

### CONSENT

## **AGENDA ITEM #6A:**

A. Minutes February 14, 2022

#### **AGENDA ITEM #6B:**

B. Financial Reports – February and March 2022

# **PUBLIC HEARING**

#### **AGENDA ITEM #7A:**

A. LAFCO Proposed Budget and Workplan for Fiscal Year 2022-2023

#### 7A: PROPOSED BUDGET & WORKPLAN

## **Proposed Budget Considerations**

- 1. Commission staffing recommendation
- 2. Office relocation
- 3. Bi-annual budget
- 4. Maintain Designated Reserve Policy
- 5. Recognize Commission's workplan goals/priorities.

	1000	SALARIES AND EMPLOYEE BENEFITS				П		П		
	0001110	SALARY/WAGES REGULAR	\$341,282	\$357,842	\$337,351	\$	426,170	\$	68,328	19%
	0001121	SALARY/WAGES-EXTRA HELP	\$4,668	\$0	\$0	\$		\$	_	#DIV/0!
	0001210	RETIREMENT-EMPLOYER	\$37,304	\$43,662	\$40,436	\$	50.452	\$	6,790	16%
	0001212	DEFERRED COMP-COUNTY MATCH	\$373	\$390	\$368	\$	520	\$	130	33%
	0001220	FICA-EMPLOYER	\$5,663	\$5,189	\$4,910	\$	6,180	\$	991	19%
	0001230	HEALTH INS-EMPLOYER	\$30,908	\$47,181	\$43,737	\$	66,259	\$	19,078	40%
	0001231	VISION CARE INSURANCE	\$393	\$475	\$435	\$	781	\$	306	64%
	0001240	COMPENSATION INSURANCE	-\$208	\$1,909	\$1,837	\$	1,900	\$	(9)	0%
	0001241	LT DISABILITY INSURANCE ER	\$1,487	\$1,603	\$1,603	\$	3,666	\$	2,063	129%
	0001250	UNEMPLOYMENT INSURANCE	\$1,064	\$1,302	\$1,302	\$	1,500	\$	198	15%
	0001260	DENTAL INS-EMPLOYER	\$1,952	\$2,796	\$2,602	\$	3,638	\$	842	30%
	0001270	ACCRUED LEAVE CTO PAYOFF	\$22,564	\$21,894	\$39,828	\$	25,000	\$	3,106	14%
	0001290	LIFE INSURANCE-EMPLOYER	\$2,145	\$2,501	\$2,501	\$	3,507	\$	1,006	40%
	TOTAL	SALARIES AND EMPLOYEE BENEFITS	\$449,595	\$486,744	\$476,910	\$	589,573	\$	102,829	21%
	2000	SERVICES AND SUPPLIES								
	0002021	COMMUNICATION-TELEPHONE SYSTEM	\$798	\$748	\$748	\$	1,000	\$	252	34%
	0002025	CELLULAR COMMUNICATION SERVICE	\$643	\$616	\$0	\$	-	\$	(616)	-100%
	0002026	CELL PHONE ALLOWANCE	\$1,468	\$2,280	\$2,280	\$	2,500	\$	220	10%
	0002028	TELEPHONE SERVICES	\$3,414	\$3,336	\$4,200	\$	4,800	\$	1,464	44%
	0002051	LIABILITY INSURANCE	\$0	\$7,250	\$7,250	\$	7,467	\$	217	3%
	0002140	MA INTENANCE-BLDGS & IMPROVE	\$423	\$400	\$400	\$	500	\$	100	25%
	0002170	MEMBERSHIPS	\$8,745	\$10,267	\$10,267	\$	11,550	\$	1,283	12%
	0002180	BOOKS & SUBSCRIPTIONS	\$240	\$400	\$400	\$	400	\$	-	0%
တ္ယ	0002200	OFFICE EXPENSE	\$2,633	\$3,000	\$4,000	\$	15,000	\$	12,000	400%
EXPENSES	0002202	CONT ASSETS COMPUTER RELATED	\$5,865	\$0	\$6,000	\$	3,000	\$	3,000	#DIV/0!
Ę	0002204	COMPUTER RELATED ITEMS:<\$500	\$1,452	\$500	\$500	\$	1,000	\$	500	100%
Ä	0002205	POSTAGE	\$480	\$911	\$911	\$	1,000	\$	89	10%
_	0002216	MAINTENANCE/SERVICE CONTRACTS	\$0	\$83	\$0	\$	-	\$	(83)	
	0002235	ACCOUNTING & FINANCIAL SERVICE	\$26,808	\$11,629	\$4,000	\$	29,500	\$	17,871	154%
	0002239	LEGAL SERVICE	\$714	\$27,050	\$42,000	\$	40,000	\$	12,950	48%
	0002245	CONTRACTED SERVICES	\$30,955	\$187,500	\$187,500	\$	180,000	\$	(7,500)	-4%
	0002250	OTHER PROFESSIONAL SERVICES	\$27,572	\$30,755	\$25,000	\$	33,500	\$	2,745	9%
	0002255	CREDIT CARD PROCESSING FEES	\$28	\$0	\$0	\$		\$	-	
	0002266	CENTRAL DATA PROCESSING SVCE	\$12,077	\$39,703	\$20,000	\$	23,100	\$	(16,603)	-42%
	0002270	SOFTWARE	\$0	\$900	\$1,000	\$	- 0.000	\$	(900)	-100%
	0002271	SOFTWARE RENTAL / SUBSCRIPTION	\$1,341	\$947	\$1,000	\$	3,000	\$	2,053	217%
	0002280	PUBLICATIONS AND LEGAL NOTICES	\$579	\$2,000	\$2,000	\$	1,500	\$	(500)	-25%
	0002285	RENTS & LEASES - EQUIPMENT RENTS & LEASES-BUILDINGS/IMPR	\$7,857 \$17,128	\$7,483 \$19,034	\$8,000 \$19,034	\$	8,400 25,000	\$	917 5,966	12% 31%
	0002295	EDUCATION & TRAINING	\$17,120	\$19,034	\$2,000	\$	1,000	\$	(1,000)	-50%
	0002310	TRAVEL EXPENSE	\$0 \$0	\$2,000	\$4,000	\$	12.000	\$	2,000	20%
	0002339	MANAGEMENT BUSINESS EXPENSE	\$934	\$10,000	\$1,000	\$	2,000	\$	1,037	108%
	0002354	CAR ALLOWANCE	\$7.830	\$7,200	\$8,000	\$	7,200	\$	-	0%
	0002354	PERSONAL MILEAGE	\$7,630	\$1,000	\$250	\$	1,000	\$	-	0%
	TOTAL	SERVICES AND SUPPLIES	\$160,035	\$377,957	\$361,740	\$	415,417	\$	37,460	10%
	IOIAL	SERVICES AND SOFFEIES	\$100,033	φ3/1, <del>3</del> 3/	φ301,740	Ψ	413,417	φ	37,400	10 /0
	3000	OTHER CHARGES				$\vdash$				
	0003696	OTHER CHARGES	\$232	\$0	\$0	\$		\$		#DIV/0!
	1130000	T. T. SIPHOLO	Ų_JZ	ΨΟ	ŢŪ.	Ť		Ť		
		OTHER EXPENSES						Т		
	0000730	20% RESERVE POLICY ADJ	\$21,233	\$0	\$0	\$	43,798	\$	43,798	#DIV/0!
						Ė	,	Ė		
	TOTAL	TOTAL EXPENSES	\$631,095	\$864,701	\$838,649	\$	1,048,788	\$	184,087	21%

	9200	LICENSES, PERMITS & FRANCHISE						
	0009229	LICENSES, PERMITS & FRANCHISE	\$49,000	\$20,000	\$75,000	\$ 75,000	\$ 55,000	275%
	9400	REVENUE FROM USE OF MONEY/PROP						
တ္ယ	0009401	REVENUE FROM USE OF MONEY/PROP	\$6,239	\$3,000	\$3,000	\$ 3,000	\$	0%
REVENUES	9500	INTERGOVERNMENTAL REVENUES						
	0009511	INTERGOVERNMENTAL REVENUES	\$711,739	\$711,404	\$711,404	\$ 895,788	\$ 184,384	26%
L L								
		OTHER REVENUE						
	740	FUND BALANCE FROM PY	\$82,494	\$40,953	\$49,245	\$ 75,000	\$ 34,047	83%
	TOTAL	TOTAL REVENUES	\$849,472	\$775,357	\$838,732	\$ 1,048,788	\$ 273,431	35%
		1000		\$486,744	\$476,910	\$ 589,573	\$ 102,829	21%
	l ses	2000		\$377,957	\$361,740	\$ 415,417	\$ 37,460	10%
	Expenses	3000		\$0	\$0	\$ -	\$	#DIV/0!
	ı a	Reserve Adjustment		\$0	\$0	\$ 43,798	\$ 43,798	#DIV/0!
≿	"	TOTAL EXPENDITURES		\$864,701	\$838,649	\$ 1,048,788	\$ 184,087	21%
SUMMARY								
Σ		9200		\$20,000	\$75,000	\$ 75,000	\$ 55,000	275%
Su	g	9400		\$3,000	\$3,000	\$ 3,000	\$	0%
	Revenues	9500		\$711,404	\$711,404	\$ 895,788	\$ 184,384	26%
	Ve Ve	Fund Balance Appropriation		\$40,953	\$49,245	\$ 75,000	\$ 34,047	83%
	8	Encumbrance Roll-over		\$89,346	\$0	\$ -	\$ (89,346)	-100%
		TOTAL REVENUES		\$864,703	\$838,649	\$ 1,048,788	\$ 184,085	21%

# **Summary of Proposed Budget FY 22-23**

Expense Categories	2021-22 Adjusted Budget	2022-23 Proposed Budget	+/-	% Change
Salaries and Benefits (1000)	\$486,744	\$589,573	\$102,829	21%
Services and Supplies (2000)	\$377,957	\$415,417	\$37,460	10%
Designated Reserve (730)	\$0	\$43,798	\$43,798	-
TOTAL	\$864,701	\$1,048,788	\$184,087	21%

Revenue Categories	2021-22 Adjusted Budget	2022-23 Proposed Budget	+/-	% Change
Licenses and Permits (9200)	\$20,000	\$75,000	\$55,000	275%
Interest Money (9400)	\$3,000	\$3,000	-	0%
Intergovernmental Revenues	\$711,404	\$895,788	\$184,384	26%
Fund Balance Appropriation (740)	\$40,953	\$75,000	\$34,047	83%
Encumbrance Rollover	\$89,346	-	(\$89,346)	-
TOTAL	\$864,703*	\$1,048,788	\$184,085	21%

\*Slight variance in totals do to rounding

# **Notable Changes from Prior Fiscal Year**

#### **Operating Expenses**

Additional Hire (September) Approximately \$80,000

Bi-annual Audit Approximately \$16,000

Office Relocation Approximately \$12,000

Designated Reserve Increase

\$43,800

20% of Operating Budget (Policy)

#### Revenues

- Application Intake and Closure \$55,000
- Fund Balance Appropriation \$75,000

# **Designated Reserve Increase**

(730)	Reserve Balance ADJ FY 22/23	\$ 43,798
Reserve	Reserve for Proposed Budget FY22/23	\$ 200,998
Designated	Reserve current- End of FY 21/22	\$ 157,200

# **Fund Balance Appropriation**

	Fund Balance- End of FY 20/21	\$ 257,693
	Fund Balance - FY 21/22 Adj Based on Est. EOY	\$ 8,292
Fund Balance	Fund Balance- Estimated EOY 21/22	\$ 249,401
(740)	Proposed Appropriation FY 22/23 Budget from Fund Balance	\$ 75,000
	Fund Balance - Estimated after FY 22/23 App.	\$ 174,401

# **Estimated Billing to County and Cities**

#### **ESTIMATED BILLING TO COUNTY AND CITIES FOR FY 2022-23**

Agency	Governmental Funds Revenues (FY 19/20)*	Share %	FY 21/22 Actual Invoice per Auditor	Proposed FY 22-23 Estimate (\$75,000)	FY 22-23 Estimate (\$100,000)	FY 22-23 Estimate (\$125,000)	FY 22-23 Estimate (\$150,000)
Benicia	\$50,640,435	8.40%	\$29,543	\$37,613	\$36,563	\$35,514	\$34,464
Dixon	\$38,746,653	6.43%	\$19,799	\$28,779	\$27,976	\$27,173	\$26,369
Fairfield	\$146,434,537	24.28%	\$90,542	\$108,765	\$105,729	\$102,694	\$99,658
Rio Vista	\$10,197,734	1.69%	\$7,737	\$7,574	\$7,363	\$7,151	\$6,940
Suisun City	\$27,848,217	4.62%	\$15,127	\$20,684	\$20,107	\$19,529	\$18,952
Vacaville	\$162,524,795	26.95%	\$92,221	\$120,716	\$117,374	\$113,978	\$110,609
Vallejo	\$166,622,537	27.63%	\$100,729	\$123,760	\$120,306	\$116,852	\$113,398
Subtotal: Cities	\$603,014,908	100%	\$355,702	\$447,894	\$435,394	\$422,894	\$410,394
County			\$355,702	\$447,894	\$435,394	\$422,894	\$410,394
TOTAL			\$711,404	\$895,788	\$870,788	\$845,788	\$820,788

# 7A: PROPOSED WORKPLAN

## **Proposed Workplan FY 22-23**

#	Task/Project	Priority	Comments
1	Fire Services	High	Con't. working with the applicant, districts, stakeholders, and Fire Ad Hoc Committee in analyzing the proposed reorganization.
2	Municipal Service Review (MSR)/Sphere of Influence (SOI) Updates	High	<ul> <li>City of Dixon (c 2014)</li> <li>City of Vacaville (c 2017)</li> <li>Solano Irrigation District (c 2014)</li> </ul>
3	SOI Updates	High	<ul> <li>City of Suisun</li> <li>Fire Protection Districts</li> <li>Rural North Vacaville Water District</li> <li>Adopt remaining SOI for RDs with boundary issues.</li> </ul>
4	Reorganizations	High	Fire Districts SID Detachments Fairfield:

# 7A: PROPOSED WORKPLAN

# **Proposed Workplan FY 22-23**

	Task/Project	Priority	Comments
5	Boundary and Sphere of Influence (SOI) Mapping/Reconciliation	High	Verify, correct, and map Cemetery District boundaries and SOIs. Continue working with County GIS to update and correct boundary layers.
6	Human Resource	High	Hire an Administrative Asst./Analyst (1 FTE)
7	Audit	High	Contract with outside auditing firm to conduct an audit.
8	Outreach	High	<ul> <li>Ongoing outreach to local agencies, cities, county, developers, and the public:</li> <li>Ag Innovation Group: Assist and participate in the creation and kick-off of the Ag Innovations Collaboration group.</li> <li>Solano Economic Development Corporation</li> <li>Planning Directors Meeting</li> <li>CALAFCO – Bay Area EO Group</li> </ul> Improve outreach by improving website design
9	Independent Special District Member Representative for Oversight Board	High	Run election to fill the vacant Special District seat on the Solano Consolidated Oversight Board
			11

#### 7A: PROPOSED BUDGET & WORKPLAN

# Recommended Commission Actions

 ADOPT or adopt with modification(s) the Proposed Budget and Workplan for Fiscal Year (FY) 2022-23.

 DIRECT staff to distribute the Proposed Budget to the County and the cities.

 DIRECT staff to schedule a Public Hearing for June 13 to consider and adopt the Final Budget.

# **PUBLIC HEARING**

# **AGENDA ITEM #7B:**

**Budget Revenue Appropriation Adjustment** 

### **7B: APPROPRIATION ADJUSTMENT**

### **Recommended Commission Actions**

**APPROVE** and **ADOPT** Resolution # 2022-07 appropriating \$75,000 from **deferred revenue account # 575** (fees/deposits) to **revenue account #9229** (licenses/permits/franchise).

#### **BUSINESS ITEMS**

# **AGENDA ITEM #8:**

# **Executive Officer's Report/Update:**

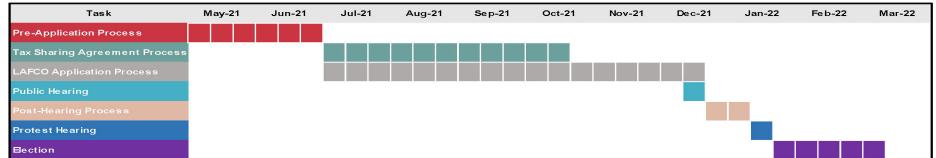
- 1. Fire project
- 2. City of Suisun SOI update/Logistics Center Project
- 3. Rural North Vacaville Water District MSR/SOI update



	Option 1 - Solano County Initiated · Reorganization: Dissolution and Annexation of Vacaville to Cordelia, Annexation of Suisun (whole or portion) to Cordelia	Option 2A - Fire Dist Initiated Reorganization: Dissolution/Annexation	Option 2B - Fire Dists Initiated Consolidation	Option 3 - LAFCO Initiated Consolidation
Initiation	Resolution from Board of Supervisors (§56654a)  Resolution from CFD and VFD. LAFCO shall approve w-w/o conditions, §56853		Resolutions from CFD <u>and</u> VFD. LAFCO shall approve w-w/o conditions, §56853	LAFCO may initiate consolidation (but not annexation) if consistent with a study (§56375)
soı	Current SOIs (§56425) (§56430)	Current SOIs (§56425) (§56430)	Current SOIs (§56425) (§56430)	Current SOIs (§56425) (§56430)
Application	Application and Standards, Map & Desc, Fees (LAFCO, County, BOE), Indemnity (§56375)	Application and Standards, Map Exhibit, Fees (LAFCO, County, BOE), Indemnity, §56375	Application and Standards, Map Exhibit, Fees (LAFCO, County, BOE), Indemnity, §56375	Map Exhibit, Fees - County Assessor and State BOE Requirements
Service Plan	Plan for providing services and funding (§56653)	Plan for providing services and funding (§56653)	Plan for providing services and funding (§56653)	Plan for providing services and funding (§56653)
CEQA	County Lead w/ LAFCO as Responsible Agency (§15051c) - CEQA would cover all LAFCO actions	One District Lead w/ LAFCO as Responsible Agency, (§15051c and d)	One District Lead w/ LAFCO as Responsible Agency, (§15051c and d)	LAFCO Lead Agency (§15051c) - CEQA would cover all actions
Protest Hearing	An election is required if at least 25% of the voters or landowners of any subject agency submits a written protest (§57077.4) Terminate proposal if 50% or more protests (§57078)	An election is required if at least 25% of the voters or landowners of any subject agency submits a written protest (§57077.4) Terminate proposal if 50% or more protests (§57078)	An election is required if at least 25% of the voters or landowners of the territory submit a written protest (§57077.2) Terminate proposal if 50% or more protests (§57078)	An election is required if at least 10% of the voters or landowners of any subject agency submits a written protest (§57113).  Terminate proposal if 50% or more protests (§57078)
Election (if necessary)	Ballot results counted in the territory (§57176)	Ballot results counted in the territory (§57176)	Ballot results counted separately within each agency and approved by a majority of the voters in each agency (§57177.5)	Ballot results counted in the territory (§57176)
Notes	Fire districts do not need to be contiguous (Health & Safety Code §13810)	LAFCO amends so new district is contiguous on the western slope.	LAFCO amends so new district is contiguous on the western slope.	New district is contiguous.
	Through Annexation, Cordelia parcel tax may be rolled into other areas if desired (§57330)	Through Annexation, Cordelia parcel tax may be rolled into other areas if desired (§57330)	LAFCO has power to determine which district is the successor district (§56375c)	LAFCO has power to determine which district is the successor district (§56375c)
	New board could be appointed or could remain elected (§56886n)	Cordelia board could be appointed or remain elected (§56886n)	New district board could be appointed or could remain elected (§56886n)	LAFCO determines if board is appointed or elected (§56886n)
		LAFCO can amend application to include (whole/part) Suisun <i>(per Fallbrook San Dist vs San Diego LAFCO 1989</i> )	LAFCO can amend application to include part of Suisun (per Fallbrook San Dist vs San Diego LAFCO 1989)	LAFCO must determine public service cost similar or less than alternative and promotes public access and accountability (§56881)
			LAFCO shall not add or delete (whole) districts without the written consent of the CFPD and VFPD (§56853c)	

#### Fire Reorganization Project: Timeline Provided to County





#### **Pre-Application Process**

- LAFCO Application including responses to the standards
- Plan for providing service
- CEQA Documents: Initial Study and Notice of Exemption
- Map Exhibit of Cordelia, Vacaville FPD, and a portion of Suisun FPD<sup>1</sup>
- Geographic description of area to be annexed from Suisun FPD¹
- Fees (LAFCO, County Assessor, and State BOE \$900)
- County staff submits Application Packet to LAFCO on July 1st, 2021

#### **LAFCO Application Process**

- LAFCO staff receives Reorganization Application on July 1<sup>st</sup>, 2021
- LAFCO staff obtains registered voter rolls
- LAFCO staff begins noticing affected agencies
- LAFCO staff initiates tax sharing agreement process
- Executive Officer determines if application is complete or incomplete by October 16, 2021
- If complete, LAFCO issues Newspaper Notice for the Public Hearing on November 22, 2021
- LAFCO prepares staff report for SOI update and reorganization
- LAFCO sets Public Hearing date for December 13, 2021

#### **Tax Sharing Agreement Process**

- LAFCO provides Notice of Filing (NOF) to County Assessor and Auditor on July 1st, 2021
- Assessor has 30 days to provide Auditor the assessed value of the territory (July 31st, 2021)
- Auditor has 45 days to notify affected agency of the property tax estimates that is subject
  to a negotiated exchange by August 15, 2021
- 60-day negotiation period begins upon receipt of the estimates from the Auditor, County consults districts during negotiation period (October 14, 2021)

#### **Public Hearing**

LAFCO Public Hearing on December 13, 2021

#### Posting-Hearing Process

- LAFCO issues Newspaper Notice for the Protest Hearing on December 30, 2021
- LAFCO 30-day Reconsideration Period ends January 12, 2022
- CEQA Challenge Period Notice of Exemption 35-day ends January 17, 2022<sup>2</sup>
- LAFCO sets Protest Hearing date for January 17, 2022 (35 days post adoption)

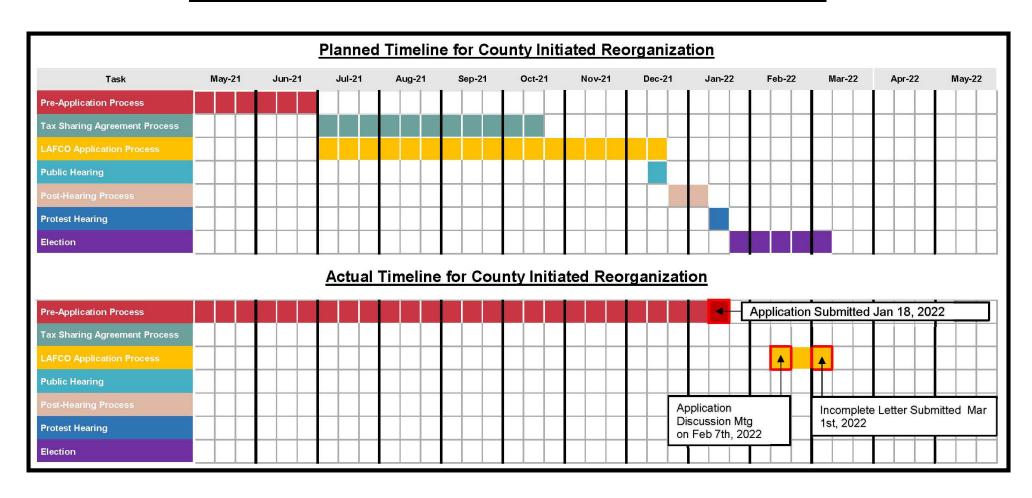
#### Protest Hearing

- LAFCO Protest hearing on January 17, 2022<sup>3</sup>
- Registrar of Voters, RÖV compares protest hearing signers with voters' registrar. ROV
  ascertain the number of registered voters in the affected territory and the number of
  qualified signers of protest hearing. Due date for ROV unknown.
- Assessor's Office, Assessor compares names of the persons shown as owners of land on
  the most recent assessment roll at the time the proponent adopts a resolution of
  application. The Assessor ascertains the total number of landowners within the territory
  and the total assessed valuation of all land within the affected territory, and the total
  number of landowners represented by qualified signers and the total assessed valuation
  of land owned by qualified signers. Due date for Assessor's Office unknown.

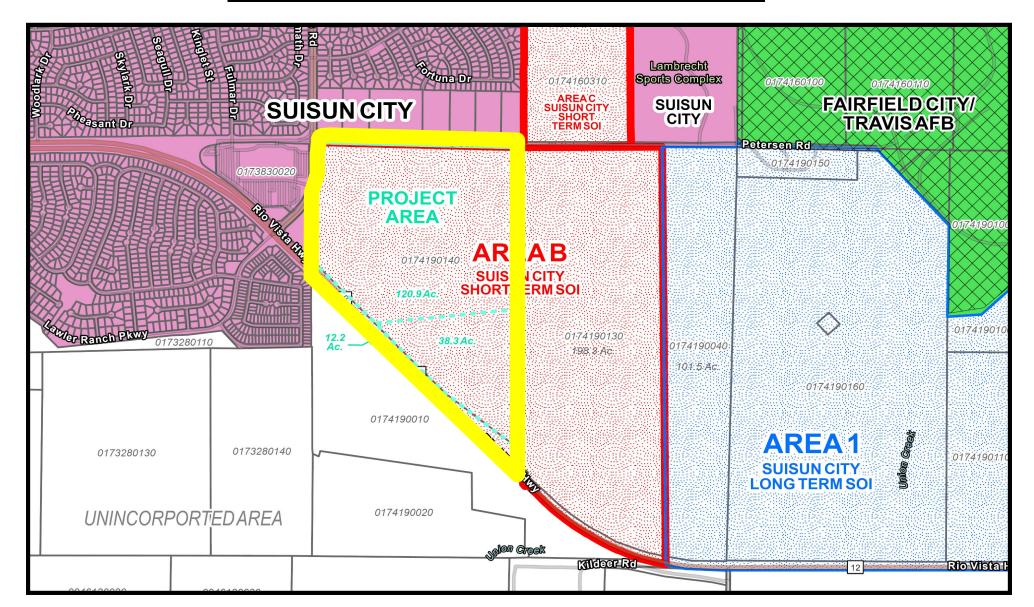
#### **Election**

 Upon receipt of the protest result from Registrar of Voters and Assessor's Office, LAFCO informs BOS if an election is required. If election is required, BOS has 45 days to direct election official to conduct the necessary election.

### Fire Reorganization Project: Timeline



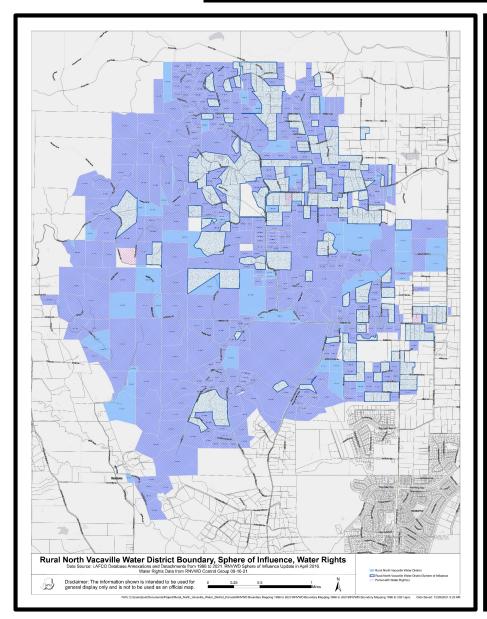
### **Suisun Logistics Center Project**



## **Suisun Logistics Center Project**

- Notice of Preparation: January 6, <u>2021</u>
  - Conduct technical reports
- 2. 45-day public review/comment period on Draft EIR
  - Response to Comments and Final EIR
- 3. Planning Commission Public Hearing for recommendation to City Council on Final EIR (and other project actions)
- 4. City Council Public Hearing for Certification of Final EIR (and other project actions)

## **Rural North Vacaville Water District**



		Parcels	Parcels with a Single Water Rights	Parcels with Multiple Water Rights	Parcels with No Water Rights
_	In District	480	381	25	74
, KEN.	In SOI	217	1	0	216
CURRENT	Outside	3	3	0	0
	Total	700	385	25	290

		Purchased	District Owned	Total
	In District	516		
WATER	In SOI	1		
WA	Outside	3		
	Total	520	13	533

POTENTIAL SUBDIVISION GROWTH	In District	259	
	In SOI	32	
	Outside	0	
	Total	291	

Current Parcels w/o Water Rights	290
Potential Subdivided Parcel Growth	291
Subtotal Potential Parcel Growth	581
Less Parcels with Multiple Water Rights	25
Less District Owned Water Rights	13
Potential Water Rights Needed	543

<sup>1</sup> RVNWD Water Rights Tracking Sheet; Email dated 8/23/21

