CITY OF PASADENA
FINANCE COMMITTEE MINUTES
PASADENA CITY HALL
100 NORTH GARFIELD AVENUE
CITY HALL COUNCIL CHAMBER S249
JANUARY 23, 2023
SPECIAL MEETING

OPENING Chair Gordo called the special meeting of the Finance Committee to order at 3:06 p.m.

ROLL CALL: Mayor Victor M. Gordo (Chair)
Councilmember Tyron Hampton (Arrived at 3:07 p.m.)
Vice Mayor Felicia Williams

Staff: Miguel Márquez, City Manager
David Reyes, Acting Assistant City Manager
Theresa Fuentes, Assistant City Attorney
Matthew Hawkesworth, Director of Finance
Tony Olmos, Director of Public Works
Laura Rubio-Cornejo, Director of Transportation
Kris Markarian, Deputy Director/City Engineer
Phyllis Hallowell, Management Analyst
Flora Karmiryan, Principal Administrative Analyst
Tim Park, Budget Administrator
Vic Erganian, Deputy Director of Finance/City Treasurer
Sebastian Hernandez, Principal Planner
Valerie Gibson, Transportation Services Manager
Douglas Tohom, Management Analyst
Michel Go, Management Analyst
Gary Takara, Engineering Manager
Jim Wong, Senior Project Manager
Elena Chamorro, Principal Financial Rate Analyst
Gloria Acevedo, Recording Secretary

APPROVAL OF MINUTES: It was moved by Vice Mayor Williams and seconded by Councilmember Hampton to approve the cancellation notices of October 10, 2022, November 28, 2022, December 12, 2022, December 26, 2022, January 9, 2023 and the November 14, 2022, Special Meeting as submitted.

NEW BUSINESS

AUTHORIZE THE CITY MANAGER TO SIGN ANY AND ALL AGREEMENTS TO RECEIVE FUNDS FROM THE ENERGIIZE COMMERCIAL VEHICLE PROJECT GRANT

Chair Gordo introduced the item and Laura Rubio-Cornejo, Director of Transportation, provided a brief outline of the agenda item.

It was moved by Councilmember Hampton seconded by Vice Mayor Williams, to approve staff's recommendation and forward the item to the City Council for consideration.

AUTHORIZE THE CITY MANAGER TO EXECUTE ALL AGREEMETNS AND ADOPT A RESOLUTION FOR THE RECEIPT OF STATE AND FEDERAL GRANT FUNDS FOR PASADENA DIAL-A-RIDE

Chair Gordo introduced the item and Laura Rubio-Cornejo, Director of Transportation, provided a brief outline of the agenda item.

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

JOINT ACTION: EXTENSION OF BANK OF AMERICA LETTER OF CREDIT RELATED TO THE VARIABLE RATE DEMAND REFUNDING CERTIFICATES OF PARTICIPATION, SERIES 2008A (Conference Center Project)

Chair Gordo introduced the item and Vic Erganian, Deputy Director of Finance/City Treasurer, provided a PowerPoint presentation and responded to questions.

Vice Mayor Williams asked for confirmation on the current basis points of the letter of credit. Mr. Erganian confirmed it is 39 basis points.

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

AMENDMENTS TO FISCAL YEAR 2023 CAPITAL IMPROVEMENT PROGRAM AND OPERATING BUDGETS

Tony Olmos, Director of Public Works, provided a brief introduction on the item.

It was moved by Vice Mayor Williams seconded by Councilmember Hampton, to approve staff's recommendation and forward the item to the City Council for consideration.

AMENDMENTS TO FISCAL YEAR 2023 ADOPTED OPERATING BUDGET

Chair Gordo introduced the item and Flora Karmiryan, Principal Administrative Analyst, provided a PowerPoint presentation and answered questions.

Councilmember Hampton asked if the six limited-term FTE's are going to be City Employees. Ms. Karmiryan responded that they are tied to grants. Chair Gordo added that limited-term positions are always funded by a temporary source or grant that expires. Mr. Hawkesworth confirmed the six positions detailed on this item will be City Employees.

Councilmember Hampton asked what City Department has the most limited-term employees. Mr. Hawkesworth responded it is the Pasadena Public Health Department due to the number of grants they receive.

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

CONTRACT AWARD TO TYLER TECHNOLOGY, INC. FOR SUBSCRIPTION SERVICES RELATED TO PAYMENT PROCESSING

Chair Gordo introduced the item and Matthew Hawkesworth, Director of Finance, provided a PowerPoint presentation and responded to questions.

Councilmember Hampton asked for clarification on who would be affected by the fees that are being proposed. Mr. Hawkesworth stated that the fees are designed to be passed-along to developers who expressed the willingness to pay for the fees. Small transactions such as paying a utility bill, will not be affected by this item.

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

INFORMATION ONLY **MITIGATION FEE ACT ANNUAL REPORTS**

Matthew Hawkesworth, Director of Finance, provided a brief introduction.

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

FY 2023 CAPITAL IMPROVEMENT PROGRAM - SECOND QUARTER MONITORING REPORT

Tony Olmos, Director of Public Works, provided a brief introduction on the item.

Chair Gordo commented on the progress on the Washington Park and asked for confirmation that the ribbon cutting ceremony will take place this summer. Mr. Olmos confirmed that it is slated for September 2023.

Councilmember Hampton asked if any projects have been affected by lack of staffing. Mr. Olmos responded that the only item of concern is that bids are coming in at a higher price.

Councilmember Hampton requested that moving forward a summary with the percentage of projects that required a change order be made available and thanked Mr. Olmos for the fantastic job the Public Works Department has done.

Chair Gordo, asked about the process to remove palm fronds from private properties. Mr. Olmos responded that the City is responsible for palm tree debris that is on City property and after storms will pick up any that is left on the street or on the parkway. Homeowners are responsible for disposing of palm fronds that are on their property.

Chair Gordo expressed concern about current contracts with escalator clauses tied to the Consumer Price Index (CPI). Mr. Hawkesworth committed to bringing an update to a future Finance Committee Meeting.

Councilmember Hampton asked if the City has contractors who are unable to meet their agreements due to the increase in CPI. Mr. Hawkesworth stated there was one contractor working for the print services division that was unable to meet their

obligation. Mr. Olmos stated that the Department of Public Works had several service contracts up for renewal and the contractors exercised their right to walk away due to the increase in CPI.

Following a brief discussion, on the order of the Chair and consensus of the Committee, the item was received and filed.

ADJOURNMENT

On the order of the Chair, the special meeting of the Finance Committee was adjourned at 3:39 p.m.

ATTEST:

Mayor Victor Gordo, Chair
Finance Committee

Gloria Acevedo
Recording Secretary