

BOARD OF DIRECTORS MEETING STAFF REPORT

5 February 2016

Agenda Item No. 11 2015 CALAFCO Survey Results

Prepared By: Stephen Lucas, Executive Officer

Date: 5 February 2016

RECOMMENDATION

1. Receive and file report.

DISCUSSION

The CALAFCO membership indicated some ten years ago an interest in surveying its membership concerning basic operational and organizational data. Topics of interest included: commission structure, staffing and compensation, budgets, facilities, legal counsel representation, individual county demographics, project work load, and number of agencies regulated, among others.

Since then, four surveys have been conducted in 2006, 2009, 2012 and 2015. Initial surveys were designed with Microsoft Excel and required each member LAFCO to fill in the blanks with their agency specific data. These early surveys were labor intensive and resulted in much subjectively and varying degrees of data being provided making it difficult to easily compare data. The number of responses were initially low and required months of reminders and response rates remained less than desired as follows: 2006 - 41 respondents, 2009 - 44 respondents; and 2012 - 32 respondents. In 2015 CALAFCO staff utilized a different approach utilizing the Survey Monkey on-line survey tool and simplified the questions with 29 multiple choice questions with answers expressed in ranges that took less than 10 minutes to complete. This tactic seemed to pay off with 55 out of 58 LAFCO responding within weeks of the initial request.

The 2015 CALAFCO Survey is attached for review. Below is a summary of the survey followed by some observations from CALAFCO Staff:

Staffing/Independence

1. Seventeen (17) years after LAFCO's gained the right to be independent agencies, staffing is a substantially mixed bag of LAFCO employees (33%), county employees (27%) and contract employees (24%).
2. While most LAFCO's (91%) staff act independently, 9% remain partially or fully directed by another agency, presumably their home county.
3. 78% of LAFCO's have fewer than 4 staff, 36% less than 2 staff.
4. LAFCO's remain split 50/50 on special district representation.

5. Almost half (45%) of LAFCO's contract with private legal counsel while 55% have legal counsel provided by other means (i.e.: via contract with another agency).

Budgets

6. 53% of LAFCO's have a budget greater than \$300,000, but 16% remain under \$50,000.
7. 55% of LAFCO's indicate their budget allows them to meet statutory functions, however, 45% cannot meet all statutory functions with the budget provided.
8. 49% of LAFCO's increase budgets when justified, half 51% do not.

Miscellaneous

9. 76% of counties have less than 10 cities and 75% have more than 26 special districts.
10. 51% of LAFCO's process fewer than 5 proposals per year, 87% fewer than 15 per year.
11. 81% of LAFCO's have not been involved in litigation over the past three years.
12. 93% of LAFCO's report the general public not aware of LAFCO functions or responsibilities, but 73% of LAFCO's encourage their staff to do public outreach.
13. 70% of LAFCO's view CALAFCO as helpful...2% do not benefit in any significant way.
14. Legislative efforts, the listserve, and workshops/conferences are most utilized CALAFCO services (90%+) with the website useful to 67% . All other services garnered less than 50% interest
15. Only 38% of LAFCO's have interest in volunteering commissioners or staff for CALAFCO purposes, 9% interested but cannot afford to do so and over half (53%)not interested or maybe.

Some broad, generalized observations from the survey:

1. Only half of LAFCO's can effectively meet their statutory functions within budget.
2. Most people do not understand what LAFCO's do.
3. Only half of LAFCO's are meaningfully involved or support CALAFCO functions.
4. There is a trend towards contract services in smaller LAFCO's that corresponds with low budgets and fewer services.
5. The roles and functions of LAFCO's remain in a period of significant transition towards relevance in the majority of counties.

As we move forward, the CALAFCO staff expects to update the survey on a biennial schedule. We will also refine or add questions as we proceed based on membership feedback.

ATTACHMENTS

11a - Summary Survey Results

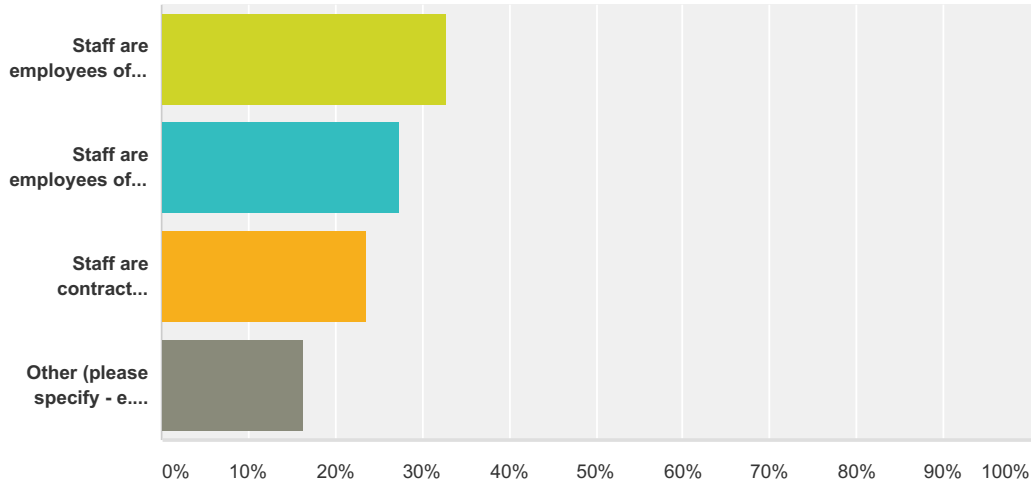
Q1 Your LAFCo Information

Answered: 55 Skipped: 0

Answer Choices	Responses	
Name	100.00%	55
Company	96.36%	53
Address	100.00%	55
Address 2	94.55%	52
City/Town	100.00%	55
State/Province	100.00%	55
ZIP/Postal Code	100.00%	55
Country	96.36%	53
Email Address	100.00%	55
Phone Number	100.00%	55

Q2 What model is your LAFCO?

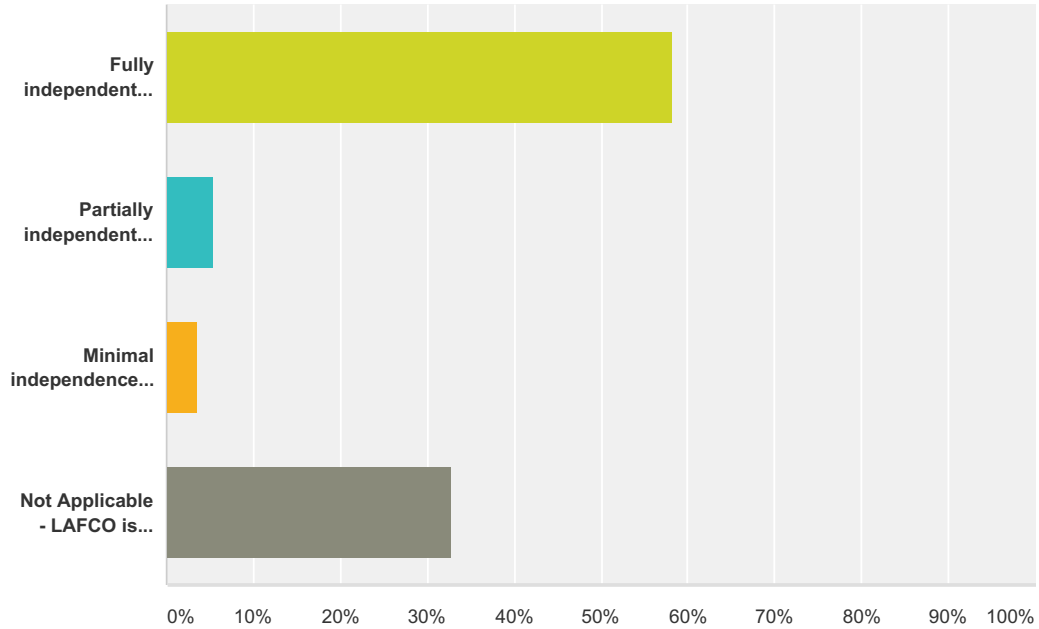
Answered: 55 Skipped: 0



Answer Choices	Responses
Staff are employees of the County	32.73% 18
Staff are employees of LAFCO	27.27% 15
Staff are contract consultants	23.64% 13
Other (please specify - e.g. hybrid - Contract EO and staff employees)	16.36% 9
Total	55

Q3 If staff are not LAFCO employees, what level of independent decision making best describes your LAFCO?

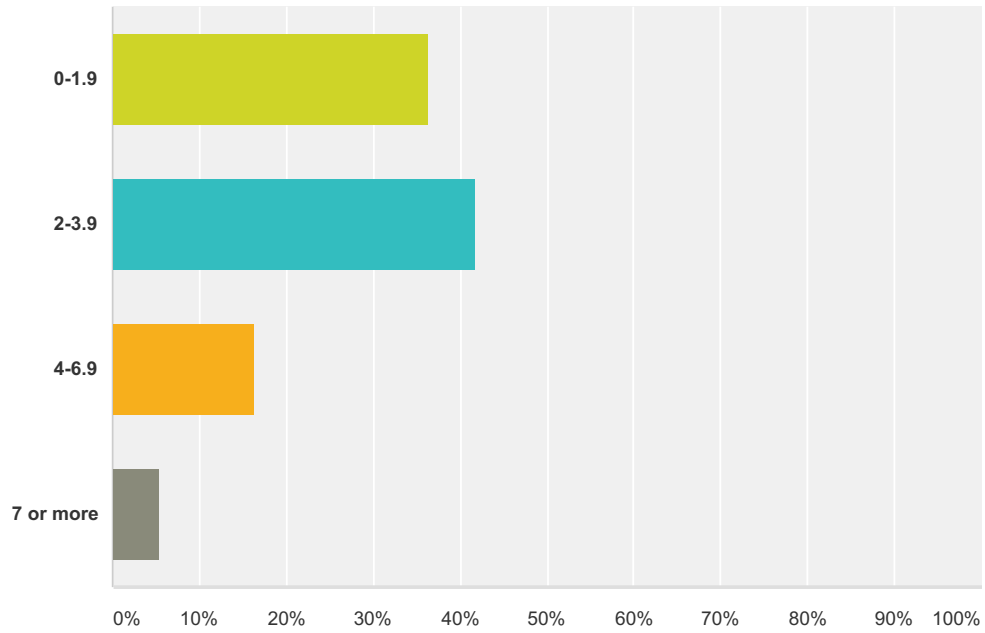
Answered: 55 Skipped: 0



Answer Choices	Responses
Fully independent taking direction only from the commission	58.18% 32
Partially independent with some influence/direction from other staff/agency	5.45% 3
Minimal independence with most or all directions/influence coming from other staff/agency	3.64% 2
Not Applicable - LAFCO is independent	32.73% 18
Total	55

Q4 How many staff in your office?

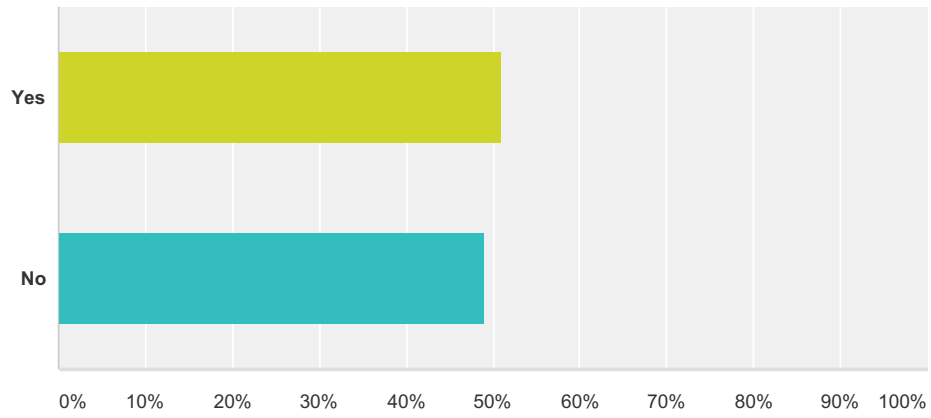
Answered: 55 Skipped: 0



Answer Choices	Responses
0-1.9	36.36% 20
2-3.9	41.82% 23
4-6.9	16.36% 9
7 or more	5.45% 3
Total	55

Q5 Does your LAFCO have special district representation?

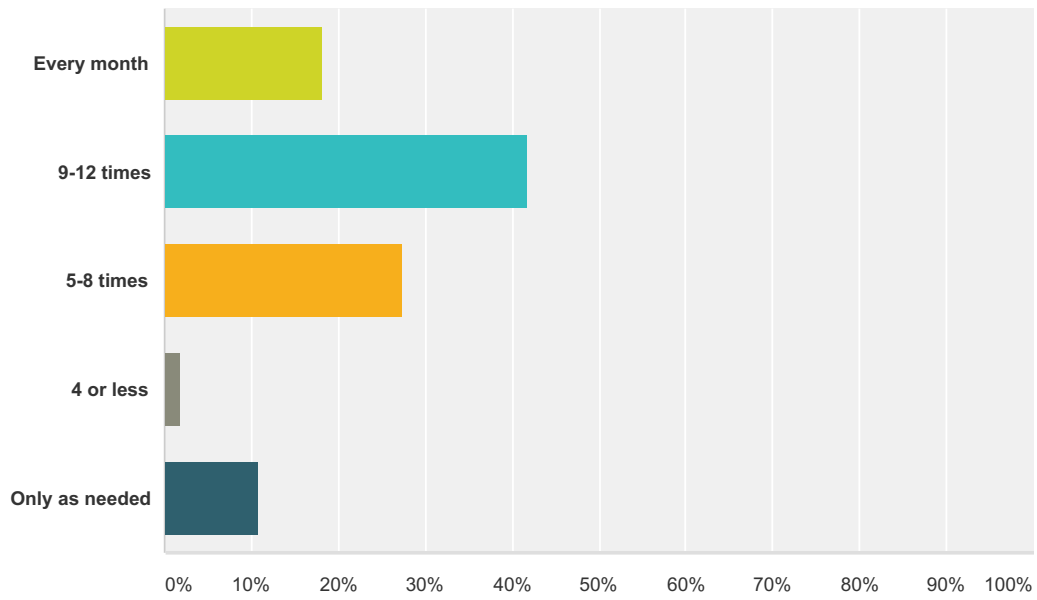
Answered: 55 Skipped: 0



Answer Choices	Responses	
Yes	50.91%	28
No	49.09%	27
Total		55

Q6 How many times a year does your LAFCO have regular meetings?

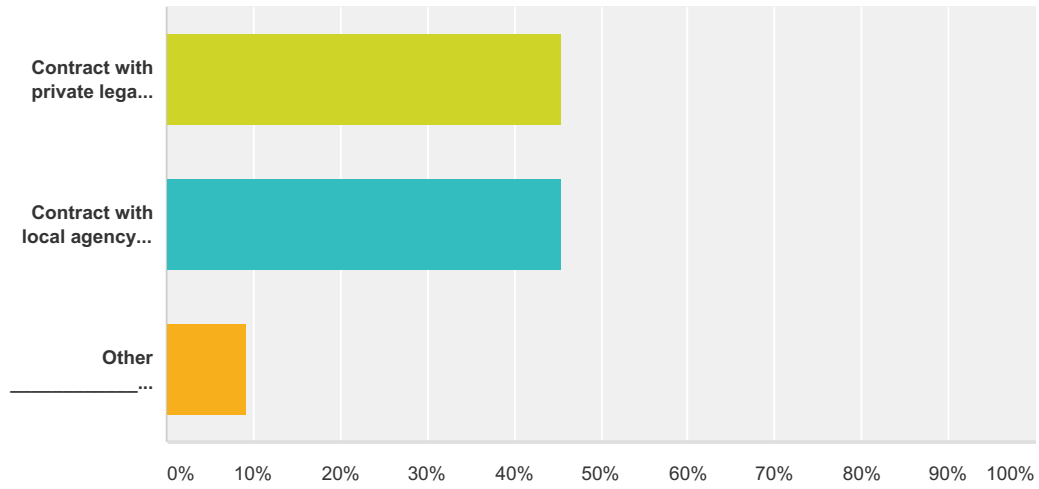
Answered: 55 Skipped: 0



Answer Choices	Responses
Every month	18.18% 10
9-12 times	41.82% 23
5-8 times	27.27% 15
4 or less	1.82% 1
Only as needed	10.91% 6
Total	55

Q7 How is legal counsel provided?

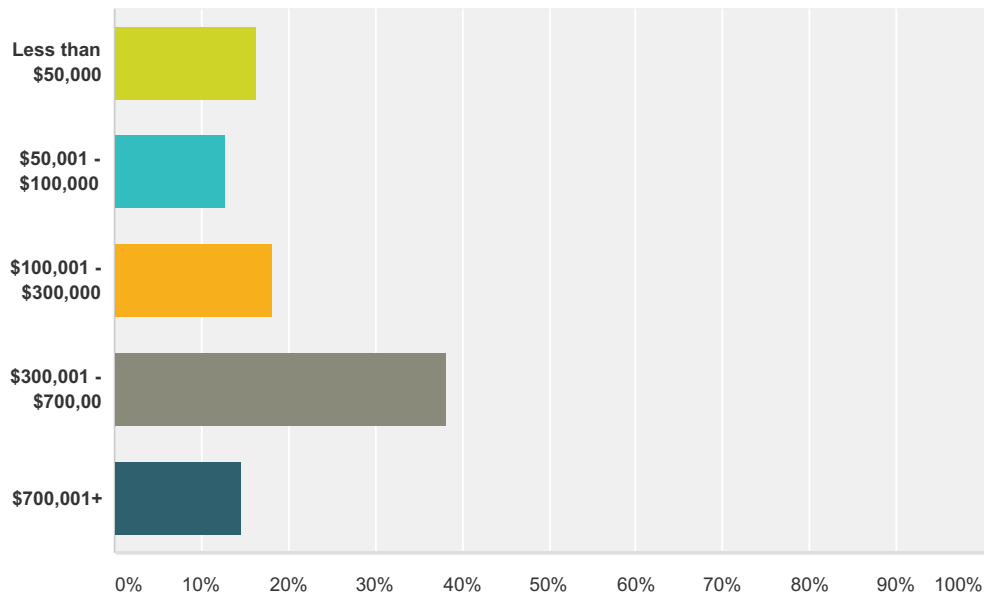
Answered: 55 Skipped: 0



Answer Choices	Responses
Contract with private legal counsel	45.45% 25
Contract with local agency for legal counsel	45.45% 25
Other _____	9.09% 5
Total	55

Q8 What is your LAFCO's Budget for 2015-16?

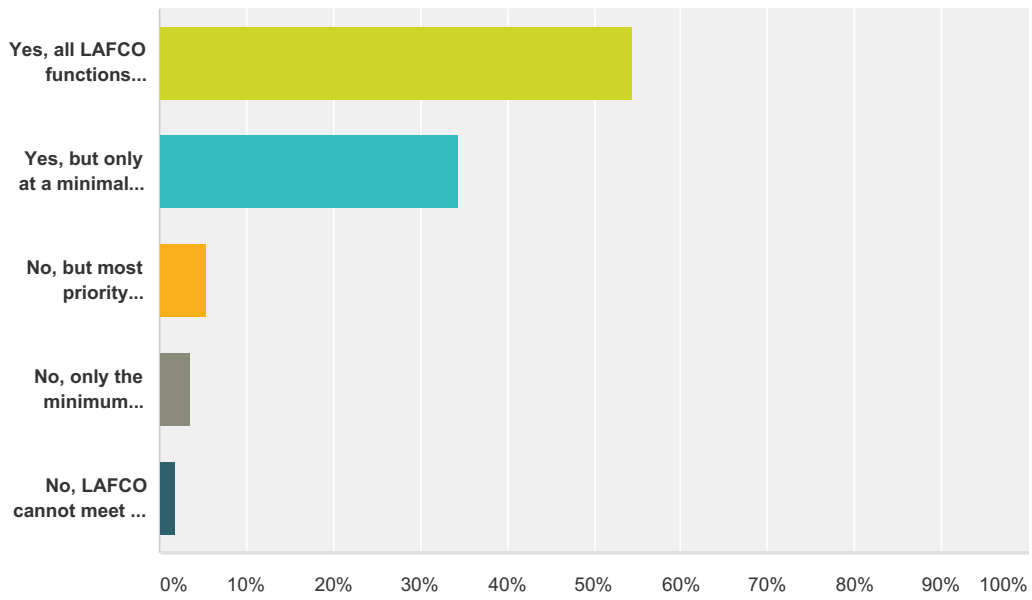
Answered: 55 Skipped: 0



Answer Choices	Responses	
Less than \$50,000	16.36%	9
\$50,001 - \$100,000	12.73%	7
\$100,001 - \$300,000	18.18%	10
\$300,001 - \$700,00	38.18%	21
\$700,001+	14.55%	8
Total		55

Q9 Does your budget allow LAFCO to meet your statutory responsibilities?

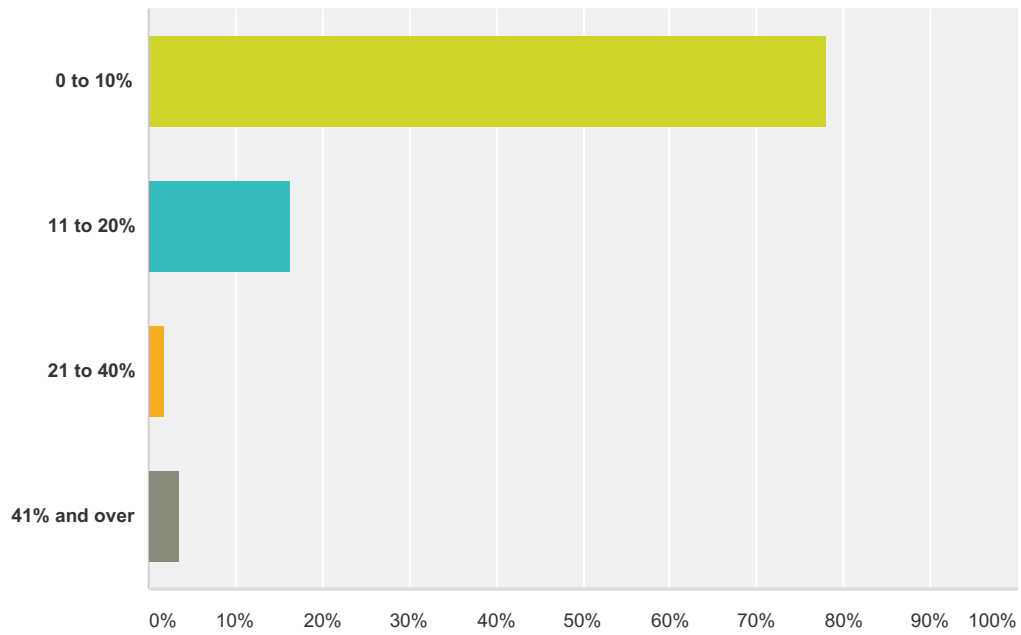
Answered: 55 Skipped: 0



Answer Choices	Responses
Yes, all LAFCO functions adequately funded	54.55% 30
Yes, but only at a minimal level	34.55% 19
No, but most priority responsibilities are adequately met	5.45% 3
No, only the minimum functions are met	3.64% 2
No, LAFCO cannot meet its minimum responsibilities	1.82% 1
Total	55

Q10 Budget: Percent of revenues from application fees?

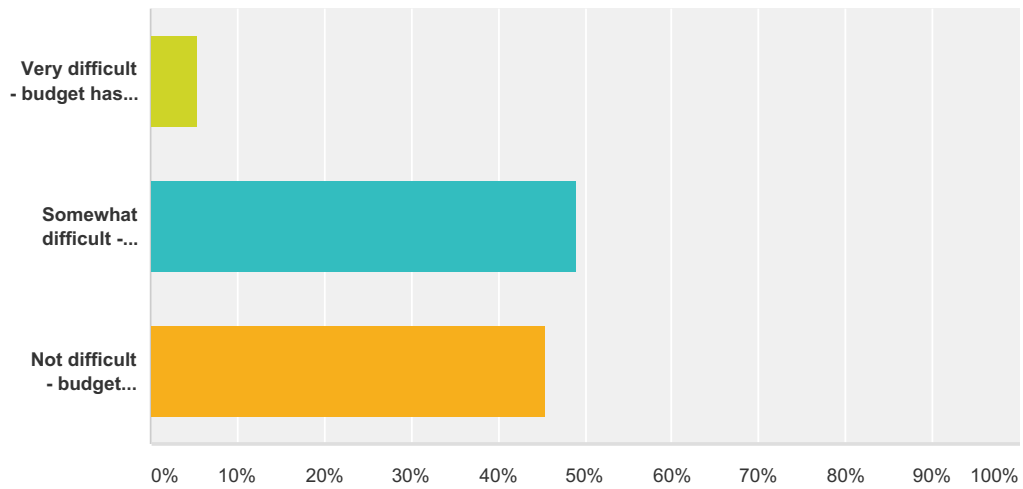
Answered: 55 Skipped: 0



Answer Choices	Responses
0 to 10%	78.18% 43
11 to 20%	16.36% 9
21 to 40%	1.82% 1
41% and over	3.64% 2
Total	55

Q11 How difficult is it to maintain annual funding levels or seek increases?

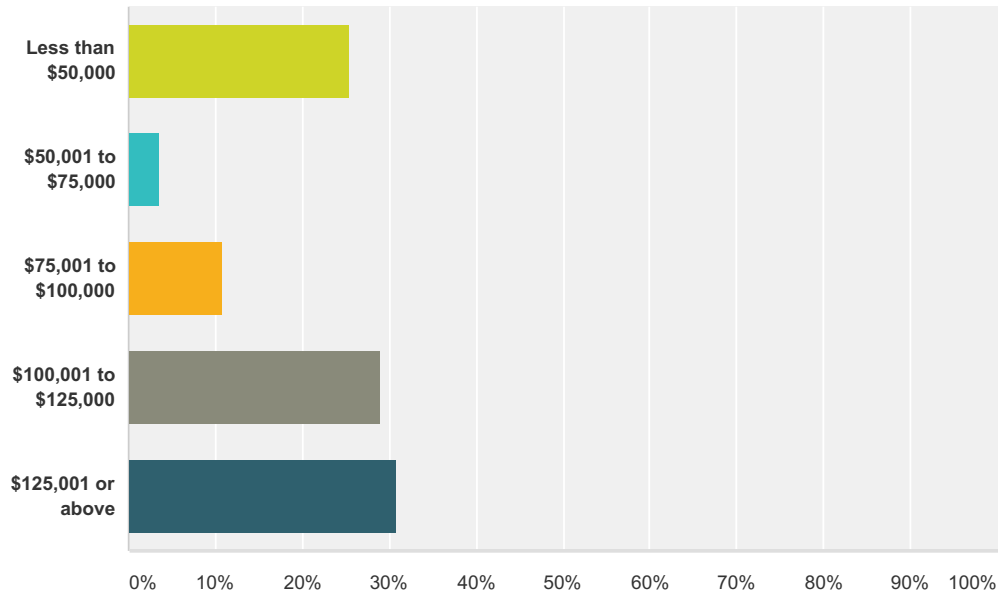
Answered: 55 Skipped: 0



Answer Choices	Responses
Very difficult - budget has been regularly reduced	5.45% 3
Somewhat difficult - budget has been regulary maintained flat	49.09% 27
Not difficult - budget increases approved when justified	45.45% 25
Total	55

Q12 Salaries: Executive Officer

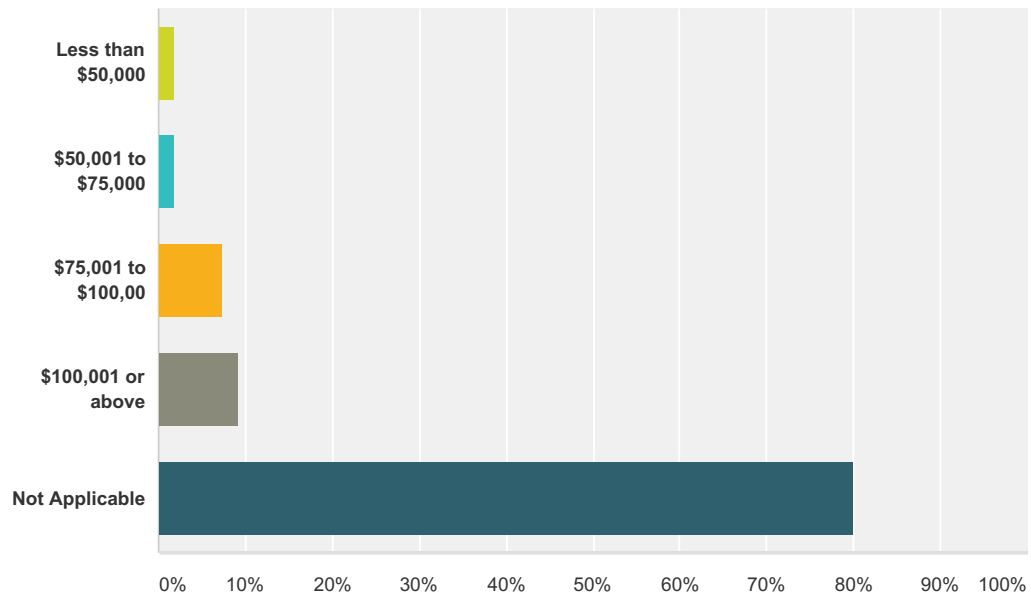
Answered: 55 Skipped: 0



Answer Choices	Responses
Less than \$50,000	25.45% 14
\$50,001 to \$75,000	3.64% 2
\$75,001 to \$100,000	10.91% 6
\$100,001 to \$125,000	29.09% 16
\$125,001 or above	30.91% 17
Total	55

Q13 Salaries: Deputy/Assistant Executive Officer

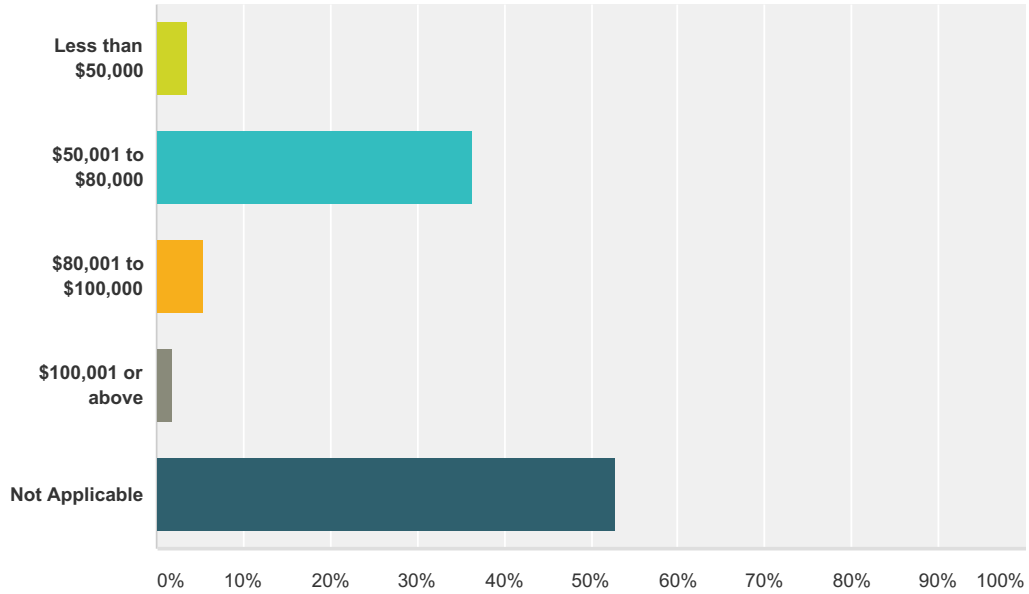
Answered: 55 Skipped: 0



Answer Choices	Responses	Count
Less than \$50,000	1.82%	1
\$50,001 to \$75,000	1.82%	1
\$75,001 to \$100,000	7.27%	4
\$100,001 or above	9.09%	5
Not Applicable	80.00%	44
Total		55

Q14 Salaries: Analyst (or similar position such as planner. Average multiple positions to one range)

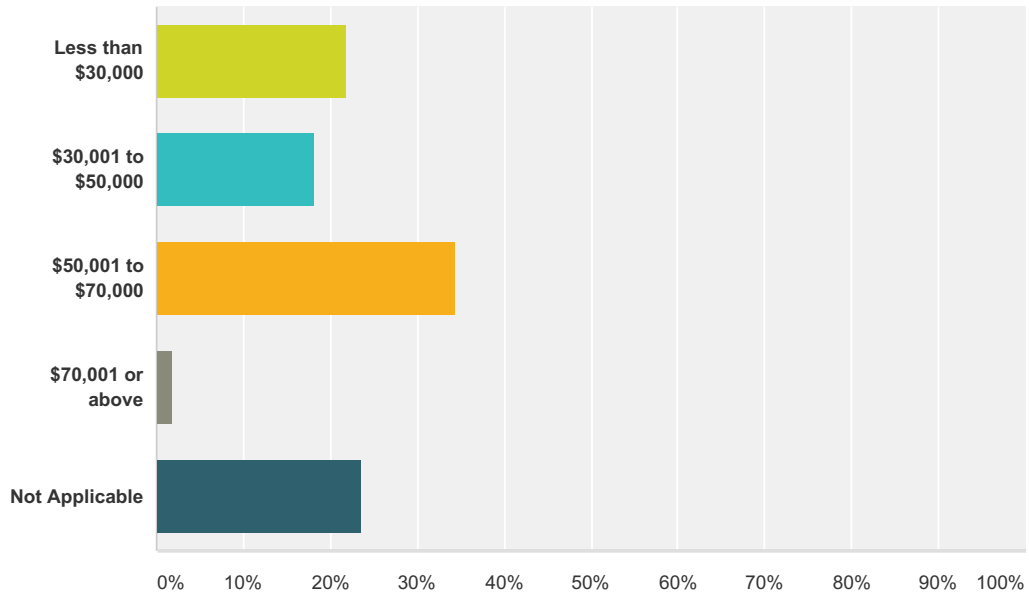
Answered: 55 Skipped: 0



Answer Choices	Responses
Less than \$50,000	3.64% 2
\$50,001 to \$80,000	36.36% 20
\$80,001 to \$100,000	5.45% 3
\$100,001 or above	1.82% 1
Not Applicable	52.73% 29
Total	55

Q15 Salaries: Clerk

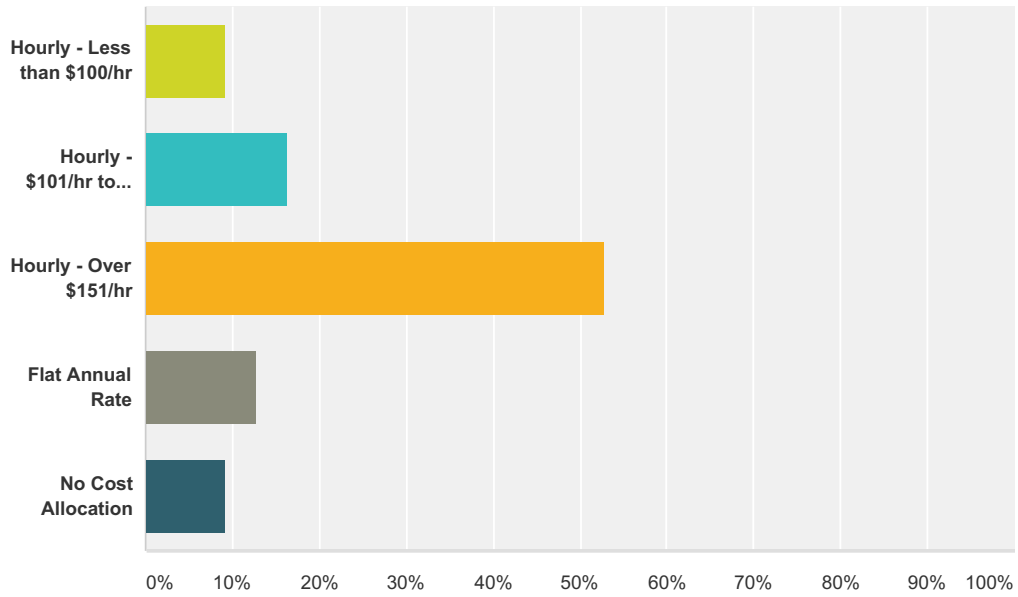
Answered: 55 Skipped: 0



Answer Choices	Responses
Less than \$30,000	21.82% 12
\$30,001 to \$50,000	18.18% 10
\$50,001 to \$70,000	34.55% 19
\$70,001 or above	1.82% 1
Not Applicable	23.64% 13
Total	55

Q16 Compensation: Legal Counsel

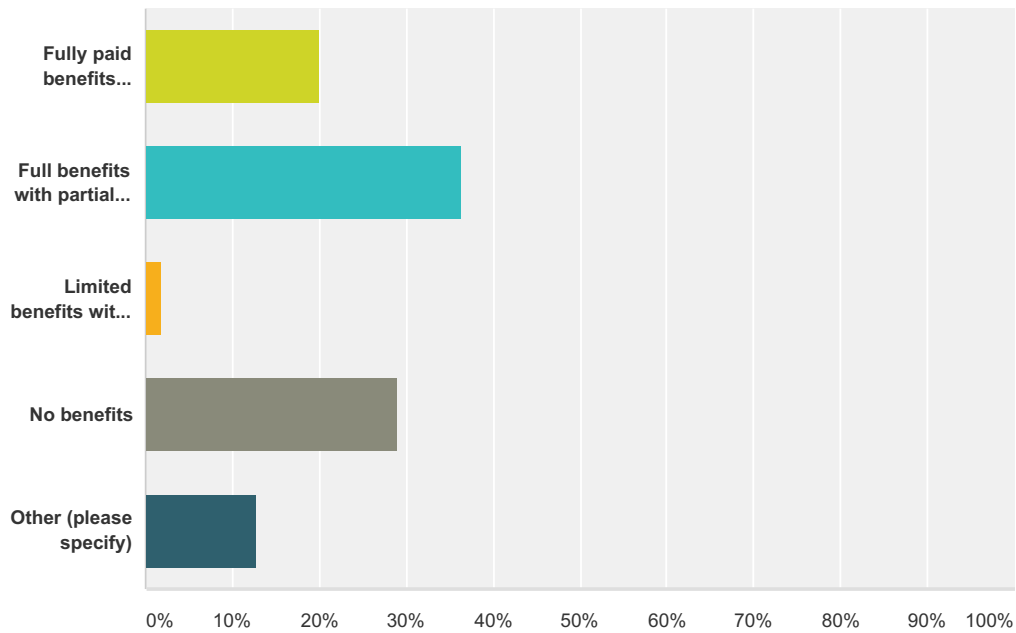
Answered: 55 Skipped: 0



Answer Choices	Responses
Hourly - Less than \$100/hr	9.09% 5
Hourly - \$101/hr to \$150/hr	16.36% 9
Hourly - Over \$151/hr	52.73% 29
Flat Annual Rate	12.73% 7
No Cost Allocation	9.09% 5
Total	55

Q17 What level of benefits does your LAFCO offer?

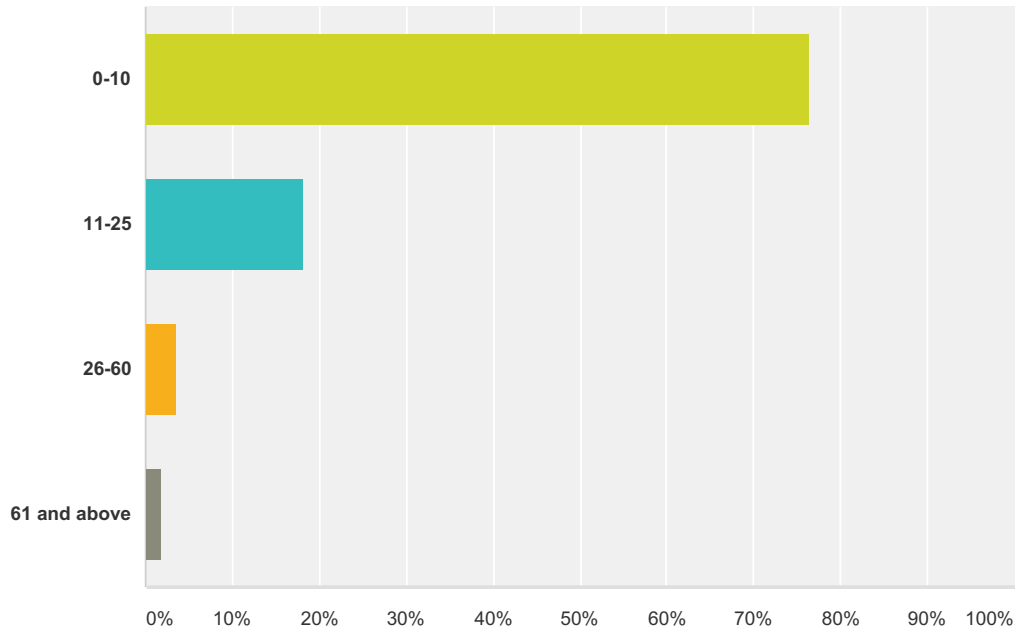
Answered: 55 Skipped: 0



Answer Choices	Responses
Fully paid benefits including health, vision, dental, retirement plans	20.00% 11
Full benefits with partial employee contributions	36.36% 20
Limited benefits with shared contributions	1.82% 1
No benefits	29.09% 16
Other (please specify)	12.73% 7
Total	55

Q18 Number of Cities?

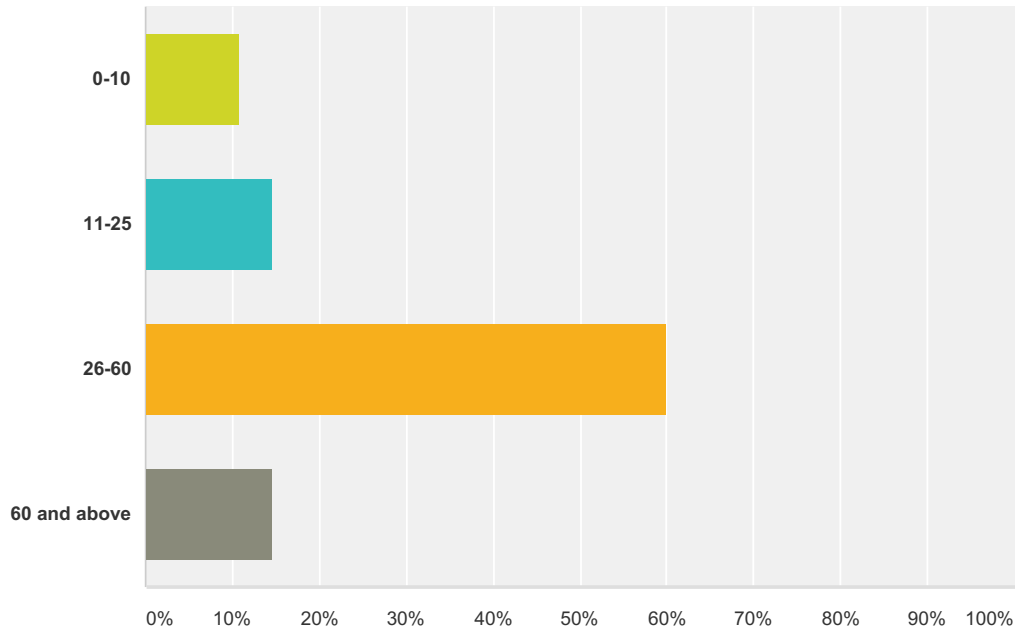
Answered: 55 Skipped: 0



Answer Choices	Responses
0-10	76.36% 42
11-25	18.18% 10
26-60	3.64% 2
61 and above	1.82% 1
Total	55

Q19 Number of Independent Special Districts?

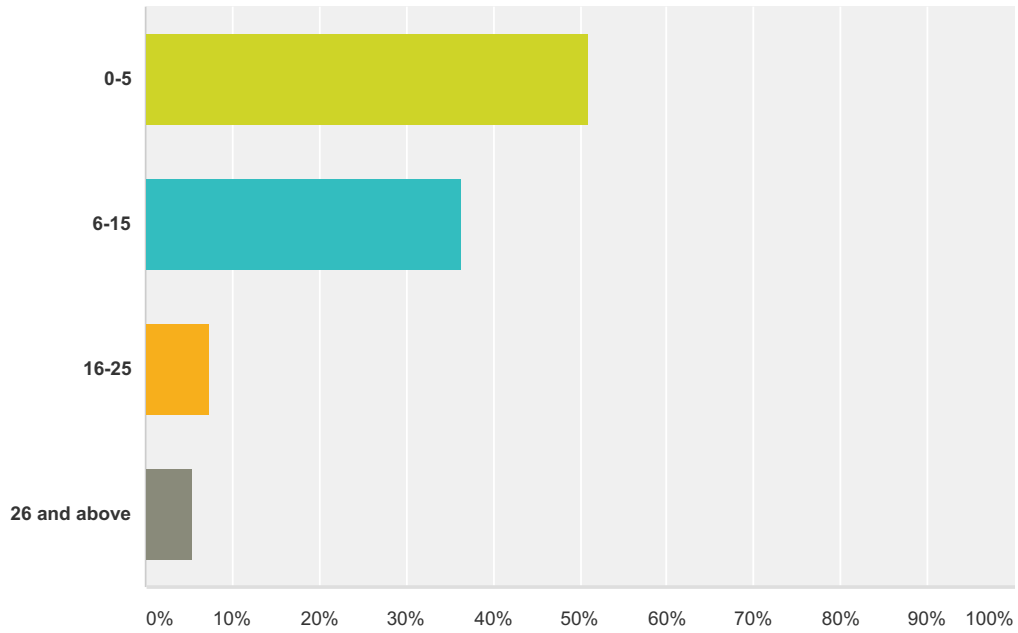
Answered: 55 Skipped: 0



Answer Choices	Responses
0-10	10.91% 6
11-25	14.55% 8
26-60	60.00% 33
60 and above	14.55% 8
Total	55

Q20 Number of Proposals processed in the last year?

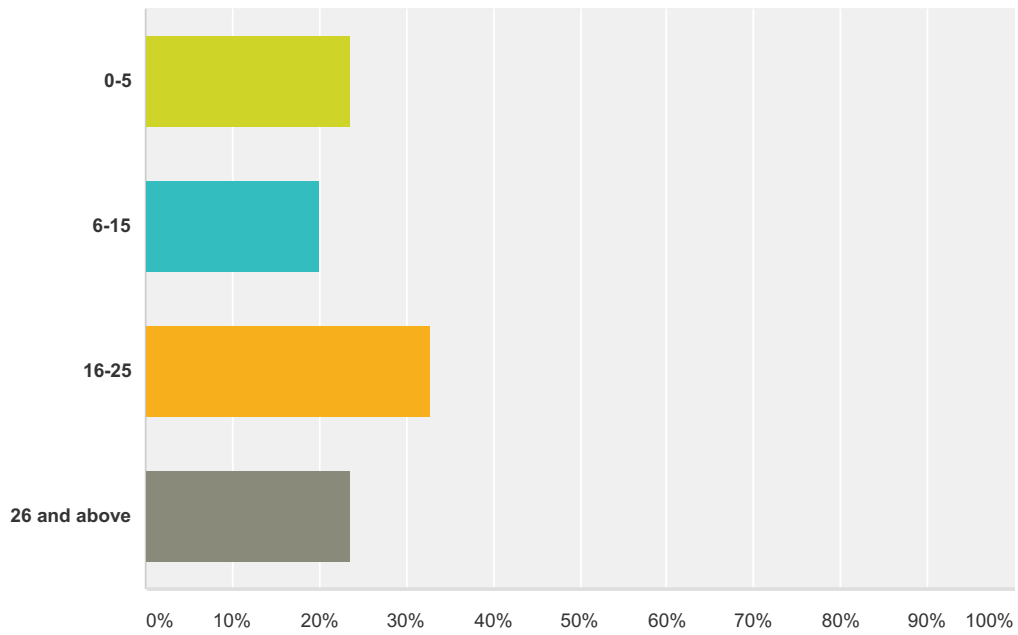
Answered: 55 Skipped: 0



Answer Choices	Responses	
0-5	50.91%	28
6-15	36.36%	20
16-25	7.27%	4
26 and above	5.45%	3
Total		55

Q21 Number of SOI/MSR Updates completed in the last five years?

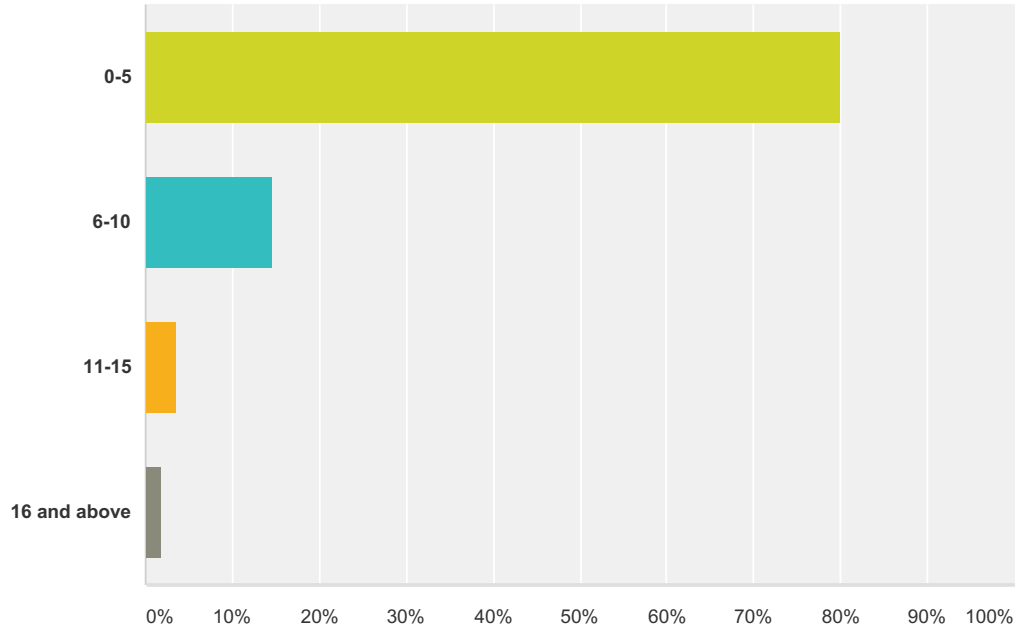
Answered: 55 Skipped: 0



Answer Choices	Responses	
0-5	23.64%	13
6-15	20.00%	11
16-25	32.73%	18
26 and above	23.64%	13
Total		55

Q22 How many Service Extension Agreements (GC56133) have you processed in the last year?

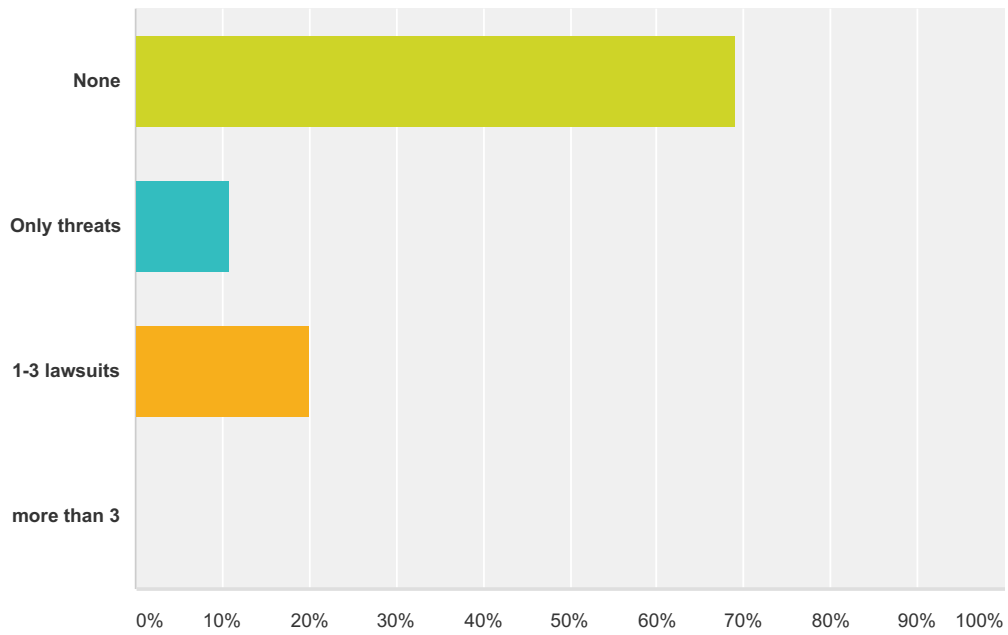
Answered: 55 Skipped: 0



Answer Choices	Responses
0-5	80.00% 44
6-10	14.55% 8
11-15	3.64% 2
16 and above	1.82% 1
Total	55

Q23 How many lawsuits has your LAFCo been involved in over the past 3 years?

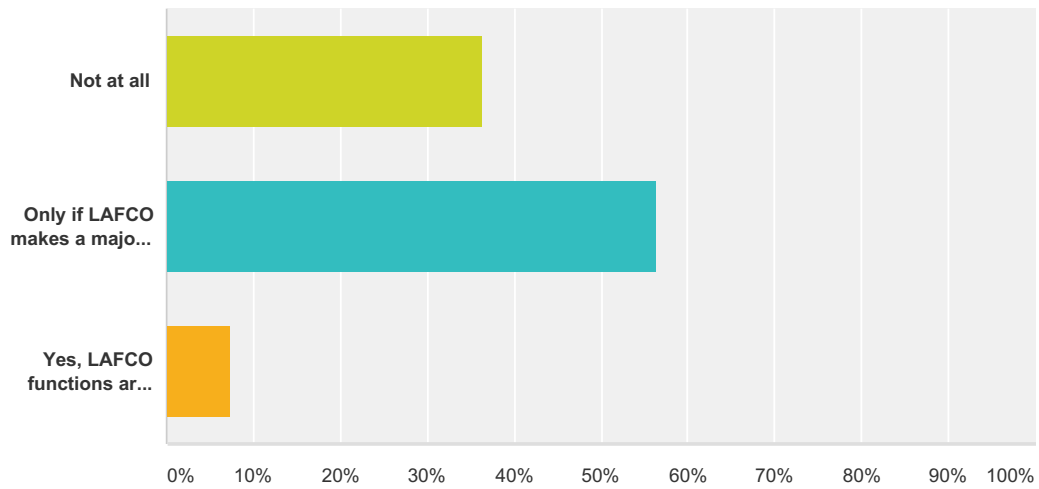
Answered: 55 Skipped: 0



Answer Choices	Responses
None	69.09% 38
Only threats	10.91% 6
1-3 lawsuits	20.00% 11
more than 3	0.00% 0
Total	55

Q24 Does the general public understand what LAFCO does in your county?

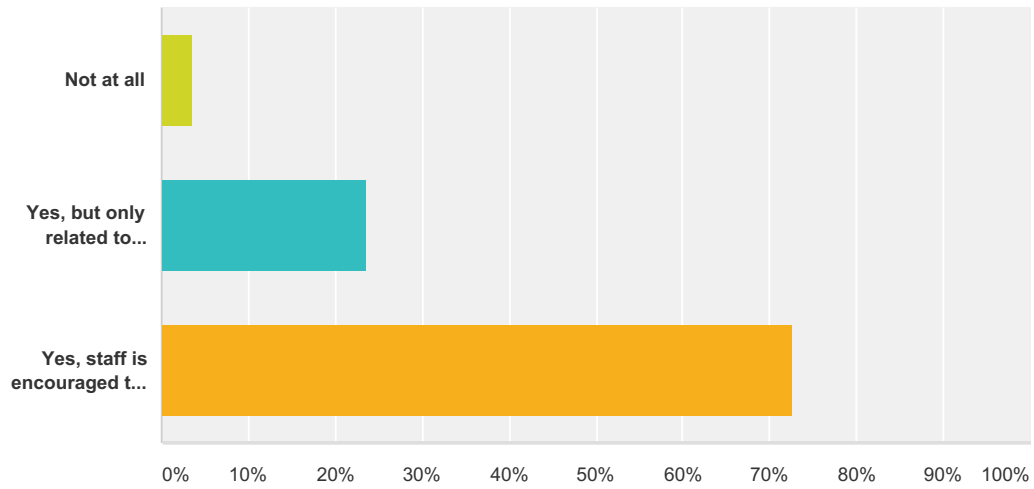
Answered: 55 Skipped: 0



Answer Choices	Responses
Not at all	36.36% 20
Only if LAFCO makes a major decision	56.36% 31
Yes, LAFCO functions are routinely reported in the local media	7.27% 4
Total	55

Q25 Does your commission encourage outreach with the public, news media and other local agencies?

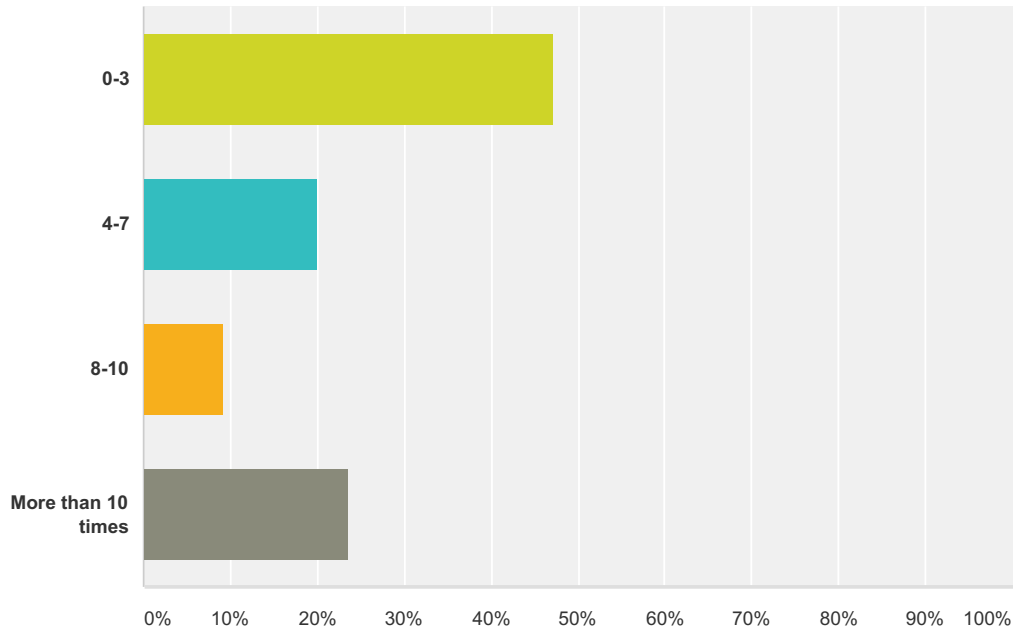
Answered: 55 Skipped: 0



Answer Choices	Responses
Not at all	3.64% 2
Yes, but only related to required noticing for specific projects	23.64% 13
Yes, staff is encouraged to speak at public forums, to the media and other local agencies	72.73% 40
Total	55

Q26 How often has your LAFCO been featured/mentioned in a local news story either TV, print or web in the past two years?

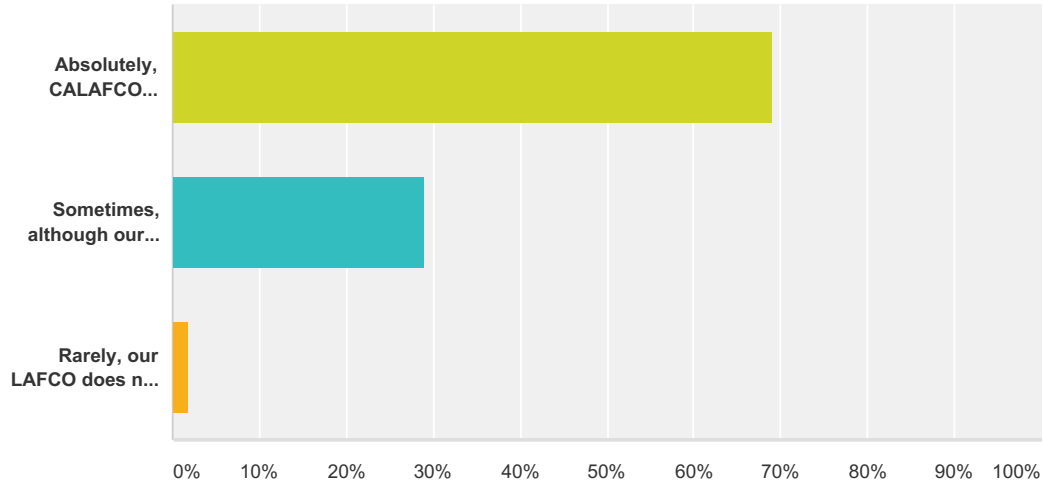
Answered: 55 Skipped: 0



Answer Choices	Responses	Count
0-3	47.27%	26
4-7	20.00%	11
8-10	9.09%	5
More than 10 times	23.64%	13
Total		55

Q27 Does your LAFCO view the functions/roles of CALAFCO to be helpful and appropriate?

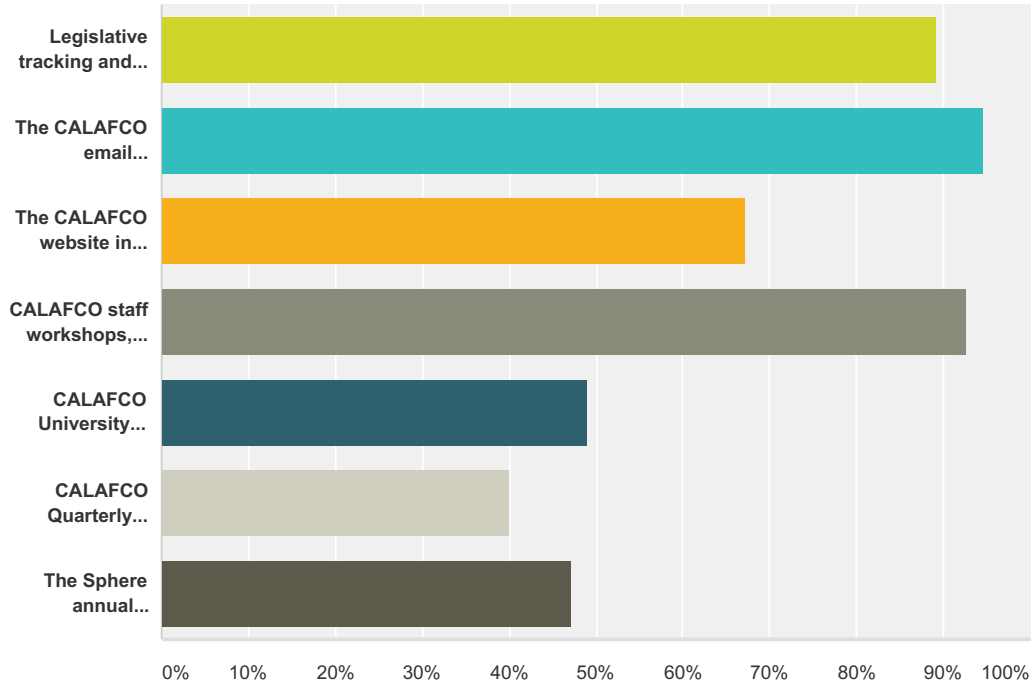
Answered: 55 Skipped: 0



Answer Choices	Responses
Absolutely, CALAFCO provides many useful tools and functions	69.09% 38
Sometimes, although our LAFCO does not avail itself of all CALAFCO opportunities	29.09% 16
Rarely, our LAFCO does not benefit in any significant way from CALAFCO participation	1.82% 1
Total	55

Q28 Please identify the CALAFCO tools, functions or actions most useful to your LAFCo. (Check all that apply)

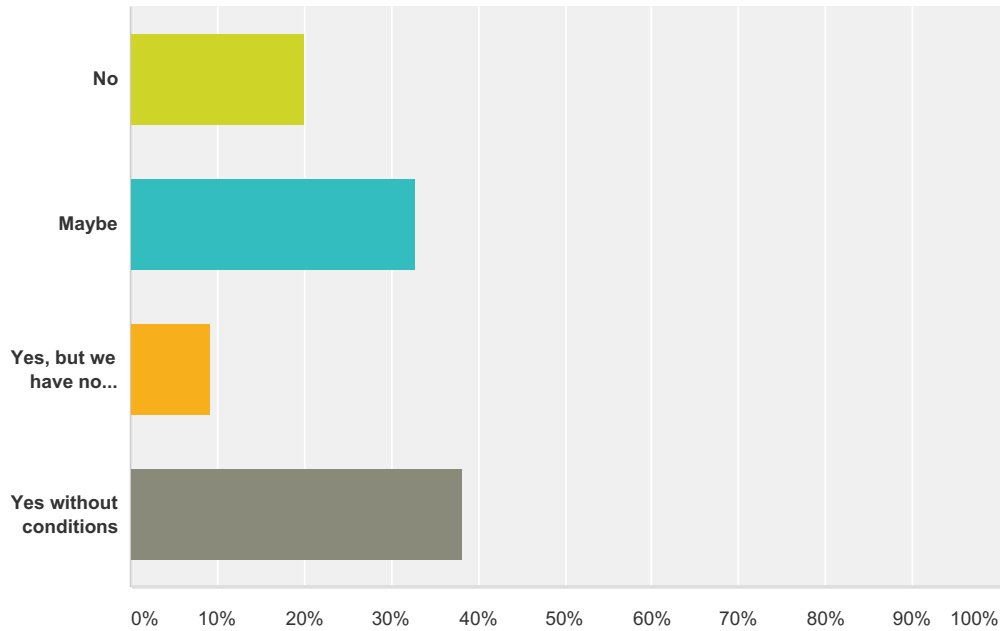
Answered: 55 Skipped: 0



Answer Choices	Responses
Legislative tracking and the work of the legislative committee	89.09% 49
The CALAFCO email "listserve" for staff, EO's and legal counsel	94.55% 52
The CALAFCO website in general and its various contents like white papers and information updates	67.27% 37
CALAFCO staff workshops, annual conferences	92.73% 51
CALAFCO University courses	49.09% 27
CALAFCO Quarterly Reports	40.00% 22
The Sphere annual newsletter	47.27% 26
Total Respondents: 55	

Q29 Does your LAFCo have interest in having staff or commissioners serve in a CALAFCO role such as on the Board of Directors or volunteer staff?

Answered: 55 Skipped: 0



Answer Choices	Responses
No	20.00% 11
Maybe	32.73% 18
Yes, but we have no resources to do so	9.09% 5
Yes without conditions	38.18% 21
Total	55