Notice of a Special Joint Meeting of the
FINANCE COMMITTEE and/or CITY COUNCIL
3:00 p.m. – Monday, May 7, 2018
PASADENA CITY HALL - COUNCIL CHAMBERS ROOM S249

NOTICE IS HEREBY GIVEN that a special joint meeting of the Finance Committee and/or City Council will be held **Monday, May 7, 2018** at **3:00 p.m.** in the Council Chambers Room S249, at City of Pasadena City Hall, 100 N. Garfield Ave., Pasadena, California.

A. CALL TO ORDER

B. PUBLIC COMMENT

C. NEW BUSINESS
1. Adoption of Fiscal Year 2019 Recommended General Fee Schedule*

D. INFORMATION ONLY
1. Enterprise Resource Planning (ERP) Quarterly Project Status Report
2. Capital Improvement Program – Fiscal Year 2018 Third Quarter Monitoring Report
3. Follow-up Items from the Recommended Fiscal Year 2019 Capital Improvement Program (CIP) Budget Hearing on April 30, 2018

E. PUBLIC HEARINGS
1. Opening of Public Hearing for Fiscal Year 2019 Recommended Schedule of Taxes, Fees, and Charges
2. CONTINUTED PUBLIC HEARING: City Manager's Recommended Fiscal Year 2019–2023 Capital Improvement Program Budget
    1. Parks & Landscaping
    2. Arroyo Projects
    3. Transportation
    4. Parking
    5. Technology

F. ADJOURN SPECIAL JOINT MEETING

TERRY TORNEK, Mayor
Chair, Finance Committee

This notice, in its entirety, was posted at City Hall and distributed as indicated below by 5:30 p.m. on Thursday, May 3, 2018.

Lori Eubanks, Recording Secretary
Finance Committee

*Attachments included in City Council packets.

Distribution:

City Council	Los Angeles Times	City Manager
Star-News	City Attorney	Pasadena Weekly
City Clerk	La Opinion	Main Library
Pasadena Journal	Council Chambers Bulletin Board	City Hall Front Kiosk

Agenda Report

May 7, 2018

TO: Honorable Mayor and City Council

THROUGH: Finance Committee

FROM: Director of Finance

SUBJECT: **ADOPTION OF FISCAL YEAR 2019 RECOMMENDED GENERAL FEE SCHEDULE**

RECOMMENDATION:

It is recommended that the City Council:

1. Adopt a resolution approving the FY 2019 General Fee Schedule.

BACKGROUND:

Each year, as part of the annual budget adoption process, the City Council adopts a resolution approving the General Fee Schedule. Consistent with California law, Pasadena Municipal Code Section 1.08.070 states that the amount of any fee established by resolution of the City Council shall not exceed the cost incurred by the City in providing the service, use, action, or item for which the fee is charged. Examples of cost of service based fees include processing land use approvals and building permits, and entrepreneurial type services. The General Fee Schedule also includes non-cost of service based fees such as facility rentals and fees to participate in recreation programs.

Pursuant to Pasadena Municipal Code Section 1.08.060, the Director of Finance shall adjust all applicable taxes, fees and charges annually based on changes in the Consumer Price Index (CPI). The CPI for All Urban Consumers in the Los Angeles-Riverside-Orange County metropolitan areas increased by 3.6235 percent between March 1, 2017 and March 1, 2018.

The last citywide cost of service study was conducted by Matrix Consulting Group in August 2013. The Department of Finance plans to initiate a new citywide cost of service study in FY 2019.

Attachment A is a complete list of the FY 2019 Recommended General Fee Schedule presented for adoption by resolution.

New Fees

In addition to annual adjustments, there are 20 new fees being proposed for fiscal year 2019 (detailed in Attachment B). Below is a summary of new fees by department.

Libraries and Information Services Department – 1 New Fee

- Library Equipment Use and Technical Assistance Charges Fee of $40 to recover the staff time and costs associated with technical set-up by patrons of meeting room spaces at the Library. This fee includes the data and/or video projection equipment as well as the set up and take down, per hour.

Human Services and Recreation Department – 1 New Fee

- Passport Acceptance Fee of $35 aligns with the passport execution fee set by the United States Department of State to assist with passport application forms.

Planning Department – 5 New Fees

- Building Permit Extension Fee would allow a building official to extend building permits by six months with approval at which time a fee of $1,000 or 2 percent of permit valuation, whichever is greater would be charged. On December 12, 2016, the Pasadena Municipal Code section 14.04.020 was revised by ordinance 7289 to establish a time limit on building permits of 24 months.
- Two fees related to the attorney review of planned development applications and environmental impact reports as well as development agreements. These fees would be billed at the cost of service.
- Two fees related to consultant time and materials for SUSMP/NPDES permit requirements of low impact development review and arborist plan review. The expertise of these consultants is not available within in-house City staff.

Public Health Department – 6 New Fees

- Business Name Change Fee of $45 is a processing fee for a permitted facility to change their business name.
- Two fees related to vaccines: Immunization Miscellaneous Fee and Tdap Fee.
- Two fees related to seasonal food operators that sell prepackaged food at a specific location for a time period not exceeding 180 days.
- Tuberculosis (TB) Risk Assessment Form Completion of $20 to account for licensed staff's time to review the TB risk assessment form and assess a client's need of the TB (mantoux) test.

Public Works Department – 5 New Fees

- Public Tree Removal Application Fee (Up to 10 Public Trees) Fee of $306.37 for the staff time incurred by the City to review requests to removed public trees.

- Two at cost commercial bin collections services fees: Tonnage – 5 tons or more Fee and Damaged or Lost Fee
- One at cost residential refuse collection bin for a damaged or lost bin.
- Sewer CCTV Review Fee of $85 for the costs associated with an engineer reviewing sewer video to assess the capacity and/or condition of a home's sewer pipe.

Transportation Department – 2 New Fees

- Two bus temporary stop closure/re-route fees per the re-evaluation of an Associate Planner's time to provide the service.
    a. Bus - Temporary Stop Closure/Re-Route (Each Additional Day) Fee of $62.50.
    b. Bus - Temporary Stop Closure/Re-Route (Each Additional Day for More Than One Stop) Fee of $31.50

Fees Higher than CPI

There are 11 existing fees that are recommended to be increased by more than this year's CPI adjustment of 3.6235 percent; these recommended increases are based upon cost of service analysis or market rate adjustments. Of the 11 fees, the Department of Public Works has proposed significantly increasing 4 fees to $300.95 after a study found that the same amount of staff time is necessary to process the Construction and Demolition (C&D) plan for a multifamily residential new construction project on a per unit basis, as it is for other projects categorized as single family residential new construction, tenant improvements, remodels and demolition projects. Detail for all fees higher than CPI is available on Attachment C of this report.

Deleted Fees

There are 21 fees recommended to be deleted in fiscal year 2019 (Attachment D). The Human Services and Recreation Department proposes the elimination of the Event Insurance Premium Rates Fee; the fee is obsolete as the department no longer provides event insurance. The Public Health Department is proposing to delete 18 fees that are no longer applicable as a result of program and service changes and laboratory closures that began in 2015. The Public Works Department is proposing to delete 2 fees for services that are no longer available as a result of cuts in grant funding.

Other Revisions

Attachment E is a summary of existing fees recommended to increase by an amount less than the 3.6235 percent CPI adjustment and/or a fee title change has been requested by a City department.

The Human Services and Recreation Department is proposing to increase their Facility Rentals (conference rooms, meeting rooms, classrooms, auditoriums) and Recreation

and Sport Facilities (fields, gymnasiums, and pools) by CPI. These facility rental fees have not been increased since 2012 when a cost of service study was last completed. These fee calculation adjustments will be rounded down to the nearest dollar.

Summary

If the City Council adopts a resolution approving the FY 2019 Recommended General Fee Schedule, the fees will become effective on July 1, 2018. A number of fees are recommended to remain unchanged due to various government code provisions. Generally, fee calculations are rounded down to the nearest dollar with some exceptions where precise fee amounts are required. Pursuant to Government Code Section 66017 (a), changes to development fees shall be effective no sooner than 60 days following the final fee schedule adoption. If the FY 2019 Recommended General Fee Schedule is approved on May 14, 2018, development related fees will be effective July 13, 2018.

The FY 2019 Recommended General Fee Schedule (Attachment A) is attached and is posted to the City's website for public review.

COUNCIL POLICY CONSIDERATION:

The City Council's strategic planning goal of maintaining fiscal responsibility and stability will be advanced by annually updating the General Fee Schedule and by ensuring that, where appropriate, the City is reimbursed for the cost of providing selected services.

FISCAL IMPACT:

Upon adoption of the resolution, the amendments to the General Fee Schedule are expected to increase the revenues in the General Fund for fiscal year 2019 by approximately $23,000 and in other funds by $162,000. These revenue projections have not been factored into the General Fund Five-Year Plan or the Fiscal Year 2019 Recommended Operating Budget.

Respectfully submitted,

MATTHEW E. HAWKESWORTH
Director of Finance
Department of Finance

Prepared by:

Byanca Banaga
Administrative Analyst
Department of Finance

Approved by:

STEVE MERMELL
City Manager

Attachments: (5)
1) Attachment A –Fiscal Year 2019 Recommended General Fee Schedule
2) Attachment B –New Fees
3) Attachment C –Fees Higher than CPI
4) Attachment D –Deleted Fees
5) Attachment E –Revised Fees (Fees Lower Than CPI and/or Name Change)

Department of Information Technology

MEMORANDUM

May 7, 2018

To: Finance Committee

From: Phillip Leclair
Chief Information Officer

Subject: Enterprise Resource Planning (ERP) Quarterly Project Status Report

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This item is for information only.

The attached report provides an update to the Finance Committee on the current activities and status through May 1, 2018. The report includes a project status with updates on the project budget, schedule, accomplishments, planned activities and any major issues. A financial summary is included through April 25, 2018.

The Department of Information Technology plans to provide updated status reports to the Finance Committee on a quarterly basis.

ATTACHMENTS:
Attachment 1 – ERP Quarterly Project Status Report
Attachment 2 – ERP Financial Summary

Department of Information Technology
Enterprise Resource Planning (ERP)
Quarterly Project Status Report
May 7, 2018

The ERP Project Phase 2 Human Resources & Payroll implementation is delayed due to the ongoing implementation of the dependent Electronic Timekeeping System project (CIP Project # 71161) that must interface with the ERP Tyler Munis system. Additional configuration and testing time are needed to automate very complex labor rules and pay calculations within the timekeeping system to achieve 100% accuracy. Most of these functions are currently performed manually and automating within the timekeeping system will improve accuracy. As a result of this ongoing effort, the implementation for Phase 2 will be delayed until October 2018.

Highlights of the activities between October 16, 2017 and May 1, 2018 and the plans for the next quarter are listed below:

Budget: Current projections based on the ongoing implementation delay indicate insufficient budget to complete Phase 2 (Human Resources and Payroll). As part of the FY 2019 Capital Budget staff is recommending an additional appropriation of $160,000 from the General Fund to the project. The majority of the ongoing expenses are related to staff costs spent on the project and time and materials costs for the timekeeping vendor to complete configuration changes. Another appropriation of up to $200,000 in non-General Funds may be recommended in the next fiscal year, subject to Finance Committee review, if the project is delayed beyond October 2018. The additional appropriation would cover staffing costs to close out the project. There are no costs incurred by the ERP software vendor as a result of the delays.

Actual FY2018 Spend: $361,340, which represents 51% of FY2018 budget. Actual-Life-to-Date Spend: $7,525,209 to date, which accounts for 96% of the total project budget. The table below shows the source of the remaining project funds, including available project contingency reserves, and future recommended appropriations. The entire available balance is anticipated to be exhausted before the completion of the project.

Source of Project Funds	Available Balance as of 4/28/18	Recommended New Appropriation	Comments
General Fund	$334,791	$160,000	New appropriation included in FY2019 CIP Budget Recommendation
All Other Funds	$0	$200,000	Possible recommendation to close out project in FY2019 subject to Finance Committee review

See Attachment 2 for a complete project budget. Note: Although the Personnel line item shows budget spent at 112%, the project contingency budget, currently at 63%, funds the remaining personnel costs. The overage in the Personnel budget is due to the additional temporary staff added to support the implementation of Phase 1 Financials and as a result of Phase 2 HR/Payroll

implementation delays from the original January 2017 target. The impacts and costs to personnel were discussed in previous status reports.

Schedule: Phase 2 (Human Resources & Payroll) implementation activities are delayed due to ongoing configuration of the Enterprise Timekeeping System (CIP #71161) to automate timekeeping and reporting to produce accurate payroll for all employees. As a result of this delay, Phase 2 implementation will be delayed until October 2018. Overall Project completed: 87%.

Accomplishments: In December 2017, the Enterprise Electronic Timekeeping system was delivered by the vendor with the original configuration. A group of key payroll analyst from multiple departments were trained on the new timekeeping system and aided in the creation of employee timesheets for testing purposes. The payroll analysts continue to support testing functions and provide feedback.

A third payroll cycle test consisting of four departments and multiple employee labor groups and employee types was conducted that uncovered additional operational practices that need to configured in the system. Of the test cases that completed successfully, employee timesheets were created, payroll and benefits were processed and financial entries were posted to the Tyler Munis financial system.

In February 2018, staff completed a major system upgrade of the Tyler Munis system to incorporate custom benefit calculations specific to Pasadena and implement new enhancements to the financial system. Since July 2015, the Tyler Munis ERP system has been upgraded twice and each upgrade has provided improved functionality and new benefits.

Next Quarter's Planned Activities: Over the next quarter, new configuration changes to the timekeeping system will be implemented and tested. Fourth and fifth payroll cycle tests will be completed that will represent the most complex employee pay calculations and representative of all labor groups and departments. Following system sign-off, additional payroll tests cycles involving all employees will be conducted to ensure complete accuracy and reduce any risk to payroll processing and calculation errors.

Issues: One of the goals for the project is to automate pay calculations based on labor agreements and standard practices to achieve 100% payroll accuracy. In the current timekeeping system, special pay calculations, such as overtime, are manually entered and susceptible to error and inconsistent interpretation across labor groups and departments. In order to develop the timekeeping system automation rules, a comprehensive review of all labor agreements was completed by the timekeeping vendor with oversight by City Payroll and Human Resources staff. After delivery of the original scope of work by the timekeeping system vendor, a wider group of payroll analysts from multiple departments were asked to test using the most complicated timesheets. During testing, additional operating practices were uncovered that were not reflected in the labor agreements. In addition, new labor agreements were approved by Council over the last year that must be incorporated into the timekeeping system. Whenever changes are made to the timekeeping system configuration, another round of testing and review must be completed to ensure accuracy, which also results in implementation delays.

These examples illustrate how the time and effort to complete the configuration of the timekeeping system, a dependent project to the completion of ERP Phase 2 (Human Resources and Payroll), has exceeded the staff and vendor's schedule and budget expectations. At this time, staff believes all configuration changes have been captured as a result of the last payroll test cycle. The new configuration changes are expected to be implemented by the vendor within the next quarter and testing will resume.

While staff remains confident in the progress, additional testing cycles may uncover incomplete system configurations that will require additional rounds of testing. Should this occur, the implementation date may be delayed again and the cost and scope of the project may increase further. Nevertheless, staff is moving forward as quickly as possible and has already factored in additional time into the current schedule to remediate any issues that may arise.

Department of Information Technology
Enterprise Resource Planning (ERP)
Financial Summary Report

May 7, 2018

A	B	C	D	E	F
Expense Category	**Adopted Budget [4]**	**FY 2018 Expenses to Date**	**Total Life-to-Date Expenses**	**Project Balance as of 4/25/18 [2] (B - D)**	**Percentage of Budget Spent (D / B)**
Expenses					
Personnel [1]	$2,955,203	$244,628	$3,301,390	($346,187)	112%
Services & Supplies					
Equipment - Hardware	$167,000	$0	$166,288	$712	100%
Contract Services - Tyler Technologies					
Base Contract	$2,986,435	$1,500	$2,818,864	$167,571	94%
Contract Contingencies	$697,965	$113,969	$587,881	$110,084	84%
Contract Services - Professional Svcs	$237,085	$1,106	$125,182	$111,903	53%
Project Contingencies [5]	$816,313	$0	$517,774	$298,539	63%
Internal Services	$0	$136	$7,831	($7,831)	
Total:	**$7,860,000**	**$361,340**	**$7,525,209**	**$334,791**	**96%**

See notes on the following page

Notes: (1) Personnel costs include both City and temporary agency staff costs.

(2) Project balance as of 4/25/18 is based on morning PL Detail Report, and includes personnel costs thru 4/01/18 and purchasing card transactions through the 3/15/18 billing statement.

(3) Summary of expenses by fiscal year:

FY 2013:	$112,302	
FY 2014:	$1,308,785	
FY 2015:	$2,517,974	
FY 2016:	$2,285,898	
FY 2017:	$938,911	
FY 2018:	$361,340	thru 4/25/18 PL Report
Total:	$7,525,209	

(4) Additional appropriations per the following:

a. May 16, 2016 - $500,000 was added as part of the FY 2017 Adopted CIP Budget to cover anticipated personnel costs and increased contingency, namely for change management costs.
b. June 20, 2016 - $445,000 was added as part of the final FY 2016 CIP clean-up report for additional temporary staffing during configuration and launch of core financials.
c. October 10, 2016 - $500,000 was added as part of the first FY 2017 CIP clean-up report to replenish project contingencies by $250k, and increase the contract contingency amount with Tyler by $250k.
d. April 27, 2015 - $250,000 was added to CIP 1072 & 3207 to support additional ERP costs from PWP. This amount is not currently reflected in the total ERP budget.

(5) Higher than anticipated needs for Change Management services account for the majority of the use of project contingencies. Change Management services are used to ensure that City staff thoroughly transition to using the Tyler Munis system.

MEMORANDUM - CITY OF PASADENA
DEPARTMENT OF PUBLIC WORKS

DATE: May 7, 2018

TO: Finance Committee

FROM: Ara Maloyan, P.E., Director of Public Works

RE: Capital Improvement Program – FY 2018 Third Quarter Monitoring Report

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Attached for the Finance Committee's review is an update of all active Capital Improvement Program (CIP) projects through the 3rd quarter of fiscal year 2018. The Third Quarter Monitoring Report (QMR) includes 186 projects as summarized below:

Projects on Quarterly Monitoring Report	187
Project Status:	
Active Projects	168
Inactive Projects	19
Total Projects on QMR	187
Active Projects Phase:	
Design	33
Construction	33
Planning	17
Ongoing	73
Completed	12
Total Active Projects	168
Contracts Awarded for Design or Construction	13

In addition, the Capital Improvement Program FY 2018 Third Quarter Monitoring Report contains detailed information on each project including:

Project Stage
- Design, construction, planning, inactive, ongoing, or completed.

Color Shading
- Completed projects - shaded in purple;
- Projects delayed due to external factors (Caltrans, MTA, environmental review, etc.) - shaded in blue; and
- Projects delayed due to internal factors (staff shortages, other higher priority projects, etc.) - shaded in green.

If you have questions on any projects, please let me know and I will have staff available to respond.

ProTrak

City of Pasadena

Capital Improvement Program
FY 2018 Quarter Monitoring Report
Activity Through March 31, 2018

LEGEND

- Project Completed
- Project Delayed - External Factors
- Project Delayed - Internal Factors

Municipal Buildings and Facilities

Priority	Project#	Project Name	Total Estimated Cost	Appropriation Thru FY 2018	Expenditures Life of Project	Project Balance as of 3/31/2018	Expenditures Year-To-Date	FY 2018 Anticipated Expenditures	FY 2018 Workplan Schedule	Comments	Stage
1	71902	Building Maintenance FY 2016 - 2020	5,863,812	3,763,812	2,270,165	1,493,647	937,094	1,000,000	As part of the FY 2018 work plan work will be scheduled at the following buildings: Branch libraries, Building Maintenance Building, City Hall, Fleet Maintenance Building, Police Building, Police Firing Range, Public Works Building, Villa Parke Community Center, and Victory Park Center. Work plan details are included under each building's project schedule.	Roof at Fire Station 32 replaced and three evaporators and one condenser installed at Fire Station 34 in 3rd quarter. Projects in progress: men's restroom remodel at City Yard; HVAC equipment replacement at BSFMD administrative office and HVAC shops; painting of high traffic areas at branch libraries; copper re-piping and water service upgrade at Eaton Canyon Training Center; and specification development for roof repairs at Victory Park Center.	Ongoing
2	71907	Central Library Restoration - Phase II	210,000	210,000	209,929	71	181,332	181,404	This project will be completed in FY 2018.	Project completed on September 22, 2017.	Completed
3	71809	Pasadena Police Department Indoor Firing Range	580,000	580,000	478,221	101,779	98,170	199,949	This project will be completed in FY 2018.	Installation of rubberized trap completed in February. Procurement of HEPA filtration system equipment in progress and scheduled for installation in 4th quarter.	Construction
4	71160	Hale Building Interior Remodel - Design Phase	250,000	250,000	29,182	220,818	21,110	241,928	A building assessment will be completed and design will continue in FY 2018.	Proposals for space planning and HVAC evaluation received in 3rd quarter. Notice to Proceed issued in March for HVAC evaluation. Assessment and design plans anticipated for completion in 4th quarter.	Planning
5	71908	Jackie Robinson Center - Kitchen Remodel	115,000	115,000	18,715	96,285	8,056	104,340	This project will be completed in FY 2018.	Construction began in February and is anticipated for completion in 4th quarter.	Construction
6	71810	YWCA Building Closure and Protection	500,000	500,000	20,686	479,314	20,686	500,000	This project will begin in FY 2018.	Design for roof repairs and structural shoring system completed in 3rd quarter. Bid opening held in April;	Design

Priority	Project#	Project Name	Total Estimated Cost	Appropriation Thru FY 2018	Expenditures Life of Project	Project Balance as of 3/31/2018	Expenditures Year-To-Date	FY 2018 Anticipated Expenditures	FY 2018 Workplan Schedule	Comments	Stage
										$906,120 proposed. Additional funding needed.	
Streets and Streetscapes											
1	73920	Resurfacing and Slurry Seal FY 2017 - 2021	10,396,293	4,176,293	769,326	3,406,967	597,386	1,500,000	Two and a half miles of resurfacing will be constructed and four miles of resurfacing will be designed in FY 2018.	Construction for Slurry Seal project began and is anticipated for completion in 4th quarter. Resurfacing project scheduled to advertise for construction in 4th quarter.	Construction
2	73913	Citywide Sidewalk ADA Improvements	17,000,000	4,587,271	4,228,366	358,905	1,236,497	1,068,404	In FY 2018, the contractor will begin construction of 40,000 square feet of sidewalk. In addition, City crews and MASH employees will complete construction of 20,000 square feet of sidewalk.	In 3rd quarter, construction of the CDBG funded sidewalk project in NW Pasadena was completed. Design of Citywide Sidewalk ADA Improvements continued and is scheduled to advertise for construction in 1st quarter FY 2019.	Design
3	73909	Pedestrian Accessibility FY 2016 / 2017	350,000	350,000	327,911	22,089	15,250	37,339	Construction will be completed in FY 2018.	Project completed on July 28, 2017.	Completed
4	73925	Curb Ramp Pedestrian Accessibility Improvements FY 2017 - 2021	1,810,000	360,000	44,699	315,301	44,699	200,000	In FY 2018, approximately 25 curb ramps will be constructed at various locations.	Contract awarded for construction in 3rd quarter. A total of nine ramps will be built as part of the Miscellaneous Concrete Repairs 2018 project. Additional ramps under design for inclusion in the Preventive Maintenance FY 2017-2018 project.	Construction
5	73921	Curb and Gutter Improvements Citywide FY 2017 - 2021	2,249,697	1,349,697	698,037	651,660	423,870	587,221	This project will continue in FY 2018.	Contract awarded for construction in 3rd quarter. As part of the Miscellaneous Concrete Repairs 2018 project, work will include repairs to 58,000 square feet of sidewalk and 1,750 linear feet of curb and gutter.	Construction
6	73910	Drainage Improvements on Streets with Flat Grades FY 2016 - 2020	1,183,502	783,502	793,962	-10,460	36,843	26,383	Construction of drainage improvements on flat streets will continue in FY 2018.	Flat Streets 2017 completed on July 28, 2017. At the end of FY 2018, this project will be closed and combined with the Annual ADA Sidewalk and	Completed

Priority	Project#	Project Name	Total Estimated Cost	Appropriation Thru FY 2018	Expenditures Life of Project	Project Balance as of 3/31/2018	Expenditures Year-To-Date	FY 2018 Anticipated Expenditures	FY 2018 Workplan Schedule	Comments	Stage
										Miscellaneous Concrete Improvement Program. Staff is reviewing project expenditures and will take appropriate action to address the project balance.	
7	73902	Bridge Improvements Citywide	1,870,553	775,553	783,696	-8,143	104,349	96,206	Construction by LA County will be completed in FY 2018 for repairs to the following bridges: New York Drive (eastbound) over Eaton Wash and New York Drive (westbound) over Eaton Wash.	In April, maintenance and repairs were completed at the following bridges: Sierra Madre Blvd/Eaton Wash; New York Dr/Eaton Wash; Fair Oaks Ave/LACMTA; Colorado Blvd/Arroyo Blvd; Walnut St/MTA; Oak Grove Dr/Arroyo Seco Channel; and Prospect Blvd/Seco St.	Completed
8	73911	Installation/Replacement of Guardrails FY 2016 - 2020	225,000	120,000	61,233	58,767	370	24,137	Guardrail installation and repair will continue in FY 2018.	Purchase order issued to repair damaged guardrail on Holly Street. Construction will begin in 4th quarter.	Construction
9	73323	Holly Street Bridge - Seismic Retrofit	9,775,000	9,503,000	359,805	9,143,195	87,660	200,000	Preparation of environmental document and preliminary design will continue in FY 2018.	Preparation of environmental documentation continued in 3rd quarter. Environmental phase anticipated for completion in FY 2019.	Planning
10	73912	Old Pasadena Tree Grates and Frames	240,000	120,000	38,188	81,812	6,369	88,180	In FY 2018, approximately 15 missing/broken grates will be replaced throughout Old Pasadena.	An additional 20 tree grates and frames will be delivered in 4th quarter. In FY 2019, this project will be closed and work will continue as part of the Department of Transportation's operating budget.	Construction
11	73924	Alley and Concrete Street Improvements Citywide FY 2018 - 2022	1,200,000	300,000	28,853	271,147	19,996	300,000	Design of improvements to Meneely Alley will be completed in FY 2018.	Design of improvements to Meneely Alley continued.	Design
Street Lighting											
1	74413	In-Fill Street Lighting and Repair and/or Replacement of Existing Street Lighting Systems FY 2016 - 2020	350,324	280,324	202,686	77,638	82,797	75,000	This is a continuing program. Projects will be scheduled by City staff as requests are received for enhanced lighting and	City crews installed two new street lights.	Ongoing

Priority	Project#	Project Name	Total Estimated Cost	Appropriation Thru FY 2018	Expenditures Life of Project	Project Balance as of 3/31/2018	Expenditures Year-To-Date	FY 2018 Anticipated Expenditures	FY 2018 Workplan Schedule	Comments	Stage
									as street light components in need of repair and/or replacement are identified.		
2	74414	Street Lighting - Various Development Projects	852,107	852,107	499,312	352,795	12,533	392,728	Design will be completed and construction will begin in FY 2018.	Construction began and is anticipated for completion in 4th quarter.	Construction
3	74415	Replacement of High Voltage Street Lighting Infrastructure Systems	11,750,000	100,000	98,142	1,858	98,142	50,000	A citywide assessment will be completed and design will begin in FY 2018.	Project separated in four phases based on priority and location. Design of Phase I, located in southwest Pasadena, continued in 3rd quarter.	Design
4	74416	Concrete Traffic Signal/Street Lighting Pole Replacement - Phase I	850,000	100,000	8,101	91,899	8,101	50,000	Design will begin in FY 2018.	Design of traffic signal modifications at Fair Oaks Avenue and Mountain Street continued.	Design
Street Lighting and Electric Undergrounding											
1	3210	Electric System Undergrounding Outside Established Undergrounding Districts - FY 2017 - 2021	500,000	400,000	138,526	261,475	42,926	100,000	This is an ongoing project which is based on small undergrounding projects that are not part of an established underground district.	Three applications for reimbursement reviewed in 3rd quarter; six reimbursements processed to date.	Ongoing
2	3211	Hill Avenue - Electrical System Undergrounding, Villa Street to North City Limits	4,525,000	4,525,000	2,926,709	1,598,291	909,115	2,025,000	In FY 2018, utility pole removal and resurfacing will be completed.	Construction is complete; project undergoing finalization.	Completed
3	3212	Alpine Street - Electrical System Undergrounding, Marengo Avenue to El Molino Avenue	2,700,000	2,700,000	1,034,462	1,665,538	647,981	1,000,000	In FY 2018, electrical construction on joint trenches and connects, and overhead wire and pole removal will be completed by the Water and Power Department. Resurfacing will be completed in FY 2019 by the Public Works Department.	Construction and supporting activities for private property conversion continued. Third party removal of overhead communication equipment and conductors is expected in the 4th quarter.	Ongoing
Transportation											
1	75075	Pasadena Bicycle Program FY 2016 - 2020	498,190	288,190	219,979	68,211	13,872	80,000	The Bicycle Transportation Plan and implementation of the Pasadena	Implementation of Roseways Network continued in 3rd quarter.	Ongoing

Priority	Project#	Project Name	Total Estimated Cost	Appropriation Thru FY 2018	Expenditures Life of Project	Project Balance as of 3/31/2018	Expenditures Year-To-Date	FY 2018 Anticipated Expenditures	FY 2018 Workplan Schedule	Comments	Stage
									Neighborhood Roseways Network will continue in FY 2018.		
2	75047	Pedestrian Safety Enhancements at Signalized Intersections	455,300	455,300	240,114	215,186	11,828	200,000	Construction will begin when environmental clearance is obtained by Caltrans.	Project under environmental review with Caltrans. Staff continued discussions with Caltrans regarding challenges of environmental approval.	Design
3	75083	Pedestrian Crossing Enhancements Program	656,500	656,500	273,226	383,274	58,200	100,000	Enhanced treatments at additional locations will continue in FY 2018.	Installation of enhanced flashing signs at Villa Street and Euclid Avenue completed. Design underway for next phase of project.	Design
5	75092	Enhancements to Metro Gold Line Allen Station - Concept Study	300,000	200,000	6,252	193,748	1,799	200,000	Design will begin in FY 2018.	Contract awarded for outreach and conceptual design in 3rd quarter. Community meeting scheduled on May 8.	Planning
6	75076	Citywide Complete Streets Program FY 2016 - 2020	1,149,148	321,826	173,503	148,323	8,003	100,000	In FY 2018, ongoing work including speed hump investigations, preferential parking program and neighborhood traffic management program will continue. Construction of bulb outs and a raised median on Sunnyslope Avenue will begin when funds are identified.	Approved conceptual design of S. Orange Grove Complete Streets Program will be presented to residents in 4th quarter. In addition, a consultant will be selected to conduct traffic analysis on the N. Fair Oaks Complete Streets project.	Ongoing
7	75605	Arterials Speed Management Program	767,000	417,000	288,676	128,324	31,242	50,000	In FY 2018, additional arterial speed management strategies will be implemented including the design of up to 12 speed feedback signs.	Contract awarded for construction and is scheduled to begin in 4th quarter.	Construction
8	75087	Complete Streets Project - Union Street Cycle Track - Phase I	6,500,000	1,034,477	20,261	1,014,216	11,381	700,000	Design will continue in FY 2019.	Design began in 3rd Quarter.	Design
9	75052	Complete Streets Project - Cordova St. from Hill Ave. to Arroyo Pkwy.	2,726,613	2,626,613	74,222	2,552,391	47,522	100,000	Preliminary design will begin in FY 2018.	Contract for outreach and design on hold pending update on status of grant application .	Design
10	75077	Complete Streets Project - Avenue 64 from Colorado Blvd. to South City Limits	552,000	200,000	16,393	183,607	0	30,000	Design will continue in FY 2018.	No activity in 3rd Quarter.	No Activity This Quarter

Priority	Project#	Project Name	Total Estimated Cost	Appropriation Thru FY 2018	Expenditures Life of Project	Project Balance as of 3/31/2018	Expenditures Year-To-Date	FY 2018 Anticipated Expenditures	FY 2018 Workplan Schedule	Comments	Stage
12	75093	Complete Streets Project - N. Hill Ave. from North City Limit to Villa St. - Concept Study	300,000	100,000	274	99,726	274	100,000	Design will begin in FY 2018.	Design began in 3rd quarter.	Design
13	75096	Mid-block Traffic Signal and Crosswalk at 1790 N. Fair Oaks Ave.	265,000	265,000	24,848	240,152	23,648	30,000	Design will be completed in FY 2018. Construction is scheduled to begin in FY 2019.	Design continued in 3rd quarter.	Design
14	75091	New Traffic Signal - Garfield Ave. and Washington Blvd.	485,000	75,000	14,326	60,674	14,326	75,000	Design will be completed in FY 2018.	Design continued in 3rd quarter.	Design
15	75048	Left Turn Signal Phasing at Colorado Blvd. and Orange Grove Blvd. and at Orange Grove Blvd. and Holly St.	577,520	577,520	588,708	-11,188	64,865	53,677	Construction will be completed in FY 2018.	Project completed on July 21, 2017. Staff is reviewing project expenditures and will take appropriate action to address the project balance.	Completed
16	75701	Intelligent Transportation System (ITS) Project - Phase I	4,198,961	4,198,961	2,769,515	1,429,446	163,377	1,500,000	In FY 2018, this project will allow for the integration of Metro bus arrival information onto Pasadena Transit bus finder signs. Parking and traffic components of this project are on hold pending negotiations with Caltrans on separating the project into distinct and manageable components.	Staff separating project into sub-projects to determine funding for each component. Bid packages scheduled to advertise for construction in 4th quarter.	Design
17	75506	Gold Line Phase I - Project Enhancements	5,711,908	5,711,908	3,614,771	2,097,137	115,413	2,000,000	Construction on the Light Rail Train Tracking and Network System will be substantially completed in FY 2018.	Contract execution in progress. Construction scheduled to begin in 4th Quarter.	Construction
18	75079	Mobility Corridor Improvements FY 2016 - 2020	421,861	271,861	151,187	120,674	21,142	100,000	The project will supplement Caltrans Connected Corridors Project. Caltrans received a Metro Grant to install various ITS improvements to participating cities in the I-210 Connected Corridors Management Project. In Pasadena, approximately $1.5 million of ITS improvements will be installed along the parallel mobility corridors. In FY 2018, the Mobility Corridor Project will be utilized to cover City staff time in the plan checking and inspection of	Coordination with Caltrans continued for implementation of the I-210 Connected Corridor Project.	Ongoing

Priority	Project#	Project Name	Total Estimated Cost	Appropriation Thru FY 2018	Expenditures Life of Project	Project Balance as of 3/31/2018	Expenditures Year-To-Date	FY 2018 Anticipated Expenditures	FY 2018 Workplan Schedule	Comments	Stage
									Caltrans improvements within Pasadena.		
19	75080	Old Pasadena Traffic Improvement - FY 2016 - 2020	150,000	90,000	956	89,044	956	50,000	In FY 2018: selected recommendations from the Old Pasadena Commercial Loading Zone Study will be implemented; conceptual designs for mid-block crosswalks will be developed; and special signs, striping, traffic signal modifications or parking related enhancements will be installed as needed.	Coordination with OPMD continued for deployment of modified loading zone signs consistent with the Old Pasadena Commercial Loading Zone Study. Procurement of active "No Left Turn" signs to replace existing signs on Fair Oaks Ave and Colorado Blvd also continued.	Ongoing
20	75044	Pasadena Wayfinding System	2,287,785	2,287,785	2,275,947	11,838	17,122	28,960	This project will continue in FY 2018 with the installation of static parking signs.	Project completed on August 18, 2017.	Completed
21	75089	Transportation System Safety Enhancements Project	1,275,000	834,040	85,092	748,948	80,045	75,000	Design of enhancements at each intersection will begin in FY 2018.	Design of enhancements at Lincoln Ave/Mountain Ave/Seco St; Lincoln Ave/Forest Ave; and Orange Grove Blvd/Lake Ave continued.	Design
22	75090	Left Turn Signal Phasing at Fair Oaks Ave. and Colorado Blvd.	160,000	160,000	0	160,000	0	40,000	Design will be completed in FY 2018.	Design will continue pending environmental approval by Caltrans.	Ongoing
23	75084	Mobility Corridors - Rose Bowl Access Systems	1,622,000	1,622,000	217,728	1,404,272	127,143	200,000	Design will be completed in FY 2018.	Design completed in 3rd quarter.	Design
24	75915	Federal and State Traffic Sign Compliance Program	175,000	175,000	155,796	19,204	1,462	40,000	In FY 2018, work will continue on updating miscellaneous regulatory and warning signs in compliance with the California MUTCD.	Design and ongoing coordination continued.	Ongoing
25	75911	Intelligent Transportation System (ITS) Master Plan Implementation Phase III	5,417,565	5,417,565	993,811	4,423,754	411,970	1,500,000	Construction will be underway in FY 2018.	Construction continued and is anticipated for completion in 4th quarter.	Construction
26	75094	Implement Bus Signal Priority System on Pasadena Transit Buses	1,447,191	1,447,191	0	1,447,191	0	100,000	This project will begin in FY 2018 with administration of the funding agreement and preliminary design.	Execution of Metro Funding Agreement completed. Preliminary design scheduled to begin in 4th Quarter.	Planning

Priority	Project#	Project Name	Total Estimated Cost	Appropriation Thru FY 2018	Expenditures Life of Project	Project Balance as of 3/31/2018	Expenditures Year-To-Date	FY 2018 Anticipated Expenditures	FY 2018 Workplan Schedule	Comments	Stage
27	75095	Adaptive Traffic Control Network - Phase II	2,071,766	2,502,572	0	2,502,572	0	200,000	This project will begin in FY 2018 with administration of the funding agreement and preliminary design.	Execution of Metro Funding Agreement completed. Preliminary design scheduled to begin in 4th Quarter.	Planning
28	75602	Implementation of Citywide Transportation Performance Monitoring Network	3,132,428	386,928	333,484	53,444	0	40,000	Staff will implement the Live Traffic Data high resolution data collection and reporting in FY 2018. The City will also continue to pursue funding opportunities for additional performance monitoring tools.	Staff continued working with Live Traffic Data on implementation of the project. Implementation delayed due to software upgrade from the central traffic control software vendor.	Ongoing
29	75050	Upgrade Traffic Signal Heads on One-Way Streets	150,000	55,000	47,848	7,152	39,401	45,000	Implementation of traffic signal enhancements for roadway crossing one-way streets will continue in FY 2018. The City will also look for additional funding opportunities to implement additional safety enhancements.	Implementation of traffic signal enhancements began in 3rd quarter.	Construction
31	75709	Traffic Signal Indication Safety Improvements - Phase II	770,000	770,000	276,012	493,988	165,847	400,000	This project will continue in FY 2018.	In 3rd quarter, crews continued replacing LED traffic signal indications on several major arterial and one-way streets.	Ongoing
32	75082	Thermoplastic Pavement Marking - Pilot Program	200,000	73,000	29,183	43,817	0	30,000	This project will continue in FY 2018.	Pavement markings will be applied to selected crosswalks pending procurement of additional material.	Ongoing
36	75086	Purchase of Dial-A-Ride Vehicles	1,179,343	674,638	631,716	42,922	534,239	385,000	Pending the award of a 2017 FTA 5310 grant, four replacement vehicles will be purchased and are anticipated to be in service by FY 2019.	Award of Metro 2017 FTA 5310 grant funds anticipated in 4th quarter.	Ongoing

Priority	Project#	Project Name	Total Estimated Cost	Appropriation Thru FY 2018	Expenditures Life of Project	Project Balance as of 3/31/2018	Expenditures Year-To-Date	FY 2018 Anticipated Expenditures	FY 2018 Workplan Schedule	Comments	Stage
37	75085	Purchase of 8 Replacement Transit Vehicles and 4 Expansion Fixed-Route Transit Vehicles	6,567,157	4,305,051	1,754,993	2,550,058	12,360	2,400,000	Four 35-foot expansion vehicles will be purchased and delivered in FY 2018. Two of the four outstanding replacement vehicles will be purchased pending award of an FTA 5316 grant which is anticipated to be received in FY 2019. The final two replacement vehicles will be purchased when funds are identified.	Purchase of four 35-foot expansion vehicles ordered with anticipated delivery in June 2018. Metro agreement for the Job Access Reverse Commute Grant funds for purchase of two replacement vehicles anticipated in 4th quarter.	Ongoing
38	75707	Construction of Transit Operations Maintenance Facility	20,000,000	2,185,000	1,083,128	1,101,872	226,657	1,200,000	Work will continue towards preparation of site design and environmental clearance for the proposed transit maintenance facility. Design and environmental review is scheduled for completion in FY 2018.	Design continued in 3rd quarter. Mitigated Negative Declaration pursuant to CEQA Guidelines adopted and conditional use permit approved at Public Hearing on March 21 , 2018. Second Design Commission hearing scheduled for May 8, 2018.	Design
39	75900	Bus Stop Improvement Program	623,500	323,500	249,302	74,198	350	50,000	This is an ongoing annual project. Work will be completed on an as-needed basis.	No activity in 3rd quarter.	No Activity This Quarter

Parking

Priority	Project#	Project Name	Total Estimated Cost	Appropriation Thru FY 2018	Expenditures Life of Project	Project Balance as of 3/31/2018	Expenditures Year-To-Date	FY 2018 Anticipated Expenditures	FY 2018 Workplan Schedule	Comments	Stage
1	72159	Off Street Parking Facility Maintenance and Repair Project	18,370,000	1,000,000	0	1,000,000	0	1,000,000	Work will begin in FY 2018.	This project is closed and will not be included in FY 2019. Work will continue under the remaining active projects in this section.	No Activity This Quarter
2	72151	DeLacey, Schoolhouse, and Marriott Garage Improvements	889,000	889,000	379,560	509,440	80,412	350,000	Work for FY 2018 will include but is not limited to: structural concrete repairs, crack and joint repairs, masonry wall repairs, traffic coatings and stucco façade repairs at the DeLacey Parking Garage; and structural concrete repairs, crack and joint repairs, expansion joint repairs, metal pedestrian fencing install and repairs, traffic coatings and stucco façade repairs at the Schoolhouse Parking Garage. No work is scheduled in FY 2018 for the	Contract awarded for construction of the Parking Structure ADA Improvements project. Construction scheduled to begin in 4th quarter.	Construction

Priority	Project#	Project Name	Total Estimated Cost	Appropriation Thru FY 2018	Expenditures Life of Project	Project Balance as of 3/31/2018	Expenditures Year-To-Date	FY 2018 Anticipated Expenditures	FY 2018 Workplan Schedule	Comments	Stage
									Marriot Parking Garage.		
3	72152	Paseo, Marengo and Los Robles Parking Garage Improvements	2,204,000	2,204,000	1,416,786	787,214	533,129	400,000	Work for FY 2018 will include but is not limited to the following: structural concrete repairs, crack and joint repairs, expansion joint repairs and waterproofing, and ADA upgrades including signage and striping at the Paseo Parking Garage; Structural concrete repairs, crack and joint repairs, masonry repairs, metal pedestrian fencing installation and repairs, traffic coatings, roof repairs, and ADA upgrades including signage, striping, truncated domes, stairway handrails, elevator upgrades and bollards at the Marengo Parking Garage; and structural concrete repairs, crack and joint repairs, metal pedestrian fencing install and repairs, and traffic coatings, and ADA upgrades including signage, striping, truncated domes, stairway handrails, elevator upgrades and bollards at the Los Robles Parking Garage.	Contract awarded for construction of the Parking Structure ADA Improvements project. Construction scheduled to begin in 4th quarter.	Construction
4	72153	Holly Street Parking Garage Improvements	1,172,000	1,172,000	1,005,854	166,146	340,209	250,000	Work for FY 2018 will include but is not limited to: structural concrete repairs; crack and joint repairs; expansion joint repairs; door replacement; stairway repair; bollards; barrier cables; and ADA upgrades including signage; striping; truncated domes; stairway handrails; elevator upgrades; and bollards.	Contract awarded for construction of the Parking Structure ADA Improvements project. Construction scheduled to begin in 4th quarter.	Construction
5	72154	Del Mar Station Garage Improvements	528,000	528,000	177,106	350,894	117,574	125,000	Work for FY 2018 will include but is not limited to: structural concrete repairs; crack and joint repairs; expansion joint repairs; traffic coatings; masonry repairs; and ADA upgrades including signage.	Contract awarded for construction of the Parking Structure ADA Improvements project. Construction scheduled to begin in 4th quarter.	Construction

Priority	Project#	Project Name	Total Estimated Cost	Appropriation Thru FY 2018	Expenditures Life of Project	Project Balance as of 3/31/2018	Expenditures Year-To-Date	FY 2018 Anticipated Expenditures	FY 2018 Workplan Schedule	Comments	Stage
6	72155	Plaza Las Fuentes Parking Garage Improvements	500,000	500,000	55,971	444,029	7,918	250,000	Work for FY 2018 will include but is not limited to: structural concrete repairs; crack and joint repairs; traffic coatings; and pavement markings.	Project completed in 2nd quarter.	Completed
7	72158	Civic Center Employee Parking Lot	300,000	300,000	12,807	287,193	12,807	50,000	Design will begin in FY 2018.	This project is closed and will not be included in FY 2019.	No Activity This Quarter

Sewers and Storm Drains

Priority	Project#	Project Name	Total Estimated Cost	Appropriation Thru FY 2018	Expenditures Life of Project	Project Balance as of 3/31/2018	Expenditures Year-To-Date	FY 2018 Anticipated Expenditures	FY 2018 Workplan Schedule	Comments	Stage
1	76912	Sewer Master Plan	3,500,000	600,000	217,114	382,886	132,427	600,000	The citywide sewer assessment will be substantially completed in FY 2018.	Citywide sewer assessment continued in 3rd quarter.	Design
2	76911	Sewer System Improvements Citywide FY 2017 - 2021	2,267,457	1,067,457	68,604	998,853	27,113	500,000	In FY 2018, 18,000 linear feet of sewer mainline will be re-lined and 10,000 linear feet of sewer relining will be designed.	Construction contract executed in 3rd quarter and work began in April.	Construction
3	76907	Corrugated Metal Pipe Storm Drain Rehabilitation FY 2016 - 2020	1,300,000	900,000	467,284	432,716	97,507	531,962	In FY 2018, 900 linear feet of storm drain will be re-lined and culvert reconstruction will be designed.	Construction of sewer re-lining is anticipated for completion in 4th quarter.	Construction
4	76908	Storm Drain Structure Repairs and Improvements FY 2016 - 2020	872,348	692,348	437,629	254,719	139,422	181,793	In FY 2018, repairs to approximately 25 catch basins will be completed in addition to annual maintenance conducted by Los Angeles County.	Construction contract executed in 3rd quarter and work began in April.	Construction
5	76290	NPDES - Storm Water Pollution Prevention Program	3,920,000	3,620,000	2,841,487	778,513	168,158	450,000	In FY 2018, work will be done as needed to meet the conditions of the NPDES permit.	In 3rd quarter, staff continued working with consultant to achieve MS4 permit compliance, including preparation of annual report.	Ongoing
6	76909	Sewer Capacity Upgrades - FY 2016 - 2020	2,700,000	2,100,000	544,726	1,555,274	79,556	1,000,000	In FY 2018, 18,000 linear feet of sewer mainline will be re-lined and 10,000 linear feet of sewer relining will be designed.	Construction contract executed in 3rd quarter and work began in April.	Construction
8	76531	Sewer Pump Station Rehabilitation at 1865 N. Rosemont Avenue	100,000	100,000	38,870	61,130	25,694	86,824	The remaining work, which includes the installation of the generator, will be completed in FY 2018.	Project completed in 3rd quarter.	Completed

Priority	Project#	Project Name	Total Estimated Cost	Appropriation Thru FY 2018	Expenditures Life of Project	Project Balance as of 3/31/2018	Expenditures Year-To-Date	FY 2018 Anticipated Expenditures	FY 2018 Workplan Schedule	Comments	Stage
Rose Bowl Improvements											
1	84004	Rose Bowl Renovation Project	182,700,000	N/A	N/A	N/A	N/A	500,000	In FY 2018, work will include the procurement and fabrication of up to 46 temporary concessions stands along with the restoration of staging areas used during construction for temporary facilities and material storage. The project must contractually be completed on or before September 1, 2018.	Procurement and fabrication of temporary concessions stands continued and scheduled for delivery for in 4th quarter. Substantial completion of renovation anticipated by end of FY 2018.	Ongoing
2		Implementation of the Master Plan for the Brookside Golf Course - Fairway Improvements	1,055,000	N/A	N/A	N/A	N/A	250,000	In FY 2018, the following work will be completed: cart path improvements; decomposed granite path improvements; tree planting; and tree maintenance.	On going turf and tree maintenance completed. Remaining projects are in progress and anticipated for completion in 4th quarter.	Ongoing
3		Rose Bowl - Preventative Maintenance FY 2017 - 2021	3,898,251	N/A	N/A	N/A	N/A	763,000	In FY 2018, the following preventative maintenance work will continue: roof repairs; arroyo stone wall repairs; irrigation and plumbing repairs; camera repairs; speaker repairs; asphalt repairs; and other stadium maintenance as needed.	Electrical power repairs, lighting and spot lamp repairs, field drainage improvements and roof repairs completed. The remaining projects continued and are anticipated for completion in 4th quarter.	Construction
4		Brookside Clubhouse Upgrades - FY 2017 - 2021	650,000	N/A	N/A	N/A	N/A	350,000	In FY 2018, the following work will be completed: Mediterranean room upgrade; Arroyo room improvements; Rose room remodel; Madrid room renovation; and various clubhouse improvements.	Mediterranean room upgrades completed. Remaining improvements are anticipated for completion in 4th quarter.	Construction
5		Rose Bowl Major Improvement Projects - FY 2017 - 2021	4,030,500	N/A	N/A	N/A	N/A	1,308,000	In FY 2018, the following work will be completed: television modular replacement; HVAC major repair; field growth blanket procurement; parking lot slurry repair; Lot M regrade and repave; speaker replacement; Club seating television upgrades and Loge Lounge seating table tray extensions; public safety building floor replacement; continued	Projects completed in 3rd quarter include: security camera replacement, end-zone padding installation, procurement of grass aerator and top dressing machine, Lot M regrade and repave. The remaining projects are ongoing and anticipated for completion in 4th quarter.	Construction

Priority	Project#	Project Name	Total Estimated Cost	Appropriation Thru FY 2018	Expenditures Life of Project	Project Balance as of 3/31/2018	Expenditures Year-To-Date	FY 2018 Anticipated Expenditures	FY 2018 Workplan Schedule	Comments	Stage
									concourse way finding improvements; Ecoglo striping for stadium stairs; concession stand cabinetry repairs and upgrades; and other improvements as needed.		

Parks and Landscaping - Park Projects

1	78043	Robinson Park - Recreation Center Renovation Project	12,272,075	11,831,100	6,589,706	5,241,394	3,641,583	6,000,000	Construction will continue in FY 2018.	Construction continued as scheduled. Substantial completion anticipated in 1st quarter FY 2019, not including furniture, fixtures or other equipment.	Construction
2	78068	Citywide Park Accessibility Improvements	672,000	672,000	551,517	120,483	261,008	365,000	This project will be completed in FY 2018.	Construction began and is anticipated for completion in 4th quarter.	Construction
3	78054	Desiderio Park - Development of New Park	3,400,000	3,400,000	1,162,819	2,237,181	96,488	1,900,000	Design will be completed and construction will begin in FY 2018.	Contract awarded for construction and scheduled to begin in 4th quarter.	Ongoing
4	78059	Installation of Restroom Building at Desiderio Park - Concept Study and Design	200,000	200,000	34,160	165,841	8,851	192,164	Design will be completed in FY 2018.	Project reviewed by Design Commission in March and April. Design anticipated for completion in 4th quarter.	Design
5	78055	Soccer Field and Restroom - Muir High School	2,300,000	2,300,000	1,927,859	372,141	6,150	378,291	Project scope and schedule under re-evaluation by City and Pasadena Unified School District.	MOU drafted by City staff formalizing agreement to remove restroom from City's scope of work. Draft currently under review by PUSD.	No Activity This Quarter
6	78240	Annandale Canyon Open Space Trail Access, Improvements and Park Expansion	596,000	596,000	541,906	54,094	34,781	88,874	Conditional Use Permit and Environmental processes will begin in FY 2018.	Conditional Use Permit and environmental process continued in 3rd quarter.	Planning
7	78044	Citywide Sports Facilities Improvements and Installations	3,272,166	1,386,091	886,541	499,550	327,794	830,000	Resurfacing of the tennis courts and repair of the fencing at Brookside Park will be completed in FY 2018. Design of the softball field and fence, tennis court fence, and basketball court repairs at Grant Park will be completed in FY 2018.	Design of Eaton Blanche and McDonald Park basketball courts completed in 3rd quarter. Construction of Brookside Park tennis courts began and is anticipated for completion in 4th quarter. Planning for pickleball	Construction

Priority	Project#	Project Name	Total Estimated Cost	Appropriation Thru FY 2018	Expenditures Life of Project	Project Balance as of 3/31/2018	Expenditures Year-To-Date	FY 2018 Anticipated Expenditures	FY 2018 Workplan Schedule	Comments	Stage
									Design of McDonald Park and Eaton-Blanche basketball courts will begin in FY 2018. A planning process to identify a permanent location for pickle-ball courts will begin in FY 2018.	courts continued with the assembly of a working group to assist staff in determining a preferred location.	
8	78076	Pocket Park Planning - Citywide FY 2016 - 2020	375,000	150,000	112,277	37,723	37,601	25,000	In FY 2018, staff will continue to identify and review potential pocket park locations.	Real property acquired at 717 Union St. for park development purposes in 3rd quarter. Community meeting held in February to discuss park needs in the Central District. Summary update provided to the Recreation and Parks Commission in March.	Planning
9	78074	McDonald Park - Play Equipment Replacement	400,000	400,000	347,376	52,624	259,787	312,411	This project will be completed in FY 2018.	Project completed in 3rd quarter.	Completed
10	78069	Hamilton Park - Various Projects	786,000	521,000	176,809	344,191	51,558	300,000	In FY 2018, design of the tennis courts fence, baseball backstop and shade covering for existing bleachers will begin. Work on the perimeter pathway around the turf area of the park, activity striping on existing concrete pad, picnic area improvements, parking lot improvements and replacement fence along parking lot edge will be completed in FY 2019.	Contract awarded for construction of Phase I in 3rd quarter. Construction scheduled to begin in 1st quarter FY 2019 to accommodate user group schedules. Phase I scope of work includes perimeter pathway, picnic area and parking lot improvements, activity striping, and court fence replacement.	Ongoing
11	78038	Restroom Bldgs (Replace or Construct)-Jefferson, McDonald, Allendale, Victory, Grant, Villa, Singer, Eaton-Blanche, Memorial, Hamilton Parks	7,267,123	7,219,623	6,303,900	915,723	17,702	350,000	In FY 2018, design will be completed for the restroom at Victory Park.	Application for Victory Park concept design review submitted to Planning Department in February. Design scheduled for completion in 4th quarter.	Design
12	78078	Lamanda Park Library Pocket Park - Concept Study and Design	100,000	100,000	1,667	98,333	1,667	50,000	Design will begin in FY 2018.	Planning continued in 3rd quarter. Community engagement meeting scheduled in 4th quarter.	Planning
13	78901	Replacement or Installation of Security Lights - Various Locations	4,670,148	2,119,311	1,894,800	224,511	31,592	50,000	In FY 2018, design will be completed for the following parks: Jefferson, Gwinn and Sunnyslope. Construction will begin when funds	Design of Jefferson, Gwinn and Sunnyslope parks completed in 2nd quarter.	No Activity This Quarter

Priority	Project#	Project Name	Total Estimated Cost	Appropriation Thru FY 2018	Expenditures Life of Project	Project Balance as of 3/31/2018	Expenditures Year-To-Date	FY 2018 Anticipated Expenditures	FY 2018 Workplan Schedule	Comments	Stage
									are identified.		
14	78461	Central Park - Implement Master Plan	3,200,000	2,745,600	2,092,252	653,348	160,401	225,000	In FY 2018, El Centro de Accion interior restoration and upgrades, window restoration, ADA improvements, and exterior maintenance will be completed.	Renovations and interior improvements at El Centro de Accion completed.	Construction
16	78079	Neighborhood Park Development - Union/El Molino - Concept Study	200,000	200,000	0	200,000	0	50,000	This project will begin in FY 2018.	No activity in 3rd quarter.	No Activity This Quarter
Parks and Landscaping - Landscape Projects											
1	78958	Tree Replacement/Planting - Citywide FY 2017 - 2021	1,267,200	400,000	325,737	74,263	200,258	223,200	In FY 2018, approximately 600 trees will be planted.	In FY 2018, 604 trees were planted citywide. Trees will be monitored and watered by City staff for two years.	Ongoing
Arroyo Projects - Hahamongna											
1	77506	Hahamongna - Implement Master Plan - Oak Grove Area Improvements	1,864,348	1,864,348	373,955	1,490,393	24,007	250,000	Design will be completed in FY 2018.	Contract for environmental review and documentation awarded in 3rd quarter.	Design
2	77507	Hahamongna - Implement Master Plan - Trail Development	877,905	877,905	155,182	722,723	1,390	250,000	Design will be completed in FY 2018.	Contract for environmental review and documentation awarded in 3rd quarter.	Design
3	77509	Implement Master Plan - Hahamongna Watershed Park - Berkshire Creek Area Improvements	1,593,010	778,410	233,877	544,533	16,486	200,000	Design will be completed in FY 2018.	Contract for environmental review and documentation awarded in 3rd quarter.	Design
4	77508	Implement Master Plan - Hahamongna Watershed Park - Habitat Restoration	520,000	420,000	109,222	310,778	7,874	100,000	Design will be completed in FY 2018.	Contract for environmental review and documentation awarded in 3rd quarter.	Design
5	77516	Hahamongna Watershed Park - Oak Grove Disc Golf Course Improvements	75,000	75,000	32,372	42,628	8,498	25,000	Design will be completed in FY 2018.	Contract for environmental review and documentation awarded in 3rd quarter.	Design

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6	77901	Pasadena Equestrian Center Improvements	950,000	650,000	160,884	489,116	25,515	100,000	Design will continue in FY 2018.	Planning and design continued in 3rd quarter.	Design
Arroyo Projects - Central Arroyo											
1	77379	Area H Perimeter Improvements	1,400,000	1,400,000	141,098	1,258,902	58,856	1,300,000	This project will be completed in FY 2018.	Contract awarded for construction in 3rd quarter.	Construction
2	77562	Brookside Park - Jackie Robinson Baseball Field Improvements	447,478	447,478	367,527	79,951	196,074	275,000	Construction of the outfield netting will be completed in FY 2018 and replacement of bleachers will begin in FY 2018.	Outfield netting project completed in 3rd quarter. Replacement of the bleachers is anticipated for completion by end of FY 2018.	Construction
3	77377	East Arroyo Neighborhood Connector Trail Improvements	246,000	246,000	223,255	22,745	171,504	185,000	This project will be completed in FY 2018.	Project completed in 3rd quarter.	Completed
4	77371	Trail and Rubble Wall Restoration - Central Arroyo	688,848	688,848	676,798	12,050	117,995	130,000	This project will be completed in FY 2018.	Project completed in 3rd quarter.	Completed
Arroyo Projects - Lower Arroyo											
1	77414	Lower Arroyo - Implement Master Plan - Signage Plan	179,200	179,200	205,255	-26,055	37,670	37,000	The master sign plan will be completed in FY 2018.	Development of the Master Sign Plan continued. Revised design and draft sign plan document presented to Design Commission on April 10. Staff is reviewing project expenditures and will take appropriate action to address the project balance.	Planning
2	77407	Lower Arroyo - Implement Master Plan - Main Entrance Improvements	200,000	266,000	106,092	159,908	13,118	107,026	This project will be completed in FY 2018.	Construction began and is scheduled for completion in 4th quarter.	Construction
Pasadena Center Improvements											
1		Restoration and Renovation of the Civic Auditorium Exhibition Hall	5,870,000	N/A	N/A	N/A	N/A	125,000	A new tradeshow electrical system will be installed in FY 2018.	Design completed. Construction anticipated for completion in 4th quarter.	Design

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2		Convention Center Conference Building - Carpet Replacement	500,000	N/A	N/A	N/A	N/A	500,000	This project will be completed in FY 2018.	Contract awarded for construction. Project completion anticipated in 4th quarter.	Construction
3		Restoration, Upgrades, and Repairs of the Civic Auditorium, Convention Center and Ice Rink - FY 2018 - FY 2022	3,200,000	N/A	N/A	N/A	N/A	600,000	This project will begin in FY 2018.	Contract awarded for construction of movable partitions in the conference building. Construction anticipated for completion in 4th quarter. Additional work included ongoing stage and door repairs, and design of Hall C internet upgrades.	Ongoing

Water System

1	1001	Distribution Mains	41,689,997	49,283,314	46,521,928	2,761,386	1,269,725	3,825,600	In FY 2018, three miles of new distribution mains will be installed including installation and repair of gate valves, water services, fire hydrants, and asphalt or concrete patching/resurfacing of the trenches as required. Total miles installed will include CIP projects 1001 and 1019; actual amount installed will vary due to size and complexity of projects.	Work plans completed in CIPs 1001 and 1019 encompass new distribution and fire protection infrastructure through the 3rd quarter. 0.85 miles of distribution mains, 29,807 square feet of asphalt roadway, 11,014 square feet of concrete sidewalk and roadway, 63 main line service connections, 21 gate valves, and 3 fire hydrant were installed. Internal delays during construction contract award for the installation of 1.9 miles of mains in Oak Knoll Avenue and Avenue 64. Work plan will continue in FY 2019.	Ongoing
2	1019	Fire Protection System Improvements	11,953,856	21,360,696	20,494,420	866,276	214,598	956,400	In FY 2018, three miles of new distribution mains will be installed including installation and/or repair of gate valves, fire hydrants and asphalt/resurfacing as needed. Total miles installed will include CIP projects 1001 and 1019; actual amount of pipe installed will vary due to size and complexity of projects.	Work plans completed in CIPs 1001 and 1019 encompass new distribution and fire protection infrastructure through the 3rd quarter. 0.85 miles of distribution mains, 29,807 square feet of asphalt roadway, 11,014 square feet of concrete sidewalk and roadway, 63 main line service connections, 21 gate valves, and 3 fire hydrant were installed. Internal delays during construction contract award for the installation of 1.9 miles of mains in Oak Knoll Avenue and Avenue 64.	Ongoing

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										Work plan will continue in FY 2019.	
3	1002	Meters and Services	16,694,090	27,192,527	25,523,093	1,669,434	939,269	2,270,000	In FY 2018, as part of the ongoing Meter Replacement Program, the Meter Shop will replace 1,700 non-AMR meters, 500 AMR meters, 2,000 ERTS, and 30 large meters. Crews will replace 50 services and 10 meter vault/steel plate covers.	Replaced 812 non-AMR meters with AMR technology and 1,101 AMR meters through the 3rd quarter. One meter vault was replaced. ERT replacements delayed due to issues in identifying faulty equipment.	Ongoing
4	1073	Booster Improvements	4,450,000	2,000,000	216,252	1,783,748	216,252	1,000,000	In FY 2018, design of the Arroyo Booster Station will be completed. Other booster pump replacements and upgrades will be completed as required.	The design of the Arroyo Booster Station upgrades have been completed.	Design
5	1040	Arroyo Seco Canyon Project	13,677,370	8,721,754	4,022,098	4,699,656	376,867	650,000	In FY 2018, a technical assessment of the project's proposed diversion will be completed and preparation of an environmental impact report will begin. Additionally, Temporary Bridge 3 construction and a structural assessment of previous damages to the original structure will be completed.	Notice to Proceed was issued for habitat impact study and technical assessment will continue through the 4th quarter. Structural evaluation of Bridge 3 was completed with recommendations for phased repairs. Temporary bridge must remain in place until completion of project construction.	Planning
6	1013	Non-Potable Water Project	20,951,588	8,533,860	7,227,248	1,306,612	197,413	1,000,000	In FY 2018, a Phase I funding contract with the US Bureau of Reclamation for a $1.9 million federal grant will be approved and staff will seek reimbursement for past pre-construction expenses. Progress on design, permitting, and construction of Phase I has been placed on hold until the Wastewater Petition of Change is approved by the State's Division of Water Rights.	Funding request was submitted to the US Bureau of Reclamation and reimbursement was received. Weekly calls with Glendale Water and Power regarding status of the wastewater petition of change continues. Notice to Proceed was provided to consultant Environmental Science Associates (ESA) for the supporting studies on Glendale and Pasadena's recycled water projects for the wastewater change petition. The Conditional Use Permit package was prepared and is being reviewed by staff.	Ongoing

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7	1074	Well Improvements	2,550,000	850,000	197,132	652,868	197,132	850,000	In FY 2018, improvements on the Garfield Well and electrical upgrades on Woodbury Well will begin. A seismic restraint system evaluation and implementation will be conducted for Well site transformers. Other well equipment will be upgraded and replaced as required.	50% Design for Woodbury Well upgrades were completed and preliminary assessment of Garfield Well began in the 3rd quarter.	Design
8	1011	Customer Information System	2,665,585	1,104,596	223,114	881,482	24,337	200,000	In FY 2018, staff will continue the CIS system replacement project based on findings of the needs assessment and evaluation. The current CIS system will be maintained and upgraded as necessary.	Update provided to City Council on the continuation of the CIS Replacement project to develop RFP for new Customer Information System, Customer Self Service, and Electronic Bill Presentment and Payment. RFP has been completed and is undergoing DoIT, Purchasing, and Legal review. RFP posting expected in late May 2018.	Design
9	1075	Sunset Reservoir Improvements	12,700,000	350,000	232,704	117,296	159,454	350,000	In FY 2018, assessment, environmental documentation and design will begin for the replacement of Sunset Reservoir Unit 1.	Draft preliminary design report for the Sunset Reservoir Replacement Project was completed in the 3rd quarter.	Planning
10	1003	Customer Driven Meters and Services	14,096,107	16,449,986	16,836,173	-386,188	1,621,116	1,540,000	In FY 2018, crews will install mains, meters and services for customers upon request and at customers' expense for new building, construction and development projects.	City crews completed work on 59 domestic service installations, 9 irrigation service installations, 25 fire service installations with backflow devices, 7 new fire hydrants, 70 meter installations, and 49 abandonments through the 3rd quarter. Additionally, 23 new water service applications were processed and initiated.	Ongoing
11	1076	Monk Hill Groundwater Treatment Improvements	3,300,000	300,000	11,621	288,379	11,621	300,000	In FY 2018, design of a new groundwater well for JPL at the Monk Hill/Arroyo Well site will be completed and a contract will be awarded for the start of well construction in FY 2019. Work will include well startup and backwash piping and treatment.	NASA's subcontractor continued design of Explorer Well in the 3rd quarter.	Design

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12	1077	Water Master Plan	580,000	580,000	11,504	568,496	11,504	250,000	In FY 2018, a consultant will be selected to begin the discovery phase of the Water System and Resources Plan, a joint Water Master Plan and Integrated Resources Plan study.	RFP for consultant was advertised on January 31, 2018. Proposals were received on March 6, 2018 and reviewed by a panel of City employees. Finalist interviews are scheduled in mid-April and contract will be presented to City Council in May. Work is expected to begin in the 1st quarter of FY 2019.	Planning
13	1054	Facility Security Systems	878,309	1,214,025	858,417	355,609	0	75,000	In FY 2018, work is expected to begin on the upgrades to the security systems at Monk Hill Treatment Plant. The system will include security cameras, motion detectors, keycard access and installation of new gate entry system.	Preliminary planning for upgrades to the security cameras at Monk Hill Treatment Plant continued in the 3rd quarter.	Planning
14	1034	Water Supervisory Control and Data Acquisition (SCADA) Improvements	1,854,127	1,180,138	716,613	463,525	0	250,000	In FY 2018, upgrades to fiber optics and/or radio transmission for the Water SCADA system communications will continue at several reservoirs including: Thomas, Annandale, Eagle Rock and Mirador.	No reportable activity in the 3rd quarter due to prioritization of competing projects.	No Activity This Quarter
15	1009	Geographic Information System - Water and Power Department	903,903	4,050,413	3,919,968	130,445	0	60,000	In FY 2018, staff will continue web GIS enhancements, Water Mobile GIS hardware, ArcGIS Online, Survey 123, GIS for iOS enhancements and any system integration with GPS hardware as needed.	Water Mobile GIS hardware quotes received from vendors; procurement will be initiated in the 4th quarter. Web GIS enhancements completed. Planning has begun to develop GIS tools for the collection of safety-related assets using Survey 123.	Ongoing
16	1012	Field Services and Meter Reading Automation	478,678	361,491	71,023	290,468	0	40,000	In FY 2018, staff will continue ongoing software and hardware upgrades to meter reading handheld devices, water touch probes, electric probes and related meter reading software as needed.	In the 3rd quarter, PWP was advised that the current water meter reading device (Versa Probe) will no longer be supported by Northrop Grumman. Quotes for new probes were received and procurement is in progress with expected delivery in the 4th quarter.	Ongoing

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17	1025	Management Information Systems - Water Department	826,172	1,505,794	1,113,731	392,063	11,157	218,750	In FY 2018, staff will continue assessment for the replacement or upgrade of the HighJump inventory system. Information systems needs will be evaluated and implemented at the backup dispatch center. Technology upgrades pertaining to servers, switches, software and data center utilities will be completed and vulnerability assessment recommendations will be implemented.	Notice Inviting Bids was posted to PlanetBids on January 11, 2018 for upgrade of aging virtual infrastructure for the data center and secondary recovery "backup" site. Lowest bid was received from Tricade Technology. Agenda Report to award contract will be presented to City Council on April 16, 2018. Additionally, Axis 1080P cameras were procured.	Ongoing
18	1016	Interactive Voice Response System (IVR)	280,851	368,440	152,339	216,101	0	15,000	In FY 2018, staff will review and implement IVR/IWR system enhancements and modifications to improve customer service.	No reportable activity in the 3rd quarter. Work is completed on an as needed basis.	No Activity This Quarter
19	1065	Radio Equipment Replacement	1,152,827	1,176,139	366,018	810,120	0	25,000	In FY 2018, additional radios will be purchased as needed.	No reportable activity in the 3rd quarter. Work is completed on an as needed basis.	No Activity This Quarter
20	1056	Water and Power Warehouse Modernization	1,706,900	2,344,046	2,218,909	125,137	4,092	100,000	In FY 2018, upgrades and improvements to the existing warehouse building will continue for Electric and Water utility functions, as needed.	Work to address glare issues at 245 W. Mountain Street continued.	Ongoing
21	1043	Devil's Gate Tunnels	61,278	354,807	355,993	-1,185	0	0	Work is contingent on the presence of tunnel water. This project will remain open to supplement the Non-Potable Water project (#1013).	No reportable activity in the 3rd quarter due to the absence of tunnel water.	No Activity This Quarter
22	1078	Advanced Metering Infrastructure (AMI)	4,950,000	100,000	0	100,000	0	100,000	In FY 2018 a study will be completed for Automated Meter Reading to AMI conversion and dual meter reading infrastructure.	Advanced Metering Infrastructure (AMI) Feasibility Study has been placed on hold pending outcomes of Water and Power Distribution Master Plans and overall AMI strategy.	Planning

Electric System

Priority	Project#	Project Name	Total Estimated Cost	Appropriation Thru FY 2018	Expenditures Life of Project	Project Balance as of 3/31/2018	Expenditures Year-To-Date	FY 2018 Anticipated Expenditures	FY 2018 Workplan Schedule	Comments	Stage
1	3161	Power Distribution Capacity and Reliability Program	32,947,690	54,803,959	54,625,048	178,911	2,429,815	2,000,000	In FY 2018, crews will identify aged, inadequate capacity, inoperable, and/or unsafe distribution capital equipment, and replace components such as transformers, cables, switches and overcurrent protection devices.	Installed 9 underground switches, 12 transformers, 2 Resettable Fault Interrupter (RFI) switches, and 17,442 feet of conductor cable in the 3rd quarter.	Ongoing
2	3137	Cable Replacement and Testing	17,226,206	18,625,966	15,959,060	2,666,906	173,846	2,500,000	In FY 2018, crews will identify and replace aged underground cables.	Completed cable replacement on subtransmission line 34-11 in the 3rd quarter.	Ongoing
3	3220	Installation of High Voltage Electrical Services	12,500,000	2,500,000	250,822	2,249,178	250,822	2,500,000	In FY 2018, Utility Service Planning will respond to customer requests for modifications, upgrades or new high voltage electric service. Crews will install cables, switches and transformers at the customers' expense.	Electric Service Planning completed 4 private property designs and electric service installations in response to customer requests for new service, modifications, and upgrades equal or higher than 400 amps of service. Additionally, 7 new applications were processed and initiated.	Ongoing
4	3221	Installation of Low Voltage Electrical Services	12,500,000	2,500,000	620,693	1,879,307	612,987	2,500,000	In FY 2018, Utility Service Planning will respond to customer requests for modifications, upgrades, or new low voltage electric service. Crews will install cables, switches, and transformers at the customers' expense.	Electric Service Planning was dispatched 156 residential and commercial installation requests for new service, modifications, and upgrades from the right of way, equal to 200 amps or below.	Ongoing
5	3191	4 kV Distribution System Conversion	32,965,067	41,891,236	40,843,109	1,048,127	1,125,946	3,500,000	In FY 2018, the 4kV circuits in Hastings Ranch area and portions of 4kV circuit S-3 along Hill Avenue will be converted to 17kV.	4kV circuit conversion continued on the S-3 circuit along Dudley Alley and Crawford Alley. S-3 conversion along Temple Alley and Nelson Alley, and the H-3 circuit along New York Drive has been delayed due to limited resources and prioritization of other projects. Circuit conversion on S-3 will continue in FY 2019.	Ongoing

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6	3002	Distribution System Expansion	25,768,657	19,898,926	15,904,998	3,993,928	710,465	4,000,000	In FY 2018, underground substructures in San Rafael Avenue and in Nithsdale Road will be constructed. Additionally, the 17kV Paloma circuit and various 17kV circuits in San Rafael Avenue will be extended.	Construction on the Paloma circuit is complete and construction of the underground conduit system in Nithsdale Road from San Miguel Road to Rosita Lane began in the 3rd quarter. In addition, engineering design is in progress for Huntington Hospital facility expansion.	Ongoing
7	3182	GT-1 and GT-2 Upgrades and Replacements	13,199,584	17,197,292	13,515,911	3,681,381	124,652	1,055,000	In FY 2018, the control system for GT-1 will be updated and various upgrades and replacements will occur on an as needed basis.	Work continued on GT-2 repairs specifications for an RFP. Specifications pending permit from South Coast Air Quality Management District (SCAQMD).	Ongoing
8	3185	Replacement and Upgrade of Electrical Substructures	13,228,718	16,543,236	13,765,441	2,777,795	241,133	2,000,000	In FY 2018, two vaults will be rehabilitated. Additional repairs and replacements will continue on damaged vaults at various locations. Assessment and scoring on a six-point scale will determine which locations will require prioritization.	Repairs on 6 vaults and 14 pull boxes were completed. Procurement for vault repair/reinforcement methods pilot program is ongoing; contract award is anticipated in the 4th quarter.	Ongoing
9	3022	Customer Information System	6,414,300	2,036,052	545,560	1,490,492	50,903	500,000	In FY 2018, staff will continue the CIS system replacement project based on findings of the needs assessment and evaluation. The current CIS system will be maintained and upgraded as necessary.	Update provided to City Council on the continuation of the CIS Replacement project to develop RFP for new Customer Information System, Customer Self Service, and Electronic Bill Presentment and Payment. RFP has been completed and is undergoing DoIT, Purchasing, and Legal review. RFP posting expected in late May 2018.	Design
10	3190	Power Transmission Program	4,694,182	4,004,999	2,412,884	1,592,115	449,030	1,000,000	In FY 2018, the capital budget will fund PWP's share of three ongoing LADWP projects: the AC/DC Filter Replacement project; the DC Electrode Land Replacement project; and the Sylmar Electrode Line Submarine Replacement project.	LADWP is the operating agent for this Capital Improvement Project and PWP is invoiced for a share of the costs. Invoices paid in the 3rd quarter include $304,894 for the AC/DC Filter Replacement project; $31,473 for the DC Electrode Project (land portion); $70,844 for the Porcelain Insulator Replacement project; and $58,753 for the Fiber Optic cable replacement project at	Ongoing

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										Sylmar Converter Station.	
11	3181	Substation and Dispatch Facilities Improvements	5,151,023	3,920,001	1,833,911	2,086,090	43,494	1,300,000	In FY 2018, installation of furniture, equipment, displays, and unit improvements will be completed at the backup Dispatch Center.	Instantaneous load support analysis for the backup generator began in the 3rd quarter and tenant improvements construction continued at the back-up dispatch center. Video wall requirements and specifications development for RFP progressed and is expected to post in the 4th quarter.	Ongoing
12	3196	Seismic Upgrade of Power Facilities	3,950,000	2,700,000	870,058	1,829,942	71,421	800,000	In FY 2018, a seismic study will be performed on T.M. Goodrich switchracks and seismic upgrades at Villa and Chester substations will be initiated. Work may include new footings and foundation adjustments, as needed.	No reportable activity due to limited ability to de-energize equipment for construction activity. Engineering design for the Chester Substation will be completed in the 4th quarter and engineering design for the Villa Substation has been delayed to FY 2019.	Ongoing
13	3128	Substation Oil Containment	1,582,950	2,592,352	2,110,643	481,709	35,448	250,000	In FY 2018, construction will take place to install a new oil containment system at Del Mar Substation.	Evaluated construction bids received for the Del Mar Substation oil containment system. Vendor was selected and contract award is expected in the 4th quarter. Construction is expected to begin in the 1st quarter of FY 2019. Delays caused by bid amendments due to steel tariffs.	Ongoing
14	3186	GT-3 and GT-4 Upgrades and Replacements	6,488,393	5,645,367	2,280,807	3,364,561	55,207	945,000	In FY 2018, testing will be performed on GT-4 SCR catalyst to determine remaining useful life. Catalyst and silencers will be replaced, and GT-3 and GT-4 cooling tower basins will be recoated to mitigate zinc contamination on wastewater discharge. Miscellaneous improvements will be performed on as needed basis.	No reportable activity in the 3rd quarter. Work is completed on an as needed basis.	No Activity This Quarter

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15	3090	Switchgear Upgrades for Power System Facilities	19,586,441	0	0	0	0	600,000	In FY 2018, crews will replace station battery systems at 8 substations: Brookside, Eastern, Oak Knoll, Del Mar, Villa, Chester, Fair Oaks and T.M. Goodrich, and five 25kV vacuum breakers will be replaced at Santa Anita substation. Additionally, transformer relays at 17kv switchgears, overloaded circuit breakers and outdated regulating relays will be replaced.	Battery replacements at substations is ongoing and a 17kV circuit breaker replacement at Santa Anita substation is in progress. In addition, installation of the Arc-flash Protection System was completed on Villa Unit 2.	Construction
16	3117	Wood Utility Pole Replacement/Reinforcement Program	5,326,645	10,655,314	9,817,327	837,988	118,572	500,000	In FY 2018, crews will continue ongoing government-mandated inspection of all wood utility poles; 8,470 poles will receive annual visual inspection; 2,260 poles will receive detailed inspection (every 5 years); and 565 poles will receive intrusive inspection (every 20 years). Overhead conductors and poles will be replaced per inspection findings.	Intrusive and detailed visual inspections on poles yielded no additionally required asset replacements in the 3rd quarter.	Ongoing
17	3208	Substation Control and Protection Upgrades	2,000,000	400,000	197,805	202,195	195,054	400,000	In FY 2018, crews will upgrade the protection relays and control equipment for 34.5kV cross-town lines 34-12 and 34-26.	34kV line 34-11 backup protection, control and metering upgrades at Santa Anita and TM Goodrich Substations were commissioned. Engineering design for protection, control, and metering for 34-12 and 34-26 lines is ongoing.	Ongoing
18	3180	Power Production Facility Improvements	2,999,731	3,147,726	2,020,215	1,127,512	220,558	1,005,000	In FY 2018, upgrades to the Remote Intelligent Gateway (RIG) and California Independent Systems Operator (CAISO) Revenue Metering for generators are planned, platforms and/or railings will be installed at GT-5 for improved safety, and new instruments at GT-5 will be installed to improve plant operability and to meet environmental compliance. Other power production facilities improvements will be completed on an as needed basis.	Bids received for the Glenarm landscaping project RFP were rejected following the determination that work may be completed by MASH staff support. Final Liqui-cell and Main Steam piping installation invoices were paid.	Ongoing

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19	3173	Power Meter Installation and Replacement Program	1,343,892	6,945,419	6,510,138	435,281	49,527	150,000	In FY 2018, design, installation, testing and commissioning of new power quality meters and breakers will be completed on three subtransmission lines: 34-11, 34-12, and 34-26.	New Satec Power Quality meters were installed at T.M. Goodrich and Santa Anita Receiving Stations as part of 34-11 line upgrade project.	Ongoing
20	3005	Geographic Information System - Water and Power Department	1,613,826	5,446,370	4,482,273	964,097	0	85,000	In FY 2018, staff will continue web GIS enhancements, ArcGIS Online, Survey 123, GIS for iOS enhancements and any system integration with GPS hardware as needed.	Planning has begun to develop GIS tools for the collection of safety-related assets using Survey 123. AutoCAD integration with schematics and substation data model with GIS was assigned to contractor, UDC (see CIP 3028).	Ongoing
21	3109	Customer Load Research Program	2,317,736	2,321,874	2,249,230	72,644	68,981	150,000	In FY 2018, analysis will continue for the upgrade of medium commercial meters and connection of meters to the MV-90 system to enhance load data analysis. Approximately 160 meters will be installed.	Electric load data analysis in support of Electric Rates Cost of Service study and ongoing replacements of failing MV-90 meters continued in the 3rd quarter.	Ongoing
22	3158	Power Facility Wastewater Treatment and Disposal	895,536	815,930	96,096	719,835	0	250,000	In FY 2018, a new catch basin insert will be designed and installed at the Glenarm Plant.	Design of storm drain catch basins was initiated by Worley Parsons and is anticipated to be completed in the 1st quarter of FY 2019.	Design
23	3195	Transmission System Enhancements	6,989,201	4,150,000	2,410,908	1,739,092	1,388	900,000	In FY 2018, the RFP will be issued for two 220kV disconnect switches for breaker #9 at the T. M. Goodrich substation. Protection upgrades will be implemented for the Goodrich/Mesa line.	System stability study is ongoing for the purchase of a back-up generator; scope has been revised to include additional analysis for portable backup generator to support the Glenarm Power Plant and Water System pumping facilities. RFP for the replacement of two 220kV disconnect switches were delayed by negotiations with Southern California Edison (SCE). RFP will proceed without SCE in FY 2019.	Ongoing

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24	3143	Citywide Fiber Optic Communication System	6,555,912	3,096,668	1,495,476	1,601,192	430,187	1,250,000	In FY 2018, Part 1 of the West Network and Northwest build-out projects will be completed. In addition, new multiplexer, fiber optic cabling and networking equipment will be installed to support PWP's Backup Dispatch Center.	The West Fiber Optic Overbuild Project was completed in the 3rd quarter. In addition, field installation of PWP micro-duct and fiber optic cable was initiated for the Northeast Fiber Optic Overbuild Project.	Ongoing
25	3160	Power Supply Integrated Resource Planning and Design	1,743,502	1,724,999	975,934	749,065	0	300,000	In FY 2018, a new Energy Integrated Resource Plan (IRP) is expected to be completed.	In the 3rd quarter, City Council approval was received and contract was awarded for IRP consultant services.	Ongoing
26	3013	Facility Security Systems	4,304,643	4,693,390	4,813,911	-120,522	896,128	510,000	In FY 2018, construction of the T.M. Goodrich receiving station security wall will be complete. In addition, staff will initiate an RFP to assess the security systems of all substations and dispatch facilities. Assessment and findings will support compliance with new North American Electric Reliability Corporation standards and federal regulatory requirements.	Physical security systems assessment of all substation and dispatch facilities was completed in the 3rd quarter.	Ongoing
27	3073	Supervisory Control and Data Acquisition System Expansion	3,719,801	3,606,235	2,945,647	660,588	8,442	500,000	In FY 2018, new workstations, servers, software and equipment for the Backup Dispatch Center will be installed to enable communication to Primary Dispatch. Additionally, Primary Dispatch Center SCADA system hardware will be upgraded in support of the Backup Dispatch SCADA system.	Work plan for the backup dispatch center is being coordinated with facility improvements (CIP 3181) and is expected to begin in the 4th quarter. Power SCADA database and display updates were completed in support of the S-2 Circuit Fault Indicator, S-6 Circuit Fault Indicator, T.M. Goodrich 34-11 line upgrade, and Santa Anita 34-11 line upgrade projects.	Ongoing
28	3192	Distribution System Automation	4,945,792	3,800,001	2,851,134	948,867	164,497	500,000	In FY 2018, project design and installation will be completed for new SR-1 underground recloser, Lincoln overhead recloser, two 5-way solid-dielectric underground switches for La Loma, and two new underground automated switches. New Distribution Automation equipment	A new underground resettable fault interrupter (RFI) switch was installed on the Corson Circuit in V1143.	Ongoing

Priority	Project#	Project Name	Total Estimated Cost	Appropriation Thru FY 2018	Expenditures Life of Project	Project Balance as of 3/31/2018	Expenditures Year-To-Date	FY 2018 Anticipated Expenditures	FY 2018 Workplan Schedule	Comments	Stage
									will be programmed, tested, installed and commissioned by PWP.		
29	3035	Distribution System Fault Indicators/Recorders	1,508,647	1,004,391	622,110	382,281	3,925	200,000	In FY 2018, as part of ongoing system upgrades for increased reliability, crews will install three new fault indicator systems at the intersection of Fair Oaks Avenue and Walnut Street, at Walnut Street just east of Orange Grove Boulevard, and at the intersection of Avenue 64 and Glenullen Drive. These new systems will communicate with the Supervisory Control and Data Acquisition System (SCADA).	Two new Overhead Fault Indicator Systems were installed on the S-6 and S-2 Circuits to provide real-time information to the PWP Dispatch Center.	Ongoing
30	3179	Azusa Hydro Upgrades and Replacements	3,682,408	2,720,357	1,613,096	1,107,262	0	520,000	In FY 2018, the main gate, fence and air compressor/storage building will be upgraded. Miscellaneous upgrades and replacements will be addressed as needed.	In the 3rd quarter, City Council approval was received and contract awarded for conduit repair needs assessment. Conduit improvement and repair findings have been prioritized over main gate, fence, and storage building upgrades. Contractor work has begun and is anticipated to be completed in the 4th quarter.	Ongoing
31	3142	Advanced Metering Infrastructure (AMI)	16,056,413	816,356	305,166	511,190	0	300,000	In FY 2018, AMI / Meter Data Management System (MDMS) assessment will be started for the development of a Request for Proposal to determine options for system conversion and replacement. MDMS will serve as a repository of data and information for GIS, Engineering, Outage Management System and SCADA. MDMS will directly interface with the Customer Information System.	No reportable activity in the 3rd quarter. Work plan has been delayed, pending the CIS Replacement Project (CIP 3022).	No Activity This Quarter
32	3021	Power System Cable and Transformer Test Equipment	1,369,930	1,114,945	699,111	415,834	0	100,000	In FY 2018, sweep frequency testing equipment will be purchased to gather data on internal windings and improve system reliability. Measured trends, benchmarks and other	Procurement for transformer test equipment continued in the 3rd quarter. Contract award is anticipated in the 4th quarter.	Ongoing

Priority	Project#	Project Name	Total Estimated Cost	Appropriation Thru FY 2018	Expenditures Life of Project	Project Balance as of 3/31/2018	Expenditures Year-To-Date	FY 2018 Anticipated Expenditures	FY 2018 Workplan Schedule	Comments	Stage
									collected data will monitor the remaining useful life of a substation, facilitating scheduled outages for maintenance and replacements, and preventing unscheduled outages.		
33	3205	Subtransmission System Enhancements	16,550,000	1,000,000	1,780,043	-780,043	1,155,921	250,000	In FY 2018, repair and remediation of 34-16 subtransmission line between Santa Anita and Glenarm Receiving station will be completed to improve the integrity of the subtransmission system. The 34.5kV subtransmission lines that interconnects Glenarm Receiving station with LADWP will be remediated to harden against sudden over voltage conditions.	Insulator replacement and repairs to the LA – St. John's line are ongoing and scheduled for completion in the 4th quarter.	Ongoing
34	3178	Power Supply Facility Security	819,254	1,195,423	630,863	564,560	39,827	45,000	In FY 2018, improvements to Glenarm, Broadway and Azusa Hydro plants security systems will be completed on an as needed basis.	Electrical work on security system installation was completed in the 3rd quarter. Camera installations are ongoing and software needs will be finalized in the 4th quarter.	Ongoing
35	3012	Distribution Volt/Var Enhancements	645,000	185,000	15,827	169,173	15,827	115,000	In FY 2018, a distribution system study for reactive load support and voltage control will be completed. Based on the findings of the study, distribution system capacitors will be added or relocated and regulators will be installed to ensure integration with other automation projects.	Two capacity banks were installed in the 3rd quarter in response to ongoing system studies for reactive load support and voltage control. Three remaining identified locations are scheduled for installation in the 4th quarter.	Ongoing
36	3133	Economic Rehabilitation of Properties	2,142,016	2,118,614	1,730,661	387,953	4,934	250,000	In FY 2018, a remediation plan will be developed for the Santa Anita Substation. Additionally, 14 electrical substations will be rehabilitated as structural needs arise.	Research and data acquisition continued for seismic rehabilitation of the historical building at Santa Anita Substation.	Ongoing
37	3015	Substation Capacitor Banks	662,110	3,400,635	3,327,816	72,820	5,380	60,000	In FY 2018, crews will replace capacitor cans and interrupters as needed.	Relocated and upgraded 34kV circuit breaker control switches for Capacitor Banks 4, 5, 6 & 10, 11, 12 at the Santa Anita Substation.	Construction

Priority	Project#	Project Name	Total Estimated Cost	Appropriation Thru FY 2018	Expenditures Life of Project	Project Balance as of 3/31/2018	Expenditures Year-To-Date	FY 2018 Anticipated Expenditures	FY 2018 Workplan Schedule	Comments	Stage
38	3206	Redevelopment of Generation Site (Phase I)	400,000	400,000	0	400,000	0	230,000	In FY 2018, contractors will begin preliminary planning and analysis of the site.	No reportable activity in the 3rd quarter due to the prioritization of competing projects. Work plan has been delayed to FY 2019.	No Activity This Quarter
39	3119	Management Information Systems - Power Department	2,528,371	3,800,393	2,729,389	1,071,004	28,172	706,250	In FY 2018, staff will continue assessment for the replacement or upgrade of the HighJump inventory system. Information systems needs will be evaluated and implemented at the backup dispatch center. Technology upgrades pertaining to servers, switches, software and data center utilities will be completed and vulnerability assessment recommendations will be implemented. The Outage Management System will be upgraded as needed.	Notice Inviting Bids was posted to PlanetBids on January 11, 2018 for upgrade of aging virtual infrastructure for the data center and secondary recovery "backup" site. Lowest bid was received from Tricade Technology. Agenda Report to award contract will be presented to City Council on April 16, 2018. Additionally, Axis 1080P cameras were procured.	Ongoing
40	3026	Interactive Voice Response System (IVR)	570,192	705,001	350,059	354,942	0	50,000	In FY 2018, staff will review and implement IVR/IWR system enhancements and modifications to improve customer service.	No reportable activity in the 3rd quarter. Work is completed on an as needed basis.	No Activity This Quarter
41	3175	Water and Power Warehouse Modernization	4,079,859	19,921,982	17,581,021	2,340,961	3,540	250,000	In FY 2018, upgrades and improvements to the existing warehouse building will continue for Electric and Water utility functions, as needed.	Work to address glare issues at 245 W. Mountain Street continued.	Ongoing
42	3025	Field Services and Meter Reading Automation	452,588	474,603	304,024	170,579	0	50,000	In FY 2018, staff will continue software and hardware upgrades to meter reading handheld devices, water touch probes, electric probes, and related meter reading software as needed.	In the 3rd quarter, PWP was advised that the current water meter reading device (Versa Probe) will no longer be supported by Northrop Grumman. Quotes for new probes were received and procurement is in progress with expected delivery in the 4th quarter.	Ongoing
43	3188	Radio Equipment Replacement	1,408,452	2,543,246	1,923,171	620,075	0	25,000	In FY 2018, additional radios will be purchased as needed.	No reportable activity in the 3rd quarter. Work is completed on an as needed basis.	No Activity This Quarter

Priority	Project#	Project Name	Total Estimated Cost	Appropriation Thru FY 2018	Expenditures Life of Project	Project Balance as of 3/31/2018	Expenditures Year-To-Date	FY 2018 Anticipated Expenditures	FY 2018 Workplan Schedule	Comments	Stage
44	3014	Replacement of Power Plant Instruments and Controls	442,920	495,093	360,747	134,345	0	60,000	In FY 2018, instruments and controls will be procured as needed.	Installation of sensor parts procured for instrumentation upgrades was completed.	Ongoing
45	3034	Distribution System GIS Enhancement	8,221,075	7,413,382	6,521,964	891,418	189,972	500,000	In FY 2018, crews will continue data gathering and enhancements to existing electrical distribution GIS to benefit engineering, field operations, and the Outage Management System (OMS), and for future projects planning and design.	System enhancements on feeder boundary mapping to improve the GIS user interface and evaluation of the new ESRI Utility Network Software continued in the 3rd quarter.	Ongoing
46	3168	Installation of Fiber Optic Services	594,419	1,100,001	845,054	254,947	0	50,000	In FY 2018, crews will complete design, equipment purchases and installation of fiber cabling as needed for the distribution system and/or per customer request.	No reportable activity in the 3rd quarter. Work is completed on an as needed basis, per customer requests.	No Activity This Quarter
47	3028	Records and Drawings Automation	1,107,748	1,798,855	1,411,812	387,043	0	100,000	In FY 2018, a drafting standards book will be developed, complete with AutoCAD profile, to define a consistent tool pallet of construction units and support a standardized process for utility construction design, improving the accuracy of estimating project resource needs. Additionally, existing records will be converted to AutoCAD.	Work with contractor began on a pilot project to convert a portion of GIS map into AutoCAD for engineering design use.	Planning
48	3140	Work Order Management System - Power Department	1,814,767	2,418,278	1,147,082	1,271,196	0	450,000	In FY 2018, a work order management program will be developed to improve project management.	Completed a second round of Lucity application evaluation for PWP Power Delivery work order and asset management was completed. Further evaluation will continue in the 4th quarter. Quote for implementation of application has been requested from vendor.	Planning
49	3197	Recycling of Collected Rain Water	581,796	425,000	3,204	421,796	0	160,000	In FY 2018, a feasibility study for a rain water collection system is planned.	No reportable activity in the 3rd quarter. Pending finalization of the Art Center's Master Plan for collaboration on rain and waste water collection project partnership.	No Activity This Quarter

Priority	Project#	Project Name	Total Estimated Cost	Appropriation Thru FY 2018	Expenditures Life of Project	Project Balance as of 3/31/2018	Expenditures Year-To-Date	FY 2018 Anticipated Expenditures	FY 2018 Workplan Schedule	Comments	Stage
Technology Projects											
1	71149	Enterprise Resource Planning System (Financial and Human Resources)	8,261,358	7,860,000	7,498,166	361,834	334,297	525,000	This project will be completed in FY 2018.	Phase 2 – Human Resources/Payroll planning, design and configuration activities continued. The third payroll cycle testing is underway and will continue in 4th quarter. Planning for a new test cycle is also underway for Munis Personnel Actions, with testing scheduled to begin in 4th quarter. In addition, the Tyler Munis ERP system was successfully upgraded this quarter. Project delayed due to dependency on the Enterprise Electronic Timekeeping and Scheduling project, 71161. Go-live date for Payroll and HR modules anticipated in 2nd quarter FY 2019.	Ongoing
2	71161	Enterprise - Electronic Timekeeping & Scheduling System	250,000	152,153	143,633	8,520	33,091	40,000	In FY 2018, configuration of the existing timekeeping system will be completed as a dependency for the Enterprise Resource Planning System Phase 2 - Payroll and Human Resources module completion. Also in FY 2018, the Police Department staff will transition from a paper-based timekeeping system to an electronic process. Event and staff scheduling capabilities will be implemented in Police, Water and Power and potentially Library and Fire Departments once funding is identified.	User Acceptance testing for the test environment was completed and enhancement requests are under review based on test results. New requests will be submitted to the vendor in 4th quarter. Third payroll cycle testing is also underway. This project will conclude in conjunction with completion of the ERP project, 71149.	Ongoing
3	71152	Land Management System (LMS) Replacement	4,866,225	4,096,589	2,454,297	1,642,292	548,556	900,000	Phase 1 (Planning and Permitting) is anticipated to go-live in the third quarter of FY 2018. Activities related to Phase 2 (Online Plan Submission) and Phase 3 (Public Works and Public Health permitting) will begin in FY 2019.	Configuration of the core EnerGov system and report requirements (80% internal reports) were completed. Production (PROD) environment requirements were also completed and building of the environment is underway. The User	Design

Priority	Project#	Project Name	Total Estimated Cost	Appropriation Thru FY 2018	Expenditures Life of Project	Project Balance as of 3/31/2018	Expenditures Year-To-Date	FY 2018 Anticipated Expenditures	FY 2018 Workplan Schedule	Comments	Stage
										Acceptance (UAT) Stage plan was completed and UAT training workshops were provided to the project team. A kick-off meeting for the UAT stage and first edition of the monthly project newsletter, also occurred. The go-live date for Phase 1 of the system is scheduled for 1st quarter FY 2019.	
4	71157	DoIT Equipment Life Cycle Replacement FY 2015 - 2019	7,601,584	6,292,084	2,572,654	3,719,430	456,322	1,500,000	In FY 2018, annual system life cycle replacement of hardware and software will continue.	Network and server infrastructure equipment replacements continued, including core router replacement for Police Department. Various switches and firewalls updated with new firmware. Project specification finalized for lifecycle replacement of systems supporting virtual desktop services, and advertised in 4th quarter. Email system migration to Microsoft Office 365 proceeded with completion anticipated in 4th quarter.	Ongoing
5	71811	Police Jail Access Control and Monitoring System Replacement	537,500	537,500	0	537,500	0	0	This project will begin when funds are identified.	In 3rd quarter, this project received funding as part of an FY 2018 budget amendment. The project charter was developed, and two jail site visits were conducted by the project team to refine requirements for the RFP.	Planning
6	71159	Public Safety Mobile Data Computer Replacement	270,000	220,000	67,815	152,185	20,839	133,000	The project is expected to be completed in FY 2018 for police vehicles. A schedule for replacement of the Fire MDCs will be developed once funding has been identified.	Additional SUVs deployed and formal retrofit process for the Crown Vic vehicles launched in 3rd quarter. Vendor contracted to expedite retrofit process for Crown Vic vehicles. Current schedule anticipates completion of remaining 35 vehicles by end of 4th quarter.	Ongoing

Priority	Project#	Project Name	Total Estimated Cost	Appropriation Thru FY 2018	Expenditures Life of Project	Project Balance as of 3/31/2018	Expenditures Year-To-Date	FY 2018 Anticipated Expenditures	FY 2018 Workplan Schedule	Comments	Stage
7	71212	City Fiber Network Expansion	7,188,321	1,493,321	1,268,826	224,495	148,679	700,000	In FY 2018, phase three of the fiber backbone expansion project will be completed in the north and northeast sections of the City, as well as last mile connections to City facilities, utility and transportation infrastructure, and economic development targets.	Installation of fiber cables in the Northeast Ring Expansion area (Phase 3 of the Fiber Backbone Expansion project) completed. Splicing of fiber cables in this area began. In addition, fiber cable was extended to the City's eastern radio tower site and to several northwest traffic signal locations in preparation of upcoming upgrades to the area.	Ongoing
8	71151	Enterprise Content Management System	2,000,000	800,791	725,365	75,426	0	75,000	In FY 2018, the remaining document databases on the legacy document management system will be migrated to the new ECMS. Expansion of ECMS capabilities to additional City departments will be considered in future phases contingent upon adequate funding. As future investments are made, the estimated project cost may increase as the system is expanded for greater use citywide.	Next phase of project anticipated to begin in 4th quarter.	No Activity This Quarter
9	71162	Enterprise - Building Security Management	1,000,000	100,000	0	100,000	0	100,000	In FY 2018 the building access control system in the Police Department will be replaced. Building security enhancements at other locations identified in this project will begin when additional funds are identified.	Installation of video surveillance equipment for the Municipal Services office at City Hall and Parking Office at the Park Center office, as part of the Building Security Management – Cash Handling project, was completed. In addition, new interior and exterior video surveillance equipment was installed at Human Services and Recreation's new Central Park Center.	Ongoing

MEMORANDUM - CITY OF PASADENA
DEPARTMENT OF PUBLIC WORKS

DATE: May 7, 2018

TO: Joint Finance Committee/City Council

FROM: Ara Maloyan, P.E., Director of Public Works

RE: Follow-up Items from the Recommended FY 2019 CIP Budget Hearing on April 30, 2018

At the April 30, 2018 Joint Finance Committee/City Council meetings members of this body raised a number of questions regarding the Recommended FY 2019 – 2023 Capital Improvement Program budget. Staff has prepared a list of follow-up items and responses for your review.

cc: Steve Mermell, City Manager
Julie A. Gutierrez, Assistant City Manager
Matt Hawkesworth, Director of Finance

Attachment

Follow-up Items from Finance Committee/City Council
FY 2019 CIP Budget Hearings on April 30

Municipal Building and Facilities

1. Provide information regarding the Fire Station Assessment on Station 34.

A preliminary cost analysis and recommendation was included as part of the Fire Station survey in 2011 (See Attachment A).The survey indicates that operational needs at that time were adequate; however, the existing building design did not meet current accessibility standards and the building had gender accommodation issues. The estimate has been updated using historical inflation data between 2011 and 2017, and a projected construction date of 2021. The revised cost estimate for Fire Station 34 is $2,500,000. This includes design, construction, contingency and other related soft costs.

2. Provide a cost estimate to paint the Police Station building.

The Building Systems and Fleet Maintenance Division (BSFMD) does not recommend painting the exterior surface of the Police Department building because the building is finished with colored stucco and not paint. Professional power washing is a better alternative to painting and the estimated cost is $150,000 to properly power wash all sides of the building.

Streets and Streetscapes

3. Provide information regarding future availability of Community Development Block Grant (CDBG) funding for sidewalk repair.

The Housing and Career Services Department identified an additional $400,000 in CDBG funds that are available for allocation from the following sources: staff recently identified unallocated funds of approximately $100,000; a project slated for PUSD has been cancelled in the amount of $100,000; and Congress increased the City's allocation for next year in the amount of $200,000. As a result, staff recommends amending the Recommended FY 2019 CIP budget to appropriate $400,000 in CDBG funds to the *Annual ADA Sidewalk Improvement Program (page 2.2)*.

The future available amount of Pasadena's CDBG funding is uncertain. The Federal Government's current Administration consistently recommends CDBG funding for cuts and/or elimination. Pasadena's CDBG annual funds are split between Public Services (funding to nonprofits for social services), MASH, repayment of the Robinson Park Section 108 loan, and program administration leaving a modest amount for Non-Public Service activities (economic development and public facility improvements including sidewalk repair). As a result, there is no guarantee CDBG funds will be available for the sidewalk project on an annual basis.

Rose Bowl Improvements

4. Provide an itemized list of projects and funding for *Rose Bowl – Preventative Maintenance FY 2017-2021 (page 8.3)* and *Rose Bowl Major Improvements Projects FY 2017-2021 (page 8.5).*

See Attachment B and Attachment C for list of projects and estimated costs.

Water Systems

5. Expenditures to date for the *Arroyo Seco Canyon Project (page 13.7)*.

To date, expenditures for the life of this project are $4.2 million. Project delays have occurred due to litigation that was settled last year. Completion of design is pending a habitat impact study and environmental impact report. Staff anticipates completion of the study by August 2018.

6. Expenditures to date for the *Non-Potable Water Project (page 13.8)*.

To date, expenditures for the life of this project are $7.2 million. The project is on hold awaiting the State's Division of Water Rights decision to approve the Wastewater Change Petition.

Electric Systems

7. Revised summary of appropriations by fund correctly indicating appropriations from the underground surtax.

A new **Capital Improvement Program Summaries** section which includes an updated: Recommended FY 2019 – 2023 CIP Exhibit B; Totals by Category; Totals by Department; and Totals By Fund summary reports will be provided to the Joint Finance Committee/City Council at Monday, May 7, 2018 meeting. The Underground Utility Fund has been updated on page 6 of the Totals by Fund report.

Tab G: Existing Fire Station No. 34 Facility Survey

1.0 Project Data

- Year Built: 2000
- Site Zoning: PS
- Site Easement: None
- Site Area: 9,670 s.f. (0.22 acre)
- Building Area: 7,691 s.f.
- Story/Height: 2 Story
- Apparatus Bays: 3 Bays
- Apparatus Equipment: 7 vehicles
- Personnel: 7 per shift, 2 total

2.0 Fire Department Needs

Equipment Operational Needs:

- Adequate at the present

Personnel Operational Needs:

- Adequate at the present

3.0 Construction Cost Estimate

Preliminary Cost Analysis for renovation and upgrade to existing facility on the existing site:

Building Modification	$500,000
Mechanical Modifications	$115,000
Electrical Modifications	$115,000
Plumbing Modifications	$17,000
Subtotal	$747,000
Plan Check Fees	$15,000
A & E Fees @ 12%	$90,000
LEED: Existing Building	$25,000
Project Cost	$877,000
Contingency / Allowance @ 10%	$88,000
Total Building Cost	**$965,000**

4.0 Project Overview

Project Objective:

- Update building design, structure, and system performance to meet current building codes and regulations.
- Analyze operational needs and identify current building usage.
- Investigate existing condition of building interior and exterior appearance.
- Determine future growth requirement of personnel and equipment.
- Adopt building usage and function to facilitate sustainable design.

General Findings:

- Codes, Regulation and Equipment Operation:
  - The existing building design does not meet the current accessible standard.
  - The structure is expected to perform as an essential service building.
  - Title 24 compliance - See Mechanical Report
  - Title 24 compliance - See Electrical Report.
  - Plumbing design analysis - See Plumbing Report.
- Operation of the building is functioning and providing the service required.
- The exterior facade and surface is in good condition and does not show visible aging.
- There is no immediate need for the future growth of the fire station.
- LEED Certification can be achieved with minimal building modification. However, significant participation and involvement of the crew is required.

5.0 Assessment

Site:

Only six secured parking stalls are provided for the seven personnel on duty.

Building:

- Elevator is not provided for the second floor.
- Fire pole from the second floor is not provided in the design.
- Additional counter space is needed in the captain's office.
- Noise from the second floor exercise room is a nuisance to the personnel below.
- The plastic laminate countertop at the workshop is not the recommended material for this usage.
- The study area at the second floor is generating excessive heat gain due to large amount of single glazing material.
- There is no accessible restroom and shower provided in the second floor.
- The room originally designed for captain's dorm is currently being occupied by the female crew. This is creating privacy issues with the usage of the restroom that is shared from the adjoining room.
- The existing building design does not provide the needed dorm and bed space for the number of female crew assigned to this station.

6.0 Recommendation

Note: Refer to **Tab D** for executive recommendation. Design recommendations mentioned below shall be used for feasibility study purposes only.

Site:

The land area to the rear of the station is utilized to the fullest with no capacity for parking expansion. Off-site parking is the practical approach in solving this issue.

Building:

- Elevator is a requirement of the accessibility standard.
- Fire pole is a desired feature in this station.
- Additional countertop may be added to the north wall area.
- Dropped framed ceiling may be added in the office areas to mitigate some of the noise issues.
- The existing plastic laminate countertops may be replaced with galvanized or stainless steel material.
- The single glazing storefront system should be replaced with dual glazing framing system.
- One restroom and shower need to be designated as accessible.
- Gender separation for priacy is a user related issue that needs to be solved by the fire department.
- There are 13 bed spaces assigned to six dorm rooms in the second floor. The seven personnel on duty should be accommodated with proper allocation of crew. We recommend for the fire department to review the crew assignment to determine the optimum occupancy that may be used for each dorm room.

7.0 Architectural Finishes, Building Use, and Accessibility (ADA)

Currently Fire Station No. 34 Facility contains an on duty staff of 7 persons, per shift, per day. These personnel consist of one battalion chief, one captain, one engineer, three paramedics, and one firefighter.

The facility currently contains one engine truck, a strike team vehicle, an ambulance, a reserve ambulance, one battalion chief truck, a reserve battalion chief truck, and on occasion a reserve engine.

The specialty at this location is the administrative responsibilities for the Pasadena Fire Department.

Site Conditions

Located at the southeast corner of East Del Mar Boulevard and South Holliston Avenue, there is one main vehicular access for staff and visitors along South Holliston Avenue. There is an apparatus exit on East Del Mar Boulevard. There are six secure parking stalls behind a metal gate usually opened with a remote control although a key access pad may be found to the left hand side of the gate upon entering. Unsecure vehicle parking consists of four visitor parking stalls and

one clearly indicated accessible car/van stall. There is an accessible path of travel from this space as well as the sidewalks to the entrance of the facility, although there is no path of travel signage.

In regard to the rest of the site conditions the following observations were made whereas each of the following numbers corresponds to its respective number on the respective **Existing Site Condition Plan**:

- There are hairline cracks at the stucco in various locations. (1)
- A permanent generator and its respective enclosure are located near the trash can enclosure. (2)
- The enclosed patio is known to flood regularly due to poor drainage. (3)
- The southwest apparatus door has chipped paint at various locations. (4)

Existing Facilities

Fire Station No. 34 was originally constructed around 2000. The current facility contains single pane glazing throughout unless otherwise noted. Wall corners are chipped and damaged throughout the facility and in need of paint and repair. The following observations were made of each individual room whereas each number corresponds to its respective number on the respective **Existing Site Condition Plan**:

Apparatus Room 100

- With the exception of temporary metal lockers and a vending machine within the bays, the rest of the area is kept clear around the apparatus. (5)
- An exposed heater system and exhaust system are visible throughout the room. (6)
- A separate vehicle exhaust system is missing. (7)

Dining Room 101

- There is sufficient space in this area for daily activities. (8)
- The built-in area for a public phone is rarely used due to the use of cell phones. (9)

Kitchen 102

- Plastic laminate casework is delaminating at various locations. (10)
- The residential grade dishwasher is in constant need of repair due to heavy use. (11)
- There is sufficient storage to accommodate each shift. (12)
- There are two residential grade refrigerators which is insufficient to store the food for each shift. (13)

Day Room 103

Originally constructed as a training room, this area is currently used as a day room with ample space for seven lounge chairs and built-in casework

- The carpet is stained in various locations. (14)
- The topset base is coming up at various locations. (15)

Lobby 104

- There are visible cracks in the concrete floor. (16)
- The lobby is ADA compliant, including the ADA compliant counter. (17)
- There is ample space in the lobby. (18)
- Built-in shelving for trophies, pictures, and memorabilia is missing. These items are currently placed on shelves, counters, benches, and the floor due to lack of proper casework for these items. (19)
- The drinking fountain is ADA compliant. (20)

Public Toilet 105

- This room contains ADA compliant fixtures and is in good condition. (21)
- When the toilet is flushed it can be heard in the dormitories above. (22)

Station Office 106

Since this station does all of the staffing for the Pasadena Fire Department, ample office space and file storage is a necessity. There is enough space for five workstations.

- A designated Captain's Office is missing. (23)
- Under-counter permanent storage is missing. (24)

Battalion Chief's Office 107

Originally constructed as the Captain's Office, this space is currently used by three Battalion Chiefs.

- There is enough space for three people to use it but each Chief does not have a designated space and must bring out and put away all work at the beginning and end of their shifts. (25)
- Due to the efficiency and visibility of the rest of the office, one workstation is primarily used by all three Chiefs. (26)

Storage Room 108

No items were noted.

Storage Room 109

No items were noted.

Utility Room 110

- There is sufficient space for a mop sink, eye wash area, residential grade washer, residential grade dryer, ice machine, single bowl sink, and storage. (27)

Elevator Machine Room 111

- Signage for this room is misspelled as "EVEVATOR MACHINE ROOM." (28)

Hall 112

- The end of the hallway adjacent to the Battalion Chief's Office is used for storage. (29)

Work Shop 113

- The plastic laminate counter is delaminating at various locations. (30)
- There is sufficient space for work and storage. (31)

Medical Supply 114

No items were noted.

Turnout Room 115

- There is sufficient space for changing, turnout gear, and equipment. There are 18 slots for all of the staff. (32)
- Storage is placed above wood turnout lockers. (33)

Crew Dormitory 201, Captain Dormitory 203, and Battalion Chief Dormitory 205

Even though all three rooms were originally constructed as crew dormitories two of the three dormitories are used by one staff person each. These rooms are of sufficient size for the three beds, six lockers, and storage space within each room. The only downside to the layouts for these rooms is that the lockers are within the dormitories and crew must access these lockers while others are sleeping and may potentially wake them.

Bathroom 202, Bathroom 204 and Bathroom 206

- Two of the three shower rooms are missing a shower door. (34)
- The shower pan does not drain well, nor are the showers ADA compliant. (35)
- The toilets are not ADA compliant. (36)

Exercise Room 207

- A drinking fountain is provided within the ample space for personnel and equipment. (37)
- The athletic flooring is in good condition. (38)
- The walls are scratched mainly along the bottom at various locations. (39)
- A threshold between the athletic flooring and carpet is missing. (40)

Study 208 and Study 213

- The windows contain single glazing. (41)
- The plastic laminate counter wood is chipping. (42)

Single Occupancy Dormitory 209 and Female Dormitory 211

Originally constructed as Captain's dormitories, they are currently used as the Single Occupancy Female Dormitory and Single Occupancy Crew Dormitory. These rooms consist of a bed, cabinets, a desk, and each has a window facing the apparatus bays.

Single Occupancy Bathroom 210

This restroom was originally constructed for the use of both adjacent Captain's dormitories. Due to codes, when a female is using one of the adjacent dormitories, the male must then use one of the bathrooms in the crew dormitories on the other side of the hall.

Intern Dormitory 212 and Intern's Bathroom 212B

Originally constructed as the women's dormitory and respective bathroom, due to the lack of space this room is currently used by any interns. The room consists of one bed, cabinets, a nightstand, and a window out onto the apparatus bay.

Hallway 214

- The door frames are cracking at various locations. (43)
- The matte paint on the gypsum walls are scratched at various locations is hard to maintain due to the type of paint used. (44)

Elevator

- Used by staff mainly to bring up cleaning supplies such as the mop bucket because a utility closet on the second floor is missing. Staff would prefer to have an operable fire pole area. (45)
- The carpet is stained at various locations. (46)

All Stairs

No items were noted.

8.0 Green Building Elements and Certification

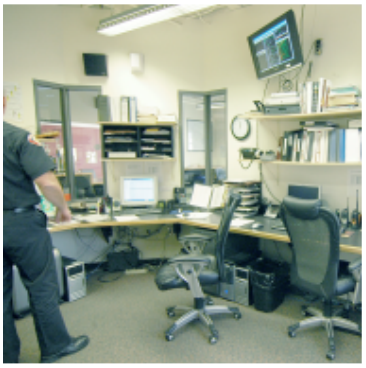
A LEED evaluation was conducted for Fire Station No. 34 under the assumptions that the facility would be modernized and quite possibly have a small to modest addition (less than 50% of the existing square footage), adding functional space to the facilities. With these assumptions Fire Station No. 34 would qualify for certification under the LEED EB system.

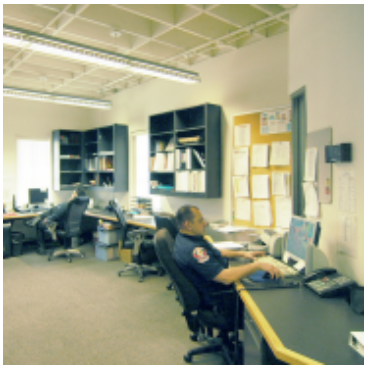
The LEED EB evaluation of Fire Station No. 34 illustrates a preliminary estimate of 40 points. Since many of the systems and building components are 20 years old it may not be feasible to replace these elements with greener and more efficient systems. Still, to meet the requirements of certification we will need to upgrade to ultra-efficient plumbing fixtures.

This LEED evaluation concentrated on sustainable purchasing, solid waste management credits, cleaning credits, and best-management practices for indoor air quality. The focused concern was with the everyday operations of the facility which will not incur a significant cost above and beyond that of typical maintenance activities. With the same thought the evaluation avoids performance measurement credits and commissioning credits which while important may not be feasible for the size of the project.

9.0 Seismic and Structural Safety

Fire Station No. 34 was constructed from documents prepared in 2000. The documents indicate preparation under the guidelines of the 1997 UBC.
The structure consists of single story apparatus bay, with a two-story adjacent living quarters. The two structures are seismically separate. The apparatus bay is of masonry bearing wall construction with a wood framed roof. The two-story living quarters is constructed of wood





bearing walls with wood framed floor and roof system.

Lateral loads from wind and seismic activity are resisted by reinforced masonry bearing walls at the apparatus bay, with the loads transferred through the horizontal wood diaphragm. The living quarters utilizes wood shear walls and horizontal plywood diaphragms. The foundation systems consist of a conventional pad and continuous footings, with concrete slab on grade. There is a logical load path for both vertical and lateral loads.

Due to the relatively recent construction date, the ASCE 31 checklist included with our previous reviews is not provided. The basis of comparison is the applicable 1997 UBC utilized in design.

The code under which the documents were prepared contains most of the significant revisions present in current code, and therefore the design is based on levels near current code, and would posses most code required specific, system related, detailing. The drawings provided for our review lacked typical masonry reinforcing details, and the general notes do not provide for instruction on a few key issues. The horizontal reinforcing in the piers on either side of the apparatus bay should be hooked around the jamb bars, and the minimum lap length of the jamb bars to footing dowels should be 72 bar diameters, and not the typical 30 inch dimension noted on 2- S11. These items assist in ductile performance of the masonry walls during significant seismic events.

With the exception of the few outlined issues, our cursory review indicates probable satisfactory continued performance when subjected to code prescribed lateral and vertical loads.

10.0 Energy Efficiency and Building Envelope

Mechanical:

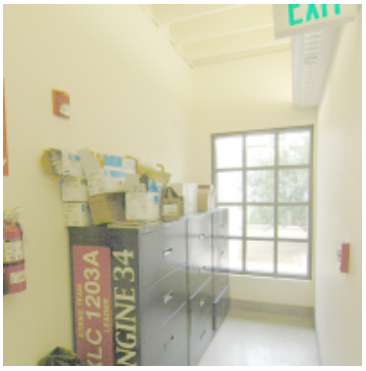
The City of Pasadena facilities are comprised of multiple fire stations, one of which, Fire Station No. 34, is defined in this needs assessment. The existing fire station was built in 2000. The original HVAC equipment is still in place and the building is currently served by (3) rooftop gas/electric air-conditioning units. The existing air-conditioning units are approximately 10 years old, and thus are nearing the end of their expected service life. However all units are in operating condition. The expected service life for these units is 15 years. All units are controlled by stand-alone controls. Apparatus bay includes central exhaust and (2) gas unit heaters. All units are in operating condition. The expected service life for these units is 15 years. The following issues were observed during our site visit:

Condition and Capacities of Existing Building Mechanical (HVAC) Systems

- Existing ductwork appears dirty. Dirty ductwork affects indoor air quality.
- At this stage the system should be rebalanced to original settings and latest ventilation rate requirements as per C.E.C. Title-24.
- A central exhaust system is provided meeting minimum code requirements.
- The first floor Utility Room 109 is being used as a computer/IT room. The space was warm during the site visit. Existing cooling system capacity is not sufficient.
- Currently the first floor Captain's Office, Room 107, which has a large computer load, does not have a thermostat, as required to maintain required temperature control.

HVAC Provisions:

- Clean all existing ductwork and air distribution devices.
- Balance all existing airside systems per AABC guidelines, including all HVAC equipment and all air distribution devices. Provide ventilation per C.E.C. Title-24 and 2007 California Mechanical Code.
- Propose upgrading the existing central apparatus bay exhaust system to a Plymovent type vehicle exhaust extraction system.



- Provide (1) ductless split system heat pump unit sized for actual cooling load.
- Provide averaging thermostat for Room 107 as required for proper temperature control.

Plumbing:

Condition and Capacities of Existing Building Plumbing Systems

- Faucet, trims, devices, and components do not meet the current Assembly Bill 1953 requirements.
- The instantaneous water heaters are old and do not meet current code and environmental requirements.
- Hose bibbs do not have vacuum breakers.
- Hangers and supports of plumbing piping and equipment do not meet current seismic code requirements.
- Gas appliance connector to barbecue grill does not meet current code requirement.
- Pipe penetration through exterior and interior wall, slab, and roof does not meet current code requirements.
- Gas piping to mechanical equipment is deteriorating on the roof.

Plumbing Provisions

- Replace faucet, trims, devices, and components to meet the current Assembly Bill 1953 requirements.
- Replace instantaneous water heaters to meet the current code and environmental requirements.
- Replace hose bibbs with vacuum breakers.
- Replace hangers and supports of plumbing piping and equipment to meet current seismic code requirements.
- Provide an equipment shutoff valve, a listed quick-disconnect device, or a listed gas convenience outlet to supply piping of barbecue grill to meet current code requirement.
- Provide firestopping and sleeve to pipe penetration through exterior and interior wall, slab, and roof to meet current code requirements.
- Gas piping to mechanical equipment is deteriorating on the roof.

Electrical:

Lighting

Existing Conditions:

The interior light fixtures consist of T8 fluorescent and compact fluorescent lamps throughout the existing facility, they appear to be the original fixtures from when the structure was constructed and appear to be in fair to good condition. A few lenses are damaged and pendant fixtures are not aligned with each other. Most rooms do not have bi-level switching and only a few rooms have occupant sensors. The majority of rooms employ a single toggle switch to control the lights in the rooms; this application does not meet current code. There are no arc fault circuit interrupter circuits protecting the circuits in the living areas.

The second floor corridor lighting is manually controlled at the time clock located in the corridor next to a electrical panel. There is no local switch at either end of the corridor to control the fixtures. Apparatus bay fixtures take a few minutes to reach full brightness and provide minimal light at critical departure time during the evening hours.

The exterior light fixtures appear to be the original fixtures from when the structure was constructed and are in fair condition; however, many of the existing exterior light fixtures have been removed or were never installed. Plates have been installed to cover the recessed j-boxes. The light fixtures use lamps that do not comply with the high efficiency requirements of the California Title 24 2008 nonresidential compliance code. The original exterior light fixtures are controlled by a time clock mounted in the interior of the building, however, the current switching/circuiting does not comply with California Title 24 2008 nonresidential compliance code. Illumination levels do not meet the

Illuminating Engineering Society (IES) recommended foot-candle requirements

The existing wall switches do not comply with current ADA mounting height requirements. Toggle switches and wall plates in the building are the original switches from when the structure was constructed. Switches connected to emergency circuits are not identified as being connected to emergency circuits.

Recommendations:

Replace damaged lenses and align all pendant fixtures to maximize light distribution.

Re-circuit the second floor corridor and install switches at each corner of the corridor for local control. Provide bi-level switching and occupant sensors for automatic lighting controls to comply with the California Title 24 2008 nonresidential compliance code. Relocate switches to meet the ADA mounting height requirements.

Replace exterior light fixtures with new high efficiency fixtures consisting of compact fluorescent lamps and/or high intensity discharge (HID) lamps to comply with the allowed lighting power density values set forth in the California Title 24 2008 nonresidential compliance code. Exterior lighting must be re-circuited to provide the ability to reduce the light levels between 40% - 70% in compliance with Title 24. Install additional fixtures that were omitted during the original construction to comply with the IES recommended foot-candle levels for security and safety purposes.

Provide arc fault circuit interrupter circuit breakers for circuits serving the living areas.

Install “red” colored switches and wall plates where connected to emergency circuits.

Power

Existing Conditions:

The existing utility service is 120/208V, 3 phase, 4 wire at 600 amps. The existing service appears to be adequate for the required demand load. Electrical panels appear to be the original panels from when the facility was constructed and have space available for expansion. Panels appear to be in good condition.

Quantity of receptacles at the kitchen counter is not adequate. Power strips are being used to augment the receptacles quantity.

The emergency generator is located in the tower adjacent to the apparatus bay and appears to be in working condition.

There are no arc fault circuit interrupter circuits protecting the receptacles in living areas. Receptacles connected to emergency circuits are not identified as being connected to emergency circuits.

Recommendations:

Provide additional circuits and receptacles for small appliance circuits in the kitchen.

Install arc fault circuit interrupter circuit breakers for all circuits serving the living areas.

Install “red” colored receptacles and faceplates where connected to emergency circuits.

Communications

Existing Conditions:

The emergency call system is operational and in good working condition. There were no reports of faulty speakers from staff.

Low voltage communications and signal systems appear to be in good condition.

Rose Bowl Stadium FY19 Preventative Maintenance List

#	Dept.	Code	Project	PM Annual Maintenance
				$ 760,000
1	IT / ELECTRICAL			
16	IT	PM	Misc. Electrical Power Repairs	$ 30,000
17	IT	PM	Misc. Stadium Fiber & IT Repairs and maintenance	$ 50,000
18	IT	PM	Misc. Stadium, electrical, parking lot lighting repairs	$ 45,000
28	HVAC			
30	HVAC	PM	Misc. HVAC Mechanical Equipment Repairs	$ 50,000
32	ELEVATOR			
35	Elevator	PM	Escalator/Elevator Equipment Repairs	$ 10,000
37	FIELD			
49	Field	PM	Annual Field sand spreading for Top Dressing and Draingage management	$ 20,000
59	EXTERIOR / CONCOURSE			
64	Exterior	PM	Misc. Stadium Roof Repairs, (Concessions Stands, RR buildings, Auto Gate, Public Safty, Etc.)	$ 50,000
65	Exterior	PM	Concourse Slurry	$ 70,000
66	Exterior	PM	Tree Thinning & Landscaping	$ 50,000
67	Exterior	PM	Irrigation/Plumbing Repairs	$ 30,000
68	Exterior	PM	Misc. Stadium perimiter gate and ballard repairs	$ 30,000
69	Exterior	PM	Stadium General Painting	$ 30,000
70	Exterior	PM	Parking lot crack sealant	$ 20,000
71	Exterior	PM	Restroom Fixtures	$ 40,000
86	INSIDE STADIUM			
90	Bowl	PM	Concrete Spall Repair	$ 40,000
91	Bowl	PM	Thin Profile Seats & Back Repairs	$ 47,000
102	PAVILION			
103	Pav	PM	Pavilion Seat Repairs	$ 15,000
104	Pav	PM	General Interior Painting	$ 20,000
105	Pav	PM	Kitchen Equipment Repairs	$ 10,000
106	Pav	PM	Misc. items	$ 10,000
107	Pav	PM	TV repairs and replacments	$ 10,000
125	OTHER			
131	Other	PM	Stadium Way Finding	$ 45,000
132	Other	PM	Storage Supplies (shelves, etc...)	$ 8,000
133	Other	PM	Misc. Stadium repairs as needed and justified, (ticket booths, sump pumps, water valves, etc...)	$ 30,000
156	LEGACY			
165	INDEFINITELY DEFERRED ITEMS			
172			TOTALS	$ 760,000

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UPDATED: 5/3/18

Rose Bowl Stadium Capital Improvement / Preventative Maintenance List

#	Dept.	Code	CIP Year	Project	III $ 4,475,000 2018 / FY19
1	**IT / ELECTRICAL**				
24	IT	CIP	FY19 = III	Security Camera Replacment & Upgrades ($4K a unit @ 3 units a year w/change)	$ 100,000
25	IT	CIP	FY19 = III	Stadium Fiber improvement in infastructure to manage and operate all IT systems	$ 25,000
26	IT	CIP	FY19 = III	Pavilion Fiber improvemtns in infastructure to manage and operate event day demands	$ 25,000
28	**HVAC**				
31	HVAC	CIP	FY19 = III	HVAC Major Repair/Replacement (locker rooms/media center/concourse)	$ 50,000
32	**ELEVATOR**				
37	**FIELD**				
60	**EXTERIOR / CONCOURSE**				
75	Exterior	CIP	FY19 = III	Stadim Field Lighting LED Upgrade and Consulting services	$ 2,535,000
77	Exterior	CIP	FY19 = III	Concourse Asphalt Replacement	$ 75,000
85	Exterior	CIP	FY19 = III	Repair Existing Concession Stand Cabinetry/Plumbing	$ 35,000
88	**INSIDE STADIUM**				
99	Bowl	CIP	FY19 = III	Upgrade/Replace video displays & scoreboards	$ 725,000
104	**PAVILION**				
118	Pav	CIP	FY19 = III	Flooring Upgrades/Repairs (Common Areas)	$ 30,000
122	Pav	CIP	FY19 = III	F&B Kitchen Upgrades (office space & electrical for terraces)	$ 15,000
123	Pav	CIP	FY19 = III	Pavilion FFE	$ 20,000
124	Pav	CIP	FY19 = III	Ceiling Fans	$ 25,000
127	**OTHER**				
136	Other	CIP	FY19 = III	Upgrade Temporary Concession Stands	$ 50,000
137	Other	CIP	FY19 = III	Stadium Re-Keying (pavilion and stadium gates)	$ 25,000
138	Other	CIP	FY19 = III	Virtual Gate Camera Install on Magnatometer Units (4 cameras per magnetometer for a total of 416 cameras @ 104 magnetometers @ $4300 per WTMD)	$ 110,000
140	Other	CIP	FY19 = III	Extension vehicle petrusion bollards - Meridian Defense Group	$ 90,000
148	Other	CIP	FY19 = III	16 Window Ticket Booth upgrades	$ 20,000
150	Other	CIP	FY19 = III	Miscellaneous FFE	$ 75,000
151	Other	CIP	FY19 = III	Specialty Trash/Recycle Containers	$ 30,000
152	Other	CIP	FY19 = III	Broadcast Cabling Upgrades	$ 75,000
156	Other	CIP	FY19 = III	Exterior Stadium parking lot and walkway improvements	$ 25,000
157	Other	CIP	FY19 = III	Concourse RR All gender and Pink Rooms	$ 15,000
158	Other	CIP	FY19 = III	Stadium Signage Upgrades (Concourse F&B, Parking Lots, Gates)	$ 50,000
159	**LEGACY**				
162	Legacy	CIP	FY19 = III	Rose Bowl Stadium 1922 Locker Room Office - Tunnel 7A	$ 250,000
165	**INDEFINITELY DEFERRED ITEMS**				
172				**TOTALS**	**$ 4,475,000**

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Agenda Report

May 7, 2018

TO: Honorable Mayor and City Council

THROUGH: Finance Committee

FROM: Director of Finance

SUBJECT: **OPENING OF PUBLIC HEARING FOR FISCAL YEAR 2019 RECOMMENDED SCHEDULE OF TAXES, FEES, AND CHARGES**

RECOMMENDATION:

It is recommended that the City Council:

1. Open the public hearing for the Fiscal Year 2019 Recommended Schedule of Taxes, Fees, and Charges; and

2. Continue this public hearing to each subsequent regular meeting of the City Council at 7:00 p.m., until May 14, 2018 or other such date as the City Council may determine, and at which time the City Council will be asked to close the public hearing and formally adopt the Fiscal Year 2019 Schedule of Taxes, Fees, and Charges.

BACKGROUND:

Each year, as part of the annual budget adoption process, the City Council reviews and adopts the Schedule of Taxes, Fees and Charges. Established by ordinance, this schedule includes items such as Residential Impact Fees, Utility User Taxes, Construction Tax, Business License Taxes, and Animal License Fees. This schedule includes charges that are not based on cost recovery and, therefore, are more accurately described as taxes and impact fees.

Pasadena Municipal Code Section 1.08.060 states that taxes, fees, and charges referenced in the code be adjusted on July 1st of each year to reflect changes in the Consumer Price Index (CPI) for the year ending March 1st. Pursuant to California Government Code Section 53750, the City Council has the authority to increase taxes pursuant to a CPI adjustment formula that was in place prior to November 6, 1996. The City's CPI formula was adopted in 1978. The municipal code requires the Director of Finance to compute the changes and submit them for adoption by the City Council. The

CPI for All Urban Consumers in the Los Angeles-Riverside-Orange County metropolitan areas increased by 3.6235% between March 1, 2017 and March 1, 2018.

Attachment A shows the current rates of taxes, fees, and charges affected by these provisions and the proposed rates that would take effect July 1, 2018 if adopted by the City Council. Staff is recommending an increase of 3.6235% to the flat amount tax rates to reflect the change in the most recent CPI data. Staff is not recommending changes to any tax rate which is based on a percentage because, under Proposition 218, these changes are subject to electoral approval. Furthermore, the Fiscal Year 2019 Grandstand Permit Application Tax, the Rose Bowl Admission Tax, and the Grandstand Seat Surcharge rates were approved by the City Council on December 11, 2017 and, therefore, not subject to change at this time.

COUNCIL POLICY CONSIDERATION:

The City Council's strategic planning goal of maintaining fiscal responsibility and stability will be advanced by annually updating the Schedule of Taxes, Fees, and Charges.

FISCAL IMPACT:

Upon adoption, the amendments to the Schedule of Taxes, Fees, and Charges are expected to increase the revenues in the General Fund for fiscal year 2019 by approximately $128,800 and in other funds by $218,800. These revenue projections have not been factored into the General Fund Five-Year Plan or the Fiscal Year 2019 Recommended Operating Budget.

Respectfully submitted,

MATTHEW E. HAWKESWORTH
Director of Finance
Department of Finance

Prepared by:

Byanca Banaga
Administrative Analyst
Department of Finance

Approved by:

STEVE MERMELL
City Manager

Attachments: (1)
1) Attachment A –Recommended Fiscal Year 2019 Schedule of Taxes, Fees, and Charges