CITY OF PASADENA
FINANCE COMMITTEE MINUTES
PASADENA CITY HALL
100 NORTH GARFIELD AVENUE
CITY HALL COUNCIL CHAMBER S249
MARCH 13, 2023
SPECIAL MEETING

OPENING

Chair Gordo called the special meeting of the Finance Committee to order at 3:06 p.m.

ROLL CALL:

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

Staff:

Miguel Márquez, City Manager
David Reyes, Acting Assistant City Manager
Lisa Hosey, Assistant City Attorney
Matthew Hawkesworth, Director of Finance
Vic Erganian, Deputy Director of Finance/City Treasurer
William Huang, Director of Housing
Tim McDonald, Interim Director of Library and Information Services
Carla, Hegwood, Program Coordinator
Jim Wong, Senior Project Manager
Jennifer O'Reilly-Jones, Program Coordinator
Erika Estrada, Purchasing Administrator
Tim Park, Budget Administrator
Gloria Acevedo, Recording Secretary

NEW BUSINESS

AMENDMENT TO THE HOUSING DEPARTMENT'S FISCAL YEAR 2023 OPERATING BUDGET AND APPROVAL OF KEY TERMS OF AMENDMENT TO AGREEMENT NO. 23,651 WITH HHP-FOOTHILL, LLC FOR DEVELOPMENT OF INTERIM HOUSING PROJECT AT 2322 E. FOOTHILL BOULEVARD FOR TRANSITION AGE YOUTH

Chair Gordo introduced the item and William Huang, Director of Housing, provided introductory comments and introduced Jim Wong, Senior Project Manager, who summarized the agenda report through a PowerPoint presentation and responded to questions.

Chair Gordo expressed content for the project remaining in the 300 thousand range and encouraged staff to continue searching

for this type of acquisitions, as it's the best way to acquire affordable housing.

Councilmember Hampton suggested putting out a request for proposal on future projects, to ensure all local vendors are aware of the opportunity to bid. Mr. Huang committed to doing more outreach and informed the Committee, that there is a small pool of vendors who bid on affordable housing, as these projects are not as profitable and come with many restrictions.

Councilmember Hampton requested staff compile a list of eligible occupants who could benefit from onsite job training opportunities. Mr. Huang will reach out to Pasadena City College (PCC) for any interest, since the college is subsidizing the rent for their students, who will occupy this project.

Following a brief discussion, it was moved by Vice Mayor Williams seconded by Councilmember Hampton, to approve staff's recommendation and forward the item to the City Council for consideration. (Motion Unanimously carried) (Absent: None)

AMENDMENT TO THE HOUSING DEPARTMENT'S FISCAL YEAR 2023 OPERATING BUDGET AND AUTHORIZATION TO AMEND CONTRACT NO. 31830 WITH THE FID GROUP DBA FRIENDS IN DEED WITH ADDITIONAL FUNDING FOR THE PROVISION OF MOTEL VOUCHERS

Chair Gordo introduce the item and William Huang, Director of Housing, provided a brief outline and introduced Jenny O'Reilly Jones, Project Manager, who provided a PowerPoint Presentation and answered to questions.

Councilmember Hampton asked if staff had reached out to motels to block out rooms, as a cost saving measure and suggested releasing a request for proposal in the future, so that all hotels/motels were aware of the opportunity to participate. Ms. O'Reilly Jones indicated, that some efforts were being made by some nonprofit organizations, to block out hotels during the cold weather season.

Councilmember Hampton inquired about mobile health benefits for recipients of the hotel vouchers and requested a breakdown of how much funding has been issued to the hotel voucher program, including the administration. The response should be included in a future City Manager Newsletter. City Manager, Miguel Marquez, added that an overall look will be taken of the

program and all metrics will be provided in a future City Manager Newsletter. Ms. O'Reilly Jones added that some nonprofit organizations provide health benefits, as part of support programs already in place.

Following a brief discussion, it was moved by Vice Mayor Williams seconded by Councilmember Hampton, to approve staff's recommendation and forward the item to the City Council for consideration. (Motion Unanimously carried) (Absent: None)

RECOGNIZE AND APPROPRIATE GRANT FUNDS IN THE AMOUNT OF $42,981 FROM THE BLACK GOLD COOPERATIVE LIBRARY SYSTEM TO THE DEPARTMENT OF LIBRARIES AND INFORMATION SERVICES' FISCAL YEAR 2023 OPERATING BUDGET

Chair Gordo introduced the item and Tim McDonald, Interim Director of Library and Information Systems, introduced Carla Hegwood, Program Coordinator, who provided a PowerPoint prestation and responded to questions.

Chair Gordo thanked staff for their efforts in obtaining the grant, as early childhood education is important to the City Council.

Councilmember Hampton inquired about support programs for digital engagement as post pandemic, many families are home schooling their children, causing decreased enrollment at the Pasadena Unified School District (PUSD), as well as some private schools. Ms. Hegwood stated that the Library has a hybrid engagement program and is consistently engaging with all patrons to find their desired method of communication. She added that, the library staff is currently working with PUSD to build a robust communication plan. Councilmember Hampton suggested for staff to include the library's methods of digital communication in a future City Manger's Newsletter or post on the City's/Library's social media pages.

Councilmember Hampton asked about partnership opportunities with PUSD, to offer pre-school enrollment to families of multiple income levels. Ms. Hegwood stated that library staff is in talks with PUSD on the subject.

Following a brief discussion, it was moved by Councilmember Hampton seconded by Vice Mayor Williams, to approve staff's recommendation and forward the item to the City Council for consideration. (Motion Unanimously carried) (Absent: None)

QUARTERLY INVESTMENT REPORT - QUARTER ENDING DECEMBER 31, 2022

Chair Gordo introduced the item and Vic Erganian, Deputy Director of Finance/City Treasurer, provided a PowerPoint presentation and responded to questions.

Vice Mayor Williams inquired about staff's projections on future inflation rates. Mr. Erganian provided a scenario where if inflation were to rise to six percent, that would most likely increase prices and cause the equity markets to decrease. He also reminded the Committee, that the consumer price index is tied nationally to inflation.

Councilmember Hampton asked for verification on whether claimants who were unemployed after six-months were counted in the release of unemployment rates. After some discussion, Matthew Hawkesworth, Director of Finance, will review the qualification numbers and provide a response to the Committee.

Following a brief discussion, it was moved by Vice Mayor Williams seconded by Councilmember Hampton, to receive and file staff's recommendation and forward the item to the City Council for consideration. (Motion Unanimously carried) (Absent: None)

INFORMATION ONLY

CONSUMER PRICE INDEX (CPI) ON CURRENT CONTRACTS

Chair Gordo introduced the item, Matthew Hawkesworth, Director of Finance, introduced Erika Estrada Alvarez, Purchasing Administrator, who provided a PowerPoint presentation and responded to questions.

Chair Gordo asked staff to break down the cost of the projects subject to a price increase by General Fund dollars and special funds and to prepare to factor in a 100% cost recovery model, that allows the City to continue to provide services. Chair Gordo suggested that staff should continue to pursue all opportunities to piggyback on government contracts.

Vice Mayor Williams asked if staff could review the City's current Capital Improvement Projects (CIP) and reprioritize projects, based on their cost. Chair Gordo requested for staff to analyze projects based on the need and to discuss the findings during the CIP budget discussions. Mr. Hawkesworth will share the request with the Public Works Department, who prepares the CIP budget. Ms. Estrada Alvarez shared that language has been

added to bids and contracts, requesting vendors to notify the City, when there is a price reduction.

Councilmember Hampton pointed out that the cost to do business in Pasadena is much higher than other cities and that staff should strongly look at developing methods/programs to give local businesses a competitive advantage. Councilmember Hampton also expressed concern that in not doing so, local businesses will struggle to remain in Pasadena. Mr. Hawkesworth responded that for contracts under $25,000, the City is obligated to give local vendors a preference; however, for larger contracts especially those tied to grant/government funds that have several rules/restrictions, it is far for challenging to grant any advantages. Mr. Hawkesworth reminded the Committee, that local vendors are encouraged to sign up to the City's vendor portal, to receive notifications when the City releases bids. Staff will continue to look for opportunities, that support local business at Councilmember Hampton's request.

Vice Mayor Williams pointed out that, Los Angeles County pays invoices for small business in 15 days and asked if the City could do the same. Mr. Hawkesworth stated that the City already pays invoices as soon as feasible and committed to an internal discussion, on the feasibility of a net 15 option for small businesses.

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

ADJOURNMENT

On the order of the Chair, the special meeting of the Finance Committee was adjourned at 4:33 p.m.

ATTEST:

Victor M. Gordo

Mayor Victor Gordo, Chair
Finance Committee

Gloria Acevedo

Gloria Acevedo
Recording Secretary