

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: March 7, 2006

TO: Honorable Mayor and City Council

FROM: Debra Ryan, City Manager

TITLE: REVIEW OF THE CURRENT CITY ACTIVITIES AND ACCOMPLISHMENTS – DISCUSSION AND DIRECTION FOR ESTABLISHING WORK PLAN PRIORITIES

RECOMMENDATION:

Staff desires to review current City activities and highlight accomplishments. Staff has provided a summary of work plan priority goals for Council discussion.

Staff recommends that the City Council provide direction to staff regarding Work Plan Priorities and Goals.

FISCAL IMPACT:

Staff will report on the budget impacts of the work plan in a future report.

BACKGROUND:

Staff has attached a summary Work Plan for review and discussion by the City Council. The work plan includes establishing priorities and items that City staff plans to spend a significant amount of time working on over the next year. By establishing priorities, staff will be able to set short-term and long-term goals and confirm that our work is focused on the most important activities.

City staff compiled and evaluated the list of activities attached to this report. Our goal is to identify the activities that are priorities of the City Council and the community. We suggest referring to the criteria below as you set priorities for our work plan:

- a) Health and Safety
- b) Environmental Protection
- c) Quality of Life

We should also consider whether the cost of the activity is included in the current annual budget. If the activity is not included in the budget we will provide an estimated cost in a future report.

PROPOSED PROCESS:

We are presenting a recommended process in order to efficiently and quickly set priorities for a one-year work plan.

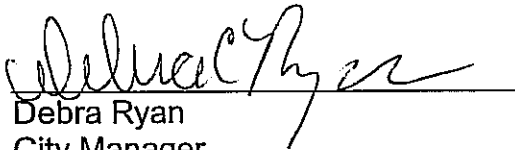
This Report

1. Staff will provide a verbal report and update the City Council on accomplishments over the past year.
2. Staff will verbally review the items in the attached Work Plan Summary.
3. Council members review and discuss the work plan summary.
4. Council members direct questions to staff. Staff will research questions that cannot be answered immediately.
5. Council members may suggest adding or removing items for the one-year work plan.

Future Report

6. Staff will bring back a complete report based on Council direction with adjustments to the Work Plan.
7. Council will discuss and confirm the recommended process to prioritize the Work Plan.

Prepared by:


Debra Ryan
City Manager

ATTACHMENT:

Draft – Work Plan
Recommended process to establish priorities

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

DRAFT

AGENDA REPORT

For meeting of: March 7, 2006

PROCEDURES FOR ESTABLISHING WORK PLAN PRIORITIES

PROPOSED PROCESS:

We are presenting a recommended process in order to efficiently and quickly rank the work plan activities. The process below is a modified version of the *Nominal Group Technique*.

Received on March 3rd for the March 7th Council meeting

1. Council members received a draft list of work plan activities and will discuss them briefly at the March 7th meeting. Council members may add or delete items and ask questions.
2. Council members agreed to rank the activities prior to March 23rd and direct the City Manager to bring back the results at the April 4th Council meeting.

INSTRUCTIONS FOR RANKING TASKS.

3. Included in the packet delivered March 16th is the amended list of the Work Plan activities.
4. Council members will commence the silent, independent vote of work plan priorities using the *Nominal Group Technique*.
 - a. Each Council member is provided with:
 - i. One rating sheet.
 - ii. 10 GREEN DOTS representing the highest priority (5 points),
 - iii. 10 YELLOW DOTS representing a medium priority (3 points), and
 - iv. 10 RED DOTS representing activities to put on hold (-2 points).
 - b. Each Council member assigns the desired points to the work plan items based on the dots selected. It is not necessary to use all the dots.
5. Once all the Council members have completed the silent voting process they should deliver the information to the City Clerk in the envelope provided before March 23rd.

April 4th Meeting (after the tally of votes)

6. When the work plan priorities are presented to the Council at the April 4th Council meeting, staff will present the work plan activities in the order of priority with the scores revealed.
7. The City Manager will read the top 20 on the list.
8. The City Council will decide the cutoff of how many of the activities will be reported and discussed in the next step of the process.
9. The Council members will have the opportunity to discuss all the items on the list. At this time, Council members will propose changing the order of the preliminary vote and ask questions.
10. The City Council will take action to confirm the list of activities in order of priority and this list will be referred to as the *City Work Plan for 2006*.

Next Steps

11. City staff will incorporate the *Work Plan* into their schedules immediately. However, staff will continue to perform their day-to-day activities at the same level of service and mandated activities will be completed as required.
12. The City Manager will provide updates on the status of the activities in the *Work Plan* on a quarterly basis. As we accomplish tasks, we will review the list and begin planning for the next group of activities.
13. At any time the City Council may revisit the priorities. If new information comes to our attention that may affect the ranking of the priorities, we will alert the Council.

ATTACHMENTS:

1. Schedule of Work Plan Activities
2. DOTS - 10 Green
10 Yellow
10 Red

Prepared by:

Debra Ryan
City Manager

030706 priorities process.doc

Work Plan Priorities For Discussion - March 7, 2006

Task/Project	Dept	Status
PUBLIC WORKS / PARKS		
Highway 92 Street Improvement Project	PWK/PR	Bid open 4/06
Ditch Maintenance Program (SDMP)	PWK/PR	No Activity-2006 Goal
Highway 1 Trail – Phase 1 Design	PWK/PR	CDP Complete;Adv 5/06
Highway Safety Improvements/Signals	PWK/PR	No Activity
Solid Waste Franchise Agreement Mgmt/ Diversion Rqmnts	PWK/PR	Ongoing-Address Diversion Req.
Community Park Design	PWK/PR	Master Plan Adopted
NPDES Water Quality Regulations (SDMP)	PWK/PR	Ongoing-2006 Goal
Paving and PCC Work throughout the City	PWK/PR	Annual Contracts
Railroad Trail Design	PWK/PR	No Activity
Smith Field Improvements	PWK/PR	Ongoing-Lights Replaced
Community Center Expansion	PWK/PR	Delete
Sewer Infrastructure Improvements and Rehabilitation	PWK/PR	Ongoing-Repairs as necessary
* Bell Moon Lift Station	PWK/PR	Advertise 4/06
* Ocean Colony Force Main	PWK/PR	CDP Summer 06
* Pelican Point Lift Station	PWK/PR	Advertise 7/06
* Sewer Rehab Phase III	PWK/PR	Complete
Guerrero Pathway	PWK/PR	CDP 4/06
Medians Design/Beautification	PWK/PR	Ongoing-Coordinating w/Chamber
City Standards and Guidelines	PWK/PR	Ongoing-Require CC approval
Park Maintenance Yard	PWK/PR	Ongoing-Coordinate w/parks
Recreation Software & System Automation	PWK/PR	2006 Goal
Sanitary Sewer Master Plan	PWK/PR	No Activity-2006 Goal
Storm Drain Master Plan (SDMP)	PWK/PR	No Activity-2006 Goal
Terrace Signal-CDP	PWK/PR	Ongoing
Main Street Bridge Repair and Rehabilitation	PWK/PR	Ongoing-HBRR Grant Request
Oak Avenue Park	PWK/PR	CDP 4/06
Permit Tracking System Implementation	PWK/PR	2006 Goal
Sewer Authority Mid-Coastside (SAM) JPA Review	PWK/PR	Ongoing-2006 Goal
Arnold Way Park	PWK/PR	No Activity
Skate Park	PWK/PR	Agreement to CC 4/06

Work Plan Priorities For Discussion - March 7, 2006

Task/Project	Dept	Status
Kehoe Ditch Improvement	PWK/PR	CDP 6/06
POLICE		
Police Facility Improvements or Relocation	Police	No Activity
Emergency Preparedness	Police	Ongoing
Evaluation of Police Management Staffing Needs	Police	Ongoing
Recruitments and Staff Retention	Police	Ongoing
Traffic Safety	Police	Ongoing
PLANNING		
Wavecrest Agreement Management	Plan	On Schedule
LCP/General Plan Update	Plan	Stage 1 at Cstl. Comm.
Implement Cost-recovery on Major Projects	Plan	Implemented
Pacific Ridge Settlement Agreement Management	Plan	Ongoing
Measure D Implementation	Plan	Stage 1 at Cstl. Comm.
Coord./w SM Co. on impact of its LCP amendments on HMB	Plan	Ongoing
GIS Mapping Map Development	Plan	Ongoing
Permit Tracking System Implementation	Plan	Implmntd Manual Sys.
Process 100-120 Development Permits	Plan	Ongoing
Process Code Enforcement Cases	Plan	Ongoing
Process Zoning Amendments	Plan	On Schedule
Health and Safety – Water Well Issues	Plan	Agrmnt completed & LCP Amend at CCC
Improve Customer Satisfaction- make permit process more:	Plan	2006 Priority
*Transparent, Open, Consistent, Accurate, Responsive, Efficient - TO CARE for Half Moon Bay	Plan	2006 Priority
Enhance Ecotourism	Plan	2006 Priority
*Coastal Trail Permit Completion - Access Across Arroyo	Plan	2006 Priority
*Priority Processing Visitor Serving Developments	Plan	2006 Priority
Evaluate, Correct Code, Gen Plan inconsistencies, errors	Plan	2006 Priority
Enhance Baseline for Planning, Permitting	Plan	2006 Priority
*Process Adopted Amendments through CCC	Plan	2006 Priority
-Priority on Measure D, Duplexes and Multifamily	Plan	2006 Priority
*Continue to Improve, Update Mapping	Plan	2006 Priority
*Work with Agencies-Define Future Public Service Capac.	Plan	2006 Priority
*Complete Pending Adoptions- Housing, Circ., O-S Elems.	Plan	2006 Priority

Work Plan Priorities For Discussion - March 7, 2006

Task/Project	Dept	Status
*Re-invigorate Community Participatory, Advisory Process	Plan	2006 Priority
ADMINISTRATION / FINANCE		
Make final recommendations re. User Fee Study Results		Present to CC 4/06
Prepare 5-yr. forecast for all City Funds		Completed & Ongoing
Prepare RFP's for new Permit Tracking System		2006 Goal
Prepare audit contract		Agenda Item 3/7/06
Prepare computer inventory, replacement schedule & cost allocation		2006 Goal
Review/change Purchasing Ordinance		2006 Goal
Continue GASB 34 infrastructure valuation for yrs prior to		2007 Goal
Put "Budget in Brief" & "CAFR in Brief" on website		Complete & Ongoing
City-wide/Community Park Capital Financing Plan	Adm/Fin	Begin Discussions 5/06
Development Fee/User Fee Study	Adm/Fin	Ongoing w/4/4/06 Wkshop
Staff Training and Appreciation	Adm/Fin	Ongoing
Financial Audit of Comprehensive Annual Financial Statement for 2003 - 2004	Adm/Fin	Completed
Human Resources and Recruitments	Adm/Fin	Ongoing
Labor Relations	Adm/Fin	Ongoing
Mobile Home Zoning Amendments	Adm/Fin	At CCC
Financial Audit of FY 2004-05 Comprehensive Annual Financial Report (CAFR)	Adm/Fin	Completed
Newsletter	Adm/Fin	Qtrly-Ongoing
Website Improvements	Adm/Fin	Ongoing
Current Litigation and Legislative Updates	Adm/Fin	Ongoing
Records Management and Document Storage	Adm/Fin	Improved & Ongoing
Submit FY 2005-06CAFR for GFOA and CSMFO Awards	Adm/Fin	2006 Goal
Submit 2006-7 Budget Document for GFOA & CSMFO Awards	Adm/Fin	2006 Goal
Permit Tracking System Selection	Adm/Fin	2006 Goal
Implement Credit Card use system for the public	Adm/Fin	Cost Benefit Analysis Needed
Electronic/On Line Govt. Code	Adm/Fin	Evaluate