



Solano Local Agency Formation Commission

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Staff Report

DATE: October 17, 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:

These last two months staff focused on municipal service reviews for the City of Benicia and the sanitation districts, Fairfield-Suisun Sewer District and Vallejo Sanitation and Flood Control District. Staff worked with the City of Benicia to complete the draft that will be before the Commission in December. As with Suisun City staff offered to prepare all but the facilities and financial sections of the MSR. Those two sections rely on city staff to provide information while the other sections of the MSR can be completed through searching the internet along with documents provided by the city. The purpose of this method was to reduce the time for city staff yet complete the MSR in a reasonable amount of time.

Staff also discussed updating the MSR for the City of Rio Vista. Staff will be meeting with city staff to review the process and initiate the study.

In August staff issued an RFP for the upcoming audit. The County Auditor's office had completed the previous two audits. The RFP was sent to six CPA firms that have experience auditing municipal governments and LAFCOs as well as the County Auditor. Responses were due September 30 and a recommendation will be made to the Commission to enter into a contract with the best qualified respondent.

Staff continues to work with CALAFCO. Most recently the Executive Officer was added to the workgroup that will produce a white paper on agricultural preservation policies.

In addition, through consultation with city planning staff, a couple projects in the work plan were no longer under consideration as potential annexation areas. They include the Goodyear Road annexation and the North Dixon Annexation. They were moved to the "No longer being considered" section of the work plan.

Completed

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

In Progress

1. Sanitation Districts – MSR and SOI updates
2. Benicia – MSR and SOI Update Draft on December Agenda
3. Rio Vista – MSR and SOI update
4. Work with Policy Committee to amend existing LAFCO Policies including: Standards and Application and By-laws.
5. Establish MOUs for agricultural mitigation with County and cities.
6. Continue staff service on CALAFCO Legislative Committee as well as assist with staff workshops and conference planning.
7. Participation in working group for white paper on agricultural preservation policies.
8. Hiring a student intern – job announcement will be sent to universities and Solano Community College

To Be Completed

City Applications

1. Suisun City- Logistics Center Annexation – met with consultant
2. Suisun City- Mt. Cavalry Baptist Church Annexation
3. Vacaville – Robert’s Ranch
4. Vacaville – Eldridge Property Island Annexation
5. Dixon – Pedrick Road Annexation

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 – may seek special legislation
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 may be submitted in the fall
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.

No Longer Being Considered

1. Benicia – Goodyear Rd annexation.
2. Dixon - Assist the City with the North Dixon Annexation proposal for the Commission’s consideration.

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.