



## **Staff Report**

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### **ANNUAL REVIEW OF COUNCIL PRIORITY CALENDAR: STEP THREE - ADOPTING THE CALENDAR**

Honorable Mayor and Council Members:

#### **Summary**

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

- On March 10, Council reviewed all current and proposed projects
- On March 24, Council ranked the projects
- On April 28, as a consent item, Council will be asked to review the rankings and final Project Description Forms (PDFs) for priorities staff is able to take on, and approve the Priority Calendar.

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

Attachment B to this report are the completed PDFs for the newly designated *active and current items* staff can work on during the next year. This list includes all of those items previously listed as active/current as well as the new items that were added from Step 2 at the March 24<sup>th</sup> meeting. Some of the milestone dates have been changed, so Council may want to review the timelines.

Attachment C is the proposed Council Priority Calendar for 2009/2010, based on the milestones and dates on the projects in Attachment B.

Attachment D is the summary sheet for current 2009/2010 projects.

#### **Background**

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

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

- Are major capital improvements

### **Discussion/Issues**

On March 24, Council reviewed and ranked a total of 13 projects.

- Community Development had 11 ranked items, and will be able to take on the #1 ranked project: Lot Coverage/Hardscape Limits/Parking in Front Yards
- Police had two ranked projects, and will be able to take on both ranked projects: Unified Code Enforcement and Metered Parking Zones.

*Public Works* – The project titled Belmont Solid Waste/Recycling Collection Alternatives went to Council on December 9, 2008 where Council recommended the Infrastructure Committee enter into negotiations with Norcal Waste Systems, Inc. based on the SBWMA model franchise agreement. This Priority Calendar item as it was designed is complete and will be closed. Staff will return to Council for approval of a final agreement.

### **Next Steps**

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

### **Fiscal Impact**

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

### **Recommendation**

1. By approving this consent report, Council will be:
  - a. Approving the updated PDFs in Attachment B
  - b. Closing the Public Works item titled “Belmont Solid Waste/Recycling Collection Alternatives” and
  - c. Approving the Council Priority Calendar (Attachment C).

### **Alternatives**

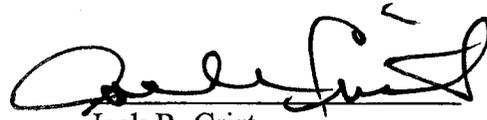
1. Provide alternative direction to staff
2. Take no action at this time

### **Attachments**

- A. Priority Calendar Final Rankings – with line drawn
- B. Updated Project Description Forms for Active/Current Priorities
- C. Proposed Priority Calendar 2009-2010 for April 28, 2009 Adoption
- D. Priority Calendar Status Report – 2009/2010 Priorities

Respectfully submitted,

  
Joni Stallings  
Executive Assistant to the City Manager

  
Jack R. Crist  
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PRIORITY CALENDAR RANKING SHEET

Final Rank Order - Line Drawn

April 28, 2009

	A	B	D	E	F	G	H	I	J
1	Dept	Project Title	Braunstein	Wozniak	Feierbach	Lieberman	Dickenson		
2	<b>COMMUNITY DEVELOPMENT</b>							<b>TOTAL</b>	<b>RANK</b>
3	CD	<b>Lot Coverage/Hardscape Limits/Parking in Front Yards - Study and propose revisions to the zoning regulations regarding lot coverage, property hardscape standards, circular driveways and parking in front yards.</b>	1	4	2	1	2	2.0	1
4	CD	<b>Garage Parking Standards/Revis &amp; Second Unit Parking - Study and propose revisions to the zoning regulations regarding garage and secondary unit parking.</b>	b	3	1	0	1	3.8	2
5	CD	<b>Ralston &amp; ADLP "Static Corridors" - Assess opportunity to improve Ralston Ave. &amp; Alameda de las Salinas with landscape aesthetic improvements.</b>	b	1	3	3	3	3.3	2
6	CD	<b>Bank Property Acquisition/Development - Along with a donation towards greening commercial areas in Bank.</b>	b	2	7	0	0	3.0	4
7	CD	<b>Modification of Wireless Communications Facility Findings - Study and propose revisions to the zoning regulations regarding wireless communications facilities.</b>	b	6	5	6	4	6.3	3
8	CD	<b>Outfill Standards - Study and propose revisions to the zoning regulations regarding outfill standards.</b>	b	7	5	5	9	6.0	6
9	CD	<b>Administrative Conditional Use Permits - Incorporation/Confirmation of 40% of site area landscape requirements.</b>	b	8	3	3	4	6.7	7
10	CD	<b>Compilation of Federal/State/Local Preemptions - Prepare a report which documents all Federal, State &amp; Local Reservations on Zoning regulations.</b>	b	6	10	4	0	7.0	8
11	CD	<b>Utility Structures in Public/Private ROW's - Establish a policy on architectural design/enhancements for utility structures.</b>	b	5	9	8	7	7.3	9
12	CD	<b>Zone Text Amendment - Slope Calculations for Residential Property Development - Study and propose revisions to the zoning regulations regarding slope calculations for residential development.</b>	b	b	4	1	0	7.5	10
13	CD	<b>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.</b>	b	b	11	7	4	9.0	11
14									
15	<b>POLICE</b>								
16	PD	<b>Unified Code Enforcement - Research into combining current separate code enforcement efforts into Police Dept.</b>	1	1	2	1	2	1.4	1
17	PD	<b>Metered Parking Zones - Research into establishment of metered parking areas to better utilize limited parking availability in specific areas.</b>	2	2	1	2	1	1.6	2

**ATTACHMENT B**

**Updated Project Description Forms for Active/Current Priorities**

# 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**  
**Estimated Contractor costs**

300  
\$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>	<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>	<u>1/25/2007</u>
M03 <u>Council Selection of GP Consultant</u>	X	<u>11/14/2006</u>	<u>2/13/2007</u>	<u>2/13/2007</u>
M04 <u>Develop draft detailed work plan</u>		<u>1/6/2007</u>	<u>2/27/2007</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>
MO8 <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>2/26/2002</u>		<u>2/26/2002</u>
M02		<u>3/7/2002</u>		<u>3/7/2002</u>
M03		<u>5/31/2002</u>		<u>5/31/2002</u>
M04		<u>7/12/2002</u>		
M04a		<u>8/13/2002</u>		<u>8/13/2002</u>
M05		<u>9/15/2002</u>		
M06		<u>10/25/2002</u>	<u>ongoing</u>	
M07	X	<u>11/26/2002</u>	<u>TBD</u>	
M08		<u>12/27/2002</u>	<u>TBD</u>	
M09	X	<u>1/21/2003</u>	<u>TBD</u>	
M10		<u>2/1/2003</u>	<u>TBD</u>	
M11		<u>2/14/2003</u>	<u>TBD</u>	
M12		<u>2/28/2003</u>	<u>TBD</u>	
M13	X	<u>3/11/2003</u>	<u>TBD</u>	
M14		<u>3/31/2003</u>	<u>TBD</u>	
M15		<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>9/8/2009</u>	
M04	<u>Prepare updated inventory of potential historic resources</u>		<u>11/9/2009</u>	
M05	<u>Planning Commission review and recommendation (required)</u>		<u>1/19/2010</u>	
M06	<u>City Council review and adoption</u>	X	<u>3/23/2010</u>	
M07	<u>City Council second reading</u>	X	<u>4/13/2010</u>	
M08	<u>Ordinance effective</u>		<u>5/13/2010</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

Community Development

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

**Proj. #:** CD17  
**Acct. #:** \_\_\_\_\_  
**Type:** \_\_\_\_\_  
**Detailed Workplan Required:** No

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

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

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

**Milestones:**

City Council

		<b>Due Date:</b>	<b>Actual:</b>
M01	<u>Prepare issue paper</u>	<u>6/1/2009</u>	_____
M02	<u>City Council direction on options</u>	<u>7/14/2009</u>	_____
M03	<u>Prepare draft Zone Text Amendment language</u>	<u>8/10/2009</u>	_____
M04	<u>Planning Commission review and recommendation</u>	<u>9/15/2009</u>	_____
M05	<u>City Council review and adoption</u>	<u>10/27/2009</u>	_____
M06	<u>City Council second reading</u>	<u>11/10/2009</u>	_____
M07	<u>Ordinance effective</u>	<u>12/10/2009</u>	_____
M08	_____	_____	_____
M09	_____	_____	_____
M10	_____	_____	_____
M11	_____	_____	_____

**STATUS:** New program

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

# 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:**

		City Council	Due Date:	Revised Date:	Actual:
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	_____				

**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	4/12/2005		4/12/2005
M02 <u>City, SamTrans and consultant finalize project scope</u>		4/30/2005		5/10/2005
M03 <u>City Council appoints citizen committee, if needed</u>		6/14/2005		N/A
M04 <u>Consultant prepares draft landscape / design plan</u>		9/15/2005	11/1/2005	11/1/2005
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:** Refinement of San Juan Hills/Western Hills Floor Area Transfer Policies

**Source:** Planning Commission

**Lead:** deMelo

**Team:** Planning, City Attorney

**Contractor(s):** TBD

**Proj. #:** CD15

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

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

**Detailed Workplan Required:** No

**Description:** Study and propose revisions to the zoning regulations regarding floor area transfer policies within these areas of the city.

**Staff Recommendation:**

For Priority Consideration

No Recommendation

Below the Line

Against Study

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

200+  
25k

**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	X	
M07	Ordinance effective		
M08			
M09			
M10			
M11			

City Council	<b>Due Date:</b>	<b>Actual:</b>
	<u>10/1/2008</u>	_____
	<u>7/14/2009</u>	_____
	<u>9/1/2009</u>	_____
	<u>10/6/2009</u>	_____
	<u>11/24/2009</u>	_____
	<u>12/8/2009</u>	_____
	<u>1/7/2010</u>	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____

**STATUS:** D&D REPORT PRESENTED TO CC ON 11/12/08 - CONTINUED FROM 1/13/09 MEETING TO DATE UNCERTAIN

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

# 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>	X	<u>12/12/2006</u>	<u>3/27/2007</u>	<u>3/27/2007</u>
M03	<u>Prepare draft guidelines</u>		<u>4/6/2007</u>	<u>12/4/2007</u>	<u>12/4/2007</u>
M04	<u>Planning Commission review and recommendation</u>		<u>6/19/2007</u>	<u>10/6/2009</u>	
M05	<u>City Council review and adoption</u>	X	<u>9/11/2007</u>	<u>12/8/2009</u>	
M06	_____		_____	_____	_____
M07	_____		_____	_____	_____

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.

**STATUS:**

**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** 300+  
**Estimated Contractor costs** \_\_\_\_\_

**Milestones:**

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

**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

			Revised	
		Due Date:	Date:	Actual:
M01	<u>Prepare issue paper on solar access.</u>	11/17/2006	TBD	
M02	<u>City Council direction on solar access options</u>	1/9/2007	TBD	X
M03	<u>Prepare draft General Plan / Zone Text Amendment language</u>	3/30/2007	TBD	
M04	<u>Planning Commission review and recommendation</u>	5/15/2007	TBD	
M05	<u>City Council review and adoption</u>	7/10/2007	TBD	X
M06	<u>City Council second reading</u>	7/24/2007	TBD	X
M07	<u>Ordinance effective</u>	8/23/2007	TBD	
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. #:** CD16  
**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	Due Date:	Actual:
M01	<u>City Council identifies major objectives</u>	X	<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>5/19/2009</u>	
M06	<u>City Council hearing and adoption</u>	X	<u>6/23/2009</u>	
M07	<u>City Council second reading</u>	X	<u>7/14/2009</u>	
M08	<u>Ordinance effective</u>		<u>8/13/2009</u>	
M09	_____			
M10	_____			
M11	_____			

**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

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

**Source:** PC

**Lead:** Fil

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

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

**Proj. #:** FN04

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

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

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

**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** 250

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

Milestones:	City Council	Due Date:	Revised Date:	Actual:
M01 <u>Discussion and Direction on Art Consultant Selection</u>	X	<u>4/30/2008</u>	<u>5/12/2009</u>	
M02 <u>Establishing Artway Task Force</u>		<u>6/30/2009</u>		
M03 <u>Establishing Capital Improvement Projects and Timelines</u>		<u>5/30/2008</u>	<u>7/31/2009</u>	
M04 <u>Design Monument Signs</u>		<u>9/30/2008</u>	<u>9/30/2009</u>	
M05 <u>Establish Artway Steering Committee</u>		<u>10/31/2009</u>		
M06 <u>Planning Commission review of Monument Signs</u>		<u>10/30/2008</u>	<u>12/31/2009</u>	
M07 <u>Redesign of Monument Signs</u>		<u>12/20/2008</u>	<u>1/31/2010</u>	
M08 <u>Planning Commission review and approval of Monument Signs</u>		<u>1/30/2009</u>	<u>2/28/2010</u>	
M09 <u>Prepare Construction Documents</u>		<u>3/30/2009</u>	<u>3/30/2010</u>	
M10 <u>Go out to bid with CIP</u>		<u>4/30/2009</u>	<u>4/30/2010</u>	
M11 <u>Begin Construction</u>		<u>5/30/2009</u>	<u>5/30/2010</u>	
M12 <u>Construction Completed</u>		<u>10/30/2009</u>	<u>10/31/2010</u>	
M13 _____				

**STATUS:** To Council in May 2009 for Discussion and Direction.

**Comments:**

# PROJECT DESCRIPTION

Finance

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

**Proj. #:** FN03  
**Acct. #:** \_\_\_\_\_  
**Type:** \_\_\_\_\_  
**Detailed Workplan Required:** \_\_\_\_\_

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

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

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

Milestones:	City Council	Due Date:	Revised Date:	Actual:
M01 <u>Identify project objectives with consultants</u>		11/30/2005		11/30/2005
M02 <u>Engage consultants</u>		12/31/2005		11/30/2005
M03 <u>Research and identify project candidates</u>		1/31/2006		1/31/2006
M04 <u>Develop ED strategies for specific projects</u>		3/31/2006		1/31/2006
M05 <u>Confirm candidates and strategies with Council</u>	X	5/9/2006		2/14/2006
M06 <u>Implement strategy - Phase 2</u>		7/31/2006		2/15/2006
M07 <u>Report Phase 2 results</u>	X	9/12/2006	1/25/2007	1/25/2007
M08 <u>Initiate Phase 3 for target sites</u>		9/30/2006	1/26/2007	1/26/2007
M09 <u>Issue RFQs</u>		6/30/2007	various	1/7/2009
M10 <u>Report Phase 3 results</u>	X	6/30/2007	various	10/9/2007
M11 <u>Initiate Phase 4 developer selection</u>		10/31/2007	various	
M12 <u>Negotiate Owner Participation (OPA) or Development and Dispos</u>	X	TBD	various	
M13 <u>Obtain required Applicant approvals</u>	X	10/31/2006	TBD	
M14 <u>Implement project</u>		12/31/2006	TBD	
M15 <u>Report Phase 4 results</u>	X	TBD		
M16 _____				

**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

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

<b>Estimated Staff Hours</b>	400
<b>Estimated Contractor costs</b>	TBD

**Milestones:**

		City Council	Due Date:	Actual:
M01	<u>Identify funding source</u>		TBD	
M02	_____			
M03	_____			
M04	_____			
M05	_____			
M06	_____			
M07	_____			
M08	_____			
M09	_____			
M10	_____			
M11	_____			

**STATUS:**

STAFF HAVE BEEN ATTEMPTING TO SET UP A MEETING WITH ORACLE REPRESENTATIVES TO EXPLORE IDEAS FOR IMPROVING THE SITE.

**Comments:**

# 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	<u> </u>				

**STATUS:** 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.

**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 R ec 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:** 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

<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>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

**Estimated Staff Hours** 400  
**Estimated Contractor costs** \$250K

Milestones:	City Council	Due 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

**Estimated Staff Hours** 200

**Estimated Contractor costs** \$30k

Milestones:	City Council	Due Date:	Actual:
M01 <u>Review trail system</u>		<u>6/1/2008</u>	<u>6/1/2008</u>
M02 <u>Park &amp; Rec Commission review</u>		<u>12/3/2008</u>	<u>2/17/2009</u>
M03 <u>Council direction for new trails</u>	X	<u>2/24/2009</u>	<u>2/24/2009</u>
M04 <u>Implementation of project</u>		_____	_____
M05 _____		_____	_____
M06 _____		_____	_____
M07 _____		_____	_____
M08 _____		_____	_____
M09 _____		_____	_____
M10 _____		_____	_____
M11 _____		_____	_____

**STATUS:** CEQA clearance rec'd. Currently being built with volunteer labor. Trail bridges will be built in final steps of the project.

**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 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	_____			
M09	_____			
M10	_____			
M11	_____			

**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

Police

**Project:** Community Disaster/Emergency Alert Systems  
**Source:** Staff  
**Lead:** Mattei  
**Team:** Halleran, BSCFD  
**Contractor(s):** Various

**Proj. #:** PD03  
**Acct. #:** \_\_\_\_\_  
**Type:** Project  
**Detailed Workplan Required** 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

**Estimated Staff Hours** 200  
**Estimated Contractor costs** \$5,500K

Milestones:	City Council	Due Date:	Revised Date:	Actual:
M01		2/8/2008		2/8/2008
M02		4/2/2008	6/1/2009	
M03		10/1/2008	7/1/2009	
M04		12/31/2008	12/31/2009	
M05		4/13/2009		4/13/2009
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 - Rapid 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. 4/13/2009 - Water level monitor station for Belmont Creek at Old County Rd ordered. Installation is being done in conjunction with SMCo OES who is installing monitoring in other locations in SM County.

# 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** 200  
**Estimated Contractor costs** TBD

**Milestones:**

		City Council	Due Date:	Actual:
M01	Research parking programs in neighboring communities		3/15/2009	3/6/2009
M02	Identify potential vendors		3/15/2009	3/6/2009
M03	Identify potential areas for meters		3/15/2009	3/6/2009
M04	Cost - Benefit analysis of metered parking program		7/1/2009	
M05	Report to Council on M01-M04 (Discussion & Direction)	X	7/28/2009	
M06				
M07				
M08				
M09				
M10				
M11				

**STATUS:** Efforts are underway to identify potential vendors

**Comments:** Efforts are underway to identify potential vendors. 3/6/09 Meeting with vendor who provides parking meter installation, maintenance and coin collection service. Obtained information from RC & SM regarding current programs. Reviewed potential areas for meters.

# 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:**

M01	<u>Analysis of current system with specific recommendations</u>
M02	_____
M03	_____
M04	_____
M05	_____
M06	_____
M07	_____
M08	_____
M09	_____
M10	_____
M11	_____

City Council	Due Date:	Revised Date:	Actual:
	<u>TBD</u>	<u>7/14/2009</u>	
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

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

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

# PROJECT DESCRIPTION

Public Works

**Project:** 101 Bike Pedestrian Bridge  
**Source:** Council  
**Lead:** Borrmann  
**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>Council accepts ROW deeds</u>			<u>5/14/2009</u>	
M11	<u>Obtain permit from Caltrans</u>		<u>6/1/2001</u>	<u>TBD</u>	
M12	<u>Council considers approval to advertise for bids</u>	X	<u>7/10/2001</u>	<u>TBD</u>	
M13	<u>Council considers award of contract</u>	X	<u>8/14/2001</u>	<u>TBD</u>	
M14	<u>Begin construction</u>		<u>9/1/2001</u>	<u>TBD</u>	
M15	<u>Construction complete</u>		<u>7/1/2002</u>	<u>TBD</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 Department

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

**STATUS:**

City Council gave direction to proceed with vacation of maint easements across private properties for creek maint, prepare a new ordinance for creek setbacks, & develop a creek education program and identify partners for a Friends of the Creek.

**Comments:**

# PROJECT DESCRIPTION

Public Works

**Project:** Paper Trails  
**Source:** Council  
**Lead:** Borrmann  
**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 locations, Present to Council</u>	X	<u>6/30/2006</u>	<u>5/12/2009</u>	
M07 <u>Develop procedures for property acceptance w/City Attorney</u>		<u>TBD</u>	<u>TBD</u>	
M08 <u>Prepare Draft Trail Plan Details for Volunteers</u>		<u>TBD</u>	<u>TBD</u>	
M09 <u>CC Presentation of Plan and Direction</u>	X	<u>TBD</u>	<u>TBD</u>	
M10 <u>Prepare Final Trail Plan</u>		<u>TBD</u>	<u>TBD</u>	
M11 _____				

**STATUS:** P&R Comm reviewed & recommended top 10 locations. PW to finalize steps needed to accept ownership of those offered. P&R to develop "typical trail details" for volunteers to use, and integrate into existing walkability plans for City.

**Comments:**

# PROJECT DESCRIPTION

Public Works Department

**Project:** Ralston Avenue and Old County Road Street Lighting  
**Source:** PC  
**Lead:** Borrmann  
**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:** Borrmann  
**Team:** Borrmann, 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>	X	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>	X	TBD		
M06	<u>Revise traffic policies to reflect council comments</u>		TBD		
M07	<u>Prepare resolution adopting revised traffic policies</u>	X	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:** Borrmann

**Team:** Borrmann, 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

<b>Estimated Staff Hours</b>	200
<b>Estimated Contractor costs</b>	\$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>	X	TBD		
M09	<u>Prepare Final Report</u>	X	TBD		
M10	_____				
M11	_____				

**STATUS:** PENDING

**Comments:**

**2009/2010 Council Priority Calendar**  
*For Council Consideration on April 28, 2009*

**May 12, 2009**

- Discussion & Direction – Community Artway/Landscape Signage & Landscape Project (FIN)
- Council accepts ROW deeds for 101 Bike Pedestrian Bridge (PW)
- Council review refined trail system locations – Paper Trails (PW)

**May 26, 2009**

- 

**June 9, 2009**

- *Adopt FY2010 Budget (FIN)*

**June 23, 2009**

- Council hearing and adoption – Tree Ordinance (CD)

**July 14, 2009**

- Council direction on options for Lot Coverage/Hardscape Limits/Parking in Front Yards (CD)
- Council direction on options for Refinement of San Juan Hills/Western Hills Floor Area Transfer (CD)
- Second reading – Tree Ordinance (CD)

**July 27, 2009**

- Report to Council on Metered Parking Zones (PD)

**August 11, 2009**

- Landscape design approved by Council – Semeria Park (P&R)

**August 25, 2009**

- 

**September 8, 2009**

- Landscape design approved by Council – Davey Glen Park Improvements (P&R)

**September 22, 2009**

- 

**October 13, 2009**

- 

**October 27, 2009**

- Council review and adoption of Lot Coverage/Hardscape Limits/Pkg in Front Yards Ordinance (CD)

**November 10, 2009**

- Second reading Lot Coverage/Hardscape Limits/Parking in Front Yards Ordinance (CD)

**November 24, 2009**

- Council review & adoption – Refinement of SJ Hills/Western Hills Floor Area Transfer Policies (CD)

**December 8, 2009**

- Second reading – Refinement of SJ Hills/Western Hills Floor Area Transfer Policies (CD)
- Council review and adoption – Residential Design Guidelines (CD)

**2009/2010 Council Priority Calendar**  
*For Council Consideration on April 28, 2009*

**December 22, 2009 – Meeting Cancelled**

**January 12, 2010**

- 

**January 26, 2010**

- 

**February 9, 2010**

- 

**February 23, 2010**

- 

**March 9, 2010**

- 

**March 23, 2010**

- Council review and adoption of Historic Preservation issues and inventory (CD)

**April 13, 2010**

- Second reading of Historic Preservation ordinance (CD)
- Council approves Tree Planting Program and Budget (P&R)

**April 27, 2010**

- 

**May 11, 2010**

- 

**May 25, 2010**

-

# PRIORITY CALENDAR STATUS REPORT

2009-2010 Priorities

Attachment D

A		B		C		D		E		F		G	
Dept		Project Title		Lead	Total Hrs.	Cost, not inc. staff	Type	Status					
1													
2		<b>COMMUNITY DEVELOPMENT</b>											
3	CD	<b>Emmett House Renovations and Site Work</b> - Restoration and Relocation to Sixth and O'Neil		CD Dir	300	\$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.					
4	CD	<b>General Plan Update</b> - 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		CD Dir	2,000	\$300,000	Active/ Current	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.					
5	CD	<b>Harbor Industrial Area Annexation</b> - Work with Council Sub-committee and HIA to develop annexation proposal & submit LAFCO annexation application		CD Dir	700	\$22,000	Active/ Current	ON HOLD AWAITING DIRECTION FROM COUNCIL ON ANNEXATION APPLICATION. DISCUSSIONS ARE COMMENCING WITH PROPERTY OWNERS ON VOLUNTARY ANNEXATION PLAN.					
6	CD	<b>Historic Preservation</b> - Revise Structures of Historic or Aesthetic Value section and update historic resources inventory		CD Dir	250	\$20,000	Active/ Current	NEXT STEPS INCLUDE FORMULATION OF TASK FORCE TO REVIEW COMPONENTS FOR AMENDMENT & NEW RESOURCES SURVEY.					
7	CD	<b>Lot Coverage/Hardscape Limits/Parking in Front Yards</b> - Study and propose revisions to the zoning regulations regarding lot coverage, property hardscape standards, circular driveways and parking in front yards.		CD Dir	175		Active/ Current	New program					
8	CD	<b>Permit Efficiency Task Force</b> <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)		CD Dir	250	\$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.					
9	CD	<b>Planning CalTrain Station / "Grand Blvd"</b> - Plan for improvements to CalTrain station and El Camino Real in support of "Grand Boulevard" objectives		CD Dir	150	\$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.					

**PRIORITY CALENDAR STATUS REPORT**  
2009-2010 Priorities

A	B	C	D	E	F	G
Dept	Project Title	Lead	Total Hrs.	Cost, not inc. staff	Type	Status
1						
10	<b>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</b>	CD Dir	200+	\$25,000	Active/Current	D&D REPORT PRESENTED TO CC ON 11/12/08 - CONTINUED FROM 1/13/09 MEETING TO DATE UNCERTAIN
11	<b>Residential Design Guidelines - Guidelines for new and remodeled residential projects, including hillside development issues. Spring 2007 added: Hardscape &amp; Lot Coverage Sids./Landscape Requirements for Residential Development.</b>	CD Dir	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.
12	<b>Revision of Zoning Ordinance Definitions - Update and expand Definitions Section of Ordinance; and Redefine Building Height options</b>	CD Dir	150	\$0	Active/Current	To be commenced upon completion of Residential Design Guidelines. No new updates at this time.
13	<b>Solar Access Ordinance - Propose revisions to the zoning regulations regarding solar access</b>	CD Dir	100	tbd	Active/Current	STAFF RECOMMENDS COORDINATION WITH "GREEN TEAM" OBJECTIVES AND REFINEMENT OF SCOPE OF PROJECT WITH COUNCIL.
14	<b>Tree Ordinance - Revise tree ordinance, and consider establishing tree regulations in Zoning Ordinance</b>	CD Dir	100	\$20,000	Active/Current	CC REVIEWED ON 10/4/08 - DIRECTION GIVEN. PC REVIEWED ON 11/6/08 - FURTHER DIRECTION GIVEN. DRAFT AMENDMENTS CURRENTLY BEING PREPARED.
15	<b>FINANCE</b>					
	<b>Community Artway - Landmark Signage and Landscaping Project - City Edges - Installation of Monument signing and landscaping at the entrance to the City on eastbound Ralston east of Christian Dr and on northbound Alameda north of Cranfield Ave</b>	FIN Dir	400	\$125,000	Active/Current	To Council in May 2009 for Discussion and Direction.
16						
17	<b>Targeted Economic Development Project - Identify and implement targeted economic development projects within the City</b>	FIN Dir	2,350	\$75,000	Active/Current	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.

# PRIORITY CALENDAR STATUS REPORT

2009-2010 Priorities

A	B	C	D	E	F	G
Dept	Project Title	Lead	Total Hrs.	Cost, not inc. staff	Type	Status
18	<b>PARKS AND RECREATION</b>					
PR	<b>Athletic Field Improvements</b> - 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.	P&R Dir	400	\$6M	Active/ Current	STAFF HAVE BEEN ATTEMPTING TO SET UP A MEETING WITH ORACLE REPRESENTATIVES TO EXPLORE IDEAS FOR IMPROVING THE SITE.
PR	<b>Cipriani Dog Park Improvements</b> - Design and construct improvements for the Dog Park.	P&R Dir	80	\$75,000	Active/ Current	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.
PR	<b>Davey Glen Park Design and Development</b> - Design & development of unimproved park site on Davey Glen Road, which might include picnic areas, playground equipment, benches, fencing and landscaping	P&R Dir	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.
PR	<b>Park Open Space Master Plan Update</b> - Would include updating the inventory of the parks system, analysis of current demands/trends, identifying completed projects and updating of the action plan	P&R Dir	400	\$50,000	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.
PR	<b>Semeria Park</b> - Design and development of a park. Initial costs are for design from which a development cost estimate will be made.	P&R Dir	80	\$288,000	Active/ Current	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.
PR	<b>Solar Energy Policy</b> - to consider implementation of solar energy projects and legislation that enhances solar energy use on public facilities.	P&R Dir	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.
PR	<b>Trail Improvements</b> - Review trail system, repair/improve existing trails, add new trails.	P&R Dir	200	\$40,000	Active/ Current	CEQA clearance rec'd. Currently being built with volunteer labor. Trail bridges will be built in final steps of the project.
PR	<b>Tree Planting Program</b> - Establish program for planting trees on City property and/or public right-of-way.	P&R Dir	50	\$40,000	Active/ Current	PARK STAFF HAVE IDENTIFIED THE STERLING DOWNS NEIGHBORHOOD AS LACKING IN STREET TREES.

# PRIORITY CALENDAR STATUS REPORT

Attachment D

## 2009-2010 Priorities

A	B	C	D	E	F	G
Dept	Project Title	Lead	Total Hrs.	Cost, not inc. staff	Type	Status
1						
27	<b>POLICE</b>					
	<b>Community Disaster/Emergency Alert Systems</b> - Research and implement systems for alerting the community to disaster and emergency situations.	Police Chief	200	\$5,500	Active/Current	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.
28	<b>Metered Parking Zones</b> - Research into establishment of metered parking areas to better utilize limited parking availability in specific areas	Police Chief	200	TBD	Active/Current	Efforts are underway to identify potential vendors
29	<b>Unified Code Enforcement</b> - Research into combining current separate code enforcement efforts into Police Dept.	Police Chief	200	TBD	Active/Current	Part of ongoing community policing efforts
30						
31	<b>PUBLIC WORKS</b>					
	<b>101 Bike Pedestrian Bridge</b> - Obtain funding; design and construct bridge over 101; includes other improvements between Old County Road and Highway 101 for Safe Routes to School	PW Dir	900	\$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.
32						
	<b>Belmont Solid Waste/Recycling Collection Alternatives</b> - Develop and analyze alternatives to the SBWMA Collection agreement	PW Dir	400	\$50,000	Active/Current	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.
33						
	<b>Creek Restoration</b> - Develop program for restoration of city creeks	PW Dir	100	\$150,000	Active/Current	City Council gave direction to proceed with vacation of maint easements across private properties for creek maint, prepare a new ordinance for creek setbacks, & develop a creek education program and identify partners for a Friends of the Creek.
34						
	<b>Paper Trails</b> - Identify paper streets and trails and determine which ones could be developed into a public trail system	PW Dir	280	\$0	Active/Current	P&R Comm reviewed & recommended top 10 locations. PW to finalize steps needed to accept ownership of those offered. P&R to develop "typical trail details" for volunteers to use, and integrate into existing walkability plans for City.
35						
	<b>Ralston Avenue and Old County Road Street Lighting</b> - Develop program for review and replacement of street lighting standards	PW Dir	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.
36						

**PRIORITY CALENDAR STATUS REPORT**  
**2009-2010 Priorities**

A	B	C	D	E	F	G
<u>Dept</u>	<u>Project Title</u>	<u>Lead</u>	<u>Total Hrs.</u>	<u>Cost, not inc. staff</u>	<u>Type</u>	<u>Status</u>
1 37	Review all Traffic Policies - Review all City's traffic related policies to determine consistency with best practices.	PW Dir	200		Active/ Current	PENDING
38	Updated Ralston Traffic Study - conduct a comprehensive traffic study and determine appropriate capital improvements to mitigate any traffic related problems.	PW Dir	200	\$100,000	Active/ Current	PENDING

**PRIORITY CALENDAR STATUS REPORT**  
**2009-2010 Priorities**

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1						
2	<b>COMMUNITY DEVELOPMENT</b>					
3	CD Emmett House Renovations and Site Work - Restoration and Relocation to Sixth and O'Neil	CD Dir	300	\$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.
4	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	CD Dir	2,000	\$300,000	Active/ Current	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.
5	CD Harbor Industrial Area Annexation - Work with Council Sub-committee and HIA to develop annexation proposal & submit LAFCO annexation application	CD Dir	700	\$22,000	Active/ Current	ON HOLD AWAITING DIRECTION FROM COUNCIL ON ANNEXATION APPLICATION. DISCUSSIONS ARE COMMENCING WITH PROPERTY OWNERS ON VOLUNTARY ANNEXATION PLAN.
6	CD Historic Preservation - Revise Structures of Historic or Aesthetic Value section and update historic resources inventory	CD Dir	250	\$20,000	Active/ Current	NEXT STEPS INCLUDE FORMULATION OF TASK FORCE TO REVIEW COMPONENTS FOR AMENDMENT & NEW RESOURCES SURVEY.
7	CD Lot Coverage/Hardscape Limits/Parking in Front Yards - Study and propose revisions to the zoning regulations regarding lot coverage, property hardscape standards, circular driveways and parking in front yards.	CD Dir	175		Active/ Current	New program
8	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. (Project will eventually be subdivided into each of the recommendations)	CD Dir	250	\$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.
9	CD Planning CalTrain Station / "Grand Blvd" - Plan for improvements to CalTrain station and El Camino Real in support of "Grand Boulevard" objectives	CD Dir	150	\$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.
10	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	CD Dir	200+	\$25,000	Active/ Current	D&D REPORT PRESENTED TO CC ON 11/12/08 - CONTINUED FROM 1/13/09 MEETING TO DATE UNCERTAIN

**PRIORITY CALENDAR STATUS REPORT**  
**2009-2010 Priorities**

A	B	C	D	E	F	G
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1	<b>Residential Design Guidelines</b> - Guidelines for new and remodeled residential projects, including hillside development issues. <u>Spring 2007</u> added: Hardscape & Lot Coverage Stds./Landscape Requirements for Residential Development.	CD Dir	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.
11	<b>Revision of Zoning Ordinance Definitions</b> - Update and expand Definitions Section of Ordinance; and Redefine Building Height options	CD Dir	150	\$0	Active/Current	To be commenced upon completion of Residential Design Guidelines. No new updates at this time.
12	<b>Solar Access Ordinance</b> - Propose revisions to the zoning regulations regarding solar access	CD Dir	100	tbd	Active/Current	STAFF RECOMMENDS COORDINATION WITH "GREEN TEAM" OBJECTIVES AND REFINEMENT OF SCOPE OF PROJECT WITH COUNCIL.
13	<b>Tree Ordinance</b> - Revise tree ordinance, and consider establishing tree regulations in Zoning Ordinance	CD Dir	100	\$20,000	Active/Current	CC REVIEWED ON 10/4/08 - DIRECTION GIVEN. PC REVIEWED ON 11/6/08 - FURTHER DIRECTION GIVEN. DRAFT AMENDMENTS CURRENTLY BEING PREPARED.
14	<b>FINANCE</b>					
15	<b>Community Artery - Landmark Signage and Landscaping Project - City Edges</b> - Installation of Monument signing and landscaping at the entrance to the City on eastbound Ralston east of Christian Dr and on northbound Alameda north of Cranfield Ave	FIN Dir	400	\$125,000	Active/Current	To Council in May 2009 for Discussion and Direction.
16	<b>Targeted Economic Development Project</b> - Identify and implement targeted economic development projects within the City	FIN Dir	2,350	\$75,000	Active/Current	Council apr'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.
17	<b>PARKS AND RECREATION</b>					
18	<b>Athletic Field Improvements</b> - 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.	P&R Dir	400	\$6M	Active/Current	STAFF HAVE BEEN ATTEMPTING TO SET UP A MEETING WITH ORACLE REPRESENTATIVES TO EXPLORE IDEAS FOR IMPROVING THE SITE.
19	<b>Cipriani Dog Park Improvements</b> - Design and construct improvements for the Dog Park.	P&R Dir	80	\$75,000	Active/Current	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.
20	<b>Davey Glen Park Design and Development</b> - Design & development of unimproved park site on Davey Glen Road, which might include picnic areas, playground equipment, benches, fencing and landscaping	P&R Dir	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.
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