



Local Agency Formation Commission of Napa County
Subdivision of the State of California

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June 4, 2012

Agenda Item No. 6b (Public Hearing)

May 29, 2012

TO: Local Agency Formation Commission

FROM: Policy Committee (Luce, Rodeno, and Simonds)

SUBJECT: Amendments to Adopted Fee Schedule

The Commission will consider approving amendments to its adopted fee schedule prepared by the Policy Committee. The proposed amendments include increasing the composite hourly staff rate from \$113 to \$118 along with making changes to the policy statements accompanying the fee schedule to clarify and improve implementation.

Local Agency Formation Commissions (LAFCOs) are authorized to establish fee schedules for the costs associated with administering its regulatory and planning duties under the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000. This includes, most commonly, processing applications for boundary changes and outside service requests. State law specifies LAFCO's fee schedules shall not exceed the estimated "reasonable costs" in providing services. State law also authorizes LAFCOs to waive or reduce fees if it determines the payment would be detrimental to public interest.

A. Background

Comprehensive Update

LAFCO of Napa County's ("Commission") fee schedule was comprehensively updated in June 2007 to improve cost-recovery for personnel and administrative overhead expenses associated with processing applications and other service requests. Two substantive changes highlighted the update. First, the fee schedule was reoriented to predominantly include fixed fees based on an estimate of total staff hours needed to process common applications. This included categorizing fixed fees for annexations and detachments based on the (a) level of consent and (b) type of environmental review required. Second, the fee schedule incorporated a new method in calculating and charging a composite hourly staff rate and resulted in an initial increase from \$50 to \$90.

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County of Napa Supervisor, 2nd District

Brian J. Kelly, Commissioner
Representative of the General Public

Gregory Rodeno, Alternate Commissioner
Representative of the General Public

Keene Simonds
Executive Officer

Recent Amendments

The Commission has subsequently increased the composite hourly staff rate in each of the last four fiscal years based on current budgeted costs and it presently totals \$113. The Commission also established a surcharge applicable to most applications and requests in June 2009 to help contribute to the costs in preparing municipal service reviews equal to 20% of the application fee.

B. Discussion

In anticipation of the new fiscal year, the Policy Committee (Luce, Rodeno, and Simonds) has reviewed the Commission’s fee schedule to consider whether amendments are warranted to help ensure an appropriate level of cost-recovery as well as to address other pertinent considerations. This includes considering the fee schedule relative to the Commission’s tentatively approved budgeted operating costs for 2012-2013 along with opportunities to improve customer service. The majority of the amendments proposed drawn from this review are considered non-substantive and involve editorial and formatting changes. However, there are five substantive amendments also proposed and summarized below for Commission consideration.

- **Increase Composite Hourly Staff Rate**

The fee schedule’s current hourly staff rate is \$113. The Committee proposes a four percent increase to raise the rate to \$118 to reflect the changes in the Commission’s anticipated personnel and administrative costs going forward. The proposed new rate has been calculated using the same method established in 2007 and incorporated in subsequent amendments. It also continues to assume the majority of billable work in processing applications and requests will be the responsibility of the Analyst.

<i>Current Hourly Rate</i>			
	Executive Officer	Analyst	Secretary
Salary/Benefit/Overhead Rate	\$133.66	\$98.30	\$103.26
Time Processing Applications	40%	55%	5%
			\$112.69

<i>Proposed Hourly Rate</i>			
	Executive Officer	Analyst	Secretary
Salary/Benefit/Overhead Rate	\$137.95	\$103.59	\$108.54
Time Processing Applications	40%	55%	5%
			\$117.58

- **Establish Fixed Fees as Lead Agency for Annexations and Detachments**

The fee schedule currently assigns at-cost for time and material for annexation and detachment proposals in which the Commission serves as lead agency with respect to the California Environmental Quality Act (CEQA). This current at-cost assignment reflects a historical practice of the Commission generally serving as a reasonable agency under CEQA for annexations and detachments; a practice that has begun to change given recent trends. The Committee, accordingly, proposes amending the schedule to assign fixed fees as lead agency to process annexations and detachments based on the three types of possible documents: exemptions; initial studies; or environmental impact reports. Staff time for preparing an exemption would be one hour and increase to 15 hours for an initial study. Staff time for an environmental impact report would also be billed at 15 hours and represent the estimated amount of time needed to direct and review the work of the consultant contacted at the applicant's expense.

- **Eliminate Application Fees for City Island Annexations**

The fee schedule currently assigns a reduced fixed charge in the amount of \$500 for applications for city annexations involving unincorporated islands subject to expedited proceedings under California Government Code Section 56375.3. This amount was established by the Commission in 2001 as an incentive to eliminate the dozen plus unincorporated islands within the City of Napa. However, since this reduced fee was established, only one island annexation has been filed with the Commission.¹ This lack of activity appears attributed primarily to disinterest among affected landowners to incur any new costs tied to a process that does not provide any perceived benefits in the immediate horizon. With this in mind, and consistent with the recent Commission actions to focus more resources in eliminating islands, the Committee proposes waiving the application fee in its entirety as a stronger incentive for island landowners to seek annexation.

- **Prescribing Criteria in Considering Requests for Requesting Fee Waivers**

The fee schedule currently includes a general statement advising applicants they may submit written appeals for any fees or deposits. The Committee proposes amending the statement to specify the Commission will consider the merits of written requests relative to public interest and the agency's mission statement. Provided examples include, but not limited to, requests addressing public health or safety threats, affordable housing development, and community serving projects. The Committee also proposes specifying the Commission will consider requests for reduction in fees.

¹ On February 5, 2007, the Commission approved the City of Napa's proposal to annex an approximate 26 acre unincorporated island comprising two parcels located at 3075 and 3095 Laurel Street.

- **Establish a New Process to Charge Fees for Requests for Research**

The fee schedule currently provides a mechanism for staff to charge individuals, agencies, or related parties the hourly staff rate for requests for research. These types of requests typically number one to three per week and generally involve retrieving and reviewing archived files, identifying properties relative to agency boundaries, and discussing potential proposals. Most of these requests have clear ending points and usually require no more than one hour of staff time to complete. However, other inquiries, particularly discussing potential proposals, have less clear ending points and often require several hours of staff time over an extended period to complete. Given these dynamics, the Committee proposes amending the fee schedule to establish a new process in charging fees for requests for research anchored by providing up to two hours of free staff time for any inquiry with additional time billed at the hourly staff rate. The intent of this amendment is to provide clearer direction to staff and interested parties in determining when fees for requests for research apply. The amendment is also intended to ensure all members of the public have free access to consult with staff for a reasonable amount of time before any charges accrue.

C. Analysis

The Committee believes the proposed amendments to the fee schedule will improve the fiscal management of the Commission as well as provide a more user-friendly document to the public in understanding the costs tied to processing applications with the agency. This includes increasing the hourly staff rate to reflect the changes in the Commission's projected personnel and administrative costs in 2012-2013 and is consistent with members' expressed desire to maintain an appropriate level of cost-recovery through incremental adjustments. Amending the fee schedule to establish fixed fees for annexations and detachments in which the Commission serves as lead agency under CEQA also responds to recent application trends and provides more cost-certainty to applicants in budgeting projects requiring agency approval. Eliminating the fee for city island annexations, further, represents the strongest available tool to the Commission in encouraging landowners to initiate such proposals. Providing additional specificity with regards to the criteria the Commission will consider relating to fee waivers or reductions provides guidance to applicants as well as current and future Commissioners in considering the merits of individual requests in a consistent and fair manner. Finally, establishing a new fee process for research requests predicated on providing two free hours of staff time creates a clear and reasonable threshold in determining when charges accrue while helping to dissuade excessive exploratory inquiries.

D. Recommendation

The Committee recommends approval of the proposed amendments for reasons outlined in the preceding section with any desired changes. The Committee also recommends the approved amendments become effective within the minimum 60 day grace period for new and revised fees required under State law.² It is not recommended the Commission grandfather any active proposals at the time the approved amendments are enacted.

E. Alternatives for Action

The following alternative actions are available to the Commission.

Alternative Action One (Recommended)

Approve a motion to adopt the attached draft resolution containing the proposed amendments with any desired changes. Specify the effective date of the approved amendments to be 60 days out with no grandfathering for active proposals.

Alternative Action Two

Approve by simple majority a continuance to future meeting and provide direction to staff with respect to additional information requests as needed.

Option Action Three

Take no action.

F. Procedures for Consideration

This item has been agendized as part of a noticed public hearing. The following procedures are recommended with respect to Commission's consideration of this item:

- 1) Receive verbal report from the Committee;
- 2) Open the public hearing (mandatory); and
- 3) Discuss item and consider action on recommendation.

Respectfully submitted on behalf of the Committee,

Keene Simonds
Executive Officer

Attachments:

- 1) Track-Changes to Proposed Amendments to Fee Schedule
- 2) Draft Resolution Approving Proposed Amendments to Fee Schedule
- 3) Calculation for Composite Hourly Staff Rate
- 4) Calculation for Fixed Hours for Annexations and Detachments; Responsible Agency
- 5) Calculation for Fixed Hours for Annexations and Detachments; Lead Agency



Local Agency Formation Commission of Napa County Subdivision of the State of California

Schedule of Fees and Deposits

Effective Date: ~~January 1, 2012~~ August 3, 2012

~~The policy of the Commission is:~~ These are the policies of the Local Agency Formation Commission (LAFCO) of Napa County with respect to setting fees and deposits in fulfilling the agency's regulatory and planning duties prescribed under the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000.

1. This ~~fee~~-schedule shall be administered in accordance with the provisions of California Government Code Section 56383.

2. This schedule includes both "fixed" and "at-cost" fees. Fixed fees represent reasonable cost estimates for processing common requests and applications and based on a number of predetermined staff hours. At-cost fees apply to less common requests and applications and based on the number of actual staff hours.

3. Applications submitted to the Commission shall be accompanied by a non-refundable initial fee as detailed in this schedule. All deposit amounts tied to at-cost applications shall be determined by the Executive Officer. The Executive Officer shall provide a written accounting of all staff time and related expenses billed against the deposit. If the cost in processing an application begins to approach or exceed the deposited amount, the Executive Officer shall request additional monies from the applicant.

4. All initial fees shall be submitted in check and made payable to the "Local Agency Formation Commission of Napa County."

~~2-5~~ Applications will not be deemed complete until the initial fee has been collected by the Executive Officer as detailed in this schedule.

~~3-6~~ Applicants are responsible for any fees or charges incurred by the Commission and or required by other governmental agencies in the course of the processing of an application.

~~4-~~ Initial fees include a fixed number of staff hours as detailed in the fee schedule or are designated as "at cost."

~~5-7~~ Additional ~~Commission~~ staff time shall be charged to the applicant at an hourly rate of ~~\$43~~ 118.00.

~~6-8~~ Applicants are responsible for any extraordinary administrative costs as determined by the Executive Officer and detailed for the applicant in a written statement.

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~~7-9.~~ Additional ~~Commission~~ staff time and administrative costs shall not be charged for city annexation applications ~~that are comprised solely of involving one or more,~~ entire unincorporated island ~~subject to California Government Code Section 56375.3.~~

~~8.~~ If the Executive Officer estimates a proposal will require more than 20 hours staff time to complete, he or she shall provide a written statement to that effect to the applicant and request a deposit in an amount sufficient to cover anticipated costs. ~~If this or any subsequent deposit proves insufficient, the Executive Officer shall provide an accounting of expenditures and request deposit of additional funds.~~

~~9-10.~~ If the processing of an application requires the Commission contract ~~from~~ with another agency ~~or from a private firm,~~ or individual for services ~~that are~~ beyond the normal scope of staff ~~work (such work, such~~ as the drafting of an Environmental Impact Report or Comprehensive Fiscal Analysis), the applicant shall be responsible for all costs associated with that contract. The applicant will provide the Commission with a deposit sufficient to cover the cost of the contract.

~~10-11.~~ The Executive Officer may stop work on any ~~proposal application~~ until the applicant submits a requested deposit.

~~11.~~ ~~Written appeal of fees and/or deposits, specifying the reason for the appeal, may be submitted to the Commission prior to the submission of an application or prior to the submission of a deposit requested by the Executive Officer. The appeal will be considered at the next regular meeting of the Commission.~~

12. Upon completion of ~~a project an at-cost application,~~ the Executive Officer shall issue to the applicant a statement detailing all billable expenditures from a deposit, ~~for additional time and materials and.~~ The Executive Officer shall ~~have a refund the~~ applicant for any remaining ~~funds monies remaining from the deposit issued to the applicant~~ less one-half hour of staff time to process the return as provided in this schedule.

13. Applicants may request the Commission reduce or waive a fee. All requests must be made in writing and cite specific factors justifying the reduction or waiver and will be considered by the Commission relative to public interest and agency mission. Examples of appropriate requests include, but are not limited to, addressing public health or safety threats, affordable housing development, and community serving projects. Requests by landowners or registered voters shall be considered by the Commission at the next regular meeting. Requests by local agencies may be considered at the time the application is presented to the Commission for action.

14. Requests for research on any particular subject will be provided at no cost for the first two hours. This includes, but is not limited to, archival retrieval, identifying properties relative to agency boundaries, and discussing potential applications. Any additional research time will be billed at the hourly rate provided in this schedule.

~~13-15.~~ The Commission shall annually review this schedule to help maintain an appropriate level of cost-recovery.

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INITIAL APPLICATION FEES

These fees must be submitted to the Commission as part of the application filing; applications will be deemed incomplete without the designated payment. Any fees designated at-cost will require a deposit as determined by the Executive Officer.

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Change of Organization or Reorganization: Annexations and Detachments

<ul style="list-style-type: none"> Projects Exempt from California Environmental Quality Act 	
100% Consent from Landowners and Agencies and the Commission is Responsible <u>or Lead Agency</u>	\$4,068,248 (30 hours)
Without 100% Consent from Landowners and Agencies and the Commission is Responsible <u>or Lead Agency</u>	\$5,424,664 (40 hours)
<ul style="list-style-type: none"> Projects Not Exempt from California Environmental Quality Act / Negative Declaration 	
100% Consent from Landowners and Agencies and the Commission is Responsible Agency	\$4,746,956(35 hours)
<u>100% Consent from Landowners and Agencies and the Commission is Lead Agency</u>	\$7,080 (50 hours)
Without 100% Consent from Landowners and Agencies and the Commission is Responsible Agency	\$6,402,372(45 hours)
<u>Without 100% Consent from Landowners and Agencies and the Commission is Lead Agency</u>	\$8,496 (60 hours)
<ul style="list-style-type: none"> Projects Not Exempt from California Environmental Quality / Environmental Impact Rpt 	
100% Consent from Landowners and Agencies and the Commission is Responsible Agency	\$5,424,424 (40 hours)
<u>100% Consent from Landowners and Agencies and the Commission is Lead Agency</u>	\$7,080 (50 hours)
	plus consultant contract
Without 100% Consent from Landowners and Agencies and the Commission is Responsible Agency	\$6,7807,080 (50 hours)
<u>Without 100% Consent from Landowners and Agencies and the Commission is Lead Agency</u>	\$8,496 (60 hours)
	plus consultant contract

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- * All initial application fees for annexation and detachment proposals include a 20% surcharge to contribute to the costs in preparing municipal service reviews.
- * Annexation or detachment proposals that involve boundary changes for two or more agencies and qualify as reorganizations will be charged an additional fee of \$565-90.(5 hours).
- * City annexations involving entire unincorporated islands and subject to California Government Code Section 56375.3 ~~will be charged a flat fee of \$500~~ shall not be charged a fee by the Commission.
- * ~~If the Commission is the Lead Agency and an Initial Study is needed to determine whether a Negative Declaration or Environmental Impact Report is appropriate, applicants will be charged at the hourly staff rate~~

Change of Organization or Reorganization: Other

<ul style="list-style-type: none"> City Incorporations and Disincorporations 	at-cost
<ul style="list-style-type: none"> Special District Formations, Consolidations, Mergers and Dissolutions 	at-cost
<ul style="list-style-type: none"> Special District Requests to Activate or Deactivate Powers 	at-cost <u>plus 20% MSR surcharge</u>

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Other Service Requests

• New or Extended Outside Service Request	*\$ 2,712 - 832 (20 hours)
• Request for Reconsideration	\$ 2,260 - 360 (20 hours)
• Request for Time Extension to Complete Proceedings	\$ 565 - 590 (5 hours)
• Municipal Service Reviews	at-cost
• Sphere of Influence Establishment/Amendment	at-cost

* includes a 20% MSR surcharge

Miscellaneous

• Special Meeting	\$800
• Alternate Legal Counsel	at-cost

OTHER APPLICATION FEES

These fees generally apply to applications that have been approved by the Commission and are not required at the time of filing. An exception involves the fee for registered voter lists, which may be required before the Commission takes action on an application if the underlying activity is subject to protest proceedings. Other fees in this section apply to service requests that are not tied to a specific application, such as research and photocopying.

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Fees Made Payable to the County of Napa

• Assessor’s Mapping Service	\$125
• County Surveyor’s Review	\$165 hourly
• Elections’ Registered Voter List	\$55 hourly
• Clerk-Recorder’s Environmental Filing Fee	\$50
• Clerk-Recorder’s Environmental Document Fee	
.....Environmental Impact Report	\$2,919
.....Mitigated Negative Declaration	\$2,101.50
.....Negative Declaration	\$2,101.50

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Fees Made Payable to LAFCO

• Geographic Information System Update	\$125
• Photocopying	\$0.10 (black) / \$0.40 (color)
• Mailing	at-cost
• Audio Recording of Meeting	at-cost
• Research/Archive Retrieval	\$113 - 118 hourly

Fees Made Payable to the State Board of Equalization to Record Boundary Changes

Acre	Fee	Acre	Fee
0-1	\$300	51-100	\$1,500
1-5	\$350	101-500	\$2,000
6-10	\$500	501-1,000	\$2,500
11 -20	\$800	1,001-2,000	\$3,000
21-50	\$1,200	2,001+	\$3,500

RESOLUTION NO: _____

**LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY
AMENDMENTS TO ADOPTED SCHEDULE OF FEES AND DEPOSITS**

WHEREAS, the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Government Code Sections 56000 et seq.) authorizes the Local Agency Formation Commission of Napa County (“Commission”) to adopt a fee schedule; and

WHEREAS, the Commission established and adopted by resolution a “Schedule of Fees and Deposits” on December 1, 2001 in a manner provided by law; and

WHEREAS, the Commission has amended the adopted Schedule of Fees and Deposits as appropriate since its establishment on December 1, 2001; and

WHEREAS, the Commission has scheduled and noticed a public hearing on June 4, 2012 to consider new amendments to its Schedule of Fees and Deposits as recommended by the Commission’s Policy Committee; and

WHEREAS, the Commission considered all written and verbal comments receiving on the proposed amendments to the adopted Schedule of Fees and Deposits at its noticed public hearing on June 4, 2012.

NOW, THEREFORE, BE IT RESOLVED by the Commission that the Schedule of Fees and Deposits shall be amended and readopted in the manner set forth in Exhibit “A” and become effective August 3, 2012 and that this action is categorically exempt from the provisions of the California Environmental Quality Act.

The foregoing resolution was duly and regularly adopted at a regular meeting of the Commission held on June 4, 2012, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

ATTEST: Keene Simonds
Executive Officer

RECORDED: _____
Kathy Mabry
Commission Secretary



Local Agency Formation Commission of Napa County

Subdivision of the State of California

Composite Hourly Staff Rate Calculation in 2012-2013

Step One: Calculating Hourly Input Rates

Input No. 1: Staff Salaries

<u>Budgeted Position</u>	<u>Hourly Rate</u>	
Executive Officer	\$	54.13 (Step Five 1.0 FTE)
Staff Analyst	\$	32.05 (Step Four: 1.0 FTE)
Secretary	\$	23.24 (Step Five: 0.5 FTE)

Input No. 2: Staff Benefits

<u>Benefit</u>	<u>Executive Officer</u>		<u>Staff Analyst</u>		<u>Secretary</u>	
Retirement (Pension)	\$	10.21	\$	5.82	\$	4.24
Retirement (OPEB)	\$	1.95	\$	1.95	\$	3.75
Medicare	\$	0.78	\$	0.46	\$	0.34
Health/Dental Insurance	\$	8.84	\$	4.24	\$	17.72
Workers Compensation	\$	0.19	\$	0.19	\$	0.38
Car Allowance	\$	2.54	\$	-	\$	-
Cell Phone Allowance	\$	0.43	\$	-	\$	-
Total	\$	24.94	\$	12.66	\$	26.42

Input No. 3: Administrative Overhead Costs

<u>Overhead</u>	<u>Total Budget</u>		<u>Hourly Cost</u>	
Office Space	\$	25,560	\$	12.29
Insurance	\$	153	\$	0.07
Communications	\$	3,770	\$	1.81
Legal Expense	\$	22,540	\$	10.84
ITS	\$	25,497	\$	12.26
EDMS Replacement	\$	3,931	\$	1.89
Auditing Services	\$	9,126	\$	4.39
Training	\$	4,000	\$	1.92
Transportation/Travel	\$	4,000	\$	1.92
Memberships	\$	2,248	\$	1.08
Private Mileage	\$	1,000	\$	0.48
Filing Fees	\$	850	\$	0.41
Publications/Notices	\$	1,500	\$	0.72
Special Dept. Expenses	\$	3,500	\$	1.68
Office Supplies	\$	13,500	\$	6.49
Total	\$	121,175	\$	58.26

* Total budget divided by the number of work hours for one fulltime employee in a year (2,080)

Step Two: Calculating Hourly Staff Rates Per Budgeted Position

<u>Input</u>	<u>Executive Officer</u>		<u>Staff Analyst</u>		<u>Secretary</u>	
Staff Pay	\$	54.13	\$	32.05	\$	23.24
Staff Benefit	\$	24.94	\$	12.66	\$	26.42
Overhead	\$	58.26	\$	58.26	\$	58.26
Total	\$	137.33	\$	102.97	\$	107.91

Step Three: Calculating a Weighted Hourly Staff Rate

<u>Factor</u>	<u>Executive Officer</u>		<u>Staff Analyst</u>		<u>Secretary</u>	
Staff Rate	\$	137.33	\$	102.97	\$	107.91
% Processing Proposal		40.0%		55.0%		5.0%
Weighted Staff Rate	\$		\$		\$	117.58





Local Agency Formation Commission of Napa County
 Subdivision of the State of California

**Fixed Application Fee Calculation for Annexations and Detachments
 (LAFCO as Lead Agency)**

Step	Process	Staff Hours (CEQA: Exemption)		Staff Hours (CEQA: Initial Study/ND)		Staff Hours (CEQA: EIR/ND)	
		With	Without	With	Without	With	Without
		<u>100 % Consent</u>	<u>100% Consent</u>	<u>100% Consent</u>	<u>100% Consent</u>	<u>100% Consent</u>	<u>100% Consent</u>
1	Initial Consultation	1.0	1.0	1.0	1.0	1.0	1.0
2	Receive and Set Up Proposal File	0.5	0.5	0.5	0.5	0.5	0.5
3	Preliminary Proposal Review	1.0	1.0	1.0	1.0	1.0	1.0
4	CEQA Review and Document Preparation	1.0	1.0	15.0	15.0	15.0	15.0
5	Prepare and Circulate Agency Review	2.0	2.0	2.0	2.0	2.0	2.0
6	Prepare and Circulate Property Tax Exchange Notice	1.5	1.5	1.5	1.5	1.5	1.5
7	Prepare and Circulate Request for Registered Voter List	-	3.5	-	3.5	-	3.5
8	Prepare and Circulate Status Letter	2.0	2.0	2.0	2.0	2.0	2.0
9	Prepare and Post Hearing Notice	-	1.5	-	1.5	-	1.5
10	Prepare Staff Report and Resolution	10.0	10.0	12.0	12.0	14.0	14.0
11	Review and Finalize Staff Report and Resolution	2.0	2.0	2.0	2.0	2.0	2.0
12	Prepare and Circulate Certificate of Filing	1.0	1.0	1.0	1.0	1.0	1.0
13	Commission Meeting	0.5	1.0	0.5	1.0	0.5	1.0
14	Prepare and Record Environmental Document	1.5	1.5	1.5	1.5	1.5	1.5
15	Prepare and Circulate Notice of Commission Action	1.0	1.0	1.0	1.0	1.0	1.0
16	Conducting Authority Proceedings	-	5.0	-	5.0	-	5.0
17	Finalize Resolution	1.0	1.0	1.0	1.0	1.0	1.0
18	Prepare and Record Certificate of Completion	1.5	1.5	1.5	1.5	1.5	1.5
19	Prepare and File Boundary Change with SBE	2.0	2.0	2.0	2.0	2.0	2.0
20	Close Proposal File and Index Contents into EDMS	2.0	2.0	2.0	2.0	2.0	2.0
Total Staff Hours:		31.5	42.0	47.5	58.0	49.5	60.0
Total Staff Hours Rounded:		30.0	40.0	50.0	60.0	50.0	60.0

Proposed Fee

(Applications in which LAFCO serves as a lead agency currently billed on an hourly rate)

Staff Hours @ \$118 Hourly Rate	3,540.00	4,720.00	5,900.00	7,080.00	5,900.00	7,080.00
20% Municipal Service Review Surcharge	708.00	944.00	1,180.00	1,416.00	1,180.00	1,416.00
	\$ 4,248.00	\$ 5,664.00	\$ 7,080.00	\$ 8,496.00	\$ 7,080.00	\$ 8,496.00