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

NOTICE OF PUBLIC REVIEW PERIOD AND HEARING

Approved Draft Workplan and Budget for FY2022

Deadline to Submit Written Comments is Friday, April 16, 2021
Public Hearing is Scheduled for Monday, May 3, 2021

The San Diego County Local Agency Formation Commission (LAFCO) approved a draft workplan and budget on March 1, 2021. The approved draft workplan outlines 30 specific project goals listed in priority order. This includes both new and existing projects with the latter representing activities already underway and require additional time to complete, such as several municipal service reviews in the North County region. The approved draft budget draws on the workplan and tallies $1.941 million in operating expenses, which represents a net increase of 1.3% and largely tied to changes in employee benefit costs. A matching amount of revenues are also budgeted with one notable internal distinction; agency contributions are fixed to match last year's apportionments with the difference to be covered by drawing down on additional agency reserves. The approved workplan and budget are available for viewing by visiting the LAFCO website's homepage.

San Diego LAFCO encourages the funding agencies and the public to review the approved workplan and budget and consider submitting written comments to Tamaron Luckett at tamaron.luckett@sdcounty.ca.gov by Friday, April 16, 2021. Written comments received by this date will be incorporated into a final workplan and budget presented for action at a noticed virtual public hearing on May 3, 2021. Comments may also be provided during the public hearing with related participation instructions available online and by contacting LAFCO staff at 858-614-7755.

PUBLISED: March 4, 2021

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2021-2022 Draft 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 (annexations, detachments, etc.) and outside service requests. Common planning functions include preparing studies to independently evaluate the availability, performance, and need for municipal 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 2021-2022 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 sequential 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 2021-2022 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 in north and coastal communities. Several projects are also included to expand the scope and effectiveness of LAFCO's outreach efforts and marked by establishing professional translation services to better engage Spanish-speaking members of the public. Planned policy updates include addressing city island annexation criterion, special district service functions and classes, and environmental justice.

Priority	Level	Type	Project	Description and Key Issues
Ongoing	...	Statutory	Applicant Proposals and Requests	LAFCO will prioritize its available resources to address proposals involving boundary changes and outside service requests
Ongoing	...	Administrative	Targeted LAFCO Presentations	LAFCO will prioritize public outreach and agency interactions; emphasis on informing stakeholders ahead of MSR work
1	High	Statutory	MSR | Fallbrook-Rainbow Region	Complete the scheduled review of Fallbrook PUD, Rainbow MWD, San Luis Rey MWD, & North County FPD
2	High	Administrative	Fallbrook and Rainbow Ad Hoc Committee	Complete the work of the Ad Hoc Committee in assisting in the administrative review of the associated reorganization proposals
3	High	Administrative	Office Space Needs and Possible Relocation	Review long-term office space needs and options and make appropriate accommodations ahead of current lease expiring in September 2021
4	High	Statutory	MSR | Escondido Region Part II	Complete the scheduled review of the City of Escondido; follows completion of Part I (Rincon del Diablo MWD and Deer Springs FPD) in 2019-2020
5	High	Administrative	Legislative Proposal | G.C. 56133	Sponsor and/or otherwise facilitate an amendment to clarify LAFCOs' determine when local agencies require formal approval to provide outside services
6	High	Statutory	Policy Review | Commission Rule No. 4	Complete a comprehensive update to Rule No. 4 and its provisions to identify and establish special districts' service functions and classes
7	High	Statutory	MSR | Oceanside and Carlsbad Region	Complete scheduled reviews of the Cities of Oceanside and Carlsbad as well as Carlsbad MWD and Morro Hills CSD (coordinate with Encinitas region)
8	High	Statutory	MSR | Encinitas Region	Initiate and complete scheduled reviews of the City of Encinitas and Leucadia WWD, Olivenhain MWD, and San Dieguito WD (coordinate with Oceanside region)
9	High	Administrative	English to Spanish Translation	Establish procedures and practices to translate key documents for Spanish language residents to enhance community outreach efforts
10	High	Statutory	Policy Establishment | Environmental Justice	Consider policy options to address environmental justice in regulatory and planning activities consistent with statutory intent; coordinate with County
11	High-Moderate	Administrative	2020-2021 Audit	Complete outside audit of financial statements for 2020-2021 for and ensure consistency with accounting standards by December 2021
12	High-Moderate	Statutory	2022-2023 Workplan and Budget	Adopt proposed and final workplan and budgets documents by March and May 2022, respectively and with the service of a Budget Committee (new)
13	High-Moderate	Statutory	MSR | San Marcos Region	Complete the scheduled reviews of the City of San Marcos, San Marcos FPD, & Vallecitos WD (coordinate with Vista region)
14	High-Moderate	Statutory	MSR | Vista Region	Complete the scheduled reviews of the City of Vista, Vista ID, Vista FPD, & Buena SD (coordinate with San Marcos region)
15	High-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
16	High-Moderate	Administrative	Cities Advisory Committee	Provide administrative support to the Cities Advisory Committee and hold no less than two formal meetings in FY
17	Moderate	Administrative	RCD Ad Hoc Committee	Coordinate work of the Ad Hoc Committee in implementing recommendations included in the final MSR on RCDs in San Diego County (ongoing)
18	Moderate	Administrative	Legislative Proposal | RCDs	Facilitate and/or participate in a comprehensive rewrite of RCD law and – among other priorities – clarify service function powers
19	Moderate	Statutory	Policy Review | Island Annexations	Consider options to define "substantially surrounded" and provide related mapping to inform update to existing island annexation policies
20	Moderate	Administrative	SALT Grant | Ag Trends	Initiate grant award and begin two-year project to identify and track agricultural trends in San Diego County
21	Moderate-Low	Statutory	MSR | Pauma Valley Region	Complete the scheduled review of Pauma MWD, Pauma CSD, Yuima MWD, Mootamai MWD, and Rincon Ranch CSD
22	Moderate-Low	Statutory	Informational Report | Mutual Water Companies	Prepare a report identifying private mutual water companies in San Diego County and key service characteristics consistent with AB 54
23	Moderate-Low	Administrative	Social Media	Continue to establish and expand social media presence in communicating and receiving information with the public
24	Moderate-Low	Administrative	SANDAG	Participate in SANDAG's Technical Working Group (TWG) and provide annual update to the Commission on shared interests
25	Moderate-Low	Administrative	Application Procedures	Streamline existing application packet to be more user-friendly; address new statutory requirements
26	Low	Administrative	GIS Mapping | Outside Utility Services	Establish a new GIS layer to identify existing outside wastewater and water services approved by the Commission
27	Low	Administrative	Website Enhancement | SGMA	Add a dedicated page to the LAFCO website addressing SGMA and related GSA activities in San Diego County
28	Low	Administrative	Website Enhancement | Video Discussions	Add video discussions on current LAFCO projects and key duties on the website and cross-connected to social media
29	Low	Administrative	Annual Local Agency Directory	Update and publish an annual local agency directory subject to LAFCO oversight
30	Low	Administrative	SOI/MSR Annual Report	Update and publish an annual report documenting all recorded municipal service review and sphere of influence actions in San Diego County

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OPERATING EXPENSES

		FY 2019-2020		FY 2020-2021		FY 2021-2022		
		Adopted	Actuals	Adopted	Estimates	Draft	Prior FY Difference $	Prior FY Difference %
Salaries and Benefits Unit								
Account No.	Description							
51110-51310	Salaries and Wages	722,780	695,356	763,339	769,295	756,365	(6,974)	-0.9%
51410	Retirement - SDCERA	258,148	255,294	272,668	296,538	301,077	28,408	10.4%
51415	Retirement - Post Employment Benefits	10,539	10,165	10,977	11,465	9,164	(1,813)	-16.5%
51421	Retirement - Post Employment Benefits - Bonds	40,321	38,219	41,998	43,989	37,655	(4,343)	-10.3%
51450	Payroll Taxes: Social Security and Medicare	53,393	49,698	55,613	52,907	55,934	321	0.6%
51510-51550	Group Insurance: Health and Dental Coverage	100,234	105,031	103,116	112,471	130,169	27,053	26.2%
51560	Unemployment Insurance	3,769	138	2,000	240	2,000	-	0.00
		1,189,184	1,153,901	1,249,712	1,286,904	**1,292,364**	**42,652**	**3.4%**
Services and Supplies Unit								
Account No.	Description							
52074	Telecommunications	3,600	3,829	3,636	5,235	6,336	2,700	74.3%
52138	General Liability Insurance	-	3,419	-	10,576	10,787	10,787	
52178	Vehicle - Maintenance	1,500	1,309	980	960	980	-	0.0%
52182	Vehicle - Fuel	1,000	245	1,000	300	500	(500)	-50.0%
52270	Memberships	28,139	18,049	25,412	19,477	25,510	98	0.4%
52304	Miscellaneous	50	10	50	25	50	-	0.0%
52330	Office: General	7,420	4,781	7,420	3,742	6,420	(1,000)	-13.5%
52332	Office: Postage	500	275	500	-	250	(250)	-50.0%
52334	Office: Printing	10,000	1,199	10,000	2,500	8,000	(2,000)	-20.0%
52336	Office: Books and Guidelines	2,000	4,112	2,000	3,500	2,000	-	0.0%
52338	Office: Drafting/Engineering	50	-	50	-	50	-	0.0%
52344	Office: Supplies and Furnishings	17,800	8,145	15,800	10,308	14,300	(1,500)	-9.5%
52354	Office: County Mail Services	10,000	8,514	10,000	6,905	10,000	-	0.0%
52370	Professional Services: Consultants	234,505	226,762	190,094	236,432	199,740	9,646	5.1%
52490	Publications and Legal Notices	4,650	8,088	4,650	8,100	4,650	-	0.0%
52504	Leases: Equipment	6,600	5,915	6,600	6,094	6,600	-	0.0%
52530	Leases: Office Space	82,657	81,877	84,764	83,924	84,764	-	0.0%
52550	Special Expenses: County Overhead	100,896	48,613	91,507	57,578	75,346	(16,161)	-17.7%
52562	Special Expenses: New Hire Backgrounds	-	-	-	1,112	-	-	
52566	Special Expenses: Minor Equipment	1,000	641	1,000	-	500	(500)	-50.0%
52602	Computer Training	2,000	-	2,000	-	500	(1,500)	-75.0%
52610	Travel and Training | In County	4,500	7,367	4,500	907	3,000	(1,500)	-33.3%
52612	Employee Auto	9,700	8,779	9,700	7,920	8,700	(1,000)	-10.3%
52622	Travel and Training | Out of County	23,550	13,271	19,925	19,925	5,000	(14,925)	-74.9%
52704-52722	Reimbursements: Network	30,000	29,065	30,000	31,626	30,000	-	0.0%
52723	Reimbursements: Data Center	45,000	29,233	45,000	36,653	45,000	-	0.0%
52725	Reimbursements: Financial Systems	20,000	23,320	20,000	20,384	20,000	-	0.0%
52726-52732	Reimbursements: Desktop Computing	25,000	51,246	25,000	44,289	25,000	-	0.0%
52734	Reimbursements: Help Desk	3,000	2,689	3,000	2,538	3,000	-	0.0%
52750-52754	Reimbursements: Catalog Equipment	45,000	38,602	45,000	14,075	45,000	-	0.0%
52758	Reimbursements: Vehicle Lease	2,000	1,986	2,000	1,986	2,000	-	0.0%
		722,117	631,341	661,588	637,070	**643,984**	**(17,604)**	**-2.7%**

OPERATING EXPENSES CONTINUED...

		FY 2019-2020		FY 2020-2021		FY 2021-2022		
		Adopted	Actuals	Adopted	Estimates	Draft	Prior FY Difference $	Prior FY Difference %
Other Units								
Account No.	Description							
53585	Equipment Depreciation	2,500	2,500	2,500	2,500	2,500	-	0.0%
54955-54961	Fixed Assets	2,500	-	2,500	-	2,500	-	0.0%
		5,000	2,500	5,000	2,500	**5,000**	-	0.0%
	EXPENSE TOTALS	1,916,300	1,787,742	1,916,300	1,926,474	**1,941,348**	**25,048**	**1.3%**

OPERATING REVENUES

		FY 2019-2020		FY 2020-2021		FY 2021-2022		
		Adopted	Actuals	Adopted	Estimates	Draft	Prior FY Difference $	Prior FY Difference %
Intergovernmental Unit								
Account No.	Description							
45918.1	Apportionments | County	486,771	486,771	483,914	483,914	483,914	-	0.0%
45918.2	Apportionments | Cities (less SD)	486,771	486,771	483,914	483,914	483,914	-	0.0%
45918.3	Apportionments | City of San Diego	243,386	243,386	241,957	241,957	241,957	-	0.0%
45918.4	Apportionments | Special Districts	486,771	486,771	483,914	483,914	483,914	-	0.0%
		1,703,700	1,703,700	1,693,700	1,693,700	**1,693,700**	**-**	**0.0%**
Service Charges Unit								
Account No.	Description							
46234	Application Fees	125,000	201,419	130,000	196,087	150,000	20,000	15.4%
		125,000	201,419	130,000	196,087	**150,000**	**20,000**	**15.4%**
Earnings Unit								
Account No.	Description							
44105	Interest and Dividends	15,000	25,812	20,000	10,444	15,000	(5,000)	-25.0%
		15,000	25,812	20,000	10,444	**15,000**	**(5,000)**	**-25.0%**
Miscellaneous Unit								
Account No.	Description							
47540	Transfer from Fund Balance	72,600	-	72,600	72,600	82,648	10,048	13.8%
		72,600	-	72,600	72,600	**82,648**	10,048	13.8%
	REVENUE TOTALS	1,916,300	1,930,931	1,916,300	1,972,831	**1,941,348**	**25,048**	**1.3%**

OPERATING NET	**-**	**143,189**	**46,357**	**-**

FUND BALANCE (unrestricted)	**FY2020**	**FY2021**	**FY2022**
Committed			
... Stabilization	250,000	250,000	250,000
... Opportunity	300,000	300,000	300,000
Assigned by EO	125,000	125,000	125,000
Unassigned	813,223	786,980	704,332
	1,488,223	1,461,980	1,379,332