



# 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*

TO: Community Services Commission

FROM: Elisa C. Cox, Assistant City Manager

INITIATED BY: Dani Cullens, Community Services Manager

DATE: October 29, 2015

SUBJECT: **Waterworks Aquatics Project Request**

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### **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 [www.cityofsierramadre.com](http://www.cityofsierramadre.com).

**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

<b>WATERWORKS EMPLOYEE:</b> Jon Alpert	<b>DATE</b> 10/15/15
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<b>PROJECT AREA/NAME:</b> Pool Cover Replacement
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<b>PROJECT DESCRIPTION (Please attach a copy of any pertinent information when submitting form):</b>  Replace old Spectrum pool covers for the lap pool with new T-Star pool covers.
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<b>WATERWORKS AQUATICS BE REQUESTING A REIMURSEMENT FOR THIS PROJECT:</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
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<b>TOTAL COST OF PROJECT</b> \$ 9750.99
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<b>WATERWORKS EMPLOYEE SIGNATURE</b> 	<b>DATE</b> 10/15/15
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<b>CITY PERMITS REQUIRED:</b>  
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<b>DEVELOPMENT SERVICES DIRECTOR SIGNATURE</b>	<b>DATE</b>
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<b>DEVELOPMENT SERVICES DIRECTOR COMMENTS:</b>
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<b>PUBLIC WORKS DIRECTOR SIGNATURE</b>	<b>DATE</b>
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<b>PUBLIC WORKS DIRECTOR COMMENTS:</b>
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<b>DEPARTMENT HEAD COMMUNITY SERVICES/CITY MANAGER SIGNATURE</b>	<b>DATE</b>
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<b>DEPARTMENT HEAD COMMUNITY SERVICES/CITY MANAGER COMMENTS:</b>
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### ELIGIBILITY OF RENT REBATE

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 LESSEE'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.







**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
			<b>Total</b>	<b>\$9,750.99</b>

**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