



MEMORANDUM

TO: CITY COUNCIL

FROM: BILL ROBESON, ASSISTANT CITY MANAGER/PUBLIC WORKS DIRECTOR

BY: JILL MCPEEK, CAPITAL IMPROVEMENT PROJECT MANAGER

SUBJECT: CONSIDERATION TO APPROVE CONSTRUCTION PLANS & SPECIFICATIONS AND AUTHORIZE THE SOLICITATION OF BIDS FOR THE IKEDA FIELD BARRIER REMOVAL PROJECT, PW 2020-06, AND AUTHORIZATION OF A BUDGET ADJUSTMENT IN THE AMOUNT OF \$31,981 FROM THE PARK IMPROVEMENT FUND TO 350-CAPITAL IMPROVEMENT PROGRAM FOR THE SUBJECT PROJECT

DATE: JANUARY 26, 2021

SUMMARY OF ACTION:

Approve construction plans and specifications, and authorize the solicitation of bids for the Ikeda Field Barrier Removal Project, PW 2020-06.

IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:

The amended FY 2020-21 Capital Improvement Program (CIP) budget includes \$144,692 of 2019 and 2020 Community Development Block Grant (CDBG) funds for the Ikeda Field Barrier Removal Project. On December 8, 2020, the Council provided preliminary approval of \$31,981 of 2021 CDBG funds for a total amount of \$176,673 to fully fund the project. Additional approvals for the \$31,981 to be used for the subject project will be required from the City, County of San Luis Obispo (County), and the U.S. Department of Housing and Urban Development (HUD) before that funding will be received by the City, which is anticipated to occur in the fall of 2021. Because of this delay in receipt of the 2021 CDBG funds, it is recommended Council authorize the transfer and use of \$31,981 in Park Improvement funds to the project to enable construction to commence. Upon receipt of the 2021 CDBG funds, \$31,981 will then be returned to the Park Improvement account. Staff time will be necessary to provide construction management and inspection services for the project.

RECOMMENDATION:

It is recommended the City Council: 1) Approve the construction plans & specifications for the Ikeda Field Barrier Removal Project, PW 2020-06; 2) Authorize the City Clerk to advertise for construction bids; 3) Authorize a budget adjustment in the amount of \$31,981 from the Park Improvement Fund to 350-Capital Improvement Program for the subject project; 4) Find that the project is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to Guidelines Section 15301(c); and 5) Direct the City Clerk to file a Notice of Exemption.

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PAGE 2

BACKGROUND:

The City has established as a priority the systematic removal of Americans with Disabilities Act (ADA) barriers throughout the City. The use of CDBG funds has been approved for ADA improvements to access the ballfields and related recreational facilities due to the number of residents that frequent the Soto Sports Complex.

This project will provide an ADA accessible ramp from the Soto Sports Complex parking lot to the Ikeda Field bleacher area. The ramp will be constructed so that it can also be used for vehicle access to both Ikeda Field and Volunteer Field for maintenance and large community events such as sports tournaments and Cops and Kids Day.

In order to bid the project and provide immunity to the City, the City Council approves the plans and specifications prior to the construction bidding process. In addition, the scope of work is required to be environmentally cleared prior to bidding. As a sub-recipient of the CDBG funding, City and San Luis Obispo County (recipient) staff will hold a non-mandatory on-site pre-bid meeting to ensure that all potential bidders understand both the project and the requirements of the CDBG funding.

The engineer's estimate for construction is \$133,700. Based on this estimate, it is assumed a total of \$176,673 will be needed to fully fund the project as follows.

Construction	\$ 133,700
Construction Contingencies	13,373
Contract Admin/Inspection	100
Design and Survey	<u>29,500</u>
Total	\$ 176,673

To fully fund the project, more than one year of the City's annual CDBG allocation is needed. The \$144,692 of 2019 and 2020 CDGB funds to be used on the project have received all approvals from the City, the County, and HUD, and a sub-recipient agreement has been executed with the County that has an expiration date of December 2021 for use of the 2019 and 2020 funds. It is estimated an additional \$31,981 is needed to fully fund the project, and in December 2020, Council provided preliminary approval of \$31,981 of 2021 CDBG funds for the project. Additional approvals of the 2021 CDBG allocations will be required from Council, the County, and HUD before the City can request reimbursement of that \$31,981 in CDBG funds.

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PAGE 3

ANALYSIS OF ISSUES:

The CDBG program requires a timely use of funds in order for a local agency to retain the use of the funds. If a local agency does not expend its CDBG funds in a timely manner, there is a possibility the CDBG funds could be forfeited. Therefore, the County is suggesting the City move forward with the project now to ensure retention of the \$144,692 of 2019 and 2020 CDBG funds.

In contrast, the \$31,981 of 2021 CDBG funds have only received preliminary approval from the City. In discussions with County staff, it was noted that barrier removal projects are typical/eligible projects for CDBG funding and, unless a local agency's project is clearly in conflict with CDBG regulations, the San Luis Obispo County Board of Supervisors is anticipated to support the City's recommendation in April 2021. In addition, County staff stated they could not recall an instance where the HUD has not approved CDBG funding for a barrier removal project.

At this time, County staff has environmentally cleared the use of the 2021 CDBG funds for the project, which allows the City to request reimbursement for work being completed now should the funds eventually receive all approvals. However, reimbursement for the \$31,981 would not be received by the City until Fall 2021 when the CDBG funds cash flow is available. Because of this delay in receipt of the 2021 CDBG funds, it is recommended that Council authorize the transfer and use of \$31,981 in Park Improvement funds to the project to enable construction to commence. Upon receipt of the 2021 CDBG funds, \$31,981 will then be returned to the Park Improvement account.

The proposed contract time is 45 working days. If successful bids are received and a construction contract is awarded, work is expected to be performed during April and May 2021. Plans and specifications are available for review at the Public Works Department.

ALTERNATIVES:

The following alternatives are provided for the Council's consideration:

1. Approve staff's recommendations;
2. Do not approve staff's recommendations;
3. Do not approve staff's recommendations and direct staff to return to Council following approvals of the 2021 CDBG funds; or
4. Provide other direction to staff.

ADVANTAGES:

The project will eliminate current barriers to ADA access at Ikeda Field.

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PAGE 4

DISADVANTAGES:

During construction there may be intermittent disruptions to those wanting to utilize Ikeda Field. It is proposed that the City rely on 2021 CDBG funds that will not be received until the Fall of 2021, after completion of construction. If those funds are not received, the City will be required to use \$31,981 in other funds to complete the project.

ENVIRONMENTAL REVIEW:

The project is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15301(c) covering minor alteration of existing pedestrian facilities.

PUBLIC NOTIFICATION AND COMMENTS:

The Agenda was posted at City Hall and on the City's website in accordance with Government Code Section 54954.2.

Attachment:

1. Notice of Exemption

Notice of Exemption

Appendix E

To: Office of Planning and Research
P. O. Box 3044, Room 113
Sacramento, CA 95812-3044

From: City of Arroyo Grande
300 East Branch Street
Arroyo Grande, CA 93420
(805) 473-5400

County Clerk
County of: San Luis Obispo
1055 Monterey Street
San Luis Obispo, CA 93408

Project Title and Number: Ikeda Field Barrier Removal Project, PW 2020-06

Project Applicant: Jill McPeek, CIP Manager 300 East Branch Street, Arroyo Grande, CA 93420
Name Address
Email: jmcpeek@arroyogrande.org Phone: (805) 473-5444

Project Location – Specific:

1275 Ash Street, Arroyo Grande, CA 93420

Project Location – City: Arroyo Grande Project Location – County: San Luis Obispo

Description of Nature, Purpose and Beneficiaries of Project:

Installation of accessible facilities within the Soto Sports Complex at Ikeda Field.

Name of Public Agency Approving Project: City of Arroyo Grande

Name of Person or Agency Carrying Out Project: Jill McPeek, CIP Manager

Exempt Status:

- Ministerial (Sec. 21080(b)(1); 15268);
 Declared Emergency (Sec. 21080(b)(3); 15269(a));
 Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
 Categorical Exemption, State type and section number: 15301(c)
 Statutory Exemptions. State code number: _____

Reasons why project is exempt:

Minor alteration of an existing pedestrian facilities.

Lead Agency

Contact Person: Andrew Perez, Associate Planner Area Code/Telephone/Extension: (805) 473-5425

Email: aperez@arroyogrande.org

Address: 300 East Branch Street, Arroyo Grande, CA 93420

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? Yes No

Signature: Andrew Perez Date: 12/23/2020 Title: ASSOCIATE PLANNER

Signed by Lead Agency Signed by Applicant

Authority cited: Sections 21083 and 21110, Public Resources Code.
Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.

Date Received for filing at OPR: _____

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