

## Agenda Report

February 2, 2015

**TO:** Honorable Mayor and City Council  
**THROUGH:** Finance Committee  
**FROM:** Department of Finance  
**SUBJECT: AMENDMENTS TO FISCAL YEAR 2015 ADOPTED BUDGET**

### **RECOMMENDATION:**

1. It is recommended that the City Council amend the Fiscal Year 2015 Adopted Budget as detailed in the "Proposed Budget Amendments" section of this report; and
2. Adopt the Health proposed fees listed in item 2 of this staff report, and
3. Authorize staff to incorporate the proposed fees listed in item 2 of the staff report into the City of Pasadena's General Fee Schedule

### **BACKGROUND:**

Each fiscal year, budget amendments are necessary to account for unanticipated changes to the adopted budget. These revenue and appropriation amendments are presented to the City Council for approval. This agenda report includes proposed amendments to the Fiscal Year (FY) 2015 budget as adopted by the City Council on June 16, 2014. The proposed budget amendments to the FY 2015 budget are based on information that was not available when the budget was presented to City Council for adoption on June 16, 2014.

A discussion of each proposed budget amendments is included in the "Proposed Budget Amendments" section of this report.

### **PROPOSED BUDGET AMENDMENTS**

1. Health Department – Add .28 FTE to the Tobacco Prevention and Control program  
The Public Health Department's Tobacco Prevention and Control program receives \$150,000 annually in Proposition 99 funding. These funds are utilized, in part, to fund public awareness and enforcement activities associated with the City's various smoking regulations including most notably the ban on smoking in multi-unit housing.

However, while the staff is in place, recent analysis has indicated that the budget does not accurately reflect the total number of FTEs assigned to the program.

With the acceptance of a \$500,000 grant from the Centers of Disease Control, the City Council on January 12<sup>th</sup>, approved the addition of 1.22 FTEs (.72 Program Coordinator I and .50 Staff Assistant) to the Tobacco Prevention and Control Program. The addition of .28 FTE (Program Coordinator I) would resolve the issue of the budget not reflecting the correct staffing and enable the Department to recruit for one, full-time Program Coordinator I who would split their time charging to the two grant funds. The proposed action only affects the number of budgeted FTEs and does not impact overall appropriations.

2. Health Department Fund (203)

The Public Health Department currently provides various immunizations available to the public on a fee for service basis. This activity is entrepreneurial in nature and not subject to the cost of service requirements set forth in Section 1.08.070 of the Pasadena Municipal Code, which states that for fees established by resolution of the Council, the amount of such fee shall not exceed the cost incurred by the City in providing the service. Nevertheless, for ease of use, these fees have traditionally been listed in the City's General Fee Schedule.

The Department recommends the City Council approve the following adjustments to the General Fee Schedule which are in-line with a recent survey of other area providers. It is estimated that this action will generate approximately \$16,000 through the end of the current fiscal year which will be recognized in the applicable Public Health Department revenue accounts.

| <b>Fee #</b> | <b>Description</b>   | <b>FY 2015 Fee</b> | <b>Proposed FY 2015 Fee</b> |
|--------------|--|--------------------|-----------------------------|
| 688          | DPT, Polio, MMR, HepB, HIB, Pneumococcal, HAV, Flu, Combination Vaccines | \$17.00            | \$26.00                     |
| 689          | Vaccine Record Replacement   | \$10.00            | \$20.00                     |
| 691          | Pneumonia  | \$36.00            | \$73.00                     |
| 695          | Yellow Fever (Includes Official Validation)                              | \$122.00           | \$131.00                    |
| 700          | Diphtheria-Tetanus   | \$48.00            | \$58.00                     |
| 702          | Hepatitis A (inj. each, 2 in series)                                     | \$71.00            | \$91.00                     |
| 704          | Hepatitis B (inj. Each, 3 in series)                                     | \$55.00            | \$73.00                     |
| 718          | Japanese Encephalitis Vaccine (2 doses)                                  | \$455.00           | \$520.00                    |
| 720          | Cervarix (HPV vaccine)   | \$156.00           | \$166.00                    |
| 721          | Zostavax Vaccine   | \$193.00           | \$223.00                    |
| 722          | Twinrix Vaccine  | \$100.00           | \$128.00                    |
| 726          | Rabies Pre-Exposure  | \$240.00           | \$276.00                    |
| 729          | Mantoux Skin Test  | \$15.00            | \$20.00                     |
| 730          | Record Replacement   | \$10.00            | \$20.00                     |

3. Public Works Department Fund (101) - Convert vacant FTEs to support Accountability Work Plan - no appropriation required

As presented to the City Council on January 5, 2015, as part of the Department of Public Works Accountability Work Plan and in response to the recommendations contained in the KPMG audit, the Department of Public Works seeks to convert two existing, vacant positions in the Engineering Division to a Management Analyst II position and to an Associate Engineer position. These two positions will allow for better oversight, review and management of the undergrounding program and all fiscal matters in the Department of Public Works.

- a) Convert 1.0 vacant Engineering Aide position (PCN 1276) in the Engineering Division (budget account 301-762313) to a Management Analyst II position and transfer position to the Finance and Management Services (FMS) Division (budget account 101-768000). As reflected in the Department of Public Works Accountability Plan, this position will be used to review and monitor purchasing transactions, revenue and expenses from all operating budget accounts and CIP projects, and fund performance. The conversion of this position will also allow FMS to assume responsibility for tracking all Department of Public Works awarded grants to ensure funding and schedule compliance. Including benefits, the cost of the Management Analyst II position totals \$108,582. For the remainder of FY 2015 the position will be funded from salary savings in the FMS Division.
- b) Convert 1.0 vacant Management Analyst IV (PCN 5016) position in the Engineering Division (budget accounts 101-762300 and 101762600) to 1.0 Associate Engineer position. As reflected in the Department of Public Works Accountability Plan, this position will manage the day-to-day operation of the Underground Utility Program and AT&T U-Verse project under the supervision of the Acting Street Light and Traffic Signal Work Group Principal Engineer and management of the City Engineer. In addition, the position will develop plans, maps, specifications and other contract documents for streets, street lights and traffic signal engineering projects. Including benefits, the cost of the Associate Engineer position totals \$151,434. For the remainder of FY 2015 the position will be funded from salary savings in the Engineering Division.

The department has salary savings that will be used to fund the two positions for the remainder of this fiscal year. Full funding for the positions will be included in the department's FY 2016 operating budget submission.

4. Housing and Career Services Department Fund (619) - Appropriate \$74,999 from fund balance for professional services

Appropriate \$74,999 from the available Inclusionary Fund (619) balance for professional services contract to conduct an affordable housing nexus fee study (8115-619-684130).

5. Housing Fund (237) - Appropriate \$29,960 from fund balance for professional services

Appropriate \$29,960 from the available Housing Successor Fund (237) balance for professional services contract to analyze the financial restructuring proposal

submitted by Retirement Housing Foundation for the Concord Senior Housing project (8115-237-684130)

6. Housing Fund (220) - Appropriate \$110,519 to hire MASH trainee and recognize additional grant revenue in the same amount

Recognize new, one-time administrative revenue from HUD in the amount of \$110,519 into the Section 8 Rental Assistance Fund (220) (6231-220-684120) and appropriate said amount as follows: a) \$76,400 to support various administrative tasks in the Housing and Career Services Department's Rental Assistance Program (8018-220-684120); and b) \$34,119 to hire a MASH part-time cross-trainee to assist with Program-related administrative tasks (8114-220-684120). In December 2014 Pasadena's Public Housing Agency (PHA) was informed by HUD that after conducting an analysis of total administrative fees earned compared to the amount of administrative fees that HUD had previously obligated to our PHA, there was a resulting shortfall in the amount of \$110,519. Accordingly, HUD has increased the total administrative fees obligated to the PHA by the amount of the shortfall.

7. Water Fund (402) – Appropriate \$120,000 from fund balance for Water Conservation programs cost

Appropriate \$120,000 from available Water Operating Fund (402) balance to account 8176-402-831400-0817 to provide funding for additional cost of Water Conservation programs. With the California drought, the Pasadena community has been extremely receptive to conservation campaigns and nearly all of the money budgeted for Water Conservation rebates programs for FY 2015 has been spent. The Department requests an additional \$120,000 to continue to offer Water Conservation programs for the remainder of this fiscal year. To date, PWP has spent \$213,000 on rebates including parkway turf removal, high efficiency clothes washers, high efficiency toilets, smart irrigation controllers, high efficiency urinals, etc. The Department anticipates an additional \$120,000 (\$35,000 for Parkway Retrofit and \$85,000 for all other water conservation rebates) is needed to keep these programs available to the community for the remainder of the fiscal year.

8. Planning and Community Development Department (310) – Recognize and appropriate \$80,000 for the Civic Center Public Art project

Recognize \$80,000 from the PCOC Convention Center Public Art funds (7029-310-442000-98126) and appropriate to the Capital Public Art Fund (8114-310-442000-98126) for the Civic Center Capital Public Art project. Funding for this project includes a \$100,000 National Endowment for the Arts (NEA) Our Town grant that was received in July of 2014. This grant requires a minimum \$100,000 match, which will be realized through \$80,000 in Capital Public Art Funds (hard match) with the remainder to be allocated from existing budget appropriations for personnel costs associated with project management (soft match). Additional contributions to the total \$255,500 Civic Center Capital Public Art project budget will be met by the identified community partner for this grant, Side Street Projects.

The Civic Center Capital Public Art project is being developed as a series of temporary public artworks related to public engagement in civic life. Permanent public artwork for the Civic Center area will be implemented under Policy 6 of the City's Public Art Master Plan. The Plan's Implementation Strategies include

placement of temporary public art in the Civic Center as a prelude to the permanent installations. The PCOC Convention Center Public Art Requirement is directed to the broader Civic Center area in the Public Art Master Plan document.

The NEA Our Town grant was received after the current fiscal year budget was adopted and requires action within this fiscal year in order to fully implement the project before the August 2016 deadline. With this appropriation, the remaining project budget amount is envisioned to be incorporated within the Capital Public Art budget for FY 2015-16 to complete the project.

**COUNCIL POLICY CONSIDERATION:**

The City Council's strategic planning goal of maintaining fiscal responsibility and stability will be advanced through monitoring the FY 2015 Operating Budget and implementing necessary amendments.

**FISCAL IMPACT:**

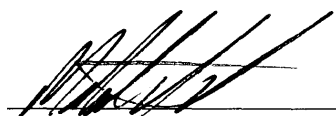
Approval of the proposed budget amendments will increase FY 2015 total authorized operating appropriations across multiple funds by \$431,479. These increased costs will be offset through increased revenues of \$206,519 and the use of \$224,959 in revenues collected and accounted for in prior fiscal years that are now in the available balances of the respective financial funds as detailed in Attachment A. The tables in Attachment A provide summary and detailed information of the amendments by department and fund.

The budget amendments included in this agenda report are not anticipated to impact existing FY 2015 budgeted indirect and support costs such as maintenance and IT support.

Respectfully submitted,

  
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JULIE A. GUTIERREZ  
Assistant City Manager

Approved by:

  
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MICHAEL J. BECK  
City Manager