



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 annual Council Priority Calendar. The goal of this process is for Council to clearly state their priority for study, and to ensure there is effective workload planning.

- On April 11, Council reviewed all current and proposed projects, and provided staff direction as to the ranking for the proposed projects.
- On April 25, 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 a copy of the Priority Calendar ranking sheet, in final ranking order. Please note that the dark line shows where the “below the line” is drawn for each department.

Attachment B to this report is the completed PDFs for the newly designated active and current items staff can work on during the next year. This list includes all of those items previously listed as active/current as well as the new items that were added from Step 1 at the last meeting. Some of the milestone dates have been changed, so Council may want to review the timelines.

Attachment C is the proposed Council Priority Calendar for 2006/2007, based on the milestones and dates on the projects in Attachment B.

Background

The Priority Calendar process began in October of 2001. The definition used for priority calendar items:

- Require at least 40 hours of staff time
- Are one-time in nature
- Have been directed by Council, City Manager or a Commission through specific action, including the budget
- Do not reflect the routine provision of City services
- Are mandates imposed by the state or federal government, or other funding agencies
- Are major capital improvements

To ensure the system captured all issues, a “below the line” category of projects was created. These are items that are not expected to be started within the next year. These items are not acted on, but are kept on the master list for the next annual review by Council. This ranking process goes hand-in-hand with the City Budget process, and City Commissions also provide Council with their input and ranking.

Discussion/Issues

On April 11, Council reviewed a total of 36 items including 21 new items. Twenty-two items were placed “below the line.”

Since the April 11 meeting (Step 1), staff has assessed the impact of the rankings and feels that it can begin to work on eleven of the ranked priorities. Staff asks that Council review the project descriptions, milestones and timelines on the PDFs in Attachment B to make sure they are acceptable.

As part of the meeting tonight, staff is asking that Council discuss the staff recommendation to cancel two meetings, August 22 and December 26. To create the Priority Calendar, those canceled Council meeting dates are incorporated on the calendar that is Attachment C to this report.

Fire Department Issue

The Fire Department project (Belmont Fire Protection District Liability Exposure Contingency Plan) that was ranked at the last meeting, is to develop a contingency plan for the Belmont Fire Protection District in the event of liability exposure from the dissolution of the South County Fire Protection Authority or successor agency with no identified means of amortization. Essentially, this is a Plan C, in the event of a default with the successor agency to South County Fire (Plan A) and the start-up of a new Belmont Fire Department (Plan B), to amortize the unfunded liability exposure from South County Fire. Staff believes that this project should be delayed until the outcome of the planned revenue measure is known. At that time, this project can be started if Council desires.

Citywide Priorities

In the spring of 2002, the City Council adopted 12 issues as “citywide priorities” for 2002-2003. The intent was to highlight projects that were significant in terms of the time and resources devoted to them, as well as their impact on the community. While the goal is that *all* items on the Priority Calendar will be completed according to the timelines established, the citywide priorities are those issues (including non-Priority Calendar items) where Council and staff devote focused attention.

Attachment D is the current list of ten 2004-2005 Citywide Priorities. The ten issues are:

- Police Facility/City Hall

- 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

Four of the above items are complete or near completion, and can be removed from the list. Those are: Police Facility/City Hall, Build a New Library, Parking Issues and Improvements to Development Review Process. *Council may want to add the General Plan Update, or the development of the Belmont San Carlos Fire Department to this list.*

Next Steps

Internally, staff will monitor the status of projects and timelines, and will provide updates to Council in the Monthly WRAP.

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 take the following actions:

1. Discuss if there are any modifications to the Project Description Forms in Attachment B.
2. Give direction to staff on beginning the Fire Department project (Belmont Fire Protection District Liability Exposure Contingency Plan)
2. Adopt a motion approving the updated PDFs in Attachment B.
3. Discuss and give direction on the two proposed meeting cancellations (August 22 and December 26).
4. Adopt a motion approving the Council Priority Calendar in Attachment C.
5. Discuss removing items from or adding items to the 2004-2005 Citywide Priorities (Attachment D), to create a new list of 2006-2007 Citywide Priorities.

Alternatives

1. Provide alternative direction to staff
2. Take no action at this time

Attachments

- A. Priority Calendar Final Rankings – April 11, 2006
- B. Updated Project Description Forms for Active/Current Priorities
- C. Proposed Priority Calendar 2006-2007, for April 25, 2006 Adoption
- D. 2004-2005 Citywide Priorities (*dated October 2005*)

Respectfully submitted,

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ATTACHMENT B

Updated Project Description Forms for Active/Current Priorities