

Town of Corte Madera

2023 Staff Work Plan

* Work Plan projects or action items within each work program area are not listed in order of importance

** Work Plan projects or action items that are bolded indicate a higher priority project or action item




Indicates Work Plan project or action item that will likely extend multiple years



Fiscal Sustainability (Category 1)

Finance	Work with Finance Committee to protect reserves and recurring revenue, and develop strategies to pay down unfunded liabilities and reduce costs when possible	
Finance	In consultation with HdL, the Town's sales tax advisors, analyze the strengths and vulnerabilities of the Town's finances. Stay abreast of trends and forecasts affecting the Town's sales tax revenues.	
Finance	Resolve CDTFA tax issue regarding overpayment correction	
SD 2	Sanitary District Rate Study: As part of the sewer master plan process, long term capital improvement program planning will identify needed improvements along with associated budget scenarios that could result in an increase in District fees, which are at or amongst the lowest in all of Marin. Consider equity as part of process.	
P+B/PW	Update fee schedule for Planning, Building and Public works departments to account for current costs of service delivery (last updated in 2015) and align with policy goals and objectives. Consider equity as part of process	

Climate Hazards (Category I)

PW	Work Toward Completion of Storm Drain Master Plan: Continue engineering analysis effort to review our flood control network and to identify and prioritize future capital improvement needs, including consideration of future sea level rise.	
PW	20A Redwood Ave. & Edison Ave. Undergrounding District: Continue to coordinate with PG&E and to develop this electrical undergrounding project on lower Christmas Tree Hill.	
P+B/CA A	Bring ordinance to Council for consideration regarding reach codes related to residential remodels (by August 2023)	
PW/P+B /CAA	Conduct survey on Bayside Sea Level Rise to inform next steps regarding adaptation planning efforts, including assessing alternatives for protection of Mariner Cove/Marina Village subdivisions	
P+B	As part of Zoning Amendments related to Design Review, streamline approval of applications seeking to raise homes out of flood plain	
CAA	Develop climate action workplan with Climate Action Committee and prioritize actions	
CAA/PW /P+B	Develop Townwide EV strategy to increase EV charging capabilities on public property and public places (shopping areas).	
CAA	Develop climate outreach strategy with CAC	

Town Operations (Category I)


PW	Town Hall project: Continue to manage construction activities and prepare for fit-out and move-in	
ADM	Implement cyber security measures and IT modernization outlined in the Town cyber security risk assessment.	
HR	Develop strategies to attract quality applicants for hard to fill positions such as police officers, firefighter/paramedics, senior engineer, building official	
ADM/P+ B	Complete re-organization of Planning and Building Department, including hiring of new Community Development Director and Building Official, and reorganization of department roles and responsibilities to provide improved and expanded service and efficiencies.	
ADM	Participate in Organizing Committee to develop Sonoma/Marin Leadership Academy and develop staff program for yearly participation	

Diversity, Equity and Inclusion Report/Program (Category I)

ADM	D.E.I. Training – Continue with a training program that is tied to the Town’s mission values and goals and targets all employees in Town and begin training for members for the Town Council, Boards, Commissions and Committees.	
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ADM/HR	Handbook for Recruiting, Hiring, and Retaining Employees – Create a handbook that includes information related to bias awareness, information on how to select a proper interview panel, guidelines for interviews, tools for retaining employees, and tools for understanding workplace culture.	
P+B/PW /ADM	Evaluate fee schedules and consider strategies to make Town programs and services more accessible to lower income community members	
P+R	Continue to develop and promote Town scholarship program for Rec programming and events	

Infrastructure Maintenance and Improvements (Category II)

PW/P+R/ P+B	Complete approval process and procurement of Town Park restroom structure (9-12 lead time from manufacturer).	
PW/ADM	Continue to work with Caltrans to pursue Alternative 4b of Tamalpais Overcrossing Project	
SD 2	San Clemente Force Main Rehabilitation: Complete the design of the San Clemente force main discharge to develop a long-term repair for this aging infrastructure.	

PW	Echo to San Clemente Multi-Use Connector Path: Initiate right-of-way discussions with California Dept. of Fish & Wildlife and preliminary engineering to establish a Class I multi-use bike path between Echo Avenue and the San Clemente Drive path.	
P+R	Adopt Park and Rec Master Plan and prioritize projects for implementation <ul style="list-style-type: none"> - Facility enhancement and new projects - Facility maintenance and addressing deficiencies 	
PW/P+R	Field Maintenance - Implement enhanced athletic field maintenance and consider longer term options for maintaining field quality and usability with natural grass surface as part of Park and Rec Master Plan process	
SD 2	Sewer Master Plan: Continue with next phase of plan	
SD 2	2023 Sewer Rehabilitation: Initiate design for lower Christmas Tree Hill roads in anticipation of electrical undergrounding and future paving.	
SD 2	Address ongoing issues with Paradise Pump Station	

Community Events and Involvement (Category II)

ADM	Support volunteerism via promotion of the Town's Community Service Organizations through dedicated space and communication on the Town's website.	
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P+R	Pilot project to review and approve annual special events at Menke Park together as a calendar of events instead of one at a time; work with local stakeholders to plan ahead for approval and scheduling of annual events	
P+R	Continue and enhance 2022 community events programming	

Customer Service (Category II)

ADM/P+ B	Digitize Town Archives and Increase Public Access to Town Archives: Implement and begin process of digitizing Town archives and evaluating/implementing a software solution that will enhance both staff and public access to the Town’s records and archives in order to better facilitate Town operations and responses to requests for public records.	
ADM	Carry out Town-wide survey on Customer Satisfaction	
Finance	Implement OpenGov Transparency Portal and On-line Budget Book	
ADM/P+ R/PW	Streamline special event permitting process	

Land Use (Category II)

P+B	Complete Housing Element Update - Expected Completion April, 2023	
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P+B	Amend Zoning Ordinance regulations related to Design Review	
P+B	Develop Ordinance for Short-Term Rentals	
P+B	Update of ADU Ordinance to comply with new State laws	
P+B	Establish enhanced public noticing standards for large projects	
P+B	Housing Element Implementation: <ul style="list-style-type: none"> - Publicize and communicate to Town residents available homebuyer, rental assistance, home rehab programs and anti-discrimination laws 	
P+B	Explore Opportunities and Options for the Development of Housing for Staff to address long-term staff recruitment and retention needs	

Economic Development (Category II)


P+B	Adopt temporary parklet regulations through 2023 (by March 21, 2023) and adopt permanent parklet regulations and consider new regulations for gyms by end of 2023.	
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Sustainability/Beautification (Category III)


ADM	Consider Reusable Foodware Ordinance	
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ADM/C AA	Develop and implement necessary programs and measures to comply with SB 1383 requirements including mandates for container systems, education and outreach, monitoring and contamination reporting, and enforcement of regulations	
ADM	Facilitate artist mural on Wornum Drive under Hwy. 101	

Quality of life issues (Category III)

CE	Recurring complaint and enforcement cycle re dogs of leash in Town Park	
ADM	Develop potential strategies to address Post Office noise issues	

Ordinance/Other (Category III)

ADM	Review and update of Town Council Rules and Procedures and review, update and establishment, if necessary, a Rules and Procedures handbook for each of the Town's Boards, Commissions and Committees to coincide with an anticipated Boards and Commissions Leadership Academy.	
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