

# Agenda Report

September 28, 2015

**TO:** Honorable Mayor and City Council

**THROUGH:** Finance Committee

**FROM:** Department of Public Works

**SUBJECT: APPROVE JOURNAL VOUCHER AMENDING PROJECTS IN THE FISCAL YEAR 2016 CAPITAL IMPROVEMENT PROGRAM BUDGET AND INCREASE CONTRACT AMOUNT WITH MALLCRAFT, INC. BY \$65,000**

## **RECOMMENDATION:**

It is recommended that the City Council:

1. Find that the proposed actions are not "projects" as defined in the California Environmental Quality Act (CEQA), Public Resources Code Section 21065 and Section 15378(b)(4) and (5) of the State CEQA Guidelines and, as such, are not subject to environmental review.
2. Approve a journal voucher with a net increase of \$2,917,680 amending 21 projects in the Fiscal Year 2016 Capital Improvement Program Budget as detailed in the Fiscal Impact section of this report;
3. Authorize the City Manager to enter into any agreement required by the United States Department of Justice, Bureau of Justice Assistance for acceptance of Grant Funds for the Police Department – Body Camera project; and
4. Authorize the City Manager to amend Contract No. 21,585 with Mallcraft, Inc. to increase the contract amount by \$65,000 for a total not-to-exceed amount of \$1,070,000 for additional work as part of the Central Arroyo – Rose Bowl Entry project.

## **BACKGROUND:**

As part of the process to update the CIP budget, the Department of Public Works has completed this report detailing necessary budget adjustments. The budget adjustments are needed due to changes in the status of various capital projects. The budgetary

changes to the projects are listed below and must be recognized through the City's journal voucher process to formalize the changes. The changes are summarized in Attachment A.

1. **Building Preventative Maintenance FY 2016 - 2020 (71902)** – The Department of Public Works recommends appropriating \$33,009 in Private Capital from T-Mobile, \$100,000 Community Development Block Grant (CDBG), and \$90,000 in Library Services Fund to this project. The private capital was collected from T-Mobile for the placement of a cell tower at the City yards. This appropriation will supplement the annual work plan funding that has been identified to purchase security cameras and security card readers for the City Yards. The CDBG funds are for the construction and installation of ADA compliant public service counters in the Police Department, and the Library Services funds will pay for the painting of the front façade of Central Library.
2. **Robinson Park – Recreation Center Renovation Project (78043)** – The Department of Public Works recommends appropriating \$650,000 in CDBG to this project. These funds were received as part of the Housing and Career Services Department's 2015/2016 CDBG Annual Action plan. The grant will help fund the project's construction which is anticipated to begin in FY 2017. The CDBG funds have to be spent by June 30, 2017. With this appropriation, \$1,638,757 is needed to fully fund this project. Construction will not begin until this project is fully funded.
3. **School Park Site Improvements (78801)** – The Department of Public Works recommends appropriating \$200,000 in Residential Impact Fees to this project. Based on community input, the scope of work for the playground at Linda Vista School has been revised and additional funding is needed.
4. **In-Fill Street Lighting and Repair and /or Replacement of Existing Street Lighting Systems FY 2016 - 2020 (74413)** – The Department of Public Works recommends transferring \$73,386 in Federal Highway Administration funds from the Windstorm Restoration project (73133) to this project and closing project 73133. The remaining Federal Highway Administration dollars will be used to replace concrete traffic signal poles which are susceptible to failure during heavy wind loading events. This is an eligible use of these funds.
5. **South Lake Streetscapes Improvements (73706)** – The Department of Public Works recommends appropriating \$86,974 in Street Occupancy Fees to this project so it can be closed. This \$1.7 million project went over budget by five percent during the construction of the mid-block crossing on Lake Avenue between Green Street and Cordova Street. The purchase of traffic signal poles, a controller and other equipment, and the hiring of the contractor were done concurrently and the cost of both was higher than anticipated. This project was completed in the fall of 2014 with final billing and retention released in the spring of 2015.
6. **Resurfacing and Slurry Seal FY 2016 / 2017 (73907)** – The Department of Public Works recommends appropriating \$20,713 in Private Capital from A. Molasky to this project. The money was collected as a condition of development for the installation of

a median island along Cordova Street. This work was completed in 2011 as part of the annual resurfacing project. This appropriation will reimburse the project.

- 7. Fair Oaks/Orange Grove Specific Plan – Transportation Issues – Phase II (73130)**  
– The Department of Public Works recommends unappropriating \$623,914 in State Transportation Improvement Program – TE funds from this project and appropriating \$550,000 in Federal Highway Administration funds to this project. This grant award was from the 2009 MTA Call for Projects in the form of State Transportation Improvement Program – TE funds. Metro later changed the type of funding to Federal Highway Administration funds and lowered the award to \$550,000. This action will correct the project funding and lower the total estimated project cost to \$710,000, which is sufficient to complete the project.
- 8. Hamilton Park – Install Skateboard Park (78907)** – The Department of Public Works recommends unappropriating \$28,000 in Private Capital from the Tournament of Roses from this project. This was an annual contribution given to the City for work at local parks. The funds were to be used towards the cost of acquiring skate park elements at Hamilton Park. After further evaluation of the park and several community meetings, this project was removed from the CIP budget in FY 2015. This action will allow the project to be closed and free up these funds to be reallocated to another park project.
- 9. Expansion of Time-fill/Fast-fill Refueling System at City Yards – Phase II (71543)**  
– The Department of Public Works recommends appropriating \$340,000 in Proposition A – Transportation Sales Tax Fund and \$160,000 in Refuse Fund to this project. These funds will be used to cover a funding shortfall. The shortfall is due to unanticipated code requirements for hazardous areas which necessitated modifications to the existing Fleet Maintenance shed building and CNG equipment area, and additional design engineering trenching for new CNG piping. This action will allow the project to be completed.
- 10. Arterials Speed Management Program (75605)** – The Department of Transportation recommends appropriating \$10,000 in Private Capital from a claim settlement received for damages, to a speed feedback sign and pole on Pasadena Avenue. When the incident occurred in December 2012, existing funds from this project were used to replace the sign and pole. The claim was settled in February 2015 and \$10,000 received. This appropriation will reimburse the project for the replacement of the sign and pole.
- 11. Complete Streets Project – Cordova Street from Hill Avenue to Arroyo Parkway (75052)** – The Department of Transportation recommends appropriating \$457,500 in Measure R Local Return funds to this project. This project is eligible for Measure R Local Return funding under the Bikeways and Pedestrian Improvements category. These funds will be used as the local match for a 2009 MTA Call for Projects grant, which will be received in FY 2017. The project will convert Cordova Street into a complete street to accommodate and include pedestrian and bicycle facilities.

- 12. Mobility Corridors – Rose Bowl Access Systems (75084)** – The Department of Transportation recommends appropriating \$200,000 in Measure R Local Return funds to this project. This project is eligible for Measure R Local Return funding under the Traffic Control Measures category. These funds will be used to upgrade traffic signal cabinets, controllers, and detection and communication systems in the Rose Bowl area. This project will be completed in FY 2017.
- 13. Intelligent Transportation System (ITS) Master Plan Implementation Phase III (75911)** – The Department of Transportation recommends appropriating \$124,000 in Measure R Local Return funds to this project and increase total estimated project cost by same amount. This project is eligible for Measure R Local Return funding under the Traffic Control Measures category. These funds will be used to complete the communication system for the ITS Master Plan by closing the fiber communication gaps, including the installation of additional closed circuit television cameras and detection systems. This project will be completed in FY 2017.
- 14. Intelligent Transportation System (ITS) Project Phase I (75701)** – The Department of Transportation recommends appropriating \$70,000 in Measure R Local Return funds to this project and increase total estimated project cost by same amount. This project is eligible for Measure R Local Return funding under the Traffic Control Measures category. These funds will be used to procure construction management services to finish this project.
- 15. Citywide Complete Streets Program FY 2016-2020 (75076)** – The Department of Transportation recommends appropriating a total of \$71,826 in Private Capital from Walnut Acquisition Partners, LLC (\$2,826), BIT Playhouse Plaza, LLC (\$50,000), Urth Pasadena Development, LLC (\$14,000), and Pasadena Oaks, LLC (\$5,000) as a condition of development for the implementation of traffic management measures in the various project areas to this project. These funds will be used to determine the best-suited traffic management measures for specific neighborhoods throughout the city.
- 16. Traffic Signal Indication Safety Improvements – Phase II (75709)** – The Department of Transportation recommends appropriating \$20,000 in Private Capital from Pasadena Oaks, LLC as a condition of development for the Las Encinas Hospital Master Development Plan Project to this project and increasing the total estimated project cost by this amount. These funds will be used to upgrade pedestrian crossing signals at two intersections - San Gabriel Boulevard and San Pasqual Street, and Del Mar Boulevard and Madre Street. This project will be completed in FY 2017.
- 17. Bus Stop Improvement Program (75900)** – The Department of Transportation recommends appropriating \$20,000 in Private Capital from Pasadena Oaks, LLC as a condition of development for the Las Encinas Hospital Master Development Plan Project to this project and increasing the total estimate project cost by this amount.

These funds will be used to upgrade bus stops, concrete pads, bus benches, and trash receptacles at four locations.. This work will be completed in FY 2017.

- 18. Intelligent Transportation System (ITS) Equipment Upgrades/Replacement FY 2016-2020 (75078)** – The Department of Transportation recommends appropriating \$25,000 in Private Capital from Pasadena Oaks, LLC as a condition of development for the Las Encinas Hospital Master Development Plan Project to this project and increasing the total estimated project cost by this amount. These funds will be used to install closed circuit television cameras and detection systems in the planned project area.
- 19. Purchase of Replacement Transit Vehicles and Large Capacity Fixed-Route Transit Vehicles Project (75085)** – The Department of Transportation recommends appropriating \$25,000 in Private Capital from Pasadena Oaks, LLC as a condition of development for the Las Encinas Hospital Master Development Plan Project to this project. These funds will be used toward the procurement of transit vehicles.
- 20. Police Department – Body Cameras (71158)** – The Police Department recommends appropriating \$250,000 in Department of Justice FY 15 Body-Worn Cameras Initiative grant funds to this project and increase the total estimated project cost to \$550,000. The Department of Justice awarded these funds to the Police Department on 9/21/2015 from the project period of 10/1/2015 to 9/30/2017. The scope of the project includes the purchase of 300 body cameras, the hardware necessary to support connectivity to cloud services, on-site storage needs, and cloud storage service costs for first year. The grant requires a match amount equal to or greater than the grant award. The \$300,000 in General Funds which has already been appropriated to this project will serve as the match and cover the cost of additional work. A copy of the Grant Award Letter, Special Conditions documents, and Cooperative Agreement from the Department of Justice is provided in Attachment B.
- 21. City Fiber Network Expansion Project (71212)** – The Department of Information Technology recommends appropriating \$65,572 in CDBG to this project for the Fire Station 33 fiber optics connections. This project involves extension of the City’s fiber network along North Lake Avenue from Washington Boulevard to the station, leveraging existing conduit to minimize the need for new construction. Once in place, the fiber will boost the bandwidth and reliability of the fire station’s network connection significantly. This project will be completed in FY 2016.

#### Contract Amendment

**Central Arroyo – Rose Bowl Entry Project (77378)** - The Department of Public Works recommends increasing Contract No. 21,585 with Mallcraft, Inc. by \$65,000 for a new not-to-exceed amount of \$1,070,000. The additional work is above and beyond the remaining project contingency of \$3,000. The remaining balance of the Rose Bowl Entry project is sufficient to absorb this increase. Unforeseen circumstances increased the project scope and included the following:

- Discovery of an MWD line, which resulted in additional labor costs to install irrigation mainlines and laterals to the median island at the intersection of Seco Street and Rosemont Avenue;
- Adjustment of the storm drain elevation, which necessitated excavation and reconstruction of the storm drain mainline from the median island curb to the manhole structure in the center of the median island and reconstruction of the drain line from the manhole to the first swale;
- Landscape improvements for a larger area which increased the overall aesthetics of the project; and
- Additional grinding and paving of the roadway to improve ride quality.

**COUNCIL POLICY CONSIDERATION:**

All of the above projects and actions address City Council's goals to maintain fiscal responsibility and stability and improve, maintain, and enhance public facilities and infrastructure. All of the projects have been found consistent with the General Plan.

**ENVIRONMENTAL ANALYSIS:**

CEQA excludes from environmental analysis those actions that are not "projects" as defined by State CEQA Guidelines Section 15378. That section excludes from the definition of "project" the creation of government funding mechanisms and fiscal activities which do not yet commit the lead agency to any specific project, and also excludes organizational or administrative governmental activities that do not result in physical changes to the environment. The actions proposed herein are budgetary and part of the City's normal administrative process as it takes early steps to prepare for the possibility of undertaking a project, and therefore they are not yet "projects" as defined by CEQA. As the City becomes more certain it will undertake one of the projects, and before it commits itself to the project, the appropriate environmental analysis will be conducted and brought to the appropriate City body for approval.

**FISCAL IMPACT:**

The cumulative result of these recommendations will increase the FY 2016 CIP budget by \$2,917,680. The specific funding sources for the CIP budget amendments are listed below, and Attachment A shows the detailed changes to each project.

Fund	Fund Balance June 30, 2015	Revenues			Appropriations
		Use of Fund Balance	Proposed Amendments	Net New Resources	Proposed Amendments
Library Services Fund (212)	3,885,120	90,000	0	0	90,000
Community Development Block Grant	N/A	N/A	815,572	815,572	815,572
Private Capital – Various	N/A	N/A	225,548	225,548	225,548
Residential Impact Fees Fund (304)	9,577,595	200,000	0	0	200,000
Federal Highway Administration Funds	N/A	N/A	550,000	550,000	550,000
Street Occupancy Fees (6970)	467,558	86,974	0	0	86,974
Prop A – Transportation Sales Tax Fund (208)	1,909,378	340,000	0	0	340,000
Refuse Fund (406)	7,890,166	160,000	0	0	160,000
State Transportation Improvement Program - TE	N/A	N/A	(623,914)	0	(623,914)
Tournament of Roses	N/A	N/A	(28,000)	(28,000)	(28,000)
Measure R Transportation Fund (236) <sup>1</sup>	503,625	851,500	0	0	851,500
Department of Justice FY 15 Body-Worn Cameras Initiative Grant	N/A	N/A	250,000	250,000	250,000
<b>Fiscal Impact Total</b>	<b>24,233,442</b>	<b>1,728,474</b>	<b>1,189,206</b>	<b>1,813,120</b>	<b>2,917,680</b>

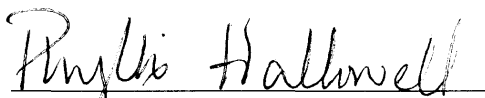
<sup>1</sup>Measure R Transportation Fund received \$700,000 of new revenue in FY 2016

In addition, the cost of amending Contract No. 21,585 is \$65,000. The total cost for this contract will now be \$1,070,000. Funding for this action will be addressed by the utilization of existing budgeted appropriations in the Central Arroyo – Rose Bowl Entry project (budget account 77378).

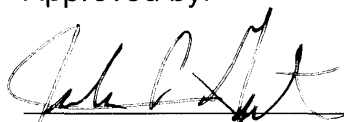
Respectfully submitted,

  
 JULIE A. GUTIERREZ  
 Interim Director of Public Works

Prepared by:

  
 Phyllis Hallowell  
 Management Analyst V

Approved by:

  
 MICHAEL BECK  
 City Manager

Attachment A – Changes to FY 2016 CIP  
 Attachment B – Grant Award Letter and Cooperative Agreement