



CITY OF ALBANY
GOALS & OBJECTIVES
2012-13
Progress Report
April 15, 2013



Goal: Healthy Local Economy

Department	Objectives	Progress
Community Development	Complete the review process for key community-serving development projects including UC Village Mixed Use project and a new Safeway store	The application was brought to a Council vote in July 2012. The Community Development Department is currently providing support to the City Attorney in response to two CEQA legal challenges. Community Development also provided support to the City Clerk in response to the referendum filed to invalidate the project's development agreement, which was ultimately rescinded by the City Council. Currently, staff is meeting regularly with the development team that ultimately intends to implement the project.
Community Development	Prepare a Complete Streets strategy for San Pablo Avenue	The San Pablo Avenue and Buchanan Street Complete Streets design charette was held in December. Based on the input received, the Traffic and Safety Commission is currently working with the consultant team to develop design alternatives.
Community Development	Review City regulations on parking and on personal services business uses in commercial areas	Preliminary work sessions were held with interested members of the community in early 2012. Exploration of updating the City's parking standards will be incorporated into the General Plan. Discussion of personal service types of businesses will be scheduled as time permits in 2013.
Recreation & Community Svs.	Work with local businesses on promotional and advertising opportunities	Staff worked with business community on promotional advertising opportunities for Dinner with Albany. Staff recently sent out letters to all Albany businesses explaining the advertising opportunity on the solar cans located along Solano.

City Manager	Manage the dissolution of the Albany Community Reinvestment Agency and explore potential replacement programs created by the State or region for applicability in Albany	Former redevelopment agency undergoing required audits, reports, and meetings of the Oversight Board to the Successor Agency. New State programs under consideration by Legislature and Governor, but not in place.
City Manager	Continue to implement the Economic Development Strategy & Action Plan	Complete Streets underway to create plans for improving San Pablo Avenue. City is working to launch local business ads on solar trash cans using new City branding tools. Recreation is partnering with local businesses on community events, which generates publicity.

Goal: Environmentally Strong

Department	Objectives	Progress
City Clerk	Research available technology to determine opportunities for initiating a program to maintain records electronically.	City IT staff is working with ECS Imaging to install needed software for electronic records system. Scanning of documents is anticipated to begin in Summer of 2013.
Community Development	Implement projects and initiatives identified in the Climate Action Plan and Active Transportation Plan.	<p>Active Transportation Plan related projects include: the completion of the upgrade and realignment of the Marin-Santa Fe intersection in the fall of 2012. In addition, the construction of the Buchanan-Marin bikeway project is underway and expected to be completed in 2013. The design of the next phase of the Buchanan-Marin bikeway project, focusing on the Marin portion from San Pablo to Cornell, can commence after Council approval of design contract, scheduled for 4/15.</p> <p>Climate Action Plan related activities include: preparation of amendments to green building standards; exploration of community choice aggregation for the use of electricity from renewable sources; implementation of new Waste Management agreement to increase trash diversion rates; installation of solar panels on the Albany child care center; review and approval of the 2nd year of the Ecology Center Farmer's market</p>
Community Development	Incorporate Climate Action Plan and Active Transportation Plan policies into a new General Plan	Preparation of the General Plan in underway.

Department	Objectives	Progress
Community Development	Update Green Building standards and policies	A joint subcommittee of the Sustainability Committee and the Planning and Zoning Commission has completed the preparation of amendments to the City's green building standards. The new standards are expected to take effect in May 2013.
Recreation & Community Svcs.	Continue to develop and implement waste-free facilities and events	This is an on-going.
Public Works	Community commitment to achieving the sanitary and stormwater quality standards established by the US EPA and the California Regional Water Quality Control Board.	<p>A Sewer Asset Management Implementation Plan was submitted to USEPA and is pending approval. The plan addresses both the capital and maintenance needs of an aging wastewater infrastructure.</p> <p>An implementation plan to achieve compliance with new stormwater standards is in the process of being developed.</p>
City Manager	Find mechanisms to support the implementation of the Climate Action Plan	Sustainability Committee received a presentation in March from the Marin Clean Energy Authority, and is pursuing additional information.
City Manager	Coordinate with the City Council subcommittee's work on issues related to the future use of the Gill Tract, and the assistance of the Parks & Recreation Commission in exploring possibilities for urban agriculture, gardening, and or farming on the Gill Tract and/or other locations.	College of Natural Resources is launching an urban agriculture program, including the Gill Tract, starting with a new teaching position in early 2013 and a community workshop.

Goal: Fiscally Strong

Department	Objectives	Progress
Fire/EMS	Identify an ambulance that meets our needs and provides the level of service that we are committed to providing to our community and pursue funding venues to accomplish this purchase	The Fire Department has been awarded a grant and it is going to the council on April 15 th for approval.
Police	Discontinue the use of a contracted vendor for mobile computing infrastructure. Establish a dedicated police department information technology infrastructure to support this operational necessity at lower annual cost.	Awaiting field signal strength testing and availability of IT personnel (currently performing other higher priority tasks) for infrastructure installation.
Police	Implement fee based fingerprinting services for the public.	The staff position responsible for implementing this change is currently vacant.
Finance	Integrate financial and operations management, with emphasis on capital projects, through the use of user friendly accounting tools	Turnover of personnel has created a demand for introductory training on the financial management system. Managers will receive refresher training as needed in preparation of the FY 2013-14 Operating Budget. Formal training remains an objective for this fiscal year.
Finance	Provide more accessible, timely and meaningful public financial information on the City website	Work continues to expand the number of links to financial document, so as to make locating them easier for casual users. The posting of a simplified annual financial statement to supplement the full CAFR is being considered.

Department	Objectives	Progress
Finance	Assist in the analysis of alternatives for Library Services.	Analysis of alternatives is on hold to allow time to assess the implementation and effectiveness of budgeting and operating modifications proposed by the County Library.
Finance	Pursue revenue opportunities and cost saving measures to maintain a balanced budget in a constrained economy	Significant resources are being expended to ensure the City obtains the maximum revenues available in the wind down of Redevelopment. Finance is currently monitoring legal developments that may require the County to refund a portion of the fees charged for remitting to cities property tax revenue in lieu of sale taxes and vehicle registration fees.
Finance	Process liability claims in a timely and efficient manner, in close coordination with the affected departments and the claims adjustor.	We have reduced the turnaround time in processing claims by fully incorporating electronic documents and communication channels in the set-up, investigation, and response to claims that have been filed.
Finance	Negotiate a successor MOU (memorandum of understanding) with the Albany Peace Officers' Association	The successor MOU will be brought to Council for approval at its 4/15/13 meeting.
Finance	Evaluate upcoming job vacancies to determine appropriate department staffing levels, position levels, hours, and pay ranges.	Recently hired an Information Systems Analyst to replace our retiring Information Systems Specialist. Deferred filling the vacant Police Administrative Services Supervisor position. Opened recruitment for Fire Chief to replace our shared contract Chief. Restructuring the now-vacant Battalion Chief position.
Treasurer	Begin implementation of using shared taxpayer information from the Franchise Tax Board to find and license unlicensed businesses in Albany, including businesses run from homes	In progress

Department	Objectives	Progress
Treasurer	Perform triennial actuarial analysis of the Police & Fire Pension Fund in order to determine funding status	Completed and presented to Pension Board 11/27/12
Treasurer	Continue monitoring investments for City and Pension Fund to ensure compliance with established policies.	Ongoing
Recreation & Community Svcs.	Create fee structure and expenditures strategies that maximize cost recovery	Ongoing. To date budget is on track.
Public Works	Structure the sewer stormwater enterprise funding to support the long-term reliability of Albany's drainage infrastructure.	<p>A 2010 sewer rate increase was approved to provide the funding needed for the capital work required to replace aging sewer lines. Although the long-term financial reliability of the Sewer Enterprise Fund was accounted for in the approved rate increase, this will need to be reassessed in light of the work being proposed by the USEPA for a final Consent Decree with the City. Negotiations for this Consent Decree commenced in January 2013 and are expected to last up to a year.</p> <p>Existing revenue for the Clean Water Program (stormwater) has funded program implementation to date. However, with evolving regulatory requirements, the long term adequacy of this revenue needs to be reviewed. It is likely that this review will determine inadequacy and at that time, the long term funding needed for reliable and compliant stormwater infrastructure can be assessed.</p>
Public Works	Establish a long-range profile of the maintenance and capital requirements of the city buildings.	A 2013 budget was developed for maintenance of all City facilities. In addition, capital costs were developed to track and plan for the future replacement of equipment.

Department	Objectives	Progress
City Manager	Identify and pursue opportunities for additional resources to meet community needs, such as through potential tax measure(s), grants, development, fees, efficiency through technology, and shared services	Sales tax measure passed. University Village mixed use project to go forward, pending outcome of CEQA litigation. Staff continues to be on the lookout for shared services opportunities, efficiencies, and grants.

Goal: Safe, Diverse, and Engaged Neighborhoods

Department	Objectives	Progress
City Clerk	Enhance mechanisms for delivering public information including maintaining collaborative media relations, and developing standardized press release templates, public notices, and related documents.	Provide prompt response to all media inquiries on an ongoing basis. Received authorization from City Council to initiate “AlbanySpeaks” to receive comments regarding the General Plan Update, and to initiate “e-Comment” to receive comments on City Council agenda items via the City’s website. Both programs are under development.
City Clerk	Continue social media advancements to increase accessibility of information for the community and encourage open government.	Continued usage of Facebook, Twitter and Nextdoor regarding City matters.
Fire/EMS	Create a computer generated database of apartment, condo, & townhouse buildings that can be available in all of our apparatus for emergency use.	We have selected and purchased the software program and have begun to collect the data on our larger apartment and condominiums, as well as target hazard buildings in the future.
Fire/EMS	Emergency Operations Center (EOC) Program – edit the existing emergency plan, create standardized forms, develop a more concise and user friendly format, and continue internal training for city staff.	Editing of the existing plan is in progress. We are working with the PW Department to help them achieve the completion of the ICS 100-800 classes for their full-time personnel. The rest of the departments are at 95% completed.
Fire/EMS	Identify funding for necessary equipment for the fire department vehicles that are not provided by ALCO EMS.	We continue to proceed forward and purchase equipment and hardware as our present budget allows. We anticipate increased funding needed for the communications part of this project.
Police	Pursue a Selected Traffic Enforcement Program (STEP) grant from the California Office of Traffic Safety to fund personnel and equipment costs associated with traffic enforcement (aggressive driving, speeding, seat belt compliance and DUI).	\$29,000 OTS grant awarded. Enforcement operations began on 11/5/2012. To date, 5 traffic enforcement and 1 repeat DUI offender warrant service operations have been conducted.
Police	Increase neighborhood participation in our annual National Night Out event by 25% (5 neighborhoods).	Goal exceeded. 27 blocks was the goal and we had 31 on 8/7/2012. 40%

Department	Objectives	Progress
Police	Increase participation in our Neighborhood Watch program by 25% (4 neighborhoods).	Goal exceeded. 5 new Neighborhood Watch blocks have been added. 23 total NW blocks 31%
Police	Conduct a one-day neighborhood Watch Block Captain Academy.	Currently surveying Neighborhood Watch members to gauge interest in academy with anticipated presentation during June 2013.
Police	Conduct one Police Youth Academy in association with the Albany Police Activities League	Conducting ongoing outreach and have arranged for students to receive school credit for attending the police Youth Academy. Academy start date pending minimum enrollment requirement of ten students.
Police	Conduct one Youth Bicycle and Helmet Safety event in association with the Albany Police Activities League	The date for this joint event has been set for 5/18/2013 at Cornell School.
Police	Move Police/Fire/Medical Public Safety radio service to the East Bay Regional Communications System.	Completed. The Albany Public Safety Communications Center is now operating on the EBRCs. Police operations migrated on 12/3/2012 and fire-EMS on 3/27/2013.
Community Development	Begin the preparation of a new General Plan.	A consultant is under contract and the first of what will be a series of monthly Planning and Zoning Commission work sessions was held in March.
Community Development	Complete the City review of the St. Mary's College High School application for a conditional use permit.	Staff analysis and environmental review of the application has been completed. The Community Development Department is participating in a three-way mediation with neighborhood representatives and school leadership prior to final action expected in 2013.
Community Development	Collaborate with the Police Department, Fire Department, and City Attorney to prioritize code enforcement on situations involving significant life safety hazards, environmental risks, or public nuisances.	Enforcement activities are on-going for properties on Cornell, Talbot and Solano. Properties on Kains and Posen Avenue were resolved earlier in 2012.
Recreation & Community Svs.	Create and foster community engagement programs such as <i>Nextdoor</i> and the <i>Albany Civics Academy</i> .	A second Albany Civics Academy started on 4/4. There are currently 519 members in the Nextdoor program.

Department	Objectives	Progress
Public Works	Improve the community’s understanding and engagement with Public Works’ projects and activities by increasing the Division’s profile on the city website, especially the “Around The Block” feature.	A staff lead was designated to revise and enhance the Public Works section of the City website. The goal of the revised website content is to increase the community’s understanding of Public Works as a department and to foster engagement with department’s functions. Construction Alerts continue to be prepared for projects that have community impacts. These alerts are distributed to appropriate City staff and posted on the City website. Public Works also participates in the Around the Block program.
City Manager	Continue to experiment with community communications & engagement	City Council meeting e-summary launched 12/4. “Speak-up” feature launched for General Plan only. E-comment feature launched for City Council agendas.
Public Works	Develop and implement a sidewalk program designed to keep the City’s sidewalks safe for pedestrians and help prevent injuries caused by defective sidewalks.	An evaluation of the resource requirements for a proactive sidewalk program was performed. In addition, the City evaluated other local community sidewalk programs for a successful model. As the Albany Municipal Code places responsibility of sidewalk condition with the adjacent property owner, it was determined that an effective program will require the acquisition of sidewalk condition data, notification to property owners, and the coordination and inspection of sidewalk repair work. Staff time will be dependent on the aggressiveness with which the program is rolled out. City Council policy support will be needed for City enforcement of repairs.

Goal: Efficient, Effective & Productive Organization

Department	Objectives	Progress
City Clerk	Administer fair and open municipal elections in accordance with all applicable laws, effectively coordinate with the School District and the Alameda County Registrar of Voters regarding elections.	Recently met with Alameda County Interim Registrar of Voters and City Clerks throughout Alameda County regarding upcoming elections, new language requirements and election expenses.
City Clerk	Develop internal guidelines and outline procedures for responding to public records requests to ensure consistent and timely response to requesting parties.	Continued usage of public records request form and guidance document regarding responding to public records. City Clerk provides assistance to department staff responding to public records requests when needed.
City Clerk	Provide continued support to elected officials, Committees/Commissions/Boards including orientations, ethics and associated trainings. Help ensure any vacancies are filled in accordance with Maddy Act.	Advisory Body training held January 29, 2013. Attended all Board & Commission meetings to provide oath of office to members. Posted Advisory Body Handbook on the City's website.
City Clerk	Ensure the continued capability and competence of the City Clerk's Office by conducting cross training of staff and attending applicable trainings.	Staff participates in webinars and other local trainings when available. Received scholarship to attend elections workshop in late Summer 2013.
City Clerk	Formalize guidelines and outline procedures for conducting requests for Bids. Coordinate intra-departmentally to confirm staff roles to ensure the process is collaborative and consistent.	Staff continues to work with the Public Works Department to define procedures and ensure consistency.
City Clerk	Identify guidelines for elected officials, Committee/Commission/Board members and City staff regarding partaking in social media as related to City affairs.	A guidelines document has been prepared and distributed regarding use of social media by elected officials/appointees.
City Clerk	Review and update agenda templates for the City's Boards/Committees/Commissions and Council to ensure standardization, transparency and compliance with the Brown Act.	Agendas are monitored on an ongoing basis and reformatted as needed. Posting locations are also monitored to ensure all postings are current.

Department	Objectives	Progress
Fire/EMS	Implement the ALCO EMS ePCR tablets and reporting system requirements so all Alameda County fire agencies are standardized in their format and implementation.	Done.
Fire/EMS	Develop a plan to train and prepare future leaders in light of the anticipated retirement fire department supervisors	This has been and will continue to be on-going with the recruitment of the new Fire Chief and Fire Prevention Services.
Finance	Transition the bi-annual budget cycle to follow the City Council elections	Currently scheduled.
Community Development	Implement electronic permitting software to improve customer service and productivity.	Implementation has been delayed due to the challenge of finding a software product that provides the features that customers desire. Higher end software is not affordable relative to the volume of permits. Community Development and IT staff are scheduling demonstrations of potential systems.
City Manager	Conduct Strategic Planning to establish goals, priorities and core values with the seating of the new City Council	Strategic Planning is underway. City Council workshop scheduled for 4/22.
City Manager	Find mechanisms to support the implementation of the Information Technology Master Plan	Shared IT Manager with Emeryville has identified and prioritized improvements. Second phase of work to improve security and bandwidth are underway.
City Manager	Reorganize public works management and engineering through the creation, recruitment, and selection of a Public Works Director/City Engineer	New Public Works Director/City Engineer hired effective 10/29/12.

Goal: Treasured Waterfront

Department	Objectives	Progress
Community Development	Support implementation of the EBRPD Beach and Bay Trail project.	In December 2012, the EBRPD approved the final EIR for the project. The Community Development Department is collaborating with District staff on the design of the project. Implementation may be delayed, due to CEQA litigation challenging the District's approval of the project.
Community Development	Enhance the Cove gateway area to the Albany Waterfront	The Waterfront Committee and Albany Strollers and Rollers are leading a volunteer capital improvement project to enhance the Cove. The design has been completed and installation of the "urbanite" pavers. Bike racks and trash cans are schedule to be installed in the near future.
City Manager	Facilitate the city's participation in a community effort to reduce homelessness in Albany	Homeless Task Force appointed 7/12. Meets monthly. First report to Council 1/22/13. Next report 5/6/13.
City Manager	Pursue continued conversation about the future of the Golden Gate Fields property	Keeping lines of communication open with property owner; no current interest by owner to pursue active conversation. Discussion about future expected to surface with City's update of its General Plan.

