AGENDA
FINANCE COMMITTEE
SPECIAL MEETING NOTICE
JUNE 10, 2024
PUBLIC MEETING 3:00 P.M.

Members
Victor M. Gordo, Mayor
Tyron Hampton, District 1
Felicia Williams, District 2

STAFF
Matthew Hawkesworth, Director of Finance
Lisa Hosey, Assistant City Attorney
Gloria Acevedo, Recording Secretary

MISSION STATEMENT

The City of Pasadena is dedicated to delivering exemplary municipal services, responsive to our entire community and consistent with our history, culture and unique character.

In compliance with the Americans with Disabilities Act of 1990, Assistive Listening Devices are available from the City Clerk's Office with a 24-hour advance notice. Please call (626) 744-4124 to request use of a listening device.

Language translation services are available for this meeting by calling (626)744-4124 at least 24 hours in advance. Habrá servicio de interpretación disponible para éstas juntas llamando al (626)744-4124 por lo menos con 24 horas de anticipación.

Meetings are broadcast live on cable Channel 3 and on the Internet at http://pasadena.granicus.com/mediaplayer.php?camera_id=2&publish_id=9 and https://www.pasadenamedia.org/watch/ (Click on Video Streamlining on the right side of the screen).

Items on the agenda may not be called in order listed. Agendas and supporting documents are available on the Internet at https://www.cityofpasadena.net/commissions/city-council-finance-committee/

*Materials related to an item on this Agenda submitted to the Finance/Audit Committee **after** distribution of the agenda packet will be posted online and listed as: "Supplemental Agenda Material Received after the Posting of the agenda"*

PUBLIC COMMENT AT THE FINANCE COMMITTEE SPECIAL MEETING FOR JUNE 10, 2024, AT 3:00 P.M. WILL BE ACCEPTED IN-PERSON AND BY VIDEOCONFERENCE/TELECONFERENCE.

Link to City Meeting Policy:
cityofpasadena.net/CityCouncilMeetingPolicy

TO VIEW A LIVE STREAM OF THE MEETING:

http://pasadena.granicus.com/MediaPlayer.php?publish_id=9
AND

WWW.PASADENAMEDIA.ORG

In order to facilitate public participation at meetings the City will accept public comment in the following manner:

1. Whether participating in-person or virtually at the meeting, members of the public may provide public comment by submitting a speaker card prior to the start of public comment on that item, at the following webpage:

   www.cityofpasadena.net/commissions/public-comment/

   If a public comment speaker wishes to speak on more than one agenda item, please indicate which items on the online form (multiple item speakers will be handled according to the process posted on the agenda and as specified in the City meeting policy). Public comments are limited to 3 minutes each, and the Chair and Committee may limit this time if reasonable under the circumstances.

2. In-person Meeting Participation: Complete an online speaker card at the following website: **www.cityofpasadena.net/commissions/public-comment/**

   After submitting a public speaker card, members of the public may attend the meeting in-person by coming to the Pasadena City Council Chamber, Room S249 at City Hall at the date and start-time of the posted meeting.

   Virtual Meeting Participation: For virtual participants, you may attend by connecting to the meeting using a computer, other electronic device, or by telephone. Please review the agenda to identify the published start time for the meeting and connect to the meeting just prior to, or at the start of the meeting.

   To participate in public comment for an item and to be recognized to speak, it is required that the speaker login to the meeting using the same name or telephone number used on the Speaker Card form. This will allow City staff to locate and promote the speaker into the meeting when it is time for their public comment. Participants' phone calls to the Committee meeting will be recorded as part of the Committee meeting. By staying on the line and making public comment during the

Committee meeting by phone, you are agreeing to have your phone call recorded. Following is the connectivity information for virtual participation:

Computer or electronic devices, join the meeting at: **cityofpasadena.net/cczoom**

Telephone only dial-in: 1-669-900-6833, Meeting ID: 161 482 446

3. **Speaker Card Help Line**: If a public comment speaker needs assistance in completing a speaker card, please call the City Clerk's Office at: (626) 744-4124. Help line will open **30 minutes** prior to the posted start time of the meeting.

4. Members of the public may submit correspondence of any length prior to the start of the meeting, at the following email address:

   gacevedo@cityofpasadena.net

   Correspondence will be forwarded to the Committee prior to the start of the meeting, posted online, and made part of the legislative record for the item.

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IF YOU NEED A REASONABLE MODIFICATION OR ACCOMMODATION PURSUANT TO THE AMERICANS WITH DISABILITIES ACT BECAUSE YOU ARE UNABLE TO PARTICIPATE ELECTRONICALLY AS SET FORTH ABOVE, CONTACT THE CITY CLERK'S OFFICE AS SOON AS POSSIBLE AT (626) 744-4124 OR CITYCLERK@CITYOFPASADENA.NET.

DEPARTMENT OF FINANCE

CITY OF PASADENA
NOTICE OF SPECIAL MEETING
OF THE FINANCE COMMITTEE

JUNE 10, 2024
PUBLIC MEETING: 3:00 P.M.
PASADENA CITY HALL, COUNCIL CHAMBER
100 NORTH GARFIELD AVENUE, ROOM S249

NOTICE IS HEREBY GIVEN that the special meeting of the Finance Committee will be held on Monday, June 10, 2024, at 3:00 p.m. in the Pasadena City Hall Council Chambers S249.

Victor M. Gordo, Mayor
City of Pasadena

I HEREBY CERTIFY that this notice, in its entirety, was posted on the Internet at www.cityofpasadena.net/commissions/city-council-finance-committee and on the Council Chamber Bulletin Board, Room S249 and the Bulletin Board in the rotunda area, City Hall, 100 North Garfield Avenue, this 6th day of June , 2024, by 5:30 p.m., and that copies hereof were faxed, emailed or delivered to each member of the City Council and to each local newspaper of general circulation, radio or television station requesting notice in writing, all of which recipients are identified on the distribution list set forth herein below.

Gloria Acevedo, Recording Secretary
Finance Committee

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(626) 744-4124 por lo menos con 24 horas de anticipación.

SPECIAL MEETING
AGENDA
FINANCE COMMITTEE
JUNE 10, 2024

Public Meeting: 3:00 P.M.
Council Chamber, Pasadena City Hall
100 North Garfield Avenue, Room S249

PUBLIC MEETING – 3:00 P.M.

ROLL CALL

PUBLIC COMMENT – LIMITED TO ITEMS ON THIS SPECIAL MEETING AGENDA AND WILL BE HEARD AT THE TIME THE ITEM IS CONSIDERED

APPROVAL OF MINUTES

April 8, 2024 Special Meeting

NEW BUSINESS

1. **AUTHORIZE THE CITY MANAGER TO ENTER INTO A CONTRACT WITH CALE AMERICA INC. DBA FLOWBIRD FOR PAY-BY-PLATE PARKING PAY STATIONS, EQUIPMENT UPGRADES AND ONGOING MAINTENANCE FOR AN AMOUNT NOT TO EXCEED $5,716,140 AND APPROVE LOANS TO THE PLAYHOUSE PARKING METER FUND FOR A TOTAL OF $900,000 FOR PARKING METERS IN THE PLAYHOUSE DISTRICT**

2. **AUTHORIZE THE CITY MANAGER TO ENTER INTO A CONTRACT WITH THE FEDERAL HIGHWAY SAFETY ADMINISTRATION TO ACCEPT SAFE STREETS AND ROADS FOR ALL (SS4A) ACTION PLAN GRANT IN THE AMOUNT NOT TO EXCEED $759,200**

3. **AMENDMENTS TO FISCAL YEAR 2024 CAPITAL IMPROVEMENT PROGRAM**

INFORMATION ONLY

ADJOURN

APPROVAL OF MINUTES

- April 8, 2024 Special Meeting

CITY OF PASADENA
FINANCE COMMITTEE MINUTES
PASADENA CITY HALL
100 NORTH GARFIELD AVENUE
CITY HALL COUNCIL CHAMBER S249
APRIL 8, 2024
SPECIAL MEETING

OPENING Chair Gordo called the special meeting of the Finance Committee to order at 3:24 p.m.

ROLL CALL: Mayor Victor M. Gordo (Chair)
Councilmember Tyron Hampton
Councilmember Felicia Williams (Absent)

Staff: Miguel Márquez, City Manager
Brenda Harvey-Williams, Assistant City Manager
Theresa Fuentes, Assistant City Attorney
Matthew Hawkesworth, Acting Assistant City Manager/Director of Finance
Joaquin Siques, Director of Transportation
Sebastian Hernandez, Principal Planner
Gloria Acevedo, Recording Secretary

Guests: Dereck Doolittle, Assistant General Manager, Rose Bowl Operating Company

APPROVAL OF MINUTES: It was moved by Councilmember Hampton, seconded by Chair Gordo, to approve the minutes of the March 25, 2024, (special meeting), as submitted. (Motion Unanimously carried) (Absent: Councilmember Williams)

NEW BUSINESS: **AUTHORIZE THE CITY MANAGER TO ENTER INTO A CONTRACT FOR AN AMOUNT NOT TO EXCEED $357,354 WITH ENDERA MOTORS, LLC TO PURCHASE ONE REPLACEMENT PASADENA DIAL-A-RIDE ZERO-EMISSION BUS AND AMEND THE FY2024 CAPITAL IMPROVEMENT BUDGET TO FUND THE BUS PURCHASE**

Chair Gordo introduced the item and Joaquin Siques, Director of Transportation, provided a brief outline of the agenda item.

It was moved by Councilmember Hampton, seconded by Chair Gordo, to approve staff's recommendation and forward the item to the City Council for consideration. (Motion Unanimously carried) (Absent: Councilmember Williams)

ADOPT A RESOLUTION AUTHORIZING THE CITY OF PASADENA TO ENTER INTO AN AGREEMENT WITH THE CALIFORNIA DEPARTMENT OF WATER RESOURCES, RECOGNIZE REVENUE AND APPROPRIATE FUNDS OF $3,000,000 TO THE FISCAL YEAR 2024 CAPITAL IMPROVEMENT PROGRAM BUDGET, TO BE TRANSFERRED TO THE ROSE BOWL OPERATING COMPANY, FOR THE GAS AND WATER INFRASTRUCTURE IMPROVEMENTS PROJECT

Chair Gordo introduced the item and Matthew Hawkesworth, Acting Assistant City Manager/Director of Finance, provided a PowerPoint presentation, introduced Derek Doolittle, Assistant General Manager, Rose Bowl Operating Company, and responded to questions.

After listening to details of the proposed work, Chair Gordo suggested for the Rose Bowl Operating Company (RBOC) to partner with the City to explore financing opportunities such as a loan to replace 100% of the water and gas lines infrastructure. A full replacement now versus a partial will prevent disruptions to events as well as be more cost efficient in the long run. Mr. Doolittle will work with City staff for financing options after the design studies are finalized and reveal the actual shortfall amount.

Councilmember Hampton asked if the RBOC had plans to complete other projects while trenching for the water and gas line replacements take place. Mr. Doolittle stated that modest improvements will take place while the trenching work is being done, such as replacing the asphalt topping along the concourse. In addition, Councilmember Hampton asked for confirmation that shut-off valves would be installed throughout the project. Mr. Doolittle confirmed shut off valves will be added to all laterals.

It was moved by Councilmember Hampton, seconded by Chair Gordo, to approve staff's recommendation and forward the item to the City Council for consideration. (Motion Unanimously carried) (Absent: Councilmember Williams)

DIRECT THE CITY ATTORNEY TO PREPARE AN ORDINANCE WITHIN 60 - DAYS AMENDING PASADENA MUNICIPAL CODE CHAPTER 4.08 TO INCREASE FORMAL AND INFORMAL PROCUREMENT LIMITS, AND RELATED CLEAN-UP CHANGES

Chair Gordo introduced the item and Matthew Hawkesworth, Acting Assistant City Manager/Director of Finance, provided a PowerPoint presentation and responded to questions.

Councilmember Hampton expressed concern with transferring the City Council's authority to rejects bids under $250,000 to the City Manager. The concern is the possible loss of transparency, to avoid City staff awarding contracts too often to the incumbents, and the loss of time and

effort to submit a bid by vendors. Three vendors have shared their concern with Councilmember Hampton after experiencing bid rejections, the reason given was that staff were waiting for the incumbent to apply.

Chair Gordo asked for clarification of the City Manager's authority to reject bids. Mr. Hawkesworth responded that the current code, only allows for the City Council to reject bids. Miguel Marquez, City Manager, stated that based on observation of the bids that are rejected by the City Council, in many circumstances the reason is that Engineering staff estimated the bids very low, resulting in high bid submissions. Allowing the City Manager to reject bids at the same threshold that he is allowed to approve, could expediate the rebidding process and the timely completion of projects.

Chair Gordo recommended moving the other items on the agenda report forward and revisiting item six (Amendment to allow the City Manager authority to reject bids below the City Council's approval authority, proposed at $250,000) after the City Council has the opportunity to review the number of bids being rejected under the new thresholds.

It was moved by Councilmember Hampton, seconded by Chair Gordo, to approve staff's recommendation and forward the item to the City Council for consideration with the exception of item six. (Motion Unanimously carried) (Absent: Councilmember Williams)

ADJOURNMENT: On the order of the Chair, the special meeting of the Finance Committee was adjourned at 4:06 p.m.

ATTEST:

_____
Mayor Victor Gordo, Chair
Finance Committee

_____
Gloria Acevedo
Recording Secretary

NEW BUSINESS

ITEM 1

1. **AUTHORIZE THE CITY MANAGER TO ENTER INTO A CONTRACT WITH CALE AMERICA INC. DBA FLOWBIRD FOR PAY-BY-PLATE PARKING PAY STATIONS, EQUIPMENT UPGRADES AND ONGOING MAINTENANCE FOR AN AMOUNT NOT TO EXCEED $5,716,140 AND APPROVE LOANS TO THE PLAYHOUSE PARKING METER FUND FOR A TOTAL OF $900,000 FOR PARKING METERS IN THE PLAYHOUSE DISTRICT**

Agenda Report

June 10, 2024

TO: Honorable Mayor and City Council

THROUGH: Finance Committee

FROM: Department of Transportation

SUBJECT: **AUTHORIZE THE CITY MANAGER TO ENTER INTO A CONTRACT WITH CALE AMERICA INC. DBA FLOWBIRD FOR PAY-BY-PLATE PARKING PAY STATIONS, EQUIPMENT UPGRADES AND ONGOING MAINTENANCE FOR AN AMOUNT NOT TO EXCEED $5,716,140 AND APPROVE LOANS TO THE PLAYHOUSE PARKING METER FUND FOR A TOTAL OF $900,000 FOR PARKING METERS IN THE PLAYHOUSE DISTRICT**

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the recommended actions are exempt from the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines per Section 15301 (existing facilities), there are no features that distinguish this project from others in the exempt class and, therefore, there are no unusual circumstances;

2. Authorize the City Manager to enter into an eight-year contract, as the result of the competitive selection process, as specified by Section 4.08.047 of the Pasadena Municipal Code, with Cale America Inc. dba Flowbird in an amount not-to-exceed $5,716,140, which includes a contingency of $452,596 for pay-by-plate parking pay stations, equipment upgrades, and ongoing equipment maintenance for seven years after the initial year. Competitive price bidding is not required pursuant to City Charter Section 1002(F)(contracts for professional and unique services); and

3. Approve a loan from the Old Pasadena Parking Meter Fund (Fund 213) for $550,000 and a loan from the Civic Center Meter Fund (Fund 214) for $350,000 for a total loan amount of $900,000 to the Playhouse Parking Fund (Fund 229) to procure and install pay-by-plate pay stations in the newly expanded Playhouse Parking Meter Zone.

BACKGROUND:

The City's parking meter technology has continued to age. The current inventory is located on-street and in surface lots, which is comprised of single-space meters and multi-space pay stations as well as kiosks for temporary overnight permits. This equipment is over 10 years old, and replacement parts have become either obsolete or very difficult to attain. As such, all the current on-street and surface lot paid parking equipment, multi-space pay stations and single-space meters, have reached the end of their operational life.

On December 22, 2022, the Department of Transportation posted a Request for Proposals (RFP) No. 2023-RFP-028 inviting vendors to submit proposals for pay-by-plate parking pay stations with a closing date of January 24, 2023. Although the RFP was intended for the Playhouse Village area, the RFP included language stating that the City was also looking to upgrade and standardize the current meter technology throughout the City and that proposers would be expected to honor pricing and specifications for future purchases.

Staff recommends standardizing the parking meter equipment throughout the City's paid parking meter zones. Additionally, upgrading the single space meters and standardizing the parking meter equipment will provide Parking Division staff with improved data and reporting, and will help improve financial controls by consolidating financial reporting to one platform. The new pay stations will continue to accept coin, credit card, and mobile application payments. This procurement will end the current pay-and-display option, adding convenience to users by removing the need to return to their vehicle to display a receipt.

The OpenGov system auto-generated notices to all vendors previously registered for this product category. A total of 2,242 vendors were notified, and of 23 vendors downloaded the RFP specifications, of which none were local. City staff also conducted a search for local on-street parking equipment vendors, and none were found. Six proposals were received electronically by the January 24, 2023, submission deadline, and all were deemed responsive. The six vendors who submitted proposals are listed below.

Vendor	Total Score
Cale America Inc. dba Flowbird out of Clearwater, FL	84.6
IPS Group Inc. out of San Diego, CA	75.0
T2 Systems Inc. out of Indianapolis, IN	70.8
Global Parking Solutions USA LLC out of Aliso Viejo, CA	65.2
LocoMobi World Inc ouf of Mississauga, ON	53.2
Blinkay USA LLC out of Dunedin, FL	44.7

In February 2023, a three-member panel reviewed the proposals, and the top three vendors were invited to participate in a parking meter demonstration and interviews. The community was also invited to test and provide input on the functionality and ease of use. Following the demonstration, the evaluation panel reviewed the community's input of the pay stations and assessed the written proposals and oral presentations for completeness,

understanding of the project, and their proven track record of dependability. In April 2023, based on the cumulative score, Cale America Inc. dba Flowbird ranked as the best-qualified proposer to meet the City's pay-by-plate pay station requirements.

This contract, in an amount not-to-exceed $5,716,140, shall be for the procurement of:

1. New pay stations to replace all the outdated single-space meters throughout the City and have a useful life of approximately 10 years;
2. New pay stations to implement the new paid parking program in the Playhouse Village;
3. Upgrade the existing multi-space pay stations, including the Temporary Overnight and Daytime Parking Exemption Kiosks, by interchanging key components and reusing the existing housing software components;
4. Cumulative software fees for each pay station for the eight-year contract duration; and
5. Seven years of ongoing maintenance through the Parts Exchange Program, after the initial one-year manufacturer warranty.

The $5,716,140 total contract amount accounts for a base contract of $5,263,544 and a contingency of $452,596.

Loans to the Playhouse Parking Meter Fund from the Old Pasadena Parking Meter Fund and the Civic Center Meter Fund are needed to pay for new parking meters, installation of parking meters, new signage, and installation of new signage by the Department of Public Works. Previous meter purchases for other districts in the City were financed at 60-month terms through JP Morgan Chase. The interfund loans for this purchase have been reviewed and are recommended by the City Treasurer to ensure the existing funds maintain an acceptable balance during the three-year term of the loan. Additional details regarding the loan terms are found in the Fiscal Impact section below.

COUNCIL POLICY CONSIDERATION:

This project is consistent with the City Council's goal to improve, maintain, and enhance public facilities and infrastructure. It also supports and promotes the quality of life and the local economy. The project is consistent the Mobility Element of the General Plan objective to create a supportive climate for economic viability by working with existing businesses to assess parking needs and requirements.

ENVIRONMENTAL ANALYSIS:

The project has been reviewed for compliance with CEQA and is exempt per Section 15301 (existing facilities), which exempts from further environmental review those projects that consist of the minor alteration of existing facilities involving negligible or no expansion of the use. The action proposed herein will consist of minor physical work to remove obsolete parking meter equipment and replacement with new technology in a programmatic fashion throughout the City and over a one-year period. There are no exceptions to the use of an exemption identified in

Section 15300.2 of the State CEQA Guidelines that apply to the project. There are no features that distinguish the project from others in the exempt class and, therefore, there are no unusual circumstances. Accordingly, no further CEQA review is required for this activity.

FISCAL IMPACT:

This action costs $5,716,140 for the procurement of new pay-by-plate parking pay stations, upgrading existing equipment, eight years of software fees for each unit, ongoing equipment maintenance for seven years after the initial year, and includes a contingency of $452,596, which will primarily be used for spare parts as well as additional pay stations, should more be needed.

Total loans in the amount of $900,000 made to the Playhouse Parking Meter Fund (Fund 229) by the Old Pasadena Parking Meter Fund (Fund 213) for $550,000 and the Civic Center Meter Fund (Fund 214) for $350,000 will be paid with interest. The term of the loans will be three years with an option for early repayment and will accrue interest at an annual rate of 4%. Repayment will begin in fiscal year 2025. It is estimated that the paid parking program facilitated by loans to the Playhouse Parking meter fund will increase meter revenue in the Playhouse Parking meter fund by an estimated $750,000 in FY 2025, and up to $1,600,000 in subsequent years.

This action will have a General Fund impact of $78,451 for the duration of the eight-year contract, which will fund the upgrades, software fees, and warranty of the pay stations used for the Temporary Overnight and Daytime Parking Exemption permits. The costs will be offset by the revenues from the Temporary Overnight and Daytime permits purchased at the kiosks as most of these units are not within the boundaries of a parking meter district.

In addition to the requested loans, the contract award requires appropriations to the Department of Transportation's FY25 operating budget utilizing existing fund balance from the Meter Funds as depicted in the following table. The appropriations are included in the FY 2025 Recommended Budget for City Council adoption.

Eight-Year Contract with Cale America Inc. dba Flowbird			
Contract Cost Allocations	**Accounts**	**Total Contract Amount**	**FY 2025 Allocation for Meter Purchase**
Temporary Overnight & Daytime Parking Exemption Kiosks (General Fund)	10124006	78,451	30,823
Old Pasadena	21324013	2,468,081	1,213,877
Civic Center	21424014	994,957	455,173
Shoppers Lane	21724011	183,053	71,921
West Gateway	22524015	89,036	41,408
Playhouse*	22924017	1,533,809	836,885
South Lake	23224016	329,527	131,077
Playhouse/Madison Lot	40724019	26,151	10,275
Union/El Molino Lot	40724020	13,075	5,137
	Total	$ 5,716,140	$ 2,796,576

*FY 2025 Allocation includes an additional $81,000 for meter signage to be installed in Playhouse District by Public Works

Funding for the maintenance and software fees will be programmed into future years' operating budgets as part of the annual budget process also using the appropriate Meter Funds. City staffing associated with maintenance, collections, operations, and administration of the new on-street parking meters will utilize existing funding currently assigned to these tasks within the Department's operating budget.

Respectfully submitted,

JOAQUIN T. SIQUES
Director
Department of Transportation

Prepared by:

Jon Hamblen
Parking Manager

Approved by:

MIGUEL MÁRQUEZ
City Manager

TAXPAYER PROTECTION AMENDMENT

Under the provisions of the City of Pasadena Taxpayer Protection Amendment ("Taxpayer Protection Act"), the Contractor/Organization will be considered a "recipient of a public benefit." The full provisions of the Taxpayer Protection Act are set forth in Pasadena City Charter, Article XVII. Under the Taxpayer Protection Act, City public officials who approve this Contract are prohibited from receiving specified gifts, campaign contributions or employment from Contractor for a specified time. As well, if this Contract is to be approved by the City Council, Councilmembers or candidates for Council are prohibited from receiving campaign contributions during the time this Contract is being negotiated. This prohibition extends to individuals and entities that are specified and identified in the Taxpayer Protection Act and includes Contractor/Organization and its trustees, directors, partners, corporate officers and those with more than a 10% equity, participation, or revenue interest in Contractor/Organization. Contractor/Organization understands and agrees that: (A) Contractor/Organization is aware of the Taxpayer Protection Act; (B) Contractor/Organization will complete and return the forms provided by the City in order to identify all of the recipients of a public benefit specified in the Taxpayer Protection Act; and (C) Contractor/Organization will not make any prohibited gift, campaign contribution or offer of employment to any public official who negotiated and/or approved this Contract.

Disclosure Pursuant to the
City of Pasadena Taxpayer Protection Amendment
Pasadena City Charter, Article XVII

Contractor/Organization hereby discloses its trustees, directors, partners, officers, and those with more than 10% equity, participation, or revenue interest in Contractor/Organization, as follows:

(If printing, please print legibly. Use additional sheets as necessary.)

1. Contractor/Organization Name:
Cale America Inc dba Flowbird

2. Type of Entity:
☒ non-government ☐ nonprofit 501(c)(3), (4), or (6)

3. Name(s) of trustees, directors, partners, officers of Contractor/Organization:
Benoit Reliquet, President
Kenneth Beattie, Secretary/Treasurer
Andreas Janssen, SVP Sales

4. Names of those with more than a 10% equity, participation or revenue interest in Contractor/Organization:
Cale Group, AB

Prepared by: [signature]

Title: Secretary

Phone: 727-471-4773

Date: 6-6-2024

NEW BUSINESS

ITEM 2

2. AUTHORIZE THE CITY MANAGER TO ENTER INTO A CONTRACT WITH THE FEDERAL HIGHWAY SAFETY ADMINISTRATION TO ACCEPT SAFE STREETS AND ROADS FOR ALL (SS4A) ACTION PLAN GRANT IN THE AMOUNT NOT TO EXCEED $759,200

Agenda Report

June 10, 2024

TO: Honorable Mayor and City Council

THROUGH: Finance Committee

FROM: Department of Transportation

SUBJECT: **AUTHORIZE THE CITY MANAGER TO ENTER INTO A CONTRACT WITH THE FEDERAL HIGHWAY SAFETY ADMINISTRATION TO ACCEPT SAFE STREETS AND ROADS FOR ALL (SS4A) ACTION PLAN GRANT IN THE AMOUNT NOT TO EXCEED $759,200**

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the recommended actions are exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15061 (b) (3); the Common Sense Exemption that CEQA only applies to projects that may have an effect on the environment; and

2. Authorize the City Manager to enter into a contract with the Federal Highway Administration (FHWA) for the Safe Streets and Roads for All (SS4A) Action Plan grant in the amount not to exceed $759,200 and execute any subsequent agreements regarding the grant award.

BACKGROUND:

In April 2023, the US Department of Transportation issued a notice of funding opportunity for the Safe Streets and Roads for All (SS4A) grant program with up to $1.177 billion available for local, regional, and tribal agencies to enhance roadway safety. The SS4A grant program is divided into two distinct grant opportunities, Action Plan grants and Implementation grants. Action Plan grants are intended for agencies to develop a holistic, well-defined strategy to advance active transportation and prevent

roadway fatalities and serious injuries, while Implementation grants are intended to fund projects and strategies identified in an Action Plan.

The Department of Transportation applied for and was awarded an Action Plan grant to develop a Citywide Active Transportation Plan. The award is for $759,200 and requires a $189,800 local match. Funds must be expended within three years of the contract award. The Pasadena Citywide Active Transportation Plan will update and integrate the City's 2015 Bicycle Transportation Action Plan, 2006 Pedestrian Plan, 2024 Pedestrian Transportation Action Plan, and Safe Routes to School planning work to create a comprehensive Action Plan for safe and accessible walking, biking, and rolling in the City. The community-driven plan will focus on four key areas: education, infrastructure improvements, consistency with the Mobility Element and incorporating the latest best practices in active transportation. A key focus will be ensuring that equity is at the forefront of projects and advancing strategies aimed at reducing fatalities and serious injuries related to traffic collisions.

COUNCIL POLICY CONSIDERATION:

The Action Plan grant supports the General Plan guiding principle that Pasadena will be a city where people can circulate without cars. This proposed action is consistent with General Plan Mobility Element policies to enhance livability, and encourage walking, biking, transit, and other alternatives to motor vehicles. This program is also consistent with the City's goals to improve, maintain, and enhance public facilities and infrastructure and to improve mobility and accessibility in the City.

ENVIRONMENTAL ANALYSIS:

The proposed action is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Section 15061 (b) (3), Common Sense Exemption, that CEQA only applies to projects that may have an effect on the environment.

FISCAL IMPACT:

Approval of the recommended action will result in a total grant award of $759,200 over three years. Of this amount, $253,000 is anticipated to be spent in FY25, with the grant revenues and expenses included in the Department of Transportation's FY 2025 Recommended Budget for City Council adoption. The Department will budget future grant revenue and expenses during the annual operating budget cycle, and the Department will budget future appropriations for the grant match requirement during the annual operating budget cycle.

Respectfully submitted,

JOAQUIN T. SIQUES
Director
Department of Transportation

Prepared by:

Scott Johnson
Senior Planner

Approved by:

MIGUEL MARQUEZ
City Manager

NEW BUSINESS

ITEM 3

3. AMENDMENTS TO FISCAL YEAR 2024 CAPITAL IMPROVEMENT PROGRAM

Agenda Report

June 10, 2024

TO: Honorable Mayor and City Council

THROUGH: Finance Committee (June 10, 2024)

FROM: Department of Public Works

SUBJECT: **AMENDMENTS TO FISCAL YEAR 2024 CAPITAL IMPROVEMENT PROGRAM**

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the proposed actions are not "projects" as defined in the California Environmental Quality Act (CEQA), Public Resources Code Section 21065 and Section 15378(b)(4) and (5) of the State CEQA Guidelines and, as such, are not subject to environmental review; and

2. Amend the Fiscal Year 2024 Capital Improvement Program (CIP) Budget as detailed in Attachment A of this report.

BACKGROUND:

Throughout the Fiscal Year (FY), the Department of Public Works in conjunction with other impacted departments review active CIP projects to determine if budgetary changes are needed. Staff has completed this report detailing needed budget adjustments. The budgetary changes to the projects are listed below.

1. **Public Health Building Tenant Improvements (71920)** – The Department of Public Works recommends appropriating $200,000 in Library Services Fund to this project and increasing the budget by a like amount. This funding will be used to purchase custom shelving and covers to provide necessary protection for the Central Library's irreplaceable historic collection that will be stored at the Public Health Building.

2. **Improvements at City Yards Facility (71928)** – The Department of Public Works recommends transferring $15,776 in Charter Capital from the Parking Lot Improvements at City Facilities FY 2019-2023 (71909) and $38,009 in Sewer Fund from the Annual Citywide Street Resurfacing and ADA Improvement Program FY 2022 (73933) to this project, thereby increasing the budget for this project by $53,785. This

funding will be used for repaving the City Yards parking lot. The Parking Lot Improvements at City Facilities FY 2019-2023 (71909) and Annual Citywide Street Resurfacing and ADA Improvement Program FY 2022 (73933) projects are complete.

3. **East Side Storm Drain (76540)** – The Department of Public Works recommends transferring $1,750,000 in Sewer Fund from the Annual Storm Drain System Repair & Improvements - FY 2020-2024 (76913) to this project and increasing the budget by a like amount. This funding will be used to initially fund and initiate phased implementation of the project. Remaining appropriations in the Annual Storm Drain System Repair & Improvements - FY 2020-2024 (76913) project will be sufficient to complete the project this fiscal year.

4. **One Arroyo Project – Upper Arroyo Trail Loop and Lower Arroyo Trail Loop – Construction Phase (77382)** – The Department of Public Works recommends appropriating $1 million in Private Capital – One Arroyo to this project and increasing the budget by a like amount. On January 24, 2022, the One Arroyo Foundation was awarded $1 million in Proposition 68 grant funds from the Santa Monica Mountains Conservancy for the implementation of the Arroyo Seco Trail project under the State of California Agreement Number 3810-P68-2206. To utilize the awarded grant funds, One Arroyo Foundation requested the City competitively bid and implement the project since the City has construction expertise, resources, and owns the property to be improved. On May 13, 2024, a Reimbursement Agreement was approved by the City Council between One Arroyo Foundation and the City.

5. **Purchase of Replacement Transit Vehicles and Expansion Fixed Route Transit Vehicles (75085)** – The Department of Transportation recommends appropriating $381,697 from the Proposition C – Local Return Fund and increasing the budget by a like amount. This appropriation will be used to fund the charging infrastructure needed for the battery electric bus that will be delivered by the end of the calendar year. Design and construction are anticipated to be completed by the end of the 2024 calendar year.

6. **T.M. Goodrich Receiving Station Upgrades (3263)** - The Water and Power Department recommends transferring $50,728 in Power Fund from Distribution System Fault Indicators / Recorders / Digital Relays (3035) and $10,179 in Power Fund from SCADA System Expansion (3073) to this project, thereby increasing the budget for this project by $60,907. This transfer is necessary to complete Bank 3, Tap Changer, and Annunciator upgrades for T.M. Goodrich Receiving Station. The Distribution System Fault Indicators / Recorders / Digital Relays (3035) SCADA System Expansion (3073) projects were completed under budget and the remaining appropriations can provide for this adjustment.

7. **Distribution System Expansion Program (3228)** - The Water and Power Department recommends transferring $193,083 in Power Fund from 34.5kV Circuit from Oak Knoll to Santa Anita (3264), $89,902 in Power Fund from Facility Security Systems (3013), $80,000 in Power Fund from Electrical Vault Replacement and Reinforcement Program (3229), and $37,015 in Power Fund from Vault Cover Lid Replacement Program (3230) to this project, thereby increasing the budget for this

project by $400,000. This transfer is necessary to cover the significant price increases for the materials used on the project at the time of construction. 34.5kV Circuit from Oak Knoll to Santa Anita (3264) and Facility Security Systems (3013) were completed under budget and the remaining appropriation can provide for this adjustment. The Electrical Vault Replacement and Reinforcement Program (3229) and Vault Cover Lid Replacement Program (3230) have additional funds available to cover this adjustment.

8. **Power Supply Integrated Resource Planning and Design (3249)** – The Water and Power Department recommends transferring $215,000 in Power Fund from the Emergency Generator – Power (3223) to this project and increasing the budget by a like amount. This transfer is necessary due to the need of additional consultants and staffing hours to incorporate the requirements of City of Pasadena Resolution 9977, which directs the IRP process to identify multiple paths to achieving 100 percent carbon free electricity by 2030. The Emergency Generator – Power (3223) project and associated appropriations are no longer needed due the planned Energy Storage System installation.

9. **Meters and Services (1081)** – The Water and Power Department recommends transferring $450,000 in Water Fund from the Treatment Systems (1091), $100,000 in Water Fund from the Reservoir Improvements (1093), $50,000 in Water Fund from Well improvements (1074), and $20,000 in Water Fund from Customer Driven-Mains, Meters, and Services (1082) to this project, thereby increasing the budget by $620,000. This transfer is necessary primarily due to a delay in materials and an increase in material costs. Appropriations remaining in the Treatment Systems (1091), Reservoir Improvements (1093), Well Improvements (1074), and Customer Driven-Mains, Meters, and Services (1082) projects will be sufficient to complete the fiscal year 2024 work plan.

10. **Water SCADA Improvements (1087)** – The Water and Power Department recommends transferring $90,000 in Water Fund from Customer Driven-Mains, Meters, and Services (1082) to this project and increasing the budget by a like amount. This transfer is necessary primarily due to unexpected additional security and software systems required on the SCADA upgrade. Appropriations remaining in the Customer Driven-Mains, Meters, and Services (1082) project will be sufficient to complete the fiscal year 2024 work plan.

COUNCIL POLICY CONSIDERATION:

All of the above projects and actions address City Council's goals to maintain fiscal responsibility and stability and improve, maintain, and enhance public facilities and infrastructure.

ENVIRONMENTAL ANALYSIS:

CEQA excludes from environmental analysis those actions that are not "projects" as defined by State CEQA Guidelines Section 15378. That section excludes from the definition of

"project" the creation of government funding mechanisms and fiscal activities which do not yet commit the lead agency to any specific project, and also excludes organizational or administrative governmental activities that do not result in physical changes to the environment. The actions proposed herein are budgetary and part of the City's normal administrative process as it takes early steps to prepare for the possibility of undertaking a project, and therefore they are not yet "projects" as defined by CEQA. As the City becomes more certain it will undertake one of the projects, and before it commits itself to the project, the appropriate environmental analysis will be conducted and brought to the appropriate City body for approval.

FISCAL IMPACT:

The cumulative result of these recommendations will increase the FY 2024 CIP budget by $1,581,697. The specific funding sources for the budget amendments are listed on Attachment A. There is no impact to the General Fund.

Respectfully submitted,

TONY OLMOS, P.E.
Director of Public Works

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Approved by:

MIGUEL MARQUEZ
City Manager

Attachment A – Amendments to the FY 2024 – 2028 CIP Budget

	Project/Fund Source	Appropriations Through FY 2024	Changes	Revised Appropriation
1	**Public Health Building Tenant Improvements (71920)**			
	American Rescue Plan Act (ARPA)	250,000	0	250,000
	Library Services Fund	0	200,000	200,000
	Total	**250,000**	**200,000**	**450,000**
2	**Improvements at City Yards Facility (71928)**			
	Charter Capital	200,000	15,776	215,776
	Street Occupancy Rental Fees	300,000	0	300,000
	Sewer Fund	0	38,009	38,009
	Total	**500,000**	**53,785**	**553,785**
	Parking Lot Improvements at City Facilities FY 2019-2023 (71909)			
	Safe, Clean Water Program (Measure W) - Local Return	250,000	0	250,000
	Residential Impact Fee	390,000	0	390,000
	Charter Capital Fund	120,000	(15,776)	104,224
	Sewer Fund	89,543	0	89,543
	Total	**849,543**	**(15,776)**	**833,767**
	Annual Citywide Street Resurfacing and ADA Improvement Program FY 2022 (73933)			
	Road Maintenance and Rehabilitation Account (SB1)	2,700,000	0	2,700,000
	Gas Tax	100,000	0	100,000
	Sewer Fund	950,000	(38,009)	911,991
		3,750,000	**(38,009)**	**3,711,991**
3	**Eastside Storm Drain (76540)**			
	Sewer Fund	0	1,750,000	1,750,000
	Total	**0**	**1,750,000**	**1,750,000**
	Annual Storm Drain System Repair & Improvements FY 2020 - 2024 (76913)			
	Sewer Fund	2,826,293	(1,750,000)	1,076,293
	Total	**2,826,293**	**(1,750,000)**	**1,076,293**
4	**One Arroyo Project – Upper Arroyo Trail Loop and Lower Arroyo Trail Loop – Construction Phase (77382)**			
	Proposition A (Parks) - Cities Excess Fund	375,000	0	375,000
	Private Capital - One Arroyo	0	1,000,000	1,000,000
	Total	**375,000**	**1,000,000**	**1,375,000**
5	**Purchase of Replacement Transit Vehicles and Expansion Fixed Route Transit Vehicles (75085)**			
	Proposition C Fund	5,536,487	381,697	5,918,184
	Private Capital	105,946	0	105,946
	Transit and Intercity Rail Capital Program Grant	6,390,000	0	6,390,000
	LA County Metro Authority(LACMTA) Local Transportation	4,546,716	0	4,546,716
	FTA5316 Job Access and Reverse Commute Prog Grant	862,830	0	862,830
	MTA Grant - Federal Flexible CMAQ Funds	1,055,950	0	1,055,950
	MTA Local Transit Funds (LTF)	1,364,577	0	1,364,577
	MTA Multi-Year Subregional Program (MSP)	5,370,015	0	5,370,015
	Total	**25,232,521**	**381,697**	**25,614,218**

	Project/Fund Source	Appropriations Through FY 2024	Changes	Revised Appropriation
6	**T.M. Goodrich Receiving Station Upgrades (3263)**			
	Power Fund	1,090,124	60,907	1,151,031
	Total	**1,090,124**	**60,907**	**1,151,031**
	Distribution System Fault Indicators/Recorders/Digital Relays (3035)			
	Power Fund	1,093,391	(50,728)	1,042,663
	Total	**1,093,391**	**(50,728)**	**1,042,663**
	SCADA System Expansion (Legacy) (3073)			
	Power Fund	3,628,235	(10,179)	3,618,056
	Total	**3,628,235**	**(10,179)**	**3,618,056**
7	**Distribution System Expansion Program (3228)**			
	Power Fund	6,995,528	400,000	7,395,528
	Total	**6,995,528**	**400,000**	**7,395,528**
	34.5kV Circuit from Oak Knoll to Santa Anita (3264)			
	Power Fund	6,050,000	(193,083)	5,856,917
	Total	**6,050,000**	**(193,083)**	**5,856,917**
	Facility Security Systems (Legacy) (3013)			
	Power Fund	6,050,000	(89,902)	5,960,098
	Total	**6,050,000**	**(89,902)**	**5,960,098**
	Electrical Vault Replacement and Reinforcement Program (3229)			
	Power Fund	5,723,390	(80,000)	5,643,390
	Total	**5,723,390**	**(80,000)**	**5,643,390**
	Vault Cover Lid Replacement Program (3230)			
	Power Fund	700,000	(37,015)	662,985
	Total	**700,000**	**(37,015)**	**662,985**
8	**Power Supply Integrated Resource Planning and Design (3249)**			
	Power Fund	100,000	215,000	315,000
	Total	**100,000**	**215,000**	**315,000**
	Emergency Generator - Power (3223)			
	Power Fund	2,130,000	(215,000)	1,915,000
		2,130,000	**(215,000)**	**1,915,000**

	Project/Fund Source	Appropriations Through FY 2024	Changes	Revised Appropriation
9	**Meters and Services (1081)**			
	Water Fund	7,075,000	620,000	7,325,000
	Total	**7,075,000**	**620,000**	**7,325,000**
	Treatment Systems (1091)			
	Water Fund	10,780,000	(450,000)	10,330,000
	Total	**10,780,000**	**(450,000)**	**10,330,000**
	Reservoir Improvements (1093)			
	Water Fund	1,330,000	(100,000)	1,230,000
	Total	**1,330,000**	**(100,000)**	**1,230,000**
	Well Improvements (1093)			
	Water Fund	10,149,000	(50,000)	10,099,000
		10,149,000	**(50,000)**	**10,099,000**
	Customer Driven - Mains, Meters, and Services (1082)			
	Water Fund	8,073,000	(20,000)	8,053,000
	Total	**8,073,000**	**(20,000)**	**7,963,000**
10	**Water SCADA Improvements (1087)**			
	Water Fund	325,000	90,000	7,325,000
	Total	**325,000**	**90,000**	**7,325,000**
	Customer Driven - Mains, Meters, and Services (1082)			
	Water Fund	8,053,000	(90,000)	7,963,000
	Total	**8,053,000**	**(90,000)**	**7,963,000**
		Net Changes	**1,581,697**	