CITY OF PASADENA
FINANCE/AUDIT COMMITTEE MINUTES
PASADENA CITY HALL
100 NORTH GARFIELD AVENUE
CITY HALL COUNCIL CHAMBER S249
MAY 6, 2024
SPECIAL MEETING

OPENING

Chair Gordo called the special meeting of the Finance/Audit Committee to order at 3:40 p.m.

ROLL CALL:

Mayor Victor M. Gordo (Chair)
Councilmember Tyron Hampton (Arrived at 3:45)
Councilmember Felicia Williams

Staff:

Miguel Márquez, City Manager
Brenda Harvey-Williams, Assistant City Manager
Javan Rad, Chief Assistant City Attorney
Matthew Hawkesworth, Acting Assistant City Manager/Director of Finance
Kris Markarian, Deputy Public Works Director/City Engineer
Tiffany Jacobs-Quinn, Director Human Resources
Michael Paliwoda, Principal Human Resources Analyst
Brady Griffin, Human Resources Manager
Trisha Tucker, Human Resources Manger
Vanna Lesh, Benefits Supervisor
Armine Trashian, Controller
Tim Park, Budget Administrator
Rachelle Razon, Senior Administrative Analyst
Flora Karmiryan, Principal Administrative Analyst
Denise Garcia, Acting Management Analyst IV
Ozzie Aranda, Management Analyst II
Lisa Derderian, Public Information Officer
Yosio Montes, Public Information Coordinator III
Phyllis Hallowell, Acting Assistant to the City Manager
Gloria Acevedo, Recording Secretary

NEW BUSINESS:

FISCAL YEAR JUNE 30, 2023, SINGLE AUDIT REPORT AND SAFE, CLEAN WATER PROGRAM (SCW PROGRAM) AUDIT REPORT

Chair Gordo introduced the item and Matthew Hawkesworth, Acting Assistant City Manager/Director of Finance, provided a PowerPoint presentation.

It was moved by Councilmember 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)

DIRECT THE CITY ATTORNEY TO PREPARE AN ORDINANCE TO AMEND PASADENA MUNICIPAL CODE CHAPTER 4.100 TO CONFORM TO RECENT CHARTER AMENDMENT ADDRESSING THE ANNUAL POWER FUND TRANSFER TO THE GENERAL FUND

Chair Gordo introduced the item and Matthew Hawkesworth, Acting Assistant City Manager/Director of Finance, provided a PowerPoint presentation.

It was moved by Councilmember 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)

BUDGET WORKSHOP FY 2025 RECOMMENDED OPERATING BUDGET

HUMAN RESOURCES

Matthew Hawkesworth, Acting Assistant City Manager/Director of Finance, introduced the item and Tiffany Jacobs-Quinn, Director of Human Resources, provided a PowerPoint presentation and responded to questions.

Councilmember Hampton shared his thoughts on the importance of reaching out to all departments and building relationships with employees, as this becomes an opportunity to ensure employees are happy and working in a safe environment. He also asked that data regarding recruitment efforts be shared with the City Council once it becomes available and suggested for the development of employee wellness programs.

Chair Gordo asked about status of the Workers Compensation claims and if the City is providing ergonomic training. Miguel Márquez, City Manager, shared that Workers Compensation claims were trending down, and the fund is well funded. Ms. Jacobs-Quinn shared that departments provide ergonomic assessments especially when new employees are hired.

CITY MANAGER'S OFFICE

Matthew Hawkesworth, Acting Assistant City Manager/Director of Finance, introduced the item and Brenda Harvey-Williams, Assistant City Manager provided a PowerPoint presentation and responded to questions.

Councilmember Hampton inquired about the number of Realizing Opportunities through Skillful Employment (ROSE) interns the City will hire this summer. Ms. Harvey-Williams responded that the City is in the process of assessing the number of slots available for ROSE interns.

INFORMATION ONLY:

ROSE BOWL OPERATING COMPANY FINANCIAL UPDATE

Matthew Hawkesworth, Acting Assistant City Manager/Director of Finance, introduced the item and gave a brief overview.

Chair Gordo commented on the positive financial forecast for the Rose Bowl Operating Company (RBOC).

Councilmember Hampton asked if the golf operations at the RBOC will reflect an upward trend under the new management company, Troon Golf LLC. Mr. Hawkesworth responded that it is the hopes of the RBOC to see a continued upward trend towards golf. Staff from the RBOC will provide a presentation to the Finance Committee at the next meeting and can provide a more detailed response.

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

PASADENA CENTER OPERATING COMPANY FINANCIAL UPDATE

Matthew Hawkesworth, Acting Assistant City Manager/Director of Finance, introduced the item and gave a brief overview.

Chair Gordo commented on the positive financial forecast for the Pasadena Center Operating Company.

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

FY 2024 CAPITAL IMPROVEMENT PROGRAM - THIRD QUARTER MONITORING REPORT

Matthew Hawkesworth, Acting Assistant City Manager/Director of Finance, introduced the item and Denise Garcia, Acting Management Analyst IV, gave a brief overview.

Councilmember Hampton asked about the leak in the kitchen of the Alkebu-Lan Cultural Center given the project is listed as completed. Kris Markarian, Deputy Public Works Director/City Engineer will investigate and provide an update.

Following a brief discussion, on the order of the Chair and consensus of the Finance/Audit 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 4:24 p.m.

ATTEST:

Mayor Victor Gordo, Chair
Finance/Audit Committee

Gloria Acevedo
Recording Secretary