



DATE: March 29, 2017

TO: Council Infrastructure Committee

FROM: Assistant City Manager

SUBJECT Infrastructure Committee Regular Quarterly Meeting Schedule and 2017/2018 Agenda Planning Calendar

RECOMMENDATION

That the Infrastructure Committee discusses and approves the proposed regular quarterly meeting schedule and the proposed 2017/2018 agenda planning Calendar.

SUMMARY

The Infrastructure Committee was established on February 21, 2017 to facilitate a more in-depth review of the Capital Improvement Projects (CIP) plan, the unfunded needs and the eventual development of a policy framework for Council consideration during the budget development process. Council approved a quarterly meeting structure to coincide with the development of each year's CIP budget cycle, with the understanding that additional meetings may be necessary during the fall/spring in preparation for the CIP budget development process for the following fiscal year.

Staff requests that the Committee finalize the regular Quarterly Meeting Schedule. Additionally, staff requests that the Committee consider the proposed 2017/2018 agenda planning calendar which delineates the recommended agenda items and dates planned for the 2018 budget and the 2019 budget development process. This proposed 2017/2018 calendar includes meeting dates and times that are in addition to the regular quarterly meeting schedule.

BACKGROUND

On February 21, 2017, the City Council established a Council Infrastructure Committee, to review and discuss policy related considerations involving the City's capital improvement projects. Councilmembers Peixoto, Mendall and Marquez were appointed to the Infrastructure Committee.

Because the City's CIP budget and the unfunded needs are significant, the establishment of the Infrastructure Committee facilitates a more in-depth review of the CIP plan, the unfunded needs, and provides the Committee with the opportunity to develop a policy framework for Council consideration prior to the budget development process. Because the 2018 CIP budget development began prior to the establishment of the Infrastructure Committee, the emphasis of the agenda planning calendar is focused on the preparation of the 2019 CIP budget development process, which typically begins in the Fall.

As approved by Council on February 21, 2017, the scope of the infrastructure committee may include policy related considerations such as:

- Review of the City's unfunded CIP needs, such as the police station, and consideration of funding options;
- Discussion of policy considerations related to the sequencing of the CIP ten-year plan;
- Discussion of policy related options for Council consideration of transportation related studies;
- Review of policy considerations relative to the pavement management program;
- Consideration of the City's unmet CIP needs to ensure equitable and strategic community investment citywide.

Council approved a quarterly meeting structure to coincide with the development of each year's CIP budget cycle, with the understanding that additional meetings may be necessary during the fall/spring in preparation for the CIP budget development process for the following fiscal year. This strategy is reflected in the proposed 2017/2018 agenda planning calendar listed below.

DISCUSSION

Below is the (1) proposed quarterly meeting schedule for the Infrastructure Committee and the (2) proposed 2017/2018 agenda planning calendar, which includes additional meeting dates outside of the regular quarterly meeting schedule.

PROPOSED QUARTERLY MEETING SCHEDULE:

Recommendation: Staff recommends that the regular meeting schedule for the Infrastructure Committee be Quarterly on the 4th Wednesday of the month in January, April, July, and October from 4:00 p.m. – 6:00 p.m. every year.

PROPOSED 2017/2018 AGENDA PLANNING CALENDAR:

Recommendation: Staff recommends that the Infrastructure Committee review and discuss the proposed initial 2017/2018 agenda planning calendar. Additional items may be added to the agenda planning calendar in the Fall, once the CIP budget process begins.

Table 1: Proposed 2017/2018 Agenda Planning Calendar

MEETING DATE	AGENDA TOPIC
** March 29, 2017	1. Proposed Infrastructure Committee Regular Quarterly Meeting Schedule and 2017/2018 Agenda Planning Calendar
April 20, 2017	1. Review Proposed 2018 CIP Budget
	2. Proposed list of streets included in the Next Pavement Rehabilitation Project
	3. Review Initial Draft of Complete Streets Strategic Initiative 2-year Action Plan
July, 27, 2017	1. Shuttle Study
	2. Neighborhood Traffic Calming Program
	3. Review design of Fire Station No.6 and Fire Training Center
October 26, 2017	1. Bike & Pedestrian Master Plan Update
	2. Downtown Parking Study
	3. Update on Measure BB funded projects
January 25, 2018	1. Intersection Improvement Study Update
April 26, 2018	1. Review Proposed FY 2019 CIP Budget
	2. Proposed list of streets included in the Next Pavement Rehabilitation Project

** Initial kick-off Meeting (not part of the proposed Regular Quarterly Meeting schedule)

FISCAL IMPACT

There is no initial fiscal impact with the consideration of this report. There will be an impact on current staff's workload for staffing the new committee and for preparation of reports. Staffing impacts will be tracked, monitored and assessed this first year to determine whether a fiscal or resource consideration may be necessary in the future.

NEXT STEPS

Upon consideration and direction from the Committee, staff will finalize the Infrastructure Committee 2017 Agenda Calendar.

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Recommended by: Maria A. Hurtado, Assistant City Manager

Approved by:



Kelly McAdoo, City Manager