

# MARIN LAFCO

## STRATEGIC PLANNING RETREAT

3 February 2006 \* LAFCO Office, San Rafael

### MISSION STATEMENT

The Marin Local Agency Formation Commission (LAFCO) promotes and coordinates the efficient delivery of local governmental services and encourages the preservation of open space and agricultural lands.

### THREE-YEAR GOALS

(not in priority order)

- Carry out AB 2838 mandates and bring Marin LAFCO into compliance with all other applicable laws and regulations
- Align the work plan and budget process with the strategic plan
- Increase public understanding of LAFCO mandates and functions
- Exchange information and partner with other LAFCOs and other peer organizations to improve efficiency in LAFCO's work
- Address other major municipal services and planning issues that affect LAFCO's mandate

## **2006 OBJECTIVES**

**GOAL: CARRY OUT AB 2838 MANDATES AND BRING MARIN LAFCO INTO COMPLIANCE WITH ALL OTHER APPLICABLE LAWS AND REGULATIONS**

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### **STRATEGIC OBJECTIVES:**

1. By September 1, 2006, the Executive Officer will complete the public review draft of the Ross Valley Service Review and Sphere of Influence Update.
2. Following the completion of the Ross Valley SOI and Service Review, the Executive Officer will initiate studies on Marin urban water services, west Marin special districts, and the Marin hospital district
3. By January 1, 2008, the Executive Officer will complete municipal services reviews and updates of the spheres of influence of all cities and special districts in Marin County.

**GOAL: ALIGN THE WORK PLAN AND BUDGET PROCESS WITH  
THE STRATEGIC PLAN**

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**STRATEGIC OBJECTIVES:**

1. By April 1, 2006, LAFCO staff will create a monitoring chart for tracking progress of special studies and other projects.
2. *By November 1, 2006, the Executive Officer will re-examine the relationship between the current schedule of application processing fees and the Commission's actual costs for processing proposals for changes to local government organization. (This objective added to the draft at the suggestion of the Budget Committee)*
3. *On an ongoing basis, LAFCO will accumulate and maintain a budget reserve sufficient to absorb occasional and unusual costs for retention of consultants for special studies, litigation and equipment replacement and to mitigate any effects of lower than anticipated receipts of application fee revenue. (This objective added to the draft at the suggestion of the Budget Committee)*
4. On an ongoing basis, LAFCO staff will align the work plan and budget process with the strategic plan to reinforce accountability and cost efficiency.

## GOAL: INCREASE PUBLIC UNDERSTANDING OF LAFCO MANDATES AND FUNCTIONS

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### STRATEGIC OBJECTIVES:

1. By March 1, 2006, LAFCO staff will explore the costs for a limited update of the Marin LAFCO website. The focus of the update will be to include new graphic design as well as to update the website to track users by zip code.
2. The Executive Officer will provide a summary of LAFCO activity and accomplishments to special districts and other agencies contributing to the Commission's budget with the preliminary budget proposal mailed following the March Commission meeting.
3. By April 1, 2006, ensure that the text for SB135 (the revised CSD statute) is available on the Marin LAFCO website.
4. By May 1, 2006, LAFCO staff will include updated and broader website and reciprocal links to the LAFCO website, such as links to/with the Marin Builders Exchange.
5. By June 1, 2006, the Executive Officer will organize a half-day conference on Marin County inter-governmental services and planning. The conference will be aimed at public agency staff and elected officials, private professional and non-profit associations, the press and the public. The conference program will include an overview of LAFCO functions by the Executive Officer and Commissioners. Other possible participants include TAM, MERA and MTA.
6. Marin LAFCO Commissioners will seek to increase participation in CALAFCO functions, including the CALAFCO Annual Conference in September 2006.
7. By October 1, 2006, LAFCO staff will investigate and analyze the potential use of "Granicus" or similar software systems to stream video broadcasts to the Internet. This tool may be useful for web casting selected workshops.
8. On an ongoing basis, the Executive Officer and Commissioners will attend meetings and conduct informational presentations to public agencies throughout Marin County.
9. On an ongoing basis, the Executive Officer will continue to conduct "in-office" orientation and general briefings for new LAFCO commissioners.

10. On an ongoing basis, the Executive Officer and the Commissioners will expand LAFCO informational briefings to a broader range of elected officials and other boards and councils.
11. On an ongoing basis, LAFCO staff will make available CALAFCO University training events for attendance by Commissioners.

**GOAL: EXCHANGE INFORMATION AND PARTNER WITH OTHER LAFCOS AND OTHER PEER ORGANIZATIONS TO IMPROVE EFFICIENCY IN LAFCO'S WORK**

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**STRATEGIC OBJECTIVES:**

1. In September 2006, the Executive Officer will participate in program planning and attend the Annual CALAFCO Conference in San Diego.
2. On an ongoing basis, the Commissioners will present quarterly commissioner reports from other agencies active in land use planning, e.g. BCDC and SMART.
3. On an ongoing basis, the Executive Officer will track pertinent legislative issues as monitored by CALAFCO and advise Commissioners of legislative proposals of interest.
4. On an ongoing basis, the Executive Officer will attend staff meetings of Bay Area LAFCOs and other regional meetings to exchange information and explore partnerships on pertinent topics.

**GOAL: ADDRESS OTHER MAJOR MUNICIPAL SERVICES AND  
PLANNING ISSUES THAT AFFECT LAFCO'S MANDATE**

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**STRATEGIC OBJECTIVES:**

1. By March 9, 2006, LAFCO Commissioners will discuss which agencies would be appropriate to approach for discussion of empowerment of community services districts under new provisions of Senate Bill 135.
2. On an ongoing basis, the Executive Officer and Commissioners will attend meetings that discuss Countywide issues, such as housing, land use, transportation 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.

## NEXT STEPS/FOLLOW-UP PROCESS

<b>WHEN</b>	<b>WHO</b>	<b>WHAT</b>
March 3, 2006	Commission Clerk	Distribute the retreat record to those unable to attend.
By the March 9, 2006 Commission meeting	Commission members and staff	Read the retreat record.
Monthly	Commission and Executive Officer	Review progress on the goals and objectives and revise objectives (add, amend and/or delete), as needed.
Monthly	LAFCO Staff	Distribute the monthly Strategic Plan Monitoring Report.
January 2007	Commission and Staff members	Attend Strategic Planning Retreat for a more thorough review of progress on the goals and objectives. Set objectives for the next year.