



San Diego County Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

REGULAR MEETING AGENDA

SAN DIEGO COUNTY LOCAL AGENCY FORMATION COMMISSION

MONDAY, MARCH 1, 2021

VIDEOCONFERENCE ATTENDANCE ONLY

Chair Andy Vanderlaan
Vice Chair Jim Desmond

Executive Officer Keene Simonds
Commission Counsel Holly O. Whatley

County of San Diego	Cities	City of San Diego	Special Districts	General Public
Jim Desmond	Mary Salas	Chris Cate	Jo MacKenzie	Andy Vanderlaan
Nora Vargas	Bill Wells	Marni von Wilpert	Barry Willis	Harry Mathis
Joel Anderson	Paul McNamara		Vacant	

Consistent with the Governor's Executive Order N-29-20, the March 1, 2021 meeting will occur remotely through videoconferencing. The public may watch the meeting live using the link on our website home page (www.sdlafco.org).

The public may submit comments remotely and/or register to speak by:

1. Submitting an eComment at www.sdlafco.org prior to 4:00 P.M. on Friday, February 26, 2021
 - These comments will be distributed and posted online ahead of the meeting
 - This includes the option to request a call-in to directly comment during the meeting
2. Emailing erica.blom@sdcountry.ca.gov during the meeting on Monday, March 1, 2021
 - These comments will be read by staff into the record and subject to a three-minute limit

1. CALL TO ORDER AND ROLL CALL – 9:00 A.M.

2. PLEDGE OF ALLEGIANCE

3. AGENDA REVIEW

The Chair will confirm with the Executive Officer if any changes to the agenda are needed.

4. PUBLIC COMMENT AND RELATED REQUESTS

Opportunity for members of the public to address the Commission on any subject matter within the Commission's jurisdiction but not an item listed on the agenda. Each speaker's presentation may not exceed three minutes. This is also an opportunity for members of the public to request discussion on any items listed under the consent calendar.

5. 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 Commissioner requests to pull an item for discussion before entertaining a motion.

a) **Approval of Meeting Minutes for February 1, 2021 (action)**

The Commission will consider approving action minutes prepared by the Commission Clerk for the February 1, 2021 regular meeting. Recommendation to approve. (Pages 5-16)

b) **Commission Ratification | Recorded Payments for January 2021 (action)**

The Commission will review a report identifying all payments received and made for the month of January 2021. The payments are being presented to the Commission for formal ratification. Recommendation to receive and ratify. (Pages 17-22)

c) **Proposed “Lakeside Water District-Riverford Road Reorganization” |**

Concurrent Annexation to the Lakeside Water District and Detachment from the Padre Dam Municipal Water District (RO20-19) (action)

The Commission will consider a reorganization proposal filed by the Lakeside Water District to annex approximately 5.0 unincorporated acres for purposes of achieving cost-savings by eliminating property taxes on the District owned parcel. A concurrent detachment from the Padre Dam Municipal Water District is also proposed. Staff recommends approval with a modification to include 0.6 acres of nearby public right-of-way. Standard terms are also recommended along with waiving protest proceedings. The subject parcel is identified as 382-260-14-00. (Pages 23-56)

d) **Progress Report on 2020-2021 Workplan (action)**

The Commission will receive a progress report on the adopted workplan for 2020-2021 and its two dozen plus projects. Recommendation to file along with any related direction. (Pages 57-62)

e) **Current Proposals and Related Activities (information)**

The Commission will receive a report identifying active proposals on file as well as a summary of pending proposal submittals. The item is for information and concurrently serves as notice to local agencies of all landowner/voter petition proposal filings. Information only. (Pages 63-76)

6. PUBLIC HEARING ITEMS

Public hearing items require expanded public notification per provisions in State law or have been voluntarily scheduled by the Executive Officer to ensure opportunity for public input.

a) **Adoption of a Draft Workplan and Budget for 2021-2022 (action)**

The Commission will consider recommendations from the Executive Officer in adopting a draft workplan and budget for 2021-2022. The draft workplan outlines 30 specific project goals ranging in priority from “high” to “low” with several continued from the current fiscal year. The draft budget draws on the workplan and tallies \$1.941 million in operating expenses and represents a net increase of 1.3%. A matching amount of revenues are also budgeted with one notable internal distinction; agency contributions are set to decrease by (3.7%) with the aid of drawing down reserves by one-tenth given economic conditions. Recommendation to approve. (Pages 77-88)

b) **Proposed “Rancho Corrido RV Park Reorganization” | - CANCELLED -**

Concurrent Annexations to Yuima Municipal Water District, County Water Authority, and Metropolitan Water District with Conforming Sphere Amendments (RO20-21 et al.)

This proposal was previously noticed but has been cancelled by the Executive Officer. The proposal involves the establishment of public water service for the 120-unit Rancho Corrido RV Park in Pauma Valley and will be renoticed for hearing on April 5, 2021.

7. BUSINESS CALENDAR

Business items involve regulatory, planning, or administrative items that do not require a hearing.

a) Proposed Addition to Personnel Rules | Employee Telecommuting (action)

The Commission will consider approving an addition to the Commission's Rule No. 6 and its provisions outlining personnel policies to address employee teleworking. It is recommended the Commission approve the proposed policy addition as presented with any identified changes as well as make related changes to supporting definitions. (Pages 89-114)

b) Proposed Addition to Administrative Policy | Social Media Use (action)

The Commission will consider approving an addition to the Administrative Policy to accommodate and guide social media uses. It is recommended the Commission approve the proposed addition as presented with any identified changes. (Pages 115-122)

c) Creating an Ad Hoc Committee on Office Space Options and Needs (action)

The Commission will consider forming and tasking a committee of its members to advise on office space needs and options ahead of its current office lease with the County of San Diego expiring in late August 2021. (Pages 123-126)

8. EXECUTIVE OFFICER REPORT

9. COMMISSIONER ANNOUNCEMENTS | REQUESTS FOR FUTURE ITEMS

10. CLOSED SESSION

None

11. ADJOURNMENT TO NEXT MEETING

April 5, 2021

Attest to Posting:

Tamaron Lockett
Commission Clerk

All associated agenda reports are available for viewing at www.sdlafco.org.

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 business days prior to the meeting for any accommodations.

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San Diego County Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

5a

AGENDA REPORT Consent | Action

March 1, 2021

TO: Commissioners

FROM: Erica Blom, Administrative Assistant

SUBJECT: Approval of Meeting Minutes for February 1, 2021

SUMMARY

The San Diego County Local Agency Formation Commission (LAFCO) will consider draft minutes prepared for the regular meeting held on Monday, February 1, 2021. The minutes are in action-form and being presented for formal approval with any desired corrections or clarifications as requested by the Commission.

BACKGROUND

The Ralph M. Brown Act was enacted by the State Legislature in 1953 and – among other items – requires public agencies to maintain written minutes for qualifying meetings.

DISCUSSION

This item is for San Diego LAFCO to consider approving action minutes for the February 1, 2021 regular meeting. The attendance record for the meeting follows.

- All regular Commissioners were present.
- All alternate Commissioners were present except Joel Anderson (County of San Diego).

Administration Keene Simonds, Executive Officer County Operations Center 9335 Hazard Way, Suite 200 San Diego, California 92123 T 858.614.7755 F 858.614.7766 www.sdlafco.org	Vice Chair Jim Desmond County of San Diego	Mary Casillas Salas City of Chula Vista	Chris Cate City of San Diego	Jo MacKenzie Vista Irrigation	Chair Andy Vanderlaan General Public
	Nora Vargas County of San Diego	Bill Wells City of El Cajon	Marni von Wilpert, Alt. City of San Diego	Barry Willis Alpine Fire Protection	Harry Mathis, Alt. General Public
	Joel Anderson, Alt. County of San Diego	Paul McNamara, Alt. City of Imperial Beach		Vacant, Alt. Special District	

ANALYSIS

The attached draft minutes for the February 1, 2021 regular meeting accurately reflect San Diego LAFCO's deliberations as recorded by staff. A video recording of the meeting has also been posted on the Commission's website (www.sdlafco.org).

RECOMMENDATION

It is recommended San Diego LAFCO approve the draft minutes prepared for the February 1, 2021 regular meeting as presented. This recommendation is consistent with Alternative One in the proceeding section.

ALTERNATIVES FOR ACTION

The following alternatives are available to San Diego LAFCO:

Alternative One (recommended):

Approve the draft minutes prepared for the February 1, 2021 regular meeting with any desired corrections or clarifications.

Alternative Two:

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

PROCEDURES

This item has been placed on 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 as provided unless otherwise specified by the Commission.

Respectfully,



Erica Blom
Administrative Assistant

Attachment:

- 1) Draft Meeting Minutes for February 1, 2021

**DRAFT MINUTES
SAN DIEGO LAFCO
February 1, 2021 REGULAR MEETING**

**Via Videoconference Only
Per Governor's Executive Order N-29-20**

1. CALL TO ORDER

The regular meeting was called to order by videoconference at 9:02 a.m. by Chair Vanderlaan.

Item 1a

Introduction of New Members

Chair Vanderlaan welcomed new Commissioners Chris Cate with the City of San Diego, Nora Vargas with the County of San Diego, Joel Anderson with the County of San Diego, and Marni von Wilpert with the City of San Diego.

Item 1b

Roll Call

The Commission Secretary performed the roll call with the following attendance recorded.

Regulars Present: Chris Cate, City of San Diego
Jim Desmond, County of San Diego (VICE CHAIR)
Jo MacKenzie, Vista Irrigation District (left at 11:07 a.m.)
Mary Casillas Salas, City of Chula Vista
Andy Vanderlaan, Public (CHAIR)
Nora Vargas, County of San Diego (arrived at 9:40 a.m.)
Bill Wells, City of El Cajon
Barry Willis, Alpine Fire Protection District

Alternates Present: Erin Lump, Rincon del Diablo Municipal Water District
Harry Mathis, Public
Paul McNamara, City of Escondido
Marni von Wilpert, City of San Diego (left at 10:15 a.m.)

Members Absent: Joel Anderson, County of San Diego (alternate)

The Commission Secretary confirmed a virtual quorum was present with seven voting members with the eighth – Commissioner Vargas – expected to join shortly. Also present at the virtual dais were Executive Officer Keene Simonds, Commission Counsel Holly Whatley, Chief Policy Analyst Robert Barry, Local Government Analyst II Linda Heckenkamp, Local Government Analyst I Priscilla Allen, and Administrative Assistant Erica Blom serving as the Commission Secretary.

2. PLEDGE OF ALLEGIANCE

Commissioner MacKenzie led meeting attendees in the Pledge of Allegiance.

3. AGENDA REVIEW AND RELATED REQUESTS

Executive Officer Keene Simonds stated one change was necessary and involved pulling Agenda Item 7a (Draft Municipal Service Review on the Poway Region) for additional analyses and to return at a future meeting. The Executive Officer also noted the meeting was being live streamed and instructions for the public to participate in real-time were provided on the agenda.

4. PUBLIC COMMENT

Chair Vanderlaan invited anyone from the public to address the Commission on a matter not related to an agenda item. The Commission Secretary confirmed no members of the public had registered to address the Commission. The Commission Secretary also confirmed there were no live e-mail comments received for public comment.

5. CONSENT ITEMS

Item 5a

Approval of Meeting Minutes for December 7, 2020

Item presented to approve draft action minutes prepared for the Commission's December 7, 2020 regular meeting. Recommendation to approve.

Item 5b

Commission Ratification | Recorded Payment for November and December 2020

Item presented to ratify recorded payments made and received by the Executive Officer for the months of November and December 2020. Recommendation to ratify.

Item 5c

Budget Update for 2020-2021 | 2nd Quarter Actuals with Year-End Projections

Item presented to accept and file a quarterly report comparing budgeted and actual expense and revenue transactions for 2020-2021 through the second quarter with related projections. Recommendation to accept and file.

Item 5d

Protest Hearing Results |

"Valley Center Community Services District Reorganization" (RO20-13)

Item presented to receive the results of the protest hearing held for the "Valley Center Community Services District Reorganization". This proposal was conditionally approved by the Commission on November 2, 2020 and involves the dissolution of the Valley Center Community Services District and termination of its park and recreation function and concurrent formation of County Service Area No. 138 as the designated successor agency. The noticed protest hearing was held by staff on December 3, 2020 without generating written opposition from affected landowners or voters. Recommendation to receive the protest results and set the effective date of the reorganization for March 1, 2021.

CONSENT ITEMS CONTINUED...

Item 5e

Progress Report on Adopted Annual Workplan and Proposed Amendment

Item presented to receive a progress report on accomplishing specific projects in the adopted workplan for 2020-2021 for formal filing as well as consider the addition of a new project involving a recent grant award by the State Department of Conservation. Recommendation to file the workplan update and approve the referenced amendment.

Item 5f

Ratification of an Administrative Approval |

“Estrada-Viejas View Place Outside-of-Agency Wastewater Service Agreement” - San Diego County Sanitation District (OAS20-20)

Item presented for ratification of an administrative approval by the Executive Officer of an outside-of-agency agreement to allow the San Diego County Sanitation District to provide wastewater service to an unincorporated single-family residential parcel in Alpine with evidence of a vulnerable septic system. Recommendation to approve ratification.

Item 5g

Current Proposals and Related Activities

Item presented to update current proposals on file with LAFCO along with identifying anticipated submittals. Information only.

Item 5h

Roster Update for the Special Districts Advisory Committee

Item presented to receive an update on the composition of the Commission’s Special Districts Advisory Committee and the results of a recent nomination-election process affecting eight of the sixteen Committee seats. Information only.

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Chair Vanderlaan asked if the Commissioners would like to pull any consent item. There were no requests from Commissioners. Commissioner Desmond motioned with a second from Commissioner Salas to approve the consent calendar consistent with the staff recommendations. Roll call requested:

AYES:	Cate, Desmond, MacKenzie, Salas, Vanderlaan, Wells, and Willis
NOES:	None
ABSENT:	Anderson and Vargas
ABSTAINING:	None

The Commission Secretary confirms the motion was approved 7-0.

6. PUBLIC HEARING ITEMS

Item 6a

Final Report and Related Actions |

Municipal Service Review on Resource Conservation Districts

Item presented to receive a final report involving the scheduled Municipal Service Review on Resource Conservation Districts (RCD) and adopt related determinations. The report returned with limited revisions from its draft presentation in December and represents an independent assessment of level and range of services provided by all three RCDs – Mission, Greater San Diego County, and Upper San Luis Rey – in San Diego County. All recommendations in the draft remain along with a new recommendation for LAFCO to prepare an addendum to further evaluate the Upper San Luis Rey RCD's eligibility to provide groundwater management. Recommendation for the Commission to formally accept the final report as well as adopt a resolution making specific determinations.

The staff presentation was provided by the Executive Officer and Local Government Analyst II Linda Heckenkamp and summarized key conclusions and recommendations in the final report. An accounting of all written comments received was also provided.

Chair Vanderlaan invited initial questions or requests for clarifications from the Commissioner before opening the public hearing. No comments from Commissioners.

Chair Vanderlaan proceeded to open the public hearing and requested the Commission Secretary bring forward registered speakers for the item. The following speakers addressed the Commission by live video:

- Darcy Cook, Mission Resource Conservation District
- Heather Conklin, Mission Resource Conservation District
- Sheryl Landrum, Resource Conservation District of Greater San Diego County
- Andy Lyall, Upper San Luis Rey Resource Conservation District
- Greg Kamin, San Luis Rey Resource Conservation District
- Hannah Gbeh, San Diego County Farm Bureau
- Gary Arant, Valley Center Municipal Water District
- Jack Bebee, Fallbrook Public Utility District
- Jeremy Jungreis, Yuima Municipal Water District
- Tom Kennedy, Rainbow Municipal Water District
- Steve Anderson, Pauma Valley Community Services District
- Jeffery Morris, San Luis Rey Resource Conservation District

The Commission Secretary also noted there was two live e-mail comments from the public for the item and proceeded to read the comments into the record:

PUBLIC HEARING ITEMS CONTINUED...

Item 6a Continued...

- Lloyd Pellman, San Luis Rey Indian Water Authority
- Kimberly Thorner, Olivenhain Municipal Water District

Chair Vanderlaan proceeded to close the public hearing.

The Commission proceeded to discuss the item at length along with receiving clarifications and/or additional comments from staff.

Commissioner Desmond motioned to approve the staff recommendation as provided in the agenda report with a second from Commissioner Cate. Roll call requested:

AYES:	Cate, Desmond, MacKenzie, Salas, Vanderlaan, Vargas, Wells, and Willis
NOES:	None
ABSENT:	Anderson
ABSTAINING:	None

The Commission Secretary confirms the motion was approved 8-0.

Chair Vanderlaan thanked all participants for their time and feedback on the item. The Chair also requested the Commission utilize an ad hoc committee to address recommendations in the final report regarding boundary and service disputes between Mission RCD and RCD of Greater San Diego County. Commission discussion followed and the Chair proceeded to form a “RCD Ad Hoc Committee” consisting of the Chair and Commissioners Desmond and von Wilpert with direction to the Executive Officer to coordinate future meetings with participation from the subject agencies and other interested parties.

Item 6b

Proposed Sphere of Influence Updates | Resource Conservation Districts in San Diego County

Item presented to consider sphere of influence updates for all three resource conservation districts (RCD) in San Diego County involving Mission, Greater San Diego County, and Upper San Luis Rey. Recommendation to update all three RCDs’ spheres with no changes.

The Executive Officer provided a brief presentation on the item and the recommendation.

Chair Vanderlaan invited initial questions or requests for clarifications from the Commissioner before opening the public hearing. No comments from Commissioners.

PUBLIC HEARING ITEMS CONTINUED...

Item 6b Continued...

Chair Vanderlaan proceeded to open the public hearing and requested the Commission Secretary bring forward registered speakers for the item. The following speakers addressed the Commission by live video:

- Gary Arant, Valley Center Municipal Water District
- Sheryl Landrum, RCD of Greater San Diego County

Chair Vanderlaan proceeded to close the public hearing.

No additional discussion by the Commission.

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Commissioner Willis motioned to approve the staff recommendation as provided in the agenda report with a second from Commissioner MacKenzie. Roll call requested:

AYES:	Cate, Desmond, MacKenzie, Salas, Vanderlaan, Vargas, Wells, and Willis
NOES:	None
ABSENT:	Anderson
ABSTAINING:	None

The Commission Secretary confirms the motion was approved 8-0.

Item 6c

Proposed “Mercurio Service Agreement” and Sphere Amendment | Out-of-Agency Wastewater Service by the City of La Mesa (OAS-SA20-09)

Item presented to consider a request to authorize the City of La Mesa to enter into a contract with landowners to provide outside wastewater service to 0.91 acres of unincorporated territory in Valle de Oro. The affected territory is developed with a single-family residence utilizing an underground septic disposal system. The purpose of the proposal is to facilitate development of an accessory dwelling unit on the affected territory that would otherwise be prohibited given negative impacts on the existing septic system. A concurrent amendment to add the affected territory to the City’s sphere of influence is also required to accommodate the outside service extension in lieu of making a public health or safety finding. Recommendation to approve the request with a concurrent sphere amendment along with standard terms.

Chief Policy Analyst Robert Barry provided the staff presentation.

Chair Vanderlaan proceeded to open the public hearing and invited e-comments and live email comments from the audience.

PUBLIC HEARING ITEMS CONTINUED...

Item 6c Continued...

The Commission Secretary confirmed no members of the public had registered to address the Commission. The Commission secretary also confirmed there were no live e-mail comments.

Chair Vanderlaan proceeded to close the public hearing.

Commissioner Willis motioned to approve the staff recommendation as provided in the agenda report with a second from Commissioner Wells. Roll call requested:

AYES:	Cate, Desmond, Lump (voting), Salas, Vanderlaan, Vargas, Wells, and Willis
NOES:	None
ABSENT:	Anderson
ABSTAINING:	None

The Commission Secretary confirms the motion was approved 8-0.

7. BUSINESS ITEMS

Item 7b

Informational Report on the Sustainable Groundwater Management Act| Local Implementation and Relationship with LAFCO's Duties and Powers

Item presented to receive an informational report on the Sustainable Groundwater Management Act (SGMA) and its central requirements for local governments to take various and ongoing actions to improve the health of at-risk groundwater basins. Information only.

Local Government Analyst I Priscilla Allen provided the staff presentation.

Chair Vanderlaan invited initial Commissioner comments or questions. No comments from Commissioners.

The Commission Secretary noted there was three registered speakers for the item and proceeded to invite the following persons to address the Commission:

- Tom Kennedy, Rainbow Municipal Water District
- Gary Arant, Valley Center Municipal Water District
- Jeremy Jungreis, Yuima Municipal Water District

Commission discussion followed with general direction therein for staff to proceed with the next steps identified in the agenda report while being responsive to local conditions.

8. EXECUTIVE OFFICER REPORT

The Executive Officer made the following comments:

- The next meeting of the Ad Hoc Fallbrook-Rainbow-Authority Committee is set for later in the day at 1:30 p.m. and will be live-streamed.
- LAFCO's 10-year office lease with the County of San Diego at the Kearny Mesa campus ends in August 2021 and consideration of creating an ad hoc committee to help guide the review of options would be helpful.
- Alternate Commissioner Erin Lump is resigning from LAFCO as a result of a change in her residency.

9. COMMISSIONER ANNOUNCEMENTS | REQUESTS FOR FUTURE ITEMS

None

10. CLOSED SESSION

Commission Counsel Holly Whatley adjourned the Commission into closed session for the items presented on the agenda at 11:36 a.m.

a) Conference with Legal Counsel – Existing Litigation:

Pursuant to Government Code Section 54956.9(d)(1): Julian-Cuyamaca Fire Protection District, et al. v. San Diego LAFCO et al., Fourth District Court of Appeal Case No. D077048

b) Conference with Legal Counsel – Existing Litigation:

Pursuant to Government Code Section 54956.9(d)(1): Julian Fire Company Association, et al. v. Julian-Cuyamaca Fire Protection District, et al., Fourth District Court of Appeal Case No. D076639

c) Conference with Legal Counsel--Initiation of Litigation:

Pursuant to Government Code Section 54956.9(d)(4): (One potential case.)

d) Conference with Legal Counsel--Anticipated Litigation:

Pursuant to Government Code Section 54956.9(d)(2): Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9. (One case.)

Chair Vanderlaan reconvened into open session at 11:54 a.m. with Commission Counsel Holly Whatley announcing no reportable action was taken.

11. ADJOURNMENT TO NEXT MEETING

With no further business the Chair adjourned the videoconference meeting at 11:57 a.m.

**

I hereby attest the minutes above accurately reflect the deliberations of the Commission at its February 1, 2021 videoconference meeting.

ATTEST,

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Erica Blom

Administrative Assistant

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A video recording of the February 1, 2021 regular meeting is also available online at www.sdlafco.org or by contacting LAFCO staff at 858-614-7755.

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San Diego County Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

5b

AGENDA REPORT Consent | Action

March 1, 2021

TO: Commissioners

FROM: Keene Simonds, Executive Officer
Erica Blom, Administrative Assistant

SUBJECT: Commission Ratification |
Recorded Payments for January 2021

SUMMARY

The San Diego County Local Agency Formation Commission (LAFCO) will review a report identifying all payments received and made for the month of January 2021. These payments cover all recorded transactions and include \$133,728 in total distributions made by the Executive Officer with nine-tenths tied to reimbursements to the County of San Diego for payroll, rent, overhead, and information technology services. Payments received during the one-month period total \$716 and involve interest earnings. The payments are being presented to the Commission for formal ratification.

BACKGROUND

Accounting Policies and Procedures

San Diego LAFCO's policies provide direction to the Executive Officer to establish and maintain appropriate accounting controls for all financial transactions on behalf of the Commission. These policies specify the Executive Officer shall ensure accounting controls conform to standard procedures commonly enlisted by local governmental. Purchasing allowances are specified and include bid procedures for transactions at or above \$10,000 and separate Commission approval for transactions at or above \$125,000.

Administration Keene Simonds, Executive Officer County Operations Center 9335 Hazard Way, Suite 200 San Diego, California 92123 T 858.614.7755 F 858.614.7766 www.sdlafco.org	Vice Chair Jim Desmond County of San Diego Nora Vargas County of San Diego Joel Anderson, Alt. County of San Diego	Mary Casillas Salas City of Chula Vista Bill Wells City of El Cajon Paul McNamara, Alt. City of Imperial Beach	Chris Cate City of San Diego Marni von Wilpert, Alt. City of San Diego	Jo MacKenzie Vista Irrigation Barry Willis Alpine Fire Protection Vacant, Alt. Special District	Chair Andy Vanderlaan General Public Harry Mathis, Alt. General Public
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DISCUSSION

This item is for San Diego LAFCO to consider ratification of all payments made and received by the Executive Officer in January 2021. A detailing of these transactions prepared by the Administrative Assistant is provided in Attachment One. The item also provides the Commission the opportunity to provide feedback to the Executive Officer on related matters and inform potential changes in accounting procedures going forward.

ANALYSIS

San Diego LAFCO's recorded payments made by the Executive Officer for January 2021 totaled \$133,728 with 90% – or \$121,422 – tied to expenditures with the County of San Diego. This includes covering payroll obligations for two pay periods, office rent, overhead, and information technology services. Professional service expenses represent most of the remaining expenditures during the one-month period and tallied \$7,270 and include legal and consultant activities. Recorded revenues during the period totaled only \$716 and entirely tied to interest earnings. All recorded transactions are consistent with the adopted budget.

RECOMMENDATION

It is recommended San Diego LAFCO ratify the payments received and made by the Executive Officer for January 2021 as presented. This recommendation is consistent with Alternative One in the proceeding section.

ALTERNATIVES FOR ACTION

The following alternatives are available to San Diego LAFCO:

Alternative One (recommended):

Ratify the recorded payments received and made by the Executive Officer in January 2021 as shown in Attachment One.

Alternative Two:

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

Alternative Three

Take no action.¹

¹ Payment ratifications are not required under LAFCO policy, but are presented to the Commission per practice.

PROCEDURES

This item has been placed on 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.

On behalf of the Executive Officer:



Erica Blom
Administrative Assistant

Attachments:

- 1) Recorded Payments in January 2021

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SAN DIEGO LAFCO
Expenses by Vendor Detail
January 2021

Agenda Item No. 5b | Attachment One

Payable Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
E After Effects						
	1/11/2021	52270 · Memberships	20.99	Monthly Video Editing Software Subscription	credit card	3558-60 · SDCCU Visa Credit Card
E Amazon						
	1/2/2021	52344 · Stores Unallocated	29.04	Office Supplies	credit card	3558-60 · SDCCU Visa Credit Card
	1/5/2021	52344 · Stores Unallocated	14.88	Office Supplies	credit card	3558-60 · SDCCU Visa Credit Card
	1/20/2021	52344 · Stores Unallocated	950.29	Home Office Supplies for EB	credit card	3558-60 · SDCCU Visa Credit Card
			994.21			
E Ambius						
	1/14/2021	52370.J · Professional Services	103.94	Monthly Plants Services	check	3558 · SDCCU Checking
E AT&T Mobility						
	1/14/2021	52074 · Telecommunications	298.72	Monthly Cell Phone Bill EO & Analysts	check	3558 · SDCCU Checking
	1/14/2021	52504 · Equipment Rental	1,790.68	New Cell Phones for TL & DN	check	3558 · SDCCU Checking
			2,089.40			
E Billing Hostway						
	1/8/2021	52370.E · Professional Services	21.95	Monthly Website Hosting Services	debit card	3558 · SDCCU Checking
E Chase Design Inc						
	1/4/2021	52370.K · Professional Services	525.00	Consultant Services Social Media	electronic	1000 · County Account (44595)
E Colantuono, Highsmith & Whatley						
	1/13/2021	52370.K · Professional Services	2,915.00	Legal Services	electronic	1000 · County Account (44595)
E Corodata						
	12/10/2020	52330 · Office Expense	102.82	Document Storage (Two Months)	check	3558 · SDCCU Checking
E County of San Diego						
	1/1/2021	52530 · Office Lease	6,993.64	Rent	electronic	1000 · County Account (44595)
	1/1/2021	52354 · Mail/Postage ISF	553.07	Mail/Postage Services	electronic	1000 · County Account (44595)
	1/1/2021	52178 · Vehicle Maintenance	27.67	Vehicle Maintenance Services	electronic	1000 · County Account (44595)
	1/1/2021	52182 · Vehicle Fuel	0.00	Vehicle Fuel	electronic	1000 · County Account (44595)
	1/1/2021	52758 · Vehicle Lease	165.49	Vehicle Lease	electronic	1000 · County Account (44595)
	1/1/2021	52721 et al. · Communications (IT) Services	14,929.55	County IT Services (ITRACK)	electronic	1000 · County Account (44595)
	1/8/2021	51110 et al. · Employee Payroll	49,825.48	Payroll Pay Period 2021-14	electronic	1000 · County Account (44595)
	1/22/2021	51110 et al. · Employee Payroll	48,869.47	Payroll Pay Period 2021-15	electronic	1000 · County Account (44595)
	1/31/2021	52550.B · County O verhaed Costs	8,815.50	County Services A-87 Overhead (3rd Quarter)	electronic	1000 · County Account (44595)
	1/31/2021	52550.B · County O verhaed Costs	57.38	A-87 Cost Allocation Plan Share Fee for 3 Quarters	electronic	1000 · County Account (44595)
			121,421.75			
E Erica Blom						
	1/14/2021	52074 · Telecommunications	55.00	COVID-19 Telework Internet Reimbursement (Two Months)	check	3558 · SDCCU Checking
E Leaf & Cole LLP						
	1/13/2021	52370.H · Professional Services	330.00	Consultants Services Accounting	electronic	1000 · County Account (44595)
	1/13/2021	52610 · Non-Travel/In-County Training	1,400.00	Consultants Services Financial Statements Reading Tutorial	electronic	1000 · County Account (44595)
			1,730.00			
E Linda Heckenkamp						
	1/14/2021	52074 · Telecommunications	37.50	COVID-19 Telework Internet Reimbursement	check	3558 · SDCCU Checking
E Price Self Storage						
	1/24/2021	52504 · Equipment Rental	81.00	Storage Unit Monthly Payment	debit card	3558 · SDCCU Checking
E San Diego History Center						
	1/21/2021	52490 · Publications	100.00	Photograph Publication Rights for MSRs	debit card	3558 · SDCCU Checking
E Sprague & Associates						
	1/13/2021	52370.F · Professional Services	3,430.00	Consultant Services MSR & Fire	electronic	1000 · County Account (44595)
E Twitter						
	1/3/2021	52370.K · Professional Services	70.00	Consultant Services Social Media	debit card	3558 · SDCCU Checking
E Zoom						
	1/4/2021	52270 · Memberships	14.99	LAFCO Monthly Video Conferencing Subscription	debit card	3558 · SDCCU Checking
	1/20/2021	52270 · Memberships	14.99	EO Monthly Video Conferencing Subscription	debit card	3558 · SDCCU Checking
			29.98			
EXPENSE TOTAL			133,728.54			

SAN DIEGO LAFCO
Expenses by Vendor Detail
January 2021

Payable Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
R County of San Diego						
	1/31/2021	49200 · Interest & Dividends	268.75	Interest Payment to Account 46725	electronic	1001 · General Fund (46725)
	1/31/2021	49200 · Interest & Dividends	315.17	Interest Payment to Account 46726	electronic	1002 · Special Projects Fund (46726)
	1/31/2021	49200 · Interest & Dividends	132.14	Interest Payment to Account 46727	electronic	1003 · Jurisdictional Fund (46727)
			716.06			
REVENUE TOTAL			716.06			



San Diego County Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

5C

AGENDA REPORT Consent | Action

March 1, 2021

TO: Commissioners

FROM: Keene Simonds, Executive Officer
Priscilla Allen, Analyst I

SUBJECT: Proposed “Lakeside Water District – Riverford Road Reorganization” |
Concurrent Annexation to the Lakeside Water District and Detachment from
the Padre Dam Municipal Water District (RO20-19)

SUMMARY

The San Diego County Local Agency Formation Commission (LAFCO) will consider a reorganization proposal filed by the Lakeside Water District (WD) with the principal action to annex approximately 5.0 unincorporated acres within its sphere of influence. A concurrent detachment from the Padre Dam Municipal Water District (MWD) is also proposed. The purpose of the proposed reorganization is to accommodate planned groundwater treatment and storage facilities as well as provide cost-savings to Lakeside WD by eliminating property taxes on the District owned parcel. Staff recommends approval with a modification to include 0.55 acres of nearby public right-of-way on Woodside Avenue as a boundary clean-up measure. Standard approval terms are also recommended along with waiving protest proceedings.

BACKGROUND

Applicant Request

San Diego LAFCO has received an application by resolution from the Lakeside WD requesting approval to reorganize approximately 5.0 unincorporated acres with the principal action to annex the affected territory into the District. A concurrent detachment of the affected territory is also proposed involving Padre Dam MWD to avoid jurisdictional overlap. The

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Paul McNamara, Alt.
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Chris Cate
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Marni von Wilpert, Alt.
City of San Diego

Jo MacKenzie
Vista Irrigation

Barry Willis
Alpine Fire Protection

Vacant, Alt.
Special District

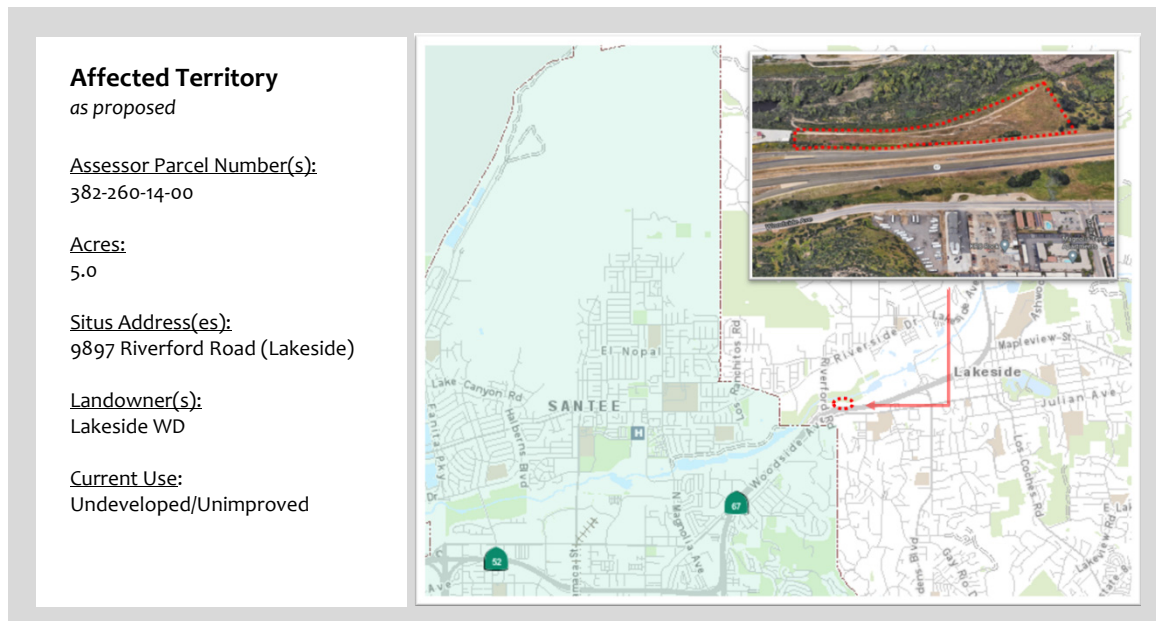
Chair Andy Vanderlaan
General Public

Harry Mathis, Alt.
General Public

affected territory as submitted includes one undeveloped and unimproved parcel at 9897 Riverford Road in Lakeside. The subject parcel is identified by the County of San Diego Assessor’s Office as 382-260-14-00. All of the affected territory lies within the Lakeside WD sphere of influence and outside the Padre Dam MWD sphere of influence.

Affected Territory

The affected territory as submitted lies within the unincorporated community of Lakeside and approximately 850 feet northeast of the intersection of Woodside Avenue and Riverford Road. An aerial map of the affected territory in context to Lakeside and surrounding area follows. Attachment One shows the affected territory relative to the proposed boundary changes involving the two subject agencies (Lakeside WD and Padre Dam MWD).



Subject Agencies

The proposed reorganization filed with San Diego LAFCO involves two subject agencies: Lakeside WD and Padre Dam MWD.¹ A summary of the subject agencies in terms of governance, resident population, municipal functions, and financial standing follows.

- Lakeside WD is an independent special district formed in 1924 with an estimated residential population of 32,263. Lakeside WD spans 10,726 acres or 16.8 square miles and includes the unincorporated communities of Eucalyptus Hills, Lakeside, Moreno Valley, Muth Valley and Wintergardens. A five-member elected Board of Directors oversees Lakeside WD’s one active municipal function: potable water (retail class). LAFCO established a sphere of influence for Lakeside WD in 1985. The sphere was last updated in 2007 with a larger-than-agency designation to include 184 non-jurisdictional

¹ State law defines “subject agency” to mean any district or city for which a reorganization or reorganization is proposed.

acres and equals 1.7% of the jurisdictional boundary. Lakeside WD’s total net position has increased by 5.0% over the last three audited fiscal years ending at \$38.5 million on June 30, 2020.

- Padre Dam MWD is an independent special district formed in 1976 with an estimated residential population of 100,962.² Padre Dam MWD spans 46,509 acres or 72.7 square miles and includes all of the City of Santee as well as portions of the City of El Cajon and the unincorporated communities of Lakeside, Crest, Harbison Canyon, Blossom Valley, and Alpine. A five-member Board of Directors oversees Padre Dam MWD’s four active municipal service functions: potable water (retail class); recycled water (retail class); wastewater (collection, treatment, and disposal classes) and park and recreation services. LAFCO established a sphere of influence for Padre Dam MWD in 1985. The sphere was last updated in 2007 with a larger-than-agency designation to include 849 non-jurisdictional acres and equals 1.8% of the jurisdictional boundary. Padre Dam MWD’s net position has increased by 9.3% over the last three audited fiscal years ending at \$272.5 million as of June 30, 2019.

Affected Local Agencies

The affected territory presently lies within the jurisdictional boundaries and/or spheres of influence of 14 local agencies directly subject to San Diego LAFCO’s planning and regulatory responsibilities. These agencies qualify as “affected agencies” relative to the proposed reorganization and listed below.³

- City of Santee
- County Service Area No. 135 (Regional Communications)
- County Service Area No. 69 (Heartland Paramedics)
- Grossmont Healthcare District
- Lakeside Fire Protection District
- Lakeside Water District
- Metropolitan Water District of Southern California
- Padre Dam Municipal Water District
- Resource Conservation District of Greater San Diego County
- San Diego County Flood Control District
- San Diego County Sanitation District
- San Diego County Sanitation District
- San Diego County Street Lighting District
- San Diego County Water Authority

² Rio San Diego MWD—was formed in 1955. In 1976 the Santee County Water District was dissolved, service responsibility transferred to the Rio San Diego MWD, and Rio San Diego renamed Padre Dam MWD.

³ State law defines “affected local agency” as any entity that contains, or would contain, or whose sphere contains or would contain, any territory for which a reorganization is proposed or ordered. Notice of the proposal and hearing were provided to the agencies.

DISCUSSION

This item is for San Diego LAFCO to consider approving – with or without discretionary modifications – the reorganization proposal and the principal action to annex the affected territory to Lakeside WD. An associated boundary change to concurrently detach the affected territory from Padre Dam MWD is also part of the requested reorganization to avoid overlapping jurisdictions. The Commission may also consider applying conditions so long as it does not directly regulate land use, property development, or subdivision requirements. Additional discussion with respect to proposal purpose and Commission focus follows.

Proposal Purpose

The purpose of the proposed reorganization is to facilitate Lakeside WD’s planned construction of groundwater treatment and storage facilities within the affected territory paired with providing cost-savings to the District by eliminating future property taxes for the subject parcel. The timing of the proposal follows Lakeside WD’s August 2020 purchase of the subject parcel.

Development Potential

The affected territory is unincorporated and designated under the County of San Diego General Plan as Planning Area 10. The County zones the affected territory as S88-Commercial with additional prescriptions in the San Diego Riverway Specific Plan. This zoning assignment provides a minimum lot size of 6,000 square feet or 0.14 acres and produces a maximum buildout potential for the subject parcel of 35 lots less any other restrictions or dedications (i.e. roads, sidewalks, etc.).⁴ No development is proposed as part of this proposal and any future development will be subject to the County’s review and specific plan requirements. The affected territory lies outside any city sphere of influence.

Commission Focus

San Diego LAFCO’s current sphere of influence designation for Lakeside WD includes the affected territory and can readily accommodate the proposed annexation to the District without amendment. Similarly, the affected territory lies outside the Padre Dam MWD sphere and can readily accommodate the proposed detachment. These existing sphere determinations narrows the Commission’s consideration to two central and sequential policy items. These policy items take the form of determinations and serve to orient the Commission to consider the stand-alone merits of the (a) timing of the reorganization and (b) whether discretionary boundary modifications or approval terms are appropriate. The Commission must also consider other relevant statutes in and outside LAFCO law as detailed.

⁴ The Riverway Specific Plan Area consists of approximately 34 acres located along the north side of Highway 67 between Riverford Rd. and Wintergardens Blvd. The primary existing land use is mining, processing, sales and hauling of construction aggregate.

ANALYSIS

San Diego LAFCO’s analysis of the reorganization is organized into two subsections. The first subsection pertains to evaluating the central issues referenced in the preceding section and specifically analyzing the merits of reorganization and whether modifications and/or terms are appropriate to further address Commission goals and policies. The second subsection considers other germane issues required under LAFCO law or other applicable statutes and marked by making findings under the California Environmental Quality Act (CEQA).

Central Policy Items

Item No. 1 | Reorganization Timing

The timing of the reorganization – and specifically the annexation of the affected territory to Lakeside WD and concurrent detachment from Padre Dam MWD – appears appropriate. This conclusion draws from the analysis of the statutory factors required for consideration of proposed jurisdictional changes along with the proposal’s conformance with locally adopted Commission policies. Most of the prescribed review factors and applicable policies focus on the effects of the proposed boundary changes on the service and financial capacities of the receiving agency, Lakeside WD (emphasis added). A summary of key conclusions generated from the review of these factors and applicable local policies follow.

- Service Needs
The affected territory’s anticipated uses would be appropriately aided by the reorganization and annexation to Lakeside WD given its planned use by the District for future groundwater infrastructure. The Commission has previously designated Lakeside WD as the ultimate water provider for the affected territory through the standing inclusion in the WD sphere. Annexation to Lakeside WD memorializes this existing Commission expectation and accommodates the expressed interest of the District as evident by their initiation of the reorganization proceedings as landowner.
- Service Capacities and Levels
Not applicable given the planned use of the affected territory for groundwater treatment and storage facilities.
- Service Funding and Costs
Lakeside WD has adequate financial resources and administrative controls to assume responsibilities for the affected territory and its planned use as groundwater treatment and storage facilities. Lakeside WD’s recent audited statements reflects the District remained profitable in each of the last three audited fiscal years with an average total margin of 8.7%.

**CONCLUSION |
MERITS OF REORGANIZATION TIMING**

The timing of the reorganization and principal action to annex the affected territory to Lakeside WD is warranted. Justification is marked by the preceding analysis and highlighted by syncing the recent capital purchase of the affected territory by the District for public benefit and eliminating property tax obligations going forward. Additional analysis supporting the conclusion is provided in Appendix A.

**Item No. 2 |
Modifications and Terms**

Staff believes one modification to the submitted reorganization proposal is appropriate and merits San Diego LAFCO consideration at this time. The proposed modification involves adding 0.6 unincorporated acres to the reorganization involving a nearby portion of public right-of-way along Woodside Avenue that is presently within Padre Dam MWD despite being substantially surrounded by Lakeside WD. This modification serves as a boundary “clean-up” and would provide more orderly and notional boundaries for both Lakeside WD and Padre Dam MWD. The recommended modification does not have a material effect on the applicant and would provide consistency with adjacent roadway territory presently within Lakeside WD. Applying standard approval terms also appears appropriate. A map of the affected territory with the recommended modification is provided as Attachment One.

**CONCLUSION |
MODIFICATIONS AND TERMS**

Modifications appear warranted to expand the affected territory to include 0.6 acres of nearby public right-of-way along Woodside Avenue and thereby provide orderly boundaries for the subject agencies. Standard approval terms are recommended.

Other Statutory Considerations

Exchange of Property Tax Revenues

California Revenue and Taxation Code Section 99(b)(6) requires the adoption of a property tax exchange agreement by the affected local agencies before San Diego LAFCO can consider any jurisdictional change unless an applicable master agreement applies. The associated statutes also empower the County of San Diego to make all related property tax exchange determinations on behalf of special districts. LAFCO staff has confirmed the County Board of Supervisors has adopted a master exchange agreement applicable to the proposed reorganization. The application of this master agreement will result in a “no” exchange with respect to the 1% assessment collected on land and improvements within the affected territory.

Environmental Review

CEQA requires San Diego LAFCO to assess whether impacts would result from activities approved under the Commission’s statutory authority either as lead or responsible agency. The following analysis relative to the proposed reorganization follows.

- San Diego LAFCO serves as lead agency for the proposed reorganization given its exclusive authority to act on the underlying boundary changes. Staff believes the proposed reorganization qualifies as a project under CEQA but is categorically exempt from environmental review per State CEQA Guidelines Section 15320. This exemption appropriately applies given the proposed reorganization would not change the geographical area in which previously existing powers exist.

Protest Proceedings

Protest proceedings for the proposed reorganization may be waived by San Diego LAFCO should the Commission proceed with an approval under Government Code Section 56662. The recommended waiver appropriately applies under this statute given the affected territory is uninhabited as defined under LAFCO law; the subject agencies have not filed objections to the waiver; and all landowners have consented to the underlying action.⁵ Approval of the recommended modification to include the nearby public right-of-way would not affect the proposed waiver of protest proceedings.

RECOMMENDATION

Staff recommends approval of the reorganization proposal with modification as specified along with standard terms. This recommendation is consistent with the action outlined as Alternative One in the proceeding section.

ALTERNATIVES FOR ACTION

The following alternative actions are available to San Diego LAFCO:

Alternative One (recommended):

Adopt the attached draft resolution approving the reorganization proposal with a modification to include the nearby public right-of-way along Woodside Drive in the detachment from Padre Dam Municipal Water District and with standard approval terms.

Alternative Two:

Continue consideration to the next regular meeting.

Alternative Three:

Disapprove the reorganization proposal with direction to staff to return at the next regular meeting with a conforming resolution for adoption.

⁵ LAFCO law defines uninhabited as territory in which 11 or less registered voters reside.

PROCEDURES FOR CONSIDERATION

This item has been placed on 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.

On behalf of the Executive Officer,

A handwritten signature in black ink, appearing to read "Priscilla Allen". The signature is fluid and cursive, with the first name "Priscilla" written in a larger, more prominent script than the last name "Allen".

Priscilla Allen
Analyst I

Appendices:

- A) Analysis of Boundary Change Factors

Attachments:

- 1) Map of the Affected Territory
- 2) Draft Resolution of Approval
- 3) Application Materials

APPENDIX A

Government Code Section 56668 Proposal Review Factors

- a) Population and population density; land area and land use; per capita assessed valuation; topography, natural boundaries, and drainage basins; proximity to other populated areas; the likelihood of significant growth in the area, and in adjacent areas, in the next 10 years.**
-

The affected territory as submitted includes one unincorporated parcel within the community of Lakeside totaling 5.0 acres. Staff recommends expanding the affected territory to include approximately 0.6 acres of a nearby public right-of-way along Woodside Avenue. The affected territory is presently undeveloped and is intended to be used for future on-site groundwater treatment and storage purposes by the landowner, Lakeside WD. The current assessed value of the subject parcel – including land and improvements – is \$2,425,000 with the last transaction recorded in August 2020. The application materials identify the affected territory is currently unoccupied. The affected territory lies within a commercial area of the unincorporated Lakeside community. Moderate to significant growth is anticipated in the surrounding area within the next 10-year period given presence of under-used/underutilized properties and proximity to transportation corridors.

- b) The need for municipal services; the present cost and adequacy of municipal services and controls in the area; probable future needs for those services and controls; probable effect of the proposed incorporation, formation, annexation, or exclusion and of alternative courses of action on the cost and adequacy of services and controls in the area and adjacent areas.**
-

The County of San Diego serves as the primary purveyor of general governmental services to the affected unincorporated territory. These governmental services include community development (planning and engineering), parks and recreation, streets and roads, and public safety with the latter including law enforcement via the County Sheriff. Fire protection is provided by the independent Lakeside Fire Protection District. The affected territory also lies within the San Diego County Sanitation District but has not established wastewater service. This proposal affects only water services and if approved would transfer retail responsibilities from Padre Dam MWD to Lakeside WD. Actual delivery of retail water service, however, is not expected in any substantive form given the planned use of the affected territory to include groundwater treatment and storage facilities.

- c) The effect of the proposed action and of alternative actions, on adjacent areas, on mutual social and economic interests, and on local governmental structure.**
-

Approving the reorganization would formalize and make more permanent existing economic and social ties between Lakeside WD and the affected territory. These ties were initially established with the Commission previously adding all of the affected territory to Lakeside

WD’s sphere of influence and in doing so signal its policy expectation the District should ultimately accommodate and support current and present land uses.

d) The conformity of the proposal and its anticipated effects with both the adopted commission policies on providing planned, orderly, efficient patterns of urban development, and the policies/priorities set forth in G.C. Section 56377.

The affected territory is presently undeveloped and anticipated for groundwater infrastructure uses by the landowner, Lakeside WD. Annexation of the affected territory would be consistent with the policies and practices of the Commission. None of the affected territory includes lands qualifying as “open-space” as defined under LAFCO law and the proposal therefore does not conflict with G.C. Section 56377.

e) The effect of the proposal on maintaining the physical and economic integrity of agricultural lands, as defined by G.C. Section 56016.

The affected territory does not contain “prime agricultural land” or “agricultural land” as defined under LAFCO law or further prescribed in local Commission policy. Specifically, the affected territory does not contain lands currently used for any of the following purposes: producing an agricultural commodity for commercial purposes; left fallow under a crop rotational program; or enrolled in an agricultural subsidy program. Approval of the reorganization proposal and annexation to Lakeside WD would have no effect on maintaining the physical and economic integrity of agricultural lands.

f) The definiteness and certainty of the boundaries of the territory, the nonconformance of proposed boundaries with lines of assessment, the creation of islands or corridors of unincorporated territory, and other similar matters.

LAFCO is in receipt of a draft map and geographic description of the affected territory that details metes and bounds consistent with the standard of the State Board of Equalization and conforming with lines of assessment. LAFCO approval would be conditioned on submittal of a final map and description conforming to the referenced standards and addressing any proposal area modifications enacted by the Commission.

g) A regional transportation plan adopted pursuant to Section 65080.

The proposal involves presently undeveloped territory and would not conflict with San Diego Forward, the regional transportation plan established by the San Diego Association of Governments (SANDAG) for the San Diego Region.

h) Consistency with the city or county general and specific plans.

The affected unincorporated territory is presently designated and zoned for commercial density use under the adopted land use policies of the County of San Diego and its Riverway Specific Plan as S88. This zoning standard prescribes a minimum lot size of 6,000 sq. ft. or .14 acres. Approval of the proposed reorganization would be consistent with the San Diego County General Plan.

i) The sphere of influence of any local agency affected by the proposal.

The affected territory lies entirely within the sphere of influence designated for the Lakeside WD. Additional details are provided in the analysis provided on page 10.

j) The comments of any affected local agency or other public agency.

Notice of the submitted reorganization proposal was distributed to all affected and interested agencies as required under LAFCO law. No written comments on the proposal were received ahead of preparing this agenda report for distribution on February 19, 2021. In addition, LAFCO Policy L-107 requires applicants to disclose and address potential jurisdictional issues associated with their proposals and if applicable require a consultation process with the affected agencies, interested parties, or organizations to help remedy concerns unless waived by the San Diego LAFCO Executive Officer. No potential jurisdictional issues were identified with the proposal and this includes compatibility with all nearby city spheres of influence.

k) The ability of the newly formed or receiving entity to provide the services which are the subject of the application to the area, including the sufficiency of revenues for those services following the proposed boundary change.

Information collected and reviewed as part of this proposal indicates Lakeside WD has sufficient and available financial resources and administrative controls therein relative to providing public water to the affected territory if needed without adversely impacting existing ratepayers. This statement is supported by the following factors.

- Lakeside WD’s last audit covers 2019-2020 and shows the District finished with high liquidity levels with an agency-wide current ratio of 27.25% (i.e., \$27.25 in current assets for every \$1.00 in current liabilities).
- Lakeside WD finished 2019-2020 with high capital levels as evident by a relatively low debt ratio of 7.8% (i.e., only \$7.80 out of every \$100.00 in net assets are financed.)
- Lakeside WD has experienced a declining operating margin in each of the last three audited fiscal years with an average operating margin of (9.4%). The most recent year – 2019-2020 – the operating margin was (16.4%).

l) Timely availability of adequate water supplies for projected needs as specified in G.C. Section 65352.5.

The affected territory's existing uses are presently within the Padre Dam MWD's retail domestic water service territory with wholesale supplies provided by the San Diego County Water Authority. Approval of the proposed reorganization would transfer retail water service responsibility to Lakeside WD, which is also a member agency of the County Water Authority and would not affect the timely availability of water supplies to the affected territory.

m) The extent to which the proposal will affect a city or cities and the county in achieving their respective fair shares of the regional housing needs as determined by the appropriate council of governments.

The proposed reorganization would not impact any local agencies in accommodating their respective fair shares of regional housing needs. All potential units tied to the lands are already assigned to the County of San Diego by the region's council of governments, SANDAG. The proposed reorganization would not affect this assignment.

n) Any information or comments from the landowners, voters, or residents.

The affected territory is considered uninhabited as defined by LAFCO law (containing 11 registered voters or less). The landowner supports the proposed reorganization and has provided written consent to the proceedings.

o) Any information relating to existing land use designations.

See above analysis for (h).

p) The extent to which the proposal will promote environmental justice.

As used in this review factor, "environmental justice" means the fair treatment of people of all races, cultures, and incomes with respect to the location of public facilities and provision of public services. The proposed reorganization does not include locating new public facilities and any proposed public facilities would be subject to approval by the Lakeside WD. Approval of the proposed reorganization is not anticipated to affect the promotion of environmental justice.

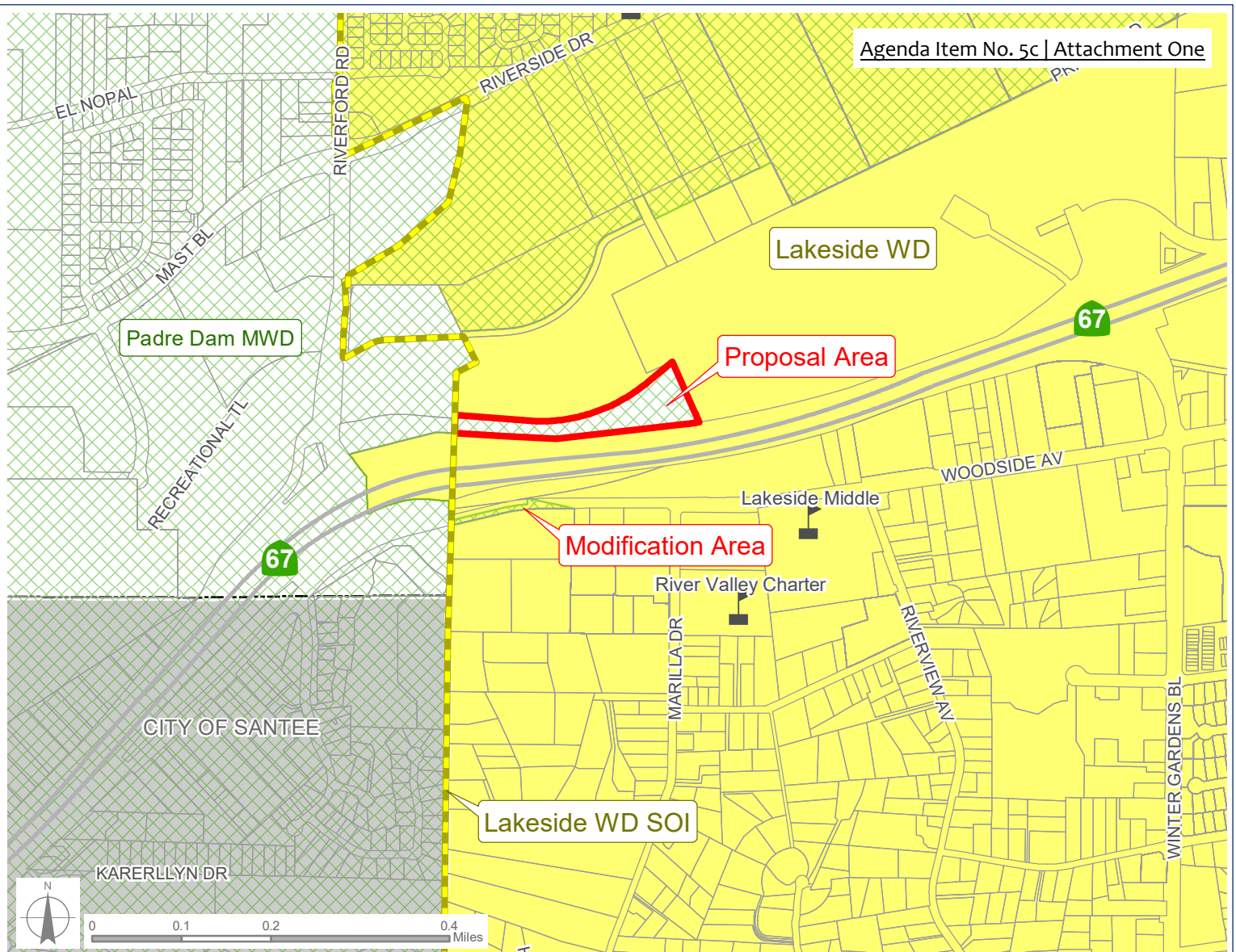
q) Information contained in a local hazard mitigation plan, information contained in a safety element of a general plan, and any maps that identify land as a very high fire hazard zone or maps that identify land determined to be in a state responsibility area, if it is determined that such information is relevant to the affected territory.

The County of San Diego adopted a multi-jurisdictional hazard mitigation plan for potential fire, flooding and earthquakes. The affected territory lies outside any identified fire hazard areas.

- r) Section 56668.3(a)(1) Whether the proposed annexation will be for the interest of the landowners or present or future inhabitants within the district and within the territory proposed to be annex to the district.**

Approval of the reorganization would be in the best interest of the current landowner of the affected territory, Lakeside WD, by providing additional district-owned territory to be used for future infrastructure purposes and provide additional groundwater resource benefits for the future inhabitants within the district.

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**"LAKESIDE WD - RIVERFORD ROAD REORGANIZATION" |
RO20-19 ANNEXATION TO LAKESIDE WD WITH CONCURRENT
DETACHMENT FROM PADRE DAM MWD**

SOI = Sphere of Influence

- Proposal Area
- Lakeside WD
- Lakeside WD SOI
- Padre Dam MWD



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

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RESOLUTION NO. _____

SAN DIEGO COUNTY LOCAL AGENCY FORMATION COMMISSION

MAKING DETERMINATIONS, APPROVING, AND ORDERING A REORGANIZATION

**“LAKESIDE WATER DISTRICT – RIVERFORD ROAD REORGANIZATION”
CONCURRENT ANNEXATION TO THE LAKESIDE WATER DISTRICT AND DETACHMENT FROM
THE PADRE DAM MUNICIPAL WATER DISTRICT
LAFCO FILE NO. RO20-19**

WHEREAS, on September 14, 2020, Lakeside Water District filed a reorganization proposal by resolution to initiate proceedings and an application with the San Diego County Local Agency Formation Commission, hereinafter referred to as “Commission,” pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000; and

WHEREAS, the application seeks approval of a reorganization to annex approximately 5.0 acres of unincorporated territory within the community of Lakeside to the Lakeside Water District with a concurrent detachment from the Padre Dam Municipal Water District; and

WHEREAS, the affected territory as proposed includes one unincorporated, undeveloped, and unimproved District owned parcel identified by the County of San Diego Assessor’s Office as 382-260-14-00; and

WHEREAS, the purpose of the reorganization as stated by the applicant is to facilitate the planned construction of groundwater treatment and storage facilities while also cost-savings by eliminating property tax obligations for the subject parcel; and

WHEREAS, an applicable master property tax transfer agreement applies to the proposed reorganization dated September 16, 2009; and

WHEREAS, the Commission’s Executive Officer has reviewed the proposed reorganization and prepared a report with recommendations; and

WHEREAS, the Executive Officer’s report and recommendations on the proposal have been presented to the Commission in the manner provided by law; and

WHEREAS, the Commission heard and fully considered all the evidence presented at a noticed public meeting on the proposal on March 1, 2021; and

WHEREAS, the Commission considered all the factors required by law under Government Code Section 56668 and adopted local policies and procedures.

NOW, THEREFORE, THE COMMISSION DOES HEREBY RESOLVE, DETERMINE, AND ORDER
as follows:

1. The public meeting was held on the date set therefore, and due notice of said meeting was given in the manner required by law.
2. At the public meeting, the Commission considered the Executive Officer's report.
3. The Commission serves as lead agency for environmental review of the proposed reorganization under the California Environmental Quality Act (CEQA) as detailed in the Executive Officer's report. The Commission's findings follow.
 - a) The Commission finds the proposed reorganization qualifies as a project but is exempt from further review under State CEQA Guidelines Section 15320 given the proposed reorganization would not change the geographical area in which previously existing powers are exercised.
4. The Commission APPROVES the reorganization with a discretionary modification as described below. Approval involves all of the following:
 - a) The affected territory is modified to include 0.55 acres of nearby public right-of-way on Woodside Avenue.
 - b) Detachment of the affected territory as modified from the Padre Dam Municipal Water District shown in "Exhibit A-1" and described in "Exhibit A-2."
 - c) Annexation of the affected territory to the Lakeside Water District as shown in "Exhibit A-1" and described in "Exhibit A-2."
5. The Commission CONDITIONS all approvals on the following terms being satisfied by March 1, 2022 unless an extension is requested in writing and approved by the Executive Officer:
 - a) Completion of the 30-day reconsideration period provided under Government Code Section 56895.
 - b) Submittal to the Commission of final map and geographic description of the affected territory as approved by the Commission conforming to the requirements of the State Board of Equalization – Tax Services Division.
 - c) Submittal to the Commission of the following payments:
 - A check made payable to LAFCO in the amount of \$50.00 for the County of San Diego-Clerk Recorder to reimburse for filing a CEQA Notice of Exemption consistent with the findings in the resolution.
 - A check made payable to the State Board of Equalization for processing fees in the amount of \$350.00.
6. The Commission assigns the proposal the following short-term designation:
"Lakeside Water District – Riverford Road Reorganization"

7. The affected territory as designated by the Commission is uninhabited as defined in Government Code Section 56046.
8. The Commission waives conducting authority proceedings under Government Code Section 56662.
9. The Lakeside Water District and the Padre Dam Municipal Water District are registered-voter districts.
10. The Lakeside Water District and Padre Dam Municipal Water District utilize the County of San Diego assessment roll.
11. The affected territory will be liable for any existing bonds, contracts, and/or obligations of the Lakeside Water District as provided under Government Section 57328.
12. The effective date of the approval shall be the date of recordation but not before the completion of a 30-day reconsideration period and only after all terms have been completed as attested by the Executive Officer.
13. As allowed under Government Code Section 56107, the Commission authorizes the Executive Officer to make non-substantive corrections to this resolution to address any technical defects, errors, irregularities, or omissions.
14. The Executive Officer is hereby authorized and directed to mail copies of this resolution as provided in Sections 56880-56882 of the Government Code.
15. The Executive Officer is further authorized and directed to prepare, execute, and record a Certificate of Completion, make the required filings with the County Assessor, County Auditor, and the State Board of Equalization as required by Section 57200, et seq., of the Government Code.

**

PASSED AND ADOPTED by the Commission on March 1, 2021 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

**

Attest:

Keene Simonds
Executive Officer

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EXHIBIT A-1
MAP OF THE AFFECTED TERRITORY TO BE DETACHED FROM THE
PADRE DAM MWD

-Placeholder-

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EXHIBIT A-2
GEOGRAPHIC DESCRIPTION OF THE AFFECTED TERRITORY TO BE DETACHED
FROM THE PADRE DAM MWD

-Placeholder-

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EXHIBIT B-1
MAP OF THE AFFECTED TERRITORY TO BE ANNEXED TO THE
LAKESIDE WD

-Placeholder-

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EXHIBIT B-2
GEOGRAPHIC DESCRIPTION OF THE AFFECTED TERRITORY TO BE ANNEXED
TO THE LAKESIDE WD

-Placeholder-

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RESOLUTION NO. 2020-08

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE LAKESIDE WATER DISTRICT
REQUESTING THE LOCAL AGENCY FORMATION COMMISSION
TO TAKE PROCEEDINGS FOR THE
LAKESIDE WATER DISTRICT PARCEL APN 382-260-14-00 ANNEXATION**

RESOLVED, by the Board of Directors of the Lakeside Water District, that

WHEREAS, the Board of Directors of the Lakeside Water District desires to initiate proceedings pursuant to the Cortese/Knox/Hertzberg Local Government Reorganization Act of 2000, Division 3, commencing with Section 56000 of the California Government Code, for the "Lakeside Water District Parcel APN 382-260-14-00 Annexation"; and

WHEREAS, the proposed reorganization includes the following changes of organization:

Concurrent annexation of property to Lakeside Water District, and detachment from the Padre Dam Municipal Water District; and

WHEREAS, the proposed reorganization area is presently located within the adopted sphere of influence for the Lakeside Water District; and

WHEREAS, the purpose for this proposed annexation is to provide water service to the land to be annexed.

WHEREAS, the land subject to the proposed annexation is a vacant unincorporated parcel with the Assessor's Parcel Number 382-260-14-00 and a total of 4.96 acres, and a legal description of the land is set forth in Exhibit "A", attached hereto and by this reference incorporated herein; and

WHEREAS, it is in the interest of the Lakeside Water District to obtain the annexation of said territory to the Lakeside Water District, and

WHEREAS, the District requests that the proposed annexation be subject to the following terms and conditions:

1. Lakeside Water District will pay all reorganization and processing fees.
2. Water service by Lakeside Water District to the Annexation Area shall be subject to and in accordance with the rules and regulations of Lakeside Water District.

NOW, THEREFORE, this Resolution of Application is hereby adopted and approved by the Board of Directors of the Lakeside Water District. The Local Agency Formation Commission of San Diego County is hereby requested to take proceedings for the proposed change of organization that include the territory as described in Exhibit A, according to the terms and conditions stated above and in the manner provided by the Cortese/Knox/Hertzberg Local Government Reorganization Act of 2000.

PASSED AND ADOPTED by the Board of Directors of the Lakeside Water District at a regular meeting held on September 8, 2020, by the following vote to wit:

AYES: Hilliker, Jenkins, Johnson, Neumeister, Robak

NOES:

ABSENT:

ABSTAINED:



Steve Johnson, President
Board of Directors

Attest:



Brett Sanders, Secretary
Lakeside Water District

SECRETARY'S CERTIFICATE

I, Brett Sanders, Secretary of the Board of Directors of Lakeside Water District, County of San Diego, California, hereby certify as follows:

The attached is a full and correct copy of **Resolution 2020-08** adopted at a meeting of the Board of Directors of the District duly held at the regular meeting place thereof on September 8, 2020, by the following vote:

AYES: Hilliker, Jenkins, Johnson, Neumeister, Robak

NOES: None

ABSTAIN: None

ABSENT: None

An agenda of the meeting was posted at least 72 hours before the meeting at 10375 Vine Street, Lakeside, California, a meeting freely accessible to members of the public, and a brief description of the resolution appeared on the agenda.

The resolution has not been amended, modified or rescinded since the date of its adoption, and the same is now in full force and effect.

Dated: September 8th, 2020

A handwritten signature in cursive script, reading "Brett Sanders", is written over a solid horizontal line.

Brett Sanders
Secretary of the Board of Directors of
Lakeside Water District

ANNEXATION NO. _____
"LAKESIDE PARCEL CHANGE OF ORGANIZATION"
ANNEXATION TO LAKESIDE WATER DISTRICT

GEOGRAPHIC DESCRIPTION

A PORTION OF LOT 1 OF RIVERVIEW FARMS, IN THE COUNTY OF SAN DIEGO, STATE OF CALIFORNIA, ACCORDING TO MAP THEREOF NO. 1683, FILED IN THE OFFICE OF THE COUNTY RECORDER OF SAN DIEGO COUNTY, IN FEBRUARY 25, 1916, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT AN OLD REBAR SET IN CONCRETE MONUMENT DESIGNATED STATION NO. 1022, CALIFORNIA COORDINATE SYSTEM, ZONE 6, NAD '83, NORTH 1,891,620.232, EAST 6,344,625.354 PER RECORD OF SURVEY MAP NO. 11252 ON FILE IN THE OFFICE OF THE COUNTY RECORDER OF SAN DIEGO COUNTY OCTOBER 8, 1987; THENCE NORTH 83°24'12" EAST A DISTANCE OF 2,902.09 FEET TO A CONCRETE MONUMENT DESIGNATED STATION NO. 2175, CALIFORNIA COORDINATE SYSTEM, ZONE 6, NAD '83, NORTH 1,891,953.617, EAST 6,347,508.232 PER SAID RECORD OF SURVEY MAP NO. 11252; THENCE NORTH 63°25'10" EAST A DISTANCE OF 797.44 FEET, MORE OR LESS, TO THE NORTHWEST CORNER OF SAID LOT 1; THENCE SOUTH 00°38'22" WEST ALONG SAID WEST LINE A DISTANCE OF 282.79 FEET TO THE **TRUE POINT OF BEGINNING**;

1. THENCE LEAVING SAID WEST LINE, **SOUTH 88°38'23" EAST** A DISTANCE OF **478.44 FEET** TO THE BEGINNING OF A TANGENT CURVE , CONCAVE NORTHERLY AND NORTHWESTERLY, HAVING A RADIUS OF 990.00 FEET;
2. THENCE EASTERLY AND NORTHEASTERLY ALONG SAID TANGENT CURVE THROUGH A CENTRAL ANGLE OF **41°30'00"** AN ARC DISTANCE OF **717.07 FEET**;
3. THENCE **NORTH 49°51'37" EAST** A DISTANCE OF **185.94 FEET**;
4. THENCE **SOUTH 23°44'03" EAST** (SOUTH 24°07'00" EAST PER DEED) **383.11 FEET** TO THE BEGINNING OF A NON-TANGENT CURVE CONCAVE NORTHERLY HAVING A RADIUS OF 3890.00 FEET TO WHICH A RADIAL LINE BEARS SOUTH 07°04'42" EAST;
5. THENCE WESTERLY ALONG SAID NON-TANGENT CURVE THROUGH A CENTRAL ANGLE OF **00°51'52"** AN ARC DISTANCE OF **58.69 FEET** TO A POINT 110.00 FEET LEFT OF ENGINEERS STATION 262+29.01, END OF CURVE ON THE B-6 LINE OF THE DEPARTMENT OF PUBLIC WORKS SURVEY OF 1960 FOR FREEWAY IN SAN DIEGO COUNTY ROAD XL-SD-198;
6. THENCE **SOUTH 83°29'36" WEST** (SOUTH 83°06'21" WEST PER M.S. MAP NO. 707) ALONG SAID NORTHERLY RIGHT OF WAY A DISTANCE OF **779.02 FEET** TO AN ANGLE POINT IN SAID NORTHERLY RIGHT-OF-WAY;

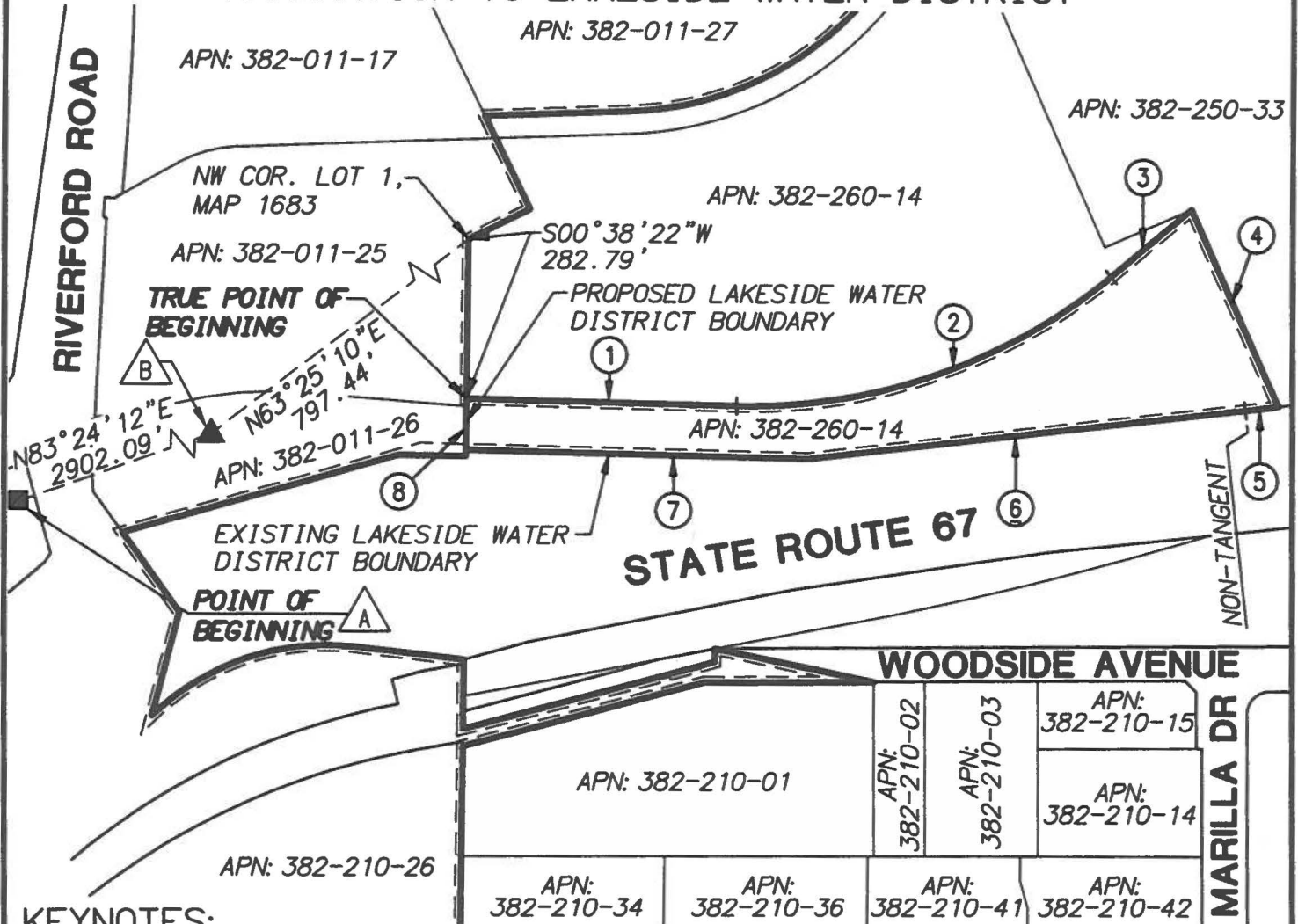
7. THENCE CONTINUING ALONG SAID NORTHERLY RIGHT OF WAY **NORTH 88°38'23" WEST** (NORTH 89°01'36" EAST PER SAID M.S. MAP NO. 707) A DISTANCE OF **605.24 FEET** , MORE OR LESS, TO SAID WEST LINE OF SAID LOT 1;
8. THENCE **NORTH 00°38'22" EAST** ALONG SAID WEST LINE A DISTANCE OF **90.01 FEET** TO THE **TRUE POINT OF BEGINNING** AND CONTAINING 4.78 ACRES OF LAND MORE OR LESS.

For assessment purposes only. This description of land is not a legal property description as defined in the Subdivision Map Act and may not be used as the basis for an offer for sale of land described.

WILLIAM A. SNIPES, LS 8034 DATED



ANNEXATION NO. DA20- ANNEXATION TO LAKESIDE WATER DISTRICT



KEYNOTES:

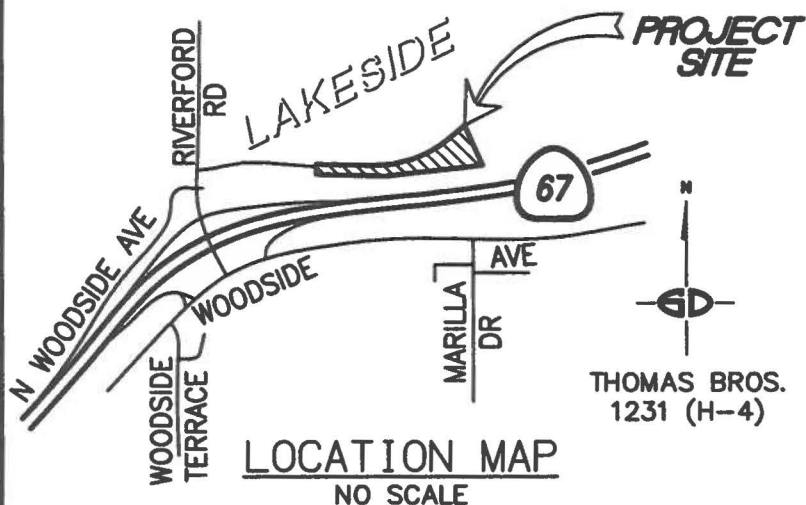
- A** EXIST. REBAR SET IN CONC MONUMENT DESIGNATED STATION 1022, CCS NAD 83, ZONE 6 PER ROS 11252
- B** STREET SURVEY MONUMENT STAMPED "S D CO ENGR 238+93.20 14+20.87" DESIGNATED STATION 2175, CCS NAD 83, ZONE 6 PER ROS 11252

COURSES:

APN: 382-260-14			
①	S88°38'23"E	-	478.44'
②	Δ=41°30'00"	R=990.00'	L=717.07'
③	N49°51'37"E	-	165.94'
④	S23°44'03"E	-	383.11'
⑤	Δ=00°51'52"	R=3,890.00'	L=58.69'
⑥	S83°29'36"W	-	779.02'
⑦	N88°38'23"W	-	605.24'
⑧	N00°38'22"E	-	90.01'

4.78 ACRES

- EXISTING LAKESIDE WATER DISTRICT BOUNDARY
- PROPOSED LAKESIDE WATER DISTRICT BOUNDARY



THOMAS BROS.
1231 (H-4)



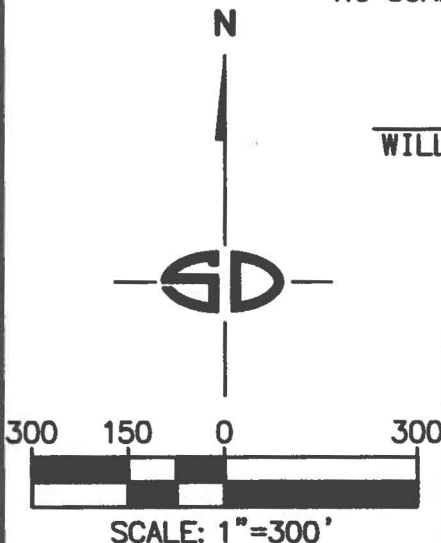
WILLIAM A. SNIPES, L.S.8034

DATE

DISCLAIMER:

"FOR ASSESSMENT PURPOSES ONLY. THIS DESCRIPTION OF LAND IS NOT A LEGAL PROPERTY DESCRIPTION AS DEFINED IN THE SUBDIVISION MAP ACT AND MAY NOT BE USED AS THE BASIS FOR AN OFFER FOR SALE OF THE LAND DESCRIBED."

ASSESSOR'S PARCEL NUMBER:	LAFCO RESOLUTION NO.	ACREAGE:	DATE:	SCALE:
382-260-14-00	DA20-	4.78	9/8/2020	1"=300'
LAKESIDE WATER DISTRICT A PORTION OF LOT 1 OR RIVERVIEW FARMS ACCORDING TO MAP NO. 1683		SNIPES-DYE ASSOCIATES 8348 CENTER DRIVE, SUITE G LA MESA, CA 91942 (619) 697-9234		





San Diego County Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

5d

AGENDA REPORT Consent | Action

March 1, 2021

TO: Commissioners

FROM: Keene Simonds, Executive Officer

SUBJECT: Progress Report on 2020-2021 Workplan

SUMMARY

The San Diego County Local Agency Formation Commission (LAFCO) will receive a progress report on the adopted workplan for 2020-2021 and its two dozen plus projects. This includes noting through two-thirds of the fiscal year 22 of the 27 projects in the workplan have been initiated with 11 either complete or nearing completion. The report also outlines current activities and is being presented to the Commission to receive and file as well as to provide related direction – including identifying possible amendments – for future consideration.

BACKGROUND

2020-2021 Workplan

San Diego LAFCO's current fiscal year workplan was adopted at a noticed public hearing held on May 4, 2020. 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 Commission reserves discretion to amend the workplan during the fiscal year to address changes in priorities or resources as well as to continue projects into subsequent fiscal years. One amendment has been approved to date to address a recent grant award from the State to begin a new project to track agricultural use trends in San Diego County.

Administration Keene Simonds, Executive Officer County Operations Center 9335 Hazard Way, Suite 200 San Diego, California 92123 T 858.614.7755 F 858.614.7766 www.sdlafco.org	Vice Chair Jim Desmond County of San Diego	Mary Casillas Salas City of Chula Vista	Chris Cate City of San Diego	Jo MacKenzie Vista Irrigation	Chair Andy Vanderlaan General Public
	Nora Vargas County of San Diego	Bill Wells City of El Cajon	Marni von Wilpert, Alt. City of San Diego	Barry Willis Alpine Fire Protection	Harry Mathis, Alt. General Public
	Joel Anderson, Alt. County of San Diego	Paul McNamara, Alt. City of Escondido		Vacant, Alt. Special District	

DISCUSSION

This item provides San Diego LAFCO with its regular update on workplan projects formally established for the fiscal year and provide related input and/or direction. 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 and provide general direction on listed projects. The item also provides an opportunity to discuss the merits of new projects and/or amendments for future consideration.

ANALYSIS

San Diego LAFCO is generally proceeding as planned with respect to accomplishing projects in the adopted workplan with 22 of the 27 listees underway and/or completed through two-thirds of the fiscal year. Seven projects have been completed and headlined by updating the Agricultural and Open Space Lands Policy and a countywide municipal service review on resource conservation districts in San Diego County. Four other projects are nearing their completion and include municipal service reviews on the Poway and Ramona regions. Work has also commenced on the newest addition to the workplan through amendment in February 2021 to enter into a memorandum of understanding with other participants of a recently awarded planning grant from the State to track agricultural trends in San Diego County. Notwithstanding the preceding progress, other projects have lagged and include high priority activities to update Rule No. 4 (special district functions and classes) and municipal service reviews on the Fallbrook-Rainbow, Vista, San Marcos regions. These and other projects will not be completed by the end of the fiscal year and have been added to a proposed workplan for 2021-2022 for separate consideration by the Commission.

RECOMMENDATION

It is recommended San Diego LAFCO receive and file the item with the invitation to discuss and/or provide related direction 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:

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) 2020-2021 Workplan with Status Notations

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San Diego County Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

2020-2021 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 (annexations, detachments, etc.) and outside service requests. Common planning functions include preparing studies to independently evaluate the availability, performance, and need for municipal 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 2020-2021 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 2020-2021 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 Escondido, Vista, San Marcos, and Fallbrook-Rainbow regions. Several policy updates are also scheduled and include reviewing LAFCO's existing policies regarding the identification and authorization of special district service functions and classes. Other administrative projects filling the Analyst I/II position and securing a long-term office lease.

Priority	Level	Type	Project	Description and Key Issues	Status
Continual	...	Statutory	Applicant Proposals	LAFCO will prioritize resources to address proposals involving boundary changes and outside service requests.	
Continual	...	Administrative	Targeted LAFCO Presentations	LAFCO will prioritize public outreach; emphasis on informing stakeholders ahead of MSR work	
1	High	Statutory	MSR Fallbrook-Rainbow Region	Reviews of Fallbrook PUD, Rainbow MWD, San Luis Rey MWD, & North County FPD	In progress
2	High	Statutory	MSR Escondido Region Part II	Review of the City of Escondido; follows completion of Part I (Rincon del Diablo MWD and Deer Springs FPD) in 2019-2020	In progress
3	High	Statutory	MSR Resource Conservation Services	Countywide study on RCD services; reviews of Mission RCD, Upper San Luis Rey RCD, & Greater San Diego RCD	Completed
4	High	Administrative	Policy Review Ag and Open Space	Update existing policies and procedures involving ag and open space; incorporate stakeholder outreach (Farm Bureau, etc.)	Completed
5	High	Administrative	Policy Review Rule No. 4	Update Rule No. 4 and its provisions guiding LAFCO's duty to identify and establish special districts' service functions and classes	In progress
6	High	Statutory	MSR Poway Region	Review is specific to the City of Poway	Near completion
7	High	Statutory	MSR San Marcos Region	Reviews of the City of San Marcos, San Marcos FPD, & Vallecitos WD	In progress
8	High	Statutory	MSR Vista Region	Reviews of the City of Vista, Vista ID, Vista FPD, & Buena SD	In progress
9	High	Administrative	Analyst I/II Position	Perform recruitment and hire of a new Analyst I/II	Completed
10	High	Administrative	Office Space	Current lease for office space with County of San Diego expires in August 2020 with no extension options	In progress
11	Moderate	Administrative	Initiate State Grant (Added by Amendment)	Enter into an agreement with RCD of Greater San Diego to establish roles/duties in implementing recent State grant to track ag uses	In progress
12	Moderate	Statutory	MSR Ramona Region	Review is specific to the Ramona MWD	Near completion
13	Moderate	Statutory	MSR Pauma Valley Region	Reviews of Pauma MWD, Pauma CSD, Yuima MWD, Mootamai MWD, and Rincon Ranch CSD	Pending
14	Moderate	Administrative	Cities Advisory Committee	Staff and maintain feedback with Cities Advisory Committee and hold no less than two formal meetings in FY	Near completion
15	Moderate	Administrative	Special Districts Advisory Committee	Staff and maintain feedback with Special Districts Advisory Committee and hold no less than three formal meetings in FY	Near completion
16	Moderate	Administrative	Live-Streaming and On-Demand Video	Expand LAFCO's real-time accessibility to the public to include live streaming meetings with on demand accessibility	Completed
17	Moderate	Administrative	2019-2020 Audit	Coordinate outside consultant's review of financial statements for 2019-2020 and identify opportunities to improve accounting system	In progress
18	Moderate	Administrative	Policy Review Study Schedule	Update study schedule calendaring municipal service reviews to reflect current progress and related observations	Pending
19	Moderate	Administrative	SANDAG	Re-establish regular participation in SANDAG's Technical Working Group (TWG) and prepare an informational report on related topics	In progress
20	Moderate	Administrative	State Groundwater Management Act	Prepare report on State Groundwater Management Act (SGMA) implementation in San Diego County relative to LAFCO duties/interests	Completion
21	Moderate	Administrative	CALAFCO	Participate in CALAFCO through the Board, Leg Committee, and Annual Workshop and Conference in FY	Completed
22	Low	Administrative	Application Procedures	Streamline existing application packet to be more user-friendly; address new statutory requirements	Pending
23	Low	Statutory	MSR Oceanside and Carlsbad Region	Reviews of the Cities of Oceanside and Carlsbad as well as Carlsbad MWD and Morro Hills	In progress
24	Low	Statutory	MSR Encinitas Region	Reviews of the City of Encinitas and Leucadia WWD, Olivenhain MWD, & San Dieguito WD	Pending
25	Low	Administrative	SOI/MSR Annual Report	Prepare annual report to serve as living record of all sphere actions in San Diego County	Pending
26	Low	Administrative	Local Agency Directory	Create user-friendly publication identifying and summarizing local governmental agencies subject to LAFCO oversight	In progress
27	Low	Administrative	Social Media	Establish social media presence as a new communication forum	Completed



San Diego County Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

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AGENDA REPORT Consent | Information

March 1, 2021

TO: Commissioners

FROM: Robert Barry, Chief Policy Analyst
Linda Heckenkamp, Analyst II
Priscilla Allen, Analyst I

SUBJECT: Active Proposals and Related Activities

SUMMARY

The San Diego County Local Agency Formation Commission (LAFCO) will receive a report identifying active proposals on file with the Commission as well as a summary of anticipated submittals based on ongoing discussions with local agencies. In all, there are currently 29 active proposals on file with the Commission with 19 awaiting hearing. The item is for information and concurrently satisfies LAFCO's reporting requirement to affected agencies for notification of proposal filings made by landowner or registered voter petitions.

BACKGROUND

Processing Procedures and Timelines

LAFCO proceedings for consideration of proposed changes of organization or reorganizations – which typically involves annexations, detachments, and service function activations or divestures – are generally initiated by outside applicants (subject landowners or registered voters, and/or local affected agencies). LAFCOs may also initiate proposals specific to forming, consolidating, or dissolving special districts if consistent with the recommendations of approved municipal service reviews. LAFCO staff proceeds with administrative reviews and within 30 days provides status letters to applicants advising what

Administration Keene Simonds, Executive Officer County Operations Center 9335 Hazard Way, Suite 200 San Diego, California 92123 T 858.614.7755 F 858.614.7766 www.sdlafco.org	Vice Chair Jim Desmond County of San Diego Nora Vargas County of San Diego Joel Anderson, Alt. County of San Diego	Mary Casillas Salas City of Chula Vista Bill Wells City of El Cajon Paul McNamara, Alt. City of Escondido	Chris Cate City of San Diego Marni von Wilpert, Alt. City of San Diego	Jo MacKenzie Vista Irrigation Barry Willis Alpine Fire Protection Vacant, Alt. Special Districts	Chair Andy Vanderlaan General Public Harry Mathis, Alt. General Public
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– if any – additional information is needed. Once deemed complete, proposals are scheduled for Commission consideration and placed on the agenda as consent, business, or hearing items based on noticing requirements.¹ Overall, most proposals are forwarded to the Commission within six months from the date of submittal.

DISCUSSION

This item is being presented for information only and identifies all active proposals currently on file with San Diego LAFCO. The report also – and for telegraphing purposes of future workload – identifies pending proposals staff anticipates being submitted with LAFCO in the near term based on discussions with local agencies. The information item also serves to concurrently satisfy the Commission’s reporting requirement to provide notice on agendas to affected special districts when proposed annexation applications are initiated by landowner or registered voter petitions.² A summary of active and pending proposal applications follow and detailed in Attachment One.

Active Proposals & Related Petition Notifications

There are 29 proposals currently active and undergoing processing with San Diego LAFCO as of date. Current processing stages of these active proposals range from pre-Commission action (19) to post-Commission action (10) with the latter category representing items already approved but awaiting the completion of conducting authority proceedings or terms. The former category – pre-Commission action – also includes one new proposal filing since the last meeting in February and is identified below.

- “Sunset Drive Change of Organization” |
Detachment from the Vista Irrigation District and Conforming Sphere Amendment

Pending Agency Proposals

There are four substantive agency proposals staff anticipates being submitted to San Diego LAFCO in the near future.³ These four pending proposals are currently under local agency consideration with respect to development entitlements and environmental review. Three of these pending proposals would involve city annexations in North County to accommodate relatively large residential subdivision projects and involve Harvest Hills (Escondido), Sager Ranch (Escondido), and Rancho Lomas Verdes (Vista).

¹ The Executive Officer may also place proposals otherwise meriting consent on the business calendar to solicit additional review and discussion if warranted. Separately, applications involving outside-of-agency service extension requests follow separate proceedings and may be administratively approved by the Executive Officer if addressing documented public health or safety threats.

² Government Code Section 56857 directs LAFCOs to provide notice on agendas of any proposal involving special districts that have been initiated by landowners or registered voters. The agenda notification starts a 60-day period in which the affected special districts may request termination of the proceedings due to financial or service-related concerns.

³ Staff uses discretion in listing pending proposals and limits notice to only activities to be initiated by a local governmental agency. Pending proposals to be initiated by landowners and/or registered voters are not disclosed until an actual filing is made.

ANALYSIS

San Diego LAFCO remains active in processing more than two dozen proposals with the majority awaiting consideration by the Commission. Most active proposals have been initiated by landowners and involve single lots in the unincorporated area subject to tentative development approvals and as such require annexations to water and/or wastewater providers. Notable exceptions include two contested reorganizations separately filed by Rainbow Municipal Water District and Fallbrook Public Utility District to detach from the San Diego County Water Authority and annex to Eastern Municipal Water District and in doing so transfer their wholesale water supplier.

RECOMMENDATION

This item is presented to San Diego LAFCO for information only.

ALTERNATIVES FOR ACTION

This item is being presented for information only; no action is necessary.

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.

On behalf of staff,

A handwritten signature in black ink that reads "Priscilla Allen". The signature is written in a cursive, flowing style.

Priscilla Allen
Analyst I

Attachment:

- 1) Active and Pending Proposal Applications as of February 19, 2021

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File Number	Proposal Name Affected Agencies	Project Manager	Proposal Summary
ACTIVE PROPOSAL APPLICATIONS <u>PENDING COMMISSION ACTION</u>			
1	RO06-17 “Tobacco Road Reorganization” - City of Escondido (Annexation)	Robert Barry	Application submitted in March 2006 to annex six parcels to the City of Escondido for wastewater service. In 2006, LAFCO approved two out-of-service agreements to allow the City of Escondido to provide wastewater 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. The proposal was 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 determining if the other landowners are interested/willing to proceed with the annexation at this time. Ongoing discussions continue.
2	RO08-09 “South Mollison Ave-Snyder Reorganization” - City of El Cajon (Annexation)	Robert Barry	Application submitted in May 2008 for a 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 and was 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 from any of the interested parties to date. (Expected abandonment subject to pending policy authorization.)
3	DA08-10 “Avocado Way-Potter Annexation” - Vallecitos WD (Annexation)	Robert Barry	Application submitted in March 2008 for a proposed annexation to Vallecitos WD to obtain wastewater service for two existing residences along Avocado Way 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. There have been ongoing discussions with Vallecitos WD as of 2018.
4	RO08-15 SA08-15 “Crestlake Estates Reorganization” - San Diego County SD (Annexation) - Lakeside FPD (Annexation) - CSA 69 (Annexation)	Robert Barry	Application submitted in May 2008 requesting a reorganization to provide wastewater services to an approved Tentative Map allowing the development of 60 single-family residences and was 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. (Expected abandonment subject to pending policy authorization.)

	File Number	Proposal Name Affected Agencies	Project Manager	Proposal Summary
5	DA12-02	"Lorch Annexation" - Borrego WD (Annexation)	Robert Barry	Application submitted in March 2012 to annex approximately 9.4 acres to the Borrego Water District to provide water service to one parcel within the District sphere. Application deemed incomplete in an 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. Ongoing discussions with Borrego WD continue.
6	DA16-10	"CSA 17 Harmony Grove Annexation" - CSA 17 (Annexation)	Linda Heckenkamp	Application submitted in May 2016 to annex approximately 3,600 acres to CSA 17 for ambulance service and done so as a cross-condition of the Rancho Santa Fe Fire Protection District Reorganization: Dissolution of CSA No. 107 (Elfin Forest/Harmony Grove). The proposal was 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 2019 to provide assistance and continues to discuss opportunities to proceed forward.
7	RO16-11	"Rancho Hills Annexation" - Rancho Santa Fe CSD (Annexation)	Robert Barry	Application submitted in October 2016 to annex a portion of a 37-lot residential subdivision titled "Rancho Hills" to Rancho Santa Fe CSD for wastewater service. A concurrent latent power expansion for Olivenhain MWD is needed to accommodate sewer to the remaining project site. The proposal was 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	RO19-04	"Ortega – Olde Highway 80 Change of Organization" - San Diego County Sanitation District (Annexation)	Linda Heckenkamp	Application submitted in February 2019 by landowner petition to annex two residential lots totaling approximately 5.07 acres to San Diego County Sanitation District for wastewater service. The submitted proposal application is incomplete and pending receipt of additional documentation and information from the applicant to complete staff's analysis.

	File Number	Proposal Name Affected Agencies	Project Manager	Proposal Summary
9	SA19-26 RO19-26 OAS19-26	“Valiano - Eden Valley Reorganization” - City of Escondido (Sphere Amendment and OSA) - San Marcos FPD (Annexation) - Rancho Fe FPD (Sphere Amendment & Detachment)	Robert Barry	Application submitted in November 2019 by landowner petition and the City of Escondido. Proposal involves reorganization of approximately 10.76 acres with annexation to San Marcos Fire Protection District (FPD) and concurrent detachment and sphere exclusion from Rancho Santa Fe FPD; and, amendments to the spheres of influence for the Cities of Escondido (inclusion) and San Marcos (exclusion) for two unincorporated parcels totaling 82.9 acres and subject to a 240.6 acre County of San Diego-approved Specific Plan (TM-5575); and, approval of a contractual wastewater agreement between the landowner of the unincorporated Specific Plan area and the City of Escondido to extend City wastewater service to 326 single-family residences to be constructed within the Escondido sphere. The submitted proposal application is incomplete and pending staff’s analysis. (On January 27, 2020, the San Diego Superior Court overturned the County development approvals for the project. The applicant is appealing the Court decision and has requested LAFCO continue to process the reorganization.)
10	LP(E)19-27	“Fallbrook Public Utility District Latent Power Expansion - Park & Rec et,al.”	Robert Barry	Application submitted in November 2019 by resolution seeking approval to activate Fallbrook PUD’s latent power to exercise park and recreation, street lighting and roads and street functions within its boundaries. The submitted proposal application is incomplete and pending receipt of additional documentation and this includes completion of a scheduled municipal service review for the Fallbrook-Rainbow region.
11	RO20-04	“Rainbow MWD – Eastern MWD Reorganization” – San Diego County Water Authority (Detachment) – Eastern Municipal Water District (Annexation)	Robert Barry	Application submitted April 2020 by resolution from the Rainbow MWD to concurrently detach from the San Diego County Water Authority and annex to the Eastern MWD. The submitted proposal application is incomplete and pending receipt of additional documentation and information from the applicant to complete staff’s analysis. A 10-member advisory committee has also been established by the Commission to assist staff in evaluating the proposal.
12	RO20-05	“Fallbrook PUD – Eastern MWD Reorganization” – San Diego County Water Authority (Detachment) – Eastern Municipal Water District (Annexation)	Robert Barry	Application submitted April 2020 by resolution from the Fallbrook PUD to concurrently detach from the San Diego County Water Authority and annex to the Eastern MWD. The submitted proposal application is incomplete and pending receipt of additional documentation and information from the applicant to complete staff’s analysis. A 10-member advisory committee has also been established by the Commission to assist staff in evaluating the proposal.

	File Number	Proposal Name Affected Agencies	Project Manager	Proposal Summary
13	RO20-10	<p>“Meadowood Reorganization”</p> <ul style="list-style-type: none"> - Rainbow Municipal Water District (Annexation) - Valley Center Municipal Water District (Detachment) 	Robert Barry	Application submitted in June 2020 by resolution from the Rainbow MWD and involves annexation of approximately 374.7 acres and the development of 844 units for water and wastewater service. A concurrent detachment from Valley Center MWD is also proposed. The submitted proposal application is incomplete and pending receipt of additional documentation and this includes completing a scheduled municipal service review involving Rainbow MWD.
14	RO20-17	<p>“Papp-Olive Avenue Reorganization”</p> <ul style="list-style-type: none"> - Vallecitos Water District (Annexation) - Vista Irrigation District (Detachment) 	Robert Barry	Application submitted in August 2020 by landowner petition and involves annexation of approximately 1.2 acres for water and wastewater service. The affected territory is developed with a single-family residence. The submitted proposal application is incomplete and pending receipt of additional documentation from the applicant to complete staff’s analysis.
15	RO20-18	<p>“Plumosa Avenue Reorganization”</p> <ul style="list-style-type: none"> - City of Vista (Annexation) - Vista Fire Protection District (Detachment) 	Linda Heckenkamp	Application submitted in September 2020 by resolution of the City of Vista and involves annexation of approximately 0.7 acres for wastewater service. The affected territory is developed with a single-family residence. The submitted proposal application is incomplete and pending receipt of additional documentation from the applicant to complete staff’s analysis.
16	RO20-19	<p>“Lakeside Water District – Riverford Reorganization”</p> <ul style="list-style-type: none"> - Lakeside Water District (Annexation) - Padre Dam Municipal Water District (Detachment) 	Priscilla Allen	Application submitted in September 2020 by resolution of the Lakeside Water District and involves annexation of approximately 5.0 acres for water service. The affected territory is undeveloped with a proposed development by the District for a groundwater treatment facility. The proposal is scheduled for hearing on the March 1 st agenda.

	File Number	Proposal Name Affected Agencies	Project Manager	Proposal Summary
17	RO20-21	“Rancho Corrido RV Park Reorganization” - Yuima Municipal Water District (Annexation) - San Diego County Water Authority (Annexation) - Metropolitan Water District (Annexation)	Robert Barry	Application submitted in September 2020 by resolution of the Yuima Municipal Water District and involves annexation of approximately 31.0 acres for water service. The affected territory is developed with 20 mobile homes, 80 time-limited recreational vehicle (RV) spaces, and 20 RV spaces with 90-day time limits. The property includes an office, laundry, and swimming facilities. No new development is anticipated. The proposal is scheduled for hearing for April 2021.
18	CO20-22	“Chinese Bible Church Change of Organization” - Rancho Santa Fe CSD (Annexation)	Robert Barry	Application submitted in November 2020 by landowner petition and involves annexation of approximately 9.09 acres for wastewater service to a religious facility to be developed under a County-approved Major Use Permit. The submitted proposal application is incomplete and pending receipt of additional documentation from the applicant to complete staff’s analysis.
19	CO21-01	“Sunset Drive Detachment” - Vista Irrigation District (Detachment) - Vista Irrigation District (Sphere Amendment)	Priscilla Allen	Application submitted in January 2021 by landowner petition and involves detachment of approximately 7.8 acres as a condition of development. The affected territory is undeveloped with a proposed development by the landowner of 48 townhomes. The submitted proposal application is incomplete and pending receipt of additional documentation from the applicant to complete staff’s analysis.

File Number	Proposal Name Affected Agencies	Project Manager	Proposal Summary
ACTIVE PROPOSALS POST COMMISSION ACTION			
20	SA16-20 LP16-20	Robert Barry	Proposal submitted November 2016 by resolution of the San Diego County Fire Authority. Involved annexation of remaining unserved Islands 2, 3, and 4 via reorganization of local fire service territory among five local agencies: CSA 135; Bonita-Sunnyside FPD; Lakeside FPD; Ramona MWD; and San Miguel FPD. Reorganization involved annexation to the subject agencies and 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. Conforming amendments to add the affected territory to the subject agencies' spheres of influence were also required. The reorganization proposal was approved February 4, 2018 and is now pending recordation once all terms are satisfied. A noticed protest hearing was held on March 13, 2019 at the LAFCO office. No protest was received by affected registered voters or landowners. Other terms remain pending.
21	SA18-07 OAS18-07	Robert Barry	Proposal involves an outside-of-agency contractual wastewater service agreement between the property owner and the City of La Mesa. OAS covers extension of City wastewater sewer service to one existing unincorporated single-family residence located outside of the La Mesa sphere of influence. The purpose of the OAS is to allow the landowner to proceed with an intensity improvement to develop an accessory workshop unit, which exceeds the permitted capacity of the existing onsite septic system. The proposal was approved by the Commission on April 8, 2018 and is now pending recordation once all terms are satisfied.
22	RO19-15 OAS19-15	Linda Heckenkamp	Proposal application submitted in August 2019 by landowner petition requesting reorganization with the City of Escondido of two unincorporated parcels totaling approximately 0.63 acres and each developed with one single-family residence. Both residences provided documentation of failing/failed septic systems. Emergency OAS agreements for wastewater were granted to resolve the health and emergency situation in advance of annexation to Escondido. Reorganization with Escondido also required concurrent detachment from CSA No. 135 (Regional Communications) and exclusion from RDDMWD ID"E." The proposal was approved by the Commission on June 1st, 2020 and is now pending recordation once all terms are satisfied.

	File Number	Proposal Name Affected Agencies	Project Manager	Proposal Summary
23	CO20-08	“Fuerte Ranch Estates Change of Organization” - San Diego County Sanitation District (Annexation)	Robert Barry	Application submitted in May 2020 by landowner petition and involves annexation of approximately 27.3 acres to San Diego County Sanitation District to facilitate the development of 36 single-family homes. The submitted proposal application 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 November 2, 2020 and now pending recordation once all terms are satisfied.
24	SA20-09 OAS20-09	“Mercurio – Grossmont OSA Agreement” - City of La Mesa (OSA & Sphere Amendment)	Robert Barry	Application submitted in June 2020 by landowner request and involves an out-of-agency contractual wastewater service agreement with the City of La Mesa for one existing single-family residence and one proposed ADU. The unincorporated property totals approximately 0.91 acres, is not contiguous with the City, and is not within the La Mesa sphere of influence. Per Government Code Section 56133, the proposed wastewater OAS agreement requires an amendment for inclusion of the affected territory within the La Mesa sphere in anticipation of a future annexation. The proposal was approved by the Commission on February 1, 2021 and now pending recordation once all terms are satisfied.
25	RO20-11	“Lindauer – Olive Street Reorganization” - Vallecitos Water District (Annexation) - Vista Irrigation District (Detachment)	Robert Barry	Application submitted in June 2020 by landowner petition and involves annexation of approximately 4.0 acres for water and wastewater service. The affected territory is developed with a single-family residence experiencing a failing well for domestic water uses. The submitted proposal application 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 November 2, 2020 and now pending recordation once all terms are satisfied.
26	RO20-13	“Valley Center Community Services District -County Service Area No. 138 Reorganization” - Valley Center Community Services District (Dissolution) - County Service Area No. 138 (Formation)	Linda Heckenkamp	Application submitted in June 2020 by resolution and involves the concurrent dissolution of Valley Center Community Services District and formation of County Service Area No. 138 to assume park and recreation services. The submitted proposal application 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 November 2, 2020 and now pending recordation once all terms are satisfied.

	File Number	Proposal Name Affected Agencies	Project Manager	Proposal Summary
27	RO20-12	<p>“Ortiz – Olive Avenue Reorganization”</p> <ul style="list-style-type: none"> - City of Vista (Annexation) - Vista Fire Protection District (Detachment) 	Linda Heckenkamp	Application submitted in June 2020 by landowner petition and involves annexation to the City of Vista of approximately 4.94 acres for wastewater service and concurrent detachment from Vista Fire Protection District. The affected territory has proposed development of 15 residential lots. The proposal was approved by the Commission on December 7, 2020 and now pending recordation once all terms are satisfied.
28	Ro20-15	<p>“Sunrise-Barham Drive Reorganization”</p> <ul style="list-style-type: none"> - City of San Marcos (Annexation) - Vallecitos Water District (Annexation) 	Robert Barry	Application submitted in July 2020 by landowner petition and involves annexation to the City of San Marcos and Vallecitos Water District of approximately 14.4 acres for wastewater and fire protection services. The affected territory has proposed development of 192 multi-family units. The submitted proposal application 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 December 7, 2020 and now pending recordation once all terms are satisfied.
29	CO20-20 OAS20-20	<p>“Estrada – Viejas View Place Change of Organization”</p> <ul style="list-style-type: none"> - San Diego County Sanitation District (Annexation) 	Linda Heckenkamp	Application submitted in September 2020 by landowner petition and involves annexation of approximately 1.0 acres for wastewater service. The affected territory is developed with a single-family residence experiencing a failing septic. The submitted proposal application is incomplete and pending receipt of additional documentation from the applicant to complete staff's analysis. OAS was ratified by the commission on the February 1 st agenda and is now pending recordation once all terms are satisfied.

File Number	Proposal Name Affected Agencies	Project Manager	Proposal Summary
PENDING PROPOSAL APPLICATION SUBMITTALS (No project manager; inquiries should be directed to Robert Barry)			
30	Pending	“Harvest Hills Reorganization” - City of Escondido	
			<p>This anticipated reorganization proposal is currently undergoing development and environmental review by the City of Escondido. Submittal to LAFCO anticipated for late 2020-2021 if approved by Escondido. 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 presently lies outside the adopted Escondido 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 other service related issues have been communicated to the City and are currently under joint review with other local stakeholders. Project was originally titled as “Safari Highlands.”</p>
31	Pending	“Rancho Lomas Verde Reorganization” - City of Vista	
			<p>This anticipated reorganization proposal is undergoing development and environmental review by the City of Vista. The proposal 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 adopted Vista 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 other service related issues have been communicated to the City and are currently under joint review with other local stakeholders.</p>
32	Pending	“Sager Ranch Reorganization” - City of Escondido	
			<p>This anticipated reorganization involves annexation of approximate 1,800 unincorporated acres to the City of Escondido and concurrent detachments from CSA 135 and the Valley Center FPD. The reorganization would facilitate the proposed 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 other service related issues have been communicated to the City and are currently under joint review with other local stakeholders.</p>
33	Pending	Harmony Grove Village South (TM-626)	
			<p>This anticipated reorganization involves the unincorporated 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. On January 27, 2020 the San Diego Superior Court overturned the County’s development approvals for the project. Appeals are pending with no update as of this report.</p>

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San Diego County Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

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AGENDA REPORT Public Hearing

March 1, 2021

TO: Commissioners

FROM: Keene Simonds, Executive Officer

SUBJECT: Adoption of a Draft Workplan and Budget for 2021-2022

SUMMARY

The San Diego County Local Agency Formation Commission (LAFCO) will consider recommendations from the Executive Officer in adopting a draft workplan and budget for 2021-2022. The draft workplan outlines 30 specific project goals ranging in priority from “high” to “low” with several continued from the current fiscal year. The draft budget draws on the workplan and tallies \$1.941 million in operating expenses, which represents a net increase of 1.3% and largely tied to adjustments in employee benefit costs. A matching amount of revenues are also budgeted with one notable internal distinction; agency contributions are set to decrease by (3.7%) with the aid of drawing down reserves by one-tenth to help cover operating expenses. The draft budget and use of reserves would produce an overall projected change in the unrestricted fund balance from \$1.462 to \$1.317 million. Adoption of the draft will precede a formal public review and conclude with final actions in May.

BACKGROUND

Annual Budget Process

San Diego LAFCO is responsible under State law to adopt a proposed (draft) budget by May 1st and a final budget by June 15th. A mandatory review by all local funding agencies is required between the two adoption periods. State law also specifies the draft and final budgets shall be equal to the budget adopted for the previous fiscal year unless LAFCO formally finds any reduced costs will allow the membership to meet its regulatory and planning duties.

Administration Keene Simonds, Executive Officer County Operations Center 9335 Hazard Way, Suite 200 San Diego, California 92123 T 858.614.7755 F 858.614.7766 www.sdlafco.org	Vice Chair Jim Desmond County of San Diego Nora Vargas County of San Diego Joel Anderson, Alt. County of San Diego	Mary Casillas Salas City of Chula Vista Bill Wells City of El Cajon Paul McNamara, Alt. City of Escondido	Chris Cate City of San Diego Marni von Wilpert, Alt. City of San Diego	Jo MacKenzie Vista Irrigation Barry Willis Alpine Fire Protection Vacant, Alt. Special District	Chair Andy Vanderlaan General Public Harry Mathis, Alt. General Public
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Prescriptive Funding Sources

State law mandates operating costs for LAFCOs shall be annually funded among their represented agency membership categories. San Diego LAFCO's operating costs, accordingly, are divided among four distinct membership categories with the largest apportionment assigned to the County of San Diego at 28.6%. The independent special districts and cities less the City of San Diego are also apportioned funding percentages of 28.6% with individual amounts divided thereafter based on total revenue shares in the most recently completed fiscal year. The City of San Diego – and based on special legislation providing the City a dedicated seat on LAFCO – is responsible for the remaining 14.3% of annual operating costs.

DISCUSSION

This agenda item is for San Diego LAFCO to consider recommendations from the Executive Officer in adopting a draft (a) workplan and (b) budget for the upcoming fiscal year. Adoption of these documents would immediately precede a formal public review and comment period – including providing notice to all 77 local funding agencies – with final actions scheduled for the May meeting. A summary discussion of the main components underlying both the draft workplan and operating budget follows.

Summary |

Draft Workplan in 2021-2022

The draft workplan draws on a review of San Diego LAFCO needs and goals by the Executive Officer and ahead of receiving input and direction from the Commission. It outlines 30 specific projects divided between statutory (legislative directives) and administrative (discretionary matters) activities. The projects include both new and existing tasks continued from the current fiscal year and sequentially listed as high, high-moderate, moderate, moderate-low, or low priority. A summary of all high priority projects follows with the entire listing provided as part of Attachment One (Exhibit A).

- No. 1 | MSR-SOI for the Fallbrook-Rainbow Region (Continued)

This project is drawn from the adopted study schedule and involves completing a municipal service review in the Fallbrook-Rainbow region and the four agencies under the Commission's oversight: Fallbrook Public Utility District; Rainbow Municipal Water District; San Luis Rey Municipal Water District; and North County Fire Protection District. The municipal service review will inform subsequent sphere of influence updates as well as precede consideration of three separate reorganizations already on file.

- No. 2 | Fallbrook and Rainbow Ad Hoc Advisory Committee (Continued)

This project commenced in late 2020 and involves coordinating the work of the 10-member Ad Hoc Advisory Committee established by the Commission involving reorganization proposals filed by Fallbrook Public Utility District and Rainbow Municipal Water District to separately detach from County Water Authority. Specific tasks include facilitating the Ad Hoc's prescribed role to assist in the administrative reviews of both proposals as well as oversee related work by an outside consultant.

- No. 3 | Office Space Needs and Possible Relocation (New)
This project involves exploring long-term office space needs in conjunction with LAFCO's lease with the County of San Diego for administrative space at the Operations Center in Kearny Mesa expiring in late August 2021. The project is expected to commence in early Spring 2021 and will explore both purchase and lease options.
- No. 4 | MSR-SOI for the Escondido Region – Part II (Continued)
This project is drawn from the adopted study schedule and involves preparing the second part of a two-part municipal service review on the Escondido region and specific to the City of Escondido; the other agencies (Rincon del Diablo Municipal Water District and Deer Springs Fire Protection District) were included in the recently completed Part I. The municipal service review will inform subsequent sphere of influence updates for all agencies in the region as well as a pending reorganization filing involving the Harvest Hills (formerly Safari Highlands) project. A governance study for the region is also expected to follow the completion of this project at a later date.
- No. 5 | Legislative Proposal to Clarify LAFCOs' Role in Government Code 56133 (New)
This project involves sponsoring and/or otherwise facilitating a legislative amendment to clarify LAFCOs' authority to determine when local agencies require Commission approval to provide extraterritorial services by contract and when statutory exemptions apply. The project draws on recent direction by the Commission and addresses a known concern with local agencies self-exempting themselves in establishing extraterritorial services that subsequently lead to conflict with LAFCO and/or other local agencies.
- No. 6 | Policy Review on Rule No. 4 (Continued)
This project involves completing a scheduled review and update on Rule No. 4 and its provisions to guide the Commission to identify, establish, and regulate special district service functions and classes. This project commenced in the current fiscal year and follows a recommendation by the Special Districts Advisory Committee to update LAFCO's policies and procedures to reflect current municipal service practices.
- No. 7 | MSR-SOI for Oceanside/Carlsbad Region (Continued)
This project is drawn from the adopted study schedule and involves completing a regional municipal service review for the Oceanside/Carlsbad region and the four agencies under the Commission's oversight: City of Oceanside; City of Carlsbad; Carlsbad Municipal Water District; and Morro Hills Community Services District. The municipal service review is timed to parallel a study on the Encinitas region and will inform subsequent sphere of influence updates.
- No. 8 | MSR-SOI for Encinitas Region (Continued)
This project is drawn from the adopted study schedule and involves completing a regional municipal service review for the Encinitas region and the four agencies under the Commission's oversight: City of Encinitas; Leucadia Wastewater District; Olivenhain Municipal Water District; and San Dieguito Water District. The municipal service review is

timed to parallel a study on the Oceanside/Carlsbad region and will inform subsequent sphere of influence updates.

- **No. 9 | English to Spanish Translation (new)**

This project involves establishing procedures and practices to proactively translate pertinent LAFCO documents from English to Spanish through a professional service provider. The project responds to evolving emphasis in LAFCO statute to expand community outreach to accommodate and engage non-English language residents and premised in focusing on municipal service reviews given their regional scale/scope.

- **No. 10 | 2020-2021 Audit (ongoing)**

This project involves coordinating an outside audit of LAFCO's financial statements for 2020-2021 with the specific goal of completing by the end of the 2021 calendar year and in doing so remain ahead of the preparation of the 2022-2023 operating budget.

Summary |

Draft Budget in 2021-2022

The proposed operating budget developed by the Executive Officer in conjunction with funding the referenced workplan sets expenses at \$1.941 million; a net increase of \$25,048 or 1.3% over the current fiscal year. The operating expense total is divided between labor and non-labor costs at an approximate 67-to-33 percent split. Most of the expense increase ties to employee benefits and marked by employer pension contributions rising by 10% as independently determined by the San Diego County Employee Retirement Association. Notwithstanding the overall increase, several cost-savings measures are reflected in the draft budget and most notably includes suspending a previously approved 2.0% cost-of-living adjustment for all employees. Purposeful cuts in all travel and training accounts as well as an estimated reduction in overhead costs charged by the County also helps limit the overall change in the operating budget. A matching amount of revenues is budgeted with one notable internal distinction. This distinction involves decreasing agency contributions by (\$62,552) or (3.7%) through the utilization of 10% in LAFCO's reserves to help cover general operating costs during the fiscal year. A general ledger outlining all proposed expenses and revenues is provided as part of Attachment One (Exhibit B).

ANALYSIS

The draft workplan for 2021-2022 is expanded from previous fiscal-years to outline 30 specific project goals that responsively addresses San Diego LAFCO's regulatory and planning responsibilities in context to local conditions. This expansion in volume accommodates several current and meritorious projects that are expected to extend into the new fiscal year, including several high priority municipal service reviews in North County. Several new projects are also accommodated in the expanded workplan. New high priority projects include proceeding with sponsoring a legislative proposal to clarify LAFCOs' authority in overseeing extraterritorial services (No. 5) and proactively establishing practices to translate key LAFCO documents for Spanish-speaking residents (No. 9).

The draft budget supports the workplan and maintains core resources and marked by preserving staffing levels at 8.0 fulltime employees. This core resource retention underlies overall expenses increasing by 1.3% from \$1.916 million to \$1.941 million and largely attributed to changes in employee benefit costs that are outside the Commission's direct control. However, and while staffing levels remain intact, the draft budget purposefully incorporates several other cost-saving measures to curb overall expenses given COVID-19 and its ongoing financial impacts on funding agencies and specifically the cities given the loss in sales and transient occupancy taxes. Cost-saving measures reflected in the draft budget include:

- Suspending a previously authorized 2.0% cost-of-living adjustment for all employees. The Commission will be presented with a confirming resolution at a future meeting with discretion to determine when to lift the suspension.
- Cutting nearly all training and travel costs with remaining funding dedicated to the continued onboarding of a new employee. All costs typically budgeted in participating in CALAFCO activities (conference, workshop, etc.) have been cut.

None of the cost-savings measures included in the proposed budget would substantively impact service levels as measured by processing applicant proposals and producing State-required studies in a timely manner. Other cost-savings measures are available but would lead to more substantive impacts – directly or indirectly – on service levels. Accordingly, the following alternatives are presented for additional consideration.

- Should it be the direction of the Commission to achieve a no-increase budget, staff would recommend also eliminating valued but non-critical services involving membership with CALAFCO and all training and travel expenses. It would also be recommended to reduce outside consultant usage by 15% and eliminating all professional planning support.
- Should it be the direction of the Commission to achieve an overall reduction in expenses by (5.0%), staff would also recommend one of two personnel changes. The first option would involve a furlough to reduce all employees' schedules from 10 to 9 workdays every two weeks. The second option would involve direction to the Executive Officer to make position-specific changes.
- A separate and more holistic approach for Commission consideration to achieve an overall reduction in expenses in the long view is to establish an early retirement and/or separation incentive plan for qualifying employees.

With respect to revenues, a matching amount of funds is provided in the draft budget at \$1.941 million with more than nine-tenths collected from new agency apportionments, application fees, and interest earnings. The remaining amount of budgeted revenues – are drawn from reserves and done so purposefully to produce an overall decrease in the amount of new agency contributions over the current fiscal year at (3.7%). Staff believes using close to 10% of reserves to help cover day-to-day operating expenses is appropriate due to COVID-19 while

also noting the remaining fund balance and specifically the unassigned portion at the end of 2021-2022 would equal 39% of operating costs and above the 33% policy requirement.

RECOMMENDATION

It is recommended San Diego LAFCO approve the draft workplan and budget as presented with any desired changes. This recommendation is consistent with taking the actions identified in the proceeding section as Alternate One with ancillary.

ALTERNATIVES FOR ACTION

The following alternatives are available to San Diego LAFCO through a single motion:

Alternative One (recommended):

- (a) Adopt the attached resolution provided as Attachment One approving the draft workplan (Exhibit A) and draft budget (Exhibit B) for 2021-2022 with any desired changes and direct staff to circulate for public review and comment.
- (b) Direct the Executive Officer to return with a conforming resolution to suspend the Commission's earlier action to approve a 2.0% cost-of-living adjustment for employees for adoption on April 5, 2021.
- (c) Direct the Executive Officer to work with Commission Counsel and return with a conforming resolution to authorize the creation and implementation of an early employee separation and/or retirement incentive plan.

Alternative Two:

Continue consideration of the item to its next regular meeting.

PROCEDURES FOR CONSIDERATION

This item has been placed on the agenda for action as part of a noticed public hearing. The following procedures, accordingly, are recommended in the Commission's consideration.

- 1) Receive verbal report from staff unless waived.
- 2) Invite initial questions or clarification requests from the Commission.
- 3) Open the hearing and invite comments from the public.
- 4) Close the public hearing, discuss item, and consider recommendation.

Respectfully,



Keene Simonds
Executive Officer

Attachments:

- 1) Draft Resolution
 - Exhibit A: Draft Workplan
 - Exhibit B: Draft Budget

RESOLUTION No. ____

SAN DIEGO COUNTY LOCAL AGENCY FORMATION COMMISSION

**ADOPTING A PROPOSED WORKPLAN AND BUDGET
FISCAL YEAR 2021-2022**

WHEREAS, the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 requires the San Diego County Local Agency Formation Commission (“Commission”) to perform certain regulatory and planning duties in facilitating efficient and accountable local government; and

WHEREAS, the Commission is required to annually adopt proposed and final budgets by May 1st and June 15th, respectively; and

WHEREAS, the Executive Officer has prepared a written report and recommendations on a proposed workplan and budget for 2021-2022; and

WHEREAS, the Commission has heard and fully considered all the evidence on a proposed workplan and budget for 2021-2022 presented at a public hearing held on March 1, 2021;

WHEREAS, the adoption of a workplan and budget are not projects under the California Environmental Quality Act.

NOW, THEREFORE, THE COMMISSION DOES HEREBY RESOLVE, DETERMINE, AND ORDER as follows:

1. The proposed workplan for 2021-2022 shown as Exhibit A is APPROVED.
2. The proposed budget for 2021-2022 shown as Exhibit B is APPROVED.
3. The Executive Officer is directed to circulate copies of the approved workplan and operating budget for public review and comment – including notice all LAFCO funding agencies – and return with a final workplan and budget no later than June 15, 2021.

The foregoing resolution was duly and regularly adopted by the Commission at a public hearing held on March 1, 2021 by the following vote:

Yes: _____

No: _____

Abstain: _____

Attest:

Keene Simonds
Executive Officer

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San Diego County Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

2021-2022 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 (annexations, detachments, etc.) and outside service requests. Common planning functions include preparing studies to independently evaluate the availability, performance, and need for municipal 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 2021-2022 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 sequential 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 2021-2022 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 in north and coastal communities. Several projects are also included to expand the scope and effectiveness of LAFCO's outreach efforts and marked by establishing professional translation services to better engage Spanish-speaking members of the public. Planned policy updates include addressing city island annexation criterion, special district service functions and classes, and environmental justice.

Priority	Level	Type	Project	Description and Key Issues
Ongoing	...	Statutory	Applicant Proposals and Requests	LAFCO will prioritize its available resources to address proposals involving boundary changes and outside service requests
Ongoing	...	Administrative	Targeted LAFCO Presentations	LAFCO will prioritize public outreach and agency interactions; emphasis on informing stakeholders ahead of MSR work
1	High	Statutory	MSR Fallbrook-Rainbow Region	Complete the scheduled review of Fallbrook PUD, Rainbow MWD, San Luis Rey MWD, & North County FPD
2	High	Administrative	Fallbrook and Rainbow Ad Hoc Committee	Complete the work of the Ad Hoc Committee in assisting in the administrative review of the associated reorganization proposals
3	High	Administrative	Office Space Needs and Possible Relocation	Review long-term office space needs and options and make appropriate accommodations ahead of current lease expiring in September 2021
4	High	Statutory	MSR Escondido Region Part II	Complete the scheduled review of the City of Escondido; follows completion of Part I (Rincon del Diablo MWD and Deer Springs FPD) in 2019-2020
5	High	Administrative	Legislative Proposal G.C. 56133	Sponsor and/or otherwise facilitate an amendment to clarify LAFCOs' determine when local agencies require formal approval to provide outside services
6	High	Statutory	Policy Review Commission Rule No. 4	Complete a comprehensive update to Rule No. 4 and its provisions to identify and establish special districts' service functions and classes
7	High	Statutory	MSR Oceanside and Carlsbad Region	Complete scheduled reviews of the Cities of Oceanside and Carlsbad as well as Carlsbad MWD and Morro Hills CSD (coordinate with Encinitas region)
8	High	Statutory	MSR Encinitas Region	Initiate and complete scheduled reviews of the City of Encinitas and Leucadia WWD, Olivenhain MWD, and San Dieguito WD (coordinate with Oceanside region)
9	High	Administrative	English to Spanish Translation	Establish procedures and practices to translate key documents for Spanish language residents to enhance community outreach efforts
10	High	Administrative	2020-2021 Audit	Complete outside audit of financial statements for 2020-2021 for and ensure consistency with accounting standards by December 2021
11	High-Moderate	Statutory	2022-2023 Workplan and Budget	Adopt proposed and final workplan and budgets documents by March and May 2022, respectively and with the service of a Budget Committee (new)
12	High-Moderate	Statutory	MSR San Marcos Region	Complete the scheduled reviews of the City of San Marcos, San Marcos FPD, & Vallecitos WD (coordinate with Vista region)
13	High-Moderate	Statutory	MSR Vista Region	Complete the scheduled reviews of the City of Vista, Vista ID, Vista FPD, & Buena SD (coordinate with San Marcos region)
14	High-Moderate	Administrative	Special Districts Advisory Committee	Provide administrative support to the Special Districts Advisory Committee and hold no less than three formal meetings in FY
15	High-Moderate	Administrative	Cities Advisory Committee	Provide administrative support to the Cities Advisory Committee and hold no less than two formal meetings in FY
16	Moderate	Administrative	RCD Ad Hoc Committee	Coordinate work of the Ad Hoc Committee in implementing recommendations included in the final MSR on RCDs in San Diego County (ongoing)
17	Moderate	Administrative	Legislative Proposal RCDs	Facilitate and/or participate in a comprehensive rewrite of RCD law and – among other priorities – clarify service function powers
18	Moderate	Statutory	Policy Review Island Annexations	Consider options to define “substantially surrounded” and provide related mapping to inform update to existing island annexation policies
19	Moderate	Administrative	SALT Grant Ag Trends	Initiate grant award and begin two-year project to identify and track agricultural trends in San Diego County
20	Moderate	Statutory	Policy Establishment Environmental Justice	Consider policy options to address environmental justice in regulatory and planning activities consistent with statutory intent; coordinate with County
21	Moderate-Low	Statutory	MSR Pauma Valley Region	Complete the scheduled review of Pauma MWD, Pauma CSD, Yuima MWD, Mootamai MWD, and Rincon Ranch CSD
22	Moderate-Low	Statutory	Informational Report Mutual Water Companies	Prepare a report identifying private mutual water companies in San Diego County and key service characteristics consistent with AB 54
23	Moderate-Low	Administrative	Social Media	Continue to establish and expand social media presence in communicating and receiving information with the public
24	Moderate-Low	Administrative	SANDAG	Participate in SANDAG's Technical Working Group (TWG) and provide annual update to the Commission on shared interests
25	Moderate-Low	Administrative	Application Procedures	Streamline existing application packet to be more user-friendly; address new statutory requirements
26	Low	Administrative	GIS Mapping Outside Utility Services	Establish a new GIS layer to identify existing outside wastewater and water services approved by the Commission
27	Low	Administrative	Website Enhancement SGMA	Add a dedicated page to the LAFCO website addressing SGMA and related GSA activities in San Diego County
28	Low	Administrative	Website Enhancement Video Discussions	Add video discussions on current LAFCO projects and key duties on the website and cross-connected to social media
29	Low	Administrative	Annual Local Agency Directory	Update and publish an annual local agency directory subject to LAFCO oversight
30	Low	Administrative	SOI/MSR Annual Report	Update and publish an annual report documenting all recorded municipal service review and sphere of influence actions in San Diego County



San Diego County Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

Agenda Item No. 6a | Exhibit B

OPERATING EXPENSES

Salaries and Benefits Unit

Account No. Description

51110-51310	Salaries and Wages
51410	Retirement - SDCERA
51415	Retirement - Other Post Employment Benefits
51421	Retirement - Other Post Employment Benefits' Bonds
51450	Payroll Taxes: Social Security and Medicare
51510-51550	Group Insurance: Health and Dental Coverage
51560	Unemployment Insurance

FY 2019-2020	
Adopted	Actuals
722,780	695,356
258,148	255,294
10,539	10,165
40,321	38,219
53,393	49,698
100,234	105,031
3,769	138
1,189,184	1,153,901

FY 2020-2021	
Adopted	Estimates
763,339	769,295
272,668	296,538
10,977	11,465
41,998	43,989
55,613	52,907
103,116	112,471
2,000	240
1,249,712	1,286,904

FY 2021-2022		
Proposed	Prior FY Difference \$	Prior FY Difference %
756,365	(6,974)	-0.9%
301,077	28,408	10.4%
9,164	(1,813)	-16.5%
37,655	(4,343)	-10.3%
55,934	321	0.6%
130,169	27,053	26.2%
2,000	-	0.00
1,292,364	42,652	3.4%

Services and Supplies Unit

Account No. Description

52074	Telecommunications
52138	General Liability Insurance
52178	Vehicle Fleet - Maintenance
52182	Vehicle Fleet - Fuel
52270	Memberships
52304	Miscellaneous
52330	Office: General
52332	Office: Postage
52334	Office: Printing
52336	Office: Books and Guidelines
52338	Office: Drafting/Engineering
52344	Office: Supplies and Furnishings
52354	Office: County Mail Services
52370	Professional Services: Consultants
52490	Publications and Legal Notices
52504	Leases: Capital Equipment
52530	Leases: Office Space
52550	Special Expenses: County Overhead
52562	Special Expenses: New Hire Backgrounds
52566	Special Expenses: Minor Equipment
52602	Computer Training
52610	Travel and Training In County
52612	Employee Auto
52622	Travel and Training Out of County
52704-52722	Reimbursements: Network
52723	Reimbursements: Data Center
52725	Reimbursements: Financial Systems
52726-52732	Reimbursements: Desktop Computing
52734	Reimbursements: Help Desk
52750-52754	Reimbursements: Catalog Equipment
52758	Reimbursements: Vehicle Lease

3,600	3,829
-	3,419
1,500	1,309
1,000	245
28,139	18,049
50	10
7,420	4,781
500	275
10,000	1,199
2,000	4,112
50	-
17,800	8,145
10,000	8,514
234,505	226,762
4,650	8,088
6,600	5,915
82,657	81,877
100,896	48,613
-	-
1,000	641
2,000	-
4,500	7,367
9,700	8,779
23,550	13,271
30,000	29,065
45,000	29,233
20,000	23,320
25,000	51,246
3,000	2,689
45,000	38,602
2,000	1,986
722,117	631,341

3,636	5,235
-	10,576
980	960
1,000	300
25,412	19,477
50	25
7,420	3,742
500	-
10,000	2,500
2,000	3,500
50	-
15,800	10,308
10,000	6,905
190,094	236,432
4,650	8,100
6,600	6,094
84,764	83,924
91,507	57,578
-	1,112
1,000	-
2,000	-
4,500	907
9,700	7,920
19,925	19,925
30,000	31,626
45,000	36,653
20,000	20,384
25,000	44,289
3,000	2,538
45,000	14,075
2,000	1,986
661,588	637,070

6,336	2,700	74.3%
10,787	10,787	
980	-	0.0%
500	(500)	-50.0%
25,510	98	0.4%
50	-	0.0%
6,420	(1,000)	-13.5%
250	(250)	-50.0%
8,000	(2,000)	-20.0%
2,000	-	0.0%
50	-	0.0%
14,300	(1,500)	-9.5%
10,000	-	0.0%
199,740	9,646	5.1%
4,650	-	0.0%
6,600	-	0.0%
84,764	-	0.0%
75,346	(16,161)	-17.7%
-	-	
500	(500)	-50.0%
500	(1,500)	-75.0%
3,000	(1,500)	-33.3%
8,700	(1,000)	-10.3%
5,000	(14,925)	-74.9%
30,000	-	0.0%
45,000	-	0.0%
20,000	-	0.0%
25,000	-	0.0%
3,000	-	0.0%
45,000	-	0.0%
2,000	-	0.0%
643,984	(17,604)	-2.7%

OPERATING EXPENSES CONTINUED...

Other Units

Account No. Description

53585 Equipment Depreciation

54955-54961 Fixed Assets

EXPENSE TOTALS

FY 2019-2020	
Adopted	Actuals
2,500	2,500
2,500	-
5,000	2,500
1,916,300	1,787,742

FY 2020-2021	
Adopted	Estimates
2,500	2,500
2,500	-
5,000	2,500
1,916,300	1,926,474

FY 2021-2022		
Proposed	Prior FY Difference \$	Prior FY Difference %
2,500	-	0.0%
2,500	-	0.0%
5,000	-	0.0%
1,941,348	25,048	1.3%

OPERATING REVENUES

Intergovernmental Unit

Account No. Description

45918.1 Apportionments | County

45918.2 Apportionments | Cities (less SD)

45918.3 Apportionments | City of San Diego

45918.4 Apportionments | Special Districts

Service Charges Unit

Account No. Description

46234 Application Fees

Earnings Unit

Account No. Description

44105 Interest and Dividends

Miscellaneous Unit

Account No. Description

47540 Transfer from Fund Balance

REVENUE TOTALS

FY 2019-2020	
Adopted	Actuals
486,771	486,771
486,771	486,771
243,386	243,386
486,771	486,771
1,703,700	1,703,700
125,000	201,419
125,000	201,419
15,000	25,812
15,000	25,812
72,600	-
72,600	-
1,916,300	1,930,931

FY 2020-2021	
Adopted	Estimates
483,914	483,914
483,914	483,914
241,957	241,957
483,914	483,914
1,693,700	1,693,700
130,000	196,087
130,000	196,087
20,000	10,444
20,000	10,444
72,600	72,600
72,600	72,600
1,916,300	1,972,831

FY 2021-2022		
Proposed	Prior FY Difference \$	Prior FY Difference %
466,508	(17,406)	-3.6%
466,508	(17,406)	-3.6%
233,254	(8,703)	-3.6%
466,508	(17,406)	-3.6%
1,631,148	(62,552)	-3.7%
150,000	20,000	15.4%
150,000	20,000	15.4%
15,000	(5,000)	-25.0%
15,000	(5,000)	-25.0%
145,200	72,600	100.0%
145,200	72,600	100.0%
1,941,348	25,048	1.3%

OPERATING NET

-

143,189

46,357

-

FUND BALANCE

(unrestricted)

FY2020

FY2021

FY2022

Committed

... Stabilization 250,000

... Opportunity 300,000

Assigned by EO 125,000

Unassigned 813,223

\$ 1,488,223

250,000

300,000

125,000

786,980

\$ 1,461,980

250,000

300,000

125,000

641,780

88

\$ 1,316,780



San Diego County Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

7a

AGENDA REPORT Business | Action

March 1, 2021

TO: Commissioners

FROM: Keene Simonds, Executive Officer
Holly O. Whatley, Commission Counsel
Priscilla Allen, Local Government Analyst I

SUBJECT: Proposed Addition to Personnel Rules | Employee Telecommuting

SUMMARY

The San Diego County Local Agency Formation Commission (LAFCO) will consider approving an addition to the Commission's Rule No. 6 and its provisions outlining personnel policies to address employee teleworking. The proposed addition expands and formalizes recent practices and authorizes the Executive Officer to extend telework privileges to eligible employees on a regular or situational basis. It is recommended the Commission approve the proposed policy addition with any identified changes as well as make related changes to supporting definitions involving professional and support employees.

BACKGROUND

Exiting Personnel Policies

San Diego LAFCO's Rule No. 6 codifies a series of personnel policies adopted by the Commission beginning in 1975. The personnel policies are generally premised on providing salaries, benefits, and other forms of employee compensation consistent with the County of San Diego and based on comparable positions. The personnel policies also divide employees into two categories: professional (Executive Officer, Assistant Executive Officer, and Analysts) and support (Administrative Aides and Assistants).

Administration Keene Simonds, Executive Officer County Operations Center 9335 Hazard Way, Suite 200 San Diego, California 92123 T 858.614.7755 F 858.614.7766 www.sdlafco.org	Vice Chair Jim Desmond County of San Diego Nora Vargas County of San Diego Joel Anderson, Alt. County of San Diego	Mary Casillas Salas City of Chula Vista Bill Wells City of El Cajon Paul McNamara, Alt. City of Escondido	Chris Cate City of San Diego Marni von Wilpert, Alt. City of San Diego	Jo MacKenzie Vista Irrigation Barry Willis Alpine Fire Protection Vacant, Alt. Special District	Chair Andy Vanderlaan General Public Harry Mathis, Alt. General Public
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DISCUSSION

This item is for San Diego LAFCO to consider approving a proposed addition to its personnel policies in Rule No. 6 to formally accommodate employee telecommuting. The proposed addition incorporates best practices learned to date in the makeshift telework measures enacted due to COVID-19 and intended to serve as a permanent and flexible tool in managing employee resources. Related changes to supporting definitions involving professional and support employees are also forwarded to align with current job titles/classifications.

A summary of key provisions included in the proposed policy to permanently accommodate telecommuting follows and further detailed as part of Attachment One.

Guidelines and Principles

- Telecommuting is a voluntary arrangement between the Executive Officer and employee. It is considered a privilege and not a right of employment with LAFCO.
- While it is an earned privilege, LAFCO encourages eligible employees to consider a telecommuting schedule and its intrinsic benefits.
- Eligibility is based on employee position and work performance at LAFCO with the former (position) determined by policy and the latter (performance) determined by the Executive Officer.
- Telecommuting may be authorized on a regular or situational basis.
- Under normal conditions the percent of telecommuting hours for any authorized employee shall not exceed 50% of their total workhours during the fiscal year.
- All employees shall automatically revert to 100% telecommuting for the duration of any declared emergency by the County Health Officer unless otherwise required by the Executive Officer to ensure essential services continue.

Baseline Standards

- Employees authorized to telecommute shall maintain regular work schedules agreed to by the Executive Officer and specified in signed agreements.
- Telecommuting employees shall be accessible to the Executive Officer and LAFCO co-workers by telephone, text, or email during their regular work schedules.
- Telecommuting employees shall be accountable for securing information by taking reasonable measures to safeguard information on a routine basis.

Eligibility

- All professional employee positions as defined in Rule No. 6 are eligible to request telecommuting privileges on a regular or situational basis.
- All support employee positions as defined in Rule No. 6 are eligible to request telecommuting privileges on a situational basis.
- Only employees with satisfactory or above job performance reviews from the Executive Officer are eligible to request and/or retain telecommuting privileges.

Equipment

- The need for telecommuting equipment shall be determined on a case by case basis by the Executive Officer in consultation with the employee.
- When appropriate, the Executive Officer may provide equipment to the employee to accommodate authorized telecommuting. Any equipment provided (borrowed, purchased, etc.) to the employee shall remain the property of LAFCO .

Implementation

- The Executive Officer is responsible for ensuring all authorized telecommuting employees remain productive in performing their assigned duties and tasks.
- The Executive Officer may unilaterally terminate telecommuting privileges for an employee at any time should he/she determine it is best for LAFCO.

ANALYSIS

The proposed policy addition to San Diego LAFCO's Rule No. 6 affirmatively addresses telecommuting as a resource benefiting both the Commission and employees. The proposed policy draws and improves on recent and otherwise makeshift practices necessitated by COVID-19 and marks an appropriate modernizing of the Commission's policies. This includes providing the Commission a tool to improve employee retention and recruitment while also giving employees added flexibility in their work-life integration. It also – pertinently – prescribes clear parameters on the extent of telecommuting permissible to equal no more than 50% of an employee's total workhours during a fiscal year as well as distinguishing allowances between professional and support personnel; the latter category being more restricted given the positions' tasks are more tied to office settings. Related revisions to existing definitions in policy to match current job titles are also timely.

RECOMMENDATION

It is recommended San Diego LAFCO approve the proposed update to Rule No. 6 as presented with any desired changes. This recommendation is consistent with Alternative Action One in the proceedings section.

ALTERNATIVES FOR ACTION

The following alternatives are available to San Diego LAFCO through a single motion:

Alternative One (recommended):

- (a) Approve the proposed update to the Rule No. 6 as provided as Attachment One with any desired changes.
- (b) Authorize the effective date of the proposed update March 1, 2021.

Alternative Two:

Continue consideration to a future meeting and provide direction as needed.

Alternative Three:

Take no action.

PROCEDURES

This item has been placed on San Diego LAFCO's agenda for action as part of the business calendar. The following procedures, accordingly, apply:

- 1) Receive verbal presentation from staff unless waived.
- 2) Initial questions or clarifications from the Commission.
- 3) Invite comments from the public.
- 4) Consider the staff recommendation or alternatives.

On behalf of staff,



Priscilla Allen
Local Government Analyst I

Attachments:

- 1) Draft Update to Rule No. 6 (track-changes)
- 2) Draft Telecommuting Agreement

**RULES
SAN DIEGO
LOCAL AGENCY FORMATION COMMISSION**

**ARTICLE VI
PERSONNEL RULES**

6.1	Application
6.2	Definitions
6.3	Rest Periods
6.4	Holidays
6.5	Classification
6.6	Compensation
6.7	Performance Reports
6.8	Eligibility for Step Adjustments
6.9	Overtime
6.10	Leave
6.11	Vacation
6.12	Dismissal or Suspension
6.13	Temporary Appointment to a Higher Class
6.14	Employees Previously Employed by a County
6.15	Benefits
6.16	Compensation Plan
6.17	Recruitment
6.18	Suspension of Personnel Rules
6.19	Effective Dates
6.20	Executive Officer Compensation Plan
<u>6.21</u>	<u>Telecommuting</u>

6.1 APPLICATION -

Unless otherwise provided in the employment contract between the Commission and the Executive Officer, the foregoing personnel rules and the attached compensation / benefits summary shall apply to all employees who have been:

1. Appointed and serve at the pleasure of the Commission; or
2. Appointed by the Executive Officer.

6.2 DEFINITIONS -

1. "Biweekly Pay Period" means the 14-day period commencing on August 16, 1974 and ending at midnight of the second Thursday thereafter and each subsequent 14-day period.

Updated August 2019 |
[252028.1](#)

2. "Commission" means the San Diego Local Agency Formation Commission.
3. "County" means the County of San Diego.
4. "Discipline" means an action or actions taken by the Executive Officer or Commission to reprimand, dismiss, demote or suspend an employee of LAFCO.
5. "Executive Officer" means the Executive Officer appointed by the Commission pursuant to Government Code Section 56038.
6. "Immediate Family" means husband, wife, child, stepchild, brother, stepbrother, sister, stepsister, parent, stepparent, any person serving or who has served as parent or any other person living in the same household as the employee.
7. "Overtime" means authorized or ordered work required of an employee which is in excess of the work week as set by the Executive Officer for that employee.
8. "Part-time Employee" means an employee whose biweekly work week is less than 80 hours.
9. "Professional Employee" means the Executive Officer, Assistant Executive Officer, Chief of Policy Research, Chief of Governmental Services, [Geographic Information Systems \(GIS\) Analyst](#), and Local Governmental Analysts I, II, and III for the purpose of these personnel rules only.
10. "Rate of Compensation" means the specific amount of compensation established for a specific period of work.
11. "Reprimand" means a written or verbal expression of disapproval related to the activities of an employee of LAFCO.
12. "Rules" mean the Rules of the Commission.
13. "Support Employee" means Administrative Assistant, Administrative Aide, [Commission Clerk, Executive Assistant](#), Records Clerk, and [Geographic Information Systems \(GIS\) Analyst](#) for the purpose of these personnel rules only.
14. "Temporary Employee" means an employee hired by the Commission for a period not to exceed six calendar months.
15. "Work week" means the number of hours authorized in a biweekly pay period by the Executive Officer for each employee.

6.3 REST PERIODS -

Each employee may take a 15-minute rest period at midmorning and at mid-afternoon.

6.4 HOLIDAYS -

Full-time, permanent employees shall be entitled to the same holidays on full pay as authorized for the employees of the County of comparable classes unless otherwise specified by the Commission. Part-time, permanent employees' pay for holidays shall be equivalent to one-tenth (1/10) the number of regularly scheduled hours in the employee's biweekly pay period in which the holiday occurred.

6.5 CLASSIFICATION -

The Commission, through the adoption of these Rules, shall provide for the classification of its employees per the position specifications included in Article VI of the Rules (Exhibit A).

6.6 COMPENSATION -

The compensation for each position shall be according to a schedule fixed by the Commission. To the extent each position is comparable to a similar position in the County of San Diego, compensation shall approximate that for the comparable county position. Wage and benefit adjustments given by the County to its employees will be applicable to the comparable Commission positions. The rate of compensation set forth in the pay schedule shall represent the total compensation in every form except for overtime compensation, health insurance benefits, compensation plans, retirement benefits and reimbursement for actual and necessary expenses for traveling subsistence and general expenses authorized and incurred incident to employment. With commission budgetary approval, the Executive Officer is authorized to implement the employee performance incentive program. The program is based on recognizing exemplary performance through providing bonuses and/or cash awards. The Executive Officer may provide a one-time annual exemplary performance bonus to qualified Commission staff, not to exceed 5% of the annual salary for employees deemed eligible by the Executive Officer. The annual cycle is based on the fiscal year. Commission employees may receive exemplary performance pay and/or recognition pay in one lump sum cash award or in incremental cash awards.

In addition to performance bonuses up to 5% of an employee's annual salary, the Executive Officer may also provide recognition pay to Commission staff not to exceed \$1,000 per award. The criteria for the award will be based on cost-savings, service improvement, or other tangible benefits to LAFCO operations directly attributable to an individual member of the LAFCO staff. Multiple awards may be granted to Commission staff as long as the aggregate monetary total of the awards do not exceed \$1,000 for each member of the staff during the fiscal year. The Executive Officer is also authorized to establish an office-wide

performance recognition program and is authorized to allocate up to \$1,250 annually to support this program.

Non-executive Commission employees with a minimum of 15 years of continuous LAFCO/County of San Diego employment are eligible for a 1-2% annual salary band increase, contingent on exemplary performance subject to a determination by the Executive Officer.

Further information about the wages and benefits are included in the Benefits / Compensation Summary attached to the Rules.

6.7 PERFORMANCE REPORTS -

For the purpose of determining the step adjustment to which each employee of the Commission may be entitled, the Executive Officer shall provide for a system of reporting the performance and progress of employees. Performance reports for each employee shall be prepared prior to the six-month anniversary appointment and at least once a year thereafter. Consistent with LAFCO budget policy and Commission direction, the Executive Officer may approve step adjustments after above standard performance reports of employees. The Executive Officer shall, upon completion of the performance report, review same with the affected employee. Employees who do not concur with the Executive Officer's performance report may, within 15 days following the review of the performance rating, file a written request for reconsideration with the Executive Officer, unless that person reports to the Executive Officer. Employees who report to the Executive Officer may, within 15 days following the review of the performance rating, file a written request for reconsideration to the Personnel Committee.

6.8 ELIGIBILITY FOR STEP ADJUSTMENTS -

Consistent with LAFCO budget policy and Commission direction, the Executive Officer may approve step adjustments after above standard employee performance evaluations. On the first day of the pay period immediately following the twelve month anniversary of the appointment of an employee to a position and after completion of each additional year of service in the same position, an employee may be eligible to receive step adjustments. Step adjustments are awarded upon the approval of the Executive Officer.

6.9 OVERTIME -

Any authorized time worked in excess of the employee's weekly work schedule as established by the Executive Officer (see Section 6.2) shall be considered overtime.

Cash payment in lieu of compensatory time-off shall be considered when, in the judgment of the Executive Officer, granting compensatory time-off would detrimentally affect the operations of the office. Overtime shall be recorded in units of hours and tenths of hours on a biweekly basis. All hourly (non-exempt) employees are allowed compensatory time-off on an hour and a half-for-hour basis. Employees' hourly (non-exempt) positions may receive

cash payments for overtime worked in any work week only at the discretion of the Executive Officer.

Compensatory time-off to which employees are entitled shall be allowed and taken no later than the last day of the fiscal year following the end of the fiscal year in which the overtime was worked. In authorizing compensatory time-off, the Executive Officer shall give consideration to the desires of the employee as to the date of such time-off and to the needs of the office.

6.10 LEAVE -

Any employee returning from an approved leave shall return to the same position, at the same pay-step, and with the same rights, privileges and obligations as other employees of the same position.

1. Leave With Pay

- (a) Sick leave - Sick leave is paid time off that may be used when an employee is absent from duty for the reasons outlined below. Employees shall accrue sick leave at a rate of .05 x hours worked or of paid leave of absence (4 hours per 80-hour pay period) during each biweekly pay period. Unused sick leave may be accumulated from year to year. An employee may be authorized to use a maximum of eighty (80) hours of paid accrued sick leave in a twelve-month period for the purpose of caring for a member of the immediate family who is ill or injured. In addition, if the employee requests paid sick leave in excess of eighty (80) hours in order to care, or arrange care, for a member of the immediate family who is critically or terminally ill, additional accrued sick leave may be available to the employee when granted by the Executive Officer upon receipt of satisfactory verification from a physician.

Sick leave is paid time off that may be used because of the employee's:

- (1) illness, injury, or exposure to contagious disease which incapacitates the employee for work;
- (2) receipt of medical or dental care or consultation, including prenatal and postnatal care, which is not available except during working hours;
- (3) requirements to care for an ill or injured immediate family member;
- (4) necessity to be present because of a critical or terminal illness of an immediate family member; or
- (5) need to discharge the required obligations that arise from the death of an immediate family member.

Upon termination of employment, employees hired prior to March 3, 1980 shall be compensated in cash for sick leave credits accrued. This provision authorizing cash compensation for unused sick leave shall apply so long as an employee has unbroken service even though the employee may change classification as a Commission employee. Employees in all LAFCO classes may upon retirement, deferred retirement, disability retirement, or death, convert all or a portion of accrued sick leave balance into retirement service credits subject to the rules and regulations of the of the San Diego County Employees Retirement Association, provided: (a) the employee has completed five (5) or more years of continuous service during that employee's present employment; and (b) the employee's sick leave balance totals one hundred (100) hours or more. In addition, upon retirement or termination of service with the Commission, employees within benefit designation 01 (Executive Officer) may also elect to receive cash payment for all or a portion of unused sick leave credits equal to 50% of its value. One hundred (100%) of all sick leave credits that are paid to the employee in cash at 50% will be removed from the employee's sick leave balance.

- (b) Bereavement Leave - Employees shall be allowed up to five working days of leave with pay upon approval of the Executive Officer due to death in the immediate family.
- (c) Military Leave - Military leave may be allowed an employee in the same manner and under the same conditions as granted by the Civil Service Rules of the County of San Diego.
- (d) Disability Leave - Disability leave may be allowed an employee in the same manner and under the same conditions as provided by the County of San Diego in the Civil Service Rules.
- (e) Absence due to Required Attendance in Court - Absence due to required attendance in court may be allowed an employee upon approval by the Executive Officer and in the same manner and under the same conditions as provided by the County of San Diego in the Civil Service Rules.
- (f) Administration of Leave With Pay - The Executive Officer shall maintain records of leave with pay and shall require of the employee a statement of reasons for absence by the employee; sick leave taken for more than three consecutive work days shall be verified by the attending physician or dentist. If, after investigation, the Executive Officer is convinced that the employee is not entitled to paid sick leave, the Executive Officer shall notify the employee accordingly.
- (g) Computation of Leaves With Pay - Authorized leaves with pay shall be recorded in units of one hour; pay shall be allowed at the rate the employee would be paid for working during the same period.

2. Leave Without Pay

An employee may be allowed up to one year of leave without pay upon approval by the Executive Officer when such leave is in the best interests of the Local Agency Formation Commission. Any such request shall be in writing, shall state the reason for requesting leave and shall specify the dates requested. Reasons for requesting leave without pay shall include, but are not limited to, military service, extended illness or maternity.

- (a) Leaves of Absence on Account of Illness or Injury -Leaves of absence without pay on account of illness or injury, which are not job incurred, may be granted for a maximum period of 26 full biweekly pay periods. This includes disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery therefrom. Such leaves will be granted only after all accrued sick leave credits have been used and shall be substantiated by a physician's statement.
- (b) Leaves of Absence for Personal Reasons - Leaves of absence without pay for personal reasons may be granted for a maximum of 13 full biweekly pay periods. Such leaves shall only be granted after all accrued vacation, and holiday credits have been used.
- (c) Family/Medical Leave (FML) - Family/Medical Leave shall be allowed in accordance with the provisions of the Moore-Brown-Roberti California Family Rights Act of 1993 (Government Code Sections 12945.1-12945.2, and relevant provisions within Section 4.3.12 of the County Compensation Ordinance notwithstanding minimum employee limits contained in the CFRA. Employees may use accrued sick and vacation leave balances during this time.
- (d) The Executive Officer shall maintain records of such leave without pay. Any determination by the Executive Officer of a request for leave without pay shall be in writing. Only permanent or probationary employees occupying permanent positions are eligible for leaves of absence without pay under the provisions of this section.

6.11 VACATION -

- 1. All permanent professional employees hired prior to January 1, 2013 shall be entitled to vacation with pay in accordance with the schedule established for those positions. During the first five years of continuous service, professional employees shall be allowed 15 working days per calendar year of vacation time to be accumulated at a rate of 4.6 hours per biweekly pay period. After the completion of five years of continuous service, professional employees shall be allowed 20 working days of vacation time per calendar year to be accumulated at a rate of 6.1 hours per biweekly pay period. After completion of ten years of continuous service, professional employees shall be allowed 25 working

days of vacation time per calendar year to be accumulated at a rate of 7.6 hours per biweekly pay period.

2. All permanent support employees hired prior to January 1, 2013 shall be entitled to vacation with pay in accordance with the schedule established for those positions. During the first three years of continuous service, support employees shall be allowed 10 working days of vacation time per calendar year to be accumulated at a rate of 3.1 hours per biweekly pay period. After completion of three years of continuous service, support employees shall be allowed 15 working days of vacation time per calendar year to be accumulated at a rate of 4.6 hours per biweekly pay period. After completion of nine years of continuous service, support employees shall be allowed 20 working days of vacation time per calendar year to be accumulated at a rate of 6.1 hours per biweekly pay period.
3. All permanent professional and support employees hired on or after January 1, 2013 shall be entitled to vacation with pay in accordance with the schedule established for those positions. During the first five years of continuous service, employees shall be allowed 10 working days of vacation time per calendar year to be accumulated at a rate of 3.1 hours per biweekly pay period. After completion of five years of continuous service, employees shall be allowed 15 working days of vacation time per calendar year to be accumulated at a rate of 4.6 hours per biweekly pay period. After completion of 10 years of continuous service, employees shall be allowed 20 working days of vacation time per calendar year to be accumulated at a rate of 6.1 hours per biweekly pay period. A summary of the vacation accrual rates applicable to LAFCO employees hired on or after January 1, 2013 follows:

0 to 5 years =	10 days/year*
5+ to 10 years =	15 days/year
10+ years =	20 days/year

**Vacation time credit shall accrue and may be taken during the first twelve calendar months of employment; however, 10 days of vacation time credit will take twelve calendar months to accrue.*

4. Vacation time for part-time professional or support employees shall be computed on the basis of the number of hours in the normal work week as established for that part-time employee by the Executive Officer.
5. No employee will be allowed to accumulate vacation time credits exceeding twice the amount allowed during any one calendar year. Employees who have reached 80% of their maximum balance of vacation leave (annual leave) will receive notification from the Commission payroll administrator about the excess leave balances. Employees whose vacation accruals reach the maximum accumulation limit shall cease to accrue vacation hours. An employee can only accrue additional vacation hours if the employee's vacation accumulation is below the maximum limit. Vacation time credit shall be accrued and may be taken during the first twelve calendar months of employment. The

time at which each employee shall be granted vacation leave shall be at the discretion of the Executive Officer.

6. Upon termination of employment, an employee shall be compensated in cash for the unused vacation time, provided such employee has been in continuous service for more than six months. The cash compensation for unused vacation time shall be computed on the basis of the employee's rate of pay at the time of termination, but will not count toward the retirement benefit formula.

6.12 DISMISSAL OR SUSPENSION -

- (a) Probationary Period. All employees appointed by the Executive Officer shall serve a one-year probationary period. During the probationary period, the Executive Officer may dismiss the employee with or without cause. No appeal may be taken to the Personnel Committee from discipline imposed during the probationary period. In addition, any temporary employee may be dismissed by the Executive Officer, and the employee shall have no right of appeal.
- (b) Discipline Subsequent to Probationary Period. The Executive Officer may dismiss, demote or suspend a permanent employee for cause after the employee has completed his or her probationary period. Rule VII of the San Diego County Civil Service Rules shall apply to any disciplinary action regarding a non-probationary permanent employee except that the Personnel Committee ("Committee") shall take the place of the Civil Service Commission. The Committee may appoint one of its members to hear the appeal and report back to the Committee with findings and a proposed decision. Any decision adopted by the Committee shall be final unless overturned by a court on appeal.
- (c) No employee reprimanded by the Executive Officer shall have the right of appeal to the Personnel Committee.

6.13 TEMPORARY APPOINTMENT TO A HIGHER CLASS -

On the recommendation of the Executive Officer, the Commission may grant an employee a ten percent increase in compensation while such employee is assigned to perform the duties of a position which at the time is compensated at least ten percent higher than such employee's class; the assignment must be for a period exceeding 10 continuous working days but shall not exceed 130 working days.

6.14 EMPLOYEES PREVIOUSLY EMPLOYED BY A COUNTY -

The Commission shall accrue all sick leave, vacation, and retirement benefits of persons hired from counties pursuant to Section 56385 of the Government Code. For the purpose of calculating such benefits, the Commission may add previous county service to the tenure of service of employees, providing service has been continuous.

6.15 BENEFITS –

The Commission may contract for retirement, health and medical benefits for its employees pursuant to Section 56385 of the Government Code. LAFCO employees participate in the County of San Diego's Health and Medical Plans, Retirement System, Deferred Compensation Plan(s), Terminal Pay Plan, and other programs available to county employees.

6.16 COMPENSATION PLAN –

All employees are entitled to receive compensation plan benefits granted to personnel working in similar positions in the County of San Diego.

6.17 RECRUITMENT –

The Commission is an equal opportunity employer and in the recruitment and selection of new employees directs the Executive Officer to apply similar principles as used by the Department of Human Resources of the County of San Diego.

6.18 SUSPENSION OF PERSONNEL RULES –

Upon good cause being shown and upon a finding of the public interest being served, the Commission reserves the right to waive, suspend, change or modify any of the foregoing rules.

6.19 EFFECTIVE DATES –

The Personnel Rules of the Commission shall become effective on August 5, 1974 and shall be amended thereafter by a majority vote of the Commission. Technical changes or updates to the Rules may be approved by the Executive Office subject to provision 1.12 of the Rules.

6.20 EXECUTIVE OFFICER COMPENSATION PLAN –

This Executive Officer Compensation Plan establishes the compensation for the Executive Officer, an Executive Management position. The plan provides for initial placement and subsequent adjustment of salary within the salary schedule fixed by the Commission. Any adjustment in rate of compensation pursuant to this plan shall be administered by the Commission.

1. Structure

(a) The minimum, midpoint, and maximum rate of the designated range are set forth in the salary schedule. The salary band range for the Executive Officer classification will be aligned with and automatically adjusted from time to time with the same salary range as comparable classifications in the County (i.e., planning director, public works director, registrar of voters, etc.).

(b) The midpoint rate of the designated range represents the job value of a fully competent employee and is the benchmark used to compare the class to other classes, internally and externally. The midpoint rate may be changed periodically by the Commission to reflect changes in internal and/or external factors. Any such change to the midpoint shall not automatically effect a change in the then current rate of the Executive Officer.\

(c) The relationship between the minimum and maximum rates of the designated range shall approximate a differential of 50%.

(d) The range does not have steps. The Executive Officer may be paid an amount equal to or between the minimum and maximum rate of the designated range, according to the provisions of this plan.

(e) The structure of the range shall be reviewed periodically, and may be changed by the Commission. The structure will be automatically adjusted based on salary band changes authorized by the County to its employees in comparable positions.

2. Appointment

The Executive Officer is appointed by the Commission and serves at the pleasure of the Commission. A person initially appointed as Executive Officer shall receive a salary determined by the Commission.

3. Adjustment Within Range up to Midpoint

For an employee whose salary is below midpoint of the designated range, adjustments up to the midpoint shall be governed by this subsection (3). No provision in this subsection (3) shall be construed to provide a guarantee of adjustment at any time during the employee's term of employment.

(a) Effective the first day of any pay period after each anniversary date of the employee's appointment as Executive Officer, the employee may receive a salary adjustment of 5% of current salary, not to exceed midpoint. Any adjustment shall be approved by the Commission and based upon the determination by the Executive Officer Compensation Committee that the employee's overall performance is rated at the level of "meritorious" or higher.

(b) No provision contained in this subsection (3) shall be construed to limit or deny the Commission's discretion to postpone an adjustment or reduce the compensation of an employee as a result of the employee's performance, as recommended by the Executive Officer Compensation Committee. However, any subsequent salary adjustment prior to the employee's next annual anniversary date must be based upon a mid-cycle Performance Evaluation. If such adjustment is an increase, the new salary rate shall not exceed that which the employee would have been eligible

to receive on or after the immediately preceding anniversary date, pursuant to this subsection (3).

- (c) Notwithstanding subdivisions (a) and (b) of subsection (3) above, the Commission may approve an adjustment of the Executive Officer's salary rate upon recommendation of the Executive Officer Compensation Committee.

4. Adjustment Within Range Above Midpoint

The Commission may adjust the Executive Officer's salary rate above midpoint if the employee's overall performance is rated at the level of "outstanding" by the Executive Officer Compensation Committee. This rating alone does not entitle the employee to a pay adjustment.

5. Exemplary Performance Compensation Adjustment

- (a) Eligibility and Maximum. An Executive Officer may receive an exemplary performance compensation adjustment (e.g., cash award and/or bonus) in increments of one percent (1%) not to exceed a total of (10%) of the employee's approximate annual salary at the time of approval of the adjustment.
- (b) Approval. Adjustments shall be based upon the recommendation of the Executive Officer Compensation Committee following a performance evaluation, subject to the availability of funds within the budget.
- (c) Term of Adjustment. An Executive Officer shall be limited to one exemplary compensation adjustment in a calendar year and shall be paid either in a lump sum or in incremental payments during the year.
- (d) Compensation Unfixed. Payment of compensation adjustments shall not affect the Executive Officer's rate of compensation. Commencing the first day of the first full pay period of each calendar year, compensation of the Executive Officer shall be unfixed and indefinite for the year until such time as the Commission determines whether to authorize an exemplary performance compensation adjustment. That determination is to be based upon an evaluation of the employee's performance by the Executive Officer Compensation Committee.

6. Executive Officer Compensation Committee

Wherever this plan refers to the Executive Officer Compensation Committee, the following shall apply:

- (a) The Executive Officer Compensation Committee shall consist of three members of the Personnel Committee as provided under Rule No. 1.11 with the option of the Chair to add a fourth member at his or her discretion.
- (b) The Executive Officer Compensation Committee shall periodically review and rate the performance of the Executive Officer and make recommendations to the full Commission for any adjustments to the Executive Officer's compensation.

7. Relocation Allowance

Upon determination by the Commission that relocation allowance is appropriate to facilitate recruitment for and appointment of an Executive Officer, a relocation allowance in an amount not to exceed \$12,000.00 may be authorized for the actual and reasonable relocation expenses incurred incidental to relocation of the appointee and his/her immediate family to San Diego County. Expenses may include, but are not limited to, personal transportation, moving expenses for household goods and temporary housing arrangements. Claims for expenses submitted pursuant to this provision shall be subject to review and determination by the Chairperson prior to reimbursement. Reimbursement for relocation expenses shall be subject to review of the full Commission.

8. Severance Pay

If an Executive Officer is terminated by the Commission, s/he may be eligible to receive up to six (6) months of their then annual salary upon approval of the Commission; provided, however, that no severance pay may be paid if termination is for reasons of malfeasance or misfeasance in office or conviction of a crime involving moral turpitude.

6.21 TELECOMMUTING –

Telecommuting is an arrangement that allows eligible LAFCO employees to work in a designated area outside the office. Telecommuting is a cooperative arrangement between employees and LAFCO. Telecommuting benefits employees, LAFCO, and the community, and as such is encouraged by the Commission to extent applicable with these provisions.

Benefits include:

- Ability to function during an emergency when the regular worksite is inaccessible.
- Increased productivity.
- Efficient use of LAFCO resources, including office space.
- Recruitment and retention of highly qualified employees.
- Greater flexibility for employees.
- Improved employee morale and job satisfaction.
- Reduced employee absenteeism.
- Reduced employee commute time and costs.
- Decreased energy consumption, pollution, traffic, and related congestion.

1. Policy Guidelines

- a) Telecommuting is a privilege, not a right. All LAFCO employees who telecommute must have an approved telecommuting agreement under this policy. In his/her discretion, the Executive Officer may have additional telecommuting requirements, guidelines, or procedures, provided they are consistent with the intent of this program.
- b) Telecommuting does not change the duties, obligations, responsibilities, or terms and conditions of LAFCO employment. Telecommuting employees must comply with all LAFCO rules, policies, practices, and instructions.
- c) A telecommuting employee must perform work during scheduled telecommuting hours. Employees may not engage in activities while telecommuting that would not be permitted at the regular worksite, such as child, elder, or other dependent care. Telecommuting employees may take care of personal business during unpaid lunch periods, as they would at the regular worksite.
- d) Employees must read the telecommuting policy and any guidelines issued by the Executive Officer, obtain the Executive Officer's approval and execute the telecommuting agreement before telecommuting.
- e) The Executive Officer may deny, modify, or terminate a telecommuting agreement for any business reason that is not arbitrary or capricious. Similarly, a telecommuting employee may end or request to change a telecommuting agreement at any time.
- f) Telecommuting is intended to be cost neutral. LAFCO is not required to provide telecommuting employees with materials or supplies needed to establish an alternate worksite (desk, chair, computer, software, cell phone, etc.), and assumes no responsibility for set-up or operating costs at an alternate worksite.
- g) The Executive Officer has the sole discretion to provide equipment, software, or supplies, or allow employees to use their personal equipment while telecommuting. The Executive Officer has the sole discretion to reimburse employees for the costs of using personal equipment while telecommuting. Any provision to reimburse costs should be addressed expressly in the telecommuting agreement.

h) All LAFCO rules regarding the use of computers, network, and the internet apply while an employee is telecommuting, regardless of whether the employee is using LAFCO-provided or personal equipment.

i) Telecommuting is distinguished between "regular" and "situational." Regular telecommuting involves an employee continually working specific days/times from an offsite location. Situational telecommuting involves an employee working specific days/times from an offsite location with defined start and ending periods and typically in response to temporary issues (daycare, schooling, transportation, etc.).

2. Eligibility

a) Eligibility for telecommuting is based on both the position and the employee. Not every job, or every employee, is well suited for telecommuting.

b) All professional positions as defined in Rule No. 6 are eligible for regular or situational telecommuting privileges.

a)c) All support positions as defined in Rule No. 6 are eligible for situational telecommuting privileges.

d) The determination of whether eligible employees are authorized for regular or situational telecommuting is the sole discretion of the Executive Officer.

e) Only employees with most recent satisfactory or above job performance evaluations are eligible to telecommute.

f) Notwithstanding eligibility under normal conditions, all employees shall automatically telecommute for the duration of any declared emergency by the County Health Officer unless otherwise required by the Executive Officer.

3. Agreement Options

a) Telecommuting agreements can be authorized by the Executive Officer on a regular or situational basis as defined in this policy.

b) Telecommuting agreements – whether regular or situational – shall generally follow the form provided in Appendix B and signed by both employee and Executive Officer.

c) All signed telecommuting agreements shall be filed with employees' personal records.

4. Work Hours

a) Under normal conditions, the percent of telecommuting hours for any authorized employee should not exceed 50% of their total workhours during the fiscal year.

b) All the rules applicable at the regular worksite are applicable while telecommuting. This includes all of the following standards:

- Telecommuting employees must perform their designated duties and tasks during scheduled work hours.
- Employees must account for and report time spent telecommuting the same way they would at the regular worksite, or according to the terms of the agreement.
- Time accounting should be included in the telecommuting agreement.
- Employees may work overtime only when directed to do so and approved in advance by the Executive Officer or Assistant Executive Officer.
- Employees must obtain approval to use vacation, sick, or other leave in the same manner as departmental employees who do not telecommute
- Telecommuting employees who become ill must report the hours actually worked and use sick leave for hours not worked.

5. Offsite Work Area

- a) A telecommuting employee must designate a work area suitable for performing official business. The employee must perform work in the designated area when telecommuting. Telecommuting employees must work in an environment that allows them to perform their duties safely and efficiently.
- b) Employees are responsible for ensuring their work areas comply with the health and safety requirements covered in the telecommute agreement. LAFCO may request photographs of the employee's designated work area to determine compliance with health and safety rules.
- c) Employees are covered by workers' compensation laws when performing work duties at their designated alternate locations during regular work hours. Employees who suffer a work-related injury or illness while telecommuting must notify the Executive Officer or Assistant Executive Officer and complete any required forms immediately.
- d) LAFCO is not liable for damages to an employee's personal or real property while the employee is working at an alternate worksite.

4-6. Equipment and Supplies

- a) A telecommuting employee must identify the equipment, software, supplies, and support required to successfully work at an offsite location, and must specify those items in the telecommute agreement. If LAFCO does not provide the needed equipment, software, supplies, or support, and the employee does not have them, the employee will not be eligible to telecommute.
- b) Equipment, software, or supplies provided by the LAFCO are for LAFCO business only. A telecommuting employee does not obtain any rights to LAFCO equipment, software, or supplies provided in connection with telecommuting. The employee must immediately return all LAFCO equipment, software, and supplies at the conclusion of

the telecommuting arrangement or at the Executive Officer's request.

c) A telecommuting employee must protect LAFCO equipment, software, and supplies from possible theft, loss, and damage. The telecommuting employee may be liable for replacement or repair of the equipment, software, or supplies in compliance with applicable laws on negligence or intentional conduct in the event of theft, loss, or damage.

d) Any equipment, software, files, and databases provided by the LAFCO shall remain the property of the LAFCO. A telecommuting employee must adhere to all software copyright laws and may not make unauthorized copies of any LAFCO-owned software.

e) Employees may not add hardware or software to LAFCO equipment without prior written approval.

f) Employees who use their personal equipment for telecommuting are responsible for the installation, repair, and maintenance of the equipment. Telecommuting employees must understand and agree that the LAFCO is entitled to, and may access, any personal equipment used while telecommuting, such as a personal computer, telephone, fax machine, monthly bills, and internet records. Employees must contact the Executive Officer or Assistant Executive Officer if equipment, connectivity, or other supply problems prevent them from working while telecommuting.

7. Security of Confidential Information

a) All files, records, papers, or other materials created while telecommuting are LAFCO property. Telecommuting employees shall identify any confidential, private, or personal information and records to be accessed and ensure appropriate safeguards are used to protect them.

b) LAFCO may require employees to work in private locations when handling confidential or sensitive material. Employees may not disclose confidential or private files, records, materials, or information, and may not allow access to LAFCO networks or databases to anyone who is not authorized to have access.

8. Sunshine Laws

a) The California Public Records Act a regarding public information and public records apply to telecommuting employees. Public records include any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by the LAFCO regardless of physical form or characteristic. Public information means the contents of a public record.

b) Upon receipt of an appropriate request, and subject to authorized exemptions, a telecommuting employee must permit inspection and examination of any public

record or public information in the employee's custody, or any segregable portion of a public record, within required time limits. This requirement exists regardless of where the public record is located.

9. Procedures

a) Employees must complete the following steps before telecommuting:

- Talk with the Executive Officer to determine eligibility.
- Complete the telecommute agreement as required by the Executive Officer.
- Receive approval of the telecommute agreement by the Executive Officer.

10. Denial, Modification, or Termination

a) Denial, modification, or termination of a telecommuting agreement is not subject to the grievance procedures in any Memorandum of Understanding, or to any other review or appeal procedures, except as noted in this section.

b) An employee who believes their telecommute agreement has been denied, or whose previously approved agreement has been modified or terminated, for arbitrary or capricious reasons may appeal the decision to LAFCO's Personnel Committee or its designee. The decision of LAFCO'S Personnel Committee or its designee is final.

Adoption History: Article VI, Sections 6.1 to 6.2021

Adopted April 14, 1975

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Amended October 2, 1978

Amended March 3, 1980

Amended July 12, 1982

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Re-affirmed and adopted December 4, 2000

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Re-affirmed annually via adoption of LAFCO Budget

Comprehensively Updated and re-adopted March 3, 2008

Amended November 5, 2012 (Sections 6.1& 6.11)

Amended August 5, 2013 (Section 6.8)

Amended April 7, 2014

Amended June 5, 2017

Administratively revised and Updated August 5, 2019



San Diego County Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

LAFCO Telecommuting Program Application and Agreement

The first three sections are for employees. Section four is for the supervisor/Executive Officer.

I. Employee Information

Full Name: _____

Job Title: _____

II. Telecommute Information

This application/agreement is for a ☐ regular or ☐ situational telecommuting (Select one)

This application/agreement, if approved, will be effective beginning _____ to _____. This agreement will be reviewed and evaluated by the Executive Officer at his/her discretion during such term to determine whether to continue, modify or end the telecommuting agreement.

The proposed telecommuting schedule (if regular and recurring):

Please list days and times of the week you will be telecommuting. (i.e., Monday and Tuesday)
Workdays not listed are presumed to be days to be worked in the office.

Scheduled work hours: _____

How you will report your time: _____

Designated work location: _____

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Chris Cate
City of San Diego

Marni von Wilpert, Alt.
City of San Diego

Jo MacKenzie
Vista Irrigation

Barry Willis
Alpine Fire Protection

Vacant, Alt.
Special District

Chair Andy Vanderlaan
General Public

Harry Mathis, Alt.
General Public

Any additional items/details you would like considered: _____

Telecommuting Work Plan

Work you will perform while telecommuting:

Please list forms of communication while telecommuting:

Phone – phone number: _____

Email – email address: _____

Text – phone number: _____

Other:

- ☐ I plan to check my email at least _____ times per day.
- ☐ I will forward my calls to or provide clients with this phone number on telecommute days.
- ☐ I plan to check in with my supervisor _____ times per day by _____.

Telecommuting Equipment/Supplies

Please list items you will require as part of your telecommute work station

Required Equipment

Required Supplies

Required Software/Systems

III. EMPLOYEE ACKNOWLEDGEMENTS

- ☐ I have read and will abide by:
 - The Telecommuting Program Policy
 - The Telecommuting Technical Guidelines, if issued.

- ☐ I understand and agree that telecommuting is a privilege, not a right, and is not subject to the grievance process. The Executive Officer may unilaterally terminate my telecommuting privileges at any time should he/she determine it is best for LAFCO.

- ☐ I understand and agree that I am responsible for maintaining the safety and security of LAFCO equipment, supplies, and information while telecommuting.

- ☐ I understand and agree that I must comply with all procedures designed to protect sensitive LAFCO information, including information that is confidential, private, personal, or otherwise sensitive while telecommuting.

- ☐ I understand and agree that telecommuting is not a substitute for dependent care.

- ☐ I acknowledge that my designated workspace complies with all health and safety requirements.

- ☐ I agree to accurately record and submit the hours I work while telecommuting.

- ☐ I understand and agree that I must come into the office on a regularly scheduled telecommute day when my supervisor requires me to do so.

- ☐ I understand and agree that LAFCO is not required to provide me with any equipment or supplies I may need while telecommuting.

- ☐ I have discussed this application and agreement with my supervisor. I agree to comply with all terms and conditions in this telecommute application and agreement. I understand that my telecommuting agreement can be ended or modified for a business reason at any time.

- ☐ I have read and will comply with all LAFCO rules while telecommuting.

Date: _____ Signature: _____

Print Full Name: _____

V. EXECUTIVE OFFICER REVIEW AND APPROVAL

I have reviewed and approved this telecommute agreement.

Date: _____ Signature: _____

Print Full Name: _____

I have reviewed and approve this telecommute agreement with the following revisions:

Date: _____ Signature: _____

Print Full Name: _____

I have reviewed and deny this telecommute agreement after the following considerations:

- ☐ Job performance
- ☐ Employee Position
- ☐ Other:

Date: _____ Signature: _____

Print Full Name: _____



San Diego County Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

7b

AGENDA REPORT Business | Action

March 1, 2021

TO: Commissioners

FROM: Keene Simonds, Executive Officer
Aleks Giragosian, Deputy Commission Counsel
Priscilla Allen, Local Government Analyst I

SUBJECT: Proposed Addition to Administrative Policy | Social Media Use

SUMMARY

The San Diego County Local Agency Formation Commission (LAFCO) will consider approving an addition to the Administrative Policy to accommodate and guide social media uses. The proposed addition ties to the current workplan and formally authorizes the use of social media to augment traditional communication channels with delegation to the Executive Officer and his or her designees to implement based on Commission objectives and standards. It is recommended the Commission approve the proposed addition with any identified changes.

BACKGROUND

Existing Administrative Policy

San Diego LAFCO's Administrative Policy was adopted by the Commission in 1970. It currently comprises six distinct sections ranging in content from intergovernmental coordination to public records requests. Sections are numbered sequentially based on approval date with the last addition involving records management in 2017. The Administrative Policy is codified under one cover titled "Commission Policies" and paired with Fiscal and Legislative Policies.

Administration Keene Simonds, Executive Officer County Operations Center 9335 Hazard Way, Suite 200 San Diego, California 92123 T 858.614.7755 F 858.614.7766 www.sdlafco.org	Vice Chair Jim Desmond County of San Diego Nora Vargas County of San Diego Joel Anderson, Alt. County of San Diego	Mary Casillas Salas City of Chula Vista Bill Wells City of El Cajon Paul McNamara, Alt. City of Escondido	Chris Cate City of San Diego Marni von Wilpert, Alt. City of San Diego	Jo MacKenzie Vista Irrigation Barry Willis Alpine Fire Protection Vacant, Alt. Special District	Chair Andy Vanderlaan General Public Harry Mathis, Alt. General Public
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DISCUSSION

This item is for San Diego LAFCO to consider approving a proposed addition to the Administrative Policy to formally authorize and accommodate social media usage. The proposed additional ties to the adopted workplan and direction therein to utilize social media to expand the Commission's communicative reach. The proposed addition draws on best practices from other similarly sized local government agencies and premised on establishing baseline objectives and standards while delegating implementing details to the Executive Officer or his/her designee. This includes – notably – delegation for the Executive Officer to proceed off-dais in approving which social media networks to use and developing site-specific user criteria consistent with Commission standards. A summary of key provisions included in the proposed addition follow and further detailed as part of Attachment One.

Objectives:

- The Commission encourages active use of social media to enhance communications with other governmental agencies, tribes, and members of the public.

Administration:

- The Executive Officer serves as administrator for all the Commission's social media networks and related uses. The Executive Officer may delegate responsibilities to Commission employees or consultants as appropriate.
- The Executive Officer shall be responsible for approving all social media networks used by the Commission and content and related messaging.

Standards:

- The Executive Officer is tasked with taking reasonable measures to ensure current and pertinent Commission information is actively disseminated through appropriate social media networks.
- All authorized and active social media networks shall be regularly monitored to ensure content standards as established in this policy are continually maintained – including user comments.
- For each approved social media network, usage standards approved by the Executive Officer will be developed to optimize Commission use of the site.

ANALYSIS

The proposed addition to San Diego LAFCO's Administrative Policy ties directly to the adopted workplan and the Commission's direction to establish a social media presence to expand community outreach. Approval will formalize and aid initial activities undertaken by staff to date and marked by establishing a limited number of social media accounts (YouTube, Twitter and Facebook) and becoming familiar with their functions, features, and audiences. The proposed addition draws on these initial experiences and pairs with best practices from other similarly sized agencies in providing general Commission guidance and standards and delegating core implementing discretion – including network authorization, content messaging, etc. – to the Executive Officer and his/her designees.

RECOMMENDATION

It is recommended San Diego LAFCO approve the proposed addition to the Administration Policy as presented with any desired changes. This recommendation is consistent with Alternative Action One in the proceedings section.

ALTERNATIVES FOR ACTION

The following alternatives are available to San Diego LAFCO through a single motion:

Alternative One (recommended):

- (a) Approve the proposed update to the Administration Policy as provided as Attachment One with any desired changes.
- (b) Authorize the effective date of the proposed update to March 1, 2021.

Alternative Two:

Continue consideration to a future meeting and provide direction as needed.

Alternative Three:

Take no action.

(continued)

PROCEDURES

This item has been placed on San Diego LAFCO's agenda for action as part of the business calendar. The following procedures, accordingly, apply:

- 1) Receive verbal presentation from staff unless waived.
- 2) Questions or clarifications from the Commission.
- 3) Consider any comments from the public.
- 4) Consider the staff recommendation or alternatives.

On behalf of staff,

A handwritten signature in black ink, appearing to read "Priscilla Allen". The signature is written in a cursive, flowing style.

Priscilla Allen
Local Government Analyst I

Attachment:

- 1) Proposed Social Media Addition to Administrative Policy

ADMINISTRATIVE POLICY A-107

Subject

SOCIAL MEDIA USE PROGRAM

Purpose

To provide clear and flexible guidelines for San Diego LAFCO to augment traditional communication methods with the use of social media networks and platforms. This includes establishing baseline objectives and standards in managing authorized social media networks to help ensure appropriate protocols are continuously maintained in communications with the public.

Background

The Cortese-Knox-Hertzberg Local Government Reorganization ("CKH") Act of 2000, pursuant to California Government Code Section 56300, directs the Commission to exercise its regulatory and planning responsibilities consistent with its written policies and procedures. The Commission is directed under subsection (f) to maintain an internet website to ensure pertinent agency information is readily available to the public; a provision consistent with a key premise underlying CKH for commissions to improve engagement with citizens in their respective jurisdictions. Several social media platforms are used by public agencies to promote government information and services to the public.

Definitions

The following words are defined as stated for purposes of this policy:

- a. "Commission" means San Diego LAFCO.
- b. "Commission account" means an account on a social media network which the Commission establishes and maintains, and over which it has control over all posts, except for advertisements or hyperlinks by the social media networks' owners, vendors, or partners. The Commission account will supplement, and not replace, legally required notices and standard methods of communication by or on behalf of the Commission.

- c. “Social media networks” means social media sites or platforms approved by the Executive Officer to be used to convey and post content information. Format types vary and include social networking, blogs, photo-sharing, video-sharing, and podcasts.
- d. “Posts” or “postings” mean content containing information, articles, pictures, videos or any other form of communication posted on Commission social media networks.
- e. “Users” refers to persons and/or organizations utilizing the Commission’s social media sites.
- f. “Comment” or “Comments” mean and include any information, articles, words, pictures, videos or any other form of communicative content posted by users on Commission social media sites.

Objectives

- a. Social media networks are important channels in communicating Commission activities and receiving timely feedback.
- b. The Commission encourages the active and responsible use of social media networks to maintain and enhance effective communication with other governmental agencies, tribes, and members of the public.

Administration

- a. The Executive Officer serves as administrator for all the Commission’s social media networks and related uses. The Executive Officer may delegate responsibilities to Commission employees or consultants as appropriate.
- b. The Executive Officer shall be responsible for approving all Commission accounts and securing all associated account information – including usernames and passwords.
- c. The Executive Officer shall be responsible for posting, monitoring, and removing content consistent with this policy. The Executive Officer similarly shall ensure this policy is implemented in conjunction with all related rules and policies adopted by the Commission.

- d. This policy and its administration shall comply with all applicable federal and state laws, regulations, and policies. This includes, but not limited to, established laws and policies regarding copyright, records retention, California Public Records Act, First Amendment, and Americans with Disabilities Act.
- e. The Executive Officer shall take reasonable measures to ensure current and pertinent Commission information is disseminated through appropriate social media networks.

General Standards

- a. All authorized and active Commission accounts shall be regularly monitored to ensure content standards as established in this policy are continually maintained – including user comments.
- b. For each approved Commission account, usage standards approved by the Executive Officer will be developed to optimize Commission use of the site.
- c. All approved Commission accounts shall be authenticated using an official Commission logo and email account.
- d. The following forms of content posted by external and authorized users may be subject to removal on any Commission social media network if they contain:
 - 1. Comments that are not typically related to the information posted.
 - 2. Profane language or content (video, sounds, etc).
 - 3. Content that perpetuates violence, discrimination, or harassment.
 - 4. Solicitations of commerce or advertisements.
 - 5. Promotion or endorsement of political issues, groups, or individuals.
 - 6. Conduct or encouragement of illegal activity.
 - 7. Information that may compromise the safety or security of the public.
 - 8. Content intended to defame any person, group, or organization.
 - 9. Personal attacks against Commissioners or employees.
 - 10. Disclosure of confidential, sensitive, or proprietary information.
 - 11. Sexual or obscene content or links to sexual or obscene content.
 - 12. Images or videos of a minor without the consent of the minor's parent.

- e. The Commission's website shall continue to serve as the agency's primary and predominant internet presence. Towards this end, whenever possible, content posted on the Commission's social media networks will also be made available on the agency website.
- f. Commission accounts shall be managed consistently with the Ralph M. Brown Act. Commissioners shall not respond to, "like", "share", "retweet" or otherwise participate in any published postings or use the account or any form of electronic communication to respond to, blog or engage in serial meetings with each other, or otherwise discuss, deliberate, or express opinions on any issue within the subject matter jurisdiction of the Commission.

Records Management

- a. Commission accounts are subject to the California Public Records Act. The content maintained on the social media networks must be retained pursuant to the Commission's records retention policy.
- b. Postings by a third party on a Commission account are not public records and are not subject to disclosure unless the posting triggers some action by the City, including a response or removal of the post.
- c. All postings on Commission accounts subject to retention, as noted in paragraphs (a) and (b) above, must be captured via screenshot and saved.
- d. Any content removed based on this Policy must be retained, including the time, date, and identity of the poster, when available, for six months or such other period as required by the Commission's records retention policy, provided that the Commission may remove content which violates this policy even if there is no reasonably practical means to retain that information.

Adopted: **Date**



San Diego County Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

7c

AGENDA REPORT Business | Action

March 1, 2021

TO: Commissioners

FROM: Keene Simonds, Executive Officer

SUBJECT: Creating an Ad Hoc Committee on Office Space Options and Needs

SUMMARY

The San Diego County Local Agency Formation Commission (LAFCO) will consider forming and tasking a committee of its members to advise the full Commission on office space needs and options ahead of the current lease with the County of San Diego expiring in August 2021. Anticipated tasks include exploring the merits of a potential new lease with the County relative to other lease and/or purchase options available to the Commission. It is recommended the Commission proceed with the formation of an appointed three-member “Office Space Ad Hoc Committee” along with providing feedback on related interests proceeding forward.

BACKGROUND

San Diego LAFCO entered into a lease for office space with the County of San Diego in August 2011. The lease provides an approximate 2,800 square foot office suite at the County’s Operations Center in Kearny Mesa. The total lease term – including one available and exercised extension – is 10 years and is scheduled to expire on August 21, 2021. The current monthly rent is \$6,994 and translates to \$2.50 per square foot. County overhead costs are also charged as part of the lease arrangement with a current monthly cost of \$2,838. The combined monthly square cost to the Commission – rent and overhead – is \$3.51.

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DISCUSSION

This item is for San Diego LAFCO to consider forming an Office Space Ad Hoc Committee and provide related direction on advising the full Commission on available and recommended options. Formation would necessitate the appointment of no more than three Commissioners either by consensus or through the Chair to serve on the Committee with staffing provided by the Executive Officer or his designee. It is anticipated the Committee would meet virtually as needed over the next three months and forward recommendations to the Commission by June and ahead of the current lease with the County expiring in August.

ANALYSIS

Formation of an Office Space Ad Hoc Committee parallels past practice by San Diego LAFCO and most recently informed the Commission's decision in 2011 to lease space with the County of San Diego at its Operations Center in Kearny Mesa. A preliminary review by staff with assistance from Pacific Coast Realty (Kurt Kerner) suggests several options are available and merit closer review by a Committee in step with balancing costs and needs. This relatedly includes addressing a relatively new consideration involving physical spacing given COVID and the long-term issue of creating safe spaces for both employees and the public.

RECOMMENDATION

It is recommended San Diego LAFCO proceed with forming an Office Space Ad Hoc Committee and make related appointments as well as identifying associated interests. This recommendation is consistent with Alternative Action One in the proceeding section.

ALTERNATIVES FOR ACTION

The following alternatives are available to San Diego LAFCO through a single motion:

Alternative One (recommended):

Form the Office Space Ad Hoc Committee with three appointees along with identifying related priorities interests and/or defer to the Chair to take associated actions.

Alternative Two:

Continue consideration to a future meeting and provide direction as needed.

Alternative Three:

Take no action.

(continued)

PROCEDURES

This item has been placed on San Diego LAFCO's agenda for action as part of the business calendar. The following procedures, accordingly, apply:

- 1) Receive verbal presentation from staff unless waived.
- 2) Questions or clarifications from the Commission.
- 3) Consider any comments from the public.
- 4) Consider the staff recommendation or alternatives.

Respectfully,



Keene Simonds
Executive Officer

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