



## **Staff Report**

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### ANNUAL REVIEW OF COUNCIL PRIORITY CALENDAR STEP ONE: REVIEWING THE PROJECTS

Honorable Mayor and Council Members:

#### **Summary**

Based on direction provided by Council, staff has implemented an annual process for reviewing and prioritizing current and proposed Council study items. Study items are one-time projects that:

- Require significant staff time and
- Generally are placed on the Council agenda for action.

The annual review is a *three-step* process, and is outlined below:

- On March 10, Council will review all current and proposed projects, ask for clarification, and solicit input from the public. Council will then vote to remove any current or new projects that are not a priority for study.
- On March 24, Council will seek further clarification from staff, and rank all remaining new and “below the line” projects.
- On April 28, Council will review the rankings and final Project Description Forms (PDFs) and approve an annual calendar.

Attachment A is a summary of all current and proposed projects. PDFs for current projects can be found in Attachment B (printed on green) and Attachment C (printed on blue) for “below the line” and new projects. Attachment D is the current fiscal year Priority Calendar.

#### **Background**

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 captures 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.

Project Description Forms

One of the purposes of the Priority Calendar is to ensure Council and staff are on the same page with regard to the scope of a project and what it takes to complete it to Council’s satisfaction (including timeframe). Thus, it is important that every project have a Project Description Form (PDF) reviewed by Council.

PDFs for current projects that were previously ranked by Council have been reviewed and updated (see Attachment B). Several have been modified since the Council’s last review. It is important for Council to review these and ensure the description and timelines remain acceptable. If Council wants to alter the scope or timeline for any of the current projects, direction should be provided to staff prior to the ranking of the “below the line” and new projects.

Issues to Rank

There are a total of **15 projects to rank** (previously “below the line” and new projects).

Of those 15, **11 are new projects to rank**. PDFs have been drafted for each of these that have surfaced since the last review in Spring 2008 (nine in Community Development, and two in Police). The new projects are listed below:

<u>Project:</u>	<u>Department:</u>	<u>Source:</u>
➤ Compilation of Federal, State, Local Preemptions	ComDev	PC
➤ Cut/Fill Standards	ComDev	PC
➤ Garage Parking Standards/Reqs & Second Unit Parking	ComDev	PC
➤ Hardscape Limits/Parking in Front Yards	ComDev	PC
➤ Lot Coverage in Yard Areas – BZO Sec. 9.5.4	ComDev	PC
➤ Massage Establishments	ComDev	PC
➤ Modification of Wireless Communications Facility Findings	ComDev	PC
➤ Ralston & ADLP “Scenic Corridors”	ComDev	PC
➤ Utility Structures in Public/Private ROWs	ComDev	PC
➤ Metered Parking Zones	Police	Staff
➤ Unified Code Enforcement	Police	Staff

The Planning Commission identified the following nine new projects to be considered for the Community Development Department:

- Compilation of Federal, State, Local Preemptions - Prepare a report which documents all Federal, State & Local Preemptions on Zoning Regulations.
- Cut/Fill Standards – Study and propose revisions to the zoning regulations regarding cut/fill standards.
- Garage Parking Standards/Reqs & Second Unit Parking – Study and propose revisions to the zoning regulations regarding garage & secondary unit parking.
- Hardscape Limits/Parking in Front Yards – Study and propose revisions to the zoning regulations regarding property hardscape standards & parking in front yards.
- Lot Coverage in Yard Areas – BZO Section 9.5.4 – Study and propose revisions to the zoning regulations (BZO Sec. 9.5.4) regarding maximum percentage of lot coverage in yard areas.
- Massage Establishments – Study and propose revisions to the zoning regulations regarding massage establishments and their location/concentration.
- Modification of Wireless Communications Facility Findings – Study and propose revisions to the zoning regulations regarding wireless communications facilities.
- Ralston and Alameda de las Pulgas “Scenic Corridors” – Assess opportunity to improve Ralston Ave and Alameda de las Pulgas with landscape/aesthetic improvements.
- Utility Structures in Public/Private ROWs – Establish a Policy on Architectural Design/Enhancements for Utility Structures.

The Police Department Staff recommended two new projects to be considered for the Police Department:

- Metered Parking Zones – Research into establishment of metered parking areas to better utilize limited parking availability in specific areas.
- Unified Code Enforcement – Research into combining current separate code enforcement efforts into Police Department.

#### Planning Commission Input

The Planning Commission recommended a project that titled “*City Edges/Interface Policy*”. After further review of this item, staff is suggesting that this item be combined with the current project in the Finance Department titled “*Community Artway – Landmark Signage and Landscaping Project – City Borders.*” If Council decides to integrate the two projects, it would amend and expand the current project to include landscape and aesthetic improvements. The project would continue to be led by the Finance Department, and work closely with Community Development and Parks and Recreation staff.

The Planning Commission also recommended that the “*Hardscape Limits/Parking in Front Yards*” and “*Lot Coverage in Yard Areas – BZO Section 9.5.4*” projects be combined as they both address paving/hardscape issues and there is efficiency in drafting potential code amendment language for this comprehensive topic.

Finally, the City Attorney & Community Development Director outlined to the Planning Commission that new State legislation would be forthcoming in September 2009 regarding *Massage Establishments* that would require the City to assess its current ordinance on the matter; thus, it was not necessary for the topic to be ranked highly as staff will automatically be taking on this review.

#### Parks and Recreation Commission Input

The Parks and Recreation Commission reviewed the current and active priority calendar items. The Commission recognized that the current project list is fairly long and staff may be overwhelmed trying to manage the current list. None of the current projects have been completed. The Commission has no new items to suggest.

The City Council may decide to add a “Skatepark Study” to the Priority Calendar ranking process. The Parks and Recreation Department is still gathering information for a presentation to the Council and Parks and Recreation Commission regarding a possible skatepark in Belmont. It is expected that this presentation will be ready later in 2009. After the presentation, Council may choose to give staff direction to add this item to the 2010 Priority Calendar ranking process.

The Parks and Recreation Commission voted to add the landscaping project for the old Emmett House site to the Priority Calendar. After further review, staff is not recommending this item be included in the Priority Calendar ranking process for the following reasons:

- The site is not envisioned to be a park in the long term; it is expected to be an integral parcel of the redevelopment plan for this Economic Development Target Area (Emmett’s Plaza).
- The site could likely accommodate a structure (either a relocated building or new construction).
- Any landscaping is envisioned to be temporary and necessitate removal within 2-5 years.

#### Finance Commission Input

The Finance Commission is not recommending any new projects.

*Attachment A includes the ranking from the Commissions so you have the benefit of their recommendations in advance.*

#### **Projects Recommended to be Completed or Closed**

- Municipal Code Revision/Update – This is a current project for the City Attorney. Staff requests that the Council consider modifying or closing this project. The schedule (four times per year) has proven to be unrealistic, given that each update or new ordinance requires three to four meetings. Consistent with recent practice, staff would submit a comprehensive list of code updates and new ordinance priorities to the Council once each year at a Council Workshop, to be followed by a further discussion at a regular Council meeting. This system allows the Council to re-set the priorities, while allowing for flexibility in scheduling the items at appropriate meetings.

- Barrett Feasibility Study – This is a current project for the Parks and Recreation Department. The Parks and Recreation Commission recommends that this project be consolidated into the *Parks and Open Space Master Plan* because it will be the focal point of the planning effort and will inspire the community to become involved in the master planning effort.
- Increased Parking along Alameda de las Pulgas – This is a current project for the Public Works Department. This project was approved by Council, has been implemented and should be closed.
- Local Roads Pavement Management System – This is a current project in the Public Works Department. The first phase of this program, staff training, has been implemented. This project is complete, and should be closed.
- Planning for Old Police Department Site / Manor Building Repairs – This is a current project in the Public Works Department. The Manor House improvements have been complete and this item should be closed.
- Street Narrowing Project – This is a current project in the Public Works Department. Council indicated no interest in narrowing 5<sup>th</sup> and 6<sup>th</sup> Avenues. Staff will begin working with residents on traffic calming. This project as defined by the Priority Calendar is complete, and should be closed.

### **Fiscal Impact**

There is no direct fiscal impact to this report. Individual projects have cost estimates associated with them (beyond staff resources) on the PDFs and the fiscal impact of the alternatives can be discussed when the individual item is brought back to Council for action.

### **Recommendation**

Staff recommends Council approve the priority calendar setting process as outlined below:

#### March 10 meeting

- Discussion or clarification of any current, “below the line” or new project.
- A majority vote is taken to remove or to modify any current item found in Attachment B.
- A majority vote is taken to remove or to modify any “below the line” or new item found in Attachment C.
- Council will want to discuss if they wish to cancel either of the following Council meetings (*Discussion on these items is necessary so staff can prepare the next Priority Calendar*):
  - Staff is recommending the meeting of August 25 be cancelled for a summer break.
  - Staff is recommending the December 22 meeting be cancelled.

March 24 meeting

- *Please keep your March 10 packet for review at this meeting.*
- Council may discuss or seek clarification of any current, “below the line” or new project.
- **Council will rank all the remaining “below the line” and new items, by department.**
- Staff will then tabulate the ranked results and report back to Council.

Between March 24 and April 28

Before the April 28<sup>th</sup> meeting, staff will review the Council-ranked list and determine how many new items can be taken on given existing budgets, staffing and workloads - and what timelines are realistic for achieving them.

April 28 meeting

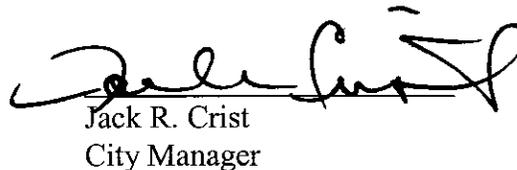
- Council will have the opportunity to review and revise the ranked list, and then adopt the Priority Calendar.

**Attachments**

- A. Priority Calendar Summary List of Projects (Current Projects, Below the Line Projects and New Projects)
- B. Project Description Forms for Current Projects (printed on green)
- C. Project Description Forms for Projects to Rank (printed on blue)
- D. 2008-2009 Council Priority Calendar

Respectfully submitted,

  
Joni Stallings  
Executive Assistant to the City Manager

  
Jack R. Crist  
City Manager

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**Staff Contact:**

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# PRIORITY CALENDAR STATUS REPORT

Active, "Below the Line" and New Items

A	B	E	F	I	J	U	V	X
Dept	Project Title	Total Hrs.	Remainin g hrs.	Cost. not inc. staff	Status	Council ranking Spr/08	Comm ranking Spr/09	Status
1								
4	<b>Community Development</b>							
5	CD Emmett House Renovations and Site Work - Restoration and Relocation to Sixth and O'Neil	300	240	\$200,000	Active/ Current			PC reviewed design for interior floor plan, ext elevations & landscape. Final landscape, ext color, tree & gate plan approved by PC in November 2008. Bid Package for Project currently being prepared.
6	CD General Plan Update - An extensive, labor intensive, 3 year project, that will start with a community visioning process before undertaking a review and update of the General Plan	2,000	2,000	\$300,000	Active/ Current			
7	CD Harbor Industrial Area Annexation - Work with Council Sub-committee and HIA to develop annexation proposal & submit LAFCO annexation application	700	500	\$22,000	Active/ Current			ON HOLD AWAITING DIRECTION FROM COUNCIL ON ANNEXATION APPLICATION. DISCUSSIONS ARE COMMENCING WITH PROPERTY OWNERS ON VOLUNTARY ANNEXATION PLAN.
8	CD Historic Preservation - Revise Structures of Historic or Aesthetic Value section and update historic resources inventory	250	250	\$20,000	Active/ Current			
9	CD Permit Efficiency Task Force <sup>1</sup> - Establish citizen task force to review and recommend improvements to the procedures and regulations related to development permits. ( <sup>1</sup> Project will eventually be subdivided into each of the recommendations)	250	175	\$0	Active/ Current			CC RANKED "DESIGN GUIDELINES" WORK PROGRAM TO COMMENCE IN FY07-08. INTERIM DRAFT RESIDENTIAL DESIGN GUIDELINES PRESENTED TO PC ON 12/4 - VERY WELL RECEIVED. CC TABLED OTHER POLICY CHANGE ITEMS TO A LATER DATE (IF NECESSARY). NO NEW UPDATES AT THIS TIME.
10	CD Planning CalTrain Station / "Grand Blvd" - Plan for improvements to CalTrain station and El Camino Real in support of "Grand Boulevard" objectives	150	100	\$33,000	Active/ Current			GRANT FUNDING FOR IMPROVEMENTS TO BE SOLICITED (MTC, ETC.). STAFF IS WORKING W/OTHER PENINSULA CITIES ON GRAND BLVD INITIATIVE. NEIGHBORHOOD INPUT TO BE SOLICITED UPON CAPITAL IMPROVEMENT OR GRANT FUNDING APPROVAL.
11	CD Refinement of San Juan Hills and Western Hills Area Floor Area Transfer Policies - Study and propose revisions to the zoning regulations regarding floor area transfer policies within these areas of the city	200+		\$25,000	Active/ Current	2		D&D REPORT PRESENTED TO CC ON 11/12/08 - CONTINUED FROM 1/13/09 MEETING TO DATE UNCERTAIN
12	CD Residential Design Guidelines - Guidelines for new and remodeled residential projects, including hillside development issues. Spring 2007 added: Hardscape & Lot Coverage Sids./Landscape Requirements for Residential Development.	75	75	\$0	Active/ Current			DRAFT INTERIM RESIDENTIAL DESIGN GUIDELINES PRESENTED TO CC ON 1/22/08 - VERY WELL RECEIVED. NEXT STEPS INCLUDE SELECTION OF CONSULTANT TO ASSIST WITH PRESENTATION, COMMUNITY INPUT. SUBSEQUENT REVIEW BY PC & CC FOR FUTURE ADOPTION.
13	CD Revision of Zoning Ordinance Definitions - Update and expand Definitions Section of Ordinance; and Redefine Building Height options	150	150	\$0	Active/ Current			To be commenced upon completion of Residential Design Guidelines. No new updates at this time.
14	CD Solar Access Ordinance - Propose revisions to the zoning regulations regarding solar access	100	100	tdb	Active/ Current			STAFF RECOMMENDS COORDINATION WITH "GREEN TEAM" OBJECTIVES AND REFINEMENT OF SCOPE OF PROJECT WITH COUNCIL.
15	CD Tree Ordinance - Revise tree ordinance, and consider establishing tree regulations in Zoning Ordinance	100	100	\$20,000	Active/ Current	1		

**PRIORITY CALENDAR STATUS REPORT**

Active, "Below the Line" and New Items

A	B	E	F	I	J	U	V	X
Dept	Project Title	Total Hrs.	Remainin g hrs.	Cost, not inc. staff	Status	Council ranking Spr/08	Comm ranking Spr/09	Status
1	Administrative Conditional Use Permits - Incorporation/Confirmation of 10% of site area landscape requirement	60+		TBD	BTL	3	2	
16	Park Property Acquisition/Development - Along ECR - an effort towards greening commercial areas in Belmont	60+		TBD	BTL	4	8	
17	Parking Lot Lighting, Screening and General Security issues - Propose revisions to the zoning regulations regarding parking lot lighting and screening; Study and propose revisions to the zoning regulations regarding general security requirements to incorporate for development review projects	100	75	\$0	BTL		13	
18	Zone Text Amendment - Slope Calculations for Residential Property Development - Study and propose revisions to the zoning regulations regarding slope calculations for residential development.	125+		TBD	BTL	5	5	
19	Compilation of Federal, State, Local Preemptions - Prepare a report which documents all Federal, State & Local Reemptions on Zoning regulations	75			New		12	
33	Cut/Fill Standards - Study and propose revisions to the zoning regulations regarding cut/fill standards	125+			New		6	
34	Garage Parking Standards/Reqs & Second Unit Parking - Study and propose revisions to the zoning regulations regarding garage and secondary unit parking	150+			New		1	
35	Hardscape Limits/Parking in Front Yards - Study and propose revisions to the zoning regulations regarding property hardscape standards & parking in front yards	100+			New		7	
36	Lot Coverage in Yard Areas - BZO Sec 9.5.4 - Study and propose revisions to zoning regulations regarding maximum percentage of lot coverage in yard areas	75+			New		2	
37	Massage Establishments - Study and propose revisions to the zoning regulations regarding massage establishments and their location/concentration.	125+			New		14	
38	Modification of Wireless Communications Facility Findings - Study and propose revisions to the zoning regulations regarding wireless communications facilities	125+			New		9	
39	Ralston & ADLP "Scenic Corridors" - Assess opportunity to improve Ralston Ave & Alameda de las Pulgas with landscape/aesthetic improvements	150+			New		2	
40	Utility Structures in Public/Private ROW's - Establish a policy on architectural design/enhancements for utility structures	150+			New		11	

**PRIORITY CALENDAR STATUS REPORT**

Active, "Below the Line" and New Items

A	B	E	F	I	J	U	V	X
Dept	Project Title	Total Hrs.	Remainin g hrs.	Cost, not inc. staff	Status	Council ranking Spr/08	Comm. ranking Spr/09	Status
1								
42	<i>City Manager</i>							
	2006 Technology Plan Update - Update Technology Plan	480	480	\$80,000	Active/ Current			Finance System Go-Live
43								
47	<i>Finance</i>							
	Community Artway - Landmark Signage and Landscaping Project - City Borders - Installation of Monument signing at the entrance to the City on eastbound Ralston east of Christian Dr and on northbound Alameda north of Cranfield Ave	100	100	\$125,000	Active/ Current			
48								
49	Targeted Economic Development Project - Identify and implement targeted economic development projects within the City	3,000	2,350	\$75,000	Active/ Current			Council aprvd Shoreway Place as Unified Development Area in Feb, an RFQ was issued, responses are due March 08. Stakeholder mtgs with property owners in Firehse Sq underway. This effort is a precursor to establish a UDA, contemplated for April 2008.
53	<i>Police</i>							
	Community Disaster/Emergency Alert Systems - Research and implement systems for alerting the community to disaster and emergency situations.	200	200	TBD	Active/ Current	1		Part of on-going disaster preparedness effort. Project to be lead by Belmont PD & Belmont-San Carlos Fire with participation by other City departments as appropriate.
54								
	Metered Parking Zones - Research into establishment of metered parking areas to better utilize limited parking availability in specific areas	200	200	TBD	New			
57								
	Unified Code Enforcement - Research into combining current separate code enforcement efforts into Police Dept.	200	200	TBD	New			
58								
59	<i>Parks and Recreation</i>							
	Athletic Field Improvements - Capitol projects described in Athletic Field Master Plan updated in 2003. Plan identifies athletic field improvements to all fields managed by the P&R Dept. This item combines all previously individual field improvement projects.	400		\$6M	Active/ Current	1		
60								
	Cipriani Dog Park improvements - Design and construct improvements for the Dog Park.	80		\$75,000	Active/ Current	2		
61								
	Davey Glen Park Design and Development - Design & development of unimproved park site on Davey Glen Road, which might include picnic areas, playground equipment, benches, fencing and landscaping	100	100	\$450,000	Active/ Current			STAFF PREPARED AN RFP, SOLICITED PROPOSALS, EVALUATED EACH, AND SELECTED A LANDSCAPE ARCHITECT FOR THE PROJECT. STAFF WILL PROCEED WITH PREPARING A PSA FOR APPROVAL AT THE CITY COUNCIL MEETING 2/24/09.
62								
	Park Open Space Master Plan Update - Would include updating the inventory of the parks system, analysis of current demands/trends, identifying completed projects and updating of the action plan	400	80	\$12,500	Active/ Current			Parks & Rec Comm working with the Goals and Strategic Planning Committee; reviewed and evaluated existing Parks Open Space Master Plan and scheduling meetings with community groups.
63								

**PRIORITY CALENDAR STATUS REPORT**

Attachment A

Active, "Below the Line" and New Items

	A	B	E	F	I	J	U	V	X
	Dept	Project Title	Total Hrs.	Remainin g hrs.	Cost, not inc. staff	Status	Council ranking Spr/08	Comm. ranking Spr/09	Status
1	PR	Semeria Park - Design and development of a park. Initial costs are for design from which a development cost estimate will be made.	80	80	\$25K	Active/ Current			
64	PR	Solar Energy Policy - to consider implementation of solar energy projects and legislation that enhances solar energy use on public facilities.	400	400	\$250,000	Active/ Current			Library is the main focus for the installation of solar panels. Karl is the lead and is in talks with appropriate parties.
65	PR	Trail Improvements - Review trail system, repair/improve existing trails, add new trails.	200	200	TBD	Active/ Current			THE PROJECT WILL BE PRESENTED TO THE PLANNING COMMISSION ON 2/17/09 AND THE CITY COUNCIL ON 2/24/09.
66	PR	Tree Planting Program - Establish program for planting trees on City property and/or public right-of-way.	50		\$40,000	Active/ Current	3		
67									
83	<b>Public Works</b>								
	PW	101 Bike Pedestrian Bridge - Obtain funding; design and construct bridge over 101; includes other improvements between Old County Road and Highway 101 for Safe Routes to School	900	100	\$2,000	Active/ Current			Project Study Report and the Project Report has been approved by Caltrans. Pending final approval of changes to the plans to reflect the Project Report.
84	PW	Belmont Solid Waste/Recycling Collection Alternatives - Develop and analyze alternatives to the SBWMA Collection agreement	400		\$50,000	Active/ Current			
85	PW	Creek Restoration - Develop program for restoration of city creeks	100	100	\$150,000	Active/ Current	5		
86	PW	Paper Trails - Identify paper streets and trails and determine which ones could be developed into a public trail system	280	80	\$0	Active/ Current			P&R COMM REVIEWED THE DRAFT PLAN. CITY STAFF HAS HAD DIFFICULTIES DETERMINING WHETHER OR NOT THE PAPER TRAILS WERE EVER DEDICATED TO THE CITY. NEED TO GO TO COUNCIL FOR DIRECTION ON PROCEEDING WITH TITLE SEARCHES OF SEVERAL PROPERTIES.
89	PW	Ralston Avenue and Old County Road Street Lighting - Develop program for review and replacement of street lighting standards	200	200	\$15,000	Active/ Current			PG&E has completed initial phase of installing the underground utilities from Ralston south to O'Neil. Ralston Avenue north to Marine view is currently under design.
91	PW	Review all Traffic Policies - Review all City's traffic related policies to determine consistency with best practices.	200			Active/ Current	1		
92	PW	Updated Ralston Traffic Study - conduct a comprehensive traffic study and determine appropriate capital improvements to mitigate any traffic related problems.	200		\$100,000	Active/ Current	1		
94	PW								

ATTACHMENT B

Project Description Forms for

**CURRENT PROJECTS**

# 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** Up to 1000

**Estimated Contractor costs** \_\_\_\_\_

**Milestones:**

		City Council	Due Date:	Revised Date:	Actual:
M01	<u>Discussion/Direction on Ordinance revision process</u>	X	4/8/08		1/24/09
M02	<u>Present proposed changes to another chapter</u>	X	TBD		
M03	<u>Present proposed changes to another chapter</u>	X			
M04	<u>Present proposed changes to another chapter</u>	X			
M05	<u>Present proposed changes to another chapter</u>	X			
M06	<u>Present proposed changes to another chapter</u>	X			
M07	_____				
M08	_____				
M09	_____				
M10	_____				

**STATUS:**

ORDINANCES PRIORITIZED AT COUNCIL WORKSHOP IN JANUARY 2009.

**Comments:**

The City Attorney's office requests that the Council consider modifying this item, as the Municipal Code update schedule (four times per year) has proven to be unrealistic, given that each update or new ordinance requires three to four meetings. Consistent with recent practice, staff would submit a comprehensive list of code update and new ordinance priorities to the Council once each year at a Council retreat, to be followed by a further discussion at a regular Council meeting. This system allows the Council to re-set the priorities, while allowing for flexibility in scheduling the items at appropriate meetings.

# 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** Up to 1000

**Estimated Contractor costs** \_\_\_\_\_

Milestones:		City Council	Due Date:	Revised Date:	Actual:
M01	<u>Discussion/Direction on Ordinance revision process</u>	X	4/8/08		1/24/09
M02	<u>Present proposed changes to another chapter</u>	X	TBD		
M03	<u>Present proposed changes to another chapter</u>	X			
M04	<u>Present proposed changes to another chapter</u>	X			
M05	<u>Present proposed changes to another chapter</u>	X			
M06	<u>Present proposed changes to another chapter</u>	X			
M07	_____				
M08	_____				
M09	_____				
M10	_____				

**STATUS:** ORDINANCES PRIORITIZED AT COUNCIL WORKSHOP IN JANUARY 2009.

**Comments:**

The City Attorney's office requests that the Council consider modifying this item, as the Municipal Code update schedule (four times per year) has proven to be unrealistic, given that each update or new ordinance requires three to four meetings. Consistent with recent practice, staff would submit a comprehensive list of code update and new ordinance priorities to the Council once each year at a Council retreat, to be followed by a further discussion at a regular Council meeting. This system allows the Council to re-set the priorities, while allowing for flexibility in scheduling the items at appropriate meetings.

# 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	5/15/2007
M14	<u>City Council Approval of Req. Entitlements</u>	X		5/8/2007	5/29/2007
M15	<u>Plng Comm Approval of Detailed Development Plan</u>			9/4/2007	9/4/2007
M16	<u>Completion of construction</u>			6/1/2010	

**STATUS:**

PC reviewed design for interior floor plan, ext elevations & landscape. Final landscape, ext color, tree & gate plan approved by PC in November 2008. Bid Package for Project currently being prepared.

**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. THREE PROJECTS HAVE BEEN INCLUDED IN THIS PROJECT: 1365 Fifth Ave Planning; Master Parking Plan - Downtown Districts; and Downtown Specific Plan Reformat

**Estimated Staff Hours** 2,000  
**Estimated Contractor costs** \$300K

Milestones:	City Council	Due Date:	Revised Date:	Actual:
M01 <u>Draft work plan developed</u>		<u>8/4/2006</u>	<u>11/1/2006</u>	
M02 <u>Council review of draft work/phasing plan</u>	X	<u>9/26/2006</u>	<u>1/25/2007</u>	
M03 <u>Council Selection of GP Consultant</u>	X	<u>11/14/2006</u>	<u>2/13/2007</u>	
M04 <u>Develop draft detailed work plan</u>		<u>1/6/2007</u>	<u>2/27/2007</u>	
M05 <u>Council Review of detailed work plan</u>	X	<u>2/13/2007</u>	<u>10/9/2007</u>	<u>10/9/2007</u>
M06 <u>Begin General Plan Update Process</u>		<u>3/1/2008</u>		<u>3/1/2008</u>
M07 <u>PC/CC Study Session</u>		<u>7/29/2008</u>		<u>7/29/2008</u>
M08 <u>Neighborhood Meeting(s)</u>		<u>12/4/2008</u>		<u>12/4/2008</u>
M07 <u>Prepare Environmental Review &amp; GP Update(s)</u>		<u>TBD</u>		
M08 <u>PC Review and Recommendation</u>		<u>TBD</u>		
M09 <u>Council Review &amp; Adoption</u>	X	<u>TBD</u>		
M10 _____				
M11 _____				
M12 _____				

**STATUS:** NEIGHBORHOOD MEETING CONDUCTED ON 12/4/08 - PROPOSED POLICY AMENDMENTS & HOUSING ELEMENT UPDATE REVIEWED & FEEDBACK GATHERED - GOOD MEETING. NEXT STEPS ARE COMPLETION OF DRAFT AMENDMENTS & ENVIRONMENTAL STUDY.

**Comments:** PROJECT WILL FOCUS ON ED STRATEGY TARGET SITES, DTSP, AND ECR CORRIDOR FOR FY 07-08. ESTABLISHMENT OF A GP MAINT FEE COMPLETED AS PART OF 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	X	<u>City Council adopts resolution supporting annexation process</u>	<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>	<u>ongoing</u>
M07	X	<u>City Council adoption of implementing programs and ordinances</u>	<u>11/26/2002</u>	<u>TBD</u>
M08		<u>Prepare LAFCO annexation application</u>	<u>12/27/2002</u>	<u>TBD</u>
M09	X	<u>City Council approval of annexation application</u>	<u>1/21/2003</u>	<u>TBD</u>
M10		<u>Submit annexation application to LAFCO</u>	<u>2/1/2003</u>	<u>TBD</u>
M11		<u>Finalization of fiscal agreements</u>	<u>2/14/2003</u>	<u>TBD</u>
M12		<u>Environmental Review</u>	<u>2/28/2003</u>	<u>TBD</u>
M13	X	<u>City Council hearings on application</u>	<u>3/11/2003</u>	<u>TBD</u>
M14		<u>LAFCO hearings on application</u>	<u>3/31/2003</u>	<u>TBD</u>
M15		<u>Submittal of final documentation to County and State</u>	<u>4/15/2003</u>	<u>TBD</u>

ON HOLD AWAITING DIRECTION FROM COUNCIL ON ANNEXATION APPLICATION. DISCUSSIONS ARE COMMENCING WITH PROPERTY OWNERS ON VOLUNTARY ANNEXATION PLAN.

**STATUS:**  
**Comments:**

# PROJECT DESCRIPTION

Community Development

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

**Proj. #:** CD14  
**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	<u>Prepare Issue paper on historic preservation. Prepare Council study paper.</u>		<u>9/28/2007</u>	<u>9/28/2007</u>
M02	<u>City Council direction on historic preservation issues</u>	X	<u>10/23/2007</u>	<u>10/23/2007</u>
M03	<u>Prepare revised historic preservation ordinance</u>		<u>10/6/2008</u>	
M04	<u>Prepare updated inventory of potential historic resources</u>		<u>1/19/2009</u>	
M05	<u>Planning Commission review and recommendation (required)</u>		<u>3/10/2009</u>	
M06	<u>City Council review and adoption</u>	X	<u>5/12/2009</u>	
M07	<u>City Council second reading</u>	X	<u>5/26/2009</u>	
M08	<u>Ordinance effective</u>		<u>6/25/2009</u>	
M09	_____			
M10	_____			
M11	_____			

**STATUS:**

NEXT STEPS INCLUDE FORMULATION OF TASK FORCE TO REVIEW COMPONENTS FOR AMENDMENT & NEW RESOURCES SURVEY.

**Comments:**

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

# PROJECT DESCRIPTION

**Project:** Permit Efficiency Task Force

**Source:** City Council  
de Melo

**Team:** de Melo, Nolfi, Fil

**Contractor(s):** \_\_\_\_\_

**Proj. #:** CD04

**Acct. #:** \_\_\_\_\_

**Type:** \_\_\_\_\_

**Detailed Workplan Required:** \_\_\_\_\_

**Description:** Establish citizen task force to review and recommend improvements to the procedures and regulations related to development permits.

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

**Estimated Staff Hours** 250  
**Estimated Contractor costs** \_\_\_\_\_

**Milestones:**

			<b>Due Date:</b>	<b>Revised Date:</b>	<b>Actual:</b>
M01	<u>City Council direction on responsibilities of Task Force</u>	X	<u>12/14/2004</u>	<u>12/28/2004</u>	<u>12/28/2004</u>
M02	<u>Advertisement for Task Force membership</u>		<u>1/21/2005</u>		
M03	<u>City Council appoints Task Force</u>	X	<u>2/8/2005</u>	<u>3/8/2005</u>	<u>3/8/2005</u>
M04	<u>Task Force orientation / finalize work program</u>		<u>4/8/2005</u>	<u>4/6/2005</u>	<u>4/6/2005</u>
M05	<u>Conduct citizen / applicant interviews</u>		<u>6/15/2005</u>	<u>(deleted)</u>	
M06	<u>Task Force identifies priority topics for investigation</u>		<u>7/30/2005</u>	<u>5/11/2005</u>	
M07	<u>City Council reviews / affirms priorities</u>	X	<u>8/9/2005</u>	<u>10/25/2005</u>	<u>10/25/2005</u>
M08	<u>Task Force reviews and provides recommendations</u>		<u>10/20/2005</u>		
M09	<u>Council receives recommendations, directs any ordinance amendments or administrative reforms</u>	X	<u>11/9/2005</u>	<u>10/25/2005</u>	<u>10/25/2005</u>
M10	<u>Staff implementation of administrative reforms</u>		<u>12/15/2005</u>	<u>ONGOING</u>	
M11	<u>Planning Commission hearing on zoning amendments</u>		<u>TBD</u>		
M12	<u>City Council hearing on zoning and other amendments</u>	X	<u>TBD</u>		
M13	_____				

city council

**STATUS:**

CC RANKED "DESIGN GUIDELINES" WORK PROGRAM TO COMMENCE IN FY07-08. INTERIM DRAFT RESIDENTIAL DESIGN GUIDELINES PRESENTED TO PC ON 12/4 - VERY WELL RECEIVED. CC TABLED OTHER POLICY CHANGE ITEMS TO A LATER DATE (IF NECESSARY).

**Comments:**

# PROJECT DESCRIPTION

Community Development

**Project:** Planning for CalTrain Station / "Grand Boulevard"  
**Source:** City Council / Planning Commission  
**Lead:** de Melo  
**Team:** Davis, 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>		N/A
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	TBD		
M06 <u>Planning Commission hearings on draft plan</u>		TBD		
M07 <u>City Council hearing on final plan</u>	X	TBD		

**STATUS:**

GRANT FUNDING FOR IMPROVEMENTS TO BE SOLICITED (MTC, ETC.,). STAFF IS WORKING W/OTHER PENINSULA CITIES ON GRAND BLVD INITIATIVE. NEIGHBORHOOD INPUT TO BE SOLICITED UPON CAPITAL IMPROVEMENT OR GRANT FUNDING APPROVAL.

**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:** Didonato, Planning, and Consultant  
**Contractor(s)** TBD

**Proj. #:** CD09  
**Acct. #:** \_\_\_\_\_  
**Type:** \_\_\_\_\_  
**Detailed Workplan**  
**Required:** \_\_\_\_\_

**Description:** Prepare design guidelines for new and remodeled residential projects, including hillside development issues. Sprin 2007 Hardscape and Lot Coverage Standards was added

**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>	<b>X</b>	<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>12/4/2007</u>	<u>12/4/2007</u>
M04 <u>Planning Commission review and recommendation</u>		<u>6/19/2007</u>	<u>6/2/2009</u>	
M05 <u>City Council review and adoption</u>	<b>X</b>	<u>9/11/2007</u>	<u>8/11/2009</u>	
M06 _____				
M07 _____				

**STATUS:** DRAFT INTERIM RESIDENTIAL DESIGN GUIDELINES PRESENTED TO CC ON 1/22/08 - VERY WELL RECEIVED. NEXT STEPS INCLUDE SELECTION OF CONSULTANT TO ASSIST WITH PRESENTATION, COMMUNITY INPUT. SUBSEQUENT REVIEW BY PC & CC FOR FUTURE ADOPTION.

**Comments:**

# PROJECT DESCRIPTION

Community Development

**Project:** Revision of Zoning Ordinance Definitions  
**Source:** Planning Commission  
**Lead:** de Melo  
**Team:** Planning Staff, Zafferano  
**Contractor(s):** TBD

**Proj. #:** CD02  
**Acct. #:** \_\_\_\_\_  
**Type:** \_\_\_\_\_  
**Detailed Workplan Required:** \_\_\_\_\_

**Description:** Review, revise, update and expand Definitions Section (Section 2) of the Belmont Zoning Ordinance.

**Staff Recommendation:**

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

**Estimated Staff Hours**  
**Estimated Contractor costs**

300+  
 \_\_\_\_\_

**Milestones:**

- M01 Prepare issue paper on definition revisions / additions. Conduct Planning Commission study session.
- M02 City Council direction on definition revisions
- M03 Prepare draft Zone Text Amendment language
- M04 Planning Commission review and recommendation
- M05 City Council review and adoption
- M06 City Council second reading
- M07 Ordinance effective
- M08 \_\_\_\_\_
- M09 \_\_\_\_\_
- M10 \_\_\_\_\_
- M11 \_\_\_\_\_
- M12 \_\_\_\_\_
- M13 \_\_\_\_\_
- M14 \_\_\_\_\_
- M15 \_\_\_\_\_

City Council

**Due Date:**      **Revised Date**      **Actual:**

	<u>TBD</u>	<u>TBD</u>	
X	<u>TBD</u>	<u>TBD</u>	
	<u>TBD</u>	<u>TBD</u>	
	<u>TBD</u>	<u>TBD</u>	
X	<u>TBD</u>	<u>TBD</u>	
	<u>TBD</u>	<u>TBD</u>	

**STATUS:**

To be commenced upon completion of Residential Design Guidelines. No new updates at this time.

**Comments:**

Now includes "Redefining Building Height" as part of project scope

# 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** 100  
**Estimated Contractor costs** TBD

**Milestones:**

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

**STATUS:** STAFF RECOMMENDS COORDINATION WITH "GREEN TEAM" OBJECTIVES AND REFINEMENT OF SCOPE OF PROJECT WITH COUNCIL.

**Comments:**

# PROJECT DESCRIPTION

Community Development

**Project:** Tree Ordinance  
**Source:** PC  
**Lead:** de Melo  
**Team:** Parks & Rec, City Attorney, Planning Staff  
**Contractor(s):** City Arborist

**Proj. #:** \_\_\_\_\_  
**Acct. #:** \_\_\_\_\_  
**Type:** \_\_\_\_\_  
**Detailed Workplan Required:** \_\_\_\_\_

**Description:** Review and revise tree ordinance. Consider establishing tree regulations in Zoning Ordinance. Includes Admin Review for Tree Removal Permits (2/7/08)

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

**Estimated Staff Hours** 150  
**Estimated Contractor costs** \$20K

**Milestones:**

City Council

		<b>Due Date:</b>	<b>Actual:</b>
M01	<u>City Council identifies major objectives</u>	<u>10/7/2008</u>	<u>10/14/2008</u>
M02	<u>Research and evaluate policy options</u>	<u>11/3/2008</u>	<u>11/3/2008</u>
M03	<u>Planning Commission identifies preferred options</u>	<u>1/20/2009</u>	<u>11/6/2008</u>
M04	<u>Prepare draft code language</u>	<u>2/16/2009</u>	
M05	<u>Planning commission hearing and recommendation</u>	<u>3/17/2009</u>	
M06	<u>City Council hearing and adoption</u>	<u>4/28/2009</u>	
M07	<u>City Council second reading</u>	<u>5/12/2009</u>	
M08	<u>Ordinance effective</u>	<u>6/11/2009</u>	
M09	<u> </u>		
M10	<u> </u>		
M11	<u> </u>		

**STATUS:**

CC REVIEWED ON 10/4/08 - DIRECTION GIVEN. PC REVIEWED ON 11/6/08 - FURTHER DIRECTION GIVEN. DRAFT AMENDMENTS CURRENTLY BEING PREPARED.

**Comments:**

# 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:**

<b>Estimated Staff Hours</b>	480
<b>Estimated Contractor costs</b>	\$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
M10	To Council for approval of recommended consultants	X	3/13/2007	5/22/2007		6/26/2007
M11	Consultant conducts assessment		7/17 and 7/18/2007			7/17 and 7/18/2007
M12	Consultant provides recommendations		10/1/2007	Oct-07		10/4/2007
M13	Recommendations presented to Tech Committee		10/1/2007	Oct-07		Oct 16,2007
M14	Recommendations presented to SMT		10/1/2007	Oct-07		Oct-07
M15	Vendor Demonstrations		12/1/2007	Dec-07		Jan 14-24, 2008
M16	Consultant presents recommendations to Council	X	TBD	Jun-08		6/24/2008
M17	Council adopted Master Plan		6/24/2008	6/24/2008		7/22/2008
M18	<b>Implementation Kick Off</b>		<b>8/19/2008</b>	<b>8/19/2008</b>		<b>8/19/2008</b>
M19	<b>Finance System Go-Live</b>		<b>1/31/2009</b>	<b>1/31/2009</b>		
M20						

**STATUS:** PROJECT IS CURRENT AND ONGOING.

**Comments:**

# PROJECT DESCRIPTION

**Project:** Community Artway-Landmark Signage and Landcaping Project

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**Source:** PC

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**Lead:** Fil

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**Team:** Finance Director, Parks and Rec Director

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**Contractor(s):** PG&E

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**Proj. #:** FN04

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**Acct. #:**

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**Type:**

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**Detailed Workplan**

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**Required:**

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**Description:** Installation of Monument Signing at the entrance to the City on eastbound Ralston Avenue east of Christian Drive and on northbound Alameda north of Cranfield Avenue.

**Staff Recommendation:**

For Priority Consideration

No Recommendation

Below the Line

Against Study

**Estimated Staff Hours** 100

**Estimated Contractor costs** \$125,000K

Milestones:	City Council	Due Date:	Revised Date:	Actual:
M01		4/30/2008	5/12/2009	
M02		6/30/2009		
M03		5/30/2008	7/31/2009	
M04		9/30/2008	9/30/2009	
M05		10/31/2009		
M06		10/30/2008	12/31/2009	
M07		12/20/2008	1/31/2010	
M08		1/30/2009	2/28/2010	
M09		3/30/2009	3/30/2010	
M10		4/30/2009	4/30/2010	
M11		5/30/2009	5/30/2010	
M12		10/30/2009	10/31/2010	
M13				

**STATUS:**

**Comments:**

# PROJECT DESCRIPTION

Finance

**Project:** Targeted Economic Development Strategy Project  
**Source:** RDA Directors  
**Lead:** Fill  
**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>	<u>various</u>	<u>1/7/2009</u>
M10	<u>Report Phase 3 results</u>	X	<u>6/30/2007</u>	<u>various</u>	<u>10/9/2007</u>
M11	<u>Initiate Phase 4 developer selection</u>		<u>10/31/2007</u>	<u>various</u>	
M12	<u>Negotiate Owner Participation (OPA) or Development and Dispos</u>	X	<u>TBD</u>	<u>various</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	<u> </u>				

**STATUS:**

Council aprv'd Shoreway Place as Unified Development Area in Feb, an RFQ was issued, responses are due March 08. Stakeholder mtgs with property owners in Firehse Sq underway. This effort is a precursor to establish a UDA, contemplated for April 2008.

**Comments:**

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

# PROJECT DESCRIPTION

Police

<b>Project:</b>	Community Disaster/Emergency Alert Systems	<b>Proj. #:</b>	PD03
<b>Source:</b>	Staff	<b>Acct. #:</b>	
<b>Lead:</b>	Mattei	<b>Type:</b>	Project
<b>Team:</b>	Halleran, BSCFD	<b>Detailed Workplan</b>	
<b>Contractor(s):</b>	Various	<b>Required</b>	Yes

**Description:** To research and implement systems for alerting the community to disaster & emergency situations. Areas to include, but not limited to, emergency alert system for schools/parents, flood warning system for low-lying areas of Belmont Creek, water level monitor for Notre Dame (Water Dog) Lake/Dam, low power community alert radio station.

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

<b>Estimated Staff Hours</b>	200
<b>Estimated Contractor costs</b>	TBD

<b>Milestones:</b>	City Council	<b>Due Date:</b>	<b>Revised Date:</b>	<b>Actual:</b>
M01      Establish weather station at City Hall		2/8/2008		2/8/2008
M02      Rapid Notify system for Belmont Safe Schools		4/2/2008	6/2/2008	
M03      Establish creek flow and lake monitor sensors		10/1/2008		
M04      Establish Community Alert Radio		12/31/2008		
M05				
M06				
M07				
M08				

**STATUS:** Part of on-going disaster preparedness effort. Project to be lead by Belmont PD & Belmont-San Carlos Fire with participation by other City departments as appropriate.

**Comments:** 4/1/08 - Rabid Notify system for schools currently underway. Minor problems obtaining data from schools. Will get status report at Belmont Safe Schools meeting on 4/2/08

# PROJECT DESCRIPTION

Parks and Recreation

**Project:** Athletic Field Improvements  
**Source:** P & R Commission  
**Lead:** P & R Director  
**Team:** P & R, CDD  
**Contractor(s):** Landscape Architect & Landscape Contractor

**Proj. #:** \_\_\_\_\_  
**Acct. #:** \_\_\_\_\_  
**Type:** \_\_\_\_\_  
**Detailed Workplan Required:** \_\_\_\_\_

**Description:** Athletic Field Master Plan updated in 2001, identifies athletic field improvements to all fields managed by the P & R Department. City Council will provide direction once funding source is identified to which site is a priority within the Athletic Field Master Plan.

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

**Estimated Staff Hours**                      400  
**Estimated Contractor costs**                      TBD

Milestones:	City Council	Due Date:	Revised Date:	Actual:
M01 Identify funding source		TBD		
M02				
M03				
M04				
M05				
M06				
M07				
M08				
M09				
M10				
M11				

**STATUS:** Athletic Field Subcommittee has been meeting and is generating alternatives for improvements to the fields at the sports complex, including identifying potential funding options. A letter was sent to the City Manager identifying their proposals. A subcommittee meeting was held on 12/4/08 with the City Manager and next steps were identified. STAFF HAVE BEEN ATTEMPTING TO SET UP A MEETING WITH ORACLE REPRESENTATIVES TO EXPLORE IDEAS FOR IMPROVING THE SITE.

**Comments:** \_\_\_\_\_

# 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, sports, a pool, and cultural arts components.

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

## Estimated Staff Hours Estimated Contractor costs

400+  
Unknown

Milestones:	City Council	Due Date:	Est. Date	Actual:
M01 <u>Community Outreach</u>		TBD	4/7/2010	
M02 <u>P &amp; R Commission Discussion and Direction</u>		TBD	5/5/2010	
M03 <u>Conduct community needs assessment meeting</u>		TBD	6/8/2010	
M04 <u>Preliminary Design Concepts</u>		TBD	9/1/2010	
M05 <u>Develop Cost Estimates</u>		TBD	10/4/2010	
M06 <u>P &amp; R Commission Discussion and Direction</u>		TBD	11/3/2010	
M07 <u>Planning commission Discussion and Direction</u>		TBD	4/6/2011	
M08 <u>Identify Funding Sources</u>		TBD	5/4/2011	
M09 <u>City Council direction</u>	X	TBD	5/16/2011	
M10 _____				
M11 _____				
M12 _____				

**STATUS:** This is a major project. Parks and Recreation Department will begin the planning process after the construction of Davey Glen and Semeria parks.

**Comments:** STAFF DOES NOT HAVE THE CAPACITY TO START THIS PROJECT UNTIL DAVEY GLEN AND SEMERIA PARK PROJECTS ARE COMPLETE. THIS PROJECT SHOULD BE ROLLED INTO THE PARKS AND OPEN SPACE MASTER PLAN.

# PROJECT DESCRIPTION

Parks and Recreation

**Project:** Cipriani Dog Park Improvements  
**Source:** Parks and Recreation Commission  
**Lead:** Parks and Recreation Director  
**Team:** Parks Division  
**Contractor(s):** Landscape Architect

**Proj. #:** \_\_\_\_\_  
**Acct. #:** \_\_\_\_\_  
**Type:** \_\_\_\_\_  
**Detailed Workplan Required:** \_\_\_\_\_

**Description:** Design and construct improvements for Dog Park. Improvements could include shade structure, site furniture, water stations, new surfaces and grading.

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

**Estimated Staff Hours** 200  
**Estimated Contractor costs** \$150k

Milestones:	City Council	Due Date:	Revised Date:	Actual:
M01 <u>Identify funding source</u>		<u>7/1/2008</u>	<u>3/3/2010</u>	
M02 <u>Landscape Architect selected</u>		<u>9/1/2008</u>	<u>5/5/2010</u>	
M03 <u>Community Outreach</u>		<u>10/1/2008</u>	<u>6/2/2010</u>	
M04 <u>Conceptual design review Park &amp; Rec Commission</u>		<u>2/1/2009</u>	<u>10/6/2010</u>	
M05 <u>Discussion and Direction from City Council</u>	X	<u>4/1/2009</u>	<u>12/13/2010</u>	
M06 <u>Design approved by Park &amp; Rec Commission</u>		<u>6/1/2009</u>	<u>2/2/2011</u>	
M07 <u>Design approved by Planning Commission</u>		<u>7/1/2009</u>	<u>3/7/2011</u>	
M08 <u>Design approved by City Council</u>	X	<u>8/1/2009</u>	<u>4/11/2011</u>	
M09 <u>Contract process and award project</u>		<u>10/1/2009</u>	<u>7/6/2011</u>	
M10 <u>Complete project</u>		<u>2/1/2010</u>	<u>11/1/2011</u>	
M11 _____				

SOME MINOR IMPROVEMENTS INCLUDING TREE PLANTING WERE COMPLETED AT THE DOG PARK. STAFF WILL CONTINUE TO DEVELOP IMPROVEMENTS AND BRING THEM FORWARD. THIS PROJECT WILL BE ON HOLD UNTIL AFTER COMPLETION OF DAVEY GLEN AND SEMERIA PARKS.

**STATUS:**

**Comments:**

# PROJECT DESCRIPTION

Parks Recreation

**Project:** Davey Glen Park Improvements  
**Source:** P & R Commission  
**Lead:** Jonathan Gervais  
**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** 200  
**Estimated Contractor costs** \$450K

**Milestones:**

		City Council	Due Date:	Revised Date:	Actual:
M01	<u>Identify funding source.</u>		<u>7/1/2007</u>		<u>2/24/2009</u>
M02	<u>Conduct neighborhood needs assessment meeting</u>		<u>9/14/2007</u>		<u>11/3/2007</u>
M03	<u>Attend Neighborhood Association meeting to obtain input</u>		<u>11/9/2007</u>		
M04	<u>City Council dicussion and direction.</u>	X	<u>2/6/2008</u>		<u>3/11/2008</u>
M05	<u>City Council dicussion and direction.</u>	X			<u>11/5/2008</u>
M06	<u>Review Conceptual Design at Park and Rec Commission Mtg.</u>		<u>5/1/2008</u>	<u>6/3/2009</u>	
M07	<u>Landscaping design approved by Park and Rec Commission</u>		<u>7/1/2008</u>	<u>7/1/2009</u>	
M08	<u>Landscaping design approved by Planning Commission</u>		<u>9/1/2008</u>	<u>8/4/2009</u>	
M09	<u>Landscaping design approved by City Council</u>	X	<u>11/1/2008</u>	<u>9/8/2009</u>	
M10	<u>Contract process and award project</u>		<u>2/1/2009</u>	<u>1/4/2010</u>	
M11	<u>Complete project</u>		<u>6/1/2009</u>	<u>5/4/2010</u>	

**STATUS:**

Council approved the Depart. moving forward with contracting the landscape architect at the 11/5 joint meeting. STAFF PREPARED AN RFP, SOLICITED PROPOSALS, EVALUATED EACH, AND SELECTED A LANDSCAPE ARCHITECT FOR THE PROJECT. STAFF WILL PROCEED WITH PREPARING A PSA FOR APPROVAL AT THE CITY COUNCIL MEETING 2/24/09.

**Comments:**

FY 07/08 budget has allocated \$100K for plans and design of mini park. An additional \$350K has been identified from Planned Park Fund for construction in FY 08/09 budget.

# 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** 400  
**Estimated Contractor costs** \$250k

Milestones:	City Council	Due Date:	Revised Date:	Actual:
M01 <u>Community Outreach - neighborhood meetings</u>		<u>7/1/2008</u>	<u>4/7/2010</u>	
M02 <u>Parks and Rec Commission input</u>		<u>12/1/2008</u>	<u>5/5/2010</u>	
<u>Discussion and Direction from City Council</u>	X	<u>2/1/2009</u>	<u>6/8/2010</u>	
M03 <u>Consultant selected</u>		<u>4/1/2009</u>	<u>9/1/2010</u>	
M04 <u>Community Workshops</u>		<u>7/1/2009</u>	<u>10/4/2010</u>	
M05 <u>P &amp; R Commission Meeting #1</u>		<u>12/1/2009</u>	<u>11/3/2010</u>	
M06 <u>Develop Draft Plan</u>		<u>3/1/2010</u>	<u>4/6/2011</u>	
M07 <u>P &amp; R Commission Meeting #2</u>		<u>5/1/2010</u>	<u>5/4/2011</u>	
M08 <u>Planning Commission Meeting</u>		<u>7/1/2010</u>	<u>5/16/2011</u>	
M09 <u>City Council Adoption</u>	X	<u>9/1/2010</u>	<u>7/11/2011</u>	
M10 _____				

**STATUS:** Parks & Rec Comm working with the Goals and Strategic Planning Committee; reviewed and evaluated existing Parks Open Space Master Plan and scheduling meetings with community groups.

**Comments:** STAFF DOES NOT HAVE THE CAPACITY TO START THIS MAJOR PLANNING PROJECT UNTIL AFTER THE COMPLETION OF DAVEY GLEN AND SEMERIA PARKS. MASTER PLAN PROCESS WILL BE USED TO EVALUATE THE FUTURE OF BARRETT AND DEVELOP SUPPORT FOR A NON-PROFIT FOUNDATION.

## PROJECT DESCRIPTION

**Project:** Semeria Park  
**Source:** Parks and Recreation Commission  
**Lead:** Parks and Recreation Director  
**Team:** Parks Division , DPW, CDD  
**Contractor(s):** Landscape Architect & Landscape Contractor

**Proj. #:** PR  
**Acct. #:** \_\_\_\_\_  
**Type:** \_\_\_\_\_  
**Detailed Workplan Required:** X

**Description:** Design and development of park. Funding source could be Prop 40 funds, per capita state bond, \$288,000 available.

**Staff Recommendation:**

- For Consideration  
 No Recommendation  
 Below the Line  
 Against Study

**Estimated Staff Hours** 200  
**Estimated Contractor costs** \$300k

**Milestones:**

		City Council	Due Date:	Revised Date:	Actual:
M01	<u>Identify funding source.</u>		<u>3/1/2008</u>		<u>2/24/2009</u>
M02	<u>Attend Neighborhood Association meeting to obtain input</u>		<u>6/1/2008</u>		<u>9/3/2009</u>
M03	<u>Discussion from Park and Rec Commission</u>		<u>7/1/2008</u>		<u>10/1/2008</u>
M04	<u>Discussion and Direction from City Council</u>	X	<u>9/1/2008</u>		<u>3/11/2008</u>
M05	<u>Discussion and Direction from City Council</u>	X			<u>11/5/2008</u>
M06	<u>Landscape Architect contract</u>		<u>10/1/2008</u>		<u>2/24/2009</u>
M07	<u>Landscaping design approved by Park and Rec Commission</u>		<u>1/1/2009</u>	<u>6/3/2009</u>	
M08	<u>Landscaping design approved by Planning Commission</u>		<u>3/1/2009</u>	<u>7/1/2009</u>	
M09	<u>Landscaping design approved by City Council</u>	X	<u>4/1/2009</u>	<u>8/4/2009</u>	
M10	<u>Contract process and award project</u>		<u>6/1/2009</u>	<u>1/4/2010</u>	
M11	<u>Complete project</u>		<u>9/1/2009</u>	<u>5/4/2010</u>	

**STATUS:**

STAFF PREPARED REQUESTS FOR PROPOSALS, EVALUATED EACH, AND SELECTED A LANDSCAPE ARCHITECT. STAFF IS PREPARING A PSA AGREEMENT THAT WILL GO TO COUNCIL ON 2/24/09.

**Comments:**

PROJECT MUST BE COMPLETED BY JUNE 2011 TO PROTECT GRANT FUNDING.

# 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

<b>Estimated Staff Hours</b>	<u>400</u>
<b>Estimated Contractor costs</b>	<u>\$250K</u>

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>		TBD		
M04 <u>Identify potential solar farm options</u>		TBD		
M05 <u>Prepare fiscal analysis for alternative solar proposals</u>		TBD		
M06 <u>Submit proposals to Council for consideration</u>	X	TBD		
M07 _____				
M08 _____				
M09 _____				
M10 _____				
M11 _____				

**STATUS:** Library is the main focus for the installation of solar panels. Karl is the lead and is in talks with appropriate parties.

**Comments:**

# PROJECT DESCRIPTION

Parks and Recreation

**Project:** Trail Improvements  
**Source:** Parks and Recreation Commission  
**Lead:** Parks and Recreation Director  
**Team:** Parks Division, Fire Marshal, Community volunteers  
**Contractor(s):** Landscape Architect/ purchase of materials

**Proj. #:** PR04  
**Acct. #:** \_\_\_\_\_  
**Type:** \_\_\_\_\_  
**Detailed Workplan Required:** \_\_\_\_\_

**Description:** The maintenance and construction of trails with the Water Dog Lake Open Space area. Included in the project scope are materials for bridges and retaining walls, tools, trail realignment and construction of new trails.

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

<b>Estimated Staff Hours</b>	<u>200</u>
<b>Estimated Contractor costs</b>	<u>\$30k</u>

<b>Milestones:</b>	<b>City Council</b>	<b>Due Date:</b>	<b>Revised Date:</b>	<b>Actual:</b>
M01 <u>Review trail system</u>		<u>6/1/2008</u>		
M02 <u>Park &amp; Rec Commission review</u>		<u>12/3/2008</u>		
M03 <u>Council direction for new trails</u>	<b>X</b>	<u>2/24/2009</u>		
M04 _____				
M05 _____				
M06 _____				
M07 _____				
M08 _____				
M09 _____				
M10 _____				
M11 _____				

**STATUS:** THE PROJECT WILL BE PRESENTED TO THE PLANNING COMMISSION ON 2/17/09 AND THE CITY COUNCIL ON 2/24/09.

**Comments:** This project includes construction of a new loop trail around Waterdog Lake. The existing trail is in a poor location and results in challenges including people getting lost, walking in wetland areas, and increased siltation. The new trail will provide better walking, hiking, and bike riding around the lake and will resolve the difficult climb from the dam to the trail system.

# PROJECT DESCRIPTION

Parks and Recreation

**Project:** Tree Planting Program  
**Source:** P & R Commision "Tree Board"  
**Lead:** P & R Director  
**Team:** P&R, DPW, CDD  
**Contractor(s):** City staff, Arborist

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

**Description:** Establish program for planting trees on city property and / or public Right-of-Way's throughout Belmont.

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

**Estimated Staff Hours** 100  
**Estimated Contractor costs** \$80k

Milestones:	City Council	Due Date:	EST Date
M01 <u>Inventory Tree Planting Opportunity Areas in City</u>		<u>9/1/2008</u>	<u>10/1/2009</u>
M02 <u>Develop Tree Planting Criteria</u>		<u>12/1/2008</u>	<u>11/2/2009</u>
M03 <u>Establish Tree List for Public and Private Lands</u>		<u>2/1/2009</u>	<u>11/2/2009</u>
M04 <u>Establish Community Outreach Program for Private Lands</u>		<u>7/1/2009</u>	<u>2/1/2010</u>
M05 <u>Establish Schedule and Budget for Planting Program</u>		<u>12/1/2009</u>	<u>3/1/2010</u>
M06 <u>City Council approves Tree Planting Program and Budget</u>	X	<u>6/30/2009</u>	<u>4/13/2010</u>
M07 <u>Conduct Community Outreach to Private Land Owners</u>		<u>TBD</u>	<u>5/3/2010</u>
M08 _____			
M09 _____			
M10 _____			
M11 _____			

**STATUS:** PARK STAFF HAVE IDENTIFIED THE STERLING DOWNS NEIGHBORHOOD AS LACKING IN TREES.

**Comments:** The Tree Board heard the update of the tree plantings and tree giveaway on 12/3/08. Over 80 trees recently planted on City property. Belmont has recently been designated Tree City USA.

# PROJECT DESCRIPTION

Parks and Recreation

**Project:** Tree Planting Program  
**Source:** P & R Commision "Tree Board"  
**Lead:** P & R Director  
**Team:** P&R, DPW, CDD  
**Contractor(s):** City staff, Arborist

**Proj. #:** \_\_\_\_\_  
**Acct. #:** \_\_\_\_\_  
**Type:** \_\_\_\_\_  
**Detailed Workplan**  
**Required:** \_\_\_\_\_

**Description:** Establish program for planting trees on city property and / or public Right-of-Way's throughout Belmont.

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

**Estimated Staff Hours**  
**Estimated Contractor costs**

100  
\$80k

**Milestones:**

City Council

**Due Date: EST Date Actual:**

M01	<u>Inventory Tree Planting Opportunity Areas in City</u>		<u>9/1/2008</u>	<u>10/1/2009</u>
M02	<u>Develop Tree Planting Criteria</u>		<u>12/1/2008</u>	<u>11/2/2009</u>
M03	<u>Establish Tree List for Public and Private Lands</u>		<u>2/1/2009</u>	<u>11/2/2009</u>
M04	<u>Establish Community Outreach Program for Private Lands</u>		<u>7/1/2009</u>	<u>2/1/2010</u>
M05	<u>Establish Schedule and Budget for Planting Program</u>		<u>12/1/2009</u>	<u>3/1/2010</u>
M06	<u>City Council approves Tree Planting Program and Budget</u>	X	<u>6/30/2009</u>	<u>4/13/2010</u>
M07	<u>Conduct Community Outreach to Private Land Owners</u>		<u>TBD</u>	<u>5/3/2010</u>
M08	<u> </u>			
M09	<u> </u>			
M10	<u> </u>			
M11	<u> </u>			

**STATUS:**

PARK STAFF HAVE IDENTIFIED THE STERLING DOWNS NEIGHBORHOOD AS LACKING IN STREET TREES.

**Comments:**

The Tree Board heard the update of the tree plantings and tree giveaway on 12/3/08. Over 80 trees were recently planted on City property. Belmont has recently been designated Tree City USA.

# 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>	<u>9/15/2007</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:**

Project Study Report and the Project Report has been approved by Caltrans. Pending final approval of changes to the plans to reflect the Project Report.

**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>		<u>5/25/2007</u>
M02 <u>Develop Collection Alternatives</u>		<u>9/30/2007</u>	<u>9/30/2007</u>	<u>9/30/2007</u>
M03 <u>Cost out Collection Alternatives</u>		<u>10/30/2007</u>	<u>10/30/2007</u>	<u>10/30/2007</u>
M04 <u>Present to Solid Waste Infrastructure Committee</u>		<u>11/15/2007</u>	<u>1/30/2008</u>	
M05 <u>Discussion and Direction from Council</u>	X	<u>1/8/2008</u>	<u>2/28/2008</u>	<u>2/28/2008</u>
M06 <u>Develop Collection RFP</u>		<u>5/15/2008</u>		<u>5/15/2008</u>
M07 <u>Council to review Collection RFP</u>	X	<u>5/27/2008</u>		<u>7/8/2008</u>
M08 <u>Send out Collection RFP</u>		<u>6/15/2008</u>		<u>7/27/2008</u>
M09 <u>Collection RFP due</u>		<u>7/15/2008</u>	<u>9/18/2008</u>	<u>9/18/2008</u>
M10 <u>Review and Analyze Collection RFP</u>		<u>8/15/2008</u>	<u>10/5/2008</u>	<u>10/5/2008</u>
M11 <u>Council to adopt direction for new Collection agreement</u>	X	<u>9/9/2008</u>	<u>10/14/2008</u>	

**STATUS:** Infrastructure Committee has recommended using the SBWMA Model Franchise Agreement with Norcal. City Council to discuss and provide direction at their December 9th council meeting.

**Comments:**

# PROJECT DESCRIPTION

Public Works Department

**Project:** Creek Restoration  
**Source:** PC  
**Lead:** Davis  
**Team:** Mittelstadt  
**Contractor(s):** Hyrdologist / Stream Ecologist

**Proj. #:** PWXX  
**Acct. #:** \_\_\_\_\_  
**Type:** \_\_\_\_\_  
**Detailed Workplan Required:** \_\_\_\_\_

**Description:** Develop program for restoration of city creeks. Identify City's current commitments for creek maintenance along Belmont, Carmont, Notre Dame, and East Laurel Creeks. Evaluate legal status of drainage easements in creek granted to city.

**Staff Recommendation:**  
 For Priority Consideration  
 No Recommendation  
  
 Against Study

**Estimated Staff Hours**  
**Estimated Contractor costs**

250  
\$300,000K

**Milestones:**

City Council

**Due Date:**      **Actual:**

M01	<u>Discussion and Direction on Creek Restoration</u>	X	<u>10/30/2008</u>	<u>11/12/2008</u>
M02	<u>Develop Plan for Creek Restoration</u>		<u>TBD</u>	_____
M03	<u>Develop restoration Priorities / Criteria</u>		<u>TBD</u>	_____
M04	<u>Establish Restoration Program</u>		<u>TBD</u>	_____
M05	<u>Establish Community Outreach for Adjacent Land Owners</u>		<u>TBD</u>	_____
M06	<u>Establish Schedule and Budget for Restoration Program</u>		<u>TBD</u>	_____
M07	<u>City Council approves Creek Restoration Program and Budget</u>		<u>TBD</u>	_____
M08	<u>Conduct Community Outreach to Adjacent Land Owners</u>		<u>TBD</u>	_____
M09	_____		_____	_____
M10	_____		_____	_____
M11	_____		_____	_____

**STATUS:**

City Council gave direction to staff to proceed with the vacation of maintenance easements across private properties for creek maintenance, prepare a new ordinance for creek setbacks, develop a creek education program and identify partners for a Friends of the Creek (possibly the Belmont Open Space)

**Comments:**

# PROJECT DESCRIPTION

Public Works

**Project:** Paper Trails  
**Source:** Council  
**Lead:** Davis  
**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 <u>Discuss and Direction from City Council</u>	X	<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>	<u>4/3/2008</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 <u>CC Presentation of Plan and Direction</u>	X	<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:** P&R COMM REVIEWED THE DRAFT PLAN. CITY STAFF HAS HAD DIFFICULTIES DETERMINING WHETHER OR NOT THE PAPER TRAILS WERE EVER DEDICATED TO THE CITY. NEED TO GO TO COUNCIL FOR DIRECTION ON PROCEEDING WITH TITLE SEARCHES OF SEVERAL PROPERTIES.

**Comments:**

# 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>	<u>3/15/2008</u>
M04	<u>Inventory and evaluation of existing lighting on Ralston</u>		<u>7/24/2007</u>	<u>7/24/2007</u>
M05	<u>Establish Ralston Street Light Advisory Committee</u>		<u>8/28/2007</u>	<u>NA</u>
M06	<u>Evaluate street lighting alternatives</u>		<u>10/9/2007</u>	<u>NA</u>
M07	<u>Community outreach</u>		<u>1/22/2008</u>	<u>NA</u>
M08	<u>Select alternatives for Council Consideration</u>	X	<u>2/26/2008</u>	<u>2/26/2008</u>
M09	<u>Develop Implementation Schedule and Budget</u>		<u>5/27/2008</u>	<u>5/1/2008</u>
M10	<u>Implementation program</u>		<u>7/10/2008</u>	
M11	<u>Project Complete</u>		<u>TBD</u>	
M12	_____			

**STATUS:**

PG&E has completed initial phase of installing the underground utilities from Ralston south to O'Neil. Ralston Avenue north to Marine view is currently under design.

**Comments:**

# PROJECT DESCRIPTION

Public Works Department

**Project:** Review All Traffic Policies

**Source:** Planning Commission

**Lead:** Davis

**Team:** Davis, De Melo, Parking and Traffic Safety Committee

**Contractor(s):** \_\_\_\_\_

**Proj. #:** \_\_\_\_\_

**Acct. #:** \_\_\_\_\_

**Type:** \_\_\_\_\_

**Detailed Workplan Required:** \_\_\_\_\_

**Description:** Review all the City's traffic related policies to determine whether or not they are consistent with current best practices.

**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>Inventory all traffic policies</u>		TBD		
M02 <u>Review all traffic policies</u>		TBD		
M03 <u>Prepare a Council Report indicating which policies need updating</u>		TBD		
M04 <u>Update traffic policies that are not current with Best Practices</u>		TBD		
M05 <u>Prepare Council Report on revised traffic policies</u>		TBD		
M06 <u>Revise traffic policies to reflect council comments</u>		TBD		
M07 <u>Prepare resolution adopting revised traffic policies</u>		TBD		
M08 <u>Implement new traffic policies</u>		TBD		
M09 _____				
M10 _____				
M11 _____				

**STATUS:** PENDING

**Comments:**

# PROJECT DESCRIPTION

Public Works Department

**Project:** Updated Ralston Avenue Traffic Study  
**Source:** Planning Commission  
**Lead:** Davis  
**Team:** Davis, De Melo  
**Contractor(s):** Traffic Engineering Consultant

**Proj. #:** \_\_\_\_\_  
**Acct. #:** \_\_\_\_\_  
**Type:** \_\_\_\_\_  
**Detailed Workplan Required:** \_\_\_\_\_

**Description:** Conduct a comprehensive traffic study including turning movement counts, traffic volume counts, intersection analysis, collision and safety analysis origin-destination studies, and determine appropriate capital improvements to mitigate any traffic related problems.

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

**Estimated Staff Hours** 200  
**Estimated Contractor costs** \$100,000

Milestones:	City Council	Due Date:	Revised Date:	Actual:
M01 <u>Prepare a Request for Proposal</u>		TBD		
M02 <u>Retain a consultant</u>		TBD		
M03 <u>Conduct traffic and turning movement counts</u>		TBD		
M04 <u>Conduct traffic and turning movement counts</u>		TBD		
M05 <u>Conduct origin and destination studies</u>		TBD		
M06 <u>Evaluate Collision and Safety History</u>		TBD		
M07 <u>Prepare draft report</u>		TBD		
M08 <u>Present to City Council Draft Report</u>		TBD		
M09 <u>Prepare Final Report</u>		TBD		
M10 _____				
M11 _____				

**STATUS:** PENDING

**Comments:**

# ATTACHMENT C

Project Description Forms for

**PROJECTS TO RANK  
(New and Below the Line)**





# PROJECT DESCRIPTION

Community Development

**Project:** Parking Lot Lighting, Screening, and Security  
**Source:** Planning Commission  
**Lead:** deMelo  
**Team:** Planning, City Attorney  
**Contractor(s):** (none)

**Proj. #:** CDXX  
**Acct. #:** \_\_\_\_\_  
**Type:** \_\_\_\_\_  
**Detailed Workplan**  
**Required:** No

**Description:** Study and propose revisions to the zoning regulations regarding parking lot lighting, screening, and security.

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

**Estimated Staff Hours**  
**Estimated Contractor costs**

150+  
\$0

**Milestones:**

M01	Prepare issue paper on parking lot lighting, screening, and security.
M02	City Council direction on options
M03	Prepare draft Zone Text Amendment language
M04	Planning Commission review and recommendation
M05	City Council review and adoption
M06	City Council second reading
M07	Ordinance effective
M08	
M09	
M10	
M11	

City Council

**Due Date:**      **Actual:**

X  
  
  
  
  
X

**STATUS:** Below the Line

**Comments:** New program - from Planning Commission

# PROJECT DESCRIPTION

Community Development

**Project:** Zone Text Amendment - Slope Calculations for Residential Devt.  
**Source:** Planning Commission  
**Lead:** deMelo  
**Team:** Planning, City Attorney  
**Contractor(s):** TBD

**Proj. #:** CDXX  
**Acct. #:** \_\_\_\_\_  
**Type:** \_\_\_\_\_  
**Detailed Workplan Required:** No

**Description:** Study and propose revisions to the zoning regulations regarding slope calculations for residential development.

**Staff Recommendation:**

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

**Estimated Staff Hours**  
**Estimated Contractor costs**

125+

**Milestones:**

M01	Prepare issue paper
M02	City Council direction on options
M03	Prepare draft Zone Text Amendment language
M04	Planning Commission review and recommendation
M05	City Council review and adoption
M06	City Council second reading
M07	Ordinance effective
M08	
M09	
M10	
M11	

City Council

**Due Date:** \_\_\_\_\_ **Actual:** \_\_\_\_\_

X

X

**STATUS:** Below the Line

**Comments:** New program - from Planning Commission

# PROJECT DESCRIPTION

Community Development

**Project:** Compilation of Federal, State, Local Preemptions

**Proj. #:** CDXX

**Source:** Planning Commission

**Acct. #:** \_\_\_\_\_

**Lead:** de Melo

**Type:** \_\_\_\_\_

**Team:** Planning, City Attorney

**Detailed Workplan**

**Contractor(s):** \_\_\_\_\_

**Required:** No

**Description:** Prepare a report which documents all Federal, State, & Local Preemptions on Zoning Regs.

**Staff Recommendation:**

For Priority Consideration

No Recommendation

Below the Line

Against Study

**Estimated Staff Hours**  
**Estimated Contractor costs**

75+

**Milestones:**

- M01 Prepare issue paper
- M02 City Council direction on project
- M03 PC review & approval of Report
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

City Council

X

**Due Date:** \_\_\_\_\_

**Actual:** \_\_\_\_\_

**STATUS:**

**Comments:** New program - from Planning Commission

# PROJECT DESCRIPTION

Community Development

**Project:** Cut/Fill Standards  
**Source:** Planning Commission  
**Lead:** deMelo  
**Team:** Planning, City Attorney  
**Contractor(s):** TBD

**Proj. #:** CDXX  
**Acct. #:** \_\_\_\_\_  
**Type:** \_\_\_\_\_  
**Detailed Workplan Required:** No

**Description:** Study and propose revisions to the zoning regulations regarding cut/fill standards

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

**Estimated Staff Hours**  
**Estimated Contractor costs**

125+  
 \_\_\_\_\_  
 \_\_\_\_\_

**Milestones:**

M01	<u>Prepare issue paper</u>
M02	<u>City Council direction on options</u>
M03	<u>Prepare draft Zone Text Amendment language</u>
M04	<u>Planning Commission review and recommendation</u>
M05	<u>City Council review and adoption</u>
M06	<u>City Council second reading</u>
M07	<u>Ordinance effective</u>
M08	_____
M09	_____
M10	_____
M11	_____

City Council

Due Date:	Actual:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**STATUS:**

**Comments:** New program - from Planning Commission

# PROJECT DESCRIPTION

Community Development

**Project:** Garage Parking Standards/Reqs & Second Unit Parking  
**Source:** Planning Commission  
**Lead:** deMelo  
**Team:** Planning, City Attorney  
**Contractor(s):** TBD

**Proj. #:** CDXX  
**Acct. #:** \_\_\_\_\_  
**Type:** \_\_\_\_\_  
**Detailed Workplan Required:** No

**Description:** Study and propose revisions to the zoning regulations regarding garage & secondary unit parking

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

**Estimated Staff Hours** 150+  
**Estimated Contractor costs** \_\_\_\_\_

**Milestones:**

M01	<u>Prepare issue paper</u>
M02	<u>City Council direction on options</u>
M03	<u>Prepare draft Zone Text Amendment language</u>
M04	<u>Planning Commission review and recommendation</u>
M05	<u>City Council review and adoption</u>
M06	<u>City Council second reading</u>
M07	<u>Ordinance effective</u>
M08	_____
M09	_____
M10	_____
M11	_____

City Council

Due Date:	Actual:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**STATUS:**

**Comments:** New program - from Planning Commission

# PROJECT DESCRIPTION

Community Development

**Project:** Hardscape Limits/Parking In Front Yards  
**Source:** Planning Commission  
**Lead:** deMelo  
**Team:** Planning, City Attorney  
**Contractor(s):** TBD

**Proj. #:** CDXX  
**Acct. #:** \_\_\_\_\_  
**Type:** \_\_\_\_\_  
**Detailed Workplan Required:** No

**Description:** Study and propose revisions to the zoning regulations regarding property hardscape standards & parking in front yards

**Staff Recommendation:**

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

**Estimated Staff Hours**  
**Estimated Contractor costs**

\_\_\_\_\_ 100+ \_\_\_\_\_

**Milestones:**

City Council

**Due Date:**      **Actual:**

M01	Prepare issue paper			
M02	City Council direction on options	X		
M03	Prepare draft Zone Text Amendment language			
M04	Planning Commission review and recommendation			
M05	City Council review and adoption	X		
M06	City Council second reading			
M07	Ordinance effective			
M08				
M09				
M10				
M11				

**STATUS:**

**Comments:** New program - from Planning Commission

# PROJECT DESCRIPTION

Community Development

**Project:** BZO Section 9.5.4 - Lot Coverage In Yard Areas  
**Source:** Planning Commission  
**Lead:** deMelo  
**Team:** Planning, City Attorney  
**Contractor(s):** TBD

**Proj. #:** CDXX  
**Acct. #:** \_\_\_\_\_  
**Type:** \_\_\_\_\_  
**Detailed Workplan Required:** No

**Description:** Study and propose revisions to the zoning regulations (BZO Section 9.5.4) regarding maximum percentage of lot coverage in yard areas

**Staff Recommendation:**

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

**Estimated Staff Hours**  
**Estimated Contractor costs**

75+

**Milestones:**

M01	Prepare issue paper		
M02	City Council direction on options	X	
M03	Prepare draft Zone Text Amendment language		
M04	Planning Commission review and recommendation		
M05	City Council review and adoption	X	
M06	City Council second reading		
M07	Ordinance effective		
M08			
M09			
M10			
M11			

City Council

**Due Date:** \_\_\_\_\_ **Actual:** \_\_\_\_\_

**STATUS:**

**Comments:** New program - from Planning Commission

# PROJECT DESCRIPTION

Community Development

**Project:** Massage Establishments  
**Source:** Planning Commission  
**Lead:** deMelo  
**Team:** Planning, City Attorney  
**Contractor(s):** TBD

**Proj. #:** CDXX  
**Acct. #:** \_\_\_\_\_  
**Type:** \_\_\_\_\_  
**Detailed Workplan**  
**Required:** No

**Description:** Study and propose revisions to the zoning regulations regarding massage establishments & their location/concentration

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

**Estimated Staff Hours** 125+  
**Estimated Contractor costs** \_\_\_\_\_

**Milestones:**

M01	Prepare issue paper
M02	City Council direction on options
M03	Prepare draft Zone Text Amendment language
M04	Planning Commission review and recommendation
M05	City Council review and adoption
M06	City Council second reading
M07	Ordinance effective
M08	
M09	
M10	
M11	

	City Council	Due Date:	Actual:
	X		
	X		

**STATUS:**

**Comments:** New program - from Planning Commission

# PROJECT DESCRIPTION

Community Development

**Project:** Modification of Wireless Communications Facility Findings  
**Source:** Planning Commission  
**Lead:** deMelo  
**Team:** Planning, City Attorney  
**Contractor(s):** TBD

**Proj. #:** CDXX  
**Acct. #:** \_\_\_\_\_  
**Type:** \_\_\_\_\_  
**Detailed Workplan Required:** No

**Description:** Study and propose revisions to the zoning regulations regarding wireless communications facilities

**Staff Recommendation:**

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

**Estimated Staff Hours** 125+  
**Estimated Contractor costs** \_\_\_\_\_

**Milestones:**

		City Council	Due Date:	Actual:
M01	<u>Prepare issue paper</u>		_____	_____
M02	<u>City Council direction on options</u>	X	_____	_____
M03	<u>Prepare draft Zone Text Amendment language</u>		_____	_____
M04	<u>Planning Commission review and recommendation</u>		_____	_____
M05	<u>City Council review and adoption</u>	X	_____	_____
M06	<u>City Council second reading</u>		_____	_____
M07	<u>Ordinance effective</u>		_____	_____
M08	_____		_____	_____
M09	_____		_____	_____
M10	_____		_____	_____
M11	_____		_____	_____

**STATUS:**

**Comments:** New program - from Planning Commission



# PROJECT DESCRIPTION

Community Development

**Project:** Utility Structures in Public/Private ROW's  
**Source:** Planning Commission  
**Lead:** de Melo  
**Team:** Planning, City Attorney, Parks & Rec, Public Works  
**Contractor(s):** \_\_\_\_\_

**Proj. #:** CDXX  
**Acct. #:** \_\_\_\_\_  
**Type:** \_\_\_\_\_  
**Detailed Workplan Required:** No

**Description:** Establish a Policy on Architectural Design/Enhancements for Utility Structures

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

**Estimated Staff Hours**  
**Estimated Contractor costs**

150+  
 \_\_\_\_\_  
 \_\_\_\_\_

**Milestones:**

M01	Prepare issue paper		
M02	City Council direction on options	X	
M03	PC review/recommendation on policies		
M04	City Council review and adoption of policies	X	

City Council

Due Date:	Actual:

**STATUS:**

**Comments:** New program - from Planning Commission

# PROJECT DESCRIPTION

**Police**

**Project:** Metered Parking Zones  
**Source:** Staff  
**Lead:** Mattei  
**Team:** PD  
**Contractor(s):** Various

**Proj. #:** PD04  
**Acct. #:** \_\_\_\_\_  
**Type:** Project  
**Detailed Workplan**  
**Required:** Yes

**Description:** Research into establishment of metered parking areas to better utilize limited parking availability in specific areas

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

**Estimated Staff Hours**  
**Estimated Contractor costs**

200  
TBD

**Milestones:**

M01	<u>Cost - Benifet analysis of metered parking program</u>
M02	<u>Identify potential areas for meters</u>
M03	<u>Report to Council on items M01 &amp; M02</u>
M04	_____
M05	_____
M06	_____
M07	_____
M08	_____
M09	_____
M10	_____
M11	_____

City Council

	Due Date:	Revised Date:	Actual:
X	<u>TBD</u>		
	<u>TBD</u>		
	<u>TBD</u>		
	_____		
	_____		
	_____		
	_____		
	_____		
	_____		
	_____		

**STATUS:**

**Comments:** Part of ongoing traffic management efforts

# PROJECT DESCRIPTION

**Police**

**Project:** Unified Code Enforcement  
**Source:** Staff  
**Lead:** Mattei  
**Team:** PD  
**Contractor(s):** \_\_\_\_\_

**Proj. #:** PD05  
**Acct. #:** \_\_\_\_\_  
**Type:** Project  
**Detailed Workplan**  
**Required:** Yes

**Description:** Research into combining current separate code enforcement efforts into Police Dept.

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

**Estimated Staff Hours** 200  
**Estimated Contractor costs** TBD

**Milestones:**

	City Council	Due Date:	Revised Date:	Actual:
M01 <u>Analysis of current system with specific recommendations</u>		TBD		
M02 _____				
M03 _____				
M04 _____				
M05 _____				
M06 _____				
M07 _____				
M08 _____				
M09 _____				
M10 _____				
M11 _____				

**STATUS:**

**Comments:** Part of ongoing community policing efforts

## 2008 –2009 Council Priority Calendar

### April 8, 2008

- Priority Calendar Adoption – Step III
- Discussion and Direction on Ordinance revision process

### April 22, 2008

- Council reviews Revised Striping Plan for Alameda de las Pulgas
- Council presentation of Plan and Direction for Paper Trails

### May 13, 2008

- *Adopt resolutions amending FY2009 Budget*
- *Public Hearing and Introduction of Ordinance Revising City Sewer Charges*
- Municipal Code Chapter Update
- Discussion and Direction on Landmark Signage and Monument Signs

### May 27, 2008

- *Introduce FY2009 Budget*
- Council to review Collection RFP for Belmont Solid Waste/Recycling Collection Alternatives

### June 10, 2008

- *Adopt FY2009 Budget*

### June 24, 2008

### July 8, 2008

### July 22, 2008

### August 12, 2008

- Municipal Code Chapter Update

### August 26, 2008 – *Meeting Cancelled*

### September 9, 2008

- Council to adopt direction for new Solid Waste Collection agreement
- Discussion and Direction from Council on Semeria Park

### September 23, 2008

- Discussion and Direction of Narrowing Streets in Sunnyslope Area

### October 14, 2008

- Council identifies major objectives for Tree Ordinance

### October 28, 2008

- Discussion and Direction on Creek Restoration

### November 12, 2008

- Landscaping Design approval on Davey Glen Park Improvements
- Municipal Code Chapter Update
- Council direction on Refinement of San Juan Hills/Western Hills Floor Area Transfer Options

## 2008 –2009 Council Priority Calendar

### November 25, 2008

- Council Direction for Trail Improvements

### December 9, 2008

December 23, 2008 – *Meeting Cancelled*

### January 13, 2009

### January 27, 2009

### February 10, 2009

- Council Discussion and Direction on Parks & Open Space Master Plan

### February 24, 2009

- Discussion and Direction of Narrowing Streets in Sunnyslope Area

### March 10, 2009

- Priority Calendar Ranking – Step I
- Municipal Code Chapter Update

### March 24, 2009

- Priority Calendar Ranking – Step II

### April 14, 2009

- Discussion and Direction on Cipriani Dog Park Improvements
- Semeria Park Landscape design approved by Council

### April 28, 2009

- Council hearing and adoption on Tree Ordinance
- Priority Calendar Adoption – Step III

### May 12, 2009

- Council review and adoption of Historic Preservation Ordinance

### May 26, 2009

- Second reading of Historic Preservation Ordinance

### June 9, 2009

- *Adopt FY2010 Budget*
- Council review and adoption of Refinement of San Juan Hills/Western Hills Floor Area Transfer Policies

### June 23, 2009

- City Council approves Tree Planting Program and Budget
- Second reading of San Juan Hills/Western Hills Floor Area Transfer Policies