



STAFF REPORT

City Council

Meeting Date: 1/23/2024
Staff Report Number: 24-014-CC

Informational Item: City Council fiscal year 2023-24 priorities work plan update

Recommendation

This is an informational item and does not require City Council action.

Policy Issues

The City Council's annual priority and goal setting workshop provided direction to the city manager on aligning resources and work plans for the next year.

Background

The City Council held its annual workshop March 18, 2023 with a professional facilitator and City staff. The City Council set the following top priorities for fiscal year 2023-24:

- Housing
- Activating downtown, with the added focus of economic development, small businesses and downtown vibrancy
- Climate action
- Emergency preparedness
- Safe streets

Advancement of City Council priorities through the funding of projects, services and staffing was detailed during the fiscal year 2023-24 budget adoption process. The fiscal year 2023-24 work plan that includes a list of projects was first provided at the Sept. 12, 2023 City Council meeting (Attachment A).

Analysis

The work plan lists 61 items categorized by the City Council top priorities. There are status updates for 26 items and five items added to the work plan (Attachment B). Work plan items are concentrated under public works, community development, city manager's office and interdepartmental assignments. Other departments, however, play vital roles in providing programs and services that are highly valued in Menlo Park and support many of the efforts to advance City Council top priorities. While work plan items are prioritized on City Council meeting agendas, City staff are also focused on a wide variety of new projects outside the scope of the work plan, including regulations for tobacco retailers and smoke-free multifamily housing, cybersecurity measures and other IT Master Plan projects, greater utilization of software systems like OpenGov to increase efficiency, and diversity, equity, inclusion and belonging (DEIB) initiatives, among others.

Core services also represent a significant portion of staff workload. For the last reporting period available in

fiscal year 2022-23, for example, staff processed over 1,800 encroachment, residential, commercial and accessory dwelling units (ADU) permits, conducted over 10,000 building inspections, and delivered over 900 million gallons of water to customers in Menlo Park.

Staff will include a review of progress on top priorities at the upcoming City Council workshop March 2.

Impact on City Resources

There is significant impact on city resources, including on both budget and department/staff capacity, to accomplish work plan items. While many tasks are embedded in the fiscal year 2023-24 adopted budget, the City Council may consider future funding allocations from the General Fund, special revenue and restricted funds and grants.

Environmental Review

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§15378 and 15061(b)(3) as it will not result in any direct or indirect physical change in the environment.

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Attachments

- A. Hyperlink – Sept. 12, 2023 City Council staff report:
menlopark.gov/files/sharedassets/public/v/2/agendas-and-minutes/city-council/2023-meetings/agendas/20230912-city-council-regular-agenda-packet-w-pres.pdf#page=221
- B. City Council priorities work plan for fiscal year 2023-24

Report prepared by:
Stephen Stolte, Assistant City Manager

Table 1: City work plan for fiscal year 2023-24

City Council priority	Departments	Status
<i>updates are listed in red</i>		
HOUSING		
<i>Receive conditional approval of Housing Element from HCD after multiple rounds of comments</i>	<i>CD</i>	<i>complete; public hearing scheduled</i>
Implement Housing Element:	CD	
Adopt zoning ordinance amendments related to Housing Element implementation	CD	complete
Initiate feasibility study for downtown parking lots	CD, PW	
Hold Housing Element study sessions on ECR/D SP, AHO, Commercial site and R3	CD	complete
Implement homeownership preservation program with Habitat for Humanity	CD	adopted funding agreement
Create anti-displacement program	CD	
Issue RFP for BMR program administrator	CD	complete; authorized contract
<i>Partner with HEART for shared housing staff</i>	<i>CD</i>	<i>in progress</i>
Issue notice of funding availability (NOFA) and allocate below market rate funds for proposals	CD	<i>complete; funding agreements pending</i>
Process housing developments:	interdept	
Approve below market rate housing agreement for 123 Independence Drive	CD	complete
Initiate EIR for housing development at 3705 Haven Ave.	CD	complete
Process Parkline master plan	CD	in progress
<i>Adopt zoning code amendments related to community amenities and revised community amenities list</i>	<i>CD</i>	<i>complete</i>
Initiate second phase of BMR Guidelines update	CD	in progress
Enhance information sharing about current development projects and regulations	CD	ongoing
Respond to Grand Jury report, "Accessory dwelling units: affordable housing's panacea or prevarication?"	CD	complete
Amend ADU regulations	CD	
Recruit Housing Manager	CD, ASD	complete
ACTIVATING DOWNTOWN		
Recruit Economic Development Manager	CMO, ASD	filled temporary interim role
Provide economic development support to businesses	CMO	ongoing
Adopt and implement streetaries ordinance for long term outdoor dining program	interdept	adopted ordinance; <i>applications under review</i>
Approve street closures to enable outdoor dining and bicycle infrastructure	interdept	approved closure on Santa Cruz Ave. <i>and Ryan's Ln.</i>
Install bicycle lane on 600-block of Santa Cruz Ave. and associated bicyclist improvements	PW	<i>complete</i>
Revise permit for farmers' market	PD, interdept	<i>in progress</i>
Refurbish and maintain Santa Cruz Ave. seating area	PW	<i>ongoing</i>
CLIMATE ACTION		
Allocate \$4.5 million California Energy Commission funding to communitywide electrification program	CMO	in progress; <i>PCE agreement forthcoming</i>
Analyze and revise scope of work for remaining term of Climate Action Plan	CMO	in progress; <i>under staff and EQC review</i>
Enhance communication and education on electrification	CMO	in progress
<i>Adopt zoning code amendments to allow greater flexibility with residential electrification</i>	<i>CMO, interdept</i>	<i>complete</i>
<i>Streamline permitting for electrification</i>	<i>CMO, interdept</i>	<i>in progress</i>
Partner with Peninsula Clean Energy's solar/battery program for city facilities	CMO, interdept	in progress; <i>preparing power purchase agreement and roof replacement projects ahead of solar install</i>
Implement electric vehicle charging plan at city facilities	CMO, interdept	in progress; <i>partnered with PCE for free technical assistance; partnered with PG&E fleet program</i>
Continue water heater replacement at city facilities	CMO, interdept	in progress
Explore Burgess pool electrification	CMO, interdept	in progress
Adopt Environmental Justice Element	CD, interdept	in progress
Adopt and implement zero emission landscape equipment ordinance	CMO, PW	adopted ordinance; implementation in progress
Complete construction of clean energy infrastructure (micro-grid) at MPCC	interdept	in progress
Continue to advance planning, funding, and construction of SAFER Bay	PW	in progress
Complete construction of Chrysler Pump Station to improve resiliency of City's stormwater system	PW	in progress

EMERGENCY PREPAREDNESS		
Recruit Emergency Preparedness staff person	interdept, ASD	in progress
Host Public Works Open House on September 16 to engage the community on public works services	PW	complete
Expand emergency preparedness training among city staff	interdept	in progress; <i>FEMA ICS training completed for all staff</i>
Maintain and enhance emergency preparedness capabilities among city facilities and staff and through use of software like GIS; update relevant emergency-related policies	interdept	ongoing
Coordinate with other PIOs for winter storm season including early coordination with San Francisquito Creek JPA	CMO	<i>pre-season coordination complete; ongoing coordination during winter season</i>
Complete After Action Reports (AAR) for 2022-2023 winter storms and pandemic response	CMO	<i>storm response reviewed internally; updated emergency roster; prepared winter weather plan for 2023-24</i>
Hold emergency preparedness study session	CMO, interdept	
Review and accept the stormwater master plan	PW	complete
Receive update from the San Francisquito Creek Joint Powers Authority	PW	complete
Adopt Safety Element	CD	in progress
Coordinate with MPC Ready for community preparedness activities	CMO	ongoing
Proclamation for National Preparedness Month	CMO	complete
SAFE STREETS		
Maintain existing transportation assets including development of a five-year paving plan	PW	complete
Develop connected multimodal corridors	PW	
Complete gaps in the pedestrian network, with focus on safe crossings	PW	in progress
Continue to implement Safe Routes to Schools program	PW	in progress
Develop a network of low stress bicycle corridors that connect residents to major services and transit	PW	in progress
Deliver projects currently in the capital program pipeline	PW	in progress
Ravenswood Avenue, Belle Haven traffic calming, Haven Avenue streetscape, Middle Avenue complete streets and pedestrian/bicycle Caltrain crossing, Middlefield Road pilot, Willow Road pedestrian and bicycle improvements, and Coleman-Ringwood Avenues planning study	PW	<i>Ravenswood Ave. - complete; Belle Haven traffic calming - under construction; Haven Ave. streetscape - under construction; Middle Ave. complete streets pilot installation - complete/ongoing data collection; Willow Rd. improvements - in progress; Coleman-Ringwood study - in progress</i>
Proactively advance safety	PW	
Complete Vision Zero Action Plan	PW	complete
Implement quick-build project at Menlo-University to address high priority safety issue	PW	complete
Update City policies to advance safety and VMT reduction	PW	
Implement TDM policy and transportation management association	PW	<i>in progress; study session held</i>
Transportation impact analysis guidelines and level of service analysis requirements	PW	in progress; <i>study session held</i>
Parking design guidelines and policies for on-street and off-street parking to support sustainability, housing and equity goals	PW	in progress