

Agenda Report

TO: CITY COUNCIL

Date: March 20, 2000

FROM: City Manager

SUBJECT: License Agreement between the City of Pasadena and Morlin Management Corporation to install, maintain and operate a trash compactor inside the City-owned Schoolhouse Block Parking Facility located at 33 East Green Street.

RECOMMENDATION:

It is recommended that the City Council authorize the City Manager to enter into a License Agreement with Morlin Management Corporation to install, maintain and operate a trash compactor inside the Schoolhouse Block Parking Facility.

BACKGROUND:

Beginning in 1991, a license area was established and a trash compactor was installed inside the Schoolhouse Block Parking Facility, located at 33 East Green Street, between Fair Oaks and Raymond Avenues. The license area is located on the north end of the parking facility at the intersection of Mercantile Place and Braley Court per the attached Public Works and Transportation Drawing No. 4563 (Exhibit "A"). The advent of this trash compactor was precipitated by the use of Mercantile Place for dining and as a pedestrian walkway for visitors to the area. The trash compactor is used by the area businesses along Colorado Boulevard, Raymond Avenue, and Fair Oaks Avenue. This includes a mix of approximately 25 to 30 office, restaurant, and retail users.

Since its placement in 1991, the compactor has been owned, operated and maintained by a local waste disposal firm under a "no cost" license agreement with the City of Pasadena. The firm has been responsible for emptying the trash compactor twice weekly (Monday and Friday), inspecting and maintaining the compactor, keeping the compactor area in a safe, clean, and sanitary condition, and billing and collecting any service fees to the trash compactor users.

In October 1999, the trash compactor was damaged beyond repair and required replacement. The current firm has no replacement trash compactor available, and currently has a large roll-off bin placed in the compactor area that is emptied seven days a week. Furthermore, the firm declined to reinvest in a new compactor under the terms of the current license agreement. Efforts to negotiate a new license agreement with this firm were not successful.

BACKGROUND, Continued

The City of Pasadena has contracted with Morlin Management Corporation since 7/01/97 to provide property management of the Schoolhouse Block and Delacey parking facilities, as well as management of the aforementioned trash compactor area. Their duties typically include resolution of tenant concerns regarding maintenance issues, and direct oversight of ongoing maintenance of the trash compactor area. Staff is recommending that a "no cost" license agreement for this area be granted to Morlin. Staff negotiated with, and Morlin is agreeable to, this license agreement in conjunction with the duties they already perform in this area.

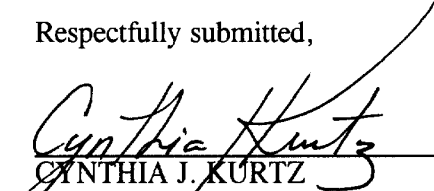
With a license agreement for this area, Morlin will be able to manage and coordinate this area with optimum control, to ensure that it is kept safe, clean and sanitary at all times. This includes the ability to obtain and maintain a trash compactor in the area, continue to provide janitorial services in and around the area, and bill and collect all fees associated with these services. The trash compactor user fees will include the cost for waste disposal three times a week (Monday, Thursday and Saturday) and the cost for janitorial service seven days a week. Currently, the cost for janitorial service provided seven days a week is being incurred by the City at a monthly rate of \$734.00. This cost will be billed back to the trash compactor users.

Under the terms of the proposed license agreement, Morlin will be held to specific performance standards, and the City will be able to procure restitution from them in the event any adverse conditions develop in and around the license area which are not cured.

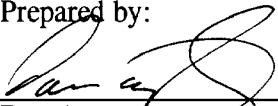
FISCAL IMPACT:

Under this "no cost" license agreement, the City will save \$734.00 per month, the current cost to provide janitorial service in the area. Additionally, no monthly fees will be paid to Morlin under this license agreement as well.

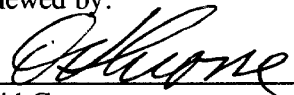
Respectfully submitted,


CYNTHIA J. KURTZ
City Manager

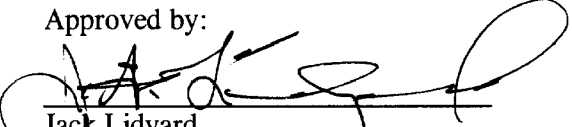
Prepared by:


Dan Augustyn
Management Analyst

Reviewed by:


David Grosse
Transportation Administrator

Approved by:


Jack Lidyard
Acting Director of Public Works & Transportation