

November 1, 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:

Following a discussion by the Commission on September 6 meeting, this matter was referred back to the ad hoc committee and continued to the November 1 meeting

After giving further consideration, the ad hoc committee recommends the Commission modify the policy on per diem stipends and reimbursement of travel expenses as shown in Exhibit A.

Recommended changes from the draft policy that was considered on September 6 are as follows:

- No stipends will be provided to Commissioners for attending CALAFCO Conferences.
- Expense reimbursement will not be allowed for Commissioners to attend CALAFCO workshops or training that are directed or oriented primarily to LAFCO staff

There may be instances where a Commissioner attends such an event but it would be at their expense or the expense of their own local agency.

- Expense reimbursement for Commissioners to attend LAFCO-related meetings and events should require preapproval by the Commission or Chair of the Commission.
- Reimbursement for private automobile use will be permitted at the current IRS allowable rate without reference to a specific per-mileage figure.
- Disputed reimbursements can be appealed to the Commission.

Proposed changes are underlined. For comparison, the existing policy is attached as Exhibit B.

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On September 6 the Executive Officer was directed to estimate costs to pay stipends to Commissioners who attend CALAFCO Conferences. Assuming eight Commissioners attend a Conference for three days, at the per diem rate of \$150, the expense would be \$3,600, an increase in the Training and Travel account from \$21,000 to \$24,600, which is a 17% change.

We look forward to having this matter considered and decided at the November 1 meeting.

Very truly yours,



ROGER ACEVES
Commissioner



JEFF MOORHOUSE
Commissioner



STEVE LAVAGNO
Commissioner

LAFCO BUDGET AND FINANCIAL PROCEDURES

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. Meetings of governmental agencies and committees when appointed to such entities by the Commission or the Chair of the Commission.
4. 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 the annual UCLA Extension Land Use Law and Planning Conference.
4. Attending other LAFCO-related conferences, meeting and events with preapproval by the Commission or the Chair of the Commission.
5. Commission members and alternates shall be reimbursed for expenses in the same manner as staff. The Executive Officer is responsible for reviewing and approving each request for Commission reimbursement. Disputed reimbursements may be appealed to the Commission.

The Commission will not generally reimburse Commissioners for workshops or training that is directed or oriented primarily for LAFCO staff and only with prior approval.

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. Disputed reimbursements may be appealed to the Commission.

H. Reimbursement Policies

4. Reimbursement for Private Automobiles

- a. Use of private automobiles to conduct LAFCO business shall be reimbursed at the IRS allowable rate ~~or at 36.5 cents per mile, whichever is greater.~~

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.