



**COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING DIVISION**

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CITY COUNCIL STAFF REPORT

Meeting: August 20, 2019

Subject

Amendment to the FY 2019-2020 City Council Work Program adding a new Community Development Work Program Item related to increased noticing for development projects.

Recommended Action

That the City Council decide whether to amend the 2019/2020 City Work Program as proposed (see Attachment A) and appropriate funds to complete the project.

Discussion

I. Background

The City Council adopted the City's Fiscal Year 2019/2020 Work Program at its April 2, 2019 meeting. At a subsequent meeting on June 18, 2019, City Council approved the budget to ensure that the Work Program items could be funded and completed. Subsequently, at the July 16, 2019 City Council meeting, two councilmembers (Chao and Willey) requested that an item be placed on a future agenda to consider increasing the noticing radius and time period for development projects. The requested Work Program item is indicated in the proposed Work Program in Attachment A.

II. Analysis

Depending on the scope of the amendments and public outreach, this project could take approximately 100 hours. City Council has included several Work Program items on the FY 2019/2020 for the Community Development Department that are time-sensitive and require significant staff resources. Due to staffing and budgetary concerns, it is recommended that in order to complete prioritized Work Program items within forecasted timelines, two of the existing Work Program items are recommended to be deferred: (1) "Comparative studies that compares standards for mixed use developments and high density residential guidelines with other cities. Specifically, on parkland, green space, and parking space

requirements;" and (2) "Development Accountability" (see Attachment A for proposed redlines).

Fiscal Impacts

Depending on the extent of the proposed revisions, the following chart outlines anticipated expenses for Council to determine an amount to appropriate for this project. Staff time associated with preparing and managing the project is not included.

	Estimate	Notes
1. Public Hearing/ Legal Notices	\$1,750	Newspaper advertisements for hearing
2. Legal Review	\$5,000	Required
3. City-wide Post-card	\$7,000	Option
4. Public Outreach	\$5,000	Estimated cost for up to two facilitated community meetings
5. Contingency	\$1,000	
Total	\$20,000	

It is recommended that the City Council, at a minimum, appropriate \$7,000 (including a contingency) for this project if no public outreach is conducted, and up to \$20,000 (including a contingency) if public outreach and meetings are requested.

Depending on the amendments made, there may be ongoing staffing and/or third-party expenses, which will be presented to Council along with the amendments.

Next Steps

If the FY 2019/2020 Work Program is amended, a study session on the details of the project will be scheduled for an upcoming City Council meeting prior to preparation of amendments and ordinance for adoption.

Prepared by: Piu Ghosh, Planning Manager

Reviewed by: Benjamin Fu, Director of Community Development

Approved for Submission by: Deborah Feng, City Manager

Attachments:

- A. Excerpts from the FY 2019/2020 Work Program showing redlines