



Staff Report

Annual Review of Council Priority Calendar: Step Three - 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 March 11, Council reviewed all current and proposed projects
- On March 25, Council ranked the new projects
- On April 8, 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 shaded boxes show the “below the line” projects for each department.

Attachment B to this report are 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 2 at the March 25th 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 2008/2009, 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” (BTL) 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 March 11, Council reviewed a total of 17 projects, including 10 new projects. Those projects were then ranked by Council on March 25.

Community Development has seven ranked items, and one that was ranked to “drop” or remove from the list:

- Recognition Program – Commercial Properties

Parks and Recreation has four ranked projects, and one item was ranked to “drop” or remove from the list:

- Ralston Ranch Park Improvements

Public Works has five ranked projects, and Police had one ranked project.

Since the March 25th – Step 2 meeting, 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.

Community Development is drawing the line to begin on two projects in FY08-09. They are:

- Tree Ordinance
- Refinement of San Juan Hills and Western Hills Area Floor Area Transfer Policies

Parks and Recreation Department is drawing the line to begin working on all three ranked projects:

- Athletic Field Improvements
- Cipriani Dog Park Improvements
- Tree Planting Program

The Parks and Recreation project, Athletic Field Improvements, has been amended so that funding for the project and field choice was “to be determined” (TBD).

Public Works has identified all five projects ranked by the Council to be above the line, and will begin working on all projects this fiscal year:

- Review all Traffic Policies
- Updated Ralston Traffic Study
- Landmark Signage and Landscaping Project – City Borders
- Street Narrowing Project
- Creek Restoration

The Police Department identified Community Disaster/ Emergency Alert Systems as a project

that the Department will consider above-the-line, current and on-going.

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 (PDFs) in Attachment B.
2. Adopt a motion approving the updated PDFs in Attachment B.
3. Adopt a motion approving the Council Priority Calendar in Attachment C.

Alternatives

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

Attachments

- A. Priority Calendar Final Rankings – March 25, 2008
- B. Updated Project Description Forms for Active/Current Priorities
- C. Proposed Priority Calendar 2008-2009 for April 8, 2008 Adoption

Respectfully submitted,

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ATTACHMENT B

Updated Project Description Forms for Active/Current Priorities