CITY OF PASADENA
FINANCE COMMITTEE MINUTES
PASADENA CITY HALL
100 NORTH GARFIELD AVENUE
CITY HALL COUNCIL *CHAMBER* – S249
MAY 23, 2022
SPECIAL MEETING

The meeting was convened and held virtually by videoconference/teleconference.

OPENING

Chair Mayor Gordo called the special meeting of the Finance Committee to order at 3:03 p.m.

ROLL CALL:

Mayor Victor M. Gordo (Chair)
Vice Mayor Andy Wilson
Councilmember John Kennedy (Absent)
Councilmember Felicia Williams

Staff

Theresa Fuentes, Assistant City Attorney
Matthew Hawkesworth, Director of Finance
Phillip Leclair, Acting Assistant City Manager
Cynthia Kurtz, Interim City Manager
Vic Erganian, Deputy Director Finance/Treasurer
Natalie Ouwersloot, Water Engineering Manager
Jeffrey Kightlinger, Interim General Manager
Stacie Jacobson, Management Analyst
Tim Park, Budget Administrator
Flora Karmiryan, Principal Administrative Analyst
Byanca Banaga, Administrative Analyst
Jonathan Paul, Principal Administrative Analyst
Rachelle Yalung, Senior Administrative Analyst
Ruthe Holden, Internal Audit Manager
Rebecca Takahashi, Senior Internal Auditor
Tiffany Jacobs Quinn, Acting Director of Human Resources
Alex Souto, Human Resources Manager
Matthew Howard, Workers Compensation Supervisor
Lisa Derderian, Public Information Officer
Gloria Acevedo, Recording Secretary

NEW BUSINESS

AUTHORIZE A CONTRACT WITH PACIFIC HYDROTECH CORPORATION TO FURNISH LABOR, EQUIPMENT AND MATERIALS NECESSARY TO INSTALL THE WADSWORTH GROUNDWATER TREATMENT PLANT AND APPROVE AMENDMENTS TO THE FISCAL YEAR 2022 CAPITAL IMPROVEMENT PROGRAM BUDGET

Chair Gordo provided introductory comments, and Natalie Ouwersloot, Engineering Manager provided a short presentation and answered questions.

Vice Mayor Wilson asked for the completion timeline and supports the project.

Chair Gordo requested for staff to monitor the increase in materials in all projects to understand trends. This will allow more accurate fund allocations and to prioritize projects. The list should be reviewed at a future Municipal Services Committee.

Following discussion, it was moved by Vice Mayor Wilson, seconded by Councilmember Williams, to approve staff's recommendation and forward the item to the City Council for consideration:

AYES:	Chair Gordo, Councilmember Williams, Vice Mayor Wilson
NOES:	None
ABSENT:	Councilmember Kennedy
ABSTAIN:	None

JOINT ACTION: EXTENSION OF THE STANDBY BOND PURCHASE AGREEMENT (SBPA) WITH BANK OF THE WEST RELATED TO THE PASEO COLORADO BONDS

Chair Gordo provided introductory comments and Vic Erganian, Deputy Finance Director/Treasurer, provided a PowerPoint presentation

Following discussion, it was moved by Vice Mayor Wilson, seconded by Councilmember Williams, to approve staff's recommendation, and forward the item to the City Council for consideration:

AYES:	Councilmember Williams, Vice Mayor Wilson, Chair Gordo
NOES:	None
ABSENT:	Councilmember Kennedy
ABSTAIN:	None

WORKSHOP ON RECOMMENDED FISCAL YEAR 2023 OPERATING BUDGET

A. OPERATING BUDGET PRESENTATIONS:

CITY MANAGER – INTERNAL AUDIT AND PUBLIC INFORMATION

Chair Gordo provided introductory comments and Phillip Leclair, Acting Assistant City Manager, presented a PowerPoint presentation on the City Manager's budget and responded to questions. Ruthe Holden, Internal Audit Manager, presented the Internal Audit portion of the PowerPoint.

Vice Mayor Wilson asked for clarification on the reduction of contract services related the Foothill Workforce Board and confirmation that the reduction would not affect any services provided to the community.

On the order of the Chair, and by consensus of the Committee, the information was received and filed.

B. HUMAN RESOURCES

Chair Gordo introduced the item and Tiffany Jacobs-Quinn, Acting Director of Human Resources, provided a PowerPoint presentation.

On the order of the Chair, and by consensus of the Committee, the information was received and filed.

C. FINANCE

Matthew Hawkesworth, Director of Finance, provided a PowerPoint presentation and responded to questions.

Vice Mayor Wilson suggested a review of merchant payment fees and perhaps set a threshold on the type of transactions subject to the processing fee. Chair Gordo agreed that the full recovery cost should be considered associated specifically with development and permit fees.

Chair Gordo requested an overview of the City's position regarding CalPERS to assure the City is prepared to deal with their most recent loss. In addition Chair Gordo asked for a report on the status of the police and fire pension fund to confirm they have a sustainable balance.

On the order of the Chair, and by consensus of the Committee, the information was received and filed.

D. FY 2023 ENHANCEMENT REQUESTS

Vice Mayor Wilson asked for confirmation that there had not been any changes to the enhancements since the beginning of the budget workshops.

On the order of the Chair, and by consensus of the Committee, the information was received and filed.

ADJOURNMENT On the order of the Chair, the special meeting of the Finance Committee was adjourned at 3:57 p.m.

ATTEST:

Mayor Victor Gordo, Chair
Finance Committee

Gloria Acevedo
Recording Secretary