Special Meeting Minutes
FINANCE COMMITTEE
Thursday, November 12, 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 2:04 p.m. with Mayor Tornek, Councilmembers Kennedy, Gordo and McAustin comprising the quorum.

Attendees (Absent as indicated):

Councilmembers	Staff	
Mayor Tornek, Chair	Steve Mermell	Tim Park
Victor Gordo	Julie Gutierrez	
John Kennedy	Michele Bagneris	
Margaret McAustin	Matthew Hawkesworth	
	Laura Cornejo	
	Alex Hernandez	
	Arlene Gallardo	
	Phillip Leclair	

Recording Secretary: Gloria Acevedo

B. PUBLIC COMMENT – None

C. APPROVAL OF MINUTES

- October 22, 2020 Special Meeting
- October 26, 2020 Cancellation Notice
- November 9, 2020 Cancellation Notice

The minutes were approved as submitted

D. NEW BUSINESS

1. **AUTHORIZATION TO ENTER INTO A CONTRACT WITH ORIGAMI RISK LLC FOR A RISK/LIABILITY MANAGEMENT INFORMATION SYSTEM (RMIS)**

Michele Bagneris, City Attorney, introduced the item and Arlene Gallardo, Risk and Insurance Administrator presented the item, requesting authorization to enter into a five-year contract with Origami Risk LLC for a Risk Liability Management Information System (RMIS) in the amount not to exceed $544,904.00. The RMIS will provide tracking and reporting of liability claims, provide reliable data to meet essential regulatory compliance, and auditing controls.

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

E. INFORMATION ONLY

2. FINANCIAL UPDATE NOVEMBER 2020

Matthew Hawkesworth, Director of Finance presented the agenda item. Mr. Hawkesworth gave an update on the current condition of the General Fund Budget. Current revenue projections will have a shortfall of $8,400,000, which are composed of significant declines in Transient Occupancy Tax (TOT), Fines and Forfeitures, and Charges for Services. On the expenditure projections, a $5 million savings is projected from reduced use of leave time. The Service, Supplies, and Internal Charges lines, will see a savings of $2 million, due to the reduction in TOT transfers to the Pasadena Center Operating Company, outside contractors related to programs that are suspended and reductions in training and conferences. Overall, there is a gap of $1.4 million that will be reviewed by staff and a report will be brought to the Committee in January 2021. Laura Cornejo, Director of Transportation, continued the presentation with an overview of the economic impact for Fiscal Year 20 and 21 for the Transit and Parking services and the Fiscal Year 21 Metro Funded Capital Improvement Projects.

Councilmember Kennedy requested staff return with simple bars and graphs showing where the reserves are, where the money is coming from now and on an on-going basis due to the structural changes in the economy. Mr. Hawkesworth committed to bringing a report in January for the committee and the council with recommendations on how to bridge the $1.4 million gap and update the committee on changes over the holidays.

Councilmember Gordo requested a full report to the City Council on the surge for the need of disinfection products, their cost, and availability for the entire City. The report should include forecasting and outline the impacts to the budget. Steve Mermell, City Manager, will provide the report.

Mayor Tornek commented on the significant impact the pandemic has placed on public transit. He encouraged staff to deeply consider how public transit will look like in the future.

Councilmember Kennedy suggested establishing/re-strengthening communication with Phil Washington, President Elect Biden's head of transition team in relation to transit. He continued to suggest the need for staff to engage early on to understand future impacts to Pasadena.

The Finance Committee acknowledged receiving the report.

Councilmember Kennedy reminded the committee of Mayor Tornek's commitment to an open session discussion with the City Council to discuss the options for building 1,000 affordable housing units for the extremely low, very low, and low income residents.

F. ADJOURN

With no further business to come before the committee, the meeting adjourned at 3:12 p.m.

02/23/21

Victor M. Gordo, Mayor
Chair, Finance Committee

Date

2/25/21

ATTEST: Gloria Acevedo,
Recording Secretary

Date