

**LOCAL AGENCY FORMATION COMMISSION**  
SAN BENITO COUNTY

2301 Technology Parkway  
Hollister, CA 95023  
Phone: (831) 637-5313

January 28, 2016 (Agenda)

Local Agency Formation Commission  
2301 Technology Parkway  
Hollister CA 95023

**Commissioner Handbook**

Dear Members of the Commission:

RECOMMENDATION

It is recommended the Commission approve the enclosed Commissioner Handbook.

DISCUSSION

As I informed the Commission last October, one of my objectives since being appointed as your Executive Officer is to prepare a Commissioner Handbook that incorporates accepted procedures and policies.

As authorized by the Commission at the October 22, 2015 meeting, copies of the draft document were distributed to all cities and special districts and County Supervisors and staff and consideration of the Commissioner Handbook was continued to this meeting.

We noted in October the staff is also developing a Procedures Manual for handling mail, processing applications, retaining records, preparing for and clerking Commission meetings, preparing and keeping minutes, processing claims and invoices, maintaining our Directory of Local Agencies and maintaining the Commission web page.

If you have questions or would like to discuss this matter please contact the LAFCO staff.

Sincerely,



BOB BRAITMAN  
Executive Officer