



Staff Report

October 8, 2019

TO: Honorable Mayor and Members of the Town Council
FROM: Sean Rabé, Town Manager
DATE: October 3, 2019
RE: 2019 Town Council and Staff Retreat Summary

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 is preparing an action plan to implement the follow-up and goals identified in the summary. Work has already begun on several items, including the following:

- Building community outreach:
 - A quarterly newsletter has been posted on the Town website, distributed to the Chamber and library, and mailed to the residents
 - The Town now has a monthly Public Works Project status report on each Council agenda
 - The Town Manager is having Town Manager Tuesdays on the 4th Tuesday at 9:00 a.m. at the Depot
 - The Town Manager is identifying a consultant to relaunch the Town website
- Land Use Issues:
 - Joint meeting with Planning Commission and Council, HCD and SACOG scheduled
 - General Plan update process presented to Council and Planning Commission
 - General Plan 101 discussions held at Commission meetings
- Code Enforcement:
 - Town Manager has worked with Code Enforcement contractor to provide an additional day each week; budget amendment may be required at mid-year
- Building Community:
 - Most followup items are in process and are ongoing

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 Summary

MAY 16 & 17, 2019 COUNCIL & STAFF RETREAT SUMMARY

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.

Agenda	Activity – Process - Outcomes
Welcome Agenda Review	Workshop began with a review of the agenda, approach for the day, and objectives: <ul style="list-style-type: none"> • Blend new and existing Council/staff team • Discover and blend individual and collective strengths • Celebrate accomplishments for 2018 • Discuss and work through Council and staff-raised topics, revisit the vision/mission for Loomis' future with input of all Council and staff • Identify our core values and relate to the Town's vision and goals • Develop the Council goals and priorities for 2019 and beyond • Give guidance on budget priorities, including capital projects • Develop and agree on methods and timelines for follow-up and follow-through - communicate successes and barriers in a timely manner • Reaffirm or modify Council norms/protocols • Explore the ways to dramatically improve the joy of public policy-making and public service – Local Government 3.0 • Identify and resolve issues inhibiting Council team effectiveness • Improve communications • Have fun and learn • Deepen friendships
Ground Rules	<ul style="list-style-type: none"> • Be respectful • Be honest • Stay engaged • Be empathetic • Consider other perspectives • Have fun • Consider ideas to improve the community
Issues	<ul style="list-style-type: none"> • Roads • Circulation • Alternate modes of transportation • Capacity • Condition • Need to fix • Not enough funding (sources) • Congestion • More bike lanes • Purchase for right-of-way to widen • Sales Tax (PCTPA) • Main thoroughfare roadway • Turtle Island area road • Shift focus from large scale to fixing smaller problems • Timing of delivery of road projects • Signals synchronized • Specific person to deal with projects moving forward – Town Engineer
Follow-up	<ul style="list-style-type: none"> • Create quarterly report on on-going projects by July – Town Engineer • Staffing analysis of Public Works/Engineer - this Fall • Revise the CIP process with Council input – this Fall • Update traffic impact fees (process) – this Fall

Agenda	Activity – Process - Outcomes
Issues	Heritage Park (owned by the Town) <ul style="list-style-type: none"> • What to do with this land (do not sell the property) • Citizens less than enthusiastic about traffic • Configuration of land • Sporting fields • Community Center? Benefit community. Far less traffic than housing. • Community short on sport places, art places • Possible money from park grant
Follow-up	Clean up land and hire a park feasibility consultant – by end of 2019
Issues	Turtle Island <ul style="list-style-type: none"> • Any developer interest? • Wait for General Plan update process • Right now, let process run its course General Plan 1990 <ul style="list-style-type: none"> • How much money set aside for General Plan update – Finance Director • Approximately 750K after the 2019-20 Budget • Pursue grants through SACOG for General Plan • Could take three-to-five years to update
Follow-up	<ul style="list-style-type: none"> • Have community – oriented 101 General Plan and Zoning workshops • Council to see action on General Plan soon
Issues	Legislative Bills <ul style="list-style-type: none"> • Need to respond quickly to bill proposals
Follow-up	Loomis needs to develop a legislative action plan that will allow quick response to quick-moving legislation that is of concern or interest to Loomis
Issues	Code Enforcement <ul style="list-style-type: none"> • Apply rules and be gracious about the process • Work with larger enforcement issues trying not to come down too hard
Follow-up	Come back with Code Enforcement Ordinance Update, if needed – by Fall
Issues	Building community – walkable community, keep people in town, role of government
Follow-up	<ul style="list-style-type: none"> • Build trust • More transparency; social media and more informational workshops • Loomis Town Facebook page - send out messages a few times a week • Measure success of building community • Every week or once a month be active in getting the word out about things going on in Loomis – a specific column, Town Manager’s report, Mayor’s report
Issues	Rebranding Loomis
Follow-up	<ul style="list-style-type: none"> • Find creative way to brand Loomis – a family atmosphere, billboard sign
Council Compilation of Top Values	<ul style="list-style-type: none"> • Ensuring fiscal stability • Long-range planning and master plans • Business friendly • Having a clear vision shared by the community • Developing future leaders • Providing for and encouraging public involvement • Priority on public safety to protect property and people • Focusing resources on priorities

Agenda	Activity - Process - Outcomes
	<ul style="list-style-type: none"> • Listening and responding to community concerns, including those of specific groups • Affordable housing for families as well as seniors • Town facilities and programs accessible to disabled • Minimal Government Regulations, especially regarding to land use
Staff Compilation of Top Values	<ul style="list-style-type: none"> • Ensuring fiscal stability • Business friendly • Developing future leaders • Providing for and encouraging public involvement • Focusing resources on priorities • Listening and responding to community concerns, including those of specific groups • Having a clear vision shared by the community • Affordable housing for families as well as seniors • Interagency collaboration and services consolidation • Efficient and accountable government systems and procedures • Long-range planning and master plans • Consideration of cost-benefit studies in decision making
Goals	<ul style="list-style-type: none"> • Economic Development Master Plan – by January 1st • Create stability for library - tax and take control of building • Continue building community unity through positive outreach • Implement plans – provide housing for missing middle • Costco – secure it • Agritourism - grow as economic sector • Review development codes • Community education on town government and planning • Add more community events