CITY OF PASADENA
MEETING OF THE FINANCE COMMITTEE MINUTES
PASADENA CITY HALL
100 NORTH GARFIELD AVENUE
CITY HALL COUNCIL CHAMBER S249
JULY 21, 2025
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 Rick Cole
Councilmember Tyron Hampton (Absent)
Councilmember Gene Masuda

Staff: Brenda Harvey-Williams, Assistant City Manger
Arnold Lee, Chief Assistant City Attorney
Armine Trashian, Controller
Greg de Vinck, Director of Public Works
Brent Maue, Acting City Engineer
Adema, Daniel, Public Works Superintendent
Phyllis Hallowell, Public Works Administrator
Tiffany Chen, Acting Principal
David Reyes, General Manager
James Wong, Director of Housing
Jennifer O'Reilly-Jones, Program Coordinator III
Flora Karmiryan, Principal Administrative Analyst
Byanca Banaga, Senior Administrative Analyst
Alexander Hernandez, Assistant to the City Manager
Judith Dunaway, Acting Director of Public Health
Elizabth Tayor, Acting Division Manager for Environmental Health
Gloria Acevedo, Recording Secretary

APPROVAL OF MINUTES: It was moved by Councilmember Cole, seconded by Councilmember Masuda, to approve the June 23, 2025, Special Meeting of the Finance Committee and the July 14, 2025, Cancellation Notice (Motion Unanimously carried) (Absent Councilmember Hampton).

NEW BUSINES:

AUTHORIZE THE CITY MANAGER TO ENTER INTO A CONTRACT WITH LOS ANGELES TRUCK CENTERS, LLC DBA VELOCITY VEHICLE GROUP TO PURCHASE NINE BATTLE MOTORS LET2 ELECTRIC HEAVY-DUTY TRUCKS, FOR A TOTAL AMOUNT NOT-TO-EXCEED $5,116,060 AND AMEND THE FISCAL YEAR 2026 PUBLIC WORKS OPERATING BUDGET BY APPROPRIATING $2,340,000 FROM THE EPA CLEAN HEAVY-DUTY GRANT PROGRAM

Chair Gordo introduced Assistant City Manager, Brenda Harvey-Williams who introduced, Greg de Vinck, Director of Public Works, who provided a PowerPoint presentation and responded to questions. Councilmember Cole thanked Mr. de Vinck for a thorough presentation and asked about staff's ability to make larger repairs on these vehicles. Mr. de Vinck expressed concern given the technology is rather new; however, acknowledged, there will be a future need for staff to provide advanced repairs.

Councilmember Masuda inquired about obtaining parts for the new vehicles, since currently that is a great concern with the existing fleet. Mr. de Vinck shared it is difficult to predict what parts may be needed in the future; however, the life of the new vehicles is estimated to be ten years, and many parts are covered by the warranty. He also pointed out that service contracts with the manufacture will be kept.

Chair Gordo suggested for staff to obtain training/certifications that will enable all in-house repairs, in particular when there are long wait times for repairs by the manufacture.

It was moved by Councilmember Cole, seconded by Councilmember Masuda, to approve staff's recommendation and forward the item to the City Council for consideration. (Motion unanimously carried) (Absent: Councilmember Hampton)

AUTHORIZE THE CITY MANAGER TO ENTER INTO A CONTRACT WITH DOKKEN ENGINEERING, INC. IN THE AMOUNT OF $1,637,058 FOR 1) PREPARATION OF THE ENVIRONMENTAL DOCUMENT AND PRELIMINARY ENGINEERING (PHASE 1A) IN AN AMOUNT NOT TO EXCEEED $781,185 AND 2) PREPARATION OF PLANS, SPECIFICATIONS, AND ESTIMATES (PHASE 1 B) IN AN AMOUNT NOT TO EXCEED $855,873 FOR THE SAN RAFAEL BRIDGE SEISMIC RETROFITPROJECT, AND AMENDMENT TO THE FISCAL YEAR 2026 CAPITAL IMPROVEMENT PROGRAM BUDGET

Chair Gordo introduced the item and Greg de Vinck, Director of Public Works, introduced Brent Maue, Acting City Engineer, who provided a PowerPoint presentation and responded to questions.

Councilmember Cole and Chair Gordo expressed concern regarding only one vendor responding to the bid, given the number of local engineering firms. The sole bidder previously provided services for the last City bridge work. Tiffany Chen, Acting Principal, shared that the bid received attention from ten firms who attended the pre-proposal meeting; however, due to the complexity of the San Rafael bridge, only the vendor with experience in working with this type of bridge submitted a proposal.

It was moved by Councilmember Cole, seconded by Councilmember Masuda, to approve staff's recommendation and forward the item to the City Council for consideration. (Motion unanimously carried) (Absent: Councilmember Hampton)

AMEND THE HOUSING DEPARTMENT'S FISCAL YEAR 2026 OPERATING BUDGET BY RECOGNIZING AND APPROPRIATING $100,000 IN THE OTHER HOUSING FUND; AUTHORIZE THE CITY MANAGER TO ENTER INTO A CONTRACT WITH THE CITY OF LOS ANGELES IN THE AMOUNT OF $398,830 TO CONTINUE TO PROVIDE HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS TENANT-BASED RENTAL ASSISTANCE

Chair Gordo introduced Assistant City Manager, Brenda Harvey-Williams who introduced, Jennifer O'Reilly-Jones, Program Coordinator III, who provided a PowerPoint presentation and responded to questions.

Councilmember Cole asked if there is a greater need for services than the 16 households that will be served with this action and if those that need the service, but do not receive it, become more likely to experience homelessness. Ms. O'Reilly-Jones responded that there is a greater need than what the program can serve, and many individuals are already experiencing homelessness. Councilmember Cole requested additional information on the number of households that are in need of services.

Councilmember Masuda thanked Ms. O'Reilly-Jones for the report and commented that with this action the City only is only doing a portion of the work, alongside other partners.

It was moved by Councilmember Masuda, seconded by Councilmember Cole, to approve staff's recommendation and forward the item to the

City Council for consideration. (Motion unanimously carried) (Absent: Councilmember Hampton)

AMENDMENT TO THE FISCAL YEAR 2026 GENERAL FEE SCHEDULE

Chair Gordo introduced and Judith Dunaway, Acting Director of Public Health, who provided a PowerPoint presentation and responded to questions.

Councilmember Cole asked how the department is evaluating complaints and if the process has led to policy changes. Elizabth Tayor, Acting Division Manager for Environmental Health, provided the response time for environmental health and plan check applications/inquiries, and shared that a part time Plan Checker has been hired to ensure response times are within the mandated timeframe. Councilmember Cole asked the department to consider striking a balance on risk when establishing regulations.

Chair Gordo shared that during the recent pandemic, his office received many compliments on the swift response form the Public Health Department. He shared the importance to explain rationale for hyper focus on certain topics. He also expressed that caution should be taken when considering deviating from regulations.

Councilmember Masuda shared his district was asked not to provide cookies and soft drinks, and healthy snacks and water are now served at community events.

It was moved by Councilmember Masuda, seconded by Councilmember Cole, to approve staff's recommendation and forward the item to the City Council for consideration. (Motion unanimously carried) (Absent: Councilmember Hampton)

SUPPORT THE ESTABLISHMENT OF AN IMMIGRANT ASSISTANCE FUND AND AMEND THE CITY'S FISCAL YEAR (FY) 2026 OPERATING BUDGET BY $100,000 TO CONTRIBUTE SEED FUNDING FOR THE FUND

Chair Gordo introduced the item and Assistant City Manager, Brenda Harvey-Williams, introduced Alexander Hernandez, Assistant to the City Manager, who provided a PowerPoint presentation and responded to questions.

Chair Gordo reiterated, the action is to provide seed money and to challenge the entire community, businesses, non-profits and foundations to do join the effort in helping families that have been directly impacted.

Councilmember Cole thanked staff for working with the Pasadena Community Foundation and moving the item forward. Councilmember Cole also thanked the Mayor and echoed his comments on this being a community effort. Lastly, he proposed a motion for the City to add $20, 000 as a matching contribution at the sole discretion of the City Manager, if funds are available, and contributions from outside non-profit organizations reach $200,000.

Chair Gordo suggests the motion for the additional matching contribution to be permissive, allowing the City Manager to make the final decision.

Councilmember Masuda agrees with the Mayor's suggestion, to give the City Manager sole discretion on the matter.

It was moved by Councilmember Cole, seconded by Councilmember Masuda, to approve staff's recommendation authorizing the City Manager at his sole discretion to potentially add $20,000 in City funding as matching funds, if available, and only if outside non-profit organizations, businesses, and/or individual contributions reached $200,000. Making the potential total authorization by the City Council in the amount of $120,000 of City funds; and forward the item to the City Council for consideration. (Motion unanimously carried) (Absent: Councilmember Hampton)

AUTHORIZE THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH SOUTHERN CALIFORNIA EDISON TO PERFORM SUBSTATION UPGRADE WORK FOR AN AMOUNT NOT-TO-EXCEED $4,551,666, AND AMEND THE FISCAL YEAR 2026 CAPITAL IMPROVEMENT PROGRAM BUDGET FOR THE TRANSMISSION SYSTEM ENHANCEMENTS PROJECT

It was moved by Councilmember Cole, seconded by Councilmember Masuda to approve staff's recommendation and forward the item to the City Council for consideration. (Motion unanimously carried) (Absent: Councilmember Hampton)

ADJOURNMENT: On the order of the Chair, the special meeting of the meeting of the Finance Committee was adjourned at 4:02 p.m.

ATTEST:

Mayor Victor M. Gordo, Chair
Finance Committee

Gloria Acevedo
Recording Secretary