

# SAN DIEGO LOCAL AGENCY FORMATION COMMISSION

Regional Service Planning | 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.

### 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	Status	Project	Key Issues
1	High	Statutory	Rollover	Reorganizations on File - CSA No. 115 (Pepper Drive) - CSA No. 135 (East Island Areas) - Alpine Fire Protection (Unserved SOI Lands) - City of San Marcos (Highlands)	These four active proposals all involve substantive boundary and/or service changes and are expected to rollover into FY2019.
2	High	Statutory	New	Expected Reorganizations - City of Escondido (Safari Highlands) - City of Vista (Rancho Lomas Verdes)	These two projects – which are currently under environmental review by the lead agencies – involve substantive sphere and jurisdictional changes and expected to be filed with LAFCO in FY2019.
3	High	Administrative	Rollover	Targeted LAFCO Presentations	Introductory overview of LAFCO’s duties and responsibilities to boards, councils, and community groups.
4	High	Administrative	Rollover	Staff Recruitment, Placement, and Training	Recruitments for three new analysts commenced in FY2018 and will rollover into FY2019 in terms of training and development.
5	High	Administrative	Rollover	Job Class and Salary Schedule Review	This review is specific to non-executive positions and focuses on ensuring employees’ (current and future) activities are appropriately aligned and/or accounted in their class and wages remain competitive. Work commenced in January 2018 but expected to rollover into FY2019.
6	High	Statutory	New	MSR   SOI City of Escondido Region	Consistent with Study Schedule and includes Escondido, Deer Springs FPD, and Rincon del Diablo MWD
7	High	Statutory	New	MSR   SOI City of Vista Region	Consistent with Study Schedule and includes San Marcos, San Marcos FPD, and Vallecitos WD.
8	High	Statutory	New	MSR   SOI City of San Marcos Region	Consistent with Study Schedule and includes Vista, Vista ID, Vista FPD, and Buena Sanitation.
9	High	Administrative	New	Policy Reviews - Fund Balance - Agricultural Protection (L-101)	Periodical review of existing policies relative to practices and trends, and consider whether changes are appropriate to better reflect current membership preferences.
10	High	Administrative	New	Fee Schedule Update	Review fee schedule to ensure appropriate level of cost-recovery while incorporating – as appropriate – changes in format and orientation as well as developing a blended hourly staff rate.
11	Moderate	Administrative	New	MOU Update with County of San Diego	Update existing 1974 MOU with the County of San Diego to reflect current agency relationships/needs.
12	Moderate	Administrative	New	E-Agenda Packets	Simplify agenda packet production by transitioning to electronic tablets.
13	Moderate	Statutory	New	MSR   SOI Julian Region	Consistent with Study Schedule and includes Julian-Cuyamaca FPD, Julian CSD, and several others.
14	Moderate	Administrative	New	Bookkeeping Services	Create a chart of accounts for LAFCO in QuickBooks scaled to the agency’s operations while maintaining linkage and accessibility to the County’s accounting system. Also establish protocol for outside bookkeeper to provide monthly reconciliation of account statements.
15	Moderate	Administrative	New	2017-18 Audit Report	Best practice; follow up on previous audit recommendations.
16	Moderate	Administrative	Rollover	Website Update	Design and launch website update that provides users with a more intuitive and appealing layout and expand content to include – and among other items – a public portal to search/retrieve digital records.
17	Moderate	Statutory	New	MSR   SOI San Diego County Sanitation District	Consistent with Study Schedule and includes multiple community wastewater service areas.
18	Moderate	Administrative	Rollover	CALAFCO   Association of Southern LAFCOs	Continue to participate and provide leadership within CALAFCO and Association of Southern LAFCOs.
19	Moderate	Administrative	Rollover	Digital Archiving	Continue project to digitize LAFCO records.
20	Low	Administrative	New	Agency Logo	Establish an agency logo for use on letterhead and other communications (website, publications, etc.). Branding activity.
21	Low	Administrative	New	Informational Report on SGMA	Examine State Groundwater Management Act (SGMA) implementation issues in San Diego County relative to LAFCO’s duties and interests.
22	Low	Statutory	New	Informational Report on JPAs	Follows recent passage of SB 1266 and requirement for municipal-serving JPAs to begin filing agreements/amendments with LAFCOs.
23	Low	Administrative	New	Update Application Packet	Streamline existing packet to more readily distinguish between proposal types and incorporate informational needs based on new statutory requirements.
24	Low	Administrative	New	Local Agency Directory	User-friendly publication identifying and summarizing local governmental agencies and their services in San Diego County.
25	Low	Administrative	New	Establish Social Media Policies and Protocols	Expand outreach to capture alternate media forums.