

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

CONSENT AGENDA ITEM No. 5-C

DATE: November 13, 2019

TO: Fresno Local Agency Formation Commission

FROM: David E. Fey, Executive Officer 

SUBJECT: Request Authorization to use Contingency Funding in an Amount not to Exceed \$1,000 to fund the Translation Services for a Proposed LAFCo 101 Workshop.

RECOMMENDATION: Authorize contingency funding as requested.

Background

Staff is preparing a "LAFCo 101" workshop in December for cities, special districts, consultants, and developers. The objective of the workshop is to inform these parties about LAFCo's function, the sphere of influence and related municipal service review process, and the application process so that they and LAFCo may more efficiently interact with each other.

After staff issued a "save the date" notice, staff was contacted by Self-Help Enterprises with an inquiry whether Spanish translation would be provided at the workshop. Staff contacted a reputable translator for an estimate who estimated approximately \$800 for simultaneous translation during the workshop as well as translation of the agenda, PowerPoints and other workshop materials.

A local consultant has agreed to sponsor the expense. In the event that the consultant is not able to fund this, staff requests authorization from the Commission to fund the translation services for the workshop from existing contingency funds for an amount not to exceed \$1,000. Section F of Fresno LAFCo's Financial and Accounting Procedures (Contingency Funds) requires that "expenditure of Contingency Funds must receive prior approval of the Commission."

The City of Clovis has offered to sponsor the lunches and provide a meeting space. In the event that the attendees exceed the space available at the City of Clovis, the Clovis Veteran's Memorial District has offered a room at its facility in Clovis. This workshop may also be co-sponsored by the California Special District Association's local chapter.