



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

**7b**

**AGENDA REPORT**  
 Business | Action

November 7, 2022

**TO:** Commissioners  
**FROM:** Keene Simonds, Executive Officer  
**SUBJECT:** Quarterly Progress Report on Adopted Workplan

**SUMMARY**

The San Diego County Local Agency Formation Commission (LAFCO) will receive a quarterly progress report on accomplishing the 30 specific projects included in the adopted workplan for 2022-2023. This includes noting through the first three full months close to three-fifths of all workplan projects are underway in some substantive manner with three nearing their completion. The item is being presented to the Commission to discuss in step with formally receiving and filing the report with the opportunity to also identify potential amendments for consideration at a future meeting.

**BACKGROUND**

San Diego LAFCO’s current fiscal year workplan was adopted at a noticed public hearing held in June 2022. The workplan includes 30 projects and divided into two distinct categories – statutory and administrative – along with priority assignments ranging from high to low.

**DISCUSSION**

This item provides San Diego LAFCO with its scheduled quarterly status report on workplan projects for the current fiscal year. This includes staff assigning one of four status categories to projects ranging from pending to complete and detailed in Attachment One.

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## ANALYSIS

San Diego LAFCO has initiated work on 17 of the 30 projects in the adopted workplan through the end of the first quarter. Most of the initiated work involves multi-year projects that have been forwarded from the prior fiscal year and includes several comprehensive municipal service reviews in the North County region. One of these municipal service reviews covering the Escondido region is nearing its completion and expected to be finalized as part of a separate agenda item for the November 7<sup>th</sup> meeting. Staff also anticipates advancing three other municipal service reviews covering the San Marcos, Vista, and Oceanside regions in draft form starting in the new calendar year. No amendments are proposed at this time, though the Commission may wish to consider the timing of proceeding with a recommendation in the Escondido region municipal service review to evaluate the relationship between LAFCO and SANDAG policies with respect to directing growth.

## RECOMMENDATION

It is recommended San Diego LAFCO receive and file the quarterly report on the workplan along with providing additional direction as needed. This recommendation is identified as Alternative Action One in the proceeding section.

## ALTERNATIVES FOR ACTION

The following alternatives are available to San Diego LAFCO:

Alternative One (recommended):

Discuss item and formally receive and file.

Alternative Two:

Continue consideration of the item and provide direction to staff as needed.

Alternate Three:

Take no action.

(continued)

## PROCEDURES FOR CONSIDERATION

This item has been placed on San Diego LAFCO's agenda for discussion as part of the business calendar. The following procedures apply.

- 1) Receive verbal report from staff unless waived.
- 2) Initial questions or request for clarifications.
- 3) Discuss item and consider the staff recommendation.

Respectfully,



Keene Simonds  
Executive Officer

Attachment:

- 1) 2022-2023 Workplan with Status Notations

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## ADOPTED WORKPLAN FOR FY2022-2023

Priority	Level	Type	Project	Description and Key Issues	Status
Ongoing	...	Statutory	Applicant Proposals and Requests	LAFCO will prioritize resources to address all applicant proposals and related requests	
Ongoing	...	Administrative	Targeted LAFCO Presentations	LAFCO will prioritize public outreach; emphasis on informing stakeholders ahead of MSR work	
Ongoing	...	Statutory	Workplan and Budget	LAFCO will approve a workplan and budget and preform quarterly reviews throughout the fiscal year	
1	High	Administrative	Recruiting, Hiring + Onboarding New Staff	Fill two vacated budgeted positions involving the Administrative Assistant and Analyst I/II/III	Underway
2	High	Statutory	Policy Review   MSRs	Consider revisions to existing policies on MSRs to enhance community engagement procedures	Near Completion
3	High	Statutory	Policy Review   Outside Services	Consider revisions to existing policies on overseeing outside services – including exemptions	Near Completion
4	High	Statutory	MSR   San Marcos Region	Complete the scheduled reviews of the City of San Marcos, San Marcos FPD, & Vallecitos WD	Underway
5	High	Statutory	MSR   Vista Region	Complete the scheduled reviews of the City of Vista, Vista ID, Vista FPD, & Buena SD	Underway
6	High	Statutory	MSR   Oceanside Region	Complete scheduled reviews of the City of Oceanside, Oceanside Harbor, and Morro Hills CSD	Underway
7	High	Statutory	MSR   Carlsbad Region	Complete scheduled reviews of the City of Carlsbad as well as Carlsbad MWD and Leucadia WWD	Pending
8	High	Administrative	RCD Ad Hoc Committee	Coordinate work of the Ad Hoc Committee in implementing recommendations in MSR on RCDs in San Diego County	Underway
9	High	Statutory	Policy Review   Commission Rule No. 4	Complete a comprehensive update to Rule No. 4 and its provisions to address special districts' service functions and classes	Underway
10	High	Administrative	Website Refresh	Initiate a refresh of the LAFCO website to include more user-friendly tools and expanded content	Underway
11	Moderate	Administrative	SALC Grant   Ag Trends	Continue second year of SALC grant award to identify and track agricultural trends in San Diego County	Underway
12	Moderate	Statutory	MSR   CWA-MET	Initiate scheduled review of wholesale water suppliers – CWA (comprehensive) and MET (abbreviated)	Pending
13	Moderate	Administrative	Special Districts Advisory Committee	Provide administrative support to the Special Districts Advisory Committee and hold no less than three formal meetings in FY	Underway
14	Moderate	Administrative	Cities Advisory Committee	Provide administrative support to the Cities Advisory Committee and hold no less than two formal meetings in FY	Underway
15	Moderate	Statutory	Special District Elections	Conduct special district elections for two seats (regular and alternate) on the Commission	Pending
16	Moderate	Administrative	2021-2022 Audit	Complete outside audit of financial statements for 2021-2022 for and ensure consistency with accounting standards	Pending
17	Moderate	Administrative	Legislative Proposal   G.C. 56133	Sponsor and/or otherwise facilitate an amendment to clarify LAFCOs' determine exemption eligibility under Section 56133	Underway
18	Moderate	Statutory	Policy Review   Island Annexations	Consider options to define “substantially surrounded” and provide related mapping to inform update to island annexation policies	Pending
19	Moderate	Statutory	MSR   Escondido Region Part II	Complete the scheduled review of the City of Escondido via an addendum process in partnership with the City and Concordia Homes	Near Completion
20	Moderate	Statutory	Governance Study   Escondido Region	Prepare study identifying and analyzing the merits of potential reorganizations involving the City of Escondido and Rincon del Diablo MWD	Pending
21	Moderate-Low	Administrative	Annual Local Agency Directory	Update and publish an annual local agency directory subject to LAFCO oversight	Pending
22	Moderate-Low	Administrative	SOI/MSR Annual Report	Update and publish an annual report documenting all recorded municipal service review and sphere of influence actions	Pending
23	Moderate-Low	Administrative	Commissioner Onboarding Packets	Create onboarding packets for new Commissioners to help orient new members to key roles, duties, and organizational practices	Pending
24	Moderate-Low	Administrative	Informational Report   LAFCO at 60	Prepare a report on San Diego LAFCO's history and key decisions ahead of its 60th Anniversary in June 2023	Underway
25	Moderate-Low	Administrative	Informational Report   Property Tax Exchange	Prepare a report primer on current property tax exchange processes in statute and applicable agreements	Pending
26	Low	Administrative	Informational Report   JPAs	Prepare a report summarizing JPAs in San Diego County subject to LAFCO reporting under SB 1261	Pending
27	Low	Administrative	Public Access Television	Work with local cable companies and associated non-profits to begin broadcasting LAFCO meetings on local government channels	Pending
28	Low	Administrative	Application Procedures	Streamline existing application packet to be more user-friendly; address new statutory requirements	Pending
29	Low	Administrative	SANDAG	Participate in SANDAG's Technical Working Group (TWG) and provide updates to the Commission on shared interests as needed	Underway
30	Low	Administrative	Southern California LAFCOs	Participate in quarterly meetings with other Southern California LAFCOs and related projects and/or trainings	Underway

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