



OFFICE OF THE CITY MANAGER

February 16, 2023

To the Honorable City Council  
of the City of Pasadena

Mayor and Councilmembers:

**WEEKLY NEWSLETTER**

**1. Annual Grants Program Applications Available Online:**

The Cultural Affairs Division of the Planning and Community Development Department is pleased to announce that applications for the City's FY 2023-2024 Annual Grants Program are available online. The Annual Grants Program supports creative life in Pasadena by providing funding to eligible local arts and culture organizations and artists for projects and programs that engage both local and regional audiences and Pasadena Unified School District students. See the attached memorandum from Jennifer Paige, Acting Director of Planning and Community Development, for additional information.

**2. Award of Safe Streets and Roads for All Grant Funds to the City of Pasadena:**

Laura Rubio-Cornejo, Director of Transportation, announced that the department was recently awarded \$200,000 in Safe Streets and Roads for All grant funding to advance the planning of the City's Local Roadway Safety Plan ("LRSP"). The City's LRSP was developed in 2022 by a collaboration of City staff from various departments and a consultant team. Opportunities to enhance street safety were systemically identified and analyzed throughout the City, and a prioritized list of projects and strategies was developed. The grant will fund the development of additional projects and strategies with an emphasis on equity and safety and will fund outreach and public engagement on proposed projects and strategies.

In July 2022, the U.S. Department of Transportation released a Notice of Funding Opportunity for Safe Streets and Roads for All. The purpose of the grants is to enhance roadway safety by significantly reducing or eliminating roadway fatalities and serious injuries through a comprehensive action and implementation plan that is focused on all users.

At a future date anticipated in Fiscal Year 2023, staff will take the item before City Council to accept the funds. Outreach and planning on the LRSP are anticipated to begin in FY2024.

**3. Update on 2023 Police towing Franchise Procurement Process:**

Attached is a memorandum from Gene Harris, Chief of Police, regarding the completion of its “Request for Application” process pertaining to the 2023 Police Towing Franchise Cycle.

**4. Pasadena in the News:**

Below are this week’s top five clips of Pasadena in the News as submitted by Lisa Derderian, Public Information Officer.

1. [Local Urban Search & Rescue team help in Turkey](#) – Spectrum News 1
2. [Octavia’s Bookshelf in Pasadena set to open, dedicated to Black and Indigenous authors](#)– Pasadena Star-News
3. [Pasadena to Host Parking Open House](#) – ColoradoBoulevard.net
4. [Pasadena Takes a Stand Against Drunk Driving on Super Bowl Sunday, Launches Increased DUI Patrols](#) – Pasadena Now
5. [Contract Awarded for Central Library Retrofit and Renovation](#) – Pasadena Media

**5. Legal Advertisements and Public Notices:**

Attached is a memorandum from Mark Jomsky, City Clerk, which provides this week’s submission of upcoming legal advertisements and public notices set for publication. In addition, the webpage for posting public notices and advertisements has been updated with the attached information and can be accessed from the City’s home webpage at [www.cityofpasadena.net](http://www.cityofpasadena.net). If you require additional detailed information on these legal advertising and public notices, please contact Mr. Jomsky at (626) 744-4709.

Respectfully Submitted,



**NICHOLAS G. RODRIGUEZ**  
Assistant City Manager

/Attachments



**TO:** Miguel Márquez, City Manager  
**FROM:** Jennifer Page AICP, Acting Director of Planning & Community Development Department  
**DATE:** February 16, 2023  
**SUBJECT:** Annual Grants Program FY 2023-2024

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### **Annual Grants Program Applications Available Online**

The Cultural Affairs Division of the Planning & Community Development Department is pleased to announce that applications for the City's FY 2023-2024 Annual Grants Program are available online. The deadline to submit applications is Monday, May 8, 2023 by 11:59 p.m. PST (online).

The Annual Grants Program supports creative life in Pasadena by providing funding to eligible local arts and culture organizations and artists for projects and programs that engage both local and regional audiences and PUSD students. Applicants may submit proposals in four categories: Arts & Culture I, II or III (based on organizational budget size), Arts Education, Festivals & Parades or Individual Artists projects. All applicants are required to meet guideline requirements and awards are based on Selection Panel recommendations. Eligibility requirements for organizational applicants include a Cultural Equity and Inclusion (CEI) Statement, Plan or Policy, based on annual budget size, in alignment with the LA County's CEI Initiative.

**Free Technical Assistance Workshops:** Each year, the Cultural Affairs Division offers a series of free technical assistance workshops for potential applicants to improve grant-writing skills and pose questions specifically related to the Annual Grants Program application process. Expanding on previous special Cultural Equity and Inclusion workshops, all Pasadena-based arts and cultural organizations are again offered a CEI workshop to support their individual progress and to set future milestones. All workshops will be virtual.

Attendance at a Technical Assistance/Grants Writing Workshop is mandatory for new applicants and is recommended for returning applicants. (Virtual access information will be posted on the Grants Program page of the Cultural Affairs Division website.)


#### **Annual Grants Program Technical Assistance Virtual Workshop Schedule:**

- Tuesday, February 28, 2023, from 1:00-3:00 p.m.
- Thursday, March 16, 2023, from 6:00-8:00 p.m.
- Thursday, April 13, 2023, from 6:00-8:00 p.m.

- Cultural Equity and Inclusion Workshop for Pasadena-based arts organizations: April, 2023 (see website for updated information)

Funding for the Annual Grants Program is provided by the City of Pasadena to eligible Pasadena-based organizations and artists. Please see the attached Grants Program announcements in both English and Spanish. For more information and a summary of current Grants Program funded events, visit: [www.cityofpasadena.net/arts](http://www.cityofpasadena.net/arts) or contact Rochelle Branch, Cultural Affairs Division Manager, Planning & Community Development Department: (626) 744-7062.

MEMORANDUM – City of Pasadena  
Police Department  
February 3, 2023

**TO:** Miguel Márquez, City Manager  
**FROM:** Gene Harris, Police Chief   
**RE:** Update on 2023 Police Towing Franchise Procurement Process

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The Pasadena Police Department has completed its “Request for Application” process pertaining to the 2023 Police Towing Franchise cycle. The below notice is requested to be published in the City Newsletter:

*Since 1997, the Pasadena Police Department has administered the Police Towing Franchise System, as set forth in Pasadena Municipal Code, Chapter 10.46. This ordinance provides standards and procedures for the granting of non-exclusive franchises for providing vehicle towing, vehicle impounds, street sweeps and vehicle storage services to PPD and the City.*


*Each year, PPD advertises the opportunity to apply for a franchise by way of a Request for Applications. At present, the following three franchisees are engaged by PPD to provide police towing: Henry’s Towing & Recovery, M&M Action Towing, and Walnut Vista Automotive Industries, Inc. d/b/a A-Car Auto Repair Services, via franchises previously awarded by the City Council, which staff can extend for up to four one-year periods. This is the fourth and final extension year for the listed franchises.*

In January 2023, PPD staff issued a Request for Applications, and received one application in response. The applicant did not meet the requirements as detailed in the application; therefore, the application is non-responsive, and the tow company has been so notified. As such, there are no applicants for 2023 for staff to present for the Council’s consideration, but the three existing franchisees (above) continue to provide police towing services. PPD intends to issue the next “Request for Applications” for police towing franchise in late 2023.



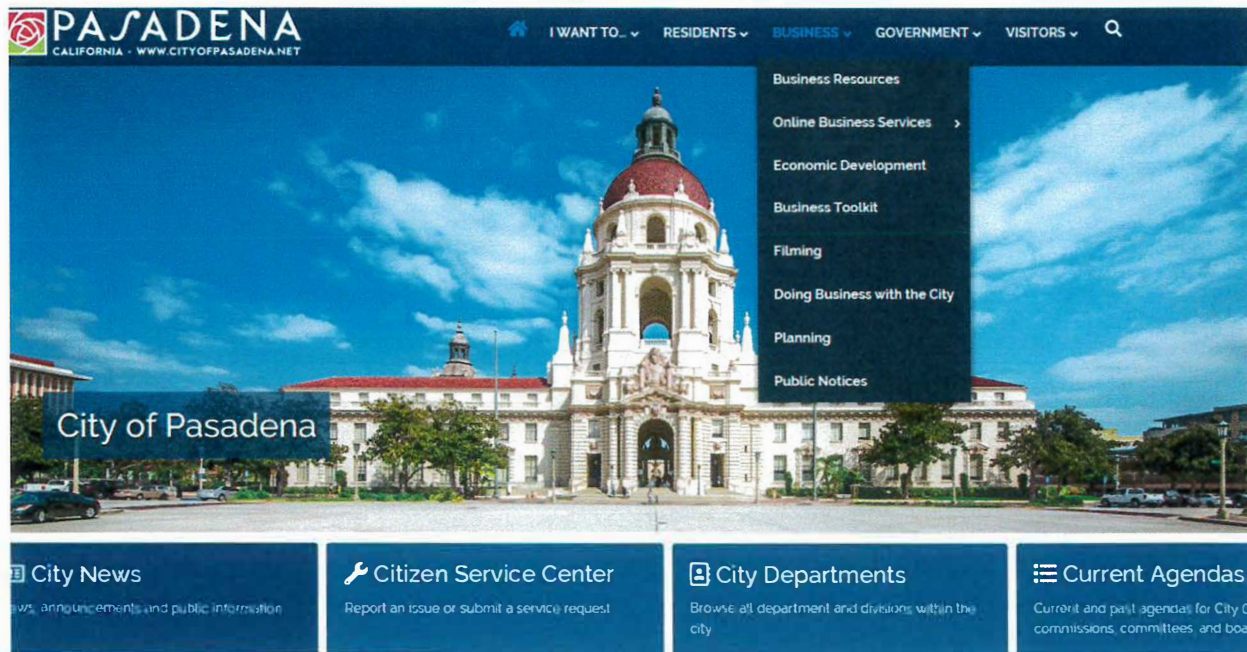
OFFICE OF THE CITY CLERK

MEMORANDUM

**TO:** Honorable Mayor and City Council  
**FROM:** Mark Jomsky, City Clerk   
**DATE:** February 16, 2023  
**RE:** Legal Advertisements and Public Notices

Attached, please find this week's submission of upcoming legal advertisements and public notices set for publication.

In addition, the webpage for posting public notices and advertisement has been updated with the attached information, and can be accessed from the City's home webpage: [www.cityofpasadena.net](http://www.cityofpasadena.net) (see illustration below)



Please let me know if you have any questions.

CITY OF PASADENA

Notice Inviting Bids

For

Brenner Park Renovation Project In the City of Pasadena, California

Bids will be received electronically via the City's [eProcurement Portal](#) no later than 2:00 pm on Thursday, March 9, 2023. A bid received after the time set for the bid opening shall not be considered. Bidders are required to submit their proposal/bid via the City's eProcurement Portal.

Plans and Specifications are available at:

<https://procurement.opengov.com/portal/pasadena>

Questions must be submitted via the City's eProcurement Portal. Any questions submitted after 2:00 pm on Thursday, March 2, 2023 will not be answered. During the bidding period, the City may find it necessary to issue addendum(a) to bid Specifications after those bid Specifications have been released. Only those parties that have registered with the City as a follower of a particular project will receive the addendum(a) for that project. The City is not responsible for notifications to those parties who do not directly register as a plan holder on the City's database. It is the responsibility of all prospective Bidders to register on the City's eProcurement Portal to ensure receipt of any addendum(a) prior to bid submittals. The City reserves the right to reject as nonresponsive any bid that fails to include the information required by any addendum(a) posted on the City's website. The Bidder is required to acknowledge all addenda received in Bidder's Proposal.

A pre-bid meeting is scheduled for Thursday, February 23, 2023 at 10:00 am at Brenner Park 235 Barthe Drive Pasadena, CA 91103. This meeting is to answer any questions regarding the project Plans and Specifications.

In accordance with the provisions of California Public Contract Code, § 3300, each Bidder must hold an active Class A or Class B at the time of bid submission, except as to joint venture Bidders, who shall be licensed as provided in California Business and Professions Code, §§ 7029.1 and 7028.15(c).

Pursuant to the provisions of §§ 1770 to 1782 of the California Labor Code, the California Department of Industrial Relations has determined the general prevailing rate of wages in the county in which the work is to be done. A copy of the general prevailing rate of wages is on file with the City Engineer and is available for inspection and reference during regular business hours.

A Contractor or subcontractor shall not be qualified to bid on, be listed in a bid proposal, subject to the requirements of § 4104 of the California Public Contract Code, or engage in the performance of this public works project unless currently registered and qualified to perform public work pursuant to California Labor Code, § 1725.5. It is not a violation of California Labor Code, § 1771.1 for an unregistered Contractor to submit a bid that is authorized by § 7029.1 of the California Business and Professions Code or by §§ 10164 or 20103.5 of the California Public Contract Code, provided the Contractor is registered to perform public work pursuant to § 1725.5 at the time the contract is awarded.

The Contractor must post job site notices prescribed by regulation in accordance with California Labor Code, § 1771.4.

This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

Contractors and subcontractors must furnish electronic certified payroll records directly to the California Labor Commissioner's Office utilizing the Department of Industrial Relation's electronic certified payroll reporting system.

**Electronic Bid bond** is required. Bidders must provide all required information for the City to verify the bond with their bid. The bond must meet the following requirements and characteristics: Bid security in the amount of five-percent (5%) of the total bid price in the form of a redeemable or callable electronic surety bond, meeting City requirements, must accompany all bids.

**Bid Bond Instruction:**

Here is what you should provide your bonding agent when trying to setup a bid bond for the City of Pasadena: The Project ID of the solicitation on which you are bidding. Your Contractor Vendor ID which is your Federal Tax ID or it's equivalent. Both fields are required for validation. If you are having trouble finding these ID's, please contact Surety2000 at 1-800-660-3263 or email [help@surety2000.com](mailto:help@surety2000.com)

Refer to the Specifications for complete details and bid requirements. The Specifications and this notice shall be considered a part of any contract made pursuant thereto.

MIGUEL MARQUEZ  
City Manager

**2. Addenda**

ADDENDA MUST BE ACKNOWLEDGED VIA THE CITY'S [EPROCUREMENT PORTAL](#). FAILURE TO ACKNOWLEDGE RECEIPT OF ANY ADDENDA ISSUED WILL RENDER THE CONTRACTOR'S BID AS NONRESPONSIVE.

**3. Electronic Bid bond**

Electronic Bid bond is required. Bidders must provide all required information for the City to verify the bond with their bid (PDF file). The bond must meet the following requirements and characteristics: Bid security in the amount of five percent (5%) of the total bid price in the form of a redeemable or callable electronic surety bond, meeting City requirements, must accompany all bids. If the Bidder to whom the contract is awarded shall for fifteen (15) calendar days after such award fail or neglect to enter into the contract with the required insurance documentation, submit the Construction & Demolition Waste Management Plan, and file the required bonds, the City may deposit in its treasury said bid security and, under no circumstances, shall it be returned to the defaulting Bidder. Failure to return signed contract with all the attachments stated above may result in having the project awarded to the next lowest bidder.