



**Solano Local Agency Formation Commission**

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**Staff Report**

DATE: June 8, 2015  
TO: Local Agency Formation Commission  
FROM: Elliot Mulberg, Executive Officer  
SUBJECT: **FY14/15 Work Plan Status Report**

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RECOMMENDATION: The Commission receives the work plan status report.

BACKGROUND:

Each year the Commission adopts a work plan that includes anticipated applications as well as other administrative activities. The work plan for FY 2014-2015 was developed during the annual budget process.

DISCUSSION:

We engaged the County Auditor's Office to conduct our biannual audit in January. We reviewed the audit with the auditing staff on May 18. The results are on today's agenda.

Staff has also been active in preparing the FY 15/16 budget. The proposed budget was approved at our April meeting. In accordance with Cortese-Knox-Hertzberg staff sent the budget along with the staff report and the FY15/16 workplan to each of the cities and the County. Staff also made a budget presentation on April 22 to the City Managers Group and the Planning Directors on May 21. Comments were favorable and the city managers were pleased with the reduction in costs resulting from savings and a proposed transfer of reserve funds. The Commission is required by Cortese-Knox-Hertzberg to adopt a proposed budget by May 1 and a final budget by June 15. The final budget is on today's agenda. Approval of the proposed budget or the proposed budget with modifications today will allow us to meet our statutory deadline.

After approval of the proposed budget, we anticipate reviewing our fee schedule policy and updating it. We will be working with the City Mangers Group to review the amendments to the policy.

We also received additional applications from SID for detachment of Madison and Campus areas and annexation of the Frank, King-Keune-Wood, and North Village #6 to SID so they could provide potable and irrigation water to those areas. The application for the detachment is on today's agenda, while the annexation application requires additional information before we can complete processing.

At our April meeting, any action to support or oppose legislation was deferred to a newly formed Legislation Committee. The Committee was able to meet on May 28. The outcome of that meeting will be discussed on today's agenda.

Staff has also attended the CALAFCO Staff Workshop on April 15-17 in Grass Valley. Not only did we participate on the program committee, but made presentations on Standard 11 and how we manage our website. Staff also moderated a session on consolidation options.

### Completed

1. Vacaville - Vanden Meadows annexation, sphere update, and MSR.
2. SID detachment - Madison/ Campus Estates.
3. Dixon MSR.
4. Fire District MSR.
5. Assisted CALAFCO with election for Board of Directors.
6. Bay Area Clerks meeting.
7. Bay Area Executive Officers meeting.
8. MSR for Rural North Vacaville Water District and Maine Prairie County Water District.
9. MSR for resource conservation districts.
10. Staff served on the CALAFCO Staff Workshop Planning Committee.
11. Develop FY 2015-16 Budget with input from the County and Cities.
12. Assist the Auditor with the 2014-15 Audit – met with the Auditor's office in January.
13. Supported Fire, Finance, Legislation, and Policy Committees.

In Progress

1. Update Fee Schedule.
2. Municipal Service Review and Sphere of Influence updates for Suisun City.
3. Continue staff service on CALAFCO subcommittees and assist with staff workshops and conference planning.
4. Continue staff collaboration with other Bay Area LAFCO staff.
5. Investigate consolidation of fire districts – sent letter to County to ask for assistance.
6. Fairfield – detachment of area along I-80 – met with Fairfield staff.
7. Complete sphere update for Rural North Vacaville Water District.
8. SID Annexation / Detachments
  - a. N. Village #6 - annexation
  - b. King/Wood/Keune - annexation
  - c. Frank Property – annexation

To Be Completed

**City Applications**

1. Vallejo - Vallejo Marine Terminal annexation- discussed project with applicant.
2. Vacaville – Potential annexation of Freese properties.
3. Dixon – Assist the City with the transition from the JPA with SID to other water service provider.
4. Dixon - Assist the City with the North Dixon Annexation proposal for the Commission’s consideration. The applicant is working on the CEQA analysis.
5. Fairfield – island annexations.

### **Special District Applications**

1. The Solano Irrigation District -Brighton Landing, Vacaville – The application consists of a detachment of territory within Vacaville city limits that lies in SID territory.
2. Other Solano Irrigation District annexations and detachments.
  - a. Dittmer Change of Organization
  - b. Northbay Change of Organization
  - c. Singh Property Change of Organization
  - d. A&T Ranches Change of Organization
  - e. ICON Aircraft Change of Organization
3. Formation of two County Service Areas - Wood Creek 66 / Green Valley.
4. Process other changes of organization/reorganization.

### **Municipal Service Reviews / Sphere of Influence Updates**

5. Complete Municipal Service Review and Sphere of Influence updates for and Vallejo.
6. Complete MSR for sewer districts.
7. Peterson Road SOI amendment for Suisun City submitted by landowner.
8. Additional service reviews and sphere updates – see attached schedule.

### **Administrative**

9. Continue staff support for the Commission's committees.
10. Continue to review and update LAFCO policies.
11. Maintain LAFCO website.
12. Continue staff service on CALAFCO subcommittees as well as assist with staff workshops and conference planning.
13. Continue staff collaboration with other Bay Area LAFCO staff.

Table 1: Municipal Service Review and Sphere of Influence Update<sup>1</sup> Schedule

<u>Cities</u>	<u>Last MSR</u>	<u>Next Update Due</u>	<u>Priority</u>	<u>Update Scheduled</u>
Suisun City	2005	2010	1	2013-14
Rio Vista	2006	2011	2	2014-15
Benicia	2005	2010	2	2014-15
Vallejo	2004	2009	2	2014-15
Fairfield	2012	2017	2	2017-18
Dixon <sup>2</sup>	2014	2019	2	MSR complete
Vacaville <sup>2</sup>	2014	2019	2	MSR complete
<u>Special Districts</u>				
Sanitation Districts	2007	2012	2	2014-15
Mosquito Abatement	2006	2011	3	2014-15
Reclamation Districts	2009	2014	4	as needed
Recreation Districts	2006	2011	5	as needed
Cemetery Districts	2012	2017	5	as needed
Fire Districts <sup>3</sup>	2014	2019	1	MSR Complete
Water Districts	2009	2020	1	MSR Complete
Resource Conservation Districts	2006	2020	1	MSR Complete

<sup>1</sup>Spheres of Influence are updated as necessary.

<sup>2</sup>Cities are working on their General Plan updates and SOI will be updated at that time.

<sup>3</sup> Sphere updates needed