



**NOTICE OF REVIEW AND COMMENT PERIOD  
 AHEAD OF PUBLIC HEARING**

**Tentative Workplan and Budget for 2024-2025**

At its March 4, 2024 meeting, the San Diego County Local Agency Formation Commission (LAFCO) approved a tentative workplan and budget for 2024-2025. The workplan outlines 30 activities in priority order and headlined by continuing municipal service reviews on wholesale water service providers and healthcare districts as well as grant work evaluating economic conditions for certain agricultural crops. Several new projects round out the workplan and headlined by initiating a municipal service review on the San Diego Association of Local Governments (SANDAG) and its housing and transportation functions as well as an informational report on governmental homeless services. The workplan informs the budget, which totals \$2.887 million in matching expenses and revenues. More than four-fifths of total expenses – \$2.403 million – covers operating costs and represents an increase of 6.3% and largely ties to inflationary adjustments plus targeted enhancements in certain non-labor accounts. Local agencies’ apportionments continue to represent nine-tenths of all operating revenues and set to increase inline with the rise in operating expenses at 6.3%.

A guide to the tentative workplan and budget approved by the Commission is attached. Additional details on both documents are available online by visiting [www.sdlafco.org](http://www.sdlafco.org) and clicking on the meetings page for March 4, 2024.

LAFCO will consider approving a final workplan and budget as part of a public hearing set for May 6, 2024 starting at 8:15 a.m. at the County of San Diego Administration Center at 1600 Pacific Highway, Room 302, San Diego, California. Written comments received by LAFCO staff ([priscilla.mumpower@sdcounty.ca.gov](mailto:priscilla.mumpower@sdcounty.ca.gov)) before the close of business on Wednesday, April 24, 2024 will be incorporated into the associated agenda report presented to the Commission on May 6<sup>th</sup>. Comments are also welcomed during the public hearing.

If you have any questions and/or would like to submit comments, contact Priscilla Mumpower by telephone at 619.321.3380 or by email at [priscilla.mumpower@sdcounty.ca.gov](mailto:priscilla.mumpower@sdcounty.ca.gov).

<b>Administration:</b> Keene Simonds, Executive Officer 2550 Fifth Avenue, Suite 725 San Diego, California 92103 T 619.321.3380 E <a href="mailto:lafco@sdcounty.ca.gov">lafco@sdcounty.ca.gov</a> <a href="http://www.sdlafco.org">www.sdlafco.org</a>	<b>Joel Anderson</b> County of San Diego  <b>Jim Desmond</b> County of San Diego  <b>Nora Vargas, Alt.</b> County of San Diego	<b>Kristi Becker</b> City of Solana Beach  <b>Dane White</b> City of Escondido  <b>John McCann, Alt.</b> City of Chula Vista	<b>Chair Stephen Whitburn</b> City of San Diego  <b>Marni von Wilpert, Alt.</b> City of San Diego	<b>Barry Willis</b> Alpine Fire Protection  <b>Jo MacKenzie</b> Vista Irrigation  <b>David A. Drake, Alt.</b> Rincon del Diablo	<b>Harry Mathis, Alt.</b> General Public  <b>Vacant, Alt.</b> General Public
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PROPOSED DRAFT

# Workplan & Budget Guide

FOR 2024-2025

## About Us

Local Agency Formation Commissions – or LAFCOs – are boundary makers that oversee the creation and expansion of cities and special districts in all 58 counties of California. LAFCOs exercise regulatory and planning powers to coordinate publicly provided services, such as water or fire protection, and match them with community needs.

**The goal of every LAFCO is to facilitate smart growth while avoiding urban sprawl.**

San Diego LAFCO operates within the second largest county in California as measured by population and currently tasked with overseeing over 100 local governmental agencies.

A summary of San Diego LAFCO's proposed draft workplan and budget for 2024-2025 follows.

[sdlafco.org](https://sdlafco.org)

# 2024-2025 Workplan Guide

The proposed draft workplan list 30 targeted projects for 2024–2025 comprising both new and continued activities. The targeted projects complement LAFCO’s baseline commitment to process jurisdictional proposals and related service requests in a timely manner and are divided between three priority categories – high, medium, and low. An outline of all 30 projects with additional details on the “Top 10” follows.



## No. 1

**Municipal Service Review on Wholesale Water Service Providers**  
San Diego County Water Authority + Metropolitan Water District



## No. 3

**Transition External Accounting System**  
Implement Cloud Conversion for Quickbooks and Add Public-Facing Features



## No. 5

**State Planning Grant Award (SALC 2.0): “Greening Agriculture”**  
Return-on-Investment and GAP Analyses in Support of Small Farming Operations



## No. 7

**Municipal Service Review on Greater San Marcos/Vista Region: Part I**  
Cities of San Marcos and Vista



## No. 9

**Policy Review on Accounting + Auditing Procedures**  
Modernize and Harmonize Accounting + Auditing Policies to LAFCO’s Needs



## No. 2

**Municipal Service Review on Healthcare Districts**  
Fallbrook, Grossmont, Palomar, + Tri-City Healthcare Districts



## No. 4

**Municipal Service Review on the Greater Carlsbad Region**  
City of Carlsbad, Carlsbad Municipal Water District, + Leucadia Wastewater District



## No. 6

**RCD Ad Hoc Committee, Year Two: Transitioning OSAs to Boundary Changes**  
Greater San Diego, Mission, + Upper San Luis Rey Resource Conservation Districts



## No. 8

**Municipal Service Review on Greater San Marcos/Vista Region: Part II**  
San Marcos and Vista Fire Protection Districts, Vista Irrigation District, Vallecitos Water District, + Buena Sanitation District



## No. 10

**Staffing + Professional Development**  
Fill Budgeted Positions + Establish In-Service Days to Enhance Professional Development

## Medium Priorities

- No. 11** | Policy Review: Job Descriptions
- No. 12** | MSR: SANDAG
- No. 13** | Custom Project Manager Tracker
- No. 14** | Staffing Special Districts Advisory Committee
- No. 15** | Info Report on Homeless Services
- No. 16** | Staffing Cities Advisory Committee
- No. 17** | MSR: Greater Encinitas Region
- No. 18** | Complete FY2023 Audit
- No. 19** | MSR: Greater Del Mar/ Solana Beach Region
- No. 20** | Website Content Expansion + Enhancement

## Lower Priorities

- No. 21** | Annual Local Agency Directory
- No. 12** | Policy Review: Applicant Forms + Requirements
- No. 23** | Authorizing Credit Card Payments
- No. 24** | CALAFCO Legislative Committee
- No. 25** | Legislative Proposal on G.C. 56133
- No. 26** | SDAC Bylaws
- No. 27** | Info Report on Community Choice Aggregations
- No. 28** | Liaison with Local Native American Tribes
- No. 29** | Online Service + Fiscal Indicators
- No. 30** | Policy Review: Public Member Appointments

For a complete listing of the draft workplan, please visit: [sdlafco.org](https://sdlafco.org)

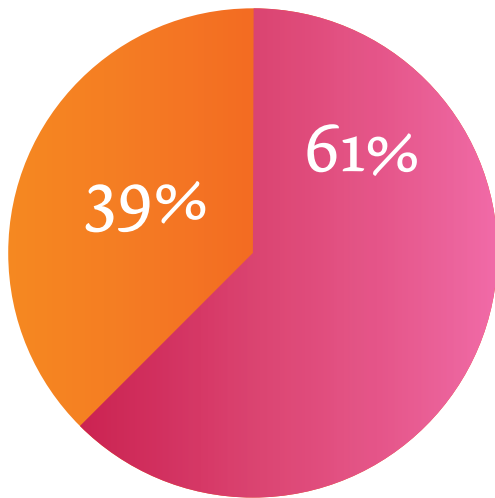


# 2024-2025 Draft Budget Guide

San Diego LAFCO’s proposed draft budget for 2024–2025 ties directly to funding the associated workplan and sets total matching expenses and revenues at \$2.888 million. Four-fifths of total expenses tie to operating costs, which tally \$2.403 million and represents a change over the current fiscal year of 6.3% – or \$142,14 and slightly above the 5.8% annual inflation rate for the San Diego area. The remaining portion of the total budget involves non-operating units and largely tie to transacting revenues and expenses involving a State planning grant and debt service.

Key budgeted operating expenses and revenues follow.

## Operating Expenses: \$2.403 Million



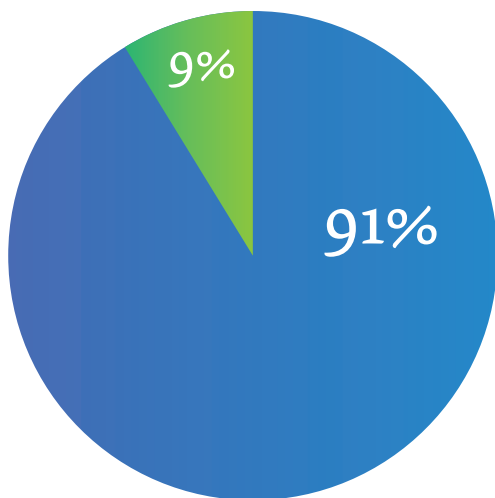
### Salaries and Benefits Cost

- \$1.444 million; an increase of 0.5% over current year
- Amount equals 61% of all operating expenses
- Reduces budgeting staffing from 9.0 to 8.0 FTE
  - Eliminates vacant executive assistant position
- Accommodates previously approved 2.75% COLA
- Also accommodates anticipated merit increases
- Also accommodates CPI increase to meeting per diems to \$291
- All line-item accounts show decreases expect pension

### Services and Supplies Cost

- \$0.959 million; an increase of 16.3% over current year
- Amount equals 39% of all operating expenses
- Two line item accounts underlie increase:
  - Increase in professional services to cover increase need for consultants and their technical expertise in preparing MSRs
  - Increase in memberships to cover new partnership with Assura Group to implement and host online project management tracking

## Operating Revenues: \$2.377 Million



### Application Fees

- \$0.215 million; same as current year
- Amount equals 9% of all operating revenues

### Local Agency Contributions

- \$2.162 million; an increase of 6.3% over current year
- Amount equals 91% of all operating expenses
- Allocation set by State law as follows:
  - 1 County of San Diego covers \$0.618 million
  - 2 Cities less San Diego cover \$0.618 million
  - 3 Special districts cover \$0.618 million
  - 4 City of San Diego covers 0.309 million

Amounts for specific cities and districts further apportioned by Auditor’s Office based on each agency’s percentage of revenues relative to all revenues collected by their city/district peers



UNRESTRICTED FUND BALANCE	
(estimate as of June 1, 2024)	
Committed:	\$750,000
Assigned:	\$62,500
Unassigned:	\$836,154
<b>TOTAL:</b>	<b>\$1,648,654</b>

### TOP CITY ALLOCATION

1. San Diego
2. Chula Vista
3. Carlsbad
4. Oceanside
5. Escondido

(based on FY2023 contributions)

### TOP DISTRICT ALLOCATIONS

1. Otay Water District
2. Helix Water District
3. Padre Dam Municipal Water District
4. Olivenhain Municipal Water District
5. Vallecitos Water District

(based on FY2023 contributions)



Mission Trails  
Regional Park

# San Diego LAFCO's Commission

San Diego LAFCO is governed by a 13-member "Commission" comprising county, city, special district, and public members. All Commissioners are appointed elected officials with the exception of the two public members. Commissioners serve four-year terms and divided between "regulars" and "alternates" and must exercise their independent judgment on behalf of the interests of residents, landowners, and the public as a whole. Commissioners are subject to standard disclosure requirements and must file annual statements of economic interests. The Commission has sole authority in administering its legislative responsibilities and decisions therein are not subject to an outside appeal process.



**Stephen Whitburn**  
Chair  
City of San Diego



**Baron Willis**  
Vice Chair  
Alpine Fire Protection



**Jim Desmond**  
Past Chair  
County of San Diego



**Joel Anderson**  
Commissioner  
County of San Diego



**Kristi Becker**  
Commissioner  
City of Solana Beach



**Jo MacKenzie**  
Commissioner  
Vista Irrigation



**Dane White**  
Commissioner  
City of Escondido



**David Drake**  
Alternate  
Rincon Del Diablo



**Harry Mathis**  
Alternate  
General Public



**John McCann**  
Alternate  
City of Chula Vista



**Nora Vargas**  
Alternate  
County of San Diego



**Marni von Wilpert**  
Alternate  
City of San Diego