



Solano Local Agency Formation Commission

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

Staff Report

DATE: April 13, 2020

TO: Local Agency Formation Commission

FROM: Rich Seithel

SUBJECT: **PROPOSED FISCAL YEAR 2020-2021 BUDGET & WORK PLAN**

RECOMMENDATION:

Staff recommends the Commission:

1. REVIEW the Proposed FY 2020/21 Proposed Budget and Work Plan.
2. ADOPT or adopt with modifications the FY 2020/21 Proposed Budget and Work Plan.
3. DIRECT staff to distribute the Proposed Budget to the cities and County pursuant to Government Code section (GC§) 56381.
4. SCHEDULE a public hearing for June 8 to consider and adopt the Final Budget.

BACKGROUND:

Pursuant to GC§56381(a): The Commission is required to adopt a Proposed Budget by May 1 and a Final Budget by June 15. After public hearings, consideration of comments, and adoption of a final budget by the commission, the auditor shall apportion the net operating expenses of a commission in the following manner: in counties in which there is no independent special district representation on the commission, the county and its cities shall each provide a one-half share of the commission's operational costs (GC§56381 (b) (F) (2)).

The fiscal year (FY) 2019/20 adjusted operating budget was \$774,600 with a net operating expense of \$711,738. The FY 2019/20 adjusted budget is being utilized (rather than the FY 2019/20 Adopted Budget) for comparison purposes, as the Finance Committee directed that the adjusted budget be utilized for the mid-year budget analysis. Given that directive, it is also being utilized as a frame of reference for the FY 2020/21 proposed budget.

Commissioners

Nancy Shopay, Chair • Ron Rowlett, Vice-Chair • Harry Price • Jim Sperring • John Vasquez

Alternate Commissioners

Ron Kott • Shawn Smith • Skip Thomson

Staff

Rich Seithel, Executive Officer • Michelle McIntyre, Sr. Analyst • P. Scott Browne, Legal Counsel

DISCUSSION:

The Proposed FY 20/21 Budget (Attachment “A”) was developed based on key policy considerations, a proposed Work Plan for FY 20/21 (Attachment “B”), and the addition of a LAFCO Analyst I/II position.

Key policy considerations and directives taken into consideration while developing the Proposed Budget include:

- The Commission’s unassigned General Reserve policy calls for funding levels to be at 20% of the Commission’s Operating Budget.
- The Commission conducts biennial audits.

The Proposed Budget recognizes LAFCO’s municipal service review and sphere of influence responsibilities. It also allows the Commission to complete some of the more pressing studies. For example, the FY 20/21 Budget/Work Plan highlights the high priority nature of the fire districts’ service and governance evaluations and funding for an agency or functional Sphere of Influence update.

The LAFCO Analyst I/II position was discussed during the March 9th, Mid-Year Budget discussion. The additional position was further discussed at the March 17th Personnel Committee. The Personnel Committee unanimously supported creating the 1.0 FTE LAFCO Analyst I/II position and recruitment.

Overall, the Proposed FY 20/21 Budget includes appropriations totaling \$807,233, reflecting an overall increase of \$32,633 (4%) from the prior year’s Adjusted Budget. Following are summaries of expenses (Table 1), notable changes (Table 2), funding discussion (Cities/County apportionment (Table 3)), and identification of statutorily designated deadlines for the 2020/21 Budget process.

EXPENSES

Table 1: Summary of Expenses

Budget Categories	2019-20 Adjusted Budget	2020-21 Proposed Budget	+/-	% Change
Salaries & Benefits	\$379,275	\$476,033	\$96,758	26%
Services and Supplies	\$377,432	\$309,966	(\$67,466)	(18%)
Subtotal	\$756,707	\$785,999	\$29,292	4%
20% Reserve Mtce	\$17,893	\$21,233	\$3,340	19%
Total Expenses	\$774,600	\$807,232	\$32,632	4%

Notable changes include:

Table 2: Notable Changes from FY 19/20 Adjusted Budget to FY 20/21 Proposed Budget

Line Item	Description	Explanation	Increase (Decrease) vs. FY 19/20 Adjusted Budget
1110	Salaries/ Wages	3% Wage adjustments for performance evaluations and Analyst I/II position (partial offset by unfilled Tech .5 FTE)	\$68,500
1230	Health Insurance	The Proposed Budget includes an increase due to the anticipation of an Analyst I/II. And EO change to "plus-1"	\$22,800
1231-1260	Misc. Benefits	Miscellaneous benefits increase due to Analyst I/II position	\$2,830
1270	Accrued Leave Payoff	Anticipated increase in vacation buyback	\$4,000
2051	Liability Insurance	Increase in SDRMA charges	\$2,500
2170	Memberships	Increase in CALAFCO and CSDA membership dues	\$3,500
2202	Controlled Assets	One-time computer and equipment purchase in FY 19/20.	(\$4,600)
2235	Accounting & Financial Svcs.	The biennial audit is scheduled for FY 20/21.	\$15,200
2245	Contracted Services	Budget adjustment of \$74,025 required for Levee and Reclamation District MSR. The Commission entered into a contract in FY 2018-19, and work continued to FY 19/20. The contract was budgeted in FY 2018-19 and rolled over into the current FY.	(\$74,000)
2250	Other Professional Svcs.	As reported at mid-year, all Dolt/GIS charges were to be reported in #2266. GIS budgeted amount adopted and reflected in FY 2019/20 was \$28,000.	(\$28,000)
2266	Central Data Processing Services	Budgeted FY 20/21 costs per Dolt.	\$15,100
N/A	20% Reserve Policy Adjustment	Per Commission's policy: General Reserve equals 20% of Operating Budget.	\$3,340
		Total	\$31,170

REVENUES/SOURCES OF FUNDING:

Overall, the Proposed Budget is funded through City/County apportionments, LAFCO fees,

interest income, and fund balance appropriation. Following is a breakdown on these funding elements:

Cities and County Apportionment

The estimated charge to the County and cities is \$711,738 an increase of \$82,013 or 13% from prior year. In a county where there is no independent special district representation on the commission (such as Solano LAFCO), the county and its cities each provide a one-half share of the commission's operational costs. The cities' share is apportioned according to each city's general revenues, as reported in the most recent edition of the State Controller's Cities Annual Report.

Table three below summarizes the estimated billing to the county and cities. It is important to note the calculations are unofficial and are included only to provide the cities an estimate. A more current version of the State Controller's Cities Annual Report will be released after adoption of the LAFCO's Final Budget. Official calculations are provided by the Auditor, in accordance with Government Code Section 56381, and apportions the net operating expenses of the commission.

Table 3: Summary of County and Cities Apportionment

LAFCO'S ESTIMATED BILLING TO COUNTY AND CITIES FOR FY 2020-21*					
Agency	Govtl Funds General Revenues (FY 17/18) ¹	Cost %	FY 19/20 Actual Invoice per Auditor	FY 20/21 Estimate	+/-
<i>Benicia</i>	\$ 47,582,005	8.5%	\$ 25,736	\$ 30,269	\$ 4,533
<i>Dixon</i>	\$ 26,708,772	4.8%	\$ 15,969	\$ 16,991	\$ 1,022
<i>Fairfield</i>	\$ 150,271,345	26.9%	\$ 86,500	\$ 95,596	\$ 9,096
<i>Rio Vista</i>	\$ 10,180,406	1.8%	\$ 4,793	\$ 6,476	\$ 1,682
<i>Suisun City</i>	\$ 23,418,127	4.2%	\$ 12,156	\$ 14,898	\$ 2,742
<i>Vacaville</i>	\$ 150,243,847	26.9%	\$ 79,071	\$ 95,578	\$ 16,507
<i>Vallejo</i>	\$ 151,003,699	27.0%	\$ 90,637	\$ 96,061	\$ 5,424
<i>Subtotal: Cities</i>	\$ 559,408,201	100.0%	\$ 314,862	\$ 355,869	\$ 41,006
<i>County</i>			\$ 314,863	\$ 355,869	\$ 41,006
TOTAL			\$ 629,725	\$ 711,738	\$ 82,012

*Formula: City apportionment = (City %) (\$711,738/2) County apportionment = (\$711,738/2) note: The auditor is statutorily directed to apportion the net operating expenses of the commission and official calculations are provided by the auditor.

¹ https://www.sco.ca.gov/Files-ARD.../LAFCO_Fee_Report_201718.pdf

Data for **LAFCO Fee Calculations**. Total Intergovernmental Revenues includes Federal, Source: Special Districts Annual Report, Fiscal Year 2017-18.

Revenues from Project Fees

Staff conservatively estimates that billable project activities will generate \$10,000 in fee revenues from the following projects: Solano Irrigation District detachments; and, Fairfield Suisun Sewer District AB 530 application processing.

Carry-Over

According to Government Code Section 56381 4(c), “If, at the end of the fiscal year, the commission has funds in excess of what it needs, the commission may retain those funds and calculate them into the following fiscal year’s budget.” It is projected that there will be a \$164,990 fund balance at FY 19/20 year-end. It is recommended that \$82,495 be appropriated for the FY 20/21 budget.

STATUTORY DEADLINES:

GC§56381 specifies certain statutory deadlines for adopting LAFCO’s Proposed and Final Budget. Table Four lists the statutory deadlines and how Solano LAFCO plans to comply with the statute.

Table 4: Statutory Deadlines

Deadlines	Statutory Requirement	Planned Action
May 1	LAFCO must adopt a Proposed Budget	April 13 Meeting
June 15	LAFCO must adopt a Final Budget	June 8 Meeting
July 1	The Auditor requests payment from cities and County	
August 30	Payments must be received by the Auditor	

PROPOSED WORK PLAN: (see Attachment B)

In conjunction with a proposed budget, the Commission sets out a work plan. The work plan typically includes, work items/tasks, prioritization, categorization, and task comments. The FY 2020/21 Work Plan includes 14 identified tasks/projects. Many of the items represent a variety of activities that are associated with that task. For example, the Fire Service study, while appearing to be a single task, involves extensive research and engaging multiple agencies such as; County Administrator’s Office, EMS, Risk Management, Fire Commissions, CalFire, and Fire Chiefs Association. This task also involves parcel research, budget analysis, call analysis, mutual/automatic aid statistics, etc.

All identified tasks are important. However, given the limited amount of time a lean staff can spend, it is helpful to prioritize the tasks. A high priority classification

indicates that the item is: time-sensitive, high-value, and critical. The FY 20/21 Work Plan includes 7 high priority project/tasks and 7 medium priority tasks.

There are 5 categories: Projects (P); Commission Directives (C); Administrative (A); Outreach (O); and; Legislative (L). Of the fourteen identified tasks/projects: four are projects; four are Commission directives; two are administrative; three are legislative-driven; and one is categorized outreach. These categories are described as follows:

- Projects – In consultation with agencies, a list of near-term projects has been developed. These projects have either already been submitted or it is anticipated that they will be submitted in FY 20/21.
- Commission Directive – Solano LAFCO has provided leadership and partnership roles in Solano County through proactive initiatives designed to support the efficient delivery of municipal services and to foster relationships among local and regional agencies and organizations.
- Administrative – The proposed FY 20/21 Work Plan includes key administrative projects that support organization effectiveness and internal efficiencies. In addition to the daily LAFCO office duties and Commission meeting prep and follow-up, the proposed Work Plan includes administrative projects that help keep local agencies and the public informed, as well as, improve organization effectiveness. It is critical to maintain internal efficiencies that support Solano LAFCO's organizational effectiveness and to meet statutory requirements.
- Outreach – Through staff, foster the development of collaborative relationships with Solano County's local and regional agencies and organizations that support efforts to collectively address common challenges and the roles of each agency in the planning and shaping of Solano County.
- Legislative - Solano LAFCO is required by statute to process changes of organization and reorganization; conduct sphere of influence reviews; updates and municipal service reviews; adopt local policies and procedures; and fulfill other legal mandates.

CONCLUSION:

The FY 2020/21 Proposed Budget reflects the costs and resource needs for carrying out the FY 20/21 Work Plan. In the coming weeks, staff will be presenting the Proposed Budget and Work Plan to the City/County Manager's Group and the Community Development/Planning Director's Group. Staff will inform the Commission of their comments at the June 8 public hearing.

FY 2020-2021 Proposed Budget

Attachment "A"

	Description	FY 18/19 Actuals	FY 19/20 Adopted Budget (WB)	FY 19/20 Adjusted Budget (AB)	YE Est.	FY 20/21 Proposed Budget (PB)	Diff Between AB and PB	Pct Diff Between AB and PB
1000	Salaries & Employee Benefits							
1110	SALARY/WAGES REGULAR	\$ 247,838	\$ 283,224	\$ 283,224	\$ 240,540	\$ 351,758	\$ 68,534	24%
1121	SALARY/WAGES-EXTRA HELP	\$ -	\$ -	\$ -	\$ 18,442	\$ -	\$ -	0%
1210	RETIREMENT-EMPLOYER	\$ 28,278	\$ 39,631	\$ 39,631	\$ 39,631	\$ 38,408	\$ (1,223)	-3%
1212	DEFERRED COMP-COUNTY MATCH	\$ 155	\$ 390	\$ 390	\$ 240	\$ 390	\$ -	0%
1220	FICA-EMPLOYER	\$ 3,816	\$ 3,722	\$ 3,722	\$ 4,776	\$ 5,090	\$ 1,368	37%
1230	HEALTH INS-EMPLOYER	\$ 18,234	\$ 27,086	\$ 27,086	\$ 18,201	\$ 49,884	\$ 22,798	84%
1231	VISION CARE INSURANCE	\$ 318	\$ 600	\$ 600	\$ 292	\$ 720	\$ 120	20%
1240	COMPENSATION INSURANCE	\$ 797	\$ 963	\$ 963	\$ 1,622	\$ 1,556	\$ 593	62%
1241	LT DISABILITY INSURANCE ER	\$ 1,374	\$ 1,374	\$ 1,374	\$ 1,374	\$ 1,702	\$ 328	24%
1250	UNEMPLOYMENT INSURANCE	\$ 868	\$ 1,302	\$ 1,302	\$ 1,302	\$ 1,302	\$ -	0%
1260	DENTAL INS-EMPLOYER	\$ 1,512	\$ 2,931	\$ 2,931	\$ 1,493	\$ 2,869	\$ (62)	-2%
1270	ACCRUED LEAVE CTO PAYOFF	\$ 5,703	\$ 15,949	\$ 15,949	\$ 7,770	\$ 19,828	\$ 3,879	24%
1290	LIFE INSURANCE-EMPLOYER	\$ 1,815	\$ 2,103	\$ 2,103	\$ 1,664	\$ 2,526	\$ 423	20%
		\$ 310,708	\$ 379,275	\$ 379,275	\$ 337,346	\$ 476,033	\$ 96,758	26%
2000	Services and Supplies							
2021	COMMUNICATION-TELEPHONE SYSTEM	\$ 553	\$ 748	\$ 748	\$ 748	\$ 748	\$ -	0%
2026	CELL PHONE ALLOWANCE	\$ 600	\$ 1,200	\$ 1,200	\$ 1,341	\$ 1,680	\$ 480	40%
2028	TELEPHONE SERVICES	\$ 2,941	\$ 2,780	\$ 2,780	\$ 2,780	\$ 3,336	\$ 556	20%
2051	LIABILITY INSURANCE	\$ 4,339	\$ 4,556	\$ 4,556	\$ 5,075	\$ 6,902	\$ 2,346	51%
2140	MAINTENANCE-BLDGS & IMPROVE	\$ 175	\$ 400	\$ 400	\$ 400	\$ 400	\$ -	0%
2170	MEMBERSHIPS	\$ 5,141	\$ 5,913	\$ 5,913	\$ 5,822	\$ 9,306	\$ 3,393	57%
2180	BOOKS & SUBSCRIPTIONS	\$ 168	\$ 400	\$ 400	\$ 400	\$ 400	\$ -	0%
2200	OFFICE EXPENSE	\$ 2,249	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	0%
2202	CONTROLLED ASSETS \$1500-\$4999 ¹	\$ 2,195	\$ 1,800	\$ 4,649	\$ 4,649	\$ -	\$ (4,649)	-100%
2205	POSTAGE	\$ 132	\$ 500	\$ 500	\$ 596	\$ 500	\$ -	0%
2235	ACCOUNTING & FINANCIAL SERVICE	\$ 22,223	\$ 9,800	\$ 9,800	\$ 9,800	\$ 24,918	\$ 15,118	154%
2239	LEGAL SERVICE	\$ -	\$ -	\$ -	\$ 12	\$ -	\$ -	0%
2245	CONTRACTED SERVICES ¹	\$ 37,913	\$ 120,000	\$ 194,025	\$ 194,025	\$ 120,000	\$ (74,025)	-38%
2250	OTHER PROFESSIONAL SERVICES	\$ 36,303	\$ 85,610	\$ 85,610	\$ 62,298	\$ 58,296	\$ (27,314)	-32%
2266	CENTRAL DATA PROCESSING SVCE	\$ 9,797	\$ 16,440	\$ 16,440	\$ 39,752	\$ 31,548	\$ 15,108	92%
2270	SOFTWARE	\$ 159	\$ 600	\$ 600	\$ 600	\$ 900	\$ 300	50%
2280	PUBLICATIONS AND LEGAL NOTICES	\$ 418	\$ 2,260	\$ 2,260	\$ 2,260	\$ 2,260	\$ -	0%
2285	RENTS & LEASES - EQUIPMENT	\$ 5,074	\$ 6,368	\$ 6,368	\$ 6,368	\$ 6,944	\$ 576	9%
2295	RENTS & LEASES-BUILDINGS/IMPR	\$ 17,600	\$ 17,483	\$ 17,483	\$ 16,792	\$ 18,128	\$ 645	4%
2310	EDUCATION & TRAINING	\$ 450	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	0%
2335	TRAVEL EXPENSE	\$ 1,276	\$ 10,000	\$ 10,000	\$ 4,912	\$ 10,000	\$ -	0%
2337	MEALS/REFRESHMENTS	\$ 193	\$ -	\$ -	\$ -	\$ -	\$ -	0%
2339	MANAGEMENT BUSINESS EXPENSE	\$ 754	\$ 500	\$ 500	\$ 500	\$ 500	\$ -	0%
2354	CAR ALLOWANCE	\$ 6,900	\$ 7,200	\$ 7,200	\$ 7,200	\$ 7,200	\$ -	0%
2355	PERSONAL MILEAGE	\$ 517	\$ 1,000	\$ 1,000	\$ 500	\$ 1,000	\$ -	0%
		\$ 158,069	\$ 300,558	\$ 377,432	\$ 371,830	\$ 309,966	\$ (67,466)	-18%
OTHER	Other Expenses							
	20% RESERVE POLICY ADJ		\$ 17,893	\$ 17,893	\$ 17,893	\$ 21,233	\$ 3,340	19%
TOTAL	TOTAL EXPENSES	\$ 468,777	\$ 697,726	\$ 774,600	\$ 727,070	\$ 807,233	\$ 32,633	4%
9200	Licenses & Permits-Other							
9229	LICENSES & PERMITS-OTHER	\$ 52,340	\$ 10,000	\$ 10,000	\$ 60,492	\$ 10,000	\$ -	0%
9400	Revenue From Use of Money/Prop							
9401	INTEREST INCOME	\$ 12,000	\$ 3,000	\$ 3,000	\$ 5,122	\$ 3,000	\$ -	0%
9500	Intergovernmental Revenues							
9511	OTHER GOVERNMENTAL AGENCIES	\$ 470,293	\$ 629,726	\$ 629,726	\$ 629,726	\$ 711,738	\$ 82,012	13%
TOTAL	TOTAL REVENUE	\$ 534,633	\$ 642,726	\$ 642,726	\$ 695,340	\$ 724,738	\$ 82,012	13%
Expenses	1000		\$ 379,275	\$ 379,275	\$ 337,346	\$ 476,033	\$ 96,758	26%
	2000		\$ 300,558	\$ 377,432	\$ 371,830	\$ 309,966	\$ (67,466)	-18%
	Reserve Adjustment		\$ 17,893	\$ 17,893	\$ 17,893	\$ 21,233	\$ 3,340	19%
	TOTAL EXPENDITURES		\$ 697,726	\$ 774,600	\$ 727,070	\$ 807,233	\$ 32,633	4%
Revenue	9200		\$ 10,000	\$ 10,000	\$ 60,492	\$ 10,000	\$ -	0%
	9400		\$ 3,000	\$ 3,000	\$ 5,122	\$ 3,000	\$ -	0%
	9500		\$ 629,726	\$ 629,726	\$ 629,726	\$ 711,738	\$ 82,012	13%
	Fund Balance Appropriation		\$ 55,000	\$ 55,000	\$ 55,000	\$ 82,495	\$ 27,495	50%
	Encumbrance Roll-over		\$ -	\$ 76,874	\$ 76,874	\$ -	\$ (76,874)	-100%
	TOTAL REVENUE		\$ 697,726	\$ 774,600	\$ 827,214	\$ 807,233	\$ 32,633	4%
740	Fund Balance (EOY)	\$ 119,845	\$ 64,845	\$ 64,845	\$ 164,990	\$ 82,495	\$ 17,650	27%
730	Reserve (20% operating expense)	\$ 118,074	\$ 135,967	\$ 135,967	\$ 135,967	\$ 157,200	\$ 21,233	16%

¹ 2 adjustments: 1) controlled assets roll-over of \$2,849 for PC and 2) contracted services roll-over of \$74,025 for Reclamation District MSR

2020-21 Proposed Workplan

#	Task/Project	Priority	Category	Comments
1	Fire Services	High	C	Fire services study: develop cost centers; analyze staffing models; review station locations; develop service and funding options; develop work-team.
2	LAFCO Analyst I/II	High	A	Recruit/hire for workload and succession planning purposes. Tasks and training include spadework on: Island Profile; SOI inventory; Updating inventory of local agencies; archives organization; records retention; JPA inventory; updating website, and; clerical duties.
3	SOI Mapping/Reconciliation	High	L	Update, inventory, and identify parcels. Disadvantaged unincorporated community evaluation. Identify long-term and short-term classifications. Update GIS layer; boundary maps and SOI maps for cities and special districts.
4	Municipal Svc Review	High	P	Three recommended updates: 1. Water 2. City of Vallejo, and 3. City of Dixon (Dixon is updating General Plan).
5	SID Projects	High	P	Brighton Landing 5, No. Village, Roberts' Ranch, The Farm, Campus Estates, etc.
6	Middle Green Valley	High	P	Agency formation analysis; AB 530-FSSD; Fire service
7	SOI Reclamation Districts	High	L	Adopt SOI for recently completed RD MSRs. Dissolve 2 inactive districts and work with non-compliant districts.
8	Island Profiles	Medium	C	Analysis of DUC, current/planned zoning, existing services, conditions, map. Launch campaign with Resource Management and Cities.
9	Policies and Standards	Medium	A	Update policies to improve clarity/compliance with CKH.
10	Website Overhaul	Medium	L	Address ADA compliance, improve usability and usefulness.
11	Outreach	Medium	C	Ongoing outreach to local agencies, cities, county, developers, and public.
12	Audit	Medium	C	Conduct biennial audit as scheduled.
13	Resource Conservation Reorg	Medium	P	Explore annexation of county areas to the Solano RCD.
14	Workshops	Medium	C	Educating agencies on website compliance; educating applicants on application requirements; property tax allocation