



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

5

AGENDA REPORT
 Consent | Action

June 3, 2019

TO: Commissioners

FROM: Keene Simonds, Executive Officer

SUBJECT: Proposed Amendments to 2019-2020 Workplan

SUMMARY

The San Diego County Local Agency Formation Commission (LAFCO) will consider amendments to the workplan for 2019-2020 to add four projects from the current fiscal year that are underway but not expected to be completed by June 30th. The four projects involve two municipal service reviews, job class and salary review for non-management positions, and an update to the Agricultural Lands Preservation Policy. The proposed amendments are being presented to the Commission for approval.

BACKGROUND

2019-2020 Workplan

San Diego LAFCO’s upcoming workplan for 2019-2020 was adopted at a noticed hearing on April 8, 2019 in conjunction with approving a final operating budget. The workplan encompasses 25 projects and includes both statutory (directive) and administrative (discretionary) tasks. The Commission further distinguishes the workplan by dividing all projects into one of three priority types: high; moderate; and low. The majority of the projects in the workplan represent new tasks with several informed by a separately established study schedule. The remaining projects are drawn from the workplan for 2018-2019 and account for tasks the Commission expected in April to proceed past June 30th.

Administration Keene Simonds, Executive Officer County Operations Center 9335 Hazard Way, Suite 200 San Diego, California 92123 T 858.614.7755 F 858.614.7766 www.sdlafco.org	Jim Desmond County of San Diego	Mary Casillas Salas City of Chula Vista	Mark Kersey City of San Diego	Chair Jo MacKenzie Vista Irrigation	Andy Vanderlaan General Public
	Vice Chair Dianne Jacob County of San Diego	Bill Wells City of El Cajon	Chris Cate, Alternate City of San Diego	Barry Willis Alpine Fire Protection	Harry Mathis, Alternate General Public
	Greg Cox, Alternate County of San Diego	Serge Dedina, Alternate City of Imperial Beach		Erin Lump, Alternate Rincon del Diablo MWD	

DISCUSSION

This item is for San Diego LAFCO to consider amendments to the adopted workplan for 2019-2020 and add four priority projects from the current fiscal year that are not expected to be completed by June 30th. The amendments are informed by a separately agenized progress report on the 2018-2019 workplan (Item No. 4) and would add each of the four projects as high priorities. The amendments are being presented to the Commission for approval with additional discussion on each project below.

Proposed Amendments

- Add | Municipal Service Review: San Diego County Sanitation District
This project was included in the workplan for 2018-2019 in step with the separately established study schedule and involves an agency-specific municipal service review on the San Diego County Sanitation District and its seven distinct service areas. A complete draft is expected to be presented for discussion as part of a separately agenized item for today's meeting and will precede a formal public review process. Staff proposes adding the project to the upcoming work with the expectation of presenting a final document for action in August 2019.
- Add | Municipal Service Review: Escondido Region
This project was included in the workplan for 2018-2019 in step with the separately established study schedule and involves a regional municipal service review covering the City of Escondido, Rincon del Diablo Municipal Water District, and Deer Springs Fire Protection District. This origins of the project predate the current fiscal year and includes an arrangement made by the former administration to prepare the document in two distinct phases. The first phase involves the City of Escondido and is being prepared by the developer of the Safari Highlands Ranch project site (Concordia Homes) in conjunction with an associated reorganization proposal with oversight provided by LAFCO staff. The second phase involves Rincon del Diablo and Deer Springs and is being prepared directly by LAFCO staff. Work on both phases continues and staff proposes adding the project to the upcoming workplan with the expectation of presenting a complete draft by October 2019.
- Add | Job Class and Salary Review for Non-Management
This project was included in the workplan for 2018-2019 and timed in response to recent turnover among non-management personnel coupled with recognition the current job classes and salary ranges have not been reviewed since 2008. Progress to date includes County Human Resources recently completing job class and salary reviews for all non-management positions, which are now under review by the Executive Officer and ahead of forwarding to the Personnel Committee. Staff proposes adding this project to the upcoming workplan given the importance of helping to ensure employees' (current and future) activities are appropriately aligned with organizational needs and wages remain competitive with the expectation of bringing forward any recommendations by November 2019.

- Add | Policy Update: Agricultural Lands Preservation Policy (Ag Policy)

This project was included in the workplan for 2018-2019 and timed in response to the issuance of a topical CALAFCO white paper exploring best practices among LAFCOs. The project – i.e., Ag Policy Update – was originally paired with a separate policy update involving the fund balance with initial amendments for both presented at the March 2019 meeting. The Commission proceeded to approve the update involving the fund balance in May but delayed action on the Ag Policy Update at the recommendation of staff to allow for more stakeholder outreach. Consistent with Commission feedback staff proposes adding the Ag Policy Update to the upcoming workplan with the goal of soliciting feedback from key stakeholders – and specifically Farm Bureau and the Cities and Special Districts Advisory Committees – ahead of returning for discussion and possible action by December 2019.¹

ANALYSIS

The proposed amendments to the upcoming workplan for 2019-2020 appropriately account for existing commitments established by San Diego LAFCO as part of the current fiscal year that – and for a variety of reasons detailed above – will not be completed by June 30th. All four amendments are already substantively underway and expected to be completed within the first half of the new fiscal year. All four amendments can also be accommodated in the upcoming workplan without augmentation to the operating budget.

RECOMMENDATION

It is recommended San Diego LAFCO approve amendments to the upcoming workplan for 2019-2020 as presented. Approval would synch remaining and new project priorities for the Commission going into 2019-2020 under one document and can be accommodated by taking action as outlined in the proceeding section as Alternative One.

ALTERNATIVES FOR ACTION

The following alternatives are available to San Diego LAFCO through a single motion:

Alternative One (recommended):

Approve the amendments to the 2019-2020 workplan as shown in Attachment One.

Alternative Two:

Continue consideration to a future meeting and provide direction to staff as needed.

Alternate Three:

Take no action. This action would result in staff ceasing all related work as of July 1st.

¹ The target of December 2019 to bring forward revised amendments on the Ag Policy Update for discussion and possible action appears appropriate and accommodates the scheduling of meetings with the Cities and Special District Advisory Committees as well as synchs with the expected hire of a new Executive Director with the San Diego County Farm Bureau later this calendar year.

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) 2019-2020 Workplan with Proposed Amendments (track-changes)



San Diego County Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

2019-2020 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 and updating 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 2019-2020 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 2019-2020 Workplan continues to guide the Commission to prioritize resources in addressing statutory duties and responsibilities. This includes continuing work on existing projects established – but not yet completed – from earlier fiscal years and marked by completing municipal service reviews for the Vista and San Marcos regions. New priority municipal service reviews involving the Fallbrook region, resource conservation services, and County Service Area No. 135 are also included as well as performing a policy review on outside service extensions. Other high priority projects include working with the County of San Diego to update an existing memorandum of understanding between the two agencies and preparing a policy review on outside service extensions with a focus on establishing local definitions and exemptions.

Priority	Level	Type	Project	Description and Key Issues
1	High	Statutory	High Priority Proposals	Continual San Marcos (Highlands), Escondido (Safari Highlands), Chula Vista (Otay Landfill), Rincon Del Diablo MWD (Harmony Grove S)
2	High	Administrative	Targeted LAFCO Presentations	Continual Public outreach; emphasis on informing stakeholders ahead of MSR work
3	High	Statutory	MSR Fallbrook Region	Reviews of Fallbrook PUD, Rainbow MWD, San Luis Rey MWD, & North County FPD; address latent power query by Fallbrook PUD
4	High	Statutory	MSR Resource Conservation	Reviews of Mission RCD, Upper San Luis Rey RCD, & Greater San Diego; address 56133 issues and consolidation opportunities
5	High	Statutory	MSR CSA No. 135	Agency-specific review; explore governance options given recent County Charter amendment codifying fire protection services
6	High	Administrative	MOU with County	Update and expand current MOU from 1974; reflect current agency relationships and needs
7	High	Statutory	MSR San Marcos Region	Reviews of San Marcos, San Marcos FPD, and Vallecitos WD
8	High	Statutory	MSR Vista Region	Reviews of Vista, Vista ID, Vista FPD, and Buena Sanitation
9	High	Administrative	Policy Review Outside Services	Update polices involving outside service extensions under 56133; establish local definitions and exemptions
10	High	Administrative	Cities Advisory Committee	Re-establish dormant Cities Advisory Committee in conjunction with informing Study Schedule and other germane topics
11	High	Statutory	MSR Escondido Region	Reviews of Escondido, Rincon del Diablo MWD, and Deer Springs FPD
12	High	Statutory	MSR SD County Sanitation District	Includes multiple community wastewater systems located throughout San Diego County
13	High	Administrative	Job Class and Salary Review	Specific to non-executive positions; focus on alignment and retention via Personnel Committee
14	High	Administrative	Policy Review Ag Policy	Update existing policies and procedures involving agricultural preservation; incorporate stakeholder outreach
15	Moderate	Administrative	RFP for Auditing Services	Comply with State law and restrictions on using same audit firm for more than six consecutive fiscal years
16	Moderate	Administrative	2018-2019 Audit	Issue financial statements for 2018-2019; best practice and preceded by RFP (Item No. 15)
17	Moderate	Statutory	MSR Pauma Valley	Pauma MWD, Pauma CSD, Yuima MWD, Mootamai MWD, and Rincon Ranch CSD
18	Moderate	Statutory	MSR Valley Center Region	Valley Center MWD, Valley Center CSD, and Valley Center FPD
19	Moderate	Statutory	MSR Poway Region	Review is agency-specific to Poway
20	Moderate	Statutory	MSR Ramona Region	Review is agency-specific to Ramona MWD
21	Moderate	Administrative	Update Application Procedures	Streamline existing packet to be more user-friendly; address new statutory requirements
22	Moderate	Administrative	Special Districts Advisory Committee	Maintain feedback by conducting quarterly meetings as well as establishing formal reporting system back to Commission
23	Moderate	Administrative	Video Recording	Establish video recording of Commission meetings and online posting to expand community outreach
24	Moderate	Administrative	CALAFCO	Participate in CALAFCO through the Board, Leg Committee, and Annual Workshop and Conference
25	Low	Administrative	Informational Report on SGMA	State Groundwater Management Act (SGMA) implementation in San Diego County relative to LAFCO duties/interests
26	Low	Administrative	SOI/MSR Annual Report	Prepare annual report to serve as living record of all sphere actions in San Diego County
27	Low	Administrative	LAFCO Brochure	Branding tool for distribution to State and other local agencies
28	Low	Administrative	Local Agency Directory	User-friendly publication identifying local governmental agencies under LAFCO oversight in San Diego County
29	Low	Administrative	Social Media Policies and Protocols	Establish policies and procedures to expand outreach to capture alternate media forums; link with new website