Notice of a Special Meeting of the
FINANCE COMMITTEE
4:30 p.m. - Monday, October 29, 2012
Council Chambers, Room S249

NOTICE IS HEREBY GIVEN that a special meeting of the Finance Committee will be held **Monday, October 29th** at **4:30 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. Amendments to Fiscal Year 2013 Adopted Budget
2. Amendment of Salary Resolutions to establish Titles and Control Rates for Public Health Dentist, Dental Hygienist, and Dental Assistant; and Approval of the Addition of New Limited-Term, Grant-Funded Positions

D. ADJOURN FINANCE COMMITTEE

CHRIS HOLDEN
Chair, Finance Committee

This notice, in its entirety, was posted at City Hall and distributed as indicated below by 5:30 p.m. on Thursday, October 25, 2012.

Lori Eubanks, Recording Secretary

Distribution:

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

Agenda Report

October 29, 2012

TO: Honorable Mayor and City Council

THROUGH: Finance Committee

FROM: Department of Finance

SUBJECT: **AMENDMENTS TO FISCAL YEAR 2013 ADOPTED BUDGET**

RECOMMENDATIONS:

It is recommended that the City Council:

1) Amend the Fiscal Year 2013 Adopted Budget as detailed in the *Proposed Budget Amendments* section of this report.

2) Authorize the following contract amendment actions:

   a. Authorize an increase to Contract #20256 with Perry C. Thomas Construction Inc. not to exceed $8,620, to allow payment for repair of deteriorating vaults and find that this action is exempt from CEQA pursuant to State CEQA Guidelines Section 15061(b), the General Rule that CEQA only applies to projects that may have an effect on the environment.

   b. Authorize an increase to Purchase Order #49915 with Alstom Grid in an amount not to exceed $170,000, for the purchase of four 34-kV Circuit Breakers and find that this action is exempt from CEQA pursuant to State CEQA Guidelines Section 15302, Replacement or Reconstruction.

BACKGROUND:

Routinely, each fiscal year, budget amendments are necessary to account for anticipated revenue and expenditure changes from the authorized budget are presented for City Council approval. Additionally, throughout the fiscal year it is necessary for various contracts and purchase orders to be amended to reflect changes in costs and/or scope. The budget amendments proposed in this Agenda Report are the result of information that was not available when the FY 2013 was presented to the City Council for adoption or prior year appropriations with committed funding that remain unexpended and need to be appropriated in the FY 2013 Budget. The proposed budget amendments to the FY 2013 Budget as adopted by the city Council on June 11, 2012

are detailed in the *Proposed Budget Amendments* section of this Agenda Report. Contract/Purchase order changes are discussed in the *Proposed Contract Amendments* section of this Agenda Report.

Proposed Budget Amendments:

1. Libraries and Information Systems – Appropriation for Branch Library Renovations

   Appropriate $89,440 from the unreserved Library Services Fund (212) balance to the Library and Information Systems Department (8114-212-603100) to complete branch renovation projects. These projects which include book relocation, flooring, and furniture at Hastings Ranch branch, flooring at Linda Vista branch, and restoration of steps and stonework at the Central Library were rescheduled for mid-summer to minimize public service impacts.

2. Police – Helicopter Refurbishment

   Appropriate a total of $253,544 in the General Fund (101), the Foothill Air Support Team Fund (108), and the Asset Forfeiture Fund (207) to complete the refurbishment of one helicopter. Funding for this project was originally appropriated on February 27, 2012 in the amount of $400,000. Through FY 2012 a total of $146,556 has been expended. The remaining balance will be expended in FY 2013. This action will recognize and appropriate $100,000 in the General Fund (101) to the Police Department (Revenues: 7018-101-401700, Expenses: (8504-101-401700). The increase in General Fund revenues will be from the salvage sale of one older helicopter that is no longer economically viable to maintain. The expenditures in the Foothill Air Support Team Fund (8504-108-401720) in the amount of $53,544 and the Asset Forfeiture Fund (8504-207-401500) in the amount of $100,000 will come from unreserved fund balances in each respective fund.

3. Police – FY 2009 State Homeland Security Program Grant

   Recognize and appropriate $16,676 in the Fire Grants Fund (230) to the Police Department (Revenues: 6365-230-401000, Expenses: 8109-230-401000) for the purchase of personal protective equipment. This grant funding was originally recognized and appropriated on January 10, 2011 in the amount of $470,000. Through FY 2012 $453,324 has been expended. The remaining funds were expended in FY 2013 prior to the expiration of the grant on September 30, 2012.

4. Police – FY 2010 Urban Areas Security Initiative Grant

   Recognize and appropriate $198,000 in the Fire Grants Fund (230) to the Police Department (Revenues: 6367-203-401000, Expenses: 8101-230-401000: $28,000 and 8504-230-401000: $170,000) to provide for the purchase of detection and security equipment. This grant funding was originally recognized and appropriated on November 14, 2011 in the amount of $323,108. Of this grant amount, $125,108 has been reallocated to the City of Glendale for regional computer aided dispatch software and equipment. The remaining balance of grant funds will be spent in FY 2013 prior to the expiration of the grant on April 30, 2013.

5. Fire and Police Departments – FY 2011 Urban Areas Security Initiative Grant

   Recognize and appropriate $140,724 in the Fire Grants Fund (230) to the Fire Department ($54,118 - Revenues: 6365-230-361000, Expenses: 8114-230-361000: $36,961 and 8109-230-361000: $17,157) and the Police Department ($86,606 - Revenues: 6365-230-401000, Expenses: 8109-230-401000: $37,837 and 8504-230-401000: $48,769) for the purchase of CBRNE (chemical, biological, radioactive, nuclear, explosives) related training courses and equipment. Fire will use these funds for CBRNE and Urban Search and Rescue training courses and equipment. Police will use these funds for the purchase of optical night vision and thermal optics aviation equipment. This is a new allocation of grant funding which must be expended by April 30, 2014.

6. Police – Traffic STEP Grant

   Recognize and appropriate $23,275 in the General Fund (101) to the Police Department (Revenues: 6497-101-402200, Expenses: 8011-101-402200: $14,275 and 8114-101-402200: $9,000) to provide funding for overtime costs incurred in support of the driving under the influence and speed enforcement and education programs. This grant funding was originally recognized and appropriated on September 26, 2011 in the amount of $280,000. Through FY 2012 $192,325 has been expended and a total of $64,400 is already included in the FY 2013 Adopted Budget. The remaining funds were expended in FY 2013 prior to the expiration of the grant on September 30, 2012.

7. Police – University of California, Berkeley, Safe Transportation Research and Education Center Grant

   Recognize and appropriate $8,318 in the General Fund (101) to the Police Department (Revenues: 6497-101-402200, Expenses: 8011-101-402200) to provide funding for overtime costs incurred in support of the driving under the influence enforcement and education programs. This grant funding was originally recognized and appropriated on December 12, 2011 in the amount of $103,772. Through FY 2012 $69,511 has been expended and a total of $25,943 is already included in the FY 2013 Adopted Budget. The remaining funds were expended in FY 2013 prior to the expiration of the grant on September 4, 2012.

8. Police – Real Estate Fraud Prosecution Grant

   Recognize $35,000 and appropriate $2,500 to the General Fund (101) in the Police Department (Revenues: 6548-101-402700, Expenses: 8127-101-402700: $2,000 and 8607-101-402700: $500) for a recently awarded State funded Real Estate Fraud Prosecution Grant. On June 12, 2012 Los Angeles County awarded the City with a grant to provide partial funding for three Police Corporals tasked with investigating financial crimes and real estate fraud. The grant includes funding for approximately 30 percent of one Police Corporal position, real estate fraud investigation courses and seminars, and printing costs for financial crimes handouts at community awareness meetings. No additional appropriation is necessary for the Police Corporal salary as this position is fully funded in the FY 2013 Adopted Budget.

9. Public Works – Vehicle Purchases

Appropriate $76,663 from the Fleet Maintenance Fund (503) balance to the Public Works Department (8505-503-766300) for the purchase of vehicles ordered in FY 2012 but will not be delivered and paid for until FY 2013. Included here are two ¾ ton pick-up trucks and the associated utility truck body and a field groomer for Public Works, Parks & Natural Resources Division.

10. Public Works – Police Sedan Outfitting

Appropriate $15,184 from the Fleet Maintenance Fund (503) balance to the Public Works Department (8101-503-766300) to pay for the costs associated with outfitting one Police Sedan. It was anticipated this work would be completed in FY 2012, but is now scheduled for FY 2013.

11. Public Works – Lease Payments for Linda Vista Park

Appropriate $60,000 in unreserved Residential Development Impact Fund (304) balance to Public Works Department (8105-304-765000). On June 11, 2012 City Council approved a lease with the Pasadena Unified School District in the amount of $60,000 ($5,000 per month) for use of the Linda Vista School/Park for Fiscal Year 2013. This appropriation covers FY 2013 costs. Future fiscal year appropriations will be requested through the annual budget process.

12. Water & Power – Replace Substation Equipment

Appropriate $12,090 from the unreserved Light and Power Fund (401/410) balance to the Water & Power Department (8114-401-843100) for the replacement of substation equipment. Specifically, funds will be used to replace some of the mission-critical substation Network Terminal Unit (NTU) and Dispatch Center Supervisory Control and Data Acquisition (SCADA) equipment. Additionally, Water & Power will use the funding to test a Human Machine Interface (HMI) at one substation.

13. Water & Power – California Center for Sustainable Energy: Phase II

Appropriate $34,166 from the unreserved Light and Power Fund (401/410) balance to the Water & Power Department (8114-410-831700: $26,246, 8115-410-831700: $3,478, and 8115-401-831200: $4,442) to pay for the costs associated with the California Center for Sustainable Energy (CCSE): Phase II: Energy Efficiency and Solar Incentive Program. Portions of the CCSE were delayed to incorporate insight from the results of previously performed work. The project also impacted during FY 2012 by unanticipated management staff vacancies.

14. Water & Power – Compliance With Electric Reliability Regulations

Appropriate $45,000 from the unreserved Light and Power Fund (401/410) balance to the Water & Power Department (8115-401-831000) for consulting services to assist with the department's compliance with the North American Electric Reliability

Corporation (NERC) electric reliability regulations and planned 2013 audit. This item was inadvertently left out of the Department's FY 2013 Budget.

15. Water & Power – Legislative Analysis Consultant

Appropriate $20,000 from the unreserved Light and Power Fund (401/410) balance to the Water & Power Department (8114-401-831000) to retain outside services to support an increased need for technical legislative analysis and related communications. The Department is not staffed to analyze and track the higher than normal volume of water and power related legislative initiatives. It is more cost effective to utilize an outside consultant to supplement the efforts of Department staff than adding additional staff resources.

16. Planning – Lincoln Avenue Specific Plan Environmental Impact Report

Transfer $71,446 from the unreserved General Fund Projects Fund (105) balance (8705-105-952100) to the General Fund in the Planning Department (8607-101-444100) to pay for the costs associated Lincoln Avenue Specific Plan Environmental Impact Report (8115-101-444100). On April 2, 2012 City Council authorized the transfer of $142,526 from the General Fund Projects Fund (105) to be used to prepare an Environmental Impact Report (EIR) for the Lincoln Avenue Specific Plan. Completing the EIR and adopting this Specific Plan are considered essential to the continued development of Northwest Pasadena and specifically the Lincoln Avenue corridor. At the time the FY 2013 Budget was prepared the expectation was the City's funds would be expended during FY 2012 and therefore, no accommodation was made in the FY 2013 Budget for this expense.

17. Planning – Pasadena Historic Design Gardens

Recognize and appropriate $11,508 to the General Fund (101) in the Planning Department (Revenues: 6279-101-444410, Expenses: 8114-101-444410) for contract services in support of the Pasadena Historic Design Gardens project. In 2011 the Planning Department applied for and was awarded funding through the State of California's Certified Local Government Program. Administered by the California Office of Historic Preservation this program uses federal funding to provide grants to local governments for historic preservation projects. The Planning Department is using these grant funds to conduct a study of historic designed gardens in Pasadena. The study, which began in FY 2012, will recognize the important historical characteristics of garden design throughout the City's history and identify properties that have significant historic gardens that should be preserved as part of the City's historic preservation efforts.

18. Non-Departmental – Rose Bowl NFL Environmental Impact Report

Transfer $200,000 from the unreserved General Fund Projects Fund (105) balance (8705-105-952100) to the General Fund in the Non-Departmental Department (8705-101-952152) to pay for the costs associated Rose Bowl NFL Environmental Impact Report (8114-101-952152). On March 12, 2012 City Council authorized $200,000 from the General Fund Projects Fund to be used in combination with

$200,000 from the Rose Bowl Operating Company for the development of an EIR focused on the potential temporary use of the Rose Bowl by an NFL team. At the time the FY 2013 Budget was prepared the expectation was the City's funds would be expended during FY 2012 and therefore, no accommodation was made in the FY 2013 Budget for this expense. The Rose Bowl portion of the costs has already been incurred.

Proposed Contract Amendments

1. Water and Power – Amend Contract #20256 with Perry C. Thomas Construction, Inc.

   Amend contract #20256 with Perry C. Thomas Construction Inc. to increase the amount by $8,620. Existing funds are available in the FY2013 Capital Improvement Program (CIP) budget #3185 for Replacement and Upgrade of Electric Equipment and Facilities to cover the requested contract increase. Work had already begun on four vaults when it was determined additional work would be required as the covers were too badly damaged to be repaired and had to be replaced. It was urgent to complete work as quickly as possible since the vaults were crumbling, creating a hazard for pedestrians and were in danger of collapsing and destroying costly electrical equipment. The total amount of the contract will increase by less than 3% from $319,385 to $328,005.

2. Water and Power – Amend Purchase Order Contract #52035 with Alstom Grid

   Amend the FY 2013 purchase order contract with Alstom Grid #52035 to increase the amount by $170,000. Existing funds are available in the FY 2013 CIP Budget #3090, Switchgear Upgrades for Power System Facilities to cover the requested increase. The increase is needed due to the escalating cost of raw materials, especially copper and aluminum, and taxes. The total cost of the seven-year project to purchase replacement 34kV circuit breakers will increase from $3,042,389 to $3,212,389. A total of $3,010,141 of the existing contract authority has already been spent. Approval of this action will facilitate completion of the replacement of all outdated oil-filled 34-kV circuit breakers.

COUNCIL POLICY CONSIDERATION:

The City Council's strategic planning goal of maintaining fiscal responsibility and stability will be advanced through monitoring the FY 2013 Operating Budget and implementing any necessary amendments.

FISCAL IMPACT:

Approval of the proposed budget amendments will increase FY 2013 total authorized operating appropriations across multiple funds by $1,538,472. These increased costs will be offset through increased revenues of $793,439 and the use of unreserved available fund balances of $777,533. The following table summarizes the fiscal impact by fund:

Fund	Available Fund Balance (as of 7/1/12)	FY 2013 Appropriation Amendments	FY 2013 Revenue Amendments	Revised Fund Balance	Use of Fund Balance
General Fund (101)	$4,183,474	$385,454	$417,954	$4,215,974	($32,500)
General Fund Projects Fund (105)	7,412,978	271,446	0	7,141,532	271,446
Foothill Air Support Team Fund (108)	242,571	53,544	0	189,027	53,544
Asset Forfeiture Fund (207)	855,639	100,000	0	755,639	100,000
Library Services Fund (212)	1,869,630	89,440	0	1,780,190	89,440
Fire Grants Fund (230)	0	386,993	386,993	0	0
Residential Development Impact Fund (304)	11,692,800	60,000	0	11,632,800	60,000
Light & Power Fund (401/410/411)	131,065,823	111,256	0	130,954,567	111,256
Fleet Maintenance Fund (503)	2,443,624	91,847	0	2,351,777	91,847
Fiscal Impact Total		**$1,549,980**	**$804,947**		

Note: FY 2013 Appropriation Amendments exceed Net New Available Resources by $32,500 as a result of grant revenues in excess of the required new appropriations as discussed in Item #8.

Line item detail of all revenue and expense amendments is provided in *Attachment A: Detail of Proposed Budget Amendments*. Approval of the two purchase order/contract increases will have no direct fiscal impact. There are sufficient appropriations in each CIP project to support these purchase order/contract amendments.

Respectfully submitted,

ANDREW GREEN
Director of Finance
Department of Finance

Prepared by:

Richard Davis
Budget Administrator

Approved by:

MICHAEL J. BECK
City Manager

Attachment: (1)

Attachment A: Detail of Proposed Budget Amendments

Attachment A
Detail of Proposed Budget Amendments

Agenda Report Item #	Department/Fund	Account Code	Use Available Fund Balance	Revenues			Expenses		
				FY 2013 Adopted Budget	FY 2013 Proposed Amendment	FY 2013 Revised Budget	FY 2013 Adopted Budget	FY 2013 Proposed Amendment	FY 2013 Revised Budget
	Libraries & Information Systems								
1	Library Services Fund (212)	8114-212-603100	$89,440	-	-	-	$244,730	$89,440	$334,170
	Police								
2	General Fund (101)	7018-101-401700	-	-	$100,000	$100,000	-	-	-
2	General Fund (101)	8504-101-401700	-	-	-	-	-	$100,000	$100,000
6 / 7	General Fund (101)	6497-101-402200	-	$90,343	$31,593	$121,936	-	-	-
6 / 7	General Fund (101)	8011-101-402200	-	-	-	-	$117,674	$22,593	$140,267
6 / 7	General Fund (101)	8114-101-402200	-	-	-	-	$6,100	$9,000	$15,100
8	General Fund (101)	6548-101-402700	-	-	$35,000	$35,000	-	-	-
8	General Fund (101)	8127-101-402700	-	-	-	-	$3,850	$2,000	$5,850
8	General Fund (101)	8607-101-402700	-	-	-	-	-	$500	$500
	General Fund Subtotal		-	**$90,343**	**$166,593**	**$256,936**	**$127,624**	**$134,093**	**$261,717**
2	Foothill Air Support Team Fund (108)	8504-108-401720	$53,544	-	-	-	-	$53,544	$53,544
2	Assest Forfieture Fund (207)	8504-207-401500	$100,000	-	-	-	$300,000	$100,000	$400,000
3 / 5	Fire Grants Fund (230)	6365-230-401000	-	-	$103,282	$103,282	-	-	-
3 / 5	Fire Grants Fund (230)	8109-230-401000	-	-	-	-	-	$54,513	$54,513
4	Fire Grants Fund (230)	6367-230-401000	-	-	$198,000	$198,000	-	-	-
4	Fire Grants Fund (230)	8101-230-401000	-	-	-	-	-	$28,000	$28,000
4 / 5	Fire Grants Fund (230)	8504-230-401000	-	-	-	-	-	$218,769	$218,769
	Fire Grants Fund Subtotal		-	-	**$301,282**	**$301,282**	-	**$301,282**	**$301,282**
	Police Subtotal		**$153,544**	**$90,343**	**$467,875**	**$558,218**	**$427,624**	**$588,919**	**$916,543**
	Fire								
5	Fire Grants Fund (230)	6365-230-361000	-	-	$54,118	$54,118	-	-	-
5	Fire Grants Fund (230)	8114-230-361000	-	-	-	-	$177,097	$36,961	$214,058
5	Fire Grants Fund (230)	8109-230-361000	-	-	-	-	-	$17,157	$17,157
	Fire Grants Fund Subtotal		-	-	**$54,118**	**$54,118**	**$177,097**	**$54,118**	**$231,215**
	Public Works								
9	Fleet Maintenance Fund (503)	8505-503-766300	$76,663	-	-	-	$1,653,000	$76,663	$1,729,663
10	Fleet Maintenance Fund (503)	8101-503-766300	$15,184	-	-	-	-	$15,184	$15,184
	Fleet Maintenance Fund Subtotal		**$91,847**	-	-	-	**$1,653,000**	**$91,847**	**$1,744,847**
11	Residential Development Impact Fund (304)	8105-304-765000	$60,000	-	-	-	-	$60,000	$60,000
	Public Works Subtotal		**$151,847**	-	-	-	**$1,653,000**	**$151,847**	**$1,804,847**
	Water & Power								
12	Light & Power Fund (401/410)	8114-401-843100	$12,090	-	-	-	$165,000	$12,090	$177,090
13	Light & Power Fund (401/410)	8115-410-831200	$4,442	-	-	-	$50,065	$4,442	$54,507
13	Light & Power Fund (401/410)	8114-410-831700	$26,246	-	-	-	$204,000	$26,246	$230,246
13	Light & Power Fund (401/410)	8115-410-831700	$3,478	-	-	-	$169,325	$3,478	$172,803
14	Light & Power Fund (401/410)	8115-401-831000	$45,000	-	-	-	$18,050	$45,000	$63,050
15	Light & Power Fund (401/410)	8114-401-831000	$20,000	-	-	-	$17,100	$20,000	$37,100
	Light & Power Fund Subtotal		**$111,256**	-	-	-	**$623,540**	**$111,256**	**$734,796**
	Planning								
16	General Fund Projects Fund (105)	8705-105-952100	$71,446	-	-	-	-	$71,446	$71,446
16	General Fund (101)	8607-101-444100	-	-	$71,446	$71,446	-	-	-
16	General Fund (101)	8115-101-444100	-	-	-	-	-	$71,446	$71,446
17	General Fund (101)	6279-101-444410	-	-	$11,508	$11,508	-	-	-
17	General Fund (101)	8114-101-444410	-	-	-	-		$11,508	$11,508
	Non-Departmental								
18	General Fund Projects Fund (105)	8705-105-952100	$200,000	-	-	-	-	$200,000	$200,000
18	General Fund (101)	8607-101-952152			$200,000				
18	General Fund (101)	8114-101-952152						$200,000	
Grand Total			**$777,533**	**$90,343**	**$804,947**	**$695,290**	**$3,125,991**	**$1,549,980**	**$4,475,971**

Agenda Report

October 29, 2012

TO: Honorable Mayor and City Council

THROUGH: Finance Committee

FROM: Public Health and Human Resources Departments

SUBJECT: **AMENDMENT OF SALARY RESOLUTIONS TO ESTABLISH TITLES AND CONTROL RATES FOR PUBLIC HEALTH DENTIST, DENTAL HYGIENIST AND DENTAL ASSISTANT AND APPROVAL OF THE ADDITION OF NEW LIMITED TERM, GRANT-FUNDED POSITIONS**

RECOMMENDATION:

It is recommended that the City Council:

1. Amend the Salary Resolution to establish titles and salary control rates for the positions of Public Health Dentist, Dental Hygienist and Dental Assistant in the Non-Represented Management Group and the Non-Represented Technical-Administration Group;
2. Approve a journal voucher increasing appropriations in the Public Health Department's Fiscal Year 2012-2013 Operating Budget by $1,089,616 and recognizing anticipated revenues by $905,775;
3. Authorize an increase in the total number of FTEs from 103.85 to 123.85 FTEs, as detailed herein.

BACKGROUND:

The Pasadena Public Health Department (PPHD) receives approximately 50 percent of its supporting revenues from categorical State, Federal, and private grants that cover personnel and operating costs for specific purposes. In addition, due to recent healthcare reform policies, PPHD has become a provider for various health coverage plans, such as Healthy Way LA and the AIDS Medi-Cal Waiver Program. The combination of new additional grant funding and plans to increase services to the public, has resulted in a need to establish new job classifications and control rates, as well as to add new limited term, grant-funded positions within the Public Health Department.

Salary Resolution Amendments

The City Council establishes by Resolution salaries and benefits for classifications which are not represented by a union. The attached Resolutions provide for the following:

1. Establish the title and salary control rate of $127,700 for the new classification of Public Health Dentist.
2. Establish the title and salary control rate of $60,600 for the new classification of Dental Hygienist.
3. Establish the title and salary control rate of $38,850 for the new classification of Dental Assistant.

Changes in Personnel

PPHD was awarded an Oral Health grant contract from the Los Angeles County Department of Public Health's Division of HIV/STD Services in the amount of $358,625 through February 28, 2013, with an additional $358,625 per year through February 28, 2015. This contract will allow PPHD to provide dental services to HIV/AIDS clients throughout Service Planning Area (SPA) 3. In order to meet the requirements of this contract, PPHD will need to hire staff to provide clinical dental services. As such, PPHD requests a 1.0 FTE Public Health Dentist (annual cost of $170,866), a 1.0 FTE Dental Hygienist (annual cost of $84,356), and 2.0 FTE Dental Assistants (annual cost of $119,194). The total annual cost of these positions is $374,416. However, the proposed FY 2013 budget amendment for these positions is the prorated cost of $244,812 (effective 10/29/2012) that will be covered by the Oral Health grant contract, which is reflected in account number 203-563271, as well as revenues from fee-for-service programs, such as Healthy Way LA, that will be billed for oral health services. Future grant award amounts will be budgeted through the annual budget process.

Recently, PPHD acquired grant contracts for HIV/AIDS programs previously run by the AIDS Service Center. This has resulted in an influx of new clients, which has in turn triggered the need for additional staff to meet the needs of these clients. Therefore, PPHD recommends the addition of a 1.0 FTE Social Worker (annual cost of $98,326) and a 1.0 FTE Registered Nurse (annual cost of $99,746) to act as case managers for the Medical Care Coordination Program. Furthermore, PPHD would like to increase a 0.75 FTE Senior Registered Nurse for PCN 1910 and a 0.75 FTE Registered Nurse for PCN 6047 to 1.0 FTE each (annual increased cost of $21,533 and $21,723, respectively). The total annual cost of these positions is $241,328. However, the proposed FY 2013 budget amendment for these positions is the prorated cost of $172,765 (effective 10/29/2012) that will be covered by HIV/AIDS case management grants and the fee-for-service program Healthy Way LA, and reflected in accounts 203-563266 and 203-563270.

Similarly, to accommodate an increase in clients in other HIV/AIDS programs, PPHD recommends the addition of 2.0 FTE Certified Medical Assistants (annual cost of $48,633 per Medical Assistant, for a total of $97,266) for the Medical Outpatient Clinic, as well as 2.0 FTE Registered Nurse (annual cost of $99,746 per Registered Nurse for a total of $199,492) in the Home Based Case Management Program. The total annual cost of these positions is $296,758. However, the proposed FY 2013 budget amendment for these positions is the prorated cost of $194,038 (effective 10/29/2012) that will be paid through the HIV/AIDS Medical Outpatient grant in account 203-563269 and the Home Based Case Management Program grant in account 203-563273.

PPHD was also recently awarded a grant from the United States Department of Health and Human Services' Health Resources and Services Administration (HRSA) for the creation of a mobile HIV/AIDS clinic and outreach program. This grant is for $299,904 in the first year, with four additional years of funding at $299,313 per year. In order to properly staff this grant, PPHD requests the addition of a 1.0 FTE Social Worker (annual cost of $98,326), 2.0 FTE Community Services Representatives III (annual cost of $71,696 per CSR III, for a total of $143,392), and 2.0 FTE Community Services Representatives II (annual cost of $63,751 per CSR II for a total of $127,502). The total annual cost for these positions is $369,220. However, the proposed FY 2013 budget amendment for these positions is the prorated cost of $241,272 (effective 10/29/2012) that will be covered by this new grant. Future grant award amounts will be budgeted through the annual budget process.

PPHD's Environmental Health Division was recently awarded a grant from the Food and Drug Administration (FDA) for $100,000 per year through June 30, 2015, for the creation and implementation of a tablet-based restaurant inspection system. In order to launch and run this project, as well as to assist in the management of the Environmental Health Division, PPHD recommends the addition of a 1.0 FTE Environmental Health Program Manager. The annual cost of this position is $105,400. However, the proposed FY 2013 budget amendment for these positions is the prorated cost of $68,916 (effective 10/29/2012) that will be paid by the new grant, as well as additional revenue from Environmental Health's fee-for-service programs, reflected in account 203-562052. Future grant award amounts will be budgeted through the annual budget process.

Furthermore, PPHD has experienced a need to increase efficiency within its Prenatal Clinic. The clinic has previously used staffing agency employees to perform various front and back office duties. However, since these duties are ongoing, it is appropriate to fill this position with a regular City employee and discontinue use of the temporary staffing agency. For this reason, PPHD requests the addition of a 1.0 FTE Certified Medical Assistant to negate the need and prevent further use of a staffing agency, resulting in a cost savings in the future. The annual cost of this position is $48,633. However, the proposed FY 2013 budget amendment for this position is the prorated

cost of $31,800 (effective 10/29/2012) that will be paid through the clinic's service fees in account 203-564408.

PPHD also requests that an existing Community Services Representative I (PCN 6041) in the California Nutrition Program be increased from a 0.50 FTE to a 1.0 FTE. This additional cost of $20,582 will be paid from grant funding in the California Nutrition Program which received an increase of $147,246 in grant funding (203-565718).

PPHD has completed a reorganization process which has resulted in staffing gaps that either cannot be filled by existing staff or requires existing part-time staff to be increased to full-time status. The Black Infant Health (BIH) Program had previously been managed by a Management Analyst III, who has since been reallocated to perform more appropriate analyst duties. PPHD requests a 1.0 FTE Program Coordinator I (annual cost of $101,964) to take on the programmatic overview of the BIH program, which will be paid from the BIH grant in account 203-564400. Moreover, PPHD has recognized a need for additional support to carry out daily administrative duties and to serve as a main receptionist for the building. Therefore, PPHD recommends a 1.0 FTE Staff Assistant III (annual cost of $70,822) that will be paid through the Administration account, 203-561000. PPHD also recommends the transition of a Public Health Nurse position (PCN 1877) to a Senior Public Health Nurse to reflect additional oversight duties that this individual would perform over staff to create a more efficient system of communication and organization. The additional cost of $2,455 will be paid through the Disease Prevention and Control account, 203-563139. The total annual cost of the aforementioned positions is $175,241. However, the proposed FY 2013 budget amendment for these positions is the prorated cost of $115,431 (effective 10/29/2012).

These actions are necessary in order for PPHD to continue providing high quality services in the face of increased demand and to ensure that all requirements and qualifications are met for grant-funded programs. If approved, the recommended increases would increase the number of positions approved in the FY 2013 operating budget from 103.85 to 123.85 FTEs, as shown in both the following table and in Attachment A.

Program	Position	PCN	Current FTE	Revised FTE	Net FTE Increase	Prorated Estimate (effective 10/22/2012)	Annual Estimate
Oral Health	Public Health Dentist	N/A	N/A	1.00	1.00	$ 111,720.00	$ 170,866.00
Oral Health	Dental Hygienist	N/A	N/A	1.00	1.00	$ 55,156.00	$ 84,356.00
Oral Health	Dental Assistant	N/A	N/A	2.00	2.00	$ 77,936.00	$ 119,194.00
				Subtotal	**4.00**	**$ 244,812.00**	**$ 374,416.00**
HIV/AIDS Medical Care Coordination	Registered Nurse	N/A	N/A	1.00	1.00	$ 65,219.00	$ 99,746.00
HIV/AIDS Medical Care Coordination	Social Worker	N/A	N/A	1.00	1.00	$ 64,290.00	$ 98,326.00
HIV/AIDS Medical Care Coordination	Senior Registered Nurse	1910	0.75	1.00	0.25	$ 21,533.00	$ 21,533.00
HIV/AIDS Medical Care Coordination	Registered Nurse	6047	0.75	1.00	0.25	$ 21,723.00	$ 21,723.00
				Subtotal	**2.50**	**$ 172,765.00**	**$ 241,328.00**
HIV/AIDS Medical Outpatient Clinic	Medical Assistant	N/A	N/A	2.00	2.00	$ 63,600.00	$ 97,266.00
HIV/AIDS Home Based Case Management	Registered Nurse	N/A	N/A	2.00	2.00	$ 130,438.00	$ 199,492.00
				Subtotal	**4.00**	**$ 194,038.00**	**$ 296,758.00**
HIV/AIDS Mobile Care Unit Program	Social Worker	N/A	N/A	1.00	1.00	$ 64,290.00	$ 98,326.00
HIV/AIDS Mobile Care Unit Program	Community Services Representative III	N/A	N/A	2.00	2.00	$ 93,614.00	$ 143,392.00
HIV/AIDS Mobile Care Unit Program	Community Services Representative II	N/A	N/A	2.00	2.00	$ 83,368.00	$ 127,502.00
				Subtotal	**5.00**	**$ 241,272.00**	**$ 369,220.00**
Environmental Health	Program Manager	N/A	N/A	1.00	1.00	$ 68,916.00	$ 105,400.00
				Subtotal	**1.00**	**$ 68,916.00**	**$ 105,400.00**
Prenatal Clinic	Medical Assistant	N/A	N/A	1.00	1.00	$ 31,800.00	$ 48,633.00
				Subtotal	**1.00**	**$ 31,800.00**	**$ 48,633.00**
Nutrition Programs	Community Services Rep I	6041	0.500	1.00	0.50	$ 20,582.00	$ 20,582.00
				Subtotal	**0.50**	**$ 20,582.00**	**$ 20,582.00**
Black Infant Health	Program Coordinator I	N/A	N/A	1.00	1.00	$ 66,669.00	$ 101,964.00
Administration	Staff Assistant III	N/A	N/A	1.00	1.00	$ 46,307.00	$ 70,822.00
Public Health Nursing	Senior Public Health Nurse (utilizes existing PCN)	1877	1.00	N/A	N/A	$ 2,455.00	$ 2,455.00
				Subtotal	**2.00**	**$ 115,431.00**	**$ 175,241.00**
				Grand Total	**20.00**	**$ 1,089,616.00**	**$ 1,631,578.00**

COUNCIL POLICY CONSIDERATION:

The City Council's strategic planning goal to support and promote the quality of life and the local economy is furthered by the proposed actions.

FISCAL IMPACT:

The cost of this action will be $1,089,616 and an increase to revenues by $905,775. Please note that the cost of this action is completely personnel expenses and will impact personnel related accounts that have been prorated to start on 10/29/2012. The details of these actions are stated in Attachment A and as followed:

- An increase in appropriations in the amount of $244,812 (203-563271) and estimated revenues in account 6548-203-563271 (Oral Health) in the amount of $358,625.
- An increase in appropriations in the amount of $366,803 for HIV/AIDS related programs (203-563266, 203-563270, 203-563269 and 203-563273) for which the revenues were anticipated and included in the FY 2013 Adopted Budget.
- An increase in appropriations in the amount of $241,272 (203-563275) and estimated revenues in account 6220-203-563275 (HRSA) in the amount of $299,904.

- An increase in appropriations in the amount of $68,916 (203-562053) and estimated revenues in account 6220-203-562053 (FDA) in the amount of $100,000.
- An increase in appropriations in the amount of $31,800 (203-564408) for the Prenatal Clinic for which the revenues were anticipated and included in the FY 2013 Adopted Budget.
- An increase in appropriations in the amount of $20,582 (203-565718) and estimated revenues in account 6311-203-565718 (CA Nutrition) in the amount of $147,246.
- An increase in appropriations for the following accounts: 203-564400 in the amount of $66,669, 203-561000 in the amount of $46,307 and 203-563139 in the amount of $2,455 for which the revenues were anticipated and included in the FY 2013 Adopted Budget.

Respectfully submitted,

JULIE GUTIERREZ
Acting Director
Human Resources Department

ERIC G. WALSH, MD, MPH
Director/Health Officer
Public Health Department

Prepared by:

Erika Davies
Executive Secretary
Public Health Department

Concurred by:

ANDREW GREEN
Director of Finance
Department of Finance

Approved by:

MICHAEL J. BECK
City Manager

Attachment: (1)

Attachment A: Detail of Proposed Budget Amendments

Attachment A - Detail of Proposed Budget Amendments
Table 1

Agenda Report Item #	Department/Fund	Account Code	Use Available Fund Balance	Revenues			Expenses		
				FY 2013 Adopted Budget	FY 2013 Proposed Amendment	FY 2013 Revised Budget	FY 2013 Adopted Budget	FY 2013 Proposed Amendment	FY 2013 Revised Budget
	Public Health								
1	Public Health Fund (203) - Oral Health	6548-203-563271	-	-	$358,625	$358,625	-	-	-
1	Public Health Dentist - L/T	Personnel Accts-203-563271	-	-	-	-	-	$111,720	$111,720
1	Dental Hygienist - L/T	Personnel Accts-203-563271	-	-	-	-	-	$55,156	$55,156
1	Dental Assistant (2) - L/T	Personnel Accts-203-563271	-	-	-	-	-	$77,936	$77,936
	Subtotal		-	-	$358,625	$358,625	-	$244,812	$244,812
2	Social Worker - L/T	Personnel Accts-203-563266	$64,290	-	-	-	-	$64,290	$64,290
2	Registered Nurse - L/T	Personnel Accts-203-563270	$65,219	-	-	-	-	$65,219	$65,219
2	Senior Registered Nurse (Increase 0.25 FTE) - L/T	Personnel Accts-203-563266	$21,533	-	-	-	-	$21,533	$21,533
2	Registered Nurse (Increase 0.25 FTE) - L/T	Personnel Accts-203-563270	$21,723	-	-	-	-	$21,723	$21,723
	Subtotal		$172,765	-	-	-	-	$172,765	$172,765
3	Certified Medical Assistants (2) - L/T	Personnel Accts-203-563269	$63,600	-	-	-	-	$63,600	$63,600
3	Registered Nurse (2) - L/T	Personnel Accts-203-563273	$130,438	-	-	-	-	$130,438	$130,438
	Subtotal			-	-	-	-	$194,038	$194,038
4	Public Health Fund (203) - HRSA	6220-203-563275	-	-	$299,904	$299,904	-	-	-
4	Social Worker - L/T	Personnel Accts-203-563275	-	-	-	-	-	$64,290	$64,290
4	Community Services Representative III (2) - L/T	Personnel Accts-203-563275	-	-	-	-	-	$93,614	$93,614
4	Community Services Representative II (2) - L/T	Personnel Accts-203-563275	-	-	-	-	-	$83,368	$83,368
	Subtotal		-	-	$299,904	$299,904	-	$241,272	$241,272
5	Public Health Fund (203) - FDA	6220-203-562053	-	-	$100,000	$100,000	-	-	-
5	Program Manager - L/T	Personnel Accts-203-562053	$68,916	-	-	-	-	$68,916	$68,916
	Subtotal		$68,916	-	$100,000	$100,000	-	$68,916	$68,916
6	Certified Medical Assistant	Personnel Accts-203-564408	$31,800	-	-	-	-	$31,800	$31,800
7	Public Health Fund (203) - CA Nutrition *	6311-203-565718	-	-	$147,246	$147,246	-	-	-
7	Community Services Representative I (Increase .50 FTE) - L	Personnel Accts-203-565718	$20,582	-	-	-	-	$20,582	$20,582
	Subtotal		$20,582	-	$147,246	$147,246	-	$20,582	$20,582
8	Program Coordinator - L/T	Personnel Accts-203-564400	$66,669	-	-	-	-	$66,669	$66,669
8	Staff Assistant III	Personnel Accts-203-561000	$46,307	-	-	-	-	$46,307	$46,307
8	Senior Public Health Nurse	Personnel Accts-203-563139	$2,455	-	-	-	-	$2,455	$2,455
	Subtotal		$115,431	-	-	-	-	$115,431	$115,431
Grand Total			**$409,494**	**-**	**$905,775**	**$905,775**	**-**	**$1,089,616**	**$1,089,616**

* The California Nutrition grant currently has revenues budgeted. The amount noted is an increase in funding.
L/T Position is grant funded and considered limited-term.

RESOLUTION NO._____

A RESOLUTION OF THE CITY COUNCIL AMENDING THE SALARY RESOLUTIONS TO IMPLEMENT SALARY AND BENEFIT ADJUSTMENTS FOR NEW CLASSIFICATIONS

BE IT RESOLVED by the City Council of the City of Pasadena that the Non-Represented Management Salary Resolution and the Non-Represented Non-Management Salary Resolution are amended as follows:

SECTION 1. Exhibit 3.10 is amended to reflect the following Top Management title and control rate effective October 29, 2012.

Public Health Dentist	$127,700

SECTION 2. Exhibit 3.35 is amended to reflect the following Technical and Administrative titles and control rates effective October 29, 2012.

Dental Hygienist	$60,600
Dental Assistant	$38,850

This amendment shall be effective as of October 29, 2012.

Adopted by the following vote at the meeting of the City Council on October 29, 2012.

AYES:

NOES:

ABSTAIN:

ABSENT:

Mark Jomsky, City Clerk

Approved as to Form:

Michele Beal Bagneris, City Attorney