




TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Jeremy Dennis, Town Manager
Corie Stocker, Interim Assistant Town Manager 

DATE: March 8, 2022

RE: FY 2023-24 Council Priority Study Session 2 – Adoption of Priorities

RECOMMENDATION

Staff recommends that the Town Council adopt Priorities for FY 2023-24 in this second of two study sessions.

BACKGROUND

On an annual basis, the Town Council adopts “Council Priorities” that are utilized to develop the annual budget and drive Town projects. Council Priorities set the foundation for the Council’s major initiatives in the upcoming fiscal year, are the basis for major projects to support the initiatives, and are a tool that residents can use to understand the Council’s focus and track progress on meeting those goals.

On January 25, 2023, the Town Council held a workshop with the Town’s Commissions and Committees, to hear their recommended projects and initiatives for the coming fiscal year (Attachments 1 and 2). On February 9, the Council held its first study session (Attachments 3 and 4).

DISCUSSION

Draft FY 2023-24 Council Priorities

Staff is recommending, based on Council and resident input at the January 25 and February 8 meetings, that the Town Council adopt the Draft Fiscal Year 2022-23 Council Priorities (Attachment 5).

The Town Council has discussed Priorities which inspired staff to create Focus Areas. A Focus Area is a specific discipline that falls under the broader Town Council Priority umbrella,

and will help staff select projects that best fit within that area. The drafted Council Priorities, Focus Areas and example potential projects are as follows¹.

Priority 1: Safety:

Focus Area: Emergency Preparedness

Project: Completion and Implementation of the Safety Element

Project: Continue to train staff on Veoci Software

Project: Further collaborate with local jurisdictions on Evacuation Planning efforts

Focus Area: Public Safety

Project: Renegotiate the San Mateo County Sheriff's Office Contract

Focus Area: Community Preparedness and Awareness

Project: Support Neighborhood Watch efforts

Project: Provide Community preparedness information on the website

Priority 2: A Sustainable and Resilient Town

Focus Area: Continue to Lead in Sustainability

Project: Finalize and implement Climate Action Plan (CAP)

Project: Microgrid for Town Center Campus

Focus Area: Land Use/General Plan Update

Project: Update General Plan

Project: Implement Housing Element

Focus Area: Town Center Master Planning

Project: Engage Community in long-term Town Center Master Planning

Focus Area: Community Engagement

Project: Implement Committee Operations Recommendations

Priority 3: Fiscal Responsibility and Effective, Accountable Governance

Focus Area: Revenue Enhancement

Project: Research methods to increase revenue

Focus Area: Timely Fiscal Reporting

¹ The project list is not intended to be exhaustive; staff will incorporate Committee projects into the Priority model, new ideas will be developed to support Priorities over the course of FY 2023-24, and existing projects may later be deemed unnecessary to support Priorities

Project: Reinstate quarterly budget reporting

Focus Area: Operational Efficiencies

Project: Transition and Improve Council Priorities Visuals and access to website

Focus Area: Transparency

Project: Focus on updating and implementing OpenGov Transparency tools within our budgeting process and other financial information

Project: Introduce updated Energov software for community visibility and use.

FISCAL IMPACT

There is no fiscal impact associated with acceptance of this report and holding a study session on this topic. There will be substantial resource allocations made because of the completion of the Council Priorities.

ATTACHMENTS

1. January 25 Commission/Committee Workshop staff report
2. January 25 Council Meeting Minutes
3. February 8 Council Priorities Study Session 1 Staff Report
4. February 8 Council Draft Meeting Minutes
5. Draft FY 2023-24 Council Priorities Visual



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Jeremy Dennis, Town Manager
Melvin Gaines, Assistant Town Manager

A handwritten signature in black ink, appearing to read "Jeremy Dennis".

DATE: January 26, 2023

RE: Annual Council/Committee and Commission Workshop

RECOMMENDATION

Staff recommends that the Town Council and attending Commission and Committee members discuss potential priorities and council/committee communications

DISCUSSION

In this second annual Workshop, the Town Council has invited the Town's Commissions and Committees to provide a venue for a broad discussion on potential projects and initiatives for the next fiscal year. This meeting is also an opportunity to discuss how Council creates its fiscal year priorities, the role of the Council Liaison, and how the Council reviews Committee recommendations. This workshop is intended to be informal and interactive, and will inform the Council's priority setting process, to begin at the February 8, 2023 Council meeting, and the subsequent FY 2023-24 budget.

Below is the agenda for the workshop. Note that each committee will present their materials at the meeting; some committees prefer to make an oral presentation, or will have a power point. The Wildfire Preparedness Committee provided their materials in advance of publication of this report (Attachment 1).

Council/Commission/Committee Workshop

1. Intros
2. Why have a workshop?
3. Description of Council Priority process
4. Sharing of FY 2022-23 potential priorities (high level information sharing and discussion)
 - a. Committees
 - b. Commissions
 - c. Council

5. Next steps

- a. Council Priority Setting – February and March sessions
- b. Council Priority Setting – finalized March/April
- c. Committee 2022 annual reports – April/May
- d. Council Priorities shared with Committees
- e. Draft FY 2023-24 Budget - May

6. Adjourn workshop

ATTACHMENT

- 1. WPC materials

