



Staff Report

COUNCIL PRIORITY CALENDAR: STEP TWO – ADOPTING THE CALENDAR

Honorable Mayor and Council Members:

Summary

This report is the final step in the process to create the biannual 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 without a clear sense of what is most important to the community.

- On March 22, Council reviewed all current and proposed projects, sought clarification, and ranked the new projects.
- On April 12, 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 at the last meeting 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 September. Attachment B is the proposed Council Priority Calendar for the remainder of 2005, based on the milestones of the projects as well as other known agenda events (adoption of the budget, etc.). 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 10 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 2004, Council modified the process to scale down the fall review, and this is the first attempt at a two-step process, instead of a three-step process.

Discussion

Ranking

Council reviewed a total of 20 items including nine new items at the last meeting. Eight items were placed “below the line.” The results of Council’s rankings can be seen in Attachment C.

Since the March 22 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 – particularly in light of budget cutbacks in recent years.*

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

The **Community Development Department** will begin work on 2 new priorities in the next six months: **Administrative Hearing Process for Code Enforcement**, and **Planning CalTrain Station / Grand Boulevard**. The third ranked item - Residential Design Guidelines – could only be initiated at this time with the assistance of a consultant, which would cost about \$25K. At the last Council meeting, the Council selected the **Update of the Park & Open Space Master Plan** as the number one priority for the **Parks & Recreation Department** for the coming fiscal year, which we will be taking on. Staff had indicated that funding for the update might be a concern, but it should not be an issue since the Park Improvement Fund is the recommended funding source. The fund has a sufficient balance to cover the cost (\$12,500) for the plan update.

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.” Council may recall that one of the performance measures for the City Manager relates to completing priority calendar items on time so these dates are taken very seriously. Staff has also added in other known items to the calendar, such as

the budget hearing, joint meetings with commissions, etc. Please note also that staff is recommending the meeting of August 23 be cancelled for a summer break, that the November 8 meeting be moved to November 9 due to the election, and that the December 27 meeting be cancelled.

Citywide Priorities

Last spring, when Council adopted the Priority Calendar, the following ten items were singled out for focused attention as citywide priorities that transcend the biannual review process:

- Police Facility/City Hall Project
- Build a New Library
- Build a Bike/Pedestrian Bridge over 101
- Redevelopment Priorities
- Reach Consensus on the Harbor Industrial Area
- Economic Development
- Emmett House Redevelopment
- Old City Hall Site
- Parking Issues
- Improvements to Development Review Process

An update on these items can be found in Attachment D and is posted on the City's website.

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 September.

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
- B. Adopt a motion approving the Council Priority Calendar in Attachment B, including the cancellation of the meeting of August 23, 2005.

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,

Daniel Rich
Interim City Manager

Attachment A

Updated Project Description Forms

2005 –2006 Council Priority Calendar

April 12, 2005

- Priority Calendar – Step 2
- City Council direction on project scope / planning consultant for Grand Boulevard

April 26, 2005

- Council discussion and direction on Paper Trails
- Option to Increase Public Participation on the Traffic Safety Committee
- Present Proposed Changes on Municipal Code Chapter

May 10, 2005

- *Eckert Appeal*

May 24, 2005

- Council direction on noise ordinance revisions
- *Public Hearing on FY06 Budget*

June 14, 2005

- Development Impact Fee Recommendations to Council for Adoption
- Council identifies major objectives for Administrative Code Enforcement System
- *FY06 Budget Adoption*

June 28, 2005

- *Charles Armstrong School*

July 12, 2005

- Present Proposed Changes on Municipal Code Chapter

July 26, 2005

- Council review and adoption of Noise Ordinance revisions
- Council identifies preferred options for Administrative Code Enforcement System

August 9, 2005

- Council reviews/affirms priorities for Permit Efficiency Task Force

August 23, 2005 – ***Staff proposes to cancel this meeting***

September 13, 2005

2005 –2006 Council Priority Calendar

September 27, 2005

- Council hearing and adoption of Administrative Code Enforcement System

October 11, 2005

- Council reviews draft plan for Grand Blvd.

October 25, 2005

- Present Proposed Changes on Municipal Code Chapter

November 8, 2005 - ** ELECTION NIGHT *No Council meeting***

November 9, 2005 – *Council Meeting*

- Council receives recommendations, directs any ordinance amendments or administrative reforms on Permit Efficiency Task Force

November 22, 2005

- *Certify election results, Council Reorganization*

December 13, 2005

- Council hearing on revised plan for Grand Blvd.
- *IGR Assignments*

December 27, 2005 - *Meeting cancelled*

Attachment C
Council Priority Ranking Results
March 22, 2005

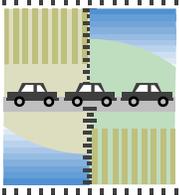


2004-2005 Citywide Priorities

As part of the biannual "Priority Calendar" process, the City Council established Citywide priorities from the entire workload before the City. These are the significant projects in terms of the time and resources devoted to them, as well as their visibility and impact on the community. They transcend the six-month timeframe of the Priority Calendar and are the priorities for the Council during its entire two-year tenure (even though some may take longer than two years to complete, significant progress is expected in that timeframe).

The following chart provides updated information on the ten Citywide priorities.

ISSUE	CURRENT STATUS
<p>Police Facility/City Hall</p>	<p>A contract was awarded in October 2003, and staff offices have been relocated. Demolition began November 2003 and the first phase (the addition and south wing) is expected to be completed in April 2005. Updates are provided to the City Council the second meeting of each month and can be found on the City's website.</p> 
<p>Build a New Library</p> 	<p>City Council has approved a new design for a 20,040 sf library and park facilities located at the existing library site. The new \$10.9 million facility, funded from a parcel tax, park fees, grants and private donations, features an open floor plan oriented towards the oak grove in the surrounding park with an active market place, extensive use of technology, large collection of materials and areas for study and relaxation. The library closed August 8 so work on the site could begin. The groundbreaking for the building construction was in January 2005. The new library is expected to be open for business in Spring 2006.</p>
<p>Build a Bike/Pedestrian Bridge over 101</p> 	<p>The Environmental Assessment for the Bike/Pedestrian Bridge has been completed and approved by Caltrans. The final plans, specifications and cost estimates are being prepared. The City has applied for several grants to fund the construction of the project. The new Federal Highway Bill has been delayed for 6 to 8 months. There is \$2 million designated in the new House Federal Highway Bill. The project is also identified in the Measure A Continuation Plan.</p>
<p>Redevelopment Priorities</p> 	<p>A five-year spending plan for \$4 million was adopted by Council in 2004. Planning work for under-grounding of utilities on Old County Road has begun. Other projects include a façade rebate reimbursement program to assist commercial property owners improve their building exteriors, support for the new Police facility within the remodeled City Hall and replacement of decorative paving along the sidewalks in the downtown area.</p>
<p>Reach Consensus on the Harbor Industrial Area</p>	<p>A Council subcommittee is working with HIA representatives on the key issues. No timeline has been set, but the City hopes to have issues resolved for Council review with the intention of developing a joint application for annexation within twelve months.</p> 

<p>Economic Development</p> 	<p>The City has devoted considerable time and energy to Economic Development in recent months after the adoption of an Economic Development Strategy. Work is underway to hire a full-time economic development manager and a contract with the Chamber of Commerce for certain services has been signed.</p>
<p>Emmett House Redevelopment</p>	 <p>Acting as the Board of the Redevelopment Agency, the Council decided to relocate and refurbish the Emmett House to its vacant lot at Sixth and O’Neill. In March the Board provided direction to explore developing the house with two affordable units - up to the moderate income level, and a four-car garage. Staff will be reporting back to the Board.</p>
<p>Old City Hall Site</p>	<p>The RDA Board has received two proposals for development of the Old City Hall site on 5th Avenue, between O’Neill and Broadway, and is considering its options for the site.</p> 
<p>Parking Issues</p> 	<p>A number of parking-related items have been scheduled for Council review in recent months.</p> <p>1) Public Works brought forward two issues (residential parking permits and timed parking) relating to parking on the street, at the July 27, 2004 and December 28th Council meetings. A third issue, parking on curves, was discussed by Council in October. A comprehensive parking policy was adopted at the January 25, 2005 Council meeting.</p> <p>2) The City Council adopted (on second reading, Nov. 9, 2004) an amendment to the Property Maintenance section of the Municipal Code; this included a new prohibition against vehicles parked off-street extending across sidewalks or right-of-way.</p> <p>3) The Planning Commission has conducted two public hearings on the issue of parking standards related to single family residential development (e.g., when is the requirement for a larger garage triggered?) and the Council approved the change in March.</p>
<p>Improvements to Development Review Process</p> 	<p>The “one-stop” Permit Center has been open for two and one-half years and is temporarily located on the 2nd floor. With completion of the City Hall remodel, the Permit Center will be located on the first floor, easily accessible to the public. The Council has convened a task force to explore additional improvements and efficiencies to the City’s permit services (building, zoning, engineering and business licenses). Their report is expected by the end of 2005.</p>

Updates of this document and the Priority Calendar are posted on the City Clerk’s page of the City’s website:

March 2005

www.belmont.gov. For more information on any of these issues, please contact the City Manager's Office at 595-7408 or cmanager@ci.belmont.ca.us.