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AGENDA REPORT Consent | Action

December 3, 2018

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

SUMMARY

The San Diego Local Agency Formation Commission (LAFCO) will receive a progress report on accomplishing projects included as part of the adopted workplan for 2018-2019. This includes noting through the first five months of the fiscal year close to 60% of all projects are underway with several nearing completion. Projects nearing completion include two priority proposals (Julian-Cuyamaca Fire Protection District and County Service Area No. 115) as well as a comprehensive fee schedule update, new agency website, and filling budgeted positions. The report is being presented to the Commission to formally receive and file as well as request amendments for future consideration.

BACKGROUND

2018-2019 Workplan

San Diego LAFCO's ("Commission") current fiscal year workplan was adopted at a noticed public hearing held on April 2, 2018. The workplan includes 25 projects and 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 an active management tool to allocate Commission resources in a transparent manner over the corresponding 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.

DISCUSSION

This item provides San Diego LAFCO with its regular status update on the 25 targeted projects established for the fiscal year with specific emphasis on the “top ten”; the projects that represent the highest priority activities to complete during the fiscal year.¹ All projects are assigned one of four status assignments ranging from pending to complete. The item is being presented for the Commission to formally receive and file while also providing the membership the opportunity to discuss and request amendments for future consideration. A copy of the workplan along with status assignments is provided as Attachment One.

ANALYSIS

San Diego LAFCO is generally proceeding as planned and has initiated work on 14 of the projects included in the adopted workplan and represents more than one-half – or 56% – of the total through the first five months of the fiscal year. This includes nearing completion on several projects with the expectation they will be done – or at least substantively done – within the next few months and marked by a fee schedule update, new agency website, logo design, and filling two budgeted positions (GIS Analyst and Analyst I). Work is also nearing completion on two high priority reorganization proposals involving the Julian-Cuyamaca Fire Protection District and County Service Area No. 115. Progress on the scheduled municipal service reviews, however, has moderately fallen behind schedule in step with the referenced timing in filling the analyst positions any may need to carry into the next fiscal year.

RECOMMENDATION

It is recommended San Diego LAFCO receive and file the item with the invitation to discuss and/or request revisions for future consideration. This recommendation would be accommodated by taking the actions outlined in the succeeding section as Alternative One.

ALTERNATIVES FOR ACTION

The following alternatives are available to San Diego LAFCO:

Alternative One (recommended):

Receive and file the report as presented.

Alternative Two:

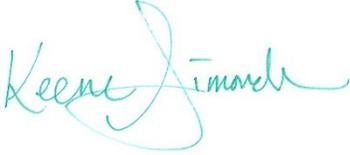
Continue consideration of the report to a future meeting and provide direction to staff for more information as needed.

¹ The presentation of a progress report on the workplan is a new practice at San Diego LAFCO as of the 2018-2019 fiscal year. It is intended to provide the Commission a real-time update on priority projects and – as needed – make revisions.

PROCEDURES

This item has been placed on the San Diego LAFCO's agenda as part of the consent calendar. A successful motion to approve the consent calendar will include taking affirmative action on the staff recommendation unless otherwise specified by the Commission.

Respectfully,



Keene Simonds
Executive Officer

Attachment:

- 1) 2018-2019 Workplan with Notations

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San Diego Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

2018-19 Workplan | Final

Introduction:

Local Agency Formation Commissions' (LAFCOs) operate under the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2001 ("CKH") and are delegated broad 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 boundary change and outside service requests. Common planning functions include preparing studies to independently evaluate the availability, performance, and need for urban services and establishing spheres of influence – which are the Legislature's version of urban growth boundaries and gatekeepers to future boundary changes – for all cities and special districts. All regulatory and planning activities undertaken by LAFCOs may be conditioned and must be consistent with policies and procedures.

Objective:

This document represents San Diego LAFCO's ("Commission") formal 2018-19 Workplan. The Workplan draws on the recommendations of the Executive Officer as vetted and approved by the Commission. The Workplan is divided into two distinct categories – statutory and administrative – with one of three priority rankings: high; moderate; or low. The underlying intent of the Workplan is to serve as a management tool to allocate Commission resources in an accountable and 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 as needed as well as to carry-forward projects into subsequent years.

Executive Summary:

The 2018-19 Workplan continues to guide the Commission to prioritize resources in addressing statutory duties and responsibilities. Most notably, this includes allocating sufficient resources to process several prominent reorganizations as well as initiating a new round of municipal service reviews beginning in the mid-county region. Notable new administrative projects include completing a job class/salary schedule review and fee schedule update as well as designing a new website and transitioning to e-agenda packets. A limited number of projects have also been identified as low priorities with the policy intention for the Commission to address – such as updating the application packet and establishing social media policies and protocols – as resources allow.

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