliance and on Internal Control over Financial Reporting Based on an Audit of General Purpose Financial Statements performed in Accordance with Government Auditing Standards.
2. Independent Auditor's Report on Compliance with Requirements applicable to each major program and on internal control over compliance in accordance with Uniform Guidance.
3. Schedule of Findings and Questioned Costs.

Fee Proposal

Audit, of the financial statements, of LAFCo, for year ending June 30, 2022.

Audit

For the year ending 06/30/22:

\$10,500

The above prices assume adequate support from your staff. Our fees may increase if we encounter unforeseen circumstances, new laws, or audit standards that require additional work.

We will begin work no later than December 19, 2023.

August 08, 2022

Douglas Smith
Douglas M. Smith
2767 E SHAW AVE STE 102
FRESNO, CA 93710-8231

Dear Douglas Smith:

It is my pleasure to notify you that on August 08, 2022, the California Peer Review Committee accepted the report on the most recent System Review of your firm. The due date for your next review is June 30, 2024. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Thank you for your cooperation.

Sincerely,

Peer Review Committee

Peer Review Program
The Peer Review Program Team
peerreview@calcpa.org
650-522-3094

cc: Edward Rose

Firm Number: 900010117618


Review Number: 583352

**FRESNO LOCAL AGENCY FORMATION COMMISSION (LAFCo)
EXECUTIVE OFFICER'S REPORT**

AGENDA ITEM NO. 6

DATE: January 10, 2024

TO: Fresno Local Agency Formation Commission

FROM: Brian Spaunhurst, Executive Officer 

SUBJECT: Request by the City of Fresno to waive the application fees for the proposed change of organization application related to Ashlan-Hayes Nos 2, 3, and 4.

RECOMMENDATION OPTIONS:

1. Deny the request and direct the City of Fresno to submit the proper fee amount (requires a simple majority); or
2. Approve the request to waive application fees for the amount of \$14,400 (requires no less than four-fifths vote).
3. Approve the reduction of application fees by an amount determined by the Commission (requires no less than four-fifths vote).

Executive Summary

The City of Fresno will be proposing a 141-acre reorganization of territory that includes annexation of this territory to their city limits. The proposal will be submitted by the City of Fresno pursuant to a condition of the tax sharing agreement from the Dakota-Hayes No. 4 Reorganization approved in 2021 and revised in 2022.

The City of Fresno has formally requested a waiver of the LAFCo reorganization processing fees per the requirements of LAFCo policy (Attachment "A"). The reorganization fee requested to be waived for 81-160 acres is \$14,400. LAFCo policy also requires a four-fifths vote for approval.

City Staff has been invited to present and answer any questions the Commission may have.

Background

Statute and Policy Authorize the Commission to Reduce or Waive Fees

Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 ("CKH"), Government Code sec. 56383(d):

The commission may reduce or waive a fee, service charge, or deposit if it finds that payment would be detrimental to the public interest. The reduction or waiver of any fee, service charge, or deposit is limited to the costs incurred by the commission in the proceedings of an application.

Existing LAFCo Policy on fee reduction or waiver from Fresno LAFCo Policy Manual 350.07 (Exceptions to Required Fees):

The Commission may waive any processing fee by a four-fifths affirmative vote if the imposition of such fee would be detrimental to the public interest, as determined by the Commission. Any change specifically recommended by the Commission in a study approved by Commission may not require a fee.

Budgetary Implications

The Commission's 2023-24 budget projects \$20,000 in fee revenue; the requested fee waiver is approximately 72% of projected revenue.

Staff notes that in accord with LAFCo statute, the City of Fresno pays approximately one-third of the Commission's annual operating budget.



PLANNING AND DEVELOPMENT DEPARTMENT

MEMORANDUM

DATE: December 21, 2023

TO: BRIAN SPAUNHURST, Executive Officer
FRESNO LAFCO COMMISSIONERS

FROM: ROB HOLT, Supervising Planner
Planning & Development Department

SUBJECT: REQUEST FOR LAFCO APPLICATION FEE WAIVER FOR ASHLAN-HAYES NOS. 2, 3, AND 4 REORGANIZATION

The City of Fresno is requesting an application fee waiver for the Ashlan-Hayes Nos. 2, 3, and 4 Reorganization. This annexation was required as part of a tax sharing agreement from a previous annexation (Dakota-Hayes No. 4 Reorganization). The purpose for this annexation was to complete a squared-off boundary from the “bypassed territories” of the Dakota-Hayes No. 4 Reorganization.


Per 56001 of Division 3. Cortese-Knox-Hertzberg Local Government Reorganization Act, logical boundaries are necessary to promote orderly development. The aforementioned annexation, Dakota-Hayes No. 4 Reorganization, created a peninsula of County lands surrounded upon three sides by City boundaries. The City and the County acknowledged that this would create a fiscal disadvantage to the County to maintain services in the area. The memorandum of understanding (tax sharing agreement) between the City and the County agreed to work toward specific measurable goals including the transfer of right of way and the initiation of annexation to improve access to services.

Due to the purpose of the annexation, the fees should be waived as it is in the public interest to process the application.

cc: Juan Lara, Analyst III
Fresno LAFCO

**FRESNO LOCAL AGENCY FORMATION COMMISSION
EXECUTIVE OFFICER'S REPORT**

AGENDA ITEM NO. 7

DATE: January 10, 2024
TO: Fresno Local Agency Formation Commission
FROM: Brian Spaunhurst, Executive Officer 
SUBJECT: Workshop on a Mid-Year Budget Review and Work Program Status for Fiscal Year 2023-2024.

RECOMMENDATION: Receive and file, provide direction as needed.

Executive Summary

This report presents mid-year status of the Commission's annual budget and the progress made on projects in the approved annual work program. Budget analysis has been prepared with budget data from November 2023, extrapolated through calendar 2023.

At mid-year, revenue and expenses generally are on track with the adopted budget.

- Estimated revenue \$693,000 or 104% of \$665,158 approved;
- Estimated office expenditures \$60,000 or 49% of \$122,064 approved;
- Estimated personnel expenditures \$235,000 or 50% of \$467,384 approved; and
- Estimated consultant services expenditures \$12,000 or 16% of \$75,710 approved.

Work program projects are generally lagging behind application-generated work and are discussed in greater detail in this report.

Discussion

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 ("CKH") requires the Commission to adopt a draft budget each year by May 1st and a final budget by June 15th. The Commission adopted its annual budget and work program at its hearing on June 14, 2023.

The Clerk to the Commission updates LAFCo's financial data and provides bookkeeping services. The Commission also has a part time bookkeeper that aids on an as needed basis.

Commission business is guided by LAFCo's *Financial and Accounting Procedures* and by CKH. Pursuant to these procedures, "The Executive Officer shall serve as the budget administrator, to prepare, present, transmit, review, execute, and maintain the LAFCo budget consistent with State Law and Commission policy. The Executive Officer shall provide the Commission with a mid-year budget report comparing expenditures to the adopted budget.

Overview of Mid-Year Budget

As shown in Attachment “A,” the Commission has an approved budget of \$665,158 which includes \$645,158 from contributions by the County (\$322,579) and the 15 cities (\$322,579 apportioned by their annual budgets), and \$20,000 in projected fee revenue.

The Commission has an approved reserve of \$150,000 and a legal reserve of \$50,000.

Mid-year revenue is estimated to be \$693,000, composed of the County and all 15 cities’ allocations and about \$48,000 in application fee revenue.

Mid-year expenses are estimated to be \$307,000, or approximately 46% of approved expenses.

Overview of Mid-Year FY 2023-2024 Work Program

Work Program item descriptions are presented as adopted *in italics* and are followed by a status report.

1. Conduct Biennial Financial Audit of FY 2021-22

The Request for Proposals window closed with two proposals submitted. After careful consideration of both submittals, Sampson, Sampson & Patterson were notified of their selection. Staff is coordinating with the selected firm to process the next steps and anticipates a contract ready for the Commission’s review and approval no later than the February Commission Hearing.

2. Process Applications: reorganizations, sphere of influence amendments, etc.

Application processing is a core service in that staff evaluates applications for consistency with CKH and adopted policies to promote orderly growth. The Commission, in its determination of local agency boundaries, will be balancing that development with sometimes competing state interests of discouraging urban sprawl, preserving open-space and prime agricultural lands, and efficiently extending government services.

In the event of a conflict of staff resources between application and programmatic activities application processing will take priority.

Status at mid-year

- Reorganization applications submitted: 5
- Reorganization applications recorded/complete: 4
- Reorganization applications still in progress: 1

- Extension of service applications: 5
- Extension of time applications: 0
- Projects terminated: 1

After adjusting the annual application fees from the previous budget, application driven projects are exceeding the amount of fees anticipated thus far. Staff has conducted proactive outreach with several cities and districts and continues to aid as needed to encourage strategic planning early on. Several projects are anticipated to be submitted by the end of the FY that would get us extend us further beyond our original fee projections.

3. Continue Fresno LAFCo's Municipal Service Review Program

The MSR program is a core service in that it is the foundation for the update of a sphere of influence. A MSR is the analysis of the service or services to be provided by a local agency and consists of written conclusions, or "determinations" based on evidence collected by LAFCo. MSRs conclude with recommendations based on this body of evidence that encourage order, logic, and efficient service delivery by local agencies.

The priority MSRs for this FY are:

- City of Clovis
- City of Reedley
- City of Kingsburg

Status at mid-year

Aside from the City of Clovis MSR which is nearly finished, two additional cities have indicated a potential need for MSRs which will highly depend on development projects that would require annexation as well as SOI amendments. Due to limited Staff resources, only one City would likely be able to have their MSR initiated by the end of this FY. The City that does not provide a complete application in time would likely have to wait until the next FY or have their MSR conducted by a third party with a large emphasis placed on LAFCO oversight. Unfortunately work on programmatic MSRs will likely be placed on pause until the end of the next FY.

4. Review and Update of Fresno LAFCO Policy Manual

Due to several updates on State laws and requirements, an update to the Policy Manual and Employee Handbook are needed. Draft updates are nearly completed and will be sent for review by our legal counsel. Workshops related to these updates are anticipated to coincide with the upcoming FY Budget items.

Attachment A

REVENUE SUMMARY	Approved FY 23-24 Budget	Estimated To Date	% Estimated To Date
ALLOCATION COUNTY	322,579	322,579	100%
ALLOCATION CITIES	322,579	322,579	100%
APPLICATION FEES	20,000	48,000	240%
AUTH. FUND BALANCE CONTRIBUTION	0	0	0%
Total	665,158	693,158	104%
EXPENDITURE SUMMARY			
OFFICE OPERATIONS	122,064	60,000	49%
PERSONNEL	467,384	235,000	50%
CONSULTING SERVICES	75,710	12,000	16%
Total	665,158	307,000	46%