



CITY OF SOUTH PASADENA FINANCE COMMISSION

MINUTES REGULAR MEETING THURSDAY, NOVEMBER 20, 2025

CALL TO ORDER:

The Meeting of the South Pasadena Finance Commission was called to order by Chair Stanton-Trehan on Thursday, November 20, 2025, Library Community Room, 1115 El Centro Street, South Pasadena, California.

ROLL CALL:

<u>PRESENT</u>	Chair	Nevin Stanton-Trehan
	Vice-Chair	Cynthia Quade
	Commissioner	Peter Giulioni
	Commissioner	Y-Le Ho
	Commissioner	Renee Rubin
	Commissioner	Nevin Stanton-Trehan

Tatiana Fernandez, Management Analyst, announced a quorum.

DIGNITARIES AND CITY STAFF PRESENT:

Joan Powe, Procurement Contracts Administrator, William Castrillon, Budget and Purchasing Manager, Tim Scholefield, Information Technology, Mark Siegfried, Accounting Manager/Controller, and Systems Manager, Nick Kimball, Assistant City Manager/CFO, Mayor Janet Braun, and Zhen Tao, City Treasurer, were present at Roll Call.

PUBLIC COMMENT

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

In Person Comments:

J. Betta spoke regarding the improvements in the Finance Department and welcomed Mark Siegfried, Accounting Manager/Controller, to the City.

Zoom Comments: None

CONSENT CALENDAR OPPORTUNITY TO COMMENT ON CONSENT

Items listed under the Consent Calendar are considered routine in nature and will be enacted by motion unless a public comment has been received or a commissioner request otherwise, in which case the item will be removed for separate consideration.

Item No. 3 was pulled for separate discussion by Nick Kimball, Assistant City Manager/CFO. A motion was made by Commission Giulioni and seconded by Commissioner Ruben to approve Item No. 2. The motion carried 5-0, by the following vote:

AYES: Giulioni, Ho, Rubin, Quade, Chair Stanton-Trehan
NOES: None.
ABSENT: None.
ABSTAINED: None.

2. MINUTES FROM REGULAR MEETING ON OCTOBER 23, 2025

A motion was made to approve the recommendation on the Consent Calendar as presented in the additional documents.

3. RECEIVE AND FILE THE TREASURER'S REPORT FOR THE MONTH ENDING SEPTEMBER 30, 2025

Presented by Nick Kimball, Assistant City Manager/CFO, who highlights a graph of cash inflows and outflows that need to be revised. The Treasurer recommends removing graphs and presenting the report to the City Council. Commissioners agree with the suggestions. The Finance Department will post once the graphs are removed from the report.

In Person Comments: None

Zoom Comments: None

ACTION/DISCUSSION

4. RECEIVE A PRESENTATION REGARDING AN UPDATED CITYWIDE ECONOMIC OUTLOOK FOR 2026 AND PROVIDE FEEDBACK

Presented by Nick Kimball, Assistant City Manager/CFO, provides an overview of the economic conditions of the federal, state, and local governments, which impact the City's revenue and budget planning. The City's property taxes are 40% of the revenue, and provide a stable income for the City, while sales taxes is a 13% of the General Fund, and quarterly meetings with the contractor, they are expecting a 2% growth. The City has moderate growth compared to other cities in the area.

The City is conducting a fee study and is planning to present changes to the City Council in the Spring.

Despite grant applications and revenue from local measures, the reliance on federal and state governments in the City's budget is minimal.

Commissioners provide feedback on the economic outlook, expressing confidence in the assumptions and asking for regular updates.

In-Person Comments:

J. Betta spoke about the impact of the sales taxes on the budget.

Zoom Comments: None

5. RECEIVE A PRESENTATION REVIEWING THE CITY'S FINANCIAL POLICIES AND RECOMMENDED UPDATES AND PROVIDE FEEDBACK

The Financial Policies and Procedures Manual draft is presented by William Castrillon, Budget and Purchasing Manager. The manual is intended to outline the fiscal responsibilities of all departments, audit controls, and reporting. It is recommended that the policies be reviewed annually. The Finance Commission will review and provide recommendations before presenting them to the City Council for adoption in January 2026.

Commissioners provided comments regarding utility billing rates and collections for delinquent accounts, and challenges of dealing with inactivate accounts. The Commission asked about the transfer of risk.

The Finance department is asking for feedback from Commissioners before January 10 to incorporate into the manual before presenting to City Council as a consent item.

In-Person Comments:

J. Betta spoke about the importance of reviewing the procedures and policies, and how transitions and new staff are responding to the community.

Zoom Comments: None

6. RECEIVE A PRESENTATION ON CYBERSECURITY EFFORTS AND FINANCIAL SYSTEM CONTROLS AND PROVIDE FEEDBACK

Presented by Tim Scholefield, Information Technology and Systems Manager, who spoke about the importance of cybersecurity and the national best practices used by the City. There was a discussion on the impact of security breaches and the need for robust cybersecurity measures. Mr. Scholefield outlines the policies and controls in place to protect the City's financial systems and data.

During the Cybersecurity Awareness Campaign and Training campaign was run with 100% participation across all city departments, which included training elements and a phishing campaign to test staff awareness.

The City is dedicated to updating hardware (e.g., switches, routers, servers) and infrastructure (e.g., firewalls, VPN, software upgrades) and implementing multi-factor authentication policies to enhance security.

The shift from capital expenditures to operational expenditures is discussed as a cost-saving measure. The city is redefining its disaster recovery and incident response plans to align with new tools and strategies.

In-Person Comments: None

Zoom Comments: None

COMMUNICATIONS

7. CITY COUNCIL LIAISON COMMUNICATIONS

The City Council reorganization will happen at the second meeting in December, and a new Liaison may be appointed to the Commission. Mayor Braun thanks the Commissioners for their work.

8. STAFF COMMUNICATIONS

9. COMMISSIONER COMMUNICATIONS

ADJOURNMENT

There being no further matters, Chair Stanton-Trehan adjourned the meeting at 8:28 PM to Thursday, November 20, 2025, in the Library Community Room.