

# LAFCO

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## **Santa Barbara Local Agency Formation Commission**

105 East Anapamu Street ♦ Santa Barbara CA 93101

805/568-3391 ♦ FAX 805/647-7647

www.sblafco.org ♦ lafco@sblafco.org

Date September 5, 2013 (Agenda)

Local Agency Formation Commission

105 East Anapamu Street

Santa Barbara CA 93101

### **Consideration of Proposal for Professional Services with the Alta Mesa Group for a Strategic Planning Session for Santa Barbara LAFCO**

Dear Members of the Commission

#### RECOMMENDATION

It is recommended that 1. Approve the Proposal for Professional Services with Alta Mesa Group, and 2. Discuss Goals and Expectations, for the session, as well possible discussion topics.

#### DISCUSSION

I have attached a Proposal from William “Bill” Chiat for facilitation services for a Santa Barbara LAFCO Strategic Planning Session. Mr. Chiat is President of the Alta Mesa Group and has facilitated numerous state, county, city and LAFCO boards and commissions in the areas of governance, strategic planning, effectiveness, policy development, and conflict management. He served as CALAFCO’s Executive Director for 8 years and currently serves as the Dean of the CSAC Institute for Excellence in County Government. I worked with Mr. Chiat during my term as CALAFCO’s Executive Officer (2007-09) and CALAFCO Deputy Executive Officer (2005-06). By the way, Mr. Chiat will be serving on a panel at the CALAFCO Annual Conference on Thursday afternoon, August 29<sup>th</sup>. This will provide an excellent opportunity for those Commissioners who do not know Bill, and are at the Conference, to see him in action.

In terms of timing and location, I am proposing that we schedule the Strategic Planning Session in place of the Commission’s October 3<sup>rd</sup>, 2013 regular meeting. This is assuming that there are no pressing agenda items that require immediate attention on October 3<sup>rd</sup>. I am also proposing that the meeting held “off-site.” I have reserved the Lake Cachuma Recreation Hall for October

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**Commissioners:** Roger Aceves, Chair ♦ Doreen Farr, ♦ Craig Geyer ♦ Jeff Moorhouse ♦ Bob Orach ♦ Bob Short ♦ Janet Wolf ♦ John Fox ♦ Steve Lavagnino ♦ Jim Richardson ♦ Roger Welt ♦ **Executive Officer:** Paul Hood

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3rd. Although the facility is available to us all day, in terms of duration 4 1/2 hours should be more than sufficient. The scheduled time for the session is 10:00 a.m. to 2:30 p.m.

I have discussed this proposal with Chairman Aceves and will present it to the Commission at the September 5, 2013 regular meeting. Also at the September 5<sup>th</sup> meeting will be an agenda item for the Commission to discuss goals and expectations, for the session, as well a discussion topics.

A Strategic Planning Session has been a recurring request by the Commission and a top priority for me.

Please contact the LAFCO office if you have any questions.

Sincerely,



PAUL HOOD  
Executive Officer



## **PROPOSAL FOR PROFESSIONAL SERVICES** **Strategic Planning Session**

**Santa Barbara Local Agency Formation Commission**  
**Paul Hood, Executive Officer**

Thank you for the opportunity to provide a proposal for facilitation services for the Santa Barbara LAFCo Strategic Planning Session scheduled for October 3, 2013 in Santa Barbara. Alta Mesa Group, LLC has worked with a number of Commissions around state and brings a wealth of experience in facilitation and strategic planning as well as an in-depth understanding of the role and responsibilities of LAFCo. We look forward to working with the Santa Barbara Commission.

### **Purpose**

Santa Barbara LAFCo 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 to clarify the goal and outcomes anticipated
- ◆ Prepare workshop design
- ◆ Consult with LAFCo staff as necessary in preparation for the workshop
- ◆ Finalize agenda
- ◆ Prepare any workshop materials for reproduction by Santa Barbara LAFCo
- ◆ Facilitate workshop

AMG will provide final materials electronically to Santa Barbara LAFCo for reproduction.

### **Facilitator Experience and Approach**

Alta Mesa Group LLC is a public sector consultancy. Our work is focused on leadership practices, governing board effectiveness and organizational development for state and local agencies.

The facilitator for the Santa Barbara LAFCo Workshop will be William “Bill” Chiat, President of AMG. Mr. Chiat brings over 35 years of experience as a facilitator and instructor in leadership practices, organizational development and board governance. In addition he has served in senior executive and chief executive roles in state and local government, including Organizational Development Director for Santa Barbara County and Executive Director of CALAFCO. He can be reached at [wchiat@altamesagr.com](mailto:wchiat@altamesagr.com) or 916/719-6517.

Specific to this proposal, Mr. Chiat has facilitated numerous state, county and city governing boards in areas of governance, strategic planning, effectiveness, policy development, and conflict management. He brings a collegial style to his facilitation that is mixed with humor and

insights from the many organizations he has worked. Mr. Chiat is known for his excellent communication skills and entertaining facilitation capabilities. But he will also push groups to deal with difficult issues and engage in challenging conversations. With his extensive facilitation experience with elected and appointed officials, Mr. Chiat is able to help separate interests and political positions and keep participants focused on the goals of the session. Clients range from the cities of Vallejo and American Canyon, to Nevada and San Bernardino counties, Sonoma and Santa Clara LAFCos, and state boards such as the Arizona Historical Society and the Arizona State Parks Board.

Mr. Chiat brings particular expertise and experience with California counties and LAFCos. He served for eight years as the Executive Director of CALAFCO and currently serves as founder and Dean of the CSAC Institute for Excellence in County Government. He brings both subject matter expertise as well as the skills to effectively facilitate governing bodies.

### **Professional Fees and Expenses**

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. 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

◆ William Chiat	\$1,500.00
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#### Expenses

◆ Estimated travel costs to meeting site*	\$600.00
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\*expenses are billed only as actual

<b>TOTAL PROPOSAL NOT TO EXCEED</b>	<b>\$2,100.00</b>
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Thank you for the opportunity to submit this proposal to facilitate your strategic planning 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

12 July 2013