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

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AGENDA REPORT
Public Hearing

August 5, 2024

TO: Commissioners

FROM: Keene Simonds, Executive Officer
Priscilla Mumpower, Assistant Executive Officer

SUBJECT: **Progress Report on the Annual Workplan and Proposed Amendments**

SUMMARY

The San Diego County Local Agency Formation Commission (LAFCO) will receive a progress report on the commencement of the adopted workplan and the 30 projects set for 2024-2025 as well as consider specific amendments. One-third of all projects are underway through the first month with the majority involving high-priority activities that have been forwarded over from the prior fiscal year. A notable exception involves initiating a new municipal service review on SANDAG and its regional housing, transportation, and climate adaption functions. Amendments are separately proposed to account for changes in circumstances following the workplan adoption and headlined by adding a still-active municipal service review on the Oceanside region from the prior fiscal year while removing participation in the CALAFCO Legislative Committee. It is recommended the Commission formally receive the progress report and approve the proposed amendments as presented.

BACKGROUND

San Diego LAFCO's current fiscal year workplan was adopted at a noticed public hearing held in May 2024. It includes 30 special projects that are divided into two distinct categories – statutory and administrative – along with priority assignments set by the Commission. No amendments have been approved to the workplan as of date.

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DISCUSSION

Progress Report & Proposed Amendments

This item provides San Diego LAFCO with its regular progress report on accomplishing special projects calendared in the adopted workplan for 2024-2025. A full status listing is attached and – among other items – shows exactly one-third of all projects are underway, including six of the ten projects set as high priorities by the Commission. This includes continuing work on the two highest priorities set by the Commission involving municipal service reviews covering wholesale water service providers (County Water Authority and Metropolitan Water District of Southern California) and local healthcare districts. Work on the third highest priority in the workplan is also underway and involves starting a new municipal service review on the San Diego Association of Local Governments (SANDAG).

A limited number of amendments are also proposed and marked by adding back a yet to be completed municipal service on the Oceanside region from the prior fiscal year and in doing so accommodate additional outreach as requested by the affected agencies. It is proposed this project reassume placement as a high priority at No. 10 with the current holder – policy review on audit and accounting procedures – moving down one with all others thereafter similarly resetting. A separate amendment to remove participation in the CALAFCO Legislative Committee (No. 24) is proposed to keep the total number of projects at 30.

ANALYSIS

San Diego LAFCO is generally proceeding as planned in commencing the adopted workplan and this includes continuing activities associated with the two highest priorities projects involving municipal service reviews on wholesale water providers and healthcare districts. Staff has also commenced work on a new high priority project involving SANDAG and marked by entering into a consultant agreement with the William Fulton Group. The proposed amendments as detailed above similarly sync the Commission's activities and resources to changing conditions following the initial workplan adopted in May 2024. Most notably, this includes adding back a municipal service review on the Oceanside region as a high priority and in doing so account for the additional outreach being performed that has pushed the document's expected completion into the current fiscal year. A separate amendment to remove an otherwise low priority project involving staff's participation in CALAFCO's Legislative Committee keeps the total project number at 30 while readily syncing with CALAFCO's recent decision to transition to a new Board-led process.

RECOMMENDATION

It is recommended San Diego LAFCO receive and file the progress report on the adopted workplan consistent with practice and approve the proposed amendments as detailed. These recommendations are covered in Alternative Action One in the proceeding section.

ALTERNATIVES FOR ACTION

The following alternative actions are available to San Diego LAFCO and can be accomplished with a single motion:

Alternative One (recommended):

(a) Receive and file the progress report on the adopted workplan.

(b) Amend the adopted workplan as follows:

i. Add a new workplan project involving a municipal service review on the Oceanside region at No. 10 while renumbering all remaining projects thereafter.

ii. Remove the workplan project involving staff's participation in the CALAFCO Legislative Committee (No. 24).

Alternative Two:
Continue the item to a future meeting and provide related direction to staff as needed.

Alternative Three:
Take no action.

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.

On behalf of the Executive Officer,



Priscilla Mumpower
Assistant Executive Officer

Attachment:

1) 2024-2025 Workplan Status

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ADOPTED WORKPLAN FOR FY2024-2025
Status as of July 29, 2024

Priority	Level	Type	Project	Description	Status
Ongoing	…	Statutory	Applicant Proposals and Requests	Prioritize resources to address applicant proposals and related requests	
Ongoing	…	Administrative	Targeted LAFCO Presentations	Coordinate timely public outreach; emphasis on informing stakeholders ahead of MSR work	
Ongoing	…	Statutory	Workplan and Budget Management	Actively manage the workplan and budget resources with regular updates to the Commission	
1a	High	Statutory	MSR | Wholesale Water Service Providers	Continue macro MSR on wholesale water suppliers – CWA (comprehensive) + MET (abbreviated)	
1b	High	Statutory	MSR | Healthcare Districts: Part I	Continue macro MSR of the four healthcare districts in San Diego County	
3	High	Statutory	MSR | SANDAG	Initiate agency-specific MSR of SANDAG (housing, transportation, + related functions)	
4	High	Administrative	Transition to Online Accounting	Complete transition to QuickBooks accounting from desktop to online platform	
5	High	Statutory	MSR | Carlsbad Region	Complete scheduled MSR covering the City of Carlsbad, Carlsbad MWD, + Leucadia WWD	
6	High	Administrative	SALC Planning Grant 2.0	Complete a two-year grant to inform + enhance small farming operations in San Diego County	
7	High	Administrative	RCD Ad Hoc Committee: Part II	Complete Commission's approved scope of work focused on long-term service/boundary true ups	
8	High	Statutory	MSR | Central 78 Corridor Region: Part	Complete cities portion of regional MSR (San Marcos + Vista)	
9	High	Statutory	MSR | Central 78 Corridor Region: Part II	Complete districts portion of regional MSR (San Marcos and Vista FPDs, Vista ID, Vallecitos WD, + Buena SD)	
10	High	Administrative	Policy Review | Audit and Accounting	Prepare update to modernize and expand audit + accounting policies; address auditor recommendations	
11	Medium	Administrative	Staffing and Professional Development	Fill all 8.0 budgeted positions + establish service day program to advance professional development	
12	Medium	Administrative	Policy Review | Personnel: Part III	Prepare update to modernize and harmonize all LAFCO job descriptions	
13	Medium	Administrative	Custom Project Management Tracker	Work with outside consultant to develop and implement custom online project tracking platform	
14	Medium	Statutory	Special Districts Advisory Committee	Provide administrative support to the SDAC and hold no less than three formal meetings in FY	
15	Medium	Administrative	White Paper | Homeless Services	Evaluate scope-scale of governmental homeless services in SD County + potential governance options	
16	Medium	Statutory	Cities Advisory Committee	Provide administrative support to the CAC and hold no less than two formal meetings in FY	
17	Medium	Statutory	MSR | Encinitas Region	Complete regional MSR covering the City of Encinitas + San Dieguito WD et al.	
18	Medium	Administrative	Prepare Outside Audit + Enhancements	Complete outside audit of financial statements for FY24 with supplemental information for added value	
19	Medium	Statutory	MSR | Del Mar-Solana Beach Region	Complete regional MSR covering the Cities of Del Mar and Solana Beach + Santa Fe ID et al.	
20	Medium	Administrative	Website Refresh + Content Expansion	Proceed with a website refresh and content expansion with multi-media enhancements	

Priority	Level	Type	Project	Description	Status
21	Low	Administrative	Annual Local Agency Directory	Update and publish an annual local agency directory subject to LAFCO oversight	
22	Low	Statutory	Policy | Applicant Procedures	Update and streamline application materials and establish related protocols	
23	Low	Administrative	Establish Credit Card Payments	Establish processes and related rules to accept card payments for applicant proposals	
24	Low	Administrative	CALAFCO Leg Committee	Reestablish regular participation on the CALAFCO Leg Committee	
25	Low	Statutory	Legislative Proposal | G.C. 56133	Sponsor/facilitate amendment to clarify LAFCOs' authority to determine out-of-agency exemptions in (e)	
26	Low	Administrative	Policy Review | SDAC Bylaws	Coordinate with SDAC in updating bylaws to sync with current member interests/priorities	
27	Low	Administrative	White Paper | Community Choice	Evaluate the scope and scale of CCAs and their operations in San Diego County and connectivity to LAFCO	
28	Low	Administrative	Liaison with Local Tribes	Establish communication protocols with local tribes with respect to shared interests in regional services	
29	Low	Administrative	Service + Fiscal Indicators	Develop online browser feature to depict service + fiscal indicators among local agencies in SD County	
30	Low	Administrative	Policy Review | Public Member Appointments	Establish local policies and procedures to guide recruitment, vetting, and selection of public members	
	Bullpen	Statutory	Legislative Proposal | G.C. 56430	Sponsor and/or facilitate amendment establishing community engagement enhancements in MSR statute	
	Bullpen	Statutory	Policy Review | Island Annexations	Consider options to define "substantially surrounded" and provide related mapping services	
	Bullpen	Administrative	White Paper | Garbage Services	Evaluate the scope and scale of garbage collection services and possible governance alternatives	
	Bullpen	Administrative	LAFCO Workshop	Organize a Commission Workshop to discuss core responsibilities + powers and implementing preferences	
	Bullpen	Administrative	Public Access Television	Broadcast LAFCO meetings on local government channels	
	Bullpen	Statutory	MSR | Pauma Valley Region	Initiate a regional study covering the north county special districts in the Pauma/Rincon communities	
	Bullpen	Administrative	SOI/MSR Annual Report	Update and publish an annual report documenting all recorded municipal service review and sphere of influence actions	
	Bullpen	Statutory	Policy | Fee Schedule	Review and update fee schedule to sync with current costs and related considerations	
	Bullpen	Statutory	Policy | CEQA Guidelines	Review and update existing implementing guidelines relative to current statute and best practices	
	Bullpen	Administrative	County Planning Groups	Monitor regular meetings of the County's 28 Planning and or Sponsor Groups and directly engage as appropriate	
	Bullpen	Statutory	Disadvantaged Unincorporated Communities	Update DUC mapping designations (DUC) in San Diego County based on current census information	
	Bullpen	Administrative	Local Agency Finder Tool	Develop online feature for users to enter address to identify all overlapping local jurisdictions (cities and districts)	
	Bullpen	Administrative	Southern California LAFCOs	Participate in quarterly meetings with other Southern California LAFCOs and related projects and/or trainings	
	Bullpen	Administrative	White Paper | School Districts	Evaluate scope and scale of school districts and their baseline capacities for reference in municipal service reviews	
	Bullpen	Administrative	CALAFCO	Participate in CALAFCO sponsored programs and related trainings (conferences, workshops, committees, etc.)	
	Bullpen	Statutory	Policy | Commission Rule No. 4	Modernize Rule No. 4 and its provisions to regulate special districts' service functions and classes	
	Bullpen	Statutory	Escondido Region Governance Study	Study options to consolidate (functional and political) the City of Escondido and Rincon del Diablo MWD	
	Bullpen	Administrative	White Paper | JPAs	Evaluate the status of JPA filings in San Diego County relative to LAFCO's task in SB 1261	
	Bullpen	Statutory	Policy | Cities Advisory Committee	Coordinate with CAD in updating bylaws and related procedures to sync with current member interests/priorities	

Complete | Near Complete | Underway | Pending