

RESOLUTION NO. 2023-09

**RESOLUTION OF THE LOCAL AGENCY FORMATION COMMISSION
OF SOLANO COUNTY ADOPTING A FINAL BUDGET AND WORKPLAN
FISCAL YEAR 2023-2024**

WHEREAS, the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000(CKH) section 56000 et seq. of the California Government Code (GC) requires the Local Agency Formation Commission (LAFCO or Commission) of Solano County to perform planning duties by encouraging the orderly development and coordination of local agencies; and,

WHEREAS, the Commission is required to adopt annual final budgets by June 15; and,

WHEREAS, staff consulted with the Budget Committee group on March 23, 2023 to help inform and make decisions regarding the agency's funding requirements; and,

WHEREAS, the Executive Officer prepared a written report and recommendations on a proposed budget and proposed work plan for the fiscal year 2023-24 adopted by the Commission on April 10, 2023, and subsequently circulated for review and comment to all funding agencies; and,

WHEREAS, the Commission has heard and considered all oral and written testimony submitted, including, but not limited to, the final budget, work plan and priorities for 2023-24, and the Executive Officer's report and recommendations presented at a public hearing held on April 10, 2023; and,

WHEREAS, the Commission determined the proposed budget projects the staffing and program costs of the Commission as accurately and appropriately as possible; and,

WHEREAS, the Commission's operating budget for FY 2023-24 is \$1,045,559; and,

WHEREAS, the operating budget is approximately \$3,229; or 0.3%; less than the previous fiscal year's operating budget; and,

WHEREAS, the Commission finds that, even though the Final Budget is less than the previous fiscal year, the Final Budget for FY 2023-24 is sufficient to meet LAFCO's funding and project projections for the fiscal year; and,

WHEREAS, expenses for FY 2023-24 are hereby allocated by budget category in the following manner:

Salaries and Employee Benefits	\$ 659,443
Services and Supplies	\$ 386,116
Designated Reserve	\$ 0
Total Expenses	\$ 1,045,559

WHEREAS, revenues for FY 2023-24 or the means of financing the LAFCO program will be by monies derived from the following sources of funding:

Anticipated Revenue	\$ 50,000
Anticipated Interest	\$ 5,000
Fund Balance	\$ 94,711
City/County Apportionment	\$ 895,788
Total Revenue	\$1,045,559

NOW, THEREFORE, BE IT RESOLVED AND ORDERED, that the Local Agency Formation Commission of the County of Solano does approve and adopt the Final Budget as shown in Exhibit A and the Workplan as shown in Exhibit B for the Fiscal Year 2023-24, attached, and by this reference incorporated herein and does further order and direct the following:

Section 1: The Executive Officer shall transmit the Final Budget to the Auditor and all parties specified in Government Code §56381(a) as promptly as possible.

Section 2: The Auditor shall apportion the budget as specified in Government Code §56381(b) and request payment from each city and the County no later than July 1, 2023, as specified in §56381(c).

Section 3: If a city or the County does not remit its required payment within 60 days, the Auditor is requested to collect an equivalent amount from the property tax or any fee or eligible revenue owed to the city or County as described in §56381(c).

The foregoing resolution was duly passed and adopted by the Local Agency Formation Commission of the County of Solano at a duly noticed public hearing held on June 12, 2023, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:



Nancy Shopay, Chair
Presiding Officer of Local Agency Formation
Commission County of Solano, State of California

ATTEST:



Christina Love, Clerk of the Commission

Exhibit A: 2023-24 Final Budget

Exhibit B: 2023-24 Workplan

**EXHIBIT A
FY 23/24 PROPOSED BUDGET**

	Sub-object	Object Description	22/23 Adjusted Budget (AB)	23/24 Proposed Budget (PB)	Diff Between PB and AB [PB-AB]	
EXPENSES	1000	SALARIES AND EMPLOYEE BENEFITS				
	1110	SALARY/WAGES REGULAR	\$426,170	\$498,740	\$72,570	
	1210	RETIREMENT-EMPLOYER	\$50,452	\$50,714	\$262	
	1212	DEFERRED COMP-COUNTY MATCH	\$520	\$520	\$0	
	1220	FICA-EMPLOYER	\$6,180	\$7,014	\$834	
	1230	HEALTH INS-EMPLOYER	\$66,259	\$63,786	(\$2,473)	
	1231	VISION CARE INSURANCE	\$781	\$584	(\$197)	
	1240	COMPENSATION INSURANCE	\$1,900	\$2,000	\$100	
	1241	LT DISABILITY INSURANCE ER	\$3,666	\$3,831	\$165	
	1250	UNEMPLOYMENT INSURANCE	\$1,500	\$900	(\$600)	
	1260	DENTAL INS-EMPLOYER	\$3,638	\$4,493	\$855	
	1270	ACCRUED LEAVE CTO PAYOFF	\$25,000	\$23,092	(\$1,908)	
	1290	LIFE INSURANCE-EMPLOYER	\$3,507	\$3,770	\$263	
	TOTAL	SALARIES AND EMPLOYEE BENEFITS	\$589,573	\$659,443	\$69,870	
	EXPENSES	2000	SERVICES AND SUPPLIES			
		2021	COMMUNICATION-TELEPHONE SYSTEM	\$1,000	\$11,904	\$10,904
		2026	CELL PHONE ALLOWANCE	\$2,500	\$2,100	(\$400)
		2028	TELEPHONE SERVICES	\$4,800	\$12,180	\$7,380
		2051	LIABILITY INSURANCE	\$7,467	\$8,089	\$622
		2140	MAINTENANCE-BLDGS & IMPROVE	\$500	\$500	\$0
		2170	MEMBERSHIPS	\$11,550	\$11,498	(\$52)
		2180	BOOKS & SUBSCRIPTIONS	\$400	\$488	\$88
		2200	OFFICE EXPENSE	\$15,000	\$12,000	(\$3,000)
		2201	EQUIPMENT UNDER \$1,500	\$0	\$15,000	\$15,000
		2202	CONT ASSETS COMPUTER RELATED	\$3,000	\$1,500	(\$1,500)
		2204	COMPUTER RELATED ITEMS:<\$500	\$1,000	\$1,000	\$0
		2205	POSTAGE	\$1,000	\$700	(\$300)
		2235	ACCOUNTING & FINANCIAL SERVICE	\$29,500	\$15,000	(\$14,500)
2239		LEGAL SERVICE	\$40,000	\$30,200	(\$9,800)	
2245		CONTRACTED SERVICES	\$180,000	\$130,000	(\$50,000)	
2250		OTHER PROFESSIONAL SERVICES	\$33,500	\$16,000	(\$17,500)	
2255		CREDIT CARD PROCESSING FEES	\$0	\$0	\$0	
2266		CENTRAL DATA PROCESSING SVCE	\$23,100	\$41,157	\$18,057	
2271		SOFTWARE RENTAL / SUBSCRIPTION	\$3,000	\$2,400	(\$600)	
2280		PUBLICATIONS AND LEGAL NOTICES	\$1,500	\$1,000	(\$500)	
2285		LEASE EXPENSE-COPIERS/MFD'S ST	\$8,400	\$7,000	(\$1,400)	
2295		LEASE EXPENSE - BUILDINGS ST	\$25,000	\$28,000	\$3,000	
2310		EDUCATION & TRAINING	\$1,000	\$8,000	\$7,000	
2335		TRAVEL EXPENSE	\$12,000	\$18,600	\$6,600	
2339		MANAGEMENT BUSINESS EXPENSE	\$2,000	\$2,000	\$0	
2354		CAR ALLOWANCE	\$7,200	\$7,800	\$600	
2355		PERSONAL MILEAGE	\$1,000	\$2,000	\$1,000	
TOTAL		SERVICES AND SUPPLIES	\$415,417	\$386,116	(\$29,301)	
EXPENSES			OTHER EXPENSES			
		730	20% RESERVE POLICY ADJUSTMENT	\$43,798	\$0	(\$43,798)
TOTAL		TOTAL EXPENSES	\$1,048,788	\$1,045,559	(\$3,229)	
REVENUES		9200	LICENSES & PERMITS-OTHER			
	9229	LICENSES & PERMITS-OTHER	\$75,000	\$50,000	(\$25,000)	
	9400	REVENUE FROM USE OF MONEY/PROP				
	9401	INTEREST INCOME	\$3,000	\$5,000	\$2,000	
	9500	INTERGOVERNMENTAL REVENUES				
	9511	OTHER GOVERNMENTAL AGENCIES	\$895,788	\$895,788	\$0	
		OTHER REVENUE				
	FUND BALANCE FROM PRIOR YEAR	\$75,000	\$94,771	\$19,771		
740	TOTAL REVENUES	\$1,048,788	\$1,045,559	(\$3,229)		
SUMMARY	EXPENSES	1000	\$589,573	\$659,443	\$69,870	
		2000	\$415,417	\$386,116	(\$29,301)	
		Reserve Adjustment	\$43,798	\$0	(\$43,798)	
		TOTAL EXPENSES	\$1,048,788	\$1,045,559	(\$3,229)	
	REVENUES	9200	\$75,000	\$50,000	(\$25,000)	
		9400	\$3,000	\$5,000	\$2,000	
		9500	\$895,788	\$895,788	\$0	
		Fund Balance Appropriation	\$75,000	\$94,771	\$19,771	
		Encumbrance Roll-over	\$0	\$0	\$0	
		TOTAL REVENUES	\$1,048,788	\$1,045,559	(\$3,229)	

**Exhibit B
2023-2024 Proposed Workplan**

#	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 of Dixon (c 2014) • City of Vacaville (c 2017) • Solano Irrigation District (c 2014) • Cemetery Districts (c 2012)
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
3	Fire Services	High	C	Continue working with the districts, stakeholders, and Fire Ad Hoc Committee in analyzing fire services.
4	SOI Updates	High	C/P	<ul style="list-style-type: none"> • Rural North Vacaville Water District • Adopt remaining SOI for Reclamation Districts with boundary issues
5	Reorganizations	High	P	<p><i>Suisun</i></p> <ul style="list-style-type: none"> • Suisun Logistics Center • Highway 12 Logistics Center <p><i>Fairfield:</i></p> <ul style="list-style-type: none"> • Island Annexations Phase 1 <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 <ul style="list-style-type: none"> ○ 7 Remnant Parcels <p><i>Vacaville:</i></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></p> <ul style="list-style-type: none"> • Lewis Planned Communities (SE Dixon) • Lombardo Property

A: Administrative; C: Commission Directives; L: Legislative; P: Projects

Exhibit B

#	Task/Project	Priority	Category	Comments
6	Outreach	High	C	<p>Ongoing outreach to local agencies, cities, county, developers, and the public:</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</p>
7	Fees Update	Medium	A	<p>Update application charge-out rates to reflect the Commission's current costs for processing projects.</p>
8	Website	Medium	L	<p>Continued and ongoing updates of information accessible online</p>

A: Administrative; C: Commission Directives; L: Legislative; P: Projects