CITY OF PASADENA
MEETING OF THE FINANCE COMMITTEE MINUTES
PASADENA CITY HALL
100 NORTH GARFIELD AVENUE
CITY HALL COUNCIL CHAMBER S249
NOVEMBER 10, 2025
SPECIAL MEETING

OPENING Chair Gordo called the special Meeting of the Finance Committee to order at 3:09 p.m.

ROLL CALL: Mayor Victor M. Gordo (Chair)
Councilmember Rick Cole
Councilmember Tyron Hampton (Arrived at 3:24 p.m.)
Councilmember Gene Masuda

Staff: Miguel Márquez, City Manager
Brenda Harvey-Williams, Assistant City Manager
Vic Erganian, Acting Director of Finance/City Treasurer
Arnold Lee, Chief Assistant City Attorney
Armine Trashian, Controller
Erika Alvarez, Purchasing Administrator
Tim Park, Budget Administrator
Ariel Arzate, Municipal Services Manager
Nallely Procopio, Emergency Services Manager
Arlene Gallardo, Risk and Insurance Administrator
Gloria Acevedo, Recording Secretary

Guests: Joseph Mascali, Principal, Frame Group, LLC
Jason McGrath, Chief Operating Officer, Frame Group, LLC

APPROVAL OF MINUTES: It was moved by Councilmember Masuda, seconded by Councilmember Cole, to approve the October 27, 2025, Special Meeting of the Finance Committee meeting minutes. (Motion Unanimously carried) (Absent: Councilmember Hampton)

NEW BUSINESS: **AUTHORIZE THE CITY MANAGER TO ENTER INTO A CONTRACT WITH CJ CONCRETE CONSTRUCTION, INC. FOR ANNUAL ADA CITYWIDE SIDEWALK IMPROVEMENTS AND MISCELLANEOUS SIDEWALK REPAIR PROGRAM FISCAL YEAR 2026 FOR AN AMOUNT NOT-TO-EXCEED $1,000,000**

Chair Gordo announced that the item was pulled from the agenda since budget appropriations were deemed not necessary. The item remained on the City Council Agenda.

AUTHORIZE THE CITY MANAGER TO ENTER INTO A CONTRACT WITH AVENU GRS, LLC DBA AVENU INSIGHTS & ANALYTICS LLC FOR THE UPGRADE OF COLLECTIONS SOFTWARE FOR A PERIOD OF UP TO FIVE YEARS IN AN AMOUNT NOT-TO-EXCEED $443,290

Chair Gordo introduced the item and Vic Erganian, Acting Director of Finance/City Treasurer, introduced Ariel Arzate, Municipal Services Manager, who provided a PowerPoint Presentation and responded to questions.

Councilmember Cole congratulated staff for the high collection numbers and asked for the top software provider in this category. Mr. Arzate responded that Avenu Insights & Analytics LLC is the top company in the public sector, based on staff's research. Councilmember Cole requested for staff to return to the Committee to report on the progress with this vendor.

Councilmember Masuda agrees that modernization is great for business and asked staff to name one reason why the change will benefit the department. Mr. Arzate stated that the improved navigation features will allow staff to spend more time performing collection tasks.

Chair Gordo inquired about debt that the City staff is unable to recover. Mr. Erganian shared that third-party vendors assist with outside collections. One advantage of contracting out dead debt, is that the third-party agencies can report the debt to the three credit reporting bureaus. Chair Gordo also asked staff to explore the feasibility to hire an additional Collection Specialists given each specialist is collecting about $700,000. He suggested creating a temporary position for up to a year, if the additional position is able to recover the same amount of debt that current specialists are achieving, then return to the Finance Committee with a recommendation to make the position permanent.

It was moved by Councilmember Masuda, seconded by Councilmember Cole, to approve staff's recommendation and forward the item to the City Council for consideration. (Motion unanimously carried) (Absent: Councilmember Hampton)

AUTHORIZE THE CITY MANAGER TO AMEND CONTRACT NO. 33343 WITH FRAME GROUP LLC AND INCREASE THE TOTAL NOT-TO-EXCEED AMOUNT TO $1,450,000 FOR DISASTER RECOVERY CONSULTING SERVICES

Chair Gordo introduced the item and Vic Erganian, Acting Director of Finance/City Treasurer, introduced Erika Alvarez, Purchasing Administrator, who provided a PowerPoint Presentation and responded to questions.

Councilmember Masuda asked if residents who lost homes were included in the recovery effort. Nallely Procopio, Emergency Services Manager, clarified that only City-owned property were among the 52 projects.

Councilmember Cole requested that in the future, anytime staff is aware that a contract will need to be increased beyond the City Manager's authority, the City Council is notified. Councilmember Cole expressed concern about Frame Group, LLC's recovery claim amounts and asked staff if their numbers had been verified.

Councilmember Hampton asked if restoring roads damaged by excess loads were on the list of 52 projects. City Manager Miguel Márquez stated that all losses to City property would get captured, either by FEMA, Insurance claims, or through litigation with Southern California Edison.

Chair Gordo thanked staff for the great work and the swiftness on their approach.

It was moved by Councilmember Hampton, seconded by Councilmember Cole, to approve staff's recommendation and forward the item to the City Council for consideration. (Motion Unanimously carried) (Absent: None)

ANNUAL ADJUSTMENTS TO THE FISCAL YEAR 2026 SCHEDULE OF TAXES, FEES, AND CHARGES RELATED TO NEW YEAR'S DAY AND THE ROSE BOWL GAME

Chair Gordo introduced the item and Vic Erganian, Acting Director of Finance/City Treasurer, introduced Tim Park Budget Administrator, who provided an outline of the item.

It was moved by Councilmember Cole, seconded by Councilmember Masuda, to approve staff's recommendation and forward the item to the City Council for consideration. (Motion Unanimously carried) (Absent: None)

ADJOURNMENT: On the order of the Chair, the special meeting of the meeting of the Finance Committee was adjourned at 3:46 p.m.

ATTEST:

Mayor Victor M. Gordo, Chair
Finance Committee

Gloria Acevedo
Recording Secretary