

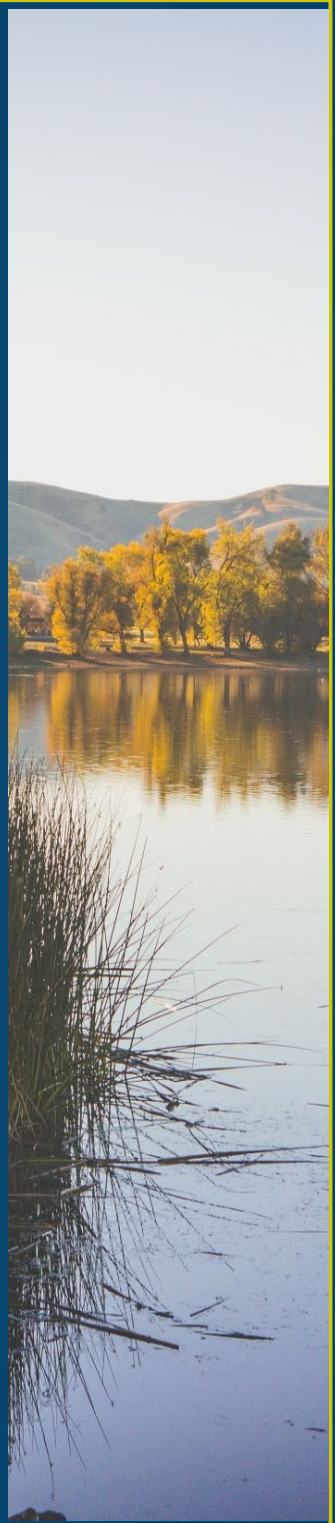


Solano LAFCO Commission Meeting

*April 8, 2024
10:00 a.m.*

AGENDA ITEM #3: ALT. PUBLIC MEMBER APPOINTMENT

- I. Interview 4 eligible applicants
- II. Deliberate/Discuss
- III. Seating Voting members Vote (except public member)
- IV. Oath for newly appointed Alternate Public Member



AGENDA ITEM #7: CONSENT

AGENDA ITEM #6A:

Minutes March 6, 2024

AGENDA ITEM #6B:

Financial Reports – March 2024

AGENDA ITEM #6C:

Legislative Letters of Support



#8A: PROPOSED MSR FEE

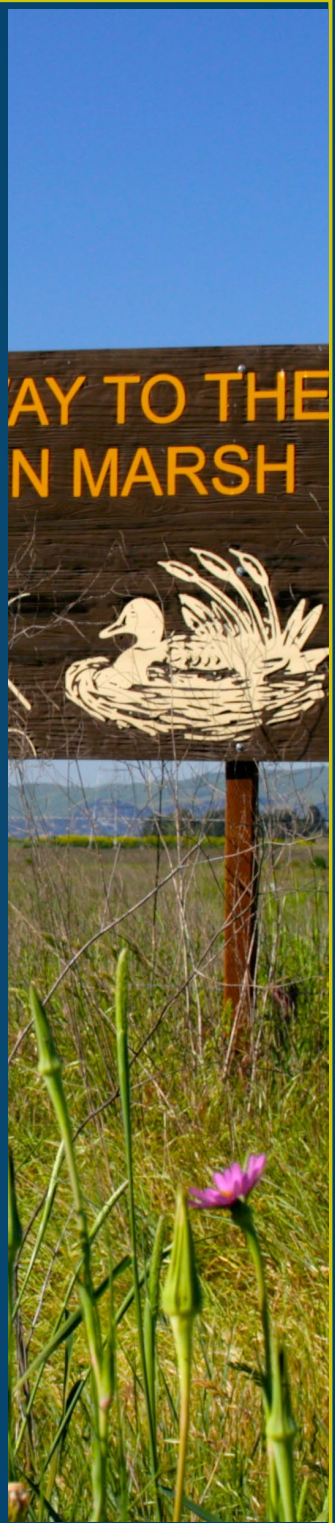
AGENDA ITEM #8A:

Introduction of Proposed Fee for Municipal Service Review Project Applications



#8A: BACKGROUND

- LAFCO law charges LAFCOs with exclusive authority to consider reorganizations of cities and districts based on LAFCO adopted sphere of influence, which are to be reviewed and updated every 5 years, or as necessary. Any adopted sphere of influence is to be informed and based on a municipal service review.
- Historically, Solano LAFCO hired outside consultants to conduct MSR because of staffing and only when an agency requested a review.
 - Result = too many stale spheres and outdated service reviews
- In 2023, the Commission created a staff position whose primary responsibility is to conduct in-house municipal service reviews.
 - Result = bring spheres and service reviews up to date, and remain so on a cycle



#8A:

PURPOSE OF PROPOSED MSR FEE

- Flexibility for if/when an agency wishes to “jump the line”
- 2 options for agency-applicant:
 - ❖ In-house Staff conducts MSR
 - ❖ Staff Review of 3rd Party MSR
- Fee would be based on scoped contract for time and materials with defined schedule.
 - ❖ Staff rates based on current staff salary.



#8A:

PURPOSE OF PROPOSED MSR FEE

Why introduce this now?

- Proposed FY 24/25 Workplan includes an In-house MSR scheduled for SOI updates



#8A: RECOMMENDATIONS

- This is an introduction of the proposed fee. No action necessary.



DISCUSSION

AGENDA ITEM #8B

AGENDA ITEM #8B:

Proposed Budget and Workplan for Fiscal Year 2024/2025



#8B:

SUMMARY OF PROPOSED BUDGET

Table 1: Summary of Expenses

Budget Categories	FY 23/24 Adjusted Final Budget	FY 24/25 Proposed Budget	+/-	% Change
Salaries and Benefits (1000)	\$830,321	\$927,746	\$97,425	12%
Service and Supplies (2000)	\$392,996	\$303,719	(\$89,277)	(23%)
Other Expenses (3000)	\$0	\$45,000	\$45,000	29%
Designated Reserve (730)	\$0	\$10,497	\$10,497	-
TOTAL EXPENSES	\$1,223,317	\$1,286,963	\$63,646	5%

Table 2: Sources of Funding

Budget Categories	FY 23/24 Adjusted Final Budget	FY 24/25 Proposed Budget	+/-	% Change
Revenue from Use of Money (9400)	\$5,000	\$10,000	\$5,000	0%
Intergovernmental Revenues (9500)	\$895,788	\$951,963	\$56,175	6%
Fund Balance Appropriation	\$272,528	\$275,000	\$2,472	1%
TOTAL REVENUES	\$1,223,316	\$1,286,963	\$52,062	5%

Fund Balance Current	\$ 595,980
Proposed Appropriation for Operating Budget from Fund Balance	\$ 275,000
Fund Balance - Estimated after FY 24/25 App.	\$ 320,980



#8B: MAJOR DRIVERS

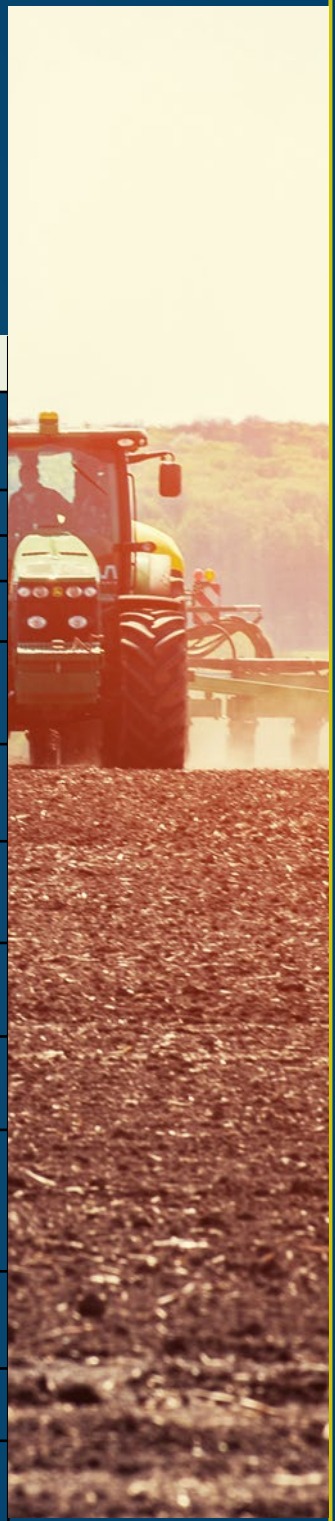
Major Drivers

- ✓ Base Salary Adjustment for Regional Market
- ✓ Biennial Audit
- ✓ Solano County Department of Information Technology and GIS services
- ✓ Building Lease and Copiers Lease
- ✓ High Profile Regional Projects



#8B: NOTABLE DIFFERENCES

Line Item	Description	Explanation	Difference
1110	Salaries/Wages	Proposed 5% Executive Officer pay increase, and base salary adjustments for regional competitiveness for all other positions.	\$74,017
1210	Retirement	Correlated increases in benefits.	\$13,500
1230	Health Ins		\$23,221
2021	Communication System	Not using County phones or system.	(\$10,904)
2201	Equipment Under \$1500	FY 23/24 budget included funds to equip new staff position. Now fully staffed, therefore no new equipment is anticipated.	(\$13,600)
2235	Accounting & Financial	Biennial Audit year, and increase for County services costs (payroll and Auditor-Controllers Office).	\$20,000
2239	Legal Service	Complicated projects in the queue there anticipated additional legal assistance are not foreseen to be submitted in FY 24/25.	(\$15,200)
2245	Contracted Services	Municipal Service Reviews / Sphere of Influence Updates will primarily be conducted in-house.	(\$40,000)
2266	Central Data Processing Svce	Solano County Department of Information Technology and GIS services increased Solano LAFCO's charges.	\$20,843
2335	Travel Expense	CALAFCO Conference will be in Yosemite in October 2024. Attendance is anticipated to be less because of the higher costs, access challenges, and conflicts with other conferences.	(\$11,900)
3000s	Long-term leases	New office location and 2 printers (All-in-one and Plotter) lead to increases in long-term leases (anything more than 12 months).	\$10,000
730	Designated Reserve	Solano LAFCO Policy requires a reserve of 20% of operating expenses.	\$10,497
9511	Intergovernmental Agencies	FY 24/25 will have an increase.	\$56,175



#8B: BASE SALARY ADJUSTMENT

	Step 1	Step 2	Step 3	Step 4	Step 5	Annual Low	Annual High	% Difference
Office Administrator/Clerk								
LAFCO Salary	\$4,621.54	\$4,852.62	\$5,095.25	\$5,350.01	\$5,617.51	\$55,458.48	\$67,410.13	
Average of Agencies	\$5,395.49	\$5,665.27	\$5,948.53	\$6,245.96	\$6,558.26	\$64,745.92	\$78,699.07	
Difference between LAFCO and Average	\$773.95	\$812.65	\$853.28	\$895.95	\$940.75	\$9,287.44	\$11,288.94	14.34%
Analyst I								
LAFCO Salary	\$5,620.52	\$5,901.55	\$6,196.62	\$6,506.45	\$6,831.78	\$67,446.24	\$81,981.33	
Average of Agencies	\$6,279.16	\$6,593.11	\$6,922.77	\$7,268.91	\$7,632.35	\$75,349.88	\$91,588.24	
Difference between LAFCO and Average	\$658.64	\$691.57	\$726.15	\$762.45	\$800.58	\$7,903.63	\$9,606.92	10.49%
Analyst II								
LAFCO Salary	\$6,555.49	\$6,883.26	\$7,227.43	\$7,588.80	\$7,968.24	\$78,665.88	\$95,618.87	
Average of Agencies	\$7,211.52	\$7,572.09	\$7,950.70	\$8,348.23	\$8,765.65	\$86,538.22	\$105,187.75	
Difference between LAFCO and Average	\$656.03	\$688.83	\$723.27	\$759.44	\$797.41	\$7,872.34	\$9,568.88	9.10%
Senior Analyst								
LAFCO Salary	\$7,576.66	\$7,955.49	\$8,353.27	\$8,770.93	\$9,209.48	\$90,919.92	\$110,513.73	
Average of Agencies	\$8,339.28	\$8,756.24	\$9,194.05	\$9,653.75	\$10,136.44	\$100,071.30	\$121,637.29	
Difference between LAFCO and Average	\$762.62	\$800.75	\$840.78	\$882.82	\$926.96	\$9,151.38	\$11,123.56	9.14%
Deputy EO								
LAFCO Salary	\$9,669.63	\$10,153.11	\$10,660.77	\$11,193.81	\$11,753.50	\$116,035.56	\$141,041.95	
Average of Agencies	\$10,451.72	\$10,974.30	\$11,523.02	\$12,099.17	\$12,704.13	\$125,420.62	\$152,449.55	
Difference between LAFCO and Average	\$782.09	\$821.19	\$862.25	\$905.36	\$950.63	\$9,385.06	\$11,407.60	7.48%

*Project Specialist is not included in comparison because the position was built to meet current competitive market
EO not included because salary it negotiated through contract



#8B:

AGENCY BILLING - PROPOSED

ESTIMATED BILLING TO COUNTY AND CITIES FOR FY 2024/25*

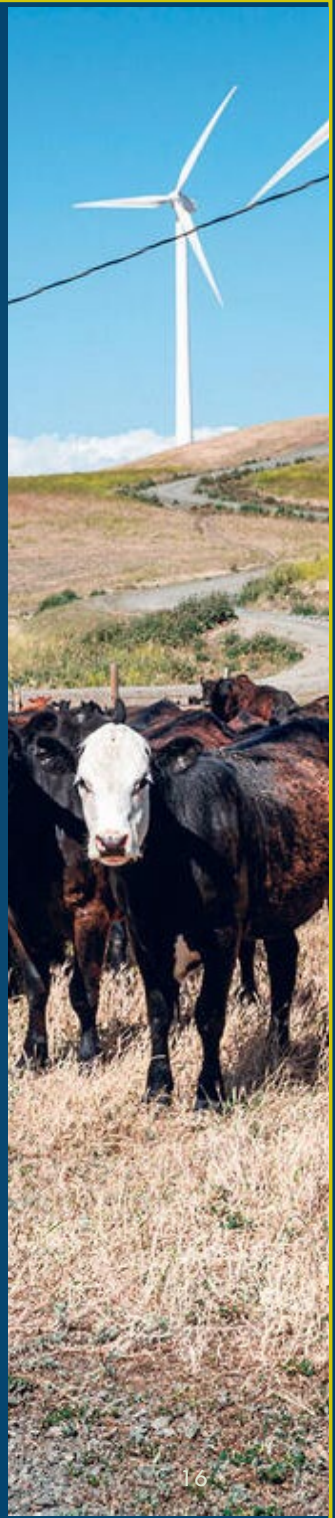
Agency	Governmental Funds Revenues (FY 20/21) [State Controller]	Cost %	FY 23/24 Actual Invoice per Auditor	FY 24/25 Estimate	+/-	% Diff.
Benicia	\$62,530,263	8.76%	\$34,947	\$41,711	\$6,764	16%
Dixon	\$50,461,463	7.07%	\$36,098	\$33,661	(\$2,437)	(7%)
Fairfield	\$184,586,238	25.87%	\$112,444	\$123,129	\$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	6%



#8B: FUND BALANCE OPTIONS

ESTIMATED BILLING TO COUNTY AND CITIES FOR FY 2024/25* Fund Balance Allocation Options

	A	B		C		D	
Agency	Normal \$175k FB	Sal Adj \$175k FB	B - A	Sal Adj \$200k FB	C - B	Sal Adj \$275k FB	D - B
Benicia	\$42,727	\$45,585	\$2,858	\$44,490	(\$1,095)	\$41,711	(\$3,874)
Dixon	\$34,481	\$36,787	\$2,306	\$35,903	(\$884)	\$33,661	(\$3,126)
Fairfield	\$126,129	\$134,565	\$8,436	\$131,331	(\$3,234)	\$123,129	(\$11,436)
Rio Vista	\$9,750	\$10,402	\$652	\$10,152	(\$250)	\$9,518	(\$884)
Suisun City	\$24,039	\$25,647	\$1,608	\$25,031	(\$616)	\$23,468	(\$2,180)
Vacaville	\$126,039	\$134,469	\$8,430	\$131,238	(\$3,231)	\$123,041	(\$11,428)
Vallejo	\$124,413	\$132,733	\$8,321	\$129,544	(\$3,190)	\$121,453	(\$11,280)
<i>Subtotal: Cities</i>	<i>\$487,579</i>	<i>\$520,189</i>	<i>\$32,610</i>	<i>\$507,689</i>	<i>(\$12,500)</i>	<i>\$475,982</i>	<i>(\$44,208)</i>
County	\$487,579	\$520,189		\$507,689		\$475,982	
TOTAL	\$975,158	\$1,040,378	\$65,220	\$1,015,378	(\$25,000)	\$951,963	(\$88,415)

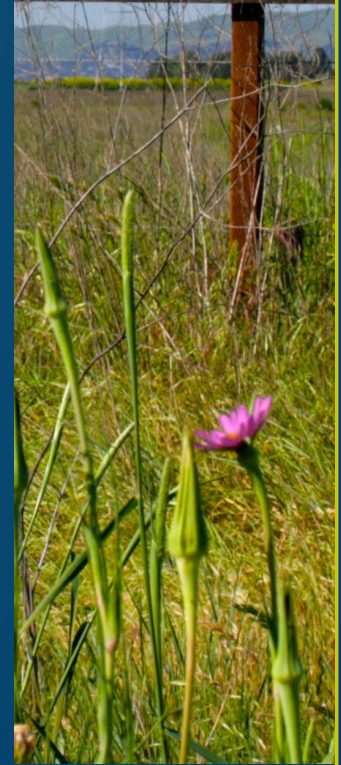


#8B:

PROPOSED WORKPLAN FY 2024/25

#	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	Review and update Solano LAFCO adopted policies, procedures, and applications that have not been reviewed since 2017. Create new policies for consistency with state law.
6	Reorganizations	High	P	Vacaville: <ul style="list-style-type: none">• Fields at Alamo Creek (east of Leisure Town)• McMurtry Creek Estates Dixon: <ul style="list-style-type: none">• Lombardo Property

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N MARSH



#8B:

PROPOSED WORKPLAN FY 2024/25

#	Task/Project	Priority	Category	Comments
7	Outreach	High	C	<p>Ongoing outreach to local agencies, cities, county, developers, and the public:</p> <ul style="list-style-type: none"> • Ag Innovation Group • Solano Economic Development Corporation • Planning Directors Meeting • CALAFCO • Bay Area EO Group • Fire District Chiefs Association
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"> • Vacaville: <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) • Dixon: <ul style="list-style-type: none"> ○ Lewis Planned Communities (SE Dixon) General Plan Update ○ Islands: <ul style="list-style-type: none"> ▪ Lombardo Property • Suisun: <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.



#8B:

PROPOSED IN-HOUSE MSR SCHEDULE

Consideration Factors

- Date of Last MSR/SOI
 - State law = SOI reviewed/updated 5yrs
 - Emphasis on oldest first
- Date of General Plans
- Status of 20-yr General Plan Updates or any General Plan Amendments
 - Timing of related updates to master infrastructure plans or service system models
- Efforts to balance city and district reviews

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	



#8B: RECOMMENDATIONS

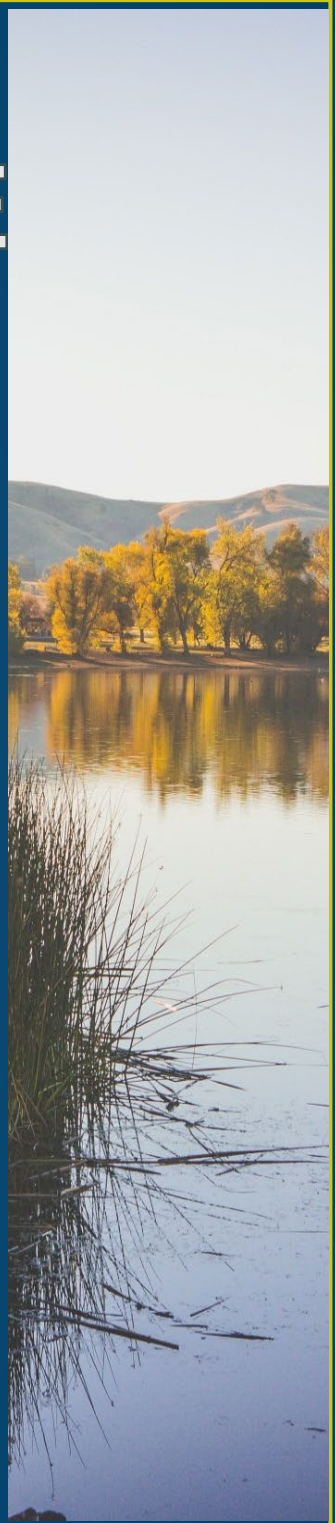
- ADOPT** or adopt with modification(s) the Proposed Budget and Workplan for Fiscal Year (FY) 2024/25.
- DIRECT** staff to distribute the Proposed Budget to the County and the cities.
- DIRECT** staff to schedule a Public Hearing for June 10 to consider and adopt the Final Budget and Workplan.



DISCUSSION

AGENDA ITEMS #9: EXECUTIVE OFFICER'S REPORT/UPDATE

- ❑ Cordelia-Fairfield Fire
 - Certificate of Filing
 - Scheduled Hearing Date June 10
- ❑ Fire Districts
 - Tri-Party MOU signed: increased commitment to collaboration and reorg study
 - Meeting scheduled to discuss seasonal program
- ❑ CALAFCO Conference
 - October 16-18
 - Tenaya Lodge – Fish Camp (Yosemite)
- ❑ Office Relocation/Remodel
 - “The anticipated beginning of construction will be early November depending on the work progress in the lobby. Estimated completion date will be end of January with close out extending to end of February.”





NEXT MEETING

June 10, 2024