

SPECIAL MEETING AGENDA SPECIAL DISTRICTS ADVISORY COMMITTEE

Friday, December 14, 2018
County of San Diego Administration Center
1600 Pacific Highway, Room 402A
San Diego, California 92101

Chair Kimberly Thorner
Olivenhain Municipal Water District

Vice Chair Julie Nygaard
Tri-City Health Care District

9:30 A.M. – CALL TO ORDER BY CHAIR

PLEDGE OF ALLEGIANCE

ROLL CALL

AGENDA REVIEW

The Chair will consider requests to remove or rearrange items on the agenda.

OPEN TIME

This portion of the meeting is reserved for persons desiring to address the Committee on any matter not on the current agenda germane to the Committee. All statements that require a response will be referred to LAFCO staff for reply in writing or will be placed on a future agenda.

PRESENTATIONS/UPDATES

- Chris Palmer, Public Affairs Coordinator, California Special Districts Association

COMMITTEE MEMBER REPORTS AND ANNOUNCEMENTS

This portion of the meeting is dedicated to members providing brief updates on their respective agency activities and related community announcements.

CONSENT ITEMS

All items calendared as consent are considered ministerial or non-substantive and subject to a single motion approval. The Chair will also consider requests to pull an item for discussion.

1. Approval of Meeting Minutes | June 15, 2018 (Action)

The Committee will consider approving summary minutes prepared by LAFCO staff for the regular meeting held on June 15, 2018 with or without requested changes.

BUSINESS ITEMS

2. Special District Elections to Appoint Members to LAFCO (Action)

The Committee will discuss a proposed timetable to concurrently conduct two special district elections for LAFCO ahead of new four-year terms beginning in May 2019. Feedback is also requested with respect to outreach and coordinating the election process with the San Diego County Chapter of the California Special Districts Association. The Chair will also consider making appointments to the Nominating Committee.

3. Proposed Comprehensive LAFCO Fee Schedule Update (Discussion)

The Committee will receive a presentation from staff on a draft comprehensive update to the LAFCO fee schedule. Feedback provided by the Committee will be incorporated into a final version for presentation and approval by the Commission at a future meeting.

4. Update on Proposals (Discussion)

The Committee will receive a report on current proposals on file with LAFCO and will include an update on the Julian-Cuyamaca Fire Protection District Reorganization. The report is being presented to the Committee for discussion only.

5. Selection of Chair and Vice Chair for 2019 (Action)

The Committee will consider appointing officers – Chair and Vice Chair – for 2019.

STAFF UPDATES

ADJOURNMENT TO NEXT REGULAR MEETING

Friday, March 15, 2019

Attest to Posting:



Ruth Arellano
Executive Assistant

Any person with a disability under the Americans with Disabilities Act (ADA) may receive a copy of the agenda or a copy of all the documents constituting the agenda packet for a meeting upon request. Any person with a disability covered under the ADA may also request a disability-related modification or accommodation, including auxiliary aids or services, in order to participate in a public meeting. Please contact the LAFCO office at least three (3) working days prior to the meeting at 858-614-7755 for any requested arraignments or accommodations.

Special Districts Advisory Committee

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AGENDA REPORT Consent | Action

Officers

Kimberly Thorner, Chair
Olivenhain Municipal Water

Julie Nygaard, Vice Chair
Tri-City Healthcare

December 14, 2018

Members

Gary Arant
Valley Center Municipal Water

Jack Bebee
Fallbrook Public Utility

Bill Haynor
Whispering Palms CSD

Tom Kennedy
Rainbow Municipal Water

Erin Lump
Rincon Diablo Municipal Water

Tony Michel
Rancho Santa Fe Fire

John Pastore
Rancho Santa Fe CSD

Tom Pocklington
Bonita-Sunnyside Fire

Mark Robak
Otay Water

Augie Scalzitti
Padre Dam Municipal Water

Joel Scalzitti
Helix Water

Dennis Sheppard
North County Cemetery

Robert Thomas
Pomerado Cemetery

Teresa Thomas
South Bay Irrigation

TO: Special Districts Advisory Committee

FROM: Ruth Arellano, Executive Assistant

SUBJECT: Approval of Meeting Minutes | June 15, 2018

SUMMARY

The Special Districts Advisory Committee (“Committee”) will receive minutes prepared for the last regular meeting held on June 15, 2018. The minutes are being presented for formal approval with any desired corrections or clarifications as requested by the Committee.

BACKGROUND

The Ralph M. Brown Act was enacted by the State Legislature in 1953 and establishes standards for the public to attend and participate in meetings of local government bodies. The “Brown Act” requires – and among other items – public agencies to maintain written minutes for qualifying meetings.

DISCUSSION

This item is for the Committee to consider approving summary minutes for the regular meeting held on June 15, 2018 as recorded by staff.

ANALYSIS

The attached summary minutes for the regular meeting held on June 15, 2018 accurately reflects the Committee’s actions and related discussions as recorded by staff.

ALTERNATIVES FOR ACTION

The following alternatives are available to the Committee:

Alternative One (Recommended)

Approve the draft action summary prepared for the regular meeting held on June 15, 2018 with any desired corrections or clarifications.

Alternative Two

Continue the item to the next regular meeting and provide direction as needed.

RECOMMENDATION

It is recommended the Committee proceed with the action identified in the preceding section as Alternative One.

PROCEDURES

This item has been placed on the agenda as part of the consent calendar. Accordingly, a successful motion to approve the consent calendar will include taking affirmative action on the staff recommendation as provided unless otherwise specified by the Committee.

Respectfully,



Ruth Arellano
Executive Assistant

Attachment:

- 1) Draft Meeting Minutes for June 15, 2018

DRAFT
LOCAL AGENCY FORMATION COMMISSION
SPECIAL DISTRICTS ADVISORY COMMITTEE
JUNE 15, 2018 MEETING

There being a quorum present, the meeting was convened at 9:30 a.m., by Chairwoman Kimberly Thorner (Olivenhain MWD).

PLEDGE OF ALLEGIANCE

Committee Member Gary Arant led the Pledge of Allegiance at the meeting.

AGENDA REVIEW

Chairwoman Thorner indicated that there were no revisions to the agenda and called the meeting to order.

ROLL CALL AND INTRODUCTIONS

The Advisory Committee Secretary performed the roll call for the June 15, 2018, Special Districts Advisory Committee meeting. **Committee Members in attendance:** Gary Arant (Valley Center MWD); Jack Bebee (Fallbrook PUD) (arrived at 9:35 am); Tom Kennedy (Rainbow MWD); Erin Lump (Rincon del Diablo MWD); Mark Robak (Otay WD); Robert Thomas (Pomerado CD); Terry Thomas (South Bay ID); Dennis Shepard (North County CD); and Tom Pocklington (Bonita-Sunnyside FPD). **Committee Members absent:** Vice Chairwoman Julie Nygaard (Tri-City HCD); Bill Haynor (Whispering Palms CSD); John Pastore (Rancho Santa Fe CSD); Joel Scalzitti (Helix WD); Augie Scalzitti (Padre Dam MWD); and Tony Michel (Rancho Santa Fe FPD). **LAFCO Staff in attendance:** Executive Officer Keene Simonds; Chief Governmental Analyst Robert Barry; Analyst Linda Zambito; Executive Assistant Ruth Arellano; Administrative Assistant Erica Blom; Consultant John Traylor and GIS Analyst Dieu Ngu. Public Attendees: Chris Palmer, Representative, CSDA.

Executive Officer Keene Simonds introduced new Local Governmental Analyst I Linda Zambito to the Committee members present. Ms. Zambito provided a brief background.

OPEN TIME

Chairwoman Thorner indicated there were no speaker slips received from members of the public for comments.

PRESENTATIONS/UPDATES

Public Affairs Coordinator Chris Palmer with the California Special Districts Association addressed the Committee and provided brief updates on various topics, including SB623, AB1912; and SB929.

CONSENT ITEMS

Item 1

Approval of Minutes of March 16, 2018

On motion of Terry Thomas, seconded by Tom Kennedy, and carried unanimously by the remaining committee members present; the Advisory Committee dispensed with reading the minutes of March 16, 2018 and approved said minutes.

BUSINESS ITEMS

Item 2

LAFCO's Approved Disadvantaged Unincorporated Communities Program

Robert Barry provided a presentation on the recent approval of a formal disadvantaged unincorporated communities program addressing LAFCO's requirements under SB244. Mr. Barry noted the resulting program is codified in LAFCO Policy as L-111. Committee discussion followed.

Item No. 3

LAFCO's Approved Study Schedule for FY 2019-2023

Keene Simonds provided a brief presentation to the Committee members present. Mr. Simonds summarized the new five-year study schedule with respect to scale and focus and noted work would commence in the next few months. Committee discussion followed.

Item No. 4

Legislative Report

Robert Barry provided an update on the recent Legislature's activity including a highlighted update on AB2258. Committee discussion followed.

Item No. 5

Update on Proposals

Keene Simonds provided updates to the Committee on LAFCO's current proposals. John Traylor followed and provided a detailed regarding the Julian-Cuyamaca Fire Protection Districts proposal. Committee discussion followed.

STAFF UPDATES

No staff updates were provided at this time.

COMMITTEE MEMBER REPORTS AND ANNOUNCEMENTS

The Advisory Committee members provided updates and information on their district's activities.

Adjournment

There being no further business to come before the Special Districts Advisory Committee, the meeting was adjourned at 11:04 a.m. to the scheduled meeting on September 21, 2018.

**RUTH ARELLANO
EXECUTIVE ASSISTANT
SAN DIEGO LOCAL AGENCY FORMATION COMMISSION**

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Special Districts Advisory Committee

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AGENDA REPORT Business | Action

Officers

Kimberly Thorner, Chair
Olivenhain Municipal Water

December 14, 2018

Julie Nygaard, Vice Chair
Tri-City Healthcare

TO: Special Districts Advisory Committee

Members

Gary Arant
Valley Center Municipal Water

FROM: Tamaron Lockett, Executive Assistant

Jack Bebee
Fallbrook Public Utility

SUBJECT: Special District Elections to Appoint Members to LAFCO

Bill Haynor
Whispering Palms CSD

SUMMARY

Tom Kennedy
Rainbow Municipal Water

The San Diego Special Districts Advisory Committee (“Committee”) will discuss a proposed timetable to concurrently conduct two special district elections for LAFCO ahead of new four-year terms beginning in May 2019. Feedback is also requested with respect to outreach and coordinating the election process with the San Diego County Chapter of the California Special Districts Association. The Chair will also draw on Committee feedback in making appointments to the Nominating Committee.

Erin Lump
Rincon Diablo Municipal Water

Tony Michel
Rancho Santa Fe Fire

John Pastore
Rancho Santa Fe CSD

DISCUSSION

Tom Pocklington
Bonita-Sunnyside Fire

The Committee’s adopted policies provides for the establishment of a Nominating Committee to make recommendations with respect to special district candidates running for election on LAFCO. The Nominating Committee shall consist of eligible Committee appointees made by the Chair whose terms will not expire until the following year.

Mark Robak
Otay Water

Augie Scalzitti
Padre Dam Municipal Water

Joel Scalzitti
Helix Water

ANALYSIS

Dennis Sheppard
North County Cemetery

Two special districts seats on LAFCO – one regular currently held by Ed Sprague with Olivenhain Municipal Water District and one alternate currently held by Judy Hanson with Leucadia Wastewater District – are set to expire in May 2019. Accordingly, LAFCO staff has transmitted a notice to all independent special districts inviting nominations. The deadline to submit nominations is January 31, 2019. Committee polices necessitate the appointment of members to a Nominating Committee. Eligible members follow.

Robert Thomas
Pomerado Cemetery

Teresa Thomas
South Bay Irrigation

Special Districts Advisory Committee

December 14, 2018 Special Meeting

Agenda Item No. 2 | Special District Elections to Appoint Members to LAFCO

Eligible Members	
Gary Arant	Augie Scalzitti
Bill Haynor	Joel Scalzitti
Tony Michel	Dennis Shepard
Julie Nygaard	Teresa Thomas

RECOMMENDATION

It is recommended the Committee consider proceeding with past practice in providing feedback to the Chair in step with their appointment of a Nominating Committee. It is also recommended the Committee discuss a related timetable to conduct the special district elections and interest therein in coordinating a candidate form with the San Diego County Chapter of the California Special Districts Association.

ALTERNATIVES FOR ACTION

The following alternatives are available to the Committee in considering this item:

Alternative One (recommended)

Provide direction to the Chair in making appointments to the Nominating Committee along with feedback on an election timetable and related items.

Alternative Two

Continue the item to a future meeting and provide direction to staff with respect to any additional information requested.

PROCEDURES

This item has been placed on the agenda for action as part of the business calendar. The following procedures, accordingly, are recommended in the consideration of this item:

- 1) Receive verbal report from staff unless waived;
- 2) Invite comments from interested audience members (voluntary); and
- 3) Discuss item and consider action on recommendation.

Respectfully,



Tamaron Lockett
Executive Assistant

Special Districts Advisory Committee

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AGENDA REPORT Business | Discussion

Officers

Kimberly Thorner, Chair
Olivenhain Municipal Water

Julie Nygaard, Vice Chair
Tri-City Healthcare

Members

Gary Arant
Valley Center Municipal Water

Jack Bebee
Fallbrook Public Utility

Bill Haynor
Whispering Palms CSD

Tom Kennedy
Rainbow Municipal Water

Erin Lump
Rincon Diablo Municipal Water

Tony Michel
Rancho Santa Fe Fire

John Pastore
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Dennis Sheppard
North County Cemetery

Robert Thomas
Pomerado Cemetery

Teresa Thomas
South Bay Irrigation

December 14, 2018

TO: Special Districts Advisory Committee
FROM: Keene Simonds, Executive Officer
SUBJECT: Proposed Comprehensive Fee Schedule Update

SUMMARY

The San Diego Special Districts Advisory Committee (“Committee”) will review a proposed comprehensive fee schedule update for discussion and ahead of formal action by the Commission. The proposed update is in draft form and highlighted by transitioning the fee schedule emphasis from variable charges based on acreage to fixed charges based on proposal type as measured by the type of environmental review needed and whether protest applies. The establishment of a composite hourly staff rate and assignment of set staff hours for most proposals further underlies the transition. Other notable changes proposed include implementing a municipal service review maintenance fee and preauthorizing fee reductions involving – and among others – annexations to address failed septic and groundwater systems. Feedback generated by the Committee – including requested changes – will be incorporated into a final version of the update presented to the Commission for formal action at a future meeting.

BACKGROUND

San Diego LAFCO’s (“Commission”) current fee schedule structure was established in 1972 and last updated in 2007. The fee schedule emphasizes variable fees for most jurisdictional changes based on the affected territory’s acreage size. (Incorporations, formations, and consolidations are assigned flat fees irrespective of acreage.) Acreage tiers determine fee amounts and commence with a minimum charge of \$2,660 for any single jurisdictional change involving 0.50 acres or less of affected territory.

DISCUSSION

This item is for Committee to review and provide feedback on a proposed comprehensive update to the fee schedule and to inform a final version ahead of its presentation to the Commission at a future meeting for formal approval. Three substantive changes underlie the update and involve (a) transitioning the fee schedule emphasis from variable charges based on acreage to fixed charges based on proposal type, (b) establishing a municipal service review maintenance fee, and (c) revising fee reduction and waiver allowances. Other and relatively less substantive changes are also proposed and range in scope from formatting to delineating standards in charging for general research inquiries. An expanded discussion on the three substantive proposed changes follows.

- **Transition to Fixed Fees Based on Proposal Type**

The current fee schedule emphasizes variable fees based on the acreage size of the affected territory and premised on the connection the larger the affected territory the additional staff time needed to process the underlying action. It is proposed the fee schedule transition to emphasize fixed fees based on proposal type as measured by the level of environmental review needed and whether protest applies. This transition would directly connect the two factors that now primarily influence processing time and further enabled by establishing a composite hourly staff rate and assigning a set number of staff hours for most proposals as detailed below.

- Establishment of a Composite Hourly Staff Rate

A composite hourly staff rate of \$122 is proposed as part of the updated fee schedule. This amount has been calculated to reflect current and proportional direct (labor) and indirect (overhead) costs incurred by LAFCO in processing proposals and weighted to correspond with the typical time expended by individual staff positions. Additional details are attached.

- Assign Set Number of Staff Hours by Proposal Type

A predetermined number of total staff hours needed to process most jurisdictional changes within the two referenced proposal type categories (i.e., level of environmental review and whether protest applies) is proposed as part of the updated fee schedule. The assigned staff hours reflect existing statute requirements and the level of analysis currently performed and produces a range of time demands from initiation to completion of 50 hours for basic actions to 95 hours for more complex actions. Additional details are attached.

- **Establish a Municipal Service Review Maintenance Fee**

It is proposed the fee schedule include a maintenance fee to help contribute to the ongoing costs to LAFCO in preparing municipal service review reviews every five years. The nexus in establishing the maintenance fee is tied to municipal service reviews' statutory role in informing LAFCOs' understanding the level and adequacy of local governmental services in conjunction with making related city and district

sphere of influence determinations; the latter serving as direct conduits in allowing jurisdictional changes to proceed forward.¹ The maintenance fee would be similar in intent to general plan maintenance fees commonly utilized by counties and cities and is proposed to be equal to 5% of the baseline applicant fee.

- **Revise and Expand Fee Reduction and Waiver Allowances**

The existing fee schedule authorizes the Executive Officer to administratively reduce or waive application charges based on financial hardships and/or in response to earlier Commission recommendations. It is proposed this existing allowance be revised to redirect related requests to the Commission for consideration at public meetings with a recommendation from the Executive Officer. It is also proposed the following fee reduction and waiver allowances be expanded to include the following.

- Jurisdictional changes initiated in response to an existing or pending septic or well failure shall receive a 75% fee reduction.
- Jurisdictional changes that include a qualifying city annexation of an entire “island” under Government Code 56375.3 shall receive a 50% fee reduction.
- Jurisdictional changes that include a qualifying city annexation of a disadvantaged unincorporated community under Government Code 56375(a)(8) shall receive a 50% fee reduction.

ANALYSIS

The proposed update to San Diego LAFCO’s fee schedule represents the first monetary changes to the document in more than 10 years when the fees were uniformly increased by 10% as part of the adopted budgeted for 2006-2007.² It also represents a structural change in the manner in which the Commission has charged and collected fees since 1972. The substantive effect of the proposed update is the overall levelling of fees while providing for improved cost-recovery by synching to the current and increased level of uniform analysis required of all jurisdictional changes under statute. This latter comment is marked by noting the proposed update would have generated \$30,479 or 18% more in application fees in 2017-2018 compared to the actuals generated under the current schedule.

RECOMMENDATION

It is recommended the Committee provide feedback on the proposed fee schedule update for purposes of informing the preparation of a final version for Commission action.

¹ With limited exceptions, all jurisdictional changes must be consistent with the spheres of influence of the subject agencies.

² The structure itself has remained unchanged since its establishment in 1972.

ALTERNATIVES FOR ACTION

The proposed fee schedule update is being presented for discussion and feedback only.

PROCEDURES

This item has been placed on the agenda for discussion as part of the business calendar. The following procedures, accordingly, are recommended in the consideration of this item:

- 1) Receive verbal report from staff unless waived;
- 2) Invite comments from interested audience members; and
- 3) Discuss item and provide feedback as requested.

Respectfully,



Keene Simonds
Executive Officer

Attachments:

1. Existing Fee Schedule
2. Calculation for Composite Hourly Staff Rate
3. Calculation for Fixed Fee Amounts for Standard Jurisdictional Changes
 - As Responsible Agency
 - As Lead Agency
4. Proposed Fee Schedule Update
5. Comparison of FY2017-2018 Application Revenue Between Existing and Proposed Fee Schedules

SAN DIEGO LAFCO PROCESSING FEE SCHEDULE *
EFFECTIVE | JANUARY 1, 2018

<u>ACRE(S)</u>	<u>FEE AMOUNT</u>
.50 acre and less	\$2,660
.51 -.99 acre	\$3,325
1 - 9.9	\$4,050
10 - 19.9	\$4,990
20 - 49.9	\$5,830
50 - 99.9	\$6,785
100 – 149.9	\$7,850
150 – 199.9	\$9,060
200+ (\$9,060 plus an acreage fee of \$90 per 100 acres over 200 acres)	\$9,060 / \$90
Incorporation (\$13,750 deposit, plus 60% of actual LAFCO review costs)	\$13,750+
District Formation	\$9,650
Consolidation/Merger/Dissolution/Subsidiary District	\$5,500
Dissolution for Inactivity	\$695

* The above fees are charged for each jurisdictional change (i.e., annexation, detachment, latent power activation or expansion) and sphere amendment associated with a proposal, and apply to cities and districts. For contractual service agreements, payment of the applicable annexation and/or detachment fees as well as sphere amendment(s) must be made upon submittal of a contractual service agreement application. Proponents shall be responsible for actual hearing notification and mailing costs for public hearing items.

SURCHARGE

There will be a 30% surcharge for consideration of contractual service agreements. This surcharge is due prior to LAFCO consideration of the related annexation/detachment application. The surcharge does not apply to service agreements involving health or safety concerns where the property is eligible for immediate annexation, or fire protection contracts that receive agreement from all affected public agencies.

CITY AND DISTRICT SPHERE OF INFLUENCE UPDATE**

	<u>FEE AMOUNT</u>
Base rate for all city and district sphere update proposals	\$5,500
Acreage fee for every 100 acres included in the sphere update proposal beyond the current sphere	\$410
City or district service review	\$5,500

** No sphere update or service review processing fee will be charged for sphere updates that involve reaffirmations or minor amendments. The acreage component for *district* sphere updates may be waived for financial hardship or other circumstances affecting the ability of a *district* to pay fees. Proposals (e.g., consolidations, dissolutions, etc.,) deemed consistent with LAFCO objectives will not be charged a processing fee if the applicant pays a sphere update fee and submits a sphere update study and supplemental feasibility report accepted as complete by the Executive Officer.

REQUEST FOR RECONSIDERATION/TIME EXTENSION

		<u>FEE AMOUNT</u>
Request for reconsideration of LAFCO determination		\$1,030
Request for extension of time to complete proceedings		\$350

PETITION FILING FEES

In addition to the proposal processing fee, each application submitted by petition will be charged LAFCO's actual costs to verify the signatures.

OTHER FEES

Applicants are responsible for payment of LAFCO's actual costs associated with conducting authority and protest proceedings.

ENVIRONMENTAL REVIEW

(P.R.C. Section 21089)

CEQA Exemption.....	Actual cost
Review of Initial Study and preparation of Negative Declaration, Mitigated Declaration OR determination that EIR is required.....	Actual cost
Extended Initial Study (if required).....	Actual cost
Preparation of EIR.....	Actual cost
Department of Fish and Game Fee: Effective January 1, 2018	
Negative Declaration OR Mitigated Negative Declaration.....	\$2,280.25
EIR.....	\$3,168.00
Environmental Document pursuant to a Certified Regulatory Program (CRP).....	\$1,077.00
County Clerk Processing Fee.....	\$50.00

INCORPORATION FISCAL ANALYSIS REVIEW

		<u>FEE AMOUNT</u>
Processing of Request for State Controller's Review of an incorporation fiscal analysis		\$3,990

State Controller's review of fiscal analysis Actual cost

PAYMENT OF FEES: Fees are due when proposals are submitted to LAFCO. A supplemental fee may be charged and collected prior to the LAFCO hearing if additional acreage or actions are required.

EXCEPTIONS: Fees may be waived or reduced by the Executive Officer if financial hardship is demonstrated, OR if application is in response to a LAFCO condition or recommendation.

PRE-APPLICATION CONSULTATION AND SPECIAL STUDY SERVICES: Actual cost for pre-application consultation and special study services beyond the first five hours of service provided.

COMPOSITE HOURLY STAFF RATE CALCULATION for 2018-2019

STEP ONE | CALCULATING HOURLY INPUTS

Input No. 1 | Staff Salaries

Budgeted Position	Annual Pay	Hourly Rate
Executive Officer	168,000.00	80.77
Chief Analyst	110,240.00	53.00
Staff Analyst I	67,995.20	32.69
Staff Analyst I	60,486.40	29.08
GIS Analyst	80,433.60	38.67
Executive Assistant (Records)	70,096.00	33.70
Executive Assistant (Accounting)	63,128.00	30.35
Administrative Assistant	51,824.66	24.92
	672,203.86	323.17

All employees are fulltime at 40 hours per workweek and 2,080 hours per year

Pay as of October 22, 2018

Input No. 2 | Staff Benefits

Budgeted Hourly Benefit	Executive Officer	Chief Analyst	Staff Analyst I	Staff Analyst I	GIS Analyst	Executive Assistant (R)	Executive Assistant (A)	Administrative Assistant
Pension	32.27	21.17	10.96	9.09	12.09	13.49	12.13	8.35
Health Insurance	8.21	7.79	3.67	3.67	3.67	7.79	7.79	3.67
Other Post Employment Benefits	6.58	4.32	2.66	2.37	3.15	2.75	2.47	2.03
Social Security	5.01	3.29	2.03	1.80	2.40	2.09	1.88	1.55
Medicare	1.17	0.77	0.47	0.42	0.56	0.49	0.44	0.36
Workers Compensation	0.51	0.33	0.21	0.18	0.24	0.21	0.19	0.16
Life Insurance	0.19	0.12	0.01	0.01	0.01	0.01	0.01	0.01
	53.93	37.80	20.01	17.54	22.12	26.84	24.91	16.12

Hourly benefit costs are based on 40 hour workweek over a full year (52 weeks)

Input No. 3 | Overhead

Budgeted Expense	Budgeted Amount	Hourly Expense	Adjusted Hourly
Office Rent	79,879.68	38.40	4.80
County Services Overhead	50,000.00	24.04	3.00
County Services IT & Communications	168,000.00	80.77	10.10
Professional Services	364,110.00	175.05	21.88
Training and Ongoing Education	17,000.00	8.17	1.02
Leases and Contracts	6,500.00	3.13	0.39
Memberships	13,000.00	6.25	0.78
Business Travel	5,500.00	2.64	0.33
Office Equipment and Supplies	50,100.00	24.09	3.01
Publications and Notices	5,000.00	2.40	0.30
Depreciation	5,000.00	2.40	0.30
Miscellaneous	14,146.86	6.80	0.85
	778,236.54	374.15	46.77

Hourly expense divides budgeted amount by one fulltime employee hour total over one year - or 2,080 hours

Adjusted hourly represents hourly expense divided by number of budgeted fulltime employees - or eight

STEP TWO | CALCULATING HOURLY RATES PER BUDGETED POSITION

Factor	Executive Officer	Chief Analyst	Staff Analyst I	Staff Analyst I	GIS Analyst	Executive Assistant (R)	Executive Assistant (A)	Administrative Aide
Hourly Salary Rate	80.77	53.00	32.69	29.08	38.67	33.70	30.35	24.92
Hourly Benefit Rate	53.93	37.80	20.01	17.54	22.12	26.84	24.91	16.12
Hourly Overhead Rate	46.77	46.77	46.77	46.77	46.77	46.77	46.77	46.77
	181.47	137.56	99.46	93.39	107.56	107.31	102.03	87.81

STEP THREE | CALCULATING A WEIGHTED HOURLY STAFF RATE

Factor	Executive Officer	Chief Analyst	Staff Analyst I	Staff Analyst I	GIS Analyst	Executive Assistant (R)	Executive Assistant (A)	Administrative Aide
Hourly Staff Rate	181.47	137.56	99.46	93.39	107.56	107.31	102.03	87.81
% Processing Proposal	15.0%	30.0%	21.5%	21.5%	7.0%	2.5%	0.5%	2.0%

For purposes of calculating a weighted rate the expected processing time of an analyst - which is expected to account for 43% of the total staff time - is equally divided between the two budgeted positions at 21.5%

Composite Staff Rate \$ 122.43

FIXED APPLICATION FEE CALCULATION | LAFCO AS RESPONSIBLE AGENCY

Phase	Process	Staff Hours Exempt		Staff Hours Initial Study		Staff Hours Impact Report	
		No Protest	Protest	No Protest	Protest	No Protest	Protest
Consultation	Initial Consultation with Applicants	1.00	1.50	1.50	2.00	2.00	2.50
	Prepare and Issue Letter to Applicants Listing Costs and Timelines	1.00	1.25	1.25	1.50	1.50	1.75
	Receive Applicant Proposal, Create File, and Assign Project Manager	0.50	0.50	0.50	0.50	0.50	0.50
	Record and Deposit Application Fee	0.50	0.50	0.50	0.50	0.50	0.50
Preliminary	CEQA Review	0.50	0.50	2.00	2.00	4.00	4.00
	GIS Mapping of Affected Territory and Agency Boundaries	2.00	2.00	2.00	2.00	2.00	2.00
	Exam Petition or Resolution for Completeness	1.00	1.00	1.00	1.00	1.00	1.00
	Prepare and Circulate Review Notice to Agencies within 20 Days	2.00	2.50	2.50	3.00	3.00	3.50
	Prepare and Issue Property Tax Exchange Notice to Assessor/Auditor	1.00	1.00	1.00	1.00	1.00	1.00
	Issue Status Letter to Applicant within 30 Days Identify Key Issues	1.50	2.00	2.00	2.50	2.50	3.00
Analysis	Place Item on Next Available Agenda for Information Purposes	1.00	1.00	1.00	1.00	1.00	1.00
	Public Review on CEQA Document	-	-	-	-	-	-
	Analyze Government Code 56668 Factors	6.00	8.00	6.00	8.00	6.00	8.00
	Confirm Property Tax Exchange Approval	0.50	0.50	0.50	0.50	0.50	0.50
	Prepare Draft Agenda Report	10.00	12.00	12.00	14.00	14.00	16.00
	Consult with Applicant on Draft Report and Proposed Terms	1.50	1.50	2.00	2.00	2.50	2.50
	Prepare Mailing Labels and Issue Hearing Notice	1.00	3.00	1.00	3.00	1.00	3.00
	Finalize Staff Report and Recommendation	3.00	4.00	3.00	4.00	3.00	4.00
Prepare and Circulate Certificate of Filing	1.00	1.00	1.00	1.00	1.00	1.00	
Hearing	Commission Meeting	0.50	1.00	0.75	1.25	1.00	1.50
Post Hearing	Prepare Resolution on Commission Action	1.50	1.75	1.50	1.75	1.50	1.75
	Prepare and Circulate Status Letter to Applicant on Commission Action	1.25	1.25	1.25	1.25	1.25	1.25
	Prepare and Record Environmental Determination with County Clerk	1.00	1.00	1.25	1.25	1.50	1.50
	Schedule and Notice Protest Proceedings	-	5.00	-	5.00	-	5.00
	Hold Protest Hearing and Make Related Determinations	-	2.00	-	2.00	-	2.00
... continued							

Phase	Process	Staff Hours Exempt		Staff Hours Initial Study		Staff Hours Impact Report	
		No Protest	Protest	No Protest	Protest	No Protest	Protest
Post Hearing	Confirm Completion of Terms	1.00	1.00	1.00	1.00	1.00	1.00
Continued...	Prepare and Record Certificate of Completion	1.25	1.25	1.25	1.25	1.25	1.25
	Request TRA Assignment from County Auditor	0.25	0.25	0.25	0.25	0.25	0.25
	Prepare and File Boundary Change with State Board of Equalization	1.25	1.25	1.25	1.25	1.25	1.25
	Receive and File Confirmation from State	0.50	0.50	0.50	0.50	0.50	0.50
	Update GIS Layers	1.50	1.50	1.50	1.50	1.50	1.50
	Close Proposal File and Scan File Contents	2.00	2.00	2.00	2.00	2.00	2.00
			47.00	63.50	53.25	69.75	60.00
	Staff Hour Estimate (rounded)	50.00	65.00	55.00	70.00	60.00	75.00
	Composite Hourly Staff Rate	122.00	122.00	122.00	122.00	122.00	122.00
Proposed Applicant Fee							
	Baseline Charge Single Jurisdictional Change	6,100.00	7,930.00	6,710.00	8,540.00	7,320.00	9,150.00
	Municipal Service Review Maintenance Charge 5% of Baseline	305.00	396.50	335.50	427.00	366.00	457.50
		\$ 6,405.00	\$ 8,326.50	\$ 7,045.50	\$ 8,967.00	\$ 7,686.00	\$ 9,607.50

FIXED APPLICATION FEE CALCULATION | LAFCO AS LEAD AGENCY

Phase	Process	Staff Hours Exempt		Staff Hours Initial Study Plus CEQA Consultant at Cost		Staff Hours Impact Report Plus CEQA Consultant at Cost	
		No Protest	Protest	No Protest	Protest	No Protest	Protest
Consultation	Initial Consultation with Applicants and Advise on Policy Issues	1.00	1.50	1.50	2.00	2.00	2.50
	Prepare and Issue Letter to Applicants Listing Costs and Timelines	1.00	1.25	1.25	1.50	1.50	1.75
	Receive Applicant Proposal, Create File, and Assign Project Manager	0.50	0.50	0.50	0.50	0.50	0.50
	Record and Deposit Application Fee	0.50	0.50	0.50	0.50	0.50	0.50
Preliminary	CEQA Review	0.50	0.50	8.00	8.00	15.00	15.00
	GIS Mapping of Affected Territory and Agency Boundaries	2.00	2.00	2.00	2.00	2.00	2.00
	Exam Petition/Resolution for Completeness	1.00	1.00	1.00	1.00	1.00	1.00
	Prepare and Circulate Review Notice to Agencies within 20 Days	2.00	2.50	2.50	3.00	3.00	3.50
	Prepare and Issue Property Tax Exchange Notice to Assessor/Auditor	1.00	1.00	1.00	1.00	1.00	1.00
	Issue Status Letter to Applicant within 30 Days	1.50	2.00	2.00	2.50	2.50	3.00
Analysis	Place Item on Next Available Agenda for Information Purposes	1.00	1.00	1.00	1.00	1.00	1.00
	Public Review on CEQA Document and Address Comments	-	-	2.50	2.50	5.00	5.00
	Analyze Government Code 56668 Factors	6.00	8.00	6.00	8.00	6.00	8.00
	Confirm Property Tax Exchange Approval	0.50	0.50	0.50	0.50	0.50	0.50
	Prepare Draft Agenda Report	10.00	12.00	14.00	16.00	18.00	20.00
	Consult with Applicant on Draft Report and Proposed Terms	1.50	1.50	2.00	2.00	2.50	2.50
	Prepare Mailing Labels and Issue Hearing Notice	1.00	3.00	1.00	3.00	1.00	3.00
	Finalize Staff Report and Recommendation	3.00	4.00	3.00	4.00	3.00	4.00
Hearing	Prepare and Circulate Certificate of Filing	1.00	1.00	1.00	1.00	1.00	1.00
	Commission Meeting	0.50	1.00	0.75	1.25	1.00	1.50
Post Hearing	Prepare Resolution on Commission Action	1.50	1.75	1.50	1.75	1.50	1.75
	Prepare and Circulate Status Letter to Applicant on Commission Action	1.25	1.25	1.25	1.25	1.25	1.25
	Prepare and Record Environmental Determination with County Clerk	1.00	1.00	1.25	1.25	1.50	1.50
	Schedule and Notice Protest Proceedings	-	5.00	-	5.00	-	5.00
	Hold Protest Hearing and Make Related Determinations	-	2.00	-	2.00	-	2.00
	<i>... continued</i>						

Phase	Process	Staff Hours Exempt		Staff Hours Initial Study Plus CEQA Consultant at Cost		Staff Hours Impact Report Plus CEQA Consultant at Cost	
		No Protest	Protest	No Protest	Protest	No Protest	Protest
Post Hearing	Confirm Completion of Terms	1.00	1.00	1.00	1.00	1.00	1.00
Continued...	Prepare and Record Certificate of Completion	1.25	1.25	1.25	1.25	1.25	1.25
	Request TRA Assignment from County Auditor	0.25	0.25	0.25	0.25	0.25	0.25
	Prepare and File Boundary Change with State Board of Equalization	1.25	1.25	1.25	1.25	1.25	1.25
	Receive and File Confirmation from State	0.50	0.50	0.50	0.50	0.50	0.50
	Update GIS Layers	1.50	1.50	1.50	1.50	1.50	1.50
	Close Proposal File and Scan File Contents	2.00	2.00	2.00	2.00	2.00	2.00
		47.00	63.50	63.75	80.25	80.00	96.50
Staff Hour Estimate (rounded)		50	65	65	80	80	95
Composite Hourly Staff Rate		\$ 122	\$ 122	\$ 122	\$ 122	\$ 122	\$ 122
Proposed Applicant Fee							
Baseline Charge Single Jurisdictional Change		6,100.00	7,930.00	7,930.00	9,760.00	9,760.00	11,590.00
Municipal Service Review Maintenance Charge 5% of Baseline		305.00	396.50	396.50	488.00	488.00	579.50
		\$ 6,405.00	\$ 8,326.50	\$ 8,326.50	\$ 10,248.00	\$ 10,248.00	\$ 12,169.50

PROPOSED FEE SCHEDULE

STANDARD JURISDICTIONAL CHANGES

Standard jurisdictional changes include (a) annexations, (b) detachments, (c) latent power establishments, and (d) service power divestitures

	LAFCO is Responsible Agency			LAFCO is Lead Agency Plus Consultant Costs		
	Exemption	Initial Study	Impact Report	Exemption	Initial Study	Impact Report
Single Jurisdictional Change						
- With Full Consent No Protest Hearing	\$ 6,405.00	\$ 7,045.50	\$ 7,686.00	\$ 6,405.00	\$ 8,326.50	\$ 10,248.00
- Without Full Consent Protest Hearing	\$ 8,326.50	\$ 8,967.00	\$ 9,607.50	\$ 8,326.50	\$ 10,248.00	\$ 12,169.50
Each Additional Jurisdictional Change						
- With Full Consent No Protest Hearing	\$ 4,163.25	\$ 4,579.58	\$ 4,995.90	\$ 4,163.25	\$ 5,412.23	\$ 6,661.20
- Without Full Consent Protest Hearing	\$ 5,412.23	\$ 5,828.55	\$ 6,244.88	\$ 5,412.23	\$ 6,661.20	\$ 7,910.18

Fees for all standard jurisdictional changes are fixed and represent reasonable cost estimates for the underlying action(s) based on a number of predetermined staff hours to complete. These fees are non-refundable and – while not typical or expected – may be augmented by one or more deposits when additional time is needed beyond the predetermined staff hour allocation as determined by the LAFCO Executive Officer.

OTHER JURISDICTIONAL CHANGES

Special District Formation	Billed for time and material starting with a \$ 9,150 deposit to cover the first 75 hours
Special District Consolidation or Dissolution	Billed for time and material starting with a \$12,200 deposit to cover the first 100 hours
Incorporation	Billed for time and material starting with a \$24,400 deposit to cover first 200 hours

Fees for other boundary changes are at-cost. These fees require an initial and refundable deposit to cover staff time based on the hourly composite rate. Additional deposits may be required as determined by the Executive Officer.

OTHER REQUESTS & CHARGES

Outside Service Extensions	
- Exemption	\$ 1,921.50
- Initial Study	\$ 2,113.65
- Impact Report	\$ 2,305.80
Sphere of Influence Amendments	Billed at their corresponding rate for standard boundary changes; applies to expansions, reductions, establishments, and eliminations
Municipal Service Reviews	Billed for time and material starting with a \$12,200 deposit to cover the first 100 hours
Reconsideration of a Commission Determination	\$ 2,600.00
Time Extension to Complete Proceedings	\$ 610.00
General Staff Research	\$ 122.00 per hour; first two hours of any general research project waived
Scheduling a Special Meeting	\$ 3,210.00
Postage, Mail Supplies, Photocopies, Etc.	at cost

THIRD PARTY CHARGES

County of San Diego Clerk-Recorder	\$ 50.00
California Department of Fish and Game	
- Filing for a Negative Declaration	\$ 2,280.25
- Filing for a Mitigated Negative Declaration	\$ 2,280.25
- Filing for an Environmental Impact Report	\$ 3,168.00
State Board of Equalization	
- 0.0 to 1.0 acre	\$ 300.00
- 1.0 to 5.0 acres	\$ 350.00
- 6.0 to 10.0 acres	\$ 500.00
- 11.0 to 20.0 acres	\$ 800.00
- 21.0 to 50.0 acres	\$ 1,200.00
- 51.0 to 100.0 acres	\$ 1,500.00
- 100.0 acres or more	\$ 2,000.00

IMPLEMENTING POLICIES

- 1 Proposals and requests subject to this fee schedule will be deemed incomplete until the appropriate fee has been received by LAFCO.
- 2 All additional staff time required to process proposals or requests subject to this fee schedule beyond the coverage of the initial fixed fee or collected at-cost deposit will be billed at a composite hourly rate of \$122.00.
- 3 Applicants with proposals or requests subject to this fee schedule requiring consultants to prepare environmental or other technical documents will be responsible for all direct costs therein and will be required to provide a dedicated deposit as determined by the Executive Officer.
- 4 The Executive Officer may stop work on any proposal or request subject to this fee schedule until receipt of a requested fee or deposit.
- 5 The Commission may reduce or waive fees if a financial hardship is demonstrated and/or if the proposal or request is in response to a LAFCO condition or recommendation. Requests must be made in writing. Pre authorized reductions follow.
 - a) Jurisdictional changes that include a qualifying city annexation of an entire "island" under Government Code 56375.3 shall receive a 50% fee reduction relative to the charges normally incurred under the fee schedule. Additional reductions or waivers require Commission approval.
 - b) Jurisdictional changes that include a qualifying city annexation of a disadvantaged unincorporated community under Government Code 56375(a)(8) shall receive a 50% fee reduction relative to the charges normally incurred under the fee schedule. Additional reductions or waivers would require Commission approval.
 - c) Jurisdictional changes initiated in response to an existing or pending septic or well failure shall receive a 75% fee reduction relative to the charges normally incurred under the fee schedule. Qualifying proposals must have 100% written consent of all affected landowners and confirmation from the County Environmental Health Department verifying an existing or pending failure exists. Additional reductions or waivers would require Commission approval.

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PROPOSED FEE SCHEDULE |
COMPARISON OF FEE COLLECTION IN FY2017-2018

No.	Date Received	Proposal Name	File No.	Fee	Fee Under Proposed Update
1	8/31/2017	San Marcos Highlands Reorganization	RO17-07	\$ 35,320.00	\$ 37,661.40
2	11/20/2017	Harmony Grove Village Reorganization	LPA17-10	\$ 27,720.00	\$ 27,476.80
3	9/29/2017	Tri-City Healthcare Reorganization	RO17-09	\$ 25,169.00	\$ 25,169.00
4	1/11/2018	Trinh Reorganization	RO18-01	\$ 5,320.00	\$ 12,810.00
5	1/23/2018	Sanford Street-McLean Annexation	DA18-02	\$ 2,660.00	\$ 6,405.00
6	1/30/2018	Lakeside Rodeo-Mapleview Street Annexation	DA18-03	\$ 4,050.00	\$ 6,405.00
7	1/31/2018	Pankey Contractual Agreement	SA/OAS18-04	\$ 6,487.00	\$ 8,326.50
8	2/20/2018	Hymettus Avenue-Zinser Annexation	DA18-05	\$ 2,660.00	\$ 6,405.00
9	2/22/2018	North Avenue Estates Reorganization	RO-18-06	\$ 14,970.00	\$ 16,204.66
10	4/17/2018	Carmichael Drive-Wyman Contractual Agreement	OAS/SA18-07	\$ 4,332.50	\$ 8,326.50
11	4/17/2018	Camino Largo 8 Reorganization	RO18-08	\$ 8,100.00	\$ 17,677.80
12	4/19/2018	Pala Band of Mission Indians Detachment	DD18-10	\$ 21,120.00	\$ 12,810.00
13	5/7/2018	Lake Henshaw Annexation	DA18-11	\$ 6,785.00	\$ 6,405.00
14	5/25/2018	Austin Drive-Moth Annexation	DA18-12	\$ 3,325.00	\$ 6,405.00
				\$ 168,019	\$ 198,488
				<i>Difference:</i>	\$ 30,469.16 18.1%

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Special Districts Advisory Committee

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Officers

Kimberly Thorner, Chair
Olivenhain Municipal Water

Julie Nygaard, Vice Chair
Tri-City Healthcare

Members

Gary Arant
Valley Center Municipal Water

Jack Bebee
Fallbrook Public Utility

Bill Haynor
Whispering Palms CSD

Tom Kennedy
Rainbow Municipal Water

Erin Lump
Rincon Diablo Municipal Water

Tony Michel
Rancho Santa Fe Fire

John Pastore
Rancho Santa Fe CSD

Tom Pocklington
Bonita-Sunnyside Fire

Mark Robak
Otay Water

Augie Scalzitti
Padre Dam Municipal Water

Joel Scalzitti
Helix Water

Dennis Sheppard
North County Cemetery

Robert Thomas
Pomerado Cemetery

Teresa Thomas
South Bay Irrigation

December 14, 2018

TO: Special Districts Advisory Committee

FROM: Linda Zambito, Analyst I

SUBJECT: **Current Proposals and Related Activities**

AGENDA REPORT Business | Discussion

SUMMARY

The San Diego Special Districts Advisory Committee (“Committee”) will receive a report summarizing active proposals on file with LAFCO. The report also identifies notable pending proposals that are expected to be submitted in the near term. The report is being presented for discussion.

DISCUSSION

This item is being presented for discussion and ahead of future consideration by LAFCO. Overall, there are 26 active proposals on file and divided between 18 that are awaiting hearing and 8 that already been presented and approved by LAFCO but with terms pending. There are also five potential new and substantive proposals staff expects to be submitted to San Diego LAFCO in the near-term from local agencies based on ongoing discussions with proponents. Three of these pending proposals involve city annexations in North County to accommodate relatively large subdivision projects and involve Safari Highlands (Escondido), Sager Ranch (Escondido), and Rancho Lomas Verdes (Vista). The other two pending proposals involve unincorporated residential development projects west of the City of Escondido – Valiano (Eden Hills) and Harmony Grove Village South – and would require annexations to one or more special districts.

A complete listing of all active proposals along with the notable anticipated filings is provided as Attachment One.

San Diego Special Districts Advisory Committee

December 14, 2018 Special Meeting

Agenda Item No. 4 | Current Proposal Update

ANALYSIS

San Diego LAFCO remains active in processing over two dozen jurisdictional change proposals and outside service requests. This includes several substantive actions and highlighted by continuing to work on post-hearing activities tied to the “Julian-Cuyamaca Fire Protection District” and “County Service Area No. 115” reorganizations. Other substantive items that are nearing hearing before the Commission include the “Alpine Fire Protection District Island” and “County Service Area No. 135 Island” reorganizations; both of which are expected to be presented at the February 2019 meeting.

RECOMMENDATION

This item is presented for discussion only. It is recommended the Committee review the report with the invitation to provide feedback on underlying review considerations.

ALTERNATIVES FOR ACTION

This item is being presented for discussion only; no action.

PROCEDURES

This item has been placed on the Committee’s agenda as part of the business calendar. The following procedures are suggested.

- 1) Receive verbal report from staff unless waived;
- 2) Invite comments from interested audience members; and
- 3) Discuss item and provide feedback as requested.

On behalf of staff,



Linda Zambito
Analyst I

Attachment:

- 1) Active Proposals, December 14, 2018

File Number	Proposal Name Affected Agencies	Project Manager	Proposal Summary
ACTIVE PROPOSALS PENDING COMMISSION ACTION			
1	DA08-10 "Avocado Way-Potter Annexation" Vallecitos WD (Annexation)	Robert Barry	Proposed annexation to Vallecitos WD to obtain sewer service for two existing residences along Avocado Way. Proposal application submitted in March 2008, but deemed incomplete in April 2008 status letter. A new status letter was sent to the applicant in January 2018 stating the proposal will be considered abandoned unless notified otherwise. The current property owner has responded and conveyed their interest to proceed with the annexation. Ongoing discussions with Vallecitos WD as of Spring 2018.
2	RO08-09 "South Mollison Ave-Snyder Reorganization" City of El Cajon (Annexation)	Robert Barry	Proposed annexation to the City of El Cajon. The annexation area includes approximately 1.25 acres and is subject to a proposed multi-family residential project. Proposal application submitted in May 2008, but deemed incomplete in June 2008 status letter. A new status letter was sent in January 2018 to the applicant, new property owner, and City stating the proposal will be considered abandoned unless notified otherwise. No response to date.
3	RO08-15 SA08-15 "Crestlake Estates Reorganization" San Diego County SD (Annexation) Lakeside FPD (Annexation) CSA 69 (Annexation)	Robert Barry	The proposed reorganization would provide sewer services to an approved Tentative Map allowing the development of 60 single-family residences. Proposal application submitted in May 2008, but deemed incomplete in June 2008 status letter. A new status letter was sent to the applicant in February 2018 stating the proposal will be considered abandoned unless notified otherwise. No response to date.
4	DA12-02 "Lorch Annexation" Borrego WD (Annexation)	Robert Barry	Annexation of approximately 9.4 acres to the Borrego Water District to provide water service to one parcel. The site is within the adopted sphere. Proposal application submitted in March 2012, but deemed incomplete in April 2012 status letter. A new status letter was sent in January 2018 stating the proposal will be considered abandoned unless notified otherwise. Borrego WD responded to the letter and has reinitiated discussions with the landowner regarding possible service terms.
5	RO06-17 "Tobacco Road Reorganization" City of Escondido (Annexation)	Robert Barry	In 2006, LAFCO approved two out of service agreements to allow the City of Escondido to provide sewer service to two residences with failing septic systems located along Tobacco Road. The agreements between the City and landowners required the annexation of the two parcels. To implement this condition, a reorganization including six other parcels was submitted to LAFCO in March 2006, but deemed incomplete in April 2006 status letter. A new status letter was sent in January 2018 stating the proposal will be considered abandoned unless notified otherwise. Two of the affected landowners have responded to the letter and are now working with the City in proceeding forward in determining if the other landowners are interested/willing to proceed with the annexation at this time.

SAN DIEGO LAFCO PROPOSAL SUMMARY

File Number	Proposal Name Affected Agencies	Project Manager	Proposal Summary
6	DA16-10 "CSA 17 Harmony Grove Annexation" CSA 17 (Annexation)	Linda Zambito	Proposal submittal required as cross-condition of the Rancho Santa Fe Fire Protection District Reorganization: Dissolution of CSA No. 107 (Elfin Forest/Harmony Grove). This involves requiring the initiation of the annexation of approximately 3,600 acres to CSA 17 for ambulance service. Proposal application submitted in May 2016, but deemed incomplete in June 2016 status letter. The CSA 17 Advisory Committee has opposed the annexation. A negotiated property tax exchange agreement is also necessary. LAFCO staff met with the applicant in August 2018 to provide assistance.
7	RO16-11 "Rancho Hills Annexation" Rancho Santa Fe CSD (Annexation)	Robert Barry	Proposed annexation to Rancho Santa Fe CSD to establish sewer service to a portion of a 37-lot residential subdivision titled "Rancho Hills." A concurrent latent power expansion for Olivenhain MWD is needed to accommodate sewer to the remaining project site. Proposal application submitted in October 2016, but deemed incomplete in November 2016 status letter. Applicant has requested the proposal processing be placed on hold. Staff has remained in contact with the applicant and is awaiting their confirmation to proceed.
8	SA16-13 RO16-13 "Windmill Construction Reorganization" City of La Mesa (annexation) San Miguel FPD (Detachment) CSA 135 (Detachment)	Robert Barry	Proposal submitted as an outside service extension request with the City of La Mesa. The proposal has transitioned into a reorganization as a City condition of service to develop a single residential lot of approximately 0.15 acre. The City of La Mesa has initiated a General Plan Amendment to expand their planning boundaries and establish a land use designation for the affected territory. Proposal application submitted in October 2016, but deemed incomplete in November 2016 status letter. Staff has remained in contact with the applicant and working to address outstanding information needed to complete administrative review.
9	DA16-15 SA16-15 "Alpine Islands Annexation" Alpine FPD (Annexation) CSA 135 – LP Fire Area (Latent Powers Divesture)	Robert Barry	Proposal involves the annexation of approximately 6,600+ acres of remaining non-jurisdictional lands within Alpine FPD's existing sphere and as part of the continued draw-down following dissolution of Rural FPD. Proposal application submitted in September 2016, but application deemed incomplete in November 2016 status letter. Alpine FPD continues to negotiate a property tax exchange agreement with the County. The application remains incomplete while the negotiation continues.
10	SA16-20 LP16-20 "CSA 135 Islands Reorganization" CSA 135 – LP Fire Area (Latent Powers Expansion/Divestiture) Alpine FPD (Annexation) Lakeside FPD (Annexation) SMCFPD (Annexation)	Robert Barry	Proposal involves annexation of remaining unserved islands within Heartland area and reorganization of local fire service territory among six agencies: CSA 135; Alpine FPD; Lakeside FPD; Ramona MWD; Bonita-Sunnyside FPD and San Miguel FPD. Reorganization proposal submitted by resolution of the San Diego County Fire Authority and involves the expansion of CSA No. 135's latent powers to provide fire protection and emergency medical services to three unincorporated and unserved island areas totaling approximately 21,048 acres. A concurrent amendment to add the affected territory to CSA No. 135's sphere of influence is also required to accommodate the proposed action. The proposal application is incomplete and pending receipt of additional documentation and information from the applicant to complete staff's analysis. The proposal also requires a negotiated property tax exchange agreement.

SAN DIEGO LAFCO PROPOSAL SUMMARY

File Number	Proposal Name Affected Agencies	Project Manager	Proposal Summary
11 SA17-07 RO17-07	“San Marcos Highlands Reorganization” City of San Marcos (Annexation) San Marcos FPD (Annexation) Vista FPD (Detachment) Vallecitos WD (Sphere Amendment, Annexation) Vista ID (Detachment)	Robert Barry	Proposal involves annexation of approximately 125 acres 189-SFR development to the City of San Marcos. Proposal submitted by resolution of the City of San Marcos and involves annexation of approximately 125 acres to the City with concurrent reorganizations between the San Marcos FPD and the Vista FPD for fire protection services, and between the Vallecitos WD and Vista ID for the provision of sewer and water services. The City of San Marcos has approved development plans and environmental review for the referenced development titled “San Marcos Highlands.” The City’s approvals included a condition requiring the City and the County to execute a habitat protection agreement with State and Federal agencies for the proposal area. The submitted proposal application is incomplete pending receipt of additional documentation – including the referenced habitat document – and information from the applicant to complete staff’s analysis.
12 SA18-07 OAS18-07	“Carmichael Drive – Wyman Contractual Service Agreement” (City of La Mesa)	Robert Barry	Proposal involves an outside service extension for the City of La Mesa to provide sewer service to one developed single-family lot. The purpose of the request is to allow the landowner to proceed with an intensity improvement to develop an accessory workshop unit, which exceeds the permitted capacity of the onsite septic system. The affected territory lies outside La Mesa’s sphere of influence. The submitted proposal application is incomplete pending additional analysis.
13 DD18-10	“Pala Detachment” San Luis Rey MWD (Detachment)	Robert Barry	Proposed by petition of the landowners is a detachment of approximately 334.33 acres from the San Luis Rey Municipal Water District. The proposal area includes 11 unincorporated parcels that are owned by the Pala Band of Mission Indians, but are not part of the Pala Reservation area. The submitted proposal application is incomplete and pending receipt of additional documentation and information from the applicant to complete staff’s analysis.
14 RO18-13 SA18-13	“Pauma Valley Fire Reorganization” County Service Area No. 135 (Divest Fire & EMS) (LP expansion; sphere amendment)	Linda Zambito	Proposal submitted in August 2018 by resolution from Pauma Valley MWD, Yuima MWD, Mootamai MWD and CSA No. 135, involves the divestiture of fire and EMS to CSA No. 135, and requires a latent power expansion and sphere amendment. The submitted proposal application is incomplete and pending receipt of additional documentation and information from the applicant to complete staff’s analysis.
15 DA18-14	“Andreiko-Glaucus St. Annexation” Leucadia Wastewater District	Linda Zambito	Proposal submitted by resolution from Leucadia Wastewater District and involves the annexation of an approximately 0.34 acre lot. The submitted proposal application is incomplete and pending receipt of additional documentation and information from the applicant to complete staff’s analysis.
16 DA18-15	“Menchaca-St. Paul St Annexation” Vallecitos Water District	Linda Zambito	Proposal submitted in September 2018 by resolution from Vallecitos Water District, involves the annexation of an approximately 1.59 acre lot. The submitted proposal application is incomplete and pending receipt of additional documentation and information from the applicant to complete staff’s analysis.

SAN DIEGO LAFCO PROPOSAL SUMMARY

File Number	Proposal Name Affected Agencies	Project Manager	Proposal Summary
17	RO18-16 "Stonemark Estates Reorganization" City of Vista (Annexation) Buena SD (Detachment) Vista FPD (Detachment)	Robert Barry	Proposal submitted in October 2018 by resolution from the City of Vista, involves the annexation of an approximately 31.75 acres and concurrent detachment from Buena Sanitation and Vista Fire Protection. The submitted proposal application is incomplete and pending receipt of additional documentation and information from the applicant to complete staff's analysis.
18	CO18-17 DA18-17 "Nordahl Road-Diaz Change of Organization" Vallecitos Water District	Robert Barry	Proposal submitted in October 2018 by landowner petition, involves the annexation of an approximately 3.8 acre lot. The submitted proposal application is incomplete and pending receipt of additional documentation and information from the applicant to complete staff's analysis.
ACTIVE POST COMMISSION ACTION			
19	DA18-11 "Lake Henshaw Annexation" Vista Irrigation District (ID)	Linda Zambito	Proposal submitted by resolution of the Vista ID involves annexation of three unincorporated parcels that make up a portion of the Lake Henshaw watershed. The three parcels totaling 88.1 acres are owned by Vista ID and the District wishes to annex the parcels to eliminate the property tax obligations. The affected territory lies outside the sphere. The submitted proposal application has been approved by the Commission as part of the December 3 rd 2018 meeting.
20	RO14-12 RO14-13 "CSA 115 Reorganization" San Miguel FPD (Annexation) Lakeside FPD (Annexation) CSA 115 (Dissolution)	John Traylor	LAFCO received competing proposals from Lakeside and San Miguel Consolidated FPDs in March 2015 to dissolve CSA No. 115 and concurrently annex the 440 acre affected territory to each FPD. The affected territory lies outside of each FPD's sphere. LAFCO proceeded to establish special sphere study areas for both FPDs to include the CSA No. 115 boundary with the FPDs amending their filings into a joint-proposal to divide the annexation of the affected territory generally along Pepper Drive. The proposal was approved by the Commission at the October 1, 2018 meeting with a subsequent protest hearing held on November 8, 2018. No protest was received, and the reorganization is pending recordation upon terms being satisfied.
21	DA18-12 "Austin Drive –Moth Annexation" to the San Diego County Sanitation District	Linda Zambito	Proposal submitted by petition from the landowner John S. Moth to annex 1 parcel and adjacent public right-of-way of approximately 0.90 acres that lies within the unincorporated community of Spring Valley into San Diego County Sanitation District (SDCSD). The affected territory already lies in SDCSD's primary sphere and jurisdictional boundary. The proposal was approved by the Commission at the October 1, 2018 meeting and pending recordation upon terms being satisfied.

SAN DIEGO LAFCO PROPOSAL SUMMARY

File Number	Proposal Name Affected Agencies	Project Manager	Proposal Summary	
22	RO18-08	“Camino Largo Reorganization” (City of Vista)	Linda Zambito	Proposal involves annexation of one parcel totaling approximately 9.3 acres to the City of Vista with concurrent detachment from Vista Fire Protection District. The purpose of the proposal is to facilitate an 8-lot single-family residential subdivision consistent with the City’s adopted tentative map. The affected territory lies within the City’s sphere. The proposal was approved by the Commission on October 1, 2018 and is now pending recordation once all terms are satisfied.
23	RO18-06, RO13-04, RO13-39, & RO15-15	“North Avenue Estates Reorganization” City of Escondido (Annexation) CSA 135 (Detachment) Deer Springs FPD (Detachment)	Robert Barry	Proposal involves annexation of a 34-lot residential development to the City of Escondido. Affected territory spans five parcels totaling 17.96-acres of unincorporated territory located within the Escondido sphere of influence with concurrent detachments from the Deer Springs Fire Protection District (FPD) and CSA No. 135. Three subject parcels are presently developed with single-family residences and receive sewer from Escondido through earlier approved outside service extensions. The remaining two parcels are undeveloped and subject to the referenced development of 34 single-family residences. The proposal was approved by the Commission on October 1, 2018 meeting and is now pending recordation once all terms are satisfied.
24	RO18-09	“Julian – Cuyamaca Fire Protection District Reorganization” Julian – Cuyamaca FPD (Dissolution) County Service Area No. 135 (Fire) (LP expansion; sphere amendment)	John Traylor	Reorganization involves dissolution of the approximate 52,100 acre Julian-Cuyamaca FPD and concurrent authorization for CSA No. 135 to assume fire protection and emergency medical services for the approximate 51,800 acre affected territory. The submitted proposal is incomplete and pending receipt of additional documentation and information from the applicant to complete staff’s analysis. The proposal was approved by the Commission on September 10, 2018 with a subsequent protest hearing held on October 16, 2018. Protest from registered voters is sufficient to require an election and is separately addressed as part of Agenda Item No. 15.
25	LP18-01 SA18-01	“Connemara Drive-Trinh Latent Powers Expansion” Olivenhain MWD (Service-Specific Sphere Amendment; Latent Sewer Power Expansion)	Linda Zambito	Proposal involves expansion of Olivenhain MWD’s activated wastewater LP area to serve an approximately 0.30 acre portion of 17-acre unincorporated parcel to accommodate a new single-family home. An amendment to the OMWD wastewater service-specific sewer sphere to include the proposal area is also required. The proposal was approved by the Commission on June 4, 2018 and is now pending recordation once all terms are satisfied.
26	SS17-10 LP17-10 RO17-10	“Rincon del Diablo MWD LP Sewer Activation/Harmony Grove Village Reorganization” Rincon Del Diablo (Service-Specific Sphere Establishment; Latent Power Activation) San Diego County SD (Detachment)	Robert Barry	This reorganization proposal was submitted by resolution of the Rincon del Diablo Municipal Water District (MWD) and involves activation of the MWD’s latent power for sewer service within the approximate 450 acre Harmony Grove Village (HGV) service area of the San Diego County Sanitation District (SD). The HGV is presently located within the MWD’s service area and sphere of influence for water service. The proposed reorganization would detach the HGV area from the San Diego County SD, establish a service-specific sphere of influence for the detachment area, and activate the MWD’s latent sewer power to assume responsibility for the provision of sewer service within the HGV. The proposal was approved by the Commission on June 4, 2018 and is now pending recordation once all terms are satisfied.

SAN DIEGO LAFCO PROPOSAL SUMMARY

File Number	Proposal Name Affected Agencies	Project Manager	Proposal Summary
PENDING PROPOSAL SUBMITTALS			
27	Pending “Safari Highlands Reorganization” City of Escondido	Robert Barry	This anticipated reorganization proposal is currently undergoing development and environmental review by the City of Escondido with an expected submittal to LAFCO later in 2018. The anticipated proposal involves annexation of approximately 1,098 acres to the City for the primary purpose of developing a 550-lot residential subdivision. All of the affected territory lies outside the current City sphere. Due to the scope of the proposal area a comprehensive update of the City’s sphere is warranted along with preparing the supporting municipal service review document. These and issues have been communicated to the City and are currently under joint-review with other stakeholders.
28	Pending “Rancho Lomas Verde Reorganization” City of Vista	Robert Barry	This anticipated reorganization involves annexation of approximately 300 acres to the City of Vista and concurrent detachments from CSA 135 and the Vista FPD to facilitate a 153-lot residential development. Close to three-fourths of the project area lies outside the current City sphere. Due to the scope of the proposal area a comprehensive update of the City’s sphere is warranted along with preparing the supporting municipal service review document. These and issues have been communicated to the City and are currently under joint-review with other stakeholders.
29	Pending “Sager Ranch Reorganization” City of Escondido	Robert Barry	This anticipated reorganization involves annexation of approximate 1,800 acres to the City of Escondido and concurrent detachments from CSA 135 and the Valley Center FPD. The reorganization would facilitate the development of approximately 200 acres to include 203 residential units and a 225-room resort. Portions of the project area lies outside the current City sphere. Due to the scope of the proposal area a comprehensive update of the City’s sphere is warranted along with preparing the supporting municipal service review document. These and issues have been communicated to the City and are currently under joint-review with other stakeholders.
30	Pending Valiano Specific Plan (TM-5575)	Robert Barry	This anticipated reorganization involves the Eden Hills project and specific to accommodating sewer services (among a variety of options) for the planned development of approximately 239 acres to include 326 residential units.
31	Pending Harmony Grove Village South (TM-626)	Robert Barry	This anticipated reorganization involves the Harmony Grove Village South project and specific to accommodating sewer services (among a variety of options) for the planned development of approximately 111 acres to include 453 residential units.

**Special Districts
 Advisory Committee**

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AGENDA REPORT
 Business | Action

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Kimberly Thorner, Chair
 Olivenhain Municipal Water

Julie Nygaard, Vice Chair
 Tri-City Healthcare

Members

Gary Arant
 Valley Center Municipal Water

Jack Bebee
 Fallbrook Public Utility

Bill Haynor
 Whispering Palms CSD

Tom Kennedy
 Rainbow Municipal Water

Erin Lump
 Rincon Diablo Municipal Water

Tony Michel
 Rancho Santa Fe Fire

John Pastore
 Rancho Santa Fe CSD

Tom Pocklington
 Bonita-Sunnyside Fire

Mark Robak
 Otay Water

Augie Scalzitti
 Padre Dam Municipal Water

Joel Scalzitti
 Helix Water

Dennis Sheppard
 North County Cemetery

Robert Thomas
 Pomerado Cemetery

Teresa Thomas
 South Bay Irrigation

December 14, 2018

TO: Special Districts Advisory Committee

FROM: Tamaron Lockett, Executive Assistant

SUBJECT: Selection of Chair and Vice Chair for 2019

SUMMARY

The San Diego Special Districts Advisory Committee (“Committee”) will consider making officer appointments involving the Chair and Vice Chair positions for the 2019 calendar year.

DISCUSSION

The Committee’s adopted policies call for the annual selection of a Chair and Vice Chair at the December meeting. Terms are one-year. Key duties include working with the Executive Officer in setting meeting agendas as well as assigning members to committees. Recent appointments follow.

Year	Chair	Vice Chair
2014	Tom Pocklington	Kimberly Thorner
2015	Kimberly Thorner	Judy Hanson
2016	Kimberly Thorner	Julie Nygaard
2017	Kimberly Thorner	Julie Nygaard
2018	Kimberly Thorner	Julie Nygaard

ANALYSIS

The Committee’s adopted policies provide the membership broad discretion in selecting a Chair and Vice Chair each year; there is no formal rotation or otherwise slotting system. However, it has been the Committee’s standing practice to either reappoint the Chair and Vice Chair and/or promote the Vice Chair with the latter necessitating a follow up appointment.

RECOMMENDATION

It is recommended the Committee consider the merits of proceeding with past practice in selecting a Chair and Vice Chair as described in the preceding section.

ALTERNATIVES FOR ACTION

The following alternatives are available to the Committee in considering this item:

Alternative One (recommended)

Make appointments to the Chair and Vice Chair positions as appropriate.

Alternative Two

Continue the item to a future meeting and provide direction to staff with respect to any additional analysis or information requested.

PROCEDURES

This item has been placed on the agenda for action as part of the business calendar. The following procedures, accordingly, are recommended in the consideration of this item:

- 1) Receive verbal report from staff unless waived;
- 2) Invite comments from interested audience members (voluntary); and
- 3) Discuss item and consider action on recommendation.

Respectfully,



Tamaron Lockett
Executive Assistant