



CITY OF PIEDMONT

CIP Committee Agenda
Tuesday, May 10, 2011
7:00 p.m.

City Conference Room, 120 Vista Avenue, Piedmont, CA

Call to Order

Public Forum

Ten-minute overall speakers' limit. Matters requiring further Commission discussion will be scheduled on a future agenda.

Regular Agenda

1. Selection of the CIP Chairperson and review of appointment list and length of terms, please see attached roster.
2. Review of the charge of the Capital Improvement Projects Committee, the process, purpose, structure, objectives, etc.
3. Review of CIP Project Status Report.
4. Review of Staff Proposals for 2011-2012.
5. Review of proposed work schedule and CIP tour.
6. Future meeting dates.

Adjourn

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk (510) 420-3040. Notification by Monday noon preceding the meeting will enable the City to make reasonable arrangement to ensure accessibility to this meeting. [28 CFR 35.102-35.104 ADA Title II]

In accordance with G.C. Sec. 54954.2(a) this notice and agenda were posted on the City Hall bulletin board and also in the Piedmont Police Department on Wednesday, May 4, 2011.

pwdocs(zeus)f:CIP-General/CIP Folder FY11-12/CIP-Agenda-April 10, 2011.doc

**City of Piedmont
CIP REVIEW COMMITTEE
2011 - 2012**

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CAPITAL IMPROVEMENT PROJECTS COMMITTEE

WHAT IS THE CAPITAL IMPROVEMENT PROJECTS COMMITTEE?

The Committee was created by the Piedmont City Council in 1988 to stimulate and increase citizen awareness and participation in the budget process. A clear, concise and specific charge requires that a series of public meetings be held to inform the citizenry of staff-prepared recommendations for both capital improvement and maintenance projects as well as to solicit ideas for consideration by the Committee.

COMMITTEE SEEKS SUGGESTIONS FOR CITY IMPROVEMENTS

Each year, the Capital Improvement Projects Committee meets from December to April to discuss and prioritize from a number of worthwhile improvements suggested to the City and choose those that will fit into the City's needs and budget. The recommendations of the advisory committee are reviewed by the Piedmont City Council, which must make the final decisions about which improvements the City can afford each year.

This fiscal year 2011-2012, due to budget constraints, staff is requesting that the CIP Committee reconvene to discuss and prioritize the remaining CIP projects that are funded and prioritize possible future CIP projects.

REQUEST FOR PUBLIC INPUT

The City Council has traditionally spent a substantial portion of the annual budget on capital improvements and maintenance. The Capital Improvements Projects Committee develops a list of recommendations to assist the Council in their deliberations. It invites ideas from Piedmont residents as to what kinds of additional facilities, maintenance or other improvements they would like to see in the community. Maintenance and safety take up a large majority of the projects, as a considerable amount of money is required to maintain the sidewalks, parks, recreational facilities and buildings owned by the City. Some maintenance projects repeat themselves annually, such as culvert replacement, sidewalk repairs, etc. The Committee encourages a long list of suggestions which, if not incorporated into this year's request to the Council, becomes part of the four- or five-year plan to be reviewed on a yearly basis. If a citizen has a special interest or project to suggest, he/she can pick up an official CIP Suggestion form (available at City Hall) to be completed as specified. Alternately, citizens are invited to present their ideas in person at a series of public meetings which are held in January /February/March.

HOW THE PROCESS WORKS - STAFF AND PUBLIC INPUT

During the months of January and February, the Committee will receive input on two levels. Staff input comes from prioritized requests from each of the City departments. Each department head meets with the Committee, reviews these requests and answers questions on their feasibility, necessity and associated costs. The Committee will then review all requests from Piedmont residents either from official request forms or from personal presentations. During the months of March and April, the Committee will compile a list of all requests, tour the impacted areas of consideration, deliberate on all pertinent issues surrounding each requests and, finally, compile a prioritized list based upon needs and costs. Historically, projects dealing with safety and maintenance have taken precedence because of the limited amount of funds available and a greater sense of urgency associated with these issues.

PRESENTATION TO THE CITY COUNCIL

During May, the prioritized list is presented to the City Council along with recommendations for deliberation in future years. Council then makes the final decision on which requested projects are included in the budget for the next fiscal year.

CIP REVIEW COMMITTEE

Purpose: The primary purpose of the CIP Review Committee is to be a citizens advisory body to the City Council on capital improvement projects. It accomplishes its purpose by (a) providing opportunities for citizen involvement in the process, and (b) assisting the Council in the development and recommendation of a long-range CIP plan and in the development, evaluation and prioritization of proposed capital improvement projects, in accordance with the objectives of the long-range plan. To succeed, the CIP Review Committee must work closely with the City staff.

Structure: Four Committee members are appointed by the City Council and one member is chosen from the Park and Recreation Commissions and one representative from the Piedmont Beautification Foundation for a total of seven CIP representatives. Terms of members are staggered so that appointments are made for a portion of the Committee each year. Members represent the community at large rather than any special interest or particular segment of the community. The Committee is a standing committee with an indefinite life. New members are appointed in March for a term to commence in July so as to be involved from the beginning of the new budget cycle.

Objectives: The Committee is charged with the following:

1. Develop procedures for encouraging and seeking citizen input into the capital budget process. Proposals are considered from City Council members, City staff, commission and committees appointed by the City Council, community groups and organizations and interested citizens.
2. Recommend procedures for orderly and timely review of proposals in conjunction with City staff.
3. Encourage development of the master plan concept among City staff, commissions and committees so that proposals are consistent with the long-range goals of the City.
4. Explore with City staff the availability of funds from Federal and State grants, private foundations and associations, and other sources.
5. Recommend procedures for the return of loans from capital projects and savings in the operating budget as a result of capital improvements to a fund for future capital projects.
6. Recommend procedures to ensure that enunciated policies and priorities with respect to capital projects are followed and implemented.
7. Recommend policies and procedures from time to time as appropriate with respect to the capital improvement projects, budget process and implementation.

To: CIP Committee

From: Chester Nakahara, Interim Director of Public Works
Mark Feldkamp, Parks & Project Manager

Subject: CIP Project Status Report

Date: April 27, 2011

NOTE: This status report reflects the budget balance as of April 27, 2011. The budget balances will change constantly from month to month.

CIP Project Status Report

1. Fire Hydrant Replacement

Spend

Budget FY 11-12: \$34,393

Remaining Balance \$34,393

This is a carryover CIP. This savings fund provides revenue for the ongoing replacement of old inefficient fire hydrants throughout the City. Replacement is scheduled through the East Bay Municipal Utilities District (EBMUD). The City is planning to install a new water service and hydrant at the City's Corporation Yard in response to the October, 2000 fire and the completion of the skateboard park located adjacent to the Corporation Yard. This project will be phased with the first phase consisting of the installation of a new water service to the corporation yard for the future installation of a new fire hydrant.

2. Moraga Canyon Sports Facility (Blair Park)

Spend

Budget FY 11-12: \$148,168

Remaining Balance 52,822.29

This CIP budget category is an on-going account for costs associated with the EIR process for the Moraga Canyon Sports Facilities Project.

3. Tree Removals/Liquidambers

Spend/Divert

Budget FY 11-12: \$15,000

Remaining Balance \$15,000

This money was allocated for the removal of problematic Liquidamber street trees where it is needed in the City of Piedmont. Staff recommends that these funds be diverted to the Ronada/Ramona CIP project for the installation of a new water meter. Staff is addressing the removal of problematic liquidambers with money from the operating budget.

4. Community Pool

Deferred

Budget FY 11-12: \$600,000

Remaining Balance \$600,000

This CIP budget category is a savings account for possible future improvements and renovation for the Piedmont Community Pool which is now under the management by the City of Piedmont.

5. Survey Monuments

Deferred

Budget FY 11-12: \$6,853

Remaining Balance \$6,852

This is an ongoing project.

6. Pedestrian Path/Stairs Signage **Deferred**
Budget FY 11-012: \$10,000 **Remaining Balance \$10,000**

This project would install signage at the pathways/stairs located throughout the city.

7. Ronada/Ramona Median **Deferred**
Budget FY 11-12: \$50,000 **Remaining Balance \$50,000**

Install a landscaped median at the intersection of Ramona and Ronada Avenues. Staff proposes to redirect the \$15,000 in the liquidamber removal CIP to cover the costs of the installation of a new water meter at this site. Staff proposes to construct this median in phases, with the first phase being the installation of a new water meter, the installation of the concrete curb and gutters and the installation of a new concrete walkway and ADA ramp. The landscaping & irrigation would be installed with the assistance of city crews to save time and money. This project has the full backing of the neighborhood and they have raised approximately \$5,000 of private funding to assist funding the new construction.

8. 801 Magnolia Repairs **Deferred**
Budget FY 11-12: **Remaining Balance \$331,491**

This CIP budget category is a savings account for possible future improvements. Recently this building has been leased to a private group for theatrical productions. They have tentatively pledged private funds to make the needed improvements.

9. City Hall Fuel Tank Rehabilitation **Deferred**
Budget FY 11-12: \$15,163 **Remaining Balance \$15,163**

Rehabilitation is on-going to allow the city to comply with new regulations concerning the operation and maintenance.

10. Community Hall Painting **Deferred**
Budget FY 11-12: \$16,170 **Remaining Balance \$5,520**

Remaining funding needed to fund necessary interior painting.

11. City Hall Basement Renovation **Deferred**
Budget FY 11-12: \$297,740 **Remaining Balance: \$297,740**

This project would fund the renovation of the basement area in City Hall.

12. Crocker Park Garage **Deferred**
Budget FY 11-12: \$25,779 **Remaining Balance \$25,779**

A concept plan was developed by Landscape Architect, Denise Bates that expands the initial scope of work. Additional funding will be required in the future to complete this project. The current condition of the existing garage and pool house structure is poor. This project could be a good candidate for a public/private funding possibility

13. Hampton Renovation Plan **Deferred**
Budget FY 11-12: \$353,2405 **Remaining Balance \$353,405**

The Hampton Master Plan, jointly approved by the Park and Recreation Commissions and was also approved by the City Council. CIP budget category is a saving account for possible future

improvements as per the adopted master plan by Bill Harris. Staff anticipates a construction budget of \$1,200,000 to \$1,500,000 will be required for all of the proposed improvements.

<u>14. Grand/Rose Median Landscape</u>	<u>Spend/Divert</u>
<u>Budget FY 11-12: \$14,411</u>	<u>Remaining Balance \$14,411</u>

Staff recommends that these funds be diverted to the Ronada/Ramona CIP project for the installation of a new water meter and hardscape elements.

<u>15. Beach Access/Landscape Plan</u>	<u>Deferred</u>
<u>Budget FY 11-12: \$30,000</u>	<u>Remaining Balance \$30,000</u>

project landscape architect has been chosen and the project will commence as soon as the plans for the adjacent town house development at the adjacent PG&E substation site has been finalized. A survey was completed of the site and staff will proceed as soon as funding is available.

<u>16. Coaches Field Improvements Savings Account</u>	<u>Spend</u>
<u>Budget FY 11-12: \$653,575</u>	<u>Remaining Balance \$653,340</u>

This savings account is for the installation of field turf and lighting at Coaches Field.

<u>17. Saint James Entry Pillars Renovation</u>	<u>Deferred</u>
<u>Budget FY 11-12: \$7,500</u>	<u>Remaining Balance \$7,500</u>

Staff proposes to renovate and install new lighting at the existing Saint James located at the intersection of Lasalle Avenue and Saint James Drive.

<u>18. Dracena Drainage & Turf Replacement</u>	<u>Deferred</u>
<u>Budget FY 11-12: \$70,000</u>	<u>Remaining Balance \$70,000</u>

This project would install a new drainage system in the quarry area of Dracena Park. This would also include turf replacement and renovation.

<u>19. Havens Athletic Field</u>	<u>Spend</u>
<u>Budget FY 11-12: \$1,200,000</u>	<u>Remaining Balance \$489,990</u>

Funding for this project to be over a three year time period. The City has promised a total of \$1,200,000 for this project with \$1,050,000 coming from CIP funds and \$150,000 from schoolmates. All funds will be spent.

<u>20. Ricardo/York Stairway</u>	
<u>Budget FY 11-12: \$23,355</u>	<u>Remaining Balance \$23,355</u>

Project completed.

<u>21. Design: Rose/Kingston Median</u>	<u>Deferred</u>
<u>Budget FY 11-12: \$5,000</u>	<u>Remaining Balance \$5,000</u>

Savings account for the completion of a concept plan for a median at Rose and Kingston Avenues.

**STAFF PROPOSALS/WISH LIST
CAPITAL IMPROVEMENT PROJECTS
FISCAL YEAR 2011-2012**

PROJECT

SPONSOR AMOUNT

Projects not listed in priority

PARKS, MEDIANS & TOT LOTS:

1. PIEDMONT PARK DESIGN FUND

(P.W. & REC.) 60,000

Develop a design plan for the renovation of the Community Hall Plaza. The project would include new improvements at the overlook area, extension of a new lighted walkway between the Community Hall and Exedra and the installation of new pavement in the Community Hall Plaza Area. The existing washed aggregate pavement in the plaza is cracked and worn and is in need of replacement. This would be the final phase of the Piedmont Park Improvements.

2. CROCKER PARK WALKWAY RENOVATIONS

(P.W.) \$70,000

The existing asphalt walkways, are in need of replacement. The new walkways would match the existing concrete and cobble banded walkways previously installed.

3. DRACENA QUARRY STAGE

(P.W.) \$40,000

Install a new stage and sound system at the quarry. The stage would serve a multi function role as a stage and a seating area. The stage would be designed out of natural rock and boulders to blend into the existing surroundings. The stage would be used for small events.

4. ROSE AVENUE INTERSECTION MEDIAN

(P.W.) \$75,000

Install a new landscaped median at the intersection of Rose, Linda and Kingston Avenues. This will include all hardscape improvements, landscaping, irrigation, the installation of a new water meter and safety lighting. Design would be in-house to save time and money.

5. HIGHLAND AVENUE MEDIAN LANDSCAPE MASTER PLAN

Develop a master plan for the creation of a landscaped median in the center of Highland Avenue extending from Park Way to Vista Avenue.

6. RECREATION CENTER, CHILDREN'S PLAY AREA REPLACEMENT

(REC.) \$150,000 to \$200,000

Installation of a new play structure at the Recreation Center. Existing equipment installed in 1985 and is in need of renovation.

7. NEW ARBOR STRUCTURE & PLAY EQUIPMENT @ LINDA BEACH TOT LOT

(PW & REC.) \$150,000

The existing play equipment is in need of replacement. The play area is very hot in the summer and a shade structure and new seating area is needed for the parents watching their children.

8. NEW LANDSCAPING AND IRRIGATION AT THE HAMPTON ENTRY COLUMNS

(P.W.) \$55,000

This would include a new irrigation system that would be connected into Hampton Park. This would also include new specimen planting that would be a focal entry feature for the Saint James are of Piedmont.

9. NEW AMPHITHEATER & SEATING AREA AT THE REAR OF THE COMMUNITY HALL IN PIEDMONT PARK

(PW & REC.) \$250,000 to \$300,000

This would include design development & construction costs. The amphitheater area is in dire need of renovation. The existing wood seating is dilapidated and the adjacent retained planting areas are failing. This project would include the complete renovation of the seating area with new curved stadium seating areas made out of stone & could include the addition of a outdoor fireplace as a focal point. This area is currently used quite often for weddings and other gatherings. This area is located in a beautiful grove of redwoods located at the head of Bushy Dell Creek. This project in addition to the new veranda (listed below) would attract many more events allowing the city to increase it's revenues from the rental fees. This would turn the Community Hall into one of the premier venues for weddings and social gatherings in the East Bay.

CIVIC BUILDINGS
PROJECT

SPONSOR AMOUNT

Projects not listed in priority

1. MASTER PLAN FOR VERANDA AT THE REAR OF THE COMMUNITY HALL

(P.W.& REC) \$50,000 to \$60,000

Develop architectural design development drawings portraying a new veranda off the rear of the Community Hall. The veranda would be designed to blend seamlessly with the existing Mediterranean architecture of the historic Community Hall. The project would allow for the rear French doors to be opened adding valuable space for large gatherings and cross ventilation. The veranda would allow for beautiful views through the redwoods down Bushy Dell Creek.

2. MASTER PLAN FOR RENOVATION OF THE LOWER FLOOR OF THE

COMMUNITY HALL & ADDITION OF STAIRWAY (P.W.& REC) \$60,000 to \$70,000

This would include design development drawing for the complete renovation of the lower floor of the Community Hall into a bar and entertaining area. This would also include the addition of a new stairway access from the upper and lower floors. The new stairway would be located in the room to the left of the stage area

3. RENOVATION OF EDUCATION WING AT 801 MAGNOLIA

(P.W.& REC) \$150,000 to \$175,000

This would include design development drawings and construction costs. This area would be used for Piedmont's preschool programs. The existing structure would have to be renovated but the existing space is already ideally laid out for these programs.

4. EXTERIOR PAINTING OF HAMPTON PRESCHOOL

(REC) \$6,000

The existing building has already been patched and is in need of a fresh coat of paint

5. INSTALLATION OF A SUMP PUMP AND FLOOD CONTROLS IN THE FIRE DEPARTMENT'S GARAGE AREA IN CITY HALL

(FIRE & PW \$4,000 to \$6,000

The garage area currently floods after each rain. Weatherproofing and a new sump pump are needed to correct the flooding problem in the garage area.

6. INSTALLATION OF NEW COURTYARD WALL @ CITY HALL FRONT COURTYARD

(REC. & P.W.) 15,000 TO \$20,000

The existing stucco wall at the City Hall front courtyard is dilapidated and needs to be removed and replaced with a new wooden wall that is 6' in height.

CIP Funding Overview			
Actual Fund Balance at 7/1/10	2,063,671		
FY 10/11 Transfers	575,000		
Total Funding	2,638,671		
Projects classified to be spent	2,065,547		
Estimated Fund Balance @ 6/30/11	573,124		
CAPITAL IMPROVEMENT PROJECTS			
FY 10/11 Approved Budget			
PROJECTS	Total		
	FY 10/11 Budget	Spend	Defer
1 Fire Hydrant Replacement	\$34,393	\$34,393	\$0
2 Blair	\$148,168	\$148,168	\$0
3 Tree Removals	\$15,000	\$15,000	\$0
4 Community Pool	\$600,000		\$600,000
5 Survey Monuments	\$6,852		\$6,852
6 Pedestrian Path Signage	\$10,000		\$10,000
7 Ronada Ramon intersection	\$50,000		\$50,000
Sub-Total: Street/Traffic/Safety	\$864,413	\$197,561	\$666,852
Buildings & Grounds			
8 801 Magnolia Building Repairs	\$331,491		\$331,491
9 City Hall Fuel Tank Rehabilitation	\$15,163		\$15,163
10 Community Hall Painting	\$4,401		\$4,401
11 City Hall Basement Renovations	\$297,740		\$297,740
12 Crocker Park Garage	\$25,779		\$25,779
Sub-Total: Buildings & Grounds	\$674,574	\$0	\$674,574
Parks/Landscaped Area/Median			
13 Hampton Renovation Plan	\$353,405		\$353,405
14 Grand / Rose Median Landscape	\$14,411	\$14,411	\$0
15 Beach Access / Landscape Plan	\$30,000		\$30,000
16 Coaches Field Improvement	\$653,575	\$653,575	\$0
17 St. James Entry Pillar Renov	\$7,500		\$7,500
18 Dracena Drainage and Turf Replaceme	\$70,000		\$70,000
19 Havens athlectic field	\$1,200,000	\$1,200,000	\$0
20 Ricardo/York Stairway	\$23,355		\$23,355
21 Rose/Kingston	\$5,000		\$5,000
Sub-Total: Parks/Landscaped Areas	\$2,357,246	\$1,867,986	\$489,260
Grand Total	\$3,896,233	\$2,065,547	\$1,830,686

CIP COMMITTEE
PROPOSED WORK SCHEDULE
FISCAL YEAR 2011-2012

MAY 2011

- May 10th meeting, prioritize remaining funded CIP projects
- CIP TOUR, Mid-May
- Create list for possible future CIP project
- Presentation by CIP Committee to City Council at the May 21st City Council Saturday Budget Workshop

JUNE 2011

- Final adoption of CIP Budget by City Council