

RESOLUTION 2096

A RESOLUTION OF THE TOWN OF ANSELMO TOWN COUNCIL EVALUATING
THE TOWN ADMINISTRATOR AND SETTING COMPENSATION FOR THE TOWN
ADMINISTRATOR FOR FISCAL YEAR 1986-87

WHEREAS The San Anselmo Town Council has met in closed session with the Town Administrator, has evaluated his past performance and adopted his goals and objectives for the coming year;

RESOLVED, First the San Anselmo Town Council sets the following nine points for the evaluation of the Town Administrator and makes the following findings with respect to his performance level on each of these points:

1. The Town Administrator provides full and accurate information to the Council.
2. The Administrator provides recommendations with options and alternatives to the Council.
3. The Administrator exhibits integrity, fairness and consistency to the public and to all Councilmembers.
4. The Town Administrator has demonstrated ongoing accessibility to the public and the Council.
5. The Town Administrator has mastered the everyday mechanics of the Town's operation.
6. The Town Administrator continues to show willingness to follow Council direction.
7. The Administrator has routinely met targets and, in the few cases where he did not, has clearly identified deadline and budget target problems, communicating these problems to the Council along with his recommendations for their resolution.
8. The Town Administrator keeps the Council well informed of problems and accomplishments as they occur.
9. Town Administrator responds promptly and appropriately to the concerns of Councilmembers.

Second the Council approves the Goals and Objectives for the coming fiscal year, and they are incorporated herein.

Third on the basis of the above evaluation and work plan the Council fixes the salary for the Town Administrator for fiscal year 1986-87 at \$4,426 per month, effective July 1, 1986. This represents

an increase of 8% over 1985-6. It is a 29% reduction in the raise granted in August.

I HEREBY CERTIFY that the foregoing Resolution was duly passed and adopted on the 14th day of October, 1986, by the following vote:

AYES: Chignell, Cordingley, Sharp, Wooliever.

NOES: Walsh

ABSENT: None

Caroline Foster

Caroline Foster, Town Clerk

DEPARTMENT: ADMINISTRATION/FINANCE

PROGRAM: GENERAL ADMINISTRATION

PURPOSE:

To provide efficient and effective administration of Town resources and Department operations in conformance with policies and directives adopted by the Town Council as well as with all other applicable laws and regulations.

GOALS:

Communicate Council-set policies to Town employees, other agencies and the public, assuring that all Town operations conform to those policies.

Facilitate the Department Heads' working together as a team.

Work with the Chamber of Commerce and downtown merchants, striving to improve the economy of San Anselmo.

Serve as Public Information Officer, to assure that the public is informed of Town activities.

Maintain campaign disclosure statements as required by State law.

Assure that the Municipal Code is updated on a timely basis to contain all ordinances passed by the Town Council.

Establish a centralized records management program, providing for the storage or disposal of inactive records.

OBJECTIVES:

Evaluate and restructure the job assignments of employees in this Department and, working in conjunction with the Director of Public Works/Planning, in the Public Works and Planning Department, to assure the most efficient utilization of resources in view of the additional position recently created.

Install the new phone system, to be installed in September and to be functioning smoothly by January 1.

Respond to all letters and inquiries from the public within four days of the receipt of such inquiries.

Convene regular meetings of Town Department Heads, striving to give assignments appropriate for interdepartmental efforts, assuring that we work closely together to maximize resources to complete the assignments.

DEPARTMENT: ADMINISTRATION/FINANCE PROGRAM: GENERAL ADMIN (Con't)

Serve as a member of the Board of Directors of the San Anselmo Chamber of Commerce participating in Chamber efforts to improve the local economy; meet with downtown merchants in order to facilitate their efforts to improve business conditions in the downtown area.

Prepare a comprehensive records management program, including the utilization of microfiche technology and computerized indexing of all Town records in order to increase the quality and accessibility of those records, program to be ready for submission to the Council as part of the 87-88 budget hearings.

PURPOSE:

To develop, implement and maintain adequate and effective accounting and financial reporting systems covering the Town's financial activities, in conformance with the adopted annual budget.

GOALS:

Prepare the annual Town budget and record, monitor and control all budget expenditures and revenues as approved by the Town Council.

Maintain Town's financial records in compliance with the standards of the accounting profession and in compliance with State legal requirements, and the recommendations of the annual audit.

Collect, deposit, disburse and invest all Town funds.

Assure that the appropriate reserves are in place so as to insure the good fiscal health of the Town and to support the businesslike conducting of Town affairs.

Review all fees charged to assure that they are appropriate for the service delivered and are sensitive to the annual changes in the expense of providing those services.

OBJECTIVES:

Prepare and distribute budget expenditure and revenue totals within ten working days after the end of each month.

Review annual audit reports and suggest improvements in the Town financial procedures and record keeping activities.

Review all Town fees, implementing a program of annual review of fees with changes to be discussed at the same time as the annual budget hearings.

Assure that the claim for state-mandated costs reimbursement is submitted by October 31 of each year.

Maintain all fiscal records in order to provide information to Town departments, assuring that this information is updated at least on a monthly basis.

Prepare all accounting records for the annual audit so that audits may be completed before September 30.

DEPARTMENT: ADMINISTRATION/FINANCE PROGRAM: FINANCE (Cont'd.)

Check incoming invoices, reconciling them with purchase orders and other generation documents, paying vendors within thirty days of receipt of invoices.

Process all payrolls for payment on a semi-monthly basis, maintaining updated vacation and leave records.

Expand the automation of the Town's financial record by means of upgrading the memory of the processing section of the minicomputer, by the implementation and debugging of version 2.0 of the Municipal Accounting System now in use, and by the completed automatization of all financial records.

Automate business license information, assuring that an up-to-date list of active business licenses will be available.

Monitor and evaluate funds available in reserve accounts approved by the Council to assure that the reserves are adequate to support the smooth conduct of Town business. Present an annual report on reserves to the Town Council as part of each year's budget hearings.

Collect and reconcile all receipts and revenues for daily deposits.

Reconcile bank accounts on a monthly basis. (Done by the Treasurer.)

Prepare a monthly summary of invested reserves in order to assure adequate cash flow.

Invest Town reserves at the highest interest rate available and consistent with the security of the investment, in accordance with the policy adopted by the Town Council.

DEPARTMENT: ADMINISTRATION/FINANCE

PROGRAM: VOLUNTEER PROGRAM

PURPOSE:

To operate an aggressive Volunteer Program designed to involve community residents in the provision of services to the community, while also strengthening the neighborhood network within San Anselmo and preparing neighborhoods for reaction to natural disasters.

GOALS:

Involve community residents in every aspect of Town operations, while maximizing the productivity of those Town operations, by the integration of competent and willing volunteers with Town staff.

Promote the strength of San Anselmo's neighborhoods through ongoing neighborhood-oriented programs.

Promote the community's preparedness for natural disasters.

Sponsor special communitywide events and programs.

OBJECTIVES:

Recruit approximately 100 volunteers per month to work a total of 1,200 hours per month on a wide variety of Town programs designed to maximize the service delivery capability of the Town government.

Respond to specific needs of the Town for specialized volunteer projects.

Organize at least ten more neighborhoods through the neighborhood disaster preparedness program, while continuing to support the Police Department's neighborhood watch and the Fire Service's fire prevention programs being made available to the sixty-four neighborhoods already organized.

DEPARTMENT: ADMINISTRATION/FINANCE PROGRAM: INSURANCE

PURPOSE:

To protect Town assets from avoidable losses through the purchase of insurance or the funding of self-insurance programs, coupled with programs aimed at reducing the potential of such losses.

GOALS:

Provide protection for general liability, workers' compensation, personal injury, property protection, and elected officials' errors and omissions, as well as provide fidelity bonding for employees where such bonding is appropriate, through the purchase of insurance or the development of self-insured reserves.

Identify, control, eliminate, reduce or transfer risks of losses by applying appropriate techniques to loss exposures so as to protect the assets of the Town from avoidable losses.

OBJECTIVES:

Assure that adequate protection is provided, at the lowest cost, by working through the Insurance JPA to assure that the Town is covered under the multi-city policies purchased for property protection and workers' compensation.

Monitor the value of claims made against the Town and cash reserves on hand to assure that adequate reserves are developed to pay all losses for which the Town is liable.

Negotiate, evaluate and settle claims against the Town, working with the claims administration firm and other professionals as they are needed.

Reactivate the Town Safety Program, by means both of reactivating San Anselmo's Safety Committee (a committee of employees to make specific recommendations to improve employee and public safety) and by assuring an aggressive safety program on a multi-city basis through the Insurance JPA.

Develop master plan, working with the Director of Public Works/Planning for streets and storm drains designed to identify those locations exposing the Town to the largest potential risk, in order to develop an aggressive Capital Reconstruction program for submission to the Town Council during the 1987-88 budget hearings.

DEPARTMENT: ADMINISTRATION/FINANCE

PROGRAM: PERSONNEL SERVICES

PURPOSE:

To provide a favorable employee relations climate and provide an equitable system of classification and competitive compensation.

GOALS:

Administer Municipal Code personnel regulations, the regulations contained in the employee Agreements and the regulations contained in various Town resolutions, as they relate to the personnel practices of the Town.

Evaluate proposals from labor relations consultants, referring three to the Town Council for the award of contract to conduct labor relations services, selection to be made by November; Coordinate employee negotiations with the Town's selected labor relations consultant.

OBJECTIVES:

Solicit proposals from as many qualified labor relations consultants as is feasible, evaluating these proposals and referring the three best firms or individuals to the Town Council for interview, referrals to be completed by November.

Participate in labor negotiations for fiscal year 1987-88 by providing technical assistance and staff support to the selected consultant.

Consolidate personnel regulations from the Municipal Code, the various agreements and the various resolutions into a single document so as to assure consistency and ease of compliance and amendment.

Support the labor relations consultant in the resolution of any questions or grievances that might arise, by means of providing technical assistance and staff support.

DEPARTMENT: ADMINISTRATION/FINANCE

PROGRAM: DISASTER PREPAREDNESS

PURPOSE:

To prepare and maintain an operational disaster preparedness plan for Town departments to use in coping with natural disasters.

GOALS:

Develop a Town facility into a functioning emergency operations center.

Work out contingencies for the operation of a joint emergency operation center with the Town of Fairfax, should the nature of a particular disaster dictate a joint operation.

Conduct one simulated disaster response exercise involving Town staff, and perhaps staff from adjoining Towns.

Develop a disaster response drill to be made available jointly to the three Town Councils in the Upper Ross Valley.

OBJECTIVES:

Develop an Emergency Operations Center capable of serving as a communication and directive center in case of disaster, through gradual monthly steps.

Update the emergency plan through the utilization of volunteers so as to assure that the Town has prepared for all forms of predictable natural disasters, assuring that the plan meets minimum State standards.

Continue operation of the neighborhood disaster preparedness program.

DEPARTMENT: ADMINISTRATION/FINANCE

PROGRAM: FACILITIES PLANNING

PURPOSE:

Conduct long-range planning for the replacement and/or refurbishment of Town facilities, as may be necessary, so as to assure quality planning and adequate resources to implement such plans at the appropriate time.

GOALS:

Have a plan developed, including cost estimates, for the optimal Town Library facility for discussion by the Town Council during the 1987-88 budget hearings, beginning to aggressively pursue State, Federal and other funding to cover the expense of this effort.

Have a plan developed, including cost estimates, for the optimal Town Corporation Yard facility for discussion by the Town Council during the 1987-88 budget hearings, beginning to accumulate a financial reserve to cover the expense of this effort, if so directed by the Town Council.

OBJECTIVES:

Staff the Library Building Planning Committee in its making recommendations to the Town Council concerning the best method to be used in assuring a safe and adequate Town Library facility.

Plan for the redevelopment of the Corporation Yard, based upon the projection of future needs and the safety and reasonable work environment of the employees.

Budget appropriate reserves to begin revenue accumulation for these two facilities, funds to be presented in the Proposed 1987-8 Budget.