

Lassen Local Agency Formation Commission

CLAIMS

February and March 2024

Authorize payment of the following claims from the FY 2023-2024 Budget:

<u>Date of Claim</u>	<u>Description</u>	<u>Amount</u>
March 5, 2024	February 2024 Staff Services	\$3,815.00
April 2, 2024	March 2024 Staff Services	\$4,530.83
TOTAL:		\$8,345.83

DATED: April 8, 2024

APPROVED: April 8, 2024

Todd Eid, Chair
Lassen Local Agency Formation Commission

Attest:

Jennifer Stephenson
Executive Officer

Invoice #LASSEN-2024-3
Policy Consulting Associates, LLC
39774 Via Careza
Murrieta, CA 92563
(310) 936-2639
EIN #: 27-2523069

Date: April 2, 2024

Lassen LAFCO
5050 Laguna Blvd #112-711
Elk Grove, CA 95758

Staff Services

	Hours	Rate	Amount
Jennifer Stephenson, Executive Officer		\$3,500	\$3,500.00
Subtotal			\$3,500.00

Projects: Applications, MSRs and SOI Updates

	Hours	Rate	Amount
Jennifer Stephenson, Application/Projects - SSD MSR, SCSD MSR	0.00	\$ 100.00	\$0.00
Oxana Wolfson Analyst	0.00	\$ 80.00	\$0.00
Jill Hetland, Research Assistant	0.00	\$ 70.00	\$0.00
Melat Assefa, Research Assistant - Application Update	11.75	\$ 70.00	\$822.50
Subtotal			\$822.50

Reimbursements

Reproduction Costs			\$0.00
Postage			\$0.00
Phone and Communications			\$0.00
Office Supplies			\$0.00
Staff workshop registration (1/3)			\$208.33
Mileage			\$0.00
Transportation and Travel			\$0.00
Subtotal			\$208.33

Amount Due	\$4,530.83
-------------------	-------------------

Please remit invoices to Policy Consulting Associates, LLC

Jennifer Stephenson

Jennifer Stephenson, Principal

4/2/24

Date

CHECK REQUEST

LASSEN LAFCO

(City of Susanville-Finance Dept)

Local Agency
Formation Commission

Due Date

21-Apr-24

Date Submitted

4/2/24

Fiscal Year

2023-2024

Payable To:

Policy Consulting Associates

39774 Via Careza

Murrieta, CA 92563

Finance Use Only:

PO #

Invoice #

Description/Justification:

Lafco Staff Svcs and expenses for Mar 24

Inv LASSEN 2024-3

Special Instructions:

Mail Check to Jennifer Stephenson

39774 Via Careza

Murrieta, CA 92563

Budget Responsible Signature:

Jennifer Stephenson

ACCOUNT CODING

AMOUNT

Fund	Dept-Div	Object	
8402	413-30	4550	
8402	413-30	4641	
8402	413-30	4530	
8402	413-30	4610	
8402	413-30	4331	\$3,500.00
8402	413-30	4332	\$208.33
8402	413-30	4342	
8402	413-30	4330	\$822.50
8402	413-30	4340	
8402	413-30	4580	
8402	413-30	4344	

TOTAL

\$4,530.83

Invoice #LASSEN-2024-2
Policy Consulting Associates, LLC
39774 Via Careza
Murrieta, CA 92563
(310) 936-2639
EIN #: 27-2523069

Date: March 5, 2024

Lassen LAFCO
5050 Laguna Blvd #112-711
Elk Grove, CA 95758

Staff Services

	Hours	Rate	Amount
Jennifer Stephenson, Executive Officer		\$3,500	\$3,500.00
Subtotal			\$3,500.00

Projects: Applications, MSRs and SOI Updates

	Hours	Rate	Amount
Jennifer Stephenson, Application/Projects - SSD MSR, SCSD MSR	0.00	\$ 100.00	\$0.00
Oxana Wolfson Analyst	0.00	\$ 80.00	\$0.00
Jill Hetland, Research Assistant	0.00	\$ 70.00	\$0.00
Melat Assefa, Research Assistant - Application Update	4.50	\$ 70.00	\$315.00
Subtotal			\$315.00

Reimbursements

Reproduction Costs			\$0.00
Postage			\$0.00
Phone and Communications			\$0.00
Office Supplies (1/3 folders, labels, paper)			\$0.00
Mileage			\$0.00
Transportation and Travel			\$0.00
Subtotal			\$0.00

Amount Due	\$3,815.00
-------------------	-------------------

Please remit invoices to Policy Consulting Associates, LLC

Jennifer Stephenson

Jennifer Stephenson, Principal

3/5/24

Date

CHECK REQUEST

LASSEN LAFCO

(City of Susanville-Finance Dept)

Local Agency
Formation Commission

Due Date

27-Mar-24

Date Submitted

3/5/24

Fiscal Year

2023-2024

Payable To:

Policy Consulting Associates

39774 Via Careza

Murrieta, CA 92563

Finance Use Only:

PO #

Invoice #

Description/Justification:

Lafco Staff Svcs and expenses for Feb 24

Inv LASSEN 2024-2

Special Instructions:

Mail Check to Jennifer Stephenson

39774 Via Careza

Murrieta, CA 92563

Budget Responsible Signature:

Jennifer Stephenson

ACCOUNT CODING

AMOUNT

Fund	Dept-Div	Object	
8402	413-30	4550	
8402	413-30	4641	
8402	413-30	4530	
8402	413-30	4610	
8402	413-30	4331	\$3,500.00
8402	413-30	4332	
8402	413-30	4342	
8402	413-30	4330	
8402	413-30	4340	\$315.00
8402	413-30	4580	
8402	413-30	4344	

TOTAL

\$3,815.00

2023-2024 Expenditures

Lassen LAFCO

Item Account Number	Insurance 4521	Office Expense 4610	copies 4550	Communications 4530	Postage 4641	Memberships 4830	Legal Svcs 4310	Ex. OFF. Svcs 4331	Brown Act 4332	Publications 4540	Travel 4580
Total Budgeted	\$ 1,000.00	\$ 300.00	\$ 500.00	\$ 500.00	\$ 200.00	\$ 1,593.73	\$ 2,000.00	\$ 42,000.00	\$ 2,000.00	\$ 300.00	\$ 3,000.00
Calafco Dues 2023-2024						\$ (1,593.00)					
Staff Svcs July 2023		\$ (38.20)						\$ (3,500.00)			
CALAFCO Conference Reg											\$ (650.00)
Staff Svcs Aug 2023		\$ (87.08)						\$ (3,500.00)			\$ (363.73)
Staff Svcs Sep 2023		\$ (66.04)			\$ (39.75)			\$ (3,500.00)			
Staff Svcs Oct 2023								\$ (3,500.00)			\$ (532.09)
TN Conference Reimbursement											\$ (1,443.94)
Staff Svcs Nov 2023		\$ (26.09)			\$ (39.75)			\$ (3,500.00)			
Staff Svcs Dec 2023		\$ (25.38)						\$ (3,500.00)			
Staff Svcs Jan 2024		\$ (21.28)		\$ (33.90)				\$ (3,500.00)			
Staff Svcs Feb 2024								\$ (3,500.00)			
Staff Svcs Mar 2024								\$ (3,500.00)	\$ (208.33)		
TOTAL EXPENDED	\$ -	\$ (264.07)	\$ -	\$ (33.90)	\$ (79.50)	\$ (1,593.00)	\$ -	\$ (31,500.00)	\$ (208.33)	\$ -	\$ (2,989.76)
TOTAL REMAINING	\$ 1,000.00	\$ 35.93	\$ 500.00	\$ 466.10	\$ 120.50	\$ 0.73	\$ 2,000.00	\$ 10,500.00	\$ 1,791.67	\$ 300.00	\$ 10.24

2023-2024 Expenditures

Lassen LAFCO

Item Account Number	Training 4580	MSR's 4342	SOI 4330	Mapping 4340	Tech SVCS File Scar 4340	Fin Svcs 4333	Clerk-City 4334	TOTAL BUDGET
Total Budgeted	\$ 500.00	\$ 15,000.00	\$ 3,000.00	\$ 2,000.00	\$ 3,000.00	\$ 2,050.00	\$ 1,500.00	\$ 80,443.73
Calafco Dues 2023-2024								\$ (1,593.00)
Staff Svcs July 2023		\$ (3,867.50)						\$ (7,405.70)
CALAFCO Conference Reg								\$ (650.00)
Staff Svcs Aug 2023		\$ (4,117.50)						\$ (8,068.31)
Staff Svcs Sep 2023		\$ (3,245.00)						\$ (6,850.79)
Staff Svcs Oct 2023		\$ (3,720.00)						\$ (7,752.09)
TN Conference Reimbursement								\$ (1,443.94)
Staff Svcs Nov 2023			\$ (1,435.00)					\$ (5,000.84)
Staff Svcs Dec 2023			\$ (735.00)					\$ (4,260.38)
Staff Svcs Jan 2024					\$ (245.00)			\$ (3,800.18)
Staff Svcs Feb 2024					\$ (315.00)			\$ (3,815.00)
Staff Svcs Mar 2024			\$ (822.50)					\$ (4,530.83)
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
TOTAL EXPENDED	\$ -	\$ (14,950.00)	\$ (2,992.50)	\$ -	\$ (560.00)	\$ -	\$ -	\$ (55,171.06)
TOTAL REMAINING	\$ 500.00	\$ 50.00	\$ 7.50	\$ 2,000.00	\$ 2,440.00	\$ 2,050.00	\$ 1,500.00	\$ 25,272.67