

Agenda Report

October 5, 2020

TO: Honorable Mayor and City Council

THROUGH: Finance Committee (September 24, 2020)

FROM: Department of Transportation

SUBJECT: AMEND EXISTING PURCHASE ORDER 1210226 WITH ELLIS EQUIPMENT, INC. FOR CONCRETE K-RAIL RENTAL

RECOMMENDATION:

It is recommended that the City Council:

1. Find this action is exempt from the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Section 15061 (b) (3), Review for Exemption; and
2. Authorize the City Manager to amend Purchase Order No. 1210226, with Ellis Equipment, Inc., from \$75,908 to a revised amount of \$225,908; and
3. Appropriate \$50,000 from the Off-Street Parking Fund (Fund 407) and \$100,000 from the Old Pasadena Parking Meter Fund (Fund 213) for the concrete K-rail rental to the Department of Transportation Fiscal Year 2021 Operating Budget; and
4. To the extent this transaction could be considered a separate procurement subject to competitive bidding, grant the proposed amendment to the purchase order with Ellis Equipment Inc. an exemption, Competitive Bidding is not required pursuant to Pasadena Municipal Code Section 4.08.150, Emergency purchases and pursuant to Pasadena Municipal Code Section 4.08.049 (B), contracts for which the City's best interests are served.

BACKGROUND:

In response to the State of California Stay at Home Order, City staff was tasked with assisting local restaurants on being able to use public right of way for dining purposes. City staff created applications to allow businesses to use sidewalks, alleys, and city streets (on-street dining and parklets) for dining purposes. On July 2, 2020, City issued outdoor dining guidelines and provided an online application for sidewalk and

on-street dining. On July 11, 2020, the City implemented its first phase of outdoor dining along Colorado Boulevard in the Playhouse Village and Old Pasadena area. The Department of Transportation worked through the Emergency Operations Center (EOC) to issue a purchase order for the rental of water barriers for the on-street dining closures as these barricades were readily available on short notice. While working with representatives from Playhouse Village and Old Pasadena Management District to implement phase 1 on-street dining, a phase 2 for on-street dining was in design and subsequently implemented on July 18, 2020. In an effort to provide a more consistent aesthetic and to enhance safety of on-street dining, for phase 2, staff worked through the EOC to procure quotes for rentals of concrete K-rails. The EOC reached out to three vendors and Ellis Equipment, Inc. was the only vendor that met the deployment requirements. A purchase order in the amount of \$75,908 was approved for Ellis Equipment, Inc. and was issued in compliance with the City's emergency ordinance.

A third Phase of the on-street dining program was implemented on August 8, 2020 under the same purchase order issued to Ellis Equipment, Inc., with this third deployment a total of 48 businesses are now benefitting of out-door dining.

Due to the extension of the Stay at Home Order which prohibits restaurants from indoor dining and the ongoing interest from businesses to extend their dining services outdoors, it is proposed to extend the rental of barriers for the on-street dining program beyond the initial three month rental period. The current purchase order amount allows for rentals through October 18, 2020. An increase of \$150,000 to the Ellis Equipment, Inc. purchase order will allow for the replacement of the existing water filled barricades on Colorado Boulevard with concrete K-rails, and a three month rental extension for the existing concrete K-rails, extending the rental period of all K-rails to January 18, 2021. The purchase order amount also provides the opportunity to further expand the on-street dining program as needed.

Concurrently, Transportation staff is working jointly with staff from Economic Development to submit a grant application for funds that could be used to purchase the K-rails and allow for the on-street dining program to continue for as long as desired without additional expense for barriers. In the event the grant is not successful, staff will return to the City Council, though the Economic Development Committee to discuss options.

COUNCIL POLICY CONSIDERATION:

The proposed action is consistent with the City Council's strategic planning goal to maintain fiscal responsibility and stability and to promote quality of life and the local economy.

ENVIRONMENTAL ANALYSIS:

The proposed purchase order amendment with Ellis Equipment, Inc. is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Section 15061 (b) (3), Review for Exemption.

FISCAL IMPACT:

The total cost of this purchase order will be an additional \$150,000 in FY2021 funds. The current purchase order amount is for \$75,908 with Ellis Equipment, Inc. which includes \$1,000 contingency. Upon approval of this action, the revised purchase order amount will be \$225,908.

Funding for the additional \$150,000 requires additional appropriations to the Department of Transportation's FY2021 Operating Budget as follows:


- \$100,000 increase in appropriations to account 21324013-811400 from the unappropriated fund balance of Fund 213 (Old Pasadena Parking Meter Fund). The fund has a balance of \$717,373.
- \$50,000 increase in appropriations to account 40724022-811400 from the unappropriated fund balance of Fund 407 (Off-Street Parking Meter Fund). The fund has a balance of \$3,484,084.

Respectfully submitted,



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