

# Santa Barbara LAFCO

## Commission Handbook Amendments Section 9 Budget and Financial Procedures

April 1, 2021

# Background

- LAFCO is required to have written policies
- Good practice to keep the policy document up to date and accurate
- Last revised November 1, 2012
- Umpqua Bank requires credit card use policies
- Attached policies establish standard practice and procedures for using credit cards

# Proposed Amendment

LAFCO

Santa Barbara Local Agency  
Formation Commission

- G. Reimbursement of Staff and Legal Counsel Expenses
1. The ~~Executive Officer~~ LAFCO Staff 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

Business Item No 2

# Proposed Amendment

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## J. LAFCO Credit Card

The Executive Officer is authorized to secure a credit card in the name of the Commission for the purchase of travel and expenses for Commissioners and staff. ~~All unauthorized charges placed on the card must be reimbursed within 15 calendar days of the date the credit card statement is received.~~ The following conditions must be met when using the Credit Card:

### LAFCO Credit Card Policy

**As Outlined in Attachment A**

Business Item No 2

# Recommendation

## It is recommended that the Commission:

- Review and Discuss the attached Policies and Procedures amendments
- Provide any feedback and/or direction about the policies and procedures
- Review and Approve the proposed changes
- Find that the proposed actions are not a "project" under California Environmental Quality Act Guidelines §15378(b)(5)