

City of Sierra Madre Agenda Report

Community Services Commission

Meredith Keith, Chair Debbie Sheridan, Vice Chair Pat Alcorn, Commissioner Jose "Andy" Bencosme, Commissioner Darlene Mathieson, Commissioner Tom Sullivan, Commissioner George Siberell, Youth Commissioner

SUBJECT:	Waterworks Aquatics Project Request
DATE:	October 29, 2015
INITIATED BY:	Dani Cullens, Community Services Manager
FROM:	Elisa C. Cox, Assistant City Manager
TO:	Community Services Commission

SUMMARY

Waterworks Aquatics has submitted a project request for approval and reimbursement per rebate for the Sierra Madre Aquatic Pool – Pool Cover Replacement in the amount of \$9,750.99. Staff recommends the Community Services Commission review the pool cover purchase and reimbursement rebate request.

ANALYSIS

City staff developed a Project Request for Sierra Madre Aquatic Pool and Reimbursement Form for Waterworks Aquatics to fill out. The form will help with project requests, tracking of facility improvements & changes, approvals for projects and which ones will be approved for reimbursement per rebate of the monthly lease payment costs. To follow GASB 34 requirements of public agencies the following dollar amounts have been set for all project request approvals per written quote for capital improvement or repair to be made by Lessee: Department Head has authority for dollar values \$5,000 or less, Community Services Commission review is required for dollar values \$5,000 or more, and City Council review is required for dollar values of \$25,000 or more.

Waterworks Aquatics is seeking reimbursement for the purchase and installation of one pool cover for the lap pool at the Sierra Madre Aquatic Center. The pool cover is a replacement for one that has been worn down over time.

FINANCIAL REVIEW

Waterworks Aquatics received a quote of \$9750.99 for the purchase of one pool cover from Knorr Systems, Inc. Currently there is a balance of \$19,395.83 of unused lease payments by Waterworks Aquatics.

PUBLIC NOTICE PROCESS

This item has been noticed through the regular agenda notification process. Copies of this report are available at City Hall and online at <u>www.cityofsierramadre.com</u>.

ALTERNATIVES

- 1. The Community Services Commission may recommend the Pool Cover Project and approve the project for reimbursement per rebate.
- 2. The Community Services Commission may recommend the project and deny approval of project for reimbursement per rebate.
- 3. The Community Services Commission may deny the project and approval for project reimbursement per rebate.
- 4. The Community Services Commission may request additional information from staff on the aforementioned items.

STAFF RECOMMENDATION

Staff recommends that the Community Services Commission approve the pool cover project and reimbursement.

Attachments (1):

1. Project Request for Sierra Madre Aquatic Pool – Pool Cover and quote

Project Request for Sierra Madre Aquatic Pool



City of Sierra Madre 232 W. Sierra Madre Blvd. Sierra Madre, CA 91024 (626) 355-7135 Fax (626) 355-2251 www.cityofsierramadre.com

PRE-APPROVAL OF PROJECT This section needs to be completed prior to work of the project		
WATERWORKS EMPLOYEE: Jon Alpert	DATE 10/15/15	
PROJECT AREA/NAME: Pool Cover Replacement		
PROJECT DESCRIPTION (Please attach a copy of any pertinent information when submitting form):		
Replace old Spectrum pool covers for the lap pool with new T-Star pool covers.		
WATERWORKS AQUATICS BE REQUESTING A REIMURSEMENT FOR THIS PROJECT:		
YES NO		
TOTAL COST OF PROJECT	\$ 9750.99	
WATERWORKS EMPLOYEE SIGNATURE	DATE 10/15/15	
CITY PERMITS REQUIRED:		
DEVELOPMENT SERVICES DIRECTOR SIGNATURE	DATE	
DEVELOPMENT SERVICES DIRECTOR COMMNENTS:		
PUBLIC WORKS DIRECTOR SIGNATURE	DATE	
PUBLIC WORKS DIRECTOR COMMENTS:		
DEPARTMENT HEAD COMMUNITY SERVICES/CITY MANAGER SIGNATURE	DATE	
DEPARTMENT HEAD COMMUNITY SERVICES/CITY MANAGER COMMENTS:		

Per the Sierra Madre Center Lease Agreement, May 1, 2012 through September 30, 2014, Section 8. Lessee Responsible for Facilities Maintenance: Effective June 11, 2012, LESSEE shall pay for cleaning supplies, service, maintenance and repair of the Pool House equipment, including by not limited to the heater, valves, pumps, filters, pipes and similar pool related equipment, related to the FACILITIES, at LESEE'S sole cost; however, CITY agrees to rebate up to 100% of the monthly rent received (up to \$5,000 per month) to LESSEE toward the LESSEE's actual documented (to City's satisfaction) costs of any capital improvements or repairs to the FACILITIES which have first been approved by CITY, except that LESSEE's construction and costs of a pool canopy described in its Scope of Work attached as Exhibit A, is not eligible for the rent rebate. LESSEE is responsible for contacting the CITY prior to improvements and repairs being made by LESSEE and requesting CITY approval and the rent rebate. Requests for rent rebate shall be accompanied by a written quote for the capital improvement or repair to be made by LESSEE. All capital improvements and/or repaired or replaced equipment are the property of the CITY and remain with the FACILITIES upon the termination of the Lease.

FOR ALL PROJECT REQUEST APPROVALS

To follow GASB 34 requirements of public agencies the following dollar amounts have been set for all project request approvals per written quote for capital improvement or repair to be made by Lessee:

- Department Head has authority for dollar values \$5,000 or less.
- Community Services Commission review is required for dollar values \$5,000 or more.
- City Council review is required for dollar values of \$25,000 or more.

PURCHASING POLICY

For projects that Waterworks is seeking rebate reimbursement from lease rent, the following rules apply, per the City's Municipal Code:

3.08.050 - Direct Competitive Purchasing Procedure

For any materials and/or equipment under \$5K, purchase must follow the City's "Direct Competitive Purchasing Procedure" under SMMC 3.08.050; At least three vendors shall be contacted to provide informal quotes. Quotes may be submitted in electronic format and the lowest quote taken.

3.08.060 - Informal Competitive Purchasing Procedure

If the materials and/or equipment costs more than \$5K, but less than \$25K, then the City's Informal Competitive Purchasing Procedure, under SMMC 3.08.060 should be followed, which requires to use a list of vendors supplied by the City and send an invitation to three vendors to submit an informal bid. Waterworks needs to send a list of vendors to the City (Public Works Department) to add those vendors to the prequalified list. Again, the lowest bid is taken, or if no bids are received, then the alternative purchasing procedure authorized by the City Manager can be used.

3.08.070 - Formal Competitive Purchasing Procedure

For purchases twenty-five thousand dollars or more. Any purchase over twenty-five thousand dollars shall, except as otherwise provided in this chapter or the Act, be awarded by the city council pursuant to the formal competitive purchasing procedure set forth in Section 3.08.070.

REQUEST FOR PROJEC This section is to be completed after the pre-approval of proje	
	ct has been approved and the project work has completed
WATERWORKS EMPLOYEE:	DATE
PROJECT AREA/NAME:	
	<u></u>

PROJECT VERIFICATION AND COSTS

ITEM DESCRIPTION	QUANITY/NUMBER OF UNITS	TOTAL
Swimming Pool Covers	1	\$9750.99
	REQUESTED REIMURSED	\$ \$9750.99

Pre-approval form and copy of invoices for expenses must be attached to the Request for Project Reimbursement.

WATERWORKS EMPLOYEE SIGNATURE:		DATE
FO	R CITY PERSONNEL USE ONLY	
TOTAL REIMBURSMENT APPROVED	TOTAL REIMBURSMENT DEN	ED
DEPARTMENT HEAD COMMUNITY SERVICES/CITY MANAGER SIGNATURE		DATE
NOTES:		



www.knorrsystems.com

EQUIPMENT QUOTATION

Date: August 24, 2015

- To: Jon Alpert WATERWORKS AQUATICS
- From: Steve Richards

Project: Sierra Madre Swimming Pool Covers

SECTION	QTY	DESCRIPTION	PRICE EACH	EXTENDED TOTAL
Swimming Pool Covers	1	T-Star Enterprises insulated XER EnergySaver pool cover panels with added reinforced center panels at both ends of each cover panel, doubled (folded) corners, non-corrosive stainless steel grommets with 1/8" PVC load dispersing plates and weighted edging. The total area covered is equal to the surface area of the pool. Includes manufacturer 6 year prorated warranty	8,585.00	8,585.00
			Subtotal	\$8,585.00
			Sales Tax (9.0%)	\$772.65
			Estimated Freight	\$393.34
			Total	\$9,750.99

Terms and Conditions

Payment:	Net 30 days from date of invoice, subject to approval of credit
Interest:	18% APR is charged on all past due invoices
Returns:	Returns MUST be pre-approved, shipped prepaid and accompany written return authorization
Restock:	A MINIMUM 20% restock fee applies to all returns; % is based on actual manufacturer restock fee
Freight:	F.O.B. individual ship points; refer to estimated freight costs above
Sales Tax:	Subject to sales tax rate as noted above
Notes:	Pricing valid through October 31, 2015