



Solano Local Agency Formation Commission

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

Policy Committee

Members: Commissioner Batchelor, Commissioner Shopay

Minutes

July 21, 2016

675 Texas St.

Suite 6700 - 6th Floor

Fairfield, CA 94533

The meeting was called to order at 11:05 both Commissioner Batchelor and Commissioner Shopay were present as was LAFCO staff. In addition Michelle Heppner was in attendance as a member of the public.

1. Communications from the public
There were no communications from the public.
2. Review Purchasing Policy
The committee reviewed the Purchasing policy and recommended to strikeout references to the August 10, 2009 agreement and a reference to "Other" services.
3. Review charge out rates - LAFCO Fee Policy
The Committee reviewed the 2007 LAFCO fee policy. No changes to the deposit schedule were proposed only a review of the charge out rates. The 2007 charge out rates were \$200 for the Executive Officer, \$100 for the Clerk and \$160 for the LAFCO Attorney. Costs are limited by Cortese-Knox-Hertzberg to not exceed actual costs to LAFCO. Staff calculated the rates for the analyst and the executive officer. Staff estimated the rates as the sum of direct costs, salaries and benefits, and indirect costs, services and supplies, divided by the number of hours worked in the year. Costs for the LAFCO Attorney were considered part of indirect costs and eliminated as a separate item in the fee schedule. An option was given to estimate rates annually with the budget or as an average of

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John Saunderson, Chair • Jack Batchelor, Vice-Chair

Harry Price • Jim Sperring • John Vasquez

Alternate Commissioners

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Staff

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the three fiscal years 2014/15 to 2016/17. The committee recommended using the average to be reviewed every three years. It also recommended including the cost for other professional services if applicable. The average for the most recent three years would set the rate for the Analyst at \$100 and the Executive Officer at \$165.

The meeting was adjourned at 11:32 am.

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