



City Manager's Office Weekly Update

To: Mayor and City Council

From: Greg Scoles, City Manager

Date: July 13, 2012

Dear Mayor and Council:

I want to again congratulate the police officers that were sworn in at the last Council meeting during special presentations. Chief DeSmidt, Lieutenant Psaila, Sergeant Adams and our newest Police Officer Brian Vogel are all great examples of the high quality of our public safety work force and I know they were proud to share that special evening with their family, friends, coworkers and the Council.

Recently you may have seen stories that the Brown Act was suspended as a result of cuts to the State Budget. While cuts were made to the SB 90 (mandated cost claims) reimbursements provided to local governments for state mandated requirements which effectively suspended those requirements, the reality is that only a narrow set of obligations under the Brown Act were suspended as a result of the cuts. Most Brown Act requirements, such as the general rule requiring legislative bodies to only discuss matters within their subject matter jurisdiction at open meetings, remain intact. The suspended requirements pertain to preparation of agendas and the reporting out from closed session. Staff does not intend to make any changes to current practice and will continue to follow all portions of the law whether or not suspended due to the State Budget.

As you might recall this year's budget included funding for televising the Parks and Recreation Commission meetings and the Finance Commission meetings. Staff will be working to make sure that these meetings are televised as soon as practical. I want to thank Jason Eggers in Information Services for helping to coordinate this effort.

Recently there has been some public discussion regarding the potential conflicts between pedestrians and bicyclists in the Water Dog Lake open space. The Parks and Recreation Commission will be discussing this issue at one of their next meetings.

Staff is still exploring how best to provide paperless agenda packets to the Council and we should have an acceptable alternative developed in the next few weeks. Vice Mayor

Wozniak has been very helpful serving as an early adopter of paperless agendas and if we perfect the process then more of you might find going paperless the alternative you select.

On Wednesday LAFCo will be discussing the Mosquito Control District Municipal Service Review which is the first step in a process that could lead to the dissolution of the District. Earlier I sent you the staff report for the LAFCo Meeting where they are recommending dissolving the District and transferring it to the County. It is important to note that LAFCo's action only establishes a new sphere of influence and further action by LAFCo, the County, affected cities or the District would be required to actually dissolve the District. Staff will keep you advised as this moves forward. By the way, this is similar to the action that LAFCo took with the Mid Pen Water District last year.

Have a great weekend.

Greg

Important Dates

- July 24th Regular Council Meeting
- August 7th National Night Out
- August 14th Regular Council Meeting
- August 28th Council Summer Break (meeting cancelled)
- Sep. 3rd Labor Day (City Hall closed)
- Sept. 11th Regular Council Meeting
- Sept. 25th Regular Council Meeting
- Sept. 28th Council of Cities Dinner/Meeting (Iron Gate, Belmont)

Potential Loss of Excess ERAF Funds

As mentioned in the last few Weekly Updates, the State's budget trailer bill AB 1484 has significant impacts related to the former RDA that we are continuing to work to understand and implement. In addition, we were informed by the County that the last minute inclusion of section 34188(d) in AB 1484 will also impact the City's Excess ERAF revenues, which were budgeted for \$548,241 in the FY 13 Budget. Based on the County's initial calculations, the county-wide impact will be a loss of \$3.2 million, with Belmont's share estimated at \$9,047. These figures are subject to change once the total property tax revenues are recorded and the revised revenue limit calculations for the school districts from the County Office of Education, final figures are expected by late July. While the FY 13 reduction is expected to be minimal, this amount will likely grow into the future and corrective actions may become necessary. We will continue to provide updates as additional information becomes available.

Free Compost at Shoreway – Message From RethinkWaste

We are now offering free compost to use in your gardens year-round at Shoreway! The free compost is available to residents in the RethinkWaste service area. Simply go to the

scale house (accessible via Gate 1) and let them know you are there to pick up some compost. Proof of residency either in the form of an identification card or utility bill is required. You will then be directed to the transfer station, and provided up to 2 3-cubic feet empty paper bags to shovel your own compost. Shovels are provided. Limit is 2 bags per visit, up to 2 visits per week. The free compost is for residents only, and not for commercial use.

Update Fire Station 15

The City has exhausted the ability to obtain additional funding needed for the code upgrades and essential services facility requirements to be funded by the insurance company. On Tuesday July 10, 2012, the Fire Chief, Finance Director, Parks and Rec Director, Building Official and Community Development Director met at Fire Station 15 to discuss the options and next steps for Fire Station 15. As you are aware, Fire Station 15 does have some foundation settling issues. The station was extensively remodeled in 1991 where an addition was added to the back of the Fire Station, which included a kitchen, bathrooms and bedrooms for the personnel at that location. In addition we are looking at a variety of options in order to have the right facility to house all of the Department's apparatus.

We have asked Building Official Mark Nolfi to meet with a structural engineer to give us some an idea of costs of potential options for the facility. Mark met with the structural engineer on July 12, 2012 to begin discussion and we should know more information and will provide it to you in the near future, if we decide to move forward. If you have any questions, please contact Chief Fry.

BizSMART@Work 2012 Awards

As part of our ongoing efforts to encourage businesses to recycle and compost more, and to recognize those who are achieving amazing results, RethinkWaste and Recology kicked off the first BizSMART@Work Awards program this spring. Businesses and multi-family complexes throughout the service area were nominated for their diversion efforts in 2011. A total of 16 award winners were recognized at a special luncheon on June 22 held at the Shoreway Environmental Center.

- **Belmont winners for this year's awards are as follows:**
Recycling and Composting Category:
Empire Lumber, Belmont
Merry Moppet School, Belmont

The South Bayside System Authority's (SBSA)

The South Bayside System Authority's (SBSA) quarterly electronic newsletter is now available at our website, www.sbsa.org For your convenience, it is also attached with this email as a PDF.

This issue's stories include:

- Manager's Corner: Pipeline Improvement Project Getting Closer to Reality
- Commission Amends JPA: What It Means
- Coordinating Two Automation Projects Brings Savings
- Meet SBSA's Pollution Prevention Specialist Susan Hiestand
- Dewatering & Solids Handling Improvements Update

Belmont Creek Dredging Update – (Council Priority Item)

On July 9th, the Public Works Stormwater Maintenance Crew began dredging operations in Belmont Creek behind Carlmont Shopping Center to help reduce future flooding problems in the area. This area experiences chronic flooding problems at heavy rain events. Three hundred feet of creek bed/embankment was dredged, removing 52 tons of silt, vegetation and debris; the creek embankment was widened in select areas for improved flows during the rainy season. A pump bypass system and two coffer dams were set in place to stop water flow for the dredging operations. The creek restoration project was completed on July 11th.



Belmont Creek Before



Dredging Preparation Creek



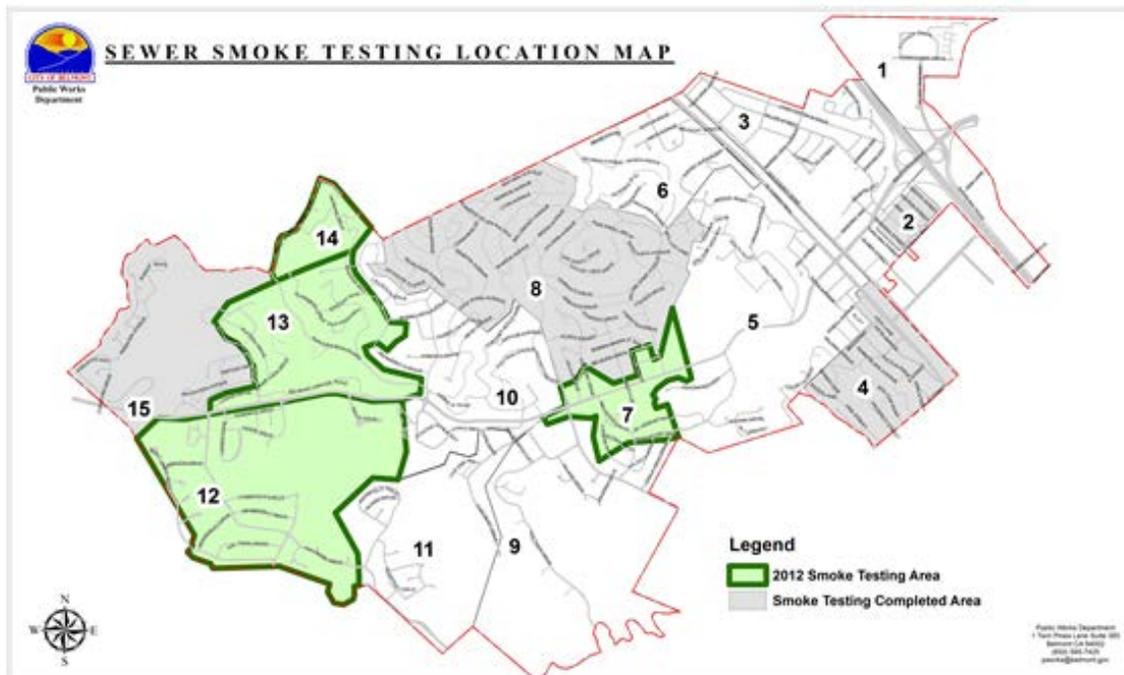
Belmont Creek After

FEMA – Flood Insurance Map Revisions

The City has received the latest approved Flood Insurance Rate Map (FIRM) from Federal Emergency Management Agency (FEMA) to be effective on October 16, 2012. It is the official map of a community on which FEMA has delineated both the special hazard areas and the risk premium zones applicable to the community. FEMA began reassessing FIRMS after Hurricane Katrina in 2005 and the City's flood control systems. The original proposal from FEMA was to rezone 300 properties in Sterling Down area that could result in higher flood insurance for the property owners. After many meetings and discussions, staff successfully provided revised technical data to convince FEMA that the majority of these properties are not in the flood zone. However, seven properties will still have to be rezoned. These include St. Mark's Catholic Church, PWD Corporation Yard and five other properties on Shoreway Road north of Sem Lane. Staff will hold a meeting with the property owners to discuss about the impact of this map revision.

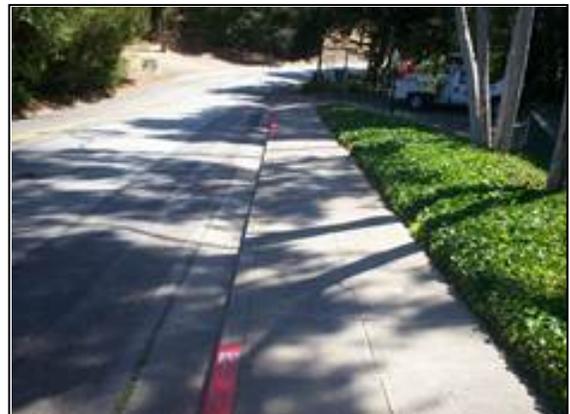
FY 13 Sewer System Infiltration/Inflow Assessment - Upcoming Smoke Testing and Public Outreach Plan

Per the Council direction, and as part of the FY13 budgeted work plan the public Works Department is in process of initiating the second phase of the sewer system smoke testing. This assessment will help the City identify defects or problems in the City's sewer system resulting in ground water inflow or infiltration into the system. The next priority basins slated for sewer smoke testing this summer are sewer basins 7, 12, 13 and 14. A public outreach and notification plan has been developed and will be implemented starting next week prior to actual smoke testing activities. The smoke testing is tentatively scheduled to begin in the early to mid-August. (attached Public Outreach and Notification Plan)



No Parking Zone on Lyall Way

Following the Parking Traffic Safety Committee meeting discussion on and Council approval on May 22nd, City staff painted a 30-foot long "No Parking" zone to improve visibility of passing cars and increase safety for vehicles exiting the driveway to the apartment complex on Lyall Way.



Street Light Knockdown - Garden Court

On April 11, 2012, the Police Department notified Public Works about low hanging street light wires, upon further investigation it was discovered that a street light pole was damaged due to a hit and run car accident on Garden Court.



Public Works Traffic Operations assessed the damage, and determined that the pole was beyond repair and posed a safety concern due to the pole leaning, and shearing at its base. The pole was removed and a new custom pole will be made due to the non-standard bolt

pattern, which is currently on back order. The Estimated delivery date is in early September. Upon delivery of the pole the installation will be scheduled as expeditiously as possible.

SF Bay Protection Campaign- Regional Brand Update

Belmont Public Works staff has been participating in the Steering Committee, comprised of members from 11 bay area counties to establish a uniform brand. The committee reviewed a dozen tagline submissions based on Functional Criteria, Inspirational Criteria, and Creative Criteria, and encompass the entire bay area waterways, the top four taglines were chosen:

- Dream Blue - Bay, Ocean, Delta, You**
- Blue Water, Green Future**
- Beautiful BODY (bay, ocean, delta, you)**
- Clean Bay Area Water Together**

These taglines were sent in to the designer for logo creation in May, and will be reviewed by the Steering Committee at the upcoming meeting in mid-July.

Televising Parks & Recreation Commission Meetings

Starting in August, the Parks and Recreation Commission meetings will be televised in the same manner as City Council and Planning Commission meetings. The meetings will be televised locally on Channel 27 in real time and then stored on the website for future viewing. Thanks to the City Council for moving forward on this initiative, it will help to ensure the citizens of Belmont are able to track and participate in parks and recreation topics and projects.

Cipriani Dog Park Project



Construction continues on the renovations to the Cipriani Dog Park. The contractor is finishing the grading and the shade structure and doggy drinking fountain area are being built. Construction is proceeding on schedule

and staff has been pleased with the performance of the contractor. Staff will also be presenting an update to the Parks and Recreation Commission in August.



Buckeye Picnic Area Improvements in Twin Pines Park



The Parks and Recreation Department worked with the Belmont Rotary Club to improve the Buckeye Picnic Area in Twin Pines Park. The Belmont Rotary purchased new serving tables for the picnic area (over \$2,000) that were installed this week.

The BBQ has been repaired and new grills were also installed this week. The Belmont Rotary improved the area originally in 1980 and this is nice opportunity to continue their service to the community.



Public Outreach and Notification for Sewer Mainline Smoke Testing

Summer 2012 - Sanitary Sewer Basins 7, 12, 13, and 14

4-weeks prior

- Contact schools (letter/phone/email)
 - Fox Elementary
 - Ralston Middle
 - Notre Dame Campus (Elementary, High School, University)
- Contact neighborhood association presidents (letter/phone/email)
- Contact Carlmont Shopping Center occupants (letter/phone/email)
 - Property Manager – Ivano Pellegrini
- Contact Barrett Community Center occupants
- Weekly update to City Council

3-weeks prior

- Weekly update to City Council

2-weeks prior

- Public Notices mailed
- Weekly update to City Council
- Social media notifications:
 - Nextdoor.org
 - Belmont Patch.com
 - Facebook
 - Twitter
- City of Belmont webpage – Notification letter, maps, FAQ's, videos, links, miscellaneous info

1-week prior

- Weekly update to City Council

2 to 4-days prior

- Door hangers hand-delivered
- Teleminder

Day before testing

- Notify:
 - Belmont PD/Communications (email)
 - Belmont Fire (email)
 - Building Department (email)
 - City Clerk/City Manager's Office (email)
 - Code Enforcement (email)

Day of testing

- Notify:
 - San Mateo County Dispatch (phone)
 - Belmont PD Dispatch (phone)
 - Public Works



South Bayside System Authority

Providing wastewater services to residents and businesses in Redwood City, San Carlos, Belmont, and West Bay Sanitary District

SBSA BULLETIN

Summer 2012

SBSA Commission

Jeff Ira Chair
Redwood City Council Member
Ronald W. Shepherd Vice Chair
West Bay Sanitary District Member
Robert Grassilli Secretary
San Carlos Council Member
Warren Lieberman
Belmont Council Member
Board Member

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Manager

Manager's Corner

By Daniel Child, SBSA Manager

Pipeline Improvement Project: Getting Closer to Reality



The public recently learned details on a topic we have been talking about from time to time in this newsletter for the past three years. It is now getting close to reality. SBSA will be constructing the 48-inch Force Main Reliability Improvement Project, which is located within the cities of San Carlos and Redwood City, beginning in the second quarter of 2013. Construction will take about 19 months.

The existing 2.5 mile, 48-inch force main was constructed in 1971; its replacement with the new pipe is part of SBSA's approximately \$400 million, 10-year Capital Improvement Program (CIP) to replace and upgrade aging infrastructure.

The new force main section will operate like the existing one, conveying sewage from the Redwood City Pump Station to the San Carlos Pump Station as part of the overall sewage conveyance system which runs from Menlo Park to the SBSA treatment plant in Redwood Shores. The installation of a new HDPE pipe will allow movement in the pipe to occur without leaking and will take over the conveyance functions of the problematic force main.

By replacing the force main, SBSA will improve pipeline reliability, reduce service disruption and reduce maintenance costs associated with pipe leaks. Other project objectives include ensuring the reliable operation of the overall sanitary sewer conveyance system in accordance with regulatory agency permit conditions and

The primary objective of the \$45.5 million project is to construct a new 48-inch high density polyethylene (HDPE) sanitary sewer pipeline, replacing a pipe that has a history of leakage and damage because of the unstable "bay mud" ground conditions in the area

reducing the likelihood of spills and discharges of untreated water to the surrounding environment, which has occurred occasionally with the existing reinforced concrete sewer force main.

We want you to have timely information, so you can sign up to receive tweets from us at [SBSA Redwood City @SBSAnews](#). We are utilizing Twitter to give those who follow us up-to-date information. This can be particularly helpful during construction – we can tweet information that might affect you. So if you use Twitter, please follow us.

We also are using Facebook to reach the public. On your Facebook page, in the “Search” at the top, put in South Bayside System Authority. It takes you to our page and once you “Like” us, you will receive updates by Facebook as well. This often will give you a link to information you can see at your convenience. For those more technical, drop in this address to get to us on Facebook: <https://www.facebook.com/pages/South-Bayside-System-Authority/265218333506235?ref=ts>

This newsletter, including this issue, will also continue to have stories about this important project. But to stay current, please follow our website, our Facebook page, and follow us on Twitter.

And if you have a question – yes, you can call us. We have designated Duane Sandul as the initial contact person to answer questions you may have or to retrieve information you want. If he cannot answer your questions, he will have a SBSA staff person get in touch with you. You can reach Mr. Sandul at 650-585-2181.

Commission Amends JPA: What It Means

The SBSA Commission has amended the Joint Powers Agreement (JPA) to specify the funding allocation mechanism for all aspects of the planning, design, engineering, environmental review, construction and all associated capital expenditures, excluding any potential costs for capacity expansion. Key points:

- All SBSA facilities will now become “joint facilities.” In other words, the treatment plant, forcemain and pump stations are all owned assets of SBSA and “joint facilities” and all capital costs associated with these facilities will be shared. Future facility acquisitions, if made, will also be owned, operated and maintained by SBSA as joint facilities.
- Capital costs will be shared by the owner agencies based upon their direct and specific share (percentage) of the total capacity of the SBSA Joint Facilities based on the Average Dry Weather Flow Allocation to each agency in the Stage 1 and Stage 2 projects. This results in the following percentage of capital costs allocated to each agency:
 - City of Belmont: 9.45 percent.
 - City of San Carlos: 15.14 percent.
 - Redwood City: 48.57 percent.
 - West Bay Sanitary District: 26.84 percent.

We want readers of this newsletter and the public to have easy access to as much information as you want about this project as it passes through final design, environmental review, and construction. For this reason we have dedicated a section on our website to the project. If we tried to present everything we have learned about this project in handouts, it would be hundreds of pages.

Our website (www.sbsa.org) breaks the project down into components allowing interested parties to easily retrieve what they want to know. Please logon to www.sbsa.org. You will see a category that says 48-inch Pipe. When you click, inside it reads “48-inch Force Main Reliability Improvement Project” and lists all available public information documents by name. We will be updating this regularly.

Coordinating Two Automation Projects Brings Savings

Coordinating two projects in SBSA's automation programs is resulting in significant savings while fast-tracking necessary improvements.

Key points:

- The activated sludge automation (ASA) project, currently under construction, upgrades and automates the activated sludge process at the treatment plant. This project includes mechanical improvements, rehabilitation of existing equipment, and installation of programmable logic controllers (PLCs) and remote input/output (RIO) panels.
- The project brings the activated sludge process from a level of automation that includes basic monitoring and alarming to full unit process automation.
- While the ASA Project was in the early stages of construction, SBSA's operations staff identified a need to replace the control systems for four permit-critical processes more quickly than originally scheduled. The controls for effluent pumping, dechlorination, tertiary feed pumps, and chlorination currently reside in a single PLC panel which has reliability problems, and is near the end of its useful life.
- There have been increasing concerns about the reliability of these systems; significant maintenance occurs on the PLC and parts are difficult to obtain. Therefore, staff fast tracked a project to replace the controls systems for these four processes.
- Due to the long lead time for the suppliers of PLC panels along with the ability for better pricing in a direct procurement process, SBSA staff decided to bid the procurement of the panels separately from the installation contract. This process has been used in several past instances and results have indicated significant cost and schedule savings.
- The panels have arrived on the plant site, and now the installation and programming can begin.
- As the design for the panel installation progressed, it became clear that there were many parallels and interdependencies with the ASA construction contract. For example, the new PLC panels will communicate with the network via fiber termination panels and using Ethernet switches installed as part of the ASA contract.
- Additionally, both projects would be installing equipment in the exact same areas. The two installation projects have schedule interdependencies that would be extremely difficult to coordinate between two different contractors. Therefore, due to the coordination needs and efficiencies that could be gained, staff requested a price quote from the ASA contractor (Monterey Mechanical) to combine the Control System Replacement Project with the ongoing ASA Project.
- This addition to the scope of the project will increase the total project cost to \$4,958,660 which is still significantly less than both the engineering construction cost estimate of \$6.7 million and the CIP project budget estimate of \$8.9 million.

Meet SBSA's Pollution Prevention Specialist

Susan Hiestand is SBSA's new pollution prevention specialist, responsible for outreach and education to the public and business about pollutants of concern for the treatment plant. Key points:

- She brings 15 years of experience in the environmental and sustainability field in the non-profit and government sectors to her position.
- When she was environmental coordinator at the San Jose Airport, she helped create a sustainability strategy, and oversaw waste reduction, recycling, regulatory and compliance programs.
- Prior to that she worked as pollution prevention specialist with San Mateo



Susan Hiestand

County Environmental Health, managing environmental projects related to hazardous materials and water quality. She created campaigns to educate business and residents about the effects of human activities on the environment and for human health, and how to mitigate them.

■ In 1996 she created the award winning “Dockwalkers” campaign at Save Our Shores, designed to educate boaters in the Monterey Bay Sanctuary about the effect of oil on the ocean. This program subsequently spread to marinas throughout California in an effort by the Coastal Commission and the Department of Boating and Waterways to educate boaters.

■ She is a member of the City of Redwood City Architectural Review Advisory Committee.

■ She holds a degree in economics and international relations, with a minor in Spanish and Latin American studies from Lehigh University in Bethlehem, PA.

Dewatering & Solids Handling Improvements Update

SBSA’s dewatering and solids handling improvements project has been approved for final design.

Key points:

■ A Biosolids Master Plan (BSMP) completed in 2010 recommended phased implementation of rotary press dewatering to increase capacity and reliability, improvements for transferring the dewatered solids to the drying beds, and lining and segmenting the drying beds for conversions to year-round operation to improve the drying process. (Dewatering is the removal of water from solid material).

■ The recently completed preliminary design report includes recommendations for some major components to continue into final design, including:

1. Installing two new rotary presses to achieve mechanical dewatering.

2. Utilizing trucking for transferring dewatered solids to the drying beds.

3. Improving the drying beds and decant system. Lime stabilization and concrete lining will allow heavy equipment to access the beds year round for spreading and turning the biosolids and improving drying efficiency. Decant system improvements will allow transfer of excess water and rainwater away from the drying beds.

4. Expansion of the drying beds to the property north of the existing drying beds.

5. Installing new motor control centers in the dewatering control room.

■ Estimated construction costs and drying bed expansion total \$6,479,000.

■ The SBSA Commission authorized Brown and Coldwell to complete the final design and provide bid period services and Whitley Burchett & Associates to provide project management support.

Employee Corner

■ James Lostica and Mickey Daly have been promoted to maintenance supervisor positions from their previous positions as plant mechanic II.

Lostica has been with SBSA since July 2008 and Daly since November 2008. Daly also just passed his Grade IV Maintenance Technologist certification.

■ Daniel Buenrostro passed his Grade III Operator exam.

■ Maria Socorro Ramilo was selected for the position of IS Technician.

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■ **Twitter:** in search box put in SBSAnews, click, and follow us.

■ Find us on the **web** at www.sbsa.org