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February 13, 2013 (Agenda)

**February 13, 2013**  
**Agenda Item 8**

Contra Costa Local Agency Formation Commission (LAFCO)  
651 Pine Street, Sixth Floor  
Martinez, CA 94553

**LAFCO Strategic Workshop**

Dear Commissioners:

In August 2011, the Commission held its first strategic planning session, where Commissioners and staff discussed expectations and leadership lessons; roles, powers and responsibilities; current and challenging issues for LAFCO; policies, challenges and priorities; and adaptive leadership in ambiguous times. Further, the Commission identified a number of priorities including the following top five priorities:

1. Better, more enforceable conditions applied to applications
2. Resolution of East County fire service and sustainable fire service countywide
3. Dissolution/consolidation of special districts
4. Island annexations before sunset date
5. Out of agency service and annexation

Since August 2011, the Commission has dealt with some challenging issues related to the above priority issues, as discussed at the January 9<sup>th</sup> LAFCO meeting.

The Commission expressed interest in holding a second strategic planning session with the following objectives in mind:

- Drill down on 1-2 previously identified priorities (i.e., what do we want to implement and what tools do we have to do so)
- Second round MSRs - look at “hits & misses,” how to get more “bang for the buck,” use as a “bully pulpit” and not just to update SOIs
- What can LAFCO do to facilitate/help with the ongoing fire service issues

The Commission also expressed interest in utilizing Bill Chiat, former CALAFCO Executive Director and professional facilitator, to guide the strategic planning session.

LAFCO staff and Bill Chiat have drafted the attached agenda for the Commission’s consideration.

In terms of potential workshop dates and facilities, we suggest one of the following dates: March 18, 20, 25, 27, April 3, 8, 15, or 17 (LAFCO meeting date). These dates do not appear to conflict with any major association events (e.g., CSAC, CSDA, League of Cities).

With regard to facilities, LAFCO staff has inquired with the Lafayette and Walnut Creek libraries. Here is a summary of the facility specifications:

	<b>Lafayette</b> (Arts & Science Room)	<b>Walnut Creek</b> (Oak View Room)
<b>Availability</b>	March 25/27, April 3/8/15/17	March 18/25, April 8/15
<b>Equipment</b>	Wi-Fi, whiteboard, projector, screen	Whiteboard easel, projector, screen
<b>Non-profit rate</b>	\$60/hour	\$70/hour
<b>Non-refundable rental deposit</b>	\$100 (applied to final bill)	\$500 or entire amount of rental, whichever is less
<b>Security damage deposit</b>	None	\$500 (refundable)
<b>Insurance</b>	\$1 million Certificate of Insurance	No Certificate of Insurance required

**OPTIONS AND RECOMMENDATIONS**

1. It is recommended that the Commission authorize LAFCO staff to execute an agreement with Bill Chiat to facilitate the workshop in an amount not to exceed \$2,000.
2. With regard to the workshop agenda, date and facility, staff seeks input from the Commission regarding workshop format and content, as well as a preferred meeting date and facility.

Sincerely,

LOU ANN TEXEIRA  
 EXECUTIVE OFFICER

Attached – Draft Strategic Planning Session Agenda



# Commission Strategic Workshop

location

date

## AGENDA

Times are approximate

7:45	Networking Breakfast	
8:30	Convene Meeting and Public Comment	Chair Glover
	<ul style="list-style-type: none"> <li>◆ Comments on Strategic Workshop</li> </ul>	
	Welcome and Introduction to Workshop	Bill Chiat
	<ul style="list-style-type: none"> <li>◆ Facilitator role, agenda and groundrules</li> <li>◆ Expectations for the morning; what will make this valuable</li> </ul>	
8:50	Discussion: <i>Progress on Priorities</i>	Participants
	<ul style="list-style-type: none"> <li>◆ Review accomplishments on 2011 priorities</li> <li>◆ Examine desired LAFCo public value</li> </ul>	
9:30	Discussion: <i>Current/Emerging Issues for Contra Costa LAFCo</i>	Participants
	<ul style="list-style-type: none"> <li>◆ Now-2015</li> <li>◆ Commission planning responsibilities and policies               <ul style="list-style-type: none"> <li>▪ Second Round MSRs</li> <li>▪ Island Annexations</li> <li>▪ Out-of-agency service</li> </ul> </li> </ul>	
11:00	Group Discussion: What to Add/Drop/Modify	Bill Chiat
	<ul style="list-style-type: none"> <li>◆ Review plan and goals in light of current and 2015 issues</li> <li>◆ Consider items to drop, add or modify</li> <li>◆ Other priority issues</li> <li>◆ Capacity of LAFCo to accomplish priorities</li> </ul>	
11:45	Closure to Workshop Discussions	Participants
	<ul style="list-style-type: none"> <li>◆ Assignments and Next Steps on Issues</li> </ul>	
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