



**MILPITAS CITY COUNCIL MEETING AGENDA
MILPITAS REDEVELOPMENT AGENCY MEETING AGENDA**

TUESDAY, NOVEMBER 17, 2009

7:00 PM

455 E. CALAVERAS BOULEVARD

SUMMARY OF CONTENTS

- I. CALL TO ORDER OF THE CITY COUNCIL by the Mayor**
- II. ROLL CALL by the City Clerk**
- III. PLEDGE OF ALLEGIANCE**
- IV. INVOCATION (Councilmember Gomez)**
- V. APPROVAL OF COUNCIL MEETING MINUTES – November 3, 2009**
- VI. SCHEDULE OF MEETINGS – Council Calendars for November and December 2009**
- VII. PRESENTATION – Environment California's 2009 Solar Champion Award to City of Milpitas**
- VIII. PUBLIC FORUM**

Members of the audience are invited to address the Council on any subject not on tonight's agenda. Speakers must come to the podium, state their name and city of residence for the Clerk's record, and limit their remarks to three minutes. As an unagendized item, no response is required from City staff or the Council and no action can be taken; however, the Council may instruct the City Manager to agendize the item for a future meeting.

- IX. ANNOUNCEMENTS**
- X. ANNOUNCEMENT OF CONFLICT OF INTEREST**
- XI. APPROVAL OF AGENDA**
- XII. CONSENT CALENDAR (Items with asterisk*)**

Consent calendar items are considered to be routine and will be considered for adoption by one motion. There will be no separate discussion of these items unless a member of the City Council, member of the audience, or staff requests the Council to remove an item from or be added to the consent calendar. Any person desiring to speak on any item on the consent calendar should ask to have that item removed from the consent calendar. If removed, this item will be discussed in the order in which it appears on the agenda.

XIII. REPORTS OF COUNCIL, COMMITTEE AND SUBCOMMITTEE

Council

- * 1. Consider Mayor's Recommendation for One Appointment to the Youth Advisory Commission (Contact: Mayor Livengood, 586-3051)**
- * 2. Approve Mayor's Recommendation for \$500 Donation to Curtner Elementary School Walk-a-thon (Contact: Mayor Livengood, 586-3051)**

- * 3. **Receive Follow Up Report from City Clerk on Lobbyist Registrations on File (Contact: Mayor Livengood, 586-3051)**
- 4. **Consideration of a Joint Parcel Tax with the Milpitas Unified School District for the Purpose of Funding Parks and Recreation Programs that Benefit Both Entities (Contact: Vice Mayor McHugh, 586-3023)**

Public Art Committee

- * 5. **Receive Report from the Public Art Committee and Approve “Generations” Project for the New Senior Center (Staff Contact: Renee Lorentzen, 586-2786)**

Neighborhood Services and Education Subcommittee

- 6. **Neighborhood Services and Education Subcommittee Request for Proposal for the Use of the Sal Cracolice Facility (Staff Contact: Bonnie Greiner, 586-3227)**

XIV. NEW BUSINESS

- 7. **Receive the Monthly Economic Development Report (Staff Contact: Diana Barnhart, 586-3059)**
- * 8. **Vote to Remove One Member of the Youth Advisory Commission Due to Lack of Attendance and Move Alternate Members (Staff Contact: Mary Lavelle, 586-3001)**

XV. ORDINANCE

- 9. **Introduce Ordinance No. 208.45 to Repeal and Replace Title VIII, Chapter 2, Article V of the Milpitas Municipal Code to Amend the City’s Sewer Use Ordinance (Staff Contact: Kathleen Phalen, 586-3345)**

XVI. RESOLUTIONS

- * 10. **Adopt a Resolution Authorizing the Sole Source Purchase of Twenty-Four City Park Name Signs from EnviroSigns, Ltd. for the Not-to-Exceed Amount of \$44,162.75 (Staff Contact: Chris Schroeder, 586-3161)**
- * 11. **Adopt a Resolution Authorizing the Police Chief to Execute the Agreement with the Regents of the University of California Berkeley School of Public Health Traffic Safety Center and the California Office of Traffic Safety for the Sobriety Checkpoint Mini-Grant Program (Staff Contact: Henry Kwong, 586-2419)**

XVII. BIDS AND CONTRACTS

- * 12. **Authorize the City Manager to Execute a Design Services Agreement with RMC Water and Environment for Sewer Deficiency Correction Program, Phase 6, Project No. 6073 (Staff Contact: Steve Erickson, 586-3301)**
- * 13. **Award the Bid and Authorize the City Manager to Execute a Contract for Citywide Printing Services to JP Graphics for the Annual Not-to-Exceed Amount of \$85,000 (Staff Contact: Chris Schroeder, 586-3161)**

XVIII. ADJOURNMENT

NEXT REGULAR MEETING: TUESDAY, DECEMBER 1, 2009

KNOW YOUR RIGHTS UNDER THE OPEN GOVERNMENT ORDINANCE

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and the City operations are open to the people's review.

For more information on your rights under the Open Government Ordinance or to report a violation, contact the City Attorney's office at Milpitas City Hall, 455 E. Calaveras Blvd., Milpitas, CA 95035
e-mail: mogaz@ci.milpitas.ca.gov / Fax: 408-586-3056 / Phone: 408-586-3040

The Open Government Ordinance is codified in the Milpitas Municipal Code as Title I Chapter 310 and is available online at the City's website www.ci.milpitas.ca.gov by selecting the Milpitas Municipal Code link.

Materials related to an item on this agenda submitted to the City Council/Redevelopment Agency after initial distribution of the agenda packet are available for public inspection at the City Clerk's office/Information Desk at Milpitas City Hall, 455 E. Calaveras Blvd., Milpitas, during normal business hours.

APPLY TO BECOME A CITY COMMISSIONER!

Current vacancies exist for the:

Public Art Committee
Bicycle Pedestrian Advisory Commission
Community Advisory Commission (alternate)
Emergency Preparedness Commission (Chamber rep.)
Mobile Home Park Rental Review Board
Senior Advisory Commission
Telecommunications Commission (MUSD Rep.)

Applications are available online at www.ci.milpitas.ca.gov or at the City Hall Information Desk.
Contact the City Clerk's office (586-3003) for more information.

If you need assistance, per the Americans with Disabilities Act, for any City of Milpitas public meeting, call the City Clerk at 586-3001 or send an email to mlavelle@ci.milpitas.ca.gov prior to the meeting. You may request a larger font agenda or arrange for mobility assistance. For hearing assistance, headsets are available in the Council Chambers for all meetings. TDD phone number (408) 586-3013.

AGENDA REPORTS

XIII. REPORTS OF COUNCIL, COMMITTEE AND SUBCOMMITTEE

Council

- * 1. **Consider Mayor's Recommendation for One Appointment to the Youth Advisory Commission (Contact: Mayor Livengood, 586-3051)**

Background: Mayor Livengood recommends Isaiah E. Rigmaiden-Daniels be appointed as the new Alternate No. 4 member on the Youth Advisory Commission. This recommendation is pending City Council's approval of another action presented by the City Clerk on this agenda, removing a regular member of the YAC and moving up Alternates No. 1, 2, and 3.

Recommendation: Consider Mayor Livengood's recommendation and move to appoint Isaiah Rigmaiden-Daniels as Alternate No. 4 on the Youth Advisory Commission to a term that expires in September 2010.

- * 2. **Approve Mayor's Recommendation for \$500 Donation to Curtner Elementary School Walk-a-thon (Contact: Mayor Livengood, 586-3051)**

Background: Mayor Livengood received a request for a donation from teacher Rachel Decker at Curtner Elementary School in Milpitas. The City Council is requested to consider the Mayor's recommendation to support the school's walk-a-thon event. The school's fundraising event, scheduled for November 10, was intended to raise money for field trips and computer upgrades.

The Council's Finance Subcommittee considered this request on October 28 and recommended a donation in the amount of \$500 (same amount donated last year).

Fiscal Impact: If authorized, funding would be allocated from the City Council Community Promotions Unallocated budget line item. The budgeted amount for FY 2009-10 is \$10,000, and if approved, the balance would then be \$9,500.

Recommendation: Approve the Mayor's request and Finance Subcommittee's recommendation of a \$500 donation to Curtner Elementary School Walk-a-thon.

- * 3. **Receive Follow Up Report from City Clerk on Lobbyist Registrations on File (Contact: Mayor Livengood, 586-3051)**

Background: Mayor Livengood requested a report from the City Clerk on additional lobbyist registrations since the last City Council meeting.

The City Clerk contacted three individuals named by the Mayor on November 3. One person indicated he did not qualify to register since he was paid less than the City's \$250 threshold for lobbyist registration. A registration form was received by Mr. Ed McGovern. The City Clerk is contacting Pete Carillo about registration.

Recommendation: Per request of Mayor Livengood, receive report from City Clerk regarding lobbyist registration forms on file.

4. **Consideration of a Joint Parcel Tax with the Milpitas Unified School District for the Purpose of Funding Parks and Recreation Programs that Benefit Both Entities (Contact: Vice Mayor McHugh, 586-3023)**

Background: Vice Mayor McHugh would like to bring the idea of a joint parcel tax for consideration before the full City Council meeting.

Recommendation: Hear report of Vice Mayor McHugh and direct staff accordingly.

Public Art Committee

- * 5. **Receive Report from the Public Art Committee and Approve “Generations” Project for the New Senior Center (Staff Contact: Renee Lorentzen, 586-2786)**

Background: The City of Milpitas Public Art Committee presented three art model choices for the new Milpitas Senior Center Public Art Project: 1) Generations, 2) Precious Life and 3) Seasons. All projects included four artistic yet functional benches that reflect seniors and their families. The benches will be placed at the entrance of the new Senior Center as well as around the building. The benches will be highly used by seniors waiting for rides, for trips or enjoying the outdoors.

The models were presented to the community at Commission meetings and were on display at the Milpitas Senior Center for two weeks. Milpitas Senior Center members as well as Milpitas community members were asked to vote for their favorite piece. The Senior Center member votes and the community votes were tallied separately to reflect the desire of the Senior Center members separately from the community as a whole.

The Senior Center members’ favorite art piece was “Generations.” The Milpitas community members also favored “Generations.”

Fiscal Impact: None. A budget appropriation in the amount of \$100,000 from the Public Art Fund was already approved for FY 2009-10 and sufficient funds are available in that fund.

Recommendation: Approve the “Generations” project for the new Senior Center Public Art Project.

Neighborhood Services and Education Subcommittee

6. **Neighborhood Services and Education Subcommittee Request for the Proposal for Use of the Sal Cracolice Facility (Staff Contact: Bonnie Greiner, 586-3227)**

Background: At the September 29, 2009 Neighborhood Services and Education Subcommittee meeting, staff was directed to draft a Request for Proposal (RFP) to solicit community groups interested in use of the Sal Cracolice facility, once vacated upon completion of the new Senior Center. Included in the Council’s agenda packet for review is a draft RFP.

The draft RFP was approved by the NSE Subcommittee on Tuesday, October 27, 2009. At the meeting, the Subcommittee also requested staff to prepare a proposed timeline for soliciting interested groups.

Pending approval, the RFP will be made available to all interested groups on December 1, 2009. All completed forms must be submitted to the City Manager’s office by January 11, 2010 at 5:00 p.m. Forms will be available in hard copy and electronic form. Staff will make forms available to all interested parties using the following outreach efforts:

- Local newspaper ads
- Social Networking sites: E-mail blast, City web site
- Advertising on cable television Channels 15 and 26
- Community Development Block Grant FY09-10 mailing list (in agenda packet)
- Non-profit Foundation sites including Sobrato and others listed on social networking sites
- Milpitas Library
- City Facilities (Sports Center, Senior Center, Community Center, City Hall)

Once all forms are submitted to the office of the City Manager, staff will return to the NSE Subcommittee at the January 26, 2010 meeting for review and recommendations, which will be forwarded to the City Council for final approval.

Fiscal Impact: \$500 from the City Council promotion budget for local newspaper ads.

Recommendation: Review proposed request for proposal timeline and outreach efforts regarding future use of the Sal Cracolice facility.

XIV. NEW BUSINESS

7. Receive the Monthly Economic Development Report (Staff Contact: Diana Barnhart, 586-3059)

Background: Economic Development Commission: the Economic Development Commission (EDC) is working in two areas, Employability and Business Retention.

Business Retention: Recently, Commissioners worked closely with the Finance Director, Chief Building Official and Fire Chief to reconfigure the Business License application to be more user friendly for smaller and micro businesses. Much of the information requested as part of the initial business license application was not applicable to micro businesses. In addition, business license fees were not posted on the City's website, requiring each applicant to call the City for assistance. The City has now simplified the business license application process and posted the fees on-line.

Another action that resulted in this effort was a modification to the Occupancy Permit requirements for smaller businesses. In the past, smaller and micro office users were subject to individual inspections and reviews, regardless of whether there were changes to the offices occupied. Just as over-the-counter approvals of minor home improvements makes it easier for homeowners to secure the appropriate permits, the small business office user will be able to open his or her office in Milpitas more quickly and less costly.

The Commission, in conjunction with the Mayor, was scheduled to host the first Venture Capital Forum in Milpitas on Tuesday, November 17. The purpose of the meeting is to bring investors and entrepreneurs together to introduce them to business opportunities in Milpitas and to understand funding foci. "Save the Date" invitations were distributed and once the VC panel was determined, formal invitations were to follow and be sent to other financial and entrepreneur service providers. The event was scheduled to be held at City Hall between 5:00 and 7:00 p.m.

Roadmap for Service Improvements: The Building and Safety Department has recently enhanced its website to provide many more online services. The website is more user-friendly and will reduce not only the paperwork involved in permit application, but time and resources. A notice was sent to over 1,500 businesses – contractors, engineers, architects – that have done businesses with the City over the last year to notify them of the upgrades and to encourage the use of the online services. What was mailed to the list is included in the agenda packet. Staff will demonstrate the site at the Council meeting.

Cross training: Engineering, Building and Planning Departments have initiated cross-training staff at the Public Service Counter to improve service delivery. Cross-training staff involves instruction on the nuances of the specialized fields so that all counter staff is more knowledgeable of what is needed by each area for permit application and review. As a result, staff will be able to provide basic cross-departmental assistance to customers and reduce customer waiting time.

Use Tax Outreach: As the Finance Director noted in the quarterly revenue update at the last Council meeting, the City's Sales and Use Tax outreach program has been successful. Three companies are participating and staff expects two or three more to sign on prior to the end of the fiscal year.

Vacancy Rates: Vacancy rates continue to increase in all segments of the Milpitas business community, which is comparable to other Silicon Valley cities. According to the NAIBT Commercial Third Quarter 2009 (3Q09) Reports, Manufacturing Space availability has increased

to 8.4% from 5.9% in 3Q08. Milpitas is home to only 3.7% of the valley's manufacturing space, with vacancy rates increasing to 12.5% from 7.8% in the 3Q08. With R&D properties, Milpitas is home to 10.5% of the valley supply and has experienced a vacancy rate increase of 5.8%, or 21.1% in 3Q09 from 15.3% in 3Q08. Milpitas has over 5 million square feet of warehouse space, or slightly more than 12% of the valley total. Vacancy rates for this sector increased from 7.4% in 3Q08 to 10.5% in 3Q09. With only 1.6% of the valley office space, the Milpitas vacancy rate increased to 15.3% in 3Q09 from 9.6% in 3Q08.

Fiscal Impact: There is no fiscal impact associated with this action.

Recommendation: Receive the monthly economic development report from the Economic Development Manager.

* **8. Vote to Remove One Member of the Youth Advisory Commission Due to Lack of Attendance and Move Alternate Members (Staff Contact: Mary Lavelle, 586-3001)**

Background: Commissioner Richard Albana has attended no Youth Advisory Commission meetings in this Fiscal Year and only attended 50% of the meetings in the prior year. All absences this year 2009 were unexcused. City staff tried contacting Mr. Albana, with no response. He was appointed by the City Council as a voting member of the Commission in September of 2007.

YAC By-laws Section 3 state:

Term of Office and Removal

Appointments for the Youth Advisory Commission shall be made in October of each year, with all members and alternates seats being a one (1) year term. A Youth Advisory term will start in October and end in September. Youth Advisory Commission members and alternates shall be expected to attend all regular business meetings of the Youth Advisory Commission. When any member or alternate has three or more unexcused absences in a 12-month period, the Commission shall forward this information to the City Council for review and possible removal of the member from the Commission.

If the City Council votes to remove Commissioner Albana, Mayor Livengood recommends moving members on the Commission as follows:

Appoint Alternate No. 1 Luqman Munir into a regular voting seat.

Appoint Alternate No. 2 Christina Bruce into the Alternate No. 1 seat.

Appoint Alternate No. 3 Darren Lim into the Alternate No. 2 seat.

Appoint Alternate No. 4 Diana Tran into the Alternate No. 3 seat.

All terms expire in September 2010.

Recommendations: Due to his unexcused absences, vote to remove Mr. Richard Albana as a voting member of the Youth Advisory Commission. Additionally, appoint Alternate No. 1 to a voting seat and move up Alternate members No. 2, 3, and 4 into the seats No. 1, 2, and 3.

XV. ORDINANCE

9. Introduce Ordinance No. 208.45 to Repeal and Replace Title VIII, Chapter 2, Article V of the Milpitas Municipal Code to Amend the City's Sewer Use Ordinance (Staff Contact: Kathleen Phalen, 586-3345)

Background: The City of Milpitas contracts for sanitary wastewater treatment at the Water Pollution Control Plant (WPCP) under the 1983 "Master Agreement for Wastewater Treatment between City of San Jose, City of Santa Clara, and City of Milpitas." This agreement requires City of San Jose to provide personnel to assist Milpitas and other tributary agencies with regulation of industrial waste discharges to the sewer collection systems, including providing technical advice, conducting sampling and analysis of waste discharges, conducting surveillance

and inspection, issuing notices of violation, and providing information about federal and state regulatory requirements. The agreement requires that the City of Milpitas and other tributary agencies adopt, amend and revise their industrial waste discharge ordinances and enforce provisions of these ordinances as necessary to keep the WPCP in compliance with state and federal requirements.

Following are the proposed revisions to the Milpitas Sewer Use Ordinance:

Dental Amalgam Program: The California Regional Water Quality Control Board is requiring wastewater treatment plants in the San Francisco Bay Area to control mercury discharges from dental practices that place or remove mercury amalgam fillings. Consequently, San Jose will be requiring that dental practices in the WPCP service area obtain and comply with a 5-year permit. Permit conditions include installation of amalgam separators, implementation of mercury reduction Best Management Practices, and submission of annual compliance reports. Estimated costs to dental offices are \$750-\$1,000 to install an amalgam separator and \$300 to dispose of the mercury amalgam each year. On June 5, 2009, San Jose kicked off an outreach effort to dentists with a workshop held at the Milpitas Community Center and will mail out permit applications to dentists in January 2010. The City's sewer ordinance regulating dental amalgam discharges will need to be effective by January 15 in order to support this compliance program.

Fats, Oil, and Grease Program: The California Water Quality Control Board requires all sewer collection system owners to prepare and implement a sewer system management plan to control sewer system overflows. Assessment and control of Fats, Oils, and Grease (FOG) discharged into the collection system is a component of these plans. San Jose has incorporated FOG prevention into its WPCP industrial pretreatment program because FOG can cause blockages and spills resulting in regulatory enforcement upon the sewer collection or treatment system owner. WPCP staff is providing technical support to the tributary agencies by reviewing building permit plans for grease removal devices and providing outreach and inspection services for restaurants and other businesses that are primary dischargers of FOG. All WPCP tributary agencies have ordinances restricting discharges of FOG, but WPCP staff has found these laws to be deficient. To improve FOG program performance, all agencies are required to amend their ordinances to revise definitions for grease, grease control devices, interceptors, traps, and mechanical devices; revise installation cleaning and maintaining grease removal devices; and clarify business recordkeeping requirements.

The Treatment Plant Advisory Committee recommended approval of ordinances to support the Dental Amalgam and FOG programs on January 5, 2009 and the San Jose City Council adopted its ordinances on May 19, 2009. Staff recommends that the City of Milpitas adopt similar amendments to Article V, Chapter 2, Title VIII of the Milpitas Municipal Code to support the Dental Amalgam and FOG program.

Fiscal Impact: None. There is no fiscal impact from the recommended action.

Recommendations:

1. Waive the first reading beyond the title of Ordinance No. 208.45.
2. Introduce Ordinance No. 208.45 to repeal and replace Title VIII, Chapter 2, Article V of the Milpitas Municipal Code to amend the City's Sewer Use Ordinance.

XVI. RESOLUTIONS

- * **10. Adopt a Resolution Authorizing the Sole Source Purchase of Twenty-Four City Park Name Signs from EnviroSigns, Ltd. for the Not-to-Exceed Amount of \$44,162.75 (Staff Contact: Chris Schroeder, 586-3161)**

Background: On April 1, 2008, the City Council approved the standardization of the design submitted by EnviroSigns, Ltd. for all city park name signs. That decision was based on a

recommendation by the Parks, Recreation and Cultural Resources Commission on December 3, 2007. EnviroSigns, Ltd. is the creator of the design and the sole source manufacturer of the EnviroPoly™ signs (letter from EnviroSigns, Ltd. dated 11/02/09 in the agenda materials). Staff recommends, pursuant to Municipal Code Section I-2-3.09 Sole Source Procurement, that the City purchase an additional 24 city park name signs from EnviroSigns, Ltd. This will complete the replacement of the existing old deteriorated original wooden city park name signs with the standardized EnviroSign, Ltd design.

Fiscal Impact: None. This is a programmed expense in the Parks & Recreation FY 2009-10 operating budget.

Recommendation: Adopt a resolution authorizing the sole source procurement of twenty-four city park name signs from EnviroSigns, Ltd. for the not-to-exceed amount of \$44,162.75.

- * 11. **Adopt a Resolution Authorizing the Police Chief to Execute the Agreement with the Regents of the University of California Berkeley School of Public Health Traffic Safety Center and the California Office of Traffic Safety for the Sobriety Checkpoint Mini-Grant Program (Staff Contact: Henry Kwong, 586-2419)**

Background: The Regents of the University of California, Berkeley School of Public Health Traffic Safety Center and the California Office of Traffic Safety are administering the 2009-10 Sobriety Checkpoint Mini-Grant program that offers mini-grant funds to reimburse law enforcement agencies for overtime expenditures specifically directed towards sobriety checkpoints. The goal of the statewide sobriety checkpoint program is to reduce the number of people killed in alcohol-related crashes. The City of Milpitas Police Department has been approved for a mini-grant of \$15,130.86 to conduct up to two sobriety checkpoints in Milpitas between October 1, 2009 and September 8, 2010.

Fiscal Impact: A budget appropriation in the amount of \$15,130.86 for Police Department overtime budget from grant revenue.

Recommendations:

1. Adopt a resolution authorizing the Police Chief to execute the agreement with the Regents of the University of California, Berkeley School of Public Health Traffic Safety Center and the California Office of Traffic Safety for the Sobriety Checkpoint Mini-Grant program.
2. Approve a budget appropriation in the amount of \$15,130.86 for Police Department overtime budget from grant revenue.

XVII. BIDS AND CONTRACTS

- * 12. **Authorize the City Manager to a Execute Design Services Agreement with RMC Water and Environment for Sewer Deficiency Correction Program, Phase 6, Project No. 6073 (Staff Contact: Steve Erickson, 586-3301)**

Background: In accordance with the City's consultant selection procedure, RMC Water and Environment has been selected to perform the design services, bid and construction support services for Phase 6 of the Sewer Deficiency Correction Program, Project No. 6073. The project will remove and replace aging and deficient sanitary sewer lines, which now require excessive maintenance. Deficiencies include uneven pipe settlement over time due to highly expansive soils, which creates sags in the line that becomes locations for repeated blockages and back-ups. The locations proposed for this next phase of work include: Hidden Lake Village I Area (off Tramway Drive,) San Petra Circle, Whittier Street, Canton Drive & Bixby Drive area, and Arizona Avenue (between Coelho Street and Hazen Street.)

Staff has negotiated a scope and fee with RMC for these design services for a not to exceed amount of \$167,336, which is considered reasonable.

Fiscal Impact: None. Sufficient funds are available in the project fund.

Recommendation: Authorize the City Manager to execute a consulting services agreement with RMC Water and Environment for the Sewer Deficiency Correction Program, Phase 6, Project No. 6073, for an amount not-to-exceed \$167,336.

- * 13. **Award the Bid and Authorize the City Manager to Execute a Contract for Citywide Printing Services to JP Graphics for the Annual Not-to-Exceed Amount of \$85,000 (Staff Contact: Chris Schroeder, 586-3161)**

Background: With the assistance from various departments, Purchasing developed the specification for a Request for Proposal (RFP) for citywide printing services. RFPs are typically awarded to the proposer who offers the most advantageous proposal after consideration of all evaluation criteria. On September 18, 2009, staff sent out the RFP for city-wide printing services. The intent of the solicitation was to identify a single company that could provide both digital duplicating and off-set press work, including full color, to serve the departments' needs. Nine proposals were submitted and evaluated against the printing specifications and eight specific criteria, including the proposer's company background, technical abilities, and references. The top two finalists were interviewed and their websites and online ordering capabilities were also reviewed.

The bid was advertised in the local newspaper, on the City website, and on Public Purchase. After consideration of all criteria, the evaluation team determined that JP Graphics presented the most advantageous proposal. Based on the above, staff recommends that a contract be awarded to JP Graphics for one year with two additional one year options for the annual not-to-exceed amount of \$85,000.

Fiscal Impact: None. Funds for these purchases are budgeted in various departments' operating budgets for FY 2009-10.

Recommendation: Award the bid for city-wide printing services to JP Graphics, and authorize the City Manager to execute a contract for the annual not-to-exceed amount of \$85,000.

XVIII. ADJOURNMENT

NEXT REGULAR MEETING: TUESDAY, DECEMBER 1, 2009