

September 6, 2012 (Agenda)

Local Agency Formation Commission  
105 East Anapamu Street, Room 403  
Santa Barbara CA 93101

## **Per Diem Stipends and Expense Reimbursement Policy**

Fellow Members of the Commission:

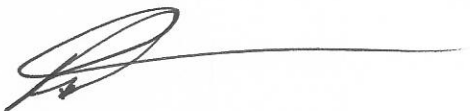
At the July 5 meeting the Commission directed the Executive Officer to confer with not more than three Commissioners with regard to the policies for reimbursement of expenses.

An ad hoc committee of Commissioners Aceves, Moorhouse and Lavagnino met on August 2. We are recommending the Commission modify the "LAFCO Budget and Financial Procedures" for per diem stipends and reimbursement of travel expenses.

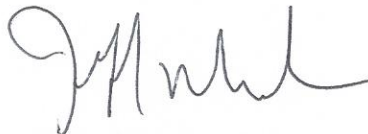
It is recommended the Commission modify the policy as shown in Exhibit A. Policy changes are underlined, and there is a minor rewording to have the policy read more easily. For comparison, the existing policy is attached as Exhibit B.

We look forward to having this matter discussed and decided at the September meeting.

Very truly yours,



ROGER ACEVES  
Commissioner



JEFF MOORHOUSE  
Commissioner



STEVE LAVAGNO  
Commissioner

E. Per Diem Stipends for Commission members

Members and alternative members are eligible to receive a stipend of \$150 for attendance at the following meetings

1. Regular and special meetings of the Commission.
2. Meetings of standing committees and ad hoc committees of the Commission when appointed by the Commission or the Chair of the Commission.
3. Each day of attendance at the annual CALAFCO Conference.
4. Meetings of governmental agencies and committees when appointed to such entities by the Commission or the Chair of the Commission.
5. Meetings of the Board of Directors of the California Association of LAFCOs when the Commissioner is a member of the Board of Directors having been nominated to that position by the Commission.

Payment of stipends is limited to no more than five (5) per member in any month.

F. Reimbursement of Commissioner Expenses

Commission members and alternates may claim reimbursement for reasonable and necessary expenses incurred in performing the duties of their office. This includes:

1. Attending the annual CALAFCO Conference and CALAFCO University classes.
2. Attending CALAFCO committee meetings such as the Legislative Committee or Conference Planning Committee if they are a member of the committee.
3. Attending other LAFCO-related conferences, meeting and events with prior authorization by the Commission or the Chair of the Commission.
4. Commission members and alternates shall be reimbursed for expenses in the same manner as the staff. The Executive Officer is responsible for reviewing and approving each request for Commission reimbursement.

G. Reimbursement of Staff and Legal Counsel Expenses

The Executive Officer, Clerk and Legal Counsel may claim reimbursement for reasonable and necessary expenses incurred in performing the duties of their office including office expenses, training, travel, lodging, meals and other related costs. This includes:

1. Attending the annual CALAFCO Conference, CALAFCO Staff Workshop and CALAFCO University classes.
2. Attending other CALAFCO meetings such as the Legislative Committee or Conference Planning Committee if they are a member of the committee.
3. Attending the annual UCLA Extension Land Use Law and Planning Conference.
4. Attending other LAFCO-related conferences, meetings and events if authorized by the Commission or the Chair of the Commission.
5. The Executive Officer is responsible for reviewing and approving requests for Legal Counsel reimbursement.
6. The Chair, Vice Chair, or other Commissioners authorized to sign claim forms with the County Auditor Controller are responsible for reviewing and approving requests for Executive Officer reimbursement.

E. Per Diem Stipends for Commission members

Members and alternative members are eligible to receive a stipend of \$150 for attendance at the following meetings

1. Regular and special meetings of the Commission.
2. Meetings of standing committees, ad hoc committees and governmental agencies and commissions when appointed to such entities by the Commission or the Chair of the Commission.
3. Meetings of the Board of Directors of the California Association of LAFCOs when the Commissioner is a member of the Board of Directors.

Payment of stipends is limited to no more than five (5) per member in any month.

F. Reimbursement of Commissioner Expenses

1. Commission members and alternates may claim reimbursement for reasonable and necessary expenses incurred in attending LAFCO sponsored or related events and in performing the duties of their office.
2. Commissioners attending LAFCO-related conferences, meetings and events shall be reimbursed for expenses in the same manner as the staff.
3. The Executive Officer is responsible for reviewing and approving each request for Commission reimbursement.

G. Reimbursement of Staff and Legal Counsel Expenses

1. The Executive Officer and Legal Counsel shall be reimbursed for all reasonable and necessary expenses in connection with the conduct of LAFCO business including but not limited to office expenses, training, travel, lodging, meals, gratuities and other related costs.
2. The Executive Officer is responsible for reviewing and approving requests for Legal Counsel reimbursement.
3. The Chair, Vice Chair, or other Commissioners authorized to sign claim forms with the County Auditor Controller are responsible for reviewing and approving requests for Executive Officer reimbursement.