



Staff Report

COUNCIL PRIORITY CALENDAR: STEP TWO – ADOPTING THE CALENDAR

Honorable Mayor and Council Members:

Summary

This report is the final step in the process to create the annual Council Priority Calendar. The goal of this process is for Council to clearly state their priority for study, and to ensure there is effective workload planning.

- On March 27, Council reviewed all current and proposed projects
- On April 10, Council provided staff direction as to the ranking for the proposed projects
- On April 24, Council will be asked to review the rankings and final Project Description Forms (PDFs) for priorities staff is able to take on, and approve the Priority Calendar.

Attachment A to this report is a copy of the Priority Calendar ranking sheet, in final ranking order. Please note that the shaded boxes show the “below the line” projects for each department.

Attachment B to this report is the completed PDFs for the newly designated *active and current items* staff can work on during the next year. This list includes all of those items previously listed as active/current as well as the new items that were added from Step 1A at the last meeting. Some of the milestone dates have been changed, so Council may want to review the timelines.

Attachment C is the proposed Council Priority Calendar for 2007/2008, based on the milestones and dates on the projects in Attachment B.

Background

The Priority Calendar process began in October of 2001. The definition used for priority calendar items:

- Require at least 40 hours of staff time
- Are one-time in nature
- Have been directed by Council, City Manager or a Commission through specific action, including the budget
- Do not reflect the routine provision of City services
- Are mandates imposed by the state or federal government, or other funding agencies
- Are major capital improvements

To ensure the system captured all issues, a “below the line” category of projects was created. These are items that are not expected to be started within the next year. These items are not

acted on, but are kept on the master list for the next annual review by Council. This ranking process goes hand-in-hand with the City Budget process, and City Commissions also provide Council with their input and ranking.

Discussion/Issues

On March 27, Council reviewed a total of 28 projects, including eight new projects. On April 10, those projects were ranked.

Community Development has seven items ranked, and two that were removed from the list:

- *Commercial Zoning* will be included in the General Plan Update, which is a current project
- *Sign Ordinance and Real Estate Signs* will be given to the City Attorney for Ordinance Amendments

Parks and Recreation has five ranked projects, and six were placed below the line. One item was removed from the list:

- *Non-Profit Belmont Parks Foundation* which will be given to the Parks and Recreation Commission for follow-up and research

Public Works has six ranked projects, with one placed below the line.

Since the April 10th meeting (Step 1A), staff has assessed the impact of the rankings and feels that it can begin to work on eight of the ranked priorities. Staff asks that Council review the project descriptions, milestones and timelines on the PDFs in Attachment B to make sure they are acceptable.

Community Development is drawing the line to allow three projects to begin work in FY07-08. They are:

- Master Parking Plan for Downtown “Village Districts”
- Historic Preservation & Inventory
- Downtown Specific Plan Revision (Clean-up & Formatting – User Friendly)

The first two were ranked 1 & 2 respectively by the City Council on April 10. The *Downtown Specific Plan Revision* was the number 4 ranked project. Staff believes there is efficiency in starting this project during this upcoming fiscal year (07-08) in light of the General Plan Update (GPU) project, which is imminent. As the *Downtown Specific Plan Revision* will already be amended in concert with the first phase of the *General Plan Update* project (Economic Development Target Sites), it makes sense to include the formatting/clean-up revisions envisioned as part of this project.

While Director Carlos deMelo understands that the *Zoning Definitions Amendment* Project is an important effort, and was ranked number 3, he believes upon completion of the current *Residential Design Guidelines* & the *Sign Ordinance Update* projects, staff will have made important strides forward in improving the content/clarity of our most commonplace policy

issues (single family residential development & commercial/industrial/residential signs). In addition, the Zoning Definitions project is a reasonably large project that will undoubtedly require consultant assistance. If the Council wishes to commence work on this project sooner, and funding can be secured for outside consultants, staff can amend the work plan to allow this project to also move forward in FY07-08. Otherwise, staff is recommending it be placed below the line.

Parks and Recreation Department staff has reviewed the Priority Calendar projects as ranked by the City Council on April 10, 2007. Staff believes they can take on the following current and new projects as listed below:

<u>Current projects</u>	<u>Funds</u>	<u>Project Start Date</u>
Update Park Master Plan	Planned Park Funds	9/20/2006
Twin Pines Fence Replacement	RDA	3/14/2007
Open Space Trail System	Planned Park Funds	6/30/2007
Alameda Kiosk Landscaping	Planned Park Funds	8/3/2007
Davey Glen	Planned Park Funds	9/14/2007

<u>New Projects</u>	<u>Funds</u>	<u>Status</u>
Barrett Community Center Feasibility Study	TBD	8/31/07

Depending on the Department's successes in completing existing projects and identifying funding opportunities, staff will continue to evaluate opportunities to move items that are listed "below the line" and move them above the line as directed.

The *Barrett Community Center Feasibility Study* was ranked 3rd by the City Council. The Barrett Feasibility Study will be evaluated after public meetings have been scheduled and public interest has been measured. Staff will conduct three public meetings from August – October 2007. Staff will return to the City Council with a report and recommendation based on public interest.

The first two items *Semeria Park* and *Ralston Ranch Park* will be scheduled to start after the Davey Glen Park project moves from the design phase to the construction phase.

Public Works has identified the top four priorities that were ranked by the Council. Public Works is down two key staff persons and it is not anticipated that the positions will be filled and the new employees will be up to speed on the existing capital improvement projects scheduled, until the end of the calendar year. The primary responsibility for the four priorities identified will be for the Director of Public Works and the schedule is based upon integrating these items with his overall work schedule.

The Finance Department has removed the *Development Impact Fee Study Project* because the consultant was unable to identify new revenue, as was originally contemplated for this project. The Finance Commission recommended this project be dropped.

Next Steps

Internally, staff will monitor the status of projects and timelines, and will provide updates to Council in the Monthly WRAP.

Fiscal Impact

There is no direct fiscal impact to this report. Individual projects have cost estimates associated with them on the PDFs, which will be incorporated into the budget as feasible.

Recommendation

Staff recommends Council take the following actions:

1. Discuss if there are any modifications to the Project Description Forms (PDFs) in Attachment B.
2. Adopt a motion approving the updated PDFs in Attachment B.
3. Adopt a motion approving the Council Priority Calendar in Attachment C.

Alternatives

1. Provide alternative direction to staff
2. Take no action at this time

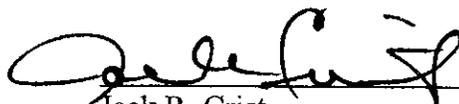
Attachments

- A. Priority Calendar Final Rankings – April 10, 2007
- B. Updated Project Description Forms for Active/Current Priorities
- C. Proposed Priority Calendar 2007-2008 for April 24, 2007 Adoption

Respectfully submitted,



Joni Stallings
Executive Assistant to the City Manager



Jack R. Crist
City Manager

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**PRIORITY CALENDAR
FINAL RANKINGS
April 10, 2007**

	A	B	D	E	F	G	H	I	J
1	<u>Dept</u>	<u>Project Title</u>	Feierbach	Lieberman	Warden	Mathewson	Dickenson		
12									
13									
14									
15	PR	New Barrett Community Center Feasibility Study - Exploration of a new Community Center at the existing Barrett site, which may include Teen Center	8	1	2		1	3.0	3
16									
17									
18									
19									
20									
21									
22									
23									
24									

**PRIORITY CALENDAR
FINAL RANKINGS
April 10, 2007**

	A	B	D	E	F	G	H	I	J
1	<u>Dept</u>	<u>Project Title</u>	Feierbach	Lieberman	Warden	Mathewson	Dickenson		
25	PUBLIC WORKS							TOTAL	RANK
26	PW New	Belmont Solid Waste/Recycling Collection Alternatives - Develop and analyze alternatives to the SBWMA Collection agreement.	1	2	1		1	1.3	1
27	PW New	Increased Parking along Alameda de las Pulgas - Prepare striping plans diagonal parking along the west side of Alameda between Carlmont and El Verano - and adjacent to Library	3	1	4		d	2.7	2
28	PW New	Ralston Avenue Narrowing - Narrowing of Ralston Avenue between Sixth Avenue and El Camino Real to two lanes in each direction and providing parking on the north side of the street. Install a mid-block crosswalk.	4	d	3		2	3.0	3
29	PW New	Review of Speed Hump Policy - Evaluate the most recent recommended practices by the Institute of Transportation Engineers on the installation of speed humps and determine whether or not changes are needed to the City's Speed Hump Policy.	2	3	2		5	3.0	3
30	PW New	Public Restrooms Development and Installation of City Parks							
31	PW New	Review of Public Policies - Review all City's public policy policies to determine consistency with national trends							
32	PW New	Public Restrooms - Review and conduct comprehensive feasibility and determine appropriate capital funding sources for multiple citywide related projects							

ATTACHMENT B

Updated Project Description Forms for Active/Current Priorities

PROJECT DESCRIPTION

City Attorney

Project: Municipal Code Revision/Update
Source: Council
Lead: Zafferano
Team: Crist, Department Heads
Contractor(s): _____

Proj. #: CA01
Acct. #: _____
Type: _____
Detailed Workplan
Required: X

Description:

Revise and Update the entire Belmont Muni Code. This is a large undertaking that will be a multi-year project, to be completed in phases. This project includes the former CM14- Ordinance Amendments, which is to look at City ordinances for items Council must approve that might be appropriate to handle at the staff level after policies are put in place. Council would adopt an ordinance delegating to staff responsibility to process certain routine matters as long as identified standards are met.

Estimated Staff Hours
Estimated Contractor costs

Up to 1000

Milestones:

		City Council	Due Date:	Revised Date:	Actual:
M01	<u>Present proposed changes to another chapter</u>	X	<u>6/12/07</u>		
M02	<u>Present proposed changes to another chapter</u>	X	<u>11/13/07</u>		
M03	<u>Present proposed changes to another chapter</u>	X	<u>5/13/08</u>		
M04	<u>Present proposed changes to another chapter</u>	X	<u>8/12/08</u>		
M05	<u>Present proposed changes to another chapter</u>	X	<u>11/11/08</u>		
M06	_____				
M07	_____				
M08	_____				
M09	_____				
M10	_____				

STATUS:

One Chapter every three months; with the exception of the larger items, which will be every 6 months.

Comments:

Hauling is underway. Next = Parking

PROJECT DESCRIPTION

Community Development

Project: Sign Ordinance + Real Estate Signs
Source: PC
Lead: Zafferano
Team: _____
Contractor(s): _____

Proj. #: CAXX
Acct. #: _____
Type: _____
Detailed Workplan Required: _____

Description: Review and revise Sign Ordinance, including provisions for enforcement of regulations.

Staff Recommendation:
 For Priority Consideration
 No Recommendation
 Below the Line
 Against Study

Estimated Staff Hours 200
Estimated Contractor costs \$40K

Milestones:

		City Council	Due Date:	Actual:
M01	<u>City Council identifies major objectives</u>	X	<u>11/13/2007</u>	_____
M02	<u>Research and evaluate policy options</u>		_____	_____
M03	<u>Planning Commission identifies preferred options</u>		_____	_____
M04	<u>Prepare draft code language</u>		_____	_____
M05	<u>Planning commission hearing and recommendation</u>		_____	_____
M06	<u>City Council hearing and adoption</u>	X	<u>5/13/2008</u>	_____
M07	<u>City Council second reading</u>	X	<u>6/12/2008</u>	_____
M08	<u>Ordinance effective</u>		_____	_____
M09	_____		_____	_____
M10	_____		_____	_____
M11	_____		_____	_____

STATUS:

The contractor cost is estimated for an inventory of existing signs, should an abatement program (optional) be included in a new sign ordinance.

Comments:

Below The Line

PROJECT DESCRIPTION

Community Development

Project: 1365 Fifth Avenue Planning
Source: Council
Lead: City Manager, Fil, de Melo, Davis
Team: Com/Dev Staff, Public Works Staff
Contractor(s): Kaiser/Marsten, Field Paoli, and Dyett & Bhatia

Proj. #: CD03
Acct. #: _____
Type: _____
Detailed Workplan Required: _____

Description: Prepare a land use and design plan for development of affordable housing at the former City Hall site. Obtain development entitlements and prepare package for development.

Staff Recommendation:

- For Priority Consideration
 No Recommendation
 Below the Line
 Against Study

Estimated Staff Hours 250
Estimated Contractor costs \$75K

Milestones:

		City Council	Due Date:	Revised Date:	Actual:
M01	<u>Prepare draft RFP for land use plan and entitlements processing</u>		<u>2/15/2003</u>		
M02	<u>RDA approves draft RFP project description</u>	X	<u>2/25/2003</u>		<u>4/8/2003</u>
M03	<u>Circulate RFP</u>		<u>3/1/2003</u>	<u>9/12/2003</u>	<u>9/12/2003</u>
M04	<u>Review developer / project options</u>	X	<u>3/31/2003</u>	<u>1/25/2005</u>	<u>1/25/2005</u>
M05	<u>Negotiate contract</u>		<u>4/8/2003</u>	TBD	
M06	<u>RDA approves developer</u>	X	<u>6/24/2003</u>	TBD	
M07	<u>RDA endorses draft development plans</u>	X	<u>7/31/2003</u>	TBD	
M08	<u>Prepare / submit application for entitlements</u>		<u>9/15/2003</u>	TBD	
M09	<u>Conduct CEQA review</u>		<u>10/14/2003</u>	TBD	
M10	<u>Planning Commission hearing and action</u>		<u>11/25/2003</u>	TBD	
M11	<u>RDA hearing / action, if necessary</u>	X		TBD	

STATUS:

REFINEMENT OF PROJECT AREA COMPONENTS PRESENTED VIA ECONOMIC DEVT. STRATEGY (TARGET SITES) TO RDA ON 1/25/07. NEXT STEPS INCLUDE PUBLIC OUTREACH, PROPERTY OWNER PARTICIPATION, AND ASSOCIATED GENERAL PLAN UPDATE WORK EFFORTS.

Comments:

PROJECT DESCRIPTION

Project: Downtown Specific Plan Reformat
Source: Staff
Lead: de Melo
Team: Planning Staff & Consultants
Contractor(s): _____

Proj. #: CD15
Acct. #: _____
Type: _____
Detailed Workplan Required: _____

Description:

Review and revise Downtown Specific Plan into a more easily administered and user-friendly document without altering existing policies. This project will synchronize with General Plan Update Revision efforts.

Staff Recommendation:

- For Priority Consideration
 No Recommendation
 Below the Line
 Against Study

Estimated Staff Hours 200
Estimated Contractor costs _____

Milestones:

		City Council	Due Date:	Revised Date:	Actual:
M01	<u>RDA direction on revisions</u>	X	<u>11/13/2007</u>		
M02	<u>Staff conducts review and prepares draft revision</u>		<u>1/18/2008</u>		
M03	<u>RDA reviews draft revision</u>	X	<u>4/8/2008</u>		
M04	<u>Planning Commission hearing on revised Specific Plan</u>		<u>6/3/2008</u>		
M05	<u>RDA hearing (and Ordinance) on revised Specific Plan</u>	X	<u>8/12/2008</u>		
M06	<u>RDA 2nd Reading of Ordinance on Revised Specific Plan</u>	X	<u>9/9/2008</u>		
M07	<u>Revised Specific Plan In Effect</u>		<u>10/9/2008</u>		

STATUS:

Staff-Recommended for Commencement 07-08

Comments:

PROJECT DESCRIPTION

Community Development

Project: Emmett House Renovations and Site Work
Source: Staff
Lead: de Melo/Davis/Nolfi/Contract Planning Staff
Team: Planning, Redevelopment, Public Works
Contractor(s): Developer, housing manager

Proj. #: CD01
Acct. #: na
Type: Construction
Detailed Workplan Required: N

Description: Restoration and Relocation to Sixth and O'Neill

Estimated Staff Hours 300
Estimated Contractor costs \$200K

Milestones:		City Council	Due Date:	Revised Date:	Actual:
M01	<u>RDA approval of architect</u>	X			8/16/1999
M02	<u>Exterior preliminary design and cost estimate</u>				5/1/2000
M03	<u>RDA discussion on scope of project and funding</u>	X	6/13/2000		6/13/2000
M04	<u>RDA discussion on scope of project and funding continued</u>	X	7/25/2000		8/8/2000
M05	<u>RDA decision on direction for property</u>	X		10/9/2001	2/12/2002
M06	<u>RDA review of program to move/restore Emmet House</u>		5/14/2002		5/13/2003
M07	<u>RFP circulated</u>			7/25/2003	7/25/2003
M08	<u>Award of contract for bid specification</u>			3/31/2004	
M09	<u>Neighborhood Outreach Meeting for planning approvals</u>			5/15/2004	9/9/2004
M10	<u>Approve Exclusive Right to Negotiate w/ Developer</u>	X		9/14/2004	9/14/2004
M11	<u>RDA explores alternatives / redefines project</u>	X		11/9/2004	11/9/2004
M12	<u>Review Contract / Regulatory Agreement for Project</u>	X		2/11/2005	3/8/2005
M13	<u>Plng Comm Recommendation on Required Entitlements</u>			5/1/2007	
M14	<u>City Council Approval of Req. Entitlements</u>	X		5/8/2007	
M15	<u>Plng Comm Approval of Detailed Development Plan</u>			6/19/2007	
M16	<u>Completion of construction</u>			9/8/2007	

STATUS:

STAFF REVIEWED PROJ IN COMMISSION STUDY SESSION 12/5/06 - FEEDBACK & DIRECTION GIVEN. STAFF SEEKING COMMENTS FROM RDA ON 2/13/07. STAFF TO PRESENT CDP & ENVIRONMENTAL ASSESSMENT TO PC FOR REVIEW AND CC RECOMMENDATION IN MARCH 2007.

Comments:

PROJECT DESCRIPTION

Community Development

Project: General Plan Update
Source: Mandated
Lead: de Melo
Team: Planning Staff & Consultants
Contractor(s): Consultants

Proj. #: CD08
Acct. #: na
Type: Plan
Detailed Workplan
Required: YES

Description: An extensive, labor intensive, 3 year project with \$300k budgeted. This project would start with a community visioning process before undertaking a review and update of the General Plan.

Estimated Staff Hours
Estimated Contractor costs

2,000
\$300K

Milestones:

- M01 Draft work plan developed
- M02 Council review of draft work/phasing plan
- M03 Council Selection of GP Consultant
- M04 Develop draft detailed work plan
- M05 Council Review of detailed work plan
- M06 Begin General Plan Update Process
- M07 Prepare Environmental Review & GP Update(s)
- M08 PC Review and Recommendation
- M09 Council Review & Adoption
- M10 _____
- M11 _____
- M12 _____

	City Council	Due Date:	Revised Date:	Actual:
		8/4/2006	11/1/2006	
X		9/26/2006	1/25/2007	
X		11/14/2006	2/13/2007	
		1/6/2007	2/27/2007	
X		2/13/2007	6/12/2007	
		3/5/2007	7/9/2007	
		TBD		
		TBD		
		TBD		

STATUS:

PRELIM GENERAL PLAN UPDATE WORK PROGRAM & ECONOMIC STRATEGY TARGET SITE REVIEW PRESENTED TO COUNCIL ON 1/25/07 - AUTHORITY GRANTED TO SEEK PSA FROM GENERAL PLAN CONSULTANT, DYETT & BHATIA. SCOPE OF WORK PRESENTED TO STAFF ON 2/20/07.

Comments:

PROJECT WILL FOCUS ON HOUSING ELEMENT & DOWNTOWN SPEC PLAN FOR FY 06-07. ESTABLISHMENT OF A GP MAINT FEE IN FY06-07 MASTER FEE SCHEDULE.

PROJECT DESCRIPTION

Community Development

Project: Harbor Industrial Area
Source: Council
Lead: City Manager
Team: Planning, Public Works, Finance
Contractor(s): MHA Associates

Proj. #: CD02
Acct. #: _____
Type: _____
Detailed Workplan
Required: No

Description: Work with Council Sub-committee and HIA to develop annexation proposal and prepare & submit LAFCO annexation application

Staff Recommendation:
 For Priority Consideration
 No Recommendation
 Below the Line
 Against Study

Estimated Staff Hours 700
Estimated Contractor costs \$22,000

Milestones:		City Council	Due Date:	Revised Date:	Actual:
M01	<u>City Council adopts resolution supporting annexation process</u>	X	<u>2/26/2002</u>		<u>2/26/2002</u>
M02	<u>Submit draft annexation proposal to HIA</u>		<u>3/7/2002</u>		<u>3/7/2002</u>
M03	<u>Review and refine annexation proposal</u>		<u>5/31/2002</u>		<u>5/31/2002</u>
M04	<u>Develop annexation approval strategy with HIA</u>		<u>7/12/2002</u>		
M04a	<u>New: Status report to City Council</u>		<u>8/13/2002</u>		<u>8/13/2002</u>
M05	<u>Obtain HIA Board consensus on annexation agreement</u>		<u>9/15/2002</u>		
M06	<u>Prepare implementing programs and ordinances</u>		<u>10/25/2002</u>	ongoing	
M07	<u>City Council adoption of implementing programs and ordinance</u>	X	<u>11/26/2002</u>	TBD	
M08	<u>Prepare LAFCO annexation application</u>		<u>12/27/2002</u>	TBD	
M09	<u>City Council approval of annexation application</u>	X	<u>1/21/2003</u>	TBD	
M10	<u>Submit annexation application to LAFCO</u>		<u>2/1/2003</u>	TBD	
M11	<u>Finalization of fiscal agreements</u>		<u>2/14/2003</u>	TBD	
M12	<u>Environmental Review</u>		<u>2/28/2003</u>	TBD	
M13	<u>City Council hearings on application</u>	X	<u>3/11/2003</u>	TBD	
M14	<u>LAFCO hearings on application</u>		<u>3/31/2003</u>	TBD	
M15	<u>Submittal of final documentation to County and State</u>		<u>4/15/2003</u>	TBD	

PART OF ECONOMIC DEVELOPMENT STRATEGY. ENVIRONMENTAL STUDY FOR ANNEXATION HAS BEEN PREPARED - ANNEXATION COMPONENT TO PROCEED AT A MEASURED PACE UNTIL STATUS OF VOLUNTARY EFFORTS IS EXHAUSTED. MEET AND GREET ON 3/15/07. ON HOLD AWAITING DIRECTION FROM COUNCIL ON ANNEXATION APPLICATION.

STATUS:
Comments:

PROJECT DESCRIPTION

Community Development

Project: Historic Preservation
Source: Planning Commission
Lead: de Melo
Team: Planning
Contractor(s): Historic preservation consultants

Proj. #: CD
Acct. #: _____
Type: _____
Detailed Workplan Required: _____

Description: Revise Municipal Code Section (Structures of Historic or Aesthetic Value) and update historic resources inventory

Staff Recommendation:
 For Priority Consideration
 No Recommendation
 Below the Line
 Against Study

Estimated Staff Hours 100 to 250
Estimated Contractor costs \$40,000

Milestones:

		City Council	Due Date:	Actual:
M01	Prepare Issue paper on historic preservation. Prepare Council study paper.		9/28/2007	_____
M02	City Council direction on historic preservation issues	X	10/23/2007	_____
M03	Prepare revised historic preservation ordinance		3/28/2008	_____
M04	Prepare updated inventory of potential historic resources		5/9/2008	_____
M05	Planning Commission review and recommendation (required)		6/17/2008	_____
M06	City Council review and adoption	X	8/12/2008	_____
M07	City Council second reading	X	9/9/2008	_____
M08	Ordinance effective		10/9/2008	_____
M09	_____		_____	_____
M10	_____		_____	_____
M11	_____		_____	_____

STATUS: New Active/Current Project April 2007

Comments: From Planning Commission - Previously reviewed in 2004. \$40K estimated for consultant to prepare update of historic resources inventory.

PROJECT DESCRIPTION

Project: Master Parking Plan for Downtown "Village Districts"
Source: Staff
Lead: de Melo
Team: Planning Staff & Consultants
Contractor(s): _____

Proj. #: CD13
Acct. #: _____
Type: _____
Detailed Workplan Required: _____

Description: Establish a Downtown Parking District to coordinate future parking needs and public improvements for existing/proposed development. A review of necessary In-lieu fees and associated site plan assessment of centrally located parking garages is part of the work project.

Staff Recommendation:

- For Priority Consideration
- No Recommendation
- Below the Line
- Against Study

Estimated Staff Hours 300+
Estimated Contractor costs _____

Milestones:	City Council	Due Date:	Revised Date:	Actual:
M01	X	<u>9/11/2007</u>		
M02		<u>11/19/2007</u>		
M03	X	<u>1/8/2008</u>		
M04		<u>3/18/2008</u>		
M05	X	<u>5/13/2008</u>		
M06				
M07				

STATUS: New Active/Current Project - April 2007

Comments:

PROJECT DESCRIPTION

Community Development

Project: Planning for CalTrain Station / "Grand Boulevard"
Source: City Council / Planning Commission
Lead: de Melo
Team: Davis, Politzer, CM Office
Contractor(s): _____

Proj. #: CD07
Acct. #: _____
Type: _____
Detailed Workplan
Required: _____

Description: Prepare plan for improvements to CalTrain station and El Camino Real in support of "Grand Boulevard" objectives

Staff Recommendation:

- For Priority Consideration
- No Recommendation
- Below the Line
- Against Study

Estimated Staff Hours 150
Estimated Contractor costs \$33K (see Comments below)

Milestones:

		City Council	Due Date:	Revised Date:	Actual:
M01	<u>City Council direction on project scope / planning consultant</u>	X	<u>4/12/2005</u>		<u>4/12/2005</u>
M02	<u>City, SamTrans and consultant finalize project scope</u>		<u>4/30/2005</u>		<u>5/10/2005</u>
M03	<u>City Council appoints citizen committee, if needed</u>		<u>6/14/2005</u>		<u>N/A</u>
M04	<u>Consultant prepares draft landscape / design plan</u>		<u>9/15/2005</u>	<u>11/1/2005</u>	<u>11/1/2005</u>
M05	<u>City Council reviews draft plan</u>	X	<u>10/11/2005</u>	<u>1/10/2006</u>	<u>1/10/2006</u>
M06	<u>Planning Commission hearings on draft plan</u>		<u>11/1/2005</u>	<u>6/7/2006</u>	<u>6/7/2007</u>
M07	<u>City Council hearing on final plan</u>	X	<u>12/13/2005</u>	<u>8/14/2007</u>	

STATUS:

STAFF REC'D NOTIFICATION THAT GRANT APPL WAS NOT RECOMMENDED FOR FUNDING. STAFF WILL PURSUE OTHER OPPORTUNITIES. NEXT STEP IS NEIGHBORHOOD OUTREACH OF RECOMMENDED AREA PLAN IMPROVEMENTS TO ADJACENT COMMERCIAL PROPERTY OWNERS/BUSINESSES IN MARCH/APRIL 2007.

Comments:

City has partnered with SamTrans, San Carlos and Redwood City for MTC planning grant to support "Grand Boulevard" objectives. MTC has given grant approval of \$25,000 for Belmont planning; SamTrans will augment for total of \$33,000.

PROJECT DESCRIPTION

Community Development

Project: Residential Design Guidelines
Source: Planning Commission
Lead: de Melo
Team: Planning
Contractor(s) TBD

Proj. #: CD09
Acct. #: _____
Type: _____
Detailed Workplan
Required: _____

Description: Prepare design guidelines for new and remodeled residential projects, including hillside development issues

Staff Recommendation:
 For Priority Consideration
 No Recommendation
 Below the Line
 Against Study

Estimated Staff Hours 250+
Estimated Contractor costs TBD

Milestones:

		City Council	Due Date:	Revised Date:	Actual:
M01	<u>Review examples of guidelines from other cities - prepare issue paper on design guideline issues / preferences</u>		<u>11/3/2006</u>	<u>12/3/2006</u>	<u>12/3/2006</u>
M02	<u>City Council direction on design guidelines</u>	X	<u>12/12/2006</u>	<u>3/27/2007</u>	<u>3/27/2007</u>
M03	<u>Prepare draft guidelines</u>		<u>4/6/2007</u>	<u>6/29/2007</u>	
M04	<u>Planning Commission review and recommendation</u>		<u>6/19/2007</u>	<u>8/15/2007</u>	
M05	<u>City Council review and adoption</u>	X	<u>9/11/2007</u>	<u>11/13/2007</u>	
M06	_____				
M07	_____				

STATUS: RANKED BY CC ON 4/11/06 FOR INCLUSION INTO CURRENT WORK PROGRAMS TO BE ADDRESSED DURING FY06-07

Comments: New Program - from Planning Commission

PROJECT DESCRIPTION

Community Development

Project: Solar Access Ordinance
Source: Planning Commission
Lead: de Melo
Team: Planning, City Attorney
Contractor(s): TBD

Proj. #: CD11
Acct. #: _____
Type: _____
Detailed Workplan Required: No

Description: Study and propose revisions to the zoning regulations regarding solar access. Consulting services may be required, depending on Council direction.

Staff Recommendation:
 For Priority Consideration
 No Recommendation
 Below the Line
 Against Study

Estimated Staff Hours
Estimated Contractor costs

100
TBD

Milestones:

City Council

			Revised		
			Date:	Actual:	
	Due Date:				
M01	<u>11/17/2006</u>	<u>Prepare issue paper on solar access.</u>	<u>2/16/2007</u>		
M02	<u>1/9/2007</u>	<u>City Council direction on solar access options</u>	<u>7/10/2007</u>	X	
		<u>Prepare draft General Plan / Zone Text Amendment language</u>			
M03	<u>3/30/2007</u>		<u>9/7/2007</u>		
M04	<u>5/15/2007</u>	<u>Planning Commission review and recommendation</u>	<u>10/16/2007</u>		
M05	<u>7/10/2007</u>	<u>City Council review and adoption</u>	<u>1/8/2008</u>	X	
M06	<u>7/24/2007</u>	<u>City Council second reading</u>	<u>2/7/2008</u>	X	
M07	<u>8/23/2007</u>	<u>Ordinance effective</u>	<u>3/7/2008</u>		
M08					
M09					
M10					
M11					

STATUS:

RANKED BY CC ON 4/11/06 TO BE INCLUDED IN CURRENT WORK PROGRAMS TO BE ADDRESSED DURING FY06-07

Comments:

New program - from Planning Commission

PROJECT DESCRIPTION

City Manager's Office

Project: 2006 Technology Plan Update

Source: City Council

Lead: Harnish

Team: Technology Committee

Contractor(s): _____

Description:

Proj. #: CM03

Acct. #: _____

Type: _____

Detailed Workplan Required: _____

Estimated Staff Hours 480

Estimated Contractor costs \$80,000K

Milestones:

		City Council	Due Date:	Est. Date	Actual:
M01	Staff is currently reviewing options which may include an assessment of business practices and work flow of individual departments.		8/1/2006		
M02	Complimentary review		11/20/2006		11/20/2006
M03	Complimentary review results		1/16/2007		1/16/2007
M04					
M05	Develop Consultant (Data sheet)		8/1/2006		February
M06	Send out Consultant (Data Sheet)		9/1/2006		2/15/2007
M07	Conduct Consultant Interviews (3 days)			3/15/2007	3/15/2007
M08					
M09					
M10	To Council for approval of recommended consultants	X	3/13/2007	5/22/2007	
M11	Consultant conducts assessment		TBD		
M12	Consultant provides recommendations		TBD		
M13	Recommendations presented to Tech Committee		TBD		
M14	Recommendations presented to SMT		TBD		
M15	Consultant presents recommendations to Council	X	TBD		

STATUS:

Staff will be meeting with Consultants to develop plan and procedures end of April 2007

Comments:

PROJECT DESCRIPTION

City Manager's Office

Project: Organizational Audits
Source: Council Item 9
Lead: City Manager
Team: Applicable department heads
Contractor(s): tbd

Proj. #: CM02
Acct. #: _____
Type: Study
Detailed Workplan Required: no

Description: Conduct organizational audits of city departments. Audits to include: organizational structure; work procedures and standards; benchmarking and best practices with peer cities; and other improvement analyses. Analyses may be done with staff or by consultant

Estimated Staff Hours 80
Estimated Contractor costs \$50k

Milestones:		City Council	Due Date:	Est. Date	Actual:
M01	<u>Select 2 audits annually (P&R and PW maintenance is 1st)</u>	X	<u>8/14/2007</u>		
M02	<u>Allocate staff time or do RFP for consultant</u>		<u>1/22/2008</u>		
M03	<u>If consultant, select and award oncontract.</u>	X	<u>2/26/2008</u>		
M04	<u>Initiate study 1</u>		<u>3/25/2008</u>		
M05	<u>Complete analysis with recommendations</u>		<u>5/27/2008</u>		
M06	<u>Report recommendations to Council</u>	X	<u>6/24/2008</u>		
M07	<u>Develop implementation plan</u>		<u>7/22/2008</u>		
M08	<u>Allocate staff time or do RFP for consultant #2</u>		<u>8/26/2008</u>		
M09	<u>If consultant, select and award oncontract. #2</u>	X	<u>9/23/2008</u>		
M10	<u>Initiate study #2</u>		<u>9/24/2008</u>		
M11	<u>Complete analysis with recommendations</u>		<u>11/25/2008</u>		
M12	<u>Report recommendations to Council</u>	X	<u>1/15/2009</u>		
M13	<u>Develop implementation plan</u>		<u>2/15/2009</u>		
M14	_____		_____		
M15	_____		_____		

STATUS: ON HOLD PENDING COUNCIL DIRECTION

Comments: The first audit will be analysis of alternative organizational structures for building, park, and public works maintenance (including job classifications, MOU issues, funding, work plans, etc). Estimated contractor costs include sufficient funds to do two studies per year.

PROJECT DESCRIPTION

Finance

Project: Targeted Economic Development Strategy Project
Source: RDA Directors
Lead: Fil
Team: City Manager, Community Development Director, RDA Attorney
Contractor(s): Keyser Marsten Associates, Field Paoli Architects

Proj. #: FN03
Acct. #: _____
Type: _____
Detailed Workplan Required: _____

Description: To identify and implement targeted economic development projects within the City.

Staff Recommendation:
 For Priority Consideration
 No Recommendation
 Below the Line
 Against Study

Estimated Staff Hours 4,000
Estimated Contractor costs \$350K

Milestones:

		City Council	Due Date:	Revised Date:	Actual:
M01	<u>Identify project objectives with consultants</u>		<u>11/30/2005</u>		<u>11/30/2005</u>
M02	<u>Engage consultants</u>		<u>12/31/2005</u>		<u>11/30/2005</u>
M03	<u>Research and identify project candidates</u>		<u>1/31/2006</u>		<u>1/31/2006</u>
M04	<u>Develop ED strategies for specific projects</u>		<u>3/31/2006</u>		<u>1/31/2006</u>
M05	<u>Confirm candidates and strategies with Council</u>	X	<u>5/9/2006</u>		<u>2/14/2006</u>
M06	<u>Implement strategy - Phase 2</u>		<u>7/31/2006</u>		<u>2/15/2006</u>
M07	<u>Report Phase 2 results</u>	X	<u>9/12/2006</u>	<u>1/25/2007</u>	<u>1/25/2007</u>
M08	<u>Initiate Phase 3 for target sites</u>		<u>9/30/2006</u>	<u>1/26/2007</u>	<u>1/26/2007</u>
M09	<u>Issue RFQs</u>		<u>6/30/2007</u>		
M10	<u>Report Phase 3 results</u>	X	<u>6/30/2007</u>		
M11	<u>Initiate Phase 4 developer selection</u>		<u>10/31/2007</u>		
M12	<u>Negotiate Owner Participation (OPA) or Development and Dispos</u>	X	<u>TBD</u>		
M13	<u>Obtain required Applicant approvals</u>	X	<u>10/31/2006</u>	<u>TBD</u>	
M14	<u>Implement project</u>		<u>12/31/2006</u>	<u>TBD</u>	
M15	<u>Report Phase 4 results</u>	X	<u>TBD</u>		
M16	_____				

PHASE 1 - INITIATE THOUGHTS ON VISION/PRELIMINARY FEASIBILITY EVALUATION - COMPLETED; PHASE 2 - UNDERSTAND VISION/TECHNICAL ASSESSMENT - COMPLETED; PHASE 3 - CLARIFY VISION/RFQ PREPARATION - IN PROGRESS.

STATUS:

Comments: This is a multi year, multi phase, multi location project. Project is in 3rd of 4 planned stages.

PROJECT DESCRIPTION

Police

Project: Neighborhood Safety Awareness Program/Emergency Preparedness

Proj. #: PD01

Source: Staff

Acct. #: _____

Lead: Mattei

Type: Program

Team: Halleran, PD Volunteers

Detailed Workplan

Contractor(s): _____

Required: _____

Description: This issue would be to expand disaster preparedness and response training for citizens and integrate it with an invigorated Neighborhood Watch program. The goal of the program is to enhance community safety through communication and cooperation between citizens and City staff.

Staff Recommendation:

- For Priority Consideration
- No Recommendation
- Below the Line
- Against Study

Estimated Staff Hours 200
Estimated Contractor costs _____

Milestones:

		City Council	Due Date:	Revised Date:	Actual:
M01	Neighborhood Safety Awareness Program and Disaster Preparedness Update to Council	X	11/9/2005		
M02	Outreach to Homeowners via association meetings on disaster preparedness and neighborhood watch issues. Program to be presented at the Homeowner Association President's Meeting on 2/17/05.		4/1/2005	2/17/2005	2/17/2005
M03	Expand CERT Team members education to include First Aid and CPR certifications		1/1/2007		
M04	Provide CERT training to a group in each Homeowners Association		1/1/2007		
M04	Work cooperativly with San Carlos PD on CERT Training		2/1/2005		2/1/2005
M05	Incorporate CERT resources into the city's disaster plan				
M06	Develop a cache of disaster supplies to be deployed to teams for utilization throughout the City seek funding sources.		1/1/2007		
M07	Visit City Wide Evacuation/Shelter Plan		1/1/2006	7/7/2007	
M08	Cooperatively work with Safe Schools for disaster preparedness		1/1/2007	ongoing	

STATUS:

Disaster plan being re-written by SMCo. Incorporation of CERT milestone dependant upon rewrite. Development of the cache of disaster supplies is dependant on funding. PD continues to meet with neighborhood groups as requested. PROJECT ONGOING.

Comments:

City disaster plan currently being re-written by San Mateo Co. Office of Emergency Services. Incorporation of CERT milestone is dependant upon completion of that re-write. Development of the cache of disaster supplies is dependant on funding. PD to continue to meet with and provide training to neighborhood groups when requested.

PROJECT DESCRIPTION

Police

Project: Red Light Cameras
Source: Staff
Lead: Mattei
Team: Halleran, PD Traffic
Contractor(s): _____

Proj. #: PD02
Acct. #: _____
Type: Project
Detailed Workplan Required Yes

Description:
 To investigate the feasibility of installing red light camera systems at an intersection or intersections in Belmont as a method of traffic management, specifically to deal with red light violations.

Staff Recommendation:
 For Priority Consideration
 No Recommendation
 Below the Line
 Against Study

Estimated Staff Hours 100
Estimated Contractor costs _____

Milestones:

		City Council	Due Date:	Revised Date:	Actual:
M01	<u>Gather data from jurisdictions currently using such a system.</u>		<u>11/15/2005</u>		
M02	<u>Present findings to Police Command Staff and DPW</u>		<u>11/15/2005</u>		
M03	<u>Informational Staff Report to City Council</u>	X	<u>1/24/2006</u>	<u>2/14/2006</u>	<u>2/14/2006</u>
M04	<u>Contact Vendors and Receive Bids/Information</u>		<u>6/1/2006</u>		<u>5/4/2006</u>
M05	<u>Contact Vendors and Receive Bids/Information. Return to Council with update</u>	X	<u>1/24/2006</u>	<u>6/27/2006</u>	<u>6/27/2006</u>
M06	<u>Further research and return to Council with update and vendor presentation</u>	X	<u>7/25/2006</u>		<u>7/25/2006</u>
M07	<u>Vendor report to Council</u>		<u>4/10/2007</u>		<u>4/10/2007</u>
M08	<u>Continue discussions with Redflex</u>				

STATUS:

UPDATE ON AUTOMATED RED LIGHT PHOTO ENFORCEMENT PROJECT-CITY COUNCIL MEETING ON 4/10/07

Comments:

PROJECT DESCRIPTION

Parks and Recreation

Project: Alameda Kiosk Landscaping
Source: Council
Lead: Adam Politzer
Team: Parks Division, Ne
Contractor(s): _____

Proj. #: PR02
Acct. #: _____
Type: _____
Detailed Workplan
Required: No

Description: Landscaping design and installation. Community groups got grants and donations to complete the landscaping design. This project is now finding funding for the installation.

Staff Recommendation:
 For Priority Consideration
 No Recommendation
 Below the Line
 Against Study

Estimated Staff Hours 30
Estimated Contractor costs 25K

Milestones:

		City Council	Due Date:	Revised Date:	Actual:
M01	<u>Design landscaping</u>				<u>7/15/2005</u>
M02	<u>Landscaping design approved by Park and Rec Commission</u>				<u>8/3/2005</u>
M03	<u>Landscaping design approved by Planning Commission</u>				<u>8/16/2005</u>
M04	<u>Landscaping design approved by the City Council</u>	X			<u>9/13/2005</u>
M05	<u>Funding obtained</u>		<u>9/1/2006</u>		
M06	<u>Contract process and award</u>		<u>10/15/2006</u>	<u>8/31/2007</u>	
M07	<u>Construction completed</u>		<u>12/31/2006</u>	<u>11/30/2007</u>	
M08	_____				
M09	_____				
M10	_____				
M11	_____				

STATUS:

Design has been completed and approved. City approved funding from Planned Park Funds in the amount of \$25K . The City is in the process of coordinating a meeting with the neighborhood groups prior to starting work.

Comments:

The cost estimate was obtained by the designer. If the City funds the project, we will need to include all City requirements and get new bids on the work.

PROJECT DESCRIPTION

Parks Recreation

Project: Davey Glen Park Improvements
Source: P & R Commission
Lead: Parks and Recreation Director
Team: Parks Division, Public Works Department
Contractor(s): Landscape Architect & Landscape Contractor

Proj. #: PR03
Acct. #: _____
Type: _____
Detailed Workplan Required: _____

Description: Master Plan and Development of Davey Glen Park. The project involves the design & development of a one acre unimproved park site on Davey Glen Road. The neighborhood park could include such amenities as picnic areas, playground equipment, benches, fencing and landscaping. The project budget includes funding for design and construction.

Staff Recommendation:
 For Priority Consideration
 No Recommendation
 Below the Line
 Against Study

Estimated Staff Hours 100
Estimated Contractor costs \$450K

Milestones:

		City Council	Due Date:	Revised Date:	Actual:
M01	<u>Identify funding source.</u>		<u>7/1/2007</u>		
M02	<u>Conduct neighborhood needs assessment meeting</u>		<u>9/14/2007</u>		
M03	<u>Attend Neighborhood Association meeting to obtain input</u>		<u>11/9/2007</u>		
M04	<u>Review Conceptual Design at Park and Rec Commission Mtg.</u>		<u>2/6/2008</u>		
M05	<u>Discussion and Direction from City Council</u>	x	<u>3/5/2008</u>		
M06	<u>Landscaping design approved by Park and Rec Commission</u>		<u>3/26/2008</u>		
M07	<u>Landscaping design approved by Planning Commission</u>		<u>4/18/2008</u>		
M08	<u>Landscaping design approved by City Council</u>		<u>4/30/2008</u>		
M09	<u>Contract process and award project</u>		<u>6/30/2008</u>		
M10	<u>Complete project</u>		<u>8/26/2008</u>		
M11	_____				

STATUS:

PARKS FOR FUTURE - MEASURE A DID NOT PASS. P&R COMMISSION LOOKING FOR ALTERNATIVE FUNDING.

Comments:

The project currently has \$288,373 of 2002 State grant funds approved and the project must be completed by 2011. The P & R Commission and Staff recommend that this project and the development of any other new parks be postponed until the Park Department operation & maintenance budget is restored to a level sufficient to adequately address the maintenance requirements of all parks. It is also recommended that the project not be dropped, but placed "below the line" so that it can be evaluated for the FY 2007 CIP budget.

PROJECT DESCRIPTION

Project: New Barrett Community Center Feasibility Study
Source: P & R Commission
Lead: Parks and Recreation Director
Team: Finance, Community Development
Contractor(s): Architect, Community Center Consultant

Proj. #: PR06
Acct. #: _____
Type: _____
Detailed Workplan
Required: _____

Description: Exploration of a new Community Center at the existing Barrett Community Center site. Project could include performing arts, and cultural arts components.

Staff Recommendation:
 For Priority Consideration
 No Recommendation
 Below the Line
 Against Study

Estimated Staff Hours 400+
Estimated Contractor costs Unknown

Milestones:

		City Council	Due Date:	Est. Date	Actual:
M01	<u>Community Outreach</u>		<u>8/30/2007</u>		
M02	<u>P & R Commission Discussion and Direction</u>		<u>9/5/2007</u>		
M03	<u>Conduct community needs assessment meeting</u>		<u>10/26/2007</u>		
M04	<u>Preliminary Design Concepts</u>		<u>TBA</u>		
M05	<u>Develop Cost Estimates</u>		<u>TBA</u>		
M06	<u>P & R Commission Discussion and Direction</u>		<u>TBA</u>		
M07	<u>Planning commission Discussion and Direction</u>		<u>TBA</u>		
M08	<u>Identify Funding Sources</u>		<u>TBA</u>		
M09	<u>City Council direction</u>	X	<u>TBA</u>		
M10	_____		_____		
M11	_____		_____		
M12	_____		_____		

STATUS:

Comments:

Project was discussed in context of several unfunded capital projects with P & R Commission last May. Council direction was to defer project, with a priority placed on completing athletic field improvements and open space acquisition (Outdoor Recreation Task Force). NO FUNDING IS AVAILABLE FOR THIS STUDY OR IMPLEMENTATION AT THIS TIME.

PROJECT DESCRIPTION

Parks Recreation

Project: Update Parks & Open Space Master Plan
Source: P & R Commission
Lead: Parks and Recreation Director
Team: Goals and Strategic Planning Committee
Contractor(s): Landscape Architect

Proj. #: PR01
Acct. #: _____
Type: _____
Detailed Workplan
Required: _____

Description:

Update of the 1992 Parks & Open Space Master Plan. The Master Plan is a valuable document that provides guidance to the Council, Commission and staff for the development and maintenance and operation of the City's parks and open space system. The project, in general, would include updating the inventory of the parks system, analysis of current demands/trends, identifying completed projects and updating of the action plan.

Staff Recommendation:

- For Priority Consideration
 No Recommendation
 Below the Line
 Against Study

Estimated Staff Hours 80
Estimated Contractor costs \$20K

Milestones:

		City Council	Due Date:	Revised Date:	Actual:
M01	<u>City Council Discussion and Direction</u>	X	<u>9/30/2005</u>	<u>11/30/2007</u>	
M02	<u>Community Outreach - neighborhood meetings</u>			<u>7/27/2007</u>	
M03	<u>Consultant selected</u>			<u>9/21/2007</u>	
M04	<u>Inventory, analysis of demand, completed projects</u>			<u>3/28/2008</u>	
M05	<u>Community Workshops</u>		<u>10/30/2005</u>	<u>TBA</u>	
M06	<u>P & R Commission Meeting #1</u>		<u>12/7/2005</u>	<u>TBA</u>	
M07	<u>Develop Draft Plan</u>		<u>1/20/2006</u>	<u>TBA</u>	
M08	<u>P & R Commission Meeting #2</u>		<u>2/1/2006</u>	<u>TBA</u>	
M09	<u>Planning Commission Meeting</u>				
M10	<u>City Council Adoption</u>	X	<u>2/21/2006</u>	<u>TBA</u>	
M11	<u> </u>				
M12	<u> </u>				
M13	<u> </u>				

STATUS:

The Parks and Recreation Commission working with the Goals and Strategic Planning Committee, has reviewed and evaluated the existing Parks Open Space Master Plan and are scheduling meetings with community groups to begin the public outreach efforts.

PROJECT DESCRIPTION

Parks and Recreation

Project: Solar Energy Projects
Source: CC
Lead: Parks and Recreation Director
Team: Finance Dir, PW Dir, Engineer
Contractor(s): _____

Proj. #: PR
Acct. #: _____
Type: _____
Detailed Workplan Required: _____

Description: To consider implementation of solar energy projects and legislation that enhances solar energy use on public facilities.

Staff Recommendation:
 For Priority Consideration
 No Recommendation
 Below the Line
 Against Study

Estimated Staff Hours 400
Estimated Contractor costs \$250K

Milestones:

		City Council	Due Date:	Revised Date:	Actual:
M01	<u>Assess project requirements</u>				
M02	<u>Obtain direction from Council re: project scope</u>	X			3/14/2006
M03	<u>Pursue special legislation for municipal solar farm</u>		TBA		
M04	<u>Identify potential solar farm options</u>		TBA		
M05	<u>Prepare fiscal analysis for alternative solar proposals</u>		TBA		
M06	<u>Submit proposals to Council for consideration</u>	X	TBA		
M07	_____				
M08	_____				
M09	_____				
M10	_____				
M11	_____				

STATUS: On hold waiting for direction

Comments:

PROJECT DESCRIPTION

Parks and Recreation

Project: Trail Improvements

Source: Parks and Recreation Commission

Lead: Parks and Recreation Director

Team: Parks Division, Fire Marshal, Volunteers for Outdoor California

Contractor(s): _____

Proj. #: PR04

Acct. #: _____

Type: _____

Detailed Workplan Required: _____

Description: Review trail system, repair/improve existing trails, add new trails.

Staff Recommendation:

For Priority Consideration

No Recommendation

Below the Line

Against Study

Estimated Staff Hours 200

Estimated Contractor costs \$20K

Milestones:

		City Council	Due Date:	Revised Date:	Actual:
M01	<u>Review trail system</u>		<u>6/30/2007</u>		
M02	<u>Periodic annual trail maintenance and repair</u>		<u>9/28/2007</u>		
M03	<u>Council direction for new trails</u>	X	<u>11/20/2007</u>		
M04	_____				
M05	_____				
M06	_____				
M07	_____				
M08	_____				
M09	_____				
M10	_____				
M11	_____				

STATUS: Included in 2007 CIP.

Comments: All trails should be inspected after 2006 winter storms subside.

PROJECT DESCRIPTION

Public Works

Project: 101 Bike Pedestrian Bridge
Source: Council
Lead: Davis
Team: Jones, Palatnik, T. Y. Lin International
Contractor(s): design; construction

Proj. #: PW02
Acct. #: na
Type: Construction
Detailed Workplan Required: TBD

Description: Obtain funding; design and construct bridge over 101. Also includes bicycle and pedestrian bikeway and other improvements in the neighborhood between Old County Road and Highway 101 for Safe Routes to School.

Estimated Staff Hours 900
Estimated Contractor costs \$2,000K

Milestones:

		City Council	Due Date:	Revised Date:	Actual:
M01	<u>Begin conceptual design</u>		<u>8/1/2000</u>		<u>8/1/2000</u>
M02	<u>Council approves PSA for Conceptual Design Consultant</u>	X	<u>10/24/2000</u>		<u>10/24/2000</u>
M03	<u>Stakeholders Meeting for Conceptual Designs</u>		<u>12/5/2000</u>		<u>1/22/2001</u>
M04	<u>Public Meeting for Conceptual Designs</u>		<u>12/20/2000</u>		<u>1/30/2001</u>
M05	<u>Council approves Conceptual Design</u>	X	<u>1/9/2001</u>	<u>10/9/2001</u>	<u>10/9/2001</u>
M06	<u>Council approves PSA for Design Consultant</u>	X	<u>11/28/2000</u>	<u>1/28/2003</u>	<u>1/28/2003</u>
M07	<u>Complete R/W acquisition</u>		<u>6/1/2001</u>	<u>TBD</u>	
M08	<u>Acquire remaining funding required for project</u>		<u>6/30/2001</u>	<u>TBD</u>	
M09	<u>Complete design</u>		<u>5/15/2001</u>	<u>TBD</u>	
M10	<u>Obtain permit from Caltrans</u>		<u>6/1/2001</u>	<u>TBD</u>	
M11	<u>Council considers approval to advertise for bids</u>	X	<u>7/10/2001</u>	<u>TBD</u>	
M12	<u>Council considers award of contract</u>	X	<u>8/14/2001</u>	<u>TBD</u>	
M13	<u>Begin construction</u>		<u>9/1/2001</u>	<u>TBD</u>	
M14	<u>Construction complete</u>		<u>7/1/2002</u>	<u>TBD</u>	
M15	<u></u>				

STATUS:

Final Env. Doc.resubmitted to CALTRANS. Addtl work required prior to sign off. Final design submitted to Caltrans. County appraised the ROW and is working on identifying new owner of the parcel. PROJECT IS PENDING ADDITIONAL FUNDING.

Comments:

Any additional progress on this project is dependent upon finding funding for the construction and project management.

PROJECT DESCRIPTION

Public Works

Project: Belmont Solid Waste/Recycling Collection Alternatives
Source: City Council
Lead: Davis
Team: Davis, Crist, Fil
Contractor(s): Consultant Services Required

Proj. #: _____
Acct. #: _____
Type: _____
Detailed Workplan Required: _____

Description: Develop and analyze alternatives to the SBWMA Collection agreement and determine whether or not the City will bring the collection in-house, issue an RFP for collection by a contractor, or use the SBWMA's selected contractor

Staff Recommendation:
 For Priority Consideration
 No Recommendation
 Below the Line
 Against Study

Estimated Staff Hours 400
Estimated Contractor costs \$50,000

Milestones:	City Council	Due Date:	Revised Date:	Actual:
M01 <u>Retain Consultant to guide staff through the process</u>		<u>6/30/2007</u>		
M02 <u>Develop Collection Alternatives</u>		<u>9/30/2007</u>		
M03 <u>Cost out Collection Alternatives</u>		<u>10/30/2007</u>		
M04 <u>Present to Solid Waste Infrastructure Committee</u>		<u>11/15/2007</u>		
M05 <u>Discussion and Direction from Council</u>	X	<u>1/8/2008</u>		
M06 _____				
M07 _____				
M08 _____				
M09 _____				
M10 _____				
M11 _____				

STATUS: New Active/Current Project April 2007

Comments:

PROJECT DESCRIPTION

Public Works

Project: Increased Parking along Alameda de las Pulgas
Source: Planning Commission
Lead: Davis
Team: Davis, Fil, Matei, De Melo
Contractor(s): _____

Proj. #: PW
Acct. #: _____
Type: _____
Detailed Workplan
Required: _____

Description:
 Prpeare striping plans to provide diagonal parking along the west side of Alameda between Carlmont and El Verano and to relocate the transit stop be immediately adjacent to the Library entrance.

Staff Recommendation:
 For Priority Consideration
 No Recommendation
 Below the Line
 Against Study

Estimated Staff Hours 80
Estimated Contractor costs _____

Milestones:	City Council	Due Date:	Revised Date:	Actual:
M01 <u>Prepare alternative striping plans</u>		<u>8/30/2007</u>		
M02 <u>Prepare staff report to City Council</u>	X	<u>9/30/2007</u>		
M03 <u>City Council selects a striping plan</u>	X	<u>10/30/2007</u>		
M04 <u>Retain a contractor to implement striping plan</u>		<u>1/30/2008</u>		
M05 <u>Install striping plan</u>		<u>4/15/2008</u>		
M06 _____				
M07 _____				
M08 _____				
M09 _____				
M10 _____				
M11 _____				

STATUS:

Comments:

PROJECT DESCRIPTION

Public Works

Project: Local Roads Pavement Management System and Financing
Source: Mandated
Lead: Davis
Team: DeRouen, Fil
Contractor(s): Nichols Consulting Engineers, Ltd.

Proj. #: PW01
Acct. #: 234-4312
Type: Study
Detailed Workplan Required: No

Description: Update 1996 pavement condition survey and develop budget needs for pavement rehabilitation.

Staff Recommendation:
 For Priority Consideration
 No Recommendation
 Below the Line
 Against Study

Estimated Staff Hours 120
Estimated Contractor costs \$50K

Milestones:

		City Council	Due Date:	Revised Date:	Actual:
M01	<u>Report to Council on pavement condition</u>	X	<u>10/10/2000</u>		<u>3/27/2001</u>
M02	<u>Proposal from Consultant</u>		<u>6/1/2002</u>		<u>7/31/2002</u>
M03	<u>Contract engineering consultant</u>	X	<u>7/23/2002</u>		<u>12/26/2002</u>
M04	<u>Report to Council on pavement condition (Study Session)</u>	X	<u>9/10/2002</u>	<u>3/25/2003</u>	<u>4/22/2003</u>
M05	<u>Report to Council on pavement values and programs (Study Session)</u>	X	<u>11/12/2002</u>	<u>3/25/2003</u>	<u>4/22/2003</u>
M06	<u>Finance Commission make recommendation on financing</u>		<u>7/11/2003</u>	NA	NA
M07	<u>Report to Council on pavement costs and financing</u>	X	<u>1/14/2003</u>	<u>10/30/2003</u>	<u>1/13/2004</u>
M08	<u>Adoption of PMS strategy</u>	X	<u>3/11/2003</u>	<u>9/11/2007</u>	
M09	<u>Implement</u>			<u>12/11/2007</u>	
M10	<u></u>				
M11	<u></u>				

STATUS:

Staff is evaluating alternative funding sources to expand the existing levels of pavement management and to address the streets that are in critical need of reconstruction.

Comments:

By GASB 34 and for Metropolitan Transportation Commission funding.

PROJECT DESCRIPTION

Public Works

Project: Paper Trails
Source: Council
Lead: Phalen
Team: Public Works, Parks and Recreation
Contractor(s): _____

Proj. #: PW03
Acct. #: _____
Type: _____
Detailed Workplan Required: _____

Description: Identify paper streets and trails and determine which ones could be developed into a public trail system

Staff Recommendation:
 For Priority Consideration
 No Recommendation
 Below the Line
 Against Study

Estimated Staff Hours 280
Estimated Contractor costs _____

Milestones:	City Council	Due Date:	Revised Date:	Actual:
M01		<u>Inventory Paper Streets and Trails</u>	<u>2/11/2005</u>	<u>1/20/2005</u>
M02		<u>Determine current legal status of paper streets and trails</u>	<u>3/31/2005</u>	<u>3/31/2005</u>
M03	X	<u>Discuss and Direction from City Council</u>	<u>4/26/2005</u>	<u>4/26/2005</u>
M04		<u>Identify potential public trail system</u>	<u>3/30/2006</u>	<u>4/30/2007</u> <u>7/11/2006</u>
M05		<u>Parks and Rec Presentation on Public Trail System</u>	<u>4/30/2006</u>	<u>6/30/2007</u>
M06		<u>Refine Trail system</u>	<u>6/30/2006</u>	<u>8/30/2007</u>
M07		<u>Develop cost estimates for trail system</u>	<u>9/30/2006</u>	<u>10/30/2007</u>
M08		<u>Prepare Draft Trail Plan</u>	<u>12/30/2006</u>	<u>12/30/2007</u>
M09	X	<u>CC Presentation of Plan and Direction</u>	<u>1/30/2007</u>	<u>4/30/2008</u>
M10		<u>Prepare Final Trail Plan</u>	<u>3/30/2007</u>	<u>6/30/2008</u>
M11		_____	_____	_____

STATUS: Inventory has been completed. Staff resources have been refocused to prepare a comprehensive Infrastructure Status Report. Work continues on determining property owners who may be using public right of way.

Comments:

PROJECT DESCRIPTION

Public Works

Project: Planning for Old Police Department Site / Manor Bldg Repairs
Source: Staff
Lead: Davis
Team: Politzer, Crist
Contractor(s): landscape designer - \$10K

Proj. #: PW04
Acct. #: _____
Type: _____
Detailed Workplan
Required: _____

Description: With the renovation and retrofit of City Hall in order to move the Police into the building, the current PD building is no longer needed. In addition, as part of the entitlement approval to meet the FAR for the project, the City is required to remove the building. Because the square footage has been "used" by the expansion of City Hall, no new building can be constructed there. Thus, the question arises of what to do with that site. The obvious options include parking and landscaping or some open space use. This report will examine the options and costs/benefits associated with them.

Staff Recommendation:
 For Priority Consideration
 No Recommendation
 Below the Line
 Against Study

Estimated Staff Hours
Estimated Contractor costs

100

Milestones:

		City Council	Due Date:	Revised Date:	Actual:
M01	<u>Review allowable options</u>		<u>4/30/2004</u>		
M02	<u>Retain designer to develop scematic options</u>		<u>5/30/2004</u>		
M03	<u>Draft summary of options with associated costs/benefits</u>		<u>7/30/2004</u>		
M04	<u>Solicit public input and get rec. from Parks & Rec Commission</u>		<u>9/30/2004</u>		<u>7/7/2004</u>
M05	<u>Council direction</u>	X	<u>10/26/2004</u>	<u>9/28/2004</u>	<u>9/28/2004</u>
M06	<u>Planning Commission review of site plan</u>		<u>11/16/2004</u>		
M07	<u>Construction begins</u>				<u>10/4/2006</u>
M08	<u>Construction completed</u>				<u>11/15/2006</u>
M09	<u>Prepare Plans and Specs for the Manor Building repairs</u>		<u>7/24/2007</u>		
M10	<u>Planning Commission and Parks Commission review plans</u>		<u>8/28/2007</u>		
M11	<u>Construction of Repairs begin</u>		<u>10/23/2007</u>		

STATUS:

The architect has prepared preliminary plans for several alternatives for the Manor Building Committee to review and determine whether or not there are sufficient funds to complete the work..

Comments:

The total cost for demolishing the building and preparing the site for landscaping was less than budgeted. Staff is now working with an architect to prepare the plans and specifications for the Manor building.

PROJECT DESCRIPTION

Public Works Department

Project: Ralston Avenue and Old County Road Street Lighting
Source: PC
Lead: Davis
Team: Engineering
Contractor(s): _____

Proj. #: PW05
Acct. #: _____
Type: _____
Detailed Workplan Required: _____

Description: Develop program for review & replacement of Ralston Avenue Street Lighting and determine new street lighting standards for Old County Road to be installed as part of the undergrounding of utilities. Coordinate with Capital Improvement program.

Staff Recommendation:
 For Priority Consideration
 No Recommendation
 Below the Line
 Against Study

Estimated Staff Hours 200
Estimated Contractor costs \$15,000K

Milestones:

		City Council	Due Date:	Actual:
M01	<u>Determine lighting needs on OCR</u>		<u>5/30/2006</u>	<u>5/30/2006</u>
M02	<u>Select OCR lighting standards alternatives</u>		<u>6/30/2006</u>	<u>6/30/2006</u>
M03	<u>Council direction for street lights on OCR and Ralston</u>	X	<u>6/26/2007</u>	
M04	<u>Inventory and evaluation of existing lighting on Ralston</u>		<u>7/24/2007</u>	
M05	<u>Establish Ralston Street Light Advisory Committee</u>		<u>8/28/2007</u>	
M06	<u>Evaluate street lighting alternatives</u>		<u>10/9/2007</u>	
M07	<u>Community outreach</u>		<u>1/22/2008</u>	
M08	<u>Select alternatives for Council Consideration</u>	X	<u>2/26/2008</u>	
M09	<u>Develop Implementation Schedule and Budget</u>		<u>5/27/2008</u>	
M10	<u>Implementation program</u>		<u>7/10/2008</u>	
M11	<u>Project Complete</u>		<u>TBD</u>	
M12	_____			

STATUS: Council direction for streetlights planned for June 07

Comments: The street light plans have been prepared for the undergrounding of utilities along Old County Road. Alternatives for the lighting standards have been selected and will be presented to the Infrastructure Subcommittee on July 12th. The Infrastructure Committee requested additional time to review and provide input prior to going to Council. Staff is waiting for their input prior to bringing it to Council. Discussion and Direction from Council will be dependent upon the direction provided by the Infrastructure Committee.

PROJECT DESCRIPTION

Public Works

Project: Ralston Avenue Narrowing

Source: City Council

Lead: Davis

Team: DeMelo, Mattei

Contractor(s): Consultant Services will be required

Proj. #: _____

Acct. #: _____

Type: _____

Detailed Workplan Required: _____

Description:

Proposed narrowing of Ralston Avenue between Sixth Avenue and El Camino Real to two lanes in each direction and providing parking on the north side of the street. Install a mid-block crosswalk.

Staff Recommendation:

- For Priority Consideration
- No Recommendation
- Below the Line
- Against Study

Estimated Staff Hours	120
Estimated Contractor costs	\$15,000

Milestones:

		City Council	Due Date:	Revised Date:	Actual:
M01	<u>Discussion and Direction from Council to retain Consultant</u>	X	<u>7/31/2007</u>		
M02	<u>Retain a Traffic Consultant</u>		<u>8/31/2007</u>		
M03	<u>Review Draft Traffic Report</u>		<u>12/1/2007</u>		
M04	<u>Prepare City Council Presentation</u>		<u>1/30/2008</u>		
M05	<u>Present results to City Council</u>	X	<u>2/12/2008</u>		
M06	<u>Prepare Striping Plans</u>		<u>3/31/2008</u>		
M07	<u>Go out to bid for Striping</u>		<u>4/15/2008</u>		
M08	<u>Implement striping plans</u>		<u>6/30/2008</u>		
M09	_____				
M10	_____				
M11	_____				

STATUS:

Comments:

PROJECT DESCRIPTION

Public Works

Project: Review of Speed Hump Policy
Source: City Council
Lead: Davis
Team: Davis, Crist, Mattei
Contractor(s): _____

Proj. #: _____
Acct. #: _____
Type: _____
Detailed Workplan
Required: _____

Description: This project will evaluate the most recent recommended practices by the Institute of Transportation Engineers on the installation of speed humps and determine whether or not changes are needed to the City's Speed Hump Policy. This will include several neighborhood meetings to discuss traffic calming.

- Staff Recommendation:**
 For Priority Consideration
 No Recommendation
 Below the Line
 Against Study

Estimated Staff Hours 80
Estimated Contractor costs \$0K

Milestones:	City Council	Due Date:	Revised Date:	Actual:
M01 <u>Review ITE's Updated Recommended Practice</u>		<u>6/30/2007</u>		
M02 <u>Determine what modifications are needed to the City's program</u>		<u>7/30/2007</u>		
M03 <u>Determine installation costs fore speed humps</u>		<u>8/30/2007</u>		
M04 <u>Meet with neighbors requesting speed humps</u>		<u>9/15/2007</u>		
M05 <u>Prepare Council Report</u>		<u>10/15/2007</u>		
M06 <u>Present Recommendations to Council</u>	X	<u>10/23/2007</u>		
M07 <u>Implement Changes to the Speed Hump Policy</u>		<u>10/24/2007</u>		
M08 _____				
M09 _____				
M10 _____				
M11 _____				

STATUS:

Comments:

2007 –2008 Council Priority Calendar
For Council Consideration on April 24, 2007

April 24, 2007

- *Introduction of FY2008 Belmont/San Carlos Fire Budget*
- Presentation to Council of Plan and Direction for Paper Trails
- Priority Calendar Adoption – Step II

May 8, 2007

May 22, 2007

- *Introduce FY2008 Budget*
- Council direction for New Trails
- Council approval of recommended consultants for Technology Plan Update

June 12, 2007

- *Adopt FY2008 Budget*
- Update on proposed smoking ordinance
- Council review of detailed work plan – General Plan

June 26, 2007

- Council direction for street lights on Old County Road and Ralston Avenue

July 10, 2007

- *Adopt resolutions implementing FY2008 Budget*
- City Council direction on solar access options (CD)
- Citywide evacuation/shelter plan – Neighborhood Safety Awareness Program

July 24, 2007

- Discussion and Direction from Council to retain consultant for Ralston Avenue Narrowing

August 14, 2007

- City Council hearing on final plan for CalTrain Station “Grand Blvd.”
- Select 2 organizational audits annually (P&R and PW maintenance 1st)

August 28, 2007 – *meeting canceled*

September 11, 2007

- City Council direction on project scope - Master Parking Plan for Downtown “Village Districts”
- Adoption of Pavement Management System strategy

September 25, 2007

- Report to Council on Increased Parking along Alameda de las Pulgas

October 9, 2007

2007 –2008 Council Priority Calendar*For Council Consideration on April 24, 2007***October 23, 2007**

- City Council direction on historic preservation issues
- City Council selects a striping plan for increased parking along Alameda de las Pulgas
- Presentation to Council on Review of Speed Hump Policy

November 13, 2007

- City Council identifies major objectives for Sign Ordinance & Real Estate Signs
- RDA direction on revisions to Downtown Specific Plan Reformat
- City Council review and adoption of Residential Design Guidelines

November 27, 2007

- City Council Discussion and Direction on Parks & Open Space Master Plan
- Council direction for new trails (Trail Improvements)

December 11, 2007

- *Council Reorganization*

December 25, 2007 – *meeting canceled***January 8, 2008**

- City Council review and adoption of Solar Access Ordinance
- Discussion and Direction from Council - Belmont Solid Waste/Recycling Collection Alternatives
- City Council reviews draft Parking District rules/agreements (Village Districts)

January 22, 2008**February 12, 2008**

- Present consultant results to Council – Ralston Avenue Narrowing
- 2nd reading of Solar Access Ordinance

February 26, 2008

- Select consultant, if needed, and award contract for Organizational Audits

March 11, 2008

- Discussion and Direction from Council on Davey Glen Park Improvements
- Priority Calendar Ranking – Step I

March 25, 2008**April 8, 2008**

- RDA direction on revisions for Downtown Specific Plan Reformat
- Priority Calendar Adoption – Step II

April 22, 2008

- Council presentation of Plan and Direction for Paper Trails

2007 –2008 Council Priority Calendar

For Council Consideration on April 24, 2007

May 13, 2008

- Municipal Code Chapter Update – Sign Ordinance and Real Estate Signs
- City Council Approval of Required Entitlements – Emmett House
- City Council hearing on establishment of Parking District (Village District)

May 27, 2008

- *Introduce FY2009 Budget*