

Brentwood City Council,

The soundwall in the Siena community should be replaced with a higher wall.

Brentwood General Plan Noise Policy N1-1 should guide the City Council's decision regarding the soundwall project..

Policy N 1-1: Ensure the noise compatibility of existing and future development when making land use planning decisions.

The Siena community was constructed before the Route 4 Bypass construction began and should have been protected from the noise impacts of future development of the Route 4 Bypass by the City of Brentwood **to ensure noise compatibility** per Policy N1-1.

Numerous residents in the area have shared their complaints regarding increased noise after construction of the Route 4 Bypass was completed.

Contributing factors to the increased noise problem:

I-Route 4 was moved closer to the Siena community as a result of the Route 4 Bypass construction. The homes in the Siena community are now closer to Route 4 than any other residential community in Brentwood.

II-Route 4 was raised in elevation as a result of the Route 4 Bypass construction. The existing soundwall was not modified to match the elevation changes in Route 4 and the end result is an effective decrease in relative height between the Route 4 roadway and the preexisting soundwall.

III-No noise mitigation efforts were implemented for the Siena community as part of the Route 4 Bypass construction. Contrast this with the height of the soundwalls expressly required for the nearby Summerset community at the same location.

The original Siena community soundwall includes sections as low as 10 feet and no longer prevents line of sight between Route 4 and residential homes in the Siena Community.

The difference in height between the raised portions of Route 4 and the existing soundwall are so low that there are direct lines of sight from Route 4 to the first floor of **multiple** homes.

This google street view taken from a vehicle on Route 4 shows at least 4 homes where the first floor of the residential home is clearly visible beyond the current soundwall (the red box approximates first floor exposure).



Contrast this with the soundwall required by the Bypass Authority **at the same location** along Route 4 but located near the Summerset community (see image below).



At the time of the Route 4 Bypass construction, it should have been apparent that the raised elevation of Route 4 (i.e., future development) was incompatible with the existing soundwall height of the Siena community (i.e., existing development).

Furthermore, the Brentwood General Plan in effect at that time noted noise over 60 dBA was conditional as long as feasible mitigation is considered.

Local Standards

The City of Brentwood General Plan identifies sound level of up to 65 dBA Ldn as acceptable, as long as feasible mitigation is considered for levels above 60 dBA Ldn¹. Under local standards, as shown in **Table 1**, both the Phase 1 and Phase 2 improvements for the Balfour

¹ For transportation noise sources, the General Plan notes that "Where it is not possible to reduce noise in outdoor activity areas to 60 dB Ldn/CNEL or less using a practical application of the best available noise reduction measures, an exterior noise level of up to 65 dB Ldn/CNEL may be allowed provided that available exterior noise level reduction measures have been implemented..."

As noted numerous times during the prior meetings on this soundwall project, no additional noise mitigation measures were implemented for the Siena community to offset the noise created by the Route 4 Bypass. There does not appear to have been any attempt at mitigation.

The residents of the Siena community deserved the same noise mitigations that were identified and implemented for other communities like Summerset. The discrepancy is glaring when you compare soundwall height in relation to Route 4 at the same locations but on opposite sides of Route 4.

RESPONSE TO SOUNDWALL OPPOSITION

I-Opponents of the soundwall argue residents knew there was a problem based on developer disclosures.

Opponents have been quoting the 2013 Siena Community Developer Disclosure Statement and arguing residents accepted the increase of noise from the future Route 4 Bypass. Please note they quoted a small portion of the disclosure out of context to make these arguments.

As you can see below, the developer believed new or additional soundwalls could be required and homeowners were warned it may impact their views. The developer disclosure supports the idea that additional noise mitigations could be required due to the Route 4 Bypass project.

Nuisances associated with State Route 4 Bypass and/or the construction of future improvements may include, but not be limited to, noise, pollution, dust, vibration, glare, fumes, exhaust particles, night time construction lighting, construction traffic, traffic congestion and delays. Impacts from State Route 4 Bypass may be noticeable at all hours of the day and night and such impacts could disturb sleep and disrupt the quiet enjoyment of Buyer's home. Future improvements to State Route 4 Bypass could involve the construction of new or additional soundwalls near the Community and such walls could impact views within and from the Community and the visual appearance of the Community. The City of Brentwood, through the Conditions of Approval for Siena Village, requires that the current and future widening of State Route 4 Bypass be disclosed to Buyers. Buyers are directed to the CC&R's for that disclosure and to the "Noise Levels" section below for information about noise and mitigations associated with State Route 4 Bypass. For other information about the State Route 4, Buyers may contact State Route 4, 255 Glacier Drive, Martinez, CA 94553, (925) 686-0619, www.sr4bypass.org.

II-Opponents of the soundwall argue the expected reduction of 3 dB is not a benefit.

First, I would like staff to explain why we will only see an expected benefit 3 dB for the specific circumstances at the Siena community location.

I understand extending the height of a typical soundwall can have limited benefits. However, the soundwall in the Siena community is not a typical situation because the soundwall does not currently intercept direct line of sight from the roadway.

As noted in the Bollard Sound Study performed in 2021, a barrier that intercepts line of sight can produce a reduction of approximately 5 dB. The proposed section of soundwall to be replaced includes portions where direct line of sight is currently unobstructed between multiple residential homes and the Route 4 roadway.

Noise Barriers

- Once a barrier intercepts line-of-sight to the roadway a noise reduction of approximately 5 dB can be expected. Each additional foot of barrier height typically results in an additional traffic noise reduction of approximately 1 dBA.
- Existing noise barriers cannot typically be increased in height or modified significantly due to engineering requirements associated with the barrier foundation (weight, wind loading, etc.).
- A 5 foot increase in heights of existing barriers would likely be required for a clearly noticeable decrease in traffic noise levels at existing residences.



Second, impacts to existing noise based on changes in dB level depend on the existing noise levels. Policy N1-7 of the Brentwood General Plan defines a change of +3 dB with existing noise levels as “significant”

Policy N 1-7: For projects that are required by the California Environmental Quality Act (CEQA) to analyze noise impacts, the following criteria shall be used to determine the significance of those impacts:

Stationary and Non-Transportation Noise Sources

- A significant impact will occur if the project results in an exceedance of the noise level standards contained in this element, or the project will result in an increase in ambient noise levels by more than 3 dB, whichever is greater.

Transportation Noise Sources

- Where existing traffic noise levels are less than 60 dB L_{dn} at the outdoor activity areas of noise-sensitive uses, a +5 dB L_{dn} increase in roadway noise levels will be considered significant;
- Where existing traffic noise levels range between 60 and 65 dB L_{dn} at the outdoor activity areas of noise-sensitive uses, a +3 dB L_{dn} increase in roadway noise levels will be considered significant; and
- Where existing traffic noise levels are greater than 65 dB L_{dn} at the outdoor activity areas of noise-sensitive uses, a + 1.5 dB L_{dn} increase in roadway noise levels will be considered significant.

The Bollard Sound Study indicated existing traffic noise in the Siena community is in the 60-65 dB range according to readings taken at 5 feet and greater than 65 dB at 15 feet. Even if the proposed soundwall project is only able to offset +3 dB in the current noise environment it should also be considered significant.

III-Opponents of the soundwall argue this project provides a limited benefit to only a few houses.

First, the entire Siena community stands to benefit from soundwall improvements. Some homes may see a bigger impact than others because there is a direct line of sight from Route 4 roadways to their homes, but the entire community should benefit from less noise.

Second, the soundwall project is an infrastructure project similar to street or sidewalk repair. Infrastructure projects will always have limited benefits that are primarily for residents in the immediate vicinity. There has never been an excuse to deny infrastructure in the past based on a limited home benefit and doing so now to justify denial of the soundwall would set an extremely bad precedent.

What number of houses seeing a benefit will be required for future infrastructure projects to be approved?

Will Brentwood stop maintaining infrastructure for homes towards the end of cul de sacs or homes at the edges of residential communities because they are the only ones who would benefit?

This limited home benefit analysis becomes even more dangerous when you consider our city is divided into districts with separate City Council representation now. Will small communities similar to Siena always end up on the losing side of this analysis and suffer from inadequate repairs/upgrades to infrastructure in the future because the small community is outside the district of other voting members?

CONCLUSION

The existing soundwall in the Siena community is insufficient to mitigate the noise incompatibility situation that has resulted from the subsequent construction of the Route 4 Bypass. Specifically, the rise in elevation changed the existing noise environment and noise mitigations were never provided for the Siena community to justify the conditional levels above 60 dB..

Therefore, I ask that the City Council approve the soundwall project by increasing the height of the soundwall portion adjacent to the Siena community.

The City of Brentwood benefitted from the Route 4 Bypass project but the Siena community was forced to suffer the consequences. As one of the tax paying residents of Brentwood I approve this project to try and restore the quality of life for my fellow Brentwood residents who live in the Siena community.

Thank you

–Antonio Xavier
Brentwood resident

From: [Robert Juracich](#)
To: [Bryant, Joel](#); [Meyer, Susannah](#); [Mendoza, Jovita](#); [=yCouncil Members](#); [Ogden, Tim](#); [Wimberly, Margaret](#)
Subject: Sound Wall
Date: Tuesday, May 09, 2023 12:34:26 PM

CAUTION – EXTERNAL SENDER

Good afternoon Mayor, Vice Mayor, City Council,

I am writing in today to express my concern over the sound wall remediation project. I'd like to preface this by stating that I am not affected by this project one way or another. I'm just a believer in follow through, integrity, and one's commitment to do what they say and say what they mean. The value of one's word, particularly the council, is of upmost importance.

This seems like a huge waste of time and money that we are here discussing this issue. It has already been approved and the City already gave its word to fix this wall. This needs to be approved tonight.

For the past 15 years that I have been an involved resident here, I do not remember a time when the City has approved a project like this and then backtracked on its promise. This project was approved by the preceding council and has already been funded. This project needs to move forward. It is imperative that we don't make this the new precedent going forward, honor the past council's approvals and decisions.

In life we are only as good as our word and there are so many inciteful quotes that support that universal truth.

- "Don't hurt your friend, don't blame your neighbor, despise the despicable. Keep your word even when it costs you". – Psalms 15:4
- "You are what you do, not what you say you'll do". –

Carl Jung

- “When you don’t keep your word, you lose credibility”. – Robin Sharma
- “At the end of the day you are only as good as your word”. – Unknown
- “When you say you will do something and don’t do it, you teach others(including yourself) that you cannot be trusted”. – Unknown

Again, I am a grateful resident who appreciates the City, the Council, and the Staff. We live in a great city. Please keep your word and move this project forward. It’s the right thing to do.

Respectfully,

Bobby Juracich

Sent from my iPhone

From: [Raven](#)
To: [Bryant, Joel](#); [webCityClerk](#)
Subject: Hwy 4 Sound Wall - Item C4
Date: Monday, May 08, 2023 1:27:07 PM

CAUTION – EXTERNAL SENDER

Hello Mayor Bryant and Council Members -

Thank you for your service to your community. I previously sent an email detailing the issues with the sound wall and the impact it is having on our entire Siena Community. Just to summarize I was not the original owner of the house and was not provided any notice or documents as to the impending bypass construction project. While I agree that the bypass has greatly improved life for many residents, the Siena Community has been greatly impacted. There are several additional points I would like to emphasize.

1. The objection to this project by 2 council members is misplaced. Brentwood city did not perform appropriate due diligence when approving the design nor assess how this construction project would impact the Siena Community. Knowing that this major Balfour Bypass project was already approved there were opportunities to fix this at the point of construction and now the residents are suffering.
2. The project is already funded, and the contract came in under the allocated budget. The fact that approval is still pending is puzzling and what precedent does this set if approved and budgeted projects can get pulled by the unfounded objections of new council members? This does not bode well for future projects.
3. It's been almost 6 years since this effort was initiated. Numerous agencies were involved to assess and determine remediation. Many tests and much research has been conducted and concluded the wall needs to be retrofitted. Why does it have to be validated over and over again? The beliefs held by the 2 dissenting council members are not even based on anything factual. There will be a significant reduction in road noise from the retrofit and there is no danger to the city budget. I don't understand how you can make a statement of fact when you don't have the background to do so. It really just comes down to a uniformed opinion of 2 council members versus years of research, reports and scientific sound studies. In fact, one could make a successful argument that they are obstructing this business from being concluded with baseless objections to the retrofit.

I would like to believe we are better than this as a community and a city council. That we can make common sense decisions based on qualified research and reports that have continued to maintain that the sound level has negatively impacted our quality of life. There is a solution. Please do the right thing by Siena Community and raise the sound wall. There is really no justifiable reason not to.

Respectfully Submitted –

Carole Micozzi – 

From: [Emerson Navarro](#)
To: [Bryant, Joel](#)
Cc: [=yCouncil Members](#); [webCityClerk](#)
Subject: HWY 4 Sound Wall project concern item #C4
Date: Monday, May 08, 2023 9:50:17 AM

CAUTION – EXTERNAL SENDER

To:
Mayor Joel Bryant
City Council
Brentwood CA

Sir,

Most humbly, I am Emerson Navarro and I reside at [REDACTED] Brentwood CA, 94513.

This letter is in reference to the noise that is affecting us that is coming from the freeway which is located just beside our house.

We came from a housing community in Richmond Country Club Vista and we can really tell the difference with how the noise pollution from the freeway is affecting us. My family and I have been living here for the past 7 months. It is so difficult to sleep at any given time of the day or night because we can hear all of the motor vehicles passing by. I also have two small children, aged 7 and 6, who need to wake up early and go to school, but it would take them a hundred times of tossing and turning before they could go to sleep and they would complain about the noise so much. Also, the dust coming from the freeway is another problem. Our family would have upper respiratory infection, one after the other, even if we clean and dust the house every day. The thought of bearing this problem for a long time is breaking our hearts, especially for the children.

This is our first family house and we intended to live here until my wife and I grow old. For the past 7 months, we only have beautiful words to say about the City of Brentwood and we feel like this is the best city to live in.

I am writing this letter to request your help to approve the construction of the boundary wall next to our houses. This would mean a better living condition not just for my family but for our lovely neighbors.

Thank you so much.

Sincerely yours,
Emerson Navarro

From: [Jodi Marfia](#)
To: [webCityClerk](#); [=yCouncil Members](#); [Ogden, Tim](#)
Subject: Support for Sienna wall
Date: Tuesday, May 09, 2023 7:05:37 AM

CAUTION – EXTERNAL SENDER

Good morning,

I am writing today to urge you to support the previously approved - multiple times over multiple councils - wall in the Sienna neighborhood. This is extremely needed and extremely overdue. Please do right by these residents and finally do what was promised to them years ago.

Respectfully,

Jodi Marfia

Past Brentwood Planning Commission member.

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MBA, Associate Broker
Sharp Realty

CalDRE License #01715736

Mobile: [REDACTED]

IMPORTANT NOTICE: I am not an attorney or tax expert. Any comments I make in regards to tax/legal issues are of a general nature and should not be relied upon. Please seek expert counsel in these areas for specifics to your situation.

From: [DKDKGriff](#)
To: [=yCouncil Members](#); [webCityClerk](#)
Cc: [Ogden, Tim](#)
Subject: Support for Approval of the Siena Sound Wall Project, CIP #337-37263
Date: Tuesday, May 09, 2023 2:44:42 PM

CAUTION – EXTERNAL SENDER

Good day Brentwood City Council, City Clerk, City Manager,

It has come to my attention that the final approval and funding for the Sound Wall Project, CIP Project #337-37263 has as recently as April 25, 2023 been called into question, and that there is hesitancy to approve project. This is after the Siena neighborhood residents were assured that their project was moving forward, the project went out for bid, and that the project as approved will come in under budget. **I am writing today to ask that City Council approve this project.**

In the past 2 days, I have re-visited the Siena neighborhood, as well as talked with 2 of the residents there. One was very dejected after I let him know that the funding has been questioned at this late date, after all this time and effort on their part, as well as the proof over the last 5 years that the neighborhood has never received the mitigation promised to them for the changes in the Highway 4 Bypass construction.

In visiting the neighborhood, you can clearly see that the elevation in the Bypass to accommodate the over-crossing of Balfour has created a line-of-sight from first-floor windows of some of the homes to the hundreds of cars that pass by there daily, and has increased the noise factor exponentially. Then, the proximity of the road to their homes was changed dramatically from the position of the road when they moved in, and no changes to their sound wall or other mitigations were made, although they were made for the Summerset community to the east.

It has been discovered in review that the developers own disclosures so stated that future improvements to State Route 4 Bypass could involve the construction of new or addition sound walls near the Community, and may impact their views. Why weren't these sound walls reconstructed to abide by this disclosure? To mitigate this impact, the Siena sound wall should have been rebuilt, trees should have been planted along this stretch of the Bypass – which can lower noise decibels by 5db-8db, and triple-paned windows should have been afforded for the residents. Their homes are the closest to this freeway of any development in Brentwood, and not by any fault of their own.

We have a General Plan Noise Policy; the City violated this policy by not ensuring noise compatibility with the new Highway 4 Bypass development after the fact. Therefore, funding of this infrastructure project to construct a new sound wall for the Siena neighborhood needs

to be upheld.

You need to put your feet in their shoes, and recognize that they were wronged. This project does not play favorites in our City, it corrects a dreadful mistake. Furthermore, the entire City Council regardless of District needs to act with integrity regarding the promises made to the residents of Siena.

I urge the City Council to approve CIP #337-37263 at today's meetings, both the Capital Improvement Project portion, and in the City Council meeting set for 7pm.

Thank you.

Kathy Griffin

26-year Brentwood Resident

From: [REDACTED]
To: [=yCouncil Members](#)
Subject: Consent Calendar C. 4
Date: Tuesday, May 09, 2023 3:22:19 PM
Importance: High

CAUTION – EXTERNAL SENDER

City Council Members,

After 5 years of waiting I am hoping the approval of the Sound Wall Project will be passed quickly. I have been following this project since I saw it on the news several years ago.

In those 5 years I have only heard the City Council Members express support for fixing the problem

Since the sound wall was constructed too low and it was determined that the city was at fault for the mistake, the city needs to rectify the mistake and build the wall at the proscribed height without delay.

Everyone deserves as much peace as possible in their home. No one has ever presented evidence that the height of this wall was correct.

Please vote yes on this measure so we can show our citizens that Brentwood is a city governed by ethical council members who fix problems.

Thank you for your attention to this issue..

Linda

Linda Smith

[REDACTED]
Brentwood, CA 94513

Have the Courage to Remake ~~the~~ World Yourself

From: [sukumar_dash](#)
To: [webCityClerk](#); [=yCouncil Members](#); [Bryant, Joel](#); [Ogden, Tim](#)
Subject: Hwy 4 sound wall project consent item # 4_ public comments
Date: Monday, May 08, 2023 9:43:29 PM

CAUTION – EXTERNAL SENDER

Respected Mayor & City Council members,

No one ever dreamt that the expansion of Hwy bypass will bring so much pain and inconvenience to one community.

But we all are human beings and learn from our mistakes. For some reason the soundwall height had a miscalculation and was built in 2006 when the community was not present.

The Siena community was not developed with the same due diligence and high standards that Brentwood normally provides for other residential areas.

It never followed the Brentwood general noise plan N-1-1 that ensure noise compatibility of existing and future development when making land use planning decisions.

This area was originally zoned as light industrial and then later rezoned to residential community.

Here are the key facts from 2006 sienna sound study to Tri Delta Transit meeting on Nov 13, 2014, by Hwy 4 Bypass Authority.

- 1-The Siena community is located closer to Route 4 than any other residential communities in Brentwood.**
- 2-There is no proper buffer zone to help reduce noise as per the mitigation plan from state highway authority.**
- 3-The noise study was done in Summerset to pass the Hwy 4 bypass project with Caltrans.**
- 4-The sound wall is the only mitigation option.**

5-The Siena community has the shortest sound walls in Brentwood along the route 4 corridor.

6 The disclosure document with our builders clearly states that the current sound wall will be extended after the Hwy 4 Bypass project is completed.

7. State Assembly member Jim Frazier office in 2019 had investigated the issue for 6 months with Caltran before an email was sent that it is the responsibility of the Brentwood city to address the issue and not the responsibility of the state. State assembly Sen Glazier office also look into all the facts and the conclusion was the same as Jim Frazier office.

The City of Brentwood benefitted from the Route 4 Bypass project, but the Siena community was forced to suffer the consequences. As one of the tax paying residents of Brentwood, I will request our mayor and council members to do the right thing and not delay the project.

regards

Sukumar Dash resident of Siena community.

From: [Ramanan Mahalingam](#)
To: [Bryant, Joel](#); [webCityClerk](#)
Subject: Hwy 4 Sound Wall - Consent Calendar Item C4 (09-May-2023)
Date: Tuesday, May 09, 2023 12:43:49 PM

CAUTION – EXTERNAL SENDER

Dear Mayor Bryant,

First, thank you so much for your & your council team's work for the Brentwood community. I have to say that we are very much happy with our decision to be part of Brentwood community as the city is growing with a lot of good infrastructure and family-friendly parks etc.

But there is one thing that is discomfoting is the sound from the highway which is taking away the peace of mind. The sad part is that we heard this was already assessed by previous council members and was pending contract and work to start at any time. But the last council meeting came as a disaster where 2 of the members started mentioning that it must be reassessed for no valid reason except stating that the wall is not going to prevent the sound issue (which is not correct based on the previous test that has been conducted).

We don't want this to ruin all the good things the city has been providing. Please consider this and do the right thing for your community members to lead a quality life.

Thank you once again for your great service to our brentwood community.

Thanks,
Ramanan M

From: [Shivangi Dash](#)
To: [webCityClerk](#); [=yCouncil Members](#); [Bryant, Joel](#); [Ogden, Tim](#)
Subject: Hwy 4 sound wall project consent item # 4_ public comments
Date: Tuesday, May 09, 2023 1:03:56 AM

CAUTION – EXTERNAL SENDER

Respected Mayor & Council members

First of all, thank you for serving our community.

For the last 5 years, we have gone through many hours of community meetings, new noise studies, engineering reviews with Caltrans, Engagement from assembly members, visitors from the city officials and council members to our community to understand the depth of the issues

We are not able to open windows during the day due to the background noise . Additionally it is impossible to sleep with the upstairs windows open due to the road noise.

It's disappointing to me that with all the info we now know regarding sound studies and noise level acceptability that this is even a question as to whether the wall should be raised or not. This is a quality-of-life issue affecting dozens of homeowners. The city should make the investment not just for the current homeowners but also for those to come.

It seems like there were a lot of lessons learned in the construction of this housing development that have allowed the city and other developers to not repeat these same mistakes in similar residential developments here in Brentwood.

Many of these mistakes can not be fixed however the biggest one is certainly within your ability to rectify.

Please raise the sound wall so that we can have our quality life back as homeowners who have invested in our community.

Shivangi Dash resident of Siena community.

From: [REDACTED]
To: [webCityClerk](#); [=yCouncil Members](#)
Subject: Fw: Noise Problem_ Hwy 4_ Consent #4__Public comments from [REDACTED] . Brenwtood,CA
Date: Tuesday, May 09, 2023 2:42:41 PM
Attachments: [Teila Moorer Noise Problem.docx](#)

CAUTION – EXTERNAL SENDER

Request to include in the public comment.

----- Forwarded Message -----

From: Teila Millner [REDACTED]
To: [REDACTED]
Sent: Monday, January 30, 2023 at 09:47:10 PM PST
Subject: Noise Problem

Dear Dash,

Attached is my letter regarding the noise problem in our neighborhood.

-Teila

Teila Moorer

January 30, 2023

[REDACTED]

Brentwood, CA 94513

[REDACTED]

To Whom It May Concern:

I am writing in regards to the noise level in my neighborhood that stems from the Highway 4 bypass. This particular highway has an exit offramp that is adjacent to my neighborhood. The noise level consists of the engines from vehicles on the freeway & getting off on the Balfour Exit, and the sirens of the various emergency vehicles that travel the road as well. These noises can be heard all day all night and cause us to not want to open our windows. This is definitely a quality-of-life issue as I fear that the noise is only going to get worse with the continued addition of more homes in this area. I would love to discuss ways in which we can rectify this problem.

Thank you for your consideration.

Sincerely,

Teila Moorer

From: [REDACTED]
To: [webCityClerk: =yCouncil Members](#)
Subject: Loud noise Hwy 4_Consent #4__Public comments From [REDACTED] Brentwood.
Date: Tuesday, May 09, 2023 2:46:34 PM

CAUTION – EXTERNAL SENDER

Request to include in the public comment .

----- Forwarded Message -----

From: Mike Tolliver [REDACTED]
To: [REDACTED]
Sent: Thursday, February 2, 2023 at 08:09:55 AM PST
Subject: Loud noise Hwy 4

Hello dash

Terrence here writing you about the freeway noise, it's really loud especially when trying to sleep at night I really think a wall extension is needed here, I've considered moving due to the noise, I love the area just need it a little more quiet.

We need the wall!

Terrence & Kesha

Sent from my iPhone

From: [REDACTED]
To: [webCityClerk: =yCouncil Members](#)
Subject: Boundary Wall Hwy 4_ Consent #4__Public comment [REDACTED]
Date: Tuesday, May 09, 2023 2:44:25 PM

CAUTION – EXTERNAL SENDER

Request to include in the public comment .

----- Forwarded Message -----

From: Emerson Navarro [REDACTED]
To: [REDACTED]
Sent: Wednesday, February 1, 2023 at 07:36:54 AM PST
Subject: Boundary Wall

To,
Susannah Meyer
Vice Mayor District 3
Brentwood CA

Sir/ Madam,

Most humbly, I am Emerson Navarro and I reside at [REDACTED] Brentwood CA, 94513.

This letter is in reference to the noise that is affecting us that is coming from the freeway which is located just beside our house.

We came from a housing community in Richmond Country Club Vista and we can really tell the difference with how the noise pollution from the freeway is affecting us. My family and I have been living here for the past 7 months. It is so difficult to sleep at any given time of the day or night because we can hear all of the motor vehicles passing by. I also have two small children, aged 7 and 6, who need to wake up early and go to school, but it would take them a hundred times of tossing and turning before they could go to sleep and they would complain about the noise so much. Also, the dust coming from the freeway is another problem. Our family would have upper respiratory infection, one after the other, even if we clean and dust the house every day. The thought of bearing this problem for a long time is breaking our hearts, especially for the children.

This is our first family house and we intended to live here until my wife and I grow old. For the past 7 months, we only have beautiful words to say about the City of Brentwood and we feel like this is the best city to live in.

I am writing this letter to request your help to approve the construction of the boundary wall next to our houses. This would mean a better living condition not just for my family but for our lovely neighbors.

Thank you so much.

Sincerely,

Emerson Navarro

From: [sukumar dash](#)
To: [webCityClerk](#); [=vCouncil Members](#)
Subject: Hwy 4 sound wall project consent item # 4_ public comments from [REDACTED]
Date: Tuesday, May 09, 2023 2:39:39 PM

CAUTION – EXTERNAL SENDER

Hello City staff,

Please include the attached copy as part of the complain from the community([REDACTED]) on Hwy 4 noise at Siena community.

Name: Katherine Scott
Address: [REDACTED] City: Bredwood Zip Code: 94513
Telephone Number (day): [REDACTED] (evening) [REDACTED]
Fax Number: N/A E-mail: [REDACTED]

Please include the following information only if it pertains to your inquiry:

State agency with which you seek assistance: _____
Military ID #: _____ Social Security #: _____
Medi-Cal Claim #: _____ Civil Service #: _____
DMV/CDL#: _____ # Other: (please be specific): Carrara St.

Please state your request for assistance: For all the residents living on the side of the sound wall, we are experiencing quite a loud sound of cars and trucks throughout the day into evening and into late late night into very early in the morning. We feel the sound wall would be effective if it was raised about 4-5ft.

CARRARA ST to Prado to the end of the street

* Please attach an explanation of your situation and copies of all pertinent documents or letters received from the agency with which you seek assistance. Please do not send originals as we cannot ensure their safe return.

The family is not sleeping well due to the noise

Disclosure Authorization

From: [sukumar_dash](#)
To: [webCityClerk](#); [=yCouncil Members](#)
Subject: Hwy 4 sound wall project consent item # 4_ public comments and concern from Dr Anita Bhatt office regarding Sukumar Dash Health.
Date: Tuesday, May 09, 2023 2:40:41 PM

CAUTION – EXTERNAL SENDER

Hello City staff,

Please include the attached copy as part of the concern from my doctors office that is affecting my health due to lack of good sleep at night.



Anita Bhat .MD
Diabetes & Endocrinology
Specialists
2182 East Street. Concord, CA 94520
PH: (925) 685- 4228
FAX: (925) 685- 6997

17 April 2019

To the honorable elected officials representing Brentwood: I am writing on behalf of my patient, Sukumar Dash, who lives near the recently completed highway 4 bypass. I am writing to implore you to consider noise reduction barriers for my patient and his neighbors. I can attest that the increased traffic noise has negatively impacted the health of Mr. Dash, and I would imagine other neighbors are similarly impacted. Please consider sound reduction strategies to help improve the quality of life for the people of your community.

Sincerely,

A handwritten signature in cursive script, appearing to read "Anita Bhat".

Dr Anita Bhat . MD

From: [Victoria Sandberg](#)
To: [=yCouncil Members](#); [webCityClerk](#)
Subject: Sound wall
Date: Tuesday, May 09, 2023 2:15:10 PM

CAUTION – EXTERNAL SENDER

I'm urging the Council to vote to complete the steps for the sound wall project at Sienna. It is a unique situation in Brentwood to have such a low sound wall at a house so close to the freeway. In fact it is pretty unique at any freeway in the Bay Area.

Sincerely,
Victoria Sandberg

Sent from my iPhone

From: [Ashley Oerlemans](#)
To: [webCityClerk](#); [Oerlemans, Tony](#); [Holleybishop@comcast.net](#)
Subject: Soundwall
Date: Thursday, May 04, 2023 8:09:54 PM

CAUTION – EXTERNAL SENDER

Dear Brentwood City Council & Staff,

I am a Brentwood resident, and I would like to ask to not approve the Sound Wall Project, CIP Project No. 337-37263. Some City Council Members stated this was a mistake not building up the soundwall previously, but this is not a mistake. Disclosures provided by the complainant prior to moving in and while purchasing the home were provided by the builder before and state such:

“Nuisances associated with State Route 4 Bypass and/or the construction of future improvements may include, but not limited to, noise, pollution, dust, vibration, glare, fumes, exhaust particles, night time construction lighted, construction traffic, traffic congestion and delays. Impacts from State Route 4 Bypass may be noticeable at all hours of the day and night and such impacts could disturb sleep and disrupt the quiet enjoyment of the Buyers home.”

The engineer does not recommend this project and neither do I. Please stop this project which has a cost of up to \$435,390, in addition to the money spent on the sound study.

Thank you,
Ashley Zepeda

From: [Autumn Brooks](#)
To: [webCityClerk](#)
Subject: Soundwall
Date: Monday, May 01, 2023 2:33:02 PM

CAUTION – EXTERNAL SENDER

Dear Brentwood City Council & Staff,

I am a Brentwood resident, and I would like to ask to not approve the Sound Wall Project, CIP Project No. 337-37263. Some City Council Members stated this was a mistake not building the soundwall previously, but this is not a mistake. Disclosures provided by the complainant prior to moving in and while purchasing the house were provided by the builder before and state such:

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In addition, the sound study, which our tax payer dollars paid for, shows it would reduce noise by 3dB which isn't enough for the human ear to recognize. In comparison a pin dropping has a dB of 15. The engineer does not recommend this project and neither do I. Please stop this project which has a cost of up to \$435,390.

Thank you,

Autumn Brooks

Sent from my iPhone

From: [Holley Bishop](#)
To: [webCityClerk](#); [Oerlemans, Tony](#)
Subject: Soundwall
Date: Monday, May 01, 2023 10:49:56 AM

CAUTION – EXTERNAL SENDER

Dear Brentwood City Council & Staff,

I am a Brentwood resident, and I would like to ask to not approve the Sound Wall Project, CIP Project No. 337-37263. Some City Council Members stated this was a mistake not building the soundwall previously, but this is not a mistake. Disclosures provided by the complainant prior to moving in and while purchasing the home were provided by the builder before and state such:

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In addition, the sound study, which our tax payer dollars paid for, shows it would reduce noise by 3dB which isn't enough for the human ear to recognize. In comparison a pin dropping has a dB of 15. The engineer does not recommend this project and neither do I. Please stop this project which has a cost of up to \$435,390.

Thank you,
Holley Bishop

Sent from my iPhone

From: [Cathryn Davies](#)
To: [webCityClerk](#); [Oerlemans, Tony](#)
Subject: Soundwall
Date: Sunday, May 07, 2023 1:52:40 PM

CAUTION – EXTERNAL SENDER

Dear Brentwood City Council & Staff,

I am a Brentwood resident, and I would like to ask to not approve the Sound Wall Project, CIP Project No. 337-37263. Some City Council Members stated it was a mistake to not build up the soundwall previously, but this is no mistake.

Disclosures provided by the complainant prior to moving in and while purchasing the home were provided by the builder before and state such: “Nuisances associated with State Route 4 Bypass and/or the construction of future improvements may include, but not limited to, noise, pollution, dust, vibration, glare, fumes, exhaust particles, night time construction lighted, construction traffic, traffic congestion and delays. Impacts from State Route 4 Bypass may be noticeable at all hours of the day and night and such impacts could disturb sleep and disrupt the quiet enjoyment of the Buyers home.”

In addition, the sound study, which our tax payer dollars paid for, shows it would reduce noise by 3dB which isn't enough for the human ear to recognize. In comparison a pin dropping has a dB of 15. The engineer does not recommend this project and neither do I. Please stop this project which has a cost of up to \$435,390.

Thank you,
Cathryn Davies

From: cerena.derby
To: [webCityClerk](#); [Oerlemans, Tony](#); Holleybishop@comcast.net
Subject: Soundwall
Date: Monday, May 01, 2023 1:04:16 PM

CAUTION – EXTERNAL SENDER

Dear Brentwood City Council & Staff,

I am a Brentwood resident, and I would like to ask to not approve the Sound Wall Project, CIP Project No. 337-37263. Some City Council Members stated this was a mistake not building the soundwall previously, but this is not a mistake. Disclosures provided by the complainant prior to moving in and while purchasing the house were provided by the builder before and state such:

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In addition, the sound study, which our tax payer dollars paid for, shows it would reduce noise by 3dB which isn't enough for the human ear to recognize. In comparison a pin dropping has a dB of 15. The engineer does not recommend this project and neither do I. Please stop this project which has a cost of up to \$435,390.

Thank you.

Best,
Cerena

From: [Clarissa Fellows](#)
To: [webCityClerk](#); [Oerlemans, Tony](#); [Holleybishop@comcast.net](#)
Subject: Sound wall
Date: Monday, May 01, 2023 3:35:36 PM

CAUTION – EXTERNAL SENDER

Dear Brentwood City Council & Staff,

I am a Brentwood resident, and I would like to ask to not approve the Sound Wall Project, CIP Project No. 337-37263. Some City Council Members stated this was a mistake not building the soundwall previously, but this is not a mistake. Disclosures provided by the complainant prior to moving in and while purchasing the home were provided by the builder before and state such:

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In addition, the sound study, which our tax payer dollars paid for, shows it would reduce noise by 3dB which isn't enough for the human ear to recognize. In comparison a pin dropping has a dB of 15. The engineer does not recommend this project and neither do I. Please stop this project which has a cost of up to \$435,390.

Thank you,

Clarissa Fellows

From: [Kristen Romano](#)
To: [REDACTED]
Cc: [webCityClerk](#); [Oerlemans, Tony](#)
Subject: Soundwall
Date: Monday, May 01, 2023 11:30:26 AM

CAUTION – EXTERNAL SENDER

Dear Brentwood City Council & Staff,

I am a Brentwood resident, and I would like to ask to not approve the Sound Wall Project, CIP Project No. 337-37263. Some City Council Members stated this was a mistake not building the soundwall previously, but this is not a mistake. Disclosures provided by the complainant prior to moving in and while purchasing the house were provided by the builder before and state such:

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Thank you,
Kristen

Sent from my iPhone
Please excuse my brevity.

From: [Maggie S](#)
To: [webCityClerk](#); [Oerlemans, Tony](#); [REDACTED]
Subject: Soundwall
Date: Friday, May 05, 2023 1:00:17 PM

CAUTION – EXTERNAL SENDER

Dear Brentwood City Council & Staff,

I am a Brentwood resident, and I would like to ask to not approve the Sound Wall Project, CIP Project No. 337-37263. Some City Council Members stated this was a mistake not building up the soundwall previously, but this is not a mistake. Disclosures provided by the complainant prior to moving in and while purchasing the home were provided by the builder before and state such:

“Nuisances associated with State Route 4 Bypass and/or the construction of future improvements may include, but not limited to, noise, pollution, dust, vibration, glare, fumes, exhaust particles, night time construction lighted, construction traffic, traffic congestion and delays. Impacts from State Route 4 Bypass may be noticeable at all hours of the day and night and such impacts could disturb sleep and disrupt the quiet enjoyment of the Buyers home.”

In addition, the sound study, which our tax payer dollars paid for, shows it would reduce noise by 3dB which isn't enough for the human ear to recognize. In comparison a pin dropping has a dB of 15. The engineer does not recommend this project and neither do I. Please stop this project which has a cost of up to \$435,390.

Thank you,

Maggie Stroud

From: [M](#)
To: [hollybishop](#); [Oerlemans, Tony](#); [webCityClerk](#)
Subject: Soundwall
Date: Wednesday, May 03, 2023 2:44:20 PM

CAUTION – EXTERNAL SENDER

Dear Brentwood City Council & Staff,

I am a Brentwood resident, and I would like to ask to not approve the Sound Wall Project, CIP Project No. 337-37263. Some City Council Members stated this was a mistake not building up the soundwall previously, but this is not a mistake. Disclosures provided by the complainant prior to moving in and while purchasing the home were provided by the builder before and state such:

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Thank you,

Mario Rodriguez

Sent from Proton Mail mobile

From: [Mark Duke](#)
To: [webCityClerk](#)
Cc: [Oerlemans, Tony](#); [REDACTED]
Subject: Subject: Soundwall
Date: Tuesday, May 02, 2023 9:11:14 AM

CAUTION – EXTERNAL SENDER

Dear Brentwood City Council & Staff,

I am a Brentwood resident, and I would like to ask to not approve the Sound Wall Project, CIP Project No. 337-37263. Some City Council Members stated this was a mistake not building the soundwall previously, but this is not a mistake. Disclosures provided by the complainant prior to moving in and while purchasing the home were provided by the builder before and state such:

“Nuisances associated with State Route 4 Bypass and/or the construction of future improvements may include, but not limited to, noise, pollution, dust, vibration, glare, fumes, exhaust particles, night time construction lighted, construction traffic, traffic congestion and delays. Impacts from State Route 4 Bypass may be noticeable at all hours of the day and night and such impacts could disturb sleep and disrupt the quiet enjoyment of the Buyers home.”

In addition, the sound study, which our tax payer dollars paid for, shows it would reduce noise by 3dB which isn't enough for the human ear to recognize. The engineer does not recommend this project and neither do I. Please stop this project which has a cost of up to \$435,390.

Thank you,

Mark Duke

From: [Nicole Nelson](#)
To: [webCityClerk](#); [Oerlemans, Tony](#); [REDACTED]
Subject: Soundwall
Date: Sunday, May 07, 2023 9:39:55 PM

CAUTION – EXTERNAL SENDER

Dear Brentwood City Council & Staff,

I am a Brentwood resident, and I would like to ask you to not approve the Sound Wall Project, CIP Project No. 337-37263. Some City Council Members stated this was a mistake not building the soundwall previously, but this is not a mistake. Disclosures provided by the complainant prior to moving in, and while purchasing the house, were provided by the builder before and state such: "Nuisances associated with State Route 4 Bypass and/or the construction of future improvements may include, but not limited to, noise, pollution, dust, vibration, glare, fumes, exhaust particles, night time construction lighted, construction traffic, traffic congestion and delays. Impacts from State Route 4 Bypass may be noticeable at all hours of the day and night and such impacts could disturb sleep and disrupt the quiet enjoyment of the Buyers home." In addition, the sound study, which our taxpayer dollars paid for, shows it would reduce noise by 3dB which isn't enough for the human ear to recognize. In comparison a pin dropping has a dB of 15. The engineer does not recommend this project and neither do I. Please stop this project which has a cost of up to \$435,390. Thank you,

Nicole Nelson

From: [Laane Y](#)
To: [webCityClerk](#); [Oerlemans, Tony](#); [REDACTED]
Subject: Soundwall Wall Project
Date: Monday, May 01, 2023 2:53:12 PM

CAUTION – EXTERNAL SENDER

Dear Brentwood City Council & Staff,

I am a Brentwood resident, and I would like to ask to not approve the Sound Wall Project, CIP Project No. 337-37263.

Some City Council Members stated this was a mistake not building up the soundwall previously, but this is not a mistake. Disclosures provided by the complainant prior to moving in and while purchasing the home were provided by the builder before and state such:

“Nuisances associated with State Route 4 Bypass and/or the construction of future improvements may include, but not limited to, noise, pollution, dust, vibration, glare, fumes, exhaust particles, night time construction lighted, construction traffic, traffic congestion and delays. Impacts from State Route 4 Bypass may be noticeable at all hours of the day and night and such impacts could disturb sleep and disrupt the quiet enjoyment of the Buyers home.”

In addition, the sound study, which our tax payer dollars paid for, shows it would reduce noise by 3dB which isn't enough for the human ear to recognize. In comparison a pin dropping has a dB of 15. The engineer does not recommend this project and neither do I. Please stop this project which has a cost of up to \$435,390.

For those that complain about how the City use their money, is this truly the best use of City resources? Does this spending really benefit all residents of the City or those certain few?

Thank you,
Resident of Brentwood

From: [Todd Stroud](#)
To: [webCityClerk](#); [Oerlemans, Tony](#); [REDACTED]
Subject: Soundwall
Date: Thursday, May 04, 2023 11:08:49 AM

CAUTION – EXTERNAL SENDER

Dear Brentwood City Council & Staff,

I am a Brentwood resident, and I would like to ask to not approve the Sound Wall Project, CIP Project No. 337-37263. Some City Council Members stated this was a mistake not building up the soundwall previously, but this is not a mistake. Disclosures provided by the complainant prior to moving in and while purchasing the home were provided by the builder before and state such:

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In addition, the sound study, which our tax payer dollars paid for, shows it would reduce noise by 3dB which isn't enough for the human ear to recognize. In comparison a pin dropping has a dB of 15. The engineer does not recommend this project and neither do I. Please stop this project which has a cost of up to \$435,390.

Thank you,

Todd Stroud
Brentwood Resident

From: [Ogden, Tim](#)
To: [=yCouncil Members](#)
Cc: [=yDepartment Directors](#)
Subject: Council Agenda Item D.1.
Date: Tuesday, May 09, 2023 1:33:20 PM
Attachments: [Proclamations Adopted 01102023.docx](#)

Mayor & Council,

Both Council Members Pierson and Oerlemans requested a copy of the list of approved 2023 proclamations, and it is attached. It will also be in the presentation tonight for discussion.

Thanks,
Tim



Tim Ogden, City Manager
City Manager's Office
150 City Park Way
Brentwood, CA 94513
Phone: 925.516.5174
Fax: 925.516.5441
togden@brentwoodca.gov



JANUARY	2023 DATES (But subject to change each year)
National Religious Freedom Day	January 16, 2023
Martin Luther King Jr. Day	January 16, 2023
National Slavery/Human Trafficking Prevention Day	January 11, 2023
FEBRUARY	
Black History Month	February 1 st to March 1st
National Cancer Prevention Month	February
American Heart Month	February
MARCH	
Red Cross Awareness Month	March
Down Syndrome Awareness Month	March 21, 2023
Autism Awareness Month	March
Women's Month	March
APRIL	
Arbor Day	April 28, 2023
National Library Week	April 23 – 29, 2023
Arab Heritage Month	April
MAY	
Municipal Clerk's Week	May 1-7, 2023
National Public Works Week	May 21-27, 2023
Jewish American Heritage Month	May
Police Week	May 15-21, 2023
Bike to Work Week	May 14-20, 2023
Asian American and Pacific Islanders Heritage Month	May
Older Americans Month	May
Water Awareness Month	May
JUNE	
Pride Month	June
National Safety Month	June
Juneteenth	June 19, 2023
JULY	
Parks and Recreation Month	July
August	
Back to School Month	August
Diversity Awareness Month	August
SEPTEMBER	
National Senior Center Month	September
Childhood Cancer Awareness Month	September
National Suicide Prevention Week	September 10-16, 2023
Hispanic Heritage Month	September 15 – October 15, 2023
OCTOBER	
World Polio Day	
All Abilities Month	October 24, 2023
Code Enforcement Appreciation Week	2 nd week of October
Indigenous Peoples' Day	October 10, 2023
Breast Cancer Awareness Month	October

From: [Breen, Kerry](#)
To: [=yCouncil Members](#); [=yDepartment Directors](#)
Cc: [Agostini, Sonia](#); [Shah, Jigar](#); [Andrews, Christine](#); [Wimberly, Margaret](#); [McVey, Amanda](#); [Ramon, Corina](#)
Subject: RE: CIP Workshop May 9
Date: Monday, May 08, 2023 2:37:15 PM
Attachments: [F23-24 CIP Project Summary Funding Sources.pdf](#)

Good afternoon,

Councilmember Mendoza asked if we could add the Funding Sources to the CIP Summary Sheet that was attached to the below email and included in the Agenda Packet on Page 9. Attached please find an updated CIP project summary sheet which includes funding source information.

Please contact me directly with any follow questions.

Thanks,
Kerry

From: Breen, Kerry
Sent: Thursday, May 4, 2023 1:52 PM
To: =yCouncil Members <Councilmembers@brentwoodca.gov>; =yDepartment Directors <departmentdirectors@brentwoodca.gov>
Cc: Agostini, Sonia (sagostini@brentwoodca.gov) <sagostini@brentwoodca.gov>; Shah, Jigar <jshah@brentwoodca.gov>; Andrews, Christine (candrews@brentwoodca.gov) <candrews@brentwoodca.gov>; Wimberly, Margaret (mwimberly@brentwoodca.gov) <mwimberly@brentwoodca.gov>; McVey, Amanda <amcvey@brentwoodca.gov>; Ramon, Corina <cramon@brentwoodca.gov>
Subject: CIP Workshop May 9

Good afternoon,

The Draft of the 2023/24 – 2027/28 Capital Improvement Program (CIP) is now available on the City's website via the link shown below.

Attached to this email please find a CIP Workshop memo which provides background information for the Council in advance of the workshop, along with a CIP Project Summary for your use in conjunction with the draft CIP document. Should you prefer to receive any of these documents printed in hard copy, please advise, and I will coordinate with you.

As a reminder, the CIP Workshop will be held on Tuesday, May 9th, at 5:30 p.m. in the City Council Chambers. The workshop will also be available via Zoom and participation instructions will be included in the City Council Agenda packet, also to be published today.

If you have any problems accessing or viewing the electronic version of the draft CIP document, please email me or contact me at (925) 516-5436.

Link to electronic version of the Draft 2023/24 – 2027/28 Capital Improvement Program:
<https://www.brentwoodca.gov/government/finance-information-systems/financial-documents/capital-improvement-programs-cip>

-

Thanks,
Kerry

2023/24 - 2027/28 Capital Improvement Program (CIP) Project Summary

Details on project funding by source begins on page 33 of the CIP document. A guide to acronyms can be found on page 131 of the CIP document.

Project	Funding Source	Total Cost ⁽¹⁾
2022/23 - 2023/24 Strategic Initiative Projects		
Brentwood Boulevard Widening North - Phase I	General Fund, Development Impact Fees, Redevelopment, Unfunded	\$ 10,199,000
Housing Element Update and Safety Element Update	General Fund, Grant	566,665
Parking Garage Security and Safety Enhancements	General Fund	450,000
Pavement Management Program - 2023	General Fund, RMRA	2,387,715
Pavement Management Program - 2024	General Fund, RMRA	2,510,596
Sand Creek Road Extension	Development Impact Fees, ECCRFFA	12,800,000
Sand Creek Sports Complex	Development Impact Fees, ARPA, Bond Refinance Savings	15,000,000
Solid Waste Organics Diversion	Enterprise, Potential Grant/Loan/Bond Financing	40,000,000
Sound Wall	General Fund	600,000
Vineyards at Marsh Creek - Event Center/Amphitheater Phase 1	Vineyards Projects, Vineyards Event Center, Public Art Acquisition	9,400,000
Zoning Ordinance Update	General Fund, Grant	450,000
		\$ 94,363,976
NEW Projects Proposed to begin in FY 2023/24		
Collection System Improvements	Enterprise	\$ 350,000
Water and Wastewater Laboratory	Enterprise	3,000,000
		\$ 3,350,000
Other Projects ⁽²⁾		
Aquatic Complex Locker Rooms Remodeling	Facilities Replacement	\$ 425,000
Aquatic Complex Mechanical Room Improvements	Parks and LLAD Replacement, Bond Proceeds	464,000
Aquatic Complex Water Play Structure Replacement	Parks and LLAD Replacement	350,000
Arbor View Park Playground Replacement	Parks and LLAD Replacement	393,000
Brentwood Boulevard Specific Plan Update and EIFD	General Fund, Bond Refinance Savings, Grant	243,500
Brentwood Manor Water and Wastewater Rehabilitation	Enterprise	6,487,000
Canal Replacement Cost Share - Segment 5	Development Impact Fees, Enterprise	4,676,903
City Facility Audiovisual System Upgrade	Information Systems Replacement	654,100
Citywide Access Control System Upgrade	Information Systems Replacement	1,225,000
Downtown Alley Rehabilitation - Midway and Park Way	Enterprise	3,687,100
Downtown Public WiFi Upgrade	Information Systems Replacement	180,000
Downtown Specific Plan Update and EIFD	General Fund, Bond Refinance Savings, Grant	245,500
Highland Way Wastewater Upgrade	Development Impact Fees, Enterprise	1,750,000
Homecoming Park Playground Replacement	Parks and LLAD Replacement	275,000
Innovation Center @ Brentwood Infrastructure	Development Impact Fees, Capital Infrastructure	11,827,000
Lone Tree Way - Union Pacific Undercrossing	Development Impact Fees, Development Contributions, Unfunded	38,608,000
Lone Tree Way Roadway Improvements	Development Impact Fees, Unfunded	18,563,336
Lone Tree Way/Arroyo Seco Road Wastewater Upgrade	Development Impact Fees, Enterprise	4,176,000
Miwok Park Playground Replacement	Parks and LLAD Replacement	232,000
Oak Meadow Park Playground Replacement	Parks and LLAD Replacement	359,000
O'Hara Ave/Lone Tree Way Water Upgrade	Development Impact Fees, Enterprise	1,346,500
On-Site Chlorine Generation System Upgrade	Enterprise	1,600,000
Pavement Management Program - Future	General Fund, RMRA	10,285,241
Public Art Spaces	Capital Infrastructure, Public Art Acquisition, Public Art Administration	786,383
Pump Station 2.4 Installation	Development Impact Fees	4,035,000
Sensus AMR System Upgrade	Enterprise	2,890,000
Sunset Field Natural Turf Improvement	Parks and LLAD Replacement	349,500
Underground Water System Corrosion Mitigation	Development Impact Fees, Enterprise	469,216
Walnut Park Playground Replacement	Parks and LLAD Replacement	370,000
Wastewater Treatment Plant Expansion - Phase II	Development Impact Fees, Enterprise, Grant, SRF Loan	93,635,000
Wastewater Treatment Plant Influent Barscreen	Development Impact Fees	700,000
Wastewater Treatment Plant Secondary Clarifier Rehabilitation	Enterprise	880,000
Wastewater Treatment Plant Tertiary Filter Expansion	Development Impact Fees	3,500,000
Water and Wastewater SCADA System Upgrade	Enterprise	3,691,000
Water Line Improvement - Kent Drive	Development Impact Fees, Enterprise	670,000
Water Line Improvement - Pearson Drive/Foothill Drive	Development Impact Fees, Enterprise	970,000
Water Storage Capacity at Los Vaqueros Reservoir	Enterprise	9,400,000
Water Treatment Plant Chemical System Improvements	Enterprise	1,504,000
Water Treatment Plant LED Conversion	Enterprise	95,000
Water Treatment Plant Security Improvements	Enterprise	567,000
Windsor Way Park Playground Replacement	Parks and LLAD Replacement	203,000
Zone 2 Reduced Water Pressure Zone	Enterprise	535,000
		\$ 233,303,279
Total City Projects		\$ 331,017,255 ⁽³⁾

(1) Total Cost includes all prior and future costs included in the 2023/24 - 2027/28 Capital Improvement Program

(2) All of these projects were part of the prior CIP document and are being carried forward

(3) Includes proposed General Fund funding of \$5,503,837 between fiscal years 2023/24 - 2027/28

From: [Ogden, Tim](#)
To: [=yCouncil Members](#)
Cc: [=yDepartment Directors](#)
Subject: Council Agenda Item C.11
Date: Tuesday, May 09, 2023 11:34:38 AM
Attachments: [10-9 Vehicle Use Policy.pdf](#)

Mayor & Council,

Council Member Oerlemans asked about how the Vehicle and Equipment Replacement Fund balance works. As noted in the staff report, the projected cash balance on June 30, 2023 is \$7,024,107. All city vehicles and equipment follow the attached policy regarding the replacement program. Pg. 10 discusses the policies.

Each year the city budgets for the replacement of the vehicles and equipment that follow the schedule for replacement, and the fund balance varies by year due to the varying schedules of the inventories. Pg. 16 reflects the fleet replacement criteria schedules by type of vehicle.

Thanks,
Tim



Tim Ogden, City Manager
City Manager's Office
150 City Park Way
Brentwood, CA 94513
Phone: 925.516.5174
Fax: 925.516.5441
toqden@brentwoodca.gov



COUNCIL/ADMINISTRATIVE POLICY

Subject: Policy and Procedures For The Use Of Vehicles and Related Equipment	Policy No: 10-9	Date: February 14, 2017
	Resolution No: 2017-17	Page 1 of 17

PURPOSE

To establish City policy, procedures, guidelines and conditions for the use of City-owned and privately owned vehicles and related equipment in connection with official City business.

POLICY

When Council or employees, are required to travel by vehicle on City business, a City vehicle will be assigned or reimbursement for the use of a personal vehicle will be made. Vehicles are to be operated in a manner that is lawful, courteous, and safe and in compliance with the procedure set forth below.

I. PROCEDURES

A. Assignment of City Vehicles

Only City Council, City employees including the City Manager and City Attorney (as defined in the Personnel Rules and Regulations) shall operate City vehicles and/or equipment. The City Manager or his/her designee may authorize Department Directors the use or assignment of vehicles and/or equipment.

1. Around-the-Clock Assignment (Take Home)
 - a. The City Manager, or his/her designee, may authorize the around-the-clock assignment of a City vehicle for exclusive use.
 - b. The “typical” criterion for around-the-clock vehicle assignment is the requirement to respond in the assigned vehicle to official after-hours emergencies/assignments at different locations.
2. Department Assignment
 - a. A Department Director, or his/her designee, may authorize the temporary assignment of a City vehicle to an employee for the purpose of carrying out official City business.
 - b. Temporary vehicle assignments are for a limited time period. The duration of a temporary vehicle assignment normally depends on the type of vehicle, its intended use, the duties or task of the employee and/or the circumstances of the assignment. Typically, temporary vehicle assignments are made on a day-to-day basis, but may be for a longer duration

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as circumstances warrant; i.e., training, conferences, seminars
or a City emergency.

3. Use of Private Vehicle For City Business
 - a. The City Manager, or his/her designee, may authorize Council, a Department Director, or his/her designee, may authorize an employee to use their privately owned vehicle in the performance of City business. Private vehicle use is reimbursed at the current IRS rate for actual miles (via the most direct route) traveled for City business. When using a personal vehicle, the Council's or employee's insurance is the primary insurance.

B. Personal Use of City Vehicles

1. Council and employees are limited from using City vehicles for personal purposes, unless such personal use is de minimus and must be approved by the Director. De minimus refers to small, trifling and insignificant personal use that is incidental to business use.
2. Commuting in a City vehicle is a personal use that is considered by the IRS to be a reportable fringe benefit. An employee who has been authorized to commute in a City vehicle shall report the commute as a taxable fringe benefit in a manner required by the City Finance Department utilizing a Vehicle Usage Form located on the City's intranet under City Forms.
 - a. The City of Brentwood has adopted the "Commuting Valuation Rule" {IRS Reg. 1.61-21 (a)} by which the IRS assigns a fixed dollar amount to the commute.
 - b. There are some IRS exemptions for commute travel such as qualified law enforcement vehicles, carpools and vanpools.

C. Requirements of Council and Employees in Operating Vehicles on City Business

No Council member or employee shall operate any vehicle in the course and scope of their term and/or employment, unless the following is adhered to:

1. The Council member and/or employee has a current and valid driver license to operate the vehicle to which they are assigned.

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- a. Any Council member or employee, whose duties include driving on City business, must promptly report the revocation, suspension or other restriction of their driver license to a supervisor and/or Human Resources.
2. The driver of a privately owned vehicle is insured in compliance with the financial responsibility law. (The driver of a City vehicle is covered under the City's self-funded liability insurance). The City Manager, Department Director or his/her designee shall ensure that Council and/or staff, shall submit a copy of their valid insurance policy card and updates to the Human Resources Department. The Human Resources Department shall track insurance policy card validity dates. All policy information will be stored in a secured location.
3. The vehicle is operated in a manner that is courteous, safe, and lawful. All occupants shall be in compliance with safety restraint laws.
 - a. All Federal, State, and local laws are to be observed including but not limited to, the State requirement starting July 1, 2008 that makes it an infraction to drive a motor vehicle while using a wireless telephone, unless that telephone is designed and configured to allow hands-free listening and talking operation, and is used in that manner while driving.
 - b. As required by the California Environmental Protection Agency Air Resources Board, idling limits have been set for all diesel vehicles. All idling shall be limited to no more than five consecutive minutes as per title 13 California Code of Regulations. The limit does not apply to idling when queuing, verifying that the vehicles is in safe operation condition, service or maintenance, or idling required to bring the system to operating temperature.
 - c. Any employee found to have violated this Policy may be subject to formal disciplinary action up to and including termination from City employment. The Council member and/or employee will also be responsible for any fines received in connection with violating this Policy. Council and employees are expected to obey all laws, statutes and regulations regarding the use of a motor vehicle.
4. No posters, signs, decals or advertisements of any form shall be placed upon City vehicles without approval of the City Manager or his/her designee or the Department Director or his/her designee.

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5. City vehicles are to be reasonably inspected prior to operation. Inspections may include, but are not limited to; tire inflation, review gauges, brake pedal resistance, oil and other fluid levels, window visibility, damage, lighting and signals. Employees may perform the inspection themselves or go to Fleet Maintenance for assistance.
6. No animals or pets are allowed in City vehicles except for Police canine.
7. Use of tobacco products and smoking inside a City vehicle is prohibited.
8. Non-employees of the City are not to be transported in City vehicles unless approved by the Department Director. If family members attend local or regional conferences with an employee, the employee may use his/her own personal vehicle for transportation and request mileage reimbursement.
9. Fueling: All vehicles shall be fueled in accordance with their department's procedures.

City employees who use City vehicles (including pool cars) for regular job assignments which take them outside the City limits and beyond the vehicle's fuel range may use a City purchase/credit card. As an alternative, use a personal method of payment and request reimbursement. It is the employee's responsibility to ensure vehicles are fueled and ready for use. No vehicle should be left with less than one quarter of a tank of fuel remaining at any time.
10. No one is allowed to drive a City vehicle and/or equipment under the influence of alcohol or drugs that are either illegal and/or impair ones ability to operate motor vehicles.
11. The driver of a City vehicle who discovers a mechanical defect shall report it for repair. A report is to be submitted and processed in a manner required by their Department Director. If the vehicle appears unsafe to drive, the reporting employee is to immediately take precautions that would reasonably warn or prevent others from driving the vehicle. The employee shall report the information to the Fleet Maintenance Division.
12. Council or employee's who becomes involved in a collision shall immediately, or as soon as practical, report the collision to the law enforcement agency having jurisdiction. Council and Staff shall follow safety guidelines as provided in the Injury and Illness Program as directed in Policy No. 70-1.

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- a. The Council member or employee will request an officer investigate the collision and make a written report. Law enforcement agencies have different reporting policies; therefore, not all collisions will generate a written report.
 - b. A Collision Packet can be found in each City vehicle. The Collision Packet, unless impractical under the circumstances, is to be completed at the collision scene. If you use or discover that a Collision Packet is missing from a City vehicle, you will make a timely request for a replacement packet from Fleet Maintenance.
 - (1) In the absence of a Collision Packet, the Council member or employee will document as much identifying information about the other involved parties, vehicles and witnesses as may be reasonable under the circumstances.
 - c. The Council member or employee shall not comment on fault, assign blame or negotiate.
 - d. The Council member or employee will report the collision as soon as practical to their Department Director or his/her designee, if a Council member, to the Risk Manager, and if a City vehicle, also to Fleet Maintenance.
 - e. The Department Director, or his/her designee, shall report the collision to the following:
 - (a) City Manager
 - (b) Risk Manager
 - f. In the event of injury, employee shall call the Company Nurse on call 1-877-740-5017 to report the injury. If the employee is in an emergency situation, the employee will dial 911.
13. City Vehicles that require towing should normally be taken to the corporation yard, unless another location would be more reasonable given the nature and circumstances of the problem and as determined by Fleet Maintenance. Council/Staff shall contact Fleet Maintenance for a current list of "tow" service providers. Fleet Maintenance and Police Dispatch telephone numbers are on the collision packet located within the glove box compartment. If after hours, contact Police dispatch, who will contact the tow company.

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Police vehicles which have been involved in a collision or determined to be unsafe to drive will normally be moved to the Police Department site for initial evaluation and removal of necessary emergency equipment. This will be accomplished by a tow provider from the current rotational tow list.

If a vehicle is in a collision or accident and becomes classified as "totaled" (a vehicle that will not be repaired as defined by the City's insurer), the City's Risk Manager shall notify the Finance Department of the classification. Funding for the replacement of a "totaled" vehicle or piece of equipment will be addressed on a case-by-case basis. Authorization to replace the vehicle may require City Council consideration and approval.

D. Emergency Response Use (Police Only)

Employees required to respond to emergencies are allowed to take a vehicle home within the definition of emergency response use or other authorized assignments. The vehicles used for emergency response shall be equipped with safety equipment for use during emergency response activity. Marked Police vehicles are prohibited from being taken outside the City limits unless authorized by the Chief of Police or his/her designee.

E. Standby Vehicle Use

Standby use is for those employees on assigned standby who are authorized to temporarily take home specific vehicles equipped with specialized equipment as appropriate.

Procedure to Request Standby Use: The Department Director or his/her designee must approve the positions and vehicles needed for standby.

F. Pool Car Use

Pool cars may not be used overnight or taken home, except under conditions described in Section G, "Occasional Overnight Use."

1. Pool cars intended to be driven over 200 road miles (extended trip) shall first be cleared through a maintenance records check by Fleet Maintenance. Fleet Maintenance will make a determination if maintenance or service needs are required prior to driving the pool car on extended travel.
2. Pool car users must refuel the car after use when the tank is less than a quarter full and are responsible for vehicle interior cleanliness.

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Department Director or his/her designee shall be responsible for assigning staff to regularly have the exterior washed at the local vendor providing this service to the City (contact Fleet Maintenance for the name and location of the current vendor).

3. When a pool car is refueled, the Council member/employee must check the engine oil and coolant level. If the Council member/employee requires assistance to check engine oil and coolant level, he/she may request assistance at Fleet Maintenance.

G. Occasional Overnight Use (Police Exempted)

1. When an unplanned or emergency situation occurs, overnight use of a City vehicle may be permitted. Example: A public transportation or "rideshare" commuter must stay late for an unplanned meeting.
2. When the time and/or duration of an off site seminar/meeting dictates. Example: A Council member/employee must attend an early morning seminar where it is most practical to drive directly there from home and return the vehicle to the City the following workday. The employee must obtain approval of his/her Department Director or his/her designee, Council member from the City Manager or his/her designee. Approval is typically given to an employee by their Director during the review and approval process of the Travel Authorization Form located on the City's intranet under Forms.
3. Pool vehicle use must be scheduled with the department responsible for the vehicle.
4. If an employee is scheduled for a multiple day training or seminar that is approved by the Department Director, a pool vehicle, when available, may be utilized overnight for this type of use.

H. Restrictions

The following policies pertain to employees who receive a car allowance in lieu of exclusive use of a City vehicle.

1. Recipients of a car allowance may not drive or be sole user of City of Brentwood pool cars for business use except on an emergency or occasional basis.
2. Council members/employees receiving a car allowance (not mileage reimbursement) are expected to maintain the vehicle in a safe operating condition. The City has the right, at its option, to inspect the condition of

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the vehicle and if unsafe for City use, to require repair and suspend the full car allowance until the deficiency is corrected.

Council members/employees receiving a car allowance are expected to obey all laws, statutes, and regulations regarding use of a motor vehicle including maintaining automobile liability insurance. The Council members/employees insurance shall be primary to any self-insurance maintained by the City.

3. In the event of an accident involving the use of the privately owned vehicle, while it is being used for City purposes (not including driving on personal business) the policies and procedures in Section I, Item C, Number 12 shall apply (with the exception of Section I c.12.b), however, damage to the Council member's/employee's privately owned vehicle shall be covered by the Council member's/employee's/ personal insurance.

II. VEHICLE AND RELATED EQUIPMENT MAINTENANCE AND REPAIR (POLICE EXEMPTED)

A. Maintenance

All City vehicles and related equipment will be maintained and repaired by the Public Works Department, Fleet Maintenance Division or its contractors.

It is the responsibility of the Council member/employee using any City vehicle, including pool vehicles to check the engine oil and coolant level. If oil or coolant is low, it is to be brought to the attention of Fleet Maintenance. Oil is available at Fleet Maintenance. If a Council member/employee requires assistance either in checking or replenishing fluids, assistance is available through Fleet Maintenance.

Preventive maintenance schedules are established by the Fleet Maintenance Division. Each vehicle/equipment shall be taken out of service upon notification by Fleet Maintenance staff when required by mileage and the necessary service performed. The department which City vehicles and equipment are assigned will be responsible for transporting the vehicle/equipment to and from the Fleet Maintenance Shop. Obtaining the use of another vehicle, if needed, is also the employee's and/or assigned department's responsibility. Arrangements may be made with the department's pool vehicle coordinator.

All vehicles/equipment brought in for repair or service should be in a clean condition before any repair/service work begins.

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B. Repair

1. Mechanical Problems

All mechanical problems must be immediately reported to Fleet Maintenance by service request form located on the City's intranet. There may be special circumstance that would require staff to report issues in person or by phone.

2. Vehicle Damage

All damage to vehicles and equipment incurred by a user, no matter how minor in nature, should be reported as described in Section I, Item C, number 12 Requirements of Council/Employees in Operating Vehicles on City Business. A Collision Report Form shall be completed and sent to the City Risk Manager with a copy to the Fleet Maintenance Division before any repairs will be made or the vehicle/equipment is returned to service. Failure to report accident damage is a violation of this Administration Policy and may result in disciplinary action.

Any existing damage noted by Council or employee should be reported to Fleet Maintenance immediately in order for staff to investigate the cause and check the safety of the vehicle.

3. Towing Services

In the event a vehicle requires towing due to including but not limited to a flat tire, dead battery, major accident, the driver should contact Fleet Maintenance. If after hours contact Police dispatch, who will contact the tow company.

4. City Vehicle Identification

All vehicles shall have City seals on the doors and identification numbers on the front fenders except for Police undercover vehicles and vehicles exempted by permission of the City Manager or his/her designee. All other decals are prohibited unless approved by the Department Director or his/her designee.

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III. REPLACEMENTS AND ADDITIONS TO THE FLEET

The City's fleet represents a significant investment in the tools needed to deliver day-to-day services. This Policy outlines the objectives, responsibilities and procedures for managing the City's fleet.

A. Replacement to Fleet

The Finance Department is responsible for the vehicle and equipment replacement program. The replacement program is based on estimating the useful life of vehicles and equipment with consideration of age, mileage (or hours), and usage. The vehicles and equipment scheduled for replacement are reviewed and analyzed by the responsible department, by Fleet Maintenance for condition, and by Finance for compliance with the equipment replacement program. The Fleet Replacement Criteria can be found in Appendix A of this Policy.

The determination of vehicle size is based on the following general categories as approved by the City Manager or his/her designee.

Full size	Police Officers, (e.g. Ford Interceptor SUV or equivalent).
Mid size	Selected Police (e.g. Ford Fusion with large 6 cylinder engine) or equivalent. Department or division heads where trunk space or other special need are approved (e.g., Ford Taurus, Ford Explorer) or equivalent.
Compact	All other staff and pool cars (e.g., Ford Escape and Honda Civic) or equivalent.

Pickups, vans, and a variety of specialized trucks and equipment will be replaced with the same size unit unless payload capacities or productivity performance are concerns identified in the review and analysis and such changes can be justified.

Additionally, staff will review and consider vehicles and equipment that can be operated using Alternative Fuel Vehicles (AFV) (including electric) to reduce those exhaust emissions associated with gasoline and diesel powered vehicles. These AFVs will be purchased from the Original Equipment Manufacturer (OEM) as new, versus converting existing or custom building units. The additional cost for AFVs will be identified separately and the useful life will be extended where justified.

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B. Budget Request

1. With each operating budget cycle, the Finance Department, working in conjunction with Fleet Maintenance will compile a list of vehicles and equipment to be replaced. The Finance Department will review the funding and that the vehicle/equipment meets the criteria found in Appendix A. Fleet Maintenance will review maintenance history, operational cost analysis, age and mileage. Equipment turned in after replacement will be sold as surplus as outlined in Section 15 of the Council Administrative Purchasing Policy No. 10-7, unless otherwise recommended by the Department Director and approved by the City Manager and/or identified for use by the City Manager and/or Director of Finance and Information Systems.

List Review

This list of vehicles and equipment shall be received from Finance by October 22 prior to the budget year. The list shall be reviewed, signed by the Division Manager and returned to the Finance Department by November 22. The items that require verification are:

- All vehicles and equipment on the list belong in the fund and are assigned to the appropriate department.
- The remaining useful life is reasonable. The assistance of Fleet Maintenance in this determination is required.
- The replacement costs are reasonable and current as of the date reviewed. The assistance of Fleet Maintenance is advised.
- There are no vehicles or pieces of equipment missing from the list.

The final list shall be reviewed, approved and signed by the Department's Director.

In addition to the list review stated above, periodically, the Finance Department will distribute a list between budget cycles for departmental review. This additional review will provide another opportunity to ensure that the information is current. A copy of the equipment list can be obtained upon request.

Exceptions and Variances

The City Manager, while ensuring sufficient funds are available for vehicles and related equipment replacement, has the ability to adjust the replacement years and rents for equipment when necessary.

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For all other exceptions and variances from what appears on the list will be documented using the Equipment Evaluation Form (EEF), which is completed by the Fleet Maintenance Division. The requesting department will complete an Equipment Replacement Exception Form (EREF) which will be reviewed by Fleet Maintenance and approved by the Department Director prior to being forwarded to Purchasing. Purchasing will review the request and any documentation prior to recommending approval by the Director of Finance. Once approved, a copy of the completed EREF will be forwarded to the Fixed Asset Accountant, Fleet Maintenance and requesting department. New information and data will be incorporated into the next available budget update. Exception items would include the following:

- If a vehicle or piece of equipment replacement year is to be extended, a justification must be provided as well as the new replacement fiscal year. This should be identified as early in the life of the equipment or vehicle as possible, and should rarely occur in the replacement fiscal year. The remaining replacement cost will be adjusted to account for the extended period.
- In the event that replacement is required before the identified replacement year, justification must be provided as well as the new replacement fiscal year. This should be identified as early in the life of the equipment or vehicle as possible. The remaining replacement costs will be adjusted to account for the shortened period and paid by the department through departmental operating funds. This replacement may require further authorization by City Council.
- In the event that it is determined that a vehicle or piece of equipment should not be replaced because it is no longer necessary, justification shall be provided and the surplus procedures should be followed. Any rents paid to date will remain a resource of the Equipment Replacement Fund.
- In the event that it is determined that a vehicle or piece of equipment should be replaced with a materially different type of vehicle or equipment, justification for such a change must be provided. In the event that the required vehicle or equipment cost exceeds the value of the item being replaced, the additional cost will be contributed from the appropriate department's operating budget. This replacement may require further authorization by City Council. In the event that the required item

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costs less than the original item, the difference will remain a resource for the Equipment Replacement Fund.

2. Departments wishing to purchase additional vehicles and equipment must submit a vehicle request form during the budget process (forms are provided with the budget packet from Finance).

New or replacement vehicles or equipment estimated to cost over \$100,000 or any significant change to vehicle and/or equipment standards that are not considered a “typical” manufacture change will be reviewed additionally by the Director of the requesting department, the Finance Director and the Director of Public Works, to ensure the justification warrants the cost. This review will occur prior to bid preparation and the recommendation will be forwarded to the City Manager for approval. If approved, the regular purchase process will begin.

C. Specifications

After approval, specifications are developed by a department representative with input and concurrence from Fleet Maintenance. Within the guidelines, standard specifications will be used whenever feasible to facilitate maintenance programs and streamline the bidding process. The City's goal is to purchase equipment from the lowest responsible bidder with consideration of quality, warranty support, life cycle costing, ease of maintenance and purchase in a consistent manner within the Purchasing Policy.

D. Purchase/Surplus

1. All replacement vehicles/equipment will be purchased through the equipment replacement fund and are subject to existing guidelines of the adopted Purchasing Policy 10-7 for the City of Brentwood. Staff will make purchase arrangements through the Fleet Maintenance Division with input from Purchasing. Departments proposing to add new vehicles or replacements of a significantly different type must have the request reviewed by the vehicle fleet committee (Director of Finance and Information Systems, Director of Public Works and Fleet Maintenance).
2. Once a new vehicle or piece of equipment is purchased and the City has taken possession, other than Police vehicles which are equipped at the Police Department site or with a “safety equipment” contractor, the Fleet Maintenance Division will within ten (10) working days, perform necessary “prep work” such as mounting light bars or installing additional safety equipment. Once the vehicle or equipment is ready for

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service, the department will be notified to deliver the replaced vehicle or equipment and pick-up the new one. The new vehicle or equipment will not be released until the replaced vehicle or equipment is surrendered to Fleet Maintenance.

3. In order to provide continual refuse recovery, the following exception to the surplus requirement will be made for the Public Works Solid Waste Division. At any one time a solid waste truck may be inoperable due to scheduled or unscheduled repairs and a “back-up” truck will be needed. As requested by Solid Waste Division and with approval of the Public Works Director and Director of Finance and Information Systems, Solid Waste will maintain back-up trucks at the following rates as the service levels grow:

Residential Trucks – Back-ups will be comprised of 25% of the non-back-up Residential Truck fleet.

Frontload Trucks – One back-up once the second truck is scheduled on a regular basis more than 50% of the time.

Roll Off Trucks – One back-up once the second truck is scheduled on a regular basis more than 50% of the time.

Back-up trucks will be charged for insurance and administration. The trucks will not be replaced. As a Solid Waste truck is scheduled to be surplus an evaluation of the back-ups will be completed. If the evaluation determines that the truck to be surplus is in better condition than the back-up an exception form will be completed to request the surplus truck to be kept and the back-up truck will then be surplus.

4. Police staff must deliver the vehicle to be disposed of within ten (10) days of deployment of the replacement vehicle.
5. Once the new vehicle or equipment has been exchanged for the replaced vehicle or equipment, Fleet Maintenance will arrange for the surplus in accordance with City of Brentwood Purchasing Policy. An Asset Information Form (AIF) will be completed and signed by the Director of Finance and Information Systems prior to sending the item to auction. A copy of the AIF will be sent to the Finance Management Analyst and the Fixed Asset Accountant. The surplus vehicle or equipment should be disposed of within thirty (30) days. Proceeds from the disposition will be considered revenue of the Equipment Replacement Fund.
6. To place a vehicle within the “pool” vehicle category, approval must be obtained by the Director of Finance. An equipment exception form must be completed including a full detailed justification and completed

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Equipment Replacement Evaluation Form (EREF). The requesting department shall obtain all required signatures including the requesting Department Director. The form shall then be submitted to the Director of Finance for consideration. The vehicle shall be in good condition and have a good maintenance history. If the need is warranted and proper justification is provided and approved, upon reclassification to "pool" status, the vehicle will become part of the Vehicle Replacement Program and all associated costs shall apply.

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APPENDIX A

Equipment Management Division Fleet Replacement Criteria

The following serves as general guidelines for replacing vehicles and equipment based on usage, operating costs, and downtime. Adjustments in time or miles will be made to replacement criteria for individual units as conditions and/or necessity warrant.

AUTOMOBILES

Compact & Mid-size	10 Years / 150,000 miles
Police/ Staff cars	6 Years / 100,000 miles
Police Administration	6 Years / 100,000 miles
Police Undercover	6 Years / 100,000 miles
Patrol Full-size sedans	4 Years / 100,000 miles
Community Service Officer Cars	6 Years / 100,000 miles

TRUCKS/VANS/SERVICE BODIES TO 3/4 TON

Heavy Usage (Routes)	6 Years / 125,000 miles
Light Usage	10 Years / 150,000 miles

TRUCKS TO 24K LBS.

Trucks with gas engine	10 Years / 125,000 miles
Trucks with diesel engine	12 Years / 150,000 miles

VARIOUS TRUCKS OVER 24K LBS.

12 Years / 100,000 miles

STREET SWEEPERS

4 Wheel sweepers	9 Years / 60,000 miles
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SOLID WASTE TRUCKS

Residential Single Body Truck & Front Load Truck	8 Years / 100,000 miles
Split Body & Bin Trucks	10 Years / 100,000 miles
Solid Waste Roll Off Trucks	9 Years / 100,000 miles
Solid Waste Loaders	15 Years / 15,000 hours

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SPECIALIZED VEHICLES / EQUIPMENT

Hybrids – Alternative Fuel Vehicles	8 Years / 125,000 miles
Motorcycles	7 Years / 85,000 miles
Riding Mowers	8 Years / 5,000 hours
Air Compressors	11 Years / 5,000 hours
Motorized/electric carts	6-8 Years

BACKHOES

Backhoe	12 Years / 5,000 hours
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TRACTORS

Small tractors	12 Years / 5,000 hours
Large tractors	12 Years / 6,000 hours

FORKLIFTS

16 Years

STANDBY GENERATORS

Generators	16 Years / 5,000 hours
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METERED AND NON-METERED

Miscellaneous	6-16 Years / 5,000 hours
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