DEPARTMENT OF FINANCE
Notice of a Special Meeting of the
FINANCE COMMITTEE and/or CITY COUNCIL
3:00 p.m. – Monday, June 6, 2016
Pasadena City Hall - Council Chambers Room S249

NOTICE IS HEREBY GIVEN that a special meeting of the Finance Committee and/or City Council will be held **Monday, June 6, 2016** at **3:00 p.m.** in the Council Chambers, Room S249, at City of Pasadena City Hall, 100 N. Garfield Ave., Pasadena, California.

A. CALL TO ORDER

B. APPROVAL OF MINUTES
- May 2, 2016
- April 25, 2016

C. PUBLIC COMMENT (Three minutes – Limited to items on the agenda.)

D. CONTINUED PUBLIC HEARING: FY 2017 Operating Budget Hearing

1. Public Health
2. Human Services & Recreation
3. Information Technology
4. Fire
5. Finance
6. Police (To be heard at 7:00 p.m. with continuation of FY 2017 Operating Budget Hearing)

E. ADJOURN SPECIAL MEETING

Mayor Terry Tornek, Chair
Finance Committee

This notice, in its entirety, was posted at City Hall and distributed as indicated below by 5:30 p.m., Thursday, June 2, 2016.

Lori Eubanks, Recording Secretary
Finance Committee

Distribution:

City Council	Los Angeles Times	City Manager
Star-News	City Attorney	Pasadena Weekly
City Clerk	La Opinion	Main Library
Pasadena Journal	Council Chambers Bulletin Board	City Hall Front Kiosk

Meeting Minutes
SPECIAL MEETING OF THE
FINANCE COMMITTEE and/or CITY COUNCIL
2:30 p.m. – Monday, May 2, 2016
Pasadena City Hall - Council Chambers Room S249

A. CALL TO ORDER - The regular meeting of the Finance Committee was called to order at 2:46 p.m.

In Attendance: (Absent as indicated.)

Council Members	Staff	
Mayor Terry Tornek	Michele Bagneris	Charles Peretz
Victor Gordo (Arrived at 3 p.m.)	Fred Dock	Joaquin Siques
Tyron Hampton (Absent)	Julie Gutierrez	Steve Wright
John Kennedy	Matthew Hawkesworth	
Steve Madison (Arrived at 4:40 p.m.)	Mark Jomsky	
Gene Masuda	Ara Maloyan	
Margaret McAustin	Steve Mermell	

Recording Secretary: Lori Eubanks

B. PUBLIC COMMENT – See below under Transportation report.

C. APPROVAL OF MINUTES – The April 11, 2016 minutes for the regular meeting of the Finance Committee were approved by the Finance Committee.

D. CONTINUTED PUBLIC HEARING: FY 2017-2021 RECOMMENDED CAPITAL IMPROVEMENT PROGRAM (CIP) BUDGET

Julie Gutierrez, Assistant City Manager, stated that there are over 230 active projects in the CIP with a total estimated cost of over $1 billion. For Fiscal Year (FY) 2017, staff is recommending $63.5 million of appropriations for 87 projects from 24 different funding sources. The gas tax and the sewer fund are sources of funding for both the capital budget and the operating budget but these revenues are declining. The challenge for the City for FY 17 is to either find alternate sources of revenue to make up for these declines or increase taxes. In addition, the City has 85 buildings to maintain yet only $1 million is appropriated for maintenance which is insufficient to cover the maintenance projects required for these buildings.

Transportation: Fred Dock, Director of Transportation, presented this report.

- 40 active projects totaling $73.2 million
- Staff recommendation is an appropriation of $7.14 million for FY 2017.
- Public Comment: Laura Unanue, Mishna Doner, Catherine Alexander spoke in support of funding for the proposed crosswalk at El Molino and Alpine.

Streets and Streetscapes: Ara Maloyan, Director of Public Works, presented this report.

- 19 active projects totaling $61.7 million
- Staff recommendation is an appropriation of $3.9 million for FY 2017
- 1 new project
- Follow-up requested – Details of Sidewalk Improvement Incentive Program

Street Lighting: Ara Maloyan, Director of Public Works, presented this report.

- 4 active projects totaling $3.1 million
- Staff recommendation is an appropriation of $160,000 for FY 2017
- 1 new project

Sewers and Storm Drains: Ara Maloyan, Director of Public Works, presented this report.

- 8 active projects totaling $11.4 million
- Staff recommendation is an appropriation of $2 million for FY 2017
- 1 new project
- Follow-up requested – How is priority set for sewer enhancements?

Parking: Fred Dock, Director of Transportation, presented this report.

- 7 active projects totaling $31.7 million
- Staff recommendation is an appropriation of $1 million for FY 2017

Parks and Landscaping: Ara Maloyan, Director of Public Works, presented this report.

Parks

- 17 active projects totaling $36.4 million
- Appropriations through FY 2016 = $25.8 million
- Staff recommendation is an appropriation of $4.9 million for FY 2017
- 2 new projects
- Follow-up requested – Estimate of cost for Robinson Park pool; funding options to expedite restroom at Desiderio Park; viable sites for pocket parks; process for tracking Residential Impact Fees; agreement with PCC for Robinson Stadium usage; pursuit of sponsorship for Jackie Robinson stadium

Landscaping

- 1 active project totaling $1.4 million
- Staff recommendation is an appropriation of $400,000

Arroyo Projects: Ara Maloyan, Director of Public Works, presented this report.

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- 7 active projects totaling $7.2 million
- Staff recommendation is an appropriation of zero

Central Arroyo

- 4 active projects totaling $2 million
- Staff recommendation is an appropriation of $1.4 million
- 1 new project

Lower Arroyo

- 2 active projects totaling $38,000
- Staff recommendation is an appropriation of zero

Municipal Buildings and Facilities

- Not presented due to time constraints.

E. ADJOURN SPECIAL MEETING

With no further business to come before the council members, the meeting adjourned at 5:24 p.m.

Terry Tornek, Mayor Date
Finance Committee Chair

Lori Eubanks, Date
Recording Secretary

Meeting Minutes
SPECIAL MEETING OF THE FINANCE-AUDIT COMMITTEE
4:00 p.m. – Monday, April 25, 2016
Pasadena City Hall - Council Chambers Room S249

A. CALL TO ORDER - The special meeting of the Finance-Audit Committee was called to order at 4:15 p.m.

In Attendance: (Absent as indicated.)

Council Members	Staff/Guests*	
Mayor Terry Tornek	Israel Del Toro	Matthew Lancey
Victor Gordo (Absent)	J'on Dennis*	Phillip Leclair
John Kennedy	Fred Dock	Steve Mermell
	Theresa Fuentes	Sarkis Nazarian
	Julie Gutierrez	Jennifer Page
	Brenda Harvey-Williams	David Reyes
	Sabastian Hernandez	Shari Thomas
		Steve Wright

Lori Eubanks, Recording Secretary

B. PUBLIC COMMENT – There was no public comment.

C. NEW BUSINESS

1. Approve Journal Voucher Amending Projects in FY 2016 Capital Improvement Program Budget

   Brenda Harvey-Williams, Public Works Department, presented this report. Staff recommended approval of a journal voucher with a net increase of $4,956,696 amending 11 projects in the Fiscal Year 2016 Capital Improvement Program Budget. The committee approved forwarding this report to the City Council.

2. Public Hearing: Adopt Fiscal Year 2017 Schedule of Taxes, Fees, and Charges for Dog License Fees and the General Fee Schedule for Animal Impounding Fees

   Brenda Harvey-Williams, Public Works Department, presented this report. Staff recommended, upon close of the public hearing, adoption of the proposed fees as set forth in the Schedule of Taxes, Fees, and Charges and the General Fee Schedule. Councilmember McAustin requested that staff request from the Humane Society information regarding the success of and the revenue received from the non-spay and neuter program. Councilmember Kennedy requested follow-up from staff regarding how economically challenged families receive relief from Humane Society-related fees, how much revenue is generated for the Humane Society from these fees, and how or if the fees support the Humane Society's building expansion. The committee approved forwarding this report to the City Council.

3. Authorize the Purchase of Four Replacement, 32-Foot Long, Compressed Natural Gas Buses for Pasadena Transit for an Amount Not to Exceed $1,746,308

   Sabastian Hernandez, Transportation Department, presented this report. Staff recommended entering a contract with Creative Bus Sales to purchase four, 32-foot, compressed natural gas buses for Pasadena Transit in an amount not to exceed $1,746,308. The committee approved forwarding this report to the City Council.

4. Authorization to Enter into Annual Software Maintenance and Support Contracts with Tyler Technologies, Inc. for the City's Enterprise Resource Planning System

   Phillip Leclair, Chief Information Officer, Information Technology Department, presented this report. Staff recommended execution of a future annual maintenance and support contract, including cost increases between 5 and 10 percent annually, for as long as the City uses the Tyler Munis system. The committee approved forwarding this report to City Council.

D. INFORMATION ONLY

1. Fiscal Year June 30, 2015 Single Audit Report

   J'on Dennis, Partner, Lance, Soll, Lunghard, presented this report. A single audit is required whenever an organization expends more than $500,000 in federal funding. The City expended about $2.8 million in federal funding and $18.4 million in seven major programs through June 30, 2015. There was one material finding as a result of the single audit relating to compliance and Community Development Block Grant (CDBG) funds. The City did not perform a procurement and disbarment test for a contractor which is considered a material finding. Mayor Tornek inquired what determined the materiality of the finding. Mr. Dennis responded that the dollar value ($3 million) and how it reflects in the financial statements determined the materiality of the finding.

2. California State Auditor Report – Residential Building Records

   David Reyes, Interim Director, Planning and Community Development Department, presented this report. On March 24, 2016, the California State Auditor released its report on the Resale Record Program for the cities of San Rafael, Novato, and Pasadena's Occupancy Inspection Program. The report identified areas of improvement and provided eight recommendations for better implementation of the City's program. The Planning and Community Development Department began implantation of the recommended changes and will report back to the California State Auditor, as required. Councilmember McAustin questioned if the resources for Pasadena's inspection program were focused on the right priorities such as serious property violations and safety issues and if the program should be voluntary or done through statistical sampling. Steve Mermell, Interim City Manager, added that the program should be self-funding and self-sufficient and that this program will be further reviewed during the budget reviews.

3. Capital Improvement Program FY 2016 Third Quarter Monitoring Report

   Brenda Harvey-Williams, Public Works Department, presented this report. Staff recommended approval of a journal voucher with a net increase of $4,956,696 amending 11 projects in the Fiscal Year 2016 Capital Improvement Program (CIP) budget. Councilmembers McAustin and Kennedy

requested more in-depth discussion at the upcoming CIP budget hearings regarding funding for the restrooms at Desiderio Park. The committee approved forwarding this report to the City Council.

4. Enterprise Resource Planning (ERP) Quarterly Project Status Report

   Due to time constraints, this report was not presented.

E. ADJOURN SPECIAL MEETING OF THE FINANCE-AUDIT COMMITTEE

With no further business to come before the Finance-Audit Committee, the meeting adjourned at 5:40 p.m.

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Terry Tornek, Mayor Date
Finance Committee Chair

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Lori Eubanks, Date
Recording Secretary