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COUNCIL AGENDA: 0/0/00
ITEM:

Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Name of Department Head

SUBJECT: TITLE OF REPORT

DATE: Date Council Memo is due

Approved

Date

COUNCIL DISTRICT: #

REASON FOR ADDENDUM (If applicable)

Explains reason for consideration by Council outside normal Administrative Process Timeline. 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.

REASON FOR SUPPLEMENTAL OR REPLACEMENT (If applicable)

Explains reason for providing supplemental information to the original report, or the need for an entire replacement report.

RECOMMENDATION (Mandatory)

Indicates recommended City Council action. **THE RECOMMENDATION IS TO BE WORDED AS IT SHOULD APPEAR ON THE AGENDA.** If a resolution or ordinance is required, it must be stated.

OUTCOME (Mandatory)

This section should detail the results/outcomes of the action that staff is recommending to Council. The text should clearly state the product of Council's action.

EXECUTIVE SUMMARY (If report is 5-6 pages or more and complex)

Provides a brief summary of the highlights of the report and recommendations is to be included for lengthy reports (5 + pages). If the report is lengthy or if staff's report is transmitting a

complex audit, report, study, etc. a brief summary should be included so that Council is able to read a high-level summary of the report.

BACKGROUND (Mandatory)

Provides a narrative statement describing the nature of the project or problem and background to date. This section is to include, but not be limited to, the reason for the report; what party initiated the item; previous Council consideration or action; any existing policy related to the item; or reference to legal ruling. It is to be limited to factual matters rather than conclusions.

ANALYSIS (Mandatory)

Present possible solutions to the problem stated under BACKGROUND. Provide information to make Council aware of the ramifications of its decision. If applicable, summarize the policy, procedure or Code Section(s) that is the basis for this action. For award of contract memos, include a list of all bids received, showing the name of the bidder, location of the bidder and amount for each bid. Show the Engineer's Estimate and explain any unusual difference between the bid amounts and Engineer's Estimate. Make sure numbers add to the proper amounts. For request for proposals (RFPs), include evaluation criteria and scoring results.

EVALUATION AND FOLLOW-UP (Mandatory)

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.

POLICY ALTERNATIVES (If applicable)

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

Alternative #: (Description)

Pros:

Cons:

Reason for not recommending:

PUBLIC OUTREACH (Mandatory)

The purpose of this section is to describe discussions that have occurred with the public, stakeholders, community groups and/or other governmental agencies. Include the date of the council meeting agenda (ie. This memorandum will be posted on the City's Council Agenda website for the September 16, 2014 Council Meeting.) For public subsidy items, please provide information memorandum date released.

COORDINATION (Mandatory)

Statement indicating City Departments and/or Offices that have been consulted with for the preparation of the report. The Attorney's Office and the Manager's Budget Office should particularly be mentioned when applicable. (Do not include any agencies, departments or offices that anticipate talking to - only those who have **actually** been coordinated.

COMMISSION RECOMMENDATION (If applicable)

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.

FISCAL/POLICY ALIGNMENT (If applicable)

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, and economic development goals and priorities. This section will be based on such guiding principles found in the City's General Plan, Economic Development Strategy, overall Budget Strategy and other existing guiding principle documents.

COST SUMMARY/IMPLICATIONS (If applicable)

Identifies the fiscal impacts and a cost summary of the recommendation. This should include maintenance costs and source of funding for maintenance costs, matching grant funds and other ongoing costs.

In addition, provides a detailed accounting of all City contracts and expenditures, including but not limited to items of \$1,000,000 or more using the following format (may be modified if needed):

1. AMOUNT OF RECOMMENDATION/COST OF PROJECT:

- Project Delivery
- Construction (if applicable)
- Contingency (if applicable)
- Total Project Costs

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). Should tie to the recommendation.

- 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: This section lists the fund number and name of the funds being recommended for the cost/project.
4. FISCAL IMPACT: This section describes the operations and maintenance impacts as a result of the recommended project. It should also indicate the fund that the operations and maintenance costs will be budgeted in.

BUDGET REFERENCE (If applicable)

{Capital Project or Operating Appropriation Dedicated to Specific Project/Program – No Appropriation Adjustment}

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

Fund	Appn	Appn. Name	Total	Amt. for	2013-2014	Last Budget
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HONORABLE MAYOR AND CITY COUNCIL

Month Day, Year (of Memo Due Date)

Subject: Abbreviated Reference

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#	#		Appn	Contract	Adopted Capital Budget Page	Action (Date, Ord. No.)
Remaining Project Costs			\$1,548,558			
Remaining Funding Available						
375	7414	West Evergreen Park	\$173,000	\$173,000	V-575	10/08/2013 Ord. No. 29320
385	7422	West Evergreen Park	\$1,562,000	\$1,027,000	V-418	10/08/2013 Ord. No. 29320
Total Current Funding Available			\$1,735,000	\$1,200,000		

{ Capital Project or Operating Appropriation Dedicated to Specific Project/Program – With Appropriation Adjustment)

Fund #	Appn #	Appn Name	Current Total Appn	Rec. Budget Action	Amt for Contract	2013-2014 Adopted Capital Budget Page	Last Budget Action (Date, Ord. No.)
Remaining Project Costs			\$865,000				
375	7628	TRAIL: Guadalupe River – Tasman Under-Crossing Engineering	\$85,000	N/A	N/A	N/A	10/08/2013 Ord. No. 29320
381	NEW	TRAIL: Guadalupe River Under-crossing (Tasman Drive)	N/A	\$520,000	\$520,000	N/A	N/A
465 (Memo Fund 349)	NEW	TRAIL: Guadalupe River/ Tasman Under-crossing	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			
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	02/11/2014 Ord. No. 29378
Total				(\$780,000)			

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CEQA (Mandatory)

Environmental status granted by the Planning, Building and Code Enforcement Department. The appropriate citation is to be noted on the memo:

Exempt, ND (Negative Declaration) or Resolution No. _____.

DEPARTMENT HEAD
Title, Department

For questions, please contact Name, Title, at (408) 000-0000.