

BACKGROUND

On August 22, 2005, the City Council endorsed a Joint Study of Services and Programs study to examine business services that are provided by both Pasadena Unified School District (PUSD) and the City of Pasadena. The Study is for the purpose of identifying potential savings, improving efficiencies, and/or combining operations. The School Board took similar action on August 23, 2005, by adopting Resolution No. 1, 772. On Monday, February 6, 2006, City Council asked staff to report on the results of the Study focusing on areas which showed the most promise in the short term. Phase I includes the following eight initiatives including a suggested timeline for implementation and estimated costs, when available.

Workers Compensation

Both the City and the PUSD contract with Hazelrigg Risk Management Services for workers' compensation claims administration services. The City may also be interested in utilizing Hazelrigg's bill review service and working with Hazelrigg to prepare a Medical Provider Network for the City similar to the one prepared for PUSD. The City and PUSD are interested in meeting with representatives from Hazelrigg to determine whether any specific terms could be negotiated with Hazelrigg for additional cost savings. Hazelrigg Risk Management Services has expressed an interest in developing a combined contract. It is not possible to estimate potential savings at this time.

Real Estate and Advanced Planning Services

City staff could take on various administrative functions associated with PUSD real estate. These functions could include lease/sale negotiations, real estate management, and managing related service contracts. The related service contracts (title, appraisals, environmental, and legal) would need to be paid by PUSD. Currently real estate services are purchased by PUSD on contract at a cost of \$150 per hour. Ten hours of contracted real estate services to PUSD are currently costing \$1,500. The City would provide the service at \$85.00 per hour guaranteed for two years.

If PUSD expresses an interest, the City would also assign a real estate professional to participate on a leadership committee appointed by the School Board to explore options for the disposition of excess school property. This representative would serve at no cost to PUSD.

City Fueling Contract

Staff from the City and PUSD have identified fuel costs as an item where there may be potential savings to PUSD if they contracted with the City to provide fuel utilizing our existing contract pricing. PUSD's fleet consists of 170 vehicles and 100 small pieces of motorized equipment which use approximately 70,000 gallons of fuel annually. In comparison, the City fleet consists of almost 1,000 vehicles and pieces of motorized equipment using approximately 880,000 gallons

of fuel. Over the past six months, PUSD purchased 28,853 of unleaded gasoline at an average cost of \$2.88 per gallon and 887 gallons of diesel at an average cost of \$2.12 per gallon. Averaging their cost per gallon of fuel for both diesel and unleaded puts their cost at approximately \$2.81 per gallon. Over the same time period the City has purchased fuel at a cost of \$2.44 per gallon. As this six-month comparison shows, there appears to be an opportunity for some savings to PUSD if they are able to purchase their fuel through the City. At an average savings of \$.55 per gallon, PUSD could save approximately \$33,000 annually.

Lease of District Property to the City to Store ARTS Buses

The City's bus contractor, First Transit, has reached the capacity of their current facility for parking buses at night. First Transit has been unsuccessful in locating another area to park buses at night after they have been serviced. The PUSD currently allows their contractor, Embree, to park their buses at two locations: The District Service Center located at 740 West Woodbury Road and in an area adjacent to the Muir high School football field. It is possible that PUSD may have excess parking capacity presently or would have additional space available if PUSD's bus program is reduced. The City is interested in storing 10 to 15 buses per evening. The City is willing to pay fair market price for the leased space. The required space needed is approximately 5,280 square feet and the estimated annual cost to the City for the space is \$25,000.

PUSD staff will need to review its contract with Embree and details regarding security and insurance. The City will need to let PUSD know the hours of operation, when the City will need access to the location, the size of the buses to be parked, the space requirements for turning the buses around and if employee vehicles can be parked at the location. Staff from both the City and PUSD estimate that terms for this agreement could be specified by August 30, 2006.

Emergency Annual Agreement for Emergency Evacuation

The City is interested in developing an annual agreement with PUSD to evacuate people and or goods in the event of an emergency. Under this agreement, PUSD will work with its bus contractor, Embree, to deploy buses to assist with the movement of people or goods during an emergency situation. During an emergency which does not impact the schools, PUSD can work with the City to allocate buses to support the evacuation of people or the movement of goods. The City will pay \$25,000 annually for the contract. Those funds would be applied toward any actual costs that would be incurred during the contract period. PUSD would also need to recover direct costs for their contractor as well as any administrative and indirect costs associated with the planning and billing of services. It is estimated that an agreement between the City and PUSD could be in place within six months.

Develop PUSD issued ARTS student Bus Passes as a Pilot Program

Currently PUSD purchases approximately 1,700 Metro bus passes a month for students who meet the requirement for the bus pass program. The bus passes

from Metro cost \$20 each or \$34,000 per month for the program. It is possible that some of the students who use this bus pass program can have their travel needs met by the ARTS bus service. The City and PUSD can work to develop a semester bus pass and sell it to PUSD for a reduced cost. If one-fourth of the students participating in the Program, or about 425, were to take advantage of the new ARTS Bus Pass, the proposed rate would be \$36.00 for the semester saving PUSD approximately \$ 20,400 annually. PUSD staff has indicated that PUSD will not have information about potential ridership until October 2006.

Design and Implement School Park Project at Madison Elementary School

Madison Elementary School is located in a densely populated neighborhood of Northwest Pasadena that has limited availability of public park/green space, particularly during non-school hours. The City is looking to expand park and open space opportunities in this community. Madison School currently has a large grassy play area as well as an asphalt playground but no play equipment appropriate for elementary school-age children. The City proposes to partner with PUSD and, under the terms of a joint facility agreement, add amenities to the location and expand the available hours of the site to operate as a City "pocket" or neighborhood park during daylight after school and weekend hours. The City would install age-appropriate play equipment (with appropriate rubber surfacing) in a designated location on the existing asphalt playground, and install several picnic tables, benches and trash containers at the border of the grass area. These amenities would be available for school use during the school day and to the neighborhood during after-school and weekend daylight hours. The City would assume responsibility for site activities during nonschool hours, including locking and unlocking gates to allow pedestrian access, trash removal and providing Park Security oversight during such nonschool hours. This new park area is intended for passive casual recreational use and will not be added to the inventory of permitted park land for sports permits. Other details such as insurance, liability, etc. will be addressed in the final agreement.

The short term cost of the project would total \$99,000. This estimate includes: a) purchase and installation of the play equipment and appropriate rubber surfacing (\$77,000); and b) purchase and installation of picnic tables, benches and trash containers (\$22,000). Both PUSD and the City would benefit from the \$77,000 equipment enhancements so it is proposed that the cost be split 50/50 between the two entities. The \$22,000 in picnic tables and related amenities to accommodate the park use during nonschool hours would be provided by the City. In an effort to help defray PUSD's portion of its costs for the Project, funds previously (\$24,000) designated to improve the sports field at Audubon School (no longer needed) could be reallocated to the Madison School Park Project.

An additional amenity suggested by PUSD as a future project but currently unfunded is the installation of a restroom on the playground/open space area for an estimated cost of \$300,000. The City will look for grant opportunities to fund the addition of a restroom.

Design and Implement School Park Project at Willard Elementary School

Willard Elementary School currently has an enrollment of 580 children. It presently has an asphalt playground but no grass or turf play area for the students. Students who wish to play soccer, flag football, and other field sports can only do so in a limited capacity and on the blacktop surface. The number of students at Willard is expected to increase next year due to the reconfiguration of four elementary school campuses. The rear of the Willard School campus, where the parking lot is located, adjoins undeveloped land which is part of the right-of way property owned by Edison. The developer working with Edison to develop portions of the right-of-way property has been encouraged by the City to convert the approximately two-acre undeveloped parcel immediately adjacent to Willard into a turf play area, as a public benefit.

The City is seeking to expand the availability of green space where possible, to meet current demand for turf areas for residents to enjoy positive recreational activities ranging from walking and family picnics to organized sports. The parcel adjacent to Willard School's parking lot offers a highly desirable location and setting to create new green space that could be used as a field play area by the School during school hours, and operate as a park during after school and weekend daylight hours.

The City proposes to make this potential public asset available to benefit both PUSD and the neighborhood community. The City would partner with PUSD and, under terms of a joint facilities agreement, the site would be available for school use during the school day and to the community during afterschool and weekend daylight hours. As the site would be a City park, the City would assume responsibility for locking and unlocking gates to allow pedestrian access, trash removal on a scheduled basis, maintenance and park security oversight. PUSD would make the Willard School parking lot (with approximately 43 spaces) available during nonschool daylight hours for park users. Other details such as insurance and liability, etc., would be addressed in the final agreement.

The estimated cost to convert the existing site into a two-acre green space park including irrigation, turf installation, pedestrian access gate, fencing and related setbacks to Edison transmission towers, restroom, etc. is approximately \$500,000. In addition to terms with PUSD, moving forward with this proposed project is contingent upon the developer submitting a construction application with the City.

Staff has been working with the Public Safety Committee on the Madison Elementary School project and will do so with the Willard Elementary School project as well. Once the Committee has reached a recommendation, both projects will be brought back to the City Council for approval.

The implementation of projects in Phase 1 of the City/School Joint Study Program represent a solid beginning in strengthening the partnership between the City and PUSD. Both groups are committed to working together and bringing forward additional projects in the immediate future that are currently being developed.

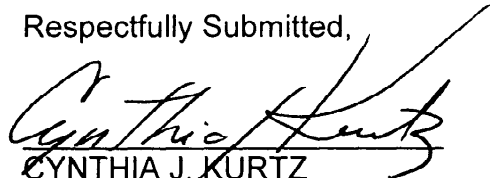
FISCAL IMPACT

The total amount of funds the City anticipates giving or saving PUSD through these joint projects is \$664,550. The value of the individual projects are as follows:

- Real Estate Services ~ \$ 65.00 per hour savings or \$650 savings on ten hours of service
- Fueling Contract ~ \$33,000
- Lease of PUSD property for ARTs Bus storage ~ \$25,000
- Use of School Buses in the event of an emergency ~ \$25,000
- Bus Pass Program with ARTS buses ~ \$20,400
- Madison School Park Project ~ \$60,500
- Willard School Park Project ~ \$500,000

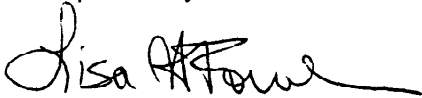
These funds will be appropriated through the Fiscal Year Budget Process.

Respectfully Submitted,



CYNTHIA J. KURTZ
City Manager

Prepared by:

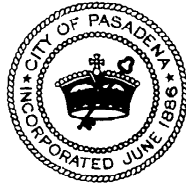


Lisa H. Fowler,
Special Assistant to the City Manager, School Projects

Approved by:



Patsy A. Lane, Director
Human Services and Recreation Department



RECREATION AND PARKS COMMISSION

February 22, 2006

The Honorable Bill Bogaard and
Members of the Pasadena City Council
Pasadena City Hall
117 East Colorado Boulevard
Pasadena, CA 91109

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CITY OF PASADENA
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Re: Exploration of Cooperative City-PUSD Efforts

Dear Mayor Bogaard and City Council Members:

The Recreation and Parks Commission is very interested in the Council's plan to explore ways in which the City and the Pasadena Unified School District can work together. As the Mayor pointed out during the discussion of cooperative City-PUSD efforts at the February 6th Council meeting, there has already been discussion of the joint use of recreation facilities and fields. The Commission has been very supportive of these discussions and hopes that they will go forward, along with discussion of other possible areas of collaboration. If we members of the Commission can help by participating in the discussion or by showing our support of collaboration in areas within our purview, we would be happy to do so.

Recreation and Park Commission members appreciate the recognition of the work of city commissions that was voiced at your last Council meeting. We are honored to be working with you to continue to improve Pasadena and its parks and recreation facilities.

Sincerely,

Anita B. Fromholz
Chair, Recreation and Parks Commission