

CITY OF PASADENA  
City Council Minutes  
January 22, 2024 – 4:30 P.M.  
City Hall Council Chamber

**OPENING:** Mayor Gordo called the regular meeting to order at 4:50 p.m. (Absent: None)

**CLOSED SESSION** On the order of the Mayor, the regular meeting recessed at 4:51 p.m. to discuss the following closed session item:

**CITY COUNCIL CONFERENCE WITH LEGAL COUNSEL** regarding pending litigation pursuant to Government Code Section 54956.9(d)(1)

**Name of Case:** Zhang v. City of Pasadena

**LASC Case No.:** 21STC25270

Mayor Gordo stated that he had a potential conflict, recused himself from participation in Closed Session Item 2, and left the closed session at 5:15 p.m.

**CITY COUNCIL CONFERENCE WITH LEGAL COUNSEL** regarding pending litigation pursuant to Government Code Section 54956.9(d)(1)

**Name of Case:** Acosta v. City of Pasadena

**LASC Case No.:** 18STCV05038

Mayor Gordo returned to the closed session at 5:40 p.m.

**CITY COUNCIL CONFERENCE WITH LABOR NEGOTIATORS** pursuant to Government Code Section 54957.6

**Agency Designated Representatives:** Miguel Márquez and Tiffany Jacobs-Quinn

**Employee Organization:** Pasadena Police Supervisor Association

The above closed session items were discussed, with no reportable action at this time.

On the order of the Mayor, the regular meeting reconvened at 5:53 p.m. The pledge of allegiance was led by Councilmember Masuda.

**ROLL CALL:**  
Councilmembers:

Mayor Victor M. Gordo  
Vice Mayor Steve Madison  
Councilmember Tyron Hampton  
Councilmember Justin Jones  
Councilmember Jason Lyon  
Councilmember Gene Masuda  
Councilmember Jessica Rivas (arrived at 6:18 p.m.)  
Councilmember Felicia Williams

Staff:

City Manager Miguel Márquez  
City Attorney/City Prosecutor Michele Beal Bagneris  
Senior Assistant City Clerk Sandra Robles

CEREMONIAL MATTERS

Mayor Gordo presented a certificate of recognition to the Citizen Service Center acknowledging their 10-year anniversary and commending City staff on their accomplishments. Tony Olmos, Director of Public Works, shared a few words on the Citizen Service Center (CSC); and introduced and commended Mandy Templeton, CSC Manager, for her efforts in the development of the Center. CSC Manager Templeton gave a presentation highlighting milestones and achievements over the past 10 years.

Police Chief, Eugene Harris, introduced the new Sergeant At Arms, David Alba, and thanked Sergeant Robert DuBois for his past service. Sergeant Alba briefly spoke on his background and expressed gratitude for the opportunity to serve the City in this capacity.

Mayor Gordo requested that the meeting be adjourned in memory of Maestro Victor Vener, reflecting on his musical contributions to the City and throughout the region.

Vice Mayor Madison requested that meeting also be adjourned in memory of Andrea Rawlings, Pasadena Planning Commissioner, highlighting her various commission/committee positions and praised her volunteer efforts in giving back to the City.

Councilmember Lyon requested that the meeting also be adjourned in memory of James Harnagel, Arts and Culture Commissioner, noting Jim’s love for the theater and arts; and announced a Celebration of Life event to honor Jim is planned for March 2024.

Mayor Gordo announced that he recused himself from Closed Session Item B due to a potential conflict of interest, had left the closed session meeting during the item discussion, and did not participate.

PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA

Councilmember Rivas arrived at the dais at 6:18 p.m.

The following individuals provided comments regarding the transition of Presidents of the Pasadena Sister Cities Committee:

Maggie Gihanian, residence not stated  
Michael Warner, Pasadena resident

Cheryl Auger, residence not stated, expressed the need for a zero-waste plan and the impacts of plastics.

Ofelia Cavazosc Edmondson, residence not stated, expressed support for the Pasadena Sisters Cities Committee.

Jill Shook, Making Housing and Community Happen, announced details for the upcoming candidate forum on January 31, 2024 where Pasadena Council candidates will be answering questions related to housing affordability and the homelessness crisis.

Allen Shay, Pasadena resident, congratulated the City on the successful Rose Parade and the Rose Bowl game, and he inquired about the next Charter Task Force meeting.

Heavenly Hughes, residence not stated, provided comments regarding racial and housing discrimination.

Councilmember Williams suggested that staff include information regarding the Pasadena Sister Cities Committee, the Committee's involvement with the City, and their organizational structure in the City Manager's Newsletter for public knowledge.

**CONSENT CALENDAR**

**City Manager/ Executive Director**

**ADOPTION OF RESOLUTION FOR THE CALIFORNIA DEPARTMENT OF PARKS AND RECREATION OUTDOOR EQUITY GRANTS PROGRAM APPLICATION (PRCS Dept.)**

**Recommendation:** It is recommended that the City Council:

- (1) Find that the proposed action in the agenda report is not a project subject to the California Environmental Quality Act ("CEQA") pursuant to Section 21065 of CEQA and Sections 15060(c)(2), 15060(c)(3), and 15378 of the State CEQA Guidelines, and as such, no environmental document pursuant to CEQA is required; and
- (2) Adopt a resolution, (a) approving of the City's filing of a grant application to the Outdoor Equity Grants Program (OEP) in the amount of \$520,516 for the development and execution of the proposed Pasadena Outdoor Discovery Program (ODP); and (b) authorizing the City Manager to sign and submit documents which may be necessary for completion of the grant. (Resolution No. 10030)

**AUTHORIZATION TO ENTER INTO A CONTRACT WITH ADVANCE SOLUTIONS CORPORATION TO IMPLEMENT THE SERVICENOW IT ASSET MANAGEMENT MODULE IN AN AMOUNT NOT-TO-EXCEED \$192,832 (DoIT)**

**Recommendation:** It is recommended that the City Council:

- (1) Find that the proposed contract in the agenda report is 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, as a result of a competitive selection process, as specified by Section 4.08.047 of the Pasadena Municipal Code, with Advance Solutions Corporation to implement the ServiceNow IT Asset Management module that will capture equipment inventory, allow auditing of inventoried equipment, and support department equipment inventory review as part of the annual budget process for an amount not-to-exceed \$192,832, which includes the base contract amount and a fifteen percent contingency. Competitive Bidding is not required pursuant to the City Charter Section 1002(F), contracts for professional or unique services. (Contract No. 32774)

**AUTHORIZATION TO ENTER INTO A CONTRACT WITH DUDEK TO PROVIDE ENVIRONMENTAL SERVICES FOR AN AMOUNT NOT-TO-EXCEED \$800,000 FOR THE WATER AND POWER DEPARTMENT (Water & Power Dept.)**

**Recommendation:** It is recommended that the City Council:

- (1) Find that the proposed action in the agenda report is not a project subject to the California Environmental Quality Act ("CEQA") pursuant to Section 21065 of CEQA and Sections 15060(c)(2), 15060(c)(3), and 15378 of the State CEQA Guidelines, and as such, no environmental document pursuant to CEQA is required; and
- (2) Authorize the City Manager to enter into a contract for an amount not-to-exceed \$800,000 or five years, whichever comes first, as the result of a competitive selection process, pursuant to Pasadena Municipal Code Section 4.08.047, with Dudek to provide environmental services. (Contract No. 32853)

**AUTHORIZATION TO ENTER INTO A CONTRACT WITH BBS CONSTRUCTION INC., FOR LOCKER ROOM RENOVATIONS FOR AN AMOUNT NOT-TO-EXCEED \$1,811,250 FOR THE WATER AND POWER DEPARTMENT (Water & Power Dept.)**

**Recommendation:** It is recommended that the City Council:

- (1) Find that the proposed action in the agenda report is exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines 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; and
- (2) Accept the bid dated October 9, 2023, submitted by BBS Construction Inc., ("BBS") in response to the Specifications for "Water and Power Locker Room Renovation Project" for the Water and Power Department ("PWP"); and authorize the City Manager to enter into a contract with BBS for an amount not-to-exceed \$1,811,250 or a period of two years, whichever occurs first. The total contract amount includes the base contract amount of \$1,575,000 and a 15% contingency of \$236,250 to provide for any necessary change orders. (Contract No. 32792)

**AUTHORIZATION TO EXECUTE A TRANSFER AGREEMENT FOR THE VACANT LAND PARCEL LOCATED AT 2825 E. WALNUT STREET FROM THE GENERAL FUND TO WATER AND POWER DEPARTMENT FOR AN AMOUNT NOT-TO-EXCEED \$2.12 MILLION (Water & Power Dept.)**

**Recommendation:** It is recommended that the City Council:

- (1) Find that the proposed action in the agenda report is categorically exempt from the California Environmental Quality Act ("CEQA") pursuant to the State CEQA Guidelines Section 15301 (Existing Facilities); there are no features that distinguish this project from others in the exempt classes, and therefore, there are no unusual circumstances; and

(2) Authorize the City Manager to execute a transfer agreement for the vacant parcel of land located at 2825 E. Walnut Street from the General Fund to the Pasadena Water and Power Department ("PWP") for an amount not-to-exceed \$2.12 million; incorporate the terms and conditions generally described in the agenda report; and execute any other related agreements necessary to effectuate the transaction, including non-substantial revisions. (Contract No. 23,972)

**AUTHORIZATION TO ENTER INTO A PURCHASE ORDER WITH ATLAS PERFORMANCE INDUSTRIES INC., FOR AN AMOUNT NOT-TO-EXCEED \$332,750 FOR A NEW 24' X 60' OFFICE TRAILER FOR THE GLENARM POWER PLANT (Water & Power Dept.)**

**Recommendation:** It is recommended that the City Council:

(1) Find that the proposed action in the agenda report is categorically exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15301 (Class 1 – Existing Facilities) and Section 15303 (Class 3 – New Construction or Conversion of Small Structures), and that there are no features that distinguish this project from others in the exempt classes, and as such, there are no unusual circumstances; and

(2) Accept the bid dated August 21, 2023, submitted by Atlas Performance Industries Inc., ("API") in response to Specifications for the procurement of a new office trailer; reject all other bids received; and authorize the City Manager, or his designee, to enter into a purchase order with API for an amount not-to-exceed \$332,750, which includes a base contract amount of \$302,500 and a 10% contingency of \$30,250 to provide for any unforeseen change orders.

**AUTHORIZE THE CITY MANAGER TO ENTER INTO A CONTRACT WITH JOHN L. HUNTER AND ASSOCIATES INC., TO PROVIDE ON-CALL NPDES CONSULTANT SERVICES FOR AN AMOUNT NOT-TO-EXCEED \$1,000,000 OVER A FIVE-YEAR TERM (Public Works Dept.)**

**Recommendation:** It is recommended that the City Council:

(1) Find the contract proposed in the agenda report to be categorically exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines per Section 15061(b)(3), the "Common Sense" exemption that CEQA only applies to projects that may have an effect on the environment;

(2) Authorize the City Manager to enter into a contract, as the result of a competitive selection process specified by Section 4.08.047 of the Pasadena Municipal Code, with John L. Hunter and Associates Inc., for NPDES consultant services for an amount not-to-exceed \$1,000,000 over a five-year term. Competitive bidding is not required pursuant to City Charter Section 1002(F) (contracts for professional or unique services) (Contract No. 32849); and

(3) Authorize the City Manager to extend the term of the contract if necessary without increasing the not-to-exceed amount.

Item discussed separately

**AUTHORIZE THE CITY MANAGER TO ENTER INTO A CONTRACT WITH TACTICAL SUPPORT EQUIPMENT INC., NOT-TO-EXCEED \$1,281,614 FOR THE PURCHASE OF A CELLULAR SITE SIMULATOR; ADOPT A RESOLUTION AUTHORIZING THE CONTRACT AND CORRESPONDING POLICE DEPARTMENT POLICY; AND AMEND THE POLICE DEPARTMENT'S FISCAL YEAR 2024 OPERATING BUDGET BY APPROPRIATING \$1,281,614 (Police Dept.)**

**FINANCE COMMITTEE: AMENDMENTS TO FISCAL YEAR 2024 CAPITAL IMPROVEMENT PROGRAM** (Public Works Dept.)

**Recommendation:** It is recommended that the City Council:

(1) Find that the proposed actions in the agenda report 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 the agenda report. (Budget Amendment No. 2024-34) (Budget Amendment No. 2024-34a)

**FINANCE COMMITTEE: FISCAL YEAR JUNE 30, 2023 ANNUAL FINANCIAL REPORTS** (Finance Dept.)

**Recommendation:** It is recommended that the following reports (attached to the agenda report) for the year ended June 30, 2023 be reviewed, discussed, and filed by the City Council and/or the Successor Agency to the Pasadena Community Development Commission:

- A. Annual Comprehensive Financial Report
- B. Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards (This replaces what was called the "Management Letter.")
- C. Pasadena Center Operating Company Financial Statements
- D. Rose Bowl Operating Company Basic Financial Statements
- E. Pasadena Community Access Corporation Financial Statements
- F. Pasadena Fire and Police Retirement System A Pension Trust Fund of the City of Pasadena, California Financial Statements
- G. City of Pasadena, California Air Quality Management District Fund Financial Statements
- H. Pasadena Housing Successor Pasadena, California Financial Statements
- I. City of Pasadena, California Foothill Workforce Development Board Financial Statements
- J. Independent Accountants' Report on Agreed-Upon Procedures Applied to Appropriations Limit Worksheets
- K. Independent Accountants' Report on Applying Agreed-Upon Procedures for review of Deferred Compensation
- L. The Auditors' Communications with the City's Finance/Audit Committee

Item discussed separately

**FINANCE COMMITTEE: AUTHORIZE THE CITY MANAGER TO ENTER INTO A CONTRACT WITH PERKINS EASTMAN FOR THE DEVELOPMENT OF A MASTER PLAN FOR THE SR 710 NORTHERN STUB PLANNING PROJECT IN THE AMOUNT OF \$2,820,744 AND APPROPRIATE \$800,000 TO THE CITY MANAGER’S OFFICE OPERATING BUDGET (City Manager’s Dept.)**

**CITY COUNCIL**

RESIGNATIONS,  
APPOINTMENTS, &  
REAPPOINTMENTS

**ACKNOWLEDGE THE VACANCY CREATED ON THE PLANNING COMMISSION BY THE PASSING OF ANDREA RAWLINGS (District 6 Nomination)**

**ACKNOWLEDGE THE VACANCY CREATED ON THE ARTS & CULTURE COMMISSION BY THE PASSING OF JAMES B. HARNAGEL (District 7 Nomination)**

**CITY CLERK/  
SECRETARY**

MINUTES APPROVED

October 16, 2023	City Council
October 16, 2023	Successor Agency to the Pasadena Community Development Commission
October 23, 2023	City Council
October 23, 2023	Successor Agency to the Pasadena Community Development Commission
October 30, 2023	City Council
October 30, 2023	Successor Agency to the Pasadena Community Development Commission

**CLAIMS RECEIVED AND FILED**

<b>Claim No.</b>	<b>Claimant</b>	<b>Claim Amount</b>
2024-0124	Barbara Fleites	\$ 25,000.00+
2024-0125	Lynnanne Hanson Miller	25,000.00+
2024-0126	Chester Andrews	25,000.00+
2024-0127	Josephine Keung	25,000.00+
2024-0128	Charlie Clemente	4,000.00
2024-0129	Jarvis Shelby	25,000.00+
2024-0130	Peter DiVito	1,906.79
2024-0131	Interinsurance Exchange of the Automobile Club a/s/o Carlos Lopez Villarreal	3,112.35
2024-0132	James Park	5,000.00
2024-0133	Ellada Gabrielyan	25,000.00+
2024-0134	Ismael Rivera Perez	25,000.00+
2024-0135	Clerkin, Sinclair & Mahfouz LLP o/b/o USAA a/s/o Robert Develle	4,063.50
2024-0136	Hermelinda and Roberto Salazar	25,000.00+
2024-0137	Xin Li	1,500.00
2024-0138	Darby Gunter	2,138.40
2024-0139	Laura Ann Hall	Not stated
2024-0140	Phyllis Chestang	25,000.00+

2024-0141	Ana Rivera	25,000.00+
2024-0142	The Estate of Johnny Karnig Bronsozian	25,000.00+
2024-0143	Zohrab Hrach Gevrikyan	25,000.00+
2024-0144	Marina Velasquez	1,048.62
2024-0145	Aprile Boettcher	25,000.00+
2024-0146	Francia H. Pena	5,801.72
2024-0147	Isaiah Marcus Ma	25,000.00+
2024-0148	Isaiah Marcus Ma	25,000.00+
2024-0149	Michael Gonzalez	10,000.00+
2024-0150	CSM OBO USAA ASO Michael Dehay	9,076.97
2024-0151	Chris Freeman	250.00
2024-0152	Jason Guyton	25,000.00+
2024-0153	Vanessa Sharnai Crawford	700.00
2024-0154	Helen Haewon Kawahara	376.25
2024-0155	Christopher Gallivan	353.74
2024-0156	Judy Nguyen	25,000.00+
2024-0157	Irmia Ruiz	25,000.00+
2024-0158	Subro Claims Inc. o/b/o Geico Ins a/s/o Sidney Anthony Mascardo	5,679.57
2024-0159	Rami Der-Artinian	25,000.00+

PUBLIC HEARING SET **FEBRUARY 26, 2024, 5:30 p.m.** – Street Name Change – Dayton Street to Troop Way – from Fair Oaks Avenue to Raymond Avenue

MOTION: It was moved by Councilmember Masuda, seconded by Councilmember Williams, to approve all items on the Consent Calendar, with the exception of Items 8 and 11. (Motion unanimously approved) (Absent: None)

Item discussed separately **AUTHORIZE THE CITY MANAGER TO ENTER INTO A CONTRACT WITH TACTICAL SUPPORT EQUIPMENT INC., NOT-TO-EXCEED \$1,281,614 FOR THE PURCHASE OF A CELLULAR SITE SIMULATOR; ADOPT A RESOLUTION AUTHORIZING THE CONTRACT AND CORRESPONDING POLICE DEPARTMENT POLICY; AND AMEND THE POLICE DEPARTMENT’S FISCAL YEAR 2024 OPERATING BUDGET BY APPROPRIATING \$1,281,614 (Police Dept.)**

**Recommendation:** It is recommended that the City Council:  
(1) Find the proposed action in the agenda report is exempt from the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines Section 15061(b)(3), the “Common Sense” exemption that CEQA only applies to projects that may have the potential for causing a significant effect on the environment;  
(2) a) Accept the bid dated August 14, 2023, submitted by Tactical Support Equipment Inc., (TSE) in response to specification for a cellular site simulator for the Police Department, and b) authorize the issuance of a contract with TSE in an amount not-to-exceed \$1,281,614. This



includes the base amount of \$1,074,548, use tax of \$107,066 and contingency of \$100,000; (Contract No. 32854)

(3) Adopt a resolution authorizing the above-mentioned contract and Pasadena Police Department Policy 620, pertaining to cellular site simulators (Resolution No. 10031); and

(4) Amend the Police Department's Fiscal Year (FY) 2024 Operating Budget by appropriating \$1,281,614 from the unappropriated fund balance in the Asset Forfeiture Fund (207) for the purchase of the cellular site simulator. (Budget Amendment No. 2024-33)

Sandra Robles, Senior Assistant City Clerk, reported that one letter providing various comments on the item and one letter in opposition to the staff recommendation were received by the City Clerk's Office, distributed to the City Council, posted online, and made part of the record for this item.

The following individuals expressed concerns and/or provided comments pertaining to privacy and use policies of the cellular site simulator:

Yadi, residence not stated

Allen Shay, Pasadena resident

Heavenly Hughes, residence not stated

Councilmember Rivas emphasized that it is crucial for the Cellular Site Simulator Use Policy to meet all legal requirements to the highest standard, and not just the minimal standard; and urged that the use of the cell site simulator be as minimally intrusive to the public as possible.

In response to Councilmember Rivas' inquiry about the policy changes pertaining to usage of the cell site simulator, Art Chute, Deputy Chief, highlighted the newly added usage limitations in the policy; explained that if other agencies request to use the City's cellular site simulator, the equipment is then deployed under the City's use policy, which other agencies must adhere to; and also noted that the simulator records each time it is used.

In response to Councilmembers Masuda and Lyon's inquiries regarding usage restrictions of the cellular site simulator, Lieutenant Gomez reported that when the device is legally deployed and activated, it simulates a cell tower to attract the identifier of a specific device, then automatically rejects signals from other devices within the local proximity. Lieutenant Gomez explained how certain scenarios would require a search warrant to utilize the equipment; and also explained how the simulator is used to search for unique identifiers to locate missing persons, at-risk individuals, and victims of mass casualty incidents.

Councilmember Rivas advocated for bringing back the item for approval at the next Council meeting to give the public an opportunity to review the recent changes made to the policy.

MOTION:

It was moved by Councilmember Hampton, seconded by Councilmember Williams, to approve the staff recommendation, amended, in relation to any changes to the policy, to add to Section 620.1, under Purpose and Scope, the words, "in consultation with legal counsel"; and on page 4, No.1, change the term "suspect" to "person", and to include elderly or juveniles who are endangered.

AYES: Councilmembers Hampton, Jones, Lyon, Masuda, Williams, Vice Mayor Madison, Mayor Gordo

NOES: None

ABSTAIN: Councilmember Rivas

ABSENT: None

Item discussed separately

**FINANCE COMMITTEE: AUTHORIZE THE CITY MANAGER TO ENTER INTO A CONTRACT WITH PERKINS EASTMAN FOR THE DEVELOPMENT OF A MASTER PLAN FOR THE SR 710 NORTHERN STUB PLANNING PROJECT IN THE AMOUNT OF \$2,820,744 AND APPROPRIATE \$800,000 TO THE CITY MANAGER'S OFFICE OPERATING BUDGET (City Manager's Dept.)**

**Recommendation:** It is recommended that the City Council:

(1) Find that the proposed action in the agenda report is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA guidelines Section 15061(b)(3) the "Common Sense" exemption that CEQA only applies to projects that may have an effect on the environment;

(2) Authorize the City Manager to enter into a contract, as the result of a competitive selection process, as specified by Section 4.08.047 of the Pasadena Municipal Code, with Perkins Eastman for the SR 710 Northern Stub Project in an amount not-to-exceed \$2,820,744 for a period of three years. Competitive price bidding is not required pursuant to City Charter Section 1002(F) (contracts for professional or unique services); (Contract No. 32860)

(3) Authorize the City Manager to extend the three-year contract for up to two additional one-year periods; and

(4) Recognize and appropriate \$800,000 to the City Manager's Office operating budget for the anticipated expenditures needed in Fiscal Year 2024. (Budget Amendment No. 2024-35)

Andrew Salimian, Pasadena Heritage, expressed concerns regarding the scope of the project pertaining to planning and costs.

Councilmember Hampton suggested including local businesses to participate in the bidding process and utilizing local resources whenever possible for this project.

It was moved by Councilmember Madison, seconded by Councilmember Jones, to approve staff recommendation. (Motion unanimously approved) (Absent: None)

**INFORMATION ITEM**

**CENTRAL LIBRARY EARTHQUAKE RETROFIT AND RENOVATION PROJECT – PROGRAMMING AND SCHEMATIC DESIGN UPDATE (Public Works Dept.)**

**Recommendation:** The agenda report is provided for information only; no action is required at this time.

Public Works Director Olmos introduced the item, provided background information on the project, presented a timeline for the Central Library Retrofit project, and responded to questions.

Tim McDonald, Director of Library Services, presented a library programming update proposal, recommendations from the Community Programming Committee, feedback received from community outreach efforts, and responded to questions. Debra Gerod, representing the consultant firm – Gruen Associates, presented the project goals, objectives, and the schematic design update for the Central Library renovation project.

In response to Councilmember Jones’ inquiry regarding the design build process, Director Olmos reported that if voters approve the Charter Amendment measure related to design build for projects in the March 2024 election, City staff would then propose an ordinance specifying design build procedures. He stated that once the ordinance became effective, City staff would hire a design builder to work with the design team to develop a design package estimate that includes permitting, costs, etc. He further elaborated that if the bond measure for the Central Library Renovation Project is approved in the November 2024 election, then a contract could be awarded shortly thereafter.

The following individuals expressed support and/or provided various comments on the proposed design plan for the Central Library Renovation Project:

- Joan Branin, Pasadena resident
- Nina Chomsky, Pasadena resident

Following discussion, by order of the Mayor, and consensus of the City Council, the information was received and filed.

**RECOMMENDATIONS FROM OFFICERS AND DEPARTMENTS**

**Pasadena Rental Housing Board**

Mayor Gordo recused himself from the item due to a potential conflict and left the dais at 8:45 p.m.

**AUTHORIZATION TO ENTER INTO A CONTRACT WITH 3DI INC., FOR IMPLEMENTATION, OPERATIONS AND MAINTENANCE OF A RENTAL REGISTRY DATABASE/PORTAL IN AN AMOUNT NOT-TO-EXCEED \$269,714 (Rent Stabilization Dept.)**

**Recommendation:** It is recommended that the City Council:

- (1) Find that the proposed contract in the agenda report is 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, as a result of a competitive selection process, as specified by Section 4.08.047 of the Pasadena Municipal Code, with 3Di Inc., for implementation, operation, and maintenance of a Rental Registry Database/Portal for an amount not-to-exceed \$269,714 for a three-year period. Competitive Bidding is not required pursuant to the City Charter Section 1002(F), contracts for professional or unique services. (Contract No. 32862)

Senior Assistant City Clerk Robles reported that one letter providing various comments on the matter was received by the City Clerk's Office, distributed to the City Council, posted online, and made part of the record for this item.

Mayor Gordo recused himself from the item due to a potential conflict and left the dais at 8:45 p.m.

**FINANCE COMMITTEE: ADOPTION OF THE FISCAL YEAR 2024 (FY2024) RECOMMENDED OPERATING BUDGET OF THE RENT STABILIZATION DEPARTMENT** (Rent Stabilization Dept.)

**Recommendation:** It is recommended that the City Council:

(1) Find that the proposed action in the agenda report is exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15061(b)(3) "Common Sense" exemption; and

(2) Adopt the FY2024 Recommended Operating Budget of \$2,876,232 for the Rent Stabilization Department, inclusive of the previously appropriated \$600,000, and 12.0 FTE positions as detailed in the agenda report. Due to the anticipated delay in billing the FY2024 Rental Housing Fee, a temporary negative cash position for the department is acknowledged as described in the agenda report. (Budget Amendment No. 2024-36)

The two items above from the Pasadena Rental Housing Board were heard concurrently.

Bert Newton, Making Housing and Community Happen, expressed support for the staff recommendation for each item listed above.

The following individuals expressed concerns and/or provided various comments on the operating budget for the Rent Stabilization Department:

- Dennis Jebbia, residence not stated
- Simmon Gibbons, residence not stated
- Loren Naiman, residence not stated
- Allen Shay, Pasadena resident

Senior Assistant City Clerk Robles reported that three letters expressing concerns with the Rent Board's inability to meet operational deadlines, and/or providing various comments on the matter, and one letter advocating for additional funding be provided to the Rent Stabilization Department budget, were received by the City Clerk's

Office, distributed to the City Council, posted online, and made part of the record for this item.

In response to Councilmember Williams' inquiry concerning the duplication of contracts, Phillip Leclair, Rent Stabilization Department Interim Director, stated that Bhyv was contracted to develop a staffing model and cost analysis for the Rent Stabilization Department, while 3Di was contracted to provide rental registry software and implementation, setup, and workflow system establishment. He clarified that elements of personal information submitted to the rental registry will be redacted, pursuant to the guidelines established by the Rental Housing Board.

In response to Councilmember Williams' question regarding operational costs and implementation of safeguards, City Manager Márquez stated that if the Rent Stabilization Department is unable to maintain rental housing revenues and falls into a deficit, the City has a duty to implement Measure H using available City funds.

Discussion ensued regarding the City's fiduciary responsibility, rental housing fees, financial reserves, and the operational structure and cost of the Rent Stabilization Department.

In response to Councilmember Rivas' inquiry regarding rental housing fees, City Attorney Bagneris reported that the fees to be collected will be fee-for-service, with a study conducted to justify those fees; and stated there may be other sources of funds to establish a reserve.

Following discussion, it was moved by Councilmember Hampton, seconded by Councilmember Rivas, to approve the staff recommendation. (Motion unanimously approved) (Absent: Mayor Gordo)

## ADJOURNMENT

On order of the Vice Mayor, the regular meeting of the City Council adjourned at 9:40 p.m. in memory of Maestro Victor Vener, Andrea Rawlings, and James Harnagel.

\_\_\_\_\_  
Victor M. Gordo, Mayor  
City of Pasadena

ATTEST:

\_\_\_\_\_  
City Clerk