

Lassen Local Agency Formation Commission

Regular Meeting Agenda

MONDAY – June 10, 2019

3:00 PM

**Board of Supervisors Chambers
707 Nevada Street
Susanville, CA.**

(Website: www.lassenlafco.org)

1. Call to order: Pledge of Allegiance

Commissioners

Todd Eid, Chair, Public Member
Brian Wilson, City Member
Joe Franco, Vice-Chair, City Member
Jeff Hemphill, County Member
Chris Gallagher, County Member

Alternate Members

David Teeter, County Member Alt.
Kevin Stafford, City Member Alt.
Vacant, Public Alt.

LAFCO Staff

Jennifer Stephenson, Deputy Executive Officer
John Benoit, Executive Officer
John Kenny, LAFCO Counsel
Gwenna MacDonald, Clerk

2. Approval of Minutes from April 8, 2019

a. *Consider the April 8, 2019 minutes at the August 12, 2019 meeting*

3. Approval of Agenda (Additions and Deletions)

4. Correspondence:

5. Public Comment

This is the time set aside for citizens to address the Commission on any item of interest to the public that is within the subject matter jurisdiction of the Commission. For items that are on the agenda, public comment will be heard when the item is discussed. If your comments concern an item that is noted as a public hearing, please address the Commission after the public hearing is opened for public testimony. The Chairman reserves the right to limit each speaker to

three (3) minutes. Please understand that by law, the Commission cannot make decisions on matters not on the agenda.

Public Hearing:

6. Hearing regarding LAFCo Final Budget for FY 2019-2020

- a. *Receive Executive Officer's report regarding the final budget and consider LAFCo Resolution 2019-0002.*

7. Review Service Review requirements and conduct a goal setting workshop for Lassen LAFCO with regards to Lassen LAFCO's role in orderly growth in Lassen County and discuss the need and methods of achieving reorganization of various services (Item continued from previous meetings).

8. MSR and SOI for the Big Valley Recreation District

- a) *Initiate Discussion of the Big Valley Recreation District MSR and SOI*

9. Discussion regarding the CALAFCo Annual Staff Workshop in San Jose

10. Authorize payment of Claims for April 2019 and May 2019

- a) *Authorize payment of claims for April 2019 and May 2019.*

11. Finance Policy Update

- a) *Review, Discuss and provide direction to staff regarding proposed LAFCo Finance Policies*

12. Executive Officer's Monthly Report

- a) *Fire and EMS Service Reviews and Spheres of Influence status*
- b) *Policies, Procedures and Standards Update*
- c) *Lassen Modoc Flood Control District - June 25th, 2019 1:30 PM*

13. Commissioner Reports - Discussion

This item is placed on the agenda for Commissioners to discuss items and issues of concern to their constituency, LAFCO, and legislative matters.

14. Adjourn to the next meeting to take place on Monday August 12 , 2019 at 3:00 P.M.

Any member appointed on behalf of local government shall represent the interests of the public as a whole and not solely the interest of the appointing authority Government Code Section 56325.1

The Commission may take action upon any item listed on the agenda. Unless otherwise noted, items may be taken up at any time during the meeting.

Public Comment

Members of the public may address the Commission on items not appearing on the agenda, as well as any item that does appear on the agenda, subject to the following restrictions:

- Items not appearing on the agenda must be of interest to the public and within the Commission's subject matter jurisdiction.
- No action shall be taken on items not appearing on the agenda unless otherwise authorized by Government Code Section 54954.2 (known as the Brown Act, or California Open Meeting Law).

Public Hearings

Members of the public may address the Commission on any item appearing on the agenda as a Public Hearing. The Commission may limit any person's input to a specified time. Written statements may be submitted in lieu of or to supplement oral statements made during a public hearing.

Agenda Materials

Materials related to an item on this agenda submitted to the Commission after distribution of the agenda are available for review for public inspection in the Clerk's office located at the City of Susanville, 66 North Lassen Street, Susanville CA. and the Lassen Co. Community Development Office located at 707 Nevada Street, Susanville CA. [such documents are also available on the Lassen LAFCO website (www.lassenlafco.org) to the extent practicable and subject to staff's ability to post the documents prior to the meeting]

Accessibility

An interpreter for the hearing-impaired may be made available upon request to the Executive Officer 72 hours before a meeting.

The location of this meeting is wheelchair-accessible.

Disclosure & Disqualification Requirements

Pursuant to Government Code Sections 56700.1 and 57009 of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, and 82015 and 82025 of the Political Reform Act applicants for LAFCO approvals and those opposing such proposals are required to report to LAFCO all political contributions and expenditures with respect to a proposal that exceeds \$1,000. LAFCO has adopted policies to implement the law, which are available on the Commission's webpage. These requirements contain provisions for making disclosures of contributions and expenditures at specified intervals. Additional information may be obtained by calling the Fair Political Practices Commission at (916) 322-5660.

A LAFCO Commissioner must disqualify herself or himself from voting on an application involving an "entitlement for use" (such as an annexation or sphere amendment) if, within the last twelve months, the Commissioner has received \$250 or more in campaign contributions from the applicant, any financially interested person who actively supports or opposes the application, or an agency (such as an attorney, engineer, or planning consultant) representing the applicant or an interested party. The law (Government Code Section 84308) also requires any applicant or other participant in a LAFCO proceeding to disclose the contribution amount and name of the recipient Commissioner on the official record of the proceeding.

Contact LAFCO Staff

LAFCO staff may be contacted at (530) 257-0720 or by email at lafco@co.lassen.ca.us. Copies of reports are located on the LAFCO webpage at: www.lassenlafco.org

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LASSEN LAFCO

EXECUTIVE OFFICER'S REPORT

June 10, 2019

TO: Local Agency Formation Commission
FROM: John Benoit, Executive Officer
RE: Proposed Final Budget for FY 2019-2020

A "recommended" budget was presented at the April 8th, 2019 meeting, and adopted. A Budget Justification Report was prepared for that Budget Hearing. Please refer the Budget Justification Report for information on each of the items below.

ANTICIPATED REVENUE:

There is no anticipated revenue stated.

The apportionment to the City and County is recommended to be \$55,769.23. This is slightly decreased from this year. In the event of an emergency, the Commission may request a loan from the County to complete a given fiscal year. The County is not obligated to funds such a loan. In that case, LAFCo may be able to budget funds in a subsequent fiscal year.

SUMMARY OF EXPENSES:

Insurance The Commission recommended in its proposed budget \$1,000.00 for that item to pay the County Auditor for LAFCO's share of County Insurance.

Office Supplies The Commission recommended in its proposed budget \$250.00. Depending upon LAFCO activity this could be augmented by an increased appropriation from unanticipated revenue.

Copies This amount is proposed to be \$750.00 to be used for general copying of reports and packets. Copy costs are expensive and the Commission would be encouraged to be sent electronic packets instead.

Communications This is proposed to be \$1,000.00 for general communications for phone, Internet and fax.

Postage This is proposed to be \$300.00 for public notices and mailings.

Memberships The Commission recommended in its proposed budget \$1,077.00 for Calafco dues.

Legal Services The Commission recommended in its proposed budget \$2,500.00 for this item. LAFCO Counsel attends LAFCO meetings as requested by the Commission. Some of the Brown Act Compliance funds may be used for legal services, if required. It is anticipated if budget augmentations were needed in this category, additional appropriation would come from unanticipated revenue.

Executive Officer Services The Commission recommended in its proposed budget \$30,000 for this item. This translates into an average of \$2,500.00 per month average for LAFCO administration. This category may be augmented from the Brown Act Compliance category (\$3,500.00) since Brown Act compliance requires administrative time. Notwithstanding a very complex reorganization or incorporation project for Lassen LAFCO, this amount should cover LAFCO administration. Complex projects should be fee supported thereby increasing revenue to LAFCO. It is anticipated if budget augmentations were needed in this category, additional appropriation would come from unanticipated revenue. The Brown Act Compliance category is based on 7 meetings at \$3,500.00.

Legal Notices/Publications The Commission recommended in its proposed budget \$400.00 for legal notices. Given the cost of legal advertising and the projected workload this amount remains reasonable.

Transportation/Mileage/Training/Conferences Two years ago, the Commission sent one Commissioner to the Calafco Annual Conference and paid for a portion of Staff's costs to attend the Calafco Conference in San Diego. Last year nobody attended. Next year \$1,700.00 is recommended the budget for this item. This amount includes a portion of the costs of staff to attend the Calafco Annual Conference and Annual Staff Workshop and for one member to attend the Calafco Annual Conference at in Sacramento October 30, 2019-November 2, 2019.

Municipal Service Reviews The Commission recommended in its proposed budget \$14,000.00 for this effort, which would cover additional costs of preparing Reviews as required by the LAFCO Act.

Sphere of Influence Updates The Commission recommended in its proposed budget \$3,000.00 to cover the costs of updating Spheres of Influence as required by the LAFCO Act. A significant cost of Sphere of Influence updates is mapping.

Special Departmental Expense (MAPPING) The Commission allocated \$2,000.00 for GIS mapping for continuing Sphere of Influence Update mapping. Lassen County has no GIS program and GIS mapping is now the standard mapping method and also eliminates the vague unusable maps of the past.

File Management and Scanning: It is becoming increasingly important for the LAFCO files to be put into electronic format to become accessible. \$5,000 is budgeted for this effort for FY 2019-2020.

Audit The Commission appropriated no funds in this category since this item is covered under Financial Services, below.

Other Charges A-87 This item has been replaced by City Financial Services.

Financial Services LAFCO has a contract with the City of Susanville to provide financial services which were budgeted for \$1,722.30.

Clerk Support The Commission recommended in its proposed budget \$1,500.00 for this item to be paid to the City of Susanville for this service.

Contingency/Carryover The Commission policy recommends the contingency should be no more than 10 percent of the operating budget and carryover should be used to fund the contingency. This amount is \$7,069.93 for FY 2019-2020.

Recommendation:

- a. Review, discuss, amend, and consider the 2019-2020 Final Budget. A budget justification report for FY 2019-2020 was prepared by staff for the adopted proposed budget on April 8, 2019.
- b. Adopt LAFCO Resolution 2019-0002 approving a Final Budget for Fiscal Year 2019-2020.

Resolution 2019-0002
of the
Lassen Local Agency Formation Commission
Lassen County, California

Resolution of the Lassen Local Agency Formation Commission Adopting
a Final Budget for 2019-2020

WHEREAS, Lassen LAFCO is required by Government Code Section 56381(a) to adopt annually, following a noticed public hearing, a proposed budget by May 1st and a final budget by June 15th; and,

WHEREAS, the Commission has prepared a final budget for public review; and,

WHEREAS, the Executive Officer has given notice of hearing in the form and manner specified by law for adoption of both the proposed and final budget and upon the date, time and place specified in said notice of hearing, the Commission heard, discussed and considered all oral and written testimony submitted including, but not limited to, the approved budget priorities for Fiscal Year 2019-2020 and the Executive Officer's report and recommendations; and

WHEREAS, the Commission has considered the attached Final Budget in light of the requirements of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000;

NOW THEREFORE, the Lassen Local Agency Formation Commission does hereby determine, resolve, and order the following:

1. That Lassen LAFCO hereby adopts the attached final 2019-2020 budget.
2. Directs the Executive Officer to transmit the final budget to the Auditor and all parties specified in Government Code Section 56381 (a) as promptly as possible.
3. The Commission hereby requests the Auditor to collect the funds in accordance with Government Code Section 56381 (c). In the event of non-payment of LAFCO funds by any entity subject to the LAFCO's apportionment, the Commission hereby requests and authorizes the Auditor to collect the funds from property tax revenues or any other revenue source and deposit the funds into the LAFCO account.
4. Due to the fiscal constraints of funding agencies, the Commission no longer maintains a reserve fund. In the event emergency funds are needed the County will be asked to loan LAFCO funds, alternatively, LAFCO will budget funds in a future year.
5. The Commission desires to use carryover funds remaining from the 2018-2019 budget to help fund its contingency and to prepare service reviews and sphere updates in the amounts specified on the attached 2019-2020 final budget.

PASSED AND ADOPTED by the Lassen Local Agency Formation Commission at a regular meeting of said Commission held on June 10th , 2019 by the following roll call vote:

AYES: -

NOES: -

ABSTAINS: -

ABSENT: -

Signed and approved by me after its passage this 10th day of June 2019

Todd Eid, Chair
Lassen LAFCO

Attest:

John Benoit, Executive Officer
Lassen LAFCO

A	B	D	E	F	G	H
		2016-2017 Final Budget	2017-2018 FINAL Budget	2018-2019 Final Budget	2019-2020 Proposed Budget	2019-2020 Final Budget
1						
2						
3						
4						
5						
6	EXPENDITURES					
7						
8	Expenditure Classification					
9						
10	Services and Supplies					
11	8402-413.30 4521 INSURANCE	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
12	8402-413.30 4610 OFFICE EXPENSE	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00
13	8402-413.30 4550 COPIES	\$750.00	\$750.00	\$750.00	\$750.00	\$750.00
14	8402-413.30 4530 COMMUNICATIONS	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
15	8402-413.30 4641 POSTAGE	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00
16	8402-413.30 4830 MEMBERSHIPS	\$840.00	\$899.00	\$926.00	\$1,077.00	\$1,077.00
17	8402-413.30 4310 LEGAL SERVICES	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00
18	8402-413.30 4331 Exec. Off. Svcs.	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00
19	8402-413.30 4332 Brown Act/PRRA Compliance	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00
20	8402-413.30 4540 LEGAL NOTICES/PUBLICATIONS	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00
21	8402-413.30 4580 TRANS AND TRAVEL (CALAFCO)	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
22	8402-413.30 4580 CONFERENCES AND TRAINING	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00
23	8402-413.30 4342 Municipal Services Reviews	\$14,000.00	\$14,000.00	\$14,000.00	\$14,000.00	\$14,000.00
24	8402-413.30 4330 Sphere of Influence Updates	\$3,000.00	\$3,000.00	\$3,000.00	\$4,000.00	\$4,000.00
25						
26	Total Services and Supplies	\$59,240.00	\$59,299.00	\$59,326.00	\$60,477.00	\$60,477.00
27						
28	Other Charges					
29	8402-413.30 4344 SPECIAL DEP EXP (Mapping)	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
30	8402-413.30 4340- SPECIAL DEP Exp (File Scanning)	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
31	8402-413.30 4333 Financial Services	\$1,722.30	\$1,722.30	\$1,722.30	\$1,722.30	\$1,722.30
32	8402-413.30 4334LAFCO Clerk Reimbursement- City of Susanville	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
33	TOTAL OTHER CHARGES	\$10,222.30	\$10,222.30	\$10,222.30	\$10,222.30	\$10,222.30
34						
35	Total Expenditures LAFCO	\$69,462.30	\$69,521.30	\$69,548.30	\$70,699.30	\$70,699.30
36						
37	8402-413.30 4451 Contingency Fund	\$6,946.23	\$6,952.13	\$6,954.83	\$7,069.93	\$7,069.93
38	General Reserve Fund					
39						
40	Total Budget Including Contingency	\$76,408.53	\$76,473.43	\$76,503.13	\$77,769.23	\$77,769.23
41	Anticipated carryover including carryover of Contingency funds	\$-24,500.00	\$-24,000.00	\$-20,000.00	\$-22,000.00	\$-22,000.00
42	funds to be rebudgeted into the next year's budget					
43	Amount to be apportioned between the City and the County	\$51,908.53	\$52,473.43	\$56,503.13	\$55,769.23	\$55,769.23

Lassen Local Agency Formation Commission

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CLAIMS

April 2019 & May 2019

Authorize payment of the following claims (FY 2018-2019 Expenses):

<u>Date of Claim</u>	<u>Description</u>	<u>Amount</u>
May 1, 2019	Staff Svcs & Expenses –April 2019	\$ 4,956.12
June 1, 2019	Staff Svcs & Expenses – May 2019	\$ 3,806.94
Mar 26, 2019	Feather Pub Notice for 19-20 Fin Budget	\$ 30.00
TOTAL:		\$ 8,793.06

DATED: June 10, 2019

APPROVED: June 10, 2019

Todd Eid, Chair or Joe Franco, Vice-Chair
Lassen Local Agency Formation Commission

Attest:

John Benoit
Executive Officer

2018-2019 Expenditures

Lassen LAFCO

Item	Account Number	Insurance 4521	Office Expens 4610	copies 4550	Communication: 4530	Postage 4641	Memberships 4830	Legal Svcs 4310	Ex. OFF. Svcs 4331	Brown Act 4332	Publications 4540
Total Budgeted		\$ 1,000.00	\$ 250.00	\$ 750.00	\$ 1,000.00	\$ 300.00	\$ 926.00	\$ 2,500.00	\$ 30,000.00	\$ 3,500.00	\$ 400.00
Calafco Dues 2018-2019							\$ (925.00)				
Staff Svcs June 2018				\$ (39.00)	\$ (67.08)	\$ (7.98)			\$ (2,500.00)	\$ (500.00)	
Staff Svcs July 2018				\$	\$ (67.77)				\$ (2,500.00)		
Calafco Conf. Registration- franco											
Staff Svcs August 2018				\$ (36.70)	\$ (67.05)	\$ (13.38)			\$ (2,500.00)	\$ (500.00)	
Staff Svcs Sept 2018				\$	\$ (67.77)				\$ (2,000.00)		
Feather Publishing Conflict of Int Update											\$ (36.40)
Susanville Invoice 1002749 6.30.18FY 2017-2018 Expense											
Staff Svcs Oct 2018		\$		\$ (46.40)	\$ (88.53)	\$ (7.86)			\$ (2,500.00)	\$ (500.00)	
Staff Svcs Nov 2018		\$		\$ (18.60)	\$ (62.84)				\$ (1,500.00)		
Joe Franco Conf. Reimb #1002830											
Staff SVCS Dec 2018		\$		\$ (20.00)	\$ (62.55)	\$ (28.40)			\$ (2,782.50)	\$ (500.00)	
Staff Svcs Jan 2019				\$	\$ (64.66)				\$ (1,572.50)		\$ (80.60)
Feather Pub Public Mem alt recruit											
Insurance for FY 18-19 Lassen Co.		\$ (1,000.00)									
Staff Svcs Feb 2019		\$		\$ (25.30)	\$ (64.33)	\$ (2.80)			\$ (2,867.50)	\$ (500.00)	
Staff Svcs March 2019				\$	\$ (66.28)				\$ (2,592.50)		
Feather Publishing 19-20 Bud notice											
Staff Svcs April 2019				\$ (5.65)	\$ (65.41)				\$ (3,122.50)	\$ (500.00)	\$ (36.40)
Staff Svcs May 2019				\$	\$ (66.94)				\$ (3,740.00)		\$ (30.00)
Feather Pub Final 19-20 Budget											

TOTAL EXPENDED	\$ (1,000.00)	\$ -	\$ (191.65)	\$ (811.21)	\$ (60.42)	\$ (925.00)	\$ -	\$ (30,177.50)	\$ (3,000.00)	\$ (183.40)
TOTAL REMAINING	\$ -	\$ 250.00	\$ 558.35	\$ 188.79	\$ 239.58	\$ 1.00	\$ 2,500.00	\$ (177.56)	\$ 500.00	\$ 216.60

Travel 4580	Training 4580	MSR's 4342	SOI 4330	Mapping 4340	Tech SVCS 4340	File Scan 4340	Fin Svcs 4333	Clerk-City 4334	TOTAL BUDGET	Total Budget	Contingency 4451
\$ 1,500.00	\$ 200.00	\$ 14,000.00	\$ 3,000.00	\$ 2,000.00	\$ 5,000.00	\$ 1,722.30	\$ 1,500.00	\$ 69,548.30	\$ 69,548.30	\$8,954.83	
		\$ (792.50)							(925.00)		
\$ (520.00)		\$ (1,261.25)							(3,906.56)		
		\$ (1,982.50)							(3,829.02)		
		\$ (1,570.00)							(520.00)		
									(5,099.63)		
									(3,637.77)		
\$ (281.17)		\$ (1,047.50)				\$ (2,347.79)	\$ (833.70)		(36.40)	-\$8,773.80	
\$ (933.83)		\$ (2,027.50)							(3,181.49)	-\$3,181.49	
									(4,471.46)		
									(3,608.94)		
									(933.83)	-\$9,014.23	
		\$ (1,912.50)				(850.00)			(3,393.45)		
					\$				(4,399.66)		
									(80.60)		
									(1,000.00)	-\$8,873.71	
		\$ (1,530.00)		\$ (170.00)					(3,629.93)		
									(4,188.78)		
		\$ (1,105.00)							(36.40)	-\$7,855.11	
\$ (157.56)									(4,956.12)		
									(3,806.94)	-\$8,793.06	
									(30.00)		
									-		
									-	\$0.00	

\$ (1,892.56)	\$ -	\$ (13,228.75)	\$ -	\$ (170.00)	\$ (850.00)	\$ (2,347.79)	\$ (833.70)	\$ -	(55,671.98)
\$ (392.56)	\$ 200.00	\$ 771.25	\$ 3,000.00	\$ 1,830.00	\$ 4,150.00	\$ (625.49)	\$ 666.30	\$ 69,548.30	13,876.32

Agency	Reserve Fund
Project Rev	City/CO Contrib
CARROVER	Interest Revenue
	17-18
	from 17-18
	YTD Expens
	Cash Balance

INVOICE

Feather Publishing Co. Inc.

P.O. Box B Quincy, CA 95971

Date: May 14, 2019

LAFCO-Lassen
Box 2694
Granite Bay, CA 95746

—

Publish: Lafco Budget

Final

TOTAL DUE: \$ 30.00

Feather Publishing Co., Inc. P.O. Box B Quincy, CA 95971

Feather River Bulletin Indian Valley Record Chester Progressive Portola Reporter
Lassen Co. Times Westwood PinePress

INVOICE May 2019

John Benoit

P.O. Box 2694
Granite Bay, CA 95746
Tel: (530) 257-0720
Fax (530) 797-7631

Invoice number: **2019-0048**

Invoice date: 1-Jun-19

Vender ID #

Client name: Lassen LAFCO c/o City of Susanville
Address: 66 North Lassen Street
City, state, postal code: Susanville, CA 96130-3904

Telephone:

Fax:

PO number:

Lafco Staff	Hours		Start / End Date	Amount
John Benoit	44.00	Staff Svcs	May 1-31, 2019	\$3,740.00
Jennifer Stephenson				
Dennis Miller				0.00
Christy Leighton				
File Scanning project				

Total activity cost: \$3,740.00

Materials / Other Expenses	Reason / Vendor	Amount
Reproduction Costs		
Postage		
Phone & Communications	Comm May 2019	\$ 66.94
Office Supplies		
Travel Exp.		
Web Domain		

Total materials cost: \$66.94

Total billing: \$ 3,806.94

TIMESHEET

for John Benoit

Lassen LAFCO

May 2019

DATE	Activity	Direct Expense	Cost	Hours	Amount
1-May-19	Big Valley Rec Dist MSR			1	\$ 85.00
2-May-19					\$ -
3-May-19	Bieber Rec Dist misc info and comm			1	\$ 85.00
4-May-19					\$ -
5-May-19					\$ -
6-May-19					\$ -
7-May-19					\$ -
8-May-19					\$ -
9-May-19					\$ -
10-May-19	public notice final budget			1	\$ 85.00
11-May-19					\$ -
12-May-19					\$ -
13-May-19					\$ -
14-May-19	Misc Finance and Administration				\$ -
15-May-19					\$ -
16-May-19	misc Bieber Rec District MSR and SOI	Front Ph	\$26.33	5.5	\$ 467.50
17-May-19					\$ -
18-May-19				1	\$ 85.00
19-May-19	Final Budget Report				\$ -
20-May-19					\$ -
21-May-19	misc comm LmFCWCD and Bieber Rec dist	comm wave	\$20.60	4.5	\$ 382.50
22-May-19					\$ -
23-May-19				2.5	\$ 212.50
24-May-19					\$ -
25-May-19	LMFCWCD District and misc comm Calafco				\$ -
26-May-19	Finance and Admin misc sb			3.5	\$ 297.50
27-May-19				6.5	\$ 552.50
28-May-19	Fire MSR and SOI misc comm				\$ -
29-May-19	Big Valley Rec District misc editing and research	Att	\$20.01	2.5	\$ 212.50
30-May-19				8	\$ 680.00
31-May-19	bylaws, agenda and misc comm LAFco pakets			7	\$ 595.00
					\$ -
SUBTOTAL			\$66.94	44	\$ 3,740.00
TOTAL					\$ 3,806.94

INVOICE April 2019

John Benoit

P.O. Box 2694
Granite Bay, CA 95746
Tel: (530) 257-0720
Fax (530) 797-7631

Invoice number: **2019-0047**

Invoice date: 1-May-19

Vender ID #

Client name: Lassen LAFCO c/o City of Susanville
Address: 66 North Lassen Street
City, state, postal code: Susanville, CA 96130-3904

Telephone:
Fax:
PO number:

Lafoo Staff	Hours		Start / End Date	Amount
John Benoit	28.50	Staff Svcs	Apr 1-30, 2019	\$2,422.50
Jennifer Stephenson	16.00			\$ 1,200.00
Dennis Miller				0.00
Christy Leighton	13.00			1,105.00
File Scanning project				
Total activity cost:				\$4,727.50

Materials / Other Expenses	Reason / Vendor	Amount
Reproduction Costs	LAFCO packets for April 8	\$5.65
Postage		
Phone & Communications	Comm Apr 2019	\$ 65.41
Office Supplies		
Travel Exp.	1/7 share Calafco Exp& 50 mi Big vall	\$157.56
Web Domain		
Total materials cost:		\$228.62
Total billing:		\$ 4,956.12

TIMESHEET

for John Benoit

Lassen LAFCO

April 2019

DATE	Activity	Direct Expense	Cost	Hours	Amount
1-Apr-19	LMFCWCD Bob Burns transmittal and misc.and packet coordination and posting agenda				
2-Apr-19	LCWWD# 1 research and admin			3.5	\$ 297.50
3-Apr-19			\$19.21	1.5	\$ 127.50
4-Apr-19					\$ -
5-Apr-19					\$ -
6-Apr-19	Cheryl Kolb packet distribution				\$ -
7-Apr-19	coordination with Jennifer and misc		\$5.65	4.5	\$ 382.50
8-Apr-19	In county LAFCo meeting			2	\$ 170.00
9-Apr-19	In county LAFCo meeting			8	\$ 600.00
10-Apr-19				8	\$ 600.00
11-Apr-19	Calafco and Misc Admin				\$ -
12-Apr-19				6.5	\$ 552.50
13-Apr-19					\$ -
14-Apr-19					\$ -
15-Apr-19	Admin and financials				\$ -
16-Apr-19	misc comm scanning letters and 18-19 budget and Big Valley Weed Abatement			1	\$ 85.00
17-Apr-19			\$25.59	2	\$ 170.00
18-Apr-19					\$ -
19-Apr-19	fire msr cl				\$ -
20-Apr-19	fire MSR CI writing			8	\$ 680.00
21-Apr-19			\$20.61	5	\$ 425.00
22-Apr-19					\$ -
23-Apr-19	Big Valley Rec Dist meet with district and research				\$ -
24-Apr-19			\$29.00	6.5	\$ 552.50
25-Apr-19	Big Valley Rec Dist and Lake Forest FPD comm				\$ -
26-Apr-19				0.5	\$ 42.50
27-Apr-19					\$ -
28-Apr-19					\$ -
29-Apr-19			\$128.56		\$ -
30-Apr-19	SLFPD question regarding the Belfast area				\$ -
1-May-19				0.5	\$ 42.50
					\$ -
					\$ -
SUBTOTAL		\$228.62		57.5	\$ 4,727.50
TOTAL					\$ 4,956.12

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**DRAFT
May 2019**

**Lassen LAFCO
Finance and Expenditure Policies**

A Bylaw Amendment amending Section 3.2 "Budgeting Policies" and adding Section 3.3 "LAFCo Finance Policies".

3.2. Budget Policies

Add the following:

General

Unless otherwise determined by the Commission, the Commission as a whole shall serve as the LAFCO Budget Committee. The Executive Officer shall prepare and submit to the Commission a draft budget for review not later than the April meeting of the Commission. As required under Section 56381, the Commission shall then hold a noticed public hearing on the budget at the April Meeting and adopt a preliminary budget at that meeting. The Commission shall adopt its final budget after noticed public hearing at the June meeting. When the Commission has finalized the budget, the Executive Officer shall promptly send it to the County and the City of Susanville as provided by the LAFCO Act, Section 56381.

The Commission may at any time and at its own discretion modify its approved budget.

Add the following

- a. LAFCO shall adopt a work program for the next fiscal year prior to its adoption of the proposed budget. The work program shall set forth the proposed actions, studies, reports and administrative objectives for the coming year. The work program shall be developed considering the following factors:
 - i. Statutory requirements for preparation of Municipal Service Reviews and Updates to Sphere Plans.
 - ii. Anticipated Projects.
 - iii. Efficient delivery of LAFCO services to the community.
- b. To pay bills in a timely manner, mMonthly commission claim warrants or claims shall be approved by the commission during the months there is a regular or special meeting scheduled. The Chair or Vice-Chair shall be authorized to sign the claim warrants for the months the commission does not meet or fails to constitute a quorum at a special or regular meeting. The commission shall ratify the claim warrants at its next regular meeting.

Add Section 3.3 Business and Travel Expenses Policy

3.3 LAFCo Finance Policies

3.3.1 Business & Travel Expenses Policy

LAFCO will reimburse reasonable business travel expenses incurred by its officers and employees while on assignments away from the normal work location. The Executive Officer is hereby delegated the authority to authorize business travel for other LAFCO officers and employees, provided funds are allocated for such purpose in a budget approved or otherwise authorized by the Commission. All staff business travel must be approved in advance by the Executive Officer.

When approved, the costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by LAFCO. Expenses are expected to be reasonable amounts and must comply with Government Code §53232.2.

Expenses that generally will be reimbursed include the following:

- a. Airfare or train fare for travel in coach or economy class or the lowest available fare. Mileage expenses shall not exceed the reasonable costs of air or train fare, as applicable.
- b. Car rental fees, only for compact or mid-sized cars.
- c. Fares for shuttle or airport bus service, where available; costs of public transportation for other ground travel.
- d. Taxi fares, Uber, Lyft or other service, only when there is no other less expensive alternative.
- e. Cost of standard accommodations in hotels, motels, or similar lodgings using the government or conference rate when available.
- f. Meal allowances include the per diem amount as provided for in IRS guidelines as referenced in GC 53232.2 (c). A higher amount may be reimbursed as long as an itemized receipt is provided.
- g. No alcoholic beverages will be reimbursed anytime including with the cost of meals.

- h. Charges for telephone calls, internet, fax, and similar services shall be allowed during travel provided these charges are required for business purposes.
- i. Additional expenses arising from such non-business travel are not LAFCO's expenses.
- j. Mileage reimbursement shall be at the current rate established by the Internal Revenue Service at the time the mileage expense is incurred.
- k. A LAFCO officer or employee involved in an accident while traveling on business must promptly report the incident to the Executive Officer.
- l. When travel is completed, claims shall be submitted for reimbursement within 90 days or prior to the conclusion of the Fiscal Year in which the expenses were incurred. Claims must be accompanied by receipts for all expenses, with the exception of per diem amounts for meals under paragraph f above.

3.3.2. Expenditure Policy

- a. All documents relating to reimbursements of expenditures shall be available for review. All back-up billing information in the possession of the Commission shall be available.
- b. The LAFCO Executive Officer is responsible for managing the day-to-day business of the Commission and for making or authorizing expenditures for that purpose within the authority conferred by the adopted budget. This responsibility shall also include the power to approve contracts of up to \$5,000.00 on behalf of the Commission. The Executive Officer shall obtain the concurrence of the Chair and consult with LAFCO Counsel prior to entering into any contract outside the usual course of Commission business, including contracts for legal, consulting, or other professional services. Staff shall promptly notify the members of the Commission regarding contracts made on the Commission's behalf.
- c. Expenses, Travel and (or) contract payments to the Executive Officer shall be approved by the LAFCO Chair or Vice-Chair.
- d. Members and Alternate Members may be reimbursed, consistent with an amount as determined from time to time by the Commission, for reasonable and necessary expenses incurred for meeting attendance. Each member and alternate member in attendance at any Commission meeting may also receive a

per-meeting stipend as established by the Commission. LAFCO shall inform the applicable County/City Finance Office of changes to meeting stipend rates for proper pay out.

3.3.3. General Finance Policy

- a. These expenditure and travel policies are not intended to conflict with or modify LAFCO's duties and obligations under the LAFCO Act or with Government Code §53232 et seq.
- b. So long as the City of Susanville is handling LAFCO financial transactions, amendments to bylaws, Fee Resolutions, Policies, Standards and Procedures or any other adopted finance related LAFCO policy pertaining to finances shall be transmitted to the appropriate financial office upon adoption. Any dispute or disagreement between a LAFCO officer or employee and the City Finance agency regarding reimbursement or payment of any claim shall be referred to the Commission for final determination. A minute order reporting the Commission's action shall be transmitted to the applicable finance office. The LAFCO Commission Claim form as approved by the Commission or signed by the LAFCO Chair for months when the Commission does not meet or lacks a quorum shall constitute the Commission's final determination for any expenditures and payment of the amount of the claims shall be deemed ordered.
- e. LAFCO shall follow the budget process contained in the LAFCO Act and these adopted Finance Policies.
- f. The Commission hereby authorizes the LAFCO Executive Officer or their designee to sign any and all financial claims for the LAFCO account submitted to the City or County serving as LAFCO's banker in accordance with the above policies. The Commission further authorizes the Executive Officer and Clerk to the Commission to sign any signature authorization forms required by the City or County Administration Departments, as may be the case, to implement the authority granted by this policy.
- g. Commission Travel
 - i. All conference travel shall be as established in the annual LAFCO budget as appropriate for LAFCO, unless otherwise amended.
 - ii. Members and alternate members will be reimbursed for reasonable meal and travel expenses as stated above in compliance with the most recent IRS guidelines.
 - iii. On occasions when a Commission meeting must be recessed for a meal break or when a meal is served at a meeting, members and alternate members shall be reimbursed for reasonable meal expenses.

- h. Recognition by the Commission - Nominal amounts may be expended for the purchase of plaques or certificates of appreciation for those to whom such expressions are deemed to be appropriate by the Commission.

3.3.4. Fixed Assets Policy

1. LAFCO adopts a fixed assets capitalization policy with a useful life of 5 years or more and a value at purchase of \$5,000, or greater, per item.
2. It is LAFCO's policy to capitalize fixed assets. LAFCO will maintain an inventory of fixed assets, including equipment and furniture. The inventory will be maintained by staff and will be updated annually at the close of the fiscal year. Fixed assets are depreciated using the straight-line method over the estimated useful life of each asset.
3. An asset become obsolete when it is no longer operable, has been replaced, or is no longer available for use. A list of obsolete assets is provided to the Commission annually in conjunction with the audit and obsolete assets are removed from the capital assets list thereafter.
4. The Commission shall review and approve a list of any fixed assets to be declared surplus property. The Commission may dispose of surplus property by making the property available for donation to any non-profit or other agency listed or authorized by either the State of California or Susanville County or its districts or cities to receive surplus property donations. The Commission may dispose of surplus property through a negotiated contract with an auction company or in any other manner that the Commission or Executive Officer determines to be reasonable. Costs of assets sold or retired (and related amounts of accumulated depreciation) are eliminated from the accounts in the year of sale or retirement.