

Agenda Report

December 13, 2010

TO: Honorable Mayor and City Council

THROUGH: Finance Committee

FROM: Finance Department

SUBJECT: AMENDMENTS TO FISCAL YEAR 2011 ADOPTED BUDGET

RECOMMENDATION:

It is recommended that the City Council amend the Fiscal Year 2011 Adopted Budget as detailed in the Proposed Budget Amendments section of this report which includes the addition of 3.07 Full Time Equivalent Positions (FTEs).

BACKGROUND:

Throughout the fiscal year, budget amendments are recommended to City Council to account for changes in revenues and expenditures that are based on information that was not available when the Fiscal Year (FY) 2011 Operating Budget was adopted on June 21, 2010. The proposed budget amendments are detailed in the following section.

PROPOSED BUDGET AMENDMENTS:

1. Edward Byrne Memorial Justice Assistance Grants

The Edward Byrne Memorial Justice Assistance Grants are awarded by the U. S. Department of Justice to the City's Police Department and are used to help fund the staff assigned to the Youth Accountability Board. The Youth Accountability Board program is an intervention program designed for first-time, non-violent juvenile offenders and enrolls up to 72 juveniles per year. The staff cost related to the Youth Accountability Board are included in the FY 2011 Operating Budget adopted by the City Council. Since the grant revenues were not budgeted, these costs were funded with the unrestricted General Fund revenues. As such, this amendment request only impact revenues. The following actions are necessary for the City to recognize revenues from these grants and increase the unrestricted General Fund balance:

- A. Recognize \$78,388 in 2009 Edward Byrne Memorial Justice Assistance Grant funds from the U. S. Department of Justice to the Police Department's FY

2011 Operating Budget (account 6225-101-402710-91143). Council approved the Memorandum of Understanding with the City of Los Angeles (the designated fiscal agent for the receipt of this grant funding) on July 20, 2009

- B. Recognize \$71,743 in 2010 Edward Byrne Memorial Justice Assistance Grant funds from the U. S. Department of Justice to the Police Department's FY 2011 Operating Budget (account 6225-101-402710-91107). This grant provides direct funding to the City with no intermediary fiscal agent.

2. Homeland Security Grant

Recognize and appropriate the FY2010 carry forward of \$320,273 in Homeland Security Grant to the Police and Fire Department's FY 2011 Budget. The expenditures and revenues were previously approved and budgeted, but not expended during FY2010. The following actions are necessary for the City to recognize revenues from these grants and increase appropriations in the City's Fiscal Year 2011 Police Department Budget:

- A. Increase revenues and appropriations by \$150,263 from the FY 2007 Sub Grantee Homeland Security Grant Program (SHSGP) funds for the Pasadena Health Strategic National Stockpile and Point of Distribution program and the Pasadena Health NIMS/SEMS Emergency Plan program to accounts 6365-230-561000-91132 and 8114-230-561000-91132, respectively.
- B. Increase revenues and appropriations by \$9,157 from the FY 2008 SHSGP funds for the Pasadena Police Radio upgrade project to 6365-230-401000-91140 and 8109-230-401000-91140, respectively
- C. Increase revenues and appropriations by \$53,493 from the FY 2008 SHSGP funds for the Pasadena Police Radio upgrade project to 6365-230-401000-91140 and 8504-230-401000-91140, respectively.
- D. Increase revenue and appropriation by \$67,360 from the FY 2008 UASI (Urban Areas Security Initiative) funds for the Pasadena Fire terrorism response training program to 6367-230-361000-91141 and 8127-230-361000-91141, respectively.
- E. Increase revenues and appropriations by \$40,000 from the FY 2008 08 UASI funds for the Pasadena Police force protection team training to 6367-230-401000-91141 and 8114-230-401000-91141, respectively.

3. California State, Office of Traffic Safety Grant

Recognize and appropriate \$263,000 in grant revenue from the California State Office of Traffic Safety (OTS) to the Police Department's FY 2011 Traffic Section budget. OTS has awarded \$263,000 to the Police Department to conduct driving under the influence (DUI) checkpoints along with speed education and enforcement programs. In addition, the grant provides funding for purchasing equipment and to provide training related to DUI enforcement and education. No matching funds are required for this grant. The following actions are necessary for the City to recognize these grant revenues and increase appropriations in the City's FY 2011 Police Department Budget:

- A. Increase revenues and appropriations of \$244,000 from the OTS grant to 6497-101-407800-91144 and 8011-101-407800-91144, respectively, for Enforcement programs. The program will include:
 - 19 DUI Checkpoints: 8 stationary (\$82,000) and 11 roving DUI saturation patrols (\$52,000) and,
 - Special enforcement details including: 4 Red Light programs; 4 High Collision Intersection programs; 3 Excessive Speed programs; 2 Motorcycle Safety programs; and, 4 special enforcement operations targeting drivers who talk on hand-held cell phones or text at a cost of \$110,000.
- B. Increase revenues and appropriations of \$7,220 from the OTS grant to 6497-101-407800-91144 and 8101-101-407800-91144, respectively, for hand-held devices. Hand-held radar devices will be purchased for use in both the Traffic and Patrol Sections. These devices are used for speed enforcement.
- C. Increase revenues and appropriations of \$7,220 from the OTS grant to 6497-101-407800-91144 and 8101-101-407800-91144, respectively, for hand-held Lidar devices. The devices will be purchased for down-the-road speed-measuring which determines target range and speed based on the time-of-flight of laser light pulses reflected off a target. These devices will also be used for speed enforcement.
- D. Increase revenues and appropriations of \$4,000 from the OTS grant to 6497-101-407800-91144 and 8127-101-407700-91144, respectively, for training and travel expenses for 10 police officers to attend Standardized Field Sobriety Test and Accident Scene Investigation seminars.
- E. Increase revenues and appropriations of \$560 from the OTS grant to 6497-101-407800-91144 and 8101-101-407800-91144, respectively, for DUI Checkpoint Supplies to include cones, portable lights and signs.

4. Recovery Act Justice Assistance Grant

Add 2.75 limited term FTEs (0.25 Police Cadet, 2.50 Youth Advisors) to the Police Department's FY 2011 budget. The revenues and appropriations necessary to support these additional FTEs are already included in the FY 2011 Police Department budget as adopted by the City Council on June 21, 2010. The grant funds Youth Advisors providing guidance and supervision to at-risk youths and Police Cadets hoping to become future law enforcement officers. The remaining grant funding of \$109,387 is sufficient to support the cost of one, part-time Police Cadet for six months (.25 FTE) and five part-time Youth Advisors (2.50 FTEs) for one year.

5. Human Services and Recreation Department Programs

The Human Services and Recreation Department is requesting the following budget amendment:

- A. Recognize and appropriate \$25,000 in the General Fund for the oversight and maintenance of park concession stands, enhancement of publications and department marketing materials, development training for contract recreation staff, and to provide additional youth recreation. The additional costs will be offset by an anticipated increase of \$25,000 in Recreation Contracts revenue (account 6668-101-642000). The increase in appropriations will be allocated to the following accounts: 8101-101-642770 (\$10,500); 8114-101-642770 (\$10,000); 8125-101-642770 (\$3,500); and, 8127-101-642770 (\$1,000).

6. Health Department Programs

The Health Department is requesting the following budget amendments:

- A. Recognize and appropriate \$71,583 in the Health Fund for increased support to core public health emergency preparedness training. Unbudgeted carryover funds from the Bioterrorism Base and Cities Readiness Initiative (BT) are available to increase revenues in account 6364-203-561000-56026 and support the increased appropriation to account 8010-203-561000-56026 (services and supplies).
- B. Recognize and appropriate \$369,754 in the Health Fund to support ongoing dispensing of H1N1 vaccine through clinics and points-of-dispensing, update pandemic response plan and related risk communication plan, and provide training for staff. Unbudgeted carryover funds from the BT Public Health Emergency Response for Novel H1N1 (PHER III) are available to increase revenues in account 6364-203-561000-56026 and support the increased appropriations to various salary and benefit accounts (\$45,000) and services and supplies (\$324,754) in account 8101-203-561000-56026.

- C. Recognize and appropriate \$65,015 in the Health Fund to support general pandemic influenza preparedness activities and oversight. Increased revenue is available through the State Pandemic Influenza program and will be budgeted in account 6502-203-561000-56026. These funds will support the increased appropriations to various personnel and benefit accounts (\$53,000) and service and supplies (\$12,015) 8101-203-561000-56026.
- D. Recognize and appropriate \$150,000 in the Health Fund to undertake policy development and implementation and for working with youth to reduce tobacco use. Increased revenue is available through the TRUST (ARRA – Tobacco Reduction Using Effective Strategies and Teamwork) and will be budgeted in account 6245-203-565000-56729. These funds will support the increased appropriations to various personnel and benefit accounts (\$78,163) and service and supplies (\$71,837) 8101-203-565000-56729.
- E. Recognize and appropriate \$80,711 in the Health Fund to undertake policy development and implementation, working with youth, to increase physical activity and improve nutrition in the community. Increased revenue is available through RENEW (ARRA – Renew Environments for Nutrition, Exercise and Wellness) and will be budgeted in account 6245-203-565000-56728. These funds will support the increased appropriations to various personnel and benefit accounts (\$56,383) and service and supplies (\$24,328) 8101-203-565000-56728.
- F. Add 0.32 FTEs (increase Staff Assistant III by 0.07 FTE from 0.93 FTE to 1.0 FTE and Epidemiologist 0.25 FTE from .75 FTE to 1.00 FTE) to the Health Department's FY 2011 budget. The funding for these FTEs is included in items D through 7 above.

COUNCIL POLICY CONSIDERATION:

The City Council's strategic planning goal of maintaining fiscal responsibility and stability will be advanced through the monitoring of the FY 2011 Operating Budget and implementing any necessary amendments.

FISCAL IMPACT:

Approval of the proposed budget amendments will result in the following changes to the FY 2011 Operating Budget:

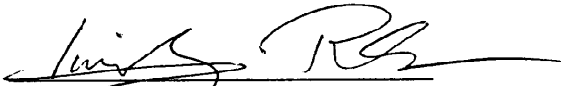
- Increase General Fund (Fund 101) revenues by \$438,131 and appropriations by \$288,000;
- Increase Fire Grant Fund (Fund 230) revenues and appropriations by \$320,273 and appropriations by \$320,273;
- Increase Health Fund (Fund 203) revenues by \$737,063 and appropriations by \$737,063.
- Increase authorized FTEs by 3.07 (2.75 FTEs in the General Fund and 0.32 in the Health Fund).

Respectfully submitted,



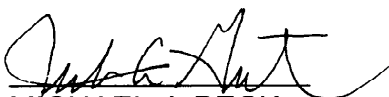
ANDREW GREEN
Finance Director
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Prepared by:



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Approved by:



Fol MICHAEL J. BECK
City Manager

Attachment A

BUDGET AMENDMENT ITEMS	FY 2011 Adopted Budget	\$ Revenue Changes	\$ Expense Changes	FY 2011 Revised Revenue Budget	FY 2011 Revised Exp Budget	FY2011 Adopted FTEs	FTE Changes	FY2011 Revised FTEs
Department Budget Amendments								
1 Edward Byrne Memorial Justice Assistance Grant (Gen Fund)								
FY2011 Revenue - 6225-101-402710-91143	0	78,388	0	78,388	0			
FY2010 Revenue - 6225-101-402710-91107	0	71,743	0	71,743	0			
Total	0	150,131	0	150,131	0	0.00	0.00	0.00
2 Police Dept - Homeland Security Grant (Fire Grant Fund 230)								
FY2007 SHSGP Pasadena Health Emerg Plan - 6365-230-561000-91132	0	150,263	0	150,263	0			
FY2007 SHSGP Pasadena Health Emerg Plan - 8114-230-561000-91132	0	0	150,263	0	150,263			
FY 2008 SHSGP Police Radios Upgrade - 6365-230-401000-91140	0	9,157	0	9,157	0			
FY 2008 SHSGP Police Radios Upgrade - 8109-230-401000-91140	0	0	9,157	0	9,157			
FY2008 SHSGP Radios Upgrade 6365-230-401000-91140	0	53,493	0	53,493	0			
FY2008 SHSGP Radios Upgrade 8504-230-401000-91140	0	0	53,493	0	53,493			
FY2008 UASI Fire Terrorism training - 6367-230-361000-91141	0	67,360	0	67,360	0			
FY2008 UASI Fire Terrorism training - 8127-230-361000-91141	0	0	67,360	0	67,360			
FY2008 Policeteam training - 6367-230-401000-91141	0	40,000	0	40,000	0			
FY2008 Policeteam training - 8114-230-401000-91141	0	0	40,000	0	40,000			
Total	0	320,273	320,273	320,273	320,273	0.00	0.00	0.00
3 Police Dept - California State, Office of Traffic Safety Grant (Gen Fund)								
DUI checkpoint and enforcement - 6497-101-407800-91144	0	244,000	0	244,000	0			
DUI checkpoint and enforcement - 8101-101-407800-91144	5,695	0	244,000	5,695	249,695			
Hand Held Devices - 6497-101-407800-91144	0	7,220	0	7,220	0			
Hand Held Devices - 8101-101-407800-91144	5,695	0	7,220	5,695	12,915			
Hand Held Lidar - 6497-101-407800-91144	0	7,220	0	7,220	0			
Hand Held Lidar - 8101-101-407800-91144	5,695	0	7,220	5,695	12,915			
Training Seminars - 6497-101-407800-91144	0	4,000	0	4,000	0			
Training Seminars - 8127-101-407700-91144	0	0	4,000	0	4,000			
Checkpoint Supplies - 6497-101-407800-91144	0	560	0	560	0			
Checkpoint Supplies - 8127-101-407800-91144	363	0	560	363	923			
Total	17,448	263,000	263,000	280,448	280,448	0.00	0.00	0.00
4 Police Dept - Recovery Act Justice Assistance Grant (Gen Fund)								
Police Cadet (6 month limited term) - 101-405200								
Five Part-Time Youth Advisors - 101-407700								
Total	0	0	0	0	0	0.00	0.00	0.00
5 Human Services & Recreation Dept Amendments (Gen Fund)								
Recreation Contract Revenue - 6668-101-642000	85,000	25,000	0	110,000	85,000			
Additional Recreation Items (supplies & training) - 8101-101-642770	250	0	10,500	250	10,750			
Additional Recreation Items (supplies & training) - 8114-101-642770	0	0	10,000	0	10,000			
Additional Recreation Items (supplies & training) - 8125-101-642770	0	0	3,500	0	3,500			
Additional Recreation Items (supplies & training) - 8127-101-642770	87	0	1,000	87	1,087			
Total	85,337	25,000	25,000	110,337	110,337	0.00	0.00	0.00
6 Health Department Programs (Public Health Fund 203)								
Emergency Preparedness Training - 6364-203-561000-56026	329,003	71,583	0	400,586	329,003			
Emergency Preparedness Training - 8010-203-561000-56026	0	0	71,583	0	71,583			
Ongoing H1N1 Vaccinations - 6364-203-561000-56026	329,003	369,754	0	698,757	329,003			
Ongoing H1N1 Vaccinations (Personnel) - 8005-203-561000-56026	994,839	0	45,000	994,839	1,039,839			
Ongoing H1N1 Vaccinations (Supplies) - 8101-203-561000-56026	33,919	0	324,754	33,919	358,673			
Pandemic Influenza Preparedness - 6502-203-561000-56026	60,000	65,015	0	125,015	60,000			
Pandemic Influenza Preparedness (Personnel) - 8005-203-561000-56026	994,839	0	53,000	994,839	1,047,839			

Attachment A

BUDGET AMENDMENT ITEMS		FY 2011 Adopted Budget	\$ Revenue Changes	\$ Expense Changes	FY 2011 Revised Revenue Budget	FY 2011 Revised Exp Budget	FY2011 Adopted FTEs	FTE Changes	FY2011 Revised FTEs
6	Pandemic Influenza Preparedness (Supplies) - 8101-203-561000-56026	33,919	0	12,015	33,919	45,934			
	Tobacco Reduction Initiative - 6245-203-565000-56729	56,881	150,000	0	206,881	56,881			
	Tobacco Reduction Initiative (Personnel) - 8005-203-565000-56729	590,241	0	78,163	590,241	668,404			
	Tobacco Reduction Initiative (Supplies) - 8101-203-565000-56729	6,750	0	71,837	6,750	78,587			
	Improve Youth Physical Activity & Nutrition - 6245-203-565000-56728	56,881	80,711	0	137,592	56,881			
	Improve Youth Physical Activity & Nutrition (Personnel) - 8005-203-565000-56728	590,241	0	56,383	590,241	646,624			
	Improve Youth Physical Activity & Nutrition (Supplies) - 8101-203-565000-56728	6,750	0	24,328	6,750	31,078			
	Staff Assistant III (Partial FTE Increase) - 203-563000						26.23	0.07	26.30
	Epidemiologist (Partial FTE Increase) - 203-561000						12.75	0.25	13.00
	Total	4,083,266	737,063	737,063	4,820,329	4,820,329	38.98	0.32	39.30