

CRA/LA BOND OVERSIGHT COMMITTEE  
Minutes from the Regular Meeting of May 25, 2023

Item 1

Members present: Edwin Gipson, City Administrative Officer, Chair (CAO)  
Chris Espinoza, Chief Legislative Analyst (CLA)  
Steve Andrews, Office of the Mayor (Mayor)

The meeting was called to order at 1:33 pm.

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Public Comments

**DISPOSITION** No public comments

Item 1 Minutes for the regular CRA/LA BOC meeting on March 30, 2023

**DISPOSITION** Item was approved 3-0 with an amendment to item #2 to reflect that the report was approved.

Item 2 Verbal report from the Economic and Workforce Development Department on the on the status of project invoicing and expenditures to date

Mr. Espinoza (CLA) inquired as to why a written report was not available. Jeff Lewis (EWDD) responded that the department is short-staffed in their Financial Management Division. Daysi Hernandez (EWDD) noted that former accounting staff are returning on short-term contracts to assist with the report. Mr. Espinoza and Mr. Gipson (CAO) asked about the timeline for when this staff would start and the duration of their contracts. Ms. Hernandez said these matters are still being determined and noted that retention is a challenge even after new staff is hired. Mr. Espinoza expressed significant concern about the fact that EWDD has been reporting these same challenges for almost a year. Nathan Holmes (CAO) asked if EWDD needed assistance from other BOC staff in resolving these challenges. Ms. Hernandez stated that she would relay concerns about staffing to EWDD executive management. General discussion occurred about the prospect of hiring temporary staff to assist EWDD. Mr. Andrews (MO) echoed the concerns expressed and requested a timeline on when the committee can expect future financial reports. Mr. Andrews also requested the information presented in EWDD's verbal report be included in a supplemental written memorandum to be entered into the record, and asked if EWDD's invoicing was still proceeding apace. Mr. Lewis responded in the affirmative, stating that most invoices are approved within 1-2 days. Mr. Espinoza inquired about whether a reconciliation has occurred to determine savings from completed projects. Mr. Holmes and Mr. Lewis confirmed that while savings are being tracked there has been no formal reconciliation. Mr. Gipson noted that without accurate and timely financial data, it is difficult to make needed decisions for the program. Mr. Holmes promised to provide an update on these cost savings at the next BOC meeting in June.

**DISPOSITION** No action required

Item 3 Verbal report from the Office of the City Administrative Officer on the project watchlist and discussion on expenditure strategy

Nathan Holmes (CAO) provided an update on several projects with significant budgets. General discussion occurred about projects that may be close to completion but will still miss the January 1025 deadline. Mr. Andrews underscored the need to have updated information before making any potential extension requests. Oscar Ixco (CLA) provided updates on the MEND project in CD7 and the reprogramming effort underway in CD13. Mr. Gipson noted that affordable housing projects may be a good option to place funds that are freed up.

**DISPOSITION** No action required

Item 4 Verbal report from the Chief Legislative Analyst on anticipated reprogramming needs

Oscar Ixco (CLA) provided updates four reprogramming efforts in progress, including Allegheny Park funds that are being reprogrammed towards Tobias Park improvements and an additional project to be determined.

**DISPOSITION** No action required.

Item 5                   Adjournment - Next Meeting: June 29, 2023

**DISPOSITION** No action required.

The CAO Chair adjourned the meeting at 2:12 p.m.