

**Attached is Add-On
Agenda Item #11**

**Approval of the FY 10/11 Board Retreat Agenda and
Priority-Setting Process**

Meeting of Tuesday, November 16, 2010

(This Item will be Taken up Under General Business)

This document distributed November 15, 2010

December 13, 2010, Goodwood Conference Center

9:00 a.m. – 4:00 p.m. (Breakfast/Refreshments will be Available at 8:30 a.m.)

AGENDA

Purpose: To facilitate a highly interactive, results-based strategy session of the Leon County Board of County Commissioners to discuss and deliberate numerous issues which will continue to be significant matters before the Board in the coming year. This process considers the ongoing challenges facing the County (such as declining revenue as a result of property tax reform and a downturn in the real estate market) and will provide a forum for the Board to provide direction to staff in terms of the priority of these issues.

Desired Outcome: This process will provide critical information for staff to be able to align Board priorities with available resources and to continue to deliver high quality services in the areas most essential to our citizenry in the coming year.

BREAKFAST/REFRESHMENTS

8:30 am

A. Goals and Objectives of the Day – Chairman

9:00 am

Ground Rules

- Listen carefully - be open to new ideas
- Everyone participates - no one dominates
- Seek out differences of opinion – it is okay to disagree
- Honor time limits

B. Overview of the Process that will be Followed for the Retreat – Parwez Alam, County Administrator

9:05 am

- Step 1 - Updates on General Issues

Items

1. Budget FY 2010/2011
2. Redistricting
3. Countywide Environmental Standards
4. Innovation Park
5. Ongoing Major Board-Assigned Projects
6. Project Manager Implementation

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- Step 2 – Updates on FY 2009/10 Board Retreat Priorities

Items

7. Economic Development, Business Incubators at Innovation Park, Microlending, Focus EDC Efforts on Supporting Entrepreneurship, Innovation, Manufacturing
 8. Climate Change and Sustainability, Solar Power, Joint Community-wide Climate Action Plan
 9. Protection of Water Bodies Countywide and Development of Countywide Stormwater Standards
 10. Comprehensive Program to Address Recidivism Reduction, County Re-entry Program for Inmates, and Diversion, Including Youth Programs
 11. Revenue Diversification
 12. Southside Strategy
 13. Functional Consolidation
 14. Fire/EMS & Joint Dispatch Facility
 15. Primary and Mental Health Care for the Uninsured
 16. Increasing Citizen's Input
- Step 3 - Consideration of Issues Identified by the Board of County Commissioners for the Retreat

Items

17. The County's Franchise Agreement with Waste Management.
 18. Water and Sewer, Parks and Recreation, and Killearn Lakes Interlocal Agreements with the City of Tallahassee
 19. Planning for the Construction of Central Sewer within the Lake Munson and Woodville Areas within the Primary Springs Protection Zone
 20. Review the Structure of the Leon County Research and Development Authority, Civic Center Authority, and Educational Facilities Authority
 21. Board Consideration to Transition from a Minority, Women, Small Business Enterprise (MWSBE) Office to a Small Business and Community Development Office
- Step 4 - Adding / Deleting Issues
 - Step 5 - Prioritization of Issues
 - Step 6 – Discussion of Retreat Issues Priority Rankings
 - Step 7 - County Administrator's Wrap Up
 - Step 8 - Miscellaneous Items by Each Commissioner

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Staff will provide a brief presentation on issues which require an update for the coming year. The Commissioners may ask questions and/or discuss issues associated with any of these matters.

Items

1. Budget FY 2010/2011, Alan Rosenzweig, Assistant County Administrator
2. Redistricting, Vincent Long, Deputy County Administrator
3. Countywide Environmental Standards, David McDevitt, Growth and Environmental Management Director
4. Innovation Park, Kim Dressel, Senior Assistant to the County Administrator
5. Ongoing Major Board-Assigned Projects, Parwez Alam, County Administrator
6. Project Manager Implementation, David McDevitt, Growth and Environmental Management Director

**D. Step 2 - Updates on the FY 09/10 Board Retreat Priorities –
County Administration***10:15 am*

The Commissioners may ask questions, request a brief presentation, and/or discuss issues associated with any of the FY 09/10 Board Retreat Priorities.

Items

7. Economic Development, Business Incubators at Innovation Park, Microlending, Focus EDC Efforts on Supporting Entrepreneurship, Innovation, Manufacturing
8. Climate Change and Sustainability, Solar Power, Joint Community-wide Climate Action Plan
9. Protection of Water Bodies Countywide and Development of Countywide Stormwater Standards
10. Comprehensive Program to Address Recidivism Reduction, County Re-entry Program for Inmates, and Diversion, Including Youth Programs
11. Revenue Diversification
12. Southside Strategy
13. Functional Consolidation
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15. Primary and Mental Health Care for the Uninsured
16. Increasing Citizen's Input

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E. Step 3 – Consideration of Issues Identified by the Board of County Commissioners for the Retreat – County Administration *10:30 am*

The Commissioners may ask questions, request a brief presentation, and/or discuss issues associated with any of these items.

Items

17. The County's Franchise Agreement with Waste Management – Alan Rosenzweig, Assistant County Administrator and Tony Park, Public Works Director
18. Water and Sewer, Parks and Recreation, and Killearn Lakes Interlocal Agreements with the City of Tallahassee – Alan Rosenzweig, Assistant County Administrator
19. Planning for the Construction of Central Sewer within the Lake Munson and Woodville Areas within the Primary Springs Protection Zone – Alan Rosenzweig, Assistant County Administrator and Tony Park, Public Works Director
20. Review the Structure of the Leon County Research and Development Authority, Civic Center Authority, and Educational Facilities Authority – County Attorney's Office
21. Board Consideration to Transition from a Minority, Women, Small Business Enterprise (MWSBE) Office to a Small Business and Community Development Office – Alan Rosenzweig, Assistant County Administrator

BREAK (15 minutes) *10:45 am*

F. Step 4 - Commissioners Add/Delete Issues – Commissioners, Facilitated by the County Administrator *11:00 am*

The Commissioners will engage in a collaborative process to identify additional ideas, and to determine which issues have the support of no less than four Commissioners.

1. Adding Issues:

- i. Each Commissioner will be given the opportunity, in round robin fashion, to add issues to those already identified.
- ii. Commissioners can discuss in more detail any of the issues and ask questions for clarification.
- iii. Commissioners can combine issues that are similar to refine and focus the list.

2. A Vote of No Less than Four to Move to the Final List for Ranking

- i. The County Administrator will read off the list of issues identified by the Commissioners in Step 1 above, and by a show of hands, Commissioners will indicate their show of support.
- ii. Those items with the support of no less than four Commissioners will be

Leadership, Quality, Customer Satisfaction, Employee Satisfaction, Professionalism

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included on the Individual Commissioner Ranking Sheet, which will be utilized in the next step of the process to determine the Board's priorities for Fiscal Year 2010/2011.

LUNCH BREAK

12:15 pm

During the lunch break, staff will develop an Individual Commissioner Ranking Sheet from the list of issues which have the support of no less than four Commissioners.

**G. Step 5 - Commissioners' Prioritization Process – *1:30 pm*
Commissioners, Facilitated by the County Administrator**

Commissioners will individually rank the list of issues using the Individual Commissioner Ranking Sheet and assign individual scores to each issue.

Rankings may range from 1 through 7.

1. Commissioners should assign the number seven (7), which is the highest ranking possible, to identify the Commissioner's HIGHEST priority issue.
2. The number one (1) ranking should be used to identify the Commissioner's LOWEST ranked issue.
3. Each number can be assigned only once.
4. The issues with the most points will be ranked the highest priorities.

**H. Step 6 - Discussion of Retreat Issues Priority Ranking – *2:00 pm*
Commissioners, Facilitated by the County Administrator**

A cumulative Commissioner Ranking Sheet, reflecting the combined prioritization of the issues in rank order, will be distributed to the Board. Commissioners will have the opportunity to discuss the relative ranking and determine if refining a "Top 5" or a "Top 10" list is warranted. Commissioners will also have the opportunity to discuss/provide additional, refined direction to staff on the final prioritization of issues.

I. Step 7 - County Administrator's Wrap Up *2:45 pm*

J. Step 8 - Miscellaneous Items by each Commissioner *3:00 pm*

Each Commissioner will be given an opportunity to bring up any other issues they would like to discuss but which do not need to be part of the above prioritization process.

Adjourn *4:00 pm*