CITY OF PASADENA
FINANCE/AUDIT COMMITTEE MINUTES
PASADENA CITY HALL
100 NORTH GARFIELD AVENUE
CITY HALL COUNCIL CHAMBER S249
DECEMBER 11, 2023
SPECIAL MEETING

OPENING Chair Gordo called the special meeting of the Finance/Audit Committee to order at 3:11 p.m.

ROLL CALL: Mayor Victor M. Gordo (Chair)
Councilmember Tyron Hampton (Arrived at 3:29 p.m.)
Vice Mayor Felicia Williams

Staff: Miguel Márquez, City Manager
Brenda Harvey-Williams, Assistant City Manager
Theresa Fuentes, Assistant City Attorney
Matthew Hawkesworth, Director of Finance
Tony Olmos, Director of Public Works
Joaquin Siques, Acting Director of Transportation
Ruthe Holden, Internal Audit Manager
Alex Souto, Deputy City Manager
Koko Panossian, Director of Parks, Recreation & Community Services
Kris Markarian, Deputy Director of Public Works/City Engineer
Vic Erganian, Deputy Director of Finance/Treasurer
Tim Park, Budget Administrator
Jennifer O'Reilly-Jones, Program Coordinator III
Kimberly Siemen, Management Analyst V
William Grisafe, Police Commander
Kenneth James, Recreation & Community Services Administrator
Darrell Walker, Recreation & Community Services Superintendent
Byanca Banaga, Senior Administrative Analyst
Enrique Arroyo, Management Analyst V
Sam De Sylva, Police Lieutenant
David Klug, Economic Development Director
Hayden Melbourn, Principal Engineer
Diane Russel Carter, Executive Director, Workforce Development Board
Gloria Acevedo, Recording Secretary

Guests: Denise Callahan, TAP International Inc.

APPROVAL OF MINUTES: It was moved by Vice Mayor Williams, seconded by

Chair Gordo, to approve the minutes of the December 11, 2023 (special meeting) and the December 25, 2023 and January 8, 2024 cancellation notices, as submitted. (Motion Unanimously carried) (Absent: Councilmember Hampton)

NEW BUSINESS

AMEND THE POLICE DEPARTMENT'S FISCAL YEAR 2024 OPERATING BUDGET BY APPROPRIATING $148,456 FROM THE GENERAL FUND'S UNAPPROPRIATED FUND BALANCE AND ADDING THREE PARK SAFETY SPECIALIST POSITIONS AND ONE POLICE SUPPORT ASSISTANT POSITION

Chair Gordo introduced the item and Miguel Márquez, City Manager, introduced William Grisafe, Police Commander, who provided a PowerPoint presentation and responded to questions.

Vice Mayor Williams asked about where the new positions will be assigned. Mr. Grisafe confirmed that the new positions will be rotated amongst all City parks.

Chair Gordo asked for clarification on whether the positions were identified in the penal code. Mr. Grisafe confirmed that they are; therefore, allowing them the ability to write citations and make arrests for certain infractions and misdemeanors (after completion of arrest training). Chair Gordo suggested for the department to blend park security during the mid-night hours with Park Safety Specialist staff and Police Officers.

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

APPROVAL OF BUDGET AMENDMENT TRANSFERRING $120,000 FROM THE HOUSING DEPARTMENT'S FISCAL YEAR 2024 OPERATING BUDGET TO THE PUBLIC HEALTH DEPARTMENT'S FISCAL YEAR 2024 OPERATING BUDGET TO PROVIDE WEATHER-ACTIVATED MOTEL VOUCHER SERVICES

Chair Gordo introduced the item and Miguel Márquez, City Manager, introduced Jennifer O'Reilly-Jones, Program Coordinator III, who provided a PowerPoint presentation.

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

AUTHORIZE CITY MANAGER TO AMEND CONTRACT NO. 9706-3 WITH NORTON SIMON MUSEUM TO INCREASE ANNUAL LANDSCAPE MAINTENANCE CONTRACT BUDGET FROM $159,756 TO $328,226 ANNUALLY SUBJECT TO ANNUAL CONSUMER PRICE INDEX INCREASE

Chair Gordo introduced the item and Miguel Márquez, City Manager, introduced Brenda Harvey-Williams, Assistant City Manager, who provided a PowerPoint presentation and responded to questions.

Councilmember Hampton requested for staff to confirm with the Pasadena Unified School District that students are still participating in field trips to the Norton Simon Museum.

Chair Gordo agreed with Councilmember Hampton in the importance that PUSD students are attending the Norton Simon and that clear evidence of their participation is documented. If that information is not being tracked, he asked that moving forward it is tracked and reported on an annual basis. Along with the number of PUSD student participation, outreach efforts to local public schools should be tracked.

Vice Mayor Williams added that data should be collected on how the Norton Simon is making it accessible for those that are unable to attend due to cost, such as seniors. Councilmember Hampton agreed and suggested for transportation to the museum to be provided.

The item did not receive approval to move to the City Council and was tabled for a future Finance Committee Meeting.

AMENDMENTS TO THE FISCAL YEAR 2024 GENERAL FEE SCHEDULE TO REVISE AND ADD AQUATICS FEES

Chair Gordo introduced the item and Miguel Márquez, City Manager, introduced Koko Panossian, Director of Parks, Recreation & Community Services, who provided a PowerPoint presentation and responded to questions.

Councilmember Hampton expressed gratitude for the adjustments to the fee schedule and thanked staff for their efforts.

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)

AMENDMENT TO FISCAL YEAR 2024 CAPITAL IMPROVEMENT PROGRAM TO APPROPRIATE $1,000,000 IN GENERAL FUND FOR WORK AT THE YWCA BUILDING

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

Public Speaker Ann Scheid expressed concern over the deteriorating condition of the YMCA building, in particular the roof, the swimming pool, and the columns in the basement. Ms. Scheid suggested for the building to be converted into office space.

Chair Gordo shared that there is an exclusive negotiation agreement with HRI Properties (HRI). Miguel Márquez, City Manager, shared that after supreme court approval, HRI plans to move forward with converting the building to a hotel. The estimated time for the negations to conclude is six-months to one year.

Councilmember Hampton asked if the roof issues are being addressed such as the quality of the tarp. Mr. Olmos stated that a heavier duty tarp was recently placed on the roof and that previously the issue was with the sun deteriorating the tarp. The new tarp should hold up until the City transfers maintenance or operations to HRI.

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)

AUTHORIZE THE CITY MANAGER TO ENTER INTO A CONTRACT WITH HORIZONS CONSTRUCTION COMPANY INTERNATIONAL INC., FOR VIÑA VIEJA PICKLEBALL COURTS – PHASE 1 PROJECT FOR AN AMOUNT NOT-TO-EXCEED $544,848 AND AMENDMENT TO THE FISCAL YEAR 2024 CAPITAL IMPROVEMENT PROGRAM

Chair Gordo introduced the item and Hayden Melbourn, Principal Engineer, provided a PowerPoint presentation and responded to questions.

Councilmember Hampton requested for confirmation that the contract had gone through Sourcewell. Mr. Melbourn stated that it was after the bids in the response to the Request for Proposal (RFP) came in very high, he also indicated several tasks were removed prior to reaching out to Sourcewell.

Councilmember Hampton suggested for staff to first reach out to Sourcewell to get pricing on future projects and then release an RFP based on the figures received from Sourcewell. This will allow for local vendors to bid on projects that otherwise would be out of their reach. Mr. Hayden stated it is always the departments' goal to reach out to local vendors first, before reaching out to Sourcewell.

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)

ANNUAL ADJUSTMENTS TO THE FISCAL YEAR 2024 SCHEDULE OF TAXES, FEES, AND CHARGES RELATED TO NEW YEAR'S DAY AND THE ROSE BOWL

Chair Gordo introduced the item and Matthew Hawkesworth, Director of Finance, gave a brief outline of the item and introduced Byanca Banaga, Senior Administrative Analyst.

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)

QUARTERLY INVESTMENT REPORT - QUARTER ENDING SEPTEMBER 30, 2023

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

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: Councilmember Hampton)

INFORMATION ONLY

APPROVAL OF INTERNAL AUDIT PLAN FOR FY 2024/2025

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

Vice Mayor Williams asked if the Pasadena Rental Housing Board becoming a City Department would make them eligible to be part of next year's audit report. Ms. Holden responded that the staff of the board are auditable since they will now report to the City Manager.

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

FINAL REPORT FOR THE AUDIT OF THE CITY OF PASADENA AS PROGRAM ADMINISTRATOR OF THE FOOTHILL WORKFORCE DEVELOPMENT BOARD

Chair Gordo introduced the item and Ruthe Holden, Internal Audit Manager, introduced Denise Callahan, TAP International, Inc., who provided a PowerPoint presentation and responded to questions.

Councilmember Hampton inquired about the structure of the Foothill Workforce Development Board (FWDB) and the Pasadena Rental Housing Board. Councilmember Hampton also inquired about the low participation rate while receiving State designation for the FWDB as a high performing board. Ms. Callahan explained that the state is looking at a different set of criteria in making their designation.

Chair Gordo asked about a few items of concern, such as a decline in program participation, stated that the internal controls are very important in particular related to complying with the provisions of the Joint Powers Agreement, asked for an explanation of the segregation of duties being recommended, and about the submittal of supporting documents in order to receive timely payments. Lastly, Chair Gordo requested for updates to the Finance/Audit Committee as the recommendations to internal controls are being implemented.

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

INTRODUCTION TO ENTERPRISE RISK MANAGEMENT

The item has held for the following Finance Committee Meeting

SWAP ANALYSIS

The item has held for the following Finance Committee Meeting

ADJOURNMENT

On the order of the Chair, the special meeting of the Finance/Audit Committee was adjourned at 4:38 p.m.

ATTEST:

Victor M. Gordo

Mayor Victor Gordo, Chair
Finance/Audit Committee

Gloria Acevedo

Gloria Acevedo
Recording Secretary