Special Meeting Minutes
FINANCE COMMITTEE
Monday, August 9, 2021 ▪ 3:00 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 3:35 p.m. with Mayor Gordo, Vice Mayor Wilson and Councilmembers, Kennedy and Williams, comprising the quorum.

Attendees (Absent as indicated):

Councilmembers	**Staff**	
Mayor Gordo, Chair	Julie Gutierrez	William Grisafe
Andy Wilson	Theresa Fuentes	
John Kennedy	Matthew Hawkesworth	
Felicia Williams	Vic Erganian	
	Tim Park	
	Natasha Woolford	
	Stephanie Chang	
	Joaquin Siques	

Recording Secretary: Gloria Acevedo

B. PUBLIC COMMENT- None

C. APPROVAL OF MINUTES

- May 24, 2021 Special Meeting
- June 7, 2021 Special Joint Meeting
- June 14, 2021 Special Joint Meeting
- June 28, 2021 Cancellation Notice
- July 12, 2021 Cancellation Notice
- July 26, 2021 Cancellation Notice

The minutes were approved as submitted

D. NEW BUSINESS

1. **RECOGNITION AND APPROPRIATION OF 2020 URBAN AREA SECURITY INITIATIVE (UASI) GRANT FUNDS**

Chad Augustin, Fire Chief, presented a PowerPoint presentation requesting authorization for the City Manager to enter into a contract with the City of Los Angeles to accept the 2020 Urban Area Security Initiative (UASI) grant funds and

amend the Fiscal Year 2022 Operating Budget by recognizing revenue and appropriating expenditures of $516,404 awarded by UASI.

Councilmember Kennedy requested clarification on the $83,531 fund allocation for equipment under $10,000, William Grisafe, Lieutenant, responded that the funds are for new vehicle barriers. Councilmember Kennedy also asked if the City Council had previously appropriated funds for the vehicle license readers program, Lieutenant Grisafe indicated that City Council had approved the estimated cost of $220,000 and the $165,000 UASI grant is to supplement the Automated License Plate Recognition program. Mayor Gordo added that the City Council had approved the budget allocation, recognizing the funds.

Vice Mayor Wilson asked if the $516,000, that was allocated in 2020 had been recognized and in-line with what the City expected to receive. Chief Augustin responded that the City had consistently received the same amount from Urban Area Security Initiative grant dating back to 2004.

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

2. AUTHORIZATION TO ENTER INTO CONTRACTS WITH FINANCIAL CREDIT NETWORK, INC. (FCN) AND COLLECTION BUREAU OF AMERICA (CBA) TO COLLECT AS A THIRD PARTY AGENCY ON BAD DEBT OWED TO THE CITY OF PASADENA

Matthew Hawkesworth, Director of Finance, introduced the item and Natasha Woolford, Municipal Services Supervisor, provided a PowerPoint describing the benefits of granting contracts to two collection agencies.

Vice Mayor Wilson, asked for clarification on the objective of having two vendors and the description on the outstanding balances at any given time. Ms. Woolford described the policy along with providing the breakdown of outstanding balances. Vice Mayor Wilson, also requested confirmation that the agency fees were on a performance basis. Mr. Hawkesworth, confirmed the fee structure and added there is no retention. Lastly, Vice Mayor Wilson asked if the $3 Million gross balance had increased during the pandemic or if it was a historical number. Mr. Hawkesworth responded that the number decreased due to the inability to collect on delinquent utility accounts during the pandemic.

Mayor Gordo stated that the increase in the number of outstanding utility balances is mainly from large institutional users and that they should pay their fair share just like the residential customers. Mr. Hawkesworth added it is a productive process.

Councilmember Kennedy requested clarification on the outreach process. Ms. Woolford responded that out of the 2,054 prospective agencies who responded to the Request for Proposal, 146 were located in Pasadena; however, they had a financial background rather than that of a third-party collection agency.

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

3. ADOPT A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A STANDARD AGREEMENT (61596) WITH THE STATE OF CALIFORNIA FRANCHISE TAX BOARD (FTB) FOR THE PURPOSE OF THE CITY'S PARTICIPATION IN THE FTB'S CITY BUSINESS TAX DATA PROGRAM

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

E. INFORMATION ONLY

4. KEY PERFORMANCE INDICATORS – FISCAL YEAR 2021 UPDATE

Vice Mayor Wilson pointed out that the Community Development Planning Section's service level had dropped compared to the pre-pandemic levels, both with projects and building permits.

The Finance Committee acknowledged receiving the report.

5. FY 2021 CAPITAL IMPROVEMENT PROGRAM – FOURTH QUARTER MONITORING REPORT

The Finance Committee acknowledged receiving the report.

F. ADJOURN

With no further business to come before the committee, the meeting adjourned at 4:09 p.m.

Victor M. Gordo 9/14/21

Victor M. Gordo Date
Chair, Finance Committee

Gloria Acevedo 9/14/21

ATTEST: Gloria Acevedo, Date
Recording Secretary