CITY OF PASADENA
FINANCE COMMITTEE MINUTES
PASADENA CITY HALL
100 NORTH GARFIELD AVENUE
CITY HALL COUNCIL CHAMBER S249
MAY 8, 2023
SPECIAL MEETING

OPENING

Chair Gordo called the special meeting of the Finance Committee to order at 3:08 p.m.

ROLL CALL

Mayor Victor M. Gordo (Chair)
Councilmember Tyron Hampton
Vice Mayor Felicia Williams (Absent)

Staff:

Miguel Márquez, City Manager
David Reyes, Assistant City Manager
Brenda Harvey-Williams, Assistant City Manger
Theresa Fuentes, Assistant City Attorney
Matthew Hawkesworth, Director of Finance
Tiffany Jacobs-Quinn, Director of Human Resources
Alex Souto, Deputy City Manager
Vic Erganian, Deputy Director of Finance/City Treasurer
Erika Estrada Alvarez, Purchasing Administrator
Ruthe Holden, Internal Audit Manager
Rebecca Takahashi, Senior Internal Auditor
Timothy Park, Budget Administrator
Flora Karmiryan, Principal Administrative Analyst
Byanca Banaga, Administrative Analyst
Lisa Derderian, Public Information Officer
Tiffany Wright, Program Coordinator
Gloria Acevedo, Recording Secretary

NEW BUSINESS

AMERICAN RESCUE PLAN ACT APPROPRIATIONS

Chair Gordo introduced the item and Matthew Hawkesworth, Director of Finance, provided a brief introduction, a PowerPoint presentation, and responded to questions.

Chair Gordo requested clarification of the deadline to spend the funds. Mr. Hawkesworth confirmed the funds will be expended by the end of the fiscal year, with all projects slated for completion by 2026.

Councilmember Hampton requested the allocation of funds for rental housing assistance and asked staff to provide the number of youths

hired by the City during the summer. In addition, he suggested offering a signing bonus as an incentive to attract youth candidates.

Chair Gordo suggested for staff to increase the City's investment in summer youth employment and training program opportunities.

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

BUDGET WORKSHOP FY 2024 RECOMMENDED OPERATING BUDGET

HUMAN RESOURCES

Tiffany Jacobs-Quinn, Human Resources Director, provided a PowerPoint presentation and responded to questions.

Councilmember Hampton asked questions regarding employee morale and what measures the City takes to promote employee appreciation. Ms. Jacobs-Quin responded that the Human Resources Department, along with the City Manager, are actively seeking a vendor to facilitate an employee engagement survey to better assess the needs of the workforce. Councilmember Hampton also requested for staff to provide customer service training to all new employees and suggested including feedback from residents. Lastly, Councilmember Hampton suggested for staff to contact surrounding cities who hire MASH trainees after they complete their two-year training at the City of Pasadena, to see if there is any interest in funding a portion of the program.

Chair Gordo requested a classification and compensation study for the Field Representative position. Ms. Jacobs-Quinn committed to conducting a market study on the position.

FINANCE

Matthew Hawkesworth, Director of Finance, provided a PowerPoint presentation and responded to questions.

Councilmember Hampton mentioned the Doing Business in Pasadena program received positive feedback from the business community. Councilmember Hampton suggested for staff to allow larger projects to be broken down into trade specific sections, giving smaller businesses the opportunity to bid on specific scope of work; making it easier to compete in the request for proposal process. Mr. Hawkesworth will pass along the recommendation to departments who manage construction projects. Lastly, Councilmember Hampton asked staff to

review the payment process for small businesses so that it is easier for them to receive payment upon completion of a project.

Chair Gordo reminded the committee that staff should not lose sight of the checks and balance that are in place to avoid any fraud, while looking to facilitate faster payment to small vendors. Mr. Hawkesworth responded that staff works closely with the City Manager's Office, Internal Auditors Division, to ensure the existing processes have the appropriate safeguards in place.

Following discussion, on the order of the Chair, and by consensus of the Committee, the information was received and filed.

CITY MANAGER – INTERNAL AUDIT AND PUBLIC INFORMATION OFFICE

Brenda Harvey-Williams, Assistant City Manager, provided a PowerPoint presentation and responded to questions.

Councilmember Hampton thanked the City Manager and his staff for all their efforts, he highlighted the work related to audit services and public information content. Chair Gordo echoed Councilmember Hampton's comment.

Following discussion, on the order of the Chair, and by consensus of the Committee, the information was received and filed.

ADJOURNMENT

On the order of the Chair, the special meeting of the Finance Committee was adjourned at 4:30 p.m.

ATTEST:

Victor M. Gordo

Mayor Victor Gordo, Chair
Finance Committee

Gloria Acevedo

Gloria Acevedo
Recording Secretary