

Agenda Report

TO: CITY COUNCIL **DATE: October 23, 2006**
THROUGH: Finance Committee

FROM: CITY MANAGER

**SUBJECT: VARIOUS FISCAL YEAR 2007 OPERATING AND CAPITAL
IMPROVEMENT PROGRAM BUDGET AMENDMENTS,
APPROPRIATIONS AND CONTRACT AWARDS**

RECOMMENDATION

It is recommended that the City Council:

- I) Authorize a journal voucher implementing certain amendments to the fiscal year 2007 Operating and Capital Budgets as detailed in the background section of this report;
- II) Authorize the addition of two FTEs, Planner and a Senior Plans Examiner, to the fiscal year 2007 Operating Budget in the Planning and Development Department;
- III) Authorize a contract with the Heritage Clinic, without competitive bidding pursuant to City Charter section 1002(F) contracts for professional or unique services, for an amount not to exceed \$82,941 to operate the Elder Abuse Advocacy and Outreach Program;
- IV) Amend the fiscal year 2007 Capital Improvement Program budget to include a new project, "North Marengo Avenue Bicycle Boulevard";
- V) Authorize the City Manager to execute necessary Agreements between the City of Pasadena and the State of California in regards to the North Marengo Avenue Bicycle Boulevard project (75703);
- VI) Authorize a \$200,000 increase to the not to exceed amount of contract #18,934 with Modern Parking, Inc. thereby increasing the contract amount from \$4,431,993 to \$4,631,993.

- VII) Extend 5.13 FTEs previously deleted in the FY 2007 operating budget and add 6.97 FTE's to the Public Health Department to allow for the addition of limited term staffing resulting from the receipt of various grants.
- VIII) Authorize an increase to the contract with ALLHealth Security Services in the amount of \$15,000 from \$118,000 to \$133,000 to cover increased personnel costs.

RECOMMENDATION OF THE PLANNING COMMISSION

On September 27, 2006 the Planning Commission found the North Marengo Avenue Bicycle Boulevard project to be in compliance with the General Plan.

BACKGROUND

On June 26, 2006 the City Council adopted the Operating Budget for fiscal year 2007. Subsequent to the adoption of the budget, as is often the case, several items have been identified that necessitate amendments to the budget. Accordingly, the following amendments are recommended for adoption:

Operating Budget Amendments

1. Authorize the addition of 1.0 FTE, Planner, and appropriate \$85,277 (for nine months) to the Planning and Development Department account 101-441000. On September 18, 2006 the City Council approved a declaration of support for the United Nations Urban Environmental Accords. This General Fund position will assist the Department with the implementation of the environmental agreements: convene meetings with the UEA Teams of staff; and provide research and analysis of topics relevant to sustainability. The annual cost of this position is \$94,800.
2. Authorize the addition of 1.0 FTE, Senior Plans Examiner, to the Planning and Development Department account 204-447100. The Department is currently supplementing city plan check staff with outside consultants. The plan check workload has grown such that the number and complexity of plans merits the addition of a permanent staff member. At this level of workload, the addition of an FTE will reduce overall costs and provide better customer service. The Department will reduce the amount expended on consultants by \$108,908 and use the funds to provide these services with a regular FTE.
3. Appropriate \$70,000 from General Fund balance to Planning and Development Department account 101-444100 for a consultant team to provide planning and mapping analysis of sexually-oriented business regulations in the city. On September 11, 2006 the City Council adopted an emergency ordinance establishing a temporary prohibition on the establishment of any new sexually-oriented businesses. During this moratorium period, the city will study its current regulations to determine whether they are adequately addressing city objections.

4. Recognize and appropriate \$2,000 in grant funds from Target Stores, Inc., to Police Department account 101-8101-402500 for the purchase of equipment to be used by investigators in the Detectives Section.
5. Recognize and appropriate \$8,000 from the State of California Historic Preservation Office to the Planning and Development Department account 101-444100. These funds will be used to create a historic context report of significant themes, events, architects and buildings in the city between 1939 and 1965. The report will give city staff a better understanding of the characteristics of significant structures from the period including criteria for evaluation, location patterns, architects and materials. This additional amount brings the total city award to \$20,000.
6. Recognize and appropriate \$90,000 from the State of California, Office of Emergency Services Elder Abuse Advocacy and Outreach Programs to the Police Department budget account 8114-101-402500. Also authorize the issuance of a contract to the Heritage Clinic in the amount of \$82,941; the remainder of \$7,059 will support the Police Department's budget for the grant administrative costs. Grant the proposed contract an exemption from the competitive selection process of the Competitive Bidding and Purchasing Ordinance pursuant to Section 4.08.049(B), contracts for which the city's best interest are served. The Heritage clinic makes an in-kind contribution to the Elder Abuse Advocacy and Outreach Program, as required by the terms of the grant, by providing local office and meeting locations as well as local psychological counseling to senior victims and potential victims. It also provides professional and clerical staff to oversee the program and maintain program records.
7. Appropriate \$156,000 from Paseo Colorado Parking fund balance to account 8114-409-774600 and \$44,000 from Parking Operations fund balance to account 8114-102-774200 to increase contract #18,934 with Modern Parking, Inc. for a total of \$200,000. Authorize a \$200,000 increase to contract #18,934 with Modern Parking, Inc. for unanticipated repairs and maintenance to the Parking and Revenue Control System, the carbon monoxide system and exhaust fans and wall repair of Marengo garage. Also installation of CCTV in all Paseo garages, software upgrade to SKIDATA, office remodel for efficiencies and better customer service and the transfer of monthly parker management to Modern Parking, Inc.
8. Appropriate \$185,000 from Computing & Communications fund balance to account 8114-501-328540 to purchase software licensing and associated hardware that will allow automatic support by the City's GIS system in the event of an equipment failure.

9. Recognize and appropriate \$219,444 in grant funds from the State Office of Traffic Safety, Selective Traffic Enforcement Program to the Police Department Traffic Section account 101-407800. The city has been awarded \$428,827 over two years for this grant program. Of this total, \$219,444 will be used for overtime to employ enforcement and innovative strategies to reduce persons killed and injured in traffic collisions during fiscal year 2007. The remaining grant funds of \$209,383 will be included in the fiscal year 2008 budget appropriations to provide for additional Selective Traffic Enforcement and Education programs supported by the grant.

10. Amend the Public Health Department's operating budget in the amount of \$941,989 for grant funded and fee supported programs as detailed below:
 - a. Recognize and appropriate \$28,983 for MCH Allocation for increased funding to sustain staffing and operating costs at current levels, ensuring accomplishment of scope of work mandated by the State;
 - b. Recognize and appropriate \$54,424 for the Black Infant Health Program for increased funding to sustain staffing and operating costs at current levels, ensuring accomplishment of scope of work mandated by the State;
 - c. Recognize and appropriate \$ 366,616, in the Bioterrorism and Emergency Preparedness for Increased capacity to implement pandemic influenza activities, including planning, training and exercises through addition of increased staffing, specialized supplies and equipment.
 - d. Recognize and appropriate \$147,816 in enhanced outreach and program development activities, including targeted education for HIV/AIDS providers, through additional staff, specialized programmatic supplies, and incentives;
 - e. Recognize and appropriate \$192,699 for the HIV/AIDS Health Education / Risk Reduction and Prevention Case Management to implement a new HIV/AIDS Health Education/Risk Reduction and Prevention Case Management service contract through the additional staff;
 - f. Recognize and appropriate \$ 92,500 for the Maternal and Child Health Clinical Program as a result of merging two clinics (Child Health Clinic and Prenatal Clinic) the Department will realize improved efficiencies and effectiveness which will generate increased allowable reimbursements from MediCal; and ensure adequate staffing levels at all times through the addition of a Registered Nurse; and
 - g. Recognize and appropriate \$58,951 for the Travel and Adult Immunization Clinic for increased capacity to provide immunizations on demand and to enhance revenue by increased Clinic hours which will better meet demand and result in increased revenues. The projected Travel and Adult Immunization Clinic profit for this increase is \$16,000, based on the prior year profit margin and the increased awareness and utilization that will result from enhanced marketing of the Clinic and

additional clinic hours available to the public. This profit will help to fund the Pasadena Healthcare Link.

11. Authorize the Public Health Department to extend the 5.13 FTE's eliminated in FY 2007 as a result of grant monies being renewed as identified above. Secondly, add an additional 6.97 FTE's from new and enhanced grant monies resulting from the receipt of various grants described above. Typically the Department receives grants throughout the fiscal year. These revenues are recognized and appropriated for various purposes. Specifically at this time Council is asked to recognize and appropriate \$941,989. These grants necessitate the hiring of limited term staffing in order to meet grant requirements and mandates. During the fiscal year 2007 operating budget the Department reduced a net of 5.13 vacant FTEs to meet reduced revenue sources and the volatility of anticipated resources; however several of these grants have now been renewed.
12. Authorize an increase to the security services contract with ALLHealth Security Services in the amount of \$15,000 from \$118,000 to \$133,000 to cover the costs of overtime that were not included by staff in the calculation of the maximum amount payable approved by Council on August 14, 2006. The rates charged by the vendor for regular time, overtime and double-time remain the same; however, more overtime and double-time hours than originally estimated will be required to provide coverage for evening programs. The increased cost of the contract will be covered by salary savings in the Administration Division budget which is funded by Health Service Realignment dollars earmarked by the State to support public health operations.

Capital Improvement Program Budget Amendments

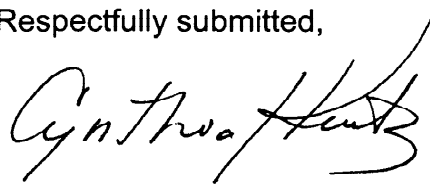
1. Amend the fiscal year 2007 Capital Improvement Program budget to include a new project, "North Marengo Avenue Bicycle Boulevard" (budget account 75703) and recognize and appropriate \$475,000 to the project. The city has been awarded \$450,000 from the State's Bicycle Transportation Account (BTA). An additional \$50,000 from Transportation Development Act (TDA) Article 3 local match spread over the next two fiscal years (\$25,000 a year) will be used as the required match for the BTA award. The project consists of modifying signal equipment and striping at the intersections of Marengo Avenue/Orange Grove Boulevard, and Marengo Avenue/Washington Boulevard. Additional striping and signage on North Marengo Avenue between Orange Grove Boulevard and Washington Boulevard will be installed to delineate for bicycle uses. The project is expected to enhance bicycle uses and provide traffic calming effects on Marengo Avenue in the Northwest Area of the City.

FISCAL IMPACT

The proposed recommendation will result in the following changes:

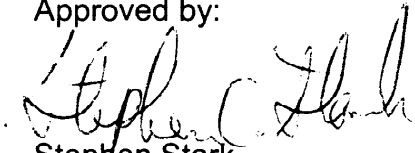
- Increase General Fund FY07 Operating Budget appropriations by \$474,721 and estimated revenues by \$319,444 and decrease General Fund unappropriated fund balance by \$155,277.
- Increase Computing & Communications Fund appropriations by \$185,000 and decrease the unappropriated fund balance by \$185,000.
- Increase Paseo Colorado Parking Fund appropriations and decrease fund balance by \$156,000.
- Increase Parking Operations Fund appropriations and decrease fund balance by \$44,000.
- Increase Capital Improvement Project appropriations and revenues by \$475,000.
- Increase Health Fund estimated revenues and appropriations by \$941,989.

Respectfully submitted,



Cynthia J. Kurtz
CITY MANAGER

Approved by:



Stephen Stark
Director of Finance

Prepared by:



Paula Hanson
Management Analyst V



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7/11/06*

**Disclosure Pursuant to the
City of Pasadena Taxpayer Protection Amendment of 2000
Pasadena City Charter, Article XVII**

Contractor/Organization hereby discloses its trustees, directors, partners, officers, and those with more than a 10% equity, participation, or revenue interest in Contractor/Organization, as follows:
(If printing, please print legibly. Use additional sheets as necessary.)

1. Contractor/Organization Name:

ALLHEALTH (SECURITY SERVICES)

2. Name(s) of trustees, directors, partners, officers of Contractor/Organization:

Officer – Jim Barber, President (213)538-0700
Officer – Scott Twomey, CFO (213)538-0700
Officer – Aviva Truesdell, Senior Vice President (213)538-0700
Board of Directors: Walter Noyce
Craig Bean
Michael Madden
Trustees - NONE

3. Names of those with more than a 10% equity, participation or revenue interest in Contractor/Organization:

ALLHEALTH is a wholly-owned subsidiary of the Healthcare Association of Southern California.

Prepared by: _____ Yvette Nero-Scott for Heidi Petersen-Each _____

Title: _____ Management Analyst 3 _____

Date: _____ August 8, 2006 _____

For office use only: Contract/Transaction No. _____
If not a contract, type of transaction: _____