Special Meeting Minutes
FINANCE COMMITTEE
Thursday, October 8, 2020 ▪ 2:00 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 2:08 p.m. with Mayor Tornek and Councilmembers Gordo and Kennedy comprising the quorum.

Attendees (Absent as indicated):

Councilmembers
Mayor Tornek, Chair
Victor Gordo
John Kennedy
Margaret McAustin (Absent)

Staff
Steve Mermell
Michele Bagneris
Julie Gutierrez
Matthew Hawkesworth
Ara Maloyan
John Perez
Joaquin Siques
Alex Hernandez
Gary Takara
Kristen Johnston
Marina Khachikyan
Cynthia Foronda
Tim Park
Jennifer O'Reilly-Jones
Manuel Carmona
Flora Karmiryan
Marvin Moon
Bill Huang
Jim Wong
Phyllis Hallowell
Varoojan Avedian
Michelle Robinson
Anne Lansing
Chris Yoo

Recording Secretary: Gloria Acevedo

B. PUBLIC COMMENT – None

C. APPROVAL OF MINUTES

- September 24, 2020 Special Meeting
- September 28, 2020 Cancellation Notice

The minutes were approved as submitted

D. NEW BUSINESS

1. AMENDMENTS TO FISCAL YEAR 2021 ADOPTED OPERATING BUDGET

Flora Karmiryan, Principal Administrative Analyst, presented the agenda item that outlined the amendments to the Fiscal Year 2021 Adopted Operating Budget and increasing the Citywide total Full Time Equivalents by 4.00 limited term positions. Staff recommends the amendment to the Fiscal Year 2021 Operating Budget by carrying forward $5,626,084 from the Fiscal Year 2020 Budget that were not expended as of

June 30, 2020 across multiple funds, increase the Citywide total Full Time Equivalent for four limited term positions in the Health Department, and for the City Manager to enter into an agreement with the California Office of Traffic Safety for the acceptance of Selective and Traffic Enforcement Program Grant Funds.

Councilmember Gordo suggested staff contact the Los Angeles County to find out if it is possible to change the scope of the Countywide System of Trauma Centers, Emergency, Medical Services, and Bioterrorism Response Grant in order to focus on current mental health issues in the community. Steve Mermell, City Manager, committed to working with the Pasadena Health Department in contacting the County.

Councilmember Kennedy suggested staff contact the California Board of State and Community Corrections regarding the flexibility of the appropriation of the grant balance from the Violence Prevention and Reduction Program for the purpose of addressing mental health. Manuel Carmona, Deputy Director of the Pasadena Public Health Department, committed to reaching out to the State and bring the response to the Committee.

Councilmember Kennedy also requested the total cost for the installation of the parking garage access and revenue control system at the Paseo Garage (s), and asked for clarification on whether the carryforward amount of $307,815 is allocated to the same garage. Matthew Hawkesworth, Director of Finance, committed to providing the total cost of the Paseo Garage(s) project to the Committee and Alex Hernandez, Management Analyst IV, acknowledged the $307,815 cost is directly related to the Paseo Garage(s).

Mayor Tornek requested clarification on the multiple entries for the Citywide Parking Strategic Plan Study. Mr. Hawkesworth indicated the multiple entries are to differentiate between the funds being charged. Mayor Tornek also inquired about the $618,300 Off-Street Parking Facility adjustment and asked when the administrative oversight was discovered. Mr. Hernandez indicated it was a double-entry that was discovered after the Fiscal Year 2021 Operating Budget was adopted. Mr. Hawkesworth added, it was discovered right away, however it was held until the quarterly update.

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

2. AMENDMENTS TO FISCAL YEAR 2021 CAPITAL IMPROVEMENT PROGRAM BUDGET

Ara Maloyan, Director of Public Works, introduced the agenda item. The Public Works Department recommends the re-appropriations of $2,385,668 to be carried forward from eight closed projects that were in the Fiscal Year 2020 Capital Improvement Program Budget to the new five-year phase of projects beginning in Fiscal Year 2021.

Mayor Tornek inquired on the status of obtaining a location for the Transit Operation Maintenance Facility. Steve Mermell, City Manager, responded that the City began talks with the Pasadena Unified School District regarding the site on Woodbury Road. The City believes the site can be reconfigured to satisfy the needs of the City and the District, further conversations are needed in order for the project to move forward.

3. **AUTHORIZE PURCHASE ORDER CONTRACT WITH ENTERPRISE FLEET MANAGEMENT TRUST FOR THE LEASE OF TWENTY FIVE (25) NON-ENFORCEMENT VEHICLES FOR AN AMOUNT NOT TO EXCEED $1,221,495**

John Perez, Chief of Police, introduced the agenda item and Michelle Robinson, Acting Executive Administrator, presented a PowerPoint tiled Authorize Purchase Order with Enterprise Fleet Management for Lease of Twenty-Five Vehicles. The lease agreement will allow the Police Department to lease twenty-five non-enforcement vehicles rather than pay into the current Fleet Equipment Replacement Program fund, creating an annual savings of 45%. The purchase order is for three years, with two one-year options. The initial three-year term is not to exceed $732,897 and the two one-year extensions of $244,299 per year.

Mayor Tornek requested clarification on the cost of the proposed lease agreement. Ms. Robinson, stated Enterprise Fleet Management is extending the same pricing for this purchase order as the lease agreement that City Council approved in February of 2020.

Councilmember Kennedy inquired about the formula used to come up with the 45% savings and commended the Department for their efforts in saving the City money. Ms. Robinson stated that the department compared the annual cost of the vehicle replacement program to the annual lease agreement and realized the existing cost is $16,705 versus the proposed lease agreement of $9,600.

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

E. ADJOURN

With no further business to come before the committee, the meeting adjourned at 2:57 p.m.

/s/ Terry Tornek 10/26/20

Mayor Tornek Date
Chair, Finance Committee

ATTEST: 10/26/20

Gloria Acevedo, Date
Recording Secretary