



Special Meeting Minutes  
FINANCE COMMITTEE

Monday, May 10, 2021 ▪ 3:30 p.m.

Videoconference/Teleconference Council Chambers Room S249, Pasadena City Hall

- A. CALL TO ORDER: The special meeting of the Finance Committee was called to order at 3:37 p.m. with Mayor Gordo, and Councilmembers, Kennedy and Williams, comprising the quorum.

Attendees (Absent as indicated):

**Councilmembers**

Mayor Gordo, Chair  
Andy Wilson  
John Kennedy (Joined 3:40)  
Felicia Williams

**Staff**

Julie Gutierrez  
Lisa Hosey  
Matthew Hawkesworth  
Gurcharan Bawa  
Kelly Nguyen  
Art Silva  
Matthew Feaster  
Manuel Carmona

Recording Secretary: Gloria Acevedo

- B. PUBLIC COMMENT- None

- C. APPROVAL OF MINUTES

- April 26, 2021 Special Meeting

The minutes were approved as submitted

- D. NEW BUSINESS

1. **RECOGNIZE AND APPROPRIATE \$1,222,000 TO THE FISCAL YEAR 2021 PUBLIC HEALTH DEPARTMENT OPERATING BUDGET AND INCREASE THE DEPARTMENTAL PERSONNEL ALLOCATION BY 12.0 FULL-TIME EQUIVALENT ("FTE") FOR THE COVID-19 EPIDEMIOLOGY AND LABORATORY CAPACITY ("ELC") SUPPLEMENTAL PROGRAM**

Manuel Carmona, Deputy Director of Public Health, introduced the item and Dr. Matthew Feaster, Epidemiology & Disease Control Manager, presented a PowerPoint recommending the City Manager recognize and appropriate \$1,222,000 in Los Angeles County grant pass-through funds from the Centers for Disease Control and Prevention to the Fiscal Year 2021 Public Health Department Operating Budget and increase the department's personnel allocation by 12 full-time positions for the COVID-19 epidemiology and laboratory capacity supplemental program.

Councilmember Kennedy inquired on how staff will be selected to work with the diverse communities and provide examples? Dr. Feaster indicated that staff will conduct a cultural competent outreach by providing materials in multi languages and partnering

with nonprofit organizations and community coalitions, in order to directly engage with residents in need of services like the COVID-19 vaccine.

Vice Mayor Wilson asked what the role of the new positions will look like when the pandemic subsides and requested staff keep a properly sized workforce in anticipation of future long-term needs. Dr. Feaster responded that the plan is to cross-train staff to address infection control along with vaccine delivery and to create a lessons learned improvement plan in year three, as staff relied on the lessons learned from the 2009 influenza A H1N1 pandemic to handle the current pandemic.

Mayor Gordo pointed out the importance of building a workforce that is ready to respond to future emergencies in general, stated it is a great benefit for the City to have its own Public Health Department, and reminded staff it is also a great responsibility. He stated there is nothing more important than the health and safety of the residents of the City and inquired about grant opportunities for mental health services. Mr. Carmona stated the purpose of the Epidemiology and Laboratory Capacity supplemental program is to build infrastructure and that the workforce is seen as infrastructure, that the department continues to work with the Los Angeles County Mental Health Department, and is monitoring for any grant opportunities related to mental health services. Lastly, Mayor Gordo requested an update at a future Legislative and Policy Meeting together with Supervisor, Kathryn Barger's office to discuss mental health services provided in Pasadena. Assistant City Manager, Julie Gutierrez, responded the item is slated for a future agenda.

The Finance Committee approved forwarding this report to the full City Council.

## **2. REINSTATEMENT OF LATE FEES AND PENALTIES**

Matthew Hawkesworth, Director of Finance, provided a PowerPoint requesting City Council rescind the suspension of late fees and penalties on City provide services that was approved on March 17, 2020 and not approved by any other action.

The Finance Committee acknowledged receiving the report.

## **3. AUTHORIZATION TO ENTER INTO A CONTRACT WITH INEGRATED TURBO MACHINERY, INC FOR AN AMOUNT NOT TO EXCEED \$479,720 FOR THE REPAIR OF GLENARM TURBINE 5 STEAM TURBINE**

Gurcharan Bawa, General Manager, introduced the agenda item and Arturo Silva, Power Plant Manager, provided a PowerPoint presentation requesting authorization to enter into a contract with Integrated Turbo Machinery, INC. for an amount not to exceed \$479, 720 for the repair of one of the eleventh stage blade in the Glenarm Turbine 5 steam turbine unit.

Vice Mayor Wilson expressed concern over the failure, whether that is an indicator of future malfunctions, and asked for staff to provide the utilization schedule. Mr. Silva indicated the failure was not due to lack of use, the unit had a two-year warranty and is overall in good shape, the unit is operated as a peaker with an average run time of 1200 hours a year, and that staff continues to work with the manufacture to come up with a recommended amount of base use.

Mayor Gordo inquired about the life expectancy of the unit. Mr. Silva indicated it is 30-years; however, with proper care, the life expectancy could go to 50-years.

Councilmember Kennedy asked if staff had done their due diligence in contacting the manufacture to inquire about cost-sharing, since parameters on how the unit should be utilized were not provided. Mr. Silva indicated that staff's dialogue with the manufacture secured the blades, technological support, consumables, and engineering solutions to prevent a reoccurrence. Mr. Kennedy thanked the staff for their efforts.

E. ADJOURN

With no further business to come before the committee, the meeting adjourned at 4:22 p.m.

 5/28/21  
\_\_\_\_\_  
Victor M. Gordo Date  
Chair, Finance Committee

ATTEST:

 5/28/21  
\_\_\_\_\_  
Gloria Acevedo, Date  
Recording Secretary