



**CITY OF LOS ALTOS
CITY COUNCIL MEETING
July 14, 2015**

COUNCIL RETREAT

Agenda Item # 1

SUBJECT: Review the 2015 City Council goals and progress to date

BACKGROUND

On February 10, 2015, the City Council adopted four goals for 2015: 1) Continue prudent fiscal management; 2) Address aging infrastructure; 3) Develop Downtown Plan; and 4) Promote effective government. As part of the adoption of its goals, Council identified certain projects, along with target completion dates, to help accomplish each goal.

EXISTING POLICY

2015 City Council Goals

PREVIOUS COUNCIL CONSIDERATION

January 24, 2015 and February 10, 2015

DISCUSSION

Staff and Council have been working diligently to accomplish the various projects related to each goal. A full accounting of progress to date can be found in Attachment 1. The following are some highlights of accomplishments for each goal:

Continue prudent fiscal management

- The two-year financial plan adoption process began to look at addressing certain aspects of the Capital Improvement Program (CIP), including:
 - Identifying ongoing funding
 - Developing strategies for implementation and integration into the CIP of projects identified in various City Master Plans
- Staff has implemented use of a financial software model as a forecasting tool

Address aging infrastructure

- The Civic Center Master Plan update was completed according to the schedule established in 2014; Council approved the preferred conceptual plan on March 24, 2015; the City is moving forward with steps to hold a bond election in November 2015
- Construction on the Fremont Bridge is underway
- The repair and replacement of certain City facilities was incorporated into the CIP

Develop Downtown Plan

- The Downtown Buildings Committee and City-wide Parking Committee were established and have been meeting since March 2015
- The Downtown survey was completed and presented to Council on June 9, 2015

- An approach to initiate development of a Downtown Plan was approved by Council on May 26, 2015; implementation efforts to begin in fall 2015

Promote effective government

- A new website search function and additional processes for posting of documents which increased the quality of search results were implemented
- Nextdoor was launched in May 2015 as an additional tool to provide information to residents
- New procedures for Commissions were implemented, including:
 - Audio-recording of all meetings
 - Commissions allowed increased flexibility to develop work plans that address issues as they arise
 - Funds provided for Council-approved Commission projects
- Santa Clara County Fire Department assumed primary responsibility to develop and implement and oversee City CERT program and other community emergency preparedness education activities
- Promotion of the Neighborhood Watch program was done at two community meetings with approximately 300 attendees and at inaugural Coffee with a Cop event which had 75 attendees

For the second half of 2015, the City is continuing to make progress toward accomplishing the goals, including:

- Continued evaluation of the long-term financial health of the City
- Review of the Fire Services contract and next steps
- Continued implementation of opportunities to automate City processes
- Completion of the Storm Drain Master Plan and initial implementation
- The Downtown Buildings Committee and City-wide Parking Committee are developing recommendations to present to the City Council regarding the respective topics
- Continued promotion of the City's social media channels and website functions

PUBLIC CONTACT

Posting of the meeting agenda serves as notice to the general public.

FISCAL/RESOURCE IMPACT

None

ENVIRONMENTAL REVIEW

Not applicable

RECOMMENDATION

Review the 2015 City Council goals and progress to date

Review the 2015 City Council goals and progress to date

ALTERNATIVES

Not applicable

Prepared by: Marcia Somers, City Manager

ATTACHMENT:

1. 2015 City Council goals and projects to meet goals

2015 City Council Goals and Projects to Meet Goals

Goal	Continue Prudent Fiscal Management			
<i>Projects:</i>	<i>Lead Department</i>	<i>Target Date</i>	<i>Revised Target Date</i>	<i>Comments</i>
A. CIP Funding	Public Works/ Administrative Services	Q2-15		
<ul style="list-style-type: none"> Identify ongoing/dedicated source of CIP funding 		June 2015	Completed	Began discussion during 2015/17 operating budget presentation; General Fund monies will be allocated to CIP program at start of each fiscal year to ensure ongoing commitment to capital improvement
<ul style="list-style-type: none"> Develop implementation strategies for Master Plan-related projects 		June 2015	Completed; ongoing	Considered as part of the budgeting process; ongoing evaluation
<ul style="list-style-type: none"> Integrate Master Plan-related projects into CIP 		June 2015	Completed; ongoing	Considered as part of the budgeting process; ongoing evaluation
B. Fire Protection Services	City Manager/ Administrative Services	Q2-15		
<ul style="list-style-type: none"> Review current fire contract due to expire 12/30/16 		May 2015	Sept 2015	Initial evaluation of contract underway
<ul style="list-style-type: none"> Determine future steps 		June 2015	January – June 2016	TBD
C. 10-year budget planning	Administrative Services	Q2-15		
<ul style="list-style-type: none"> Forecast revenues 		June 2015	Fall 2015	Use of a financial software model that allows for revenue and expenditure forecasting under different scenarios; worked with Community Center Financial Commission subcommittee to use this model to forecast five-year period
<ul style="list-style-type: none"> Forecast expenses 		June 2015	Fall 2015	

Goal	Continue Prudent Fiscal Management			
<i>Projects:</i>	<i>Lead Department</i>	<i>Target Date</i>	<i>Revised Target Date</i>	<i>Comments</i>
C. 10-year budget planning (cont'd)	Administrative Services	Q2-15		
<ul style="list-style-type: none"> Identify long-term financial liabilities 		June 2015	Ongoing	Continued discussions regarding long-term PERS and OPEB liabilities during the 2015/17 budget presentation; Financial Commission to review further during 2015
<ul style="list-style-type: none"> Identify strategies to maintain a balanced budget over the long term 		Sept 2015	Ongoing	Staff will continue to work closely with City Council and Financial Commission to ensure long-term fiscal health by continuing to evaluate ways of reducing costs combined with revenue opportunities
D. Technology Enhancements	City Manager/ Administrative Services	Q2-15		
<ul style="list-style-type: none"> Evaluate internal/external processes suitable for automation 		July 2015	Completed; ongoing	Efforts regarding implementation of necessary infrastructure improvements identified in the IT Roadmap; while this work effort is underway, evaluation of available technology to make City operations more efficient, including upgrading/ implementing critical software systems will be implemented
<ul style="list-style-type: none"> Implement automation opportunities 		Ongoing	Completed; ongoing	

Goal	Address Aging Infrastructure			
<i>Projects:</i>	<i>Lead Department</i>	<i>Target Date</i>	<i>Revised Target Date</i>	<i>Comments</i>
A. Hillview Community Center	Council/City Manager/Recreation & Community Services	Q2-15		
• Complete Master Plan for Community Center		March 2015	Completed	Update approved March 24, 2015
• Determine funding mechanism to implement plan		May 2015	Completed	Completed; Financial Commission subcommittee recommended overall financing plan June 23, 2015
• Finalize schedule for implementation		July 2015		To be finalized July 28, 2015
B. Fremont Bridge	Public Works	Q3-15		
• Initiate replacement of Fremont Bridge		August 2015	Completed	Construction underway; completion anticipated by the end of 2015
C. City Facilities	Public Works	Q4-15		
• Identify infrastructure repairs for existing buildings		Nov 2015	Completed	Completed; high priority projects identified as part of the budget process
• Prioritize and incorporate projects into 2016-2021 CIP		June 2016	Completed	Completed; high priority projects incorporated into 2016-2021 CIP
D. Storm Drain Plan	Public Works	Q3-15		
• Approve Storm Drain Master Plan		May 2015	Nov 2015	Council Study Session scheduled for October 2015
• Determine funding mechanisms		Nov 2015		Funding strategies reviewed by Financial Commission in April 2015; the Commission recommends this issue is best contemplated as a Council policy decision
• Schedule implementation		June 2016		To be determined following approval of Storm Drain Master Plan

Goal	Develop Downtown Plan			
<i>Projects:</i>	<i>Lead Department</i>	<i>Target Date</i>	<i>Revised Target Date</i>	<i>Comments</i>
A. Design Guidelines	Council/City Manager	Q2-15		
<ul style="list-style-type: none"> Establish Downtown Buildings Committee 	Council (Satterlee)/City Manager	Feb 2015	Completed	Committee established and meeting schedule established
<ul style="list-style-type: none"> Committee to review recently completed downtown buildings related to current zoning regulations, Downtown Design Guidelines, Downtown Design Plan, and other materials 		March - TBD	Fall 2015	Downtown Buildings Committee efforts in progress
<ul style="list-style-type: none"> Conduct downtown survey 	City Manager	April 2015	Completed	Completed in March 2015; initial findings presented to Council June 9, 2015; key conclusions to be presented to Council July 28, 2015
<ul style="list-style-type: none"> Develop recommendations on next steps 		TBD	TBD	TBD
B. "Plan" Development	Council/City Manager	Q3-15		
<ul style="list-style-type: none"> Identify process for developing the "Plan" and define the scope 		March 2015	Fall/Winter 2015	Council provided direction on May 26, 2015 to move forward on a Downtown visioning process; 3-4 scenarios will focus on various levels of development noting the economic advantages and associated trade-offs/impacts of each; the scenarios will be presented to the public for feedback and input
<ul style="list-style-type: none"> Define vibrancy 	Council/Community	April 2015	TBD	Result of visioning process
Identify the desired level of vibrancy		May 2015	TBD	Result of visioning process

Goal	Develop Downtown Plan			
<i>Projects:</i>	<i>Lead Department</i>	<i>Target Date</i>	<i>Revised Target Date</i>	<i>Comments</i>
B. “Plan” Development (cont’d)	Council/City Manager	Q3-15		
Identify/ evaluate ways to achieve the desired level of vibrancy		June 2015	TBD	Result of visioning process
<ul style="list-style-type: none"> Determine appropriate type of “Plan:” specific, precise, master 		May 2015	TBD	TBD
<ul style="list-style-type: none"> Hire consultant 		TBD	Nov 2015	RFP to be developed and distributed Fall 2015
<ul style="list-style-type: none"> Develop the “Plan” 		July 2015 – July 2016	TBD	To be completed subsequent to selection of consultant
<ul style="list-style-type: none"> Determine financing options for implementing the “Plan” 		July 2015 – July 2016	TBD	TBD
C. Parking Needs	Community Development/ Council	Q3-15		
<ul style="list-style-type: none"> Short-term 				
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Review short-term steps identified in parking management plan 		March 2015	Fall 2015	The new Economic Development Manager will coordinate efforts in each of the parking needs areas to address the specific projects
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Develop schedule for implementation of short-term steps 		April 2015	Fall 2015	The new Economic Development Manager will coordinate efforts in each of the parking needs areas to address the specific projects
<ul style="list-style-type: none"> Long-term 				
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Review long-term steps identified in parking management plan 		Aug 2015	Fall 2015	The new Economic Development Manager will coordinate efforts in each of the parking needs areas to address the specific projects

Goal	Develop Downtown Plan			
<i>Projects:</i>	<i>Lead Department</i>	<i>Target Date</i>	<i>Revised Target Date</i>	<i>Comments</i>
C. Parking Needs (cont'd)	Community Development/ Council	Q3-15		
o Incorporate into master "Plan"		Sept 2015 – July 2016	Fall 2015	The new Economic Development Manager will coordinate efforts in each of the parking needs areas to address the specific projects

Goal	Promote Effective Government			
<i>Projects:</i>	<i>Lead Department</i>	<i>Target Date</i>	<i>Revised Target Date</i>	<i>Comments</i>
A. City Website	City Manager	Q2-15		
<ul style="list-style-type: none"> Explore enhanced web search function capability; implement improvements if possible 		May 2015	Completed	Implemented enhanced search configuration on City website to increase quality of search results; partnered with web crawler service which will improve functionality of website by identifying broken links and out of date files, as well as improve accessibility and Search Engine Optimization
<ul style="list-style-type: none"> Promote awareness and encourage use of City website services and tools 		July 2015	Completed; ongoing	Promotion of social media sites at special events, Farmers' markets, community meetings; launched Nextdoor
B. City Commissions	City Manager/Council	Q3-15		
<ul style="list-style-type: none"> Improve use and effectiveness 		Sept 2015		New procedures implemented: meetings audio-recorded; Commissions determine meeting settings; Work Plans no longer approved by Council to allow flexibility to address items that come up throughout the year; funds provided by Council for approved Commission projects
C. Community Engagement	Council (Bruins/Pepper)	Q2-15		
<ul style="list-style-type: none"> Conduct additional Community Engagement Roundtable 		March 2015	Fall 2015	
<ul style="list-style-type: none"> Formulate recommendations 		April 2015	TBD	
<ul style="list-style-type: none"> Implement programs to improve communications 		Aug 2015	TBD	

Goal	Promote Effective Government			
<i>Projects:</i>	<i>Lead Department</i>	<i>Target Date</i>	<i>Revised Target Date</i>	<i>Comments</i>
D. Emergency Preparedness	Police/Fire	Q2-15		
<ul style="list-style-type: none"> Identify new opportunities for collaboration 		Mar 2015	Completed	Report presented to Council on June 23; collaboration with SCCFD underway to facilitate City CERT program and other community emergency preparedness education activities; project with Mt. View, Palo Alto and Sunnyvale on joint Emergency Operations Plan; funds appropriated to take advantage of emergency preparedness-related program opportunities
E. Neighborhood Watch	Police	Q2-15		
<ul style="list-style-type: none"> Increase promotion of Neighborhood Watch program for the purpose of expanding service throughout the community 		Nov 2015	Completed; ongoing	Promoted at community meetings on March 4 and March 5 with approximately 300 attendees; promoted at Coffee With A Cop with 75 attendees; victims of residential burglaries contacted and made aware of program on an ongoing basis (approximately 25 to date in 2015); program to be promoted at Art and Wine Festival in July 2015