



Solano Local Agency Formation Commission

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

Solano County Government Center
Board of Supervisors Chambers
675 Texas Street
Fairfield, CA 94533

June 10, 2024 10:00 A.M.

ATTENTION: This meeting is in person and open to the public.

AGENDA

1. **CALL TO ORDER AND SALUTE TO THE FLAG**

2. **ROLL CALL**

3. **CHANGES AND APPROVAL OF THE AGENDA**

4. **PUBLIC COMMENT**

Opportunity for the public to speak to the Commission on any subject matter within the Commission's jurisdiction but not appearing on today's agenda.

5. **PUBLIC COMMENT ON CONSENT ITEMS**

Each speaker shall have 3 minutes to address any or all items under Consent.

6. **CONSENT ITEMS**

- A. Meeting Minutes – April 8, 2024
- B. Financial Reports – April 2024 – May 2024

7. **CLOSED SESSION**

Public Employee Performance Evaluation (Gov. Code 54957)
Title: Executive Officer

Conference with Labor Negotiators (Gov. Code 54957.6)
Agency Designated Representative: Chair Shopay
Unrepresented employee: Rich Seithel

8. **REPORT OF CLOSED SESSION**

Commissioners

Ron Kott, Chair • John Vasquez, Vice-Chair • Nancy Shopay • Mitch Mashburn • Steve Bird

Alternate Commissioners

Alma Hernandez • Wanda Williams • Jack Batchelor

Staff

Rich Seithel, Executive Officer • Christina Love, Deputy Executive Officer • Aaron Norman, Analyst II • Tova Guevara, Office Administrator/Clerk • Tyra Hays, Project Specialist • Mala Subramanian, Lead Legal Counsel

9. **PUBLIC HEARING**

- A. **LAFCO Project No. 2023-20: City of Fairfield/Cordelia Fire Protection District Fire Contract** – Commission will consider approving the extension of fire services by contract. Pursuant to Government Code Section 56134, the City of Fairfield requests to extend fire protection services to 100% of the Cordelia Fire Protection District.
- B. **LAFCO Project No. 2023-16: Solano LAFCO Policy Updates** – Commission will consider adopting two policy updates: Incorporation of city policy and an update to the spending policy.
- C. **LAFCO Project No. 2024-05: Update the Solano LAFCO Personnel and Salary Resolution Appendix A to Reflect Competitive Base Salary Adjustments for LAFCO Classifications of Office Administrator/Clerk, Analyst I, Analyst II, Sr. Analyst, and Deputy Executive Officer, Effective July 1, 2024; and Update the Executive Officer’s Salary.**

Execute Amendment 2024-01 to the Employment Contract for Solano LAFCO Executive Officer Amending Section 5.01 Executive Officer Annual Salary and Section 5.3 Vacation Benefits, Effective July 1, 2024

Amend Personnel Policies Regarding Vacation Benefits for the Executive Officer

Commission will consider updating the Solano LAFCO Personnel and Salary Resolution to adopt base salary adjustments for non-contract employees for regional competitiveness and for a 5% increase for the Executive Officer. Commission will also consider approving an amendment to the Employment Contract for the Executive Officer to increase compensation and the annual vacation accrual. Commission will also consider amending the Personnel Policies regarding vacation benefits for the Executive Officer.

- D. **Fiscal Year 2024-2025 Final Budget and Workplan** – Commission will consider adopting the final budget and workplan for Fiscal Year 2024-2025, including base salary adjustments and an updated fee schedule.
- E. **LAFCO Fee Schedule Amendment for Municipal Service Review Projects and Staff Charge Out** – Commission will consider adopting a new project type and associated fee on the Fee Schedule specific to requests from agencies for an update to their Municipal Service Review (MSR) outside of the adopted In-House Municipal Service Review Schedule and Sphere of Influence Update Schedule. The proposed fee has 2 options: Contract with staff for time/materials to conduct MSR and SOI; or contract with staff for staff’s peer review and edit of a 3rd party’s draft MSR.

CEQA: This is a report with no land use or environmental impacts and therefore is not a project under PRC Section 21060.5.

10. **BUSINESS ITEMS**

None.

11. EXECUTIVE OFFICER UPDATES

The Executive Officer will briefly provide Commission status updates on major ongoing tasks and inform Commission of any known upcoming projects.

12. ADJOURNMENT

Materials related to an item on this agenda are available for public inspection at the LAFCO office at 675 Texas St. Ste. 6700 Fairfield, CA during normal business hours and on LAFCO's website at www.solanolafco.com. **Please note: LAFCO meetings are recorded and posted on the Commission's website.**

Any person who has contributed \$250 or more to a Commissioner or Alternate is obligated to disclose the contribution to the Commissioner or Alternate or to LAFCO staff.

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Non-confidential materials related to an item on this agenda submitted to the Commission after distribution of the agenda packet will be e-mailed to you upon request. You may request materials by emailing clove@solanolafco.com.