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Date: March 7, 2013
To: Mayor and Council
FROM: Robert W. Bruschi
SUBJECT: Priorities Update

Attached is a copy of the priorities listing that was compiled by CGR and reflects the over 200 items discussed by the Council at the beginning of the year. This list is significant but serves as a directional model for staff and governing body use to help set the work priorities outside of normal operations. The critical items/priorities to concentrate on at this time are those that are in the priority listings 1 and 2. We are currently in the time period that these items are to be focused on and ultimately addressed.

To put things into perspective we have begun work on 40 of the 47 number one priority listed items. This leaves seven that have not had any recognizable work completed to date. This accomplishment can't be looked at in isolation. It needs to be coupled with the work that has also taken place in relation to the number two priority listings. Impressive is the fact that out of the 55 items listed to be accomplished in months 3 and 4--staff, Council and in some case boards and committees have begun work on 29 of them with three being completed. This is being pointed out since staff and governing body only received the final list in early February, indicating that most of the progress has been made over a much shorter period of time than was originally intended when setting the delivery dates.

As you go through the document you will notice we have expanded the color-coding. The coding is explained below:

- The items that are highlighted in pail tangerine are ongoing efforts that don't necessarily have any specific start and or finish. While the listings may indicate a first priority or a second priority staff believes these remain priorities throughout the year.
- The items in yellow indicate that work has commenced and staff or others are continuing to work on the item.
- The items in green indicate items that are completed.

I don't think you need to spend any significant amount of time on the discussion Monday evening. This document is more to assure both you and ultimately the public that the process that you went through is indeed a roadmap and you and the staff are trying to follow it as well as tend to the normal functions of government.

C: Kathy Monzo, Linda McDermott



Priority by Month
1-2 2-4 4-6 6-12

Primary Responsibility

1: Emergency Preparedness

	1-2	2-4	4-6	6-12	
Create Emergency Management Task Force	1				Council
Enhance preparedness, esp. among elderly, disabled and underserved		2			Emergency Management Task Force
Build community social infrastructure		2			Emergency Management Task Force
Service and system coordination to improve responsiveness		2			Emergency Management Task Force
Emergency management plan		2			Emergency Management Task Force

2: Police, Fire and Emergency Services

Hiring list to prepare for officer retirements		2			Public Safety Committee
Restore community policing	1				Public Safety Committee
Trust, interactivity of police-community relationship			3		Public Safety Committee
Out-year savings in plan for Police Department			3		Public Safety Committee
Sustain service levels for Police Department	1				Public Safety Committee
Determination on 911 system vis-à-vis University				4	Public Safety Committee
Website for citizen communication to police		2			IT Subcommittee
Ordinance, Rules & Regs Police Department (ranks, etc.)	1				Public Safety Committee
Document working relationship between police and University			3		Public Safety Committee
Police Department size			3		Public Safety Committee
Develop monthly police report		2			Public Safety Committee
Fire department consolidation		2			Fire Task Force
Fire facilities		2			Fire Task Force
OEM staffing capacity		2			Public Safety Committee
Fire apparatus replacement plan			3		Public Safety Committee

PFARS capital fund drive assistance			3		Public Safety Committee
Interaction of Dir of Emergency Services and fire/housing inspection		2			Public Safety Committee

3: Public Transportation

Expand options and access (FreeB, etc.)		2			Traffic and Transportation Committee
Dinky		2			Council

4: Senior Services and PSRC

Renovation of SPB bathrooms				4	Staff
Senior programming expansion			3		Staff

5: Fees and Ordinances

Fee level review, harmonization		2			Council
Taxi rates		2			Council
Dog license fees		2			Council
Solicitor fees		2			Council
Harmonize ordinated administrative practices		2			Council
Harmonize code requirements re: inspections, registration, etc.		2			Council
Harmonize ordinances for historic preservation		2			Historic Preservation Commission
Harmonize ordinances for shade trees		2			Shade Tree Commission
Formalize timeline for 5-year review of ordinances			3		Staff / Attorneys
New ordinance covering underage drinking				4	Alcohol & Drug Alliance

6: Personnel and Labor

Salary harmonization		2			Personnel Committee
Collective bargaining agreements	1				Personnel Committee
Work from home policy			3		Personnel Committee
Harmonize policies and procedures	1				Personnel Committee
Resolve grievance concerning Health Department personnel			3		Personnel Committee

7: Facilities and Equipment

Public works facilities				4	Staff
Valley Road School		2			n/a
Police Department renovations	1				Staff
Corner House relocation	1				Staff
Signage, stationary, etc. consistency	1				Staff
Status of former Borough Hall		2			Staff
Potential move of TV30 to Monument Drive		2			Staff

8: Planning, Zoning and Redevelopment

Development vision statement				4	Planning Board
Open space policy			3		Planning Board
Sustainable development				4	Planning Board
Green building checklist				4	Planning Board
Alternative energy use in commercial buildings				4	Planning Board
Easement for Textile Research Institute				4	Planning Board
Open space access				4	Planning Board
Open space equity			3		Planning Board
Rate of development				4	Planning Board
Former hospital site		2			Planning Board
Nassau, Witherspoon and Alexander development				4	Planning Board
Design standards				4	Planning Board
Zoning regulations vis-à-vis building size				4	Planning Board
Cluster development				4	Planning Board
RMU on Alexander				4	Planning Board
Shopping Center				4	Planning Board
Advisory Planning Districts		2			Council / Staff
Capacity for processing construction permits		2			Planning Board
New ordinance covering residential renovations / expansions				4	Planning Board
Methodology for determining financial impacts of development				4	Planning Board

9: Traffic and Parking

Integrate traffic, transportation and circulation element studies				4	Traffic and Transportation Committee
Truck traffic on Route 206				4	Traffic and Transportation Committee
Traffic flow and management				4	Traffic and Transportation Committee
Hamilton / Snowden intersection				4	Traffic and Transportation Committee
Wiggins / Moore intersection				4	Traffic and Transportation Committee
Speed limits on North Harrison				4	Traffic and Transportation Committee
Flashing lights at Washington and Nassau				4	Traffic and Transportation Committee
Traffic volume / speed on Alexander				4	Traffic and Transportation Committee
Adequacy of municipal parking		2			Staff
Downtown parking options				4	Downtown Task Force
Remote parking for downtown				4	Downtown Task Force
Parking garage payment system				4	Public Works Committee
Enforcement of "no parking" zones				4	Staff

10: Historic Preservation

Morven Tract Historic District			3		Historic Preservation Commission
Harmonize historic preservation ordinance		2			Historic Preservation Commission
Public awareness of historic areas				4	Historic Preservation Commission

11: Affordable Housing and Human Services

Harmonize affordable housing policies		2			Affordable Housing Commission
Affordable housing / human services staffing capacity		2			Staff
Affordable housing access / COAH			3		Affordable Housing Commission
Proactive social infrastructure through service coordination			3		Staff
Balconies of units in Griggs Farm			3		Affordable Housing Commission
Appoint COAH Board	1				Council
"Single Source" Affordable Housing services / coordination		2			Affordable Housing Commission

12: Governance, Administration and Communication

Collaborative environment for Council, staff interaction	1				Council
Respectful interactions among Council members	1				Council
Roles of Council vis-à-vis Administrator and staff	1				Council
Community Safety Leadership committee			3		Staff
Define tasks of Clerk's office		2			Staff
Define tasks of municipal attorney		2			Staff
Council access to adequate research, analysis on long-term impacts	1				Council
Administrator succession plan / Dept head succession plan			3		Personnel Committee
Use of consent agenda	1				Council
Meeting minutes	1				Council
Joint meetings of Council, Commission and Task Force	1				Council
Open meetings	1				Council
Inclusive atmosphere that encourages public input at meetings	1				Council
Coordination among boards, commissions and committees	1				Council
Value and support volunteer board members	1				Council
Task boards with key issues Council cannot address	1				Council
Public engagement	1				Council
Political climate to reflect consolidated town	1				Council
Customer service policy for staff		2			Staff
Individual / office to deal with nonprofits			3		Council
Ten-year strategic governance plan				4	Council
Redesign business processes vis-à-vis TTF recommendations			3		Council / Staff
Electronic records storage	1				IT Subcommittee
Armored car service for municipality		2			Staff
Open government and transparency via technology	1				Council
Public communication via email, newsletter, hard copy	1				Council
Communications policy and outreach plan		2			Council / Staff
Improve website experience		2			Staff
Dashboard to monitor services, outputs, costs, etc.		2			IT Subcommittee

Establish IT Subcommittee

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Council

13: Garbage, Recycling and Organic Waste

Enforcement of garbage ordinances		2			Public Works Committee
Trash collection contract	1				Public Works Committee
Availability of public trash cans throughout town, in key areas			3		Public Works Committee
Free side-yard pickup for elderly, residents on fixed income			3		Public Works Committee
Uniform rollout bins			3		Public Works Committee
Emptying cans on Nassau and Witherspoon with more regularity			3		Public Works Committee
Garbage fee charged by the bag			3		Public Works Committee
Recycling options downtown			3		Public Works Committee
Recycling plan registrations		2			Public Works Committee
Attaching recycling containers to public trash cans			3		Public Works Committee
Compost program		2			Public Works Committee
Harmonize brush and leaf pickup		2			Public Works Committee
Registration fee determination for organic waste			3		Public Works Committee
Rules regarding curbs to mitigate leaves, brush in street			3		Public Works Committee
Yard signs that encourage composting				4	Public Works Committee
Convert Downtown Garbage Task Force --> Downtown Task Force	1				Council

14: Parks and Recreation

Parks Commission (or department)				4	Parks Task Force?
Parks Director				4	Parks Task Force?
Nonresident surcharge for park usage				4	Recreation Board
Constructing an artificial turf field				4	Recreation Board
Greater dog friendly options (e.g. dog park or pool access)				4	Recreation Board

15: Consolidation Process and Costs

Additional financial savings	1				Staff
Tracking tax impact	1				CFAC

Maintenance of service levels	1				Staff / Revelstone / Council Cmtes
State reimbursement of transition costs	1				Mayor / Council
Implementation of remaining TTF items	1				Council Committees

16: University Relations

Fostering strong, positive relationship with University	1				Council
Formal committee to handle town-campus relations		2			Council
PILOT agreement			3		Council / CFAC
Position on State Assembly bill A2586	1				Council

17: Legal

Policy governing use of outside counsel		2			Council
Tracking and monitoring of legal costs	1				Personnel Committee / Administrator
Legal oversight committee		2			Personnel Committee / Administrator
Council access to appropriate counsel on controversial matters	1				Council
Cost reduction through greater use of public forums	1				Council

18: Budget, Financial and Taxes

Fiscal 2013 budget	1				Staff / CFAC
Budget transparency	1				Staff / CFAC / IT Subcmte
Outside auditor		2			Staff
Short- and long-term financial planning	1				Staff / CFAC
New / alternative revenue sources	1				Council
Comparative study of costs and services				4	CFAC
Eliminate redundancies, inefficiencies to fund new programs	1				Council / Staff
Capital improvement budget for 2013		2			Staff / CFAC
Multi-year capital budget plan			3		Staff / CFAC
Roll completed vehicle inventory into replacement plan			3		Staff
Dashboard to monitor services, outputs, costs, etc.		2			IT Subcommittee

19: Economic Development / Business Relations

Downtown kiosks in partnership with Chamber			3		Downtown Task Force
Development opportunities along North Nassau, Murray				4	Downtown Task Force
Small Business / Economic Development Commission			3		Downtown Task Force
Business District Commission			3		Downtown Task Force
Shopping locally				4	Downtown Task Force
Promoting community as tourist destination				4	Downtown Task Force
Promoting community as hub for research and development				4	Downtown Task Force

20: Public Health and Inspections

Harmonize policy on state / local fire codes in multi-fam dwellings	1				Council / Staff
Determination on rental housing inspections in multi-fam dwellings	1				Council / Staff
Inspections for issuance of Cert of Smoke Detector	1				Council / Staff
Impact of hospital's closure on health care access				4	Public Health Board
Access to quality health care and prevention services			3		Public Health Board
Promotion of healthier community				4	Public Health Board
Food security for residents				4	Human Services Commission

21: Infrastructure and Sewers

Stormwater management program review			3		Flood Committee
Consistent power outages / work with PSE&G			3		Emergency Management Task Force
Potholes			3		Staff / IT Subcmte (for reporting)
Options for incinerator replacement at Stony Brook				4	PSOC

23: Walkability and Biking

Pedestrian safety measures at Tulane and Witherspoon				4	Traffic and Transportation Committee
Pedestrian safety measures at Nassau and Witherspoon				4	Traffic and Transportation Committee
Pedestrian safety measures along Harrison				4	Traffic and Transportation Committee
Improved lighting at crosswalks				4	Traffic and Transportation Committee
Promotion of walkability through education				4	T&T Cmte / Bike and Ped Cmte

Addition of public benches throughout town
 Creation of a bike map
 Conversion of Tehune (between Bertrand, Gulick) into bike path
 Addition of bike racks on Nassau near bookstore
 Addition of gravel path around Mountain Lakes Dam

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Public Works Committee
Bike and Pedestrian Committee
Bike and Pedestrian Committee
Bike and Pedestrian Committee
Friends of Princeton Open Space

24: Sustainability

Combating global climate change
 Modern building codes and green building rules
 Electric cars for parking enforcement team
 Princeton as “Transition Town”

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Environmental Commission
Planning Board
Public Works Committee
Environmental Commission

25: Sidewalks

Keeping clear of brush, ice, snow
 Enforcement of no-bike-riding-on-sidewalk ordinance
 Harmonize sidewalk replacement policy

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	2		

Staff
Bike and Pedestrian Committee
Staff / Public Works Cmte

26: Miscellaneous

“Entry point” for Hispanic community concerns
 Increased regularity, transparency of assessments
 Creation of Mercer County Connection in Princeton
 Encouraging diversity
 Entertainment options for teens
 Tightening gun control
 Reviewing organizations that receive public support
 Ensuring contractors follow rules re: tree cutting
 Reducing health care costs
 Increasing budget for tree replacement
 Using wood debris for energy production
 Preserving John Street neighborhood

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Human Services Commission
IT Subcommittee
Human Services Cmsn / Staff
Human Services Cmsn / Public Safety Cmte
Misc. Non-Gov Entities
Public Safety Cmte / Mayor
Shade Tree Cmsn / Staff
Personnel Committee
Shade Tree Commission
Historic Preservation Commission

Review of outside café seating ordinances

Establish a SAVE program to help with adoptions, outreach

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Downtown Task Force