

Schedule of Fees and Deposits

These are the policies of the Alameda Local Agency Formation Commission (LAFCO) 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 schedule shall be administered in accordance with provisions of California Government Code Section 56383.
2. This schedule includes both "fixed" and "at-cost" fees. Fixed fees represent costs estimated for processing routine proposals and are based on a number of predetermined staff hours. At-cost fees apply to less routine proposals and based on the number of actual staff hours.
3. Proposals 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 proposals 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 a proposal 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 "Alameda Local Agency Formation Commission."
5. Proposals will not be deemed complete until the initial fee has been collected by the Executive Officer as detailed in this schedule.
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 a proposal.
7. Additional staff time shall be charged to the applicant at an hourly rate of \$163.00.
8. Applicants are responsible for any extraordinary administrative costs as determined by the Executive Officer and detailed for the applicant in a written statement.
9. Additional staff time and administrative costs shall not be charged for city annexation proposals involving one or more entire unincorporated island subject to California Government Code Section 56375.3.
10. If the processing of a proposal requires the Commission contract with another agency, firm or individual for services beyond the normal scope of staff 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 costs of the contract.

11. The Executive Officer may stop on any proposal until the applicant submits a requested deposit.
12. Upon completion of an at-cost proposal, the Executive Officer shall issue to the applicant a statement detailing all billable expenditures from a deposit. The Executive Officer shall refund the applicant for any remaining monies from the deposit 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. 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. With respect to instances where the Commission approves an outside-area-service agreement under California Government Code Section 56133, the fee for a subsequent change of organization or reorganization involving the affected territory will be reduced by one-half if filled within one calendar year.
15. 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 proposals. Any additional research time will be billed at an hourly rate provided in this schedule.
16. The Commission shall bi-annually review this schedule to help maintain an appropriate level of cost-recovery.

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

Change of Organization: Annexations and Detachments

- Proposals with 100% Consent from Landowners \$4,925
- Proposals with Less than 100% Consent from Landowners \$6,575

Change of Organization or Reorganization

- City Incorporations and Disincorporations \$25,000
- Special District Formations, Consolidations, Mergers and Dissolutions \$6,575
- Special District Requests to Activate or Deactivate Powers \$6,575

Other Service Requests

- Outside Area Service Extension (20hrs) \$3,775
- Request for Reconsideration (10hrs) \$1,650
- Request for Time Extension (2.5hrs) \$400
- Municipal Service Reviews Actual Cost
- Sphere of Influence Establishment / Amendment / Review (20hrs) \$3,775
- Special Meeting (9hrs) \$1,500

Staff Billing Rate \$164 per hour

Administrative Services

- Copying \$0.10 per page
- Faxing \$0.10 per page
- Mailing or Shipping Actual Cost
- Duplication of Meeting Recording Actual Cost
- Geographic Information Systems \$135 per hour¹

SUPPLEMENTAL FEES

Some or all of the following types of services shall be required by outside agencies in the course of processing proposals or requests submitted to Alameda LAFCO. Applicable fees will be identified by Alameda LAFCO staff during the consultation process with the applicant and shall be collected by LAFCO on behalf of the affected agencies. Should certain fees be collected but ultimately not needed, Alameda LAFCO shall immediately remit to the applicant.

¹ The current billing rate with Community Services Agency of Alameda County.

These fees generally apply to proposals that have been approved by the Commission and are not required at the time of filing. An exception involves the fee 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 proposal, such as research and photocopying.

Fees Made Payable to the County of Alameda

- County Surveyor Review Actual Cost
- County Clerk Recorder \$50

Fees Made Payable to LAFCO or Third-Parties

- Comprehensive Fiscal Analysis Actual Cost with Advance Deposit of \$5,000
- Planning Services Actual Cost
- Legal Counsel Actual Cost
- Consultant Actual Cost
- Alternate Legal Counsel / Executive Officer Actual Cost
- County Community Development Agency / GIS Update \$135 per hour

Fees Made Payable to the State Board of Equalization Actual Cost

ALAMEDA LOCAL AGENCY FORMATION COMMISSION

Regional Service Planning | Subdivision of the State of California

Fixed Application Fee Calculations

Application Process	Staff Hours Change of Organizations		Staff Hours Reorganizations	Staff Hours Out-of-Area-Service Agreements
	With 100% Consent	Less 100% Consent		
1 Initial Consultation with Applicants	0.5	1.0	1.0	0.5
2 Prepare and Issue Letter Listing Costs and Timelines	0.5	0.5	0.5	0.5
3 Receive and Set Up Applicant Proposal	0.5	0.5	0.5	0.5
4 Preliminary Proposal Review - Initial GIS Work	1.5	2.0	5.0	1.5
5 CEQA Review and Document Preparation	1.0	1.0	1.0	0.5
6 Prepare and Circulate Agency Review	1.5	1.5	1.5	1.0
7 Prepare and Circulate Property Tax Exchange Notice	0.5	0.5	0.5	-
8 Prepare and Circulate Petition Verification	0.2	0.2	0.2	-
9 Prepare Certificate of Petition Sufficiency	0.2	0.2	0.2	-
10 Prepare and Circulate Status Letter	2.0	2.0	2.0	2.0
11 Prepare and Post Hearing Notice	0.5	1.5	1.5	0.5
12 Prepare Draft Report and Resolution	10.0	12.0	14.0	10.0
13 Consult with Applicant on Draft and Resolution	1.0	1.0	1.0	0.5
14 Finalize Staff Report and Resolution	2.0	2.0	2.0	2.0
15 Prepare and Circulate Certificate of Filing	0.5	0.5	0.5	0.5
16 Commission Meeting	0.5	1.0	1.0	0.5
17 Prepare and Issue Notice to Applicants	1.0	1.0	1.0	1.0
18 Prepare and Record Environmental Determination	1.0	1.0	1.0	1.0
19 Conducting Authority Proceedings	-	5.0	-	-
20 Work with Applicant on Completing Terms	1.2	2.2	2.2	-
21 Prepare and Record Certificate of Completion	1.0	1.0	1.0	-
22 Prepare and File Boundary Change with SBE	0.5	0.5	0.5	-
23 Close Proposal and File Contents	0.5	0.5	0.5	-
	28.1	38.6	38.6	22.5
Total Staff Hours Rounded:	30.0	40.0	40.0	23.0
Hourly Rate	164			
Proposed Fee	\$4,920	\$6,560	\$6,560	\$3,772
Existing Fees	\$4,500	\$5,000	\$5,000	\$3,500
Net Difference	\$420	\$1,560	\$1,560	\$272
	8.54%	23.78%	23.78%	7.21%

ALAMEDA LOCAL AGENCY FORMATION COMMISSION

Regional Service Planning | Subdivision of the State of California

Composite Hourly Staff Rate Calculation 2018-2019

Calculation 1 | Hourly Inputs

Input 1 | Hourly Input Rates

Year	Executive Officer	Analyst	Clerk
	68.44	27.07	31.11

Input 2 | Staff Benefits

Category	Executive Officer	Analyst	Clerk
	36.03	37.33	26.77

Input 3 | Administrative Costs (Overhead)

Category	Budgeted Amount	Hourly Costs
Planning Services	25,000	12.02
Mapping	5,000	2.40
Legal Services	40,000	19.23
Assesor - County	5,000	2.40
Training	20,000	9.62
Mileage/Travel	200	0.10
Pier Diems	7,700	3.70
Memberships	9,000	4.33
County Services	11,000	5.29
Office/Lease Rent	3,200	1.54
Communications	3,218	1.55
Office Supplies	500	0.24
Publications	5,000	2.40
Information Technology	21,578	10.37
Postage	1,000	0.48
	157,396	75.67

Hourly cost represents the budgeted divided by the annual work hours for one FTE (2080)

Calculation 2 | Hourly Inputs Per Budgeted Position

Input	Executive Officer	Analyst	Clerk
Hourly Staff Rate	68.44	27.07	31.11
Hourly Benefit Rate	36.03	37.33	26.77
Hourly Administrative Rate	75.67	75.67	75.67
	180.14	140.07	133.55

Calculation 3 | Weighted Hourly Staff Rate

Factor	Executive Officer	Analyst	Clerk
Calculated Hourly Rate	180.14	140.07	133.55
%Processing Proposal	60	25	15

Weighted Hourly Staff Rate : 163.88

Bay Area LAFCO Application Fees

As of September 30, 2018

	Contra Costa LAFCO	Santa Clara LAFCO	Napa LAFCO	Sonoma LAFCO	Marin LAFCO	LAFCO Average	Proposed Alameda LAFCO
Change of Organization	\$4,115	\$6,218	\$4,428	\$5,500+	\$4,896	\$5,031	\$5,000
Reorganizations	\$4,698	\$12,122+	-	\$10,000+	\$6,256	\$8296	\$6,565
Out of Area Service Agreements	\$3,400	\$11,912 +	\$3,542	\$4,300	\$3,264	\$5283	\$3,775