CITY OF PASADENA
MEETING OF THE FINANCE/AUDIT COMMITTEE MINUTES
PASADENA CITY HALL
100 NORTH GARFIELD AVENUE
CITY HALL COUNCIL CHAMBER S249
APRIL 13, 2026
SPECIAL MEETING

OPENING Chair Gordo called the special Meeting of the Finance/Audit Committee to order at 4:05 p.m.

ROLL CALL: Mayor Victor M. Gordo (Chair)
Councilmember Rick Cole
Councilmember Tyron Hampton (Arrived at 4:17 p.m.)
Councilmember Gene Masuda

Staff: Matthew E. Hawkesworth, Interim City Manager
Karin Schnaider, Director of Finance
Arnold Lee, Chief Assistant City Attorney
Alex Souto, Deputy City Manager
Tiffany Jacobs Quinn, Director of Human Resources
Michael Paliwoda, Principal Human Resources Analyst
Erika Alvarez, Purchasing Administrator
Antonio Watson, Project Manager
Jenny Cristales-Cevallos, Deputy Director of Transportation
Brent Mau, City Engineer
Phyllis Hallowell, Public Works Administrator
Melissa Gray, Management Analyst IV
Michael Go, Rate Analyst
Karina Garcia, Management Analyst II
Deborah Membreno, Project Manager
Ani Antanesyan, Internal Audit Manager
Steven Andersen, Senior Internal Auditor
Gloria Acevedo, Recording Secretary

Guests: Greg Matayoshi, Principal Consultant, Tap International, Inc. (Remote)

APPROVAL OF MINUTES: It was moved by Councilmember Masuda, seconded by Councilmember Cole, to approve the February 9, 2026, Special Meeting of the Finance Committee minutes meeting (Motion Unanimously carried) (Absent: Councilmember Hampton)

OLD BUSINESS:

FINAL REPORT ON PAYROLL AUDIT

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

Councilmember Cole inquired about the Tyler Munis capabilities in integrating payroll and HR record keeping. Ms. Antanesyan confirmed the integration.

Councilmember Masuda, asked for confirmation that administrative leave is formally being documented. Staff shared the Human Resources Department is working on adding a formal policy to the Manual of Personnel and Administrative Rules.

Chair Gordo commented on a possible resolution for employees impacted by the over reporting related to the group life insurance. Staff is currently reviewing possible resolutions.

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

FINAL REPORT ON STREET PAVEMENT MAINTENANCE PROGRAM AUDIT

Chair Gordo introduced the item, Ani Antanesyan, Internal Audit Manager, provided an overview, and introduced Greg Matayoshi, Principal Consultant, Tap International, Inc., who presented the PowerPoint presentation.

Councilmember Cole was pleased with the quality of the audit, shared his thoughts on the current work that is being done, and asked staff for input on developing an integrated approach to finding cost-effective solutions to address the issues. Brent Maue, City Engineer, acknowledged the needs are greater than the available resources and provided an example of how the department is combining tasks to improve economies of scale.

Chair Gordo appreciated the honest assessment and agreed that street pavement needs to be at the top of Citywide priorities.

Councilmember Masuda agreed with Councilmember Cole, that residents provide feedback about the quality of City streets in particular hot spots.

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

NEW BUSINESS: **APPROVE AMENDMENTS TO FISCAL YEAR 2026 CAPITAL IMPROVEMENT PROGRAM**

Chair Gordo introduced the item and recused himself from items 10 and 12 due to the projects being in close proximity to properties he owns in Pasadena.

It was moved by Councilmember Cole seconded by Councilmember Hampton to approve staff's recommendation and forward the item to the City Council for consideration with the exception of items 10 and 12 (motion unanimously carried) (Absent, none)

It was moved by Councilmember Cole seconded by Councilmember Masuda to approve staff's recommendation on items 10 and 12 and forward the item to the City Council for consideration (motion unanimously carried) (Abstained, Chair Gordo who left the Council chambers)

AMEND FY 2026 OPERATING BUDGET OF THE ECONOMIC DEVELOPMENT DIVISION TO AWARD 2025 DISASTER RELIEF FUNDS FOR MICRO-ENTERPRISES

Chair Gordo introduced the item and Karina Garcia, Management Analyst II, provided a PowerPoint presentation and responded to questions.

Councilmember Hampton expressed concern with the low number of participants, and staff shared that there is consideration to extend the application deadline.

It was moved by Councilmember Hampton, seconded by Councilmember Cole to approve staff's recommendation and forward the item to the City Council for consideration (motion unanimously carried) (Absent, none)

INFORMATION ONLY: **REPORT ON CITY PROCUREMENT- FISCAL YEARS 2023 THROUGH 2025**

Chair Gordo introduced the item and Erika Alvarez, Purchasing Administrator, provided a PowerPoint presentation and responded to questions.

Recording Secretary, Gloria Acevedo shared with the committee that correspondence for this item was received, shared with the committee, posted online and was made part of a public record.

Councilmember Hampton thanked Ms. Alvarez and Antonio Watson, Project Manager, for their outstanding work in outreaching to the business community. He also inquired about the feasibility of breaking

down the scope of larger projects into smaller components to encourage local bidders to participate in the bidding process and asked that the Purchasing Division work with departments who showed low procurement spending. Staff will continue to coordinate with departments.

Councilmember Cole echoed Councilmember Hampton's compliments to staff. He also requested continued discussions on this topic, in particular regarding single-source vendors and obtaining high-quality products/services at a competitive price.

Councilmember Masuda asked about the function of the Emergency Operations Center during the Eaton Fires and for the total dollars spent to support the incident. Ms. Alvarez provided several examples of items procured to support the Eaton Fire.

Chair Gordo expressed concern with supply issues in particular with high ticket items such as transformers, he encouraged staff to stay vigilant and invest in securing adequate quantities are available in consideration of uncertainties, including the possibility of a war. Staff shared their coordination efforts with the departments.

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

FY 2026 CAPITAL IMPROVEMENT PROGRAM - THIRD QUARTER MONITORING REPORT

The item was held to the next Finance Committee Meeting.

ADJOURNMENT:

On the order of the Chair, the special meeting of the meeting of the Finance/Audit Committee was adjourned at 5:07 p.m.

ATTEST:

Victor M. Gordo

Mayor Victor M. Gordo, Chair
Finance/Audit Committee

Gloria Acevedo

Gloria Acevedo
Recording Secretary