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PUBLIC MEMBER RE-APPOINTMENT

- AGENDA ITEM #3:**
 Commissioner Shopay, Public Member, re-appointment for a 4-year term of office.

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CONSENT

AGENDA ITEM #7A:
 A. Minutes February 15, 2023

AGENDA ITEM #7B:
 B. Financial Reports – February and March 2023

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DISCUSSION ITEMS

1. Rural North Vacaville Water District Annexation
2. Reclamation District 2134 Dissolution
3. Fee Schedule Amendment – Fire Contract Applications
4. Policy Considerations
5. Solano Irrigation District MSR Contract
6. Draft Proposed Budget and Work Plan
7. Executive Officer Update

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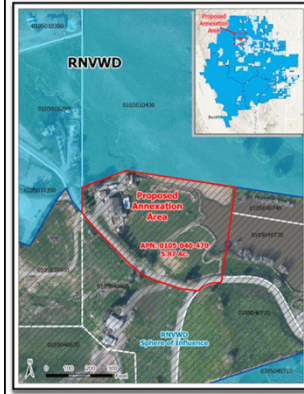
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AGENDA ITEM #8A

- ❑ LAFCO Project # 2022-13 7717 W. Ranch Ln. Annexation to the Rural North Vacaville Water District (APN 0105-040-470)

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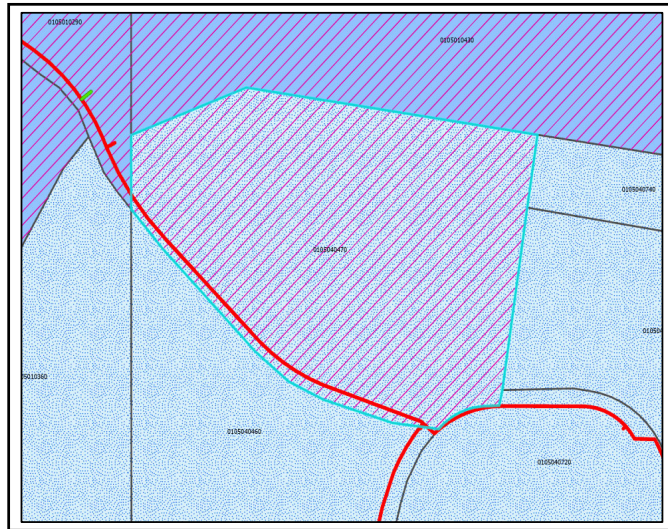
Project Description



- 5.87-acre parcel zoned rural single-family residential
- Parcel is within the District's SOI.
- There is 100% landowner consent.
- Project area is uninhabited.
- District has provided a will-serve letter and agreement for a water service connection right (# 531).
- This water connection is within the 533-connection system design.
- This property is seeking a more reliable source of water due to a proposed ADU, sparse groundwater, and greater fire protection.
- Property is contiguous to the water line.

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RNVWD Project Analysis

- California Environmental Quality Act (CEQA)
 - The District, as the Lead Agency, has determined the proposal to be exempt from CEQA. As the Responsible Agency LAFCO is filing a Notice of Exemption.
- Statutory and Policy Considerations
 - Staff analysis confirms the project is consistent with existing state law and the Commission's adopted Standards (1-11).
- Waive conducting authority proceedings
 - Parcel is uninhabited and there is 100% landowner consent.

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RD 2134: Recommendation

- ADOPT** the attached LAFCO Resolution setting the Commission's determinations and approval of the dissolution, and
- DIRECT** staff to inform the State Controller's Office of the Commission's determination.

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AGENDA ITEM #8C

- Fee Schedule Amendment for Fire Protection Service Contract Application

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Amended Fee Schedule

EXHIBIT A
LAFCO DEPOSITS, CHARGE OUT RATES, and AGENCY FEES

1. Deposits by Proposal Type:

TYPE OF PROPOSAL	DEPOSIT
Change of Organization / Reorganization	Effective <u>July 1 - Aug. 31, 2023</u> \$0.00
Agency Owned	\$0.00
0 - 5 acres, <u>app</u> exempt from CEQA	\$0.00
0 - 5 acres	\$0.00
5.1 - 40 acres	\$10,000
40.1 - 99 acres	\$15,000
100+ acres	\$30,000
Out-of-Agency Service Contract Requests	Based on acreage (same as above)
<u>Out-of-Agency Fire Protection Services Contract</u>	\$2,500
Out of Agency Service Contract Requests (Related to Public Health and Safety)	\$0
Government Reorg. District Formation, Consolidation, Dissolution or City Incorporation, District Incorporation	\$7,500
Reconsideration of a LAFCO Determination	\$3,600
Signage of Insurance Amendment/Update	\$1,500
Minor amendment or update concurrent with reorganization or change of organization	\$2,800
Update upon agency request	\$2,800
Use of Lateral Powers	\$1,500
Environmental Document with LAFCO as Lead Agency	Contract Amount + LAFCO Staff Charge Out Rates

Note: Deposit amounts may be increased or reduced if the projected processing cost estimates are determined by the Executive Officer to greater or less than those stated above, based on an evaluation of project complexity and the magnitude of the project.

A) All deposits, miscellaneous costs, and other agency costs are initial payments toward the total cost of processing a project. Project cost is defined as staff time plus materials. Staff charge-out rates are listed below and include personnel costs plus a percentage of LAFCO administrative overhead for long-term planning costs, which includes charges of transportation. Travel and per diem are not included. Allowance for the

job/department of meetings, petition reviews, as well as fees charged for project review by affected agencies.

B) The Application Expense, in many cases, LAFCO is required to commence work on a project before an application is received. Such work includes working with the lead agency on environmental review and other processing issues. Applicants will be charged for this pre-application work as part of the LAFCO cost of processing the application.

C) Applicants are also responsible for payment of appropriate State Board of Equalization fees, ER preparation fees, RH and Wildlife fees, and County Assessor/Recorder and Surveyor fees. A schedule of processing fees for the State Board of Equalization is included in the LAFCO application packet.

D) Staff time will be monitored against the deposit on file with LAFCO. If the cost of processing an application begins to exceed the deposited amount, additional deposits will be required. Any listing on the application may be continued pending receipt of the additional deposit.

E) If extensive staff assistance is required before receipt of an application, a deposit will be required when the work is requested.

F) Absent compelling circumstances, the Commission will not normally adjust or waive fees. The proponent may request a fee waiver or reduction from the Commission. Any applicant who believes that a bill for expense or request for additional deposit is unjustified may request the matter be reviewed by the Commission. Such request must be made in writing within 30 days of the billing or modification of the request for additional deposit. The matter will then be placed on the next available agenda. The billing or additional deposit must be timely paid under protest before any review will be held. If the billing or fee is not timely paid, LAFCO may suspend further processing of the application.

G) The applicant must pay all final bills before the filing of the Certificate of Completion or during other times during the LAFCO process as deemed appropriate by the Executive Officer.

H) Charges for Reconsideration of a LAFCO determination are the responsibility of the requesting party.

2. LAFCO Staff Charge-Out Rates:

Executive Officer: \$200
 Sr. Analyst: \$150
 Analyst: \$118
 Other Professional Services - At Cost if Applicable

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AGENDA ITEM #9A

- LAFCO Meeting Policy Considerations for Potential By-Law Amendments to Change the Date and Time of Meetings
- Provide Direction on Whether to Provide for Teleconferencing

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Availability Survey Results

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1st week	2	3	4	5	6
10am	Mashburn, Kott, Subramanian (3)	County Board Meetings	Guerrero, Bird (2)	Zoning Administrator, Planning Commission	Subramanian, Bird (2)
1pm	Bird (1)				
6pm	Board Prep starts @ 4pm		Bird (1)		
2nd week	9	10	11	12	13
10am	Shopy, Mashburn, Kott, Guerrero, Vasquez, Subramanian (6)	County Board Meetings	Shopy, Subramanian, Bird (3)	Parks & Rec Commission, ALUC	Subramanian, Guerrero, Bird (3)
1pm	Guerrero, Bird (2)				
6pm	Board Prep starts @ 4pm		Bird (1)		
3rd week	16	17	18	19	20
10am	Subramanian (1)	Additional Board Day	Mashburn, Bird (2)	Zoning Administrator, ALUC, Planning Commission	Bird (1)
1pm	Guerrero, Bird (2)				
6pm	Board Prep starts @ 4pm		Bird (1)		
4th week	23	24	25	26	27
10am	Mashburn, Shopy, Guerrero, Subramanian (4)	County Board Meetings	Shopy, Guerrero, Bird (3)	Mashburn (1)	Bird (1)
1pm	Bird (1)		Bird (1)	Bird (1)	
6pm	Board Prep starts @ 4pm		Bird (1)	Bird (1)	
	30	31	1	2	3

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AGENDA ITEM #9B:

Contract Authorization for SID Municipal Service Review

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Milani and Assoc. Project

Project Budget
Solano LAFCO

Solano Irrigation District MSR/SOI Study

Task Description	Milani & Associates		Craik Consulting Group		MMS		Total Costs	
	Personnel	Engineer	Principal	Design	Principal	Design	Hours	Amount
1.0 Address MSR/SOI Requirements	16	12	40	12			80	\$ 11,340
2.0 Exploration Critical Areas of Concern	20	6	20	6			52	\$ 7,470
3.0 Infrastructure Financing Plans	16	6	12	8			42	\$ 5,970
4.0 Districts Ability to Provide Service	8	8	24	8			48	\$ 6,760
5.0 District Operations Analysis & Recommendations	8	6	30	8			52	\$ 7,470
6.0 Administrative Draft MSR/SOI Update	10	4	60	12			86	\$ 12,680
7.0 Public Review Draft Report	5	4	36	8			53	\$ 7,730
8.0 Final MSR Report	6	4	20	5			35	\$ 5,030
	89	50	242	67	0	448		\$ 64,450
	sub-total hours							
	sub-total costs	\$13,250	\$4,750	\$36,300	\$10,650	\$0		\$ 64,950
Project Related Expenses								
Travel, printing, etc.	4%							\$ 2,450
Total Project Cost								\$ 66,820
Contingency	20%							\$ 13,000
Total Budget								\$ 79,820

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Recommendation

AUTHORIZE the Executive Officer to execute a contract with Milani and Associates to conduct the Solano Irrigation Districts MSR and SOI Study.

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Summary of Proposed Budget

Budget Categories	FY 2023 Adjusted Budget	FY 2024 Proposed	+/-	% Change
Salaries/Benefits (1000)	\$589,573	\$659,443	\$69,870	12%
Services/Supplies (2000)	\$415,417	\$386,116	(\$29,301)	-7%
Designated Reserve (730)	\$43,798	\$0	(\$43,798)	-100%
Total Expenses	\$1,048,788	\$1,045,59	(\$3,229)	-3%
Licenses, Permits, Franchise (9200)	\$75,000	\$50,000	(\$25,000)	-33%
Revenue from Use of Money (9400)	\$3,000	\$5,000	\$2,000	67%
Intergovernmental Revenues (9500)	\$895,788	\$895,788	\$0	0%
Fund Balance Appropriation	\$75,000	\$94,771	\$19,771	26%
Encumbrance Roll-over	\$0	\$0	\$0	\$0
Total Revenue	\$1,048,788	\$1,045,559	(\$3,229)	-3%

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Notable Line Item Changes

Line Item	Description	Explanation	FY '24 Proposed vs. FY '23 Adjusted Budget
1110	Salaries/Wages	Step Adjustments and COLA	\$72,570
2235	Accounting and Financial Svcs	Bi-annual audit performed in FY '23 (year early)	(\$14,500)
2239	Legal Service	Anticipated cost-savings with BB&K	(\$9,800)
2245	Contracted Services	Estimated \$60,000 in consulting contracts for regional projects we are attempting to encumber	(\$50,000)
2250	Other Pro Services	FY '23 one-time charge for website set-up	(\$17,500)
2266	Central Data Processing Svcs	GIS charges have increased \$15,000	\$18,057
N/A	20% Reserve Policy	There are sufficient funds existing in this account.	(\$43,798)
9229	Licenses % Permits - Other	FY '23 budget included the intake of regional projects that are delayed	(\$25,000)
9511	Intergovernmental Agencies	FY '24 budget utilizes fund balance to offset expenses. FY24 billing is same as FY '23	\$0

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Proposed Budget Agency Billing

Table 4: Estimated Billing to Cities and County FY 23/24

Agency	Gov Funds General Revenues (FY 20/21)*	Cost %	FY 22/23	FY 23/24 Estimate	+/-
Benicia	\$ 53,954,445	7.80%	\$ 34,947	\$ 34,947	\$ -
Dixon	\$ 55,731,875	8.06%	\$ 36,098	\$ 36,098	\$ -
Fairfield	\$ 173,601,383	25.10%	\$ 112,444	\$ 112,444	\$ -
Rio Vista	\$ 13,904,985	2.01%	\$ 9,006	\$ 9,006	\$ (1.00)
Suisun City	\$ 25,477,824	3.68%	\$ 16,502	\$ 16,502	\$ -
Vacaville	\$ 183,599,010	26.55%	\$ 118,919	\$ 118,919	\$ -
Vallejo	\$ 185,231,735	26.79%	\$ 119,977	\$ 119,977	\$ -
Subtotal: Cities	\$ 691,501,257	100.00%	\$ 447,894	\$ 447,894	\$ (1.00)
County			\$ 447,894	\$ 447,894	\$ -
TOTAL			\$ 895,788	\$ 895,788	\$ -

*Most recent report available as of 3/17/23

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PROPOSED WORK PLAN

#	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>Suisun</p> <ul style="list-style-type: none"> Suisun Logistics Center Highway 12 Logistics Center <p>Fairfield:</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>Vacaville:</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>Dixon:</p> <ul style="list-style-type: none"> East Central Dixon Lombardo Property

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Work Plan (continued)

#	Task/Project	Priority	Category	Comments
6	Outreach	High	C	Ongoing outreach to local agencies, cities, county, developers, and the public: <ul style="list-style-type: none"> • Ag Innovation Group • Solano Economic Development Corporation • Planning Directors Meeting • CALAFCO • Bay Area EG Group • Fire District Chiefs Association Improve outreach with continued website updates
7	Fees Update	Medium	A	Update application charge-out rates to reflect the Commission's current costs for processing projects.
8	Website	Medium	L	Continued and ongoing updates of information accessible online

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Recommendations

- ADOPT** or adopt with modification(s) the Proposed Budget and Workplan for Fiscal Year (FY) 2023-24.
- DIRECT** staff to distribute the Proposed Budget to the County and the cities.
- DIRECT** staff to schedule a Public Hearing for June 12 to consider and adopt the Final Budget.

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Executive Officer's Report/Update

- Office Administrator/Clerk
- Office Relocation
- RDA Oversight Board Special District Election
- Rural North Vacaville Water District Sphere of Influence
- Fairfield Phased Island Annexations
- City of Dixon
- Vacaville MSR and annexations
- SID and Lagoon Valley
- City of Suisun EIR, MSR, and SOI
- Fire:
 - Contract
 - Reorganization

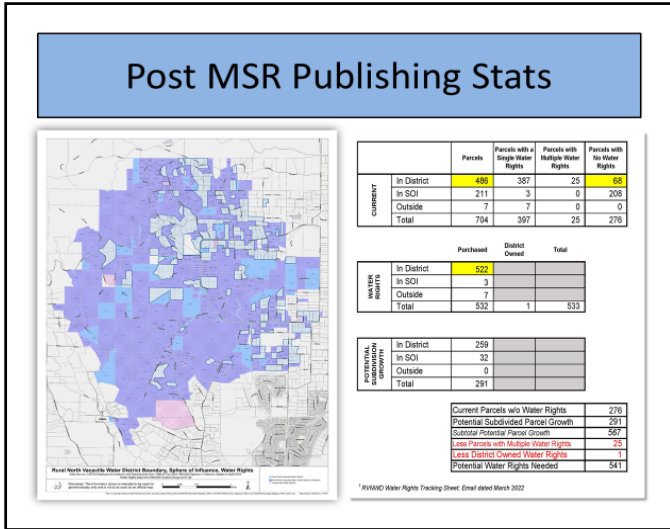
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RELOCATION ESTIMATE

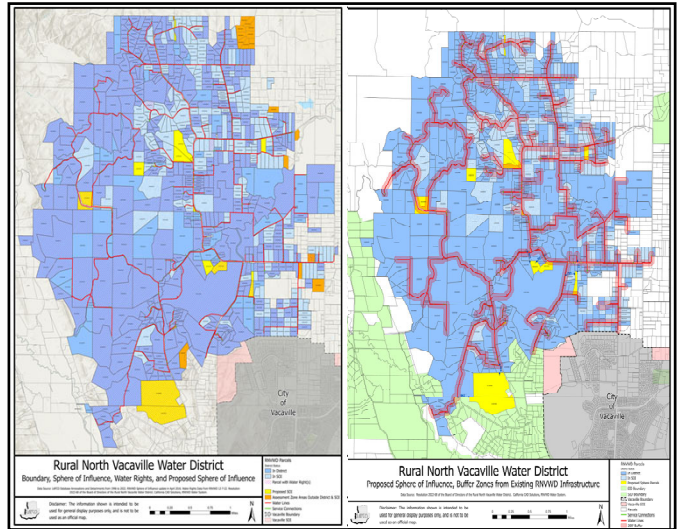
DESCRIPTION	TOTAL SF	ESTIMATED RELOCATION COST ^(3,4,5,6)	ESTIMATED BUILDING-RELATED CHARGES ⁽⁷⁾	
			ANNUAL COST	COST / SF
Existing Location (CAC, 6 th floor) ⁽¹⁾	965	-	\$21,712	\$22.50
Option 1 (CEC, 2 nd Floor – <u>traditional</u> allocation of common areas) ⁽²⁾	2,041	\$5k - \$23k	\$39,836	\$19.52
Option 2 (CEC, 2 nd Floor – <u>minimal</u> allocation of common areas) ⁽²⁾	1,362 ⁽⁸⁾	\$5k - \$23k	\$26,583 ⁽⁸⁾	\$19.52

⁽¹⁾ LAFCO spaces within CAC, 6th floor – one (1) office/former conference room, two (2) workstations, one (1) storage room, and file cabinets in common hallway.
⁽²⁾ Proposed LAFCO spaces in CEC, 2nd floor – two (2) private offices, one (1) conference room, 2 workstations (staff), and 2 workstations (for copier and storage), including partial space within Meeting Room 201 (for sink/break area).
⁽³⁾

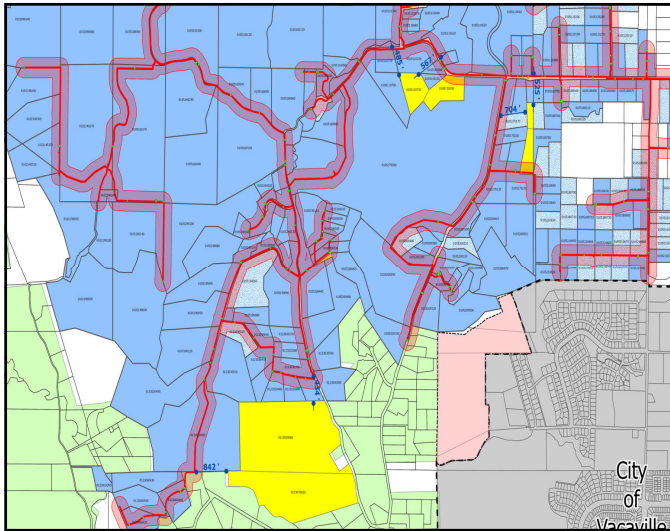
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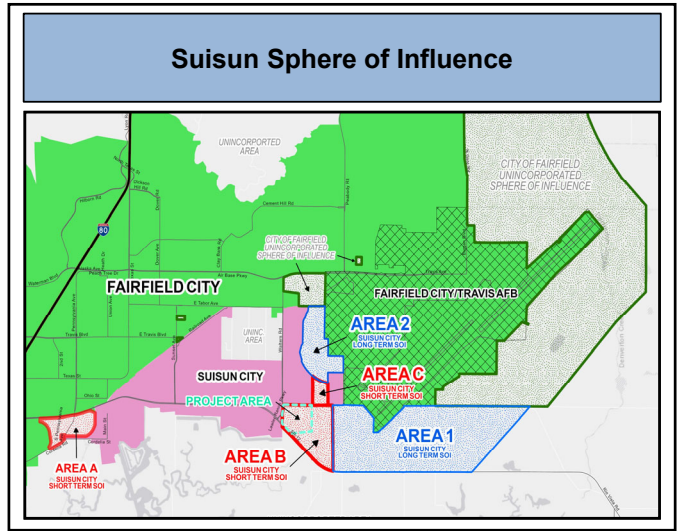
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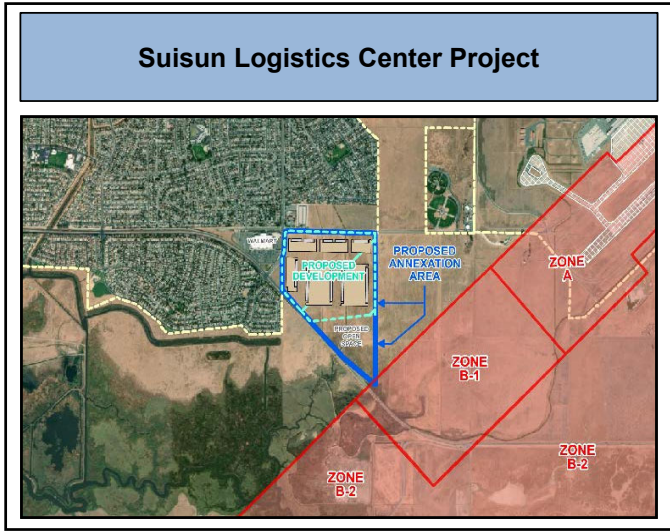
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