

MASS TRANSIT DEPARTMENT BOARD MINUTES
CITY COUNCIL CHAMBERS
September 1, 2020

Due to the temporary suspension of Open Meetings laws due to the COVID-19 emergency this meeting was conducted via telephonic and videoconference.

A meeting of the Mass Transit Department Board was called to order at approximately 10:49 a.m. with Dee Margo, Chairman, presiding. The other members present were: Peter Svarzbein, Alexandra Anello, Cassandra Hernandez, Sam Morgan, Isabel Salcido, Claudia Rodriguez, Henry Rivera and Cissy Lizarraga. Absent: None.

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CONSENT AGENDA

Motion made by Board Member Morgan, seconded by Board Member Svarzbein, and unanimously carried to **APPROVE** all matters listed under the Consent Agenda unless otherwise noted. (Items approved, postponed, or deleted pursuant to the vote on the Consent Agenda will be shown with an asterisk {*}).

AYES: Board Members Svarzbein, Anello, Hernandez, Morgan, Salcido, Rodriguez, Rivera, Lizarraga and Board Chair Margo

NAYS: None

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1. APPROVAL OF MINUTES

*Motion made, seconded, and unanimously carried to **APPROVE** the Minutes for Mass Transit Board Meetings held on August 4, 2020, and August 11, 2020.

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2. REQUEST TO EXCUSE ABSENT MASS TRANSIT DEPARTMENT BOARD MEMBERS

NO ACTION was taken on the item.

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REGULAR AGENDA

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3. RESOLUTION

WHEREAS, on August 18, 2020, the Mass Transit Department Board approved the FY2021 Mass Transit Department budget by resolution ("Budget Resolution"); and

WHEREAS, the Mass Transit Department Board desires to amend paragraph 17 of the FY2021 Mass Transit Department Budget Resolution to clarify and revise the job positions and amounts of the one-time payment to non-uniformed employees; and

WHEREAS, the Mass Transit Department Board desires to add paragraph 33 to the FY2021 Mass Transit Department Budget Resolution to authorize the City Manager to approve a one-time percentage adjustment payment based on the annualized salaries of the full-time and parttime appointed positions and job pay grades as defined in Ordinance 8064 and associated job specifications.

BE IT RESOLVED BY THE BOARD OF THE MASS TRANSIT DEPARTMENT OF THE CITY OF EL PASO:

1. That paragraph 17 of the FY2021 Mass Transit Department Budget Resolution is amended as follows:
 17. That the City Manager, is authorized to approve a one-time lump sum payment to nonuniformed employees within the City's two major service classifications and the unclassified services as follows:

- (A) Pay Grades GS
 - Full Time: \$600, if City employee for a period of at least one year as of September 6, 2020.
 - Full Time: \$300, if City employee for less than one year as of September 6, 2020.
 - Part-Time \$300, if City employee for a period of at least one year as of September 6, 2020.
 - Part-Time: \$150, if City employee for less than one year as of September 6, 2020.
- (B) Pay Grade PM
 - Full Time: \$400, if City employee for a period of at least one year as of September 6, 2020.
 - Full Time: \$200, if City employee for less than one year as of September 6, 2020.
 - Part-Time: \$200, if City employee for a period of at least one year as of September 6, 2020.
 - Part-Time: \$100, if City employee for less than one year as of September 6, 2020.

2. That paragraph 33 is added to the FY2021 Mass Transit Department Budget Resolution as follows:

33. That the City Manager is authorized to approve a one-time percentage adjustment lump sum payment to the following appointed positions and job pay grades as defined in Ordinance 8064 and associated job specifications:

| | |
|--------------------------------------|----------------|
| (A) City Manager and City Attorney | 1.25% increase |
| (B) Assistant City Attorneys | .50% increase |
| (C) Appointed Municipal Court Judges | .50% increase |
| (D) Pay Grades EX 1 and EX 2 | 1.25% increase |
| (E) Pay Grades EX 3, EX 4 and EX 5 | .50% increase |
| (F) Pay Grades GS and PM | .25% increase |

The one-time percentage adjustment lump sum payment will be reflected in the October 23, 2020 payment to employees and will be based on the annualized salaries as of September 27, 2020 of the full-time and part-time positions identified in this paragraph. Employees must be of active status as of October 23, 2020. Provided however, that the City Manager may approve this one-time payment based on the availability of funds and other management factors as determined by the City Manager.

Motion made by Board Member Hernandez, seconded by Board Member Morgan, and unanimously carried to **APPROVE** the Resolution.

4.

Motion made by Board Member Lizarraga, seconded by Board Member Morgan, and unanimously carried to **AWARD** Solicitation No. 2020-988 Pre-Fabricated Bus Shelters to Tolar Manufacturing Company, Inc. for a three (3) year initial term estimated award of \$1,394,400.00.

Contract Variance:

The difference in cost, based on the comparison from previous contract is as follows: A yearly increase of \$225,800.00, which represents a 94.47% increase due to increase of the amount of shelters to be purchased.

Department: Mass Transit (Sun Metro)
 Vendor 1: Tolar Manufacturing Company, Inc. Corona, CA

Item(s): All
Initial Term: 3 years
Annual Estimated Award: \$464,800.00
Total Estimated Award: \$1,394,400.00 (3 years)
Account No.: 560-3210-60070-580040-P6013-P60FTA113-G60175339
Funding Source: FTA Formula 5339

This is a Best Value, unit price contract.
The Purchasing & Strategic Sourcing and Mass Transit (Sun Metro) Departments recommend award as indicated to Tolar Manufacturing Company, Inc., the bidder offering the best value bid.

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5.

Presentation and discussion on the Paratransit/LIFT Performance Indicators for Q3 of FY2020 period ending May 31, 2020.

Mr. Julio Perez, Sun Metro LIFT Services presented a PowerPoint presentation.

NO ACTION was taken on this item.

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6.

Presentation and discussion on the Fixed Route Performance Indicators for Q3 of FY2020 period ending May 31, 2020.

Ms. Ellen Smyth, Director of Sun Metro & Environmental Services presented a PowerPoint presentation.

NO ACTION was taken on this item.

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Motion made by Board Member Morgan, seconded by Board Member Salcido, and unanimously carried to adjourn this meeting at 11:00 a.m.

Approved as to content:

Ellen A. Smyth, Director