



**CITY OF SOUTH PASADENA
FINANCE COMMISSION**

**MINUTES
SPECIAL MEETING
THURSDAY, JULY 24, 2025, AT 6:30 PM**

CALL TO ORDER:

The Meeting of the South Pasadena Finance Commission was called to order by Chair Giulioni Jr. on Thursday, July 24, 2025, in the Amedee O. "Dick Richards Jr. Council Chambers 1414 Mission Street, South Pasadena, California.

ROLL CALL:

PRESENT

Chair	Peter Giulioni Jr.
Commissioner	Cynthia Quade
Commissioner	Rene Rubin
Commissioner	Nevin Stanton-Trehan
Mayor	Janet Braun

Tatiana Fernandez, Management Analyst, announced a quorum.

DIGNITARIES AND CITY STAFF PRESENT:

William Castrillon, Budget and Purchasing Manager, Nick Kimball, Assistant City Manager / Chief Financial Officer (CFO), and Todd Hileman, City Manager, were present at Roll Call.

PUBLIC COMMENT

1. PUBLIC COMMENT – GENERAL (NON-AGENDA ITEMS)

In Person Comments: None

Zoom Comments: None

CONSENT CALENDAR OPPORTUNITY TO COMMENT ON CONSENT

2. MINUTES FROM MEETINGS ON 3/27/2025 AND 5/8/2025

Motion: Chair Giulioni

Second: Commissioner Stanton-Trehan
Votes: Ayes 4 – Nays 0
Item No. 2: Approved

In-Person Comments: None

Zoom Comments: None

ACTION/DISCUSSION

3. MONTHLY INVESTMENT REPORTS FROM MARCH TO MAY

Moved to review in the next Finance Commission meeting.

4. UPDATE OF FUND BALANCE FOR ALL FUNDS EXCLUDING GENERAL FUNDS

The Assistant City Manager / CFO provides an overview of the fund balances, including unaudited beginning balances, projected revenues, estimated expenditures, and projected ending balances. LSL has completed the progress report for FY 2023-2024, completing accounting reconciliation and fund balances.

Kelly Telford from LSL discusses the reliability of the projected ending balances for FY 2024-2025 and the impact of receivables and project completions on fund balances.

The City Manager's Office is awaiting the completion of the audit for FY 2023-2024 and is beginning to prepare for the FY 2024-2025 audit in the fall.

The Commission provided recommendations to evaluate the current budgeting and financial software. The Finance Department is planning to evaluate the upgrade of the current system to the cloud and include the payroll and budget modules.

5. REVIEW OF PROPOSED FY 2025-2026 OPERATIONS BUDGET

The Finance Department presents the proposed budget, emphasizing the importance of a balanced budget. The general fund budget for 2025-2026 is \$42.5 million, with revenues exceeding expenditures by \$50,000. This may change throughout the budget review process.

The directors presented their department's operational budget overview, enhancements, and staffing updates. Commissioners asked questions regarding training, equipment, and staffing to manage CIP. Departments are addressing understaffing issues by aggressively recruiting for new positions and adjusting salaries, without adding headcount.

For the upcoming fiscal year, the Commission recommends that the Finance department include Key Performance Indicators in the budget process, provide monthly budget reports, and schedule the budget review process in advance.

COMMUNICATIONS

6. **CITY COUNCIL LIAISON COMMUNICATIONS**

7. **COMMISSIONER COMMUNICATIONS**

8. **STAFF LIAISON COMMUNICATIONS**

ADJOURNMENT

Chair Giulioni Jr. adjourned the meeting at 8:50 PM.