



**CITY OF LOS ALTOS
CITY COUNCIL MEETING
November 10, 2015**

DISCUSSION ITEMS

Agenda Item # 7

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. On July 14, 2015, Council reviewed the 2015 goals and progress made to that point.

EXISTING POLICY

2015 City Council Goals

PREVIOUS COUNCIL CONSIDERATION

January 24, 2015; February 10, 2015 and July 14, 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. A final report on 2015 City Council goals and accomplishments will be included in the 2016 Council Retreat meeting packet.

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

ALTERNATIVES

Not applicable

Approved 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>Completed</i>	<i>Comments</i>
A. CIP Funding	Public Works/ Administrative Services	Q2-15			
• Identify ongoing/ dedicated source of CIP funding		Jun 2015		✓	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
• Develop implementation strategies for Master Plan-related projects		Jun 2015	Ongoing	✓	Considered as part of the budgeting process; ongoing evaluation
• Integrate Master Plan-related projects into CIP		Jun 2015	Ongoing	✓	Considered as part of the budgeting process; ongoing evaluation
B. Fire Protection Services	City Manager/ Administrative Services	Q2-15			
• Review current fire contract due to expire 12/30/16		May 2015	Dec 2015		Initial evaluation of contract completed; discussions with Los Altos Hills Fire District in progress
• Determine future steps		Jun 2015	Dec 2015		
C. 10-year budget planning	Administrative Services	Q2-15			
• Forecast revenues		Jun 2015	Fall 2015		Use of a financial software model that allows for revenue and expenditure forecasting under different scenarios; presentation to Council scheduled for December 8, 2015
• Forecast expenses		Jun 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>Completed</i>	<i>Comments</i>
C. 10-year budget planning (cont'd)	Administrative Services	Q2-15			
• Identify long-term financial liabilities		Jun 2015	Ongoing		Continued discussions regarding long-term PERS and OPEB liabilities during the 2015/17 budget presentation; Financial Commission discussed in October 2015
• 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			
• Evaluate internal/external processes suitable for automation		Jul 2015	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
• Implement automation opportunities		Ongoing	Ongoing	✓	

Goal Address Aging Infrastructure					
<i>Projects</i>	<i>Lead Department</i>	<i>Target Date</i>	<i>Revised Target Date</i>	<i>Completed</i>	<i>Comments</i>
A. Hillview Community Center	Council/City Manager/Recreation & Community Services	Q2-15			
• Complete Master Plan for Community Center		Mar 2015		✓	Update approved March 24, 2015
• Determine funding mechanism to implement plan		May 2015		✓	Financial Commission subcommittee recommended overall financing plan June 23, 2015; bond measure placed on November 3, 2015 ballot
• Finalize schedule for implementation		Jul 2015		✓	Council voted to place a bond measure on the November 3, 2015 ballot
B. Fremont Bridge	Public Works	Q3-15			
• Initiate replacement of Fremont Bridge		Aug 2015		✓	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; high priority projects identified as part of the budget process
• Prioritize and incorporate projects into 2016-2021 CIP		Jun 2016		✓	Completed; high priority projects incorporated into 2016-2021 CIP
D. Storm Drain Plan	Public Works	Q3-15			
• Approve Storm Drain Master Plan		May 2015	Dec 2015		Council Study Session scheduled for November 2015
• Determine funding mechanisms		Nov 2015	TBD		Funding strategies reviewed by Financial Commission in April 2015; the Commission recommends this issue is best contemplated as a Council policy decision
• Schedule implementation		Jun 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>Completed</i>	<i>Comments</i>
A. Design Guidelines	Council/City Manager	Q2-15			
• Establish Downtown Buildings Committee	Council (Satterlee)/City Manager	Feb 2015		✓	Committee established and meeting schedule established
• Committee to review recently completed downtown buildings related to current zoning regulations, Downtown Design Guidelines, Downtown Design Plan, and other materials		Mar - TBD	Fall 2015		Downtown Buildings Committee recommendations to be presented to the Planning and Transportation Commission in November 2015
• Conduct downtown survey	City Manager	Apr 2015		✓	Completed in March 2015; initial findings presented to Council June 9, 2015; key conclusions presented to and approved by Council on September 15, 2015
• Develop recommendations on next steps		TBD	TBD		
B. "Plan" Development	Council/City Manager	Q3-15			
• Identify process for developing the "Plan" and define the scope		Mar 2015	Fall/Winter 2016		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; on October 13, 2015 Council directed this effort to be initiated latter part of 2016 subsequent to update of Loyola Corners Specific Plan
• Define vibrancy	Council/Community	Apr 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>Completed</i>	<i>Comments</i>
B. “Plan” Development (cont’d)	Council/City Manager	Q3-15			
• Identify/evaluate ways to achieve the desired level of vibrancy		Jun 2015	TBD		Result of visioning process
• Determine appropriate type of “Plan:” specific, precise, master		May 2015	TBD		TBD
• Hire consultant		TBD	Fall 2016		RFP to be developed and distributed Fall 2016
• Develop the “Plan”		Jul 2015 - Jul 2016	2016/17		To be completed subsequent to selection of consultant
• Determine financing options for implementing the “Plan”		Jul 2015 - Jul 2016	2016/17		TBD
C. Parking Needs	Community Development/Council	Q3-15			
• Short-term					
○ Review short-term steps identified in parking management plan		Mar 2015	Dec 2015		
○ Develop schedule for implementation of short-term steps		Apr 2015	Dec 2015		
• Long-term					
○ Review long-term steps identified in parking management plan		Aug 2015	TBD		To be addressed subsequent to review of the ad hoc City-wide Parking Committee recommendations

Goal					
Develop Downtown Plan					
<i>Projects</i>	<i>Lead Department</i>	<i>Target Date</i>	<i>Revised Target Date</i>	<i>Completed</i>	<i>Comments</i>
C. Parking Needs (cont'd)	Community Development/ Council	Q3-15			
o Incorporate into master "Plan"		Sept 2015 - Jul 2016	TBD		

Goal Promote Effective Government					
<i>Projects</i>	<i>Lead Department</i>	<i>Target Date</i>	<i>Revised Target Date</i>	<i>Completed</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		✓	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 		Jul 2015	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	Ongoing		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; planned topic for 2016 Council retreat
C. Community Engagement	Council (Bruins/Peppe r)	Q2-15			
<ul style="list-style-type: none"> Conduct additional Community Engagement Roundtable 		Mar 2015	Spring 2016		
<ul style="list-style-type: none"> Formulate recommendations 		Apr 2015	TBD		
<ul style="list-style-type: none"> Implement programs to improve communications 		Aug 2015	TBD		

Goal Promote Effective Government					
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D. Emergency Preparedness	Police/Fire	Q2-15			
<ul style="list-style-type: none"> Identify new opportunities for collaboration 		Mar 2015		✓	Report presented to Council on June 23; City's 2015/16 Emergency Preparedness Program workplan developed with assistance from Community partners; program implementation underway including City program and community participation in annual EOC drill; 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	Ongoing	✓	Promoted at community meetings on March 4 and March 5, 2015 with approximately 300 attendees; promoted at <i>Coffee With A Cop</i> with 75 attendees; victims of residential burglaries contacted and made aware of program on an ongoing basis (approximately 37 to date in 2015); program promoted at Art and Wine Festival in July 2015; second <i>Coffee With A Cop</i> in October 2015 with 50 attendees