



Marin Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

Notice

BUDGET AND WORK PLAN COMMITTEE MEETING AND AGENDA

March 18, 2025, ▪ 9:30 AM

Marin LAFCo Office | Suite 220 | 1401 Los Gamos Drive, San Rafael, CA

Appointed Members

Barbara Coler | Lew Kious | Dennis Rodoni

9:30 AM CALL TO ORDER - Chair Rodoni to call the meeting to order.

ROLL CALL – Clerk to call the roll.

SELECTION OF CHAIR

The Committee shall nominate and select a Chair of the Budget Committee for calendar year 2025.

PUBLIC COMMENT

This portion of the meeting is reserved for persons desiring to address the Committee on any relevant matter not listed on this agenda and those within the jurisdiction of the Committee. Speakers are limited to three minutes.

BUSINESS ITEMS

The Committee is scheduled to discuss and provide direction on the following items.

1. Approval of February 26, 2024, Meeting Minutes
2. Review and Approval of Proposed Budget for Fiscal Year 2025-26
3. Review and Approval of Fee Schedule

ADJOURNMENT

Attest: Claire Devereux
Clerk/Jr. Policy Analyst

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Dennis Rodoni, Vice-Chair
County of Marin
Eric Lucan, Regular
County of Marin
Stephanie Moulton-Peters, Alternate
County of Marin

Barbara Coler, Chair
Town of Fairfax
Steve Burdo, Regular
Town of San Anselmo
Rachel Farac, Alternate
City of Novato

Lew Kious, Regular
Almonte Sanitary District
Craig Murray, Regular
Las Gallinas Valley Sanitary District
Cathryn Hilliard, Alternate
Southern Marin Fire Protection District

Larry Chu, Regular
Public Member
Roger Smith, Alternate
Public Member

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Marin Local Agency Formation Commission

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AGENDA REPORT

March 18th, 2025

Item No. 1 (Consent Item)

TO: Local Agency Formation Commission

FROM: Claire Devereux, Clerk/Junior Analyst

SUBJECT: Approval of Minutes for February 26th, 2024, Budget Committee Meeting

Background

The Ralph M. Brown Act was enacted by the State Legislature in 1953 and establishes standards and processes therein for the public to attend and participate in meetings of local government bodies and those local legislative bodies created by State law, the latter category applying to LAFCo's.

Discussion

The action minutes for the February 26th regular meeting accurately reflect the Commission's actions as recorded by staff.

Staff Recommendation for Action

1. Staff recommendation – Approve the draft minutes prepared for the February 26th, 2024, meeting with any desired corrections or clarifications.
2. Alternative option – Continue consideration of the item at the next regular meeting and provide direction to staff, as needed.

Procedures for Consideration

This item has been placed on the agenda as part of the consent calendar. Accordingly, a successful motion to approve the consent calendar will include taking affirmative action on the staff recommendation as provided unless otherwise specified by the Commission.

Attachment:

- 1) Draft Minutes for February 26th, 2024, Budget Committee Meeting

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DRAFT

NOTICE of BUDGET AND WORK PLAN COMMITTEE MEETING AND AGENDA Marin Local Agency Formation Commission

Monday, February 26, 2024

CALL TO ORDER

Chair Rodoni called the meeting to order at 11:06 A.M.

ROLL CALL BY COMMISSION CLERK

Roll was taken and quorum was met. The following were in attendance:

Commissioner's Present: Lew Kious
 Steve Burdo
 Dennis Rodoni

Marin LAFCo Staff Present: Jason Fried, Executive Officer
 Claire Devereux, Clerk/Jr. Policy Analyst

Marin LAFCo Counsel Present: None

SELECTION OF CHAIR

Commissioner Kious nominated Commissioner Rodoni to be the chair.

Approved: M/S by Commissioners Kious and Burdo to appoint Commissioner Rodoni as Chair.

Ayes: Commissioners Kious, Burdo and Rodoni

Nays:

Abstain:

Absent:

Motion approved unanimously.

AGENDA REVIEW

Chair Rodoni opened an agenda review for any comments or changes. No changes or comments were made.

PUBLIC OPEN TIME

Chair Rodoni opened the public open time. Hearing no request to speak, the Chair closed the public open time.

BUSINESS ITEMS

1) Approval of March 8, 2023, Meeting Minutes

There were no comments or discussion from the Committee members, no members of the public wished to comment either.

Approved: M/S by Commissioners Commissioners Kious and Burdo to approve March 8, 2023.

Ayes: Commissioners Kious, Burdo and Rodoni

Nays:

Abstain:

Absent:

Motion approved unanimously.

2) Review and Approval of Proposed Budget for Fiscal Year 2024-25

Executive Officer Fried presented the staff report for the proposed budget.

Commissioner Burdo asked about the base cost of legal for Mala and her firm.

EO Fried stated the day-to-day Counsel is when Mala reviews the Agenda, PHNS, Resolutions, and certain meeting materials in addition to attending the meetings. That is the minimum we can use counsel for and we also use BBK for HR or If a question pops up during the application process.

Commissioner Burdo stated that San Anselmo brings in special attorneys at times. Is having to bring in additional counsel built into the budget?

EO Fried stated that yes, it is included, and specialist rates are incorporated and this budget is adequate. There are not too many legal needs that are outside of our base that we often incur.

Commissioner Kious asked about the 9.88% in agency contributions that trigger for the districts. How does this impact contributions?

EO Fried stated that everyone receives a draft budget, and they can comment then any comments on budget are heard by the Commission. There is a unique formula that can vary depending on agencies, some may be higher, some lower, and it is based on government code.

Commissioner Kious asked EO Fried to reaffirm that 9.88% will be representative of the increase in the amount of assessments for all the agencies. EO Fried stated that it was correct.

EO stated the recent Mill Valley and Southern Marin Fire consolidation would mean that city costs will increase while special districts will decrease slightly.

Commissioner Burdo asked whether part-time staff would be funded by an increase in agency fees or from carry-over. And how would agencies benefit from this if they were the ones having increased fees?

EO Fried stated that the staff member would be funded by the fee increase.

Commissioner Rodoni stated that a 60,000 increase is being requested, and that the County of Marin, Marin Water, and the Cities of Novato and San Rafael would be paying for 60% of that.

Commissioner Rodoni inquired about having a breakdown of what each district pays for next year. Under benefits, did a healthcare increase get considered?

EO Fried stated benefits are based on calendar year and we are too far out from 2025 to know at this time which is why a base 5% increase was used with a buffer.

Commissioner Rodoni stated that the county this year settled at 15% with Kaiser and they are projecting another 15% next year.

EO Fried stated that he is on the teamster's program and the one other employee is on Kaiser following up saying 5% should be good but there is a buffer.

Commissioner Rodoni asked about budgeting more closely for legal fees and using the reserve for the following year.

EO Fried stated that is how we do equipment replacement and if the commission wants to have that discussion of doing something similar.

Rodoni stated that rolling these increases can have an effect over time. EO Fried stated that this is a discussion that can be had during the policy committee.

Commissioner Rodoni inquired about professional services.

EO Fried stated GASB, GIS, and Alyssa are what professional services are.

Commissioner Burdo stated having a breakdown of what those professional services are within the budget would be beneficial.

EO Fried stated we are coming to the end of our AUDIT and are working with other LAFcos to get a better cost breakdown for each audit.

Commissioner Rodoni stated we do not seem to expand the salary budget.

EO Fried stated that COLA has not been determined and neither have merit increases which occur after staff review. The number will be lower after/at the June meeting, which is the same for the pension category.

Commissioner Rodoni stated that the county is setting COLA at 3%. Rodoni ended by stating that a 10% increase is not much but does add up over time.

EO Fried stated that we have been good and have not had large increases. And that a decrease was given to member agencies during COVID which is partially why there is an increase now.

Commissioner Rodoni inquired if there were any more questions regarding the base salary and that a goal of 8% by June. EO Fried stated that he believes it will be around 8%.

Commissioner Rodoni moved on to additional question 2 in the staff memo and inquired if this potential employee is a temporary hire.

EO Fried stated that the role has not been solidified as a temporary worker and the goal is to work on the backlog of remediation and decrease it substantially and enhance our digital library.

Commissioner Burdo asked what the requirements for ADA compliance are in terms of items being posted on the website.

EO Fried stated the document needs to be able to go through screen readers. They do not need to be online but having them there is important for accessibility and transparency. Having this on the website would allow people to access the information without having to reach out to us, saving staff time overall. So, the question is, is this a good year to do this?

Commissioner Burdo stated that showing the benefit of these increases to agencies is important. With low information requests it is difficult to justify an increase.

Commissioner Kious stated with less applications there should be more time for staff to focus on remediation and logging. Prioritizing the digital library now that the application total is low.

EO Fried stated that Claire is also working on a fire study in addition to applications.

Commissioner Rodoni stated that there seems to be a consensus to not move forward with hiring a new employee at this time and charging for the first two hours of records request.

Commissioner Kious suggested creating a compliance work plan and presenting what was and was not accomplished and bringing it to the committee meeting next year.

Commissioner Burdo inquired if Rodoni wanted the Policy Committee to meet on having a reserve for legal fees. To which Rodoni stated that he did and in addition refining other line items.

EO Fried stated that refining does affect the carry forward.

EO Fried stated the first step is to approve the budget or budgets depending on the Commission's choice. Continuing to state that we could change the 7,000 to 6,500 for insurance because we are now in possession of estimates.

Approved: M/S by Commissioners Kious and Burdo to approve the base budget with suggested changes.

Ayes: Commissioners Kious, Burdo and Rodoni

Nays:

Abstain:

Absent:

Motion passed unanimously.

EO Fried asked what the recommended COLA for the regular meeting should be.

Commissioner Rodoni inquired about whether we follow up with the County.

EO Fried stated that we have in the past but can differ at times.

Commissioners agreed to follow the County this year.

EO Fried inquired does the Committee authorize staff and chair to finalize the draft for a presentation at the June meeting. The committee authorized that staff fine-tune and finalize the draft.

Commissioner Rodoni asked if he could be provided with a 10-year history of the budget.

Chair Rodoni Adjourned the meeting at 11:55 A.M.

ADJOURNMENT TO THE NEXT MEETING

Date TBD | Location TBD

Claire Devereux

Attest: Claire Devereux
Clerk/Junior Analyst

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AGENDA REPORT
March 18, 2025
Item No. 2 (Business)

TO: Budget and Work Plan Committee
FROM: Jason Fried, Executive Officer
SUBJECT: Review and Approval of Proposed Budget for Fiscal Year 2025-2026

Background

State Government Code section 56381 states that all LAFCos need to approve a proposed budget by May 1st and a final budget by June 15th of each year. The attached budget being presented today is the proposed budget which, if approved by this committee today, will be presented to the Commission at its April 10th meeting to fulfill the May 1st deadline.

From a high level, the Commission reviews the expenditures based on estimated needs for the upcoming fiscal year. Then to cover costs we look at two different funding sources: agency contributions and carryforward funds. The agency contributions are what we ask all our member agencies to pay. The carryforward balance is a combination of unspent money from the prior year, interest earned in money kept with the County, and fees from applications or other services we charged in the current FY.

For the proposed budget in the expenditures section, I present to the committee what I think is the highest amount needed for each line item. Then to fund that we look to both agency contribution and carry forward amount. Finally, when we get closer to the June Commission meeting, staff will revisit all the figures in the proposed budget to make sure they are the best numbers available as part of the final approval.

Staff's goal with this budget started with using the current budget and then determining which line items need to be adjusted due to changes in costs and upcoming needs. Some high-level items to keep in mind for this upcoming budget. Earlier in this fiscal year the Commission acknowledged that compared to other Bay Area LAFCos we are paying our Deputy Executive Officer less than others so the Commission with the upcoming fiscal year wanted to fix this item. In addition, we had several contracts that needed to be renewed which has caused an increase in line items those contracts impact.

For the base budget on the expenditure side, some line-item changes are needed from last year to this year based on forecasting the needs of LAFCo in FY 25-26. Some key line-item changes include:

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-
- Salary –Our budget increase is to allow for a COLA as well as step increases for staff that have earned it. In addition, it counts for the previously mentioned approval by the Commission to increase the DEO salary. This will be helpful in the retention of the staff and would benefit LAFCo in the long run. The number given during the proposed budget process has normally been higher than what is in the final budget. When the June meeting comes this number will likely be lower given all staff reviews will have been completed, and the Commission has negotiated a change in the salary for the Executive Officer position so a more accurate number gets presented with final approvals.
 - Benefits – Next year’s benefit costs are not known so we always have an increase to allow benefit costs to go up.
 - Pension –Similar to the salary line item, this will likely be lowered prior to the final budget once actual staff salaries are known. This line item will also likely see a decrease due to MCERA decrease in LAFCo employer contribution rate of 14.17% for FY 24-25 to 12.54% for FY 25-26.
 - Commissioner Per Diems (Line Item 05) – When the Commission updated its Policy handbook last year the Commission decided to eliminate the payment of per diems for attendance at CALAFCO conference. Due to this, we can lower the amount of this line item.
 - Conferences (Line Item 10) – Based on location of next year’s CALAFCO Conference and Staff workshop along with current level of interest from LAFCo Commissioners to attend the conference, staff believes we can lower this amount a little.
 - General Insurance (Line Item 15) – We have not yet gotten estimates for our insurance for next FY. Staff is assuming an increase so added \$500 to this line item. This will get adjusted once we have estimates from SDRMA who provides our insurance.
 - IT & Communications Services (Line Item 20) – At our February meeting the Commission approved a new contract with our IT consultants which will increase their base cost by about \$1200. In addition, staff have seen during this year or are anticipating seeing increases in other software costs as well so added a little extra to help cover those increases.
 - Legal Services (Line Item 25) – Last year the budget committee wanted to look for ways to safely lower the legal services line item since a high amount is not needed every year but in any given year we may need to use legal services for various reasons. The Policy Committee reviewed the matter, and the Commission approved its recommendation to create a \$50,000 reserve. In order to build a reserve, we take unspent money from this line item each year until we reach \$50,000. The current balance we have in the reserve is \$0 because the current fiscal year will be the first year that we start to contribute to this fund. Staff have reviewed the last few years of the cost we have spent. In FY 18-19 we spent just over \$50,000 on legal services. This was also the last year when we dealt with an old worker’s compensation case. Between FY 19-20 to FY 21-22 we spent between \$31,000 and \$34,000. In the last two fiscal years, FY 22-23 and FY 23-24, we spent between \$21,000 and \$24,000. It is likely this year will be similar to the last two fiscal years, and we end up spending in the same range. What staff would recommend in order to help build up the reserve is to over the next few years step

down the legal services line item until we have gotten to or close to the \$50,000 target amount for the reserve. With this in mind, staff have recommended reducing the legal services line item by \$2500. This will both lower the line item and leave enough to help build a strong base for the reserve in the following year.

- Misc Services (Line Item 35) and Office Supplies and Postage (Line Item 50) – Commissioner Chu when he was reviewing bills paid noticed that the cost for meetings such as food and drinks was coming from line item 50, but he felt it was better to have these items come from line item 35. What has been occurring has been this way longer than staff has been here, so it was not changed by staff. Staff have no issue with this change so has removed \$500 from line item 50 and increased line item 35.
- Office Lease/Rent (Line Item 45) – Our office lease is under contract, so this is the increase in that line item for the increase in costs for next year based on our contract.
- Professional Services (Line Item 55) – As was noted above we have recently updated some contracts for services with various vendors. This line-item increase is mainly due to those new contracts.

On the income side, we have two main line items, the agency contribution, and the carryforward fund balance. The carryforward fund right now is made up of three parts, \$25,000 from previous years' unspent funds, \$19,000 from interest and application fees collected so far this year, and an estimated \$35,000 in unspent funds from our current year. The second two numbers are simply a placeholder until we get closer to the end of the year and can put in an updated number for what is expected to be left over from this year's unspent fund and how much we have collected in application fees and interest. The total carry-forward amount is about 10.5% less than we had for the current FY. This is mainly due to the fact that since we now have the legal reserve fund the left-over amount from the legal services line item is not used for next year's budget but rather goes to fund the legal fund reserve until it gets to \$50,000. It should also be noted that should any new application come to LAFCo prior to the end of the year and as we get closer to the end of the year we can better estimate how much is left over so it is likely the carry forward will go up a little.

Overall, for the base proposed budget the total estimated expenditure for FY 25-26 is a 5.74% increase. The 5.74% increase is with the understanding that once salary and other items are better known that number should decrease a little in the final budget. With the high estimate for the budget line items, we see the agency contribution being \$629,953 which is a 7.79% increase. In comparison, the FY 24-25 increase in the draft was a 9.88% increase. Staff would anticipate the increase to member agencies will be decreased by a little bit as has occurred in the last several years from the proposed budget being presented today to the final budget which is presented at the June Commission meeting.

In addition to reviewing the budget staff would like to have the Committee address the following questions:

1. Most agencies have union contracts that help dictate what COLA increase will be for the next FY. Marin LAFCo is an unrepresented employer so has no union contract to refer to for COLA. Staff would recommend 3% COLA. The question is, what percentage should the Committee recommend to the full Commission?
2. In the past, the Committee has yielded to the Chair to work with staff on any final minor modifications to the final budget presented at the June meeting and not to call another committee meeting for next year's budget unless major changes are needed. Does the Committee wish to give the Chair and staff this ability again?

Staff Recommendation for Action

1. Staff Recommendation – Approve the proposed budget with any desired changes to be presented at the April 10, 2025, LAFCo Commission meeting with any needed amendments and authorize the chair to work with staff on any minor changes to the budget before presenting a final budget for the June meeting.
2. Alternate Option - Continue consideration of the item at the next committee meeting and provide direction to staff, as needed.

Attachment:

1. Proposed Budget FY 25-26

Line Items	Final FY 25-26	Draft FY 25-26	Final FY 24-25	% Change FY 24-25 to FY Proposed 25- 26
Expense				
5110110 · Salary		\$423,000.00	\$387,000.00	8.51%
5130120 · Benefits		\$39,250.00	\$38,000.00	3.18%
5130500 · Pension		\$52,500.00	\$53,500.00	-1.90%
5130525 · Retiree Health		\$6,000.00	\$6,000.00	0.00%
05 · Commissioner Per Diems		\$9,000.00	\$10,000.00	-11.11%
10 · Conferences		\$10,000.00	\$11,000.00	-10.00%
15 · General Insurance		\$7,000.00	\$6,500.00	7.14%
20 · IT & Communications Services		\$26,000.00	\$23,000.00	11.54%
25 · Legal Services		\$35,000.00	\$37,500.00	-7.14%
30 · Memberships & Dues		\$8,500.00	\$8,500.00	0.00%
35 · Misc Services		\$3,500.00	\$3,000.00	14.29%
40 · Office Equipment Purchases		\$4,139.00	\$4,139.00	0.00%
45 · Office Lease/Rent		\$38,364.00	\$36,888.00	3.85%
50 · Office Supplies and Postage		\$3,500.00	\$4,000.00	-14.29%
55 · Professional Services		\$36,500.00	\$32,000.00	12.33%
60 · Publications/Notices		\$1,500.00	\$2,000.00	-33.33%
70 · Training		\$1,700.00	\$1,700.00	0.00%
75 · Travel		\$3,500.00	\$3,500.00	0.00%
Total Expense	\$0.00	\$708,953.00	\$668,227.00	5.74%
Income				
Carry Forward Balance		\$79,000.00	\$87,360.91	-10.58%
4710510 · Agency Contributions	\$0.00	\$629,953.00	\$580,866.09	7.79%
Total Income	\$0.00	\$708,953.00	\$668,227.00	
	Amount	Notes		
General Reserve Fund	\$177,238.25	25% of total expenses - fully funded		
Consultant Reserve Fund	\$50,000	Per Marin LAFCo policy 3.10(B)(ix) - fully funded		
Technology Replacement Fund	\$10,505	Prior FY unspent funds from line item 40, not to exceed \$20,000 (through FYE 24)		
Legal Reserve Fund	\$0	Prior FY unspent funds from line item 25, not to exceed \$50,000 (First year)		



Marin Local Agency Formation Commission

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AGENDA REPORT
March 18, 2025
Item No. 3 (Business)

TO: Local Agency Formation Commission
FROM: Jason Fried, Executive Officer
Claire Devereux, Clerk/Jr. Analyst
SUBJECT: Review and Approval of Fee Schedule

Background

According to Marin LAFCo Policy 3.11 (Fee Schedule), “Marin LAFCo will maintain a schedule of fees to recover the agency’s costs in fulfilling its regulatory and planning responsibilities. Marin LAFCo shall periodically review the fee schedule and consider amendments therein no less than every two years.”

The Commission last reviewed this fee schedule as part of the 2023 budget process, so a two-year review is called for at this point. The committee, in its review, can recommend making changes to the current fee schedule or keeping it as it currently is. The current fee schedule is attached.

Our fee schedule is based on the average time spent on each item for each application. Last time we were between clerks and this time we have a much more seasoned staffer with experience under their belt. For this reason, staff has done a review of the full fee schedule. Based on recent applications and the added services we are providing several changes are being suggested:

Initial Consultation with Applicants – we increased this by **45 minutes** because to offer better services we are spending more time reviewing the entire application and walking the applicant through the process, along with the communication on fees, maps, and legal. This has helped applicants better understand the process as they move through the application proceedings.

Prepare and Circulate Agency Review – we increased this by **1 hour** because it takes more time to prepare and circulate the report, especially for applications that consist of more than just one parcel.

Review Interested Agency Consent Form, Review Department Reports, and Circulate DPW and EHS Invoices – These categories were added because we noticed that there was no place in the schedule that reflects the time spent reviewing these reports once we receive them back. For Review Department Reports and Circulate DPW and EHS Invoices, **1 hour and 15 Minutes** was added, and **15 minutes** was added for Review Interested Agency Consent Form.

Prepare Certificate of Petition Sufficiency – Increased this to **15 minutes** because it does take time to draft, review, and send the letter of sufficiency.

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Prepare Staff Report, Resolution, and Remediation- we added **1 hour** of time here to account for the time it takes to remediate and ensure the resolution and pertinent materials are accessible to all members of the public. Prior to this update, no mention of remediation and accessibility existed within the schedule.

Prepare and Record Environmental Determination – We are now in the practice of recording all environmental documents with the clerk due to a new state law passed early last year to record all CEQA documents with the State Clearinghouse. **1 hour added.**

Adjustments to Percent of Staff Time Needed – We adjusted these categories as Claire has taken on more of the application process.

- EO Time w/ 100% decreased 10%.
- EO Time w/o 100% decreased 5%.
- Clerk Time w/ 100% increased 10%.
- Clerk Time w/ 100% increased 5%.

Should the Committee recommend an update occur the only other part that would need to be updated would be the hourly rate for staff and consultants. The hourly rate for staff and consultants is easy to update in the system but would recommend holding off on the staff hourly rate until there is a better understanding of the final budget for next year as that will impact the staff hourly rate. Should the committee want to update the fee schedule it would be staff's recommendation to authorize the Executive Officer to take the current fee schedule, with any amendments desired, and then just prior to the June meeting have staff update the staff hourly rate as it would be presented for approval during the meeting. This would save the Committee from having to call another meeting just to deal with updating the hourly rate, which is based purely on a basic formula.

Staff Recommendation for Action

1. Staff Recommendation – Accept staff changes in the attached fee schedule with any changes the Committee wants and authorize the Executive Officer to update the hourly rate for staff and consultants prior to presenting it to the June Commission meeting for approvals.
2. Alternate Option 1 – Recommend to the Commission no changes are made to the fee schedule this year.
3. Alternate Option 2 – Take no action today and have a follow-up meeting on this item giving staff any needed instruction for the next meeting.

Attachment:

1. Fee Schedule for FY 2025-2027

Single Boundary or OSA Extension (non-emergency)	Not Lead Agency/Notice of Exemption		Addendum / Initial Study		Environmental Impact Rpt.	
	With	Without	With	Without	With	Without
Staff Process (In hours)	100% Consent	100% Consent	100% Consent	100% Consent	100% Consent	100% Consent
Initial Consultation with Applicants	3.75	3.75	3.75	3.75	3.75	3.75
Receive and Set Up Applicant Proposal	0.50	0.50	0.50	0.50	0.50	0.50
Preliminary Proposal Review / Initial GIS Work	1.50	2.00	1.50	2.00	1.50	2.00
CEQA Review and Document Preparation	1.00	1.00	15.00	15.00	20.00	20.00
Prepare and Circulate Agency Review	2.75	2.75	2.75	2.75	2.75	2.75
Prepare and Circulate Property Tax Exchange Notice	0.50	0.50	0.50	0.50	0.50	0.50
Prepare and Circulate Petition Verification	0.15	0.15	0.15	0.15	0.15	0.15
Review Intereted Agency Consent Forms	0.45	0.45	0.45	0.45	0.45	0.45
Review Department Reports and Circulate DPW and EHS Invoices	1.45	1.45	1.45	1.45	1.45	1.45
Prepare Certificate of Petition Sufficiency	0.45	0.45	0.45	0.45	0.45	0.45
Prepare and Circulate Status Letter	2.00	2.00	2.00	2.00	2.00	2.00
Prepare and Post Hearing Notice / 300 ft	0.00	1.50	0.00	1.50	0.00	1.50
Prepare Staff Report, Resolution and Remediation	14.00	15.00	15.00	17.00	16.00	18.00
Prepare and Circulate Certificate of Filing	0.50	0.50	0.50	0.50	0.50	0.50
Commission Meeting	0.50	1.00	0.50	1.00	0.50	1.00
Prepare and Issue Notice to Applicants	1.00	1.00	1.00	1.00	1.00	1.00
Prepare and Record Environmental Determination	2.00	2.00	2.00	2.00	2.00	2.00
Conducting Authority Proceedings	0.00	5.00	0.00	5.00	0.00	5.00
Work with Applicant on Completing Terms	1.20	2.20	1.20	2.20	1.20	2.20
Prepare and Record Certificate of Completion	1.00	1.00	1.00	1.00	1.00	1.00
Prepare and File Boundary Change with SBE	0.50	0.50	0.50	0.50	0.50	0.50
Close Proposal File and File Contents	0.50	0.50	0.50	0.50	0.50	0.50
Administrative Processing	1.00	1.00	1.50	1.50	1.50	1.50
Total Hours	36.70	46.20	52.20	62.70	58.20	68.70
Percent of Staff Time Needed						
Executive Officer	45.00%	55.00%	65.00%	67.50%	67.50%	70.00%
Clerk/Jr. Analyst	40.00%	30.00%	25.00%	25.00%	25.00%	22.50%
Deputy Executive Officer/Analyst	15.00%	15.00%	10.00%	7.50%	7.50%	7.50%
Cost for staff time						
Executive Officer	\$1,741.67	\$2,679.74	\$3,578.26	\$4,463.33	\$4,143.00	\$5,071.57
Clerk/Jr. Analyst	\$689.52	\$651.00	\$612.96	\$736.25	\$683.41	\$726.04
Deputy Executive Officer/Analyst	\$380.29	\$478.72	\$360.60	\$324.85	\$301.53	\$355.93
Total Staff Costs	\$2,811.48	\$3,809.47	\$4,551.81	\$5,524.43	\$5,127.94	\$6,153.54
Non-Staff Costs						
Legal Services	2.00	3.00	at hours used	t hours used	at hours used	at hours used
Bookkeeping	1.00	1.00	1.50	1.50	1.50	1.50
Cost for non-staff						
Legal	\$630.00	\$945.00	Billed for needed hours			
Bookkeeping	\$148.00	\$148.00	\$222.00	\$222.00	\$222.00	\$222.00
Total	\$778.00	\$1,093.00	\$207 plus cost of legal services billable hours			
Total Fee	\$3,589.48	\$4,902.47	\$4,773.81	\$5,746.43	\$5,349.94	\$6,375.54
	Plus material costs		Plus any costs for consultant, legal, and material costs			

Additional Boundary Change to be added to above charge (per boundary change)						
Staff time to review and coordinate with extra jurisdiction	3	3.5	5	5.5	7	7.5

Executive Officer	\$142.37	\$203.01	\$342.75	\$391.52	\$498.30	\$553.67
Clerk/Jr. Analyst	\$56.36	\$49.32	\$58.71	\$64.58	\$82.20	\$79.26
Deputy Executive Officer/Analyst	\$31.09	\$36.27	\$34.54	\$28.50	\$36.27	\$38.86
Total Additional Costs	\$229.82	\$288.60	\$436.00	\$484.60	\$616.76	\$671.78

Emergency Outside Service Extension	
Staff Process	in hours
Initial Consultation with Applicant	1.00
Receive and Set Up Applicant Proposal	0.50
Preliminary Proposal Review	1.00
Confirm with EHS and District	1.00
Prepare and Circulate Status Letter	1.00
Work with Chair to authorize agreement	1.00
Work with District and Applicant on getting everything needed com	3.00
Send Approval Notice	1.00
Close Proposal File and File Contents	1.00
Administrative Processing	1.00
Total Hours	11.50
Non-Staff Process	
Legal Services	0.50
Bookkeeping	1.00
Percent of Staff Time Needed	
Executive Officer	75.00%
Clerk/Jr. Analyst	20.00%
Deputy Executive Officer/Analyst	5.00%
Staff Costs	
Executive Officer	\$909.59

Clerk/Jr. Analyst	\$108.03
Deputy Executive Officer/Analyst	\$39.72
Total Staff Costs	\$1,057.34
Non-Staff Costs	
Legal	\$157.50
Bookkeeping	\$148.00
Total Non-Staff Costs	\$305.50
Total Fee	\$1,362.84
Request for Time Extension to Complete Approved Terms	
Staff Process	In hours
Staff Review	0.5
Coordination with Impacted Agency and Applicant	1.5
Prepare Staff Report	4
Post Hearing Communication	1
Administrative Processing	1
Total Hours	8
Percent of Staff Time Needed	
Executive Officer	80.00%
Clerk/Jr. Analyst	15.00%
Deputy Executive Officer/Analyst	5.00%
Non-Staff Process	
Legal Services	0.50
Bookkeeping	1.00
Staff Costs	
Executive Officer	\$674.94
Clerk/Jr. Analyst	\$56.36
Deputy Executive Officer/Analyst	\$27.63
Total Staff Costs	\$758.94
Non-Staff Costs	
Legal	\$157.50
Bookkeeping	\$148.00
Total Non-Staff Costs	\$305.50
Total Fee	\$1,064.44
General Staff Research Base Fee	
Staff and non-staff process	In hours
Administrative Processing	1.5
Bookkeeping	1
Percent of Staff Time Needed	
Executive Officer	50.00%
Clerk	50.00%
Staff and non-staff costs	
Staff Costs	
Executive Officer	\$79.10
Clerk/Jr. Analyst	\$35.23
Total	\$114.32
Bookkeeping	\$148.00
Base Fee (does not include staff time researching item)	\$262.32