DEPARTMENT OF FINANCE

Notice of a Special Meeting of the
AUDIT/FINANCE COMMITTEES
4 p.m. - Monday, January 9, 2012
Council Chambers, Room S249

NOTICE IS HEREBY GIVEN that a special meeting of the Finance/Audit Committees will be held **Monday, January 9, 2012** at **4 p.m.** in the Council Chambers, Room S249, at the City of Pasadena City Hall, 100 N. Garfield Ave., Pasadena, California.

A. CALL TO ORDER

B. PUBLIC COMMENT

C. NEW BUSINESS

1. AUTHORIZATION TO RECOGNIZE AND APPROPRIATE FUNDS FOR SOFTWARE TO ENHANCE THE LOS ANGELES REGIONAL INTEROPERABILITY COMMUNICATION SYSTEM (RICS) USING SHSGP GRANT FUNDS
2. AMENDMENTS TO THE GENERAL FEE SCHEDULE
3. *JOINT ACTION: FISCAL YEAR JUNE 30, 2011 ANNUAL FINANCIAL REPORTS

D. ADJOURN FINANCE COMMITTEE

***Agenda item C.3. and the corresponding attachments will be delivered to council members and posted on the City's website on Friday, January 6, 2012.**

CHRIS HOLDEN
Chair, Finance Committee

I HEREBY CERTIFY that this notice, in its entirety, was posted on the City of Pasadena City Hall bulletin boards in Council Chambers area and north entrance at 100 N. Garfield Ave., Pasadena and a copy was distributed to the Central Library for posting this 5th day of January 2012 by 5:30 p.m., and that copies were faxed or delivered to each local newspaper of general circulation requesting notice in writing all of which media recipients are identified on the distribution list below.

Lori Eubanks, Recording Secretary

Distribution:

City Council
Star-News
City Clerk
Pasadena Journal
Los Angeles Times
City Attorney
La Opinion
Council Chambers Bulletin Board
City Manager
Pasadena Weekly
Main Library
City Hall Front Kiosk

Agenda Report

January 9, 2012

TO: Honorable Mayor and City Council

THROUGH: Finance Committee

FROM: Fire Department

SUBJECT: **AUTHORIZATION TO RECOGNIZE AND APPROPRIATE FUNDS FOR SOFTWARE TO ENHANCE THE LOS ANGELES REGIONAL INTEROPERABILITY COMMUNICATION SYSTEM (RICS) USING SHSGP GRANT FUNDS.**

RECOMMENDATION:

It is recommended that the City Council recognize and appropriate $500,000 from the 2008 State Homeland Security Grant program (SHSGP) to the Fire Grants Fund 230, Project 91140, for a future purchase of radio software and hardware for the Los Angeles RICS.

BACKGROUND:

On October 12, 2009, City Council recognized and appropriated $782,950 to the Fire Grants Fund from the 2008 State Homeland Security Grant Program (SHSGP) for equipment purchases. All funds have been expended for the original equipment purchase. As the 2008 SHSGP is near its sunset and expenditure deadline, the County of Los Angeles has identified additional funds available for expenditure and reprogramming. Jurisdictions were requested to respond with project requests. The City of Pasadena was subsequently approved for the purchase of software and hardware for LA RICS. Recognizing and appropriating these funds will allow Department of Information Technology (DoIT) staff to purchase the required hardware and software.

COUNCIL POLICY CONSIDERATION:

This action supports the City Council's strategic goal to ensure public safety by enhancing the emergency radio communications throughout Area C.

FISCAL IMPACT:

The City will be fully reimbursed for this project cost from Los Angeles County and the 2008 SHSGP grant; therefore, there is no fiscal impact as a result of this action nor will there be any indirect or support cost requirements. Depreciation costs are not applicable for software purchases and annual maintenance costs will be negligible as these costs will be absorbed into DoITs normal annual radio maintenance costs and spread City-wide, where applicable, across departments in Internal Service charges, budget account 8613. The anticipated impact to other operational programs or capital projects as a result of this action will be minimal, with upgrades being implemented during regularly-scheduled preventive maintenance of existing equipment.

Respectfully submitted,

CALVIN E. WELLS
Acting Fire Chief
Fire Department

Prepared by:

Gary Gates
Management Analyst
Fire Department

Concurred by:

ANDREW GREEN
Director of Finance
Department of Finance

Approved by:

MICHAEL J. BECK
City Manager

Agenda Report

January 9, 2012

TO: Honorable Mayor and City Council

THROUGH: Finance Committee

FROM: Public Health Department

SUBJECT: **AMENDMENTS TO THE GENERAL FEE SCHEDULE**

RECOMMENDATION:

It is recommended that the City Council amend the General Fee Schedule to increase the fee for Birth and Death Certificates resulting from state mandated increases to these fees.

BACKGROUND:

The Public Health Department's Vital Statistics Section is responsible for maintaining birth and death records for the City of Pasadena. As a service, such records are provided to the public for a fee. The fees are a combination of state-mandated charges, county pass-throughs and City overhead.

Assembly Bill 1053, signed by Governor Brown and chaptered on October 2, 2011, (Chapter 402, Statutes of 2011), directs an increase in the state-mandated portion of the fees effective January 1, 2012. The net effect of this increase is illustrated below:

Vital Statistics Fees	FY 2012 Adopted	FY 2012 Proposed
Governmental Agency – Birth Certificate	$11.00	$12.00
General Public – Birth Certificate	$19.00	$21.00
Death Certificates	$12.00	$14.00
Death Certificates (Fetal)	$ 9.00	$11.00

Although it is the state that is increasing the fees, the City's Public Health Department will benefit since the revenues are split between the state and the City, as indicated in the following tables:

Current distribution:

Fee	FY 2012 Adopted	Retained by Pasadena Public Health Dept	Pass through to the state of CA	Pass through to the County of LA
Governmental Agency – Birth Certificate	$11.00	$8.10	$2.90	$0.00
General Public – Birth Certificate	$19.00	$7.50	$4.90	$6.60
Death Certificate	$12.00	$7.20	$2.90	$1.90
Death Certificate (Fetal)	$9.00	$6.75	$2.25	$0.00

Distribution based on revised fees:

Fee	FY 2012 Revised	Retained by Pasadena Public Health Dept	Pass through to the state of CA	Pass through to the County of LA
Governmental Agency – Birth Certificate	$12.00	$8.80	$3.20	$0.00
General Public – Birth Certificate	$21.00	$9.20	$5.20	$6.60
Death Certificate	$14.00	$8.90	$3.20	$1.90
Death Certificate (Fetal)	$11.00	$8.45	$2.55	$0.00

FISCAL IMPACT:

It is anticipated that this action will result in an increase of $17,222 of fees collected annually of which $2,583 will pass-through to the state and $14,639 will be retained as revenue in account 6636-203-561007. Indirect and support costs such as maintenance and IT support have previously been accounted for in the FY 2012 adopted budget.

Respectfully submitted,

ERIC WALSH, MD
Director of Public Health
Public Health Department

Prepared by:

Gary Iem
Management Analyst IV
Public Health Department

Approved by:

MICHAEL J. BECK
City Manager