

*We are a welcoming, active and business-friendly rural
foothill community built on California's rich gold rush history.*



City Manager's Report
August 12, 2025, City Council Meeting
Prepared by: Melissa Savage, City Engineer
Item #: 7.7

Subject: Consider approval of Amendment No. 1 to the Consulting Services Agreement with Robertson-Bryan, Inc. in an amount not-to-exceed \$32,017 for the City's Small Municipal Separate Storm Sewer System (MS4) Permit and authorizing the City Manager to execute the same and approving an \$18,017 budget appropriation from the General Fund unassigned fund balance for the said Amendment No. 1.

Recommendation: Adopt a Resolution:

1. Approving Amendment No. 1 to the Consulting Services Agreement with Robertson-Bryan, Inc. in an amount not-to-exceed \$32,017 for services through June 30, 2026 for the City's Small Municipal Separate Storm Sewer System (MS4) Permit and authorizing the City Manager to execute the same; and
2. Approving an \$18,017 budget appropriation from the General Fund unassigned fund balance for the said Amendment No. 1.

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, 2013. 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.

At its November 12, 2024 meeting, the City Council approved a Consulting Services Agreement with RBI to perform MS4 permitting services for Fiscal Year 2024/2025. The Agreement term expired on June 30, 2025, and the Agreement includes a provision to amend the Agreement a maximum of two

fiscal years for a maximum of three consecutive years.

Discussion: If approved, the proposed Amendment No. 1 will extend the term an additional year and includes continued 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, 2025.
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.
5. Provide detailed options for complying with the Statewide Trash Provisions following the Track 2 compliance pathway and recommended next steps.

The proposed fee to provide the services described above is estimated to be \$32,017, and these services will be provided on a time-and-materials basis. 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 Amendment No. 1 to Consulting Services Agreement with RBI is in an amount not exceed \$32,017.

Budget Impact: The City Council adopted the Fiscal Year 2025/2026 General Fund Operating Budget which appropriated \$14,000 for MS4 Permit related contract services. Staff recommends the City Council approve an \$18,017 budget appropriation to cover the \$32,017 total cost of the proposed Amendment No. 1 to the Agreement with Robertson-Bryan, Inc. for MS4 permit contracted services.


 M. Cleve Morris, City Manager


 Melissa Savage, City Engineer


 Nick Stone, Public Works Director

Attachments:

Attachment A: Resolution