



LOCAL AGENCY FORMATION COMMISSION

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January 10, 2018

To: LAFCo Commissioners *M. Poyatos*
From: Martha Poyatos, Executive Officer
Subject: Consideration of Scheduling a Strategic Planning Session in Conjunction with Preparation of the 2018-19 Commission Budget

Recommendation

Receive report and provide direction to staff regarding scheduling a strategic planning session.

Background

The Legislative and Policy Committee received and supported a recommendation that the Commission conduct a strategic planning session that would assist the Commission in establishing a mission statement and priorities for Commission and staff in the coming years. Most LAFCos conduct strategic planning sessions periodically to update the Commission mission statement and priorities based on changes in local conditions and new legislation. San Mateo LAFCo has never conducted a strategic planning session. The benefits of such a session would include developing a mission statement, establishing priorities beyond completing Municipal Service Reviews and application processing, and educating local agencies and the public about LAFCo's purpose and goals in San Mateo County.

The recommended timeframe for a strategic planning session can vary from a minimum of four hours to one day. The session could be conducted as a special meeting or in conjunction with a regular meeting with an earlier start time. Most LAFCos use an outside facilitator with experience working with LAFCos. Costs range from \$2,000 to \$6,000 depending upon the length of the session and the facilitator chosen. If approved, funds would need to be transferred from the Commission's Reserve Account.

Recommended Action

Consider the report and, if so desired, provide direction to staff to solicit cost estimates for a facilitated strategic planning session.

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