

# LOCAL AGENCY FORMATION COMMISSION FOR SAN BERNARDINO COUNTY

1170 West Third Street, Unit 150, San Bernardino, CA 92415-0490  
(909) 388-0480 • Fax (909) 388-0481  
lafco@lafco.sbcounty.gov  
www.sbclafco.org

---

DATE : OCTOBER 10, 2018  
FROM: SAMUEL MARTINEZ, Executive Officer   
TO: LOCAL AGENCY FORMATION COMMISSION

---

SUBJECT: AGENDA ITEM #8 – Strategic Planning Workshop Authorization and Approval of Proposal for Facilitation Services

---

## **RECOMMENDATION:**

Staff recommends that the Commission:

1. Support and approve a Strategic Planning Workshop for San Bernardino LAFCO in January 2019; and,
2. Authorize the Executive Officer to accept/sign the proposal submitted by the Alta Mesa Group, LLC to provide facilitation services for the Strategic Planning workshop.

## **BACKGROUND:**

Strategic planning is an organization's process of defining its strategy, or direction, and making decisions on allocating its resources to pursue this strategy. It is used to set priorities, focus energy and resources, strengthen operations, ensure that employees and other stakeholders are working toward common goals, establish agreement around intended outcomes/results, and assess and adjust the organization's direction in response to a changing environment.

The Commission has not had a strategic planning workshop in recent years. The closest to having some type of strategic planning was in 2010 when the Commission looked at goal setting for that year and adopted its Mission and Vision Statement. It also reviewed some of its policies and procedures, particularly on how it conducted service reviews, as well as its policies related to unincorporated islands.

Since it has been a while since the Commission had some type of strategic planning and, with the hiring of a new Executive Officer, it is an opportune time for the Commission to have a Strategic Planning workshop to identify strategies and assess priorities, evaluate its strategic direction by revisiting its Mission and Vision statements, and identify strategies on how goals will be achieved and how problems will be resolved. These are just examples of what Strategic Planning would entail. It is anticipated that some of its policies and procedures will also be reevaluated. The workshop is also intended as a team building experience for the Commissioners and staff.

One of the key aspects of having a successful Strategic Planning workshop is having a good facilitator. Staff reached out to Mr. Bill Chiat, who has been highly recommended not only for his extensive work in facilitating strategic workshops throughout the State but also because of his intimate knowledge of LAFCO as the former Executive Director for CALAFCO. Mr. Chiat has submitted a proposal/quote to facilitate the Commission's Strategic Planning workshop, which is included as an attachment to the staff report.

**CONCLUSION:**

Staff is recommending that the Commission approve the Strategic Planning Workshop for San Bernardino LAFCO, provide direction to staff on possible dates in January 2019 for the workshop, and authorize the Executive Officer to accept/sign the proposal submitted by the Alta Mesa Group, LLC, and work with Mr. Chiat on logistics related to preparation for the workshop.

Staff will be available for any questions prior to or at the hearing.

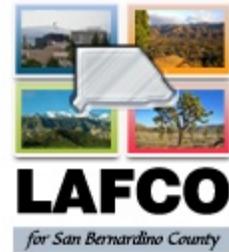
Attachment:

Proposal Submitted by the Alta Mesa Group, LLC

# Proposal for Strategic Workshop Facilitation Services

*Presented by Alta Mesa Group, LLC*

13 July 2018



## INTRODUCTION

LAFCo of San Bernardino is looking into the future towards emerging issues and challenges and desires to participate in a strategic workshop to consider these issues at a policy level, and to build adaptive practices to better address them as they unfold. The workshop is intended to focus on the unique role of the Commissioners and the Commission as a whole in addressing the challenges of the county. The workshop is also intended as a team building experience for the commissioners and staff. The purpose of the proposed services is to design and facilitate the strategic workshop with the Commission and staff.

## SCOPE OF WORK

Alta Mesa Group LLC (AMG) proposes to provide the following services:

- \* Participate in preparatory meetings with staff to clarify the goals and outcomes anticipated
- \* Conduct telephone interviews with the Commission Chair and select Commissioners
- \* Prepare workshop design
- \* Consult with LAFCo staff as necessary in preparation for the workshop
- \* Finalize agenda
- \* Prepare any workshop materials for reproduction by LAFCo
- \* Facilitate workshop

AMG will provide final materials electronically to LAFCo for reproduction at least 10 days prior to workshop.

## CONSULTANT

William S. (Bill) Chiat is President of the Alta Mesa Group, LLC and will serve as the project consultant and perform all tasks associated with this project. Mr. Chiat has done extensive work in facilitating and executive development of local government governing boards, including facilitation of strategic workshops for a number of LAFCos. He is the former executive director of the California Association of Local Agency Formation Commissions. He is recognized as an expert in LAFCo law and processes, and instrumental in legislation which changed the law over the years. Mr. Chiat previously served as County Executive Officer of Napa County, as well as other executive level positions in cities, counties and special districts in California. He also served as executive director of the Arizona Governor's Office for Excellence in Government and a member of the Governor's Cabinet. He currently serves as a consultant to cities, counties and LAFCos, as well as Dean of the California State Association of Counties Institute for Excellence in County Government, and a Lecturer at the UC Berkeley Goldman School of Public Policy. Mr. Chiat has an undergraduate degree in field biology and a Masters Degree in natural resource

agency management. He is a graduate of the Harvard Kennedy School's Senior Executives in State and Local Government program.

## **COST PROPOSAL**

AMG recognizes the severe budget constraints of public agencies and strives to keep costs as economical as possible. Professional fees include the design, preparation, client consultation and facilitation of the workshop described in the Scope of Work. Expenses are limited to travel costs, and we only bill for actual expenses. We find clients prefer to make their own local arrangements for workshops, so our proposal does not include costs associated with the meeting room, equipment, food or materials associated with preparatory meetings or the workshop.

### Professional Fees

Preparation and Facilitation of Workshop	\$4,000
--	---------

### Expenses

Travel to San Bernardino	\$550
--------------------------	-------

<b>Contract not-to-exceed (all costs)</b>	<b>\$4,550</b>
---	----------------

Thank you for the opportunity to submit this proposal to facilitate your strategic workshop. We hope we have demonstrated that AMG can meet your expectations. We bring talent, creativity, enthusiasm and experience to get your job done right. We believe in what you are doing. We believe in where you are going. And we want to be your partner in getting there!

Yours sincerely



William Chiat,  
President

**Alta Mesa Group, LLC**  
324 Alta Mesa Circle  
Napa, CA 94558

916/719-6517  
wchiat@altamesagr.com