



Solano Local Agency Formation Commission

675 Texas St. Ste. 6700 • Fairfield, California 94533
(707) 439-3897 • FAX: (707) 438-1788

Staff Report

DATE: June 14, 2021
TO: Local Agency Formation Commission
FROM: Michelle McIntyre
SUBJECT: **Fee Schedule Update**

The Commission's current Fee Schedule was last updated in June 2019 based on the fiscal year 2019-20 budget. Since adopting the current Fee Schedule, the Commission's staffing level and operating budget have changed. The proposed update to the Fee Schedule reflects the Commission's 2021-22 Final Budget with the current staffing level.

The Finance Committee, comprised of Commissioners Kott and Smith, reviewed and approved the proposed changes. The methodology used (fully weighted labor) to determine staff charge-out rates, was recommended by the Finance Committee and used in 2019 and as proposed.

Staff Recommendation:

Adopt the proposed changes to the LAFCO Fee Schedule effective July 1, 2021.

Attachments:

- A – Proposed Fee Schedule
- B – Fee Schedule redlined and strikethrough version

Commissioners

Ron Rowlett, Chair • John Vasquez, Vice-Chair • Harry Price • Nancy Shopay • Jim Spering

Alternate Commissioners

Ron Kott • Mitch Mashburn • Shawn Smith

Staff

Rich Seithel, Executive Officer • Michelle McIntyre, Sr. Analyst • Jeffrey Lum, Analyst II • P. Scott Browne, Legal Counsel

LAFCO DEPOSITS, CHARGE OUT RATES, and AGENCY FEES

1. Deposits by Proposal Type:

TYPE OF PROPOSAL	DEPOSIT
Change of Organization /Reorganization	Effective July 1, 2021
Agency Owned	\$2,000
0 – 5 acres and exempt from CEQA	\$3,000
0 – 5 acres	\$5,000
5.1 – 40 acres	\$10,000
40.1 -99 acres	\$15,000
100+ acres	\$30,000
Out of Agency Service Contract Requests	Based on acreage (same as above)
Out of Agency Service Contract Requests (Related to Public Health and Safety)	\$500
Government Reorg: District Formation, Consolidation, Dissolution or City Incorporation, Disincorporation	\$7,500
Reconsideration of a LAFCO Determination	\$3,600
Sphere of Influence Amendment/Update	
Minor amendment or update concurrent with reorganization or change of organization	\$1,500
Update upon agency request	\$32,800
Use of Latent Powers	\$1,500
Environmental Document with LAFCO as Lead Agency	Contract Amount + LAFCO Staff Charge Out Rates

Note: Deposit amounts may be increased or reduced if the projected processing cost estimates are determined by the Executive Officer to greater or less than those stated above, based on an evaluation of project complexity and the magnitude of the project.

A) All deposits, miscellaneous costs, and other agency costs are initial payments toward the total cost of processing a project ("project cost"). Project cost is defined as staff time plus materials. Staff charge-out rates are listed below and include personnel costs plus a percentage of LAFCO administrative overhead for long-term planning costs, which facilitate changes of organizations. Materials include, but are not limited to, charges for the

advertisement of hearings, petition reviews, as well as fees charged for project reviews by affected agencies.

- B) Pre-Application Expenses. In many cases, LAFCO is required to commence work on a project before an application is received. Such work includes working with the lead agency on environmental review and other processing issues. Applicants will be charged for this pre-application work as part of the LAFCO cost of processing the application.
- C) Applicants are also responsible for payment of appropriate State Board of Equalization fees, EIR preparation fees, Fish and Wildlife fees, and County Assessor/Recorder and Surveyor Fees. A schedule of processing fees for the State Board of Equalization is included in the LAFCO application packet.
- D) Staff time will be monitored against the deposit on file with LAFCO; if the cost of processing an application begins to exceed the deposited amount, additional deposits will be required. Any hearing on the application may be continued pending receipt of the additional deposit.
- E) If extensive staff assistance is required before receipt of an application, a deposit will be required when the work is requested.
- F) Absent compelling circumstances, the Commission will not normally adjust or waive fees. The proponent may request a fee waiver or reduction from the Commission. Any applicant who believes that a bill for expenses or request for additional deposit is unjustified may request the matter be reviewed by the Commission. Such request must be made in writing within 30 days of the billing or notification of the request for additional deposit. The matter will then be placed on the next available agenda. The billing or additional deposit must be timely paid under protest before any review will be held. If the billing or fee is not timely paid, LAFCO may suspend further processing of the application.
- G) The applicant must pay all final bills before the filing of the Certificate of Completion or during other times during the LAFCO process as deemed appropriate by the Executive Officer.
- H) Charges for Reconsideration of a LAFCO determination are the responsibility of the requesting party.

2. LAFCO Staff Charge-Out Rates:

Executive Officer \$200
Sr. Analyst \$158
Analyst II..... \$118
Other Professional Services - At Cost if Applicable

3. Miscellaneous Costs

- A) Special Meetings\$5,000 Deposit toward Total Cost
The total cost includes: Commissioner per diem, noticing, and staff administrative time billed at the charge out rates above.
- B) Staff Research and Studies Project Cost
Charges for staff time begin after the first half-hour.
- C) Agenda Subscription..... \$20/year
(E-mailed agendas provided free of charge upon request.)
- D) Copies of Staff Reports & other documents @ .15 cents/page (first 10 pages free)

4. Other Agency Costs

- A) The State of California's Board of Equalization charges a statement of boundary change fee. Applicants should contact LAFCO for the most current information. Payment is not required until such time that the Commission has approved the project.
- B) The Solano County Assessor's office charges a mapping fee based on the number of Assessor Parcel Numbers involved. Applicants should contact LAFCO for the most current information on this fee. Payment is not required until such time that the Commission has approved the project.
- C) The Solano County Surveyor mapping and geographic description review fee is based on their most recent hourly charge-out rates. Applicant should contact LAFCO for the most current information on this fee.
- D) California Fish and Wildlife fees apply to all environmental documents under the California Environmental Quality Act. Receipts of payments made by the Lead Agency and/or payments required for the proposal must be provided to LAFCO at the time of application submission.

Approved by the Solano Local Agency Formation Commission: June 14, 2021

Effective: July 1, 2021

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Sr. Analyst \$~~150~~158
~~Technician~~Analyst II..... \$~~80~~118
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Effective: July 1, 20192021