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AGENDA REPORT
Consent | Action

August 6, 2018

TO: San Diego Commissioners

FROM: Keene Simonds, Executive Officer

SUBJECT: Progress Report on 2018-2019 Workplan

SUMMARY

The San Diego Local Agency Formation Commission (LAFCO) will receive a progress report on accomplishing specific projects established as part of the adopted workplan for 2018-2019. This includes noting through the first month of the fiscal year close to one-half of the two-dozen plus projects are now underway. This active work is highlighted by a comprehensive fee schedule update and regional municipal service review for the Vista region. The report is being presented to the Commission to receive and file as well as to discuss any related items or request revisions for future consideration.

BACKGROUND

2018-2019 Workplan

San Diego LAFCO's ("Commission") current fiscal year workplan was adopted at a noticed public hearing held on April 2, 2018. The workplan includes 25 projects and divided into two distinct categories – statutory and administrative – with one of three priority rankings: high; moderate; or low. The underlying intent of the workplan is to serve as a management tool to allocate Commission resources in an accountable and transparent manner over the corresponding 12 month period. Further, while it is a stand-alone document, the workplan should be reviewed in relationship to the adopted operating budget given the planned goals and activities are facilitated and/or limited accordingly.

DISCUSSION

This item provides San Diego LAFCO with its first status update on the 25 targeted projects established for the fiscal year with specific emphasis on the “top ten”: the projects that represent the highest priority activities to complete during the fiscal year.¹ This includes identifying the projects that are now underway and nearing completion. This item is being presented for the Commission to formally receive and file while also providing the membership the opportunity to ask questions and – as needed – suggest revisions. A copy of the workplan with status notations is provided as Attachment One.

ANALYSIS

San Diego LAFCO has initiated work on 12 of the projects included in the adopted workplan and represents almost one-half – or 48% – of the total through one month of the new fiscal year. Underway work includes six of the high priority projects and marked by a regional municipal service review for the Vista region and a comprehensive fee schedule update; the latter of which is expected to be presented in draft form in October. Other notable projects underway include recently entering into an agreement with Leaf and Cole (San Diego) to provide various accounting services – including creating a scaled chart of accounts – and initiating a request for proposals for a new website design.

RECOMMENDATION

It is recommended San Diego LAFCO receive and file the item with the invitation to discuss and/or request revisions for future consideration. This recommendation would be accommodated by taking the actions outlined in the succeeding section as Alternative One.

ALTERNATIVES FOR ACTION

The following alternatives are available to San Diego LAFCO:

Alternative One (Recommended):

Receive and file the report as presented.

Alternative Two:

Continue consideration of the report to a future meeting and provide direction to staff for more information as needed.

(over)

¹ The presentation of a progress report on the workplan is a new practice at San Diego LAFCO. It is intended to provide the Commission a real-time update on priority projects and – as needed – make revisions.

San Diego LAFCO

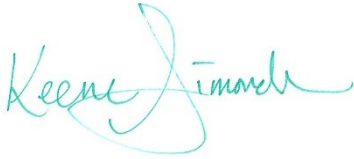
August 6, 2018 Regular Meeting

Agenda Item No. 4 | Progress Report on 2018-2019 Workplan

PROCEDURES

This item has been placed on the San Diego LAFCO's agenda as part of the consent calendar. A successful motion to approve the consent calendar will include taking affirmative action on the staff recommendation unless otherwise specified by the Commission.

Respectfully,



Keene Simonds
Executive Officer

Attachment:

- 1) 2018-2019 Workplan with Notations

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San Diego Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

2018-19 Workplan | Final

Introduction:

Local Agency Formation Commissions' (LAFCOs) operate under the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2001 ("CKH") and are delegated broad regulatory and planning responsibilities by the Legislature to oversee the formation and subsequent development of local government agencies and their municipal service areas. Common regulatory functions include approving boundary change and outside service requests. Common planning functions include preparing studies to independently evaluate the availability, performance, and need for urban services and establishing spheres of influence – which are the Legislature's version of urban growth boundaries and gatekeepers to future boundary changes – for all cities and special districts. All regulatory and planning activities undertaken by LAFCOs may be conditioned and must be consistent with policies and procedures.

Objective:

This document represents San Diego LAFCO's ("Commission") formal 2018-19 Workplan. The Workplan draws on the recommendations of the Executive Officer as vetted and approved by the Commission. The Workplan is divided into two distinct categories – statutory and administrative – with one of three priority rankings: high; moderate; or low. The underlying intent of the Workplan is to serve as a management tool to allocate Commission resources in an accountable and transparent manner over the 12-month period. Further, while it is a stand-alone document, the Workplan should be reviewed in relationship to the adopted operating budget given the planned goals and activities are facilitated and or limited accordingly. Additionally, and as needed, the Commission reserves discretion to amend the Workplan during the fiscal year to address changes in resources and or priorities as needed.

Executive Summary:

The 2018-19 Workplan continues to guide the Commission to prioritize resources in addressing statutory duties and responsibilities. Most notably, this includes allocating sufficient resources to process several prominent reorganizations as well as initiating a new round of municipal service reviews beginning in the mid-county region. Notable new administrative projects include completing a job class/salary schedule review and fee schedule update as well as designing a new website and transitioning to e-agenda packets. A limited number of projects have also been identified as low priorities with the policy intention for the Commission to address – such as updating the application packet and establishing social media policies and protocols – as resources allow.

Priority	Level	Type	Project	Key Issues	Status
1	High	Statutory	Reorganizations on File	Prominent proposals on file involve Julian-Cuyamaca FPD, CSA No. 115, and San Marcos	U
2	High	Statutory	Expected Reorganizations	Escondido (Safari Highlands), Vista (Lomas Verdes), Rincon (Harmony Grove South and Valiano)	U
3	High	Administrative	Targeted LAFCO Presentations	Engage stakeholders; emphasis on informing stakeholders ahead of MSR work	U
4	High	Administrative	Fill Budgeted Positions	Recruitments for three new analysts and related training and development	U
5	High	Administrative	Job Class and Salary Review	Specific to non-executive positions; first review in 10 years; focus on alignment and retention	U
6	High	Statutory	MSR SOI City of Escondido Region	Per Study Schedule; includes Escondido, Deer Springs FPD, and Rincon del Diablo MWD	P
7	High	Statutory	MSR SOI City of San Marcos Region	Per Study Schedule; includes San Marcos, San Marcos FPD, and Vallecitos WD	P
8	High	Statutory	MSR SOI City of Vista Region	Per Study Schedule; Includes Vista, Vista ID, Vista FPD, and Buena Sanitation	U
9	High	Administrative	Policy Reviews: Reserves and Ag Protection	Explore and pursue changes to reflect best practices an membership preferences	P
10	High	Administrative	Fee Schedule Update	First update since early 2000s; ensure appropriate cost-recovery and establish hourly staff rates	U
11	Moderate	Administrative	MOU Update with County	Existing MOU from 1974; update to reflect current agency relationships/needs	P
12	Moderate	Administrative	E-Agenda Packets	Simplify agenda packet production and reduce material (paper, ink, etc.) consumption	P
13	Moderate	Statutory	MSR SOI Julian Region	Per Study Schedule; includes Julian-Cuyamaca FPD, Julian CSD, and several others	U
14	Moderate	Administrative	Bookkeeping Services	Quality insurance measure; reconcile statements and create scaled chart of accounts for LAFCO	U
15	Moderate	Administrative	2017-18 Audit	Best practice; follow up on previous audit recommendations (Item No. 14)	P
16	Moderate	Administrative	Website Update	Design and launch new website; simplify and improve content management system	U
17	Moderate	Statutory	MSR SOI SD County Sanitation District	Includes multiple community wastewater service areas	P
18	Moderate	Administrative	CALAFCO Southern LAFCOs	Participate and provide leadership within CALAFCO and in southern region	U
19	Moderate	Administrative	Digital Archiving	Restart project to digitize LAFCO records; incorporate online public access (Item No. 16)	P
20	Low	Administrative	Agency Logo	Branding; establish agency logo for use on letterhead and other communications	U
21	Low	Administrative	Informational Report on SGMA	Focus in North County; examine State Groundwater Management Act implementation issues	P
22	Low	Statutory	Informational Report on JPAs	Follow up to SB 1266 and requirement for municipal-serving JPAs to file with LAFCOs	P
23	Low	Administrative	Update Application Packet	Streamline existing packet to be more user-friendly; address new statutory requirements	P
24	Low	Administrative	Local Agency Directory	User-friendly publication identifying and summarizing local governmental agencies and services	P
25	Low	Administrative	Social Media Policies and Protocols	Expand outreach to capture alternate media forums	P

Status Notations:

C: Completed

U: Underway

P: Pending