



## **STAFF REPORT**

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### **Setting the Bi-Annual Council Priority Calendar: Step Three – Adopting the Calendar**

Honorable Mayor and Council Members:

#### **Summary**

This report is the third of three steps to create the bi-annual Council Priority Calendar. The goal of this process is for Council to clearly state their priority for study, to ensure there is effective workload planning, and to prevent issues from arising randomly and overwhelming staff resources without a clear sense of what is most important to the community.

- On August 26, Council reviewed all current and proposed projects, sought clarification, and provided direction to staff.
- On September 9, Council ranked the new projects.
- On September 23, Council will be asked to review the rankings and final Project Description Forms (PDFs) for priorities staff is able to take on, and approve the Priority Calendar.

Attachment A to this report is the completed PDFs for the new items staff believes can be begun in the next six months. Council should review the timelines carefully to ensure they are acceptable. Those items that were ranked but are unable to be initiated in the next six months will be placed “below the line” and will return at the next biannual review in February 2004. Attachment B is the proposed Council Priority Calendar for the remainder of fiscal year 2003-2004, based on the milestones of the projects as well as other known events. Attachment C is the Council rankings from the last meeting, with the “below the line” shown. Attachment D is an update on the Council’s top 12 Citywide Priorities.

#### **Background**

Because Agenda Item 9’s were often proposed in isolation of each other and the cumulative impact and interconnectedness wasn’t always clear, Council changed the process in October 2001. As a result, the Council Protocols have been amended to establish a biannual review of study items. The first cycle of the Priority Calendar was completed in Spring 2002. In February 2003, Council modified the process to scale down the fall review.

At the August 26 meeting, Council reviewed the PDFs for current and new projects, asked questions of staff, and discussed many of the projects. On September 9, Council had the opportunity to again review the projects and modify or drop any of them before ranking the new issues. Public input was solicited at both meetings.

## **Discussion**

### **Ranking**

Council reviewed 23 “new” items at the last meeting, including three items that were added at the August 26<sup>th</sup> meeting. Council dropped eight “new” items and two “current” items. The results of Council’s rankings can be seen in Attachment C.

Since the September 9<sup>th</sup> meeting, staff has assessed the impact of the rankings and determined how many new items could be taken on given existing workloads and staffing levels. *Council should keep in mind that the first priority for staff is providing day-to-day operations, then existing projects, so there is limited capacity for new projects.* This is particularly an issue in Community Development, which has several large Priority Calendar items underway, such as the General Plan and Economic Development.

Given the magnitude of current projects and limited staffing, the **Community Development Department** is only able to undertake one new project at this time: Re-Zone HRO3 to Open Space. *CD’s top ranked item, Commercial Zoning, is being recommended for “below the line.”* Staff does not have the resources to take on a comprehensive review of commercial zoning at this point. In addition, staff believes the General Plan will translate the vision and economic development strategy into goals and objectives for our commercial areas; staff believes these larger policy decisions should be made prior to looking at specifics of commercial uses. Staff intends to come back to Council in December with an overall work-plan for all these long-term planning issues so Council can see how they fit together and the timeline. If, however, Council wishes to narrow the scope of the Commercial Zoning issue to something on the lines of 20 hours of effort, staff could take it on *instead of* the Rezone issue. The third-ranked Community Development issue, Off-Site Sign Ordinance, has been moved to Parks and Recreation and will be undertaken there. If the Parks and Recreation Commission supports accepting the new scoreboard and Council concurs, it would then go to the Planning Commission as a regular current planning issue to consider the sign ordinance implications.

**Parks and Recreation** will take on 2 other new priorities. Since the top three ranked issues were very close in score, staff is suggesting that one of the two arts-related items be taken on, as well beginning work on the City Entry issue. While Council is free to choose either the Art Dedication Fee or the Arts Alliance, staff is recommending the Arts Alliance, as we think it will be a simpler item to complete. The Arts Commission has been informed that staff is only able to take on one of the two issues and that Council will decide at the September 23 meeting. On the City Entry issue, staff will get a proposal from a landscape architect for conceptual design services, but no funding is available at this time for the design or construction.

**Public Works** is going to take on the two top-ranked issues related to parking. They have both been included in the current parking study. Staff suggests the third item, *Creek Restoration*, be placed “below the line.” The reason is that the County STOPP program is working on regional NPDES issues that will impact creek restoration, so it is premature to initiate our study at this time.

Project Description Forms with the timelines have been completed for those issues staff is recommending be initiated in the next six months (Attachment A). Council should review the project descriptions, milestones and timelines to make sure they are acceptable.

Those issues that were ranked but that can’t be undertaken in the next six months will be “below the line” and will automatically come back at the next biannual review. Those suggested for below the line are so indicated on Attachment C.

Council has the opportunity to review the list on Attachment C and make any revisions to the rankings. Should Council desire something to be moved “above the line”, staff would need to assess the implications and might need to alter the resources available for other projects. It is worthwhile to look at individual member rankings to be sure the total score best reflects the desires of the Council.

Priority Calendar

Staff has taken all the timelines from current and new issues and developed a Council Priority Calendar (Attachment B). The calendar shows which meeting a particular milestone will be presented to Council. It should be noted the calendar reflects some updates from the previously adopted calendar for “current projects.” Staff has also added in other known items to the calendar, such as the budget review, joint meetings with commissions, etc. These are noted in italics. Council may recall that one of the performance measures for the City Manager relates to completing priority calendar items on time.

Citywide Priorities

In Spring 2002, the following twelve items were singled out for focused attention as citywide priorities that transcend the biannual review process:

▪ 101/Ralston interchange	▪ Implementation of RDA Bond Priorities
▪ Fire Station 14	▪ Re-engineering the Development Review Process
▪ Police Facility	▪ General Plan Update/Visioning Process
▪ Harbor Industrial Area	▪ Low-Moderate Income Housing Strategy
▪ Bike/Pedestrian Bridge	▪ New Library

▪ Performance Budgeting	▪ Traffic Policies
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An update on these items can be found in Attachment D and the new version will be posted on the City's website. It is expected that Council will select new citywide priorities in March for the 2004-2005 Council term.

#### Next Steps

Should Council significantly alter project descriptions, milestones, timelines or rankings, staff may need to return to Council at a future meeting with an analysis of the implications.

In any event, staff will renumber all the "new current" issues (existing and above the line) so that they are sequential by department. Internally, staff will monitor the status of projects and timelines, and will provide updates to Council in the Weekly Update and/or the Monthly WRAP. Staff will also begin a running list of new items to be ranked at the next biannual review in March.

#### **Fiscal Impact**

There is no direct fiscal impact to this report. Individual projects have cost estimates associated with them on the PDFs, which will be incorporated into the budget as feasible.

#### **Recommendation**

Staff recommends Council:

- A. Adopt a motion approving the updated Project Description Forms in Attachment A, but only selecting one of the arts-related items.
- B. Adopt a motion approving the Council Priority Calendar in Attachment B.

#### **Alternatives**

- 1. Modify and adopt the PDFs in Attachment A
- 2. Modify and adopt the Priority Calendar in Attachment B
- 3. Provide alternative direction to staff
- 4. Take no action at this time

#### **Attachments**

- A. Updated Project Description Forms
- B. Proposed Priority Calendar
- C. Ranking results and "below the line" list
- D. Update on top citywide priorities

Respectfully submitted,

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Daniel Rich

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Jere A. Kersnar

Assistant City Manager

City Manager

Attachment B

**September 23, 2003**

- *Joint meeting with Parks and Recreation Commission*
- Priority Calendar – Step 3 – Adoption
- Direction on update to Massage Ordinance

**October 14, 2003**

- *Joint meeting with Arts Commission*
- Proposed changes to Municipal Code
- Council review and first reading of Planned Development Review
- Council adopts purchase of Art Policy
- Council consideration of Belmont Vision
- Council award construction contract on City Hall/Police Facility

**October 28, 2003**

- City Council direction on Teen Center
- Council consideration of Economic Development Strategy
- Report to Council on pavement costs and financing (Pavement Management System)
- Council approves new requirements for Permanent Encroachment Permits

**November 11, 2003 (HOLIDAY) – NO MEETING**

**November 12, 2003 – INSTALLATION OF NEW COUNCIL**

- RDA approves consultant for 1365 Fifth Ave. planning

**November 25, 2003**

- GASB 34 Reporting Model to Council
- Complete Personnel policies and procedures review/update
- Council review and first reading of secondary dwelling units
- *Intergovernmental Assignments*
- Council hearing and first reading of Design Review

**December 9, 2003**

- Study session on Creek Maintenance
- Proposed changes to Municipal Code
- RDA consideration of award of Emmett House contract
- *Review of Council Protocols*

**December 23, 2003 – NO MEETING**

**January 13, 2004**

- Council considers design review – New Library
- Adoption of Work Plan on Parking Issues

- Direction on funding for City Entry Improvements (San Mateo border)
- *Intergovernmental Policy Review*

**January 27, 2004**

- Study session on Sidewalk Policy
- Direction regarding donated scoreboard

**February 10, 2004**

- Municipal Code Chapter to Council
- RDA endorses draft development plans for 1365 Fifth Ave. Planning

**February 24, 2004**

- *Mid-year Budget Review*
- Council Adopt Sidewalk Policy

**March 9, 2004**

- Council adopt Creek Maintenance and Easement plan
- Priority Calendar – Step 1

**March 23, 2004**

- Priority Calendar – Step 2

**April 13, 2004**

- Priority Calendar – Step 3
- Council consideration of Rezoning HR03

**April 27, 2004**

- Municipal Code Chapter to Council