



CITY OF MOUNTAIN VIEW

VISUAL ARTS COMMITTEE

AGENDA

REGULAR MEETING - WEDNESDAY, APRIL 9, 2014
ATRIUM CONFERENCE ROOM AT CITY HALL - 500 CASTRO STREET
6:00 P.M.

1. **CALL TO ORDER**

2. **ROLL CALL** – Committee members Dina Cheyette, Jesse Cupp, Melanie Demers, Carol Mellberg, Janis Zinn, Vice Chair Nili Helman-Caspi, and Chair Don Whitebread.

3. **MINUTES APPROVAL**

Minutes for the November 13, 2013 meeting were corrected and are resubmitted, and minutes for the February 12, 2014 meeting have been delivered to Committee members and copies posted on the City Hall bulletin board. If there are no corrections or additions, a motion is in order to approve these minutes.

4. **ORAL COMMUNICATIONS FROM THE PUBLIC**

This portion of the meeting is reserved for persons wishing to address the Committee on any matter not on the agenda. Speakers are limited to three minutes. State law prohibits the Committee from acting on nonagenda items.

5. **UNFINISHED BUSINESS** – None.

6. **NEW BUSINESS**

6.1 **COUNCIL MAJOR GOALS: MEMO TO ADVISORY BODIES**

The Visual Arts Committee will review and discuss potential projects and initiatives for Fiscal Year 2014-15 to fulfill the priority theme-based goals.

6.2 **FISCAL YEAR 2014-15 ADVISORY BODY WORK PLANS**

6.3 **PUBLIC ART MAPPING UPDATE**

7. **COMMITTEE/STAFF COMMENTS, QUESTIONS, COMMITTEE REPORTS**

No action will be taken on any questions raised by the Committee at this time.

8. **ADJOURNMENT**

Adjourn to the meeting of Wednesday, May 14, 2014, in the Atrium Conference Room, 500 Castro Street.

JF/2/CDD

813-04-09-14A-E

AGENDAS FOR BOARDS, COMMISSIONS, AND COMMITTEES

- The specific location of each meeting is noted on the notice and agenda for each meeting which is posted at least 72 hours in advance of the meeting. Special meetings may be called as necessary by the Committee Chair and noticed at least 24 hours in advance of the meeting.
- Questions and comments regarding the agenda may be directed to the Community Development Department at (650) 903-6306.
- **SPECIAL NOTICE – Reference: Americans with Disabilities Act, 1990**
Anyone who is planning to attend a meeting who is visually or hearing-impaired or has any disability that needs special assistance should call the Community Development Department at (650) 903-6379 48 hours in advance of the meeting to arrange for assistance. Upon request by a person with a disability, agendas and writings distributed during the meeting that are public records will be made available in the appropriate alternative format.
- The Board, Commission, or Committee may take action on any matter noticed herein in any manner deemed appropriate by the Board, Commission, or Committee. Their consideration of the matters noticed herein is not limited by the recommendations indicated herein.
- **SPECIAL NOTICE**—Any writings or documents provided to a majority of the Visual Arts Committee regarding any item on this agenda will be made available for public inspection in the Community Development Department, located at 500 Castro Street, during normal business hours and at the meeting location noted on the agenda during the meeting.

ADDRESSING THE BOARD, COMMISSION, OR COMMITTEE

- Interested persons are entitled to speak on any item on the agenda and should make their interest known to the Chair.
- Anyone wishing to address the Board, Commission, or Committee on a nonagenda item may do so during the “Oral Communications” part of the agenda. Speakers are allowed to speak one time on any number of topics for up to three minutes.



MINUTES

REGULAR MEETING – WEDNESDAY, NOVEMBER 13, 2013
ATRIUM CONFERENCE ROOM AT CITY HALL – 500 CASTRO STREET

1. **CALL TO ORDER**

Chair Melanie Demers called the meeting to order at 6:00 p.m.

2. **ROLL CALL**

Present: Committee members Nili Helman-Caspi, Jesse Cupp, Don Whitebread, Janis Zinn, Vice Chair Dina Cheyette, and Chair Melanie Demers.

Absent (Excused): Committee member Carol Mellberg.

Staff Present: Alex Andrade, Economic Development Manager.

3. **MINUTES APPROVAL**

The minutes of October 16, 2013 were distributed prior to the meeting and approved with one correction—Janis Zinn was shown as absent from meeting when she was present.

4. **ORAL COMMUNICATIONS FROM THE PUBLIC**

Lucas Ramirez would like to see discussion of an art prize established for an art competition of local artists to get the community involved.

5. **UNFINISHED BUSINESS**

5.1 **VISUAL ARTS COMMITTEE (VAC) WORK PLAN—FISCAL YEAR 2013-14**

Work plans are now required to be submitted to the Council.

Items of discussion were updating the Public Art Map on the City's website, art promotion, a walking route, and collaboration with the Chamber of Commerce.

Staff gave a brief overview of STQRY, an outside source that creates a public art mapping. A presentation with STQRY will be scheduled with the VAC at a later date.

Committee also discussed budget, work plan items approval by Council, and art program outreach, costs, and availability.

5.2 **BERLIN WALL DEDICATION**

Three of the Committee members plan to attend the dedication tomorrow. The VAC will be recognized at the dedication for their assistance in finding a location for the Berlin Wall.

5.3 **VAC MEMBER**

The Committee welcomed Jesse Cupp as its newest member. There is also an alternate member, Stacy Ruth Dow, not present. She would be sworn-in only if needed.

6. **NEW BUSINESS** – None.

7. **COMMITTEE/STAFF COMMENTS, QUESTIONS, COMMITTEE REPORTS**

Artist selection for The View Teen Center will go to Council for approval on December 10, 2013. Committee members are encouraged to attend to give their testimony.

The Committee also asked to be informed of any Council meetings that they may be interested in so they can place it on their calendar.

The Committee was asked to be sure to notify staff if they are unable to attend the VAC meetings as a quorum is needed if a vote is required.

No VAC meeting for December. Next meeting is scheduled for January 8, 2014.

8. **ADJOURNMENT**

The meeting was adjourned at 7:10 p.m.



MINUTES

REGULAR MEETING - WEDNESDAY, FEBRUARY 12, 2014
ATRIUM CONFERENCE ROOM AT CITY HALL - 500 CASTRO STREET
6:00 P.M.

1. **CALL TO ORDER**

Chair Melanie Demers called the meeting to order at 6:00 p.m.

2. **ROLL CALL**

Present: Committee members Dina Cheyette, Jesse Cupp, Melanie Demers, Carol Mellberg, Vice Chair Nili Helman-Caspi, and Chair Donald Whitebread.

Absent (Excused): Committee member Janis Zinn.

Staff Present: Alex Andrade, Economic Development Manager; and Fred Fallah, Senior Project Manager.

Others Present: Jennifer Perlow of Public Art Archive (PAA) via Skype and Jack Patterson of STQRY.

3. **MINUTES APPROVAL**

The minutes of November 13, 2013 were distributed prior to the meeting and approved as distributed with one change: Dina Cheyette was present at the meeting.

4. **ORAL COMMUNICATIONS FROM THE PUBLIC**

Community member Rupy Cheema Tut introduced herself and offered her assistance to the Committee. She is an artist and graphic designer and works with the community.

5. **UNFINISHED BUSINESS** – None.

6. NEW BUSINESS

6.1 NOMINATIONS FOR CHAIR/VICE CHAIR

The Committee nominated and approved Don Whitebread as Chair and Nili Helman-Caspi as Vice Chair.

6.2 CITY COUNCIL CODE OF CONDUCT

Staff gave a brief overview of the Code of Conduct. The City Council is requiring all Committee members to read and sign the form. Originals will be filed with the City Clerk's Office. A form will need to be completed annually.

6.3 PUBLIC ART MAPPING

Jennifer Perlow of Public Art Archive (PAA) gave a presentation via Skype on the organization's technology-based art website. An example of the City of Pleasanton's art mapping project was reviewed. PAA offered public art mapping services to the Committee and City through an annual contract of \$750, which includes frequent mapping updates, along with local art history fun facts. PAA also offered a free service which includes a simple public art map for local art.

Jack Patterson of STQRY gave a brief history of the company, which is app- and cloud-based with no ads, and allows the City to develop its own app without web and mobile platforms. As an exploratory tool, the site automatically identifies your location and provides information on local art within close proximity to the user's location.

After the presentations, the Committee discussed the potential project costs, current budget, and the opportunity to collaborate with a summer intern to conduct art mapping research and data entry for future public art mapping project.

6.4 UPDATE ON THE VIEW TEEN CENTER PUBLIC ART PROJECT

Staff gave a brief history and current status of the project. Artist Leslie Scott will participate in a Meet-and-Greet the Teen Center Artist on Friday, May 9, in the evening and also convene with the Youth Advisory Committee regarding possible art themes and designs on Saturday, May 10.

Rehabilitation of the Teen Center building will determine art project schedule.

7. COMMITTEE/STAFF COMMENTS, QUESTIONS, COMMITTEE REPORTS

Work Plan items discussed include the Call for Artist review and artists selection for the 2014-15 exhibition season; updating public art map online; bike/walking tour of City art, promoting fitness walks to see art; sponsor art programs for Child-Care, Teen, and Senior Centers; and CIP project at the Teen Center.

8. ADJOURNMENT

Motion – M/S Whitebread/Cheyette – Carried 5-0-1; Demers absent (left meeting early) – The meeting was adjourned at 7:45 p.m.

JF/7/CDD

813-02-12-14mn-E

**MEMORANDUM**

City Manager's Office

DATE: March 10, 2014

TO: Advisory Body Staff Liaisons

FROM: Melissa Stevenson Dile, Assistant City Manager

SUBJECT: Advisory Body Input on Work Plan to Fulfill City Council Major Goals for FY 2014-15

On February 11, 2014, the City Council accepted the City's Fiscal Year 2013-14 Midyear Budget Status Reports which included updates to the Fiscal Year 2013-14 Council Major Goals Work Plan (Attachment 1). The work plan identified 25 projects that help achieve the City Council's goals over two years to:

1. Retain and improve green space and canopy.
2. Improve bicycle and pedestrian mobility.
3. Use technology to enhance customer service, efficiency, and advance the mission of the organization.

For each item, the work plan identifies leading and coordinating departments, key milestones, dates, and a notes column. For some projects, the date column has been adjusted. In order to accurately track staff's work, any date adjustments are listed underneath the original date, in italicized text.

The City Council would like feedback from each of its advisory bodies about *potential specific projects/initiatives for Fiscal Year 2014-15 to fulfill the priority theme-based goals*. Recommendations should be provided by each advisory body, as a whole. Alternatively, an advisory body could decide to provide no comments. If there are numerous projects/initiatives identified, it is recommended the advisory body prioritize the top three to five.

The input received from advisory bodies will be presented to the City Council in the Fiscal Year 2014-15 Budget Narrative on April 29, 2014 in an updated work plan for achieving the Council's goals.

To guide your discussion and input, it is important to understand the following:

1. The Council's goals list is not intended to reflect all of the on-going efforts of the City, nor even all of the significant initiatives and projects that are carried out at the departmental level. In general, the list will help to define and focus work priorities for the new fiscal year given limited staff and financial resources. The list also will guide effective planning and budgeting to fulfill those priorities.
2. The Council is seeking input from the advisory body as a whole (consensus or majority votes).
3. For additional background, the February 11, 2014 Council report is available through the following link:
<https://mountainview.legistar.com/LegislationDetail.aspx?ID=1658400&GUID=45197ACA-D6F0-436E-AC51-3F60C822CE37&Options=&Search=>

Thank you for your consideration of this item. The City Council looks forward to factoring your input into their final decision-making about projects and initiatives for FY 14-15.

FISCAL YEAR 2013-14 COUNCIL MAJOR GOALS WORK PLANS

January 2014

Title & Description	Lead Dept. & (Cooperating Depts.)	Key Milestones	Date (per milestone) () notes new date	Current Status Notes
<i>Retain and Improve Green Space and Canopy</i>				
1. Update the Urban Forestry Management Plan to assess the size, composition, condition, and needs of the urban forest and develop a plan for its improvement.	CSD	✓ Develop elements to be included in RFP.	✓ August 2013	Completed.
		✓ Receive input from the Urban Forestry Board.	✓ October 2013	Completed.
		✓ Develop/issue RFP.	✓ November 2013	Proposal deadline was January 9.
		• Award contract.	• January 2014	
		• Community outreach meetings <i>(new milestone)</i>	• April 2014	
		• Present draft Plan to Urban Forestry Board and Environmental Planning Commission <i>(new milestone)</i>	• June 2014	
		• Draft Plan to City Council in Study Session	• April 2014 <i>(July 2014)</i>	
• Present final Plan to Council for adoption	• July 2014 <i>(September/ October 2014)</i>			
2. Establish guidelines for tree preservation and planting in development projects with particular emphasis on canopy and habitat preservation. (incorporated within the scope of the Urban Forestry Management Plan - Goal #1)	CSD (CDD)	✓ Research other cities; guidelines.	✓ July 2013	Completed.
		✓ Develop elements to be included in RFP.	✓ August 2013	Completed.
		✓ Receive input from Urban Forestry Board.	✓ October 2013	Completed.
		✓ Develop/issue RFP.	✓ November 2013	Proposal deadline was January 9.
		• Community outreach meetings	• April 2014	
• Present draft plan to Urban Forestry Board and Environmental Planning Commission	• June 2014			

FISCAL YEAR 2013-14 COUNCIL MAJOR GOALS WORK PLANS

January 2014

Title & Description	Lead Dept. & (Cooperating Depts.)	Key Milestones	Date (per milestone) () notes new date	Current Status Notes
		<ul style="list-style-type: none"> • Present draft plan to Council in Study Session 	<ul style="list-style-type: none"> • July 2014 	
		<ul style="list-style-type: none"> • Present final plan to Council for adoption. 	<ul style="list-style-type: none"> • September/ October 2014 	
3. Begin to review the Park Land Dedication Ordinance as it relates to open space requirements in development projects.	CSD (CDD, CAO)	<ul style="list-style-type: none"> • Research other cities' guidelines. 	<ul style="list-style-type: none"> • December 2013 <i>(March 2014)</i> 	Timeline was adjusted in order to coordinate work with the cities of Santa Clara and Sunnyvale who are currently working on a survey.
		<ul style="list-style-type: none"> • Develop open space requirement options. 	<ul style="list-style-type: none"> • May 2014 <i>(July 2014)</i> 	
		<ul style="list-style-type: none"> • Review options with the PRC and EPC 	<ul style="list-style-type: none"> • May 2014 <i>(September 2014)</i> 	
		<ul style="list-style-type: none"> • Study Session with City Council. 	<ul style="list-style-type: none"> • September 2014 <i>(November 2014)</i> 	
		<ul style="list-style-type: none"> • Update the Park Land Dedication Ordinance. 	<ul style="list-style-type: none"> • December 2014 <i>(March 2015)</i> 	
<i>Improve Bicycle and Pedestrian Mobility</i>				
4. Design Permanente Creek Trail crossings at Charleston Road and Amphitheatre Parkway. (CIP 14-38).	PWD	<ul style="list-style-type: none"> • Execute Consultant Contract. 	<ul style="list-style-type: none"> ✓ September 2013 <i>(December 2013)</i> 	Completed.

FISCAL YEAR 2013-14 COUNCIL MAJOR GOALS WORK PLANS

January 2014

Title & Description	Lead Dept. & (Cooperating Depts.)	Key Milestones	Date (per milestone) () notes new date	Current Status Notes
		<ul style="list-style-type: none"> • 65% Design Submittal. 	<ul style="list-style-type: none"> • Spring 2014 	Permanente Creek Trail crossing at Amphitheater Parkway is proceeding with design. Work on Charleston Road is temporarily on hold pending preliminary review of an alternative plan.
		<ul style="list-style-type: none"> • Approve Plans and Specification/Bid Authorization. 	<ul style="list-style-type: none"> • Summer/Fall 2014 	
		<ul style="list-style-type: none"> • Begin Construction. 	<ul style="list-style-type: none"> • Early 2015 	
		<ul style="list-style-type: none"> • Finish Construction. 	<ul style="list-style-type: none"> • Summer 2015 	
5. Modify Castro Street between El Camino Real and Miramonte Avenue. (CIP 14-36)	PWD	<ul style="list-style-type: none"> ✓ Receive VERBS Grant Award. 	<ul style="list-style-type: none"> ✓ Summer 2013 	Complete.
		<ul style="list-style-type: none"> ✓ Start Design. 	<ul style="list-style-type: none"> ✓ Fall 2013 	Complete.
		<ul style="list-style-type: none"> • 65% Design Submittal. 	<ul style="list-style-type: none"> • December 2013 (March 2014) 	
		<ul style="list-style-type: none"> • Approve Plans and Specifications/Bid Authorization. 	<ul style="list-style-type: none"> • Spring 2014 (Fall 2014) 	

FISCAL YEAR 2013-14 COUNCIL MAJOR GOALS WORK PLANS

January 2014

Title & Description	Lead Dept. & (Cooperating Depts.)	Key Milestones	Date (per milestone) () notes new date	Current Status Notes
		<ul style="list-style-type: none"> • Begin Construction. 	<ul style="list-style-type: none"> • Summer 2014 (Summer 2015) 	State officials have indicated that E76 grant funding will not be available until Summer 2015, postponing construction until that time.
		<ul style="list-style-type: none"> • Finish Construction. 	<ul style="list-style-type: none"> • Fall 2014 (Fall 2015) 	
6. Implement the Safe Routes to School Education Program.	PWD	<ul style="list-style-type: none"> • Conduct bike rodeos at all schools (2 rodeos at each school per school year). • Present parent workshops at all schools (2 workshops at each school per school year). • Conduct student surveys at all schools (2 surveys at each school per school year). • Maintain travel logs. • Complete school route maps. 	<ul style="list-style-type: none"> • September 2013 and ongoing through school year • September 2013 and ongoing through school year • September 2013 and ongoing through school year • Ongoing • December 2013 (February 2014) 	A second \$500,000 VERBS grant was awarded to the City to extend the current program until August, 2017.

FISCAL YEAR 2013-14 COUNCIL MAJOR GOALS WORK PLANS
January 2014

Title & Description	Lead Dept. & (Cooperating Depts.)	Key Milestones	Date (per milestone) () notes new date	Current Status Notes
7. Update the Bicycle Transportation Plan.	PWD	✓ B/PAC input into RFP.	✓ October 2013	✓ Completed.
		• Council approval of consultant contract.	• February 2014	Item scheduled on February 25 Council agenda.
		• Existing conditions analysis.	• September 2014	
		• Draft goals, policies, and recommendations.	• December 2014	
		• Council Study Session.	• January / February 2015	
		• Release Draft Bike Plan.	• May 2015	
		• Public, B/PAC & CTC input.	• June 2015	
		• Council Study Session - Draft Final Plan.	• September 2015	
		• Begin CEQA process.	• December 2015	
• Final Bike Plan - Council action	• February 2016			

FISCAL YEAR 2013-14 COUNCIL MAJOR GOALS WORK PLANS
January 2014

Title & Description	Lead Dept. & (Cooperating Depts.)	Key Milestones	Date (per milestone) () notes new date	Current Status Notes
8. Complete Shoreline Transit Corridor Feasibility Study.	PWD	✓ Issue Request for Proposals (RFP).	✓ July 2013	Completed.
		✓ Award contract.	✓ September 2013	Council awarded contract on October 29, 2013.
		✓ Data collection and documentation of existing roadway, bike and pedestrian conditions; initial community outreach.	✓ December 2013 (February 2014)	First of several community workshops is scheduled for February 10, 2014. Project website has been activated (<i>www.shorelinecorridor.com</i>)
		• Develop transit demand and conceptual operating plan for transit and shuttle service; coordinate planning with employers and VTA.	• December 2013 (February/March 2014)	
		• Identify conceptual corridor alternatives that address transit and bikes, including new bridge over Highway 101 and Transit Center improvements.	• January 2014 (April/May 2014)	
		• Public and B/PAC input	• Spring 2014	
		• Evaluate alternatives in draft report; additional community outreach.	• Spring 2014	
• Council Study Session	• June 2014			

FISCAL YEAR 2013-14 COUNCIL MAJOR GOALS WORK PLANS

January 2014

Title & Description	Lead Dept. & (Cooperating Depts.)	Key Milestones	Date (per milestone) () notes new date	Current Status Notes
		<ul style="list-style-type: none"> • Develop preferred alternative, including costs, phasing, and potential funding sources; community review of recommendations. 	<ul style="list-style-type: none"> • Summer 2014 	
		<ul style="list-style-type: none"> • Prepare/present final report. 	<ul style="list-style-type: none"> • December 2014 	
9. Study options to improve the bicycle and pedestrian environment along California Street and Escuela Avenue (CIP 14-41).	PWD	<ul style="list-style-type: none"> • RFP/Selection Consultant. 	<ul style="list-style-type: none"> • December 2013 <i>(Spring 2014)</i> 	RFP preparation is underway.
		<ul style="list-style-type: none"> • Develop Public Outreach Process. 	<ul style="list-style-type: none"> • Spring 2014 	
		<ul style="list-style-type: none"> • Study Alternatives. 	<ul style="list-style-type: none"> • Summer 2014 	
		<ul style="list-style-type: none"> • Public Outreach, including B/PAC input 	<ul style="list-style-type: none"> • Fall 2014 / Winter 2015 	
		<ul style="list-style-type: none"> • Finalize Report. 	<ul style="list-style-type: none"> • Spring 2015 	
		<ul style="list-style-type: none"> • City Council Consideration of Final Study. 	<ul style="list-style-type: none"> • June 2015 	
10. Resurface segments of Rengstorff Avenue, Old Middlefield Way, and Charleston Road, and install new bike lanes on Charleston Road (CIP 14-37).	PWD	<ul style="list-style-type: none"> ✓ Confirm OBAG Grant Award. 	<ul style="list-style-type: none"> ✓ Summer 2013 	Timeline was adjusted due to lengthy environmental clearance. MTC has updated the project completion time to Fall 2015.
		<ul style="list-style-type: none"> ✓ Start Design. 	<ul style="list-style-type: none"> ✓ Fall 2013 	
		<ul style="list-style-type: none"> • 65% Design Submittal. 	<ul style="list-style-type: none"> • December 2013 <i>(Summer 2014)</i> 	
		<ul style="list-style-type: none"> • Approve Plans and Specification/Bid Authorization. 	<ul style="list-style-type: none"> • Spring 2014 <i>(Spring 2015)</i> 	
		<ul style="list-style-type: none"> • Begin Construction. 	<ul style="list-style-type: none"> • Summer 2014 	
		<ul style="list-style-type: none"> • Finish Construction. 	<ul style="list-style-type: none"> • Fall 2014 <i>(Fall 2015)</i> 	

FISCAL YEAR 2013-14 COUNCIL MAJOR GOALS WORK PLANS

January 2014

Title & Description	Lead Dept. & (Cooperating Depts.)	Key Milestones	Date (per milestone) () notes new date	Current Status Notes
11. Design pedestrian access improvements at the NASA Ames Bayshore Light Rail Station. (CIP 14-39)	PWD	✓ Finalize Feasibility Study.	✓ November 2013 <i>(December 2013)</i>	Staff presented preferred alternative to Council, on December 3, 2013. Council directed staff to explore relocating NASA-Ames Light Rail Station and consider other options for use of TOD funds. Meeting with VTA to be scheduled soon.

FISCAL YEAR 2013-14 COUNCIL MAJOR GOALS WORK PLANS

January 2014

Title & Description	Lead Dept. & (Cooperating Depts.)	Key Milestones	Date (per milestone) () notes new date	Current Status Notes
12. Design and install sidewalk improvements along Central Expressway, from Gemini Avenue to Moffett Boulevard (CIP 11-44).	PWD	✓ 65% Design Submittal.	✓ July 2013	Design is complete.
		• Approve Plans and Specifications/Bid Authorization.	• October 2013 <i>(February 2014)</i>	Timeline has been adjusted due to design modifications to reduce the number of tree removals. Item scheduled for February 25 Council meeting.
		• Start Construction.	• January 2014 <i>(April 2014)</i>	
		• Finish Construction.	• April 2014 <i>(June 2014)</i>	
13. Design and construct Permanente Creek Trail improvements from Old Middlefield Way to Rock Street. (CIP 12-35)	PWD	✓ Plans and Specifications Approved.	✓ July 2, 2013	Complete.
		✓ Start Construction.	✓ September 2013	Complete.
		✓ Finish Construction.	✓ February 2014 <i>(December 2013)</i>	Construction was completed in December 2013. Trail is open.
14. Install new bicycle racks in downtown. (CIP 14-45)	PWD	✓ Field observation, data collection.	✓ May - August 2013	Completed.
		✓ Downtown Committee review/input	✓ September 2013	Completed.
		✓ B/PAC review/input	✓ November 2013	Completed

FISCAL YEAR 2013-14 COUNCIL MAJOR GOALS WORK PLANS

January 2014

Title & Description	Lead Dept. & (Cooperating Depts.)	Key Milestones	Date (per milestone) () notes new date	Current Status Notes
		<ul style="list-style-type: none"> • Release bid documents through purchasing 	<ul style="list-style-type: none"> • February 2014 	
		<ul style="list-style-type: none"> • Start Installation. 	<ul style="list-style-type: none"> • March/ April2014 	Approximately 90 new/additional bike parking spaces will be provided throughout the Downtown area.
		<ul style="list-style-type: none"> • Finish Installation. 	<ul style="list-style-type: none"> • May 2014 	
15. Evaluate the feasibility of extending the Permanente Creek Trail from Rock Street to West Middlefield Road. (CIP 09-36)	PWD	<ul style="list-style-type: none"> ✓ Feasibility Study 	<ul style="list-style-type: none"> ✓ May 2013 	Complete.
		<ul style="list-style-type: none"> ✓ Preferred Alignment requires MVW School District and SCVWD approval. 	<ul style="list-style-type: none"> ✓ Fall 2013 	Item has been completed. The City Council and Mountain View-Whisman School District agreed on trail layout. The trail design is a proposed CIP - Permanente Creek Trail, Rock Street to W. Middlefield, 15-28

FISCAL YEAR 2013-14 COUNCIL MAJOR GOALS WORK PLANS
January 2014

Title & Description	Lead Dept. & (Cooperating Depts.)	Key Milestones	Date (per milestone) () notes new date	Current Status Notes
16. Install pedestrian safety improvements at three South Shoreline Boulevard crosswalks. (CIP 14-53)	PWD	✓ Finalize scope of work.	✓ October 2013	Design is underway.
		✓ 65% Design Submittal.	✓ December 2013	
		• Approve Plans and Specifications/Bid Authorization.	• March 2014	
		• Start Construction.	• May 2014	
		• Finish Construction.	• Fall 2014	
17. As time and resources permit, consider other bicycle and pedestrian mobility improvements that are low-cost and easily implementable. (CIP 14-40)	PWD	• Review/analyze options	• TBD	Staff is reviewing and prioritizing options for expenditure of these funds.
18. Assist in the creation of a Transportation Management Association to primarily serve the Shoreline Community and East Whisman area.	CMO (CDD, PWD)	• Initial drafting of Bylaws and Management Plan by TMG Partners.	✓ Summer 2013	Complete.
		✓ Host kickoff meeting of Founding Members Hosted by City.	✓ July 17, 2013	Complete.
		• Update Memo to Council.	• October 2013 (February 2014)	Item scheduled for February 11 Council meeting.
		• TMA Operational.	• 2014	Four companies filed articles of incorporation to form a TMA on October 18, 2013.

FISCAL YEAR 2013-14 COUNCIL MAJOR GOALS WORK PLANS

January 2014

Title & Description	Lead Dept. & (Cooperating Depts.)	Key Milestones	Date (per milestone) () notes new date	Current Status Notes
<i>Use Technology to Enhance Customer Service, Efficiency, and Advance the Mission of the Organization</i>				
19. Upgrade the Recreation registration and reservation system.	IT (CSD)	• Data base review/develop specs.	• July 2013 <i>(March 2014)</i>	Project delayed due to changes in CLASS software support. Staff has met with provider to change program to ActiveNet, a cloud-based system, used by several local agencies.
		• Receive quote.	• August 2013 <i>(April 2014)</i>	
		• Award contract.	• September 2013 <i>(May 2014)</i>	
		• Set up/installation.	• November 2013 <i>(July 2014)</i>	
		• Data conversion/testing.	• January 2014 <i>(October 2014)</i>	
		• Soft launch/full implementation.	• February 2014 <i>(December 2014)</i>	
20. Upgrade and enhance Library technology systems.	IT (LSD)	Public Networked Printers:		Migrating all printers to new print system. The server and software that runs the library computer system and catalog were upgraded and
		✓ Research and select desired printers.	✓ August 2013	
		✓ Begin public education.	✓ September 2013	
		✓ Replace existing printers with new printers.	• October 2013 <i>(January 2014)</i>	
		Upgrade Library server and database software:		
		✓ Begin planning process and determine time line.	✓ August 2013	
		✓ Database clean-up, data mapping, review of workflow, and software changes.	✓ November 2013	
✓ Software configuration and database conversion.	✓ December 2013			

FISCAL YEAR 2013-14 COUNCIL MAJOR GOALS WORK PLANS

January 2014

Title & Description	Lead Dept. & (Cooperating Depts.)	Key Milestones	Date (per milestone) () notes new date	Current Status Notes
		<ul style="list-style-type: none"> • Migrate database, interfaces, user licenses. • Post implementation analysis and follow-up. 	<ul style="list-style-type: none"> • January 2014 • February 2014 	will continue over the next year, refreshing the Catalog interface, and replacing the server that runs the Encore catalog
21. Upgrade the point-of-sale system for Shoreline Golf Links.	IT (CSD)	✓ Complete procurement process.	✓ July 2013 (November 2013)	Performing technical and site audit, procuring hardware.
		✓ Award contract.	✓ September (December 2013)	
		✓ Determine hardware needs/procure.	✓ October 2013 (January 2014)	
		• Installation/ data conversion/ testing.	• January 2014 (March 2014)	
		• Customization.	• February 2014 (April 2014)	
		• Soft launch/ fully implement.	• April 2014 (May 2014)	
22. Study and implement downtown parking technology improvements.	CDD	✓ Develop scope for feasibility study.	✓ September (October 2013)	Complete.
		✓ Obtain input from Downtown Committee.	✓ November 2013	Complete.
		• Complete draft feasibility study.	• February 2014	Draft Technical Memorandum due to staff in January.

FISCAL YEAR 2013-14 COUNCIL MAJOR GOALS WORK PLANS

January 2014

Title & Description	Lead Dept. & (Cooperating Depts.)	Key Milestones	Date (per milestone) () notes new date	Current Status Notes
		<ul style="list-style-type: none"> • Review with Downtown Committee. 	<ul style="list-style-type: none"> • March 2014 <i>(February 2014)</i> 	
		<ul style="list-style-type: none"> • Council Study Session. 	<ul style="list-style-type: none"> • April 2014 	
		<ul style="list-style-type: none"> • Final feasibility study. 	<ul style="list-style-type: none"> • June 2014 	
23. Implement an online budget transparency module.	FASD/ CMO	✓ Negotiate Contract with Opengov.	✓ June 2013	System has been implemented and released.
		✓ Hold kickoff meeting and demonstration.	✓ June 2013	
		✓ Review account structure for presentation.	✓ July 2013	
		✓ Export Data from Financial System.	✓ August 2013	
		✓ Review data presentation.	✓ September 2013	
		✓ Go live.	✓ October 2013 <i>(December 2013)</i>	
24. Implement a predictive policing software tool.	PD	✓ Finalize agreement with vendor.	✓ July 2013	Data interface established.
		✓ Complete procurement process.	✓ August 2013	
		✓ Create interface with RMS data.	✓ September 2013 <i>(December 2013)</i>	Finalizing process.
		• Training and Implementation.	• October 2013 <i>(February 2014)</i>	
25. Enhance online accessibility to public safety information and services.	PD (IT)	✓ Update all contact information on website.	✓ August 2013	Completed.
		✓ Create new channels for public access.	✓ August 2013	Completed.
		✓ Promote social channels.	• Ongoing	Ongoing
		✓ Create phone tree to better inform public.	✓ September 2013	Completed.

VISUAL ARTS COMMITTEE WORKPLAN
Fiscal Year 2014-15

Title & Description	Key Milestones	Date (per milestone)	Current Status Notes
<i>On-going Work Items</i>			
A. [Title and Description of on-going Advisory Body work items]			
B. [Title and Description of on-going Advisory Body work items]			
C. [Title and Description of on-going Advisory Body work items]			
<i>FY 2014-15 Work Items</i>			
1. [Title and Description of item for FY 2014-15]			
2. [Title and Description of item for FY 2014-15]			
3. [Title and Description of item for FY 2014-15]			