CITY OF PASADENA
FINANCE/AUDIT COMMITTEE MINUTES
PASADENA CITY HALL
100 NORTH GARFIELD AVENUE
CITY HALL COUNCIL CHAMBER S249
JUNE 12, 2023
SPECIAL MEETING

OPENING Chair Gordo called the special meeting of the Finance/Audit Committee to order at 3:21 p.m.

ROLL CALL: Mayor Victor M. Gordo (Chair)
Councilmember Tyron Hampton
Vice Mayor Felicia Williams (Arrived at 3:35 p.m.)

Staff: Miguel Márquez, City Manager
David Reyes, Assistant City Manager
Theresa Fuentes, Assistant City Attorney
Matthew Hawkesworth, Director of Finance
Tony Olmos, Director of Public Works
Chad Augustin, Fire Chief
Stacie Takeguchi, Assistant General Manager, Water and Power
Peony Cheng, Management Analyst
Jeremy Marquette, Acting Assistant General Manager, Water and Power
Kris Markarian, Deputy Director of Public Works/City Engineer
Timothy Park, Budget Administrator
Armine Trashian, Controller
Jonathon Paul, Principal Administrative Analyst
Melissa Gray, Management Analyst
Stacy Jacobson, Management Analyst
Vic Erganian, Deputy Director of Finance/City Treasurer
Gloria Acevedo, Recording Secretary

NEW BUSINESS

REPORT ON EMERGENCY REPAIRS OF STORM-RELATED DAMAGE TO CITY FACILITIES AND INFRASTRUCTURE, AND AMENDMENTS TO THE OPERATING AND CAPITAL IMPROVEMENT PROGRAM BUDGETS

Chair Gordo introduced the item and Tony Olmos, Director of Public Works, provided a PowerPoint presentation and responded to questions.

Chair Gordo asked for clarification on the final cost for the procurement related to the emergency storm related repair to the Pasadena Public Health Department. Mr. Olmos responded that the final the cost will not be known until the procurement process is initiated and bids are received, the

estimates are high and address the removal of the exterior sloped area surrounding the basement.

Councilmember Hampton requested a breakdown of dollars awarded to contractors by department and by zip code, who provided emergency work without going through the competitive bidding process. He stated informal bidding opportunities should go to Pasadena based businesses first. Matthew Hawkesworth, Director of Finance and Mr. Olmos provided a response regarding how contractor selection is managed for emergency work related to Federal Emergency Management Agency (FEMA) reimbursable projects.

> Public speaker Flavio Andrade from Pasadena echoed Councilmember Hampton's request to consider Pasadena businesses first when going out to bid on construction projects.

It was moved by Councilmember Hampton seconded by Chair Gordo, to approve staff's recommendation and forward the item to the City Council for consideration. (Motion Unanimously carried) (Absent: Vice Mayor Williams)

AUTHORIZE PURCHASE ORDER CONTRACTS WITH SHADE STRUCTURES, INC. (DBA USA SHADE & FABRIC STRUCTURES) FOR PLAYGROUND SHADE STRUCTURES AT CENTRAL PARK PLAYGROUND FOR AN AMOUNT NOT-TO-EXCEED $363,372, AND NO FAULT, LLC (DBA NO FAULT SAFETY SURFACING) FOR PLAYGROUND SURFACING AT CENTRAL PARK PLAYGROUND FOR AN AMOUNT NOT-TO-EXCEED $226,502

Chair Gordo introduced the item and Tony Olmos, Director of Public Works, provided a brief outline and responded to questions.

Vice Mayor Williams inquired about the process to get shade structures installed at City parks and about the available funding. Mr. Olmos stated that the Department of Public Works considers the existing availability of shade structures, the frequent use of the playground, and whether there is any other source of shade at the location to prioritize the installation of new shade structures. Mr. Olmos also shared that the City Council approved the design of shade structures at four parks for fiscal year 2024, of those four, funding is available to install a shade structure at Washington Park.

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. (Motion Unanimously carried) (Absent: None)

AMENDMENTS TO FISCAL YEAR 2023 ADOPTED OPERATING BUDGET

Chair Gordo introduced the item and Matthew Hawkesworth, Director of Finance, provided a quick outline and Jonathon Paul, Principal Administrative Analyst, provided a PowerPoint presentation.

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. (Motion Unanimously carried) (Absent: None)

AUTHORIZATION TO ENTER INTO A CONTRACT WITH LANCE, SOLL & LUNGHARD LLP FOR AUDIT SERVICES FOR FISCAL YEARS 2023 – 2025, WITH TWO ONE-YEAR OPTIONS

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

Councilmember Hampton asked several questions related to the qualification criteria and requested for future proposals to indicate clearly if higher scoring is given to criteria such as commitment to meeting deadlines and assigning dedicated staff to the project.

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. (Motion Unanimously carried) (Absent: None)

QUARTERLY INVESTMENT REPORT - QUARTER ENDING MARCH 31, 2023

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

Chair Gordo welcomed the information that inflation is trending down.

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. (Motion Unanimously carried) (Absent: None)

JOINT ACTION: FISCAL YEAR 2023-2024 INVESTMENT POLICY AND INVESTMENT STRATEGY

Chair Gordo introduced the item and Vic Erganian, Deputy Director of Finance/City Treasurer, provided a short outline of the item.

Vice Mayor Williams thanked staff for their work on the Environmental, Social, and Governance policy as it is viewed as a model by other cities and agencies.

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. (Motion Unanimously carried) (Absent: None)

ADJOURNMENT

On the order of the Chair, the special meeting of the Finance/Audit Committee was adjourned at 4:04 p.m.

ATTEST:

Mayor Victor Gordo, Chair
Finance/Audit Committee

Gloria Acevedo
Recording Secretary