



Staff Report

TO: Honorable Mayor and Members of the Town Council
FROM: Sean Rabé, Town Manager
DATE: November 10, 2020
RE: 2019 Town Council and Staff Retreat Status Report

Recommendation

Receive and file.

Issue Statement and Discussion

On May 16 & 17, 2019, the Town Council held a Council and staff retreat at the Blue Anchor Annex. The retreat was facilitated by Ted Gaebler, of Team Gaebler, an internationally recognized expert on approaching change in governments. The goal of the retreat was to ensure all parties involved were on the same page as to priorities and goals for the Town. Action steps for the implementation of those goals were developed and will be folded into an actual Strategic Plan document at a later date.

As set forth in the attached summary, staff continues to implement the follow-up and goals identified in the summary. The progress on some of these issues has been stalled because of COVID-19; however, significant progress has been made in the majority of them.

Staff anticipates holding a Strategic Planning workshop sometime in February 2021, once the new Council Members are seated.

Staff is prepared to respond to any questions you may have.

CEQA Requirements

There are no CEQA implications associated with the recommended action.

Financial and/or Policy Implications

Financial implications will be identified as the tasks are implemented and further refined.

Attachments

- A. Retreat Status Report

MAY 16 & 17, 2019 COUNCIL & STAFF RETREAT FOLLOW UP

Town of Loomis Mission Statement

The Town of Loomis is committed to preserving a quality of life to which families can grow and enjoy the small town atmosphere; a town in which there are concerns for all segments of society, including businesses and residents; a town that encourages the participation of all of its citizens in civic and community activities; a council and town staff that responds courteously and respectfully to the concerns and needs of the town's residents; and a plan that calls for slow, quality growth while preserving the financial integrity of the town.

ISSUE	Activity – Process – Outcomes – Who	TIMING	STATUS (NOV. 2020)
Planning / Public Works	Create quarterly report on on-going projects – Town Engineer	JULY 2019	Complete and ongoing
	Staffing analysis of Public Works/Engineer – Town Manager	Fall 2019	Complete
	Revise the CIP process with Council input – Town Engineer	Fall 2019	Delayed (will be done by Spring 2021)
Heritage Park	Update traffic impact fees (process) – Town Engineer	Fall 2019	Complete
	Clean up land and hire a park feasibility consultant – Town Engineer	End of 2019	Delayed; will be analyzed as part of 2020 General Plan Update
General Plan Update	Have community-oriented 101 General Plan and Zoning workshops – Town Planner	End of 2019	Complete and ongoing
	Council to see action on General Plan soon – Town Planner	End of 2019	Ongoing
	Develop a legislative action plan that will allow quick response to quick-moving legislation that is of concern or interest to Loomis – Town Manager	End of 2019	Delayed; will be brought forward in 2021
Code Enforcement Codes	Come back with Code Enforcement Ordinance Update, if needed – Town Manager	End of 2019	Existing codes being reviewed
	More transparency; social media and more informational workshops – Town Manager	ASAP	Completed and ongoing – Facebook page created; website updated; quarterly newsletter
Rebranding Loomis	Loomis Town Facebook page - send out messages a few times a week	ASAP	Completed
	Find creative way to brand Loomis – a family atmosphere, billboard sign – Town Manager	ASAP	Ongoing
General Government	Ensuring fiscal stability	ASAP	All ongoing efforts
	Long-range planning and master plans Business friendly		

	<p>Having a clear vision shared by the community</p> <p>Developing future leaders</p> <p>Providing for and encouraging public involvement</p> <p>Priority on public safety to protect property and people</p> <p>Focusing resources on priorities</p> <p>RESPONSIBLE PARTIES: ALL</p>		
<p>Financial Stability</p>	<p>Economic Development Master Plan – Town Manager</p> <p>Create stability for library - tax and take control of building – Town Manager, Council</p> <p>Continue building community unity through positive outreach – All</p> <p>Implement plans – provide housing for missing middle – Planning Director</p> <p>Costco – secure it – Town Manager, Council</p> <p>Agritourism - grow as economic sector – Planning Director, Town Manager</p> <p>Review development codes – Planning Director</p> <p>Community education on town government and planning – Town Manager, Planning Director</p> <p>Add more community events – Town Manager, Chamber</p>	<p>January 1, 2020</p> <p>ASAP</p> <p>ASAP</p> <p>Ongoing</p> <p>ASAP</p> <p>Ongoing</p> <p>Ongoing</p> <p>ASAP</p> <p>Ongoing</p>	<p>Delayed – will be part of General Plan Update</p> <p>Ongoing; draft contract for library building coming by end of November</p> <p>Ongoing; new forums established (Mayor Mondays, Town Manager Tuesdays), Town Talks; newsletter; etc.</p> <p>Will be addressed through General Plan Update</p> <p>Completed</p> <p>Addressed in General Plan</p> <p>Ongoing</p> <p>Ongoing; General Plan education series; Town Talks; newsletter; Town Manager Tuesdays</p> <p>Ongoing collaboration with Chamber</p>