

CITY OF SAN MARINO

STRATEGIC PLANNING RETREAT

June 6, 2012 * Crowell Public Library Community Room, San Marino

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MISSION STATEMENT

*The City of San Marino preserves and enhances its unique residential character
and provides high quality, fiscally responsible services for our community.*

THREE-YEAR GOALS

(2012-2015 * Not in priority order)

Increase fiscal sustainability

Enhance public facilities

Expand and retain businesses

Upgrade and enhance the infrastructure

Attract, develop and retain quality employees

June 6, 2012 – December 1, 2012

THREE-YEAR GOAL: *Increase fiscal sustainability*

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. By June 30, 2012	Finance Director	Present to the City Council for consideration a budget for a study of City fees by a consultant(s).				
2. By July 31, 2012, contingent upon City Council approval	Finance Director	Create and distribute a RFP for a study of City fees.				
3. By October 1, 2012, contingent upon City Council approval of the fee study	City Council Financial Liaisons (i.e., Dennis Kneier and Allan Yung)	Evaluate the RFP responses for the study of City fees and recommend a consultant(s) to the City Council for action.				
4. By November 1, 2012	Planning and Building Director	Present to the City Council for consideration at least three strategies to encourage property owners to renovate their buildings to increase property values.				
5. By December 1, 2012	Each Department Director, meeting with respective departments of adjacent cities	Generate a list of potential shared services and present it to the City Manager.				
6. By December 1, 2012	Public Works Director and Finance Director	Present a status report to the City Council on cost recovery from grants (e.g., the Windstorm Grant and the Bridge Replacement Grant.)				

THREE-YEAR GOAL: *Enhance public facilities*

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. By July 31, 2012	City Manager and City Council, working with the School Board	Explore alternatives, and make a recommendation(s) to the City Council and School Board for action regarding the purchase of Stoneman School.				
2. By October 1, 2012	Planning and Building Director	Bring to the City Council for action an award of contract for remodel of City Hall.				
3. By November 1, 2012	City Manager (lead), City Engineer, Assistant City Manager and Planning and Building Director	Present to the City Council for consideration a plan for development of Centennial Square.				
4. By December 1, 2012	Public Works Director, with input from the Department Directors	Inventory the City's facilities, identify and prioritize needs (e.g., maintenance and enhancements), and present to the City Council for direction.				
FUTURE: By February 1, 2013	Community Services Director and Public Works Director, working with the Rec Commission	Develop a 3-Year Plan for Renovation of Stoneman School and present to the City Council for direction.				

THREE-YEAR GOAL: *Expand and retain businesses*

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. By September 1, 2012	Planning and Building Director	Compile a master mailing list of all commercial property owners and obtain feedback from them on how to attract and retain businesses to the city.				
2. By September 1, 2012	Planning and Building Director, working with a design consultant/resident	Provide suggestions to the City Council for action regarding possible modifications to the City's Commercial Design Guidelines.				
3. By October 1, 2012	Planning and Building Director, working with the Chamber of Commerce President	Develop and present to the City Council for action recommendations for attracting new businesses and retaining existing businesses.				
4. By December 1, 2012	Planning and Building Director	Provide a report and recommendation(s) to the City Council for action regarding updating the Land Use Element of the General Plan as it pertains to commercial properties.				

THREE-YEAR GOAL: *Upgrade and enhance the infrastructure*

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. By July 31, 2012	Public Works Manager and Assistant City Manager	Complete the NW Traffic Calming Plan.				
2. By September 1, 2012	Public Works Manager	Complete the Huntington Drive Rehabilitation and Irrigation Project between St. Albans and West Pine.				
3. By November 1, 2012	Assistant City Manager and Police Chief	Assess the effectiveness of the traffic calming measures and recommend changes, if needed, to the Traffic Commission for recommended action to the City Council.				
4. By December 1, 2012, contingent upon obtaining a grant	Public Works Manager	Replant 50% of the trees lost during the windstorm.				
5. By December 1, 2012	Public Works Manager and Assistant City Manager	Identify the cost of additional street lights, survey the community in the areas that have no streetlights to determine their interest in installing and financing them and present the results to the City Council.				
6. By December 1, 2012	Public Works Manager	Complete Circuit 15A of the Streetlight Conversion Project.				

THREE-YEAR GOAL: *Attract, develop and retain quality employees*

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. By December 1, 2012	Assistant City Manager, with input from the Department Directors	Develop and implement a Recruitment Plan specific to San Marino to attract personnel for individual departments and report the results to the City Manager.				
2. By December 1, 2012	Fire Division Chief Rick Mayhew (lead), Community Services Director, Police Lieutenant and Public Works Director	Develop and present to the Management Team for approval a Mentoring Program specific to individual departments and personal needs.				
3. By December 1, 2012	City Council (Mayor Richard Sun-lead), working with the City Manager	Hold a study session regarding the attraction and retention of employees and give direction to the Management Team regarding data gathering needed to be competitive in the marketplace.				