



Solano LAFCO Commission Meeting

*June 10, 2024
10:00 a.m.*

AGENDA ITEM #6: CONSENT

AGENDA ITEM #6A:

Minutes April 8, 2024

AGENDA ITEM #6B:

Financial Reports – April 2024 - May 2024



AGENDA ITEM #7: CLOSED SESSION

Public Employee Performance Evaluation
Title: Executive Officer, Rich Seithel

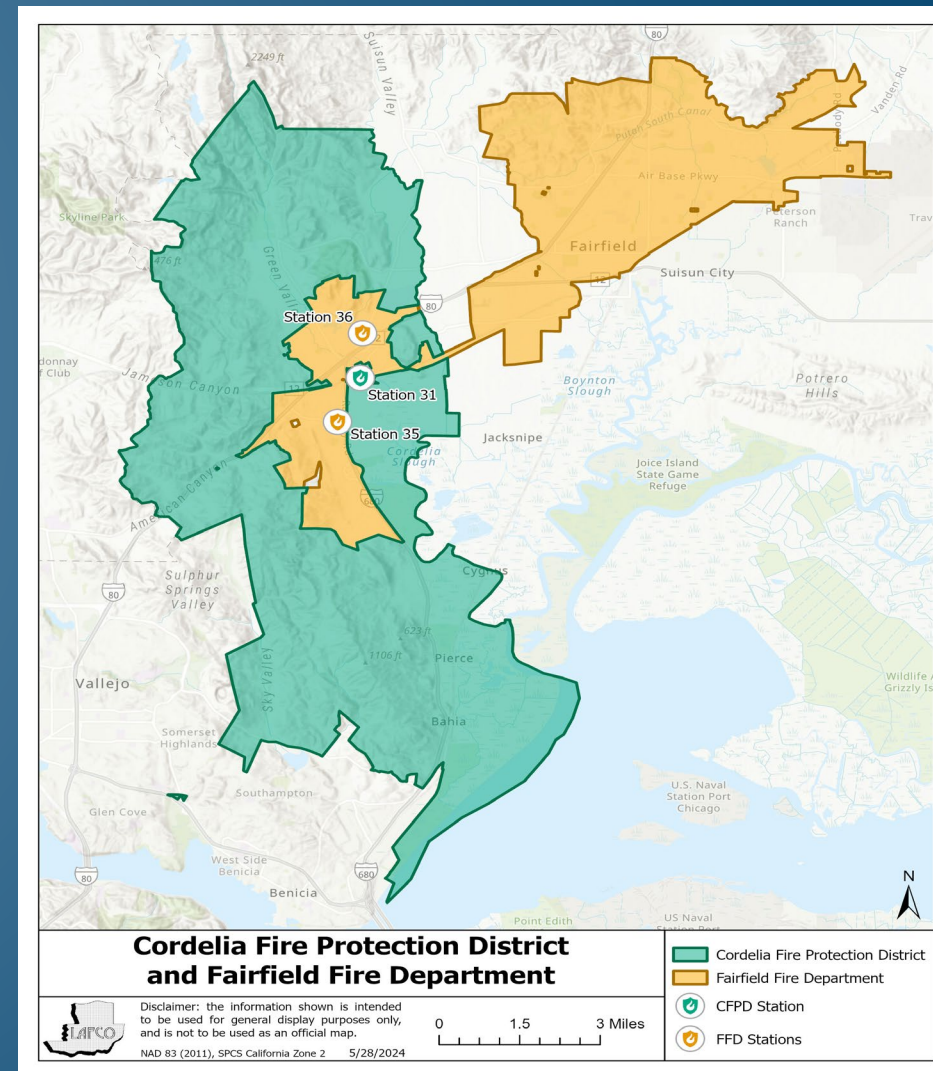
Conference with Labor Negotiator
Unrepresented employee: Rich Seithel



AGENDA ITEM #9A: CITY OF FAIRFIELD/CORDELIA FPD FIRE CONTRACT

AGENDA ITEM #9A:

City of Fairfield fire service extension to 100% of the Cordelia Fire Protection District



#9A: DISCUSSION TOPICS

- History
- CKH 56134 – 6 Requirements
- Service comparisons
- Stations
- Contract terms
- Independent Fiscal Analysis
- Economic sufficiency
- Recommendations



#9A: HISTORY

- October 17, 2022:
 - LAFCO approves emergency short-term contract
- November 28, 2023:
 - LAFCO receives incomplete application from City
- February 20, 2024:
 - City adopts Resolution of Application for LAFCO to consider 8-year contract.
- February 28, 2024
 - LAFCO issues a Receipt of Application
- March 18, 2024
 - LAFCO issues a Certificate of Filing and scheduled June 10 Hearing date



#9A:

GC § 56134

State law requires that an out-of-agency fire protection contract requires LAFCO Review and requires the satisfaction of six requirements:

1. Proposes service responsibility for 25%+ of service area or 25%+ of employees
2. Contract request be made by a resolution of application adopted by the legislative body of agency providing services
3. Secure an agreement or notice the affected employee organization
4. Must submit application with a Plan for Services addressing ten factors outlined in GC § 56134
5. Application must be submitted with an Independent Fiscal Analysis
6. LAFCO must determine that there are sufficient revenues



#9A:

Enhanced Service Comparison

Key Service Level Comparisons	Fairfield Fire Department	Cordelia Fire Protection District
Call Volume (2022)	16,051	625*
Staffed ALS Units	7	0
Paid Full-Time Paramedics	79	0
Labor Representation	1186	1186
Command Staff	Fire Chief Deputy Chief (2) Fire Marshal Admin. Div. Manager Battalion Chief (3)	Volunteer Chief
Deployment Model	5 Stations 24/7 staffing 7 Crews 3-0 staffing	1 Station 24/7 staffing** 1 Crew 2-0 or 3-0 staffing**
Crew Composition	(1) Fire Captain-Paramedic (1) Fire Engineer-Paramedic (1) Firefighter-Paramedic	(1) Captain or Engineer (1-2) Resident Volunteers
* It is important to note that 183 calls were Mutual Aid responses from FFD. Additional calls for FFD would be 442, a 2.67% increase. (625-183=442).		
** Dependent on staff availability		
***Station 36 construction estimated 2025		



#9A:

Enhanced Service Comparison

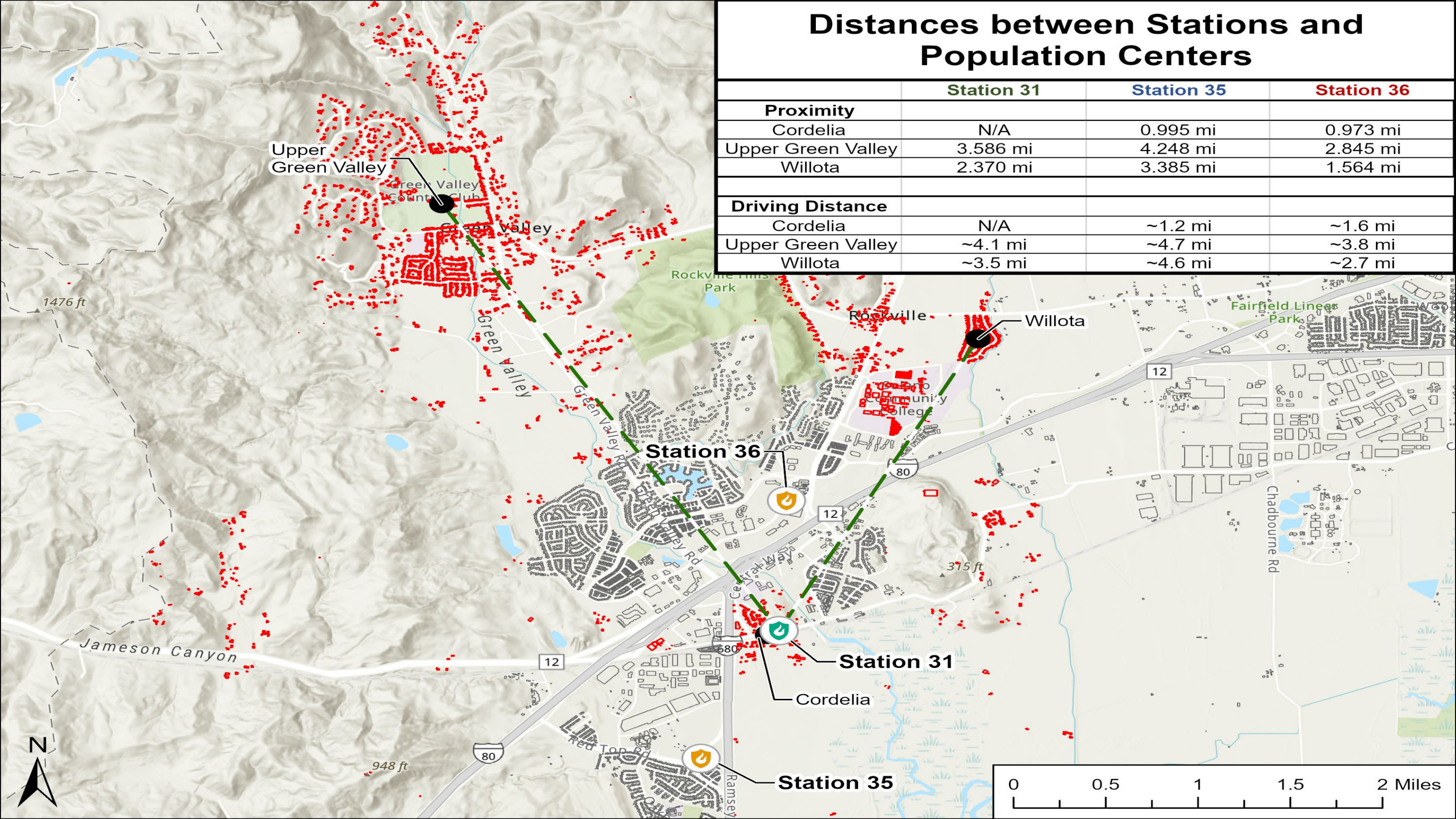


- ✓ 3-0 24/7 365 Staffing
- ✓ All paramedic engines
- ✓ Dispatch



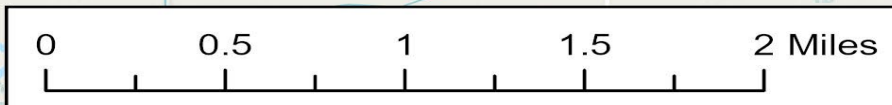
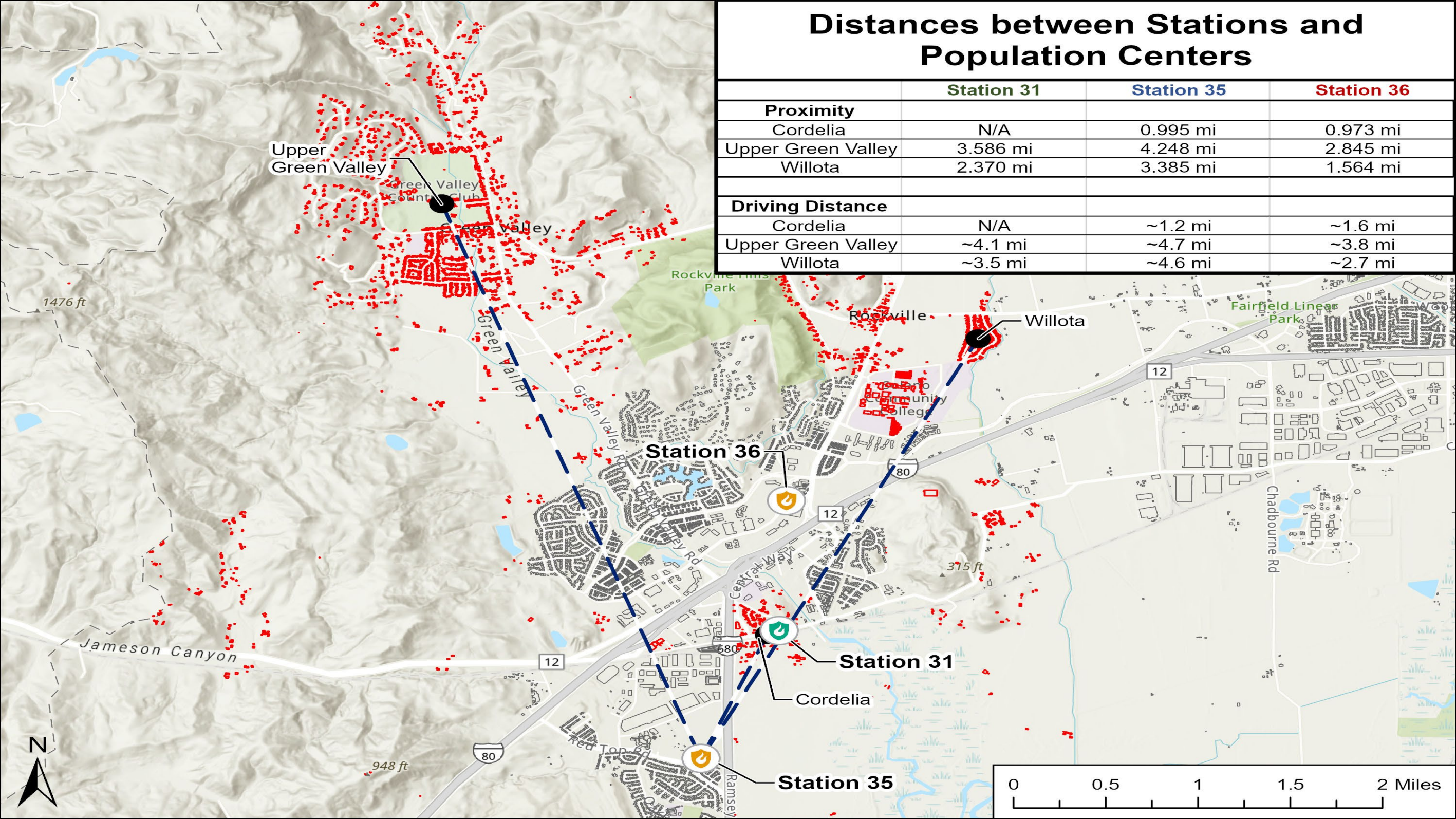
Distances between Stations and Population Centers

	Station 31	Station 35	Station 36
Proximity			
Cordelia	N/A	0.995 mi	0.973 mi
Upper Green Valley	3.586 mi	4.248 mi	2.845 mi
Willota	2.370 mi	3.385 mi	1.564 mi
Driving Distance			
Cordelia	N/A	~1.2 mi	~1.6 mi
Upper Green Valley	~4.1 mi	~4.7 mi	~3.8 mi
Willota	~3.5 mi	~4.6 mi	~2.7 mi



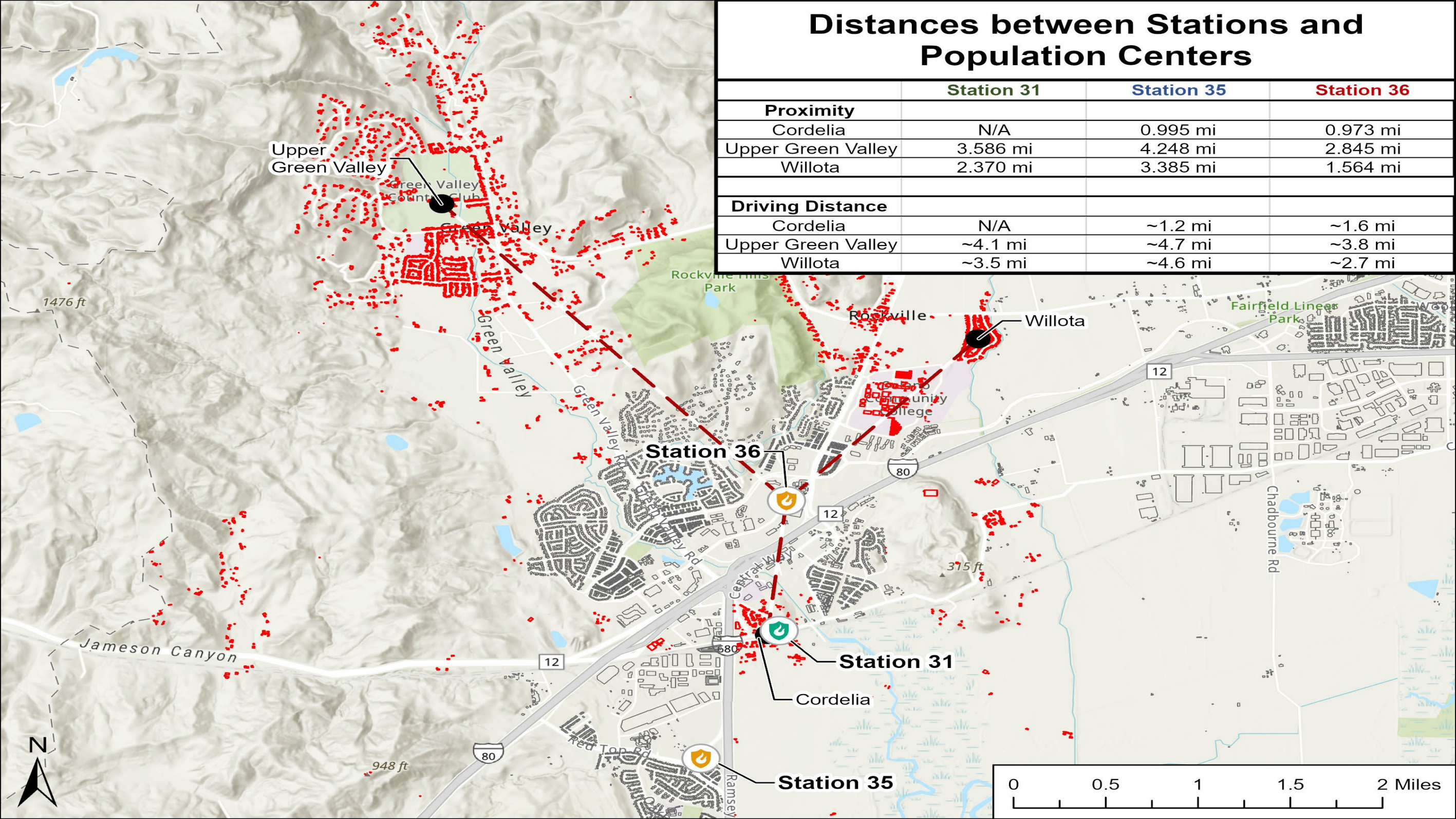
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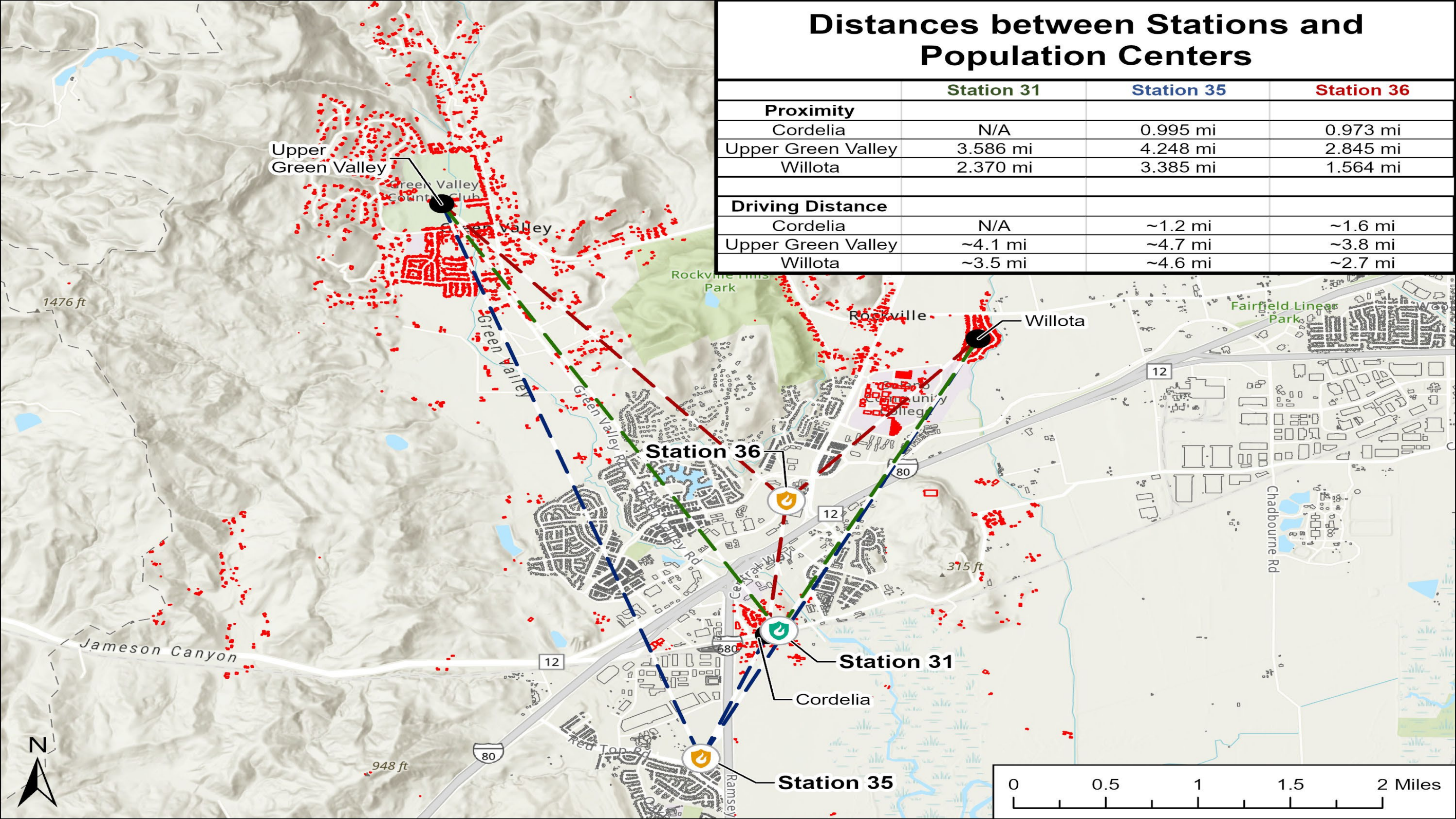
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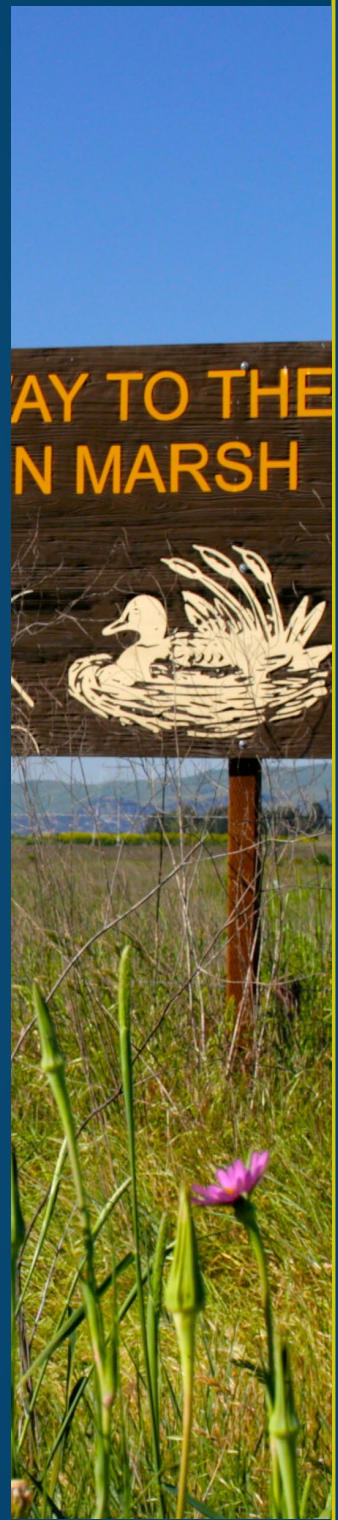
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#9A: NOTABLE CONTRACT TERMS

- ✓ Eight-year contract with an additional eight-year option.
- ✓ Either party can cancel with 550-day notice
- ✓ Agreement is binding upon successors of the City and District
- ✓ District agrees to satisfy minimum payment shortfall by asset sales, District reserves, or other sources

Payment	FY '24	FY '25	FY '26	FY '27	FY '28	FY '29	FY '30	FY '31
% Tax	91%	91%	92.5%	92.5%	95%	95%	95%	95%
Min/Est.	\$698,206	\$712,170	\$738,387	\$753,155	\$847,883	\$864,840	\$882,137	\$899,780



#9A:

INDEPENDENT FISCAL ANALYSES: 4 ELEMENTS

- Service Plan review
- Comparable Districts analysis
- Two fundamental and critical questions:
 - Can the City afford to provide the service?
 - Can the District afford to pay for the service?



#9A:

COMPARABLE DISTRICT ANALYSIS

Description	Comparable Entities				
	Cordelia	East Vallejo	Dixon	Springlake	
Service Provider	District	City of Vallejo	City of Dixon	City of Davis	City of Woodland
Service Provider - Paid stff per Unit	1	3	Engine 1 (3); Engine 2 (4)	3	3 (4 on truck)
Service Provider # of crews deployed	1	8	2	3	4
Service Provider - Paramedics per unit	1	1 or More	1 or 2	None	None
County	Solano	Solano	Solano	Yolo	
Category	Rural	Rural	Rural	Rural	
Square Miles	56	1.5	320	40	
Population	7,000	3,251	6,000	6,587	
Long-term contract	No	Yes	Yes	Yes	
State Responsibility Area	Yes	Yes	Yes	No	
Call Volume (2022)	625	440	826	60	194
Average Response Time	7:31	8:24	10:07	7:08	4:54
Total Adopted Budgets	\$920,615	\$725,054	\$967,800	\$555,335	



#9A:

FAIRFIELD FIRE COST ANALYSIS

CITY COST ANALYSIS: COST PER RUN*			
DESCRIPTION	FY 2024 (est)	DESCRIPTION	FY 2024 (est)
Cost Including Admin		Non-administrative Fire Department Budget Cost	
Incremental additional call runs	460	Incremental additional call runs	460
Estimated City call runs	16,693	Estimated City call runs	16,693
Estimated combined call runs	17,153	Estimated combined call runs	17,153
Fairfield Fire Department	\$ 28,579,446	Fairfield Fire Department	\$ 25,623,930
Forecast Cost per run	\$ 1,666	Forecast Cost per run	\$ 1,494
City Additional cost	\$ 766,428	City Additional cost	\$ 660,280
CFPD Contract payment (minimum)	\$ 698,206	CFPD Contract payment (minimum)	\$ 698,206
Net: Payment vs Cost	\$ (68,222)	Net: Payment vs Cost	\$ 37,926

* Excerpt from Stone Fiscal Analysis pg. 12



#9A:

CAN CORDELIA FPD AFFORD IT?

Updated Fiscal Analysis
 Fire Service Contract
 Cordelia Fire Protection
 City of Fairfield

Prepared by:
 Ken Campo
 Financial Consultant
 1/18/2024

Fiscal Year End June 30	2023	2024	2025	2026	2027	2028	2029	2030	2031
Available (Unassigned) Fund Balance-Beginning		480,521	394,819	333,709	266,895	196,187	258,622	254,847	251,157
Property Tax	369,836	377,233	384,777	392,473	400,322	408,329	416,495	424,825	433,322
Measure I	438,536	447,307	456,253	465,378	474,685	484,179	493,863	503,740	513,815
Recurring Revenue	808,372	824,539	841,030	857,851	875,008	892,508	910,358	928,565	947,137
Available Funding		1,305,060	1,235,850	1,191,559	1,141,903	1,088,695	1,168,980	1,183,412	1,198,294
CalPERS Net UAL Payment		108,978	114,564	120,137	125,332	132,815			
Administrative expenses		59,866	42,216	42,949	43,690	39,438	35,118	35,730	36,347
Insurance		43,191	33,191	23,191	23,539	18,892	14,175	14,388	14,604
Sub-Total Recurring Expenses		212,035	189,971	186,277	192,561	191,145	49,293	50,118	50,951
Fire Service Contract Payments to City of Fairfield		698,206	712,170	738,387	753,155	847,883	864,840	882,137	899,780
Sub-Total Expenses		910,241	902,141	924,664	945,716	1,039,027	914,134	932,255	950,731
Sub-Total Available Funding Less Expenses		394,819	333,709	266,895	196,187	49,668	254,847	251,157	247,563
Sale of Apparatus			50,000	50,000					
Sale of Property					420,000	420,000			
Less Additional UAL Payment			50,000	50,000	420,000	211,046			
Available (Unassigned) Fund Balance-Ending		394,819	333,709	266,895	196,187	258,622	254,847	251,157	247,563
Recurring Revenue Less Fire Service Payments		126,333	128,860	119,464	121,853	44,625	45,518	46,428	47,357

Notes:

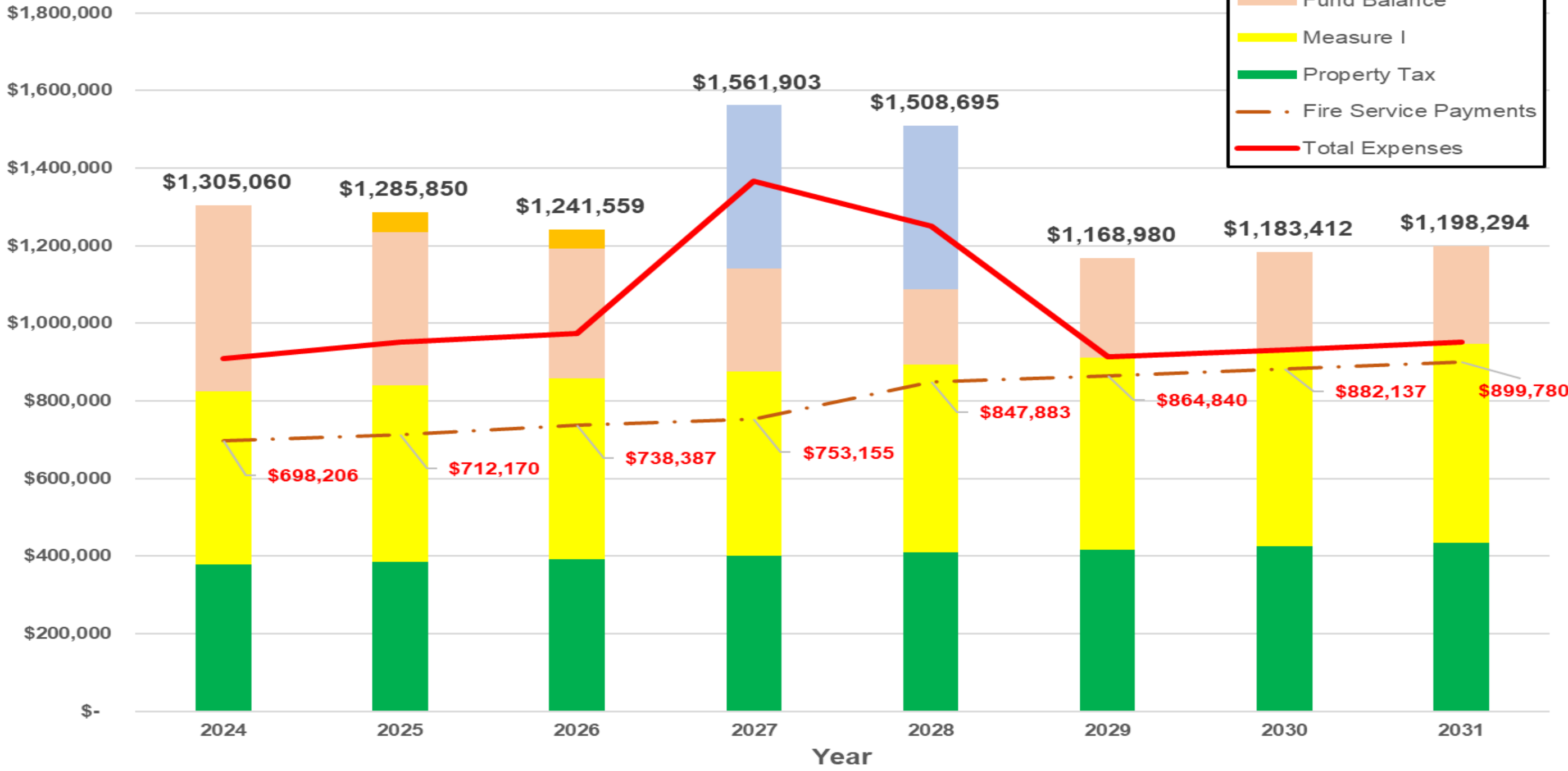
1. FY23/24 Beginning Fund Balance of \$480,521 represents the FY 6/30/2023 audited ending balance amount and does not include Development Impact Fees, which are accounted for separately.
2. Annual Property Tax and Measure I revenue projections for fiscal years 2024-2031 based on actual FY22/23 collections escalated at 2% per year.
3. FY23/24 expenditures based on the CFPD FY23/24 adopted budget.
4. CalPERS Net UAL payments based on the 6/30/2022 actuarial valuation, net of 3.4% prepayment discount.



Contract Fiscal Projection

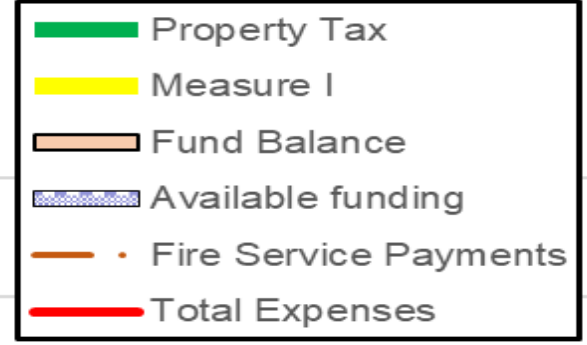
With Asset Sales

- Sale of Property
- Sale of Apparatus
- Fund Balance
- Measure I
- Property Tax
- Fire Service Payments
- Total Expenses



Contract Fiscal Projection

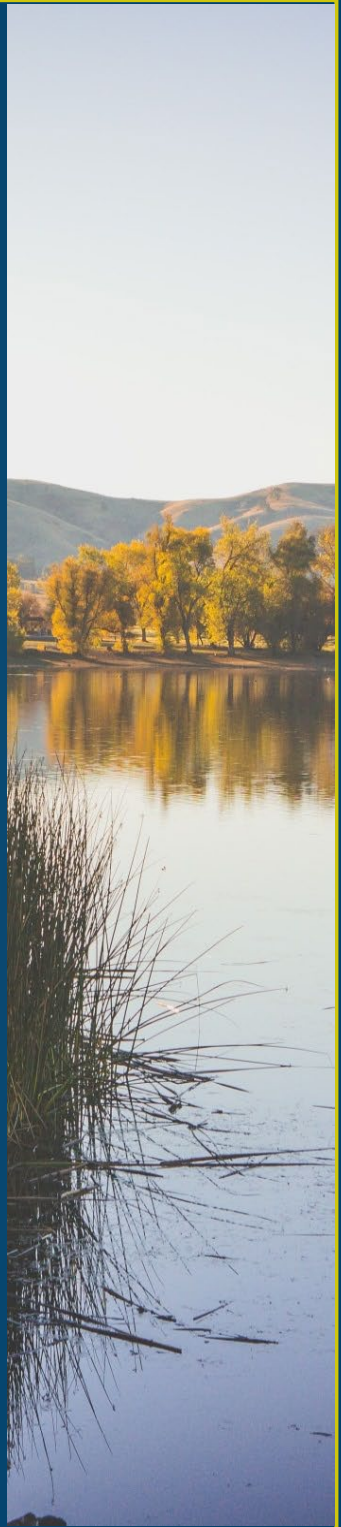
Without Asset Sales



#9A:

FINDINGS AND DETERMINATIONS

- Project is categorically exempt from CEQA pursuant to Section 15320, Class 20
- Proposed agreement results in the transfer of 100% of the District's service area to the City. The 25% or more of territory requirement is met and determines that this is a contract subject to GC § 56134(a)(1).
- At a noticed public hearing, City adopted Resolution No. 2024-41 authorizing the application to LAFCO and satisfying GC § 56134(c)(d)
- Application was submitted pursuant to GC § 56134(e) with a plan for services
- Independent Analyses were submitted with the application satisfying GC § 56134(f)
- Staff finds that the public agencies have sufficient revenues to provide services outside its jurisdictional boundaries GC § 56134(i)



#9A: RECOMMENDATIONS

- ❑ CONSIDER and ADOPT the LAFCO Resolution approving the City of Fairfield Fire Department Fire Services Contract to provide out-of-agency fire protection service to the Cordelia Fire Protection District



DISCUSSION

#9B: SOLANO LAFCO POLICY UPDATES

AGENDA ITEM #9B:

Review and consideration for adoption of two policy updates:

- Incorporation of a City Policy
- Update to Purchasing Policy



#9B: BACKGROUND

- Policy Ad-Hoc Committee was created at the April 2024 Solano LAFCO meeting
- Staff and the Policy Ad-Hoc Committee meet May 21, 2024
- Reviewed and provided input on:
 - ❖ Draft Solano LAFCO Incorporation of a City
 - ❖ Minor change to the Purchasing Policy



#9B:

NEW INCORPORATION OF A CITY POLICY

- Any request for a city incorporation requires LAFCO analysis and approval.
- CKH provides lengthy instructions for what is necessary.
- Proposed Solano LAFCO Incorporation Policy summarizes and outlines the process and materials for such a project, citing the applicable CKH sections.
 - Includes local mitigation measures related to revenue neutrality.
- Proposed Policy was copied from other LAFCOs.



#9B:

7 LOCAL MITIGATION MEASURES

- CKH emphasizes Revenue Neutrality
 - ❖ Generally, means new city shares in the exchange of both revenue and responsibility for service delivery with the county and other subject agencies
- May adopt local policies to help analysis
 - ❖ Drafted measure are from Stanislaus LAFCO



#9B: PURCHASING POLICY

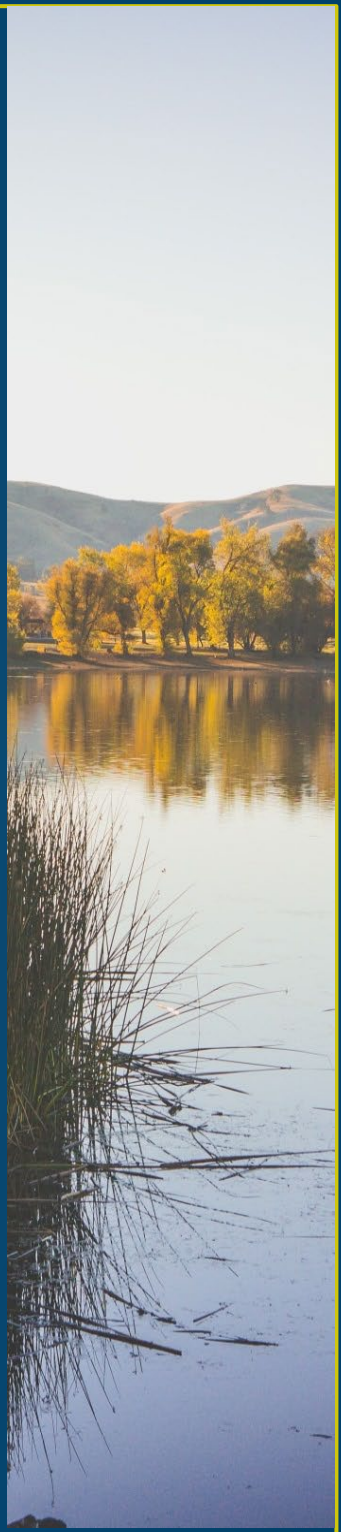
- Last updated in 2016.
- Current need to address concerns from Auditor's Office when using the credit card for meetings with meals
- Update permits Executive Officer to hold outreach meetings with meals, with limits:
 - ❖ \$30 per person for breakfast and lunch
 - ❖ \$40 per person for dinner
 - ❖ Not to exceed \$2,000 per year



#9B: RECOMMENDATIONS

Staff and the Policy Ad-Hoc Committee recommend that Solano LAFCO:

- REVIEW, CONSIDER public testimony, and APPROVE the Solano LAFCO Incorporation of a City Policy and the Update to the Solano LAFCO Purchasing Policy, by resolution.



DISCUSSION

#9C:

UPDATE PSR AND EO CONTRACT

AGENDA ITEM #9C:

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



#9C: BACKGROUND

- April 8, 2024, staff proposed base salary updated for regional competitiveness as part of the FY 24/25 Budget.
- May 24, 2024, the Personnel Committee met and recommended a 5% pay increase and an increase to annual vacation accrual for the Executive Officer.
- This action recommends approving the adjustments.



#9C: REGIONAL COMPARISON

	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



#9C:

AMENDMENTS TO PSR APPENDIX A

Staff Position	Step 1	Step 2	Step 3	Step 4	Step 5
Office Admin / Clerk	\$4,621.54	\$4,852.62	\$5,095.25	\$5,350.01	\$5,617.51
14.37%	\$5,395.49	\$5,665.27	\$5,948.53	\$6,245.96	\$6,558.26
Analyst I	\$5,620.52	\$5,901.55	\$6,196.63	\$6,555.49	\$6,883.26
10.49%	\$6,279.16	\$6,593.11	\$6,922.77	\$7,268.91	\$7,632.35
Analyst II	\$6,555.49	\$6,883.27	\$7,227.43	\$7,588.81	\$7,968.25
9.1%	\$7,211.52	\$7,572.09	\$7,950.70	\$8,348.23	\$8,765.65
Sr. Analyst	\$7,576.66	\$7,955.49	\$8,353.27	\$8,770.93	\$9,209.48
9.14%	\$8,339.28	\$8,756.24	\$9,194.05	\$9,653.75	\$10,136.44
Project Specialist	\$10,103.41	\$10,608.58	\$11,138.58	\$11,695.51	\$12,280.28
0%					
Deputy Exec. Officer	\$9,669.63	\$10,153.11	\$10,660.76	\$11,193.92	\$11,753.62
13.2%	\$11,140.00	\$11,697.00	\$12,281.85	\$12,895.94	\$13,540.74
Executive Officer					\$15,000.00
5%					\$15,750.00



#9C:

AMMENDMENTS TO PSR - EO VACATION

- For consistency and continuity, the Personnel and Salary Resolution Section 4.2 related to vacation accrual benefits for the Executive Officer is being amended to defer to the EO's Employment Contract.



#9C:

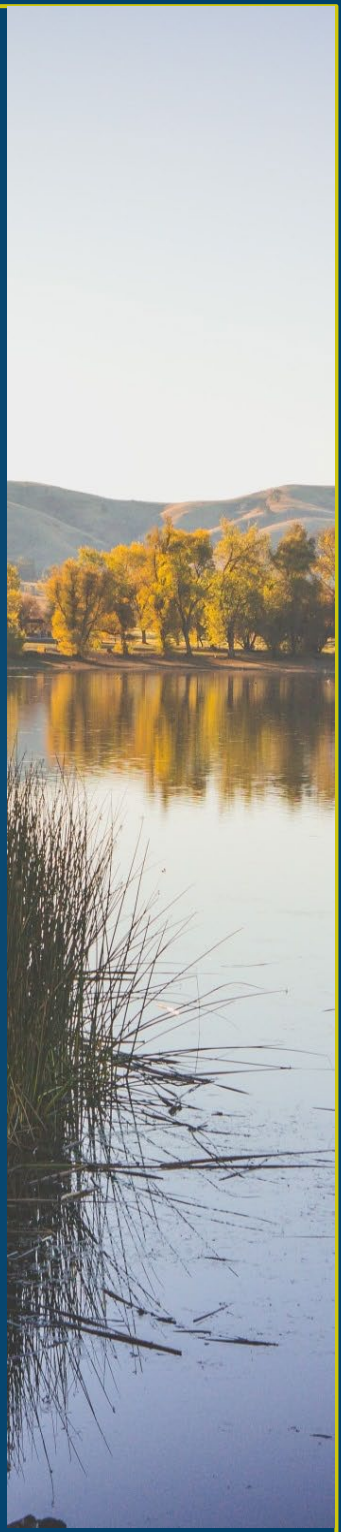
EXECUTIVE OFFICER CONTRACT

- The Personnel Committee met May 26, 2024 for the Executive Officer review.
- The Committee recommended a 5% pay increase for the Executive Officer, and an increase in annual vacation accrual to 9.24 hours per pay period.
- Solano LAFCO legal counsel drafted Amendment 2024-01 to the Executive Officer's employment contract reflecting the recommendations.



#9C: RECOMMENDATIONS

- ❑ REVIEW and APPROVE the LAFCO Resolution approving base salary adjustments, effective July 1, 2024; update the LAFCO Personnel and Salary Resolution Appendix A to reflect the updates and Executive Officer's salary and Section 4.2(C) regarding vacation benefits for the Executive Officer.
- ❑ EXECUTE Amendment 2024-01 to the Employment Contract for the Executive Officer amending Section 5.01 Annual Salary to \$189,000, and Section 5.03(b) Vacation Benefits to annual accrual of 9.24 hours, effective July 1, 2024.
- ❑ DIRECT staff to submit the amended documents to Solano County Auditor-Controller's Office for payroll processing.



DISCUSSION

AGENDA ITEM #9D

AGENDA ITEM #9D:

Final Budget and Workplan for Fiscal Year 2024/2025



#9D:

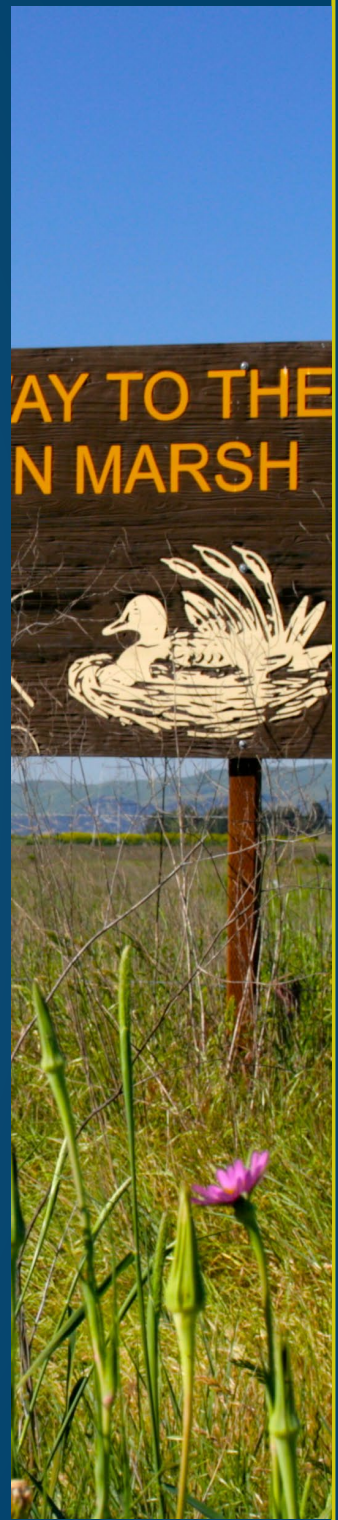
SUMMARY OF FINAL BUDGET

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%



#9D:

ACTIONS SINCE APRIL HEARING

- ✓ LAFCO Commission Adopted Proposed Budget and Workplan on April 8, 2024
- ✓ Staff Presented to City/County Planning Directors on May 16, 2024
- ✓ Staff Presented to City Manager's Group on May 22, 2024



#9D: 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



#9D: AGENCY BILLING

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%



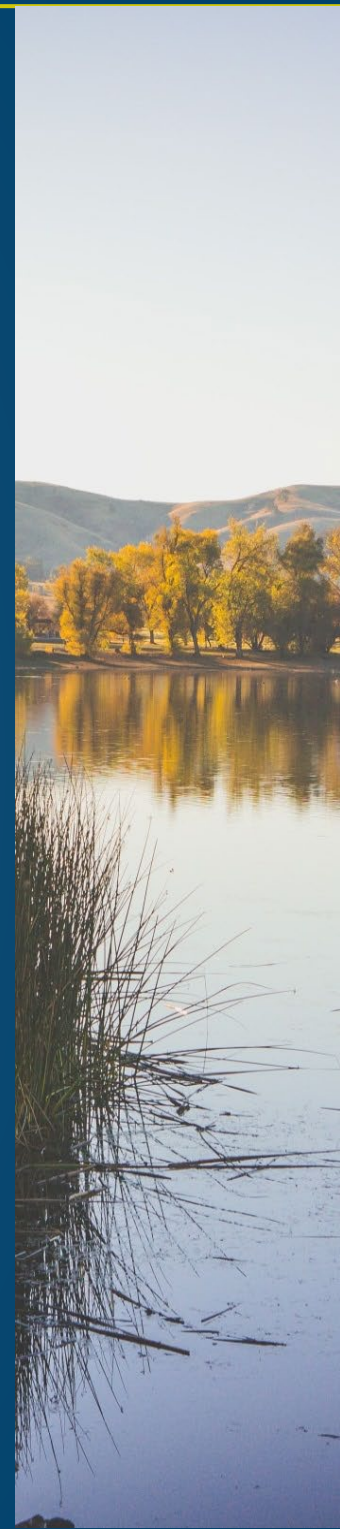
#9D: WORKPLAN FY 2024/25

#	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



#9D: 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.



#9D:

IN-HOUSE SOI/MSR SCHEDULE

Consideration Factors

- Date of Last Review
 - State law = SOI reviewed/updated 5yrs
 - Emphasis on oldest first
- Date of General Plans
- Status of 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	



#9D: RECOMMENDATIONS

- ADOPT** or adopt with modification(s) the Final Budget and Workplan for Fiscal Year (FY) 2024/25.
- DIRECT** staff to distribute the Final Budget to the County and the cities.



DISCUSSION

#9E: FEE SCHEDULE UPDATE

AGENDA ITEM #9E:

LAFCO Fee Schedule Amendment for Municipal Service Review Projects
and Staff Charge Out Rates



#9E:

FEE SCHEDULE FOR MSR PROJECTS

- Implement the FY 24/25 Budget and Workplan by updating staff charge out rates and creating project designations for agency initiated MSR.
- 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
- Fees are based time and materials.



#9E: STAFF CHARGE OUT RATES

- Reflect staff base pay with Final Budget FY 24/25, effective July 1, 2024
- Each MSR project would require all staff to track time spent on the project
- Materials include cost of printing, any applicable notice publications/mailings, and final product assembly



#9E: RECOMMENDATIONS

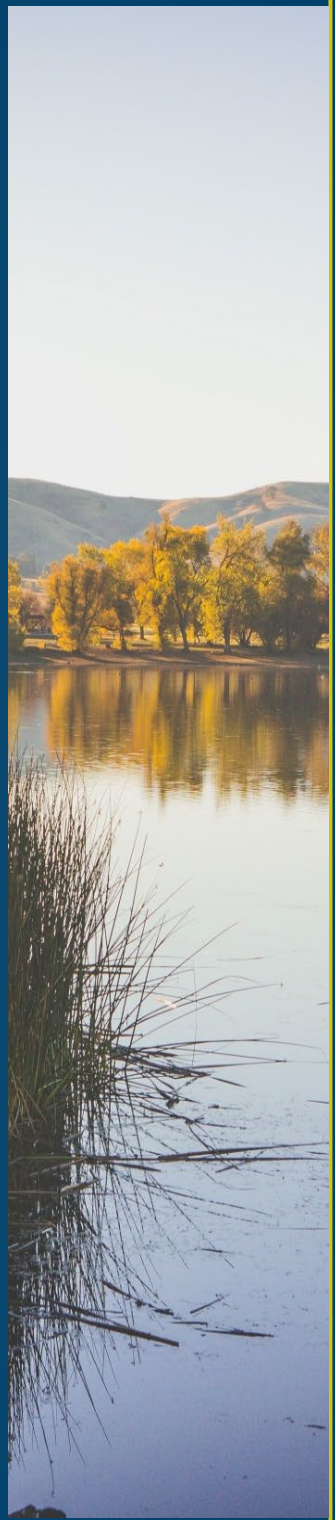
- ❑ CONSIDER and ADOPT the proposed amendments to the Solano LAFCO Schedule of Fees for Municipal Service Review applications and Staff charge-out rates.

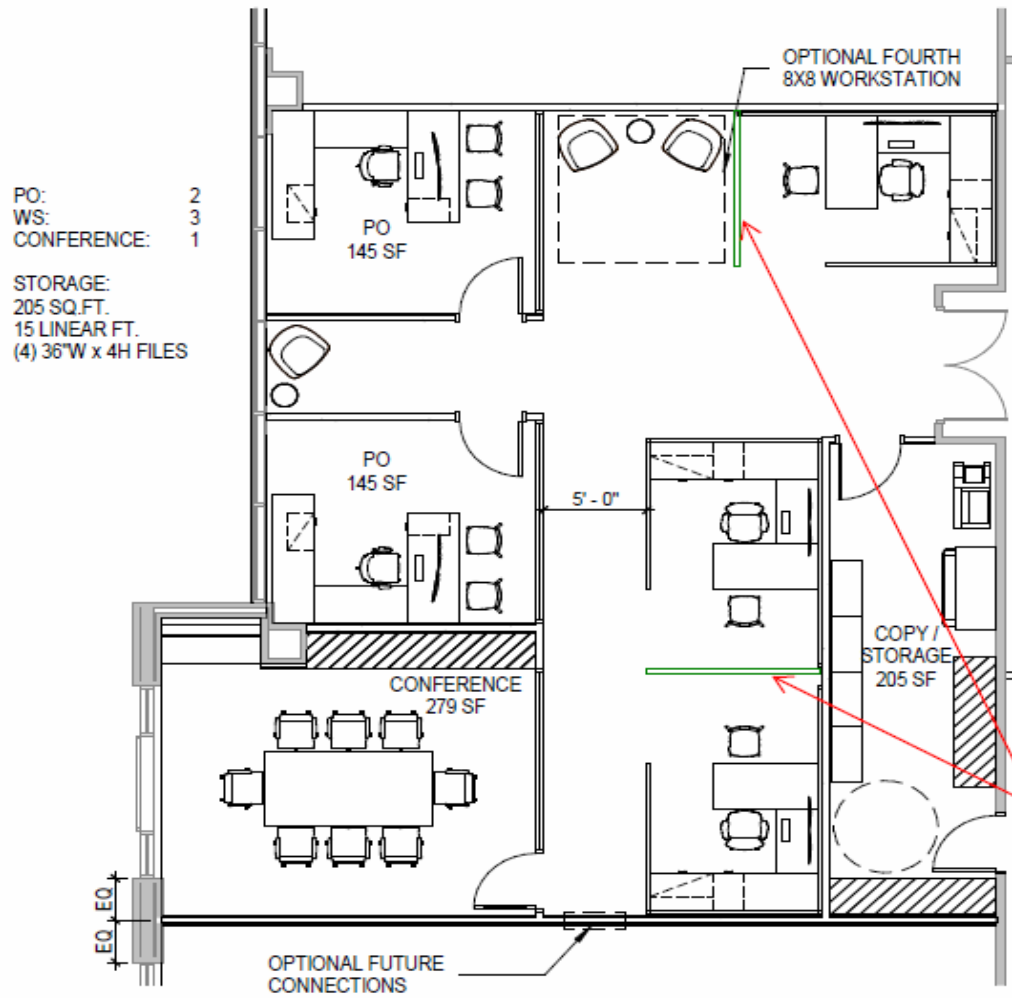


DISCUSSION

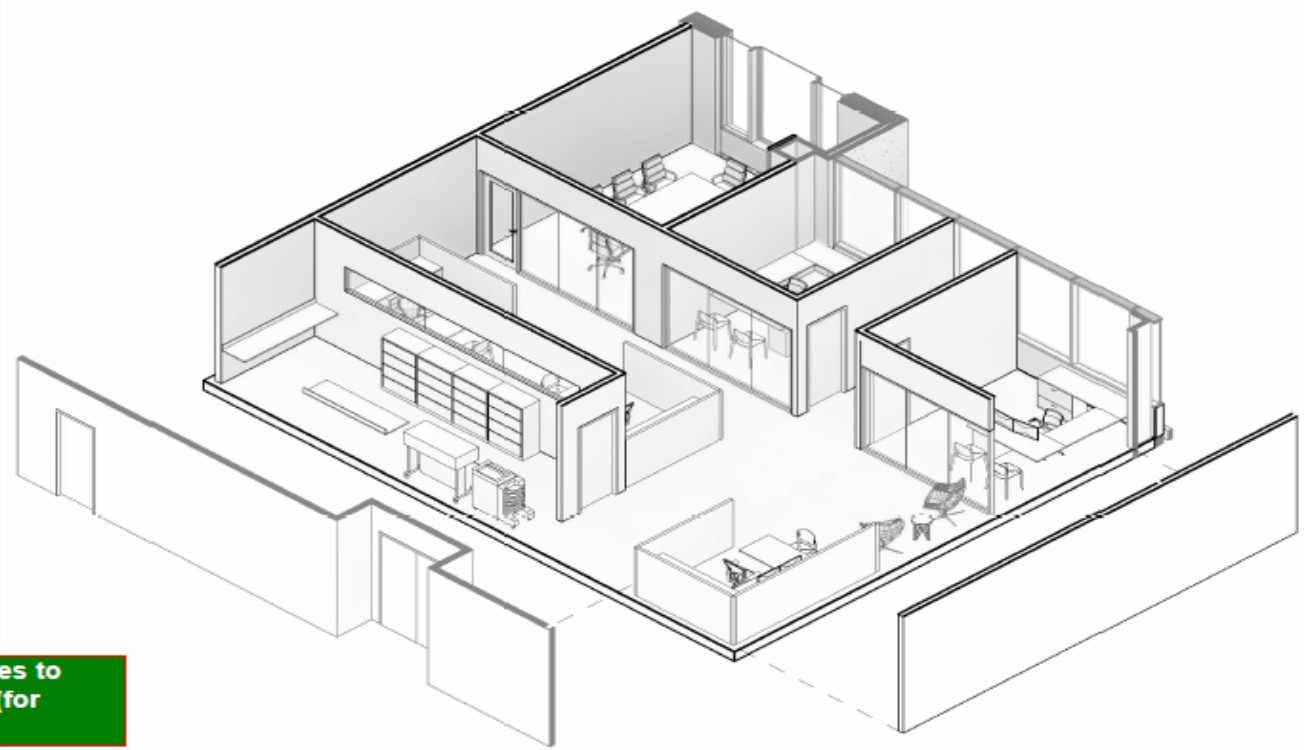
AGENDA ITEM #11: EXECUTIVE OFFICER UPDATE

- ❑ Rio Vista
 - MSR/General Plan follow up meeting scheduled for June 11
- ❑ Suisun City
 - Meeting regarding Logistics Center EIR update and Suisun MSR
 - Met with new City Manager
- ❑ Vacaville
 - Met with developers and city staff regarding E. Leisure Town, McMurtry, and Fields annexation and MSR.
- ❑ Fire Districts/SID MSR/Mosquito Abatement/Cemeteries





note: cubicles to add panels (for privacy)



1 Option 1 - Plan

2 Option 1 - Axon

PROPOSED OPTION 1

Solano County Admin Center | Sixth Floor - LAFCO
 April 29, 2024 (~1,600 SF, Suite)





NEXT MEETING

August 12, 2024