AGENDA
FINANCE/AUDIT COMMITTEE
SPECIAL MEETING NOTICE
MARCH 27, 2023
PUBLIC MEETING 3:00 P.M.

Members
Victor M. Gordo, Mayor
Tyron Hampton, District 1
Felicia Williams, District 2

STAFF
Matthew Hawkesworth, Director of Finance
Theresa Fuentes, Assistant City Attorney
Gloria Acevedo, Recording Secretary

MISSION STATEMENT
The City of Pasadena is dedicated to delivering exemplary municipal services, responsive to our entire community and consistent with our history, culture and unique character.

In compliance with the Americans with Disabilities Act of 1990, Assistive Listening Devices are available from the City Clerk's Office with a 24-hour advance notice. Please call (626) 744-4124 to request use of a listening device.

Language translation services are available for this meeting by calling (626)744-4124 at least 24 hours in advance. Habrá servicio de interpretación disponible para éstas juntas llamando al (626)744-4124 por lo menos con 24 horas de anticipación.

Meetings are broadcast live on cable Channel 3 and on the Internet at http://pasadena.granicus.com/mediaplayer.php?camera_id=2&publish_id=9 and https://www.pasadenamedia.org/watch/ (Click on Video Streamlining on the right side of the screen).

Items on the agenda may not be called in order listed. Agendas and supporting documents are available on the Internet at https://www.cityofpasadena.net/commissions/city-council-finance-committee/

*Materials related to an item on this Agenda submitted to the Finance/Audit Committee **after** distribution of the agenda packet will be posted online and listed as: "Supplemental Agenda Material Received after the Posting of the agenda"*

PUBLIC COMMENT AT THE FINANCE/AUDIT COMMITTEE MEETING FOR MARCH 27, 2023 AT 3:00 P.M. WILL BE ACCEPTED IN-PERSON AND BY VIDEOCONFERENCE/TELECONFERENCE.

Link to City Meeting Policy:
cityofpasadena.net/CityCouncilMeetingPolicy

In order to facilitate public participation at meetings the City will accept public comment in the following manner:

1. Whether participating in-person or virtually at the meeting, members of the public may provide public comment by submitting a speaker card prior to the start of public comment on that item, at the following webpage:

   www.cityofpasadena.net/commissions/public-comment/

   If a public comment speaker wishes to speak on more than one agenda item, please indicate which items on the online form (multiple item speakers will be handled according to the process posted on the agenda and as specified in the City meeting policy). Public comments are limited to 3 minutes each, and the Chair and Committee may limit this time if reasonable under the circumstances.

2. **In-person Meeting Participation**: Complete an online speaker card at the following website: **www.cityofpasadena.net/commissions/public-comment/**

   After submitting a public speaker card, members of the public may attend the meeting in-person by coming to the Pasadena City Council Chamber, Room S249 at City Hall at the date and start-time of the posted meeting.

Virtual Meeting Participation: For virtual participants, you may attend by connecting to the meeting using a computer, other electronic device, or by telephone. Please review the agenda to identify the published start time for the meeting and connect to the meeting just prior to, or at the start of the meeting.

To participate in public comment for an item and to be recognized to speak, it is required that the speaker login to the meeting using the same name or telephone number used on the Speaker Card form. This will allow City staff to locate and promote the speaker into the meeting when it is time for their public comment. Participants' phone calls to the Committee meeting will be recorded as part of the Committee meeting. By staying on the line and making public comment during the Committee meeting by phone, you are agreeing to have your phone call recorded. Following is the connectivity information for virtual participation:

Computer or electronic devices, join the meeting at: **cityofpasadena.net/cczoom**

Telephone only dial-in: 1-669-900-6833, Meeting ID: 161 482 446

3. **Speaker Card Help Line**: If a public comment speaker needs assistance in completing a speaker card, please call the City Clerk's Office at: (626) 744-4124. Help line will open **30 minutes** prior to the posted start time of the meeting.

4. Members of the public may submit correspondence of any length prior to the start of the meeting, at the following email address:

   gacevedo@cityofpasadena.net

   Correspondence will be forwarded to the Committee prior to the start of the meeting, posted online, and made part of the legislative record for the item.

LIVESTREAM WITH CAPTIONING IS AVAILABLE AT WWW.PASADENAMEDIA.ORG, AND ALSO AT WWW.CITYOFPASADENA.NET/COMMISSIONS/AGENDAS,

IF YOU NEED A REASONABLE MODIFICATION OR ACCOMMODATION PURSUANT TO THE AMERICANS WITH DISABILITIES ACT BECAUSE YOU ARE UNABLE TO PARTICIPATE ELECTRONICALLY AS SET FORTH ABOVE, CONTACT THE CITY CLERK'S OFFICE AS SOON AS POSSIBLE AT (626) 744-4124 OR CITYCLERK@CITYOFPASADENA.NET.

DEPARTMENT OF FINANCE

CITY OF PASADENA
NOTICE OF SPECIAL MEETING
OF THE FINANCE/AUDIT COMMITTEE

MARCH 27, 2023
PUBLIC MEETING: 3:00 P.M.
PASADENA CITY HALL, COUNCIL CHAMBER
100 NORTH GARFIELD AVENUE, ROOM S249

NOTICE IS HEREBY GIVEN that the special meeting of the Finance/Audit Committee will be held on Monday, March 27, 2023 at 3:00 p.m. in the Pasadena City Hall Council Chambers S249.

Victor M. Gordo, Mayor
City of Pasadena

I HEREBY CERTIFY that this notice, in its entirety, was posted on the Internet at www.cityofpasadena.net/commissions/city-council-finance-committee and on the Council Chamber Bulletin Board, Room S249 and the Bulletin Board in the rotunda area, City Hall, 100 North Garfield Avenue, this 23rd day of March, 2023 by 5:30 p.m., and that copies hereof were faxed, emailed or delivered to each member of the City Council and to each local newspaper of general circulation, radio or television station requesting notice in writing, all of which recipients are identified on the distribution list set forth herein below.

Gloria Acevedo, Recording Secretary
Finance Committee

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(626) 744-4124 por lo menos con 24 horas de anticipación.

SPECIAL MEETING
AGENDA
FINANCE/AUDIT COMMITTEE
MARCH 27, 2023

Public Meeting: 3:00 P.M.
Council Chamber, Pasadena City Hall
100 North Garfield Avenue, Room S249

PUBLIC MEETING - 3:00 P.M.

ROLL CALL

PUBLIC COMMENT – LIMITED TO ITEMS ON THIS SPECIAL MEETING AGENDA AND WILL BE HEARD AT THE TIME THE ITEM IS CONSIDERED

APPROVAL OF MINUTES

NEW BUSINESS

1. **AUTHORIZE THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH THE SUBSTANCE ABUSE AND MENTAL HEALTH SERVICES ADMINISTRATION TO RECOGNIZE AND APPROPRIATE $61,727 TO THE FISCAL YEAR 2023 PUBLIC HEALTH DEPARTMENT OPERATING BUDGET TO CONDUCT A MENTAL HEALTH AWARENESS AND TRAINING PROGRAM**

2. **RECOGNIZE AND APPROPRIATE GRANT FUNDS IN THE AMOUNT OF $50,000 FROM CALIFORNIA STATE LIBRARY TO THE DEPARTMENT OF LIBRARIES AND INFORMATION SERVICES' FISCAL YEAR 2023 OPERATING BUDGET**

3. **DIRECTION TO PREPARE AN ORDINANCE AMENDING PASADENA MUNICIPAL CODE CHAPTER 4.100 TO REFLECT THE CHARTER AMENDMENT TO SECTIONS 1407 AND 1408 AS APPROVED BY VOTERS**

INFORMATION ONLY

4. **INTERNAL AUDIT STATUS UPDATE**

5. **CITY OF PASADENA BANK HOLDINGS**

ADJOURN

NEW BUSINESS

ITEM 1

AUTHORIZE THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH THE SUBSTANCE ABUSE AND MENTAL HEALTH SERVICES ADMINISTRATION TO RECOGNIZE AND APPROPRIATE $61,727 TO THE FISCAL YEAR 2023 PUBLIC HEALTH DEPARTMENT OPERATING BUDGET TO CONDUCT A MENTAL HEALTH AWARENESS AND TRAINING PROGRAM

Agenda Report

March 27, 2023

TO: Honorable Mayor and City Council

THROUGH: Finance Committee

FROM: Public Health Department

SUBJECT: **AUTHORIZE THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH THE SUBSTANCE ABUSE AND MENTAL HEALTH SERVICES ADMINISTRATION TO RECOGNIZE AND APPROPRIATE $61,727 TO THE FISCAL YEAR 2023 PUBLIC HEALTH DEPARTMENT OPERATING BUDGET TO CONDUCT A MENTAL HEALTH AWARENESS AND TRAINING PROGRAM**

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the proposed action is not subject to the California Environmental Quality Act ("CEQA") pursuant to Section 21065 of CEQA and State CEQA Guidelines Sections 15060(c)(2), 15060(c)(3), and 15378, and, as such, no environmental document pursuant to CEQA is required; and

2. Authorize the City Manager to enter into an agreement with the Substance Abuse and Mental Health Services Administration ("SAMHSA") to accept and administer $247,623 in Mental Health Awareness and Training ("MHAT") grant funds on behalf of the City of Pasadena to provide a mental health awareness and training program; and

3. Amend the Fiscal Year 2023 Public Health Department Operating Budget by recognizing and appropriating $61,727 of SAMHSA MHAT funding awarded to the Department in December 2022.

BACKGROUND:

The 2022 Community Health Needs Assessment ("CHNA") of Greater Pasadena prioritized health issues based on an analysis of health data. "Mental Health" was one of five high priority health issues in the City, with 31% of students surveyed in grades 7, 9, and 11 reporting chronic sadness or hopelessness. One in four Pasadena teens report needing emotional or mental health support. The proportion of teens in Los Angeles County Service Planning Area ("SPA") 3 who reported needing emotional or mental health support has been trending higher over the last 10 years, with nearly one in three

now reporting the need for such support, but only 14% receiving care. Among new mothers in Pasadena, 22.8% reported postpartum depression, and 11.5% of adults overall are at risk for major depression. Additionally, community stakeholders have expressed concern about the prevalence of anxiety and depression during the COVID-19 pandemic.

To address these concerns, the Department pursued grant opportunities to improve mental health awareness in the community so individuals in need of assistance can be provided the support they need through existing mental health services. In December 2022, the Department was awarded $247,623 through the Mental Health Awareness and Training ("MHAT") Grant funded by the Substance Abuse and Mental Health Services Administration ("SAMHSA"). The grant will support the delivery of evidence-based mental health trainings for four years through December 30, 2026. The Department recommends recognizing and appropriating $61,727 of the grant award in FY 2023. The remaining grant funding will be recognized and appropriated through the budget process in each of the next three fiscal years.

Through the MHAT program, the Department will provide both Mental Health First Aid ("MHFA") and Community Resiliency Model ("CRM") trainings to local service providers, schools, and community members. The MHFA model includes both in-person and virtual trainings for anyone interested in learning about mental illnesses and addictions, risk factors, warning signs, and trauma-informed methods for providing support. CRM is a self-care workshop that will be offered to a subset of MHFA trainees who need or request further support so they can help others. CRM's goal is to help to create "trauma-informed" and "resiliency-focused" communities that share a common understanding of the impact of trauma and chronic stress on the nervous system and how resiliency can be restored or increased using this skills-based approach.

Grant funds will be used to support the time of existing staff to coordinate and deliver MFHA and CRM, training materials, and certifications. Implementation of this program will support the Department's goal of improving mental health awareness.

COUNCIL POLICY CONSIDERATION:

The proposed action is consistent with the City Council's Strategic Plan Goal to ensure public safety.

ENVIRONMENTAL ANALYSIS:

The action proposed herein is not a project subject to the California Environmental Quality Act (CEQA) in accordance with Section 21065 of CEQA and State CEQA Guidelines Sections 15060 (c)(2), 15060 (c)(3), and 15378. CEQA Guidelines Section 15060(c)(2) states that an activity is not subject to CEQA if "The activity will not result in a direct or reasonably foreseeable indirect physical change in the environment." The proposed action consists of a contract and appropriation of funds for training programs. No direct or reasonably foreseeable indirect physical change in the environment would result. Under this definition, the proposed activity is not a CEQA "Project" and is, therefore, also not subject to CEQA pursuant to CEQA Guidelines Section 15060(c)(3).

FISCAL IMPACT:

It is anticipated that the grant award of $61,727 will be received and spent in Fiscal Year 2023. If approved, the Department's Fiscal Year 2023 Operating Budget will be increased by $61,727 for project implementation. No net impact to the unappropriated fund balance is anticipated. Remaining grant funding will be appropriated and recognized in the annual budget submission in future fiscal years. There is no impact to the General Fund as a result of this action.

Respectfully submitted,

MANUEL CARMONA, MPA
Acting Director
Public Health Department

Prepared by:

Whitney Harrison, MPA
Acting Deputy Director
Public Health Department

Concurred by:

MATTHEW E. HAWKESWORTH
Director
Department of Finance

Approved by:

MIGUEL MÁRQUEZ
City Manager

NEW BUSINESS

ITEM 2

RECOGNIZE AND APPROPRIATE GRANT FUNDS IN THE AMOUNT OF $50,000 FROM CALIFORNIA STATE LIBRARY TO THE DEPARTMENT OF LIBRARIES AND INFORMATION SERVICES' FISCAL YEAR 2023 OPERATING BUDGET

Agenda Report

March 27, 2023

TO: Honorable Mayor and City Council

THROUGH: Finance Committee

FROM: Department of Libraries and Information Services

SUBJECT: **RECOGNIZE AND APPROPRIATE GRANT FUNDS IN THE AMOUNT OF $50,000 FROM CALIFORNIA STATE LIBRARY TO THE DEPARTMENT OF LIBRARIES AND INFORMATION SERVICES' FISCAL YEAR 2023 OPERATING BUDGET**

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the proposed action is not a project subject to the California Environmental Quality Act ("CEQA") pursuant to Section 21065 of CEQA and Sections 15060(c)(2), 15060(c)(3), and 15378 of the State CEQA Guidelines and, as such, no environmental document pursuant to CEQA is required for the project; and

2. Recognize and appropriate $50,000 in Library Services and Technology Act funding administered through the California State Library to the Department of Libraries and Information Services' Fiscal Year 2023 Operating Budget.

3. Authorize the issuance of a purchase order to LYRASIS for the purchase of ebooks for an amount not-to-exceed $65,000. Neither Competitive Bidding nor Competitive Selection are required pursuant to City Charter Section 1002 (H) contracts with other governmental entities, or their contractors for labor, material, supplies, or services and Pasadena Municipal Code Section 4.08.049(B), contracts in the best interest of the City.

BACKGROUND:

On January 9, 2023, the Pasadena Public Library was awarded a grant in the amount of $50,000 in Library Services and Technology Act ("LSTA") funds by the California State

Library ("CSL"). The funds will be used to purchase eBooks and audiobooks to be added to CSL's eBooks for All program, a shared collection that will be available to all California public library users, including Pasadena Public Library card holders. Patron demand for eResources, and eBooks in particular, has dramatically increased, even prior to the pandemic, at which point they became essential, and are still heavily used by Pasadena Public Library patrons.

The eBooks for All Palace Project collection currently contains over 100,000 items, to which the Pasadena Public Library plans to add unique titles that meet the informational and recreational reading needs of the Pasadena community of library patrons utilizing these grant funds.

The grant stipulates that all titles purchased using grant funds should be done within The Palace Project, a proprietary platform and featuring a proprietary collection of eBooks and audiobooks for use on the platform. In addition, The Pasadena Public Library is required to provide 30% in matching funds, which will be provided for through existing budgeted appropriations in the Department of Libraries and Information Services Operating Budget account 21219007-813600 for Library Books and Materials. There will be no additional costs after the completion of the grant. It is in the best interest of the city to approve the appropriation of the grant funds because it will allow the library to expand on its current collection thus creating more access to knowledge for the Pasadena community.

COUNCIL POLICY CONSIDERATION:

This action would support the City Council's strategic planning goals of supporting and promoting the quality of life for all citizens.

ENVIRONMENTAL ANALYSIS:

The action proposed herein is not a project subject to the California Environmental Quality Act ("CEQA") in accordance with Section 21065 of CEQA and State CEQA Guidelines Section 15060(c)(2), 15060(c)(3), and 15378. The acceptance and appropriation of grant funding to purchase eBooks and audiobooks to be added to CSL's eBooks for All program is a government fiscal activity that does not involve a direct or reasonable foreseeable indirect physical change in the environment. Therefore, the proposed action is not a "project" subject to CEQA, as defined in Section 21065 of CEQA and Section 15378 of the State CEQA Guidelines. Since the action is not a project subject to CEQA, no environmental document is required.

FISCAL IMPACT:

It is anticipated that the grant award of $50,000 will be received and spent in Fiscal Year 2023. If approved, the Department's Fiscal Year 2023 Operating Budget will be increased by $50,000. Matching funding for this action of 30% ($15,000) will be addressed by the utilization of existing budgeted appropriations in the Department of Libraries and Information Services Operating Budget account 21219007-813600 Library Books and Materials. There are no anticipated impacts to the General Fund as a result of this action.

Respectfully submitted,

TIM MCDONALD
Acting Director
Libraries and Information Services

Prepared by:

Chinua Obaze
Management Analyst III
Libraries and Information Services

Approved by:

MIGUEL MÁRQUEZ
City Manager

Attachments:

Attachment A – Grant award letter
Attachment B – TPA

ATTACHMENT A

CALIFORNIA STATE LIBRARY

January 20, 2023

Tim McDonald, Acting Director, Libraries and Information Services
Pasadena Public Library
285 East Walnut Street
Pasadena, CA 91101-1556

Dear Tim McDonald:

We are pleased to approve the grant application for the Pasadena Public Library eBooks For All project for a total of $50,000 in federal Library Services and Technology Act (LSTA) funds.

Hard copies of this correspondence will not follow. Keep the entirety of this correspondence for your files and consider these award materials your original documents. Please refer to the Grant Guide located on the California State Library's Manage Your Current Grant webpage (https://www.library.ca.gov/grants/manage/) for more information and review the following:

LSTA Funds
Processing of grant payments may take from eight to ten weeks before delivery. If you have not received payment ten weeks after submitting your claim form to the State Library's Fiscal Department, please contact your Grant Monitor.

Project Support
There are two people assigned to your project. The first is your Grant Monitor. Contact them regarding compliance and reporting. The Grant Monitor assigned to your project is Amanda Gamon and can be reached via email at amanda.gamon@library.ca.gov. You are also assigned a Library Programs Consultant for ongoing programmatic support. The Library Programs Consultant assigned to your project is Chris Durr and can be reached via email at chris.durr@library.ca.gov.

Please stay in touch with your Grant Monitor and Library Programs Consultant throughout the award period. Read the enclosed award packet thoroughly and contact your Grant Monitor if you have any questions.

Best wishes for a successful project.

Respectfully yours,

DocuSigned by:
BDA50981C41C416...

Greg Lucas
California State Librarian

cc: Mike Shea mshea@cityofpasadena.net
Chris Durr chris.durr@library.ca.gov
Amanda Gamon amanda.gamon@library.ca.gov
Fiscal Team federalgrants.fiscal@library.ca.gov
Angie Shannon angie.shannon@library.ca.gov
Lynne Oliva lynne.oliva@library.ca.gov
Reed Strege reed.strege@library.ca.gov
Natalie Cole natalie.cole@library.ca.gov

DocuSign Envelope ID: 1FCB6E2A-1C7D-4409-B4EB-8DE8057D1BE3

THE BASICS – YOUR LSTA GRANT AWARD

The following provides all of the basic information about your grant and managing your grant.

Award #:	40-9406
File #:	EB-08
IMLS #:	LS-252449-OLS-22
Organization:	Pasadena Public Library
Project Title:	Pasadena Public Library eBooks For All
Award Amount:	$50,000

2022/2023 LSTA APPROVED BUDGET

Salaries/Wages/Benefits	$
Consultant Fees	$
Travel	$
Supplies/Materials	$
Equipment ($5,000 or more per unit)	$
Services	$50,000
Project Total	$50,000
Indirect Cost	$
Grant Total	$50,000
Payment Schedule	IN-FULL

Start Date:	February 1 2023
End Date:	June 30 2023

This project will be officially closed as of the end date listed above and no new expenditures may be generated, nor may any additional funded project activities occur. Unexpended or unencumbered funds must be returned within 30 days of the end date. However, if funds were encumbered prior to the end date, this project is allowed 45 days to liquidate those encumbrances. Any funds not liquidated are to be returned with the liquidation report within 60 days of the end date.

REPORTING

Financial and program narrative reports are required. All required reporting materials will be located on the California State Library's Manage Your Current Grant webpage (https://www.library.ca.gov/grants/manage/). Reporting period and deadlines can be found in the Award Agreement and Certification of Compliance for this project. Failure to provide timely reports is a serious breach of a grant recipient's administrative duty under the grant program, which may result in federal audit exceptions against the state and the loss of LSTA funds.

PAYMENTS

Please note: If your full grant amount is more than $20,000, ten percent (10%) of the grant award is withheld until the end of the project period (unless otherwise noted in the Award Agreement and Certification of Compliance. This ten percent (10%) is payable only if the grant recipient fulfills all project reporting requirements and expends all funds, or returns all unspent grant funds, by the time specified in the grant program.

Disclosure Pursuant to the
City of Pasadena Taxpayer Protection Amendment
Pasadena City Charter, Article XVII

Contractor/Organization hereby discloses its trustees, directors, partners, officers, and those with more than 10% equity, participation, or revenue interest in Contractor/Organization, as follows:

(If printing, please print legibly. Use additional sheets as necessary.)

1. Contractor/Organization Name: LYRASIS

2. Type of Entity:
□ non-government X nonprofit 501(c)(3), (4), or (6)

3. Name(s) of trustees, directors, partners, officers of Contractor/Organization:
John Wilkin, CEO
John McGarrl, Treasurer

4. Names of those with more than a 10% equity, participation or revenue interest in Contractor/Organization:
N/A

Prepared by: John McGarrl
Title: Treasurer
Phone: 1-800-999-8558
Date: 3-8-23

Rev.07.10.2007

NEW BUSINESS

ITEM 3

DIRECTION TO PREPARE AN ORDINANCE AMENDING PASADENA MUNICIPAL CODE CHAPTER 4.100 TO REFLECT THE CHARTER AMENDMENT TO SECTIONS 1407 AND 1408 AS APPROVED BY VOTERS

Agenda Report

March 27, 2023

TO: Honorable Mayor and City Council

THROUGH: Finance Committee

FROM: Department of Finance

SUBJECT: **DIRECTION TO PREPARE AN ORDINANCE AMENDING PASADENA MUNICIPAL CODE CHAPTER 4.100 TO REFLECT THE CHARTER AMENDMENT TO SECTIONS 1407 AND 1408 AS APPROVED BY VOTERS**

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the proposed action is exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15061(b)(3) (Common Sense Exemption); and

2. Direct the City Attorney to prepare and return with an ordinance within 60 days, amending Pasadena Municipal Code, Chapter 4.100 (Power Division General Fund Transfer) to conform to the amended Charter provisions for the General Fund Transfer, as further described in this Agenda Report.

BACKGROUND:

Under Section 1404 of the City Charter, all money received by the City's electric utility for providing electrical service must be deposited in the Light and Power Fund. However, Charter Sections 1407 and 1408 previously permitted a combined annual transfer to the General Fund of up to 16 percent of the electric utility's gross income received during the prior fiscal year, not to exceed its net income. This was to help ensure that the General Fund Transfer ("GFT") provides necessary annual funding for maintaining essential services without compromising the financial health of the City's electric utility. Of the 16 percent that could have been transferred, up to eight percent was to be used for any municipal purpose (former Charter Section 1407) and the remaining eight percent was restricted for municipal improvements and bond redemption (former Charter Section 1408). In recent years, the GFT provided approximately $18 million annually to the General Fund.

In November 2020, Pasadena voters passed Measure P, with over 85 percent voting to approve the measure. Measure P amended the Charter by reconfirming the GFT, limiting the maximum GFT, and simplifying the restrictions on the transfer. The maximum GFT was reduced from 16 percent to 12 percent of the electric utility's gross income. The entire 12 percent maximum GFT may now be used for any municipal purpose, so the Charter no longer has improvement/bond restrictions on a portion of the transfer.

Pasadena Municipal Code, Chapter 4.100 (Power Division General Fund Transfer), further defines the GFT and the City's ability to transfer an amount less than the maximum GFT. Chapter 4.100 has not been amended following the 2020 passage of Measure P and currently refers to prior maximum GFT limits. Staff proposes that the City Council direct the Municipal Code be amended to state the maximum transfer as 12 percent and conform to the current Charter language.

COUNCIL POLICY CONSIDERATION:

The proposed amendment of Chapter 4.100 would help maintain fiscal responsibility, support and promote quality of life and the local economy, ensure public safety, and generate additional revenue for the City of Pasadena.

ENVIRONMENTAL ANALYSIS:

This proposed Ordinance is exempt from the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines section 15061(b)(3), the common sense exemption (formerly the "general rule") that CEQA applies only to projects, which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.

FISCAL IMPACT:

There is no fiscal impact to this action.

Respectfully submitted,

MATTHEW E. HAWKESWORTH
Director of Finance

Approved by:

MIGUEL MÀRQUEZ
City Manager

INFORMATION ONLY

ITEM 4

INTERNAL AUDIT STATUS UPDATE

OFFICE OF THE CITY MANAGER

March 27, 2023

TO: Finance/Audit Committee

FROM: Ruthe Holden, Internal Audit Manager

SUBJECT: Internal Audit Status Update

Recommendation:

This report is for information only.

Background:

The Institute of Internal Auditors International Standards for the Professional Practice of Internal Auditing (Standards) requires the Internal Audit Manager to periodically report to the Finance/Audit Committee and Senior Management on the internal audit activity's performance relative to its plan. This status update to the Finance/Audit Committee includes the status of progress to the approved audit plan, discussion of external audits received by the City, status of all open audit recommendations, a summary of fraud hotline issues, results of the internal and external quality assessments, and the periodic communications required by the auditing standards.

Status of the Internal Audit Plan

The Audit Committee approved the Internal Audit Plan for FY 2022-2023 at the October 25, 2021 meeting. Institute of Internal Auditors' Audit Standard 2010 requires that the Internal Auditor must establish a risk-based audit plan that determines the priorities of the internal audit activity, consistent with City goals. The audit plan with the status of each audit is included in Attachment A. The in-process audits are summarized below:

On-going audits

1. High Risk Inventory Audit draft report is currently in process. The audit was included in the FY 2021-2022 audit plan. This audit will evaluate internal controls and potential risks as it relates to the City's non-capitalized inventory. This project is estimated to be completed by June 30, 2023.

2. Program Audit of Pasadena's role as Designated Administrator to implement the WIOA program. This audit has been outsourced to TAP, International, a woman owned firm with offices in Pasadena, CA. The draft report is in process and estimated to be completed by April 2023. The objectives of the audit are as follows:
    a. Are internal controls designed to promote compliance with the key financial provisions of the joint powers agreement (JPA), City of Pasadena policies and procedures and grant accounting requirements?
    b. Are internal controls designed to promote compliance with the requirements in its role as administrator and provider of services as outlined in the JPA and other relevant governance documents?
    c. Is the Career Services Division implementing its programs and services consistent with the vision and intentions outlined in the Local Plan for program years 2021 – 2024?

3. Review of Pasadena Water and Power's February 2023 Public Survey Process. This review was conducted at the request of the City Manager. The review focused on three objectives: 1) the process and methodology used to develop the survey; 2) whether any outside influence affected the survey development; and 3) how many people opened and responded to the survey. The draft report is in process and expected to be released soon.

External Audits Received by the City

Periodically the City is audited by external agencies such as the County of Los Angeles, U.S. Department of Housing and Urban Development, Los Angeles County Metro and the California State Auditors for compliance to grants and other legislated mandates. The following reports were received:

1. Public Health –Program Review of Contract Number PH002516/PH004980 Children's Health Outreach, Enrollment, Utilization and Retention Services.

Additional projects worked on this year

DoIT Asset Transfer Process
Internal Audit has been working with Department of Information Technology on reviewing internal controls on their revised process for managing the assignment of assets to end-users.

Open Audit Recommendations

The open audit recommendation report contains audit recommendations from prior audits where the corrective action has not yet been completed. The March 2023 report contains 19 open recommendations from 9 audit reports, including 1 open recommendation from the KPMG, Citizen's Task Force and Management Partners recommendations related to enhancing operational and financial oversight.

At the beginning of the year, there were 29 open audit recommendations. Currently, 10 audit recommendations were completed by departments during this year.

There are 19 open audit recommendations as of March 2023 from the following audits:

# of Open Audit Recommendations	Audit Report
1	Consolidated Matrix of Recommendations made by KPMG, the Citizen's Task Force and Management Partners 2015 reports regarding steps to enhance Operational and Financial Oversight
3	Audit of the City's Vendor Master File Maintenance and 1099 Processes
2	Public Health Contract Compliance Review
1	JRCC Internal Controls Review
2	Operational Audit of Parking Garage Operators
2	MGO Fraud Risk Assessment Phase 3
1	Audit of City Cash Handling, Petty Cash & Pcard Programs
3	Grants Management Audit
4	Audit of City's Ethics Policies and Processes
19	Total

The details on the status of all open audit recommendations are included in Appendix B.

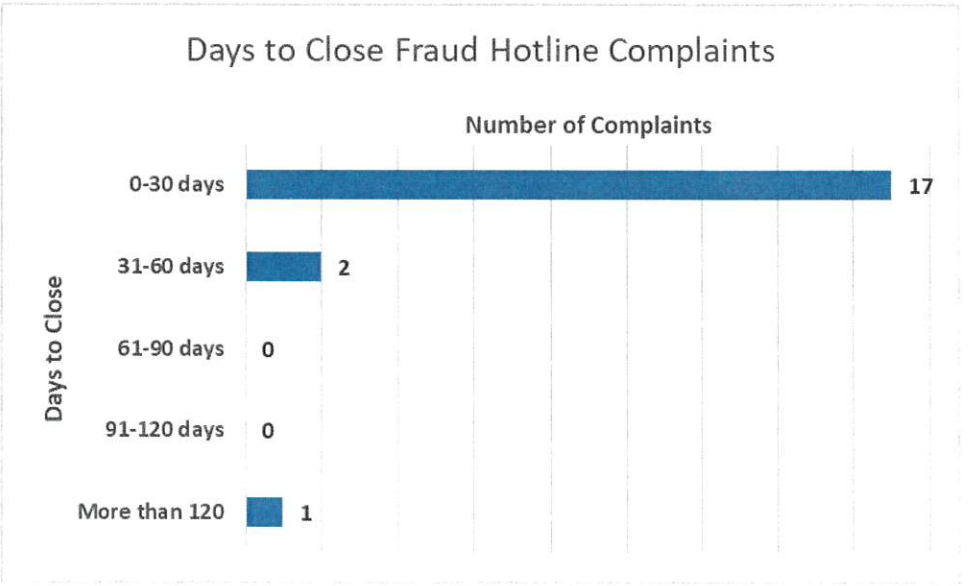
Summary of Fraud Hotline Issues

There were 20 issues reported to the Fraud Hotline since the last report, investigations were completed for all 20 complaints as of the date of this report. Of the 20, 3 were received from our voicemail line; and 17 were submitted online.

Based on the complaints received during the quarter, the following departments were asked to investigate and resolve the complaints:

- City Attorney – 3
- City Clerk - 2
- Finance – 1
- Human Resources – 4
- Internal Audit[1] – 5
- Public Works – 5

The following chart depicts the number of days it took to investigate and close fraud hotline complaints for the quarter.



Attachments: (2)
Appendix A: Status of Progress on Internal Audits as of March 2023
Appendix B: Status of Open Audit Recommendations as of March 2023

[1] Internal Audit is listed as lead for the complaints that were not related to City business.

APPENDIX A: STATUS OF PROGRESS ON INTERNAL AUDITS

Title	Audit Objective	Area	Status
1. Audit of High-Risk Inventory	To determine if high-risk inventory items such as controlled substances, weapons, and valuable assets are adequately managed in accordance with City policy and best practices.	Information Technology Finance Fire Police	Draft report in process Expected completion June 30, 2023
2. Program Audit of Pasadena's role as Designated Administrator to implement the WIOA program	Evaluate program's internal controls to promote compliance to JPA, policies and procedures, grant accounting requirements and requirements in its role as administrator and provider of services. Evaluate implementation of programs and services consistent with vision and intentions outlined in the Local Plan for program years 2021 – 2024.	Economic Development	Draft audit report in process Expected completion April 30, 2023 Outsourced: TAP International
3. Review of PWP's February 2023 Public Survey Process	This review was conducted at the request of the City Manager. The review focused on three objectives: 1) the process and methodology used to develop the survey; 2) whether any outside influence affected the survey development; and 3) how many people opened and responded to the survey.	Water & Power	Draft Report in process Expected completion March 31, 2023

4. Audit of Accounts Payable Process	To evaluate the accounts payable process to determine that vendors are paid timely, duplicate invoices are not paid. Review Special Handling Request Forms to assess process, procedures and actual practices.	Finance and all other City Departments	Not started To be Outsourced
5. IT Risk Assessment	To assess the information technology (IT) related risks within the levels of risk tolerance set by the city. IT risk addresses the ability to deliver the IT services that enable the City to perform its operations.	DoIT Water & Power	Not Started To be Outsourced
6. Follow up on Implementation of High-Risk Audit Recommendations	Selectively follow up on department's implementation of high-risk recommendations to ensure the underlying risk/issue has been successfully implemented	Prior audit report recommendations	Not Started Expected start date FY23/24
7. Audit of Fleet Management Practices	Reviewing City policies and procedures and internal controls related to vehicle acquisition, reassignment, and disposal, monitoring of fuel consumption, and vehicle repair and maintenance.	Public Works Water & Power	Not Started Expected start date FY23/24
8. Payroll/VTI & Telestaff Audit	Review the internal controls and processes for the new payroll and timekeeping systems.	All City Departments	Not Started To be co-sourced

9. Building & Safety Inspections	Review policies and processes in place to ensure existing buildings & new construction are inspected in accordance with state and local requirements	Planning Fire Other Departments - tbd	Not Started Expected start date FY23/24
10. Audit of Management of Minors & Vulnerable populations at City facilities	To verify that current City practices and policies are compliant with best practices to ensure that minors and other vulnerable populations are adequately protected at City facilities.	Library & Information Services Parks, Recreation & Community Services Police Other departments - tbd	Not Started Expected start date FY23/24
11. Audit of Citywide Succession Planning	To verify the effectiveness of City succession planning processes to ensure smooth transitions in City departments	Human Resources All City Departments	Not Started Expected start date FY23/24

Consulting Activities

1. Fraud Hotline Monitoring, Maintenance, and Marketing	Continuous monitoring, response/referral, and maintenance of fraud allegations reported to the City's telephone hotline and online reporting database. Additionally, distribute materials to promote fraud hotline and awareness.	Citywide	Ongoing
2. System Implementation Advisory Reviews	Providing ad hoc internal control reviews/discussions of ongoing system implementation plans including Land Management System/EnerGov, - Water and Power Customer Information System (CIS), and other department systems that collect revenue or process financial transactions. Anticipate additional implementation projects during the year.	Citywide	Ongoing
3. Other Ongoing Consultation Activities	Providing ad hoc advisory services for management including internal control reviews, process reviews, formal training, and other value-added services.	Citywide	As needed/based on availability

Appendix B: Status of Open Audit Recommendations as of March 2023

Department	Beginning of Quarter July 2022	Added	Completed Qtr March 2023	Total Open Recommendations	In-Progress	Not Started
City Clerk	0			0		
City Attorney	0			0		
City Manager	2			2	1	1
Internal Audit	1			1		1
Finance	7		1	6	6	
Fire	0			0		
Housing	0			0		
Human Resources	8		5	3	3	
Information Technology	0			0		
Library & Information Services	4		2	2	2	
Parks, Recreation & Community Services	2		1	1	1	
Planning & Community Development	0			0		
Police	0			0		
Public Health	2			2	2	
Public Works	1		1	0		
Transportation	2			2	2	
Water & Power	0			0		
Total	29	0	10	19	17	2

Risk Ranking Criteria	High	Medium	Low
	Potential significant financial/operational losses to the City	Weakness that could cause moderate losses to the City	Control weaknesses exist but are mitigated by other controls
	Significant internal control weaknesses that are Citywide or affect a department's operations.	Internal control weaknesses at a division or unit level or non-compliance with Citywide policies	Controls which, if eliminated or re-engineered, would benefit productivity or effectiveness
	Significant violation of laws, regulations or Municipal Code/Ordinance	Non-compliance with grant requirements or other contractual agreements	Opportunities for process improvements or increased efficiencies
Total for this quarter	12	7	

No.	Ranking	Department	Audit Report	Date of the Report	Audit Issue/Recommendation/Corrective Action	Agreed To Corrective Action Date	Disposition Status
1	H	Finance Information Technology	Audit of the City's Vendor Master File Maintenance and 1099 Processes	10/29/2018	**ISSUE: ACCESS TO VENDOR MASTER FILE NEEDS STRENGTHENING** **RECOMMENDATION-** In addition to the process developed by Finance and DoIT for reviewing and granting access rights, the Director of Finance or his designee should also: Require specific procedures to request written Finance Director approval for system administrator roles and/ or otherwise conflicting roles. Additionally, employees granted System Administrator rights should be monitored on a periodic basis to ensure their access is still appropriate. **CORRECTIVE ACTION-** The Finance Director agrees to work with DoIT to periodically review existing user access rights and develop procedures for authorizing system administrator or otherwise conflicting roles. The Finance department is working with DoIT to develop a procedure for removing access rights due to employee separation or transfer. The Information Technology Director agrees that the implementation of the recommendations will strengthen the internal controls associated with these functions and processes. In addition, the test users in the production database have been deactivated. **STATUS:** Some progress has been made in terms of documenting the removal of DoIT permissions at the same time as separation forms are completed. There is a current project on DoIT's workplan to develop an electronic system to track user permissions and signature authorities.	6/30/2023	In Process
2	H	Finance	Audit of the City's Vendor Master File Maintenance and 1099 Processes	10/29/2018	**ISSUE: POTENTIAL CONFLICT OF INTEREST INFORMATION NOT COLLECTED** **RECOMMENDATION:** The Director of Finance or his designee should: Incorporate the following evaluation guidelines into the Purchasing Handbook: Require department directors to advise staff that pick vendors for goods and services of the City's conflict of interest and disclosures policies, and develop a form or other document to provide staff an opportunity to disclose any perceived or actual conflicts that arise in the vendor selection process. Department directors should report on any conflicts of interest or absence of any known conflicts by a department employee annually to Human Resources and Finance. **CORRECTIVE ACTION**: The Finance Director agrees with the recommendation and has revised the Purchasing Handbook. In addition, the Finance Department will develop a form to annually solicit input from each department director regarding the existence or absence of known conflicts of interest unique to their department. **STATUS:** Due to COVID-19 and EOC operations, this was delayed. As part of the FY 23 workplan, the Finance Department is leading a complete review of the procurement process, policies and documents. This will be included in that review.	6/30/2023	In Process

3	H	Human Resources	Audit of the City's Vendor Master File Maintenance and 1099 Processes	10/29/2018	**ISSUE: POTENTIAL CONFLICT OF INTEREST INFORMATION NOT COLLECTED** **RECOMMENDATION:** The Director of Human Resources or her designee should: Consult with the City Attorney's Office and Director of Finance, if needed, to review and determine which City employee-affiliated active vendors require an official IRS SS-8 determination. **CORRECTIVE ACTION:** A meeting will be scheduled with the City Attorney's Office and Department of Finance, if needed, to determine which City employee-affiliated active vendors require an official IRS SS-8 determination. **STATUS:** HR & Finance staff will meet to review the current list of City employee-affiliated vendors.	6/30/2023	In Process
4	H	Parks, Recreation & Community Services	JRCC Internal Controls Review	6/25/2018	**ISSUE: OUTSIDE AGENCIES USING CITY FACILITIES WITHOUT FORMAL AGREEMENTS** **RECOMMENDATION:** Identify all outside agency service providers and groups that are informally using JRCC and other HSRD facilities, and determine if the use is appropriate based on City policy and goals and work with the City Attorney's office to formalize the use of City facilities and resources with a written agreement authorized by the City Manager, City Council, or other appropriate authority. **CORRECTIVE ACTION**: The HSRD has identified all external agency agreements as well as those agencies without agreements for all Centers. One such agency has already left the JRCC. HSRD will set up a timeline to work with the various departments to prepare and execute the required agreements. **STATUS:** The Department has developed a comprehensive list of its external agency agreements. (41 total) Staff is working with the City Attorney's office and Real Property Manager to renew 4 expired contracts.	6/30/2023	In Process
5	H	Finance	Audit of City Cash Handling, Petty Cash & Pcard Programs	3/5/2020	**ISSUE: UPDATE AND COORDINATE FINANCIAL POLICIES SO THEY ARE CONSISTENT** **RECOMMENDATION:** The Director of Finance should review and reconcile citywide petty cash, purchasing card, and other applicable financial policies to ensure they are consistent in what expenses are appropriate and/or inappropriate uses of City funds, and the appropriate level of supporting documentation that should be provided for these purchases. **CORRECTIVE ACTION:** The Finance Department concurs with the recommendation and a comprehensive review of all policies related to petty cash, purchasing cards and other financial transactions has been completed. Revised policies were distributed in early March 2020. **STATUS:** The petty cash policy was reviewed, and updated. The purchasing handbook purchasing card section was updated, needs to be reviewed by Finance Management and posted on City Net.	6/30/2023	In Process

6	H	Finance	Grants Management Audit - Moss Adams	11/26/2019	**ISSUE: THE CITY NEEDS TO DEVELOP AND IMPLEMENT A COMPREHENSIVE GRANTS MANAGEMENT PROGRAM** **RECOMMENDATION:** Develop and implement comprehensive grant administration P&Ps (specifically for Public Works and City-wide) to provide guidance to personnel responsible for managing grants on the City's behalf. **CORRECTIVE ACTION:** Finance will develop and implement City- wide P&Ps that will include Department specific guidance where unique guidance is required for certain departments, including Public Works. **STATUS:** This project has been delayed as the staff responsible for this are the same staff managing all the FEMA reimbursement requests related to COVID along with the Controller position being vacant for much of the year.	6/30/2023	In Process
7	H	Finance	Grants Management Audit - Moss Adams	11/26/2019	**ISSUE: THE CITY NEEDS TO DEVELOP AND IMPLEMENT A COMPREHENSIVE GRANTS MANAGEMENT PROGRAM** **RECOMMENDATION**: Create a grant management and administration training program to provide in-depth guidance for employees involved in grant functions. Training should cover all aspects of the new Grant Administration P&Ps to give employees the tools to ensure compliance. **CORRECTIVE ACTION**: In conjunction with new P&Ps Finance will facilitate training for all employees involved in grant functions. **STATUS**: Training and work on this has continued. Due to the turnover in both grant accounting staff and staff in program areas, this item will remain as open through the closing of FY23 to evaluate if additional work is required.	6/30/2023	In Process
8	H	Finance	Grants Management Audit - Moss Adams	11/26/2019	**ISSUE: THE CITY NEEDS TO DEVELOP AND IMPLEMENT A COMPREHENSIVE GRANTS MANAGEMENT PROGRAM** **RECOMMENDATION**: Develop a City-wide comprehensive tracking report and related procedures to track all open grant-funded projects including their current status, percentage of completion, milestones, deadlines, grant expiration date, expenditures to date, and remaining funds. Project managers should be required to populate this information on a regular basis, and monitoring should occur to ensure delays are identified and addressed timely. **CORRECTIVE ACTION**: This will be accomplished either as reporting tools of the Munis Grant Accounting Module, another grant accounting module, or a database maintained by Finance which will include the stated and needed information. **STATUS**: During the Single Audit for FY21, some areas of improvement have been identifies, so this item will remain open to ensure we follow-up on those areas.	12/31/2023	In Process

9	H	Human Resources	Audit of City Ethics Policies and Processes	11/18/2021	**ISSUE: MONITORING REQUIRED ETHICS TRAINING** **RECOMMENDATION:** The City Manager should establish a citywide performance goal for the completion of ethics training. Human Resources should provide department directors with a list of their completion rates and a list of employees who have not completed the required ethics training immediately after the deadline to increase compliance. After providing additional time to Department Directors to improve training completion performance, the Human Resources Director should provide the City Manager with a list of the outstanding employees by department for further review and action. **CORRECTIVE ACTION:** Human Resources will implement this recommendation to report ethics training completion rates to Directors and the City Manager with the next employee-required training. **STATUS:** HR will start this when the next Ethics Training is required to be completed	6/30/2023	Not Started
10	H	City Manager	Audit of City Ethics Policies and Processes	11/18/2021	**ISSUE: MONITORING REQUIRED ETHICS TRAINING** **RECOMMENDATION:** Human Resources should provide department directors with a list of their completion rates and a list of employees who have not completed the required ethics training immediately after the deadline to increase compliance. After providing additional time to Department Directors to improve training completion performance, the Human Resources Director should provide the City Manager with a list of the outstanding employees by department for further review and action. **CORRECTIVE ACTION:** The City Manager agrees with this recommendation and establish this performance goal by March 31, 2023 **STATUS:** Will be added to the next performance goals set with Department Directors	6/30/2023	Not Started
11	H	Human Resources	Audit of City Ethics Policies and Processes	11/18/2021	**ISSUE: ENSURE ETHICS TRAINING MATERIALS ARE CURRENT** **RECOMMENDATION:** The Director of Human Resources should also periodically review the ethics training prior to its rotation year to ensure it is up to date with any policy or reporting hotline changes, as well as any other relevant information. **CORRECTIVE ACTION:** Human Resources staff will review the ethics training video annually starting in 2022 and make any needed changes to ensure it remains up-to-date **STATUS:** HR will start this when the next Ethics Training is required to be completed	6/30/2023	Not Started

12	H	City Manager	Audit of City Ethics Policies and Processes	11/18/2021	**ISSUE: CONVENE AD HOC COMMITTEE WHEN NECESSARY** **RECOMMENDATION:** The City Manager should convene an ad hoc review committee with members from Human Resources, City Attorney/Prosecutor, City Clerk, and the City Manager to discuss Form 700 violations and how to best address each situation **CORRECTIVE ACTION:** The City Manager Agrees with this recommendation and going forward the City will report suspected violations to the Fair Political Practices' Commission online complaint portal. **STATUS:** In Process	12/31/2023	In Process
13	M	Internal Audit	Consolidated Matrix	11/23/2015	**ISSUE: SURPRISE AUDITS** **RECOMMENDATION: 36. Conduct surprise audits**: Department Directors should implement a process of surprise operational compliance audits in connection with the Internal Audit function. Surprise audits can be an important fraud prevention mechanism in deterring potential fraudulent employee behavior. Areas of focus in a surprise should include: -Accounts Payable: Audit for fictitious vendors, vendors should be researched to ensure that they exist and represent legitimate organization. Red flags include PO Box addresses, missing required vendor set-up documents, or missing vendor data in the system. -Payroll: Audit for ghost employees on City payroll by reviewing payroll report or W-2s for any unfamiliar names to ensure individuals are actual employees. **CORRECTIVE ACTION:** 36A. The City concurs with this recommendation. The Internal Audit Manager will include this in her work plan. **STATUS:** Accounts Payable audit has been completed and Payroll audit has been scheduled to start this fiscal year.	12/31/2023	In Process
14	M	Public Health	Contract Compliance Review	4/14/2017	**ISSUE: APPROPRIATE COST ALLOCATION** **RECOMMENDATION: Recommendation 9**: Repay the Division of HIV and STD Programs $7,707, or provide adequate documentation to support the expenditures. **CORRECTIVE ACTION:** PPHD disagrees with the recommendation to repay DHSP $7,707. The PPHD will work with DHSP to develop a methodology to document the expenditures, and will work with DHSP or other methods of reconciliation. **STATUS:** County and Public Health Department are still working to resolve this recommendation	6/30/2023	In Process

15	M	Public Health	Contract Compliance Review	4/14/2017	**ISSUE: ALLOWABLE EXPENDITURES** **RECOMMENDATION: Recommendation 10:** City of Pasadena Public Health Department management: repay the division of HIV and STD Programs $123,397. **CORRECTIVE ACTION:** PPHD disagrees with the recommendation to repay DHSP of $123,397. PPHD will work with DHSP to develop a methodology to document the expenditures to repay any excess amounts received. **STATUS:** The Pasadena Public Health Department is waiting for a response from LA County.	6/30/2023	In Process
16	M	Transportation	Operational Audit of Parking Garage Operators	7/19/2019	**ISSUE: COMPREHENSIVE LONG-TERM PARKING GARAGE PROGRAM** **RECOMMENDATION:** Establish a comprehensive parking garage program that includes development of long-term strategies, program goals and objectives, performance benchmarks, processes for routine contract management and administration, and performance monitoring, keeping apprised of current parking technologies, and dedicating staff to perform day-to-day administration. **CORRECTIVE ACTION**: Long term approach: DOT will be developing a Parking Strategic Plan that will address both on and off street parking systems as a holistic parking network. The Strategic Plan will define the goals, objectives and purpose of the City's parking system, develop performance benchmarks and will identify strategies for increasing revenue and customer satisfaction. Analysis will include evaluation of modifying parking fee structure, cost/benefit analysis of a single operator overseeing all City garages and cost/benefit analysis of contracting a 3rd party contract administrator. **STATUS:** Stakeholders requested additional opportunities for input when presented with plan recommendations, causing the need to increase the contract amount. An agenda report will be coming to council in the fall for the contract increase, and outreach will take place during the fall/winter of 2022.	12/31/2023	In Process
17	M	Transportation	Operational Audit of Parking Garage Operators	7/19/2019	**ISSUE: COMPREHENSIVE LONG-TERM PARKING GARAGE PROGRAM** **RECOMMENDATION:** Task the City DoIT with developing a long-term revenue enhancement plan that includes, at a minimum, the revenue options described in this report. **CORRECTIVE ACTION**: Long Term Approach: The Strategic Plan shall perform a more exhaustive evaluation of revenue generation opportunities for City Council consideration. **STATUS:** Stakeholders requested additional opportunities for input when presented with plan recommendations, causing the need to increase the contract amount. An agenda report will be coming to council in the fall for the contract increase, and outreach will take place during the fall/winter of 2022.	12/31/2023	In Process

18	M	Library & Information Services	MGO Risk Assessment Phase 3	7/31/2018	**ISSUE: LIBRARIANS SHOULD BE TRAINED ON CITY DONATION HANDLING REQUIREMENTS** **RECOMMENDATION:** Library Branches- We recommend the Department continuously train employees on the procedures to follow for handling donations, developing policies for handling credit card and confidential information, and developing procedures to ensure all monies collected by library employees are recorded in Tyler Munis to ensure an audit trail is maintained. **CORRECTIVE ACTION:** The Department is committed to investigating the feasibility of implementing self-service printing/copying services at all locations. These are currently the only transactions performed by staff that are not recorded in Tyler Munis. We are working with our printing services vendor to install self-service equipment. The timeline for installation is based on prioritizing locations with the highest revenues. All locations have relatively low cash handling for printing and copying services. **STATUS:** As of October 2022, it is not yet known when self-service equipment will be installed at the three remaining branches.	6/30/2023	In Process
19	M	Library & Information Services	MGO Risk Assessment Phase 3	7/31/2018	**ISSUE: APPRAISAL OF VALUABLE INVENTORY** **RECOMMENDATION:** Appraisal of Valuable Inventory-Central Library and Library Branches-We recommend the Department develop policies to identify, track, maintain, and appraise all of its valuable assets and a physical inventory should be performed periodically. **CORRECTIVE ACTION:** The Department will develop practices to track, maintain, and appraise valuable assets, including periodic inventory of those assets. **STATUS:** As of October 2022, there are no immediate plans to secure another purchase order for an art appraiser. Due to the closure of Central Library, we do not anticipate project completion until the seismic retrofit is complete.	6/30/2023	In Process

INFORMATION ONLY

ITEM 5

CITY OF PASADENA BANK HOLDINGS

PASADENA

FINANCE DEPARTMENT

City of Pasadena
Bank Holdings

Vic Erganian
Deputy Finance Director/City Treasurer

March 27, 2023
Finance Committee Item 5

Update on Credit Suisse Bank

FINANCE DEPARTMENT

- Credit Suisse Bank (CS)– 2nd largest Bank in Switzerland
- CS has been in the news the last several days
- Was acquired by UBS (the largest bank in Switzerland)
- Moody's has assigned a positive outlook to CS – expectation for a potential near future credit upgrade

Bank Holdings

Bonds

BNY Mellon	A1
JPMorgan	A1
RBC	A1
Bank of America	A2
CitiGroup	A2
Goldman Sachs	A2
Credit Suisse/UBS	A3

Commercial Paper

BofA Securities	P-1
NATIXIS	P-1
MUFG Bank/US Bancorp	P-1
Credit Agricole	P-1

CDs FDIC Insured

- BMW Bank North America
- Synchrony Bank
- Goldman Sacks Bank
- Sallie Mae Bank
- UBS Bank USA