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City Member  
  
Stan Neutze  
City Member  
  
Francie Sullivan  
City Member Alternate

Irwin Fust  
Special District Member  
  
Mary Rickert  
County Member Alternate  
  
Brenda Haynes  
Special District Member



Dick Fyten  
Public Member  
  
David Kehoe  
County Member  
  
Vacant  
Special District Alternate

Bob Richardson  
Public Member Alternate  
  
George Williamson  
Executive Officer  
  
James M. Underwood  
General Counsel  
  
Kathy Bull  
Office Manager

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## Agenda Item: 9.a.

**Meeting Date:** February 2, 2017

**From:** George Williamson, Executive Officer & Kathy Bull, Office Manager

**Subject:** Executive and Fiscal Committee Meeting Policy/Procedure

### **Background:**

It has been Shasta LAFCO's policy to have Executive Committee Meetings prior to Commission Meetings to review agenda items. Currently the Executive Committee consists of the Chairman and Vice-Chairman, with the Chair seat vacant. There is no formal policy section in the Policy & Procedures, however, there is mention that the Commission Chairman may appoint the members of the Executive Committee.

It has been the practice to have a Fiscal Committee which currently consists of two commissioners and one alternate commissioner. The Fiscal Committee is currently operating as an Ad Hoc Committee, with no references to its existence in the Policy & Procedures, however, in the June 4, 2016 Commission meeting, a "Fiscal Committee" was provided for in regards to internal control procedures that was submitted and approved by the Commission.

### **Discussion:**

The current Policy & Procedures suggest the Executive Committee and the Executive Officer be responsible for the budget and the items listed on the Commission Meetings agenda. Due to previous practices, additional Internal Control Procedures were approved in the June 4, 2016 Commission meeting allowing the Fiscal Committee to monitor the budget and spending practices.

It has been past practice for the Executive Officer and the Fiscal Committee to be responsible for the budget. Staff has researched other LAFCO's and found there to be Fiscal/Finance/Treasurer Committee's that are responsible for the budget and monitoring of expenditures. The committees typically have two Commissioners and either the Chairman or the Vice-Chairman as members.

### **Recommendation:**

Staff recommends the Commission appoint a third Commissioner to the Executive Committee, as provided for in proposed Chapter 1 Policy update, or provide staff direction as needed.

Staff requests direction on policy language for additional committees, including Fiscal Committee.