

# Fiscal Year 2024-25 City Council Priorities

#	Department Lead(s)	Council Priority	Work Plan FY 24-25
<b>Items to be Completed within the Fiscal Year</b>			
1	City Manager's Office	Establish policies to decarbonize existing buildings and infrastructure and eliminate methane gas use by 2030.	Conduct community outreach and provide education; present findings to Sustainability and Infrastructure Commission for recommendations to City Council; return to City Council with narrowed down policy options and related resource needs and receive final Council direction on policy formation.
2	City Manager's Office	Create a comprehensive, ongoing Citywide Community Outreach and Engagement Program.	Onboard and train new communications team and retain professional communications consultants to reestablish regular eNews, implement biannual print newsletters, bolster social media campaigns, improve high interest webpages, work with staff Citywide to enhance public engagement, establish a townhall program, and develop civic engagement forums. Enhance customer service and community outreach training and education opportunities for staff citywide.
3	Public Works	Create a Capital Infrastructure Plan or process for reinvesting in infrastructure to allow the City to evaluate City facilities and assets when upgrades are needed.	Budget for and engage a consultant to complete a Capital Improvement Program organizational assessment to optimize the process for identifying all City infrastructure improvements, evaluate the process of prioritizing improvements, and assess the scheduling and budgeting methodologies. In addition, procure a consultant to complete a comprehensive facilities assessment to identify required improvements.
4	City Manager's Office/Community Development	Provide greater support to business development centers or mixed use development areas to increase economic vitality.	Hire an economic consultant to provide peer reviews of proposed new development with ground floor commercial space; develop a list of best practices for ground floor commercial marketability that can be shared with developers and incorporated into future planning documents, including the Downtown Area Plan Update; continue to monitor commercial vacancies Citywide and engage with building owners as needed to understand vacancy and support getting space re-occupied.
5	Public Works	Expedite efforts to improve the stormwater collection, drainage, and storage system, including dredging the Marina lagoon.	Continue Stormwater Master Plan Update and complete critical components of data collection. Complete Marina Lagoon Maintenance Dredging design and initiate construction in Summer 2025.
6	City Attorney's Office	Explore adopting a Gardening Waste ordinance.	Conduct legal research and survey other local jurisdictions.
7	City Manager's Office	Explore a resolution affirming the City's commitment to integrate new technologies, such as artificial intelligence(AI), without displacing work force.	Research County of San Mateo resolution.
8	City Clerk's Office & Parks and Recreation	Increase organizational capacity to support the Toyonaka Sister City Program within the Parks & Recreation Department and City Clerk Department.	Develop a sister city policy or resolution to define City staff and non-profit roles and scope (look at Redwood City).
9	Public Works	Conduct an Annual Transportation Review of progress on all ongoing plans, including project updates and key metrics such as City mode share, collision and safety data.	Staff will gather key metrics and present an annual transportation review to City Council.

## Fiscal Year 2024-25 City Council Priorities

#	Department Lead(s)	Council Priority	Work Plan FY 24-25
<b>Items to be Completed within 2 to 5 Years</b>			
10	City Manager's Office	Consider the adoption of wage theft protections.	Partner and work with the County's Office of Labor Relations.
11	City Manager's Office	Integrate master plans to increase efficiency and community impact.	Continuously cross reference all city planning documents to ensure consistency.
12	Public Works and City Manager's Office	Design and implement capital improvements for permanent street closure.	Complete construction of the B Street Pedestrian Mall Improvement Project by Fall 2024.
13	Finance	Initiate a Community Budget Process for anticipated revenue from Measure CC.	Continue to monitor Measure CC revenue. Report the results through quarterly updates.
14	Public Works	Remove North Shoreview from FEMA Flood Assessment.	Continue coordination with FEMA on formal removal of flood zone designation by Summer 2024/Fall 2024.
15	City Manager's Office	Explore the establishment of Property-Based Improvement Districts.	Bring a study session to council for discussion.
16	City Manager's Office	Explore the implementation of a Customer Response Management or 311 system.	Research methods by which the City currently receives service requests and back-end systems where requests are managed. Select a suitable CRM that will work with existing back-end systems.
17	City Manager's Office and Public Works	Enhance city-wide disaster response and emergency preparedness.	Continue working with Office of Emergency Services on updates to the City's Emergency Operations Plan including associated staff training and exercises, ongoing training for staff roles and responsibilities at the Emergency Operations Center, and training on the transition to new virtual EOC software (Veoci); bolster City staff resources with emergency preparedness expertise; update departmental emergency plans and COOP/COGs; purchase additional emergency rations/provisions and equipment; pursue flood control permitting and upgrades; procure grant professional writing assistance; evaluate City infrastructure for resilience and fitness during disaster/extreme events.
18	Community Development	Implement the adopted General Plan.	Support adoption of a resolution to place a ballot measure amending Measure Y on the November 2024 election; initiate a comprehensive Zoning Code update to implement the General Plan, including community outreach and engagement, starting with an RFP for a consultant to support the effort, with a target to initiate the update effort in Q3.
19	Community Development	Implement Housing Element Policies.	Begin implementation of all 2023-2031 Housing Element policies and programs with a 2024/2025 target date.

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20	Library and Public Works	Address structural issues at the Marina Library.	Complete design process, including addition structural analysis, by December 2024 and begin construction work in late Spring 2025. Complete Construction by the end of FY 25/26.
21	Public Works	Reconstruct all failed streets in San Mateo by 2026.	Complete construction of Phase 4 by Fall 2024 and award construction contract for Phase 5 Spring 2025. Phase 5 is the final phase of the Smooth Streets Program.
22	Public Works	Replace all remaining high voltage circuits to improve safety and reliability of the street light system.	Complete construction of Phase 3. Complete Design for Phase 4 (Final Phase). Construction for Phase 4 is expected to begin in FY 25-26.
23	City Manager's Office	Implement a robust, year-round Downtown Activation Program as part of our core City services.	Organize a committee to focus on the vibrancy of Downtown.
24	Public Works	Prioritize planning, design, construction and maintenance of rapid safety improvement projects citywide and ensure there is a reliable City fund for long term success.	Consolidate safety projects identified in existing and future plans into a prioritized list. Develop an implementation strategy that includes staff resources and funding for each phase (planning, design, construction and maintenance). Continue to progress in safety projects in design, such as: Delaware Safe Routes to School Protected Bike Lane, Hillsdale GAP Closure, 3rd and Norfolk Safety Improvement Project.
25	City Manager's Office/Community Development	Explore piloting a City Grant Fund.	Identify funding source and amount (50k), staff resources, structure, and process.
26	City Clerk's Office & City Attorney's Office	Improve and strengthen democratic systems and decrease polarization.	Conduct a variety of educational outreach to current and future voters by, including registration events, utilizing mailers, and collaborating with service organizations. Staff will continue to conduct post-election review and will add additional metrics and analysis as an enhancement to this review.
27	City Manager's Office and Human Resources	Work with schools, community colleges, businesses, and other organizations to expand youth and senior workforce development & civic leadership opportunities.	Attract and retain youth/young adult interns by partnering with organizations, such as Empowerment Through Action and local businesses, and centralizing internships. Improve our volunteer program to attract and retain volunteers, especially seniors.
28	Public Works	Deliver the Clean Water Program.	Complete all identified construction projects by the end of FY 25/26.

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#	Department Lead(s)	Council Priority	Work Plan FY 24-25
<b>Items to be completed in 5 or more years</b>			
29	Library	Implement Library Space Master Plan.	Complete rest of space enhance projects: Cafe, Lobby, Teen Area, Business Library, Jobseekers Space, Biotech Learning Center, Periodical Storage Space
30	Parks & Recreation	Implement the Central Park Master Plan.	Staff will complete phase 1 of the Central Park Playground Improvements, which consist of directing the project manager to solicit bids and manage the construction process.
31	Public Works	Expedite efforts to improve the stormwater collection, drainage, and storage system, including dredging the Marina lagoon.	Adopt a prioritized, long-term 5-Year Capital Improvement Plan based on Stormwater Master Plan Update. Initiate and complete environmental approval process for dredging of the Marina Lagoon. Begin implementation of other highly prioritized stormwater capital improvement projects as funding and resources allow.
32	Public Works	Implement a Green Fleet by 2030.	Complete design and initiate construction of City Hall/City Plaza EV charging infrastructure improvements by end of calendar year 2025. Seek additional grant funding and plan for Corp Yard/PD EV charging infrastructure improvements.
33	Public Works	Expedite efforts to provide high quality effluent from the wastewater treatment plant upgrades to support the future production of potable water.	Continue participating in the Peninsula Pure Water (formerly San Francisco Peninsula Regional Purification) project to pursue a wastewater purification facility at the Silicon Valley Clean Water facility in Redwood Shores.
34	Public Works	Minimize impacts to residents from train horn noise at City at-grade crossings.	Complete construction of all rail safety measures required for Train Horn Noise Quiet Zone (Quiet Zone) qualification by end of calendar year 2024. Staff to work with FRA and required stakeholders (e.g. CPUC, Caltrain, and Union Pacific) to complete administrative steps to establish Quiet Zone by end of calendar year 2025.
35	Public Works	Study resource feasibility for the downtown grade separations and long-term train corridor improvements.	Identify resource needs for staffing, grant writer, and design consultant to implement the feasibility study.
36	Public Works	Improve traffic flow on 19th Ave and Fashion Island Boulevard from Grant to Mariners Island Boulevard.	Continue the design for 463338 Norfolk/Fashion Island intersection improvements. Continue design for the 19th Avenue Smart Corridor Project. Finalize negotiations to combine both projects on 19th Avenue and Fashion Island to help expedite delivery and coordination of both projects.
37	Public Works	Complete all High and Medium-High priority projects in the 2020 Bicycle Master Plan and the Pedestrian Master Plan with the goal of prioritizing quick-build projects where feasible.	Program all existing 2020 BMP projects into the Bike San Mateo Program in order to expedite the design and delivery of all High and Med-High bicycle projects. This will include quick-build bicycle projects. Identify all incomplete PMP projects and develop a workplan for expedited completion. Complete design for the Delaware SRTS Protected Bike Lane Project, Hillsdale Gap Closure project and the 3rd and Norfolk Island Intersection Safety Improvement project. Continue to the design for the 19th Avenue and Fashion Island Class IV bike lane projects.