

# Agenda Report

March 23, 2015

**TO:** Honorable Mayor and City Council  
**FROM:** Department of Public Works  
**SUBJECT: AUTHORIZATION TO EXECUTE MEMORANDUM OF UNDERSTANDING FOR MAINTENANCE SERVICES WITH ARLINGTON GARDEN**

## **RECOMMENDATION:**

It is recommended that the City Council:

1. Acknowledge the project to be categorically exempt under Section 21084(a) of the California Environmental Quality Act of 1984 in accordance with Article 19, Section 15301 (Class 1), Subsection (h) of the Guidelines (maintenance of existing landscaping) and authorize the City Clerk to file a Notice of Exemption for the project with the Los Angeles County Clerk; and
2. Authorize the City Manager to execute a Memorandum of Understanding (MOU) with the Arlington Garden in Pasadena (Arlington Garden) which includes an annual payment of \$21,100 for landscape maintenance services at the Garden. This MOU shall be in effect from July 1, 2015 until December 14, 2018, and run concurrently with the City's Lease Agreement with the California Department of Transportation (Caltrans).

## **BACKGROUND:**

The City of Pasadena entered into a lease agreement with Caltrans on December 15, 2003 for the property located on the northwest corner of Pasadena Avenue and Arlington Drive. This agreement called for the property to be developed as a drought-tolerant demonstration garden during the initial five-year agreement. For an annual payment of \$100.00, the City is responsible for the care and maintenance of this property. Subsequently, on November 24, 2008, the City Council approved a ten-year lease extension agreement with Caltrans for this property. Under the same payment terms, this new agreement will expire on December 14, 2018.

In 2003, a dedicated group of community members had a vision to create a Mediterranean garden to be located on the three acres of Caltrans property. In a collaborative effort among the Department of Public Works, the Department of Water and Power and community volunteers, the Arlington Garden (Garden) was created. The Garden was designed as a collection of "outdoor rooms" which showcases

hundreds of drought tolerant shrubs, plants and trees with niches created to sit and enjoy the relaxing atmosphere. The Garden has many environmental elements such as solar powered water fountains and a low-flow Netafim irrigation system. The garden also contains educational features such as an information kiosk and plant identification plaques.

A MOU aims to memorialize the civic contributions of the Arlington Garden in Pasadena, a non-profit organization comprised of volunteers, and to formalize the agreement between the City and the organization to provide landscape and irrigation maintenance services.

With a proposed MOU, Arlington Garden will be responsible for:

- Maintenance of the garden, including, but not limited to all landscaping, irrigation, weeding, shrub and brush trimming, and litter control;
- Maintenance and repair, when necessary, of the irrigation system;
- Providing appropriate tree care; and
- Informing the City in writing of any unsafe or hazardous condition which the Garden is aware of and which cannot be mitigated through routine maintenance of the property.

Since Arlington Garden's inception, it has provided these routine maintenance services while the City has subsidized this work through the issuance of purchase orders for various contracted services using the City's Purchasing Ordinance Guidelines for an approximate annual amount of \$20,000, and with labor provided by City crews. Currently, these costs are directly paid from the Parks and Natural Resources Division existing annual budget appropriations.

A proposed MOU will state that the annual amount for these services be paid directly to the Arlington Garden. The annual amount of \$21,100 is for the labor, materials and supplies necessary to provide the aforementioned maintenance services. Materials and supplies will include, but not limited to, rakes, shovels, plants, shrubs, irrigation heads, decomposed granite and fertilizer. Volunteers will continue to provide the majority of the labor for the ongoing landscape maintenance at the Garden; however, some professional services might be needed to address some maintenance issues such as irrigation repairs, and tree care. The annual amount may be increased in future years based on the Consumer Price Index for the latest available preceding 12-month period.

In addition to the annual amount, the Arlington Garden will also receive the following from the City:

- Trash: City crews are responsible for the weekly disposal of the contents of the trash bins and urns located at the Garden;
- Water and Sewer: City pays for these utility services at the Garden;
- Security: City through a contractor will provide security coverage in the form of nightly patrol that is conducted after hours, as part of the routine security park schedule (*new benefit as part of a MOU*); and

- Pest Control (Trees): City will provide specialized treatment for serious pests or diseases found in trees (*new benefit as part of a MOU*).

*The total cost of these benefits is approximately \$10,000.*

The MOU document will not make any references beyond the existing lease agreement with Caltrans and will not bind the City to any other financial commitments with the Arlington Garden beyond the aforementioned maintenance services. Caltrans has been non-committal about extending the current lease agreement for this property as the agency works to determine appropriate action regarding the 710 Freeway Corridor project.

**COUNCIL POLICY CONSIDERATION:**

The MOU would be consistent with the City Council's strategic goals to improve, maintain and enhance public facilities and infrastructure, support and promote the quality of life and local economy, and ensure public safety.

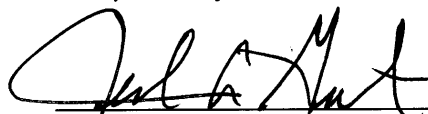
**ENVIRONMENTAL ANALYSIS:**

This project is categorically exempt from the provisions of the California Environmental Quality Act of 1984 in accordance with Article 19, Section 15301 (Class 1), Subsection (h) of the Guidelines (maintenance of existing landscaping).

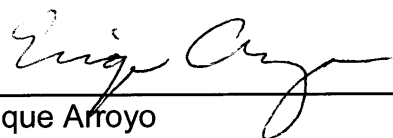
**FISCAL IMPACT:**

Funding for this action, which is estimated at \$30,000 annually, exists within the budgeted appropriations in the Parks and Natural Resources Division Operating Budget (budget account 8101-101-765100).


Respectfully submitted,

  
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Interim Director of Public Works

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