



## Commission Meeting

# Solano LAFCO

*June 14, 2021*

# Final Budget Fiscal Year 2021-2022

Finance Committee developed  
Proposed Budget on 3-25-21.

Commission Adopted Proposed  
Budget on 4-12-21.

Presentation to City/County  
Planning Director's on 5-20-21

Presentation to City/County  
Managers Group on 5-26-21.

# 2021-22 Budget Considerations

1. No increase to the County and cities billing.
2. Maintain Reserves at min 20% of operating budget.
3. Recognize LAFCO's MSR and SOI responsibilities
4. Recognize Commission's prior workplan goals/priorities:  
Projects, Commission Directives, Administrative, and Legislative

# Summary of Final Budget FY 21-22

Description	FY 21/22 Proposed	FY 20/21 Adjusted	Difference	%
Expenses	\$775,355	\$835,579	(\$60,224)	-7%
Revenues	\$775,335	\$835,579	(\$60,224)	-7%
Net Fund Cost (Fund Balance)	\$40,953	\$82,494	(\$41,541)	-100%

# Notable Changes from Prior Year

Line Item	Description	Explanation	Increase (Decrease) vs. FY 20/21 Adjusted Budget
1110	Salaries	2% salary adjustment for performance evaluations.	\$6,084
1210	Retirement	Increase cost for unfunded liability, slight increase to PEPRA rate.	\$5,254
2235	Accounting Services	No audit for FY 21/22; audits are biennial.	(\$13,289)
2239	Legal Services	Moved from Prof Services (2250) to Legal Services (2239) more accurate description.	\$27,050
2245	Contracted Services	Decrease MSR/SOI costs. Recommend MSR/SOI update for cemetery districts.	(\$48,347)
2250	Professional Services	Moved \$27,050 to legal services costs (2239) and decreased website estimated costs.	(\$29,304)
730	Reserve	No change to Reserve Account from prior year.	(\$21,233)
740	Fund Balance	Recommend decrease of fund balance appropriation from the prior year.	(\$41,541)
9229	Licenses and Permit	Increase of projected revenue from application fees due to an increase in anticipated projects.	\$10,000

## Final Budget FY 21-22: Expenses

<b>Budget Categories</b>	<b>2020-21 Adjusted Budget</b>	<b>2021-22 Proposed Budget</b>	<b>+/-</b>	<b>% Change</b>
<b><i>Salaries and Benefits (1000)</i></b>	\$476,033	\$486,744	\$10,711	2%
<b><i>Services and Supplies (2000)</i></b>	\$338,313	\$288,611	(\$49,702)	(15%)
<b><i>Reserve Adjustment (730)</i></b>	\$21,233	\$0	(\$21,233)	(100%)
<b><i>Total Expenses</i></b>	<b>\$835,579</b>	<b>\$775,355</b>	<b>(\$60,224)</b>	<b>(7%)</b>

## Final Budget FY 21-22: Revenue

<b>Budget Categories</b>	<b>2020-21 Adjusted Budget</b>	<b>2021-22 Proposed Budget</b>	<b>+/-</b>	<b>Percent Change</b>
<i>Licenses, Permits, and Franchise (9200)</i>	\$10,000	\$20,000	\$10,000	100%
<i>Revenue from Use of Money (9400)</i>	\$3,000	\$3000	\$0	0%
<i>Intergovernmental Revenues (9500)</i>	\$711,738	\$711,402	(\$336)	(0%)
<i>Fund Balance Appropriation</i>	\$82,494	\$40,953	(\$41,541)	(50%)
<i>Encumbrance Roll-Over</i>	\$28,347	\$0	(\$28,347)	(100%)
<b>Total Revenue</b>	<b>\$835,579</b>	<b>\$775,355</b>	<b>(\$60,224)</b>	<b>(7%)</b>

# Estimated Billing to County and Cities

ESTIMATED BILLING TO COUNTY AND CITIES FOR FY 2021-22*					
Agency	Governmental Funds Revenues (FY 18/19)*	Cost %	FY 20/21 Actual Invoice per Auditor	FY 21/22 Estimate	+/-
<i>Benicia</i>	\$ 49,599,695.00	8.31%	\$ 30,269.00	\$ 29,543.53	\$ (725.47)
<i>Dixon</i>	\$ 33,241,107.00	5.57%	\$ 16,991.00	\$ 19,799.71	\$ 2,808.71
<i>Fairfield</i>	\$ 152,008,108.00	25.45%	\$ 95,596.00	\$ 90,542.01	\$ (5,053.99)
<i>Rio Vista</i>	\$ 12,990,935.00	2.18%	\$ 6,476.00	\$ 7,737.91	\$ 1,260.91
<i>Suisun City</i>	\$ 25,396,955.00	4.25%	\$ 14,899.00	\$ 15,127.43	\$ 228.43
<i>Vacaville</i>	\$ 154,828,104.00	25.93%	\$ 95,578.00	\$ 92,221.71	\$ (3,356.29)
<i>Vallejo</i>	\$ 169,110,236.00	28.32%	\$ 96,061.00	\$ 100,728.71	\$ 4,667.71
<i>Subtotal: Cities</i>	\$ 597,175,140.00	100.00%	\$ 355,870.00	\$ 355,701.00	\$ (170.00)
<i>County</i>			\$ 355,869.00	\$ 355,701.00	\$ (168.00)
<b>TOTAL</b>			<b>\$ 711,739.00</b>	<b>\$ 711,402.00</b>	<b>\$ (337.00)</b>
*Most recent report available as of 4/1/21,					
Per Solano County Auditor, ACO uses Gov't Funds Revenue to invoice cities					



# Fund Balance Appropriation

**Fund Balance total - \$140,953**

**Appropriate \$40,953** to offset the cost of funding the Operating Budget (Billing to the County and the seven cities remain comparable to the prior year)

**Consider options for the balance of \$100,000:**

- 1. Increase Reserve Account** from \$157,200 to \$257,200.
- 2. Increase appropriation** to fund Operating Budget (\$40,953 as proposed to \$140,953)
- 3. No change** - \$100,000 remains in fund balance
- 4. New designated reserve account** (per Section C of the Commission's Reserves Policy "The Commission may appropriate revenue to establish and maintain a legal defense reserve fund to minimize the cost impact of litigation...The Commission may use fund balance, general reserves above the 20% minimum, or other sources of revenue to fund its legal defense reserve.")

# Workplan FY 21-22: High Priority


#	Task/Project	Priority	Category	Comments
1	Fire Services	High	C	Con't. work with Fire Committee: develop cost centers; analyze staffing models; review station locations; develop service and funding options; SOI update; con't explore reorg options; gap analysis.
2	Reorganizations	High	P	<i>Fairfield</i> – Sunset Road (island) and Pittman Road <i>Suisun City</i> – Walters Rd and Pennsylvania/Hwy 12 <i>Benicia</i> – Benicia Road (Island Annexation) <i>Vacaville</i> – Nut Tree Airport vicinity (Island Annexation) <i>SID</i> - Roberts' Ranch, Cement Hill, Green Valley Apartments, and Harbison Apartments
3	Sphere of Influence (SOI) Mapping/Reconciliation	High	L	Update, inventory, and identify parcels. Identify possible Disadvantaged unincorporated community (DUC) and lands under Williamson Act contracts. Identify long-term and short-term designations.
4	Municipal Service Review (MSR)/Sphere of Influence (SOI) Updates	High	P	Cemetery Districts: Rio Vista (completed in 2005), Silveyville (c 2012), Solano (c 2012), and Vacaville (c 2012) - (New funds)  Solano Irrigation District (completed in 2014) Rural North Vacaville (completed in 2016) (PY funds)
5	SOI Updates-Reclamation Districts	High	P	Adopt remaining SOI for RDs with boundary issues.
6	Mapping and Boundary Corrections	High	L	Verify, correct, and map city and special district boundaries and SOIs. Con't work with County GIS to update and correct boundary layers.

# Workplan FY 21-22: Medium Priority

#	Task/Project	Priority	Category	Comments
7	Policies and Standards	Medium	A	Review and update policies to improve clarity/compliance with CKH.
8	Website Improvement	Medium	L	Address ADA compliance, improve usability, and usefulness.
9	Outreach	Medium	C	Ongoing outreach to local agencies, cities, county, developers, and public.
10	Island Profiles	Medium	C	Analysis of current/planned zoning, existing services, conditions, development potential, and map. Develop island annexation campaign with Resource Management and Cities.
11	Fees Update	Medium	A	Update application charge out rates to reflect the Commission's current costs for processing projects.
12	H.R.	Medium	A	Classification/Salary Range reviews.

Recommended  
Commission  
Actions:

**Adopt or adopt with modification(s)  
Resolution 21-04: Final Budget and  
Workplan for fiscal year 2021-22.**



**Distribute the Final Budget to the  
Auditor's Office and LAFCO's Funding  
Agencies: Cities and County.**

## Contract Awards

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- 2021-08 RNVWD MSR and SOI study
  - Milani and Associates
- 2021-09 SID MSR and SOI study
  - SWALE, Inc.



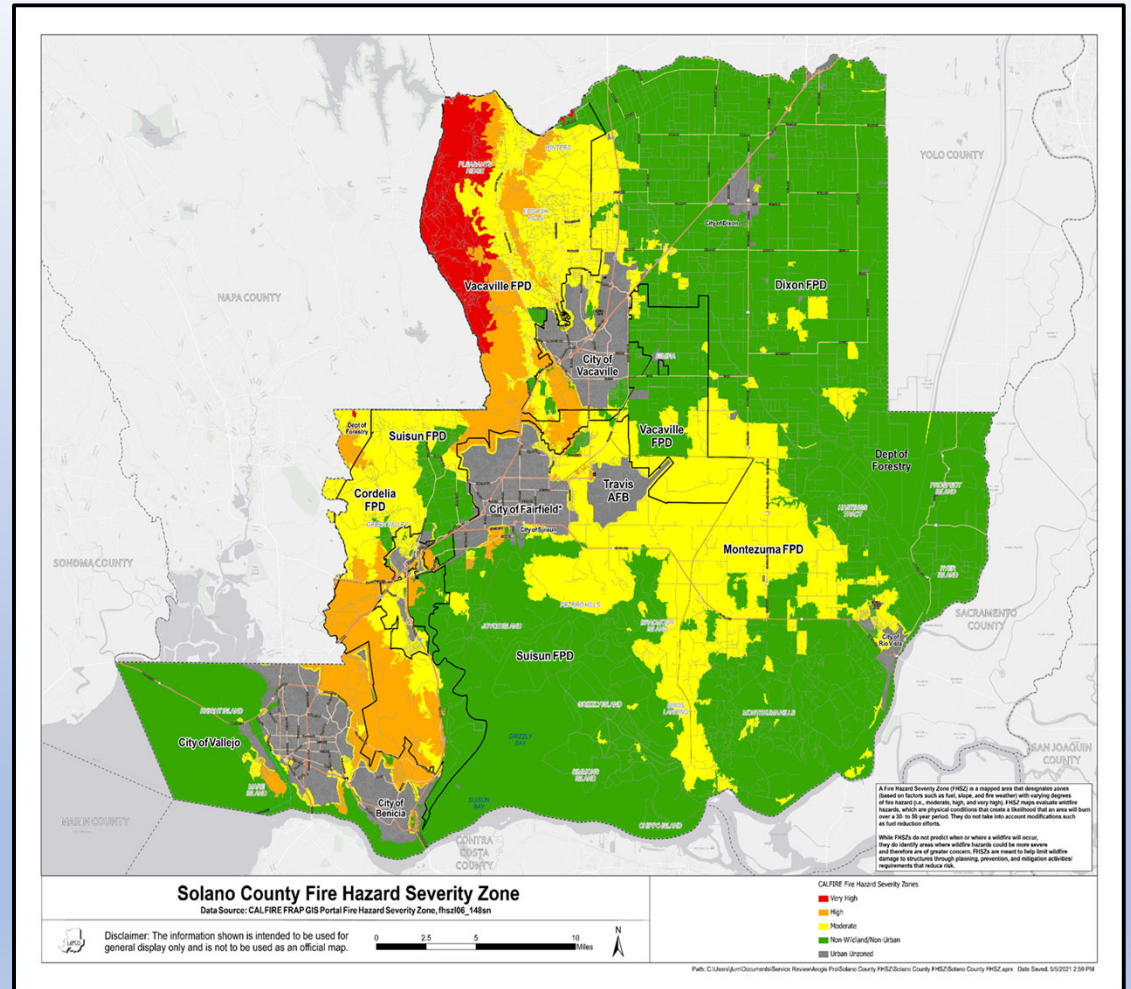
# Fee Schedule Update

- Changes to staff charge out rates proposed reflect LAFCO's current staffing level and the 2021-22 Budget.
- Calculation of staff charge-out rates based on fully weighted labor costs as recommended by the Finance Committee.
- New rates effective July 1, 2021.



## Executive Officer Report:

- Fire Study Update
- Mapping Project Update







VICINITY MAP

NOT TO SCALE

NO	BEARING	LENGTH
L1	S00°14'48"W	114.56'
L2	S00°14'48"W	955.93'
L3	N89°35'26"W	1701.39'

NO	BEARING	LENGTH
L4	N89°35'26"W	203.90'
L5	N61°02'27"E	2182.77'

SEE NOTE 2, SHEET 2

POINT OF BEGINNING  
N=1,867,450.27  
E=6,567,791.52

GOLD RIDGE DEVELOPMENT AREA  
SEE NOTE 1, SHEET 2

EXISTING SOLANO IRRIGATION DISTRICT BOUNDARY

DETACHMENT BOUNDARY



0166-110-430  
L5

CITY OF FAIRFIELD (1988 OR 78701)  
(FORMERLY SACRAMENTO NORTHERN RAILWAY)

SID DETACHMENT  
TOTAL AREA=23.41 ACRES±

0166-110-190

GOLDEN WEST COLONY SUBDIVISION

3 SD 39

86

87

0166-110-150

81

82

83

84

85

0166-110-280

L4

80

L3

L1

L2

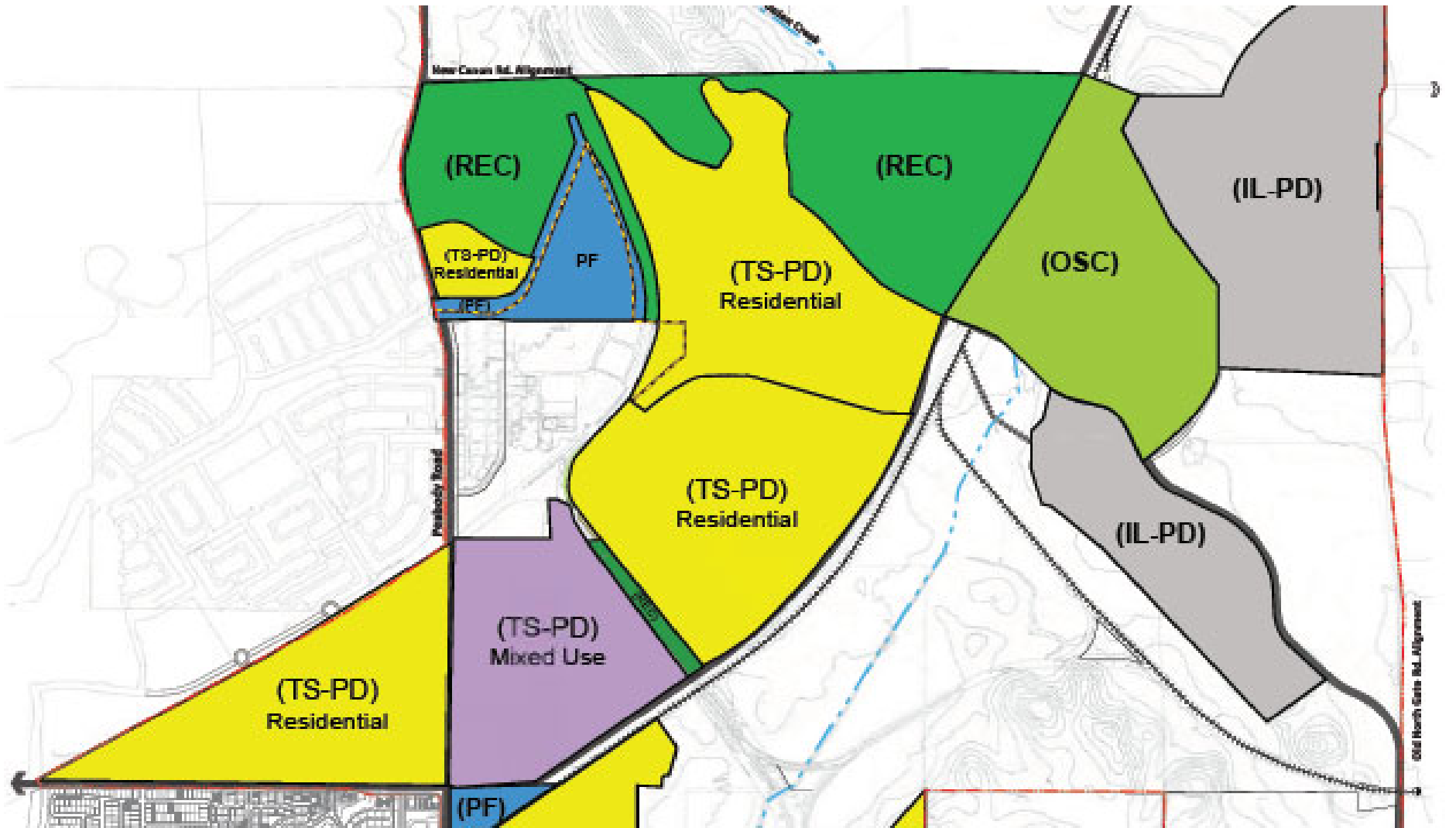
0166-110-140

SID'S BREEN LATERAL 3 QUITCLAIM TO  
FAIRFIELD CEMENT HILL, LP RECORDED  
MARCH 1, 2021 AS DOC. NO. 202100023459  
201000030840 0166-110-200

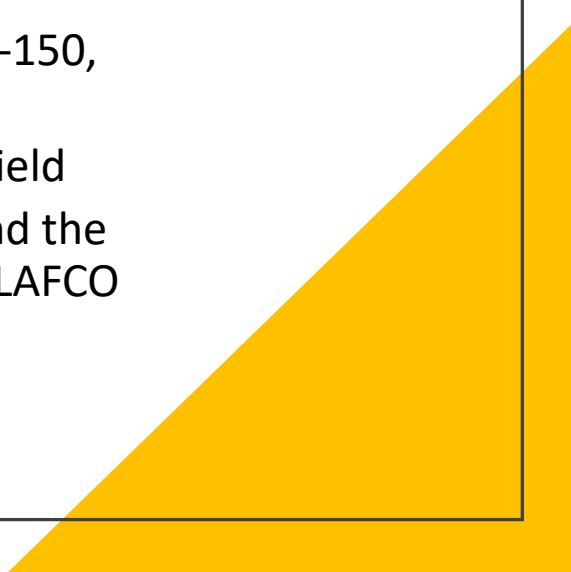


CEMENT HILL ROAD





# 2021-05 Cement Hill Detachment from SID

- Staff Recommendation:
    - **Approve** the Detachment of Cement Hill (APNs 0166-110-150, -190, -280)
    - **Review and Consider** the EIR adopted by the City of Fairfield
    - **Review and Adopt** the Mitigation Monitoring Program and the Statement of Overriding Considerations (Exhibit B to the LAFCO Resolution)
    - **Waive** the protest hearing.
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# CALAFCO Board Nominations

City and Public Seats  
Available for Coastal Region.

City/Public Members and  
Alternates are eligible.

Due Date for nominations  
Sep 7, 2021, 5pm.

An aerial photograph of a lush green valley. In the foreground, there are rolling green hills dotted with small trees. A farm with several buildings and a long fence line is visible in the middle ground. The background features a range of dark green, forested hills under a sky filled with white and grey clouds. The text "Next Meeting August 9, 2021" is overlaid in the center in a blue, outlined font.

**Next Meeting  
August 9, 2021**