

CITY OF SEBASTOPOL
CITY COUNCIL
AGENDA ITEM

Meeting Date: February 6, 2024
To: Honorable Mayor and City Councilmembers
From: Mario Landeros, Interim City Engineer
Toni Bertolero, Engineering Department Consultant
Kari Svanstrom, Planning Director
Subject: Americorps Trail Extension Project - Budget Amendment
Recommendation: Adoption of Resolution Approving a CIP Budget Amendment
Funding: Currently Budgeted: Yes No Not Applicable
Account Code: Fund 202-Measure M Parks; Fund 212-Sonoma County grant;
Fund 212-Park Development Impact Fees

INTRODUCTION/PURPOSE:

The item is to request Council adoption of a Resolution approving a budget amendment to the Fiscal Year 2023-24 Capital Improvement Program (CIP) Budget for the Americorps Trail Extension Project CIP #0411-73.00. The proposed budget increase is \$55,000 and would come from Measure M Parks, until Park Development Impact fees become available in Fiscal Year 2024-25, when Staff will propose using the Park Development Impact fees to replace the more flexible Measure M Park funds.

BACKGROUND:

The “Americorp Trail” is a primitive trail located in the Laguna Wetlands Preserve. The trail parallels Morris Street, just west of the Laguna channel. The new trail will extend from the original section at the south side of the community center down to Sebastopol Avenue, and past the location where the Ned Kahn public art “Spire” is being installed. The Laguna Preserve Management Plan (required by the Open Space District) calls for improved connectivity within the Preserve, which is the key objective of the Improvement Project. The trail will be used by the general public to access the Laguna areas west of the Laguna channel and connect to the Laguna Youth Park and Community Center, as well as the seasonal bridge that connects to the City’s Meadowlark Field and additional Regional trails. The new trail will provide a pedestrian bridge over Zimpher Creek, thereby greatly increasing the accessibility of the trail, which currently requires traversing a steep bank on either side of the creek bed and only during low creek flows.

The City applied for a Sonoma County Ag and Open Space Grant for the Americorps Trail Project and was awarded the grant in November 2018 in the amount of \$126,943. Additionally, The Laguna de Santa Rosa Foundation obtained a restoration grant that was utilized as part of the City’s match for the grant and has been implemented in the southern area of the Trail extension. The original deadline for the Sonoma County Ag and Open Space Grant expenditures was to be used within 5 years (November 13, 2023).

The City applied for, and received an extension, to November 2025 to implement the project. In order to meet this deadline, the work needs to start in summer 2024 so that the project is completed and all grant reimbursements can be secured by November 2025.

On June 6, 2023, Council awarded the construction contract for this project to Pat Nelson Construction Inc. (Contractor) for \$325,200.

DISCUSSION:

As the construction of the project was to start, it was discovered that environmental permits are needed before the work could proceed. In addition, due to the Sonoma County Open Space District grant set to expire, extra effort was needed to extend the grant, acquire environmental permits and to coordinate with the Contractor and State Fish and Wildlife to address the delay of the work and the permits needed. The budget also does not have sufficient funds to cover construction engineering and project management needed during construction. On December 19, 2023, staff informed Council that a budget amendment is needed due to insufficient funding to continue the project.

The work has been ongoing since 2017, with CEQA review completed by the previous Planning Director and the review made no mention that environmental permits would be needed for the project. The prior consulting Engineering firm working on the creek components noted no environmental permits would be needed. The current Planning Director accepted that previous CEQA review (which remains valid) and the project moved forward based on this information. During the preconstruction meeting and site walk, the question of environmental permits was raised. The current City Engineer contacted State Fish and Wildlife to confirm that permits would not be needed, and it was at that time determined that permits from the State would be needed since some of the pedestrian bridge work could disturb the wetlands.

Staff is requesting a budget amendment to the Fiscal Year 2023-24 CIP Budget to account for the added costs described above for the permitting activities and fees, and construction engineering support services.

Table 1: Breakdown of Added Costs for Americorps Trail Project

Project management	\$ 10,000.
Environmental permitting and fees	32,000.
Construction engineering	<u>13,000.</u>
Budget increase amount	\$55,000.

The costs above do not include contingencies for potential unanticipated field changes during construction or environmental mitigation costs that may arise. It is not known what those unanticipated costs might be, if any, but our best guess at this time is in the order of 10% of the construction cost, or \$35,000. Staff will be developing the Fiscal Year 2024-25 CIP budget in March and will include the estimated contingencies in the proposed CIP budget. Funding for contingencies would come from Park Development Impact fees. Including contingency funds for projects such as this -- with the potential for needs to occur during construction that cannot be identified now -- is common.

CITY COUNCIL AND/OR GENERAL PLAN GOALS:

Circulation CIR 2: Maintain and Expand a Safe and Efficient Pedestrian, Bicycle, and Transit Network that Connects Neighborhoods with Key Destinations to Encourage Travel by Non-Automobile Modes while also Improving Public Health

Community Services and Facilities CSF 2: Provide a Diversified and High-Quality Public Park and Trail System that Provides Active and Passive Recreational Opportunities for All Segments of the Community and Provides Enhanced Connectivity Between key Residential, Commercial, and Recreational Areas of the City.

ENVIRONMENTAL REVIEW

The proposed action is Exempt under Sections 15301, 15302, 10303, 15304, 15333 from the requirements of the California Environmental Quality Act (CEQA).

PUBLIC COMMENT:

As of the writing of this staff report, the City has not received any public comment. However, if staff receives public comment from interested parties following the publication and distribution of this staff report such comments will be provided to the City Council as supplemental materials before or at the meeting. In addition, public comments may be offered during the public comment portion of this item.

PUBLIC NOTICE:

This item was noticed in accordance with the Ralph M. Brown Act and was available for public viewing and review at least 72 hours prior to the scheduled meeting date.

FISCAL IMPACT:

The approved CIP budget for Fiscal Year 2023-24 for Americorps Trail Extension Project CIP# 0411-73.00 (including \$3,867 budget carryover from FY 2022-23) is \$412,367. The proposed budget increase of \$55,000, resulting in a proposed budget amendment of \$467,367, is to accommodate additional costs noted above. For this fiscal year, to move the project forward, the added costs would be funded by temporarily increasing the use of Measure M funds and reducing the use of Park Development Impact Fees as listed in Table 2 below:

Table 2: Adopted and Proposed Budget

Fund No.	Fund Source	Adopted CIP Budget FY 2023-24	Proposed CIP Budget Amendment	Change in Fund Allocation
202	Measure M Parks	* \$207,424.	\$318,424.	\$111,000.
212	SoCo Ag and Open Space Grant	126,943.	126,943.	none
212	Park Development Impact Fee	78,000.	22,000.	-\$56,000.
Total		\$412,367.	\$467,367.	\$55,000.

* Note: Includes carryover budget from FY 2022-23

The FY 2023-24 budget estimated some of the park impact fees from the Woodmark Apartments would be collected, however, based on the current building schedule, it is anticipated that park impact fees of approximately \$157,000 will be collected in the next fiscal year instead. It should be noted that the construction of the Americorps Trail project is anticipated to begin in July 2024 and expenditures would actually be made in the next fiscal year. However, because construction and consulting contracts will be entered into during the current fiscal year, the City will need to budget for the contracts now. There is a sufficient balance in Measure M Parks for the budget amendment.

For the next Fiscal Year 2024-25 budget, the impact fees from Woodmark Apartments can be used to reduce the use of Measure M Parks funds, as Measure M is more flexible and allows for maintenance-related purposes for other City parks. The park impact fees can also be used for potential contract change orders that could occur during the Fiscal Year 2024-25 construction season. This will be presented to Council in the next budget cycle. Regarding other potential grants, Staff contacted SCTA regarding the use of TDA 3 grant funds and unfortunately TDA 3 funds cannot be used for recreational trails.

RECOMMENDATION:

It is recommended that the Sebastopol City Council adopt the Resolution amending the Fiscal Year 2023-24 Capital Improvement Program budget for Americorps Trail Extension Project CIP #0411-73.00. Council further directs the City Manager keep the Budget Committee informed of other potential budget changes as the environmental work and construction progresses.

Attachment:

Resolution

Approvals:

Department Head Approval: Approval Date: 1/23/24

CEQA Determination (Planning): Approval Date: 1/23/24

Administrative Services/Financial Approval: Approval Date: 1/23/24

Costs authorized in City Approved Budget: Yes No N/A

City Attorney Approval: Approval Date: n/a

City Manager Approval: Approval Date: 1/23/24

RESOLUTION NUMBER: 2024-___

CITY OF SEBASTOPOL

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEBASTOPOL AUTHORIZING A CIP BUDGET AMENDMENT FOR AMERICORPS TRAIL EXTENSION PROJECT #0411-73.00

WHEREAS, on June 6, 2023, City Council awarded the construction contract to Pat Nelson Construction Inc.; and

WHEREAS, on December 19, 2023, staff informed the City Budget Committee that a budget amendment is needed due to insufficient funding primarily due to the discovery of the need for environmental permits, additional construction engineering and project management; and

WHEREAS, a budget amendment to the adopted Fiscal Year 2023-24 Capital Improvement Program (CIP) budget to proposed expenditures and funding sources is necessary for incorporating cost changes due to the reasons listed above; and

WHEREAS, on June 20, 2023 City Council adopted the Fiscal Year 2023-24 CIP Budget for the Americorps Trail Project #0411-73.00 in the amount of \$408,500 and with the Fiscal Year 2022-24 carryover budget of \$3,867, the grand total for the project budget is \$412,367; and

WHEREAS, the adopted and proposed amended budget to incorporate cost changes as described above and required to complete the Americorps Trail Extension Project CIP#0411-73.00 is shown in Table 1.

Table 1: Adopted and Proposed Amended Budget

Fund No.	Fund Source	Adopted	Proposed
202	Measure M Parks	* \$207,424.	\$318,424.
212	Sonoma County Ag and Open Space Grant	126,943.	126,943.
212	Park Development Impact Fee	<u>78,000.</u>	<u>22,000.</u>
Total		\$412,367.	\$467,367.

* Note: Includes carryover budget from FY 2022-23

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Sebastopol does hereby approve a budget amendment for Americorps Trail Extension Project CIP#0411-78.00 from the designated funds and in the amounts shown on Table 1 above.

The above and foregoing Resolution was duly passed, approved, and adopted at a meeting by the City Council on the 6th day of February 2024 by the following vote:

VOTE:

- Ayes:
- Noes:
- Absent:
- Abstain:

APPROVED: _____

Mayor Diana Rich

ATTEST: _____
Mary Gourley, Assistant City Manager/City Clerk, MMC

APPROVED AS TO FORM: _____
Larry McLaughlin, City Attorney