CITY OF PASADENA
FINANCE COMMITTEE MINUTES
PASADENA CITY HALL
100 NORTH GARFIELD AVENUE
CITY HALL COUNCIL CHAMBER S249
SEPTEMBER 11, 2023
SPECIAL MEETING

OPENING The Chair called the special meeting of the Finance Committee to order at 3:08 p.m.

ROLL CALL: Mayor Victor M. Gordo
Councilmember Tyron Hampton
Vice Mayor Felicia Williams

Staff: Miguel Márquez, City Manager
Brenda Harvey-Williams, Assistant City Manager
Javan Rad, Chief Assistant City Attorney
Matthew Hawkesworth, Director of Finance
Laura Rubio-Cornejo, Director of Transportation
Sebastián Andrés Hernández, Principal Planner
Britt Card, Planner
Randy Mabson, Program Coordinator
Antonio Watson, Acting Procurement Administrator
Valerie Gibson, Transportation Services Manager
Gloria Acevedo, Recording Secretary

APPROVAL OF MINUTES: It was moved by Councilmember Hampton and seconded by Vice Mayor Williams, to approve the minutes of the August 28, 2023 (special meeting) as submitted. (Motion unanimously carried) (Absent: None)

NEW BUSINESS

AMENDMENT TO THE HOUSING DEPARTMENT'S FISCAL YEAR 2024 OPERATING BUDGET AND AUTHORIZATION TO ENTER INTO AN AGREEMENT WITH SOUTHERN CALIFORNIA HOUSING RIGHTS CENTER, INC. FOR FAIR HOUSING SERVICES NOT TO EXCEED $125,000

Chair Gordo introduced the item and Randy Mabson, Project Coordinator, provided a PowerPoint presentation and responded to questions.

Councilmember Hampton supported the item and suggested that for subsequent years, the item should be presented to the Pasadena Rental Housing Board (PRHB) to avoid duplication of efforts. Mr. Mabson gave detailed examples of what the housing services will provide outside of what the PRHB may offer. City Manager, Miguel Márquez, agreed to track the

services that will become available from the PRHB and will report back to the committee.

Vice Mayor Williams agreed with Councilmember Hampton regarding the concern for duplication of efforts and the need to define the services that will be provided by the PRHB, this should eliminate some of the confusion for residents. She also suggested having a dedicated phone line for residents to call with housing questions so they can be directed to the appropriate entity.

Chair Gordo expressed concern over delaying services to pending cases given the PRHB is in the process of building its staff. Chair Gordo also asked for clarification on the jurisdiction of the housing element. Mr. Mabson agreed to separate the role of the housing element, the PRHB, and the Community Development Building Communities when the topic returns to the Finance Committee in six-months.

It was moved by Councilmember Hampton seconded by Vice Mayor Williams, to approve staff's recommendation and forward the item to the City Council for consideration. (Motion unanimously carried) (Absent: None)

ADOPT A RESOLUTION AND AUTHORIZE THE CITY MANAGER TO EXECUTE ALL AGREEMENTS FOR THE RECEIPT OF LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) FUNDS INCLUDING LCTOP FUNDS FROM THE STATE AND THE COUNTY OF LOS ANGELES AND AMEND THE CITY'S BUDGET TO RECEIVE AND EXPEND FUNDS

Chair Gordo introduced the item and Laura Rubio-Cornejo, Director of Transportation, gave a brief outline.

Vice Mayor Williams asked for confirmation that the item was consistent with the Department's Adopted Transition Plan. Ms. Rubio-Cornejo confirmed that it was.

It was moved by Vice Mayor Williams seconded by Councilmember Hampton, to approve staff's recommendation and forward the item to the City Council for consideration. (Motion unanimously carried) (Absent: None)

AUTHORIZE THE CITY MANAGER TO SIGN ANY AND ALL AGREEMENTS TO RECEIVE FUNDS FROM THE ENERGIIZE COMMERCIAL VEHICLE PROJECT GRANT FOR A HYDROGEN FUELING STATION AND AMEND THE CITY'S BUDGET TO RECEIVE AND EXPEND THE GRANT FUNDS

Chair Gordo introduced the item and Laura Rubio-Cornejo, Director of Transportation, gave a brief outline.

Councilmember Hampton inquired about the outreach efforts on the item. Ms. Rubio-Cornejo stated that a press release will be released along with the other items on this agenda so that the public is aware of the funding that was secured to promote zero emission vehicles and facilities. Councilmember Hampton requested that staff provide a list of the number of grants the department has applied to on the Department of Transportation website with the status, Ms. Rubio Cornejo agreed to post the data on the department webpage.

Chair Gordo inquired on the timeline for the receipt of the grant. Sebastián Andrés Hernández, Principal Planner, responded that the typical time window is two-years for the implementation of the construction of the building.

It was moved by Councilmember Hampton seconded by Vice Mayor Williams, to approve staff's recommendation and forward the item to the City Council for consideration. (Motion Unanimously carried) (Absent: None)

ACCEPTANCE OF TRANSIT AND INTERCITY RAIL CAPITAL PROGRAM GRANT AND ADOPTION OF A RESOLUTION FOR RECEIPT OF $14,424,000 FOR THE PASADENA TRANSIT SYSTEM LEGACY PROJECT

Chair Gordo introduced the item and Laura Rubio-Cornejo, Director of Transportation, gave a brief outline, while Sebastián Andrés Hernández, Principal Planner, responded to questions.

Councilmember Hampton asked why the project was coined the term "rail capital program". Mr. Hernández responded that the grant also applies to agencies that run a transit and intercity rail.

It was moved by Vice Mayor Williams seconded by Councilmember Hampton, to approve staff's recommendation and forward the item to the City Council for consideration. (Motion Unanimously carried) (Absent: None)

AUTHORIZATION TO EXECUTE ALL AGREEMENTS WITH METRO AND NATURE FOR ALL ASSOCIATED WITH THE RECEIPT OF $747,245 GRANT FUNDING FOR THE MT. WILSON EXPRESS PILOT PROJECT

Chair Gordo introduced the item and Laura Rubio-Cornejo, Director of Transportation, gave a brief outline, while Britt Card, Planner, provided a PowerPoint presentation and responded to questions.

Vice Mayor Williams showed enthusiasm for the project and asked that there be plenty of outreach efforts and offered to disseminate information to her district members when it became available.

Councilmember Hampton asked about the feasibility of the project commencing sooner and requested that Nature For All to partner with local

nonprofit agencies when it came to the outreach and construction phases of the project. Ms. Card indicated that due to the amount of work the project will take, the Spring of 2025 launch date is firm. She stated that Nature For All will work with community-based organizations on the outreach portion and she can share with them the request to work with local nonprofit organizations for the opportunity to bid on the construction phase of the project.

It was moved by Vice Mayor Williams seconded by Councilmember Hampton, to approve staff's recommendation and forward the item to the City Council for consideration. (Motion Unanimously carried) (Absent: None)

AUTHORIZATION TO EXECUTE TRANSIT SERVICE OPERATION AGREEMENT WITH LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY FOR THE NEXTGEN SERVICE AND AMEND FY2024-2028 CAPITAL IMPROVEMENT PROGRAM BUDGET TO RECEIVE UP TO $30,476,143 IN FUNDING FOR PASADENA TRANSIT VEHICLES

Chair Gordo introduced the item and Laura Rubio-Cornejo, Director of Transportation, gave a brief outline, while Sebastián Andrés Hernández, Principal Planner, provided a PowerPoint presentation and responded to questions.

Vice Mayor Williams inquired why Metro had terminated two bus routes and if the Highland Park route would be funded by Metro. Mr. Hernández stated that the reduction is consistent with Metro's goal to focus on prioritizing regional services and confirmed Metro will fund the Highland Park route.

Councilmember Hampton expressed concern regarding how funding these lines will be done after the seven year contract when Nextgen ends. Ms. Rubio-Cornejo stated that the vehicles' average life is 12 years and that the City will be able to keep the vehicles at the end of seven years, future funding for the continuation of the bus routes will be evaluated and staff will present alternatives at that time.

Chair Gordo cautioned that it is costly to continue routes outside of the City without funding from Metro and stated residents should be made aware.

City Manager Márquez thanked Laura Rubio-Cornejo for the outstanding work in securing roughly $60 million in funding to support transit projects.

It was moved by Councilmember Hampton seconded by Vice Mayor Williams, to approve staff's recommendation and forward the item to the City Council for consideration. (Motion Unanimously carried) (Absent: None)

INFORMATION ONLY

REPORT ON CITY PROCUREMENT- CALENDAR YEARS 2021 AND 2022

Chair Gordo introduced the item and Matthew Hawkesworth, Director of Finance, introduced Antonio Watson, Acting Purchasing Administrator, who provided a PowerPoint presentation and responded to questions.

Councilmember Hampton thanked Mr. Watson for his outreach efforts in promoting the City's Pasadena First Buy Local program, which is very well received by vendors. He also inquired if staff had received feedback from vendors on how to improve the process. Mr. Watson stated that the City's new electronic portal, allows for vendors to communicate directly with the purchasing staff and that the new procurement system requires vendors to submit all required documents before they are allowed to complete a proposal or a bid, both contribute to streamlining communication and making it easier to compete for business in the City.

Councilmember Hampton requested for staff to conduct a procurement study to ensure the City is providing every opportunity available to make it feasible for local businesses to compete for business in Pasadena. The City Manager's Office will conduct the study and provide the result either at a Finance Committee or post in the City Manager's Newsletter.

Following a brief discussion, on the order of the Chair and consensus of the Committee, the item was received and filed.

ROSE BOWL OPERATING COMPANY FINANCIAL UPDATE

Chair Gordo introduced the item and Matthew Hawkesworth, Director of Finance, gave a brief outline on the item and shared that the review of the Proforma related to the Brookside Park expansion of the driving range and putting golf is being conducted, the results will be brought to the Finance Committee meeting in November.

Chair Gordo welcomed the good news and commented on the great turnaround that is taking place at the Rose Bowl Operating Company (RBOC). He also congratulated the staff at the RBOC for all their efforts.

Following a brief discussion, on the order of the Chair and consensus of the Committee, the item was received and filed.

PASADENA CENTER OPERATING COMPANY FINANCIAL UPDATE

Chair Gordo introduced the item and Matthew Hawkesworth, Director of Finance, gave a brief outline on the item and shared that the Pasadena Center Operating Company (PCOC) will receive almost the cap amount of the transient occupancy tax revenue sharing for Fiscal Year 2023. If the recovery trend in hotel stays continues, the PCOC will reach the cap amount next fiscal year.

Chair Gordo welcomed the good news and commented on the great improvements taking place at the PCOC and congratulated the staff for all their efforts.

Following a brief discussion, on the order of the Chair and consensus of the Committee, the item was received and filed.

ADJOURNMENT

On the order of the Chair, the special meeting of the Finance Committee was adjourned at 4:21 p.m.

ATTEST:

Mayor Victor M. Gordo Chair
Finance Committee

Gloria Acevedo
Recording Secretary