

PROPOSED AGENDA

Marin LAFCO Strategic Planning Retreat
Thursday, January 29, 2004
165 North Redwood Drive, San Rafael

8:30 a.m. Arrival, Greetings, and Breakfast

9:00 a.m. Welcome, Introductions, and Meeting Procedures

- Welcome and purpose (Jeffrey Blanchfield, Chair)
- Introductions
- Review Ground Rules, Meeting Roles, and Agenda (CONCUR)
- Public comment

9:25 a.m. Icebreaker Exercise

9:45 a.m. Progress Report and Updates

- Progress Report for 2003 (Peter Banning, Executive Officer)
- Other updates

10:15 a.m. Break

10:30 a.m. Review Three Year Goals

- Review goals
 - *Goal 1: Carry Out AB 2838 Mandates*
 - *Sphere of influence studies and service reviews*
 - *Goal 2: Align the work plan and budget process with the strategic plan*
 - *Goal 3: Increase public access to information and services*
 - *Goal 4: Increase the Commission's and Public's understanding of what LAFCO is and does*
 - *Goal 5: Exchange and share information with other LAFCOs and other peer organizations to improved efficiency in LAFCO's work*
- For each goal, discuss primary objectives for 2004
- Determine actions to be taken by LAFCO staff and Commissioners to realize these goals/objectives (including timing and resource considerations)
- Consider goal revisions

12:00 Noon Lunch

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1:00 p.m. Review Three Year Goals (cont.)

1:30 p.m. Brainstorm - Improving the effectiveness of Marin LAFCO's work

- What has worked and what hasn't with LAFCO and its programs the past year?
- How can staff and Commissioners work together to improve the efficacy of LAFCO work?
- How can LAFCO work with other organizations to enhance its effectiveness?
- How can LAFCO better measure progress and achievement in its work projects?
- How proactive should LAFCO be in using its mandate to do its work?

2:30 p.m. Break

2:45 p.m. Review Committee Memberships

- Role and function of committees
- Assess need for supplemental work teams
- Assign members and chairpersons

3:20 p.m. Summary of the Retreat, Next Steps, and Closing Remarks

3:30 p.m. Adjourn

PROPOSED GROUND RULES

**Marin LAFCO
Strategic Planning Retreat
January 29, 2004**

The primary goal of Marin LAFCO's Strategic Planning Retreat is to update the Commission's strategic goals and objectives with a particular focus on the actions that LAFCO staff and Commissioners should take in the coming year to realize these goals.

The proposed Ground Rules are intended to foster deliberations that encourage brainstorming and candor, yet result in collaborative and concrete outcomes. To that end:

Participation, roles, and personal conduct

- Participants include Marin LAFCO Commissioners, alternates, and staff.
- Every participant is responsible for communicating his or her perspectives on issues under consideration. Voicing these perspectives is essential to enable meaningful dialogue. Everyone will participate, no one will dominate. Everyone helps to stay on track.
- Participants will respect each other's personal integrity, values, and legitimacy of interests. This includes the avoidance of personal attacks and stereotyping.
- All participants will strive to integrate participants' various ideas and perspectives into a coherent and pragmatic strategy. Disagreements will be regarded as problems to be solved rather than battles to be won. Participants will attempt to reframe contentious issues to enable constructive dialogue.
- The Marin LAFCO Strategic Planning Retreat is open to the public. Public comment will take place at a designated time during the meeting. Members of the public are also subject to these ground rules.

Meeting facilitation

- CONCUR, Inc. has been retained to facilitate the meeting. CONCUR will strive to create and maintain a collegial and constructive atmosphere that promotes thoughtful deliberation.

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- Within one week of the retreat, CONCUR will produce a draft summary of the meeting. This draft will then be revised by Executive Officer Peter Banning for distribution to the Commissioners.