

CONTRA COSTA LOCAL AGENCY FORMATION COMMISSION
COMMISSION STRATEGIC WORKSHOP

MINUTES OF SPECIAL LAFCO MEETING

April 15, 2013

Oak View Room
Walnut Creek Library
1644 N. Broadway, Walnut Creek, CA

1. Vice Chair Dwight Meadows called the meeting to order at 1:05 p.m.
2. The Pledge of Allegiance was recited.
3. Roll was called. A quorum was present of the following Commissioners:

City Members Rob Schroder and Don Tatzin.

County Members Federal Glover and Mary Piepho, and Alternate Candace Andersen.

Public Member Don Blubaugh.

Special District Members Michael McGill, Dwight Meadows, and Alternate George Schmidt.

Present were Executive Officer Lou Ann Texeira, Legal Counsel Sharon Anderson, Planner Nat Taylor, and Clerk Kate Sibley.

Bill Chiat, of Alta Mesa Group, was in attendance.

4. Commission Strategic Workshop

In a strategic workshop facilitated by Bill Chiat, the commissioners and staff discussed progress made in the past two years since the last strategic workshop, lessons learned from first-round municipal service reviews (MSRs), goals for second-round MSRs, and general goals and objectives for fiscal year 2013-14.

The meeting adjourned at 4:22 p.m.


Final Minutes Approved by the Commission on May 8, 2013.

AYES: Andersen, McGill, Meadows, Piepho, Schroder, Tatzin

NOES:

ABSTAIN: Burke

ABSENT: Blubaugh (M), Glover (M), Butt (A)

By  _____
Executive Officer

**CONTRA COSTA LAFCO
STRATEGIC PLANNING WORKSHOP NOTES
APRIL 15, 2013**

DISCUSSION TOPICS FOR THE DAY

- How to use Municipal Service Reviews (MSRs)
- How to continue the work and be effective, especially with fire service studies
- Strategic plan for goals and objectives
- Getting the most out of MSRs
- Prioritizing what it is we're accomplishing
- Island annexations
- Where is our focus and intent
 - Service voids - budgets
 - Use of terms and conditions
- What to accomplish with second-round MSRs
- Fire service: model for solution
 - Leadership role
- Out of agency services
- Prioritize:
 1. Fire
 2. Out of area agreements
 3. Island annexation

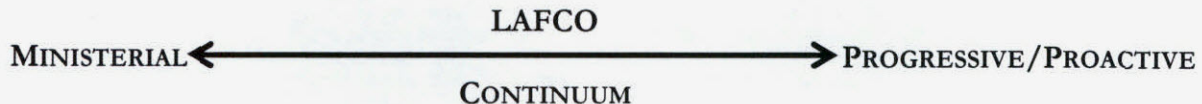
PUBLIC VALUE

- Making government efficient
 - Through MSRs: how structured and where to make recommendations
- MSRs vehicle for transparency
 - Strengths and weaknesses
 - Transparency on any concerns raised
- Facilitator, problem solver, change agent, local advocate
 - Fire; specific projects
 - Propose out-of-box solutions
 - Sustainable community strategy
- Help shape appropriate growth
 - Short- and long-term
 - Think three or four approvals down the line
- Advocacy at state level
 - LAFCO to be more effective
 - Efficiency and authority
 - Advocate locally as well

- Model shifting
 - Reactive → Proactive
 - Change: altitudinal shifts in what LAFCO does
- Ask public to advocate to us
- LAFCO viewed as transparent

SUCCESES SINCE AUGUST 2011 WORKSHOP

- Island annexations
 - Central Contra Costa Sanitary District cleaning up all islands within its district boundary
 - 16 islands within cities (under 150 acres) throughout county
- Proactive on annexations
- More aware of opportunities to apply conditions to annexations
- Mt. Diablo Health Care District no longer an independent special district
- Discovery that it's difficult to successfully sue LAFCO
- Tied out of agency service requests to future annexations
- Recognition of the role LAFCO can play in fire service issues
- More effective use of terms and conditions



ON THE HORIZON

- Disadvantaged unincorporated communities (DUCs)
- Mutual water companies
 - Public agencies (LAFCO)
 - Mutual (Corporation Commission)
 - Private (PUC)
- Special districts that provide limited services
- Reclamation districts
- What big government entities should be combined
- Fire services
- Island annexations

FIRST ROUND MSRS RECAP

Liked	Disliked
They're done!	New experience
Sense of problems	Too much/not enough information
Building relationships	Our authority not connected to agency problems
Agencies using as justification	Same review for all agencies
Got better at them	Spending equivalent resources?
Understood process	Resident perspective vs. agency perspective
Common denominators for measurements	Learning experience for consultants
Agencies more efficient	

SECOND-ROUND MSRS

1. Focus on agencies where change or improvements most needed
 - a. Identify priority 1 - 2 - 3 agencies
 - b. Streamline process
2. Budgets
 - a. Include unlisted liabilities
 - b. Reserve policy
3. Collect baseline information (DUC, finances) from all agencies
4. Agency and public engagement policy (i.e., understandable to public)
 - a. LAFCO press releases
5. Require corrective action plan
6. Order of MSRs
7. Coordinate with the county fire services study and move fire services MSR up in queue
 - a. LAFCO will incorporate county study into MSR of all fire agencies

2013-14 PRIORITIES

1. MSRs, with budget component as defined in second round
2. Respond to incoming applications
 - a. Review CEQA documents for projects that may become LAFCO applications
 - b. Look for good terms and conditions
3. Fire service
 - a. Be active participant in county study
 - b. Morph that study into MSR
4. Update policies and procedures
 - a. Expand to include every kind of change of organization
5. Island annexations
 - a. Get islands annexed as opportunities arise