

Excelsior/Kings River RCD

DIRECTORS:

Tony Azevedo, President
Paul Newton, Treasurer
Michael Miya, Director
Ed Esajian, Director
Tony DeGroot, Director
Nathan Heeringa, Associate
Director



680 Campus Dr., Suite E
Hanford, CA 93230
(559)772-3651

Agenda

Monthly Board Meeting

Thursday, September 9, 2021 – 9:00AM

Due to Continued safety and health guidance and restrictions around Covid-19, the Board Meeting will be conducted via online platform ZOOM for public participation and for any director preferring not to meet in person. To log on visit:

<https://us02web.zoom.us/j/81184575702?pwd=SnhGeEYrWTNaY0FoeFZGakxJSE>
E3QT09

Meeting ID: 811 8457 5702
Passcode: 048730

- I. Call to order
 - a. Roll Call
 - b. Flag Salute
- II. Public Comment
- III. Meeting Minutes
 - a. July 2021 Minutes - ACTION
- IV. Correspondence & Mail
- V. Financial Report
 - a. Monthly Treasurer's Report
 - i. May, June, July
 - b. Review and Approval of Expenses
 - i. KCFB contract invoices (August/September) - \$5,000 - ACTION
 - ii. Maria Magana- Lopez Invoice - \$945 - ACTION
 - iii. Golden State Risk Management - \$791 - ACTION
- VI. Old Business
 - a. NRCS Grant- Marcus
 - b. Special District Technology Grant- Dusty
- VII. New Business
 - a. Maria Magana-Lopez
 - b. SAM Number
 - c. Ethics Training
 - d. CARCD Dues
 - e. Conflict of Interest Policy
 - f. Discrimination Policy
 - g. Reimbursement Policy
- VIII. Reports
 - a. NRCS
 - b. KCFB
- IX. Adjournment

Next Regularly Scheduled Meeting
October 14, 2021

Excelsior/Kings River RCD

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680 Campus Dr., Suite E
Hanford, CA 93230
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Minutes Monthly Board Meeting Thursday, July 8, 2021 – 9:00AM

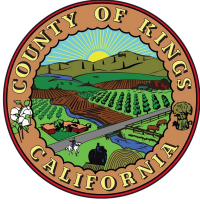
Due to Continued safety and health guidance and restrictions around Covid-19, the Board Meeting will be conducted via online platform ZOOM for public participation and for any director preferring not to meet in person. To log on visit:

<https://us02web.zoom.us/j/81184575702?pwd=SnhGeEYrWTNaY0FoeFZGakxJSE3QT09>

Meeting ID: 811 8457 5702
Passcode: 048730

- I. Call to order- 9:07am
 - a. Roll Call- Mike Miya, Ed Esajian, Tony Azevedo, Marcus Burks, Dusty Ference
 - b. Flag Salute
- II. Public Comment- Johnny Gailey, SGMA update
- III. Meeting Minutes
 - a. June 2021 Minutes –ACTION, a motion was made (Ed Esajian), seconded (Paul Newton) and passed without opposition to approve the June 2021 minutes as presented
- IV. Correspondence & Mail- None
- V. Financial Report
 - a. Monthly Treasurer's Report (Maria)- Report tabled until next meeting
 - b. Review and Approval of Expenses
 - i. KCFB contract invoice - \$2,500- a motion was made (Paul Newton), seconded (Ed Esajian) and passed without opposition to authorized payment of KCFBs invoice for June 2021
 - ii. Maria Magana- Lopez Invoice- Tabled until next meeting
- VI. Old Business
 - a. NRCS Grant- Marcus
 - i. Burks reported on the grant status
 - b. Special District Technology Grant- Dusty
 - i. Ference informed the board that results will be announced July 16, 2021
 - c. Tier 1 Status Update- Dusty
 - i. Ference reported on EKRC's progress on achieving Tier 1 status and informed the board of the required actions to meet that goal
- VII. New Business
 - a. Irrigation District in Service Area- Dusty
 - i. See attached

- b. RCD Revolving Loan Fund- Dusty
 - i. Ference informed the board of CARCD's new revolving loan fund
- VIII. Reports
 - a. NRCS-
 - i. Burks reported on NRCS batching period four
 - ii. CRC pilot program
 - b. KCFB- No report
- IX. Adjournment- 10:00am



County of Kings
KCFEFS Trial Balance Summary
 Accounting Period 12/2021
 As Of Jun 30, 2021

Selection Criteria: Fund(s) 710240 - Excel/Kings River Consvtn
 Report Generated on Jul 19, 2021 2:45:01 PM

Fund: 710240 - Excel/Kings River Consvtn

GL Account	GL Account Description	Debit Balance	Credit Balance
Assets			
710240-10000	Excel/Kings River Consvtn/Cash In Treasury	29,209.27	
Subtotal - Assets		29,209.27	
Liabilities			
710240-51000	Excel/Kings River Consvtn/Warrants Payable		186.00
Subtotal - Liabilities			186
Fund Balance			
710240-71002	Excel/Kings River Consvtn/Fund Balance Unavailable		27,699.94
710240-71009	Excel/Kings River Consvtn/Fund Balance Available		19,261.16
Subtotal - Fund Balance			46,961.1
Revenue			
710240-84000	Excel/Kings River Consvtn/Interest On Current Deposits		312.40
Subtotal - Revenue			312.4
Expenditure			
710240-91000	Excel/Kings River Consvtn/Regular Employees	2,000.00	
710240-92006	Excel/Kings River Consvtn/Communications	117.23	
710240-92027	Excel/Kings River Consvtn/Memberships	336.00	
710240-92028	Excel/Kings River Consvtn/Miscellaneous	787.00	
710240-92047	Excel/Kings River Consvtn/Contractual Services	14,500.00	
710240-92063	Excel/Kings River Consvtn/Special Dept	510.00	
Subtotal - Expenditure		18,250.23	
FUND TOTALS		47,459.50	47,459.50
		Fund is in Balance	



County of Kings
KCFEFS Trial Balance Summary

Accounting Period 11/2021
As Of May 31, 2021

Selection Criteria: Fund(s) 710240 - Excel/Kings River Consvtn
Report Generated on Jul 17, 2021 8:10:00 AM

Page 1 of 1

Fund: 710240 - Excel/Kings River Consvtn

GL Account	GL Account Description	Debit Balance	Credit Balance
Assets			
710240-10000	Excel/Kings River Consvtn/Cash In Treasury	36,709.27	
Subtotal - Assets		36,709.27	
Liabilities			
710240-51000	Excel/Kings River Consvtn/Warrants Payable		186.00
Subtotal - Liabilities			186
Fund Balance			
710240-71002	Excel/Kings River Consvtn/Fund Balance Unavailable		27,699.94
710240-71009	Excel/Kings River Consvtn/Fund Balance Available		19,261.16
Subtotal - Fund Balance			46,961.1
Revenue			
710240-84000	Excel/Kings River Consvtn/Interest On Current Deposits		312.40
Subtotal - Revenue			312.4
Expenditure			
710240-91000	Excel/Kings River Consvtn/Regular Employees	2,000.00	
710240-92006	Excel/Kings River Consvtn/Communications	117.23	
710240-92027	Excel/Kings River Consvtn/Memberships	336.00	
710240-92028	Excel/Kings River Consvtn/Miscellaneous	787.00	
710240-92047	Excel/Kings River Consvtn/Contractual Services	7,000.00	
710240-92063	Excel/Kings River Consvtn/Special Dept	510.00	
Subtotal - Expenditure		10,750.23	
FUND TOTALS		47,459.50	47,459.50
		Fund is in Balance	



County of Kings
KCFEFS Trial Balance Detail
Transaction Dates Between 2021-06-01 and 2021-06-30

Selection Criteria: Fund(s): 710240 - Excel/Kings River Consvtn, All Keys, All Objects, All Sets
 Report Generated on Jul 19, 2021 2:45:00 PM

GL Organization Key		FUND	DEPT	FTYP	CATG	SUBF	DIVI	BDUN
710240 - Excel/Kings River Consvtn		710240	000	FIDCRY	SD	0000	0000	000000

Date	Reference	Description	Period	Year	Debit	Credit	Transaction Amount
10000 - Cash In Treasury							
06/11/2021	20073922	EKRCD - March Invoice	12	2021	\$0.00	\$2,500.00	(\$2,500.00)
06/11/2021	20073932	EKRRCDC - April 2021	12	2021	0.00	2,500.00	(2,500.00)
06/11/2021	20073933	EKRRCDC - May 2021	12	2021	0.00	2,500.00	(2,500.00)
Object 10000 Total					\$0.00	\$7,500.00	(\$7,500.00)
51000 - Warrants Payable							
06/03/2021	20073922	EKRCD - March Invoice	12	2021	\$0.00	\$2,500.00	\$2,500.00
06/03/2021	20073932	EKRRCDC - April 2021	12	2021	0.00	2,500.00	2,500.00
06/03/2021	20073933	EKRRCDC - May 2021	12	2021	0.00	2,500.00	2,500.00
06/11/2021	20073922	EKRCD - March Invoice	12	2021	2,500.00	0.00	(2,500.00)
06/11/2021	20073932	EKRRCDC - April 2021	12	2021	2,500.00	0.00	(2,500.00)
06/11/2021	20073933	EKRRCDC - May 2021	12	2021	2,500.00	0.00	(2,500.00)
Object 51000 Total					\$7,500.00	\$7,500.00	\$0.00
59999 - VOUCHERS PAYABLE							
06/02/2021	20073922	EKRCD - March Invoice	12	2021	\$0.00	\$2,500.00	\$2,500.00
06/02/2021	20073932	EKRRCDC - April 2021	12	2021	0.00	2,500.00	2,500.00
06/02/2021	20073933	EKRRCDC - May 2021	12	2021	0.00	2,500.00	2,500.00
06/03/2021	20073922	EKRCD - March Invoice	12	2021	2,500.00	0.00	(2,500.00)
06/03/2021	20073932	EKRRCDC - April 2021	12	2021	2,500.00	0.00	(2,500.00)
06/03/2021	20073933	EKRRCDC - May 2021	12	2021	2,500.00	0.00	(2,500.00)
Object 59999 Total					\$7,500.00	\$7,500.00	\$0.00



County of Kings
KCFEFS Trial Balance Detail
Transaction Dates Between 2021-06-01 and 2021-06-30

Selection Criteria: Fund(s): 710240 - Excel/Kings River Consvtn, All Keys, All Objects, All Sets
Report Generated on Jul 19, 2021 2:45:00 PM

Date	Reference	Description	Period	Year	Debit	Credit	Transaction Amount
92047 - Contractual Services							
06/02/2021	20073922	EKRCD - March Invoice	12	2021	\$2,500.00	\$0.00	\$2,500.00
06/02/2021	20073932	EKRRC D - April 2021	12	2021	2,500.00	0.00	2,500.00
06/02/2021	20073933	EKRRC D - May 2021	12	2021	2,500.00	0.00	2,500.00
Object 92047 Total					\$7,500.00	\$0.00	\$7,500.00
GL Key 710240 Total					\$22,500.00	\$22,500.00	\$0.00



870 GREENFIELD AVE
HANFORD, CA 93230-3570 US
559-584-3557
dusty.ference@kcfb.org
www.kcfb.org

INVOICE

BILL TO
Excelsior/Kings River RCD
680 Campus Dr., Suite E
Hanford, CA 93230

INVOICE 20073951
DATE 08/10/2021
TERMS Net 30
DUE DATE 09/09/2021

ACTIVITY	QTY	RATE	AMOUNT
Services August contract invoice	1	2,500.00	2,500.00

BALANCE DUE

\$2,500.00



870 GREENFIELD AVE
HANFORD, CA 93230-3570 US
559-584-3557
dusty.ference@kcfb.org
www.kcfb.org

INVOICE

BILL TO
Excelsior/Kings River RCD
680 Campus Dr., Suite E
Hanford, CA 93230

INVOICE 20073955
DATE 09/02/2021
TERMS Due on receipt
DUE DATE 09/02/2021

ACTIVITY	QTY	RATE	AMOUNT
Services September Contract Invoicie	1	2,500.00	2,500.00

BALANCE DUE

\$2,500.00

Maria Magana-Lopez

Kings County Vendor# 37626

680 Campus Drive, Suite E
Hanford, CA. 93230
Phone: (559)772-3641 | Cell: (650) 248-5325
Email: maria.magana-lopez@usda.gov

INVOICE

INVOICE# 1400
DATE 06/28/2021

TO:
Excelsior/Kings River Resource Conservation District
680 Campus Drive, Suite E
Hanford, CA. 93230
(559)772-3651

FOR: RCD Secretary Services

Description	Amount
RCD Mtg. 06/11/2020 (Minutes)	\$62.50
RCD Mtg. 07/09/2020 (Minutes)	\$62.50
RCD Mtg. 08/13/2020 (Minutes)	\$62.50
RCD Mtg. 09/10/2020 (Minutes)	\$62.50
RCD Mtg. 11/12/2020 (Minutes)	\$62.50
RCD Mtg. 12/10/2020 (Minutes)	\$62.50
RCD Mtg. 01/14/2021 (Minutes)	\$62.50
RCD Mtg. 03/11/2021 (Minutes)	\$62.50
RCD Mtg. 04/08/2021 (Minutes)	\$62.50
RCD Mtg. 06/08/2021 (Minutes)	\$62.50

16 Hours @ \$20 EACH (June 2020- June 2021)

- Email/Phone communications with RCD members and other RCD affiliates. \$320.00
- Sorting/Organizing of USPS mail for RCD.
- Upkeep of RCD member folders.
- Communications with state staff for completing and submitting Financial Transaction Detail Report to State FY 2020.
- Communications with state staff for completing and submitting Compensation Report to State FY 2020.
- Other misc. duties as needed.

TOTAL: \$945.00

Make all checks payable to Maria Magana-Lopez

Payment is due within 30 days.

If you have any questions concerning this invoice, contact Maria Magana-Lopez @ (559)772-3641.

THANK YOU FOR YOUR BUSINESS!



INVOICE

Account No.: EXCEKIN
Policy Period: 07/01/2021 to 07/01/2022
Annual Pay Plan

Prepared For: Excelsior-Kings River Resource Conservation District
Attn: Accounts Payable
680 Campus Dr. Suite E
Hanford, CA 93230

Customer Service	
For information on your Account visit	www.gsrma.org
Mail Payments and all other inquiries to	GSRMA PO Box 706 Willows, CA 95988
Phone	530-934-5633
FAX	530-934-8133

Billing Cycle and Payment Information				
Statement Date	Payment Terms	Delinquent After	To Pay in Full	Amount Due This Invoice
07/01/2021	Due and Payable Upon Receipt.	07/16/2021	\$791.00	\$791.00

Billing Information			
07/01/2021	General Liability Contribution		775.00
07/01/2021	Crime/Bond Contribution		16.00
	Balance		791.00



GSRMA accepts ACH payments - contact financedept@gsrma.org for details

Innovative programs, personalized service

Please cut on dashed line to detach and return with payment.

Important Information

**Please make all checks payable to: Golden State Risk Management Authority
To ensure proper credit, be sure to write your account number on your check.**

Prepared For: Excelsior-Kings River Resource Conservation District

Mail this payment coupon along with a check or money order payable to:

Golden State Risk Management Authority
PO Box 706
Willows, CA 95988



Payment Information	
Account Number:	EXCEKIN
Invoice Number:	GS2107100653
Payment Due Date:	07/01/2021
Minimum Due:	\$791.00
To Pay in Full:	\$791.00
Amount Paid:	\$ _____

From: Emily Sutherland <emily-sutherland@carcd.org>

Subject: Reminder: CARCD Membership Dues

Date: September 3, 2021 at 1:30:04 PM PDT

To: Dusty Ference <dusty.ference@kcfb.org>

Hi Dusty,

CARCD is following up on Membership Dues renewal notices (invoices via email) to RCDs for the upcoming 2021-2022 fiscal year. In the past, Excelsior-Kings River Resource Conservation District has either not recently paid Membership Dues, has paid the minimum amount, or a customized amount not based on the full membership dues formula.

Full Membership Dues are based on a formula of 2% of an RCDs unrestricted (non-grant \$) funds.

- If your unrestricted funds budget is \$7,500 or less then the minimum of \$150 will be full membership dues.
- If your unrestricted funds budget is \$250,000 or more then the maximum amount for \$5,000 will be full membership dues.
- If your unrestricted funds budget falls somewhere in between that \$7,500-\$250,000 range then you multiply that number by .02 to get your full membership dues amount.
- *If that 2% number is not possible for the RCD to pay due to cash flow or other budgeting issues, then the protocol is for the RCD to send the CARCD Board of Directors a letter explaining why and request for full membership dues at a lower amount and the board will vote on approval during their August board meeting.*

In order to have your upcoming invoice reflect the correct amount, please send me the unrestricted budget number we should use for the formula or the amount of dues your RCD would like to be invoiced for this year. We know with the economic uncertainty of this past year and all the still unknowns of the post-pandemic future, this year may be different than others, but please don't hesitate to reach out. We are more than happy to make adjustments and set up payment plans if needed. Please let me know if that number should be updated ASAP.

I've also attached the Membership Dues packet information and an accomplishments highlight of CARCDs work over the past year.

As always, please let me know if you have any questions. We appreciate your continued support of CARCD!

—
Emily Sutherland

Office Manager

California Association of Resource Conservation Districts (CARCD)

We are a fully remote office. please send mail to:

705 E Bidwell Street, Suite 2-415, Folsom, CA 95630

(916) 457-7904



[Website](#) | [Facebook](#) | [Twitter](#) | [Instagram](#)

Your local partners in conservation and agriculture.

Excelsior/Kings River RCD



POLICY TITLE:
POLICY NUMBER:

Conflict of Interest
1020

1020.1 The Political Reform Act, Government Code §81000, et seq., requires state and local government agencies to adopt and promulgate conflict-of-interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. §18730) which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code of Regs. §18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendix A in which members of the Board of Directors and employees are designated, and in which disclosure categories are set forth, constitute the conflict of interest code of the Feather River RCD.

1020.2 Designated employees shall file statements of economic interests with the Clerk of the County of Plumas.

Excelsior/Kings River RCD



CALIFORNIA LAW PROHIBITS WORKPLACE DISCRIMINATION AND HARASSMENT

The California Department of Fair Employment and Housing (DFEH) enforces laws that protect you from illegal discrimination and harassment in employment based on your actual or perceived:

- Ancestry
- Age (40 and above)
- Color
- Disability (physical and mental, including HIV and AIDS)
- Genetic information • Gender, gender identity, or gender expression
- Marital status
- Medical condition (genetic characteristics, cancer or a record or history of cancer)
- Military or veteran status
 - National origin (includes language use and possession of a driver's license issued to persons unable to prove their presence in the United States is authorized under federal law.)
- Race
- Religion (includes religious dress and grooming practices)
- Sex (includes pregnancy, childbirth, breastfeeding and/or related medical conditions)
- Sexual orientation

The California Fair Employment and Housing Act (Government Code sections 12900 through 12996) and its implementing regulations (California Code of Regulations, title 2, sections 11000 through 11141):

- Prohibit harassment of employees, applicants, unpaid interns, volunteers, and independent contractors by any persons and require employers to take all reasonable steps to prevent harassment. This includes a prohibition against sexual harassment, gender harassment, harassment based on pregnancy, childbirth, breastfeeding and/or related medical conditions, as well as harassment based on all other characteristics listed above.

- Require that all employers provide information to each of their employees on the nature, illegality, and legal remedies that apply to sexual harassment. Employers may either develop their own publications, which must meet standards set forth in California Government Code section 12950, or use a brochure from the DFEH.

- Require employers with 50 or more employees and all public entities to provide sexual harassment and abusive conduct prevention training for all supervisors.

- Prohibit employers from limiting or prohibiting the use of any language in any workplace unless justified by business necessity. The employer must notify employees of the language restriction and consequences for violation. Also prohibits employers from discriminating against an applicant or employee because he or she possesses a driver's license issued to a person who is unable to prove his or her presence in the United States is authorized under federal law.

- Require employers to reasonably accommodate an employee, unpaid intern, or job applicant's religious beliefs and practices, including the wearing or carrying of religious clothing, jewelry or artifacts, and hair styles, facial hair, or body hair, which are part of an individual's observance of his or her religious beliefs.

- Require employers to reasonably accommodate employees or job applicants with a disability to enable them to perform the essential functions of a job.

- Permit job applicants, unpaid interns, volunteers, and employees to file complaints with the DFEH against an employer, employment agency, or labor union that fails to grant equal employment as required by law.

- Prohibit discrimination against any job applicant, unpaid intern, or employee in hiring, promotions, assignments, termination, or any term, condition, or privilege of employment.

- Require employers, employment agencies, and unions to preserve applications, personnel records, and employment referral records for a minimum of two years.

- Require employers to provide leaves of up to four months to employees disabled because of pregnancy, childbirth, or a related medical condition.

- Require an employer to provide reasonable accommodations requested by an employee, on the advice of her health care provider, related to her pregnancy, childbirth, or a related medical condition.

- Require employers of 50 or more persons to allow eligible employees to take up to 12 weeks leave in a 12-month period for the birth of a child; the placement of a child for adoption or foster care; for an employee's own serious health condition; or to care for a parent, spouse, or child with a serious health condition. The law also requires employers to post a notice informing employees of their family and medical leave rights.

- Require employment agencies to serve all applicants equally, refuse discriminatory job orders, and prohibit employers and employment agencies from making discriminatory pre-hiring inquiries or publishing help-wanted advertisements that express a discriminatory hiring preference.

- Prohibit unions from discriminating in member admissions or dispatching members to jobs.

- Prohibit retaliation against a person who opposes, reports, or assists another person to oppose unlawful discrimination.

The law provides for remedies for individuals who experience prohibited discrimination or harassment in the workplace. These remedies include hiring, front pay, back pay, promotion, reinstatement, cease-and-desist orders, expert witness fees, reasonable attorney's fees and costs, punitive damages, and emotional distress damages.

Job applicants, unpaid interns, and employees: If you believe you have experienced discrimination or harassment you may file a complaint with the DFEH.

Independent contractors and volunteers: If you believe you have been harassed, you may file a complaint with the DFEH.

Complaints must be filed within one year of the last act of discrimination/harassment or, for victims who are under the age of 18, not later than one year after the victim's eighteenth birthday. For more information contact (800) 884-1684; TTY (800) 700-2320; videophone for the hearing impaired (916) 226-5285; contact.center@dfeh.ca.gov; or www.dfeh.ca.gov. Government Code section 12950 and California Code of Regulations, title 2, section 11013, require all employers to post this document. It must be conspicuously posted in hiring offices, on employee bulletin boards, in employment agency waiting rooms, union halls, and other places employees gather.

In accordance with the California Government Code and ADA requirements, this publication can be made available in Braille, large print, computer disk, or voice recording as a disability-related accommodation for an individual with a disability. To discuss how to receive a copy in an alternative format, please contact the DFEH at the telephone numbers or e-mail address above.

Excelsior/Kings River RCD



REQUEST ADOPT A POLICY RELATED TO REIMBURSEMENT OF TRAVEL AND EXPENSES FOR ELECTED AND APPOINTED OFFICIALS'

DISCUSSION

Government Code section 36514.5 allows council members to be reimbursed for actual and necessary expenses incurred in the performance of their official duties. On February 19, 1985, the City Council approved a "Travel Expense for Use of Private Automobile". New laws, effective January 1, 2006, AB 1234 (Salinas) address three areas of compensation for elected officials: a) salaries/stipends/per diem, b) reimbursement for expenses, and c) ethics training. As the City Council salary is set by Government Code section 36516 (\$600 per month for general law cities with population between 75,000 and 150,000) and Tracy does not provide stipends/per diem, there is no effect on Tracy. As for reimbursements for expenses, AB 1234 (Government Code section 53232.2) requires all local agencies, which provide reimbursements to members of its legislative body, adopt a written policy identifying what expenses qualify for reimbursement and requiring the filing of expense reports. The proposed Policy would satisfy the requirement. Finally, the law also requires ethics training (two hours every two years). The training must take place prior to January 1, 2007, except for officials who will be leaving office before the end of 2006. It is anticipated that the League of California Cities will offer this training as well as "train-the-trainer" education. Staff will ensure that this training is available so that prior to January 1, 2007, all required training will have occurred.

While many cities and special districts have provided monthly car allowances or other types of compensation to elected officials, Tracy council members have not received funds other than their Government Code-established salaries. On occasion Council members have attended training conferences, or similar city business related events, and have been reimbursed for actual expenses. The City of Tracy has participated in the San Joaquin Council of Government "One Voice" trip to Washington D.C. Attendance at conferences and the "One Voice" trip are part of the adopted budget each year. The City continues to believe that it is important that elected and appointed officials (Planning Commission, Parks and Recreation Commission members, and other volunteer members of boards, commissions, and committees) remain informed and trained in issues affecting the affairs of the City and that attendance at institutes, hearings, meetings, conferences, or other gatherings is of value to the City and its citizens. The benefits include:

- a. The opportunity to discuss the community's concerns with state and federal officials;
- b. Participation in regional, state and national organizations whose activities affect the City;
- c. Attending educational seminars improve officials' skill and information levels; and

Excelsior/Kings River RCD

d. Promoting public service and morale by recognizing such service.

There are several ways to address the required policy: a) a policy which relies solely on the California Government Code statutes (attached) and IRS publication 463 (55 pages), b) the comprehensive League model policy (15 pages with 58 footnotes), or c) a basic yet inclusive policy derived from the League model policy (6 pages). Staff recommends a basic policy (attached) derived from the League model with Tracy in mind. While AB 1234 specifically applies to elected officials, because the City Council encourages non-salaried appointed officials, such as planning commissioners, parks and community services commissioners, and other volunteers to participate in training and conferences, it is recommended that the proposed Policy apply to those officials as well. Travel and expense reimbursement for employees are covered in the Personnel Rules.

In summary, the provisions of the proposed Policy are as follows:

- Expenses in connection with the following types of activities generally constitute authorized expenses:
 - o Communicating with representatives of regional, state and national government on City adopted policy positions;
 - o Attending educational seminars designed to improve officials' skill and information levels; o Participating in regional, state and national organizations whose activities affect the city's interests;
 - o Recognizing service to the City (for example, thanking a longtime employee with a retirement gift or celebration of nominal value and cost);
 - o Attending City events;
 - o Implementing a City-approved strategy for attracting or retaining businesses to the City, which will typically involve at least one staff member
- Expenses not eligible for reimbursement include the personal portion of any trip, political or charitable contributions or events, family expenses, entertainment expenses, alcohol/personal bar expenses, and non-mileage personal automobile expenses, including repairs, traffic citations, insurance or gasoline; and personal losses
- Transportation-related expenses can be reimbursed for attending conferences or meetings that are of such distance that it is more economical to take commercial transportation; government and group rates must be used when available

Excelsior/Kings River RCD

- Lodging expenses will be reimbursed or paid for when travel on official city business reasonably requires an overnight stay
- Actual meal expenses may be reimbursed subject to the IRS per diem rate; the cost to attend a program that also includes a meal is considered a registration expense not subject to the maximum per diem or individual meal per diem rate
- Reimbursement for miscellaneous expenses, such as telephone, fax, airport parking, etc. as well as criteria regarding cash advances, are addressed
- Requirements for expense report content and deadlines for submitting the reports and a requirement that each official briefly report on meetings attended at City expense
- Expenditures may also be subject to reporting under the Political Reform Act and other laws, the reports are public records, and misuse of public resources or falsifying expense reports are subject to penalties

The City of Tracy does not issue credit cards to individual office holders but does have an agency credit card for selected City expenses. City office holders may use the city's credit card for such purposes as airline tickets and hotel reservations by following the same procedures for cash advances. The proposed Policy supersedes prior Council actions regarding expenses.

The proposed Policy is intended to provide guidance to elected and appointed officials on the use and expenditure of City resources, as well as the standards against which those expenditures will be measured. The proposed policy would satisfy the requirements of Government Code sections 53232.2 and 53233.3.

FISCAL IMPACT

All anticipated conferences, conventions and professional meetings are generally budgeted in the current operating budget thus there is no fiscal impact as a result of the adoption of the proposed Policy.

RECOMMENDATION

That the City Council, by resolution, adopt the attached policy for travel and expenses reimbursement for elected and appointed officials.

Prepared By Debra E. Corbett, City Attorney

Attachments: Excerpt from AB 1234 (Salinas) - Government Code sections 53232.2-4 Resolution and Proposed Policy (Exhibit "A" to Resolution) ca:dec:league:CC expense policy staff rpt – AB 1234 (1-3-06).do