



Solano Local Agency Formation Commission

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Staff Report

DATE: August 8, 2016
TO: Local Agency Formation Commission
FROM: Elliot Mulberg, Executive Officer
SUBJECT: **FY 16/17 Work Plan Status Report**

RECOMMENDATION: The Commission receive and file the update on the work plan for FY 16/17.

BACKGROUND:

Each year the Commission adopts a work plan that includes anticipated applications as well as other administrative activities. The work plan is used in estimating fee revenues for the annual budget.

DISCUSSION:

As we start the new fiscal year there are a number of projects in progress. Most notably is the Sanitation District MSR. At its March 21, 2016 meeting the Commission authorized the Executive Officer to enter into a contract with SWALE Inc. to complete an update to the Sewer District MSR. In June LAFCO staff attended kickoff meetings with the districts and the consultant. Of note was a tour of the wastewater treatment facility of the Vallejo Sanitation and Flood Control District.

We are also working with the City of Benicia on their MSR. LAFCO is assisting the city by providing 5 of the seven sections required by CKH. We are waiting to get the financial section from the city so we can complete the administrative draft. We hope to have a draft MSR to the Commission in October.

We are also working with the Policy Committee to update several LAFCO Policies. At the July 21 meeting we reviewed and updated the fee schedule to include direct and indirect costs for the LAFCO Analyst and the Executive Officer. In addition we updated our purchase policy to remove reference to an outdated MOU. We now have a contract with the Auditor that more fully describes LAFCOs role and approval requirements.

The Personnel Committee took up the reviewed the leave accrual policy. At issue was compliance with the IRS doctrine of constructive receipt. Recommendations from the Committee will be considered by the commission at this meeting.

We continue to work with the cities and the Solano Land Trust on the MOU for mitigation of the loss of prime agricultural land resulting from annexation. We began implementing our budget by preparing a job announcement for a student intern. It will be posted in August on our website and sent to local universities and Solano Community College. We are looking for a student majoring in government, public policy, planning, or economics to assist LAFCO staff in fulfilling their duties.

Table 1 shows the proposed schedule for updates to the municipal service reviews and sphere updates. Highest priority is given to cities and districts that will be having projects come before LAFCO in the upcoming fiscal year.

Completed

1. Work with Policy Committee to amend existing LAFCO Policies including: Purchasing, and Fee Schedule.
2. Updated leave accrual policy.

In Progress

1. Sanitation Districts – MSR and SOI updates.
2. Benicia – MSR and SOI update.
3. Work with Policy Committee to amend existing LAFCO Policies including: Standards and Application and By-laws.
4. Establish MOUs for agricultural mitigation with County and cities.
5. Continue staff service on CALAFCO Legislative Committee as well as assist with staff workshops and conference planning.
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7. Hiring a student intern – job announcement sent to universities and Solano Community College
8. RFP for audit services.

To Be Completed

City Applications

1. Benicia – Goodyear Rd annexation.
2. Suisun City- Logistics Center Annexation.
3. Suisun City- Mt. Cavalry Baptist Church Annexation.
4. Vacaville – Robert’s Ranch.
5. Vacaville – Eldridge Property Island Annexation.
6. Dixon - Assist the City with the North Dixon Annexation proposal for the Commission’s consideration.

Special District Applications

1. Other Solano Irrigation District annexations and detachments.
 - Annexation No. 2014-203, Dittmer property
 - Annexation No. 2014-204, North Cordelia area
 - Annexation No. 2014-205, North Village #6 (originally submitted as 2014-214)
 - Annexation No. 2016-208, Catherine Johnson property
 - Detachment No. 2015-304, AM/PM Gas Station-Store
 - Detachment No. 2015-305, Brighton Landing Phase 2, (lots 7 and 8)
 - Detachment No. 2014-302, Campus Estates
2. Solano RCD update SOI and investigate annexation of unserved territory.
3. Formation of two County Service Areas - Wood Creek 60 / Green Valley.
4. Formation of a county-wide recreation and open space district.
5. Process other changes of organization/reorganization.

Municipal Service Reviews / Sphere of Influence Updates

1. Rio Vista – MSR and SOI update.
2. Vacaville - MSR and SOI update.

3. Vallejo -MSR and SOI update for Vallejo.
4. Fire Districts – SOI updates.
5. Additional service reviews and sphere updates – see attached schedule.

Administrative

1. Continue staff support for the Commission’s committees.
2. Maintain LAFCO website.
3. Continue staff collaboration with other Bay Area LAFCO staff.
4. Continue staff service on CALAFCO Legislative Committee as well as assist with staff workshops and conference planning.
5. Assist special districts in forming a local CSDA chapter.

Table 1: Municipal Service Review and Sphere of Influence Update¹ Schedule

<u>Cities</u>	<u>Last MSR</u>	<u>Next Update Due</u>	<u>Priority</u>	<u>Update Scheduled</u>
Benicia	2005	2010	1	in progress
Vacaville ²	2014	2016	1	2016-17
Vallejo	2004	2009	1	on hold
Rio Vista	2006	2011	2	2016-17
Fairfield	2012	2017	2	2017-18
Dixon ²	2014	2019	2	MSR complete
Suisun City	2016	2021	1	MSR complete
<u>Special Districts</u>				
Sanitation Districts	2006	2011	2	in progress
Recreation Districts	2006	2016	1	2016-17
Cemetery Districts	2012	2017	2	2016-17
Mosquito Abatement	2006	2011	3	2017-18
Reclamation Districts	2009	2014	4	as needed
Fire Districts ¹	2014	2019	1	MSR Complete
Water Districts	2009	2020	1	MSR Complete
Resource Conservation Districts	2006	2020	1	MSR Complete

¹Sphere updates needed

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