



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

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AGENDA REPORT
 Consent | Action

June 3, 2019

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

SUMMARY

The San Diego County Local Agency Formation Commission (LAFCO) will receive a progress report on accomplishing current workplan projects through the end of the fiscal year. This includes noting more than four-fifths of all high and moderate priority projects have been initiated with the majority therein either already completed or nearing completion. Completed projects include both high priority proposals established for the fiscal year, filing all budgeted staff positions, and updating the fee schedule. Projects nearing completion include a scheduled municipal service review on the Julian region and a comprehensive website redesign. The progress report is being presented to receive and file.

BACKGROUND

2018-2019 Workplan

San Diego LAFCO’s current fiscal year workplan includes 25 projects and divided into one of three priority rankings: high; moderate; or low. The intent of the workplan is to serve as a management tool to allocate resources 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. The Commission also reserves discretion to amend the workplan to address changes in priorities or resources as well as to continue projects into subsequent fiscal years.

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DISCUSSION

This item provides San Diego LAFCO with a progress report on the 25 targeted projects established in the workplan for the fiscal year. 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 formally receive and file while also providing the membership the opportunity to provide direction to staff going forward.

ANALYSIS

San Diego LAFCO is generally proceeding as planned as the Commission approaches the end of the fiscal year with 13 of the 20 high and moderate priority projects in the adopted workplan either completed or expected to be completed by the end of June. Completed projects include filling two analyst positions, establishing new bookkeeping procedures, adopting a comprehensive update to the fee schedule, and – most significantly in terms of time demands – both high priority proposals targeted for the fiscal year involving the Julian-Cuyamaca Fire Protection District and County Service Area No. 115. Projects expected to be completed by the end of the fiscal year include a municipal service review on the Julian region, comprehensive website redesign, and transition to e-agenda packets. The remaining high and moderate priority projects – including several municipal service reviews – are underway and have already been added or expected to be added to next year’s workplan with the latter category subject to a separately agendized item for today’s meeting.¹

RECOMMENDATION

It is recommended San Diego LAFCO receive and file the item with the invitation to discuss and provide related feedback. 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 through a single motion:

Alternative One (recommended):

Receive and file the report as presented.

Alternative Two:

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

¹ Work on completing the calendared municipal service reviews in the current workplan has required additional time and generally has fallen behind schedule. The delays are primarily attributed to onboarding new staff paired with expanding the documents’ scope and scale.

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 Status Notations

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San Diego County Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

2018-19 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 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 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 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 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 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 on file 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 with the remainder to continue into the next fiscal year.

Priority	Level	Type	Project	Key Issues	Status: 6-3-19
1	High	Statutory	Existing High Priority Proposals on File	Julian-Cuyamaca FPD and CSA No. 115 Reorganizations	Complete
2	High	Statutory	Expected High Priority Proposals	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	Complete
4	High	Administrative	Fill Budgeted Positions	Recruitments for three new analysts and related training and development	Complete
5	High	Administrative	Job Class and Salary Review	Specific to non-executive positions; focus on alignment and retention	Underway
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	Underway
8	High	Statutory	MSR SOI City of Vista Region	Per Study Schedule; Includes Vista, Vista ID, Vista FPD, and Buena Sanitation	Underway
9	High	Administrative	Policy Reviews: Reserves and Ag Protection	Explore and pursue changes to reflect best practices and membership preferences	Nearing Completion
10	High	Administrative	Fee Schedule Update	First update since early 2000s; ensure appropriate cost-recovery and establish hourly staff rates	Complete
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	Nearing Completion
13	Moderate	Statutory	MSR SOI Julian Region	Per Study Schedule; includes Julian-Cuyamaca FPD, Julian CSD, and several others	Nearing Completion
14	Moderate	Administrative	Establish Bookkeeping Services	Quality insurance measure; reconcile statements and create scaled chart of accounts for LAFCO	Complete
15	Moderate	Administrative	2017-18 Audit	Best practice; follow up on previous audit recommendations (Item No. 14)	Complete
16	Moderate	Administrative	Website Update	Design and launch new website; simplify and improve content management system	Nearing Completion
17	Moderate	Statutory	MSR SOI SD County Sanitation District	Includes multiple community wastewater service areas	Nearing Completion
18	Moderate	Administrative	CALAFCO Southern LAFCOs	Participate and provide leadership within CALAFCO and in southern region	Complete
19	Moderate	Administrative	Agency Logo	Branding; establish agency logo for use on letterhead and other communications	Complete
20	Moderate	Administrative	Digital Archiving 2.0	Restart project to digitize LAFCO records; incorporate online public access (Item No. 16)	Pending
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	Nearing Completion
23	Low	Administrative	Update Application Packet	Streamline existing packet to be more user-friendly; address new statutory requirements	Pending
24	Low	Administrative	SOI/MSR Annual Report	Prepare annual report to serve as living record of all sphere actions in San Diego County	Complete
25	Low	Administrative	Social Media Policies and Protocols	Expand outreach to capture alternate media forums	Pending

* Nearing Completion denotes projects that are expected to be complete within the next two-four months