Notice of a Special Meeting of the
FINANCE COMMITTEE and/or CITY COUNCIL
2:00 p.m. – Monday, June 9, 2014
PASADENA CITY HALL - COUNCIL CHAMBERS ROOM S249

Teleconference Location:
The Lodge at Whitefish Lake
Business Center
1380 Wisconsin Avenue
Whitefish, Montana. 59937

NOTICE IS HEREBY GIVEN that a special meeting of the Finance Committee and/or City Council will be held **Monday, June 9, 2014** at **2:00 p.m.** in the **COUNCIL CHAMBERS ROOM S249**, at City of Pasadena City Hall, 100 N. Garfield Ave., Pasadena, California.

1. CALL TO ORDER

2. NEW BUSINESS

3. Continuation of City Manager's Recommended Fiscal Year 2015 Operating Budget Public Hearing

   Department Presentations:

   1. RBOC
   2. PCOC (To be heard at 3:30 p.m., or thereafter.)
   3. PCAC
   4. Human Resources
   5. City Attorney
   6. City Clerk
   7. City Council
   8. City Manager
   9. Finance

4. ADJOURN SPECIAL MEETING

BILL BOGAARD
Mayor

TERRY TORNEK
Chair, Finance Committee

Note to the public: ***Public comment is limited to items on this agenda. An opportunity for public comment will be provided when the items are discussed. Please limit comments to no more than three minutes.***

This notice, in its entirety, was posted at City Hall and distributed as indicated below by 5:30 p.m. on Thursday, June 5, 2014.

Lori Eubanks, Recording Secretary
Finance Committee

Distribution:

City Council	Los Angeles Times	City Manager
Star-News	City Attorney	Pasadena Weekly
City Clerk	La Opinion	Main Library
Pasadena Journal	Council Chambers Bulletin Board	City Hall Front Kiosk

DEPARTMENT OF FINANCE

June 9, 2014

TO: Honorable Mayor and City Council

FROM: Andrew Green, Director of Finance V.E

SUBJECT: Follow-up from June 2, 2014 Special Finance Committee/City Council Meeting

This memo is follow-up to questions posed by City councilmembers at the June 2, 2014 special meetings regarding the Fiscal Year (FY) 2015 Recommended Budget. If you have additional questions or need more information, please let me know.

Housing Department

1) ***Public Comment:***
   a) ***The Housing Department is only open to the public 40 percent of the week. What other departments have that kind of face time available?***

Response:
Housing staff has been reduced nearly 50 percent in the last four years. As a result, Housing no longer has a full-time public counter receptionist so the public counter is now open two mornings and two afternoons per week. While we acknowledge this is an inconvenience to our clients, in particular our Section 8 clients, we have taken other measures to facilitate their needs. Housing has posted downloadable electronic versions of the most commonly requested Section 8 forms on our website so clients do not need to come into the office to pick them up. Housing staff has been holding monthly annual recertification days and scheduling clients to come in for their required annual recertification on those days and to bring all their required documents to meet with staff. This has made the recertification process more efficient for clients and staff. Prior to these monthly recertification days, the annual recertification process was done via mail and individual appointments. The new process enables the whole process to be complete in one or two visits. We are also getting ready to launch a new online waiting list application system and have implemented a new phone voice messaging system that provides some commonly requested information, automatically, thereby reducing the need for clients to make office visits.

b. When are inclusionary housing, the ordinance, and the possible modifications going to be subject to discussion with the public other than Ed Tech?

Response:
Staff will determine when to schedule these discussions and will address at the June 9, 2014 special Joint Finance Committee/City Council meeting.

c. Provide more information on Section 3 employment opportunities. Is there something set aside for a program for very low income Section 8 individuals?

Response:
Section 3 is required for certain federally funded projects, but there is no set aside specifically for Section 8 individuals. However, Section 8 individuals are able to utilize the One Stop Job Center at 1207 East Green St, Pasadena, CA 91106; 626-584-8395 to search for employment.

d. Regarding city-owned approach; this requires more public input; the non-profits doing this work need more money. Please comment.

Response:
The amount of funding available for developing new affordable housing has been reduced by over 85 percent since 2006. Therefore, the City now receives very little funds each year for housing development. Developers of affordable housing, both nonprofit and for-profit, typically need funding for their new projects in amounts that far exceed what the City receives in new money each year. Due to this reality, the City has to move away from a strategy of developing new affordable housing projects to one of acquiring small individual units or small apartment buildings which is far less expensive than developing new buildings. It should be noted that, most well established affordable housing developers only want to develop projects of medium to large size and are not interested in acquiring or developing very small affordable housing projects as the lack of economies of scale make them financially unfeasible to operate, even for nonprofit developers.

e. Regarding mixed income – there is concern that government monies will be put into mixed income when we don't have enough money for just very low income.

Response:
The City only funds affordable units so if the City funds a mixed income development it only funds the affordable units in that development, not the market rate units.

Human Services and Recreation Department

2) ***Regarding the letter from Partnership for Children, Youth, and Families about early childhood education – staff needs to respond to some of the issues e.g. policy areas raised in the letter distributed at the meeting (attached). Please provide a copy of the City ordinance and some background on this early childhood issue.***

Response:
Staff is researching this issue and should have a response at the June 9, 2014 special Joint Finance Committee/City Council meeting.

Police Department

3) ***Are two HOPE teams adequate, and if not, please provide input.***

Response:
Staff is researching this issue and should have a response at the June 9, 2014 special Joint Finance Committee/City Council meeting.

4) ***Regarding the School Safety Team being spread so thin (six officers on each team) what would be the ideal number of officers for each team?***

Response:
Staff is researching this issue and should have a response at the June 9, 2014 special Joint Finance Committee/City Council meeting.

5) ***AB 109 – Early Release – annual cost to be compliant is $431,000 plus $900,000 - Have you assessed what future the financial impact to the City of Pasadena might be? Has the department assessed what it would cost to have a vigorous and aggressive approach to monitoring these individuals? Please provide more information.***

Response:
Staff is researching this issue and should have a response at the June 9, 2014 special Joint Finance Committee/City Council meeting.

6) ***Public Comment.***

a. **Does the budget include anything for drones or mechanisms to survey the public?**

Response:
Staff is researching this issue and should have a response at the June 9, 2014 special Joint Finance Committee/City Council meeting.

b. Would the Office of Investigative Review continue to look at any officer involved shooting and whether these kinds of funds are included in the budget.

Response:
Staff is researching this issue and should have a response at the June 9, 2014 special Joint Finance Committee/City Council meeting.

c. Claims against the City are reported on at the Council meetings but, what monies are set aside for claims against the Police department or jails in this budget.

Response:
Liability reserves are established based on filed claims only after analysis of the claim.

d. As the FBI becomes one of the community outreach partners, what involvement will the FBI have with the Police Department and what budgetary implications are there?

Response:
Staff is researching this issue and should have a response at the June 9, 2014 special Joint Finance Committee/City Council meeting.

Fire Department

7) Research FY14 Actuals on the Performance Measures 2a, 4a, 5a, and 6a.

Response:
See updated Performance Measures below.

PERFORMANCE MEASURES		FY 2013 Actual	FY 2014 Target	FY 2014 Mid-Yr Actual	FY 2015 Target
Council Goal: Ensure Public Safety					
Objective C. Minimize Fire & Life Safety Hazards in Buildings					
2.a	Number of total institutional, educational and residential care facilities inspected.	255	248	169	265
4.a	Number of total public assembly occupancies inspected.	620	415	129	415
5.a	Number of total business and mercantile occupancies inspected.	1,500	1,310	541	1,310
6.a	Number of total multi-family residential structures inspected.	2,230	1,316	1,245	1,316

Attachment: 1 - Partnership for Children, Youth, and Families Letter

PARTNERSHIP

FOR
CHILDREN
YOUTH
AND FAMILIES

To: Victor Gordo, Councilmember

CC: Pasadena City Council

From: Partnership for Children, Youth and Families

RE: Recommendations from the Regarding Role & Responsibilities for a City of Pasadena Early Learning Coordinator

Date: May 20, 2014

Since 1999, the Pasadena-based coalition of non-profit and public agencies called the Partnership for Children, Youth and Families (PCYF) has been the overarching umbrella for communication and cooperation amongst most of the major local providers of child care, after school and summer academic assistance, enrichment, youth leadership, health and social services. Over the past year, PCYF has been concerned about the gap in coordination and communication that the absence of a dedicated Child Care Coordinator within the City of Pasadena has created. In the meantime, much discussion has resulted from the School/City/Community Work Plan, presenting an opportunity to more collaboratively envision a revised role for this position. PCYF is therefore proactively making a series of recommendations that are aligned with the 1994 Child Care Policy, which has the stated goal: "to assure quality, safe, accessible and affordable childcare for children of all ages as an essential element of an environment that promotes and sustains family life in Pasadena" and the 2014 School/City/Community Work Plan which seeks the results of "early developmental needs of children 0-5 years old will be met; students actively learning in school and in the community; students and families are healthy; and live in safe, stable and supportive environments." The advent of new technology resources (online databases, apps) and newly developed and stronger partnerships creates an opportunity at this juncture to further not only the Child Care Policy but those of School/City/Community Work Plan.

In addition, at all levels of government, increasing opportunities and dollars are being directed to the early years. From Zero to Three, National Center for Infants, Toddlers and Families, ". . .President Obama released his FY 2015 budget proposal, a blueprint for national spending priorities. The Administration

emphasizes expanding opportunities for more young children by providing voluntary access to early learning experiences so they are better prepared to thrive in school and later in life. The President's request sends a clear signal about the priority America should place on infants and young children nationwide." We want our community in Pasadena to be well positioned to take full advantage of these opportunities to support our young children and their families. We believe the position of Early Learning Coordinator is essential to our success in meeting that goal.

Recommendation #1: INFORMATION AND REFERRAL SERVICES

As per Child Care Policy: "The City recognizes that resource and referral information is a benefit to families and employers and will not duplicate the work of existing agencies. The City also recognizes that Options/Child Care Information Service (CCIS) is the only childcare resource and referral agency authorized by the State of California serving the Pasadena area."*

- Coordinator serves as a source of referrals to Options and other children and youth serving organizations for requests that come through the City of Pasadena.
- Coordinator serves as a liaison to Options, the Pasadena Unified School District, and other human and social service agencies to ensure coordination of resource and referrals as recommended by School/City/Community Work Plan Result Teams. Coordinator along with other City of Pasadena staff would be responsible for helping to develop and potentially maintain an inventory of service providers that would supplement existing inventories.
- Coordinator would be responsible for producing material regarding resource and referrals, in multiple languages and accessible online as appropriate, that would be available for distribution in PUSD and other community locations for parents and families.

Recommendation #2: PARTNERSHIPS

"The City of Pasadena will promote and support opportunities for cooperative relationships between businesses, child care providers, public and private community organizations, educational institutions, religious bodies, and other groups. The purpose of the relationships fostered is to develop creative, cost effective and affordable solutions to the problem of accessibility to quality child care within the community."

- Coordinator will serve in a leadership capacity on community coalitions including but not limited to the Pasadena Partnership for Children, Youth & Families and the Options Child Care Center Directors' Alliance and will be in regular communication with PUSD staff
- Coordinator will be responsible for convening meetings and/or participating in discussions regarding how issues and problems regarding children and families within the community can be resolved or alleviated.
- Coordinator will serve as a liaison and information source for PUSD staff, community providers, public and private organizations, educational institutions, religious bodies, and other groups to support training and professional development opportunities related to children and families.
- Recognizing that effective decisions are data driven, the Coordinator will work collaboratively to collect and review data and needs assessments such as the Early Developmental Instrument (EDI) conducted by UCLA in collaboration with PUSD.
- Coordinator will help provide information for grant applications to support collaborative strategies related to children, youth and families in this community.

Recommendation #3: SCHOOL/CITY/COMMUNITY WORKPLAN: Early Developmental Needs are Met for Infants and Children 0 to 5 Years

- Coordinator will provide leadership to the first Working Group of the School/City/Community Work Plan ensuring a plan of action for agreed upon outcomes.
- Specifically, coordinator will provide staffing support for the Early Developmental Needs Working Group including arranging meetings, planning and scheduling, contacting members, follow up and reporting.
- Coordinator will work alongside other SCCWP leadership team members and Working Groups to ensure that goals and strategies are aligned.

Recommendation #4: MODEL EMPLOYER & ECONOMIC BENEFIT

"The City of Pasadena will be a model provider of quality, safe, accessible and affordable child care for its own employees. In order to do so, the City will explore aggressively and comprehensively all options available to meet the child care needs of its employees. Other public agencies in the Community will be encouraged to provide child care for their employees. The City will use its human resources to investigate all possibilities in this effort."

- Coordinator will regularly assess the child care needs of City of Pasadena employees and develop strategies and options for how they could be met. "These may include employee education programs, benefits programs, resource and referral services, and involvement in the direct provision of child care services. Employer support of these activities may involve direct cash investment or the provision on in-kind services. Such support often provides certain tax advantages to the employer and may require no out-of-pocket expenditures."

Recommendation #5: RESOURCE DEVELOPMENT

- Coordinator will "especially work with Pasadena Unified School District, Pasadena City College and other public and private agencies and organization on strategies to promote and facilitate strategies to use under-utilized facilities and properties throughout the Community." This may include efforts to create an early childhood hub for services, currently known as Peoria Place, in the previous Hodges Preschool location in Northwest Pasadena.

Recommendation #6: SCHOOL AGE CHILD CARE

"The City recognizes that care for school-age children during non-school hours (before-school, after-school, holidays and summer vacation) affects the well-being of families and workers. The City will encourage a team effort to continue to provide for school-age child care needs.

- Coordinator processes & monitors the After-School Licensed Child Care subsidy money from City of Pasadena ($40,000 contract a year). Program administered by the Pasadena YMCA.
- As the public/ private partnerships advised by the 1994 policy are deepening, the Coordinator will support this work by being part of the Human Services and Recreation team that works cooperatively cooperate with the PUSD, YMCA, YWCA, Girls and Boys/Girls Clubs, Pasadena Educational Foundation, charter and non-public schools, and other community agencies and other organizations to conduct, assess needs for and eventually develop a community-wide monitoring of after-school and summer recreation and enrichment programs.

Recommendation #7: SPECIAL CONCERNS

'The City of Pasadena will foster and support programs to meet child care needs of special groups. These include infants and children who are sick or have disabilities or other needs for specialized care. The existence of these groups, plus the need for before and after-school care, and extended or drop-in care for shift workers highlight the necessity for a wide range of options and flexibility. These options could include parental leave, flex-time, and job sharing, as well as some family care homes and child care centers prepared to offer quality care on a round-the-clock basis. The City will make concerted efforts to eliminate barriers and develop methods for resolving these problems. Furthermore, partnerships between public and private entities will be pursued to offer health screening for children in child care programs."

- Coordinator will work with the school district, other program providers and businesses to plan for and implement such programs as needed.

Recommendation #8: LEGISLATION

"The City recognizes that early learning is a vital component of emerging federal and state family policies. The City will support actively national and state legislation that is consistent with the intent and goals in this policy."

- Coordinator works in concert with the local Legislators regarding children, youth and family issues. As requested, Coordinator relays information to Department Director for the City Council Legislative Committee on pertinent information regarding proposed early learning legislation.
- Coordinator would communicate across City departments, with PUSD, and community organizations about legislative and policy issues related to early learning and educational support.
- Coordinator may be asked to serve in leadership capacity on commissions and committees including the Los Angeles County Child Care Planning Committee, Los Angeles County Child Care Roundtable, CAEYC, and NAEYC.

Thank you for your consideration of this matter
Sincerely,

Tony Santilena, Chair
Partnership for Children, Youth and Families