



2022 Priority Setting Session

CITY COUNCIL MEETING

JANUARY 25, 2022

AGENDA FOR COUNCIL PRIORITY SETTING SESSION

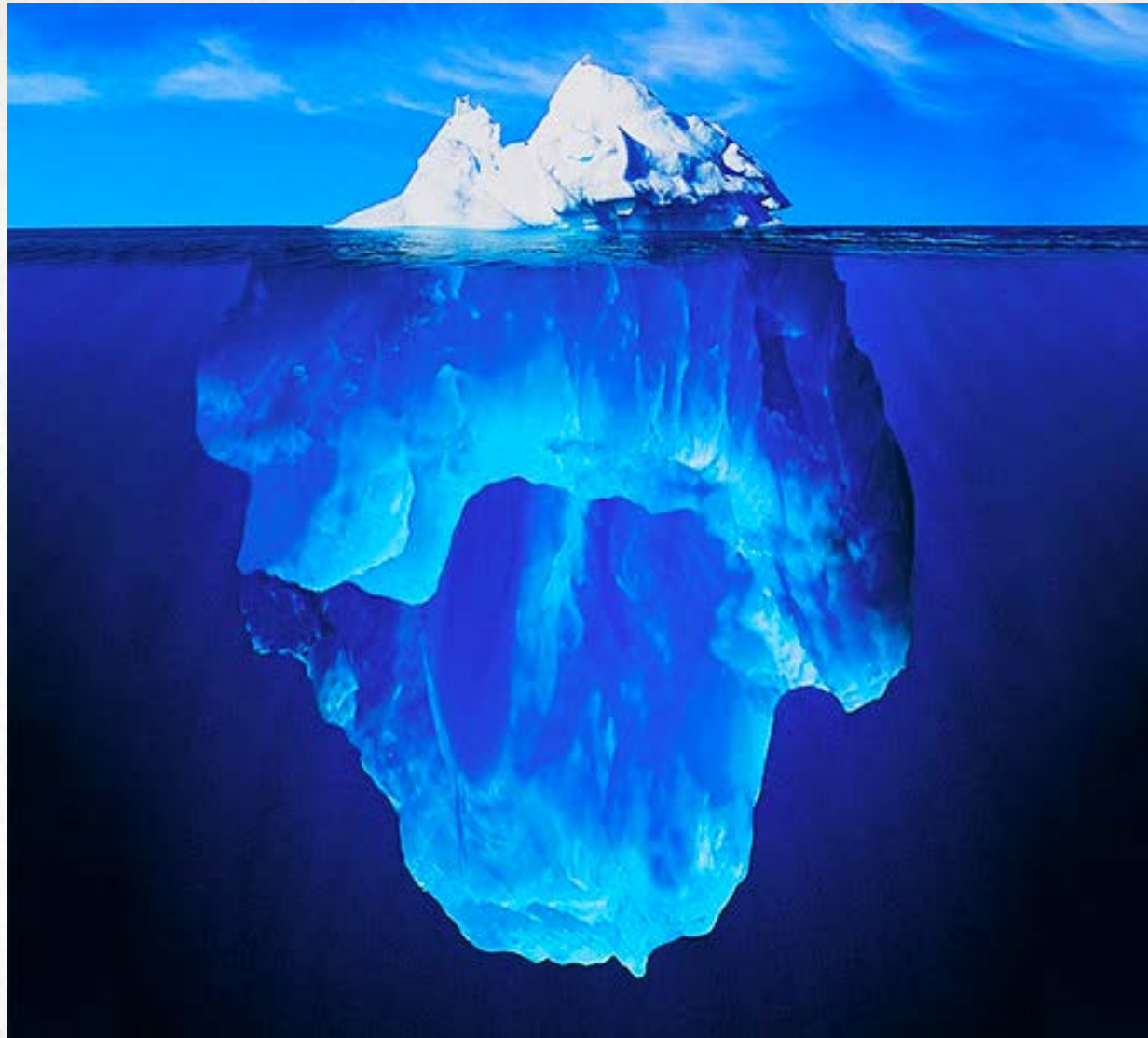
- Meeting Foundational Principles, Ground Rules, and Context
 - Review of 2021 Work Plan and Standing Council Priorities and Key Projects
 - Public Comment
 - Proposed Work Plan for 2022
 - Public Comment
 - Council Approval of the 2022 Work Plan
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GROUND RULES

- Listen with intention
 - Be constructive when providing feedback or asking questions
 - Seek consensus
 - Recognize common interest
 - All voices matter
 - Respect differences
 - Recognize this discussion is about the high-level activities in the community, not the day-to-day operations that take the majority of staff time and attention
 - Enjoy the day and conversation
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FOUNDATIONAL PRINCIPLES

- If everything is a priority, nothing is a priority.
 - At the department level, most of the day-to-day operations take up 85-90% of our organizational capacity.
 - Upcoming budget allocations need to be aligned with the Council's Priority Policies and the related key projects.
 - The City Council is accountable for providing strategic direction and policy guidance, approving budget and staffing resources, and not adding new priorities without eliminating other priorities.
 - Top management is accountable for committing to a few in-progress and new projects for each of the Council's Priority Policies, recommending resources needed, identifying reasonable timelines, achieving key milestones, and recommending adjustments along the way. **This is achieved by the Council directing the City Manager on the priorities to advance by a consensus of the Council.** The City Manager then works with staff to accomplish the Council priorities.
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RECAP OF 2021 GOALS

- 4 focus areas were identified in 2021
 - Quality of Life and Community Character
 - Public Safety
 - Effective Service Delivery and Governance
 - Infrastructure
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QUALITY OF LIFE AND COMMUNITY CHARACTER

Priorities	Discussion Notes	Current Status
Advocate continued control of zoning/housing requirements	<ul style="list-style-type: none">a. Explore options for increasing advocacy for Los Altos Hills in Sacramentob. Emphasize why a statewide, one-size-fits-all approach does not address the unique topography in Los Altos Hillsc. Evaluate opportunities for regional partnerships in advocating for local control	<ul style="list-style-type: none">a. Staff has begun researching opportunities for legislative advocacyb. The Town adopted an SB9 urgency ordinance
Exploration of undergrounding utilities	<ul style="list-style-type: none">a. Continue to move forward with the phased approach (El Monte first) and determine costs	<ul style="list-style-type: none">a. Work has continued on the Ice-Breaker project for undergrounding and has been working with consultants on a Town-wide study

PUBLIC SAFETY

Priorities	Discussion Notes	Current Status
Fire Safety Plan/emergency preparedness	<ul style="list-style-type: none">a. Provide consistent messaging and public education for residents regarding safety mitigation measures; “keep it simple”b. Assemble a task force/committee representing the Town and the District to strengthen partnershipc. Strengthen communication channels with the District and increase the frequency of Council/community updatesd. Bring the Wildland Urban Interface (WUI) map back to the Planning Commission for reevaluation	<ul style="list-style-type: none">a. The Town and the Fire District have worked together on messagingb. Fire task-force has been formed and hosted the first wildfire fair at Town Hallc. Fire preparedness updates have been increased through efforts of the Town’s PIO teamd. WUI has been reviewed by the Planning Commission
Police Services	<ul style="list-style-type: none">a. Explore implementation of license plate reader technology	<ul style="list-style-type: none">a. ALPRs have been installed. 60-day pilot program commences on February 1st
Advocate to maintain local control of fire services	<ul style="list-style-type: none">a. Currently under review by LAFCO. Remains a priority, but limited action required in the next 12 months	<ul style="list-style-type: none">a. LAFCO review is still underway, Town staff is monitoring and participating

EFFECTIVE SERVICE DELIVERY AND GOVERNANCE

Priorities	Discussion Notes	Current Status
Use of committees/volunteers	a. Clarify the role and requirements of committees to strengthen effectiveness and leverage the use of volunteers (i.e., Brown Act requirements)	a. <i>(Scheduled for upcoming year)</i>
Continue technology investment	a. Update the Town website to create an archive of historical documents like the Green Sheets (Town founding documents)	a. Staff is working with the History Committee to update Town's website with historical document
Maintain financial standing/efficient delivery of services	a. Maintain fiscal stewardship	a. The Town continuously receives the Distinguished Budget Award from the Government Finance Officers Association
Use the "Green Sheets" as resource for evaluating and establishing Town policies	a. Review the General Plan to identify which Green Sheet principles are included and identify any gaps	a. Updates to the General Plan are scheduled for upcoming years (Housing & Safety elements)

INFRASTRUCTURE

Priorities	Discussion Notes	Current Status
Town Hall addition/remodel	a. review plan updates and cost implications before construction moves forward	a. Town Hall remodel discussed at the Jan 20 th Council meeting
Road Safety	a. (No discussion)	
Parks needs assessment	a. Will be addressed through the budget process	a. Ad Hoc Committee formed for the Community Survey, will determine need for a park/community center
Continue Pathways investment	a. Will be addressed through the budget process	a. Continued work on Pathways planned

PUBLIC COMMENT ON 2021 WORK PLAN

2022 GOALS

- Using the 4 focus areas from 2021, staff has repopulated the categories with priorities for 2022
 - Quality of Life and Community Character
 - Public Safety
 - Effective Service Delivery and Governance
 - Infrastructure
 - 21 Priorities
 - 17 highlighted in green are projects staff in motion
 - 16 **Bolded** are those required of Council and/or State
 - 4 are state-mandated marked with an (*)
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QUALITY OF LIFE AND COMMUNITY CHARACTER

Priorities	Milestones for 2022
Increase Civic Leadership Capacity	<ul style="list-style-type: none">• Create Internship program• Develop Citizen Academy
Conduct Community Events	<ul style="list-style-type: none">• Host the Volunteer Dinner• Put on the Town Picnic
Update Housing Element (*)	<ul style="list-style-type: none">• Conduct two (2) Community workshops and draft element for public comment• Planning Commission and City Council Joint Session• Housing Element Screen check• CEQA• Planning Commission public hearing
Monitor SB 9 (*)	<ul style="list-style-type: none">• Conduct Study Sessions• Planning Commission public hearing on permanent Ordinance - PC making recommendation to the City Council• City Council adoption
Implement Climate Action Plan (*)	<ul style="list-style-type: none">• Complete the battery back-up energy storage system• Convert Town Fleet to Green Vehicles• Simplify city permitting processes and reduce permit fee for electrification conversions

PUBLIC SAFETY

Priorities	Milestones for 2022
Install Automatic License Plate readers (*)	<ul style="list-style-type: none">• Complete Install of 40 cameras• Conduct 60 Day review of Cameras
Begin Sheriff's Contract Review (*)	<ul style="list-style-type: none">• Create Ad Hoc committee• Analyze Contract Options• Write new contract
Continue Emergency Prep (*)	<ul style="list-style-type: none">• Conduct an emergency drill• Conduct FEMA training for staff• Hire a consultant emergency manager
Participate in Fire Service Review (*)	<ul style="list-style-type: none">• Participate in county/LAFCO review
Update Safety Element (*)	<ul style="list-style-type: none">• Draft Safety Element and consultation with Cal Fire; Planning Commission Public Hearing• Final Safety Element adoption by the City Council

EFFECTIVE SERVICE DELIVERY AND GOVERNANCE

Priorities	Milestones for 2022
Improve Financial Transparency (*)	<ul style="list-style-type: none"> • Develop Financial policy • Approve FY 22/23 Budget • Conduct FY 22/23 Interim/Audit
Improve Communication - staff, council, community	<ul style="list-style-type: none"> • Improve City Manager Weekly Update Template • Produce Post Council Meeting Review • Assess Town website upgrade
Complete Community Survey (*)	<ul style="list-style-type: none"> • Complete Survey
Improve Legislative Advocacy	<ul style="list-style-type: none"> • Identify and Procure legislative policy for the Town and create/maintain grants list
Improve Employee Retention (*)	<ul style="list-style-type: none"> • Send Employees to Santa Clara County Leadership Program • Adopt Employee Enhancements based on Comp Study • Update employee handbook
Promote Emerging Technologies	<ul style="list-style-type: none"> • Create an esignature Policy • Secure a new IT services model • Update Technology in Conference Rooms • Adopt an IT retention policy • Prepare IT Master Plan
Improve Contract Management (*)	<ul style="list-style-type: none"> • Conduct GreenWaste Negotiations • Award contract for sewer service maintenance (west Bay) • Review Westwind Barn Agreement
Increase Effective Use of Committees	<ul style="list-style-type: none"> • Standardize meeting & Create Committee Norms • Hold an annual Committee Roundtable • Hold an annual City Council meeting with Committees

INFRASTRUCTURE

Priorities	Milestones for 2022
Consider Improvements to Town Facilities (*)	<ul style="list-style-type: none">• Reorganize workspace• Upgrade Corp Yard Facilities• Determine Ph.2 Town Hall Improvement Plans (A or B)
Continue work on Undergrounding Utilities (*)	<ul style="list-style-type: none">• Progress the 20A project (icebreaker)• Provide undergrounding study
Review & Update Sewer Fees (*)	<ul style="list-style-type: none">• Conduct a sewer rate study

COMMITTEE GOALS FOR 2022

The following slides are a summary of the goals identified by Town Committees.

✓ Committee goals that align with staff's list of priorities are signified with a checkmark.

Total of 46 Committee goals of which 25 align with staff's draft proposed list of priorities.

COMMITTEE PROJECTS FOR 2022

Community Relations Committee

- ✓ • More communication with Town Residents
- ✓ • Organize Town Picnic
- Organize LAH TEDx event

Emergency Communications

- ✓ • Enhance Preparation and coordination in drills through established schedule of drills.
- ✓ • Coordinate cross-agency volunteer training and further build infrastructure to support town volunteers needs.
- Improve technical infrastructure for reliable communication alternatives.

Environmental Design & Protection

- ✓ • Update existing policies: Continue our work to update existing policies and ordinances regarding Fences, Trees, Lighting, and Water Conservation.
- ✓ • Integrate new practices: Recommend policies to integrate new practices while protecting our semi-rural environment. New practices include development trends related to SB9, ADU's, and new construction trends.
- Update checklist: Develop an updated checklist that planning staff provides at the Pre-Application meeting.
- Native garden: Update the native plant garden at Town Hall.

Environmental Initiatives

- ✓ • Climate Action Plan Implementation
- ✓ • Update GHG Inventories
- Lead strategic plan for Water Conservation

COMMITTEE PROJECTS FOR 2022

Finance and Investment

- ✓ • Staff-FIC projects currently underway and supported
- FIC initiated projects proposed to reduce cost, improve efficiency, or eliminate deficiencies
- Ongoing Town-wide projects that are not initiated by the FIC but where FIC may be requested to review or provide advice

Open Space

- ✓ • Support Staff, Planning Commission, Council for Bee-Keeping Ordinance, Fence Ordinance and Tree Ordinance
- Open Space Management
- Education - Annual SOD; Stinkwort Mapping, Wildlife talks; wildlife corridor

History

- Increase the collection of and improve access to historical artifacts, physical and electronic
- ✓ • Presentations on topics of historical interest and organization of historic walks
- Identifying, updating, and creating historical markers and plaques in the town and providing a guide for them

Parks and Recreation

- Community park and center – Investigate the feasibility of a LAH community center with outdoor spaces to promote community building.
- Legacy giving – Investigate the feasibility and process to set up a Legacy Giving Program.
- Edith Park Beautification
- ✓ • Utilize Prop 68 funding to create better recreational experiences

COMMITTEE PROJECTS FOR 2022

Pathways

- Present ideas to Council Pathway Segment installation
- ✓ • Effective usage of Pathway Audit Layer by PWC & Town Staff
- Demonstrate to CC the power of the GIS Audit & MPP Layers
- ✓ • Support Public Works as they strive to install these pathways City Council has funded (7) CIP projects
- ✓ • Systematically strive to keep MPP and GIS audit layer up to date

Public Art

- ✓ • Install and Dedicate the Town Of LAH Sculpture
- Art Enrichment of Edith Park

Planning Commission

- Fire Hardening – House construction codes for existing and new houses
- Wildlife Corridor – formalize and map (like the Pathway map)
- Tree protection ordinance
- ✓ • Outdoor lighting policy
- ✓ • Fence setback policy
- ✓ • Update SB 9 ordinance/revise ADU for consistency with SB9
- ✓ • Housing Element
- ✓ • Climate Action Plan

Technology

- ✓ • ALPR Evaluation
- Investigate microgrids and municipal power
- ✓ • Disaster Preparation
- ✓ • Computer Systems Support
- ✓ • LAH Fiber Internet

COUNCIL PRIORITY SETTING

- Discuss Council Goals / Priority Areas for 2022
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PUBLIC COMMENT ON 2022 PRIORITIES

RECOMMENDATION

- Staff recommends that the City Council Adopt the 2022 Work Plan

Alternative:

- Staff recommends that the City Council Adopt the 2022 Work Plan as presented with the *one following* the modification of _____
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