



MEMORANDUM

TO: City Council

FROM: Steve Kahn, Interim Public Works Director

BY: Shannon Sweeney, City Engineer

SUBJECT: Consideration of Budget Amendment for Parklet Concrete Barriers and Planters

DATE: August 8, 2023

SUMMARY OF ACTION:

Approve a budget amendment of \$90,000, including \$72,957.20 for the purchase of decorative concrete barriers and planters associated with the long-term parklets program, along with \$17,042.80 for parking wayfaring street sign purchase and placement in the Village to guide vehicles to the Olohan and Le Point parking areas to help offset the impact of the loss of streetside parking.

IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:

The estimated \$90,000 to procure the permanent decorative concrete barriers and planters and signage associated with the long-term parklets is expected to be fully offset over time through rental fees for the physical barriers paid by the business owners requesting the parklets, as described in the September 27, 2022, staff report introducing the Ordinance regarding the permanent parklet program. These fees will be applied through the administration of the parklets permits.

At its July 25, 2023 City Council meeting, City Council approved \$72,957.20 for the purchase of the parklet concrete barriers and planters. However, staff identified after that meeting that there was no actual line item in the budget for this purchase. Approval of this budget amendment will correct this oversight.

RECOMMENDATION:

1) Approve a budget amendment of \$90,000 from general fund reserves for the purchase of decorative concrete barriers and planters and street signs associated with the long-term parklets program; 2) Make findings that continuing administrative or maintenance activities—such as purchases for supplies, personnel-related actions, and general policy and procedure making—do not qualify as a project under CEQA.

Item 9.h.

City Council

Consideration of Budget Amendment for Parklet Concrete Barriers and Planters

August 8, 2023

Page 2

BACKGROUND:

At its July 25, 2023 City Council meeting, the City Council approved \$72,957.20 for the purchase of the parklet concrete barriers and planters. However, staff identified after that meeting that there was no actual line item in the budget for this purchase. Approval of this budget amendment will correct this oversight.

ANALYSIS OF ISSUES:

Without a budget amendment, there is technically no funding available for the purchase previously approved by City Council. Adequate funding exists in general fund reserves, but City Council approval assigning some of those funds to this project is necessary. Staff is requesting an adjustment in the amount of \$90,000 to cover the costs of purchasing the parklet barriers and planters, as well as costs associated with additional wayfinding signage and improvements that will mitigate impacts from the loss of parking.

ALTERNATIVES:

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

1. Approve a budget amendment in the amount of \$90,000 from general fund reserves for costs associated with purchase and installation of City owned Parklet components;
2. Do not approve this budget amendment, which would preclude City staff's ability to implement the long-term parklet program at this time; or
3. Provide other direction to staff.

ADVANTAGES:

Advantages to the recommended alternative include:

- Consistent layout and decorative appearance for all concrete barriers in the Village.
- Purchase of barriers is within the originally estimated costs for this project.
- Selected concrete barriers provide a physical barrier between vehicles and diners.
- Purchasing the barriers at this time will help limit the amount of time the parklets are out of service, as placement will be coordinated with the removal of the existing temporary concrete barriers, the concrete repairs project (replacement of tile bands, tile tree well surrounds, and crosswalks), and the slurry seal project, all which take place and temporarily impact the Village area parking and circulation. The associated capital projects are anticipated to be completed in September and October 2023. The concrete barriers will be available for placement directly following completion of those projects to minimize the time that the parklets are out of service.

DISADVANTAGES:

There are no disadvantages to the recommended alternative. General fund reserves exist in an amount adequate to cover this budget.

City Council

Consideration of Budget Amendment for Parklet Concrete Barriers and Planters

August 8, 2023

Page 3

ENVIRONMENTAL REVIEW:

No environmental review is required for this item. Continuing administrative or maintenance activities—such as general policy and procedure making—do not qualify as a project under CEQA. (State CEQA Guidelines, § 15378, subd. (b)(2).) Installation of individual parklets will be evaluated for CEQA as applications are received. This budget amendment is strictly an administrative task.

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.