



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

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**AGENDA REPORT**  
 Consent | Action

May 4, 2020

**TO:** Commissioners  
**FROM:** Keene Simonds, Executive Officer  
**SUBJECT:** Progress Report on 2019-2020 Workplan

**SUMMARY**

The San Diego County Local Agency Formation Commission (LAFCO) will receive a progress report on accomplishing specific projects included in the adopted workplan for 2019-2020. The report notes more than four-fifths of all workplan projects have been initiated with 14 of the 27 either completed or nearing completion. The former category – notably – includes completing four municipal service reviews with the most recent involving County Service Area No. 135 and its activate public radio communication and fire protection functions. The report is being presented to the Commission to receive and file and to provide related direction.

**BACKGROUND**

**2019-2020 Workplan**

San Diego LAFCO’s current fiscal year workplan was adopted at a noticed public hearing held on April 3, 2019. The workplan includes 27 projects and divided into two distinct categories – statutory and administrative – with one of three priority rankings: high; moderate; or low. The intent of the workplan is to serve as a management tool to allocate resources over the 12-month period and track performance. Towards this end, the Commission reserves discretion to amend the workplan to address changes in priorities or resources as well as to continue projects into subsequent fiscal years.

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## **DISCUSSION**

This item provides San Diego LAFCO with its regular status update on the 27 targeted projects formally established 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 receive and file as well as provide general direction on listed projects. The item also provides the Commission the opportunity to discuss the merits of new projects and/or amendments for future consideration.

## **ANALYSIS**

San Diego LAFCO has generally proceeded as planned during the fiscal year and this includes initiating work on 22 of the 27 projects in the adopted workplan, which represents more than four-fifths – or 81% – of the total through May. Eleven projects are now complete and includes four municipal service reviews covering the San Diego County Sanitation District and County Service Area No. 135 as well as the Escondido (Part I) and Valley Center regions. Overall, staff anticipates work on 14 of the 27 projects being completed by the end of this fiscal year with the remaining items already added to the next fiscal year workplan.

## **RECOMMENDATION**

It is recommended San Diego LAFCO receive and file the item with the invitation to discuss as needed. This recommendation would be accommodated by taking the actions outlined in the proceeding 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 item as presented.

Alternative Two:

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

Alternate Three:

Take no action.

## 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) 2019-2020 Workplan with Status Notations

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# San Diego County Local Agency Formation Commission

## Regional Service Planning | Subdivision of the State of California

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### 2019-2020 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 and updating 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 2019-2020 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 2019-2020 Workplan continues to guide the Commission to prioritize resources in addressing statutory duties and responsibilities. This includes continuing work on existing projects established – but not yet completed – from earlier fiscal years and marked by completing municipal service reviews for the Vista and San Marcos regions. New priority municipal service reviews involving the Fallbrook region, resource conservation services, and County Service Area No. 135 are also included as well as performing a policy review on outside service extensions. Other high priority projects include working with the County of San Diego to update an existing memorandum of understanding between the two agencies and preparing separate policy reviews on agricultural preservation and outside service extensions.

Priority	Level	Type	Project	Description and Key Issues	Status
Continual	...	Statutory	High Priority Proposals	San Marcos (Highlands), Escondido (Safari Highlands), et al.	Ongoing
Continual	...	Administrative	Targeted LAFCO Presentations	Public outreach; emphasis on informing stakeholders ahead of MSR work	Ongoing
1	High	Statutory	MSR   Fallbrook Region	Fallbrook PUD, Rainbow MWD, San Luis Rey MWD, & North County FPD; address latent power query by Fallbrook PUD	Underway
2	High	Statutory	MSR   Resource Conservation	Mission RCD, Upper San Luis Rey RCD, & Greater San Diego; address 56133 issues and consolidation opportunities	Underway
3	High	Statutory	MSR   CSA No. 135	Agency-specific review; explore governance options given County Charter amendment codifying fire protection services	<b>Completed</b>
4	High	Administrative	MOU with County	Update and expand current MOU from 1974; reflect current agency relationships and needs	<b>Near Completion</b>
5	High	Statutory	MSR   San Marcos Region	San Marcos, San Marcos FPD, and Vallecitos WD	Underway
6	High	Statutory	MSR   Vista Region	Vista, Vista ID, Vista FPD, and Buena Sanitation	Underway
7	High	Administrative	Policy Review   Outside Services	Update polices involving outside service extensions under 56133; establish local definitions and exemptions	Pending
8	High	Administrative	Cities Advisory Committee	Re-establish dormant Cities Advisory Committee in conjunction with informing Study Schedule and other germane topics	<b>Completed</b>
9	High	Statutory	MSR   Escondido Region	Rincon del Diablo MWD and Deer Springs FPD (Part I) and Escondido (Part II)	<b>Near Completion</b>
10	High	Statutory	MSR   SD County Sanitation District	Multiple community wastewater systems located throughout San Diego County	<b>Completed</b>
11	High	Administrative	Job Class and Salary Review	Specific to non-executive positions; focus on alignment and retention	<b>Near Completion</b>
12	High	Administrative	Policy Review   Ag Policy	Update existing policies and procedures involving agricultural preservation; incorporate stakeholder outreach	Underway
13	Moderate	Administrative	RFP for Auditing Services	Complete competitive proposal process to select new outside consultant to provide outside auditing services	<b>Completed</b>
14	Moderate	Administrative	2018-2019 Audit	Issue financial statements for 2018-2019; best practice and preceded by RFP (Item No. 13)	<b>Completed</b>
15	Moderate	Statutory	MSR   Pauma Valley	Pauma MWD, Pauma CSD, Yuima MWD, Mootamai MWD, and Rincon Ranch CSD	Underway
16	Moderate	Statutory	MSR   Valley Center Region	Valley Center MWD, Valley Center CSD, and Valley Center FPD	<b>Completed</b>
17	Moderate	Statutory	MSR   Poway Region	Review is agency-specific to Poway	Underway
18	Moderate	Statutory	MSR   Ramona Region	Review is agency-specific to Ramona MWD	Underway
19	Moderate	Administrative	Update Application Procedures	Streamline existing packet to be more user-friendly; address new statutory requirements	Pending
20	Moderate	Administrative	Districts Advisory Committee	Conduct no less than two quarterly meetings and solicit feedback on germane topics	<b>Completed</b>
21	Moderate	Administrative	Video Recording	Establish video recording of Commission meetings and online posting to expand community outreach	<b>Completed</b>
22	Moderate	Administrative	CALAFCO	Participate in CALAFCO through the Board, Leg Committee, and Annual Workshop and Conference	<b>Completed</b>
23	Low	Administrative	Informational Report on SGMA	State Groundwater Management Act (SGMA) implementation in San Diego County relative to LAFCO duties/interests	Pending
24	Low	Administrative	SOI/MSR Annual Report	Prepare annual report to serve as living record of all sphere actions in San Diego County	<b>Completed</b>
25	Low	Administrative	LAFCO Brochure	Branding tool for distribution to State and other local agencies	<b>Completed</b>
26	Low	Administrative	Local Agency Directory	User-friendly publication identifying local governmental agencies under LAFCO oversight in San Diego County	Pending
27	Low	Administrative	Social Media Policies and Protocols	Establish policies and procedures to expand outreach to capture alternate media forums; link with new website	Pending