



DISCUSSION ITEMS

Agenda Item # 5

AGENDA REPORT SUMMARY

Meeting Date: September 24, 2019

Subject: Status Report on City Council 2019 Strategic Priorities

Prepared by: Chris Jordan, City Manager

Attachment(s):

- Report on the City Council's 2019 Strategic Priorities

Initiated by:
City Council

Previous Council Consideration:

- April 23, 2019
- July 9, 2019

Fiscal Impact:

Unknown

Environmental Review:

Not Applicable

Policy Question(s) for Council Consideration:

To be determined

Summary:

- At its April 23 meeting, the Council identified its list of 2019 Strategic Priorities
- It has been customary for the City Manager to provide an update quarterly the status of the Strategic Priorities
- Although it has been only 5 months since the Strategic Priorities list was identified in April, this report is the second quarterly update

Staff Recommendation:

The Council should receive status report and provide direction to the City Manager, as necessary

Reviewed By:

City Manager

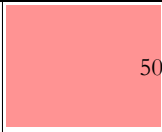
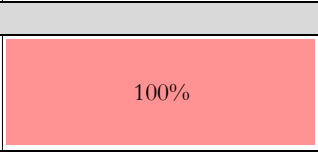
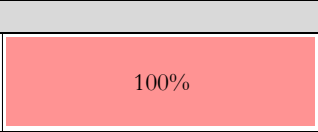
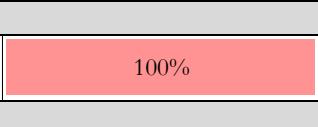


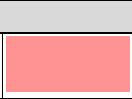
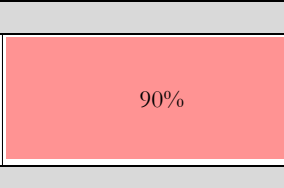
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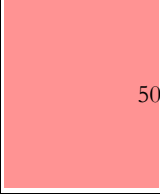
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Finance Director

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ASSETS	Continue to fund and prioritize improvements to the City's facilities and infrastructure to improve pride in the City's assets and reflect the community's values				
TASK	STATUS	DUE DATE	% COMPLETE	DEPARTMENT LEAD	NOTES
Prioritize funding within the Capital Improvement Plan to address facility and infrastructure needs	In Progress	6/11/2019	 50%	Engineering/Admin. Services	CIP adopted June 11th. Further Council discussion scheduled for Sept 24.
Determine the City commitment to the Library redevelopment project	Completed	7/1/2019	 100%		Council discussed and voted on it at the February 26th meeting.
Consider creating Stormwater utility requiring community-wide vote	Completed		 100%	Engineering Services	Vote failed (44.24% to 55.76%)
City Hall Restroom and Lobby Renovations	Completed	9/1/2019	 100%	Engineering Services	Notice of Completion accepted by City Council on August 27th.
Lincoln Park Rule 20A Utility Undergrounding	In Progress	6/30/2020	 20%	Engineering Services	Adequate funding included in Adopted Budget
Veteran's Community Plaza Shade Structure	In Progress	10/30/2019	 10%	Engineering Services	Adequate funding included in Adopted Budget
Annual Park Improvement Project	Not Started	8/31/2020	0%	Engineering Services	Adequate funding included in Adopted Budget
Milverton Rd - Annual Storm Drain Improvements	In Progress	11/30/2020	 40%	Engineering Services	Design is under review and City's comments will be provided to the consultant.
Installation of Inlet-based Full Trash Capture Devices - Annual Storm Drain Improvements	Completed	8/19/2019	 90%	Engineering Services	Devices were installed on El Camino Real on Thursday, August 15 and Friday, August 16, 2019 and will be maintained by contractor 4 times annually for the next 3 years per agreement.

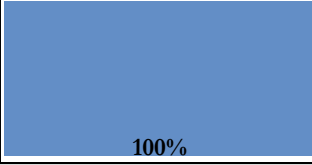
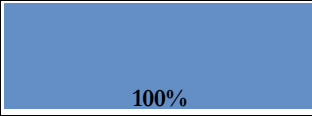


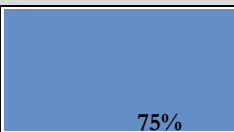

Stormwater Annual Report	In Progress	15/2019 (Ongoing)	 90%	Engineering Services	Nearly complete for 2019. Task includes program activities associated with Municipal Regional Permit Compliance.
Improve the City's PCI rating to 75 by 2026	In Progress	7/1/2019	 20%	Engineering Services	Per the 2016 Pavement Management System (PMS) study, the City has a \$1-million/year budget shortfall to achieve its goal of a 75 PCI by 2026. \$1.9-million/yr. is budgeted, but \$2.9-million/yr. is required. The PMS study will be updated by Winter 2020, including the \$2.9-million forecast.
Annual CIPP Corrosion Replacement	In Progress	Ongoing	 50%	Engineering Services	2019 construction to begin in September. There is adequate annual funding included in Adopted Budget.
Annual Fats, Oils, and Grease Program (FOG)	Not Started	Ongoing	 50%	Engineering Services	Inspections of food service establishments (FSEs) performed annually. There is adequate annual funding included in Adopted Budget.
Annual GIS Updates	In Progress	Ongoing	0%	Engineering Services	There is adequate annual funding included in Adopted Budget.
Sewer System Management Plan Update	Not Started	1/1/2021	0%	Engineering Services	There is adequate annual funding included in Adopted Budget.
Sanitary Sewer Video Inspection	Not Started	1/1/2024	0%	Engineering Services	There is adequate annual funding included in Adopted Budget.
Annual Root Foaming	In Progress	Ongoing	 50%	Maintenance Services	There is adequate annual funding included in Adopted Budget.
Annual Structural Reach Replacement	In Progress	Ongoing	 50%	Engineering Services	Design in progress for current phase/group of sewer lines. Construction anticipated in spring/summer 2020. There is adequate annual funding included in Adopted Budget.
Annual Sewer System Repair Program	In Progress	Ongoing	 50%	Engineering Services	Design in progress for current phase/group of sewer lines. Construction anticipated in spring/summer 2020. There is adequate annual funding included in Adopted Budget.

2019/20 Annual Street Resurfacing, Project TS-01001	In Design	12/31/2019	 10%	Engineering Services	Based on the staff report dated on May 26, 2016, staff recommended to fund additional \$1.4M annually to Annual Street Resurfacing and Annual Street Slurry Seal projects to maintain the current PCI as 71 till 2021/22. Total budget of \$1.9M (\$1.65M for Street Resurfacing and \$250K for Street Slurry Seal project) was approved till Fiscal Year 2021/22. If the new priority is to raise the PCI to 76, additional funding needs to be appropriated and additional manpower needs to be assigned to this project.
2019/20 Annual Street Slurry Seal, Project TS-01004	In Design	12/31/2019	 10%	Engineering Services	Please see note above.
Fremont Ave Asphalt Concrete Overlay-Design	In Design	6/30/2020	 20%	Engineering Services	This is an OBAG funded project that requires E-76 from Caltrans so we were really conservative on the schedule. Construction completion: 3/31/2021
Emergency Operations Center (EOC) & Heating, Ventilation, and Air Conditioning (HVAC) Upgrades - DESIGN	In Progress	2/1/2020	 50%	Engineering Services	On October 24th, 2018, the City of Los Altos awarded JKA Architecture the contract. The Statement of Work (SOW) includes assessment, evaluation, and engineering design of the new EOC space and HVAC upgrades for the Los Altos Police Department Headquarters. Project to bid in Winter 2020; Estimated construction completion date 12/31/2020.

Community Center		Build a new Los Altos Community Center			
TASK	STATUS	DUE DATE	% COMPLETE	DEPARTMENT LEAD	NOTES
Retain the services of both a Project Manager and Construction Manager (CM)	Completed		100%	Engineering/Recreation/CMO	Community Center award CM contract to Nova Partners on July 9th. New Project Manager, Peter Maslo, began on June 5th.
Complete the Permitting Process	Completed	7/1/2019	100%	Engineering/Recreation/CMO	
Pre-Qualify Potential Bidders	Completed		100%	Engineering/Recreation/CMO	6 contractors pre-qualified
Award a Contract	Completed	8/1/2019	100%	Engineering/Recreation/CMO	Awarded on the July 30th, City Council Meeting to Gonsalves and Stronck
Break Ground	In Progress	9/3/2019	75%	Engineering/Recreation/CMO	Groundbreaking Scheduled for October 8th, 2019
Contract all 3rd Party Construction Support Services	In Progress	10/1/2019	50%	Engineering/Recreation/CMO	RINCON Services for biological resources oversight; NOVA for special inspections and testing contract amendment; Noll & Tam Amendment No. 3 for final design & construction support services; ZNAP FLY amendment for hazardous materials surveying and monitoring services
Demolition	In Progress	11/1/2019	0%	Engineering/Recreation/CMO	Begin the demolition process




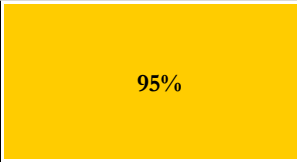

Community Engagement	The City Council and staff will utilize various tools (social media, print media, personal interactions, etc.) to continue to improve outreach efforts to ensure a robust community engagement program				
TASK	STATUS	DUE DATE	% COMPLETE	DEPARTMENT LEAD	NOTES
Consider recommendations from Open Government Committee	In Progress	7/22/2019	100%	City Council/CMO	Recommendations have been implemented by staff and into the City code and Website
Explore Potential City/MVLA committee	In Progress	7/1/2019	75%		City Manager had a discussion with MVLA superintendent
Enhance staff support for community engagement efforts	Completed		100%	City Manager's Office	
Hire Management Analyst Fellow	Completed	7/1/2019	100%	City Manager's Office	Management Fellow beginning July 1st
Host 5 Community Engagement meetings throughout the community	In Progress		25%	City Manager's Office	Scheduling community engagement meetings throughout the City using the Block Action Team zones establish by the emergency preparedness team.
Creation of a Community Engagement Ad-hoc committee	In Progress		25%	City Manager's Office	
Choosing the committee	In Progress		50%		Names have been sent to Jon Maginot for review

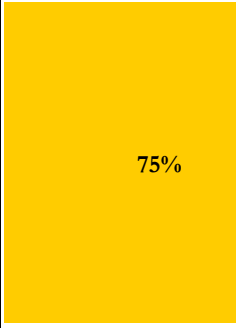


Downtown Visioning	The Council will take steps to initiate specific projects from the Downtown Vision Report				
TASK	STATUS	DUE DATE	% COMPLETE	DEPARTMENT LEAD	NOTES
Consider amendments to the CRS zone concerning allowed uses on the ground floor	In Progress	Summer 2019	100%	Community Development	Adopted by Council on September 10th, 2019. Council directed staff to consider additional amendment.
Work with LAVA, the Chamber of Commerce, and restaurants to explore the expansion of outdoor dining opportunities	In Progress	Summer/Fall 2019	50%		Economic Development Coordinator is developing a draft program that is being circulated amongst city staff for final edits in preparation for sharing with City Council in Fall 2019

Housing and Land Use	Amend the zoning code as necessary to provide for objective standards				
TASK	STATUS	DUE DATE	% COMPLETE	DEPARTMENT LEAD	NOTES
Hold an educational study session on the Housing Accountability Act and Density Bonus Law	Completed		 100%	Community Development	Study Session was held on April 9th, 2019
Consider amendments to the density bonus ordinance	In Progress	8/1/2019	 100%	Community Development	Council adopted ordinance on August 27th, 2019.
Review RHNA allocations and timelines to meet requirements	In Progress		 50%	Community Development	Review requirements with State Office of Housing and Community Development - Now Evaluating a RHNA Subregion with other Agencies in Santa Clara County
Study session to discuss the CT Zone standards and options	Completed	7/1/2019	 100%	Community Development	Study Session held April 9th.
Provide land use 101 training for commissions involved in land use decisions	In Progress	7/1/2019	 75%	Community Development	Training provided to new Commissioners as well as an overview of Downtown Vision at August PC Meeting. Coordinating with Chair on Future Training
Amend the zoning code as necessary to provide for more objective criteria	In Progress	Fall 2019	 25%	Community Development	Cities with adopted objective criteria being evaluated, ordinance is being crafted, however evaluating the option of creating a subcommittee of the Planning Commission to work with staff on the draft ordinance. Staff to schedule one-on-one meetings with Council members.

Public Safety					
Continue to proactively create and expand Block Action Teams and other initiatives to enhance the City's and the community's ability to respond to emergencies					
TASK	STATUS	DUE DATE	% COMPLETE	DEPARTMENT LEAD	NOTES
Work with community E-prep representatives through the Los Altos Prepares Steering Committee to fund community-related E-prep needs	In Progress		0%	Police	Funding for the project is secured (20k). Ann will be holding a meeting in September 2019 with the Los Altos Prepares Steering Committee.
Promote Block Action Teams (VATs) and Neighborhood Watch through public events such as the Emergency Preparedness Exhibit @ the History Museum	In Progress	7/1/2019	10%	Police	In July, the police department attended a BAT Ice Cream Social event. In August, police personnel participated in National Night Out, visiting over 20 block parties/events throughout the City. Several of these events were organized by BAT leaders. Ann reset the schedule for the History House Museum to October.
Encourage BAT enrollment through public education effort	In Progress		25%	Police/CMO	We have seen an increase in BAT enrollment this fiscal year. Public education currently taking place through a booth at Farmer's Market. Education is on-going. Police have also hosted numerous National Night Out neighborhood events.
Build interest & awareness for BATs and NW via the Community WE-prep Grant Program	In Progress	12/31/2018	0%	Police	Currently, we are working to define the timeline and requirements for the grant applications. This should be completed by Q4 (October/November)
Work with the business community (LAVA, Chamber, and individuals) to enhance the Business Watch Program	In Progress	12/31/2018	50%	Police/Economic Development	Outreach for Business Watch Program has been strong. Business Watch information has been available at recent police community events, including Art and Wine, National Night Out, and Ice Cream with a Cop in downtown. Officers also went door to door in downtown passing out information to business owners/managers. We currently have 22 businesses participating in Business Watch, up from 4 in May. Captain McCrossin is publishing a monthly Business Watch newsletter, and alerts have been sent out via the BW app to notify of crimes in the area.

Traffic Safety	Improve traffic/pedestrian/bicycle safety throughout the City with a specific focus on safe routes to schools				
TASK	STATUS	DUE DATE	% COMPLETE	DEPARTMENT LEAD	NOTES
Foothill Expressway improvements (San Antonio Avenue to El Monte Avenue)	In Design	6/30/2019	100%	Engineering Services	The County of Santa Clara is the lead agency for the design phase of the Foothill Expressway Improvements (San Antonio Avenue to El Monte Avenue) project. Design was completed in June 2019. The County of Santa Clara is awaiting for Measure B funding to be distributed. This project is the #1 priority project within the Measure B program.
Foothill Expressway (I-280 to Homestead Rd)	Not Started		0%	Engineering Services	The County of Santa Clara is planning a widening of Foothill Expressway between I-280 and Homestead Road. The project is a priority within the Measure B program but funding is not currently allocated.
Cuesta Drive	In Design	12/31/2019	50%	Engineering Services	City reinitiated a Planning phase for this project in Q1 and Q2 of 2019. A new concept plan line was developed with community input during that time and City Council approved the new proposed project alignment in June 2019. The design consultant is scheduled to submit 65% plans and specifications for the project in September 2019 with final design completion anticipated in December 2019. Construction bid package will be released in Q1 of 2020 with construction completion by the end of June 2020.
Linden Ave NTMP improvements design	Cancelled		0%	Engineering Services	No neighborhood consensus on a project design was reached.
Increase Attention on Community Outreach by Designating a Safe Routes to Schools Coordinator	In Progress	7/1/2019	50%	Engineering Services	Funds for a Safe Routes to Schools Coordinator were included in the adopted budget. RFP for a consultant will be developed and released during the Fall 2019.
Complete Streets Master Plan	In Progress (RFP)	12/31/2019	30%	Engineering Services	A new Complete Streets Master Plan is planned using grant funds from the VTA TDA Article 3 Program. The project will include 4 study areas: Bicycle and Pedestrian Transportation, Suggested Routes to School Map Updates, Transit Transportation, and Concept Plan Line at up to 12 Corridors. The work scope is being developed with the CSC and will be shared with City Council prior to release of the RFP. Authorization from the VTA is also required prior to release of the RFP.
Implement a Safe Routes to Schools Coordinator	In Progress		0%	Engineering Services	With funds for the position in the budget, Los Altos should begin searching for someone to fill the position.

10 school route projects	In Progress	12/31/2019	 30%	Engineering Services	City is initiating development of a new Complete Streets Master Plan using grant funds from the VTA TDA Article 3 Program. The project work scope is currently under development with the CSC and an RFP is scheduled for release in the Fall 2019 pending grant authorization. The Complete Streets Master Plan will include a Safe Routes to School task to both develop new Walk n Roll Maps for Los Altos Schools and to identify priority school route projects.
Routes to Schools Maps	In Progress	12/31/2018	 30%	Engineering Services	City is initiating development of a new Complete Streets Master Plan using grant funds from the VTA TDA Article 3 Program. The project work scope is currently under development with the CSC and an RFP is scheduled for release in the Fall 2019 pending grant authorization. The Complete Streets Master Plan will include a Safe Routes to School task to both develop new Walk n Roll Maps for Los Altos Schools and to identify priority school route projects.
Increase Community Outreach for Traffic Projects	In Progress	On-Going	0%	Engineering Services	Outreach meetings for Cuesta Dr and Fremont Av Pavement Rehab Project scheduled for 9-2019 presentation to CSC. When Complete Streets Master Plan begins, staff will utilize community outreach efforts for this project to handle joint outreach for other transportation CIP projects such as enhanced crosswalk installations.
CUSD support	In Progress	5/1/2019	 50%	Engineering Services	Montclair parent group conversation; Staff presented at meeting to discuss improvements by CoLA and County -2/9/18; attending ongoing meetings with CUSD staff
El Monte Gap Closure	In Progress (Design)	10/30/2019	 95%	Engineering Services	City completed a contract amendment in May 2019 to provide additional design funds for this project. A review of the current design is currently under way with minor adjustments to minimize private property landscape impacts. Design complete is anticipated in October 2019.
San Antonio and West Portola	In Progress (Contract)	9/30/2019	 20%	Engineering Services	An RFP selection process yielded a recommendation for Kimely-Horn & Associates to complete the design of the project. The contract execution has stalled due to staff turn over at Kimely-Horn. Staff is exploring the option to complete the design in-house.

Downtown signal upgrades	In Progress (Construction)	12/31/2019	 75%	Engineering Services	The City is working with the County of Santa Clara to install new wireless communication equipment for use along El Monte Avenue. The VTA authorized redistribution of grant funds (\$220K) for a citywide traffic signal system upgrade and deployment is currently underway. New cellular-based wireless communications equipment will be installed at all 16 city intersections, including those maintained by the County, to help introduce monitoring capabilities to city staff. New traffic signal controllers and auxiliary cabinet at the 8 city-maintained intersections will be provided followed by a citywide traffic signal retiming.
Review Blach Neighborhood Traffic Plan and determine next steps for traffic management around that school	In Progress (Design)	12/31/2020	 20%	Engineering Services	CC/CSC study session was held on May 28th to discuss this task. Staff is including Covington Avenue as a study corridor as part of the Complete Streets Mater Plan efforts.
CUSD support	In Progress	5/1/2019	 50%	Engineering Services	Montclair parent group conversation; Staff presented at meeting to discuss improvements by CoLA and County -2/9/18; attending ongoing meetings with CUSD staff