CITY OF PASADENA
FINANCE/AUDIT COMMITTEE MINUTES
PASADENA CITY HALL
100 NORTH GARFIELD AVENUE
CITY HALL COUNCIL CHAMBER S249
SEPTEMBER 23, 2024
SPECIAL MEETING

OPENING

Chair Gordo called the special meeting of the Finance/Audit Committee to order at 3:27 p.m.

ROLL CALL:

Mayor Victor M. Gordo (Chair)
Councilmember Tyron Hampton
Councilmember Felicia Williams (left the meeting at 4:49 p.m.)

Staff:

Miguel Márquez, City Manager
Matthew Hawkesworth, Director of Finance/Acting Assistant City Manager
Arnold Lee, Acting Chief Assistant City Attorney
Kris Markarian, Acting Director of Public Works
Vic Erganian Deputy Finance Director/City Treasurer
Armine Trashian, Controller
Ruthe Holden, Internal Audit Manager
Steven Anderson, Senior Internal Auditor
Brad Boman, Engineering Manager
Phyllis Hallowell, Management Analyst IV
Joaquin Siques, Director of Transportation
Dan Augustyn, Management Analyst V
Gloria Acevedo, Recording Secretary

Guests:

Charles E. Loveman, Jr., Executive Director, Heritage Housing Partners

NEW BUSINESS:

APPROVE KEY BUSINESS TERMS OF AN AFFORDABLE HOUSING LOAN AGREEMENT WITH HHP-WALNUT, LLC FOR A SHORT-TERM CITY CONSTRUCTION LOAN IN AN AMOUNT NOT-TO-EXCEED $3,250,000 IN BURBANK-GLENDALE-PASADENA REGIONAL HOUSING TRUST FUNDS FOR AN AFFORDABLE HOUSING PROJECT AT 1878 E. WALNUT STREET AND AMENDMENTS TO THE HOUSING DEPARTMENT'S FISCAL YEAR 2025 OPERATING BUDGET

Chair Gordo introduced the item and City Manager, Miguel Márquez, introduced Jim Wong, Senior Project Manager, who provided a PowerPoint presentation and responded to questions.

Councilmember Williams asked how the requested funds compare to the State of California's Affordable Housing and Sustainable Communities (AHSC) program grant and asked if there are any concerns regarding not receiving the grant. Mr. Loveman shared that the AHSC grant dollars are a grant to the City, the City will then provide Heritage Housing Partners (HHP) with a $3.25 million construction loan. The loan will be paid back as the units are resold. He also stated that the delay with the disbursement of the AHSC grant was due to the lack of a covenant agreement, which has now been issued and is in route for execution.

Councilmember Williams welcomed the project and stated that mixed income housing, is what the City should continue to fund.

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 TRANSFER TITLE OF A 2006 BIG TEX TRAILER TO THE CITY OF ARCADIA

Chair Gordo introduced the item and introduced Anthony Russo, Police Lieutenant, who provided a PowerPoint presentation and answered questions.

Councilmember Williams asked if the City of Arcadia will outfit the unit. Lieutenant Russo stated that the City of Arcadia will outfit the trailer.

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 ENTER INTO A COOPERATIVE AGREEMENT WITH LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY IDENTIFYING ROLES AND RESPONSIBILITIES RELATED TO THE DESIGN AND CONSTRUCTION OF THE NORTH HOLLYWOOD TO PASADENA BUS RAPID TRANSIT PROJECT AND RECEIVE REIMBURSEMENT OF UP TO $925,000

Chair Gordo introduced the item and Joaquin Siques, Director of Transportation, who introduced Sebastian Hernández, Principal Planner, who provided a PowerPoint presentation and answered questions.

Councilmember Williams asked if a map of the route was available. Mr. Hernandez described the route, indicating the bus will arrive in Pasadena from Eagle Rock on the 210-freeway exiting on Fair Oaks, traveling east to Raymond Avenue where it will turn right, making a left on Holly Street,

turning right on Marengo Avenue, and turning left onto Colorado Boulevard. There will be stops at Los Robles Avenue, Lake Avenue, and the final stop will be at Pasadena City College.

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 ENTER INTO A METRO-APPROVED AGREEMENT WITH THE CITY OF SAN MARINO TO EXCHANGE $750,000 OF PASADENA'S GENERAL FUND DOLLARS CURRENTLY DEDICATED TO TRANSIT SERVICES FOR $1,000,000 OF THE CITY OF SAN MARINO'S PROPOSITION A LOCAL RETURN DOLLARS

Chair Gordo introduced the item and Joaquin Siques, Director of Transportation, provided an overview of the item.

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)

ADOPT A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE ALL AGREEMENTS FOR THE RECEIPT OF $253,882 LOW CARBON TRANSIT OPERATIONS PROGRAM FUNDS AND AMEND THE CITY'S BUDGET TO RECEIVE AND EXPEND FUNDS FOR ZERO-EMISSION VEHICLES AND BUS STOP ENHANCEMENTS

Chair Gordo introduced the item and Joaquin Siques, Director of Transportation, provided an overview of the item.

Councilmember Williams requested for a status update on the City's electrification efforts at a future Municipal Services Committee meeting.

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 ENTER INTO AN AGREEMENT WITH CALTRANS TO RECEIVE $2.5 MILLION IN CARBON REDUCTION PROGRAM FUNDING FOR ZERO-EMISSION BUS PURCHASES AND AMEND THE CAPITAL IMPROVEMENT PROGRAM BUDGET

Chair Gordo introduced the item and Joaquin Siques, Director of Transportation, provided an overview of the item.

Councilmember Williams asked staff to send out a press release once the funds are received.

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)

AMEND THE FISCAL YEAR 2025 CAPITAL IMPROVEMENT PROGRAM

Chair Gordo introduced the item and Phyllis Hallowell, Management Analyst IV, provided a brief overview of the item.

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)

AMENDMENTS TO THE FISCAL YEAR 2025 GENERAL FEE SCHEDULE

Chair Gordo introduced the item and Tim Park, Budget Administrator, provided a PowerPoint presentation.

Councilmember Williams requested for staff to require all copies to be double sided.

It was moved by Councilmember 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)

INFORMATION:

THE AUDITOR'S COMMUNICATION WITH THOSE CHARGED WITH GOVERNANCE PURSUANT TO STATEMENTS ON AUDITING STANDARDS NO 114

Chair Gordo introduced the item and Vic Erganian, Deputy Finance Director/City Treasurer, introduced Armine Trashian, Controller, who gave an overview of the item.

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

ROSE BOWL OPERATING COMPANY FINANCIAL UPDATE

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

PASADENA CENTER OPERATING COMPANY FINANCIAL UPDATE

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

ADJOURNMENT: On the order of the Chair, the special meeting of the Finance/Audit Committee was adjourned at 5:03 p.m.

ATTEST:

Victor M. Gordo

Mayor Victor Gordo, Chair
Finance/Audit Committee

Gloria Acevedo

Gloria Acevedo
Recording Secretary