

EL DORADO LAFCO

LOCAL AGENCY FORMATION COMMISSION

AGENDA OF JUNE 27, 2018

REGULAR MEETING

TO: Shiva Frentzen, Chair, and
Members of the El Dorado County Local Agency Formation
Commission

FROM: José C. Henríquez, Executive Officer

AGENDA ITEM #9: CONSIDERATION AND ADOPTION OF THE AMENDED EL
DORADO LAFCO FEE SCHEDULE

RECOMMENDATION

Staff recommends that the Commission:

1. Receive and adopt the attached fee schedule so that the agency can recover the costs of processing applications;
2. Set an effective date of August 27, 2018 for the new fee schedule; and
3. Determine that any project currently being processed by LAFCO is subject to the current Schedule of Fees prior to the effective date of the new fee schedule and subject to the new rates after that date.

REASON FOR RECOMMENDED ACTION

Government Code §56383 allows for the Commission to adopt a Schedule of Fees to recover the “estimated reasonable costs” of processing various LAFCO actions. Section 2.2.1(a) of the Commission’s Policies and Guidelines require the periodic review of the fee schedule. In addition to that requirement, the staff hourly rates in the fee schedule have to be updated with the Commission’s adoption of salary resolution L-2018-07 in March.

BACKGROUND

While the fee schedule is subject to periodic review, the main impetus for this action is to update the staff hourly rates. As with all fee schedules since 2006, staff recommends the adoption of a multiplier (or cost of living percentage) to the fee schedule to keep the rates close to the actual cost of staff time as the years go by. Staff does not recommend any other changes to the fee schedule, either in the process for collecting fees or to the required initial deposit amounts.

Hourly Rates

The recommended new rates reflect the salary compensation levels that will be in effect starting on July 1, 2018. Unfortunately, the timing will be a little off. The “current rates” reflect the 2015 fee schedule and would be in effect from July 1-August 27. The “recommended rates” would be in effect for the remainder of Fiscal Year 2018-2019:

| Employee | Current rates | Recommended Rates | Change (+/-) |
|----------------------|---------------|-------------------|--------------|
| Executive Officer | \$138.77 | \$138.38 | -\$0.39 |
| Asst. Exec. Officer | \$75.40 | \$64.36 | -\$11.04 |
| Asst. Policy Analyst | \$46.79 | \$49.00 | +\$ 2.47 |

The hourly rate calculations are included in Attachment B and an explanation of the factors and methodology used to derive at these numbers are included in Attachments C, D and E. Please note that the calculations estimate that the EO spends about 19% of his time in non-billable time. That estimate was based on the EO utilizing vacation time to teach at Sacramento State. His contract for the next academic year was not picked up; as a result, and to be conservative, the percentage was lowered starting 2018-19 and is incrementally raised over the next three years.

Finally, staff recommends that the Commission also adopt a built-in formula to increase the hourly rates by 5% annually for the next two years. This is a slightly larger percentage increase than the 3% annual increase formula found in the 2015 fee schedule, but it reflects the increase in salaries that will occur in the next couple of years.

Please note that the Administrative Assistant is not included because her normal work functions do not include work on LAFCO petitions. Instead, the costs for this position are considered part of the agency’s overhead.

Attachments:

- Attachment A: Recommended Fee Schedule
- Attachment B: Hourly Rate Calculations
- Attachment C: Net Productive Hours/Administrative Rates
- Attachment D: Explanation of the Net Productive Hours Calculations
- Attachment E: Explanation of Hourly Rate Calculations