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City Manager's Report
November 12, 2024, City Council Meeting
Prepared by: Melissa McConnell, City Engineer
Item #: 7.7

Subject: Consider approval of a Consulting Services Agreement with Robertson-Bryan, Inc. in an amount not-to-exceed \$14,745 for the City's Small Municipal Separate Storm Sewer System (MS4) Permit and authorizing the City Manager to execute the same.

Recommendation: Adopt a Resolution:

Approving a Consulting Services Agreement with Robertson-Bryan, Inc. in an amount not-to-exceed \$14,745 for services through June 30, 2025 for the City's Small Municipal Separate Storm Sewer System (MS4) Permit and authorizing the City Manager to execute the same.

Purpose: The purpose of this item is to approve the continued use of RBI's consulting services because the MS4 permitting requirements are beyond resources available to manage in-house. RBI's technical expertise is necessary to ensure the City remains compliant with its Small Municipal Separate Storm Sewer Systems General Permit.

Strategic Plan Strategy: Strategy 4 - Update and Maintain City-Owned Infrastructure.

Background: The City's municipal storm drainage system is required to be in compliance with General Permit No. CAS000004 Waste Discharge Requirements for Storm Water Discharges from Small Municipal Separate Storm Sewer Systems General Permit adopted by the State Water Resources Control Board (Small MS4 Permit) on February 5, 2014. The Small MS4 Permit covers a five-year cycle that originally became effective July 1, 2013. The Small MS4 Permit includes a number of tasks that must be completed by specific dates. The City has utilized services for addressing the reporting requirements for the MS4 permit through agreements with consultants, such as with Herrera Engineering Consultants. With Mr. Herrera's retirement in December of 2018, RBI was hired to continue this service to the City and has done so effectively for several permit years, including the previous fiscal year. RBI also provides permit support services for the Hangtown Creek Water Reclamation Facility.

Discussion: If approved, the proposed agreement includes several support services required by the Small MS4 Permit, such as:

1. Prepare the annual report and upload it to the State Water Board's Stormwater Multiple Application and Report Tracking System (SMARTS) by October 15, 2024.

2. Attend and facilitate MS4 quarterly progress meetings with the Public Works and Engineering Departments, attend and facilitate the City-County MS4 coordination meetings, and prepare all related meeting materials, minutes, and action items.
3. Provide on-call services as needed or requested by the Engineering or Public Works Departments related to the MS4 program.
4. Provide project management to primarily coordinate and direct project activities efficiently and effectively.

The proposed fee to provide the services described above is estimated to be \$14,745, and these services will be provided on a time-and-materials basis. This cost is significantly less than prior fiscal years. Due to budget constraints during planning for the FY 2024/2025 General Fund Operating Budget, staff worked with RBI to reduce their scope of work to the minimum needed for the City to remain in compliance with the MS4 permit. Staff will continue to monitor the services needed against the budget available and plan for upcoming years accordingly.

Options:

1. Approve the recommendations of staff.
2. Provide other direction to staff on the project.

Environmental: Not Applicable

Cost: The cost associated with the proposed Consulting Services Agreement with RBI is in an amount not exceed \$14,745.

Budget Impact: The City Council adopted the Fiscal Year 2024/2025 General Fund Operating Budget which assumed the \$14,745 cost of the proposed agreement with Robertson-Bryan, Inc. for MS4 permit contracted services.



M. Cleve Morris, City Manager



Melissa McConnell, City Engineer



Nick Stone, Public Works Director

Attachments:

Attachment A: Resolution