



Solano LAFCO

Commission Meeting

August 14, 2023

6: CONSENT

AGENDA ITEM #6A:

A. Meeting Minutes July 19, 2023

AGENDA ITEM #6B:

B. Financial Reports – July 2023

AGENDA ITEM #6C:

C. Budget Technical Adjustment. Fund Balance re-encumbrance – Active Milani contract and Rollings contract



Discussion Items

1. City of Fairfield Island Annexation – Phase 1:
 - Pittman Road
 - Blessed Baptist Church
 - Sunset Apartments
2. Personnel and Salary Resolution Update
 - 5% COLA
 - Executive Officer Contract Amendment
3. LAFCO Project Specialist Job Classification and Funding
4. Executive Officer Update

7A: Public Hearing

AGENDA ITEM #7A:

LAFCO Project No. 2023-05 Fairfield Island Annexation -
Phase 1: Pittman Road, Blessed Baptist Church, Sunset
Apartments.

Island B-SA
Sunset Apartments

City of Vacaville

City of Fairfield

Suisun City

Island C-BBC
Blessed Baptist Church

Island A-PR
Pittman Road

80

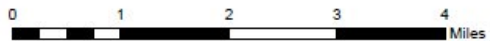
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Fairfield Islands Annexations Phase 1



Disclaimer: The information shown is intended to be used for general display purposes only, and is not to be used as an official map.



- Phase 1 Islands
- Phase 2 Islands
- Fairfield City Boundary
- Other Cities Boundaries
- Highways






Islands (GC §56001)

In the interest of orderly growth and development, cities should annex urban unincorporated islands within their current SOIs before seeking to add new lands to their boundaries.

Unincorporated islands are a concern for LAFCOs in that islands result in illogical boundaries and difficulty and confusion in the delivery of municipal services.



*Govt. Code 56375.3.
(a) In addition to those powers enumerated in Section 56375, a commission shall approve, after notice and hearing, the change of organization or reorganization of a city, and waive protest proceedings pursuant to Part 4 (commencing with Section 57000) entirely, if all of the following are true:*

- Annexation is proposed by resolution of the annexing city.
- The island is 150 acres or less.
- The island is surrounded or substantially surrounded by the annexing city.
- The island is not a gated community where services are currently provided by a community services district.
- The island is substantially developed or developing based on the availability of public utility services.
- The island is not prime agricultural land as defined in Government Code Section 56064.
- The island is receiving benefits from the annexing city or will benefit from the city.
- The island was not created after January 1, 2000.

Island B-SA
Sunset Apartments

City of Vacaville

City of Fairfield

Suisun City

Island C-BBC
Blessed Baptist Church

Island A-PR
Pittman Road

80

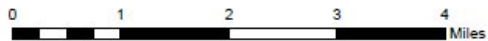
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Fairfield Islands Annexations Phase 1



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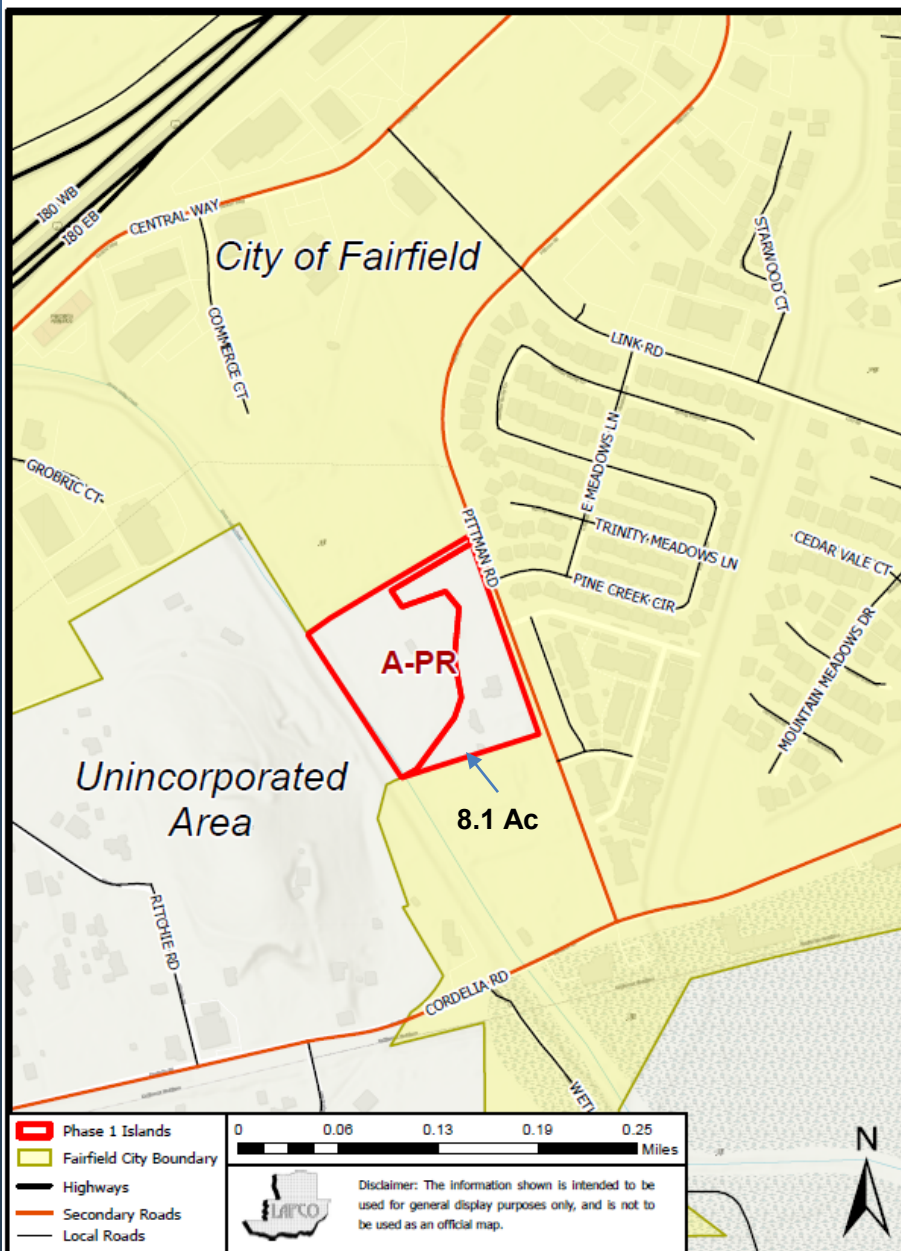


- Phase 1 Islands
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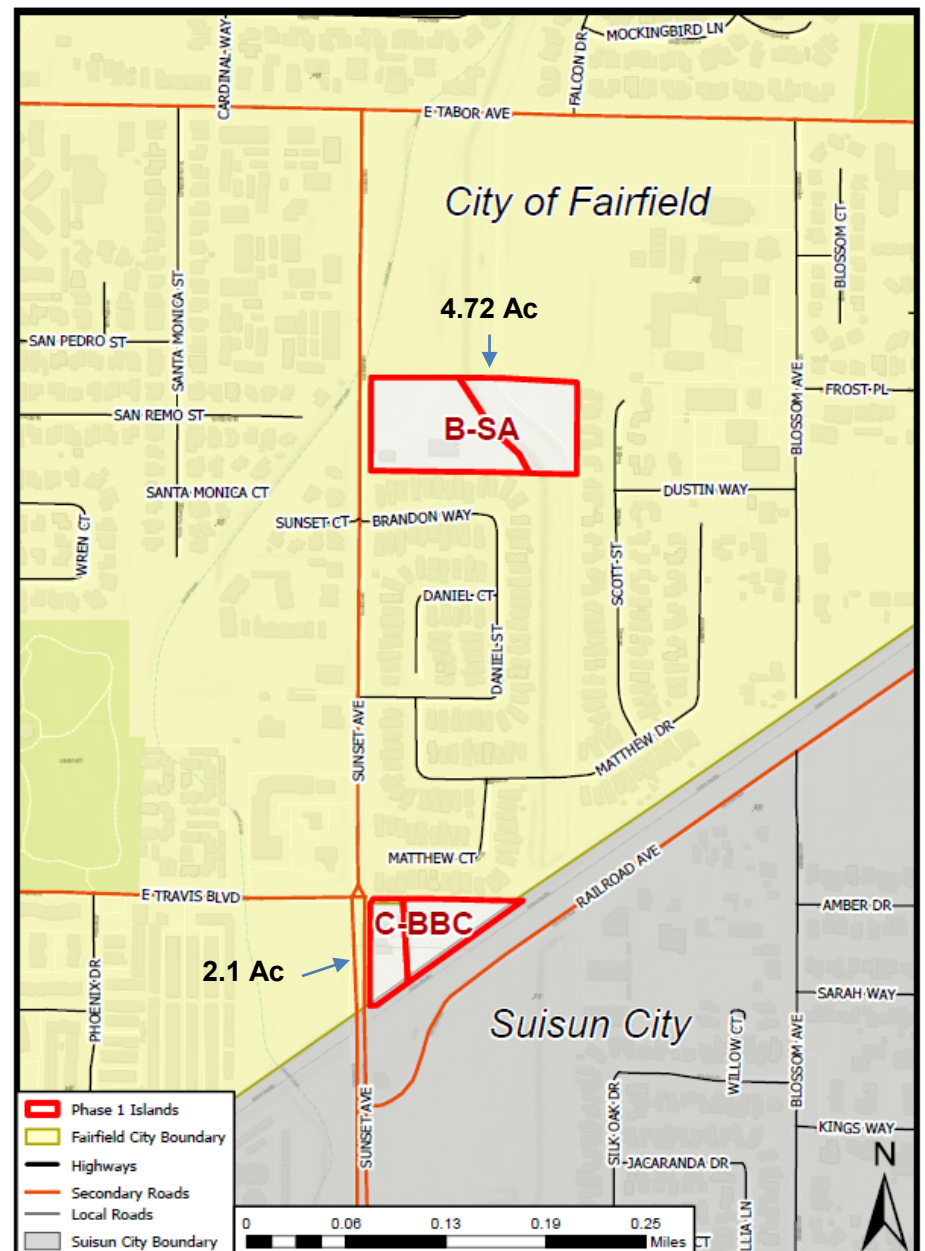


7A: Fairfield Islands Phase 1

Island	% Surrounded	APN	Acres
A-Pittman Road	74%	0044-080-160	3.3
		0044-080-170	4.8
		Total	<u>8.1</u>
B-Sunset Apartments	100%	0037-060-480	2.8
		0038-060-490	1.92
		Total	<u>4.72</u>
C-Blessed Baptist Church	80%	0037-160-040	1.2
		0037-160-060	0.9
		Total	<u>2.1</u>



Island A-PR: Pittman Road



Islands B-SA and C-BBC
Sunset Apartments and Blessed Baptist Church

7A: Staff Analysis

- Annexation is proposed by resolution of the annexing city.
 - A-PR: December 7, 2021
 - B-SA: December 20, 2022
 - C-BBC: January 19, 2021
- The island is 150 acres or less.
 - Total is 15.1 acres
- The island is surrounded or substantially surrounded by the annexing city.
 - 74% - 100%
- The island is not a gated community where services are currently provided by a community services district.
 - None are part of a gated community or part of a CSD
- The island is substantially developed or developing based on the availability of public utility services.
 - All islands have direct access to existing public utilities provided by City of Fairfield
- The island is not prime agricultural land as defined in Government Code Section 56064.
 - The islands are not prime agricultural land
- The island is receiving benefits from the annexing city or will benefit from the city.
 - All islands have direct access to existing public utilities provided by City of Fairfield for development
- The island was not created after January 1, 2000.
 - The islands were created before 2000

7A: Staff Analysis

1. CEQA

- (A-PT) Pittman Road – Categorical Exemptions 15319 & 15303
- (B-SA) Sunset Apartments – Mitigated Negative Declaration
- (C-BBC) Blessed Baptist Church – Mitigated Negative Declaration

2. Statutory Considerations

- Government Code Section 56668 (a-q)
- Government Code Section 56375
- Solano LAFCO Adopted Standards (1-11)

3. Conducting Authority (Protest Hearing) Proceeding

- Government Code Section 56375.3

7A: Findings and Determinations

1. All three islands are within Fairfield's SOI and are consistent with Fairfield's General Plan and Zoning.
2. The annexations meet the factors of GC §56375 defining islands.
3. The annexations meet the factors of §56375.3 waiving the Conducting Authority Proceeding/Protest Proceedings.
4. The annexations comply with the Solano LAFCO 11 Standards.
5. The island annexation promotes the logical formation and modification of boundaries with a focus on growth within, and logical extension of municipal services.

7A: Terms and Conditions of Approval

1. The Commission orders the change of organization pursuant to GC §53675 and GC §56375.3; and therefore must be approved.
2. Fairfield shall submit warrants of \$1,200 for the CA Board of Equalization; and \$768 for Assessor Recording Fees.
3. Prior to the Certificate of Competition can be filed, evidence of Standard No. 11 Fire Mitigation Fees payments shall be submitted.
4. Prior to the Certificate of Competition can be filed, Fairfield Island Annexations Phase 2 shall be submitted and deemed complete.

7A: Recommendations

1. Waive the conducting authority under 56375.3.
2. Consider and Adopt the LAFCO Resolution finding the Fairfield Island Annexations Phase 1 to be consistent with CEQA.
3. Consider and Adopt the LAFCO Resolution approving the Pittman Road island annexation.
4. Consider and Adopt the LAFCO Resolution approving the Sunset Apartments island annexation.
5. Consider and Adopt the LAFCO Resolution approving the Blessed Baptist Church island annexation.

7A: Fairfield Islands Phase 1

DISCUSSION

8A: Business Item

AGENDA ITEM #8A:

Update the Solano LAFCO Personnel and Salary Resolution Appendix A to Reflect a 5% Cost of Living Adjustment for LAFCO Classifications of Office Administrator/Clerk, Analyst I, Analyst II, Sr. Analyst, and Deputy Executive Officer, Effective July 1, 2023; and Update the Executive Officer's Salary.

Execute Contract Amendment 2023-01 Amending Section 5.01 Executive Officer Annual Salary, Effective June 12, 2023.

8A. Background

- Final Budget for FY 2023-2024 was approved with a 5% cost of living adjustment for non-contracted employees.
- Closed session on June 12, 2023, the Commission directed Legal Counsel to draft an amendment the Employment Contract with the Executive Officer to increase his compensation.
- This action proposes amendments to the Solano LAFCO PSR to address both the 5% COLA and Executive Officer salary updates.

8A: 5% COLA

	Step 1	Step 2	Step 3	Step 4	Step 5
Admin/Clerk	\$4,401.47	\$4,621.54	\$4,852.62	\$5,095.25	\$5,350.01
5% increase	<u>\$4,621.54</u>	<u>\$4,852.62</u>	<u>\$5,095.25</u>	<u>\$5,350.01</u>	<u>\$5,617.51</u>
Analyst I	\$5,352.88	\$5,620.52	\$5,901.55	\$6,196.63	\$6,555.49
5% increase	<u>\$5,620.52</u>	<u>\$5,901.55</u>	<u>\$6,196.63</u>	<u>\$6,506.46</u>	<u>\$6,883.26</u>
Analyst II	\$6,243.33	\$6,555.49	\$6,883.27	\$7,227.43	\$7,588.81
5% increase	<u>\$6,555.50</u>	<u>\$6,883.26</u>	<u>\$7,227.43</u>	<u>\$7,588.80</u>	<u>\$7,968.25</u>
Sr Analyst	\$7,215.87	\$7,576.66	\$7,955.49	\$8,353.27	\$8,770.93
5% increase	<u>\$7,576.66</u>	<u>\$7,955.49</u>	<u>\$8,353.26</u>	<u>\$8,770.93</u>	<u>\$9,209.48</u>
DEO	\$9,209.17	\$9,669.63	\$10,153.11	\$10,660.76	\$11,193.92
5% increase	<u>\$9,669.63</u>	<u>\$10,153.11</u>	<u>\$10,660.77</u>	<u>\$11,193.80</u>	<u>\$11,753.62</u>

8A: Executive Officer Contract

- The Commission directed Legal Counsel to draft an amendment the Employment Contract with the Executive Officer to increase his compensation to \$180,000, effective June 12, 2023.

8A: Recommendations

- REVIEW and APPROVE the LAFCO Resolution approving a 5% cost of living adjustment, effective July 1, 2023; and update the LAFCO Personnel and Salary Resolution Appendix A to reflect the COLA updates and Executive Officer's salary.
- EXECUTE Amendment 2023-01 to the Employment Contract for the Executive Officer amending Section 5.01 Annual Salary to \$180,000, effective June 12,2023.
- DIRECT staff to submit the amended documents to Solano County Auditor-Controller's Office for payroll processing.

8B: Business Item

AGENDA ITEM #8B:

Amend the Personnel and Salary Resolution (PSR) by Approving the New LAFCO Project Specialist Job Classification and Related Changes to Section 4.11 Administrative Leave, Position Descriptions, and Appendix A and B; and Appropriate Funds to Fill the Position.

8B: Background

- At the June 12, 2023, Commission meeting, the Commission directed staff to review the fund balance in consideration of creating a new positions with a primary focus on in-house service reviews and sphere of influence updates.
- Staff proposes the job description and salary for a new LAFCO Project Specialist, with the relevant update to the PSR.
- Staff reviewed the fund balance and proposes a budget adjustment to fund the new position.

8B: Project Specialist Position

- One of LAFCO primary legislative responsibilities is to maintain and update service reviews and sphere of influences.
- Hiring an in-house specialist with a high level of education and experience will more efficiently complete these responsibilities than managing outside consultants.
- Staff researched “project specialist management positions” for competitive salary considerations.
- Salary Schedule:

Classification	Step 1	Step 2	Step 3	Step 4	Step 5
LAFCo Project Specialist	\$10,103.41	\$10,608.58	\$11,138.58	\$11,695.51	\$12,280.28

8B: Budget Adjustment

	Object Description	23/24 Final Budget (FB)	Adjustment for New Position	23/24 Adjusted Budget for New Position
EXPENSES	1000	\$659,443	\$170,877	\$830,320
	2000	\$386,116	\$6,880	\$392,996
	Reserve Adjustment	\$0	\$0	\$0
	TOTAL EXPENSES	\$1,045,559	\$177,757	\$1,223,316
REVENUES	9200	\$50,000		\$50,000
	9400	\$5,000		\$5,000
	9500	\$895,788		\$895,788
	Fund Balance Appropriation	\$94,771	\$177,757	\$272,528
	TOTAL REVENUES	\$1,045,559	\$177,757	\$1,223,316

8B: Personnel & Salary Resolution

- Division 4.11 will be amended to identify that all positions listed in Appendix B are exempt and therefore eligible for Administrative Leave.
- Position Descriptions section reflecting the addition of the proposed LAFCO Project Specialist classification.
- Appendix A reflecting the addition of the new classification.
- Appendix B reflecting the addition of the new classification as exempt from overtime.

8B: Recommendations

- RECEIVE the proposed LAFCO Project Specialist classification and salary (Attachment A), and revised Solano LAFCO Personnel and Salary Resolution (Attachment B).
- APPROVE the LAFCO Resolution updating LAFCO Personnel and Salary Resolution sections related to the LAFCO Project Specialist classification, specifically sections:
 - Division 4.11 Administrative Leave
 - Position Descriptions
 - Appendix A and Appendix B
- APPROVE or Approve with modifications FY 2023/24 Adjusted Final Budget of \$1,223,316 via the adoption of the attached LAFCO Resolution.
- APPROVE and DIRECT staff to process a FY 2023/24 Budget Adjustment as approved.
- DIRECT staff to commence recruitment for the LAFCO Project Specialist position.



9: Executive Officer Updates

- Rural North Vacaville Water District SOI
- Solano Irrigation District MSR update
- Office Relocation
- Fire District Evaluation/Reorganization
- CALAFCO Conference



NEXT MEETING

October 16, 2023