



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 October 25, Council reviewed all current and proposed projects, and provided staff direction as to the ranking for the proposed projects.
- On November 9, 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 newly designated active/current items staff can work on during the next six months. This list includes all of those items previously listed as active/current as well as the new items that were added at the last meeting. Some of the milestone dates have been changes, so Council may want to review the timelines, and advise staff if they do not seem reasonable. 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 April. Attachment B is the proposed Council Priority Calendar through the end of the 2005/2006 fiscal year, based on the milestones of the projects as well as other known agenda events.

Background

In October 2001, the Council Protocols were 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 a two-step process, instead of a three-step process.

Discussion

Ranking

Council reviewed a total of 19 items including four new items at the last meeting. Fourteen items were placed “below the line.” Council also noted that it would likely rank the general plan update very high during the next Council Priorities calendar process in the Spring of 2006.

Since the October 25th meeting (Step 1), staff has assessed the impact of the rankings and feels that it can begin to work on four of the ranked priorities, which are: Comcast Franchise Renewal Update, Targeted Economic Development, Red Light Cameras, and Alameda Kiosk. PDFs with timelines have been updated for those priorities and can be found under Attachment A, along with the other active/current projects. Staff asks that Council review the project descriptions, milestones and timelines to make sure they are acceptable.

The only item which staff felt we could not begin work on during the next six months is the Creek Restoration item, which will automatically come back at the next biannual review for Council consideration and ranking.

Priority Calendar

Staff has taken all the milestones requiring Council review or action from current and new priorities and has developed a proposed Council Priority Calendar (Attachment B) for your adoption. 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 other known items to the calendar, such as the budget hearing, joint meetings with commissions, etc.

Next Steps

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 April 2006.

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:

1. Adopt a motion approving the updated Project Description Forms in Attachment A
2. 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 for Active/Current Priorities
- B. Proposed Priority Calendar

Respectfully submitted,

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Acting Assistant City Manager

Jack R. Crist
Interim City Manager

2005 –2006 Council Priority Calendar

Proposed 11/9/05

November 9, 2005 –Council Meeting

- ✓ Council receives recommendations, directs any ordinance amendments or administrative reforms on Permit Efficiency Task Force (*10/25/05 meeting*)
- ✓ Council presentation and update On Neighborhood Safety Awareness Program and Emergency Preparedness
- ✓ Proposed Comcast Draft Franchise Agreement for Conceptual Approval
- ✓ Council finalizes Council Priority Calendar (Step 2)

November 22, 2005

December 13, 2005

- *Certify election results*
- *Council Reorganization*

December 27, 2005 - Meeting cancelled

January 10, 2006

- Council review of draft plan for CalTrain Station / “Grand Boulevard”
- *Intergovernmental assignments*

January 24, 2006

- Proposed changes to another chapter of municipal code
- Red Light Cameras Report

February 14, 2006

- Provide status update on Comcast franchise renewal process
- Council review and adoption of noise ordinance revisions

February 28, 2006

- Second reading of revised noise ordinance
- Council hearing and adoption of Administrative Code Enforcement System
- Development Impact Fee Recommendations to Council for Adoption
- *Appointment of New Commissioners*

March 14, 2006

March 28, 2006

April 11, 2006

- Council hearing on revised CalTrain Station / “Grand Boulevard” plan
- Proposed changes to another chapter of municipal code
- Approval of Comcast franchise renewal agreement
- Priority Calendar Step 1

April 25, 2006

- Priority Calendar Step 2

May 9, 2006

- Confirm candidates and strategies for Targeted Economic Development Project

May 23, 2006

June 13, 2006

- RDA approved developer for 1365 Fifth Avenue Planning
- Emmett House - Approval of required entitlements (if necessary) and project sale

June 27, 2006

- Adoption of updated parks and open space master plan