



Lou Ann Teixeira  
 Executive Officer

**MEMBERS**

- |                                                           |                                                            |
|-----------------------------------------------------------|------------------------------------------------------------|
| <b>Candace Andersen</b><br><i>County Member</i>           | <b>Federal Glover</b><br><i>County Member</i>              |
| <b>Charles R. Lewis, IV</b><br><i>Public Member</i>       | <b>Michael R. McGill</b><br><i>Special District Member</i> |
| <b>Gabriel Quinto</b><br><i>City Member</i>               | <b>Scott Perkins</b><br><i>City Member</i>                 |
| <b>Patricia Bristow</b><br><i>Special District Member</i> |                                                            |

**ALTERNATE MEMBERS**

- |                                                       |
|-------------------------------------------------------|
| <b>Diane Burgis</b><br><i>County Member</i>           |
| <b>Scott Pastor</b><br><i>Special District Member</i> |
| <b>Rob Schroder</b><br><i>Public Member</i>           |
| <b>Edi Birsan</b><br><i>City Member</i>               |

July 10, 2024 (Agenda)

**July 10, 2024  
Agenda Item 7**

Contra Costa Local Agency Formation Commission (LAFCO)  
 40 Muir Road, First Floor  
 Martinez, CA 94553

**Contra Costa LAFCO Workshop**

Dear Commissioners:

On June 12, 2024, the Commission approved the FY 2024-25 LAFCO budget, which includes funding for Contra Costa LAFCO sponsored training and workshops. At the meeting, several Commissioners expressed interest in a LAFCO workshop. Staff suggests that LAFCO host a workshop for Commissioners and staff focusing on the uniqueness of LAFCO; our actions/goals/accomplishments; priorities in the coming year; how we are viewed (and/or want to be viewed) by others (e.g., local agencies, applicants, the public, etc.); and how LAFCO can make a difference.

LAFCO staff contacted Pamela Miller of *Miller Consulting* regarding facilitating a LAFCO workshop. Pamela Miller has an extensive background and over 38 years of experience working in public (local and regional government), private, and non-profit sectors. Pamela Miller served as the Executive Director for the California Association of Local Agency Formation Commissions (CALAFCO) for nearly 10 years.

Regarding the workshop date, after polling Commissioners and confirming with the workshop facilitator, we propose holding the workshop from 9:30 am to noon in early to mid-September (date to be determined). The draft agenda includes the following:

- I. 9:30 am - Breakfast
- II. 10:00 am - Welcome (LAFCO Chair), opening comments, and introductions
- III. 10:15 am – Discussion
  - a. Overview of LAFCO 2024-25 Work Plan
  - b. Priorities in FY 2024-25
  - c. Goals and Accomplishments
  - d. Role of the LAFCO Commissioner
  - e. How LAFCO is viewed and how we can make a difference
  - f. Looking to the future (small and large breakouts)
- IV. 11:45 am - Closing/Public Comments

Regarding facilities, LAFCO staff is currently researching meeting rooms. Possible options include conference rooms and 30 Muir Road and 40 Muir Road (Martinez). Other meeting suggestions are welcome.

**RECOMMENDATIONS:** Authorize LAFCO staff to execute a contract with *Miller Consulting* to facilitate the workshop in an amount not to exceed \$3,400.

Sincerely,

LOU ANN TEXEIRA  
EXECUTIVE OFFICER