AGENDA
FINANCE COMMITTEE
SPECIAL MEETING NOTICE
AUGUST 26, 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.

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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.

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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 AUGUST 26, 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

AUGUST 26, 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, August 26, 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 22nd day of August, 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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SPECIAL MEETING
AGENDA
FINANCE COMMITTEE
AUGUST 26, 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

July 22, 2024 Special Meeting

NEW BUSINESS

1. **AUTHORIZE THE CITY MANAGER TO ENTER INTO A CONTRACT WITH CORNER KEYSTONE CONSTRUCTION CORPORATION FOR VILLA PARKE COMMUNITY CENTER – ADA IMPROVEMENTS – LOCKER ROOM PROJECT FOR AN AMOUNT NOT TO EXCEED $687,389 AND AMEND THE FY 2025 CIP BUDGET TO APPROPRIATE $237,389**

2. **AUTHORIZE THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH THE FEDERAL HIGHWAY ADMINISTRATION FOR $2M FOR THE RECONNECTING COMMUNITIES PLANNING GRANT FOR THE 710 MASTER PLAN AND SPECIFIC PLAN PROCESS, AND AMEND THE CITY MANAGER'S OFFICE FISCAL YEAR 2025 OPERATING BUDGET**

INFORMATION ONLY

ADJOURN

APPROVAL OF MINUTES

- July 22, 2024 Special Meeting

CITY OF PASADENA
FINANCE COMMITTEE MINUTES
PASADENA CITY HALL
100 NORTH GARFIELD AVENUE
CITY HALL COUNCIL CHAMBER S249
JULY 22, 2024
SPECIAL MEETING

OPENING Chair Gordo called the special meeting of the Finance Committee to order at 3:07 p.m.

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

Staff: Miguel Márquez, City Manager
Brenda Harvey-Williams, Assistant City Manager
Lisa Hosey, Assistant City Attorney
Joaquin Siques, Director of Transportation
Sebastian Hernandez, Principal Planner
Vic Erganian Deputy Finance Director/City Treasurer
Kris Markarian, Acting Director of Public Works
Denise Garcia, Management Analyst III
Ozzie Aranda, Management Analyst II
Hayden, Melbourn, Principal Engineer
Gary Takara, Engineering Manager
Melissa Gray, Management Analyst IV
Lola Osborne, Deputy Director of Parks, Recreation and Community Services
Gloria Acevedo, Recording Secretary

APPROVAL OF MINUTES: It was moved by Councilmember Williams, seconded by Chair Gordo, to approve the minutes of the July 8, 2024, (special meeting) as submitted. (Motion Unanimously carried) (Absent: Councilmember Hampton)

NEW BUSINESS: **AUTHORIZE THE CITY MANAGER TO SIGN ANY AND ALL AGREEMENTS WITH THE LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY FOR THE LOCAL TRANSIT SYSTEM SUBCOMMITTEE ZERO EMISSION VEHICLE CALL FOR PROJECTS TO RECEIVE $5,000,000 IN GRANT FUNDING FOR THE LAUNCHING PASADENA TRANSIT AND PASADENA DIAL-A-RIDE'S ZERO EMISSION TRANSITION PROJECT AND AMEND THE FISCAL YEAR 2025 CAPITAL IMPROVEMENT PROGRAM BUDGET**

Chair Gordo introduced the item and Joaquin Siques, Director of Transportation, provided an overview and introduced Sebastian Hernandez, Principal Planner, who provided a PowerPoint presentation and responded to questions.

Councilmember Williams suggested for staff to put out a press release once the item is approved.

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

AUTHORIZE THE CITY MANAGER TO AMEND CONTRACT NO. 9706-3 WITH NORTON SIMON MUSEUM TO INCREASE THE ANNUAL LANDSCAPE MAINTENANCE CONTRACT BUDGET BY $171,144 THEREBY INCREASING THE GRAND TOTAL TO $337,104 SUBJECT TO ANNUAL CONSUMER PRICE INDEX INCREASE

Chair Gordo introduced the item and Brenda Harvey Williams, Assistant City Manager, provided an outline and answered questions.

Councilmember Williams pointed out the public benefit portion of the agreement and shared that the Norton Simon Museum is in the process of making maintenance improvements that are incorporating water conservation measures, which will reduce the cost of their utility bill that the City is obligated to pay.

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

INFORMATION: **FY 2024 CAPITAL IMPROVEMENT PROGRAM - FOURTH QUARTER MONITORING REPORT**

Chair Gordo introduced the item and, Denise Garcia, Management Analyst III, highlighted a few projects and responded to questions.

Councilmember Williams thanked staff for the work at the Sierra Madre median and shared that it looks great.

Chair Gordo asked staff to provide a summary on how the Water and Power Department plans to budget for potential supply chain shortages on major equipment, such as transformers.

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

ADJOURNMENT: On the order of the Chair, the special meeting of the Finance Committee was adjourned at 3:26 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 CORNER KEYSTONE CONSTRUCTION CORPORATION FOR VILLA PARKE COMMUNITY CENTER – ADA IMPROVEMENTS – LOCKER ROOM PROJECT FOR AN AMOUNT NOT TO EXCEED $687,389 AND AMEND THE FY 2025 CIP BUDGET TO APPROPRIATE $237,389

Agenda Report

August 26, 2024

TO: Honorable Mayor and City Council

THROUGH: Finance Committee

FROM: Department of Public Works

SUBJECT: **AUTHORIZE THE CITY MANAGER TO ENTER INTO A CONTRACT WITH CORNER KEYSTONE CONSTRUCTION CORPORATION FOR VILLA PARKE COMMUNITY CENTER – ADA IMPROVEMENTS – LOCKER ROOM PROJECT FOR AN AMOUNT NOT TO EXCEED $687,389 AND AMEND THE FY 2025 CIP BUDGET TO APPROPRIATE $237,389**

RECOMMENDATION:

It is recommended that the City Council:

1. Find the contract proposed herein to be categorically exempt under the California Environmental Quality Act (CEQA) pursuant to Title 14, Chapter 3, Article 19, Section 15301, Class 1 – Existing Facilities, and that 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 a contract with Corner Keystone Construction Corporation for the Villa Parke Community Center – ADA Improvements – Locker Room project for an amount not to exceed $687,389, which includes the base contract amount of $597,730 and a contingency of $89,659 to provide for any necessary change orders; and

3. Amend the FY 2025 Capital Improvement Program Budget by appropriating $237,389 in Residential Impact Fee to the Villa Parke Community Center – ADA Improvements – Locker Room and Parking Lot (78072) project.

BACKGROUND:

On April 25, 2022, an assessment was performed to identify and correct barriers inconsistent with Americans with Disabilities Act (ADA) standards at the Villa Parke Community Center for the areas directly associated with the use of the newly renovated

pool. The assessment identified barriers in the locker rooms, east parking lot, and the path of travel to the pool. The construction of the project was divided into two phases: Phase I addresses the exterior path of travel and parking lot improvements and Phase II includes tenant improvements to the locker rooms. The contract for Phase I was awarded on May 20, 2024 and construction is scheduled to begin in September 2024, to prevent any impacts to the summer pool programming.

The Phase II scope of work under this contract addresses all accessibility improvements within the pool locker rooms of the Community Center building and exiting doors associated with the pool's path of travel. The scope includes, but is not limited to: demolishing all finishes and fixtures within the restroom and shower areas, and installing new fixtures at compliant heights; replacing the floor slab in various locations to adjust the slope and install a ramp that meets accessibility requirements; converting the exit doors facing the pool into automated doors; and minor electrical work.

The Department of Public Works, in conjunction with the Department of Parks, Recreation and Community Services (PRCS), prepared project plans and specifications for the subject contract. Bids were requested and received twice in accordance with Section 4.08.070 of Pasadena Municipal Code. Initially, a Notice of Inviting Bids for Villa Parke Community Center – Locker Room ADA Improvements was published on May 2, 2024, in the *Pasadena Press*, as well as posted on OpenGov Procurement. The posting generated notices to all vendors who have previously registered with the City for this particular commodity class. A total of 51 vendors downloaded the specifications, of which three were local. One bid was received by the bid opening date of May 23, 2024; however, that bid was found non-responsive due to lack of an active registration with the System for Award Management (SAM) database required by Community Development Block Grant specifications.

Absent of any responsive bids, the project was re-advertised. On June 13, 2024, a second Notice Inviting Bids for Villa Parke Community Center – Locker Room ADA Improvements was published in the *Pasadena Press*, as well as posted on OpenGov Procurement. The posting generated notices to all vendors who have previously registered with the City for this particular commodity class. A total of 34 vendors downloaded the specifications, of which two were local. Four bids were received by the bid opening date, none from local vendors.

Following advertising, bids were electronically received on July 9, 2024, and are as follows:

Bidder	Amount ($)
1. Corner Keystone Construction Corporation, Covina	$ 597,730
2. J.A. Urban Inc., Monrovia	$ 686,583
3. Union Construction Company, Glendale	Non-responsive
4. Warner Constructors LLC, Glendale	Non-responsive
Engineer's Estimate	**$ 550,000**

The lowest and best bid received is approximately nine percent higher than the Engineer's Estimate. Two of the bids were found non-responsive due to their lack of active registrations with the SAM database and Department of Industrial Relations at time of bid, which are bid requirements on the project.

It is recommended that Corner Keystone Construction Corporation be awarded the contract for this project as they are the lowest and best bidder. The proposed contract with Corner Keystone Construction Corporation fully complies with the Competitive Bidding and Living Wage Ordinances. In addition, the proposed contract fully complies with the Prevailing Wage Law (Senate Bill 7) per Resolution 9406 adopted by the City Council on December 14, 2014. The contractor has indicated that the awarding of this contract will result in one new hire to the present workforce. In accordance with the Local Preference provisions of the contract, the contractor is encouraged to recruit Pasadena residents initially and to give them preference, if all other factors are equal.

Corner Keystone Construction Corporation has previously performed work for the City. Staff has confirmed the contractor's license, and their Department of Industrial Relations and SAM registration statuses are in good standing. The contractor received favorable reference checks from other agencies.

The contract for this project will be set up as follows:

Base Bid	$ 597,730
Contingency	$ 89,659
Contract Not-to-Exceed Amount	$ 687,389

A contingency of 15 percent is allocated to this contract given possible unforeseen conditions that may be encountered. Construction is anticipated to begin in October 2024 and be completed in May 2025.

Following the contract award of Phase I scope of work, the *Villa Parke Community Center – ADA Improvements – Locker Room and Parking Lot* (78072) CIP project currently has a remaining budget of approximately $500,000. To proceed with awarding the Phase II contract, staff is requesting additional funding for appropriation to the project. The project budget is exceeded due to higher than anticipated bid costs because of increased construction material costs, labor rates, general overhead, and contractor contingency for unforeseen conditions.

COUNCIL POLICY CONSIDERATION:

This contract is consistent with the City Council's Land Use Element Policy 2.7 (Civic and Community Services) and Policy 6.6 (Community Maintenance) by eliminating and preventing deteriorating conditions in areas of the City that provide diverse uses and services supporting Pasadena's residents such as facilities for seniors and youth and community gatherings.

ENVIRONMENTAL IMPACT:

The contract award has been determined to be categorically exempt under the CEQA Guidelines in accordance with Title 14, Chapter 3, Article 19, Section 15301, Class 1, minor alterations of existing public facilities involving negligible or no expansion of use beyond that previously existing at the time of the lead agency's determination. There are no features that distinguish this project from others in the exempt class and, therefore, there are no unusual circumstances.

FISCAL IMPACT:

Staff recommends amending the FY 2025 Capital Improvement Program Budget by appropriating $237,389 in Residential Impact Fee to the *Villa Parke Community Center – ADA Improvements – Locker Room and Parking Lot* (78072) CIP project and increasing the total estimated project cost by a like amount. There is sufficient fund balance in Residential Impact Fee Fund to support the appropriation.

The total cost of this construction contract including contingency is $687,389 and the total cost of this action is not expected to exceed $737,389. Funding for this action will be addressed by the utilization of existing budgeted appropriations in the *Villa Parke Community Center – ADA Improvements – Locker Room and Parking Lot* (78072) CIP project. It is anticipated all costs will be expended in FY 2025.

There is no General Fund impact as this project is funded by Residential Impact Fee and Community Development Block Grant.

The following table represents contract summary.

Base Bid	$	597,730
Contingency	$	89,659
Contract Administration/Inspection	$	50,000
Total Fiscal Impact	**$**	**737,389**

Respectfully submitted,

KRIS MARKARIAN, P.E.
Acting Director of Public Works

Prepared by:

Brent Maue, P.E.
Acting City Engineer

Approved by:

MIGUEL MÁRQUEZ
City Manager

NEW BUSINESS

ITEM 2

2. AUTHORIZE THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH THE FEDERAL HIGHWAY ADMINISTRATION FOR $2M FOR THE RECONNECTING COMMUNITIES PLANNING GRANT FOR THE 710 MASTER PLAN AND SPECIFIC PLAN PROCESS, AND AMEND THE CITY MANAGER'S OFFICE FISCAL YEAR 2025 OPERATING BUDGET

Agenda Report

August 26, 2024

TO: Honorable Mayor and City Council

THROUGH: Finance Committee

FROM: City Manager

SUBJECT: **AUTHORIZE THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH THE FEDERAL HIGHWAY ADMINISTRATION FOR $2M FOR THE RECONNECTING COMMUNITIES PLANNING GRANT FOR THE 710 MASTER PLAN AND SPECIFIC PLAN PROCESS, AND AMEND THE CITY MANAGER'S OFFICE FISCAL YEAR 2025 OPERATING BUDGET**

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the proposed action herein is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA guidelines Section 15061(b)(3);

2. Authorize the City Manager or his designee to enter into an agreement with the Federal Highway Administration (FHWA) to receive grant funding for the Reconnecting Communities Planning grant in the amount of $2,000,000 and execute any subsequent agreements regarding this grant award; and

3. Amend the City Manager's Office Fiscal Year 2025 Operating Budget by recognizing revenue and appropriating $1,350,000 of the grant award in the General Fund Projects Fund (Fund 105), and also appropriating the grant match of $2,000,000 in Fund 105 to administer the Reconnecting Pasadena Master Plan and Specific Plan process.

BACKGROUND:

In August of 2022, the SR-710 Northern Stub (710 Stub) area was relinquished to the City by the State of California Department of Transportation (Caltrans). In October of the same year, the Federal Bipartisan Infrastructure Law (BID) established the new Reconnecting Communities Pilot (RCP) discretionary grant program, funded with $1 billion over the next 5 years. It is the first-ever Federal program dedicated to

reconnecting communities that were previously cut off from economic opportunities by transportation infrastructure. Funding supports planning grants and capital construction grants, to restore community connectivity.

In 2023, the City of Pasadena was awarded the maximum $2 million planning grant under the RCP program, with a $2 million local match requirement. This grant will fund the Reconnecting Pasadena 710 Master Plan and Specific Plan process as it works to develop plans to restitch the 710-relinquishment area back into the surrounding community. The master plan process will take approximately two years to complete, with an additional year for the specific plan process. The creation of a comprehensive master plan will ensure that all future development in the 710 Stub area meets the City's development expectations as well as its General Plan goals and policies. In February of 2023, the City Council awarded the contract to the Perkins Eastman firm to lead the master plan process. Perkins Eastman has 40 years of experience planning and creating various large-scale mixed-use plans or projects for urban environments. Their scope of work will result in a master plan for the area and focus on the below seven work products:

1. Community Engagement Strategy;
2. Restorative Justice Framework;
3. Data Collection and Existing Physical Conditions;
4. Economic Study and Market Demand Analysis;
5. Mobility and Circulation Analysis;
6. Land Use Options; and
7. Climate Resilient Infrastructure Development and Services Plan.

Since the RCP award, staff has worked with the FHWA Office of Acquisition and Grants Management to update and finalize the grant agreement. The agreement was sent to the City Attorney's Office for review of the Reconnecting Communities grant program's terms and conditions to ensure the City can meet and agrees to all grant agreement requirements.

COUNCIL POLICY CONSIDERATION:

The proposed grant agreement will further the City Council goals to improve, maintain and enhance public facilities and infrastructure and support and promote the quality of life and local economy and the General Plan Land Use Element and would be consistent with Guiding Principle 2: "Pasadena's historic resources will be preserved. Citywide, new development will be in harmony with and enhance Pasadena's unique character and sense of place. New construction that could affect the integrity of historic resources will be compatible with, and differentiated from, the existing resource," and Goal 8, regarding historic preservation: "Preservation and enhancement of Pasadena's cultural and historic buildings, landscapes, streets and districts as valued assets and important representations of its past and a source of community identity, and social, ecological, and economic vitality."

ENVIRONMENTAL ANALYSIS:

This project is exempt from CEQA review pursuant to State CEQA Guidelines Section 15061(b)(3). The contract award is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to the provisions of CEQA. Such is the case with the proposed request to authorize the City Manager to enter into an agreement for the Reconnecting Communities Pilot discretionary grant program for the preparation of a master plan.

FISCAL IMPACT:

Approval of the recommended action will result in a total grant award of $2,000,000 over three years. Of this amount, $1,350,000 is anticipated to be spent in the current fiscal year. The City Manager's Office FY 2025 Operating Budget will be amended by recognizing revenue and appropriating $1,350,000 in the General Fund Projects Fund (Fund 105). The Department will budget future grant revenue and appropriations during the annual operating budget cycle. There is no impact to the General Fund (Fund 101).

In order to meet the grant's local match requirement, the department's FY25 Operating budget will further be amended by appropriating $2,000,000 from the remaining $5 million payment made to the City as part of the SR 710 Corridor relinquishment, currently available in the General Fund Projects Fund (Fund 105).

Respectfully submitted,

BRENDA E. HARVEY-WILLIAMS
Assistant City Manager

Prepared by:

Wendy Macias
Senior Project Manager

Respectfully submitted,

MATTHEW HAWKESWORTH
Acting Assistant City Manager

Approved by:

MIGUEL MÁRQUEZ
City Manager