



Council Memo Format Guidelines

Public Works Department
August 2016

Introduction

*The purpose in writing is not to be understood,
but to make it impossible to be misunderstood.*
Cicero

City Council memos are one of the most visible contacts Public Works staff has with the public, Councilmembers, Council Appointees, governmental entities and City staff.

To ensure that our staff reports contain information Council needs to make an informed decision, the staff reports need to be concise, on point and easily understood. Reports should support the recommended action, but also provide the relevant information the Council needs to understand the pros and cons to the action that will be taken.

The attached Council memo writing and format guidelines are intended to achieve a consistent and uniform-look for our memos. Additionally, a Council memo template will be provided electronically to allow staff to select specific wording. More importantly, these guidelines are intended to allow staff to spend less time writing, re-writing and reviewing memos so that staff's valuable time can be focused on designing facilities that are clean, safe, functional, on schedule and within budget for the residents of San José.

I sincerely appreciate your assistance and cooperation in this effort.

Barry Ng
Director of Public Works

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Section 1: Administrative Process and Timeline

THE PROCESS

Council memos are due to the Director's office four weeks prior to the Council meeting for which they will be agendaized. This long lead time allows for the material to be reviewed by a number of people so that the content and format reflect well on the Department of Public Works and furthers our ability to move projects and programs forward.

Council memos are due to the Director's office by 5:00 p.m. on Monday, unless otherwise noted on the [Council Agenda Calendar](#). Simultaneous to the submission of a hard copy with a **Director's Office Transmittal** is an emailed electronic copy of the latest version of the memo. The electronic copy is then reviewed by the City Attorney's Office, the City Manager's Budget Office and the client department, and edits and questions will be marked on it and returned to the Director's office. **The hard copy will be reviewed by the Deputy Director, Assistant Director, and signed by the Director, but only the soft copy will be submitted to the City Manager's Office.**

All revisions are made to this electronic copy before being renamed according to the City Manager's Office Council Report Writing Guidelines (i.e., 4_7_15#1.doc, 4_7_15#2.doc, 4_7_15#3.doc, etc.) and emailed to the City Manager's Council Liaison. Gloria Schmanek and Rachelle Blattman make a final review of the memo and will determine if further revisions are necessary with regard to format or clarity. If the changes are minor, they will make the changes to the electronic copy (unless it affects the signature page) before submitting it to the City Manager.

The Public Works Council Liaison has four working days to have your memo successively reviewed and approved by the City Attorney, Budget Office, Deputy Director, Assistant Director, and Director. If any of these reviewers has a question or makes edits to the memo, the process is compressed even further. When a memo that you have submitted returns to you with questions, your immediate attention is requested in order to meet the Manager's schedule deadline. Keep in mind that the Director is in successive meetings on Monday mornings and will usually not be available to review or sign Council memos before the noon deadline.

PLACEHOLDER/SUPPLEMENTAL MEMOS

In April 2003, the Budget Office held two training sessions for Public Works staff for new procedures for Capital Projects to be awarded by Council. Project managers were requested to submit electronic copies of Council memos along with a [Capital Project Budget Reconciliation Worksheet](#) and a [Prior Year Expenditure Worksheet](#) (when applicable) prior to the memos being submitted to the Director’s office.

In coordination with the City Manager’s Office Council Liaison and the Budget Office, we have developed a 2-step placeholder/supplemental Council memo process.

Both of the budget worksheets and sample placeholder/supplemental memos can be located on back pages of these guidelines or on the PW Intranet site under [PW Forms](#).

<p><u>Placeholder Memo</u></p> <ul style="list-style-type: none"> Recommendation Outcome Background Analysis Evaluation and Follow-up Policy Alternatives Public Outreach/Interest Coordination Commission Recommendation Fiscal/Policy Impact Cost Summary/Implications Budget Reference CEQA section 	<p><u>Supplemental memo:</u></p> <ul style="list-style-type: none"> Reason for Supplemental Recommendation Executive Summary (if applicable) Background Analysis Cost Summary/Implications Budget Reference
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The Background section in the Supplemental will state that ‘A memorandum dated (month/day), 2015 was forwarded to City Council for the (month/date), 2015 Council meeting. The purpose of this supplemental memorandum is to provide additional information obtained after the bid opening.’

Timeline

Division analysts should email the Budget Office (email: [OMB Council memo](#)) to review the placeholder memo, along with the two budget worksheets. This review should occur prior to division manager approval.

With most Public Works construction awards, joint signatures will be required on both the placeholder and supplemental memos.

The [Council Agenda Calendar](#) includes the dates that supplemental memos are due to the Director’s office, usually 15 days prior to the Council meeting. The Director’s office is responsible for delivery of signed supplemental memos to the Council Liaison no later than noon the Tuesday prior to the Council meeting. Every effort should be made to meet this deadline.

Section 2: Page Setup and Header

The following are the basic report guidelines:

Margins: 1 inch on the right and left side, 1 inch on the bottom, and ½ inch on the top

Font: Times New Roman

Font Size: 12

Spacing: Single spacing only for all text and tables.

Triple space between sections (three “returns” between the end of one paragraph and the beginning of the next section heading).

Double space between the section heading and the paragraph following it.

FIRST PAGE HEADING

Text Box

Please do not underline the date or provide an underline for the item number. “COUNCIL AGENDA” and “ITEM” should be typed in all caps and bold; line up colons.

COUNCIL AGENDA: 04-07-15 ITEM:

Heading

The “TO” is always HONORABLE MAYOR AND CITY COUNCIL. The “FROM” is Barry Ng (no title). If your memo is a joint memo with another department, single space and type in the name of the other department’s director (with middle initial where applicable) under Barry’s.

TO: HONORABLE MAYOR AND CITY COUNCIL	FROM: Barry Ng
SUBJECT: 6896-SANITARY STRUCTURES COVER PLATE REPAIR	DATE: March 16, 2015

Council Memo Format Guidelines

Please refer to the [Council Agenda Calendar](#) for the date of your memo. The date should be the day the memo is due to the City Manager's Office. The only exception is a supplemental memo, which would be dated the Tuesday prior to the Council meeting for which the item is agendaized.

PAGE HEADERS

The standard format for headers on pages following the first page is shown below. Note that there are two blank lines following the header.

HONORABLE MAYOR AND CITY COUNCIL	(10 pitch, all caps, not bold)
March 16, 2015	(date of the memo, not the council date, not bold)
Subject: 6896-Sanitary Structures Cover Plate Repair	(bold; not all caps; if the memo is
Page 2 (not bold)	a supplemental memo, please include that at the end of the subject)

Section 3: Subject and Council Districts

SUBJECT

The Subject should be a shortened version of the Recommendation. If the Subject is more than three lines in the header, indicate “SEE BELOW” in the header.

TO: HONORABLE MAYOR AND CITY COUNCIL	FROM: Barry Ng
SUBJECT: SEE BELOW	DATE: March 16, 2015

Note that the word “Subject” is not underlined. Indent the subject topic if it is more than one line.

	COUNCIL DISTRICT: 6
SUBJECT: SUMMARY VACATION OF A PORTION OF A PUBLIC SERVICE EASEMENT ON A PROPERTY LOCATED ON THE NORTHWEST CORNER OF PALM STREET AND WEST ALMA AVENUE	

COUNCIL DISTRICT

This section should provide the Council District of the proposed Council action. The Council District number or the word “Citywide” should not be underlined and is right justified to the page. “Citywide” is one word, not hyphenated. For Downtown and Airport projects, the “Citywide” designation is straight forward. However, regional parks and regional trails are viewed as “owned” by the Council District rather than as an at-large citywide project. Therefore, it is best that Public Works designate all park and trail projects by Council District rather than “Citywide.”

The Airport services Citywide and therefore does not need to have the Council District line. However, if PW and Airport are working on a project on a specific street/area in District 3 that is joint with the Airport, then the Council District line is needed.

Section 4: Reason for ... Supplemental/Replacement/Addendum Memorandum

REASON FOR ... (IF APPLICABLE)

...*Replacement Memo*: This section should explain why the Council report is being replaced (i.e., incorrect information provided in initial report, clarification provided, etc.)

...*Supplemental Memo*: This section should explain why staff is providing Council with additional information and why it was not included in the initial report [Note: At times, a new development may emerge related to an item on the Council agenda, and staff desires to provide that information to Council].

...*Addendum*: This section should explain clearly and precisely the reason why this item needs to be added to the next Council agenda. The section should detail the urgency of obtaining Council action such as public safety, public health, fiscal impact or prudence.

REASON FOR REPLACEMENT

Due to an error in the original Council memo, this new memo includes the corrected information.

REASON FOR SUPPLEMENTAL

To provide additional information after bids were opened.

REASON FOR ADDENDUM

In order to meet commitments to the community and maintain the schedule for this project, staff requests Council approval at its [date of Council meeting] meeting.

or

In order to maintain the schedule for this project, staff requests Council approval at its [date of Council meeting] meeting.

Section 5: Recommendation

The RECOMMENDATION is the action recommended to Council and specifies the who, what, when (for time-specific actions) and how much. Please work closely with the City Attorney's Office to ensure the recommendation properly reflects the legal action necessary by Council.

Capitalize the name of the project, including the word "Project." Put a comma between the part of the sentence that recommends the award of the contract and the part of the sentence that recommends approval of the contingency.

Note that we request to *approve* an agreement, but we *award* a construction contract.

Placeholders

In order to avoid long delays with future projects where there may be bidder problems, the standard language of placeholder memos is "Report on bids and take appropriate action based on the evaluation of bids for the (project name)."

Placeholder

Report on bids and take appropriate action based on the evaluation of bids for the 6896 – Sanitary Structures Cover Plate Repair project.

Contingency

With construction contracts, include a request for approval of any amount of contingency (in a placeholder memo) or of the construction contract amount. On December 3, 2002, Council approved a Capital Project Contingency Policy [Item 3.6, Resolution No. 71319] as follows:

The contingency amount that should be established at the time of the award of a construction contract should be one of the following:

- Five percent of the total contract amount for street, sidewalk or park projects.
- Ten percent of the total contract amount for utilities, storm drains and building projects.
- Fifteen percent of the total contract amount for building renovation projects.
- Such other amount as approved by the City Council for a particular project.

Award Base Bid and Add Alternate with Contingency

Report on bids and award of contract for the 6913 – San José International Airport Northeast Parcel Development Project to the low bidder, Zovich & Sons, Inc., for the base bid and Add Alternate Nos. 1, 2, 3, and 4 in the amount of \$5,480,000, and approve a contingency in the amount of \$548,000.

Award Contract and Approve Environmental Mitigation Measures

- a. Report on bids and award of contract for the Roosevelt Park Roller Rink Relocation Project to the low bidder, Robert A. Bothman, Inc., in the amount of \$421,940, and approve a contingency in the amount of \$40,000.
- b. Adopt a resolution approving the Roosevelt Park Roller Rink Relocation Project and incorporating environmental mitigation measures set forth in the Mitigation Monitoring and Reporting Program for the project.

Standard language to reject bids or to indicate a sole bidder is shown below.

Reject bids

Reject all bids for the Brigadoon Park Renovation Project, and authorize the Director of Public Works to re-advertise and re-bid the project.

Sole Bidder

Report on bids and award of contract for the 6896 - Sanitary Structures Cover Plate Repair Project to the sole bidder, JMB Construction, Inc., in the amount of \$1,047,160 and approval of a contingency in the amount of \$209,432.

Delegation of authority to the City Manager to award a construction contract during Council recess in July.

Adopt a resolution authorizing the City Manager to award a construction contract for the Selma Olinder Park Project to the lowest responsive bidder, and approve a contingency of five percent, in a total amount not to exceed \$2,005,510.

Note that when awarding a construction contract in July, several conditions must be observed; please refer to **Section 10—Analysis** for standard language.

Memos Requiring Appropriation Actions

When additional funding is necessary, Public Works (the “responsible” department) works with the client department to identify the recommended funding source and determine if sufficient funding is available. If assistance is needed to develop a funding strategy, the responsible department contacts its Budget Office analyst.

If the funding strategy or project impacts a particular Council District, the responsible department must discuss the recommended actions with that District staff.

The responsible department drafts a joint memo (responsible department director/Budget Office Director) incorporating appropriation language. All financial aspects of the memo must be consistent. If there are projects with prior year expenditures cited in the memo, a worksheet reconciling those expenditures ([sample attached](#)) must be completed. A worksheet reconciling the total project cost by phase must also be completed ([sample attached](#)).

If the responsible department is working with a client department (example: Public Works is working with Parks, Recreation and Neighborhood Services to prepare an award memo for a community center project), the responsible department provides a copy of the memo to the client department for comment.

The responsible department has its designated staff person review the memo and prior year expenditure reconciliation worksheet and sign-off for accuracy.

At least four days prior to the Council Liaison submittal due date, the responsible department submits the memo to the Budget Office for review and approval, along with the worksheets reconciling prior year expenditures (if applicable) and total project costs by phase.

The Budget Office reviews the memo and provides feedback to the responsible department at least two days prior to the submittal due date.

Special Circumstances: If there are special circumstances that do not allow the normal processing timeframe to be followed, the responsible department should notify the Budget Office as soon as possible to allow the maximum amount of time to resolve budget issues.

RECOMMENDED APPROPRIATION ACTIONS

If additional funding is necessary to support a proposed Council action, the corresponding appropriation action should be included in the Council memo. The appropriate department director and the Budget Director will sign these Council memos. It is important to note that all budget actions must result in a balanced Source and Use for each fund. Therefore, each addition of funds must be offset by a corresponding increase in revenue or a decrease in expenditures. Typically, the ending fund balance, a reserve for a specified purpose, new revenue, or a transfer of funds will be used to offset an addition.

Following are samples of the appropriation language that should be included in the RECOMMENDATION section of the Council memo.

Appropriation Language: Actions that Recognize New Revenue

- a. Report on bids and award the contract for the Rebid: 6656-San Fernando Street Enhanced Bikeway and Pedestrian Access Project, Federal Project No. STPL-5005(105) to the low bidder, American Asphalt Repair and Resurfacing Company, Inc., for the base bid and Add Alternate Nos. 1 and 2 in the amount of \$1,638,859, and approve a contingency in the amount of \$163,885.
- b. Adopt the following 2013-2014 Appropriation Ordinance Amendments in the Building and Structure Construction Tax Fund:
 1. Establish an appropriation to the Department of Transportation for the San Fernando Street Enhanced Bikeway and Pedestrian Access Project in the amount of \$397,000; and.
 2. Decrease the Ending Fund Balance in the amount of \$397,000.

Actions that Use Existing Funds

- a. Report on bids and award of contract ...
- b. Adopt the following Appropriation Ordinance amendments in the Subdivision Park Trust Fund:
 - 1. Increase the Chelmers Park Project by \$350,000.
 - 2. Decrease the Reserve: Future PDO/PIFO by \$350,000.

ADDITIONAL RECOMMENDATIONS:

Public Hearing

When setting a public hearing, underline the date and time in the RECOMMENDATION section. Double check the schedule if you are planning the public hearing for an evening session to be certain that there is an evening session scheduled. Afternoon sessions begin at 1:30 p.m., and evening sessions begin at 7:00 p.m.

Set/Conduct Public Hearing

Adopt a resolution of intention to form Community Facilities District No. 12 (Basking Ridge) to authorize the levy of special tax for maintenance pursuant to the City of San José Community Facilities District Financing Procedure, to set a public hearing on August 13, 2015, at 1:30 p.m. regarding the formation of the District and authorizing other related actions.

It is recommended that Council hold a public hearing and call a special election on August 13, 2015, at 1:30 p.m. to tabulate the ballots and to report the results related to the formation of Community Facilities District No. 12 (Basking Ridge).

Conduct a public hearing and adopt a resolution vacating a portion of Old Bayshore Highway, west of North 13th Street, reserving a public service easement over the vacated area.

There is no need to say ‘between the City of San José and ...’ for approval of agreements.

Agreement

Approve an agreement with Yerba Buena, OPCO, LLC for funding and investigation of the feasibility of providing public financing for the acquisition and construction of public infrastructure improvements required for the Evergreen industrial development.

When asking Council to approve an agreement, include the term of the agreement. If the agreement begins with Council’s approval, the wording could be “ ... from the date of execution to December 31, 2015, ...”.

Consultant Agreement

Approve a master agreement with CDM Smith, Inc. for engineering consultant services for various sanitary and/or storm sewer projects from the date of execution to June 30, 2016, in an amount not to exceed \$500,000.

When preparing an amendment to an agreement or a continuation agreement, please refer to the standard format indicated below.

Continuation Agreement

Approve a continuation agreement for consultant services for the Alviso Ring Levee Wetland Mitigation Project with URS Corporation Americas, extending the term from June 30, 2015 to December 31, 2015, and increasing the amount of compensation by \$21,000, for a total agreement amount not to exceed \$320,000.

Agreement Amendments – Extending Term for No Additional Cost

Approve the first amendment to the agreement for consultant services with Brown and Caldwell, Inc. for the 60-Inch Brick Interceptor Replacement Phase IB Project, extending the term of the agreement from June 30, 2015 to June 30, 2016, at no additional cost to the City.

There is no need to say ‘or his/her designee’ for a delegation of authority

Resolution to authorize City Manager

Adopt a resolution authorizing the City Manager to execute standardized nonexclusive property use agreements for placement of telecommunications equipment on City facilities and within the Norman Y. Mineta San José International Airport and adopting rate schedules for said use agreements.

Do not use acronyms in parenthesis in the RECOMMENDATION section. Do not use symbols for inch (") or foot (') in the RECOMMENDATION section.

Amendment for Liquidated Damages

Approve the third amendment to add liquidated damages to the Implementation Agreement for the Transit Shelter Advertising Program with the Santa Clara County Transit District, also known as the Santa Clara Valley Transportation Authority, the County of Santa Clara, various cities in Santa Clara County and Eller Media Company.

Words to watch for:

- set* a public hearing, instead of setting
- approve*, instead of approval of
- adopt*, instead of adoption of
- authorize*, instead of authorization for
- reserve*, instead of reserving
- resolution instead of Resolution (not capitalized)
- ordinance, instead of Ordinance (not capitalized)
- agreement, instead of Agreement (not capitalized)

staff, instead of Staff (not capitalized)
José, instead of Jose *
Council, instead of the City Council

*The Style Guide section in the Communications Guide states:

Use an accent over the “e” in the name San José. According to local language experts, common Spanish usage dictates applying the accent mark only when it appears in lower case. Use of the accent mark should be avoided with all-caps or small-caps treatments. For instance, City of San José includes the accent mark, but CITY OF SAN JOSE does not ... The only exception is when it is part of the proper name of another organization or business, such as San Jose Silicon Valley Chamber of Commerce which has chosen not to use the accent mark.

To create an accented é, hold down the alt key and type “0233”, on the numeric keypad. Microsoft Word will automatically make the change if you set this up through the Tools/AutoCorrect function.

Section 6: Outcome

An OUTCOME section is included in all Council memos between the RECOMMENDATION and BACKGROUND sections. This section should detail the results/outcomes of the action that staff is recommending to Council [i.e., if Council approves this action, what happens next?]. The text should clearly state the product of Council's action.

The OUTCOME section is not necessary in supplemental memos.

The time extension will enable the design consultant to provide construction support services through the completion of the project.

Contract Change Order (CCO) No.2 will compensate the contractor for all remaining costs associated with the changed conditions of the project and additional bypass pumping operations that were beyond the original scope of work.

The completion of the project ensures that the primary sanitary trunk sewer serving northeast San José has been inspected and rehabilitated to extend the service life of the sewer and to ensure adequate, reliable capacity for the area.

Award of the construction contract to Wattis Construction, Inc. will enable the W. San Carlos Street Streetscape Improvements Project to proceed. Approval of a ten percent contingency will provide funding for any unanticipated work necessary for the proper completion or construction of the project. Adoption of the appropriation ordinance and funding sources resolution will provide additional funding needed to construct this project.

The desired outcome for these proceedings is the formation of CFD No. 12 to provide for the operation and maintenance of necessary Improvements in order for the development of this site.

Approval of the master agreement will enable the City to obtain consultant services for various capital improvement projects to rehabilitate and/or improve the City's sanitary and/or storm sewer system on an as-needed basis. The consultant services are needed to assist City staff in addressing and delivering highly technical and specialized underground utility projects.

Approval of this resolution authorizing the City Manager to award a construction contract for the Fuller Avenue Park Project will enable the contract to be implemented with scheduled completion in February 2014. Approval of a ten percent contingency will provide funding for any unanticipated work necessary for the proper completion or construction of the project.

Section 7: Executive Summary

Effective March 2006, an EXECUTIVE SUMMARY section will follow the OUTCOME section if the **Background and/or Analysis sections in the memo are** lengthy (5 or more pages) or if staff's report is transmitting a complex audit, report, study, etc. This section should provide Council with a brief summary/highlights of the report and action that they are taking.

City staff recommends conducting a public hearing and establishing an ordinance for the proposed Park/Naglee Underground Utility District. Establishing an ordinance for an underground utility district will require utility companies to remove utility poles and aerial cables from the City right-of-way. The proposed project is located along Naglee Avenue between Bascom and Park Avenues and along Park Avenue between Naglee and Hanchett Avenues. It will compliment the Rose Garden Park and new Rose Garden Branch Library along Naglee Avenue. The project will be funded by utility company funds designated by Rules 20A and 32 of the California Public Utilities Commission and per the City's settlement agreement with Comcast.

or

City staff recommends approval of agreements that are necessary to complete the third and final phase of the orthophoto program. The cooperation agreement with the County and Water District defines the contour and elevation data products to be obtained and outlines the funding responsibilities of each agency. The agreement with Triathlon, Inc., for \$895,462, provides for the contour and elevation data products. The Director of Public Works is authorized to execute a change order for an additional \$156,000, if the County deposits these funds for building outlines and elevation data outside of the City. The agreement with HJW Geospatial provides \$83,000 for quality control services related to the Triathlon deliverables. These elevation products will enhance the regional base map created during this past year and will provide needed reference materials for conceptual planning, preliminary design and emergency response.

Section 8: Background

When writing Council memos, it is important to think about who your audience is; i.e., Councilmembers, residents and City staff. Councilmembers and residents are not technical experts, but are interested in basic items such as:

- what will this project provide,
- where will it occur,
- when will it be started and completed and
- how is it being paid for.

It is important to strike a balance between informative and keeping the memo on point. Oftentimes, providing too much information complicates the story that you are attempting to tell.

Almaden Winery Park is located on Chambertin Drive (map attached). This site was acquired as part of a residential home development in 1992. Prior to deeding the property to the City, the developer made improvements to the site including a tot lot and a small picnic area.

This project will improve approximately two acres of the five-acre park site. The improvements include landscaping, connecting pathways and upgraded ornate lighting fixtures. Construction is scheduled to begin in June with completion in January 2016.

or

The Department of Public Works is currently processing an application for the vacation of a portion of Fifth Street between Santa Clara and San Fernando Streets. This vacation is necessary in order to construct the New City Hall Project.

or

The new Blossom Hill Branch Library is the first library to be constructed using City Library Bond funds and is based on the Branch Facility Master Plan approved by Council in September 2000. The site is located on the south side of Blossom Hill Road near Bellagio Drive.

The 24,000 square foot Library contains various reading areas, a tech center, a new Internet café area and a community room. Three Add Alternates provide for the addition of an exterior trellis, lobby flooring tile and installation of low voltage voice and data cabling. Construction is scheduled to begin in June with completion in January 2016.

Do not use the words “safety,” “security” or “liability” because of legal implications when describing lighting or reasons for doing work if there is an element in a project where safety is being enhanced.

When discussing an agency or form that may be familiar to us, we often use acronyms. These acronyms may not have any meaning to a person in Amarillo who is reading your Council memo on the City’s Internet site. Therefore, please be sure that you indicate the full reference prior to

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using the acronym for the first time (other than in the RECOMMENDATION section where acronyms are never used).

In legal documents, numbers are often spelled out and then written numerically in parenthesis. Council memos are less formal and this is not necessary in the body of the memo. Use figures for most numbers above 10. The only time you would spell out numbers under 10 and include the number in parenthesis would be in the RECOMMENDATION section (i.e., a five (5) year lease agreement). Dollar amounts are never spelled out in Council memos.

Note that the date of the bid opening is not in this paragraph. The date of the bid opening will be written into the next paragraph in the ANALYSIS section.

For construction award [or agreement] memos, mention the start and end dates, with the sentence “Construction [This agreement] is scheduled to begin in June with completion [termination] in January 2016.”

Placeholder Memos

For placeholder memos, the BACKGROUND section includes a description of the project and scope of work, the date bids will open and the Engineer’s Estimate. Note that if the bid date changes following submittal of the memo to the City Manager’s Office, the project manager must notify the Public Works Council Liaison so that the Manager’s Office can be notified.

Guadalupe Gardens is an existing 120-acre area located in central San José immediately south of the Norman Y. Mineta San José International Airport. The Gardens is bordered by the 880 Freeway to the north, the Guadalupe River to the east and Coleman Avenue to the west and south. This improvement project consists of a 16-acre portion of the Gardens south of Taylor Street. The vacant parcels located in this area are to be converted to turf and transitory meadow areas with recycled water irrigation. In addition, the existing irrigation for the rose garden and orchard will be converted to recycled water. Construction of the Phase I improvements is scheduled to begin in March 2015 with completion in April 2016.

The Engineer’s Estimate for this construction contract is \$1,040,000. A supplemental memo will be provided after bids are opened on February 14, 2015.

Supplemental Memos

The BACKGROUND section will state that ‘A memorandum dated (month/day), 2015 was forwarded to City Council for the (month/date), 2015 Council meeting. The purpose of this supplemental memorandum is to provide additional information obtained after the bid opening.’

Consultant Agreements

The BACKGROUND section for consultant agreements should contain a brief description of the project, how the consultant was selected, the scope of work included in the agreement and a construction schedule.

Consultant Selection paragraph

The Department of Public Works has identified the need to secure several new consultant master agreements with professional civil engineering firms to address the needs of the Storm and Sanitary Sewer System Capital Improvement Programs. The 2012-2016 Proposed Capital Improvement Program for these two utility systems includes a number of new initiatives and projects that will require the services of professional engineering consultant firms:

The Sanitary Sewer Program has a number of large scale projects identified in the five-year CIP to enhance sewer capacity and rehabilitate existing sewer interceptors, structures and sanitary sewer pump stations. Also underway is a Sewer Condition Assessment study to evaluate the City's sewer system with a specific focus on pump stations, force mains, siphons and pipelines identified as high-risk based on age, maintenance frequency, lack of redundancy, etc. The results of the Sewer Condition Assessment are anticipated to yield a new list of capacity improvement and high priority sewer rehabilitation projects.

The Storm Sewer Program is beginning a three-year effort to develop a citywide Storm Sewer System Master Plan in conjunction with the 2040 General Plan. The Storm five-year CIP also includes allocations for Storm Sewer System studies, pump station rehabilitation projects, and outfall rehabilitation work.

or

Consultant services are required to augment City forces for the design of this new facility. Preliminary planning and design that includes architectural programming and site schematics was performed in-house. Under the recommended agreement, the consultant will provide the architectural and engineering services for design development through the construction phase. Construction is estimated to begin in winter 2015 with completion in late 2016 or early 2017.

Section 9: Analysis

The ANALYSIS section is to provide information on the ramifications of a Council decision. It is important to keep the information as non-technical as possible, but articulate possible solutions to the nature of the project, issue or problem as stated in the BACKGROUND section.

Bids were opened on February 26, 2015, with the following results:

[List the bid results.]

The low bid submitted by HSR, Inc. is five percent under the Engineer's Estimate. Staff considers this reasonable for the work involved.

Council Policy provides for a standard contingency of five percent on public works park projects. The standard contingency is appropriate for this project.

or

A Request for Qualifications for consultant services to provide civil and environmental engineering for various storm and sanitary sewer system projects was advertised on January 30, 2015. The City received Statements of Qualifications from 23 firms by the February 21, 2015 deadline. Staff from DPW and a panel member from the Santa Clara Valley Water District conducted a selection process for consultant services in accordance with the Council adopted Qualifications Based Consultant Selection Process and the Local Business and Small Business Preference Ordinance.

After evaluation of the Statements of Qualifications submitted, ten firms, including CDM Smith, Inc. were invited for interviews which were conducted in March 2015. These firms were evaluated, ranked, and are deemed qualified to assist the City to perform various types of services related to master planning, storm and sanitary sewers, and recycled water pipeline projects. The top five consulting firms were selected for various services related to Sanitary and Storm Capital Improvement Programs. To date, in addition to this master agreement, four others have been successfully negotiated: AECOM, Schaaf & Wheeler, West Yost & Associates, and Brown & Caldwell.

The selected firms were brought under contract in a phased approach to align with program schedules and goals and to add efficiency to the procurement process.

In listing bid results for construction contracts in the ANALYSIS section, list the bids in order of low bid to high bid. This should be a single-spaced table--do not use tabs to create your columns. The Engineer's Estimate should be in bold type. In the "Contractor" column, indicate on a separate line the city that the contractor is located in parenthesis, indented a couple of spaces over from the margin. If all of the contractors are located in California, there's no need to include "CA" in the address. Round off the percentage; therefore, 39.7 percent will be indicated as 40 percent.

Council Memo Format Guidelines

Bids were opened on June 13, 2013, with the following results:

<u>Contractor</u>	<u>Bid Amount</u>	<u>Variance Amount</u>	<u>Over/ (Under) Percent</u>
Steiny and Co., Inc. (Vallejo)	\$270,620	(\$54,380)	(16)
McDonald Electric, Inc. (San Martin)	305,844	(19,156)	(5)
Engineer's Estimate	325,000	---	---
Bay Counties Electric, Inc. (San José)	352,900	27,900	8
Sheets Enterprises (San José)	453,807	\$128,807	40

Base Bid/Add Alternates

When there are Add Alternates, include a discussion of the scope of each one.

In addition to the base bid scope of work there are four Add Alternate bid items as follows:

- Add Alternate No. 1: Installation of additional play equipment at Playa del Rey Park
- Add Alternate No. 2: Replacement of benches on planter wall at Cahalan Park
- Add Alternate No. 3: Installation of additional benches at Cahalan Park
- Add Alternate No. 4: Installation of additional benches at Playa del Rey Park

A table for the base bid and total of Add Alternates is followed by a table indicating the bids for each of the Add Alternates. Note that "Engineer's Estimate" is capitalized.

<u>Contractor</u>	<u>Base Bid</u>	<u>Add Alt Total</u>	<u>Total Bid</u>	<u>Variance Amount</u>	<u>Over/ (Under) Percent</u>
HRB Construction (San José)	\$841,210	\$15,000	\$856,210	(\$68,790)	(7)
Engineer's Estimate	900,000	25,000	925,000	---	---
Lone Star Landscape (San Martin)	945,330	23,900	969,230	44,230	4
Boulder Rock Construction (Livermore)	933,988	39,000	972,988	47,988	5

Council Memo Format Guidelines

List bidding companies in the same order as the first table.

<u>Contractor</u>	Add Alt <u>No. 1</u>	Add Alt <u>No. 2</u>	Add Alt <u>No. 3</u>	Add Alt <u>No. 4</u>
HRB Construction	\$6,000	\$4,000	\$2,500	\$2,500
Engineer's Estimate	6,000	6,000	8,000	5,000
Lone Star Landscape	7,250	3,350	8,300	5,000
Boulder Rock Construction	7,000	7,000	14,000	11,000

The low bid submitted by HRB Construction is seven percent below the Engineer's Estimate. The bid is considered acceptable for the work involved in the project. Add Alternate Nos. 1, 2, 3 and 4 are recommended for award because the project budget is sufficient to accommodate this addition to the project.

The words "base bid" are not capitalized, but "Add Alternate No. 1" is capitalized.

There is no need to discuss having contacted the contractor "regarding the bid and they have indicated that the plans and special provisions were interpreted correctly and the bid is valid as submitted."

With regard to non-responsive bids, staff should verify the material submitted in case of errors and a requested withdrawal.

The bid submitted by the apparent low bidder, (contractor name), is nonresponsive because it did not include the signed acknowledgement of the bid addendum. The bid addendum contained the prevailing wage requirements as well as information about the manner in which the project is to be constructed. Accordingly, the addendum is considered material and the requirement to sign and submit the acknowledgement with the bid cannot be waived as a minor irregularity. (contractor name) attempted to cure the defect in its bid by submitting documents AFTER the City opened the bids. Generally, the City cannot consider documents submitted after the opening of the bids.

The second bid submitted by (contractor name) was 60 percent above the Engineer's Estimate and is considered excessively high.

When the low bid is more than ten percent higher or lower than the Engineer's Estimate, an explanation is required.

The low bid submitted by Pacific Underground Construction is 11 percent under the Engineer's Estimate. Staff considers this reasonable for the work involved. The lower than estimated bid can be attributed to a competitive bidding environment.

The low bid submitted by Jensen Corporation is 17 percent above the Engineer's Estimate. Potential reasons for the higher bid include the competitive nature within the construction industry, higher material prices or a combination of these issues. Staff will continue to monitor issues affecting construction costs and report back to Council as required. The bid is considered acceptable for the work involved in the project.

It is sometimes necessary for a construction contract to be awarded during Council's July recess. This occurs when construction must start before Council resumes its regular meetings or bids for the project open during July. Specific language must be used in the RECOMMENDATION section and conditions under which the Manager can award the contract are detailed in the ANALYSIS section, as follows:

The bids for this project will be opened July 11, 2015. For this reason, staff is recommending that the Council authorize the City Manager to award the project subject to the following conditions:

1. If the amount of the bid plus the contingency would exceed the funds appropriated for the project, the award will be referred to Council.
2. If there is a bid protest, the award will be referred to Council.
3. If there are issues of responsibility of the lowest responsive bidder, the matter will be referred to Council.

Contingency

All contingencies are to be reported in the ANALYSIS section. When the project is consistent with Council Policy, standard language is

Council Policy provides for a standard contingency of (ten) percent on public works projects involving (parks, utilities, construction of a building, etc.). The standard contingency is appropriate for this project.

When a different contingency is required: "Council Policy provides for a standard contingency of (ten) percent on public works projects involving (parks, utilities, the construction of a building, etc.). However, on this project a contingency of (15) percent is being requested because of _____."

Council Policy provides for a standard contingency of five percent on public works park projects. However, on this project, a contingency of ten percent is recommended due to the lack of record drawings and unknown conditions related to the extensive underground work involved in the construction. The funds budgeted for this project are sufficient to provide for the recommended contingency.

Council Policy provides for a standard contingency of five percent on public works street projects. However, a contingency of ten percent is recommended for any unanticipated work necessary for the proper completion or construction of this project. The funds budgeted for this project are sufficient to provide for the recommended contingency.

Outsourcing Work

When including evaluation criteria and scoring results in request for proposals (RFPs), the following format is recommended:

Evaluation Criteria:

Description	Weight
Proposal Responsiveness	Pass/Fail
Experience of Proposer/Technical Capability	_____ %
Customer Satisfaction/Firm Reputation	_____ %
Fee Structure (Cost)	_____ %
Local Business Enterprise	_____ %
Small Business Enterprise	_____ %
	100%

Rank	Firm	Experience /Capability	Customer Satisfaction	Fee Structure	Local Business	Small Business	Total
1							
2							

Selection Criteria

The City circulated a Request for Proposal (RFP) to 30 firms on November 20, 2014 for a three phased project that included aerial photography, orthorectification and contour lines. The RFP also solicited interest from firms interested in providing quality assurance/quality control (QA/QC) services. A multi-jurisdictional panel reviewed the responses and recommended that for all phases, Triathlon be selected for the work and that HJW Geospatial be selected for the QA/QC effort. The selection criteria was based on the following:

- A demonstrated understanding of each item proposed;
- The level of quality provided by the technology and methodology proposed;
- The necessary qualifications, experience, organization, technical and managerial staff, and equipment and facilities to carry out the work;
- Prior experience on related or similar projects and the accessibility/availability of the individuals working on this project;
- Ability to complete the work within a proposed time schedule; and
- Cost of acquiring the RFP deliverables.

Council Memo Format Guidelines

When recommending approval of a consultant agreement or award of a construction contract, briefly explain why City staff is unable to perform construction work or services that will be outsourced to consultants. You may reference City Charter Section 1217, subsections (a) and (d)(3).

Consultant Agreement

An alternative to hiring a consultant for this work is for the work to be done by existing City staff. Staff considered this alternative and recommends using a consultant because current City staff is fully utilized. Shifting existing City staff resources to this project at this time would delay the project.

Amendment to an Existing Consultant Agreement:

An alternative to extending this agreement for structural engineering services is for the work to be done by existing City staff. Staff considered this alternative and recommends continuing this agreement with the consultant because current City staff is fully utilized for coordination and plan review services and there are no available existing City staff resources with appropriate structural engineering expertise. Shifting existing City staff resources to these projects at this time would delay these various projects.

Construction Award (where applicable)

All professional and technical services for this project are being performed by the Department of Public Works staff and include design and preparation of construction documents, construction management and inspection of the work

Green Building

If a Council Memo is related to a project that is covered in the Council's Green Building Policy, please include a statement in Council Memos as follows:

Consultant Agreements

An architect who is LEED Accredited Professional will be included on the Design Team for this facility. The facility will be designed in accordance with the Green Building policy.

Construction Contract Awards

In accordance with the Green Building policy, this project was designed and will be built to meet or exceed the equivalent of a "Certified" rating using the LEED rating system.

Section 10: Evaluation and Follow-Up

Provide a brief statement describing any performance measures this project addresses.

If this is an item returning to Council, please note any follow-up action that staff has taken to address Council comments and directives when it was last presented to Council. For returning and new items, explain when this issue will report back and how, through Council, Committee or Information Memorandum.

The project is currently within budget and on schedule. No additional follow up action with the Council is expected at this time.

Due to the lengthy community input process regarding site location and the unsuccessful negotiations with the original consultant, the project schedule changed. The project is currently within budget and on schedule with a projected completion in fall 2015. The construction award for this project is expected to be brought to the City Council for approval in summer 2015.

Upon City Council's approval of the ordinance at the public hearing, utility companies will begin design of the project. Once the design is near completion, Public Works will mail electrical service conversion packets to all property owners that need their electrical service panel converted to receive service from an underground system. Public Works and utility companies will closely coordinate design and electrical conversion work with the property owners. In addition, continuous coordination will occur during the design and construction phases of the project with the adjacent property owners and other stakeholders.

This project addresses Public Works performance measures to maintain a 100% cost-recovery program by charging service fees to pay for the staff time involved in this street vacation process.

If Council adopts this resolution summarily vacating a portion of public right-of-way at the southeast corner of North King Road and Mabury Road (796 North King Road), no further action by the City will be required.

These master agreements will provide staff with the ability to engage the services of a special inspection and material testing services firm on an as-needed basis, thereby enabling a more cost effective and timely delivery of projects. No additional follow up action with the Council is expected at this time.

Section 11: Policy Alternatives

Provides a brief listing of the various courses of action available to the Council based on issues covered in the ANALYSIS section. Lists some alternatives with potential positive and negative ramifications and projected cost, and why staff decided to go with the recommended action.

Alternative #: (Description)

Pros:

Cons:

Reason for not recommending:

Alternative # 1: Reduce project scope to remain within existing budget.

Pros: Does not require reducing other projects to remain within budget.

Cons: Cost of redesign would total approximately \$50,000; The project would be delayed by 3-6 months; the downsized facility would be as effective and/or efficient.

Reason for not recommending: Given the project delays and costs associated with re-scoping and rebidding the project, staff does not recommend this alternative.

Alternative # 2: Direct staff to assign additional City staff to provide the required architectural and engineering support during the construction of Fire Station No. 25.

Pros: Would allow the contracting in of this work.

Cons: City staff is not familiar with the project, which would result in slight delays and require staff to interpret work that they did not produce; staff would have to be pulled from other projects to cover this assignment.

Reason for not recommending: This particular alternative is not practicable as it does not address the liability concerns of tasking staff with interpretation and support of documents not generated under their professional supervision. As the author and architect of record of the construction documents for the subject project, BFGC is best suited to provide these services during construction and in support of staff already engaged in construction administration and inspection activities.

The POLICY ALTERNATIVES section is not necessary in supplemental memos. If the construction project is listed in the Capital Budget book, Policy Alternatives are not applicable because the project is pre-approved.

Section 12: Public Outreach/Interest

The PUBLIC OUTREACH section is to describe discussions, meetings and/or outreach efforts made to inform the public, stakeholders and/or other governmental agencies of the issue.

With the exception of placeholder memos, every Council memo will have a PUBLIC OUTREACH section, even when there is no public outreach (“Not applicable”). The PUBLIC OUTREACH section is after the POLICY ALTERNATIVES section and before the COORDINATION section.

The project was listed on BidSync (www.bidsync.com) and advertised in the *San José Post Record*. The complete bid package and project information for all Department of Public Works construction projects are available on BidSync for interested contractors, contractor organizations and builders’ exchanges.

This placeholder award memo will be posted on the City’s website for the April 7, 2015 Council Agenda, and the supplemental memo will also be posted on line during the week of March 30, 2015.

In addition, community participation in the master planning effort through various community participation meetings for this branch was solicited through flyers at various branches and mailers to the nearby residents.

Various neighborhood and community meetings were held to gather input. Additionally, to solicit contractors, this project was listed on Bidsync and advertised in the *San José Post Record*. Bid packages for all Department of Public Works construction projects are provided to various contractor organizations and builders’ exchanges. In addition, this memorandum will be posted on the City’s website for the April 7, 2015, Council agenda.

The Request for Qualifications was published in the *San José Post Record* and on Bidsync and automatic notifications of the Request for Qualifications were sent via email to all 85 firms on the list of pre-qualified architectural consultants. A programming community meeting will be held in March 2015. Future project meetings will be advertised at the Pearl Avenue Branch Library and at various nearby branch library locations for conceptual design and the schematic design processes. In addition, this memorandum will be posted on the City’s website for the April 7, 2015, Council agenda.

The public was afforded the opportunity to comment on proposed development during the planning process. On February 5, 2015, the Planning Commission held a public hearing on the subject vacation and forwarded a recommendation to the Council for approval of the vacation. Additionally, as directed at the February 12, 2015, Council hearing, staff has posted the site with a Notice of Vacation and the City Clerk has advertised this public hearing. In addition, this memorandum will be posted on the City’s website for the April 7, 2015, Council agenda.

Section 13: Coordination

This section indicates the City Departments and Offices that were coordinated with to complete this report. The City Attorney's Office and the City Manager's Budget Office should particularly be mentioned when applicable. Please share a copy of the memo with those stated prior to submission to the Director's Office.

This agreement and memorandum have been coordinated with the Departments of Parks, Recreation and Neighborhood Services, Finance, and Planning, Building and Code Enforcement, the City Attorney's Office and the City Manager's Budget Office.

Please note that whenever mentioning other City departments, type out the entire department name, such as "the Department of Planning, Building and Code Enforcement," rather than "the Planning Department."

The Equality Assurance Office is not referenced in the COORDINATION paragraph since it is a division of Public Works.

The Risk Manager's Office is also not referenced in the COORDINATION paragraph; reference the Finance Department instead.

Please do not use "&" (ampersand) – spell out "and."

For joint memos, do not list the other department(s) whose directors will be signing the memo in the list.

All memos are being reviewed by the City Attorney's Office (not the *Office of the City Attorney*), the Planning, Building and Code Enforcement Department and the City Manager's Budget Office.

The COORDINATION paragraph is not necessary in supplemental memos.

Section 14: Commission Recommendation

In July 2015, the City Manager's Office updated the Council memo template to include a new section titled "Commission Recommendation." The section was an "if needed" section. This past Tuesday, August 9, 2016, the City Council changed that requirement to be mandatory. **All memos must now include this section.** The following is a reminder of the section description:

COMMISSION RECOMMENDATION (Mandatory)

Statement indicating the City commission action on the item being heard by Council. Include the outcome of any votes if taken. Also, include any additional relevant input, suggestions or concerns made by the commission.

All memos, starting with the **August 30, 2016** City Council meeting, must include the section. If the item does not have input from a board or commission, please state that in this section. If you are using the approved short form Council memo and there is board or commission input, please include that information.

The updated template is available on the Agenda Services intranet page at the following link: <http://www.sjcity.net/index.aspx?nid=292>

Here are a couple of examples:

COMMISSION RECOMMENDATION

Pursuant to Section 7.01 of the existing regulations, the proposed amendment will be presented to the Housing and Community Development Commission at their regularly scheduled meeting on August 11, 2016, for approval of the amendment and a recommendation to the City Council. A supplemental memo will be released with their recommendation(s) to the Council.

COMMISSION RECOMMENDATION

On April 14, 2016, the Housing and Community Development Commission voted to recommend approval of the FY 2016-17 Annual Action Plan to the City Council, with the modification of the Evans Lane project called out on page 32 of the Plan, to be changed to permanent affordable housing with the priority on victims of domestic violence, veterans, and families. The motion passed 9-0-1 by vote. Since no funding is being proposed for this project via this Action Plan, all reference to this project has been deleted from the Plan.

The list of Boards and Commissions is at the end of these guidelines.

Section 15: Fiscal/Policy Alignment

This section provides cost-benefit information and economic impact which includes, but is not limited to, the following how the expenditure aligns with and affects the City's

- Policy goals
- Fiscal priorities
- Long term strategy
- Economic development goals and priorities.

This section will be based on such guiding principles found in the

- [City's General Plan](#),
- [Economic Development Strategy](#)
- [Budget Strategy](#)

and other existing guiding principle documents. This section is mandatory for items over \$1 million or determined to be of significant public interest.

This project is consistent with the Council-approved Budget Strategy to continue with capital investments that spur construction spending in our local economy. The addition of a new library will also assist in meeting the General Plan goal of providing XXX square feet of library space per capita.

This project is consistent with the Council-approved Budget Strategy Economic Recovery section in that it will spur construction spending in our local economy.

The FISCAL/POLICY ALIGNMENT section is not necessary in supplemental memos.

Section 16: Cost Summary/Implications

The purpose of the COST IMPLICATIONS section is to accurately represent money and the source of funds not only to Council but especially to the City Manager’s Budget Office. The Budget Office will review the information and if they deem the resources are not adequate or sufficiently explained, they will withhold the memo. A key component of our memo under this section is the explanation of the cost of our services. All costs associated with developing the scope of work for a project and public outreach (i.e., community meetings, etc.) should be indicated in the Project Delivery number. This figure should be as accurate as possible, and not a “plugged-in” percentage of the construction contract amount. Project managers should use the actual numbers for design and add on the anticipated staff cost for construction management and support.

This section should include maintenance costs and source of funding for maintenance costs, matching grant funds and other ongoing costs.

1.	<p>AMOUNT OF RECOMMENDATION/COST OF PROJECT: \$264,350</p> <table border="0" style="width: 100%;"> <tr> <td style="padding-left: 20px;">Project Delivery</td> <td style="text-align: right;">\$ 92,000 *</td> </tr> <tr> <td style="padding-left: 20px;">Construction</td> <td style="text-align: right;">264,350</td> </tr> <tr> <td style="padding-left: 20px;">Contingency</td> <td style="text-align: right;"><u>14,000</u></td> </tr> <tr> <td style="padding-left: 20px;">TOTAL PROJECT COSTS</td> <td style="text-align: right;">\$370,350</td> </tr> <tr> <td style="padding-left: 20px;">Prior Year Expenditures</td> <td style="text-align: right;">(2,157)</td> </tr> <tr> <td style="padding-left: 20px;">REMAINING PROJECT COSTS</td> <td style="text-align: right;">\$368,193</td> </tr> </table>	Project Delivery	\$ 92,000 *	Construction	264,350	Contingency	<u>14,000</u>	TOTAL PROJECT COSTS	\$370,350	Prior Year Expenditures	(2,157)	REMAINING PROJECT COSTS	\$368,193
Project Delivery	\$ 92,000 *												
Construction	264,350												
Contingency	<u>14,000</u>												
TOTAL PROJECT COSTS	\$370,350												
Prior Year Expenditures	(2,157)												
REMAINING PROJECT COSTS	\$368,193												

*Project delivery includes \$60,000 for Design Services and \$32,000 for Construction Management and Inspection Services. In 2004-2005, \$2,157 was expended on project delivery..

2. COST ELEMENTS OF AGREEMENT/CONTRACT:

This section shall reflect the cost or price elements as identified in the Compensation Schedule of the agreement/contract (below are sample elements).

- Sub Project/Phases
- Management
- Equipment
- Software
- Maintenance
- Service
- Labor Rates (If applicable – use separate table detailing labor rates)
- Taxes and Fees*
- TOTAL AGREEMENT/CONTRACT AMOUNT**

*The taxes and fees cost element is estimated based on the entire or portions of the agreement/contract value, which require the payment of taxes and fees.

3. SOURCE OF FUNDING: 441 – Community Development Block Grant (CDBG)
450 – Services for Redevelopment Capital Projects Fund

4. OPERATING COSTS: The project will have minimal operating and maintenance impacts on the general fund in the amount of \$4,570 annually, beginning in fiscal year 2008-09. [This section should also indicate the fund that the operations and maintenance costs will be budgeted in.]

Please check the accuracy of all numbers. Columns of numbers should be double-checked so that the total number is correct.

Note that in line 1 (AMOUNT OF RECOMMENDATION/COST OF PROJECT) of the example above, there are two spaces after the colon, followed by the dollar amount.

In the table, there are dollar signs only at the first number in the column and at the Subtotal and Total number. There are no colons after each item in the list. Whenever possible, round off numbers to the nearest 100. Do not include cents (\$.00) with estimated numbers.

Council Memo Format Guidelines

It is very important that project managers include explanations for those instances where the Project Delivery cost is an unusually high percentage of the construction cost.

Equally important, the Remaining Project Costs amount in the COST OF PROJECT section should be entirely covered in the BUDGET REFERENCE section. If the project spans multiple fiscal years, it *must* be noted in the COST OF PROJECT section *how much* of the project was encumbered/expended on the Prior Year Expenditures line. In this way, the entire cost of the project will be accounted for.

The project costs expended or encumbered in prior years need to be identified. The prior year expenditure and encumbrance amounts must tie to the Financial Management System (FMS) reports. The [Prior Year Expenditures Worksheet](#)--a reconciliation of the prior year expenditures-- must be completed and submitted to the Budget Office with the memo. This reconciliation must identify the fiscal year, fund number, appropriation number, expenditure amount and encumbrance amount for the project.

In the case of [placeholder memos](#), if additional resources are anticipated to be necessary based on the Engineer's Estimate, the memo should discuss the anticipated need and the funding strategy. If additional funding is necessary based on the actual bids, the Agenda must be updated to include the language for that recommendation.

If the memo is processing a [change order](#), a note is needed under the COST OF PROJECT section identifying the total amount of the change orders issued to date. A discussion of how the change orders are funded is also necessary. Example:

To date, three change orders totaling \$150,000 have been issued for this project. The Contingency Reserve of \$332,000 has been sufficient to cover the costs of these change orders.
--

Project managers and division analysts are to verify the overall consistency of the financial information in the Council memo prior to submitting it to the Budget Office. The designated employee must review the memo and the prior year expenditure reconciliation for consistency and accuracy.

For **line 3 (SOURCE OF FUNDING)**, please indicate the fund number first, followed by the name of the fund.

Please check that all of the funding sources listed in the SOURCE OF FUNDING are also detailed in the BUDGET REFERENCE section.

Line 4 (OPERATING COST) of the COST IMPLICATIONS section identifies the operating and maintenance (O & M) capital impact. If a proposed Council action significantly expands the scope of a project that would subsequently result in additional O & M costs, those costs should be outlined and compared with the O & M costs associated with the original plan. Or, if the City received a grant to provide a service for a specified number of years but would then have to cover the operating costs at the end of the grant, the ongoing cost to the City should be disclosed. Actions with O & M impacts should be discussed with the Budget Office prior to the preparation of the memo.

Examples:

4. **OPERATING COST:** The proposed operating and maintenance costs of this project have been reviewed and will have no significant impact on the General Fund operating budget.

Vacating the City right-of-way is in alignment with the Council-approved Budget Strategy Expenditure Control Strategy section by eliminating a City maintenance obligation and liability in the public street.

Impact on O & M Due to Accelerated Capital Project

The nine-month acceleration of the construction schedule for this new branch library will result in the operating and maintenance costs coming on line earlier than anticipated. Under the revised schedule, the library will be opened in January 2009 rather than September 2008. The annual operating and maintenance costs for this facility are estimated at \$600,000. In 2008-2009, this facility will generate General Fund operating and maintenance costs of \$300,000 that were not originally planned. In addition, the projected operating and maintenance costs in 2008-2009 of \$600,000 exceed the current estimated amount of \$450,000 by \$150,000, reflecting a full year of operations.

Fee Increase Implemented During the Year

With the implementation of the proposed fee increase on March 1, 2008, it is anticipated that additional General Fund revenues of \$30,000 will be generated this fiscal year. On an annualized basis, the proposed fee increase is expected to generate \$120,000. With this adjustment, the fee is expected to be 100% cost recovery, an increase from the current cost recovery level of 86%.

Section 17: Budget Reference

This section identifies the current funding sources for the recommended actions.

BUDGET REFERENCE

The table below identifies the fund and appropriations proposed to fund the contract(s) recommended as part of this memo and remaining project costs, including project delivery, construction, and contingency costs:

Fund #	Appn #	Appn. Name	Total Appn.	Amt For Contract	2015-2016 Adopted Budget (Page)	Last Budget Action (Date, Ord. No.)
Remaining Project Costs			\$368,193			
Current Funding Available						
450	4891	University SNI Pedestrian Light Project	\$57,843	\$49,350	Capital V-1067	10/16/07 Ord. No. 27267
441	4967	University SNI Area – Antique Style Lighting/Pedestrian Corridors	\$215,000	\$215,000	Operating XI-14	
Total Current Funding Available			\$272,843	\$264,350		

If there are insufficient funds to cover the costs, a new section for Additional Funding Recommended is included to describe the budget action that will bring the budget in line with the remaining costs.

Fund #	Appn#	Appn Name	Current Total Appn	Rec. Budget Action	Amt for Contract	2015-2016 Adopted Capital Budget Page	Last Budget Action (Date, Ord. No.)
Remaining Project Costs			\$865,000				
375	7628	TRAIL: Guadalupe River – Tasman Undercrossing Engineering	\$85,000	N/A	N/A	N/A	10/08/2013 Ord. No. 29320
381	NEW	TRAIL: Guadalupe River – Tasman Undercrossing Engineering	N/A	\$520,000	\$520,000	N/A	N/A
465	NEW	TRAIL: Guadalupe River – Tasman Undercrossing Engineering	N/A	\$260,000	\$7,650	N/A	N/A
Total Current Funding Available			\$85,000				
New Funding to be Appropriated				\$780,000			
TOTAL FUNDING				\$865,000			

Council Memo Format Guidelines

Source of New Funding							
381	8999	Unrestricted Ending Fund Balance	\$2,719,666	(\$520,000)	N/A	V – 382	4/22/2014 Ord. No. 29405
465 (Memo Fund 349)	8262	North San José Traffic Impact Fees Reserve	\$27,114,707	(\$260,000)	N/A	V – 795	2/11/2014 Ord. No. 29378
Total				(\$780,000)			

VERIFYING BUDGET INFORMATION

The appropriation ordinance provides up-to-date information on the current year budget (without carry-over encumbrances). Division analysts should verify current year appropriation information. This step is necessary for every budget reference included in a Council memo. If you are unable to access this file, please see your departmental Information Technology coordinator.

Please note that after the Annual Report and the Mid-Year Budget Review, it can take up to three weeks to have the budget adjustments reflected in the ordinance due to the volume of transactions. If you are processing Council memos during those times, please verify budget information with the Budget Office analyst assigned to your department.

Section 18: CEQA, Signature Block, Reference Initials and New Revenue Action

CEQA

The California Environmental Quality Act (CEQA) notation provides the environmental status granted by the Planning, Building and Code Enforcement Department. All Council memos must have a CEQA reference. In order to ensure a smoother streamlined CEQA request process, please send all requests and Council memo copies and/or electronics to PBCE **at least two weeks** before your Council memo is due to ensure that there is enough time to receive the appropriate CEQA clearance.

Once a CEQA reference has been assigned, the reference should be included in the Council memo on the last page as the last section above the signature block. This CEQA reference will appear on the City Council administrative draft agenda as well as final Council agendas.

GUIDELINES FOR IDENTIFYING ENVIRONMENTAL CLEARANCE OF COUNCIL MEMOS (COUNCIL AGENDA ITEMS), DATED MARCH 24, 2010.

Each department that generates a Council memo shall be responsible for confirming the CEQA determination of either “Not a Project” or “Statutory Exemption” by using the following guidelines before submittal to the Council liaison

- A. **Identifying CEQA Clearance of Council Actions:** At least two weeks prior to the date the City Council memo is due to Agenda Services, City department staff shall confirm whether the Director has determined that a proposed Council action qualifies as “Not a Project” or “Statutorily Exempt” under CEQA. If the proposed Council action is included in one of the Director’s determinations identified in Table 1 below, staff may proceed with identifying the CEQA clearance by the Public Project number. If the type of Council action is not included in the listing, or staff is unsure of the CEQA clearance, the draft memo must be submitted to PBCE for environmental clearance at least two weeks prior to submittal to Agenda Services. However, if the project/memo is not a project and clearly falls in one of the following categories, there is no need to contact PBCE.

Actions	Not a Project	Statutory Exemption
1. Agreements/Contracts (New or Amended) Public Project number PP10-066		
a. Purchase Order/Cooperative Purchase of Supplies, Equipment & Professional Services with no changes in the physical environment. <i>(Examples include computer software, repair services (unless involves physical outdoor repairs))</i>	X	
b. Advertising RFPS	X	
c. Contract Award for purchase of supplies and equipment		

Council Memo Format Guidelines

<i>Examples include award for purchase of furniture, traffic signal controllers</i>	X	
d. Consultant Services for Design, Study, Research, Inspection, or other professional consulting services to determine the feasibility of a project with no commitment to future action.		X – Sec. No. 15262- Feasibility and Planning Studies
e. Services that involve no physical changes to the environment. <i>Examples include facility management, marketing, security.</i>	X	
f. Lease of equipment of existing space for the same use (NOT lease of real property for a particular new use) <i>Examples include leases for some types of equipment or office space with no major tenant improvements or change of use that would result in intensification</i>	X	
g. Memorandum of Understanding (as long as there is no binding commitment to a course of action that will result in direct or indirect physical changes to the environment.	X	
2. Non-Project Specific Funding Mechanism Public Project number PP10-067.		
a. Increase or Adjustment to Fees, Rates & Fares (without changes to, or expansion of services) <i>Examples include solid waste fees, sewer service, use charge rates & storm sewer service rates, taxi rates, record liens, new or revised fees & charges schedule, guidelines for O&M costs in general fund, general fund structural deficit elimination plan (as long as the new or increased fees are not for a specific purpose that will affect the environment).</i>		X – Sec. No. 15273 – Rates, Tolls, Fares, and Charges
b. Appropriation Ordinance <i>Examples include staff services, tenant improvement-type work, such as interior public art projects and interior building improvements.</i>	X	
3. General Procedure & Policy Making Public Project number PP10-068		
a. Grant Application (where Council is not obligated to enter into an agreement at the time of application)	X	
b. Municipal Code of Policy (new or revised), limited to Title 2 (Administration, Title 3 (Personnel), Title 12 (Ethics Provisions), Title 16 (Gaming Controls).	X	
4. City Organizational & Administrative Activities Public Project number PP10-069.		
a. Staff Reports / Assessments / Annual Reports / Informational Memos that involve no approvals of any City Actions <i>Examples include task force reports, status reports on public-private partnership, reports on citywide CIP & SNI projects, In-Lieu fee report, Urban Runoff Management Annual Report, strategy development, Park Trust Fund</i>	X	

Council Memo Format Guidelines

<i>Annual Report, City’s Investment Policy Annual Report, SNI neighborhood action plan, gang prevention task force work plans (Simply conveying information is not a project, however asking Council to make a decision based on the information triggers CEQA if there is a potential change in the environment).</i>		
b. Personnel Related Decisions <i>Examples include union agreements, grievance resolutions.</i>	X	
5. Denied Projects Public Project number PP10-070.		
Notes: <ol style="list-style-type: none"> 1. PBCE Environmental Review staff should be consulted at least two weeks in advance if there is any question as to whether a proposed activity is a project under CEQA. 2. An action may be considered “Not a Project” if it does not meet the definition of a project under CEQA, and has no potential to result in a direct or indirect physical change in the environment (see CDQA definitions below). 3. An action which meets the definition of a “project” under CEQA and fits a specific “Statutory Exemption” does not require submittal to PBCE for environmental clearance. 		

B. Council Memorandum CEQA Reference: Each Council memo that contains a “Not a Project” or “Statutory Exemption” CEQA reference must contain a Public Project number and an action category.

1. “Not a Project” CEQA Reference – For Example:

CEQA
Not a Project, File No. PP10-066 (a), Agreements and Contracts for purchase of supplies.

2. “Statutory Exemption” CEQA Reference – Reference CEQA section and type of Statutory Exemption included in Table 1 above, include Public Project number.

CEQA
Statorily Exempt, File No. PP10-066 (d), CEQA Guidelines Section 15262, Feasibility and Planning Studies.

C. Use of Existing CEQA Determination: If an activity is related to a project for which an environmental impact report was certified, the subject activity should be referred to PBCE Environmental Review staff to confirm the use of the existing CEQA determination. For example, an Agreement for a lease at Mineta San José International Airport would likely be covered by the Airport Master Plan Final EIR. In such situations, PBCE’s minimum two-week lead time applies before the Council memo due date.

When submitting the hard copy of the Council memo to the Director’s office, be sure to include the Statement of Exemption, Negative Declaration, Mitigated Negative Declaration or a copy of the email from PBCE stating the item is “Not a project.”

Additionally

- If a Master Plan is in place for an entire program, such as the Airport Master Plan, use the CEQA clearance for the Master Plan on the memo.
- If a project already has CEQA clearance through another means, reference the CEQA clearance on the memo.
- If the consultant is going to *only* perform Master Plan and design development studies, then use “Not a project” on the memo.
- If the consultant is going to design construction documents *in addition to* Master Plan/feasibility studies, CEQA clearance is required.

Projects with a Mitigated Negative Declaration must include a summary of those conditions in the CEQA section if the MND is more than five pages. The project manager must submit the MND to the City Clerk’s Office so that it is available for Council/public review prior to the Council meeting. The project manager should make note in the memo that the MND is available in the Clerk’s Office for review. If the MND is less than five pages, it will be attached to the Council memo.

Sample summary for a Mitigated Negative Declaration when MND is more than 5 pages.

CEQA

All projects approved under the Per Capita Grant Program must have California Environmental Quality Act (CEQA) clearance. Projects funded under the Per Capita Grant Program are required to submit a written request to change the scope of any project already approved by the Resources Agency. The Resources Agency must approve the changes.

Planning has issued a mitigated negative declaration for the Roosevelt Park Master Plan Amendment. This project is a component of the master plan amendment. The mitigated negative declaration identifies a number of mitigations that need to be implemented in order to address environmental impacts. These mitigation measures and their manner of implementation are identified in the Mitigation Monitoring and Reporting Program (MMRP) for the master plan amendment. The mitigations that are required for this project have been incorporated into the project design and the construction documents. As part of today’s action, staff is requesting Council to approve these mitigations and their manner of implementation, as set forth in the Mitigation Monitoring and Reporting Program, and direct the implementation of these mitigations as part of the project.

Mitigation measures that are required as part of this project include the following:

- Trees – If the design of the project requires the removal of any trees, they shall be replaced as outlined in the MMRP.
- Short Term Air and Water Quality – During construction of the project, the contractor shall implement Best Management Practices (BMP) in compliance with the requirements of the City specifications and the Bay Area Air Quality Management District guidelines.
- Cultural Resources – During demolition and excavation activities, the contractor shall adhere to the requirements as outlined in the project specifications for archaeological requirements.

CEQA: Mitigated Negative Declaration, PP03-12-397.

SIGNATURE BLOCK

The signature lines are indented 3.5 inches from the left margin. Barry's name is typed all in caps. Barry's title followed by the department name is indicated on the second line.

Every staff memo must have a city staff contact for public questions. For Public Works, use the Deputy Director (or Assistant Director, if that person oversees the submitting division) and the general number: (408) 535-8300.

<p>BARRY NG Director of Public Works</p>
<p>For questions please contact Jon Cicirelli, Assistant Director, at 408-535-8300.</p>

or

<p>BARRY NG Director of Public Works</p>	<p>JIM ORTBAL Director of Transportation</p>
<p>For questions please contact Michael O'Connell, Deputy Director, Public Works Department, at 408-535-8300.</p>	

REFERENCE INITIALS

Reference initials should begin with division manager, then project manager, then clerical person, if applicable. If there are attachments, indicate it on a line following the initials. Type in the document name on a third line.

<p>KJ:rr:rb Attachment 4_7_15#1.doc</p>

ACTIONS THAT RECOGNIZE NEW REVENUE

If additional funding is necessary to support a proposed Council action, the corresponding appropriation action should be included in the RECOMMENDATION section. When an appropriation of new revenue is recognized, the following certification language must be included *at the end of the memo* after the responsible department director, client department director and Budget Director signatures:

I hereby certify that there will be available for appropriation in the enter name of fund Fund in the Fiscal Year enter current fiscal year moneys in excess of those heretofore appropriated therefrom, said excess being at least \$ enter the amount of new revenue added.

JENNIFER A. MAGUIRE
Budget Director

Section 18: Attachments

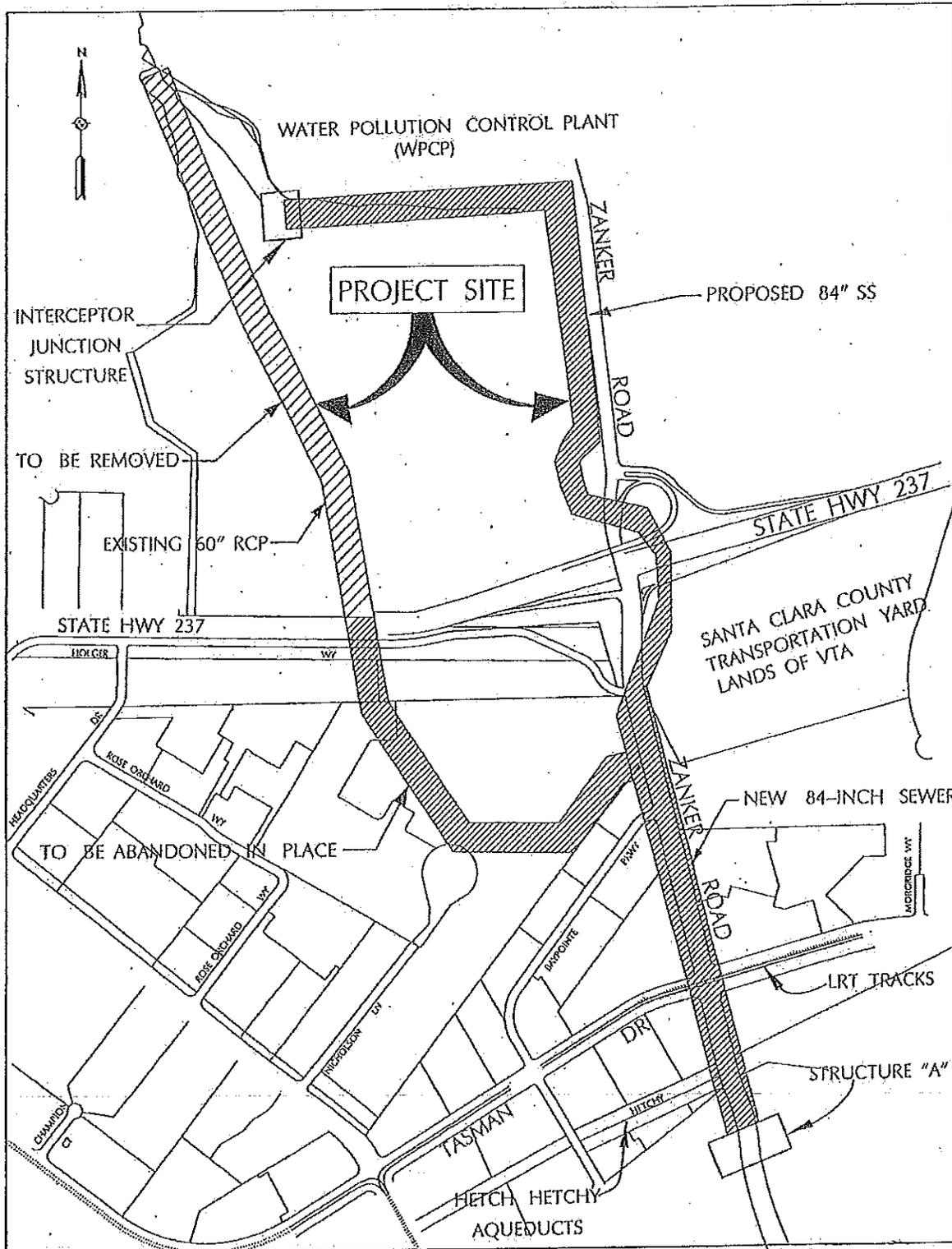
Map

If the location of a project is described giving intersection names or boundaries, include a map as an attachment to your memo. In the sentence in the BACKGROUND section describing the project location, include in parenthesis: (map attached). A map should have a professional appearance (computer-generated, not hand-drawn), with the project or parcel location clearly indicated with shading. Include a directional “North” arrow on the map. Clearly label the map as Attachment A or Exhibit A and include the name of the project.

Mitigated Negative Declaration

When a CEQA clearance is a Mitigated Negative Declaration, the project manager must submit the MND to the City Clerk’s Office if it is more than five pages so that it is available for Council/public review prior to the Council meeting. However, if the MND is five pages or less, it will be attached to the Council memo.

60" BRICK INTERCEPTOR REPLACEMENT PHASE IB



LOCATION MAP

NOT TO SCALE

Section 19: Grammar and Punctuation

Words like “agreement,” “amendment,” “contractor,” “resolution” and “master agreement” are not capitalized in Council memos. If you have seen these words capitalized, you were probably looking at a legal document.

Capitalize north, south, east, west and derivative words when they designate definite regions or are an integral part of a proper name (i.e., the West Coast, Southern California, South San José), but do not capitalize these words when they merely indicate direction or general location (i.e., south of the Capitol Expressway; the east side of First Street). (ref. *The Gregg Reference Manual*, 10th Ed.)

Do not use commas between a month and year. When typing out dates, please do not include a *th* or *rd* after the day:

March 6, not March 6th

April 3, not April 3rd

Do not capitalize the names of the seasons unless they are personified.

We hold our regional sales conferences during the *fall* and *winter*, but our national conference always takes place early in the *spring*.

COUNCIL AGENDA CALENDAR
AUGUST 2016 THROUGH DECEMBER 2016

COUNCIL MEETING TUESDAY	MEMOS DUE DIRECTOR OF P.W. (MON. 5 PM)	AGREEMENTS, ORDINANCES, RESOLUTIONS DUE TO CAO**	MEMOS DUE CITY MGR OFFICE MON @ NOON
AUG 02	JUL 05 (T)	JUL 08	JUL 11
09	JUL 11	JUL 15	JUL 18
16*	JUL 18	JUL 22	JUL 25
23	JUL 25	JUL 29	AUG 01
30	AUG 01	AUG 05	AUG 08
SEP 06	CANCELLED		
13	AUG 15	AUG 19	AUG 22
20*	AUG 22	AUG 26	AUG 29
27	AUG 29	SEP 02	SEP 06 (T)
OCT 04	SEP 06 (T)	SEP 09	SEP 12
11	CANCELLED		
18*	SEP 19	SEP 23	SEP 26
25	SEP 26	SEP 30	OCT 03
NOV 01	OCT 03	OCT 07	OCT 11 (T)
08	OCT 10	OCT 14	OCT 17
15*	OCT 17	OCT 21	OCT 24
22	CANCELLED		
29	OCT 29	NOV 04	NOV 07
DEC 06*	NOV 09	NOV 10 (TH)	NOV 14
13	NOV 16	NOV 18	NOV 21
20	CANCELLED		
27	CANCELLED		

*Denotes 1:30 p.m. afternoon session and 7:00 p.m. evening session

** Due to the City Attorney's Office (CAO) (1) The agreement (consultant agreement, amendment, change order, etc.) in **substantially final form**; (2) If the action involves an ordinance typically drafted by PW (e.g., ordinance creating an undergrounding utility district), a **substantially final form** of the ordinance; and (3) If the action involves a resolution typically drafted by PW (e.g. a resolution vacating a public right of way), a **substantially final form** of the resolution. Importantly, all of the documents should be emailed to the CAO in electronic form (Word if possible/PDF ok).]

PUBLIC WORKS - DIRECTOR'S OFFICE TRANSMITTAL

After Division Manager approves, forward transmittal and documents to the "Submit To" person specified on the Public Works Approval Matrix. The matrix can be found on the PW intranet web page.

Name	Your Location & Division	Phone No.
Prepared by:		
Subject or Proj ID/Name		
City Attorney <i>(for signature)</i>		
Deliver to:		
City Attorney _____	Matter # _____	Approved _____ Date _____
(if applicable, otherwise check appropriate box below)		
Council Memo		
Council Date _____	Date Due to Director's Office _____	
Draft reviewed by: <i>(provide name)</i>		
<input type="checkbox"/> Attorney _____	<i>To be completed by Council Liaison:</i> Approved: _____ Approved: _____ Approved: _____	
<input type="checkbox"/> Budget Office _____		
<input type="checkbox"/> Client Dept(s) _____		
Attachments:		
<input type="checkbox"/> Memo <input type="checkbox"/> Map <input type="checkbox"/> CEQA Clearance <input type="checkbox"/> Budget Worksheets <input type="checkbox"/> Other _____		
Correspondence <input type="checkbox"/> Info Memo <input type="checkbox"/> Committee Memo Committee _____ Committee Date _____ Date Due to CMO _____ <input type="checkbox"/> Director Award Memo <input type="checkbox"/> Memo <input type="checkbox"/> Letter <input type="checkbox"/> Travel Request or Statement <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <i>Reviewed by Travel Coordinator :</i> _____ Initials Date </div> <input type="checkbox"/> CMO Transmittal <input type="checkbox"/> Other _____	Contracts & Agreements Council Award <input type="checkbox"/> Construction Contract >\$1,000,000 <input type="checkbox"/> Consultant Agreement >\$270,000 <input type="checkbox"/> Amendment # _____ <input type="checkbox"/> Utility >\$100,000 Manager Award <input type="checkbox"/> Construction Contract >\$1,000,000 <input type="checkbox"/> Consultant Agreement ≤\$270,000 <input type="checkbox"/> Amendment # _____ <input type="checkbox"/> Parkland Agreement Director Award <input type="checkbox"/> Director Award, Minor <\$100,000 <input type="checkbox"/> Director Award, Major <\$1,000,000 <input type="checkbox"/> Construction Contract ≤\$1,000,000 <input type="checkbox"/> Parkland Agreement <input type="checkbox"/> Utility Agreement ≤\$100,000 Other _____	Change Orders / Service Orders Council Approval <input type="checkbox"/> Original contract ≤ \$100,000; single CCO >\$10,000 <input type="checkbox"/> Original contract > \$100,000; single CCO >\$100,000 <input type="checkbox"/> Sum of all CCOs exceed contingency amount: Contingency \$ _____ Total CCOs \$ _____ Director Approval <input type="checkbox"/> CCO >\$20,000 & ≤ \$100,000 <input type="checkbox"/> SO > \$20,000 & ≤ Agrmt amount

SECTION MANAGER/
SUPERVISOR:

Signature _____ Print name here _____ Date _____

DIVISION ANALYST
(if applicable)

Signature _____ Print name here _____ Date _____

DIVISION MANAGER

Signature _____ Print name here _____ Date _____

ADMINISTRATION

Signature _____ Print name here _____ Date _____

DEPUTY DIRECTOR

Signature _____ Print name here _____ Date _____

ASSISTANT DIRECTOR

Signature _____ Print name here _____ Date _____

Comments:



Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Barry Ng
Jill Bourne

**SUBJECT: EDENVALE BRANCH
LIBRARY PROJECT**

DATE: July 22, 2013

Approved

Date

COUNCIL DISTRICT: 2

RECOMMENDATION

Report on bids and take appropriate action based on the evaluation of bids for the Edenvale Branch Library Project.

OUTCOME

Approval of this construction contract will allow the Edenvale Branch Library Project to be built and occupied for use by the community. Approval of a ten percent contingency will provide funding for any unanticipated work necessary for the proper completion or construction of the project. Adoption of the resolution will ensure all environmental mitigation and monitoring measures will be carried out.

BACKGROUND

The Edenvale Branch Library is the tenth library to be constructed using City Library Bond Funds. The proposed project will add a new library to the City's branch library system, in accordance with the Branch Facility Master Plan approved by Council in September 2000. The new library will be built on an undeveloped City-owned site acquired from the City's Department of Transportation. The site is located at 101 Branham Lane East (Monterey Rd. at Branham) and is bounded by high-density residential across Branham Lane to the northwest, residential to southeast, and Monterey Road to the southwest (map attached).

The project will construct a 22,222 square foot single-story library building, housing various reading areas, a tech center, a new Internet Café area, children and adult collection spaces and a community meeting room. The site will be developed to include a parking lot adjacent to the north side of the building accommodating 83 vehicles. Construction is scheduled to begin October 2013 with completion May 2014.

The Edenvale Branch Library Project has been designed and will be constructed to achieve the equivalency of a LEED Certified level.

In addition to the base bid scope of work there is one add alternate bid item:

<u>Add Alternate Description</u>	<u>Engineer's Estimate</u>
1. Artwork Structural Support	\$30,000

ANALYSIS

A supplemental memo will be provided after bids are opened on July 25, 2013.

Council Policy provides for a standard contingency of ten percent on public works projects involving the construction of a building. Staff considers the standard contingency appropriate for this project.

EVALUATION AND FOLLOW-UP

This project is currently within budget and on schedule. No additional follow up action with the Council is expected at this time.

POLICY ALTERNATIVES

Not applicable.

PUBLIC OUTREACH/INTEREST

To solicit contractors, this project was listed on Bidsync and advertised in the *San José Post Record*. Bid packages for all Department of Public Works construction projects were provided to various contractor organizations and builders' exchanges.

This placeholder award memo will be posted on the City's website for the August 13, 2013 Council agenda, and the supplemental memo will also be posted on line during the week of July 29, 2013.

In addition, community participation in the master planning effort through various community participation meetings for this branch was solicited through flyers at various branches and mailers to the nearby residents.

COORDINATION

This project and memorandum have been coordinated with the Departments of Planning, Building and Code Enforcement, Police, Fire, Environmental Services, Information Technology, Finance, the City Attorney’s Office, Council District 2 Office and the City Manager’s Budget Office.

FISCAL/POLICY ALIGNMENT

This project is consistent with the Council-approved Budget Strategy to continue with capital investments that spur construction spending in our local economy. The addition of a new library will also assist in meeting the General Plan goal of providing XXX square feet of library space per capita.

COST SUMMARY/IMPLICATIONS

1.	AMOUNT OF RECOMMENDATION/COST OF PROJECT	
	Project Delivery	\$2,482,000 *
	Construction (Engineer’s Estimate)	7,830,000
	Contingency	733,600
	TOTAL PROJECT COSTS	\$11,045,600
	Prior Year Expenditures	1,099,821
	REMAINING PROJECT COSTS	\$9,945,779

*A total of \$1,099,821 was expended/encumbered through 2013-2014 for Project Delivery costs.

2. COST ELEMENTS OF CONSTRUCTION CONTRACT: This information will be included in the supplemental memo.
3. SOURCE OF FUNDING: 472 – Branch Libraries Bond Projects Fund
4. OPERATING COST: The new Edenvale Branch will have a net operating and maintenance impact of \$1.2 million annually starting in FY 2014-15.

BUDGET REFERENCE

Fund #	Appn. #	Appn. Name	Total Appn.	Estimated Amt. For Contract	2013-14 Adopted Capital Budget Page	Last Budget Action (Date, Ord. No.)
Remaining Project Costs			\$9,945,779			
472	4319	Edenvale Branch	\$10,017,000*	\$7,830,000	V-451	NA

* Additional funding of \$153,000 is budgeted in the Branch Libraries Bond Projects Fund in 2007-2008 for project costs.

CEQA

Mitigated Negative Declaration, PP05-011.

Planning has issued a mitigated negative declaration for this project. The mitigated negative declaration identifies a number of mitigation measures that need to be implemented in order to address environmental impacts. These measures and their manner of implementation are identified in the *Mitigation Monitoring and Reporting Program* for the project. These measures have been incorporated into the project design and the construction documents. As part of today's action, staff is requesting Council to approve these mitigation measures and their manner of implementation, as set forth in the *Mitigation Monitoring and Reporting Program*, and direct the implementation of these measures as part of the project.

BARRY NG
 Director of Public Works

JILL BOURNE
 Library Director

For questions please contact Michael O'Connell, Deputy Director, Public Works Department, at 408-535-8300.



Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Barry Ng
Jill Bourne

**SUBJECT: EDENVALE BRANCH
LIBRARY PROJECT**

DATE: August 6, 2013

Approved

Date

COUNCIL DISTRICT: 2

REASON FOR SUPPLEMENTAL

To provide additional information obtained after bids were opened.

RECOMMENDATION

- a. Report on bids and award of contract for the Edenvale Branch Library Project to the low bidder, John Plane Construction Co., Inc., to include the base bid and Add Alternate No. 1, in the amount of \$7,336,000, and approval of a contingency in the amount of \$733,600.
- b. Adopt a resolution approving the Edenvale Branch Library Project and incorporating environmental mitigation measures as set forth in the Mitigation Monitoring and Reporting Program for the project.

BACKGROUND

A memorandum dated July 22, 2013 was forwarded to City Council for the August 13, 2013 Council meeting. The purpose of this supplemental memorandum is to provide additional information obtained after the bid opening.

ANALYSIS

Bids were opened on July 25, 2013 with the following results:

<u>Contractor</u>	<u>Base Bid</u>	<u>Add Alternate</u>	<u>Total Bid</u>	<u>Variance Amount</u>	<u>Over/(Under) Percent</u>
Robert A. Bothman Const. (San José)	\$8,035,000	\$13,500	\$8,048,500	\$781,500	3
Zovich Const. (Hayward)	7,950,000	35,000	7,985,000	845,000	2
Gonsalves & Stronck (San Carlos)	7,815,500	21,500	7,837,000	993,000	--
Engineer's Estimate	7,800,000	30,000	7,830,000	--	--
Hagensen Pacific Constr. (San José)	7,590,000	42,000	7,632,000	(1,198,000)	(3)
John Plane Constr. (Burlingame)	7,299,000	37,000	7,336,000	(1,494,000)	(6)

The low bid submitted by John Plane Construction, to include the base bid and Add Alternate is six percent below the Engineer's Estimate. The cost estimating consultant provided the estimate based on a steady trend of high construction costs experienced over the last several years. Volatile conditions that continue to influence the construction market, such as labor and material shortages are resulting in estimating uncertainty. Staff considers the low bid submitted for this project to be competitive and legitimate for the work to be performed and recommends award of contract to John Plane Construction.

Council Policy provides for a standard contingency of ten percent on public works projects involving the construction of a building. Staff considers the standard contingency appropriate for this project.

COST SUMMARY/IMPLICATIONS

1. AMOUNT OF RECOMMENDATION/COST OF PROJECT:

Project Delivery	\$ 2,482,000 *
Construction (See Cost Breakdown Below)	7,336,000
Contingency	<u>733,600</u>
TOTAL PROJECT COSTS	\$10,551,600
Prior Year Expenditures	1,099,821
REMAINING PROJECT COSTS	\$ 9,451,779

*A total of \$1,099,821 was expended/encumbered through 2013-2014 for Project Delivery costs.

August 6, 2013

Subject: Edenvale Branch Library Project - Supplemental

Page 3

2. COST ELEMENTS OF CONSTRUCTION CONTRACT

Architectural Plan Review and Coordination	\$ 200,000
Site Preparation	400,000
Materials	3,000,000
Labor	2,000,000
Plumbing Sub-Contractor	500,000
Electrical/HVAC Sub-Contractor	750,000
Construction Management	486,000
TOTAL CONSTRUCTION CONTRACT	\$ 7,336,000

3. SOURCE OF FUNDING: 472 – Branch Libraries Bond Projects Fund

4. OPERATING COST: The new Edenvale Branch will have a net operating and maintenance impact of \$1.2 million annually starting in FY 2014-15.

BUDGET REFERENCE

Fund #	Appn. #	Appn. Name	Total Appn.	Amt. For Contract	2013-14 Adopted Capital Budget Page	Last Budget Action (Date, Ord. No.)
Remaining Project Costs			\$9,451,779			
472	4319	Edenvale Branch	\$10,017,000*	\$7,336,000	V-451	NA

* Additional funding of \$153,000 is budgeted in the Branch Libraries Bond Projects Fund in 2013-2014 for project costs.

BARRY NG
Director of Public Works

JILL BOURNE
Library Director

For questions please contact Michael O’Connell, Deputy Director, Public Works Department, at 408-535-8300.

CAPITAL PROJECT BUDGET RECONCILIATION WORKSHEET

BREAKDOWN OF TOTAL PROJECT COSTS BY PHASE

	Total Costs
Phase 1 - Project Feasibility	
City Staff	10,000
Consultants	5,000
Fees & Other Expenses	2,000
Phase 2 - Property and Land	
City Staff	
Land	
Phase 3 - Design	
City Staff	27,000
Consultants	5,000
Permits & Other Expenses	
Phase 4 - Bid/Award/Contract	
City Staff	20,000
Phase 5 - Construction	
City Staff	30,000
Consultants	
Construction Contract	307,000
Contingency	30,000
Testing & Other Expenses	
Phase 6 - Post Construction/Other	15,000
TOTAL	451,000
SUMMARY OF TOTAL PROJECT COSTS	
Project Delivery	114,000
Land	-
Construction	307,000
Contingency	30,000
	451,000

Note: Total project cost includes all project delivery costs for construction and post-construction phases.

PRIOR YEAR EXPENDITURE RECONCILIATION

Fiscal Year	Fund	Appn.	Appn. Name	Responsibility Center*	Actual Expenditure	Actual Encumbrances**	TOTAL Exp + Enc
1999-00	001	6999	Appn. Name per FMS	123456	500		500
2000-01	001	6999	Appn. Name per FMS	123456	-		-
2001-02	001	6999	Appn. Name per FMS	123456	4,500	10,000	14,500
TOTAL FUND 001					5,000	10,000	15,000
2000-01	386	6543	Appn. Name per FMS		5,000		5,000
2001-02	386	6543	Appn. Name per FMS		20,000	15,000	35,000
TOTAL FUND 386					25,000	15,000	40,000
TOTAL ALL FUNDS					30,000	25,000	55,000

* The Responsibility Center is necessary if the appropriation funds multiple projects and it would not be possible to identify the project charges solely from the appropriation number.

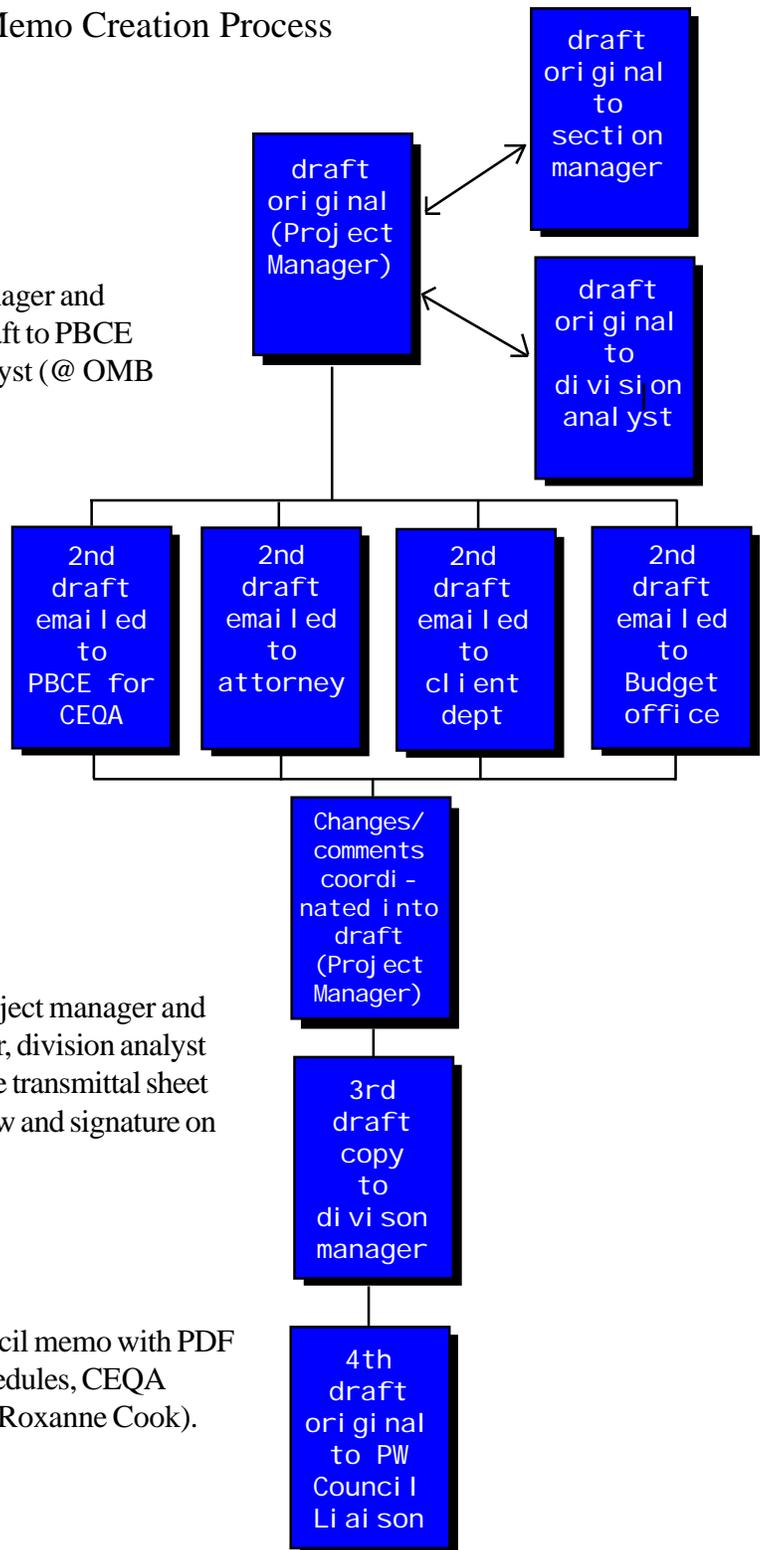
** Encumbrances are only reflected for the most recent fiscal year that was completed to avoid double-counting the encumbrance.

Council Memo Creation Process

Project manager prepares the Council memo.

Project manager gives a copy to the section manager and analyst for review of project info, and emails draft to PBCE for CEQA clearance, OMB Budget Office Analyst (@ OMB Council Memo) and attorney for legalese.

- Draft Council Memo
- Capital Project Budget Reconciliation Worksheet
- Prior Year Expenditure Worksheet for review of the Cost Implications and Budget Reference sections.



Comments and questions are returned to the project manager and incorporated into the next draft. Project manager, division analyst and section manager sign off on Director's Office transmittal sheet and submit memo to Division Manager for review and signature on transmittal sheet.

Project manager emails soft Word copy of Council memo with PDF attachments (signed transmittal sheet, maps, schedules, CEQA clearance back-up) to the PW Council Liaison (Roxanne Cook).

Director's Office Process: Council Memo Review Process

Memos are due to the Director's Office by 5:00 PM on Monday, one week prior to the date they are due to the Manager's Office. The Council Agenda Calendar schedule of due dates is on the PW Intranet > PW Forms site for project managers' reference.

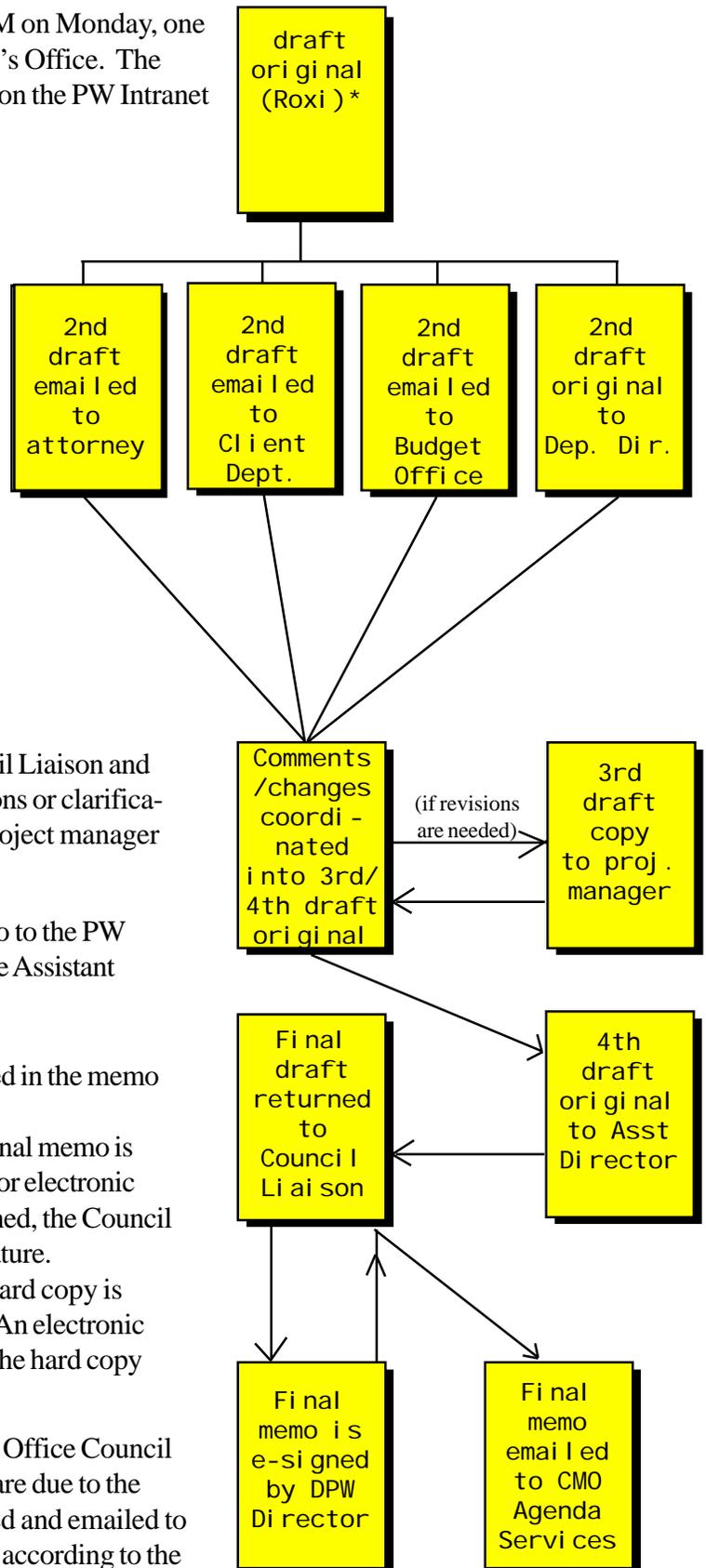
On Tuesday (or upon receipt, if the memo is received late) the Public Works' City Council Liaison reviews the memo for format, grammar and punctuation and emails the corrected memo to the appropriate attorney, "OMB Council Memo" for CMO Budget Office for review and appropriate language, and to the client department's Council Liaison (for joint signature memos). The corrected memo and attachments are placed in a pink file folder and given to the appropriate Deputy Director for review and approval.

Comments and questions are returned to the Council Liaison and incorporated into the next "master" draft. If questions or clarifications are needed, the draft is emailed back to the project manager for revisions.

After the project manager returns the revised memo to the PW Council Liaison, the final draft memo is placed in the Assistant Director's inbox for review and comments.

After all comments and edits have been incorporated in the memo and all approvals have been obtained,
 (a) if the memo is a **joint department memo**, the final memo is emailed to the other department's Council Liaison for electronic signature by their director. After the memo is e-signed, the Council Liaison obtains the PW Director's e-approval/signature.
 (b) if the memo is a **single-signature memo**, the hard copy is given to the PW Director for review and signature. An electronic signature will be incorporated onto the soft copy. The hard copy with wet signature is kept in PW files.

No hard copies are required by the City Manager's Office Council Liaison. Electronic (soft) MSWord-format copies are due to the CMO by noon on Monday. All memos are renamed and emailed to the CMO Council Liaison (CMOAgenServices) according to the CMO guidelines.



RECOMMENDED CITY OF SAN JOSE BUDGET PRINCIPLES

Additions are in bold italics

The Mission of the City of San José is to provide quality services, facilities and opportunities that create, sustain and enhance a safe, livable and vibrant community for its diverse residents, businesses and visitors. The General Fund Budget shall be constructed to support the Mission.

1) STRUCTURALLY BALANCED BUDGET

The annual budget for *the General Fund* shall be structurally balanced throughout the budget process. *A structurally balanced budget means ongoing revenues and ongoing expenditures are in balance each year of the five-year budget projection.* Ongoing revenues shall equal or exceed ongoing expenditures in both the Proposed and Adopted Budgets. If a structural imbalance occurs, a plan shall be developed and implemented to bring the budget back into structural balance. *The plan to restore balance may include general objectives as opposed to using specific budget proposals in the forecast out years.*

2) PROPOSED BUDGET REVISIONS

The annual General Fund Proposed Budget balancing plan shall be presented and discussed in context of the five-year forecast. Any revisions to the Proposed Budget shall include an analysis of the impact on the forecast out years. If a revision(s) creates a negative impact on the forecast, a funding plan shall be developed and approved to offset the impact.

3) USE OF ONE-TIME RESOURCES

Once the General Fund budget is brought into structural balance, one-time resources (e.g., revenue spikes, budget savings, sale of property, and similar nonrecurring revenue) shall not be used for current or new ongoing operating expenses. Examples of appropriate uses of one-time resources include rebuilding the Economic Uncertainty Reserve, early retirement of debt, capital expenditures without significant operating and maintenance costs, and other nonrecurring expenditures. *One time funding for ongoing operating expenses to maintain valuable existing programs may be approved by a majority vote of the Council.*

4) BUDGET REQUESTS DURING THE YEAR

New program, service or staff requests during the year that are unbudgeted shall be considered in light of the City's General Fund Unfunded Initiatives/Programs List and include a spending offset at the time of the request (if costs are known) or before final approval, so that the request has a net-zero effect on the budget.

5) RESERVES

All City Funds shall maintain an adequate reserve level and/or ending fund balance as determined annually as appropriate for each fund. For the General Fund, a contingency reserve amount, which is a minimum of 3% of the operating budget, shall be maintained. Any use of the General Fund Contingency Reserve would require a two-thirds vote of approval by the City Council. *On an annual basis, specific reserve funds shall be reviewed to determine if they hold greater amounts of funds than are necessary to respond to reasonable calculations of risk. Excess reserve funds may be used for one-time expenses.*

RECOMMENDED CITY OF SAN JOSE BUDGET PRINCIPLES

6) DEBT ISSUANCE

The City shall not issue long-term (over one year) General Fund debt to support ongoing operating costs (other than debt service) unless such debt issuance achieves net operating cost savings and such savings are verified by appropriate independent analysis. All General Fund debt issuances shall identify the method of repayment (or have a dedicated revenue source).

7) EMPLOYEE COMPENSATION

Negotiations for employee compensation shall *focus on the cost of* total compensation (e.g., salary, step increases, benefit cost increases) *while considering the City's fiscal condition, revenue growth, and changes in the Consumer Price Index (cost of living expenses experienced by employees.)*

8) CAPITAL IMPROVEMENT PROJECTS

Capital Improvement Projects shall not proceed for projects with annual operating and maintenance costs exceeding \$100,000 *in the General Fund* without City Council certification that funding will be made available in the applicable year of the cost impact. *Certification shall demonstrate that funding for the entire cost of the project, including the operations and maintenance costs, will not require a decrease in existing basic neighborhood services.*

9) FEES AND CHARGES

Fee increases shall be utilized, where possible, to assure that fee program operating costs are fully covered by fee revenue and explore opportunities to establish new fees for services where appropriate.

10) GRANTS

City staff shall seek out, apply for and effectively administer federal, State and other grants that address the City's priorities and policy objectives and provide a positive benefit to the City. Before any grant is pursued, staff shall provide a detailed pro-forma that addresses the immediate and long-term costs and benefits to the City. One-time operating grant revenues shall not be used to begin or support the costs of ongoing programs *with the exception of pilot projects to determine their suitability for long-term funding.*

11) GENERAL PLAN

The General Plan shall be used as a primary long-term fiscal planning tool. The General Plan contains goals for land use, transportation, capital investments, and service delivery based on a specific capacity for new workers and residents. Recommendations to create new development capacity beyond the existing General Plan shall be analyzed to ensure that capital improvements and operating and maintenance costs are within the financial capacity of the City.

12) PERFORMANCE MEASURES

All requests for City Service Area/departamental funding shall include performance measurement data so that funding requests can be reviewed and approved in light of service level outcomes to the community and organization.

SAN JOSE 2020 GENERAL PLAN

Focus on the Future

A general plan is an adopted statement of policy for the physical development of a community. The *San José 2020 General Plan* is the City's official policy regarding its future character and quality of development. The *General Plan* describes the amount, type, and phasing of development needed to achieve the City's social, economic, and environmental goals. It is the policy framework for decision making on both private development projects and City capital expenditures.



MAJOR STRATEGIES

The Major Strategies establish the basic structure for planning in San José. The principal objectives and central themes of the *General Plan* are:

- **Economic Development:** Maximizes the economic potential of the City's land resources and employment opportunities for San José's residents.
- **Growth Management:** Addresses the need to balance the urban services demand of new development with the need to balance the City's budget. This Major Strategy addresses several of the *General Plan's* key components:
 - **Urban Growth Boundary:** Establishes the ultimate limit of urbanization in San José.
 - **Urban Service Area Boundary:** Defines the area in the City where urban services are, or will be, available to serve urban development.
 - **Infill Development:** Controls a variety of services costs through increased efficiency.
- **Downtown Revitalization:** Emphasizes the importance of a prominent and attractive downtown as a catalyst that brings new investment, residents, businesses, and visitors to the center city.
- **Urban Conservation/Preservation:** Underscores the importance of protecting and enhancing San José's neighborhoods and historic resources to promote community identity and pride.

- **The Greenline:** Seeks to preserve land that protects water, habitat, and agricultural resources and/or offers recreational opportunities, as well as to preserve the scenic backdrop of the hillsides surrounding San José.
- **Housing:** Strives to provide a variety of housing opportunities to meet the needs of all segments of the community.
- **Sustainable City:** Promotes the management and conservation of resources for present and future generations.

LAND USE/TRANSPORTATION DIAGRAM

The *Land Use/Transportation Diagram* (see reverse side) provides a geographic reference and spatial context to the goals and policies in the *General Plan*. It shows designated land uses and illustrates the inextricable link between land uses and the transportation network.

ANNUAL REVIEW

The *San José 2020 General Plan* is kept current and available to public scrutiny through an Annual Review process. Once each year, the City considers all proposed changes in a single review and decision making process.

The *San José 2020 General Plan* is a comprehensive long term plan to guide future growth and development in the City of San José. The *General Plan* is an integrated, internally consistent statement of the official land use policy of the City.

The *General Plan* consists of text and a diagram. The text specifies the objectives, and standards for development. The *Land Use/Transportation Diagram* graphically translates policies into land use designations.

The following Exhibit aligns these 15 Strategic Initiatives with the vision themes they support most directly. The complete strategy document (Chapter IIB) provides specific tactics that should be implemented for each Strategic Initiative.

15 STRATEGIC INITIATIVES

Global Gateway

1. Build a World-Class Airport Facility and Air Services.
2. Forge Connections to Innovation Regions Globally for Mutual Economic Benefit.

Creative Community

3. Develop Strategic Partnerships with San Jose State and Other Universities to Drive Innovation and Economic Impact.
4. Evolve and Position Downtown as a Unique Creative and Cultural Center of Silicon Valley.

Entrepreneurial Environment

5. Support Start-Up and Growth of Local Businesses, Small and Large, in Tech as well as Non-tech Fields.
6. Improve Speed, Consistency, and Predictability of the Development Review Process, and Reduce Costs of Operating in San Jose.

Tech-Savvy City

7. Make San Jose a Tech-Savvy City; Lead the Way in Using Technology to Improve Daily Life.

Place of Opportunity

8. Diversify San Jose's Economic Base and Preserve/Create Middle-Income Jobs.
9. Prepare Residents to Participate in the Region's Economic Opportunity, from K-12 to Lifelong Learning.

World's Most Livable Big City

10. Continue Emphasis on Developing New Housing, Including New Housing Types in a Variety of Neighborhood Settings.
11. Revise Key Land Use and Transportation Policies to Reflect the New Realities of the San Jose Economy.
12. Encourage Sporting Teams, Events, and Facilities, Professional as well as Amateur.
13. Develop Retail to Full Potential, Maximizing Revenue Impact and Neighborhood Livability.

Capital of Silicon Valley

14. Communicate a Compelling, Consistent Community Identity for San Jose.
15. Engage Private-Sector Leadership for San Jose's Economic Strategy.

2015-2016 Council Appointments

Board, Commission or Committee	Position	Councilmember
ABAG – Executive Board		Vacant
ABAG – Executive Board		Jones
ABAG – Executive Board		Peralez
ABAG – Executive Board	Alternate	Herrera
ABAG – Executive Board	Alternate	T. Nguyen
ABAG – Executive Board	Alternate	Kalra
Airport Commission	Liaison	Peralez
Appeals Hearing Board	Liaison	Jones
Arts Commission	Liaison	Carrasco
Bicycle and Pedestrian Advisory Committee	Liaison	Oliverio
Caltrain Centralized Equipment Maintenance & Operations Facilities Oversight Committee		Peralez
Caltrain Joint Powers Board		Kalra
Citizen Corps Council	Chair	T. Nguyen
Citizen Corps Council	Vice Chair	Rocha
Civil Service Commission	Liaison	Khamis
Deferred Compensation Advisory Committee	Liaison	Khamis
Destination: Home		Liccardo
Downtown Parking Board	Liaison	Peralez
Emergency Preparedness Council		Rocha
Ethics Commission		Jones
Federated Employees Retirement Board	Non-Voting Member	Vacant
Habitat Conservation Plan		Herrera
Historic Landmarks Commission	Liaison	Oliverio
Housing and Community Development Advisory Committee		Herrera
Human Services Commission	Liaison	T. Nguyen
Joint Venture Silicon Valley		Liccardo
League of California Cities		Herrera
League of California Cities	Alternate	Carrasco
League of California Cities – Latino Caucus		Carrasco
League of California Cities – Women’s Caucus		Herrera
Library & Early Education Commission	Liaison	Oliverio
Mayor’s Gang Prevention Task Force	Chair	Liccardo
Mayor’s Gang Prevention Task Force		Peralez
Mayor’s Gang Prevention Task Force		Herrera
Mayor’s Gang Prevention Task Force		Carrasco
Metropolitan Transportation Commission		Liccardo
Neighborhoods Commission	Liaison	Rocha
Parks and Recreation Commission	Liaison	Khamis

Planning Commission	Liaison	Kalra
Police and Fire Retirement Board	Non-Voting Member	Vacant
Police Athletic League Board		Peralez
Recycling and Waste Reduction Commission of Santa Clara County		M. Nguyen
Recycled Water Policy Advisory Committee		M. Nguyen
Recycled Water Policy Advisory Committee		Oliverio
San José Arena Authority		Vacant
San José Arena Authority		Peralez
San José Arena Authority	Mayor's Staff	Leland
San José Sports Authority		Oliverio
San José Sports Authority		Rocha
Santa Clara County Cities Association		Jones
Santa Clara County Cities Association	Alternate	Herrera
Santa Clara County Cities Association – Legislative Action Committee		Herrera
Santa Clara County Cities Association – City Selection Committee		Jones
Santa Clara County Emergency Operational Area Council (formerly Emergency Preparedness Council)		Oliverio
Santa Clara County Emergency Operational Area Council (formerly Emergency Preparedness Council)		Rocha
Santa Clara County Fairgrounds Ad Hoc Committee		T. Nguyen
Santa Clara County Health Benefits Coalition		Carrasco
Santa Clara County Local Agency Formation (LAFCO)		Kalra
Santa Clara County Local Agency Formation (LAFCO)	Alternate	Peralez
Santa Clara Valley Habitat Agency Governing Board		Herrera
Santa Clara Valley Habitat Agency Governing Board		Kalra
Santa Clara Valley Habitat Agency Governing Board	Alternate	M. Nguyen
Santa Clara Valley Habitat Agency Governing Board	Alternate	Oliverio
Santa Clara Valley Habitat Agency Implementation Board		Herrera
Santa Clara Valley Habitat Agency Implementation Board	Alternate	M. Nguyen
Santa Clara Valley Habitat Agency Implementation Board (staff position)	Staff Alternate	CMO Designee
Santa Clara Valley Habitat Agency Implementation Board	VTA Representative	Kalra
Santa Clara Valley Transportation Authority Board		Liccardo
Santa Clara Valley Transportation Authority Board		Carrasco
Santa Clara Valley Transportation Authority Board		Herrera
Santa Clara Valley Transportation Authority Board		M. Nguyen
Santa Clara Valley Transportation Authority Board		Khamis
Santa Clara Valley Transportation Authority Board	Alternate	Peralez
Santa Clara VTA Board – Policy Advisory Committee		Jones
Santa Clara VTA Policy Advisory Board – Diridon Station		Peralez
Santa Clara VTA Policy Advisory Board – Diridon Station		Oliverio

Santa Clara VTA Policy Advisory Board – Downtown/East Valley Corridor		Herrera
Santa Clara VTA Policy Advisory Board – Downtown/East Valley Corridor		Carrasco
Santa Clara VTA Policy Advisory Board – El Camino Real Rapid Transit		Oliverio
Santa Clara VTA Policy Advisory Board – El Camino Real Rapid Transit	Alternate	Jones
Santa Clara VTA Policy Advisory Board – Silicon Valley Rapid Transit Corridor		Carrasco
Santa Clara VTA Policy Advisory Board – Silicon Valley Rapid Transit Corridor	Alternate	Peralez
Santa Clara VTA Policy Advisory Board – SR 85 Corridor		Jones
Santa Clara Valley Water District – Water Commission (two year appt)		M. Nguyen
Santa Clara Valley Water District – Water Commission (two year appt)	Alternate	Romanow
Schools City Collaborative		Liccardo
Schools City Collaborative		Carrasco
Schools City Collaborative		Rocha
Senior Citizens Commission	Liaison	Khamis
SF Bay Area Regional Water System Financing Authority		Liccardo
SF Bay Area Water Supply and Conservation Agency		Liccardo
Silicon Valley Regional Interoperability Project		Rocha
Silicon Valley Regional Interoperability Project		Oliverio
Silicon Valley Regional Interoperability Project	Alternate	Jones
Silicon Valley Regional Interoperability Project	Alternate	Kalra
SJ/SC Clean Water Financing Authority		Jones
SJ/SC Clean Water Financing Authority		M. Nguyen
SJ/SC Clean Water Financing Authority		Oliverio
SJ/SC Treatment Plant Advisory Committee		M. Nguyen
SJ/SC Treatment Plant Advisory Committee		Oliverio
SJ/SC Treatment Plant Advisory Committee		Liccardo
SJ/SC Treatment Plant Advisory Committee	Alternate	Carrasco
Strategic Planning Advisory Board (Therapeutic Services)		Khamis
Team San José/Convention and Visitors Bureau	Liaison	Mayor's Office
West Valley Sanitation District – Sewer Advisory Board		Jones
Work2future Board		Herrera
Youth Commission	Liaison	Rocha
Veterans Affairs	Liaison	Herrera

Updated: 5/25/2016