

Lassen Local Agency Formation Commission

Regular Meeting Agenda

MONDAY – June 9, 2014

3:00 PM

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

(website www.lassenlafco.org)

1. Call to order

Commissioners

Todd Eid, Chair, Public Member
Brian Wilson, City Member, Vice Chair
Rod De Boer, City Member
Larry Wosick, County Member
Jim Chapman, County Member

Alternate Members

Bob Pyle, County Member Alt.
Cheryl McDonald, City Member Alt.
Andrew Wellborn, Public Member Alt.

LAFCO Staff

John Benoit, Executive Officer
John Kenny, LAFCO Counsel
Gwenna MacDonald, Clerk

2. Approval of Agenda (Additions and Deletions)

3. Correspondence:

4. Approval of Minutes: *April 14, 2014*

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 HEARINGS

PUBLIC HEARING (Continued from December 9, 2013, February 10th, 2014 & April 14, 2014):

- 6. Continued Public Hearing regarding establishing a policy as mandated by SB-244 - Disadvantaged Unincorporated Communities**
 - a. Review Executive Officer's report and revised policy and, consider resolution 2014-0003 adopting a policy regarding adding a new section entitled Disadvantaged Unincorporated Communities to LAFCo Policies, Standards and Procedures.*
- 7. Public Hearing regarding the final 2014-2015 LAFCo Budget**
 - a) Review Executive Officer's report, conduct public hearing and consider Resolution #2014-0004, adopting a final LAFCo budget for FY 2014-2015*

ACTION ITEMS:

- 8. Authorize Payment of Claims for April 2014 and May 2014.**
 - a. Approve payment of expenses for April 2014 and May 2014.*

DISCUSSION ITEMS:

- 9. Calafco Staff Workshop – April 2014**
- 10. Executive Officer's Monthly Report**

Herlong Area MSR and SOI – Status
Southern Cascades CSD - Status
City of Susanville MSR and SOI

- 11. 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.

- 12. Adjourn to next regular LAFCO meeting for August 11, 2014**

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 area 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 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

Resolution 2014-0003
of the
Lassen Local Agency Formation Commission

*A Resolution of the Lassen Local Agency Formation Commission
Amending its Policies, Standards and Procedures to include a policy regarding
Disadvantaged Unincorporated Communities*

RESOLVED, the Lassen Local Agency Formation Commission in the County of Lassen, State of California, that

WHEREAS, policies, standards and procedures are necessary to guide the Lassen Local Agency Formation Commission in making determinations on future projects; and

WHEREAS, the Commission has reviewed, revised and updated the policies, standards and procedures adopted by LAFCO on November 10, 2003 and Amended on July 9, 2007 by Resolution 2007-0007, on May 11, 2009 by Resolution 2009-0007, and on April 12, 2010 Resolution 2010-0002; and

WHEREAS, the Commission has conducted a workshop regarding the proposed Policies, Standards and Procedures amendment to include a policy regarding disadvantaged unincorporated communities (DUC's); and

WHEREAS, this Commission called for and held a Public Hearing on this Policies, Standards and Procedures amendment on December 9, 2013, February 10, 2014 and June 9, 2014 and at the hearing, this Commission heard and received all oral and written protests, objections and evidence which were made, presented or filed, and all persons present were given an opportunity to hear and be heard with respect to this amendment and the report of the Executive Officer.

NOW, THEREFORE, the Lassen Local Agency Formation Commission **DOES HEREBY RESOLVE, DETERMINE AND ORDER** as follows:

1. The attached updated Policies, Standards and Procedures Amendment shall guide the Commission in compliance with the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, as amended.
2. New Section II-R regarding DUC's is hereby added to Lassen LAFCo's Policies, Standards and Procedures as shown in Exhibit A.
3. Existing Section II-T "Exceptions" shall be renumbered as Section T-U

4. Any conflicting LAFCO Policies, Standards and Procedures regarding DUC's previously approved by the Commission are hereby repealed in favor of this amendment.

The foregoing resolution was offered at a Regular Meeting of the LASSEN LOCAL AGENCY FORMATION COMMISSION on the 9th day of June 2014, and adopted by the following vote of the Commission:

AYES:
NOES:
ABSTAIN:
ABSENT:

Todd Eid, Chair
Lassen Local Agency Formation Commission

ATTEST:

John Benoit, Executive Officer
LASSEN LOCAL AGENCY FORMATION COMMISSION,

EXHIBIT A

New Section II-R Disadvantaged Unincorporated Communities

R. Disadvantaged Unincorporated Communities

The Commission will identify Disadvantaged Unincorporated Communities, as defined below, for the purpose of:

1. **Municipal Service Reviews.** Water, Wastewater, and Fire Protection Municipal Service Reviews will discuss and identify opportunities for the provision of those services to Disadvantaged Unincorporated Communities located within or contiguous to the Sphere of Influence of an agency.
2. **Annexations to the City of Susanville.** Disadvantaged Unincorporated Communities ten acres or larger that are located contiguous to areas proposed for annexation to the City of Susanville shall normally be included in the annexation or reorganization proposal or be separately proposed for annexation, unless the Commission has determined that the disadvantaged community would not be benefited by annexation, or if at least 50% the registered voters have indicated opposition to annexation.
3. **Definition of Disadvantaged Unincorporated Community.** A Disadvantaged Unincorporated Community is defined as a developed area located within the Sphere of Influence of the principal jurisdiction that has been identified as such by LAFCo and one that meets all the following standards:
 - a) Substantially developed with primarily residential uses
 - b) Contains at least 25 parcels in close proximity to each other that do not exceed 1.5 acres in size
 - c) Does not have reliable public water, sewer or structural fire protection service available
 - d) Contains at least 12 registered voters
 - e) Has a median household income level of less than 80% of the statewide median household income
 - f) Has been defined in the Principal Jurisdiction's Housing Element as a Disadvantaged Community meeting the criteria established in the Government Code.
4. **Request for Determination.** In addition to those Disadvantaged Unincorporated Communities identified by LAFCo or other agencies, residents or property owners may request that LAFCo determine whether a specific area meets the criteria listed in Item 3 to be treated as a Disadvantaged Unincorporated Community. Such request must be submitted by at least twelve registered voters of the area. The review shall be conducted by LAFCo staff and shall, if appropriate, be submitted for consideration and approval by the Commission.

LASSEN LAFCO

EXECUTIVE OFFICER'S REPORT

June 9, 2014

TO: Local Agency Formation Commission
FROM: John Benoit, Executive Officer
RE: Proposed Final Budget for FY 2014-2015

Since the passage of AB-2838 in 2000, LAFCO has become independent from the County. Costs for the operation of LAFCO were entirely paid by the County including costs for the annual audit, staff time, legal services, miscellaneous office expenses, and insurance.

I provided a "recommended" budget at the April 14, 2014 meeting, which was 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 \$60,830.43. This is slightly increased 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 \$1,000.00 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 \$750.00 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 \$769.00 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 has been reduced in past years and 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 This year, the Commission sent two Commissioner attendees and pays for a portion of Staff's costs to attend the Calafco Conference and sends staff to the Staff workshop. Next year \$1,500.00 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 in Ontario.

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.

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 eliminated.

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 \$6,439.13 for FY 2014-2015.

Recommendation:

- a. Review, discuss, amend, and consider the 2014-2015 Final Budget. A budget justification report for FY 2014-2015 was prepared by staff for the adopted proposed budget on April 14, 2014.
- b. Adopt LAFCO Resolution 2014-0004 approving a Final Budget for Fiscal Year 2014-2015.

Resolution 2014-0004
of the
Lassen Local Agency Formation Commission
Lassen County, California

Resolution of the Lassen Local Agency Formation Commission Adopting

a Final Budget for 2014-2015

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 2014-2015 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 2014-2015 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 2013-2014 budget to help fund its contingency and to prepare service reviews and sphere updates in the amounts specified on the attached 2014-2015 final budget.

PASSED AND ADOPTED by the Lassen Local Agency Formation Commission at a regular meeting of said Commission held on June 9, 2014 by the following roll call vote:

AYES: -

NOES: -

ABSTAINS: -

ABSENT: -

Signed and approved by me after its passage this 9th day of June 2014

Todd Eid, Chair
Lassen LAFCO

Attest:

John Benoit, Executive Officer
Lassen LAFCO

B		D	E	F	G	H	I	J
		2009-2010 Final Budget	2010-2011 FINAL Budget	2011-2012 Final Budget	2012-2013 FINAL Budget	2013-2014 Final Budget	2014-2015 Proposed Budget	2014-2015 Final Budget
1								
2	REVENUES							
3								
4								
5								
6	EXPENDITURES							
7								
8	Classification							
9								
10	Supplies							
11	4521 INSURANCE	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
12	4610 OFFICE EXPENSE	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00
13	4550 COPIES	\$ 1,200.00	\$ 2,500.00	\$ 2,500.00	\$ 1,500.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
14	4530 COMMUNICATIONS	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 750.00	\$ 750.00	\$ 750.00
15	4641 POSTAGE	\$ 650.00	\$ 650.00	\$ 650.00	\$ 500.00	\$ 300.00	\$ 300.00	\$ 300.00
16	4630 MEMBERSHIPS	\$ 725.00	\$ 725.00	\$ 725.00	\$ 741.00	\$ 758.00	\$ 758.00	\$ 758.00
17	4310 LEGAL SERVICES	\$ 4,500.00	\$ 3,500.00	\$ 3,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
18	4331 Exec Off Svcs	\$ 36,000.00	\$ 36,000.00	\$ 36,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
19	4332 Brown Act/PRA Compliance	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00
20	4540 LEGAL NOTICES/PUBLICATIONS	\$ 600.00	\$ 600.00	\$ 600.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00
21	4580 TRANS AND TRAVEL (CALAFCO)	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,500.00	\$ 2,500.00	\$ 1,500.00	\$ 1,500.00
22	4580 CONFERENCES AND TRAINING	\$ 400.00	\$ 400.00	\$ 400.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
23	4342 Municipal Services Reviews	\$ 15,000.00	\$ 14,000.00	\$ 14,000.00	\$ 14,000.00	\$ 14,000.00	\$ 14,000.00	\$ 14,000.00
24	4330 Sphere of Influence Updates	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
25								
26	and Supplies	\$ 70,725.00	\$ 70,025.00	\$ 70,025.00	\$ 60,291.00	\$ 60,158.00	\$ 59,169.00	\$ 59,169.00
27								
28	\$							
29	4340 SPECIAL DEP EXP (Mapping)							
30	4330 AUDIT	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
31	4333 Financial Services							
32	A-87	\$ 1,722.30	\$ 1,722.30	\$ 1,722.30	\$ 1,722.30	\$ 1,722.30	\$ 1,722.30	\$ 1,722.30
33	4334 LAFCO Clerk Reimbursement- City of Susanville	\$ 2,377.72	\$ 2,377.72	\$ 2,377.72	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
34	CHARGES	\$ 7,100.02	\$ 7,100.02	\$ 7,100.02	\$ 5,222.30	\$ 5,222.30	\$ 5,222.30	\$ 5,222.30
35								
36	Jures LAFCO	\$ 77,825.02	\$ 77,125.02	\$ 77,125.02	\$ 65,513.30	\$ 65,380.30	\$ 64,391.30	\$ 64,391.30
37								
38	4451 Contingency Fund	\$ 7,782.50	\$ 7,712.50	\$ 7,712.50	\$ 6,551.00	\$ 6,538.00	\$ 6,439.13	\$ 6,439.13
39	General Reserve Fund							
40								
41	Including Contingency							
42	Carryover Including carryover of Contingency funds	\$ 7,782.50	\$ 7,712.50	\$ 84,837.52	\$ 72,064.30	\$ 71,918.30	\$ 70,830.43	\$ 70,830.43
43	funds to be rebudgeted into the next year's budget	\$ (56,362.25)	\$ (60,000.00)	\$ (60,000.00)	\$ 20,000.00	\$ 15,000.00	\$ 10,000.00	\$ 10,000.00
44	Amount to be apportioned between the City and the County	\$ (48,579.75)	\$ (52,287.50)	\$ 24,837.52	\$ 52,064.30	\$ 56,918.30	\$ 60,830.43	\$ 60,830.43

Lassen Local Agency Formation Commission

CLAIMS April 2014 & May 2014

Authorize payment of the following claims:

<u>Date of Claim</u>	<u>Description</u>	<u>Amount</u>
May 1, 2014	Staff Svcs & Expenses – April 2014	\$ 3,526.04
TOTAL: April 2014 Exp:		\$ 3,526.04
June 1, 2014	May 2014 Staff Expenses	\$ 3,021.01
May 20, 2014	Public Notice Final LAFCo Budget	\$ 30.00
April 1, 2014	City Invoice #40976 June, July & Aug 2013	\$ 321.53
April 1, 2014	City Invoice #40977 Oct, Nov and Dec 2013	\$ 554.06
April 1, 2014	City Invoice #40978 Dec13, Jan-March 2014	\$ 410.53
June 30, 2013	City Invoice #40504 April, May and June 2013	\$ 697.59
Total May 2014 Expenses		\$ 5,034.72

FY 2014-2015 Expenses

FY 2014-2015 Pre Pay Expenses: Calafco Dues for FY 14-15 \$769.00

DATED: June 9, 2014

APPROVED: June 9, 2014

Todd Eid, Chair or Brian Wilson, Vice-Chair
Lassen Local Agency Formation Commission

Attest:

John Benoit
Executive Officer

INVOICE April 2014

John Benoit

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

Invoice number: 2014-0045

Invoice date: 1-Jun-14

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: 530-257-1000

Fax:

PO number:

Lafco Staff	Hours	Staff Svcs	Start / End Date	Amount
John Benoit	40.75		April 1 - 30, 2014	\$3,303.75

Total activity cost: \$3,303.75

Materials / Other Expenses	Reason / Vendor	Amount
Reproduction Costs	April 14 LAFCo packets	\$32.12
Postage	April 14 LAFCo packets	\$9.80
Phone & Communications	Phone Internet and fax	\$70.92
Office Supplies		
Travel Exp.	Staff Workshop Share 1/7	\$109.45

Total materials cost: \$222.29

Total billing: \$3,526.04

Lassen LAFCO

April 2014

	Hour	Rate	Total
1-Apr-14 Budget Reso and finalize budget report			
2-Apr-14	2	\$ -	170.00
3-Apr-14 Mapping HPUD and WPV - jr			
4-Apr-14 LAFCo Packets	4	\$ \$9.80	340.00
5-Apr-14 Copy lafco packets	3.5	\$ \$10.00	297.50
6-Apr-14	1.5	\$ \$22.12	127.50
7-Apr-14 posting notices			
8-Apr-14	0.5	\$ -	-
9-Apr-14 Admin finances			
10-Apr-14		\$ -	-
11-Apr-14	2	\$ -	170.00
12-Apr-14 Meeting Prep			
13-Apr-14			
14-Apr-14 LAFCo Meeting	3	\$ -	255.00
15-Apr-14 Meeting with City and County and Misc	8	\$ -	-
16-Apr-14 Police Protection District Inquiry	8	\$ -	600.00
17-Apr-14	0.5	\$ \$22.12	42.50
18-Apr-14		\$ \$19.70	-
19-Apr-14 Misc after meeting resolutions and budget			
20-Apr-14	3	\$ -	255.00
21-Apr-14		\$ -	-
22-Apr-14		\$ -	-
23-Apr-14		\$ -	-
24-Apr-14 Gen Admin		\$ -	-
25-Apr-14	4.5	\$ -	382.50
26-Apr-14		\$ -	-
27-Apr-14		\$ -	-
28-Apr-14		\$ -	-
29-Apr-14 Inauiry regarding forming districts in Big Vailey			
30-Apr-14	0.25	\$ \$29.10	21.25
1-May-14		\$ -	-
		\$ -	-

INVOICE May 2014

John Benoit

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

Invoice number: 2014-0046

Invoice date: 1-Jun-14

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	34.50	Staff Svcs	May 1-31, 2014	\$2,932.50

Total activity cost: \$2,932.50

Materials / Other Expenses	Reason / Vendor	Amount
Reproduction Costs	Misc Budget notices packet	\$10.00
Postage	Budget Notices	\$1.96
Phone & Communications	Phone Internet and fax	\$76.55
Office Supplies		
Travel Exp.		

Total materials cost: \$88.51

Total billing: \$ 3,021.01

TIMESHEET for John Benoit

Lassen LAFCO

May 2014

Time	Date	Project	Rate	Hours	Amount
1-May-14	Richard Egan respond to email re: Likely-Madeline FPD & Hpud MSR			0.5	\$ 42.50
2-May-14					\$ -
3-May-14					\$ -
4-May-14					\$ -
5-May-14					\$ -
6-May-14					\$ -
7-May-14	Budget report for Final LAFCo Budget				\$ -
8-May-14	misc Big Valley ambulance			3.5	\$ 297.50
9-May-14				1.5	\$ 127.50
10-May-14	Susanville City MSR research and data discovery				\$ -
11-May-14				5.5	\$ 467.50
12-May-14	Admin and Finances				\$ -
13-May-14					\$ -
14-May-14	final Budget notice and posting	Front Phone	\$26.20	3.5	\$ 297.50
15-May-14				1	\$ 85.00
16-May-14					\$ -
17-May-14		comm	\$19.59		\$ -
18-May-14					\$ -
19-May-14	Budget notices for FY 14-15 budget mail				\$ -
20-May-14		post	\$1.96	3.5	\$ 297.50
21-May-14	DUCS policy reso update				\$ -
22-May-14				2.5	\$ 212.50
23-May-14	Misc housing element issues and Herlong pud Eula Johnson				\$ -
24-May-14				2.5	\$ 212.50
25-May-14					\$ -
26-May-14					\$ -
27-May-14		print	\$10.00		\$ -
28-May-14	LAFCo agenda packets for June meeting and misc				\$ -
29-May-14	Admin and Finances	comm	\$30.76	7.5	\$ 637.50
30-May-14				2	\$ 170.00
31-May-14	LAFCo packets follow-up			1	\$ 85.00
					\$ -

488.50 196.50

INVOICE

Feather Publishing Co. Inc.

P.O. Box B Quincy, CA 95971

Date: May 20, 2014

LAFCO-Lassen

Box 2694

Granite Bay, CA 95746

—

Publish: Budget hearing

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

**Feather Publishing Co., Inc.****PO Box B****Quincy, CA 95971 • (530) 283-0800 • FAX (530) 283-3952**Feather River Bulletin • Lassen County Times • Chester Progressive
Portola Reporter • Indian Valley Record • Westwood PinePress**STATEMENT**

1

BILLING DATE**TERMS OF PAYMENT**

05/29/14

Standard terms

BILLED ACCOUNTLAFCO-LASSEN COUNTY
P.O. BOX 2694
GRANITE BAY, CA 95746**BILLED ACCOUNT NO.****AGENCY / CLIENT**

00001024

NAME OF AGENCY / CLIENTLAFCO-LASSEN COUNTY
C/O John Benoit

DATE	REFERENCE #	CHARGE OR CREDITS DESCRIPTION	INS	SAU DIMENSIONS	BILLED UNITS	AMOUNT	TOTAL
------	-------------	-------------------------------	-----	-------------------	--------------	--------	-------

05/20/2014

01003353

#518 Budget

LEGAL ADVERTISING

30.00

30.00

AGING**CURRENT**

31-60 DAYS

61-90 DAYS

91- 120 DAYS

OVER 120 DAYS

30.00

0.00

0.00

0.00

0.00

TOTAL NET AMOUNT DUE

30.00

PLEASE DETACH HERE AND RETURN THIS PORTION WITH YOUR REMITTANCE

05/29/14

Feather Publishing Company, Inc.

Publishers of these hometown weekly newspapers serving Plumas and Lassen Counties:

Feather River Bulletin • Lassen County Times • Chester Progressive • Portola Reporter • Indian Valley Record • Westwood PinePress

**We appreciate
your business!****BILLED ACCOUNT NO.**

00001024

BILLED ACCOUNT NAME

LAFCO-LASSEN COUNTY

AMOUNT REMITTED**REMIT TO:**Feather Publishing Company
P.O. Box B
Quincy, CA 95971Phone: (530)283-0800
Fax: (530)283-3952

Payment in full is due upon receipt of this statement. A service charge on all balances over 30 days will be computed by a periodic rate of 1-1/2% per month, which is an annual percentage rate of 18%, this applies to the previous balance after deducting current payments and credits appearing on your statement. A minimum of \$1.00 will be charged on all balances less than \$33.00.



CITY OF SUSANVILLE

66 North Lassen Street

Susanville CA 96130-3904

INVOICE

Phone: (530) 257-1000 Fax: FAX (530) 257-4725

Date	Number	Page
04/01/2014	40976	1

Bill To: LAFCo
JOHN BENOIT EXEC DIRECTOR
PO BOX 2694
GRANITE BAY CA 95746

Customer No. 3176**Due Date** 10 DAYS FROM INVOICE DATE**Terms:** NET 10 DAYS

Quantity	Description	Unit Price	Net Amount
2	CLERK BILLING AUGUST 12, 2013 MEETING	44.50	89.00
2	CLERK - MINUTES FROM JUNE 2013 MEETING	44.50	89.00
1	LAFco FINANCE BILLING JULY 1- SEPT 30, 2013	143.53	143.53

Thank You.

Amount	321.53
Past Due Amount	
Balance Due	<u>321.53</u>

CITY OF SUSANVILLE

66 North Lassen Street

Susanville CA 96130-3904

INVOICE

Phone: (530) 257-1000 Fax: FAX (530) 257-4725

Date	Number	Page
04/01/2014	40977	1

Bill To: LAFCo
JOHN BENOIT EXEC DIRECTOR
PO BOX 2694
GRANITE BAY CA 95746

Customer No. 3176**Due Date** 10 DAYS FROM INVOICE DATE**Terms:** NET 10 DAYS

Quantity	Description	Unit Price	Net Amount
2	CLERK BILLING LAFCO MEETING 10/21/13	44.50	89.00
2	CLERK - LAFCO MINUTES FROM AUGUST 2013 MEETI	44.50	89.00
2	CLERK - LAFCO MEETING 12/9/13	44.50	89.00
2	FINANCE BILLING OCT 1 - DEC 31, 2013	143.53	287.06
Thank You.		Amount	554.06
		Past Due Amount	
		Balance Due	<u>554.06</u>

CITY OF SUSANVILLE

66 North Lassen Street

Susanville CA 96130-3904

INVOICE

Phone: (530) 257-1000 Fax: FAX (530) 257-4725

Date	Number	Page
04/01/2014	40978	1

Bill To: LAFCo
JOHN BENOIT EXEC DIRECTOR
PO BOX 2694
GRANITE BAY CA 95746

Customer No. 3176**Due Date** 10 DAYS FROM INVOICE DATE**Terms:** NET 10 DAYS

Quantity	Description	Unit Price	Net Amount
2	CLERK - MINUTES FROM DECEMBER MEETING	44.50	89.00
2	CLERK - LAFCO MEETING 2/10/14	44.50	89.00
2	CLERK - MINUTES FROM FEBRUARY MEETING	44.50	89.00
1	FINANCE BILLING JAN 1 - MAR 31, 2014	143.53	143.53
Thank You.		Amount	410.53
		Past Due Amount	
		Balance Due	<u>410.53</u>

CITY OF SUSANVILLE

66 North Lassen Street

Susanville CA 96130-3904

INVOICE

Phone: (530) 257-1000 Fax: FAX (530) 257-4725

Date	Number	Page
06/30/2013	40504	1

Bill To: LAFCo
JOHN BENOIT EXEC DIRECTOR
PO BOX 2694
GRANITE BAY CA 95746

Customer No. 3176**Due Date 30 DAYS FROM INVOICE DATE****Terms: NET 30 DAYS**

Quantity	Description	Unit Price	Net Amount
6	LAFCO CLERK BILLING 4/1-6/30/2013	44.50	267.00
3	LAFCO FINANCE BILLINGS 4/1-6/30/2013	143.53	430.59
Thank You.		Amount	697.59
		Past Due Amount	
		Balance Due	<u>697.59</u>

BUDGET TRANSFER REQUEST FORM

DATE: June 9, 2014

Account Description	Account Number	Decrease	Increase
copies	8402-413-30-4550	(200.00)	
Communications	8402-413-30-4530		200.00
Total		(200.00)	200.00

Requested by:
(Dept. Head's Signature)

John Bennett

Approved by:
Finance Dept.

2013-2014 Expenditures

Lassen LAFCO

Item	Insurance	Office Expens	copies	Communications	Postage	Memberships	Legal Svcs	Ex. OFF. Svcs	Brown Act	Publications	Travel
Account Number	4521	4610	4550	4530	4641	4830	4310	4331	4332	4540	4580
Total Budgeted	\$ 1,000.00	\$ 250.00	\$ 1,000.00	\$ 750.00	\$ 300.00	\$ 758.00	\$ 2,500.00	\$ 30,000.00	\$ 3,500.00	\$ 400.00	\$ 2,500.00
Calafco dues fy 13-14						\$ (758.00)					
Conf registration EId Chapman			\$ (35.00)	\$ (92.68)	\$ (9.10)			\$ (2,932.50)			\$ (810.00)
Staff Svcs July 2013										\$ (58.80)	
WCSD and CCWD SOI MSR Notice											
Conf Expenses Reimbursement EID											
Conf Expenses Reimbursement Chapman											
Staff Svcs August 2013			\$ (34.34)	\$ (80.48)	\$ (15.00)			\$ (2,500.00)	\$ (500.00)		\$ (562.30)
Staff Svcs September 2013				\$ (62.32)				\$ (2,500.00)			\$ (816.87)
Staff Svcs October 2013		\$ (7.50)	\$ (90.15)	\$ (65.75)	\$ (20.68)			\$ (2,422.50)	\$ (500.00)		\$ (130.01)
Staff Svcs November 2013			\$ (15.00)	\$ (77.18)				\$ (2,082.50)			
Feather Publishing LCWWD&DUC											
Kenny Snowden and Norine 11.12.13											
Staff Svcs December 2013 #14-09			\$ (68.85)	\$ (80.87)	\$ (17.28)		\$ (37.96)	\$ (2,952.50)	\$ (500.00)	\$ (58.80)	
Staff Svcs January 2014		\$ (67.90)		\$ (71.76)				\$ (3,825.00)			
Feather Publishing SCCSD Legal Notice	\$ (1,000.00)										
Insurance for FY 13-14											
Staff Svcs Feb 2014		\$ (15.00)	\$ (108.76)	\$ (75.27)	\$ (36.29)			\$ (2,017.50)	\$ (500.00)		
Staff Svcs March 2014		\$ (10.00)		\$ (74.38)				\$ (1,615.00)			
Feather Pub Proposed Budget											
Staff Svcs April 2014											
Staff Services May 2014			\$ (32.12)	\$ (70.92)	\$ (9.80)			\$ (2,303.75)	\$ (500.00)	\$ (36.75)	\$ (109.45)
Feather Pub Final Budget			\$ (10.00)	\$ (76.55)	\$ (1.96)			\$ (2,432.50)			
City Invoice 40976 4.1.14											
City Invoice 40977 4.1.14											
City Invoice 40978 4.1.14											
City Invoice 40504 6.30.13(FY13-14 exp)											
Transf from copies to Communications			\$ (200.00)	\$ 200.00							
TOTAL EXPENDED	\$ -	\$ 149.60	\$ 405.78	\$ 121.84	\$ 189.89	\$ -	\$ 2,462.04	\$ 2,416.25	\$ 1,000.00	\$ 132.35	\$ 71.37
TOTAL REMAINING	\$ -	\$ 149.60	\$ 405.78	\$ 121.84	\$ 189.89	\$ -	\$ 2,462.04	\$ 2,416.25	\$ 1,000.00	\$ 132.35	\$ 71.37

Lassen LAFCO

[illegible]