



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

**5f**

**AGENDA REPORT**  
 Consent | Action

February 5, 2024

**TO:** Commissioners

**FROM:** Keene Simonds, Executive Officer

**SUBJECT:** **Progress Report on the Adopted Workplan**

**SUMMARY**

The San Diego County Local Agency Formation Commission (LAFCO) will receive a progress report on accomplishing the 30 priority projects set in the adopted workplan for 2023-2024. More than one half – 18 of 30 – of all priority projects have been substantively initiated through the first six full months with seven either complete or nearing completion. The report is being presented to the Commission to receive and file with the opportunity to identify potential amendments for future consideration.

**BACKGROUND**

San Diego LAFCO’s current fiscal year workplan was adopted at a noticed hearing held in May 2023. The workplan is a multi-year planning tool that is developed and updated annually. The current workplan includes 30 projects and is divided into two distinct categories – statutory and administrative – along with priority assignments set by the Commission. Internal amendments to reset priorities and advance the placement of municipal service reviews on the San Diego County Water Authority and healthcare districts were approved in August.

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## **DISCUSSION**

This item provides San Diego LAFCO with its regular progress report on workplan projects for the current fiscal year. This includes staff assigning one of four status categories to projects ranging from pending to complete and detailed in Attachment One.

## **ANALYSIS**

San Diego LAFCO is generally proceeding as planned through the first six full months of the fiscal year. This includes an emphasis to address the Commission's high and medium priority projects with 16 of the 20 related activities having advanced in some substantive manner. Two of these projects are now complete and involve approving a formal scope of work on personnel policy update and publishing a countywide local agency directory. Five others are nearing completion and marked by task-setting the first year of new planning grant with the State of California as well as the second year of the Ad Hoc on Resource Conservation Districts. Comprehensive policy updates on personnel procedures and out-of-agency services are similarly nearing their completion as well as our planned check-ins with the Special Districts Advisory Committee. No amendments are proposed at this time.

## **RECOMMENDATION**

It is recommended San Diego LAFCO receive and file the item consistent with practice and identified as Alternative Action One in the proceeding section.

## **ALTERNATIVES FOR ACTION**

The following alternatives are available to San Diego LAFCO:

Alternative One (recommended):

Receive and file the item.

Alternative Two:

Continue consideration of the item and provide direction to staff 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) 2023-2024 Workplan with Status Notations

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**ADOPTED WORKPLAN FOR FY2023-2024**

As Amended

| Priority | Level  | Type           | Project                                       | Description   | Status |
|----------|--------|----------------|---|---|--------|
| Ongoing  | ...    | Statutory      | Applicant Proposals and Requests              | Prioritize resources to address all applicant proposals and related requests                                  |        |
| Ongoing  | ...    | Administrative | Targeted LAFCO Presentations                  | Coordinate timely public outreach; emphasis on informing stakeholders ahead of MSR work                       |        |
| Ongoing  | ...    | Statutory      | Workplan and Budget Management                | Actively manage the workplan and budget resources with quarterly updates to the Commission                    |        |
| 1        | High   | Statutory      | MSR   CWA-MET                                 | Initiate scheduled review of wholesale water suppliers – CWA (comprehensive) and MET (abbreviated)            |        |
| 2        | High   | Statutory      | MSR   Healthcare Districts                    | Initiate a comprehensive study of the four healthcare districts in San Diego County                           |        |
| 3        | High   | Administrative | Recruit, Hire + Support Staff                 | Ensure all 9.0 budgeted positions are filled in a timely manner with ongoing resource support                 |        |
| 4        | High   | Administrative | Commissioner Onboarding                       | Create onboarding resources and related training for new and continuing Commissioners                         |        |
| 5        | High   | Administrative | Online Accounting                             | Transition QuickBooks accounting from desktop to online platform + make use of public-facing features         |        |
| 6        | High   | Administrative | Policy   Personnel: Part I                    | Develop and approve a scope of work to guide update to personnel policies to reflect best practices           |        |
| 7        | High   | Administrative | Policy   Personnel: Part II                   | Complete a comprehensive update to LAFCO's personnel policies   |        |
| 8        | High   | Statutory      | MSR   Oceanside Region                        | Complete the scheduled reviews of the City of Oceanside, Oceanside SC Harbor District, and Moreno Hills CSD   |        |
| 9        | High   | Statutory      | MSR   Carlsbad Region                         | Complete the scheduled reviews of the City of Carlsbad, Carlsbad MWD, and Leucadia WWD                        |        |
| 10       | High   | Administrative | SALC Planning Grant 2.0                       | Initiate two-year grant (contracts, etc.) to expand SALC 1.0 to establish ag costs/revenues with gap analysis |        |
| 11       | Medium | Administrative | RCD Ad Hoc Committee: Year Two                | Approve scope of work for Year Two activities and proceed accordingly towards completion                      |        |
| 12       | Medium | Statutory      | Policy   Out-of-Agency Services               | Complete policy establishment to guide approval process for out-of-agency services (G.C. 56133)               |        |
| 13       | Medium | Statutory      | MSR   San Marcos Region                       | Complete the scheduled reviews of the City of San Marcos, Marcos FPD, & Vallecitos WD                         |        |
| 14       | Medium | Statutory      | MSR   Vista Region                            | Complete the scheduled reviews of the City of Vista, Vista ID, Vista FPD, & Buena SD                          |        |
| 15       | Medium | Administrative | White Paper   Public Recreation Opportunities | Evaluate potential governance models involving San Diego-owned reservoirs in unincorporated areas             |        |
| 16       | Medium | Administrative | White Paper   Growth Management + Housing     | Evaluate growth management policies + connectivity between LAFCO, County, and SANDAG                          |        |
| 17       | Medium | Administrative | Special Districts Advisory Committee          | Provide administrative support to Advisory Committee and hold no less than three formal meetings in FY        |        |
| 18       | Medium | Administrative | Cities Advisory Committee                     | Provide administrative support to Advisory Committee and hold no less than one formal meetings in FY          |        |
| 19       | Medium | Administrative | Website Content Expansion                     | Proceed with content expansion for newly redesigned LAFCO website with multi-media enhancements               |        |
| 20       | Medium | Administrative | 2022-2023 Audit                               | Complete outside audit of financial statements for FY2023   |        |

| Priority | Level | Type           | Project                                     | Description   | Status |
|----------|-------|----------------|---|---|--------|
| 21       | Low   | Statutory      | Legislative Proposal   G.C. 56133           | Continue work to support amendment clarifying authority to determine out-of-agency service exemptions         |        |
| 22       | Low   | Statutory      | Policy   Applicant Procedures               | Update and streamline application materials and establish protocols in terminating proposals                  |        |
| 23       | Low   | Statutory      | MSR   Encinitas Region                      | Initiate a regional study covering the City of Encinitas + San Dieguito WD et al.                             |        |
| 24       | Low   | Statutory      | MSR   Del Mar-Solana Beach Region           | Initiate a regional study covering the Cities of Del Mar and Solana Beach + Santa Fe ID et al.                |        |
| 25       | Low   | Statutory      | Legislative Proposal   G.C. 56430           | Sponsor and/or facilitate amendment establishing community engagement enhancements in MSR statute             |        |
| 26       | Low   | Administrative | Service + Fiscal Indicators                 | Develop online browser feature to depict service + fiscal indicators among local agencies in San Diego County |        |
| 27       | Low   | Administrative | White Paper   School Districts              | Evaluate scope and scale of school districts + their baseline capacities for reference in MSRs                |        |
| 28       | Low   | Administrative | Liaison with Local Tribes                   | Establish communication protocols with local tribes with respect to shared interests in regional services     |        |
| 29       | Low   | Administrative | Annual Local Agency Directory               | Update and publish an annual local agency directory subject to LAFCO oversight                                |        |
| 30       | Low   | Administrative | White Paper   Community Choice Aggregations | Evaluate scope and scale of CCAs and their operations in San Diego County and connectivity to LAFCO           |        |

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| Bullpen | Statutory      | Policy Review   Island Annexations            | Consider options to define “substantially surrounded” and provide related mapping services                               |
| Bullpen | Administrative | White Paper   Garbage Services                | Evaluate the scope and scale of garbage collection services and possible governance alternatives                         |
| Bullpen | Administrative | White Paper   Homeless Services               | Evaluate the scope and scale of homeless services and possible governance alternatives                                   |
| Bullpen | Administrative | LAFCO Workshop                                | Organize a Commission Workshop to discuss core responsibilities + powers and implementing preferences                    |
| Bullpen | Administrative | Public Access Television                      | Broadcast LAFCO meetings on local government channels  |
| Bullpen | Statutory      | MSR   Pauma Valley Region                     | Initiate a regional study covering the north county special districts in the Pauma/Rincon communities                    |
| Bullpen | Administrative | SOI/MSR Annual Report                         | Update and publish an annual report documenting all recorded municipal service review and sphere of influence actions    |
| Bullpen | Statutory      | Policy   Fee Schedule                         | Review and update fee schedule to sync with current costs and related considerations                                     |
| Bullpen | Statutory      | Policy   CEQA Guidelines                      | Review and update existing implementing guidelines relative to current statute and best practices                        |
| Bullpen | Administrative | County Planning Groups                        | Monitor regular meetings of the County’s 28 Planning and or Sponsor Groups and directly engage as appropriate            |
| Bullpen | Statutory      | Disadvantaged Unincorporated Communities      | Update DUC mapping designations (DUC) in San Diego County based on current census information                            |
| Bullpen | Administrative | Local Agency Finder Tool                      | Develop online feature for users to enter address to identify all overlapping local jurisdictions (cities and districts) |
| Bullpen | Administrative | Southern California LAFCOs                    | Participate in quarterly meetings with other Southern California LAFCOs and related projects and/or trainings            |
| Bullpen | Administrative | CALAFCO                                       | Participate in CALAFCO sponsored programs and related trainings (conferences, workshops, committees, etc.)               |
| Bullpen | Statutory      | Policy   Commission Rule No. 4                | Modernize Rule No. 4 and its provisions to regulate special districts’ service functions and classes                     |
| Bullpen | Statutory      | Escondido Region Governance Study             | Study options to consolidate (functional and political) the City of Escondido and Rincon del Diablo MWD                  |
| Bullpen | Administrative | White Paper   JPAs                            | Evaluate the status of JPA filings in San Diego County relative to LAFCO’s task in SB 1261                               |
| Bullpen | Statutory      | Policy   Cities Advisory Committee            | Coordinate with CAD in updating bylaws and related procedures to sync with current member interests/priorities           |
| Bullpen | Statutory      | Policy   Special Districts Advisory Committee | Coordinate with SDAC in updating bylaws and related procedures to sync with current member interests/priorities          |

| Complete | Near Complete | Underway | Pending |
|----------|---------------|----------|---------|
|          |               |          |         |