

CITY OF PASADENA
Community Development Commission Minutes
October 8, 2007 – 5:30 P.M.
City Hall Council Chamber

REGULAR MEETING

OPENING: Chair Bogaard called the regular meeting to order at 8:54 p.m.

ROLL CALL:

Commissioners:

Chair Bill Bogaard
Vice Chair Steve Haderlein
Commissioner Victor Gordo
Commissioner Chris Holden
Commissioner Steve Madison
Commissioner Margaret McAustin
Commissioner Jacque Robinson
Commissioner Sidney F. Tyler

Staff:

Chief Executive Officer Cynthia Kurtz
General Counsel Michele Beal Bagneris
Secretary Jane L. Rodriguez

PUBLIC COMMENT

No one appeared for public comment.

HERITAGE SQUARE REQUEST FOR QUALIFICATIONS

Recommendation of Chief Executive Officer: It is recommended that the Community Development Commission approve the Request for Qualifications (RFQ) for the Heritage Square Project (Attachment A of the agenda report).

The Chief Executive Officer reviewed the Request for Qualifications (RFQ) and responded to questions.

Brian Williams, Assistant City Manager, responded to questions regarding provisions in the RFQ.

Discussion followed on the need for specificity in the project description, verification of the financial capacity of the developer to produce the project, composition of the review committee for the RFQs, the selection process, contractual conditions to be imposed if satisfactory performance is not achieved in financing or producing the project, possible inclusion of the project concept in the RFQ, whether staff will provide one or more recommendations to the Commission during the selection process, due diligence to be performed by the Commission, and inclusion of local hiring in the process.

In response to suggestions from the Commissioners, the Chief Executive Officer indicated that the RFQ would be revised to:

- clarify that the project could change with community review/approval of the project concept

- stress the development of as many affordable units as possible (substantial rather than majority)
- include a request for submission of audited financial statements for each partner
- include a request for a list of references
- clarify that the review committee is comprised of City staff, and the City's financial and architect consultants
- include language that the City can reserve the right to take into consideration other information that is gathered by the City in reviewing the RFQ submittals
- include a request for information on diversity in the workforce and past experience in the use of local hiring

Commissioner Gordo clarified that the Commission's prior action regarding the selection process allowed the latitude for staff to recommend one developer (if this was clear) or two or three developers for Commission consideration; and noted that the Commission reserves the right to change the project concept mix during the negotiations based on financial considerations.

Commissioner Tyler requested that a distribution list of the developers who will receive the RFQ be provided in the City Manager's weekly information letter to Council.

The following person expressed concerns regarding the RFQ and the RFQ process:

Michelle White, Affordable Housing Services representative

Following discussion, it was moved by Commissioner Holden, seconded by Commissioner McAustin, to approve the Chief Executive Officer's recommendation. (Motion unanimously carried) (Absent: None)

MINUTES APPROVED

September 24, 2007

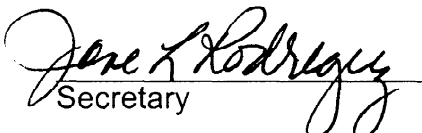
It was moved by Commissioner Tyler, seconded by Commissioner Robinson, to approve the above minutes, as submitted. (Motion unanimously carried) (Absent: None)

On order of the Chair, the regular meeting of the Community Development Commission adjourned at 9:34 p.m.



Bill Bogaard, Chair
Community Development Commission

ATTEST:



Secretary