



San Diego County
Local Agency Formation Commission
 Regional Service Planning | Subdivision of the State of California

6

AGENDA REPORT
 Consent | Action

May 6, 2019

TO: Commissioners
FROM: Keene Simonds, Executive Officer
SUBJECT: **Progress Report on 2018-2019 Workplan**

SUMMARY

The San Diego County Local Agency Formation Commission (LAFCO) will receive a progress report on accomplishing current workplan projects. This includes noting to date more than four-fifths of all high and moderate priority projects have been initiated with several either already completed or near completion. Completed projects include finishing both high priority proposals established for the fiscal year, filing all budgeted staff positions, and updating the fee schedule. Projects nearing completion include scheduled municipal service reviews on the Julian region and San Diego County Sanitation District. The report is being presented to the Commission to receive and file.

BACKGROUND

2018-2019 Workplan

San Diego LAFCO’s (Commission) current fiscal year workplan includes 25 projects and divided into 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 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 to address changes in resources and or priorities as well to continue projects into subsequent fiscal years.

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DISCUSSION

This item provides San Diego LAFCO with a status update on the 25 targeted projects established in the workplan for the fiscal year. This includes staff assigning one of four status categories to projects ranging from pending to complete and detailed in Attachment One. The item is being presented for the Commission to formally receive and file while also providing the membership the opportunity to provide direction to staff going forward.

ANALYSIS

San Diego LAFCO is generally proceeding as planned with 85% of all high and moderate priority projects having been initiated through the first 10 months of the fiscal year with several either already completed or near completion. Completed projects include filling two analyst positions, establishing new bookkeeping procedures, adopting a comprehensive update to the fee schedule, and – most significantly in terms of time demands – both high priority proposals targeted for the fiscal year involving the Julian-Cuyamaca Fire Protection District and County Service Area No. 115. Work on the scheduled municipal service reviews is also beginning to advance with two – Julian Region and San Diego County Sanitation District – expected to be completed shortly. The remaining three scheduled municipal service reviews involving the Escondido, Vista, and San Marcos Regions, however, remain behind and primarily attributed to onboarding new staff paired with expanding the documents' scope and scale. The substantive result is the expectation all three municipal service reviews will extend well into the next fiscal year, and as such will be recommended for inclusion in an amended workplan for 2019-2020 for action at the June meeting.

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 through a single motion:

Alternative One (recommended):

Receive and file the report as presented.

Alternative Two:

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

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 Status Notations

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San Diego County Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

2018-19 Workplan

Introduction:

Local Agency Formation Commissions' (LAFCOs) operate under the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2001 ("CKH") and are delegated 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 jurisdictional changes 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 jurisdictional 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 a 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 and to carry-forward projects into subsequent years.

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 on file 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 with the remainder to continue into the next fiscal year.

Priority	Level	Type	Project	Key Issues	Status: 5-6-19
1	High	Statutory	Exiting High Priority Proposals on File	Julian-Cuyamaca FPD and CSA No. 115	Complete
2	High	Statutory	Expected High Priority Proposals	Escondido (Safari Highlands), Vista (Lomas Verdes), Rincon (Harmony Grove South and Valiano)	Pending
3	High	Administrative	Targeted LAFCO Presentations	Engage stakeholders; emphasis on informing stakeholders ahead of MSR work	Complete
4	High	Administrative	Fill Budgeted Positions	Recruitments for three new analysts and related training and development	Complete
5	High	Administrative	Job Class and Salary Review	Specific to non-executive positions; first review in 10 years; focus on alignment and retention	Near Completion
6	High	Statutory	MSR SOI City of Escondido Region	Per Study Schedule; includes Escondido, Deer Springs FPD, and Rincon del Diablo MWD	Underway
7	High	Statutory	MSR SOI City of San Marcos Region	Per Study Schedule; includes San Marcos, San Marcos FPD, and Vallecitos WD	Underway
8	High	Statutory	MSR SOI City of Vista Region	Per Study Schedule; Includes Vista, Vista ID, Vista FPD, and Buena Sanitation	Underway
9	High	Administrative	Policy Reviews: Reserves and Ag Protection	Explore and pursue changes to reflect best practices and membership preferences	Near Completion
10	High	Administrative	Fee Schedule Update	First update since early 2000s; ensure appropriate cost-recovery and establish hourly staff rates	Complete
11	Moderate	Administrative	MOU Update with County	Existing MOU from 1974; update to reflect current agency relationships/needs	Pending
12	Moderate	Administrative	E-Agenda Packets	Simplify agenda packet production and reduce material (paper, ink, etc.) consumption	Near Completion
13	Moderate	Statutory	MSR SOI Julian Region	Per Study Schedule; includes Julian-Cuyamaca FPD, Julian CSD, and several others	Near Completion
14	Moderate	Administrative	Establish Bookkeeping Services	Quality insurance measure; reconcile statements and create scaled chart of accounts for LAFCO	Complete
15	Moderate	Administrative	2017-18 Audit	Best practice; follow up on previous audit recommendations (Item No. 14)	Complete
16	Moderate	Administrative	Website Update	Design and launch new website; simplify and improve content management system	Near Completion
17	Moderate	Statutory	MSR SOI SD County Sanitation District	Includes multiple community wastewater service areas	Near Completion
18	Moderate	Administrative	CALAFCO Southern LAFCOs	Participate and provide leadership within CALAFCO and in southern region	Complete
19	Moderate	Administrative	Agency Logo	Branding; establish agency logo for use on letterhead and other communications	Complete
20	Moderate	Administrative	Digital Archiving 2.0	Restart project to digitize LAFCO records; incorporate online public access (Item No. 16)	Pending
21	Low	Administrative	Informational Report on SGMA	Focus in North County; examine State Groundwater Management Act implementation issues	Pending
22	Low	Statutory	Informational Report on JPAs	Follow up to SB 1266 and requirement for municipal-serving JPAs to file with LAFCOs	Pending
23	Low	Administrative	Update Application Packet	Streamline existing packet to be more user-friendly; address new statutory requirements	Pending
24	Low	Administrative	SOI/MSR Annual Report	Prepare annual report to serve as living record of all sphere actions in San Diego County	Complete
25	Low	Administrative	Social Media Policies and Protocols	Expand outreach to capture alternate media forums	Pending