



Solano LAFCO Commission Meeting

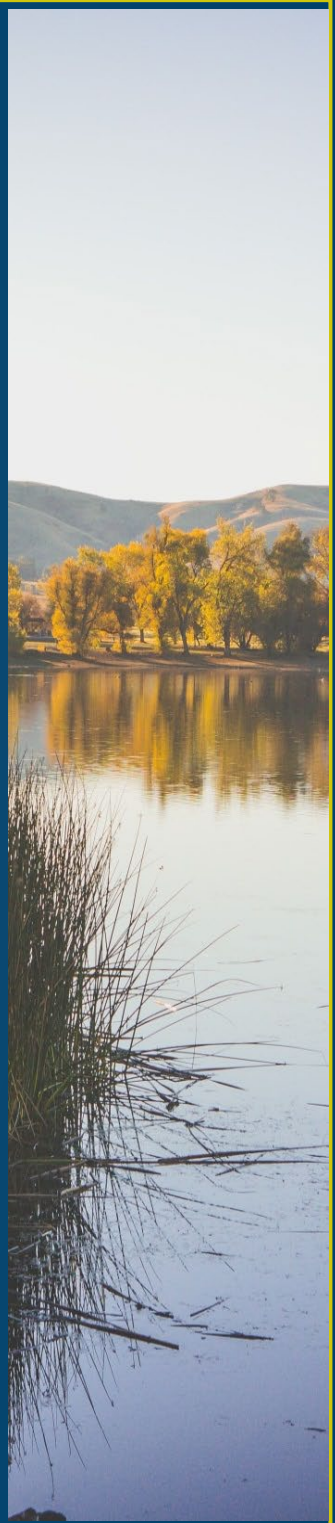
*March 6, 2024
2:00 p.m.*

AGENDA ITEM #3: REORGANIZATION OF THE COMMISSION

Chair and Vice Chair Appointments

- I. LAFCO By-Laws, Article III, Section 1
 1. Rotation of Chair is city; county; public member.
 2. The prior year Vice-chair is to be appointed as Chair.
 3. The 2023 Vice-chair was Ron Kott City Member.

- II. Recommendations
 1. Appoint 2023 Vice Chair Kott the 2024 Chair.
 2. Appoint a voting county member as 2024 Vice-Chair.



AGENDA ITEM #7: CONSENT

AGENDA ITEM #7A:

Minutes December 11, 2023

AGENDA ITEM #7B:

Financial Reports – December – February 2024



AGENDA OVERVIEW

1. SID Nut Tree Apartment Detachment
2. Ad-Hoc Selection Committee for Alternate Public Member
3. LAFCO 2024 Committee Appointments
4. FY '24 Mid-Year Report
5. Executive Officer Update



AGENDA ITEM #8A

AGENDA ITEM #8A:

LAFCO Project #2023-19: Solano Irrigation District (SID) detachment of Nut Tree Apartments LLC (Vacaville).



#8A:

SID DETACH NUT TREE APARTMENT LLC



Nut Tree Apartments
SID Detachment




Disclaimer: The information shown is intended to be used for general display purposes only and is not to be used as an official map.

 Subject
 Parcels

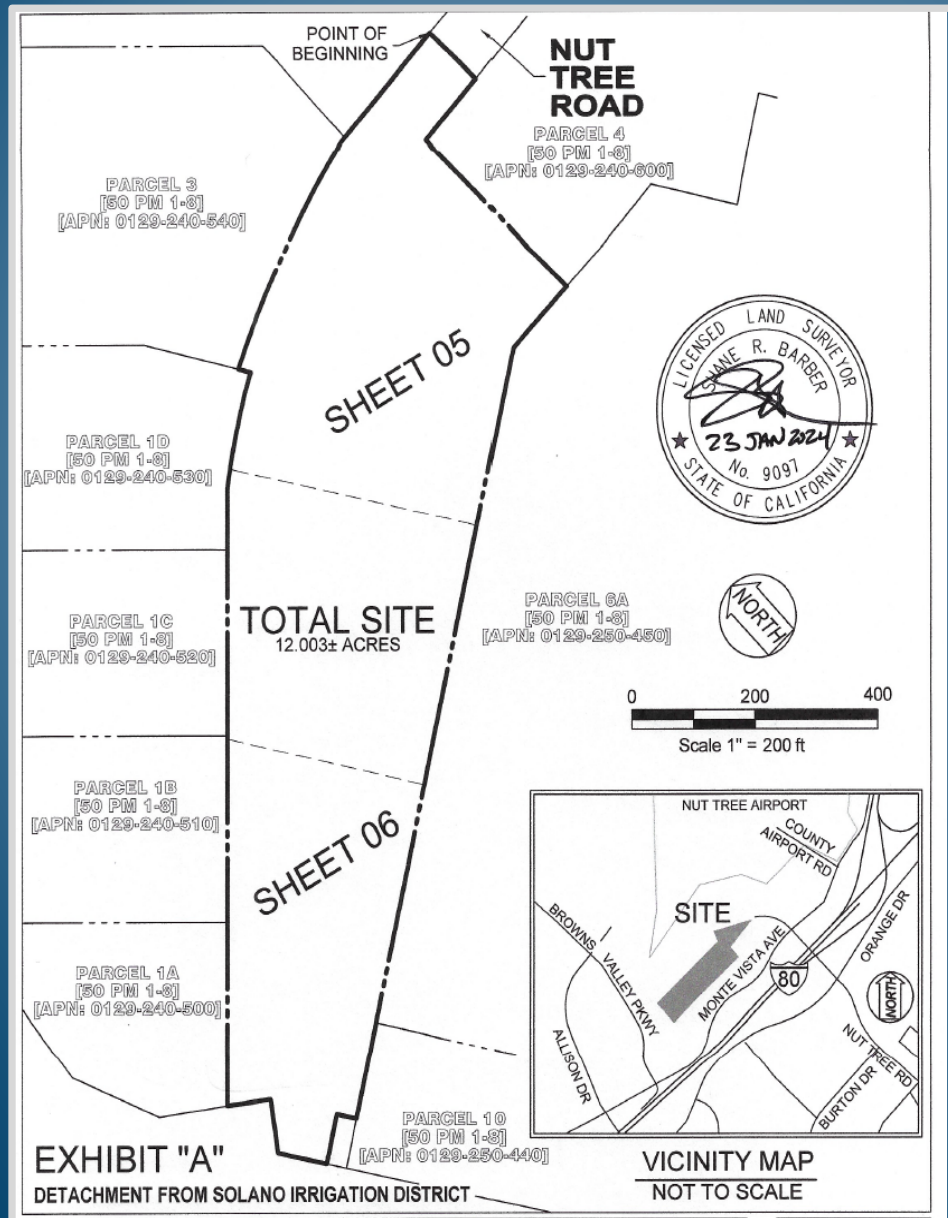
NAD 83 (2011)
State Plane California Zone II
2/5/23

0 250 500 1,000 Feet



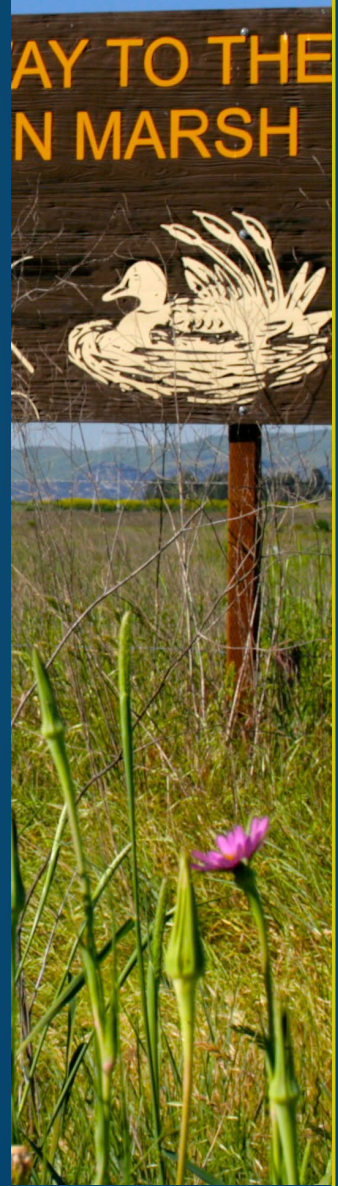
#8A:

SID DETACH NUT TREE APARTMENT LLC



PROJECT DESCRIPTION

- These three parcels (≈12 acres) are zoned highway commercial which permits apartment development (216 units).
- Has been in City since before 1972.
- Satisfies JEPA between SID and City.
- There is 100% landowner consent.
- Project area is uninhabited.
- Project area is exempt from noticing and public hearing requirements (GC§ 56662).
- LAFCO may waive the conducting authority proceedings (GC§ 56662).



#8A:

STATUTORY AND POLICY CONSIDERATION

- **GC §56668 Factors and LAFCO Standards**
 - ✓ Staff analysis confirms that the detachment proposal is consistent and complies with the required statutory factors and local standards of evaluation.



#8A:

FINDINGS AND DETERMINATIONS

Staff recommends ten findings/determinations, including:

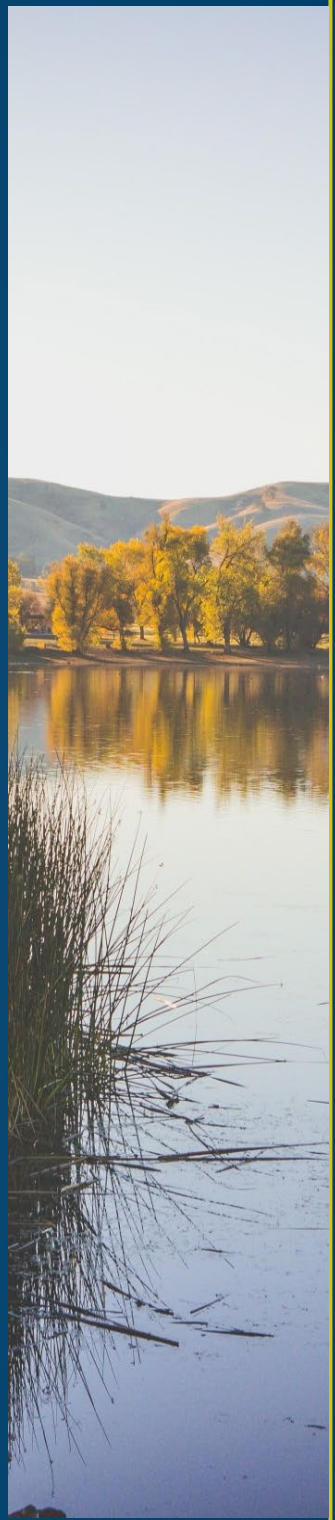
1. Detachment allows for City/SID JEPA compliance and eliminates the potential for duplication of service providers.
2. Area is uninhabited and all landowners have consented, therefore, Commission waives the protest procedure.
3. City has fulfilled its obligations under CEQA and the EIR and the associated environmental documents adequately disclose and describe the change of organization project.



#8A:

TERMS AND CONDITIONS OF APPROVAL

1. Commission orders the change of organization without an election as provided by GC§ 56885.5.
2. The effective date of the change of organization shall be the date of recordation of the Certificate of Completion per GC§ 57202.
3. Immediately following LAFCO approval, the District shall submit a warrant to LAFCO for the Solano County Recorder fee for the Certificate of Completion in the amount of \$384.00.
4. The District shall submit a warrant to LAFCO for the CA State Board of Equalization in the amount of \$800.00.



#8A: RECOMMENDATIONS

1. ADOPT Resolution and REAFFIRM the Nut Tree Modification Negative Declaration as the Responsible Agency pursuant to CEQA.
2. WAIVE the conducting authority proceedings (protest hearing) pursuant to GC§ 56662.
3. CONSIDER and ADOPT Resolution approving the detachment of lands from SID within the City of Vacaville.



DISCUSSION

AGENDA ITEM #9A

AGENDA ITEM #9A:

Alternate Public Member Ad-Hoc Selection Committee Appointment



#9A:

AD-HOC SELECTION COMMITTEE

GC §56325 (d) and Solano LAFCO By-Laws (Article II)

- Notice of Vacancy

- Solicitation period

- Process

- Recommendation



#9A:

AD-HOC SELECTION COMMITTEE

Notice of Vacancy

- ✓ Solicitation period was 1/18/24 – 2/9/24 (23 days)
- ✓ Posted outside the Solano County Board of Supervisor's Chamber
- ✓ E-mailed and mailed to the clerk or general manager of each city and special district
- ✓ Posted on Solano LAFCO website
- ✓ Published in Daily Republic
- ✓ E-mailed to Solano LAFCO list-serve



#9A:

AD-HOC SELECTION COMMITTEE

□ Process

- ✓ Staff compiles all letters and applications submitted by 2/9/24
- ✓ Staff received six applications as of the end of day 2/9/24
- ✓ Two paths:
 1. Chair appoint a Selection Committee, one city and one county voting member, with sole authority to determine finalists.
 2. No Selection Committee necessary if Commission determines finalists today for final interviews at April 8 meeting.
- ✓ At the scheduled April 8 LAFCO meeting, the Commission will interview all finalists during an open session held at the beginning of the meeting.
- ✓ Upon completion, the Commission will appoint a new Alternate Public Member.



#9A:

AD-HOC SELECTION COMMITTEE

Recommendation

- ✓ Staff recommends that the Chair appoint two members (1 city; 1 county) to the Ad-Hoc Selection Committee and narrow down the candidates to a list of finalists.

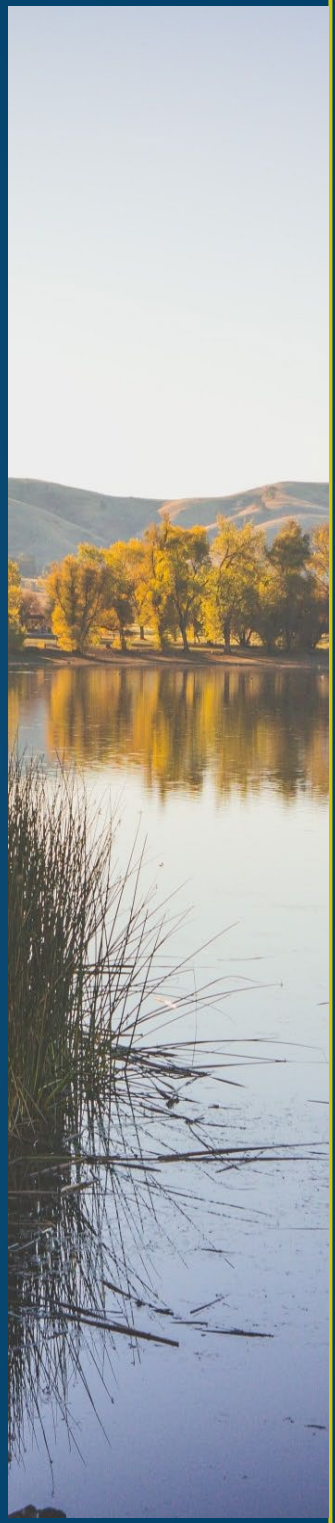


DISCUSSION

AGENDA ITEM #9B

AGENDA ITEM #9B:

LAFCO Committee Appointments for 2024



#9B: 2024 LAFCO COMMITTEES

- Personnel
- FY 24/25 Budget Ad-Hoc Committee
- Policy Ad-Hoc Committee
- Fire Reorganization Ad-Hoc Committee



#9B:

2024 LAFCO COMMITTEES

- ✓ Personnel
 - Committee to conduct Executive Officer's annual performance review (in the absence of an appointed Personnel Committee, the Chairperson).

- ✓ FY 24/25 Budget Ad-Hoc Committee
 - To provide direction to staff on the FY 24/25 draft proposed budget.

- ✓ Policy Ad-Hoc Committee
 - To provide input direction on policies and policy updates (i.e. ag mitigation; incorporation policy, fee, and application; spending policy; etc.)

- ✓ Fire Reorganization Ad-Hoc Committee
 - Suisun, Vacaville, and Montezuma Fire Protection Districts reorganization



#9B: 2024 LAFCO COMMITTEES

- ✓ Recommendation
 - Chair appoint committees from the 2024 membership



DISCUSSION

AGENDA ITEM #9C

AGENDA ITEM #9C:

FY 2023/24 Mid-Year Review



#9C:

FY2023/24 MID-YEAR REVIEW

Budget Categories	FY 2023/24 Adjusted Final Budget	FY 2023/24 Actuals as of Dec. 31, 2023	% of Total Approved
Salaries and Benefits (1000)	\$830,321	\$338,651	41%
Services and Supplies (2000)	\$392,996	\$132,061	34%
Other Charges (3000)	\$0	\$1,170	-
Total Expenditures	\$1,223,317	\$471,882	39%
Licenses, Permits, and Franchise (9200)	\$50,000	\$53,000	106%
Revenue from Use of Money (9400)	\$5,000	\$15,071	301%
Intergovernmental Revenues (9500)	\$895,788	\$895,788	100%
Fund Balance Appropriation	\$272,528	\$272,528	100%
Total Revenue	\$1,223,316	1,236,387	101%

#9C:

FY2023/24 MID-YEAR REVIEW

Budget Categories	Approved	MY Actual	YE Est	YE vs. Approved
Salaries and Benefits (1000)	\$830,321	\$338,651	\$819,445	(\$10,876)
Services and Supplies (2000)	\$392,996	\$132,061	\$378,694	(\$25,589)
Other Charges (3000)	\$0	\$1,170	\$11,287	\$11,287
Total Expenditures	\$1,223,317	\$471,882	\$1,198,139	(\$25,178)
Licenses, Permits, and Franchise (9200)	\$50,000	\$53,000	\$73,000	\$23,000
Revenue from Use of Money (9400)	\$5,000	\$15,071	\$15,074	\$10,074
Intergovernmental Revenues (9500)	\$895,788	\$895,788	\$895,789	\$0
Fund Balance Appropriation	\$272,528	\$272,528	\$97,771	\$0
Total Revenue	\$1,223,316	\$1,236,387	\$1,256,391	\$33,075

#9C:

FY2023/24 MID-YEAR REVIEW

Subobject Category	Discussion	MY %
<i>Salaries and Benefits (1000 series):</i> at 41% at mid-year (\$338,651)		
Salaries and Benefits	The budget anticipated health insurance and other benefits for a staff of five. However, two employees opted out of health insurance, therefore decreasing the cost.	41%
<i>Services and Supplies (2000 series):</i> At 34% at mid-year (\$132,061)		
Communication-Telephone System (2021) Telephone Services (2028)	The budget anticipated compensating the County for the phones staff borrowed during the relocation process while Comcast worked to set up the connection. An invoice has not been sent yet.	25%
Liability Insurance (2051)	This is a one-time annual payment that is paid in the first quarter.	92%
Memberships (2170)	These are one-time annual payments for CALAFO and California Special District Association memberships that are paid in the first quarter.	71%
Office Expense (2200) Equipment Expense (2201) Computer Expense (2202, 2204) Maintenance – Bldgs & Improv (2140)	The funds under this budget were to help cover the cost of what was needed for the temporary office relocation. However, staff saved a significant amount of money (~\$20,000) by utilizing the surplus furniture General Services offered instead of having to fully furnish 6 spaces plus a conference room.	23%

#9C:

FY2023/24 MID-YEAR REVIEW

Subobject Category	Discussion	MY %
Other Professional Services (2250)	<p>Unexpected charges from Solano County Public Works for time the County Surveyor spent reviewing legal descriptions and maps for recording. These expenses were not part of the fiscal year budget instructions, and therefore not anticipated in the final budget.</p> <p>These charges were completed without LAFCO knowledge or signature, and therefore staff was only made aware after the mid-year reports were run.</p>	81%
Building Lease (2295)	Solano County has not invoiced LAFCO for rent yet.	0%
Copiers Lease (2285)	<p>The addition of a second printer, the wide-format/plotter, increased expenses. The budget has sufficient funding for the remainder of the year.</p> <p>Continued charges will be reflected in 3235 for consistency with GASB 87 for long-term leases.</p>	67%
Education & Training (2310) Travel Expenses (2335, 2355)	The Budget also includes the 2024 Staff Workshop for 4 staff with hotel rooms, scheduled for April 2024.	29%
<i>Other Charges (3000 series)</i>		
Copiers Lease	The Auditor-Controller Office informed staff that the proper line item is 3235 and the lease charges will be reflected in 3235 for the remainder of the year.	-

#9C:

FY2023/24 MID-YEAR REVIEW

- ✓ The Rural North Vacaville Water District SOI Update - December 2023 meeting
- ✓ Fairfield Islands Annexation Phase 1 - Sept. 15th, 2023. (6 parcels)
- ✓ Fairfield Islands Annexation Phase 2 - Jan. 17th, 2024. (6 parcels)
- ✓ Solano Irrigation District MSR working draft (anticipated in Summer 2024).
- ✓ Solano County Cemetery Districts MSR working draft (anticipated in Spring 2024).
- ✓ The City of Fairfield and Cordelia Fire Protection District 56134 Contract – 2nd submittal received late Feb. 2024
- ✓ The Fire Reorganization between the Montezuma, Suisun, and Vacaville Fire Protection Districts - working on a Draft Plan and Memorandum of Understanding
- ✓ Relocated Offices – beginning of September 2023
- ✓ Hired Project Specialist – end of September 2023
- ✓ Six District reorganizations
- ✓ Redevelopment Agency Oversight Committee Election for seated & alternate Special District members



#9C:

FY2023/24 MID-YEAR REVIEW

#	Task/Project	Priority	Category	Comments
1	Municipal Service Review (MSR) and Sphere of Influence (SOI) Updates	High	P	<ul style="list-style-type: none">• City of Suisun (c 2016) – City is working on General Plan Amendments. City has started working with a consultant to prepare an MSR. No application submitted• City of Dixon (c 2014) – City is working on General Plan Amendments• City of Vacaville (c 2017) – City is working on General Plan Amendments• Solano Irrigation District (c 2014) – In progress (anticipated draft in March/April 2024)• Cemetery Districts (c 2012) – In progress (anticipated draft in March/April 2024)
2	Fire Services: City of Fairfield Fire Services Contract	High	P/L	GC §56134 Out-of-Agency Services Contract for Fairfield Fire Department and Cordelia Fire Protection District – In progress. Application submitted but deemed incomplete. Staff has been working with Fairfield to address issues. City adopted an updated application Feb 20.
3	Fire Services	High	C	Continue working with the districts, stakeholders, and Fire Ad Hoc Committee in analyzing fire services. – Executive Officer meets with Districts monthly, draft plan in progress
4	SOI Updates	High	C/P	<ul style="list-style-type: none">• Rural North Vacaville Water District – Completed• Adopt remaining SOI for Reclamation Districts with boundary issues - Ongoing

#9C:

FY2023/24 MID-YEAR REVIEW

#	Task/Project	Priority	Category	Comments
5	Reorganizations	High	P	<p><i>Suisun</i></p> <ul style="list-style-type: none">• Suisun Logistics Center – Staff commented on Draft EIR October 2023• Highway 12 Logistics Center – No known updates <p><i>Fairfield:</i></p> <ul style="list-style-type: none">• Island Annexations Phase 1 – Completed<ul style="list-style-type: none">○ Sunset Ave/ East Tabor Ave (Redtail)○ Pittman Road (DeNova)○ Sunset Ave /Railroad Ave (Blessed Baptist Church)• Island Annexations Phase 2 – Completed<ul style="list-style-type: none">○ 7 Remnant Parcels <p><i>Vacaville:</i> - These actions require General Plan Amendments and updated MSR/SOI. Vacaville is in the process of evaluating their General Plan Amendments.</p> <ul style="list-style-type: none">• Nut Tree Airport vicinity (Island Annexation)• Fields at Alamo Creek (east of Leisure Town)• McMurtry Creek Estates• Valley Church (Leisure Town/Sequoia) <p><i>Dixon:</i> - These actions require General Plan Amendments and updated MSR/SOI. Dixon is in the process of evaluating their General Plan Amendment.</p> <ul style="list-style-type: none">• Lewis Planned Communities (SE Dixon)• Lombardo Property

#9C:

FY2023/24 MID-YEAR REVIEW

#	Task/Project	Priority	Category	Comments
6	Outreach	High	C	<p>Ongoing outreach to local agencies, cities, county, developers, and the public: - Executive Officer attends meetings weekly. Meets with members individually at lunches.</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> <p>Improve outreach with continued website updates – Constantly ongoing</p>
7	Fees Update	Medium	A	<p>Update application charge-out rates to reflect the Commission's current costs for processing projects. – Completed update to include an application, process, and fee for Fire Service Contracts.</p>
8	Website	Medium	L	<p>Continued and ongoing updates of information accessible online – Consistent updates by staff with continued training.</p>

DISCUSSION

#10:

EXECUTIVE OFFICER'S REPORT/UPDATE

- ❑ Office Relocation
- ❑ MSR Program
- ❑ City of Suisun EIR, MSR, and SOI
- ❑ Dixon and Vacaville Fire:
 - City of Fairfield-Cordelia Contract
 - District Reorganization



AGREEMENT BETWEEN THE MONTEZUMA FIRE PROTECTION DISTRICT, THE SUISUN FIRE PROTECTION DISTRICT AND THE VACAVILLE FIRE PROTECTION DISTRICT TO PROVIDE ADVISORY SUPPORT TO THE ACTING VACAVILLE FIRE CHIEF POSITION AND TO WORK COLLABORATIVELY TO STUDY THE FEASIBILITY OF THE REORGANIZATION OF FIRE AND EMERGENCY SERVICES

THIS AGREEMENT ("Agreement") is entered into as of _____ by and between the Montezuma Fire Protection District ("Montezuma"), the Suisun Fire Protection District ("Suisun"), and the Vacaville Fire Protection District ("Vacaville"), to provide advisory support to the acting Vacaville Fire Chief and to establish the parameters for working collaboratively to study the feasibility of the reorganization and consolidation of fire and emergency services. Unless identified specifically, each District may be commonly referred to individually as "Party" or collectively as "Parties"

RECITALS

WHEREAS, each District is a fire district organized and established pursuant to the same enabling legislation, the Fire Protection District Law of 1987, Health & Safety Code section 13800, et seq.; and

WHEREAS, Vacaville currently does not have a permanent Fire Chief and desires to contract with Suisun and Montezuma to utilize the expertise of Suisun's and Montezuma's Fire Chiefs in an advisory capacity to the acting Vacaville Fire Chief on an interim basis while the feasibility study progress; and

WHEREAS, Suisun and Montezuma desire to assist Vacaville as the first step towards reorganization; and

WHEREAS, the Parties believe that the efficiency, effectiveness, and the economy of fire protection services to individuals within the affected territory of each District might be improved by the reorganization of the three (3) districts into one (1) entity; and

WHEREAS, the Parties recognize that each District operates differently from the other two which will require a concerted effort to study and analyze the feasibility of actual consolidation of fire and emergency services prior to initiating any reorganization application before the Solano Local Agency Formation Commission (LAFCO); and

NOW, THEREFORE, in consideration of the mutual agreements and covenants herein set forth, it is agreed as follows:

ARTICLE 1
TERM AND RENEWAL

1. **Term.** The term of this Agreement shall begin as of the last date written below and will continue until terminated pursuant to Article 5 below.

To: Suisun FPD, Montezuma FPD, and Vacaville FPD
From: Rich Seithel, Executive Officer, Solano LAFCO
Date: September 21, 2023
Re: Fire District Reorganization Study

After discussions with the LAFCO Fire Ad-Hoc Committee and the CAO, it has been determined that a 3-District reorganization should be formally analyzed and brought forward. The Ad-Hoc Committee recognizes that there have been significant informal discussions that have revealed an appetite for reorganization. To prepare a thorough analysis, LAFCO is requesting each District provide the following:

1. Employee information/rosters/titles
 - a. Paid (+ hours and schedule)
 - b. Volunteer (pay formula + schedule)
 - c. FY 22/23 final payroll stats by individual (including any benefits)
2. Representation/contract situation
 - a. Union
 - b. Association
 - c. MOUs
3. Automatic and mutual aid agreements
4. Staffing/coverage schedules
5. District policies
6. Staffing requirements
7. FLSA considerations
8. CALPERS (if applicable) (miscellaneous and safety)
 - a. Unfunded liabilities (can be found on the District's "MyCALPERS" website)
9. Training programs and schedules
 - a. Training hours per employee
10. Anticipated or pending capital expenditures and/or equipment sales

Please provide this information by Tuesday, October 3 and advise your availability for a meeting on October 5 or 6 to discuss plans for moving forward, including:

- Reorganization Process
- Goals and Objectives
- Service Plan



NEXT MEETING

April 8, 2024