CITY OF PASADENA
FINANCE/AUDIT COMMITTEE MINUTES
PASADENA CITY HALL
100 NORTH GARFIELD AVENUE
CITY HALL COUNCIL CHAMBER S249
MARCH 27, 2023
SPECIAL MEETING

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

ROLL CALL: Mayor Victor M. Gordo (Chair)
Councilmember Tyron Hampton
Vice Mayor Felicia Williams

Staff: Miguel Márquez, City Manager
David Reyes, Assistant City Manager
Brenda Harvey-Williams, Assistant City Manger
Theresa Fuentes, Assistant City Attorney
Vic Erganian, Deputy Director of Finance/City Treasurer
Manuel Carmona, Interim Director of Public Health
Ruthe Holden, Internal Audit Manager
Rebecca Takahashi, Senior Internal Auditor
Tim McDonald, Interim Director of Library and Information Services
Mike Shea, Library Services Manager
Gloria Acevedo, Recording Secretary

NEW BUSINESS **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**

Chair Gordo introduced the item and Manuel Carmona, Interim Director of Public Health, provided a PowerPoint Presentation and responded to questions.

Councilmember Hampton asked if staff is planning to partner with the Pasadena Unified School District and the Independent School Alliance to train their staff and if the program will be open to residents. Mr. Carmona stated that the intent is to

partner with many community members and organizations in order to create awareness and provide training opportunities.

Chair Gordo asked that staff pursue grant opportunities such as the SAMHSA grant to supplement the existing funds as well as partnership opportunities.

Following a brief discussion, 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)

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

Chair Gordo introduced the item and Tim McDonald, Interim Director of Library and Information Services, provided an outline of the report and introduced Mike Shea, Library Services Manager. They both responded to questions.

Councilmember Hampton asked how many eBooks were expected to be purchased with the grant. Mr. Shea stated that $65,000 will allow for the purchase of approximately 1500 eBooks/audio books. Councilmember Hampton also inquired about the licensing agreements when it came to how many copies of a particular eBook could be checked-out at a time. Mr. Shea responded that the publisher establishes the lending options for each eBook.

Chair Gordo congratulated the Pasadena Library for securing the grant and for their work with the One City One Story event.

Following a brief discussion, 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)

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

Chair Gordo introduced the item and Vic Erganian, Deputy Director of Finance/City Treasurer, provided an outline of 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. (Motion Unanimously carried) (Absent: None)

INFORMATION ONLY **INTERNAL AUDIT STATUS UPDATE**

Chair Gordo introduced the item and Ruthe Holden, Internal Audit Manager, provided a PowerPoint Presentation and responded to questions.

Councilmember Hampton expressed concern about how the Pasadena Water & Power's February 2023 survey was vetted and provided to the public. Ms. Holden stated that the vetting process appeared to have been rushed and that after reviewing thousands of emails and interviewing staff involved, they stated there was no intent to sway away from policy direction.

Councilmember Hampton asked about the feasibility to pay small business owners on a net 15-day term. Ms. Holden stated that the subject will be included in the upcoming accounts payable audit.

Vice Mayor Williams asked about the availability of the audit results. City Manager, Miguel Márquez, will provide copies of the report to the full City Council during the March 27, 2023 scheduled closed session.

Chair Gordo asked if outside influences played any part in Pasadena Water and Power's February 2023 public survey process. Ms. Holden stated the audit found no outside influences. Chair Gordo also expressed concern that the Department of Information Technology Risk assessment, was still in pending status given the effects a cybersecurity attack could have on City Departments and asked that the physical City plants/structures including the Pasadena Police Department and

the Pasadena Public Health Department be included in the assessment.

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

CITY OF PASADENA BANK HOLDINGS

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

Councilmember Hampton requested for the item to be included in a future City Manager's Newsletter.

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/Audit Committee was adjourned at 4:33 p.m.

ATTEST:

Victor M. Gordo

Mayor Victor Gordo, Chair
Finance/Audit Committee

Gloria Acevedo

Gloria Acevedo
Recording Secretary