



Solano Local Agency Formation Commission

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Special Finance Committee Meeting

Members: Commissioner Batchelor, Commissioner Spering, Commissioner Vasquez, Commissioner Sanchez

Minutes

March 21, 2016

12:30 pm

675 Texas St. Suite 6700

Fairfield, CA 94533

The meeting was called to order at 12:30. All members were present including one member of the public Michelle Heppner. Elliot Mulberg of LAFCO Staff was also present.

1. Communications from the public – there were no communications from the public.
2. Financial and Payroll services (Information)

The Committee decided to take Item 3 first. We reviewed three items requested from the previous meeting. The included unfunded liability, the MOU with the Auditor, costs for services from Vacaville.

It was determined LAFCO's unfunded liability was \$24,077 and LAFCO pays an annual fee to reduce unfunded liability plus the cost of current employees. It was estimated for one employee it would cost \$1,181. There was some discussion about paying out the lump sum this year or spreading it out over 5 years. This will factor into next year's budget.

The MOU with the auditor was reviewed. There were some comments about staff's analysis but the general consensus was to try to resolve the problem and if that was not possible to look to Vacaville's bid which was \$7300 setup and \$1,200 per month.

3. FY 2016-7 Budget issues (Information)
 - a. EO Contract – budget for an EO as an independent contractor.

- b. COLA for analyst – There was a need to resolve the pay scale for the analyst compared to the pay scale in the PSR and review comparable pay with other LAFCO's to determine whether our Analyst pay should be Y rated. We would need to adjust the pay scale before adding a COLA.
- c. Unfunded liability – set up a five year plan to eliminate past unfunded liability and use fund balance from fund 740 (or past fund balance) to pay for it.
- d. Hiring an intern – The intern would complete the scan of LAFCO SOI files, assist with filings, and conduct research needed for policy development. The Committee felt it should be considered extra help and did not want staff without a LAFCO or planning background in policy development.
- e. 2235 Discussed cost for an audit next year estimated at \$14,000
- f. 2270 Discussed purchasing Dropbox and Dreamweaver for the website. There was concern the EO would be spending his time on the website but were in agreement that the ability to update the website with committee or LAFCO agendas was worthy of his time.
- g. 2295 rents is up to \$1.78 per square foot in January for 750 square feet of space.
- h. 2335 Travel to CALAFCO in Santa Barbara and the staff workshop in Fresno was agreed upon.

The meeting was adjourned at 1:30 pm.