

Key Outcomes

2009 Marin LAFCO Strategic Planning Retreat
Held January 30, 2009
LAFCO Office, San Rafael

INTRODUCTION

On January 30, 2009, the Marin Local Agency Formation Commission (LAFCO) convened a strategic planning retreat. The purpose of the retreat was to confirm and, where appropriate, revise Marin LAFCO's goals and to discuss key areas of focus of their work for 2009.

This Key Outcomes document summarizes the strategic planning goals and objectives for the year as expressed by LAFCO members. It includes the discussion around how to improve the effectiveness of Marin LAFCO's work. Finally, it lists updated committee membership for 2009.

PARTICIPATION

LAFCO Commissioners in attendance included Susan Adams, Einar Asbo, Jeff Blanchfield, Chris Burdick, Carla Condon, Barbara Heller, Charles McGlashan, and Jeff Slavitz.

Commissioners not in attendance were Judy Arnold and Dennis Rodoni.

Marin LAFCO staff in attendance were the Executive Officer, Peter Banning and the Commission Clerk, Candice Bozzard.

Scott Smith of Best, Best & Krieger, special counsel to LAFCO, was also in attendance.

PROGRESS REPORT AND UPDATES

Marin LAFCO Executive Officer, Peter Banning, presented a status report that detailed the accomplishments of 2008, reviewed important areas of unfinished business and laid out anticipated work for 2009 (see Strategic Plan Status Report dated January 23, 2009). The Executive Officer noted that this year's workshop would not be moderated by a facilitator as has been in previous years. However, there would be closed session on legal issues associated with upcoming annexation proposals led by the Commission's special counsel, Scott Smith of Best, Best & Krieger.

The Executive Officer stated that during this past year, only six proposals were processed, the Commission had adopted or revised their policies, updated office equipment, and progress had been made on records management projects utilizing only existing in-house resources.

The Executive Officer then gave an overview of activities handled during 2008 as well as anticipated work for the upcoming year. The report also included the following additional points:

- Application fee revenues were far under anticipated amounts; however, the down-sizing of staff should offset the unrealized application fee revenues for fiscal year 2008-09.
- Recently staff has been contacted by the Marin Telecommunication Agency to share office space at 555 Northgate Drive. This consolidation of office space would significantly decrease the cost for office rent and would offer a more centralized location for public agencies.
- Proposals related to the Romberg Center (Town of Tiburon), Martha Company (Town of Tiburon, Sanitary District #5), Mount Tamalpais Cemetery (City of San Rafael and San Rafael Sanitation District), Lands of Sass (Tomales Village CSD), and Camgros property (City of San Rafael), reorganization of the Boardwalk commercial center (City of Belvedere and Town of Tiburon) were expected to be received in the coming year.
- The Commission's sphere of influence updates are near completion. Updates for the coming year should include the completion of the Marin Resource Conservation District, Marin Municipal and North Marin Water Districts and Marin Health Care District. The study of the Tomales Village Community Services District is completed however additional environmental review will be necessary.

CLOSED SESSION

At 9:55am the Commission met in closed session with legal counsel regarding anticipated litigation. No action was taken.

At 11:15am the Strategic Planning Workshop was opened to the public. The Commission reaffirmed its existing goals and directed staff to draft revised objectives.

REVIEW AND UPDATE OF THREE YEAR GOALS

2009 STRATEGIC PLAN

Goal #1: Continue to Carry Out AB 2838 Mandates and Bring Marin LAFCO into Compliance with all other Applicable Laws and Regulations

Strategic Objectives:

1. By July 9, 2009, the Executive Officer and staff will complete the Municipal Service Reviews and Spheres of Influence for Tomales CSD, Marin Resource Conservation District, and the Marin Healthcare District.
2. By November 9, 2009, the Executive Officer and staff will complete the Municipal Service Review and Spheres of Influence for Marin urban water services districts.
3. By September 12 2009, the Commission will review the adopted SOIs from the 2004 studies and identify changes requiring further study.
4. By July 1, 2009, staff will complete the digital, searchable record of all Commission minutes (1964 to present) and internal procedures for updating these records on a quarterly basis.
5. By April 30, 2009, the Technical/Public Information Committee will meet to discuss technology needs of the commission and staff and make recommendations for the Commission's 09/10 Budget (see also Goal 3, Objective 3).

Goal #2: Align the Work Plan and Budget Process with the Strategic Plan

Strategic Objectives:

1. On an ongoing basis, the Executive Officer will align the work plan and budget process with the strategic plan to reinforce accountability and cost efficiency.

Goal #3: Increase Public Communication and Outreach to Promote Understanding of LAFCO Mandates and Functions

Strategic Objectives:

1. On an ongoing basis, the Executive Officer and the Commissioners will expand LAFCO informational briefings to a broader group of elected officials and other boards and councils in order to provide good communication and outreach to elected officials.
2. On an ongoing basis, LAFCO staff and Commissioners will convene meetings in any community where major special studies or boundary changes are contemplated. In the coming year, those studies or boundary changes may include annexation of Martha Company/Old Tiburon to the Town of Tiburon.
3. By April 30, 2009, LAFCO staff and Technical /Public Information Committee will investigate additional administrative or communication tools that may be useful in furthering Commission objectives (see also Goal 1, Objective 5).
4. On an ongoing basis, LAFCO staff (and commissioners, when appropriate) will comment on environmental documents where sphere of influence amendments and/or changes to local government boundaries are a part of the project description.

Goal #4: Exchange information and partner with other LAFCOs and other peer organizations to improve efficiency in LAFCO's work

Strategic Objectives:

1. On an ongoing basis, the Executive Officer will attend meetings of Bay Area LAFCO Executive Officers and other regional meetings, such as ABAG and MTC, to exchange information and explore partnerships on pertinent topics such as their interaction with COGs.
2. On an ongoing basis, LAFCO staff and commissioners will work with local legislators, the CALAFCO Legislative Committee and CALAFCO Executive Director to guide the development of legislation affecting local governments in Marin County.

Goal #5: Provide a venue for public discussion of Countywide issues on services and planning that affect LAFCO's mandate

Strategic Objectives:

1. On an ongoing basis, the Executive Officer and Commissioners will attend meetings that discuss Countywide issues, such as housing, land use, transportation, fire and related policies. It is important to get LAFCO "to the table" and offer a LAFCO perspective in critical land use deliberations to allow decision-makers to think through organizational and boundary implications of land use and related issues.

PROPOSED COMMITTEE ASSIGNMENTS (2009)

It was encouraged by the Commissioners for each committee to meet at least once during the year to focus on current issues that may be of importance to LAFCO's goals.

The following are the current committee assignments:

Policy/Administrative Procedures: Einar Asbo, Jeff Blanchfield, Chris Burdick
(alternate Susan Adams)

Technical/Public Information: Susan Adams, Einar Asbo, Carla Condon
(alternate Jeff Blanchfield)

Budget: Barbara Heller, Charles McGlashan, Dennis Rodoni
(alternate Fred Hannahs)

Legislative: Barbara Heller, Dennis Rodoni, Jeff Slavitz
(alternate Charles McGlashan)