

RESOLUTION NO. 2024-03

**RESOLUTION OF THE LOCAL AGENCY FORMATION COMMISSION
OF SOLANO COUNTY ADOPTING A FINAL BUDGET AND WORKPLAN
FISCAL YEAR 2024-2025**

WHEREAS, the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000(CKH) section 56000 et seq. of the California Government Code (GC) requires the Local Agency Formation Commission (LAFCO or Commission) of Solano County to perform planning duties by encouraging the orderly development and coordination of local agencies; and,

WHEREAS, the Commission is required to adopt annual final budgets by June 15; and,

WHEREAS, staff consulted with the LAFCO Chair on March 20, 2024, to help inform and make decisions regarding the agency's funding requirements; and,

WHEREAS, the Executive Officer prepared a written report and recommendations on a proposed budget and proposed work plan for the fiscal year 2024-25 adopted by the Commission on April 08, 2024, and subsequently circulated for review and comment to all funding agencies; and,

WHEREAS, the Commission has heard and considered all oral and written testimony submitted, including, but not limited to, the final budget, work plan, and priorities for 2024-25, and the Executive Officer's report and recommendations were presented at a public hearing held on April 08, 2023; and,

WHEREAS, the Commission determined the proposed budget projects the staffing and program costs of the Commission as accurately and appropriately as possible; and,

WHEREAS, the Commission's operating budget for FY 2024-25 is \$1,286,963; and,

WHEREAS, the operating budget is approximately \$63,647; or 5%; more than the previous fiscal year's operating budget; and,

WHEREAS, the Commission finds that even though the Final Budget is more than the previous fiscal year, the Final Budget for FY 2024-25 is sufficient to meet LAFCO's funding and project projections for the fiscal year; and,

WHEREAS, the Commission considered, supported, and approved an adjustment to base salaries and benefits for staff; and

WHEREAS, expenses for FY 2024-25 are hereby allocated by budget category in the following manner, all numbers are rounded to the nearest dollar:

Salaries and Employee Benefits	\$ 927,746
Services and Supplies	\$ 303,719
Other Expenses	\$ 45,000
<u>Designated Reserve</u>	<u>\$ 10,497</u>
Total Expenses	\$ 1,286,963

WHEREAS, revenues for FY 2024-25 or the means of financing the LAFCO program will be by monies derived from the following sources of funding:

Anticipated Revenue	\$ 50,000
Anticipated Interest	\$ 10,000
Fund Balance	\$ 275,000
City/County Apportionment	\$ 951,963
Total Revenue	\$ 1,286,963

NOW, THEREFORE, BE IT RESOLVED AND ORDERED, that the Local Agency Formation Commission of the County of Solano does approve and adopt the Final Budget as shown in Exhibit A and the Workplan as shown in Exhibit B for the Fiscal Year 2024-25, attached, and by this reference incorporated herein and does further order and direct the following:

Section 1: The Executive Officer shall transmit the Final Budget to the Auditor and all parties specified in Government Code §56381(a) as promptly as possible.

Section 2: The Auditor shall apportion the budget as specified in Government Code §56381(b) and request payment from each city and the County no later than July 1, 2024, as specified in §56381(c).

Section 3: If a city or the County does not remit its required payment within 60 days, The auditor is requested to collect an equivalent amount from the property tax or any fee or eligible revenue owed to the city or County as described in §56381(c).

The foregoing resolution was duly passed and adopted by the Local Agency Formation Commission of the County of Solano at a duly noticed public hearing held on June 10, 2024, by the following roll call vote:

AYES: *Kott, Vasquez, Shopay, Mashburn, Bird*
 NOES:
 ABSENT:
 ABSTAIN:



 Ron Kott, Chair
 Presiding Officer of Local Agency Formation
 Commission County of Solano, State of California

ATTEST:


 Tova Guevara, Clerk

Exhibit A: 2024-25 Final Budget
 Exhibit B: 2024-25 Workplan

Exhibit A

Agenda Item 9.D - Final Budget and Worplan FY 24-25

Sub-object	Obj Desc	FY 23/24 Actuals (3/18)	FY 23/24 Adjusted Final Budget [AB]	FY 24/25 Proposed Budget [PB]	Difference Between PB & AB [PB-AB]	% Differ.
1000	SALARIES AND EMPLOYEE BENEFITS					
1110	SALARY/WAGES REGULAR	\$377,080	\$617,499	\$691,516	\$74,017	12%
1210	RETIREMENT-EMPLOYER	\$43,357	\$70,749	\$84,249	\$13,500	
1212	DEFERRED COMP-COUNTY MATCH	\$355	\$650	\$650	\$0	
1220	FICA-EMPLOYER	\$5,603	\$8,736	\$10,027	\$1,291	
1230	HEALTH INS-EMPLOYER	\$52,488	\$84,287	\$107,508	\$23,221	
1231	VISION CARE INSURANCE	\$386	\$750	\$766	\$16	
1240	COMPENSATION INSURANCE	\$1,745	\$2,200	\$3,400	\$1,200	
1241	LT DISABILITY INSURANCE ER	\$1,127	\$5,004	\$2,253	(\$2,751)	
1250	UNEMPLOYMENT INSURANCE	\$1,038	\$1,050	\$1,500	\$450	
1260	DENTAL INS-EMPLOYER	\$3,459	\$5,816	\$5,874	\$58	
1270	ACCRUED LEAVE CTO PAYOFF	\$2,473	\$28,492	\$15,000	(\$13,492)	
1290	LIFE INSURANCE-EMPLOYER	\$1,549	\$5,088	\$5,003	(\$85)	
TOTAL	SALARIES AND EMPLOYEE BENEFITS	\$490,659	\$830,321	\$927,746	\$97,425	12%
2000	SERVICES AND SUPPLIES					
2021	COMMUNICATION-TELEPHONE SYSTEM	\$479	\$11,904	\$1,000	(\$10,904)	
2026	CELL PHONE ALLOWANCE	\$1,238	\$2,100	\$2,100	\$0	
2028	TELEPHONE SERVICES	\$3,866	\$12,180	\$8,720	(\$3,460)	
2051	LIABILITY INSURANCE	\$8,317	\$9,089	\$9,089	\$0	
2140	MAINTENANCE-BLDGS & IMPROVE	\$0	\$500	\$500	\$0	
2170	MEMBERSHIPS	\$9,822	\$11,498	\$11,500	\$2	
2180	BOOKS & SUBSCRIPTIONS	\$593	\$568	\$500	(\$68)	
2200	OFFICE EXPENSE	\$2,106	\$12,000	\$8,760	(\$3,240)	
2201	EQUIPMENT UNDER \$1,500	\$2,273	\$15,600	\$2,000	(\$13,600)	
2202	CONT ASSETS COMPUTER RELATED	\$0	\$4,500	\$5,000	\$500	
2204	COMPUTER RELATED ITEMS -<\$500	\$965	\$1,800	\$1,000	(\$600)	
2205	POSTAGE	\$77	\$700	\$600	(\$100)	
2235	ACCOUNTING & FINANCIAL SERVICE	\$3,893	\$15,000	\$35,000	\$20,000	
2239	LEGAL SERVICE	\$6,332	\$30,200	\$15,000	(\$15,200)	
2245	CONTRACTED SERVICES	\$57,057	\$130,000	\$90,000	(\$40,000)	
2250	OTHER PROFESSIONAL SERVICES	\$21,680	\$16,000	\$16,000	\$0	
2266	CENTRAL DATA PROCESSING SVCE	\$32,914	\$41,157	\$62,000	\$20,843	
2271	SOFTWARE SUBSCRIPTION/SBITA ST	\$2,016	\$2,700	\$3,500	\$800	
2280	PUBLICATIONS AND LEGAL NOTICES	\$534	\$1,000	\$1,000	\$0	
2285	LEASE EXPENSE-COPIERS/MFD'S ST	\$7,379	\$7,000	\$0	(\$7,000)	
2295	LEASE EXPENSE - BUILDINGS ST	\$6,599	\$28,000	\$0	(\$28,000)	
2310	EDUCATION & TRAINING	\$4,607	\$8,000	\$12,550	\$4,550	
2335	TRAVEL EXPENSE	\$3,581	\$19,900	\$8,000	(\$11,900)	
2339	MANAGEMENT BUSINESS EXPENSE	\$1,520	\$2,000	\$2,000	\$0	
2354	CAR ALLOWANCE	\$5,250	\$7,800	\$7,900	\$100	
2355	PERSONAL MILEAGE	\$0	\$2,000	\$0	(\$2,000)	
TOTAL	SERVICES AND SUPPLIES	\$183,096	\$392,996	\$303,719	(\$89,277)	-23%
	OTHER EXPENSES					
3233	LEASE EXPENSE - BUILDING LT	\$0	\$28,000	\$34,000	\$6,000	
3235	LEASE EXPENSE - COPIERS/MFD'S LT	\$3,052	\$7,000	\$11,000	\$4,000	
TOTAL	OTHER EXPENSES	\$3,052	\$35,000	\$45,000	\$10,000	29%
TOTAL OPERATING EXPENSES		\$676,807	\$1,223,317	\$1,276,465	\$53,148	4%
730	20% RESERVE POLICY ADJUSTMENT	\$0	\$0	\$10,497	\$10,497	
TOTAL TOTAL EXPENDITURES		\$676,807	\$1,223,317	\$1,286,963	\$63,646	5%
	REVENUES					
9200	LICENSES & PERMITS-OTHER					
9229	LICENSES & PERMITS-OTHER	\$53,000	\$50,000	\$50,000	\$0	
9400	REVENUE FROM USE OF MONEY/PROP					
9401	INTEREST INCOME	\$33,364	\$5,000	\$10,000	\$5,000	
9500	INTERGOVERNMENTAL REVENUES					
9511	OTHER GOVERNMENTAL AGENCIES	\$895,788	\$895,788	\$951,963	\$56,175	
740	OTHER REVENUE					
740	FUND BALANCE APPROPRIATION	\$272,528	\$272,528	\$275,000	\$2,472	
TOTAL TOTAL REVENUES		\$1,254,680	\$1,223,316	\$1,286,963	\$63,647	5%
EXPENSES						
1000		\$490,659	\$830,321	\$927,746	\$97,425	12%
2000		\$183,096	\$392,996	\$303,719	(\$89,277)	-23%
3000		\$3,052	\$0	\$45,000	\$45,000	-
Reserve Adjustment		\$0	\$0	\$10,497	\$10,497	-
TOTAL EXPENSES		\$676,807	\$1,223,317	\$1,286,963	\$63,646	5%
REVENUES						
9200		\$53,000	\$50,000	\$50,000	\$0	0%
9400		\$33,364	\$5,000	\$10,000	\$5,000	0%
9500		\$895,788	\$895,788	\$951,963	\$56,175	6%
Fund Balance Appropriation		\$272,528	\$272,528	\$275,000	\$2,472	1%
TOTAL REVENUES		\$1,254,680	\$1,223,316	\$1,286,963	\$63,647	5%

Exhibit B

FY 2024-25 Proposed Workplan

#	Task/Project	Priority	Category	Comments
1	Municipal Service Review (MSR) Schedule	High	L/P	<ul style="list-style-type: none"> • Mosquito Abatement District (c 2006) • City of Vallejo (c 2007) • Maine Prairie Water District (c 2015)
2	Fire Services Contract: City of Fairfield Fire	High	P	GC §56134 Out-of-Agency Services Contract for Fairfield Fire Department and Cordelia Fire Protection District
3	Fire Services	High	C	Continue working with the districts, stakeholders, and Fire Ad Hoc Committee in analyzing fire services.
4	Sphere of Influence (SOI) Updates	High	L/P	<ul style="list-style-type: none"> • Solano Irrigation District (c 2014) • Cemetery Districts (c 2012) • Spheres related to scheduled MSRs • City of Vacaville Request to Update SOI
5	Policy Updates	High	A/L	<p>Review and update Solano LAFCO adopted policies, procedures, and applications that have not been reviewed since 2017.</p> <p>Create new policies for consistency with state law.</p>
6	Reorganizations	High	P	<p><i>Vacaville:</i></p> <ul style="list-style-type: none"> • Fields at Alamo Creek (east of Leisure Town) • McMurtry Creek Estates <p><i>Dixon:</i></p> <ul style="list-style-type: none"> • Lombardo Property
7	Outreach	High	C	<p>Ongoing outreach to local agencies, cities, county, developers, and the public:</p> <ul style="list-style-type: none"> • <i>Ag Innovation Group</i> • <i>Solano Economic Development Corporation</i> • <i>Planning Directors Meeting</i> • <i>CALAFCO</i> • <i>Bay Area EO Group</i> • <i>Fire District Chiefs Association</i>

A: Administrative; C: Commission Directives; L: Legislative; P: Projects

#	Task/Project	Priority	Category	Comments
8	Agency Projects Tracking and Island Project Tracking	Medium	P/C/L	<p>Track and comment on anticipated city general plan amendments/updates and CEQA actions for reorganizations:</p> <ul style="list-style-type: none"> • <i>Vacaville:</i> <ul style="list-style-type: none"> ○ East of Leisure Town and Northeast Sector General Plan Amendments ○ Islands: <ul style="list-style-type: none"> ▪ Valley Church (Leisure Town/Sequoia) ▪ Nut Tree Airport vicinity (Island Annexation) • <i>Dixon:</i> <ul style="list-style-type: none"> ○ Lewis Planned Communities (SE Dixon) General Plan Update ○ Islands: <ul style="list-style-type: none"> ▪ Lombardo Property • <i>Suisun:</i> <ul style="list-style-type: none"> ○ Suisun Logistics Center and Highway 12 Logistics Center General Plan Amendments
9	Fees Update	Medium	A	Update application charge-out rates to reflect the Commission's current costs for processing projects.
10	Website	Low	L	Continued and ongoing updates of information accessible online

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In-House Municipal Service Review for Sphere of Influence Update Schedule

Fiscal Year Scheduled	Agency	Last Updated
2023/2024	Solano Irrigation District	Feb 2015
	Solano County Cemetery Districts (all four)	Nov 2005
2024/2025	Solano County Mosquito Abatement District	Nov 2006
	Maine Prairie Water District	Feb 2015
	City of Vallejo	Aug 2007
2025/2026	Greater Vallejo Recreation District	Jan 2007
	Dixon Resource Conservation District	Jun 2015
	Solano Resource Conservation District	Jun 2015
2026/2027	City of Suisun	Jun 2016
	Fairfield-Suisun Sewer District	Feb 2017
	Solano County Regional Water Services	

Consideration Factors:

Cities

- Date of Comprehensive General Plan Update (every 20 years)
 - Benicia: 1999
 - Dixon: 2021-2040
 - Fairfield: 2002-2022
 - Rio Vista: 2001-2021
 - Suisun: 2015-2035
 - Vacaville: 2015-2035
 - Vallejo: 2017-2040
- General Plan status and changes (substantial/numerous General Plan Amendments or Comprehensive Update known as of March 2024)
 - Dixon – substantial amendments, maybe an update
 - Fairfield – in early process of a comprehensive update
 - Rio Vista – in early process of a comprehensive update
 - Suisun – in early process of substantial amendments
 - Vacaville – just starting substantial amendments, maybe update
- Date of last MSR/SOI update (need)
 - Benicia: Feb 2017
 - Dixon: Oct 2014
 - Fairfield: Oct 2012
 - Rio Vista: Jan 2007
 - Suisun: Jun 2016
 - Vacaville: May 2017
 - Vallejo: Aug 2007

Special Districts

- Date of last MSR/SOI update (need)
- Progress towards regional review based on service provided

A: Administrative; C: Commission Directives; L: Legislative; P: Projects

Attachment A

Agenda Item 9.D - Final Budget and Worplan FY 24-25
Est. billing 275

ESTIMATED BILLING TO COUNTY AND CITIES FOR FY 2024/25*						
Agency	Governmental Funds Revenues (FY 20/21)*	Cost %	FY 23/24 Actual Invoice per Auditor	FY 24/25 Estimate	+/-	% Diff.
Benicia	\$ 62,530,263	8.76%	\$34,947	\$41,711	\$6,764	16%
Dixon	\$ 50,461,463	7.07%	\$36,098	\$33,661	-\$2,437	-7%
Fairfield	\$ 184,586,238	25.87%	\$112,444	\$123,129	\$10,685	9%
Rio Vista	\$ 14,269,283	2.00%	\$9,006	\$9,518	\$512	5%
Suisun City	\$ 35,180,911	4.93%	\$16,503	\$23,468	\$6,965	30%
Vacaville	\$ 184,454,292	25.85%	\$118,919	\$123,041	\$4,122	3%
Vallejo	\$ 182,073,781	25.52%	\$119,977	\$121,453	\$1,476	1%
<i>Subtotal: Cities</i>	<i>\$ 713,556,231</i>	<i>100.00%</i>	<i>\$447,894</i>	<i>\$475,982</i>	<i>\$28,087</i>	
County			\$447,894	\$475,982	\$28,087	6%
TOTAL			\$895,788	\$951,963	\$56,175	