



ADMINISTRATIVE SERVICES DEPARTMENT

Council Meeting Date: October 7, 2008

Staff Report #: 08-150

Agenda Item #: I-1

INFORMATION ITEM: Biannual Update of Schedules for Priority Projects

This is an information item and does not require Council action.

BACKGROUND

In March 2008, staff produced schedules for each of the City's priority projects that would continue into the 2008-09 fiscal year. The schedules were used as a tool to assess the capacity in each department to accomplish new projects in the 2008-09 budget year. In June 2008, the Fiscal Year 2008-09 Budget was adopted which included funding for 35 new project priorities. This report transmits project schedules for each of the new projects and updates for all other projects that are still in progress from prior fiscal years. Staff plans to update these schedules twice per year and provide an overview of the overall progress with each update.

ANALYSIS

Preparing a schedule for each priority project provides the City with an important analytical tool to assess its progress in achieving goals as well as assessing the organizations capacity to take on new projects in upcoming fiscal years. Attachment A provides a high level overview of the number of projects and their current status. Two tables are provided, one sorts project data by fiscal year and one by lead department. Project status has been categorized into one of the following categories:

- Active – applies to projects currently in progress
- Complete – projects that are completed now or will be complete by the end of October 2008 (detailed schedules are not included)
- Hold – projects that are on hold pending an action that is beyond staff's control
- Start Pending – projects that will start later in the fiscal year as they are phased in with the overall workload in that department

This report provides information on 82 priority projects – 57 are active, 13 have been completed since the last update, one is on hold, and 11 have a start date in the future.

The overall summary by fiscal year in Attachment A provides some insight into the age of projects and can help assess the City's overall backlog of projects. This type of statistical data will become more meaningful as future updates are produced and we can compare data from year to year. For example, of the 57 active projects, ten projects were established in fiscal year 2006-07 or prior, with the oldest project dating back to 2002-03 (the Police Substation in Belle Haven). This table also shows how many projects were "added." This represents projects added as priorities outside of the

normal annual project priority setting process. In most cases these projects were added when a funding grant was received that allowed a project to proceed. In these cases, it's important to maintain the flexibility of adding new projects at any time during the year. However, the new projects will utilize staff resources that will generally be taken away from other projects causing schedule impacts. Of the 57 active projects, six were added outside of the project priority process.

Attachment B is the Project Priority Status Report. It provides basic information about each project including: its budget, fiscal year the project was initiated, lead department, current status, anticipated completion date, and whether the project is scheduled to be completed this fiscal year. For each of the projects listed that are not complete a one page graphic schedule is provided as Attachment C.

The largest volume of projects is being managed by the public works department – 45 of the 57 active projects. The department prepared an additional graphic that shows all of the current project schedules on one chart (Attachment D). It specifically identifies projects that are expected to have a future phase to be fully completed. It is common for public works projects to start as a study or design and require future phases for construction. This will become a useful tool to look ahead and determine how many new priority projects can be undertaken in future fiscal years.

Assessing Overall Progress

The information presented in this report provides a new method of tracking progress on priority projects adopted with the City's annual budget. While it is premature to make projections about the City's capacity to take on new projects in the 2009-10 budget year, this system will provide a useful way to make those assessments. For example, based on the anticipated completion date of each listed project, the Status Report indicates how many of the current projects are scheduled to extend into the 2009-10 fiscal year. Of the 68 projects that are currently active or will start this fiscal year, 22 of them are scheduled to extend into the new fiscal year, three have scheduled completion dates that are "to be determined," and 43 are shown to be completed this fiscal year. Completing 43 projects by the end of this fiscal year will require focused attention by the appropriate staff and is dependent on maintaining the level of projects currently approved.

As a new system, the accuracy of the schedules produced will improve as staff gains experience. Based on this update of the 2007-08 and prior schedules, the original schedules published in March 2008 were too optimistic. Many of these timelines have been extended with this update based on a better understanding of the circumstances that can impact schedules. The individual schedules include notations of what has caused delays.

IMPACT ON CITY RESOURCES

Transmittal of project updates has no direct impact on City resources.

POLICY ISSUES

No policy issues are raised in this report.

ENVIRONMENTAL REVIEW

As an information report, environmental review is not required.

Kent Steffens
Interim Assistant City Manager

PUBLIC NOTICE: Public Notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting.

ATTACHMENTS:

- A. Overall Project Summary
- B. Project Priority Status Report
- C. Individual Project Schedules
- D. Public Works Department Project Composite

City of Menlo Park
Project Priority Update
Overall Project Summary
 Updated October 7, 2008

Project Statistics By Fiscal Year

Fiscal Year	Project Status				Total
	Active	Complete	Hold	Start Pending	
2002-03	1				1
2003-04					0
2004-05	3				3
2005-06	1				1
2006-07	5	1			6
2007-08	17	10		1	28
2008-09	24		1	10	35
Added	6	2			8
All Projects	57	13	1	11	82

Project Statistics By Department

Fiscal Year	Project Status				Total
	Active	Complete	Hold	Start Pending	
Administrative Services	1	1			2
Community Development	4	2	1	1	8
Community Services	4	2			6
Library	3				3
Public Works - Engineering	25	4	0	7	36
Public Works - Maintenance	5	2		1	8
Public Works - Transportation	15	2		2	19
All Projects	57	13	1	11	82

**City of Menlo Park
Project Priority Status Report**

ATTACHMENT B

Updated Oct. 7, 2008

Pg. No.	Project Name	Approved Budget	Fiscal Year Funded	Lead Department	Status Active/ Complete	2008-09 Complete (Yes/No)	Anticipated Completion
-	Cost Allocation and Fee Study	\$88,000	2006-07	Administrative Services	Complete		Oct. 08
1	Council Chambers and Operator's Room Upgrade	\$48,250	2007-08	Administrative Services	Active	Yes	Jan. 09
2	Housing Element Update	\$300,000	2007-08	Community Development	Active	No	Jun. 10
-	El Camino Real Corridor/Santa Cruz Avenue Area Plan – Phase 1	\$226,500	2007-08	Community Development	Complete		
-	Senior Housing Needs Assessment	\$15,500	2007-08	Community Development	Complete		
3	El Camino Real/Downtown Vision Plan Implementation (Phase 2)	TBD	2008-09	Community Development	Active	No	Aug. 10
4	Develop Phased Program for Submittal of Green Building Checklists Related to Development Projects	\$10,000	2008-09	Community Development	Active	Yes	Apr 09
-	Modify Single Family Residential Zoning Standards and Review Process	\$15,000	2008-09	Community Development	Hold – pending work by community	TBD	TBD
5	Implementation Plan Based on Results of the Senior Housing Needs Assessment	\$9,000	2008-09	Community Development	Starts Jan. 09	Yes	May 09
6	Dumbarton Transit Station Area Specific Plan	\$710,000	Added	Community Development	Active	No	Dec. 10
-	Replacement of Thermal Covers at Belle Haven Pool	\$24,000	2007-08	Community Services	Complete		

City of Menlo Park Project Priority Status Report

Updated Oct. 7, 2008

Pg. No.	Project Name	Approved Budget	Fiscal Year Funded	Lead Department	Status Active/ Complete	2008-09 Complete (Yes/No)	Anticipated Completion
7	EGov OnLine Facility Registration	\$40,000	2008-09	Community Services	Active	Yes	Jun. 09
8	Window Coverings – Onetta Harris Community Center	\$6,100	2008-09	Community Services	Active	Yes	Nov. 08
9	Bleachers – Onetta Harris Community Center	\$10,800	2008-09	Community Services	Active	Yes	Dec. 08
10	Weight Room – Onetta Harris Community Center	\$18,250	2008-09	Community Services	Active	Yes	Jan. 09
-	Minor Facility Improvements--Belle Haven Youth Center	\$10,000	2007-08	Community Services/ Public Works	Complete		
11	Belle Haven Demographic Study	\$27,500	2007-08	Library	Active	Yes	May 09
12	Library Web Site Access Improvement	\$6,500	2008-09	Library	Active	Yes	Oct. 09
13	Environmental Awareness Collection	\$8,000	2008-09	Library	Active	Yes	Jun. 09
14	Police Substation – Belle Haven	\$2,230,000	2002-03	Public Works Engineering	Active	No	Dec. 09
15	Atherton Channel Study/Design	\$150,000	2004-05	Public Works Engineering	Active	Yes	Jun. 09
16	Emergency Water Supply (Groundwater well feasibility study in progress)	\$1,666,481	2004-05	Public Works Engineering	Active	TBD	TBD
17	Parking Plaza 2 Renovation	\$570,000	2006-07	Public Works Engineering	Active	Yes	Oct. 09
18	San Francisquito Creek Bonde Weir Fish Passage Improvements	\$248,000	2004-05	Public Works Engineering	Active	No	Oct. 09

City of Menlo Park Project Priority Status Report

Updated Oct. 7, 2008

Pg. No.	Project Name	Approved Budget	Fiscal Year Funded	Lead Department	Status Active/ Complete	2008-09 Complete (Yes/No)	Anticipated Completion
19	Main Library – Circulation, Children's Dept. And Teen/Young Area Renovations *	\$307,500	2006-07	Public Works Engineering	Active	No	Dec. 09
20	Terminal Avenue Site Remediation	\$1,300,000	2006-07	Public Works Engineering	Active	Yes	Dec. 08
21	Burgess Park Signage	\$45,000	2006-07	Public Works Engineering	Active	Yes	Jun. 09
22	Water Main Replacement	\$2,000,000	2006-07	Public Works Engineering	Active	No	Aug. 09
23	Burgess Gymnasium and Gymnastics Center Improvements (Phase I – programming study complete, Phase II – Environmental Document in progress, Phase III - Construction TBD)	\$1,250,000 (does not include construction funding)	2007-08	Public Works Engineering	Active	Yes	May 09 (Phase II)
24	Street Resurfacing Project	\$4,584,000	2007-08	Public Works Engineering	Active	Yes	Dec. 09
25	<i>Street Resurfacing - Oak Grove Ave.</i>	See Above	Added	Public Works Engineering	Active	Yes	Dec. 08
-	<i>Street Resurfacing - Sand Hill Road, Santa Cruz to I-280</i>	See Above	Added	Public Works Engineering	Complete		
-	<i>Street Resurfacing - Valparaiso Avenue</i>	See Above	Added	Public Works Engineering	Complete		
26	Sidewalk Repair Program	\$300,000	2007-08	Public Works Engineering	Active	Yes	May 09
27	Storm Drain Improvements and Cleaning	\$150,000	2007-08	Public Works Engineering	Active	No	Aug. 09
28	Streetlight Painting	\$75,000	2007-08	Public Works Engineering	Active	Yes	Feb. 09
29	Citywide Sports Field Study	\$45,000	2007-08	Public Works Engineering	Active	Yes	Jun. 09

City of Menlo Park Project Priority Status Report

Updated Oct. 7, 2008

Pg. No.	Project Name	Approved Budget	Fiscal Year Funded	Lead Department	Status Active/ Complete	2008-09 Complete (Yes/No)	Anticipated Completion
30	Street Tree Reforestation Program*	\$240,000	2007-08	Public Works Engineering	Active	Yes	Mar. 09
-	Playing Fields Study	\$40,000	2007-08	Public Works Engineering	Complete		
-	Middlefield Road/ Seminary Drive Median Re-landscaping	\$25,000	2007-08	Public Works Engineering	Complete		
31	Storm Drainage Fee Study	\$75,000	2007-08	Public Works Engineering	Starts Jan. 09	TBD	TBD
32	Sharon Heights Pump Station Replacement Design	\$275,000	2008-09	Public Works Engineering	Active	No	Sep. 09
33	Green@Home Conservation Project	\$37,000	2008-09	Public Works Engineering	Active	Yes	Jun. 09
34	Nealon Park Softball Field Improvements	\$60,000	2008-09	Public Works Engineering	Active	Yes	Mar. 09
35	Santa Cruz Avenue Sidewalk Improvements Phases I & II*	\$650,000	2008-09	Public Works Engineering	Active	No	Dec. 09
36	Sidewalk Accessibility and Master Plan Implementation	\$220,000	2008-09	Public Works Engineering	Active	No	Dec. 09
37	Street Resurfacing Design	\$125,000	2008-09	Public Works Engineering	Active	No	Dec. 09
38	Middlefield Road Storm Drain	\$150,000	2008-09	Public Works Engineering	Starts May 09	No	Oct. 09
39	Reservoir #1 & Reservoir #2 Mixers	\$200,000	2008-09	Public Works Engineering	Starts Jan. 09	No	Aug. 09
40	Kelly Park Improvements –Design and Environmental Review	\$575,000	2008-09	Public Works Engineering	Starts Nov. 09	No	Sep. 09
41	Sidewalk Repair Program	\$300,000	2008-09	Public Works Engineering	Starts Dec. 09	No	Dec. 09

City of Menlo Park Project Priority Status Report

Updated Oct. 7, 2008

Pg. No.	Project Name	Approved Budget	Fiscal Year Funded	Lead Department	Status Active/ Complete	2008-09 Complete (Yes/No)	Anticipated Completion
42	Preliminary Design of Restroom Facilities at Jack Lyle Memorial Park and Willow Oaks Park	\$35,000	2008-09	Public Works Engineering	Starts Nov. 08	Yes	Jun. 09
43	Utility Undergrounding Study of City Parking Plazas	\$100,000	2008-09	Public Works Engineering	Starts Jun. 09	No	May 10
44	Climate Action Plan	\$38,000	Added	Public Works Engineering	Active	Yes	Apr. 09
45	Beechwood School Property Sale	\$45,000	Added	Public Works Engineering	Active	Yes	Apr. 09
46	City Buildings (Minor)	\$250,000	2007-08	Public Works Maintenance	Active	Yes	Jun. 09
-	Park Improvements (Minor)	\$100,000	2007-08	Public Works Maintenance	Complete		
-	Downtown Median Lights	\$35,000	2007-08	Public Works Maintenance	Complete		
47	Automatic ADA Doors at Burgess Recreation Center and Onetta Harris Community Center	\$16,000	2008-09	Public Works Maintenance	Active	Yes	Nov. 08
48	Park Improvements (Minor)	\$110,000	2008-09	Public Works Maintenance	Active	Yes	Apr. 09
49	Belle Haven Child Development Center Playground Improvements	\$12,000	2008-09	Public Works Maintenance	Active	Yes	Jan. 09
50	Gym Floor – Onetta Harris Community Center	\$30,000	2008-09	Public Works Maintenance	Active	Yes	Apr. 09
51	City Buildings (Minor)	\$250,000	2008-09	Public Works Maintenance	Starts Nov. 08	No	Aug.09
52	Transportation Impact Fee Study	\$110,000	2005-06	Public Works Transportation	Active	Yes	April 09

City of Menlo Park Project Priority Status Report

Updated Oct. 7, 2008

Pg. No.	Project Name	Approved Budget	Fiscal Year Funded	Lead Department	Status Active/ Complete	2008-09 Complete (Yes/No)	Anticipated Completion
53	Caltrain Bike/Pedestrian Undercrossing Study & Conceptual Design between Ravenswood Ave and City Limits	\$55,000	2007-08	Public Works Transportation	Active	Yes	Aug. 09
54	University Drive/Menlo Avenue Intersection Improvements Study	\$35,000	2007-08	Public Works Transportation	Active	Yes	Dec. 08
55	Linfield Drive /Middlefield Road Intersection Improvement Study	\$15,000	2007-08	Public Works Transportation	Active	Yes	Jan. 08
56	Safe Routes to School Project for Encinal School	\$80,000	2007-08	Public Works Transportation	Active	Yes	Jan. 08
57	School Traffic Trip Reduction	\$100,000	2007-08	Public Works Transportation	Active	Yes	Mar. 09
58	Study of Sand Hill Road between Addison-Wesley and I-280 Including Bicycling	\$50,000	2007-08	Public Works Transportation	Active	Yes	May 09
-	Citywide Sidewalk Master Plan	\$100,000	2007-08	Public Works Transportation	Complete		
-	Phase I Wayfinding Sign Program	\$12,000	2007-08	Public Works Transportation	Complete		
59	Study – Residential Shuttle Service to the Menlo Park Caltrain Station	\$35,000	2008-09	Public Works Transportation	Active	Yes	Apr. 09
60	Willows Area-Wide Traffic Study	\$120,000	2008-09	Public Works Transportation	Active	No	Oct. 09
61	Downtown Parking Study	\$90,000	2008-09	Public Works Transportation	Active	No	Oct. 09

City of Menlo Park Project Priority Status Report

Updated Oct. 7, 2008

Pg. No.	Project Name	Approved Budget	Fiscal Year Funded	Lead Department	Status Active/ Complete	2008-09 Complete (Yes/No)	Anticipated Completion
-	Coleman Avenue Bicycle/ Pedestrian Alternative Analysis (Safe Routes to Laurel)	\$90,000	2008-09	Public Works Transportation	Active Contingent on SM County participation	TBD	TBD
62	Downtown Bike Rack Installation	\$10,000	2008-09	Public Works Transportation	Active	Yes	Dec. 09
63	Ringwood Avenue Bicycle/Pedestrian Overcrossing Improvements	\$40,000	2008-09	Public Works Transportation	Active	Yes	May. 09
64	Alternative School Transportation (Implementation)	TBD	2008-09	Public Works Transportation	Starts Jan. 09	No	Dec. 09
65	Safe Routes to Encinal School Plan Implementation	\$55,000	2008-09	Public Works Transportation	Starts Jan. 09	No	Aug. 09
66	Hillview School Safe Routes Construction	\$143,000	Added	Public Works Transportation	Active	Yes	May 09
67	Video Detection at Various Intersections	\$215,000	Added	Public Works Transportation	Active	Yes	Nov. 08

Footnotes: * Combines multiple projects or funding from multiple years

TBD = To Be Determined – Project schedule depends on the outcome of current tasks



Project Status Report

Updated: October 1, 2008

FY Approved: 2007-08

ATTACHMENT C

27-038 Council Chambers Upgrade

Description: This project is intended to improve the Audio/Visual Presentation System in the Council Chambers

Project Activities	2008												2009					
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Break Down Proposals into Component Areas			■															
Re-examine Priorities with City Council										■								
Return to Council with Revised Scenarios and Recommendation										■								
Construct Desired Improvements											■	■						
Finish Project - Use System													■					

Project Budget: \$ 48,250

Prepared by: G. Kramer

Schedule Update Footnotes:



Project Status Report

Updated: October 6, 2008

Housing Element Update

Description: Completion of the Housing Element update within the State-mandated deadline of June 30, 2009.

Project Activities	2008												2009					
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Complete draft background section of housing element					■	■	■	■	■	■	■	■						
Housing Commission meeting to review background section												■						
City Council meeting on issues and process									■	■								
Develop potential sites list per Council direction									■	■	■	■						
Housing Commission meeting to review potential sites list													■					
City Council meeting to review potential sites list													■					
Community workshop on background and potential sites list														■	■			
Develop draft goals, policies, and implementation strategies														■	■	■		
Community workshop on draft goals and policies																■	■	
Housing and Planning Commission review of draft documents																	■	■
Council meeting on draft documents																		■
Prepare Draft Housing Element, associated rezonings and EIR																		■
Housing and Planning Commission review/recommendation																		
Council authorizes submittal to State for review of draft element																		
Council action on element, rezonings and EIR (1)																		

Project Budget: \$300,000

Prepared by: Douglas Frederick

Schedule Update Footnotes:

(1) Anticipated completion date has been extended to June 2010 to: (a) develop a potential housing sites list for Council consideration, (b) include community workshops, (c) prepare an EIR, and (d) allow for a 60-day review by the State prior to the Council's final action.



Project Status Report

Updated: October 1, 2008

FY Approved: 2008-09

El Camino Real/Downtown Vision Plan Implementation



Description: Implementation of the El Camino Real/Downtown Vision Plan through community engagement activities to evaluate alternative scenarios for the study area and select a preferred scenario on which a Specific Plan and associated environmental review would be prepared for community and Council consideration

Project Activities	2008						2009												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Preparation of Draft RFP for consultant services																			
Council approval and issuance of RFP																			
Deadline for consultant proposals																			
Consultant interviews and Review Committee Recommendation																			
Council approval of consultant contract and scope of work																			
Initiation of consultant work																			

Project Budget: Estimated between \$500,000 and \$1,000,000; will be based on approved consultant contract

Prepared by: A. Heineck

Schedule Update Footnotes:

(1) Project activities following initiation of consultant work will be based on the approved scope of work. Project is expected to take up to two years to complete.



Project Status Report

Updated: October 1, 2008

FY Approved: 2008-09

Sustainable Building Program



Description: Implement a phased program for the submittal of sustainable building checklists related to development projects

Project Activities	2008						2009											
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Staff participation in training opportunities	[Activity occurs throughout 2008 and 2009]																	
Encourage voluntary submittal of LEED NC checklists for new non-residential projects over 10,000 square feet in size	[Activity occurs in 2008]						[Activity occurs throughout 2009]											
Develop supplemental counter handout on the phased program	[Activity in Jul 2008]	[Activity occurs throughout 2009]																
Encourage voluntary submittal of Green Point Rated checklists for new residential projects of more than 5 units	[Activity in 2008]			[Activity occurs throughout 2009]														
Require submittal of relevant checklists for projects previously on voluntary program	[Activity occurs throughout 2009]																	
Staff research on best practices in other cities	[Activity in 2008]						[Activity occurs throughout 2009]											
Staff analysis of sustainability programs based on submitted checklist information	[Activity in 2008]						[Activity occurs throughout 2009]											
Report staff research and analysis to Council	[Activity in 2008]						[Activity occurs throughout 2009]											
Council consideration and direction on development of a mandatory sustainability program for development	[Activity in 2008]						[Activity occurs throughout 2009]											

Project Budget: \$10,000

Prepared by: A. Heineck

Schedule Update Footnotes:

(1) Research and analysis phase of project has been accelerated to allow for Council consideration of and direction on a mandatory program as a part of its project priority consideration for 2009-2010.



Project Status Report

Updated: October 1, 2008

FY Approved: 2008-09

Implementation Plan for Meeting Senior Housing Needs

Description: Development of an implementation plan to address major issues identified in the Senior Housing Needs Assessment, with a focus on retrofitting the existing housing stock for increased accessibility and the purchase and rehabilitation of existing housing stock to meet future senior needs.

Project Activities	2008						2009												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Council review of Senior Housing Needs Assessment							■												
Prepare draft implementation plan								■	■										
Evaluate benefits, impacts and fiscal implications of draft plan									■	■									
Housing Commission consideration of draft plan										■									
Inform community, including past participants, of the plan											■	■							
Council approval of the plan												■							
Active implementation of plan elements													■	■	■	■	■	■	■

Project Budget: \$9,000

Prepared by: A. Heineck

Schedule Update Footnotes:



Project Status Report

Updated: October 1, 2008

Dumbarton Rail Station Area Specific Plan

Description: Study of potential land use and circulation alternatives based on TOD policies for an area within a one-half mile radius of a proposed transit station, resulting in consideration of a Specific Plan, General Plan and Zoning Ordinance amendments, and environmental review.

Project Activities	2008												2009					
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Complete Funding Agreements																		
Conduct RFP process for consultant																		
Council award of consultant contract																		
Completion of Brownfields Study																		
Public Outreach and Completion of Land Use Alternatives																		
Completion of Market Demand Study																		
Completion of Circulation and Parking Demand Studies																		

Project Budget: \$710,000 (subject to change)

Prepared by: A. Heineck

Schedule Update Footnotes:

- (1) Project continues through December 2010 with development of a Specific Plan, Fiscal Impact Analysis and environmental review.
- (2) Dates of community workshops and Commission and Council meetings will be based on consultant proposals.
- (3) Budget is subject to change based on contract planner/consultant contracts.
- (4) MTC has not signed the funding agreement to begin the project. There is no estimate of when the funding agreement may be signed.
- (5) Start of RFP process was postponed until July due to lack of a signed funding agreement. Staff initiated the RFP process hoping the signed funding agreement would be forthcoming. Staff is currently reviewing eight proposals for further consideration through a public interview process. Prior to Council award of the consultant contract, funding issues will need to be resolved. Remaining elements of the study have been similarly postponed.



Project Status Report

Updated: October 1, 2008

FY Approved: 2008-09

E-Gov Online Facility Registration

Description: The project would develop a new component to the registration system to enable customers to reserve and pay for facility rentals online. This would allow better coordination in the scheduling of classrooms, picnic sites, fields and other facilities.

Project Activities	2008						2009												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Meet with CSD staff to determine user needs for various facilities			■	■															
Draft outline, discuss with vendor and develop timeline				■	■	■													
Secure PO, program development admin and public site				■	■	■	■	■	■	■									
Testing and review of program for admin and public sites									■	■	■								
Staff Training and administration roll out											■	■							
Rollout to public												■							

Project Budget: \$40,000

Prepared by: Nancy Nuckolls

Schedule Update Footnotes:



Project Status Report

Updated: October 1, 2008

FY Approved: 2008-09

Window Coverings - Onetta Harris Community Center

Description: Purchase and installation of window coverings for the multipurpose room, craft room, and classroom at OHCC.

Project Activities	2008						2009												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Obtain 3 bids																			
Complete purchase order process																			
Install new window coverings																			

Project Budget: \$6,100

Prepared by: Katrina Whiteaker

Schedule Update Footnotes:



Project Status Report

Updated: October 1, 2008

FY Approved: 2008-09

Bleachers - Onetta Harris Community Center

Description: Repair and Perma-cap the existing wooden bleachers at OHCC.

Project Activities	2008						2009												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Obtain 3 bids																			
Complete purchase order process																			
Bleacher Repairs & Perma Cap																			

Project Budget: \$10,800

Prepared by: Katrina Whitaeker

Schedule Update Footnotes:



Project Status Report

Updated: October 1, 2008

FY Approved: 2008-09

Weight Room - Onetta Harris Community Center

Description: Redesign the OHCC weight room layout and upgrade/replace equipment.

Project Activities	2008						2009												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Design room layout & access equipment needs				■															
Obtain 3 bids					■														
Complete purchase order process						■													
Installation of new equipment							■												

Project Budget: \$18,250

Prepared by: Katrina Whiteaker

Schedule Update Footnotes:



Project Status Report

Updated: October 1, 2008

FY Approved: 2007-08

Belle Haven Demographic Study

Description: The goal of this project is a demographic study of the Belle Haven neighborhood so that the Library can adequately plan for future library development in the neighborhood.

Project Activities	2008						2009												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Identify potential demographers for study and issue RFP																			
Consultant Selection																			
Belle Haven Study by demographer																			
Results presented to Library Commission																			

Project Budget: \$ 27,500

Prepared by: Susan Holmer

Schedule Update Footnotes:

- 1) Schedule extended to accommodate a wider search for demographers.



Project Status Report

Updated: October 1, 2008

FY Approved: 2008-09

Library Website Access Improvement

Description: This project will give the library a more graphical and dynamic website which will help engage the community and improve access to library information.

Project Activities	2008						2009												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Identify potential website development consultants	■	■	■																
Issue RFP/Select website consultant				■	■	■													
Staff to work with developer on information, look needed on site							■	■	■										
Consultant design work							■	■	■	■	■								

Project Budget: \$ 6,500

Prepared by: Susan Holmer

Schedule Update Footnotes:



Project Status Report

Updated: October 1, 2008

FY Approved: 2008-09

Environmental Awareness Collection

Description: The library will develop a collection of materials related to environmental awareness and the green movement.

Project Activities	2008						2009														
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
Identify and order materials for Main and Belle Haven collections	█						█														
Establish Green Collection areas in Main and Belle Haven					█																
Develop content for Green Pages on library website							█														
Schedule workshop on a Green topic e.g., home composting								█	█												

Project Budget: \$ 8,000

Prepared by: Susan Holmer

Schedule Update Footnotes:



Project Status Report

Updated: October 1, 2008

FY Approved: 2004-05

27-029 - Police/City Service Center

Description: The project consists of entering into an agreement with Willows Corners LLC to purchase a 3,800 sq. ft. office condominium unit to be used as a Police/City Service Center at 1299 Willow Road.

Project Activities	2008												2009					
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
City Council approves agreement		■																
Building construction (1)		■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
City furniture/equipment installed																		
Service Center complete																		
City Council accepts improvements																		

Project Budget: \$2,230,000

Prepared by: Jennifer Ng

City Council Approves Agreement

PG&E completes high voltage line relocation (estimated)

Schedule Update Footnotes:

1) Construction Schedule extension attributed to plans, specifications and estimate relocation of high-voltage facilities from underneath building
 Building construction anticipated for completion December 2009.



Project Status Report

Updated: October 1, 2008

FY Approved: 2004-05

20-036 - Atherton Channel Study/Design

Description: The project includes the design and installation of a pump system in Haven Avenue that will pump the storm drain water from Haven Avenue to Atherton Channel.

Project Activities	2008												2009					
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Coordinate with PG&E for electric service (1)	■	■	■	■	■	■	■	■	■	■	■	■						
Develop construction plans, specifications, and estimate													■	■	■			
Advertise, award, and execute contract														■	■	■		
Construction																■	■	■
Project wrap-up and acceptance																		■

Project Budget: \$150,000

Prepared by: L.M. Johmann

City Council Awards
Construction Contract

Schedule Update Footnotes:

(1) Staff turn-over at PG&E has delayed coordination progress.



Project Status Report

Updated: October 1, 2008

FY Approved: 2004-05

77-012 - Supplemental Emergency Water Supply

Description: The project consists of determining how best to supply the eastern service area of the Menlo Park Municipal Water District in the event of an emergency.

Project Activities	2008												2009					
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Schematic design	█																	
Public Outreach (1)					█	█												
Changes to consultant scope of work							█	█	█									
Wells only feasibility analysis										█	█	█						
Presentation of Wells only Analysis (2)													█					

City Council approves scope of work

City Council to provide direction

Project Budget: \$1,666,481
 Prepared by: Jennifer Ng

Schedule Update Footnotes:
 (1) After Public Meeting #1, the residents of the Seminary Oaks and Vintage Oaks neighborhoods asked staff and Council to re-evaluate the project and project criteria.
 (2) Seek direction from Council regarding emergency supply alternatives and design criteria.



Project Status Report

Updated: October 1, 2008

FY Approved: 2007-08

20-042 - Parking Plaza 2 Renovation

Description: This project involves the reconstruction of Parking Plaza 2 and includes adding new trees, lighting, benches and rehabilitation of the asphalt concrete pavement.

Project Activities	2008						2009												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Develop conceptual design	█	█	█	█	█														
Develop construction plans, specifications, and estimate (1)						█	█	█	█	█									
Advertise, award, and execute construction contract										█	█								
Construction												█	█	█	█	█			
Project Wrap-up and Acceptance																	█	█	

Project Budget: \$570,000

Prepared by: L. M. Johmann

Meeting with local business owners to determine preferred design

City Council approves Conceptual Design

City Council approves construction contract

Schedule Update Footnotes:

(1) Project start was deferred to accommodate other priorities



Project Status Report

Updated: October 1, 2008

FY Approved: 2004-05

20-043 - San Francisquito Creek Bonde Weir Fish Passage Improvement Project

Description: Improve hydraulic characteristics for fish passage across the existing Bonde Weir via installation of a concrete pool and weir fishway, and placement of rock rip rap.

Project Activities	2008												2009					
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Construction drawings	■	■																
Encroachment permits			■	■	■	■	■											
Bid project							■											
City Council award of contract (1)								■										
Contract and mobilization (1)								■										
Construction (1)									■									
Secure additional funding									■	■	■	■	■	■	■	■	■	■

Project Budget: \$248,000

Prepared by: Jennifer Ng

Schedule Update Footnotes:

City Council consideration of revised funding amounts available

(1) Council rejected all bids as exceeding engineer's estimate by over 100%. Staff to evaluate additional funding sources.



Project Status Report

Updated: October 1, 2008

FY Approved: 2006-07

40-004 / 40-005 / 40-006 - Library Redesign Projects

Description: This schedule reflects three separate project priorities that have been combined into one construction contract: 40-004 - Main Library Circulation Area Redesign; 40-005 - Main Library Children's Department Computer Center and Renovation; and 40-006 - Library Teen/Young Adult Area (approved 2008-09).

Project Activities	2008						2009													
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
Library Foundation fundraising	█																			
Finalize plans, specification, and estimate							█													
Advertise, award and execute contract									█											
Construction (3 months)											█									
Project wrap-up and acceptance (2 months)														█						

Project Budgets:

40-004: \$150,000

40-005: \$100,000

40-006: \$ 57,500

Total: \$307,500

Prepared by: L.M. Johmann

Schedule Update Footnotes:

(1) Work pertaining to the library circulation area may be delayed depending on the availability of desired advanced self-checkout equipment.



Project Status Report

Updated: October 1, 2008

FY Approved 2006-07

50-001 - Terminal Avenue Site Remediation Project

Description: The County determined that the Redevelopment Agency is required to remediate the site because of groundwater contamination. This project consists of regulatory approvals and site remediation for groundwater contamination and closure of the site.

Project Activities	2008												2009					
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Finalize plans, specifications, and estimate	■	■																
Advertise, award, and execute contract			■	■	■													
Construction					■	■	■	■	■	■	■	■						
Project wrap-up and acceptance											■	■						

Project Budget: \$1,300,000

Prepared by: L.M. Johmann

City Council Awards
Construction Contract

Schedule Update Footnotes:



Project Status Report

Updated: October 1, 2008

FY Approved: 2006-07

90-012 - Burgess Park Signage

Description: This project will continue the master signage plan for the Burgess campus and will be completed in two phases. Phase one will install a new entry sign at the Alma/Ravenswood intersection to highlight the City Library location and provide messages about library events. In addition, way finding signage will be installed on existing light poles. Funds will be a combination of Library bond funds and \$15,000 of contingency funds from Measure T budgeted for the Burgess Park project.

Project Activities	2008												2009					
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Conceptual design						■	■	■	■	■								
Develop construction plans, specifications, and estimate (1)										■	■							
Advertise, award, and execute contract												■	■	■				
Construction															■	■		
Project wrap-up and acceptance																	■	■

Project Budget: \$45,000

Prepared by: L.M. Johmann

City Council Approves Construction Contract

Schedule Update Footnotes:

(1) The project start was deferred to accommodate other priorities; additional time was also added for coordination with Planning Department review of proposal for Library sign.



Project Status Report

Updated: October 1, 2008

FY Approved: 2006-07

77-003 - Water Main Replacement Project

Description: This is a bi-annual program for replacing old and high-maintenance-cost water supply pipelines.

Project Activities	2008												2009								
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	
Establish scope of work and select on-call consultant (1)	█	█	█	█	█																
Plans, specifications, and estimate by on-call consultant							█	█	█	█	█	█	█	█	█						
Advertise, award, and execute construction contract															█	█	█	█	█	█	
Construction (6 months)																			█	█	█
Project wrap-up and acceptance (January 2010)																					

Project Budget: \$2,000,000

Prepared by: L.M. Johmann

City Council Awards
Construction Contract

Schedule Update Footnotes:

(1) Task duration was extended while Water Department staff evaluated and prioritized project needs.



Project Status Report

Updated: October 1, 2008

FY Approved: 2008-09

90-014 - Burgess Gym and Gymnastics Center EIR & Planning/Design Coordination

Description: Development of an environmental assessment and report for the proposed Burgess Gym and Gymnastics center in conjunction with design coordination with the donor and the Planning Department/Commission.

Project Activities	2008						2009												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Seek EIR consultant; negotiate, award, and execute contract	■	■																	
Initial Study preparation		■	■	■	■														
Public comment period					■														
Draft EIR preparation						■	■	■											
Public review period								■	■										
Final EIR preparation									■	■									
Certification hearings											■	■							

Project Budget: EIR: \$83,000

Prepared by: L.M. Johmann

Planning
Commission
Study Session

Public Hearing

Schedule Update Footnotes:



Project Status Report

Updated: October 1, 2008

FY Approved: 2007-08

20-010 - Street Resurfacing Project

Description: The streets to be resurfaced are selected using the City's Pavement Management System (PMS). The PMS is currently being updated with a survey of residential streets. Funds for this ongoing project are appropriated on an annual basis.

Project Activities	2008						2009												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Construction																			
Wrap-up and acceptance																			

2007-08 Project Budget: \$4,400,000

Prepared by: L.M. Johmann

Schedule Update Footnotes:



Project Status Report

Updated: October 1, 2008

FY Approved: 2006-07

20-010 - Oak Grove Ave Resurfacing Project

Description: This project is intended to resurface Oak Grove Avenue from Laurel Street to the city limit at Rebecca Lane. This project is being contracted separately from the general Street Resurfacing Project because this project will receive federal funding and is subject to federal contracting requirements.

Project Activities	2008												2009					
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Develop construction plans, specifications, and estimate (1)	█	█	█	█	█	█	█											
Advertise, award, and execute contract								█	█									
Construction										█								
Project wrap-up and acceptance											█	█						

Project Budget: Part of the \$4,400,000 Street Resurfacing Project budget.

Prepared by: L.M. Johmann

City Council Approves
Construction Contract

Schedule Update Footnotes:

(1) The project plans, specifications, and estimate could not be finalized until approved by Caltrans. Caltrans approval occurred much later than was expected.



Project Status Report

Updated: October 1, 2008

FY Approved: 2007-08

20-011 - Sidewalk Repair Program (2007-08)

Description: This on-going program consists of two projects which usually proceed one after the other. The first is the trip hazard removal project which grinds the edges of sidewalk slabs that are offset by 3/4" or more. The other replaces sidewalk sections that are too far offset or damaged to benefit from grinding. Because twice as much work was accomplished in the last trip hazard removal project then was planned, the 2007-08 Sidewalk Repair Program will include only the sidewalk replacement project. The trip hazard project will resume with the 2008-09 project.

Project Activities	2008						2009												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Develop construction plans, specs, and estimate	█	█	█	█	█	█													
Advertise, award, and execute contract						█	█	█	█	█									
Construction									█	█	█	█							
Project wrap-up and acceptance												█	█						

Project Budget: \$300,000

Prepared by: L. M. Johmann

City Council Awards
Construction Contract

Schedule Update Footnotes:



Project Status Report

Updated: October 1, 2008

FY Approved: 2007-08

20-038 - Storm Drain Improvements and Cleaning

Description: This ongoing project will implement the improvements that were identified in the Storm Drain Master Plan as high priority. The next project will evaluate improvement alternatives to Middle Avenue and Hermosa Way to address flooding on Hermosa Court.

Project Activities	2008												2009					
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Establish scope of work and issue NTP to on-call consultant	█	█	█						█	█								
Develop plans, specifications, and estimate											█	█	█	█	█			
Advertise, award, and execute contract														█	█	█	█	
Construct																	█	█
Project wrap-up and acceptance (August 2009)																		

Project Budget: \$150,000

Prepared by: L.M. Johmann

City Council Awards
Construction Contract

Schedule Update Footnotes:

(1) The project start was deferred to accommodate other priorities.



Project Status Report

Updated: October 1, 2008

FY Approved: 2007-08

70-049 - Streetlight Painting

Description: Paint the streetlights throughout the City that have the highest need for painting (chips, wear, fading) to improve aesthetics. This project typically is funded every third year.

Project Activities	2008												2009					
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Inspect streetlights (1)	■	■	■	■	■	■												
Develop construction plans, specifications, and estimate							■											
Advertise, award, and execute contract								■	■									
Construction									■	■	■	■						
Project wrap-up and acceptance													■	■				

Project Budget: \$75,000

Prepared by: L.M. Johmann

City Council Awards
Construction Contract

Schedule Update Footnotes:

(1) Streetlight inspections were performed by a City technician between other regular assignments. Utilizing City staff for the evaluation process allowed a larger portion of the project budget to be allocated for the construction contract thereby increasing the number of street lights painted, but at a later start.



Project Status Report

Updated: October 1, 2008

FY Approved: 2007-08

25-031 - Citywide Sports Field Study



Description: The study will review potentially available sites throughout Menlo Park that could possibly be considered for sports fields. This study will also consider sites looked at previously. The draft study will be presented to the Parks and Recreation Commission at a public meeting in which the owners of the properties adjacent to the potential study sites can provide input. The Parks and Recreation Commission will then make recommendation on two or three sites, which will receive further detailed analysis. The final report will then be presented to the Parks and Recreation Commission and City Council for further direction.

Project Activities	2008						2009												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Identify and evaluate suitable sites.																			
Develop preliminary conceptual field layouts for suitable areas.																			
Coordinate further design and agreement with property owner.																			

Project Budget: \$45,000

Prepared by: L.M. Johmann

Seek further direction from Council

Schedule Update Footnotes:



Project Status Report

Updated: October 1, 2008

FY Approved: 2008-09

206 - Street Tree Reforestation



Description: The Street Tree Reforestation program is an ongoing effort to selectively remove problematic or declining street trees and replace them with healthy young trees as prescribed in the City's Street Tree Management Plan. Staff recommends surveying City trees to determine the highest- priority trees that are in decline and then developing a Citywide plan to selectively remove and replace trees so that no neighborhood is more affected than another.

Project Activities	2008						2009												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Finalize contract for survey of 3,000 trees	■																		
Conduct survey		■	■	■	■														
Develop list of trees + schedules					■	■	■	■											
Remove and/or plant trees						■	■	■	■	■	■	■							

Project Budget: \$120,000

Prepared by: Dianne Dryer

Schedule Update Footnotes:



Project Status Report

Updated: October 1, 2008

FY Approved: 2007-08

20-046 - Storm Drain Fee Study

Description: The study will evaluate funding options to address increased regulatory requirements and the need to fund long-term storm drain improvements.

Project Activities	2008												2009					
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Analyze current funding and expenditures																		
Collect and compare program funding information from other agencies																		
Develop potential funding strategies (2)																		

Project Budget: \$75,000

Prepared by: L.M. Johmann

City Council Study Session

Schedule Update Footnotes:

- (1) The project start was deferred to accommodate other priorities.
- (2) Next steps will depend on Council feedback during study session and status of Municipal Regional Permit, NPDES fees and other new requirements imposed by Regional Water Quality Control Board.



Project Status Report

Updated: October 1, 2008

FY Approved: 2008-09

77-008 - Sharon Heights Pump Station Replacement Design

Description: The scope of this project includes a complete detailed design for a replacement Sharon Heights Pump Station. The existing pump is over 45 years old and requires frequent maintenance. New technology will be incorporated to improve the reliability and emergency efficiency of the pump station.

Project Activities	2008						2009												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Project scope and RFP completed		■	■	■															
Bid and Award Contract					■	■	■	■	■										
Information/data gathering								■											
Model development									■	■	■								
Preliminary design and cost estimate											■	■	■	■	■	■			

Project Budget: \$275,000

Prepared by: Virginia Parks

City Council Awards
Consultant Contract

Presentation to
City Council

Schedule Update Footnotes:



Project Status Report

Updated: October 1, 2008

FY Approved: 2008-09

209 - Green@Home Conservation Project



Description: Green@Home is a residential energy audit and assistance program run by Acterra, a local non-profit organization. Trained volunteers visit residents who have signed up, analyze energy and water use, provide several conservation devices and instructions, and check back later on measurable results. Lawn signs for participants, flyers and other outreach in neighborhoods help encourage individuals to reduce their energy use. Under a contract with the City for approximately \$33,000, a half-time Volunteer Coordinator will be hired and supervised by Acterra with a goal of serving at least 250 households in FY 08-09, specifically including low-income neighborhoods.

Project Activities	2008						2009												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Finalize contract		■																	
Recruit and train volunteers			■	■	■			■											
Publicize program; get participants				■	■	■		■	■										
Conduct audits and assistance					■	■	■	■	■	■	■								
Evaluation and results report												■							

Update Report to City Council

Project Budget: \$37,000

Prepared by: Dianne Dryer

Schedule Update Footnotes:



Project Status Report

Updated: October 1, 2008

FY Approved: 2008-09

90-015 - Nealon Park Softball Field Improvements

Description: The Nealon Park outfield fence would be raised 35 feet with heavy-duty nylon netting in order to prevent softballs from entering the tennis courts.

Project Activities	2008						2009												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Develop construction plans, specifications, and estimate	█	█	█	█	█														
Advertise, award, and execute contract					█	█													
Construction						█	█	█	█										
Project wrap-up								█	█	█									

Project Budget: \$60,000

Prepared by: L.M. Johmann

City Council Awards
Construction Contract

Schedule Update Footnotes:



Project Status Report

Updated: October 1, 2008

FY Approved: 2008-09

20-045 - Sidewalks on Santa Cruz Avenue

Description: The first part of this project was a study to identify areas where sidewalks should be installed for pedestrian safety. This project will include the design and construction of a first phase of new sidewalk improvements approved by the City Council.

Project Activities	2008						2009											
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Phase I - Alternative Selection (07/08 Study)	█																	
Amend Contract									█									
Develop construction plans, specifications, and estimate											█	█	█					
Advertise, award, and execute contract														█	█			
Construction																█	█	█
Project wrap-up and acceptance																		

Phase I Project Budget: \$110,000

Phase II Project Budget: \$575,000

Prepared by: L.M. Johmann

Preferred conceptual plan approved by the City Council

City Council Awards Construction Contract

Schedule Update Footnotes:



Project Status Report

Updated: October 1, 2008

FY Approved: 2008-09

20-039 - Sidewalk Accessibility

Description: This project would improve sidewalk accessibility in conformance with the American with Disabilities Act, and it will add other sidewalk improvements as prescribed by the Sidewalk Master Plan and approved by Council. Rough estimates of costs for new sidewalk with curb and gutter are \$125 per linear foot. Funding levels are sufficient for approximately 1,400 feet of new sidewalk. Some locations may require drainage or other improvements that would reduce the total length of new sidewalk that could be built.

Project Activities	2008						2009												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Survey of residents on those streets designated as high priority																			
Advertise, award, and execute engineering consultant contract																			
Develop construction plans, specifications, and estimate																			
Advertise, award, and execute construction contract																			
Construction																			
Project wrap-up and acceptance (Spring 2010)																			

Project Budget: \$220,000

Prepared by: L.M. Johmann

Council approves Sidewalk Master Plan

Schedule Update Footnotes:



Project Status Report

Updated: October 1, 2008

FY Approved: 2008-09

20-010 - Street Resurfacing Project

Description: The streets to be resurfaced are selected using the City's Pavement Management System (PMS). The PMS is currently being updated with a survey of residential streets. Funds for this ongoing project are appropriated on an annual basis.

Project Activities	2008						2009												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Citywide pavement assessment																			
Prepare plans, specifications, and estimate																			

2008-09 Project Budget: \$125,000

Prepared by: L.M. Johmann

Schedule Update Footnotes:



Project Status Report

Updated: October 1, 2008

FY Approved: 2008-09

20-049 - Middlefield Road Storm Drain

Description: This project involves the preliminary design of a storm drainage system to address flooding on Middlefield Road from San Francisquito Creek to Ravenswood Avenue.

Project Activities	2008						2009												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Establish scope of work and issue RFP to on-call consultants																			
Select consultant; award and execute contract																			
Study period																			
Present Findings and Recommendations to City Council (Jan 2010)																			

Project Budget: \$150,000

Prepared by: L.M. Johmann

Schedule Update Footnotes:



Project Status Report

Updated: October 1, 2008

FY Approved: 2008-09

77-007 - Reservoirs #1 & #2 Mixers

Description: This project funds the purchase and installation of solar-powered mixers for Reservoir #1 and Reservoir #2 to improve water quality.

Project Activities	2008						2009												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Research alternatives and methods							■	■	■	■									
Decision based on pump output capability										■									
Project Scope and RFP completed										■									
Bid and Award to Council										■	■	■	■						
Construction												■	■	■	■				

Project Budget: \$200,000

Prepared by: Virginia Parks

City Council Awards Construction Contract

Schedule Update Footnotes:



Project Status Report

Updated: October 1, 2008

FY Approved: 2008-09

50-002 - Kelly Park Improvements



Description: This project will include the detailed designs, cost estimates, and environmental documents for new playing field configurations, artificial turf, and lighting at Kelly Park as identified by the Parks and Recreation Commission and approved by the City Council.

Project Activities	2008						2009												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Environmental review and impact reporting				▲	■	■	■	■	■	■	■	■	■	■	■	■			
Develop construction plans, specifications, and estimate											■	■	■	■	■	■			
Advertise and award contract																			■
Construction (TBD)																			
Project acceptance and wrap up (TBD)																			

Project Budget: \$575,000

Prepared by: L.M. Johmann

Anticipated Approval of a Preferred Plan by the City Council

City Council Approval of Environmental Document

Schedule Update Footnotes:



Project Status Report

Updated: October 1, 2008

FY Approved: 2008-09

20-011 - Sidewalk Repair Program (2008-09)

Description: This ongoing program consists of two projects: 1) removing sidewalk offsets that are trip hazards and 2) replacing sidewalk sections made hazardous by City tree roots.

Project Activities	2008						2009												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Prepare plans for Trip Hazard Project						■													
Advertise, award, and execute contract for Trip Hazard Project							■	■											
Trip Hazard Project Construction								■	■	■									
Trip Hazard Project wrap-up and acceptance											■	■							
Prepare plans for Repair Project												■	■						
Advertise, award, and execute contract for Repair Project													■	■					
Repair Project Construction															■	■			
Repair Project wrap-up and acceptance																		■	■

Project Budget: \$300,000

Prepared by: L. M. Johmann

City Council awards construction contract

Schedule Update Footnotes:

Schedule above shows 2 projects proceeding in series.



Project Status Report

Updated: October 1, 2008

FY Approved: 2008-09

90-016 - Restroom Facilities Design at Jack Lyle Memorial and Willow Oaks Parks

Description: This project will complete preliminary designs for restroom facilities at Jack Lyle Memorial Park and Willow Oaks Park following adequate community outreach by the Community Services Department.

Project Activities	2008						2009												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Community outreach period by CSD																			
Develop preliminary plans																			

Project Budget: \$35,000

Prepared by: L.M. Johmann

Neighborhood Meetings

Parks and Recreation Commission Meeting

Schedule Update Footnotes:



Project Status Report

Updated: October 1, 2008

FY Approved: 2008-09

20-050 - Utility Undergrounding Study of City Parking Plazas

Description: The scope of this project will include evaluating the costs of placing the existing utility system underground in downtown parking plazas and adjacent side streets.

Project Activities	2008						2009												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Establish scope of work																			
Select on-call consultant and issue Notice to Proceed																			
Study period (9-months)																			

Project Budget: \$100,000

Prepared by: L.M. Johmann

Schedule Update Footnotes:



Project Status Report

Updated: October 1, 2008

FY Approved: 2007-08

211 - Climate Action Plan

Description: The purpose of the Climate Action Plan is to develop specific strategies which may be considered for implementation over the next ten years to reduce greenhouse gas emissions originating in the Menlo Park community (including City operations and policies).

Project Activities	2008						2009												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Research and selection of strategies	■	■																	
Write strategy descriptions and current programs		■	■	■	■														
ICLEI completes Draft CAP; staff review					■	■													
Presentation to Council							■	■											
Public comment period; stakeholder meetings							■	■	■										
Get Council direction on revisions									■										
Present final CAP to council										■									

Project Budget: \$38,000

Prepared by: Dianne Dryer

Schedule Update Footnotes:



Project Status Report

Updated: October 1, 2008

FY Approved: 2007-08

Beechwood School/Property Subdivision and Sale

Description: (Added Project) This Project involves the surveying , appraisal, and subdivision of City-owned property located at 50 Terminal Avenue for potential sale to the current tenant, Beechwood School.

Project Activities	2008						2009												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Property Appraisal																			
Property Subdivision																			
Negotiation of Purchase Agreement																			

Project Budget: \$45,000

Prepared by: L.M. Johmann

Schedule Update Footnotes:



Project Status Report

Updated: October 1, 2008

FY Approved: 2007-08

27-033 - City Building Minor

Description: The project consists of addressing minor improvements needs of City buildings.

Project Activities	2008												2009					
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Prepare plans and specifications for Solar Panels (1)																		
City Council awards contract																		
Complete construction																		

Project Budget: \$ 250,000

Prepared by: Carl Thomas

Schedule Update Footnotes:

The placement of solar panels on the corporate yard roof has not been completed which is included in the Minor City Building Improvements budget.

(1) The project start was deferred to accommodate other priorities.



Project Status Report

Updated: October 1, 2008

FY Approved: 2008-09

25-033 - Automatic ADA Doors at Burgess Recreation & Onetta Harris Centers

Description: This project will install automatic doors at both community centers to make them more accessible for our patrons as well as meet ADA standards for people with disabilities. The project budget will automate one set of two doors at both sites.

Project Activities	2008						2009												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Prepare specifications and obtain bids		■																	
Issue purchase order and product lead time			■	■															
Installation and project completion					■														

Project Budget: \$16,000

Prepared by: Carl Thomas

Schedule Update Footnotes:



Project Status Report

Updated: October 1, 2008

FY Approved: 2008-09

25-028 - Park Improvements (Minor)

Description: These funds will be used to address minor improvements to parks, such as repairing fences, backstops, pathways, adding fiber and sand to play equipment, periodically replacing benches and trash cans, play equipment replacement, and landscape improvements.

Project Activities	2008						2009												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Parks Area Storage Cabinets		■	■	■	■														
Refill Playground Fiber		■	■	■	■														
Santa Cruz Avenue Bench Replacement			■	■	■	■	■	■											
Playground Safety Inspections			■	■	■	■													
Willow Oaks Dog Park Concrete Pad				■	■	■													
Laurel @ Burgess Street Median Landscaping									■	■	■								
Willow Road Median Landscaping (O'Keefe - Durham)									■	■	■								

Project Budget: \$110,000

Prepared by: Dave Mooney

Schedule Update Footnotes:



Project Status Report

Updated: October 1, 2008

FY Approved: 2008-09

25-032 - Belle Haven Child Development Center Playground Improvements

Description: This project will improve the playground at the Belle Haven Child Development Center and provide a shade structure over the playground.

Project Activities	2008						2009												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Design and Construction																			

Project Budget: \$12,000

Prepared by: Dave Mooney

Schedule Update Footnotes:



Project Status Report

Updated: October 1, 2008

FY Approved: 2008-09

25-034 - OHCC Gym Floor

Description: To expand the sports programs at the Onetta Harris Community Center gym, this will include sanding the wooden floor and then painting/repainting the new and old lines and new logos all at once. The scope will also include adding more gym floor lines and purchasing additional equipment for other sports such as volleyball, badminton and indoor soccer.

Project Activities	2008						2009												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Prepare Specifications		■	■	■															
Bidding					■	■													
City Council Awards Contract							■												
Product Lead Time								■	■										
Construction and Completion									■	■									

Project Budget: \$ 30,000 + \$ 15,000 from City Buildings (Minor)

Prepared by: Carl Thomas

Schedule Update Footnotes:



Project Status Report

Updated: October 1, 2008

FY Approved: 2008-09

27-033 - City Buildings (Minor)

Description: The main improvements to be made include repainting the interior ceiling, walls and trim at the Belle Haven Senior Center and replacing carpet in the lower level of the Police Department. In addition, energy saving lighting replacements will be implemented at the Corporation Yard and Main Library.

Project Activities	2008						2009												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Lighting Replacements at Corp. Yard and Main Library																			
Repaint Interior of Belle Haven Senior Center																			
Replace Carpet Lower Level Police Department																			

Project Budget: \$ 250,000

Prepared by: Carl Thomas

Plans and Specifications

City Council Award Contract

Schedule Update Footnotes:



Project Status Report

Updated: October 1, 2008

FY Approved: 2005-06

70-052 - Transportation Impact Fee Study

Description: This project will update existing fee, create a more systematic way of applying fee, and fulfill the General Plan Implementation Policy II-6.

Project Activities	2008												2009					
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Research existing conditions and previous plans		■																
Future Forecasts and Land Use			■	■	■	■	■	■	■	■	■	■						
Develop Project List and Priorities											■	■						
Prepare Conceptual Plans and Cost Estimates											■	■	■	■	■			
Presentation to City Council															■	■		
Develop Final Transportation Impact Fee																■		

Project Budget: \$110,000

Prepared by: Randolph Craig

Transportation Commission

Recommendation to City Council

Schedule Update Footnotes:



Project Status Report

Updated: October 1, 2008

FY Approved: 2007-08

70-061 - Caltrain Bicycle/Pedestrian Undercrossing

Description: This Caltrain Bike/Pedestrian Undercrossing Study & Conceptual Design between Ravenswood Avenue and City Limits project will allow staff to hire a consultant to conduct a "plan line study" of the best potential location and prepare a conceptual design for an undercrossing of the Caltrain railroad tracks between Ravenswood and the south Menlo Park city limits. The study will take into consideration the properties on the El Camino Real side of the tracks to establish a plan line. The plan line will determine the easement location for the undercrossing and path connections to the undercrossing.

Project Activities	2008										2009								
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
Research existing conditions and previous plans (1)	█																		
Public meetings (3) to develop alternative locations and conceptual design		█	█	█	█														
Bicycle and Transportation Commission input						█	█	█	█	█									
Presentation to City Council										█									
Prepare Conceptual Plan & Cost Estimates											█	█							
Establish Plan Line													█	█	█	█	█	█	

Project Budget: \$55,000

Prepared by: Randolph Craig

Recommendation to City Council

Schedule Update Footnotes:

(1) Added public input process to determine preferred location.



Project Status Report

Updated: October 1, 2008

FY Approved: 2007-08

70-055 - Menlo Ave/University Drive

Description: The University Drive/Menlo Avenue Intersection Improvements Study will further study the intersection of University Drive and Menlo Avenue to evaluate new alternatives to address the pedestrian safety at this intersection.

Project Activities	2008												2009					
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Research existing conditions			■	■	■													
Develop alternatives						■	■	■	■	■								
Transportation Commission input										■								
Prepare Plan & Cost Estimate											■							
Presentation to City Council												■						

Project Budget: \$35,000

Prepared by: Randolph Craig

Recommendation to City Council

Schedule Update Footnotes:



Project Status Report

Updated: October 1, 2008

FY Approved: 2007-08

70-059 - Linfield Middlefield Intersection

Description: The Linfield Drive/Middlefield Road Intersection Improvement Study will evaluate the existing traffic and pedestrian conditions at the intersection of Linfield Drive and Middlefield Road and propose alternatives to improve pedestrian and traffic safety. (The funding for this will be added to the operating budget.)

Project Activities	2008												2009					
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Research existing conditions			■	■	■													
Develop alternatives, up to 4						■	■	■	■	■	■							
Bicycle & Transportation Commission input											■							
Prepare Plan & Cost Estimate											■							
Presentation to City Council												■	■					

Project Budget: \$15,000

Prepared by: Randolph Craig

Recommendation to City Council

Schedule Update Footnotes:



Project Status Report

Updated: October 1, 2008

FY Approved: 2007-08

70-062 - Safe Routes to School Plan for Encinal Elementary School



Description: This Safe Routes to School Project for Encinal School will authorize staff to hire a consultant and work in conjunction with the City of Menlo Park, the Town of Atherton, residents, and the school district to design a safe-routes-to-school plan for Encinal School. The project will not include any construction.

Project Activities	2008												2009					
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Hire Consultant	█	█																
Data Collection and Review			█	█														
Potential Improvement Alternatives					█	█												
Draft Safe Route Plan							█	█	█	█	█	█						
Final Report													█					
Preliminary Plan																		

Project Budget: \$80,000

Prepared by: Rene Baile

Kick-Off Meeting - 3/07/08
1st Community Meeting - 4/10/08

2nd Community Meeting - 6/11/08; 2nd Steering Committee Meeting - 6/09/08

3rd Steering Committee Meeting; 3rd Community Meeting; Commission Meetings

Recommendation to Menlo Park & Atherton City Councils & San Mateo County Supervisors

Schedule Update Footnotes:



Project Status Report

Updated: October 1, 2008

FY Approved: 2007-08

70-063 - School Traffic Trip Reduction Study

Description: This project will study school transportation alternatives such as busing, car-pooling, and bike bus with the focus on reducing individual car trips in order to reduce traffic congestion and increase safety around schools. This will also include conducting a "before" study to establish a baseline of vehicular trips/delays to and around the schools.

Project Activities	2008												2009					
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Inventory existing traffic around schools					■	■	■	■	■									
Bike and Transportation Commission input									■	■								
Identify alternate projects and programs										■	■	■						
Prepare Toolbox and Cost Estimates													■	■	■	■		
Presentation to City Council																	■	

Pilot schools selected and approval by Transportation Committee

Public Meetings (2)

Project Budget: \$100,000

Prepared by: Randolph Craig

Schedule Update Footnotes:



Project Status Report

Updated: October 1, 2008

FY Approved: 2007-08

70-064 - Study of Sand Hill Road (between Addison-Wesley and I-280 including Bicycling)

Description: This traffic study of Sand Hill Road between Addison-Wesley and I-280, including bicycling, will determine potential improvements to address congestion, safety, and level of service, including vehicle, bicycle traffic. (This project could be considered after the hotel project is completed and improved data is available.)

Project Activities	2008												2009					
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Hire Consultant (1)					■	■	■	■	■									
Analyze existing conditions										■								
Identify areas in need of improvement											■	■						
Develop improvement alternatives and costs													■	■	■			
Bicycle and Transportation Commission Meetings															■			
City Council Presentation																■		
Final Study																	■	

Public Meetings
(2)

Project Budget: \$50,000

Prepared by: Rene Baile

Schedule Update Footnotes:

(1) The project start was deferred to accommodate other priorities.



Project Status Report

Updated: October 1, 2008

FY Approved: 2008-09

70-066 - Residential Shuttle Service to Menlo Park Caltrain Station (Study)

Description: This study would focus on the morning commute only. It would identify shuttle stops in neighborhoods east and west of El Camino Real. Route(s) would be designed to transport Caltrain riders to the Caltrain Station as well as students living in those areas to Hillview and Menlo-Atherton High School. The study would utilize current funding sources for implementation of a pilot project. This would be an expansion of the City's current peak-hour shuttle service.

Project Activities	2008												2009					
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Select consultant (execute contract)																		
Gather existing information																		
Develop and analyze data																		
Input from Transportation Commission																		
Presentation to City Council																		

Project Budget: \$35,000

Prepared by: Debbie Helming

Recommendation to City Council

Schedule Update Footnotes:



Project Status Report

Updated: October 1, 2008

FY Approved: 2008-09

70-067 - Willows Area-Wide Traffic Study

Description: This is a traffic study to address the neighborhood concerns related to cut-through traffic and speeding in the Willows Neighborhood. The study would analyze alternative solutions in accordance with the goals of the City Council and evaluate levels of neighborhood support for various alternatives.

Project Activities	2008						2009												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Request for Proposals				■	■														
Award contract to consultant						■													
Begin study							■												
Analysis							■	■	■	■	■	■	■	■	■				
Input from Transportation Commission															■	■			
Presentation to Council																	■		

Projected Budget \$120,000

Prepared by: Randolph Craig

Public Meetings (3)

Recommendation to City Council

Schedule Update Footnotes:

There will be a two member sub-committee of the Transportation Commission for this project.



Project Status Report

Updated: October 1, 2008

FY Approved: 2008-09

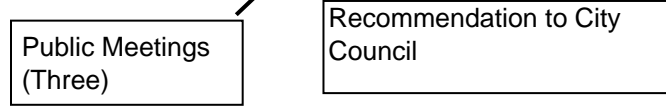
207 - Downtown Parking Study

Description: This project will analyze the parking time restrictions in the downtown area to determine alternatives to increase use and effectiveness. This study would also include an analysis of pay parking (i.e. meters, etc.), its impacts and benefits. This study would further develop the MTC study.

Project Activities	2008						2009												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Request for Proposals					■														
Award Contract to Consultant						■													
Inventory of existing timed parking restrictions in Downtown area							■	■	■										
Formulate potential recommendations									■	■	■	■	■	■	■	■	■		
Presentation to Transportation Commission																	■		
Presentation to City Council																		■	■

Projected Budget \$90,000

Prepared by: Rene Baile



Schedule Update Footnotes:



Project Status Report

Updated: October 1, 2008

FY Approved: 2008-09

70-069 - Downtown Bike Rack Installation

Description: This project would be to install additional bike racks in the downtown area as recommended by a study completed by the Bicycle Commission

Project Activities	2008						2009												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Meet with Bicycle Commission (Preliminary Discussion)																			
Meet with Bicycle Commission (Ranking of Locations)																			
Installation of Bike Racks																			

Projected Budget \$10,000

Prepared by: Rich Angulo

Schedule Update Footnotes:



Project Status Report

Updated: October 1, 2008

FY Approved: 2008-09

70-070 - Ringwood Avenue Bicycle/Pedestrian Overcrossing Improvements

Description: This project would be to clear the vegetation, enhance the lighting, add video surveillance cameras and repaint the railings of the Ringwood Avenue Overcrossing as recommended in the Menlo Park Comprehensive Bike Plan.

Project Activities	2008						2009												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Review lighting options with Engineering and Caltrans				■	■	■													
Video equipment review				■	■	■													
Award of contract for video equipment and installation							■												
Install video cameras and lighting								■	■	■									
Clear vegetation and paint										■	■	■							

Projected Budget \$40,000

Prepared by: Rich Angulo

Schedule Update Footnotes:



Project Status Report

Updated: October 1, 2008

FY Approved: 2008-09

70-063 - Alternative School Transportation (Implementation)

Description: This is the implementation phase of an ongoing study to reduce congestion at schools, which is currently underway in FY 2007-08. Implementation costs are currently unknown.

Project Activities	2008						2009												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Select toolbox of measures developed in phase I																			
Develop plans for implementation																			
Public Meetings																			
Transportation Commission input																			
Presentation to City Council																			

Projected Budget TBD

Prepared by: Randolph Craig

Schedule Update Footnotes:



Project Status Report

Updated: October 1, 2008

FY Approved: 2008-09

70-062 - Encinal Safe Routes to School (Implementation)

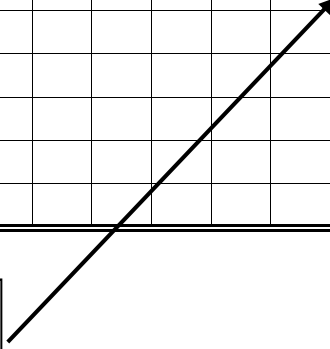
Description: This project is a partial implementation of the Safe Routes to Encinal School plan or could be a place holder to be used as matching funds for the Caltrans Safe Routes to School Grant. The implementation plan will include an educational component.

Project Activities	2008						2009												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Prioritization and selection of proposed improvements								■	■										
Prepare plans, specifications and estimates										■	■	■	■						
Construction phase														■	■				

Projected Budget \$55,000

Prepared by: Rene Baile

Council Award of Contract



Schedule Update Footnotes:



Project Status Report

Updated: October 1, 2008

FY Approved: 2007-08

70-065 - Safe Routes to Hillview School Project Implementation

Description: This project will install three lighted crosswalks on Santa Cruz Ave. near Hillview School, install school directional signs, & a new painted crosswalk to make it safer for the students to walk & bike to school as well to promote & encourage walking & biking among the students .

Project Activities	2008												2009					
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Design Phase																		
Advertise Project																		
Award Project																		
Construction Phase																		

Project Budget: \$143,000

Prepared by: Rene C. Baile

Schedule Update Footnotes:



Project Status Report

Updated: October 1, 2008

FY Approved: 2007-08

70-071 - Video Detection Installation at Various Locations

Description: This project will install video detection systems at six signalized intersections to improve vehicle & bicycle detection: Willow Rd. at Gilbert Ave., Willow Rd. at Coleman Ave., Laurel St. at Oak Grove Ave., Laurel St. at Ravenswood Ave., Santa Cruz Ave. at University Dr., & Scott Dr. at Marsh Rd.

Project Activities	2008												2009					
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Design Phase		■	■	■	■													
Advertise Project						■	■											
Award Project								■										
Construction Phase									■	■	■							

Project Budget: \$215,000

Prepared by: Rene C. Baile

Schedule Update Footnotes:

1. The project was advertised on June 25, July 2, and July 9, 2008. The contract award date was August 5, 2008. The Contractor started work on September 30, 2008.
2. The duration for the construction phase includes the procurement and delivery times of the equipment.

**Public Works Department
Project Composite**

Project Name	2008						2009											
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Engineering																		
Supplemental Emergency Water Supply																		
Atherton Channel Study/Design																		
Water Main Replacement Project																		
Burgess Park Signage																		
Parking Plaza 2 Renovation																		
Terminal Avenue Site Remediation Project																		
Street Resurfacing Project 2007-08																		
Oak Grove Avenue Resurfacing Project																		
Streetlight Painting Project																		
Sidewalk Repair Program 2007-08																		
San Francisquito Creek Bonde Weir Fish Passage Project																		
Storm Drain Improvements and Cleaning																		
Storm Drain Fee Study																		
Police/City Service Center																		
Library Redesign Projects																		
Sidewalks on Santa Cruz Ave- Feasibility Study																		
Beechwood School/Property Subdivision Sale																		
Climate Action Plan																		
Citywide Sports Field Study																		
Burgess Gym & Gymnastics Center (EIR & design coordination)																		
Street Tree Reforestation																		
Sharon Heights Pump Station Replacement Design																		
Green @ Home Conservation Project																		
Nealon Park Softball Field Improvements																		
Restroom Facilities Design at Jack Lyle Memorial and Willow Oaks Parks																		
Kelly Park Improvements (Environmental document & design)																		
Sidewalk Repair Program 2008-09																		
Street Resurfacing Project 2008-09																		
Reservoirs #1 and #2 Mixers																		
Sidewalk Accessibility Project (Engineering)																		
Sidewalks on Santa Cruz Avenue																		
Middlefield Road Storm Drain																		
Utility Undergrounding Study of City Parking Plazas																		
Transportation																		
Video Detection Installation at Various Locations																		
Menlo Ave/University Drive																		
Linfield Middlefield Intersection																		
Safe Routes To School Plan for Encinal Elementary School																		
School Traffic Trip Reduction Study																		
Transportation Impact Fee Study																		
Study Of Sand Hill Road (btw Addison-Wesley and I-280 including Bicycling)																		
Safe Routes to Hillview school Project Implementation																		
Caltrain Bicycle/Pedestrian Undercrossing																		
Ringwood Avenue Bicycle/Pedestrian Overcrossing Improvements																		
Downtown Bike Rack Installation																		
Willows Area-Wide Traffic Study																		
Residential Shuttle Service to Menlo Park Caltrain Station (Study)																		
Downtown Parking Study																		
Encinal Safe Routes to School (Implementation)																		
Alternative School Transportation (Implementation)																		
Coleman Avenue Bicycle/Pedestrian Improvements (Implementation)																		
Maintenance																		
City Buildings Minor																		
Automatic ADA Doors at Burgess Recreation & Onetta Harris Centers																		
Park Improvements (Minor)																		
OHCC Gym Floor																		
Belle Haven Child Development Center Playground Improvements																		
City Buildings (Minor)																		

Legend

- FY 2008/09 Project Priority
- Future Phase
- FY 2007/08 or Project Priority
- Future Phase
- FY 2006/07 or Prior
- Future Phase