



**SPECIAL TOWN COUNCIL MEETING
STRATEGIC PLANNING**

AGENDA

Friday, January 13, 2012

Town Hall Council Chambers

525 San Anselmo Avenue, San Anselmo, CA 94960

9:00 a.m. – 4:00 p.m.

1. Introductions, welcome and overview of the day.
2. Individual Department Accomplishments for 2011 and ideas for looking ahead to 2012 and beyond: short, medium and longer range goals:
 - a. Administration and Finance Department
 - b. Fire Department
 - c. Library
 - d. Planning Department
 - e. Police Department
 - f. Public Works Department
 - g. Recreation Department
3. LUNCH
4. Council Discussion on ideas for short, medium and long-term goals and priority setting for 2012 and beyond, including but not limited to in areas such as:
 - Infrastructure
 - Technology
 - Community Facilities
 - Shared Services
 - Financial/Budgetary Priorities
 - Other
5. Next Steps – Action Items
6. Adjourn.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Town Clerk at 258-4652. TTY phone number is 453-4690. Notification at least 48 hours prior to the meeting will enable the Town to make reasonable accommodation to help insure accessibility to this meeting.

Any writings or documents provided to a majority of the Town Council regarding any item on this agenda after the distribution of the original packet will be made available for public inspection at the public counter at Town Hall located at 525 San Anselmo Avenue.

Notice is hereby given that Council may discuss and/or take action on any or all of the items listed on this agenda. If any of these matters above are challenged in court, you may be limited to raising only those issues you or someone else raised at any public hearing described on this agenda, or in written correspondence delivered at, or prior to, this Council meeting. Judicial review of an administrative decision of the Town Council must be filed with the Court not later than the 90th day following the date of the Council's decision (Code of Civil Procedure Section 1094.6) Any item not under discussion before 10:00 p.m. may be continued to the next regular meeting. Next regular meeting, Tuesday, January 24, 2012.

I certify that this agenda was posted on the Public Notice Bulletin Board on or before Tuesday, January 10, 2012.

Jeannie Courteau, ASA II

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Department Presentation – Administration and Finance

2011 Accomplishments:

Outcomes

- | | |
|---|--|
| 1) Implementation of new financial software | New chart of accounts, improved financial reporting, time savings for staff. |
| 2) Clean financial audit | Contributes to positive bond rating and public confidence. |
| 3) Refinancing of Measure G bonds | Total savings to taxpayers in the amount of approximately \$750,000. |

Goals

What are three near-term goals that you've set for your department? (1 year)

- 1) Evaluate the possibility of issuing pension obligation bonds to reduce PERS side fund obligation.
- 2) Issue Request for Proposal to solicit bids for new independent audit firm.
- 3) Explore the use of technology in Town Council packets, VOIP telephone system and video taping of Town Council meetings.

What are three medium-range goals that you've set for your department? (2 to 5 years)

- 1) Use new financial software to allow for online business license renewal.
- 2) Implement on line payroll reporting for employees.
- 3) Prepare multi year financial forecasts to assist in budget development.

What are three long-range goals that you've set for your department? (6 to 20 years)

- 1) Further use of technology, such as scanning of all documents to reduce paper storage.
- 2) Establish a Town policy and procedure manual.
- 3) Refurbish second floor of Town Hall to increase energy efficiency and improve work environment.

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Department Presentation – Fire

2011 Accomplishments:	Outcomes
1) Public Education programs	Cert – Countywide program Get Ready – 2 nd year of Get Ready 5 th Grade – Continued with community classes CPR – 6 classes Community Fairs
2) Improved and expanded Website	Upgraded website platform Expanded content
3) Low Flow Hydrant Project	Identified low flow areas Established priorities for system upgrades Completed initial report for MMWD

Goals

What are three near-term goals that you've set for your department? (1 year)

- 1) Expand Fire Service JPA to include the Town of Ross
- 2) Employee development and training – New firefighter, special operations, multi-jurisdictional
- 3) Policy and Procedure review and updates

What are three medium-range goals that you've set for your department? (2 to 5 years)

- 1) Seek grant funds for vegetation management, staffing, and equipment
- 2) Update of Ross Valley Fire Department Strategic Plan and Standards of Cover
- 3) Common record management software with Town Building and Planning Departments

What are three long-range goals that you've set for your department? (6 to 20 years)

- 1) New Butterfield Road Fire Station
- 2) Centralized training facility
- 3) Replacement of current MERA system

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Department Presentation – Library

2011 Accomplishments:

Outcomes

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|---|---|
| 1) Library open hours increased. | More community access to Library resources and more programs. |
| 2) Full time Children's Librarian and half time Library Assistant hired | Rejuvenated children's and adult program and improved customer service |
| 3) Updated department procedures | More streamlined operations for acquiring and processing new materials and general procedures |

Goals

What are three near-term goals that you've set for your department? (1 year)

- 1) Develop a Library Technology Plan
- 2) Identify and address facility maintenance issues
- 3) Begin process to join Link+ system

What are three medium-range goals that you've set for your department? (2 to 5 years)

- 1) Celebrate the Library Centennial (2015)
- 2) Parcel Tax renewal campaign
- 3) Redesign layout of public space

What are three long-range goals that you've set for your department? (6 to 20 years)

- 1) Reconfigured basement
- 2) A community program/meeting space with a Friends of the Library bookstore
- 3) Enough money in the general fund not to rely on parcel taxes and still run an amazing library.

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Department Presentation – Planning

2011 Accomplishments:

Outcomes

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- | | |
|--|---|
| 1) Reorganized department | Cost savings, improved administration and customer service |
| 2) Coordinated with other agencies and jurisdictions to fulfill mandated work programs | Adoption of Climate Action Plan, ongoing progress on development of Sustainable Communities Strategy, Zero Waste Program, Water Conservation Ordinance, Healthy Marin Partnership |
| 3) Completed environmental review of SFTS | Draft Mitigated Negative Declaration |

Goals

What are three near-term goals that you've set for your department? (1 year)

- 1) Certified and Adopted Housing Element
- 2) Approval of the SFTS Master Plan Amendment
- 3) Preparation of a department procedures manual

What are three medium-range goals that you've set for your department? (2 to 5 years)

- 1) Fully functioning Housing Element Implementation Commission
- 2) Automated Permit Tracking System
- 3) Prepare San Anselmo Avenue Plan

What are three long-range goals that you've set for your department? (6 to 20 years)

- 1) Comprehensive General Plan Update
- 2) New Zoning Ordinance
- 3) Fully Automated Application Process

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Department Presentation – Police Department

2011 Accomplishments:

Outcomes

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|---|---|
| 1) Shared Support Services Division | Cost Savings and Increased Service Levels through Additional Resources |
| 2) Shared Dispatch Schedule | Reduction in Overtime and Extra Help Costs and Improved Communications Capabilities |
| 3) Contract Agreements with TCPA and SAPD Police Associations | Allowed for Combined Dispatch Schedule and opened the door for a Combined Patrol Schedule |

Goals

What are three near-term goals that you've set for your department? (1 year)

- 1) Shared Patrol Schedule by February 6, 2012
- 2) Complete the move of Dispatch, Detectives and Evidence to new TCPA facility
- 3) Develop FY 2012-2013 budget based on Shared Services Model

What are three medium-range goals that you've set for your department? (2 to 5 years)

- 1) Provide opportunity for long-term sharing of services with TCPA with an emphasis on Local Control, Service Delivery and Budget Authority similar to RVFD
- 2) Formalize a JPA with TCPA should our trial project be successful and receive community/Town Council support
- 3) CALEA Accreditation

What are three long-range goals that you've set for your department? (6 to 20 years)

- 1) Spawn other shared service opportunities throughout the Marin County Law Enforcement community vs. contract services
- 2) MERA funding and replacement of aging infrastructure
- 3) Provide Education to other Law Enforcement Agencies throughout the state to successfully share services

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Department Presentation – Public Works

2011 Accomplishments:

Outcomes

- | | |
|---|---|
| 1) Capital Improvement Projects | Completed SR2S, Slurry, Redwood Road Landslide, and Scenic Landslide, 5 Year CIP, Hot Patch Campaign, Joint projects |
| 2) Reorganized Public Works Crew | Work Expectations and Consequences, streets and parks supervisor role changed, new streets and parks supervisor |
| 3) Combined Building and Public Works Departments | Improved cooperation between departments, increased level of responsibility and cross training between departments, set up new systems to track work progress |

Goals

What are three near-term goals that you've set for your department? (1 year)

- 1) 2012 Year One CIP completion combined with Greenfield, Madrone, and Butterfield
- 2) Community meetings and planning for new FEMA Flood Maps
- 3) Community meetings and planning for new SR2S grant

What are three medium-range goals that you've set for your department? (2 to 5 years)

- 1) Online permits and permit tracking software
- 2) Work on localized and regional flooding issues
- 3) Continue work on 5 Year CIP and Roads

What are three long-range goals that you've set for your department? (6 to 20 years)

- 1) Flood Control consisting of new detention basins and bridges
- 2) Obtain additional grants and/or funding to bring town roads up to a level of 70 PCI or better
- 3) Renovate Town facilities including parks and buildings as needed

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Department Presentation – Recreation

2011 Accomplishments:	Outcomes
1) Reorganized Department	Cost savings, improved administration & customer service
2) Reorganized management of Sports Division	Improved program coordination & communication, increased participation
3) Transitioned Red Hill JPA into a JUA with Tam District	Reduced staff time managing JPA, agreements memorialized

Goals

What are three near-term goals that you've set for your department? (1 year)

- 1) Program collaboration with TUHSD Community Education
- 2) Redevelop Parkside Preschool program to make it financially viable
- 3) Develop 501c3 – Friends of San Anselmo Parks & Recreation for use in fundraising

What are three medium-range goals that you've set for your department? (2 to 5 years)

- 1) Develop a Master Plan for Robson Harrington Park
- 2) Renovate lower floors at ICC for recreation department use
- 3) Increase hours of administrative/front desk staff

What are three long-range goals that you've set for your department? (6 to 20 years)

- 1) Renovation of Memorial Park
- 2) Renovate Robson Harrington Park
- 3) Build a community center