

**RESPONSE TO GRAND JURY REPORT FORM
Town of Tiburon**

Report Title: *Public Engagement in Marin – A Pathway to Inclusive Governance*

Report Date: *June 15, 2017*

Public Release: *June 26, 2017*

Response By: *Town of Tiburon*

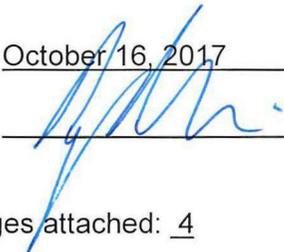
FINDINGS

- We agree with the findings numbered: *Response not required.*
- We disagree with wholly or partially with the findings numbered: *Response not required.*

RECOMMENDATIONS

- Recommendations numbered **R3, R4, R6, R7, R8, R9, and R11** *have* been implemented.
- Recommendations numbered: ___ have not yet been implemented, but will be implemented in the future.
- Recommendations numbered: ___ require further analysis.
- Recommendations numbered: **R1, R2, R5, R10, and R12** will not be implemented because they are not warranted or are not reasonable.

Date: October 16, 2017

Signed: 

Number of pages attached: 4



**Office of the Town Manager
Town of Tiburon
October 4, 2017**

The Honorable Kelly Simmons
Judge of the Marin County Superior
Court
Post Office Box 4988
San Rafael, CA 94913-4988

Mr. Jay Hamilton-Roth, Foreperson
Marin County Civil Grand Jury
3501 Civic Center Drive, Room 275
San Rafael, CA 94903

**Re: Response to Grand Jury Report
Public Engagement in Marin-A Pathway to Inclusive Government**

Dear Honorable Judge Simmons and Mr. Hamilton-Roth:

This letter explains in detail the Town of Tiburon’s response to the Civil Grand Jury Report dated June 15, 2017. The Report directs the Town to respond to Recommendations Nos. 1-12.

RECOMMENDATIONS and RESOPONSES

Recommendation 1. Each agency without a formal PE Plan should develop either a PE Plan or PE Guidelines tailored to the needs of their public and publish the results.

Town’s Response:

This recommendation will not be implemented because it is not warranted or is not reasonable. As stated in the Grand Jury report, the Town does not currently have a formal Public Engagement Plan. CA Penal Code 933.05(b)(3) allows a response indicating a recommendation requires further analysis, which in Tiburon’s case will occur at some point in the future with regard to the development of a formal Public Engagement Plan, or set of guidelines. However, PEN 933.05(b)(3) also requires the analysis be conducted within 6 months from the publication of the grand jury report, or before December 15, 2017. The analysis of this issue will likely not occur within that timeframe.

Recommendation2. Each agency should obtain input from the public in the planning and design or update of its plan/guidelines.

Town’s Response:

This recommendation will not be implemented because it is not warranted or is not reasonable. As stated in the Grand Jury report, the Town does not currently have a formal Public Engagement Plan. However, if at some point the Town chooses to develop a PE Plan, or set of guidelines, as discussed in the response to Recommendation 1, public input will be a key component of its development.

Jim Fraser
Mayor

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Emmett O’Donnell
Vice Mayor

.....
Alice Fredericks
Councilmember

.....
David Kulik
Councilmember

.....
Holli Thier
Councilmember

Greg Chanis
Town Manager



Recommendation 3. Agency managers should regularly share their PE Plans and “lessons learned” with their counterparts in other Marin agencies.

Town’s Response:

This recommendation has already been implemented. Managers from all Marin municipalities meet on a monthly basis to discuss a wide variety of topics, including experiences in engaging the public on a range of issues important to our communities.

Recommendation 4. Each agency should provide early and ample opportunity for PE in the form of proactive engagement in order to ensure that the public is aware of all their PE opportunities.

Town’s Response:

This recommendation has already been implemented. Although Tiburon does not have a formal Public Engagement Plan, or set of guidelines, staff strives to provide residents ample opportunity to participate in the decision-making process and provide input and feedback on a broad range of issues.

Recommendation 5. Post-engagement, each agency should follow up with the public, informing them of the results of projects and issues.

Town’s Response:

This recommendation will not be implemented because it is not warranted or is not reasonable. As stated in the Grand Jury report, the Town does not currently have a formal Public Engagement Plan. However, if at some point the Town chooses to develop a PE Plan, or set of guidelines, as discussed in the response to Recommendation 1, developing and implementing strategies to provide feedback and post-engagement communication to the public will be considered.

Recommendation 6. Each agency should create an easy-to-find area on their website dedicated to describing current community issues and explaining how the public can get involved.

Town’s Response:

This recommendation has already been implemented. The home page of Town’s website includes a prominent section called ‘Tiburon News’. Here, residents will find comprehensive information on current issues and projects, as well as information on how to get involved or voice their opinions on these matters.

Recommendation 7. Each agency should make PE a required responsibility of at least one staff person and publicize that responsibility.

Town’s Response:

This recommendation has already been implemented. As stated in the grand jury report (page 30), the Town has incorporated elements of Public Engagement as one of the essential functions in the job description for Town Manager.



Recommendation 8. Each agency should offer regular PE professional development to its staff.

Town's Response:

This recommendation has already been implemented. The Town currently provides funding in every department budget for training and/or professional development, and we encourage staff to seek diverse training opportunities that will allow them to improve the level of service we offer our residents. In addition, we strive to provide staff targeted information on customer service and public engagement. This includes resources available through the Institute for Local Government, City Management Foundation and International City/County Management Association.

Recommendation 9. Each agency should develop meaningful and ongoing partnerships with their local community-based organizations.

Town's Response:

This recommendation has already been implemented. Town elected officials and staff foster and maintain strong relationships, and actively participate on numerous issues and projects with a variety of community based organizations. These include the Tiburon Peninsula Chamber of Commerce, Rotary Club(s), Tiburon Peninsula Foundation, Belvedere Community Foundation, The Foundation for Reed Schools, Tiburon Peninsula Soccer Club, Tiburon Green Team, Tiburon Open Space, Belvedere-Tiburon Landmarks Society, Belvedere-Tiburon Library Foundation, Tiburon Romberg Center, Richardson Bay Audubon and Destination Tiburon. In addition to these organizations, Town elected officials and staff engage with numerous Homeowners Associations on a range of issues.

Recommendation 10. Each agency should include on all written communications the social media platforms they use.

Town's Response:

This recommendation will not be implemented because it is not warranted or is not reasonable. The Town does not currently actively utilize social media platforms. However, on August 16, 2017, the Tiburon Town Council adopted a comprehensive Social Media Policy, which provides a framework for the use of social media platforms. If in the future, the Town begins to use social media platforms, staff will include this information on all written communication.

Recommendation 11 . Each agency should communicate and emphasize to the public the importance of participation in PE.

Town's Response:

This recommendation has already been implemented. As stated previously, the Town does not currently have a formal Public Engagement Plan. However, staff and elected/appointed Town officials are committed to engaging our residents to the greatest extent possible. This engagement occurs both formally, through extensive outreach and noticing on individual issues as they arise, and informally, by meeting with and engaging residents on a variety of issues every day.



Recommendation 12. Each agency should publish an annual report describing the effectiveness of their PE.

Town's Response:

This recommendation will not be implemented because it is not warranted, or is not reasonable. As stated in the Grand Jury report, the Town does not currently have a formal Public Engagement Plan. However, if at some point the Town chooses to develop a Public Engagement Plan, or set of guidelines, as discussed in the response to Recommendation 1, consideration will be given to requiring an annual report as part of that process.

The Tiburon Town Council reviewed and approved this response on October 4, 2017, at a duly noticed and agendaized public meeting. If you have further questions on this matter, please do not hesitate to call.

Very truly yours,

GREG CHANIS
Town Manager

cc: Town Council
Town Attorney