# 5d

**AGENDA REPORT**
Consent | Action

May 5, 2025

**TO:** Chair Whitburn and Commissioners

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

**SUBJECT:** **Progress Report on 2024-2025 Workplan**

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## SUMMARY

The San Diego County Local Agency Formation Commission (LAFCO) will receive a regular progress update on the current adopted fiscal year workplan involving 30 special projects. These projects reflect Commission priorities for 2024-2025 and cover a wide range of directed activities. To date, nearly three-fourths of the projects have been initiated, with six completed and another four nearing completion. Completed items include a municipal service review on the Oceanside region, establishment of a policy guiding public member appointments, and convening scheduled Cities and Special Districts Advisory Committee meetings. It is recommended the Commission formally receive and file this progress report.

## 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.

## DISCUSSION

This item provides San Diego LAFCO with a regular progress report on special projects approved as part of the 2024-2025 workplan for formal filing with the opportunity to pull for

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Vacant, General Public
Brigette Browning, Alt., General Public

discussion. As of date, almost three-fourths of all projects have been initiated with ten complete or nearing completion. These two latter categories involve all of the following:

- **Projects Completed to Date**
  Municipal Service Review on the Oceanside Region
  Filling Budgeted Staff Openings
  Annual Local Agencies Directory
  Policy Establishment on Public Member Appointments
  Special Districts Advisory Committee Meetings
  Cities Advisory Committee Meetings

- **Projects Nearing Completion**
  Transition to Online-Cloud Accounting Software
  Policy Establishment on Accounting Procedures
  Custom Project Management Tracker
  Policy Review: Special Districts Advisory Committee Bylaws

A full listing of all projects, along with their current statuses — ranging from pending to complete — is detailed in Attachment One. A copy of the five-year rolling study schedule is also provided for reference as Attachment Two.

**ANALYSIS**

None.

**RECOMMENDATION**

It is recommended San Diego LAFCO receive and file the progress report. This recommendation is consistent with Alternative Action One in the proceeding section.

**ALTERNATIVES FOR ACTION**

The following alternatives are available to San Diego LAFCO:

Alternative One (recommended):
Receive and file the progress report on the adopted workplan.

Alternative Two:
Continue the item to the next regular meeting and provide direction to staff as needed.

Alternative Three:
Take no action.

## PROCEDURES

This item has been placed on 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 as provided unless otherwise specified by the Commission.

On behalf of the Executive Officer,



Priscilla Mumpower
Assistant Executive Officer

Attachments:

1) 2024-2025 Workplan Status
2) Five-Year Rolling Study Schedule

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**ADOPTED WORKPLAN FOR FY2024-2025**
Status as of April 22, 2025



| 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 | Service-specific MSR on wholesale water suppliers – CWA (comprehensive) + MET (abbreviated) | |
| 1b | High | Statutory | MSR \| Healthcare Districts: Part I | Service-specific MSR of the four healthcare districts in San Diego County | |
| 3 | High | Statutory | MSR \| SANDAG | Agency-specific MSR of SANDAG (housing, transportation, + climate adaption) | |
| 4 | High | Administrative | Transition to Online Accounting | Complete transition to QuickBooks accounting from desktop to online platform | |
| 5 | High | Statutory | MSR \| North Coast Region – Part I | Regional-specific MSR for north coast – cities phase (Carlsbad and Encinitas) | |
| 6 | High | Administrative | SALC Planning Grant 2.0 | Complete multi-year grant to inform + enhance small farming operations in San Diego County | |
| 7 | High | Administrative | RCD Ad Hoc Committee: Part II | Complete second part of RCD true ups; boundaries | |
| 8 | High | Statutory | MSR \| Central 78 Corridor Region: Part I | Regional-specific MSR for central 78 corridor – cities phase (San Marcos + Vista) | |
| 9 | High | Statutory | MSR \| Central 78 Corridor Region: Part II | Regional-specific MSR for central 78 corridor – districts phase (San Marcos and Vista FPDs, Vista ID, etc.) | |
| 10 | High | Administrative | Policy Review \| Audit and Accounting | Prepare update to modernize and expand audit + accounting policies; address auditor recommendations | |
| 11 | High | Statutory | MSR \| Oceanside Region MSR | Complete regional MSR on Oceanside (City of Oceanside, Oceanside SCHD + Morro Hills CSD) | |
| 12 | Medium | Administrative | Staffing and Professional Development | Fill all 8.0 budgeted positions + establish ongoing training | |
| 13 | Medium | Administrative | Policy Review \| Personnel: Part III | Prepare update to modernize and harmonize all LAFCO job descriptions | |
| 14 | Medium | Administrative | Custom Project Management Tracker | Work with outside consultant to develop and implement custom online project tracking platform | |
| 15 | Medium | Statutory | Special Districts Advisory Committee | Provide administrative support to the SDAC and hold no less than three formal meetings in FY | |
| 16 | Medium | Administrative | White Paper \| Homeless Services | Evaluate the scope-scale of governmental homeless services in SD County + potential governance options | |
| 17 | Medium | Statutory | Cities Advisory Committee | Provide administrative support to the CAC and hold no less than two formal meetings in FY | |
| 18 | Medium | Statutory | MSR \| North Coast Region – Part II | Regional-specific MSR for north coast – Part II cover districts (Carlsbad MWD, Leucadia WD, et al.) | |
| 19 | Medium | Administrative | Prepare Outside Audit + Enhancements | Complete outside audit of financial statements for FY24 with supplemental information for added value | |
| 20 | 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. | |

| Priority | Level | Type | Project | Description | Status |
|---|---|---|---|---|---|
| 21 | Low | Administrative | Website Refresh + Content Expansion | Proceed with a website refresh and context expansion with multi-media adds | |
| 22 | Low | Administrative | Annual Local Agency Directory | Update and publish annual local agency directory subject to LAFCO oversight | |
| 23 | Low | Statutory | Policy \| Applicant Procedures | Update and streamline application materials and establish related protocols | |
| 24 | Low | Administrative | Establish Credit Card Payments | Establish processes and related rules to accept card payments for applicant proposals | |
| 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 \| Public Recreation Opportunities | Evaluate potential governance models involving San Diego-owned reservoirs in unincorporated areas | |
| 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 | | Administrative | White Paper \| Community Choice | Evaluate the scope and scale of CCAs and their operations in San Diego County and connectivity to LAFCO | |
| 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

# Commission Rolling Study Schedule 5-YEAR PLAN

## FY2025 Through FY2029

**Regional Service Planning**
Subdivision of the State of California



### Study Directive

State law directs San Diego LAFCO to review spheres of influence for all cities and special districts and update as needed (affirm, expand, reduce, etc.) every five years and by extension mark the agencies' appropriate current and future boundaries and service areas. Pertinently, local agencies cannot annex and/or extend services outside their spheres with limited exceptions. State law also specifies San Diego LAFCO must inform the sphere updates by preparing comprehensive evaluations – titled municipal service reviews – to determine the availability and adequacy of local governmental services as well as governance responsiveness relative to community needs.

### Study Schedule

San Diego LAFCO has established a five-year rolling Study Schedule to guide its statutory task to review and update as appropriate the spheres of influence of cities and special districts under the Commission's oversight. The rolling Study Schedule is premised on the Commission's policy interest to proactively calendar municipal service reviews and use these documents to determine the subsequent scope of any related sphere of influence updates for the affected agencies. The Commission also regularly draws on the municipal service reviews to inform its' decision-making on boundary changes.

### Rolling Study Schedule Format

The Study Schedule is a living or rolling document that the Commission resets yearly in concert with the annual budget and workplan adoptions. The rolling study schedule spans 5 fiscal years with only the first year being set. The second through fifth years are tentatively calendared, and done so to help guide and telegraph future decision-making. This approach allows the Commission the flexibility to redirect staff resources where needed should calendar studies extend beyond one year while also granting staff the ability to prioritize applicant proposals.



Otay Lakes in Chula Vista ▶

# San Diego LAFCO's Commission

San Diego LAFCO is governed by a 13-member "Commission" comprising county, city, special district, and public members. All Commissioners are appointed elected officials with the exception of the two public members. Commissioners serve four–year terms and divided between "regulars" and "alternates" and must exercise their independent judgment on behalf of the interests of residents, landowners, and the public as a whole. Commissioners are subject to standard disclosure requirements and must file annual statements of economic interests. The Commission has sole authority in administering its legislative responsibilities and decisions therein are not subject to an outside appeal process.



**Stephen Whitburn**
Chair
City of San Diego



**Baron Willis**
Vice Chair
Alpine Fire Protection



**Joel Anderson**
Commissioner
County of San Diego



**Kristi Becker**
Commissioner
City of Solana Beach



**Jim Desmond**
Commissioner
County of San Diego



**Jo MacKenzie**
Commissioner
Vista Irrigation



**Harry Mathis**
Commissioner
Public Member



**Dane White**
Commissioner
City of Escondido



**Brigette Browning**
Alternate
Public Member



**David Drake**
Alternate
Special District Member



**John McCann**
Alternate
City of Chula Vista



**Nora Vargas**
Alternate
County of San Diego



**Marni von Wilpert**
Alternate
City of San Diego

# 2024-2025 + 2025-2026: SET

## NORTH COUNTY FOCUS

### Carlsbad + Encinitas Region

- **Part I: Cities**
  - City of Carlsbad
  - City of Encinitas
- **Part II: Special Districts**
  - Carlsbad MWD
  - Leucadia WWD
  - Olivenhain WD
  - San Dieguito WD

### Central 78 Corridor Region

- **Part I: Cities**
  - City of San Marcos
  - City of Vista
- **Part II: Special Districts**
  - Vista ID
  - Buena SD
  - Vallecitos WD
  - San Marcos FPD
  - Vista FPD

### San Diego County Healthcare Districts

- **Part I: Macro + Part II: Micro**
  - Palomar HD
  - Tri-City HD
  - Fallbrook HD
  - Grossmont HD

### Del Mar + Solana Beach Region

- **Part I: Cities**
  - City of Del Mar
  - City of Solana Beach
- **Part II: Special Districts**
  - Santa Fe ID
  - CSA 17 – Ambulance*

### Oceanside Region

- City of Oceanside
- Morro Hills CSD
- Oceanside Harbor District

### Wholesale Water Services

- San Diego County Water Authority
- Metropolitan Water District

### Council of Governments

- San Diego Association of Governments (SANDAG)

*Denotes a special district included in more than one study.



Oceanside State Beach ▶



Chula Vista is the second largest city in the San Diego metropolitan area.

# 2026-2027: TENTATIVE

## SOUTHWEST COUNTY FOCUS

### Macro Fire Service Study

- State: CAL FIRE
- Cities
- Special Districts
- Tribes

### Metro San Diego Region

- City of San Diego
- San Diego Unified PD

### Rancho Santa Fe Region

- Fairbanks Ranch CSD
- Questhaven MWD
- Rancho Santa Fe CSD
- Rancho Santa Fe FPD
- Whispering Palms CSD
- CSA No. 17 – Ambulance*
- CSA No. 83 – San Dieguito Parks

### Silver Strand Region

- City of Coronado
- City of Imperial Beach

### South Coast Region

- City of Chula Vista
- City of National City
- Bonita-Sunnyside FPD
- Lower Sweetwater FPD
- Otay WD*
- San Diego County SD*
- South Bay ID
- CSA No. 122 – Planning

### Transit Services

- North County TD
- Metropolitan Transit System

*Denotes a special district included in more than one study.




# 2027-2028: TENTATIVE

## EAST COUNTY FOCUS

### Alpine – Lakeside Region

- Alpine FPD
- Lakeside FPD
- Lakeside WD
- Padre Dam MWD*
- San Diego County SD*
- CSA No. 69 – Ambulance
- CSA No. 136 – Sundance Basin

### El Cajon – Santee Region

- City of El Cajon
- City of Santee
- Helix WD*
- Padre Dam MWD*

### Pauma Valley Region

- Mootamai MWD
- Rincon Ranch CSD
- Pauma CSD
- San Luis Rey MWD
- Yuima MWD

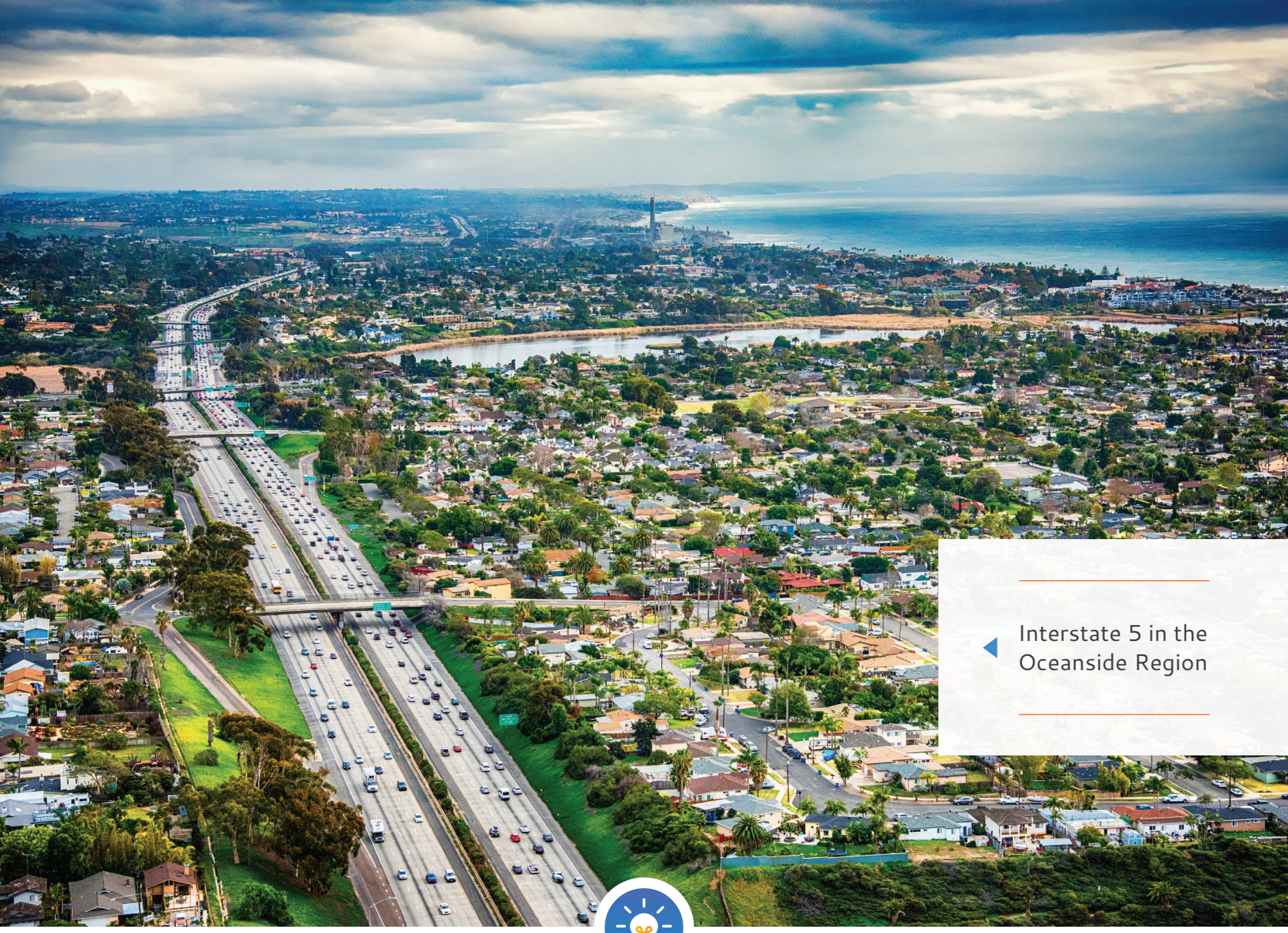
### La Mesa – Lemon Grove Region

- City of La Mesa
- City of Lemon Grove
- Helix WD*
- Lemon Grove Roadway LD
- Lemon Grove SD
- San Diego County SD*

### Spring Valley Region

- Otay MWD*
- San Miguel FPD
- San Diego County SD*
- CSA No. 69 – Ambulance*
- CSA No. 128 – Parks

*Denotes a special district included in more than one study.



Interstate 5 in the Oceanside Region

# 2028-2029: TENTATIVE

## MISCELLANEOUS

### Borrego Region

- Borrego WD
- Coachella Valley WD

### Cemetery Services

- North County CD
- Pomerado CD
- Ramona CD
- Valley Center CD

### Flood Control Services

- San Diego County FCD
- Cities
- Special Districts

### Alpine – Lakeside Region

- Alpine FPD
- Lakeside FPD
- Lakeside WD
- Padre Dam MWD*
- San Diego County SD
- CSA No. 69 – Ambulance
- CSA No. 136 – Sundance Basin

### East Laguna Summit Region

- Canebrake WD
- Descanso WD
- Jacumba CSD
- San Diego County SD*
- CSA No. 137 – Live Oak Springs

### San Diego County Airports