

TABLE OF CONTENTS

CITY MANAGER'S TRANSMITTAL LETTER

DEPARTMENTAL BUDGETS

City Attorney/City Prosecutor	1.0
City Clerk	2.0
City Council	3.0
City Manager	4.0
Finance	5.0
Fire	6.0
Housing Division	7.0
Human Resources	8.0
Human Services and Recreation	9.0
Libraries and Information Services	10.0
Planning and Development	11.0
Police Department	12.0
Public Health	13.0
Public Works	14.0
Transportation	15.0
Water and Power	16.0
 AFFILIATED AGENCIES	
Pasadena Center Operating Company	17.0
Rose Bowl Operating Company	18.0
 EXHIBIT A –The Budget In Brief	
Statement of Expenses by Fund	19.0

**DEPARTMENT
SUMMARY**
City Attorney/City Prosecutor

Mission Statement

The mission of the City Attorney/City Prosecutor's Department is to represent the City of Pasadena with the utmost professionalism and provide the highest quality legal service. The offices work to arrive at creative solutions, which effectively address issues affecting residents and businesses in the City and assure that the public interest is well served in the areas of civil representation and criminal prosecution.

Program Description

Provide legal support to the City Council and City departments and represent and advise the City in all civil matters. Prosecute misdemeanor offenses and infractions that arise out of violation of State or City laws. Coordinate with City departments, other governmental agencies and community organizations on programs and activities that inform the public, enhance crime prevention and neighborhood improvement. Manage the City's risks with respect to liability and insurance to assure appropriate risk management techniques and adequate insurance coverage.

Departmental Relationship to City Council Goals: See description in Division discussion.

Major Accomplishments

The City's lawyers have successfully handled large caseloads in both civil and criminal courts and effectively worked with and advised other City departments, providing extensive citywide training. They have also been very active in enhancing the City by effectively pursuing code enforcement violations and eliminating nuisances. The Department has stayed within budget while handling a very heavy and challenging workload internally. The City's liabilities claims were effectively handled within the reserved amounts and steps taken to reduce City liability in various areas.

Summary of Appropriations and Revenues

	FY 2006 Actual	FY 2007 Actual	FY 2008 Adopted	FY 2008 Revised	FY 2009 Recommended
FTEs	31.250	34.000	35.000	35.000	35.000
Appropriations	5,061,246	5,871,918	6,475,392	6,475,392	6,861,948
Sources By Fund:					
General Fund	4,723,740	5,309,642	5,885,376	5,885,376	6,256,105
Light and Power Fund	91,266	94,918	97,765	97,765	101,187
Services to PCDC	140,410	146,027	150,408	150,408	155,673
Water Fund	49,146	51,110	52,643	52,643	54,486
Services to RBOC	56,684	58,951	60,720	60,720	62,845
Liability Insurance	0	211,270	228,480	228,480	231,652
Total Sources	5,061,246	5,871,918	6,475,392	6,475,392	6,861,948

Departmental Results Statements

Result 1: Provide high quality, responsive and timely legal advice.

		FY 2007			FY 2008	FY 2009
		Actual	Target	% Target	Target	Target
Measure 1.1 Provision of responsive and timely legal advice.						
	A. Meet or exceed all statutory and other legal deadlines	100%	100%	100%	100%	N/A
	B. Respond within the agreed upon time to requests from City Council, departments, boards and commissions	100%	100%	100%	100%	N/A

Result 2: Ensure that the City complies with all laws.

Measure 2.1 Effective training to City officials, employees, commissions, and boards						
	A. Provide training or educational sessions to City officials, etc. 6 times per year	22	6	100%	6	N/A
	B. Provide in-house training seminars for the City's lawyers 6 times per year	7	6	100%	6	N/A

Result 3: A Safe community for those who live, work and play in Pasadena.

Measure 3.1 Disposition of all non-code enforcement misdemeanor offenses						
	A. Reach disposition of 85% of all non-code enforcement misdemeanor offenses within 120 days of court filing	78%	85%	92%	85%	N/A
Measure 3.2 File or abate 100% of Code Enforcement cases referred						
	A. File or abate 100% of Code Enforcement cases referred	100%	100%	100%	100%	N/A

New Departmental Results Statements for fiscal year 2009

Result 1: Protect and enhance neighborhood vitality and livability.

		FY 2007			FY 2008	FY 2009
		Actual	Target	% Target	Target	Target
Measure 1.1 Engage the community to improve neighborhoods and combat crime						
	A. The Safe Neighborhoods coordinator or prosecution staff will attend at least four community meetings per quarter	New measure beginning in fiscal year 2009				16

Result 2: A safe community for those who live, work and play in Pasadena.

Measure 2.1 Respond timely and effectively to Code Enforcement cases referred						
	A. City Attorney staff will review and file, refer to the Safe Neighborhoods program, or reject Code Enforcement matters within 30 days of receipt	New measure beginning in fiscal year 2009				100%

Result 3: Ensure that the City complies with all laws.

Measure 3.1 Effective training to City officials, employees, commissions, and boards						
	A. Train other City departments or outside law enforcement agencies at least six times per year	New measure beginning in fiscal year 2009				6

Result 4: Meaningful and timely information is provided to support crime prevention.

Measure 4.1 Prepare timely reports of crime indicators						
	A. Report quarterly statistics on: domestic violence, theft, driving under the influence and code enforcement matters as an indicator of crime in the City	New measure beginning in fiscal year 2009				100%

Changes From Prior Year

- *Cost Changes:* The personnel category increased by \$340,718. This includes funding for approved salary, benefit and burden increases. Internal Services increase of \$45,838 is primarily related to annual rate adjustments.

Future Outlook

The Department will be very aggressive in providing appropriate representation, both civilly and criminally, to achieve desired results in the best interests of City departments, residents and businesses.

**DIVISION
SUMMARY**
City Attorney – Civil Division

Mission Statement

To provide the City, including the City Council and City departments with excellent legal representation in all transactional and civil litigation, and other proceedings in a cost-effective manner. The Division strives to arrive at creative solutions to appropriately address issues affecting residents and businesses in the City.

Program Description

The City Attorney's Office provides legal support to the City Council and all City departments; prepares all legal documents, contracts, opinions, ordinances, resolutions; conducts legal research and represents the City in court in civil litigation matters.

Departmental Relationship to City Council Goals:

- **Operate an Effective and Cost Efficient Government**
The City Attorney's Office provides necessary legal advice to assist departments in achieving goals established by the City Council. In doing so most matters are handled by in-house lawyers and efforts are made to keep costs down.

Major Accomplishments

The City Attorney's Office has maintained control of outside legal expenditures handling and managing an average of approximately 100 pending lawsuits at any time, by using outside legal counsel more efficiently. The Office has been very successful, with in-house lawyers, representing the City in the large number of lawsuits. As part of its mission, the Office provided legal advice to City departments, commissions and committees on business and litigation matters. The Office significantly increased the training provided to City staff and City boards and commissions to assist in reducing City liability in a number of areas. The Office also provided legal support for major additional projects such as those related to energy, telecommunications and land use issues. The Office has been very involved in major land use projects and critical code enforcement actions, and has drafted major ordinances adopted by the City Council. The Office continued to advise other City agencies, such as the Rose Bowl Operating Company and the Pasadena Center Operating Company, on major issues affecting those entities.

Summary of Appropriations and Revenues

	FY 2006 Actual	FY 2007 Actual	FY 2008 Adopted	FY 2008 Revised	FY 2009 Recommended
FTEs	18.0	18.0	19.0	19.0	19.0
Appropriations	3,285,686	3,753,667	4,154,566	4,154,566	4,422,540
Sources By Fund:					
General Fund	2,948,180	3,402,661	3,793,030	3,793,030	4,048,349
Light and Power Fund	91,266	94,918	97,765	97,765	101,187
Services to PCDC	140,410	146,027	150,408	150,408	155,673
Water Fund	49,146	51,110	52,643	52,643	54,486
Services to RBOC	56,684	58,951	60,720	60,720	62,845
Total Sources	3,285,686	3,753,667	4,154,566	4,154,566	4,422,540

Changes From Prior Year

- *Cost Changes:* The change from the fiscal year 2008 revised budget is primarily due to higher personnel costs related to approved and anticipated salary and benefit increases.

Future Outlook

The City Attorney's Office – Civil Division will continue to provide the City of Pasadena with excellent legal representation in the most cost effective manner. Lawyers will continue to provide training to those within the City to inform them of applicable laws and to encourage compliance with those laws. Also, outside legal expenditures and services will continue to be closely monitored and evaluated in an effort to control costs and ensure continued provision of the highest quality legal services. The organizational structure of the office will be analyzed and modified as appropriate to ensure maximum effectiveness in operations. The City Attorney's Office will enhance involvement in community activities.

**DIVISION
SUMMARY**

City Attorney – Prosecution Division

Mission Statement

To enforce the laws of the State of California and the Pasadena Municipal Code as mandated by the City Charter through the prosecution of misdemeanor criminal offenses and to promote safety, crime prevention and education in the city.

Program Description

The City Prosecutor's Office prosecutes adult misdemeanants who commit violations of State or City law within the City. The office handles infractions, misdemeanors and any resulting appeals. The "Safe Neighborhoods Pasadena" program engages in crime evaluation and prevention through its partnerships with local agencies and City departments including the inspection and abatement of substandard properties and nuisance locations throughout the City.

Departmental Relationship to City Council Goals:

• **Assure A Safe and Secure Community**

The Office works with local law enforcement agencies, the City's code enforcement division, and health, fire, and other departments to address criminal and nuisance activity, substandard properties and quality of life crimes.

• **Protect and Enhance Neighborhood Vitality and Livability**

Prosecutors engage the community in activism to improve their neighborhoods identify nascent criminal activity and learn ways to combat crime and avoid victimization.

Major Accomplishments

Nearly 6,000 matters were referred to the City Prosecutor's Division for filing review in calendar year 2007. Ninety-one percent of those matters were filed as prosecutions at the Superior Court. Eighty-three percent resulted in conviction with another eight percent resolving through the Defendant's completion of a rehabilitation process. The office installed a new prosecution software system as an adjunct to the new records management system being acquired by the police department. Beginning in early fiscal year 2009 the link will afford a greater exchange of information between the two departments.

The "Safe Neighborhoods Pasadena" reviewed and monitored more than sixty locations throughout the city, twenty in the Community Action Program (CAP) addressing nuisance locations and the remainder in the Neighborhood Enhancement Program dealing with problem property owners. The CAP consortium of city and outside agencies worked with neighbors, Pasadena Police, Los Angeles Sheriff's Department, and state licensing agencies to address chronic nuisance and criminal activities at a licensed group home for teens. A resulting audit imposed new rules for the agency and a relocation of the offenders. Among other accomplishments, the CRASH (City Resources Against Substandard Housing) team closed down a rental location where thirty-one residents were living in crowded conditions and engaging in narcotics activities.

Summary of Appropriations and Revenues

	FY 2006 Actual	FY 2007 Actual	FY 2008 Adopted	FY 2008 Revised	FY 2009 Recommended
FTEs	13.250	14.000	14.000	14.000	14.000
Appropriations	1,775,560	1,906,981	2,092,346	2,092,346	2,207,756
Source					
General Fund	1,775,560	1,906,981	2,092,346	2,092,346	2,207,756

Changes From Prior Year

- *Cost Changes:* The change from the fiscal year 2008 revised budget is primarily due to higher personnel costs related to approved salary and benefit increases. The Personnel budget increased \$101,080. The Internal Services charges increase of \$14,330 is primarily related to annual rate adjustments.

Future Outlook

Fiscal Year 2009 will bring a refurbishment of the Department website reflecting our commitment to neighborhood safety and the successful amelioration of nuisance properties throughout the city. The software implemented by the Police Department should go live and link neatly with information on the Prosecutor's system. The Safe Neighborhoods Pasadena Program will continue to work with city staff and agencies to bring substandard properties up to code and decrease nuisance activity throughout the city.

**DIVISION
SUMMARY**
Liability Claims and Insurance

Mission Statement

To manage liability claims for damages filed against the City, manage the City's insurance portfolio and to advise on the management and limitation or risks.

Program Description

This program is responsible for: 1) identification and measurement of risks of accidental loss, and, 2) recommendation of appropriate Risk Management Techniques to mitigate, avoid, transfer or accept risk of damage caused by accidents. This Division coordinates the transfer of risk to others by: 1) the purchase of property insurance on corporate assets, 2) purchase of policies of insurance for specific, separately funded enterprise liabilities, 3) purchase of crime insurance, and 4) coordinating risk management/insurance requirements for persons dealing with the City, such as vendors, permittees, licensees, and contractors. This Division coordinates risk retention by administering the City's self-insured liability claims program, including pre-litigation claims processing.

Major Accomplishments

The Liability Claims and Insurance Division continued to maintain a database of claims settlements, expense payments, and outstanding reserves on claims by third parties against the City, the investigation of claims and incidents in the pre-litigation stage. Crucial assistance was provided to the City Attorney in preparation of the City's defense on litigated cases. Marketing of the City's insurance programs through municipal purchasing groups was effectively handled to obtain premium savings. The Division coordinated liability investigation and evaluation with City Departments and successfully represented the City in small claim actions.

Summary of Appropriations and Revenues

	FY 2006 Actual	FY 2007 Actual	FY 2008 Adopted	FY 2008 Revised	FY 2009 Recommended
FTEs	0	2,000	2,000	2,000	2,000
Appropriations	0	211,270	228,480	228,480	231,652
GL Payments (Memo)*	0	0	3,000,000	3,000,000	3,000,000
Sources by Fund					
General Liability Fund	0	211,270	228,480	228,480	231,652
General Liability (Memo)*	0	0	3,000,000	3,000,000	3,000,000
Total Sources	0	211,270	222,041	222,041	228,480

* For information only, the amount is not included in the total.

Changes From Prior Year

- *Cost Changes:* The change from the fiscal year 2008 Revised Budget is primarily due to the approved and anticipated salary and benefit increases and cost adjustments in various internal service charges.

Future Outlook

The insurance market conditions are continuing to deteriorate and the City will continue to handle risk through self-insurance until market conditions improve. Premiums remain high and coverage tends to be less than in past years and property premiums are expected to increase. The Liability Claims and Insurance Division will continue to advise departments on risk transfer mechanisms by reviewing contract terms, providing assistance in the enforcement of insurance of requirements, and recommending risk reduction techniques on the City's retained risk. Data will continue to be shared so departments can decide where the greatest effort toward risk reduction should be made. The number of liability claims against cities seems to be increasing. The cost of vehicle repair has significantly increased, as has the cost of medical care, both of which will work to increase the value of damages against the City. Liability claims will continue to be paid when liability for claimed damages is clearly adverse, and claims will continue to be resisted where liability for claimed damages does not clearly exist.

MSI:

DEPARTMENT: City Attorney

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
EMPLOYEES							
REGULAR	31.250	34.000	35.000	35.000	35.000	0.000	
NON-REGULAR	0.000	0.000	0.000	0.000	0.000	0.000	
TOTAL EMPLOYEES	31.250	34.000	35.000	35.000	35.000	0.000	
PERSONNEL							
8005 Regular Pay - PERS	2,510,813	2,764,184	3,638,497	3,638,497	3,931,590	293,093	8.0
8010 Non Benefit Employees	0	4,900	0	0	0	0	0.0
8011 Overtime Pay	484	436	4,643	4,643	4,808	165	3.5
8012 Overtime Subject to PERS	0	175	0	0	0	0	0.0
8018 PST-Part Time Employees - PARS	7,525	5,157	0	0	0	0	0.0
8023 Auto Allowance	27,402	28,885	33,024	33,024	33,024	0	0.0
8024 Personal Dvlpmt Allowance	15,250	15,250	16,000	16,000	18,250	2,250	14.0
8027 Workers' Compensation	21,025	58,130	57,140	57,140	61,726	4,586	8.0
8031 General Liability	0	0	442	442	0	-442	-100.0
8037 Miscellaneous Pay	1,921	0	0	0	0	0	0.0
8038 PERS-Employee Portion	192,241	159,819	254,695	254,695	275,211	20,516	8.0
8040 PERS-City Portion	210,591	278,358	280,528	280,528	276,784	-3,744	-1.3
8041 PARS-City Portion	301	344	0	0	0	0	0.0
8044 Life Insurance	2,765	2,610	3,638	3,638	3,932	294	8.0
8045 Dental Insurance	14,226	15,431	15,569	15,569	15,569	0	0.0
8046 Medicare-City Contributn	35,493	37,858	52,826	52,826	57,078	4,252	8.0
8047 Long Term Disability	41,337	5,991	6,186	6,186	6,684	498	8.0
8049 Emp Opt Ben Fd (EOBF)	258,448	283,706	320,250	320,250	339,500	19,250	6.0
8050 Benefits (VHS)	404,241	445,034	0	0	0	0	0.0
8054 Vision Care	229	237	0	0	0	0	0.0
8056 Accrued payroll	18,940	2,963	0	0	0	0	0.0
8058 Benefits Administration	136,839	150,648	0	0	0	0	0.0
*** TOTAL PERSONNEL	3,900,071	4,260,116	4,683,438	4,683,438	5,024,156	340,718	7.2
SERVICES AND SUPPLIES							
8101 Materials & Supplies	20,788	23,841	27,877	27,877	27,877	0	0.0
8105 Lease Payments	138,758	134,912	6,765	6,765	6,765	0	0.0
8107 Equipment Lease Payments	331	12,558	14,679	14,679	14,679	0	0.0
8108 Computer Related Supplies	3,370	1,854	9,855	9,855	9,855	0	0.0
8109 Equipt Purchases Under \$10,000	8,528	1,677	0	0	0	0	0.0
8110 Outside Printing and Duplicating	354	1,557	200	200	200	0	0.0
8112 Legal Advertising	413	0	0	0	0	0	0.0
8113 Photo Copy Machine Maint	1,266	2,183	2,500	2,500	2,500	0	0.0
8114 Other Contract Services	85,585	104,105	133,365	133,365	133,365	0	0.0
8115 Consultant Services	0	310	0	0	0	0	0.0
8117 Data Processing Operations	13,111	10,807	13,611	13,611	13,611	0	0.0
8118 Outside Legal Services	555,769	907,459	1,046,071	1,046,071	1,046,071	0	0.0
8121 Computer(PC) Maint/Repair	0	0	800	800	800	0	0.0
8124 Dues and Memberships	12,418	11,548	12,415	12,415	12,415	0	0.0
8125 Special Civic Events	-435	7,918	0	0	0	0	0.0

MSI:

DEPARTMENT: City Attorney

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
8127 Conferences & Meetings	15,097	15,236	14,623	14,623	14,623	0	0.0
8128 Mileage	384	547	1,195	1,195	1,195	0	0.0
8129 Education	7,159	4,091	10,275	10,275	10,275	0	0.0
8135 Reference Matls Subscriptions	41,852	38,359	46,065	46,065	46,065	0	0.0
8140 Telephone	207	367	3,000	3,000	3,000	0	0.0
8144 Postage	4,008	3,977	4,497	4,497	4,497	0	0.0
8187 Discount Earned	0	-33	0	0	0	0	0.0
8217 Litigation Expenses	71,280	110,772	100,000	100,000	100,000	0	0.0
8218 Vehicle Rental	22	345	105	105	105	0	0.0
*** TOTAL SERVICES AND SUPPLIES	980,265	1,394,390	1,447,898	1,447,898	1,447,898	0	0.0
EQUIPMENT							
8506 Computer Equipment	0	0	16,000	16,000	16,000	0	0.0
*** TOTAL EQUIPMENT	0	0	16,000	16,000	16,000	0	0.0
*** SUBTOTAL	4,880,336	5,654,506	6,147,336	6,147,336	6,488,054	340,718	5.5
INTERNAL SERVICE CHARGES							
8601 IS-Structural Maintenance	17,617	21,713	52,768	52,768	63,657	10,889	20.6
8602 IS-Tenant Improvements	360	318	0	0	0	0	0.0
8603 IS-Lockshop	0	1,169	174	174	174	0	0.0
8604 IS-Utilities & Insurance - HSEKPING	10,140	11,472	26,755	26,755	33,780	7,025	26.2
8605 IS-Housekeeping Serv	13,816	16,195	34,784	34,784	43,554	8,770	25.2
8606 IS-Floors and Windows	0	0	147	147	147	0	0.0
8607 IS-Printing	26,902	30,706	21,938	21,938	21,938	0	0.0
8608 IS-Mail Services	4,373	5,520	5,520	5,520	5,810	290	5.2
8609 IS-Telephones	22,421	27,285	34,153	34,153	30,771	-3,382	-9.9
8611 IS-Application Devel & Support	672	2,248	1,884	1,884	1,884	0	0.0
8612 IS-PC&Net Service Center	24,695	30,503	37,319	37,319	52,043	14,724	39.4
8620 Bldg Preventive Maintenanc e	6,150	6,916	15,786	15,786	19,255	3,469	21.9
8622 IS-Telephone - Usage	6,534	8,174	14,153	14,153	14,153	0	0.0
8623 IS-PC Training	0	0	4,659	4,659	4,659	0	0.0
8624 IS-Enterprise Network	35,887	39,654	45,871	45,871	50,387	4,516	9.8
8625 IS-Telephone Additions	0	0	4,066	4,066	4,066	0	0.0
8626 IS-Mail - Direct Request	30	30	0	0	0	0	0.0
8632 IS-GIS (Geographic Info)	0	2,531	2,256	2,256	1,774	-482	-21.3
8634 IS-Security Srvcs City Ha ll	7,865	9,232	22,051	22,051	22,051	0	0.0
8641 IS-MS Licensing	3,448	3,746	3,772	3,772	3,791	19	0.5
*** TOTAL INTERNAL SERVICE CHARGES	180,910	217,412	328,056	328,056	373,894	45,838	13.9
*** TOTAL BUDGET	5,061,246	5,871,918	6,475,392	6,475,392	6,861,948	386,556	5.9
REVENUE							
6132 Services to RBOC	56,684	58,951	60,720	60,720	62,845	2,125	3.4
6753 Services to PCDC	140,410	146,027	150,408	150,408	155,673	5,265	3.5
7166 Liability Insurance City	0	211,270	228,480	228,480	231,652	3,172	1.3

GRAIL ANALYSIS

04/23/2008 13:55
PAGE: 3

MSI:

DEPARTMENT: City Attorney

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
Contribution							
9165 General Fund-Unspecified	4,723,740	5,309,642	5,885,376	5,885,376	6,256,105	370,729	6.2
9219 Light and Power Fund	91,266	94,918	97,765	97,765	101,187	3,422	3.5
9565 Water Fund	49,146	51,110	52,643	52,643	54,486	1,843	3.5
*** TOTAL FUNDING	5,061,246	5,871,918	6,475,392	6,475,392	6,861,948	386,556	5.9

GRAIL ANALYSIS

MSI:
FUND: General Fund

VACANCY FACTOR: 0.000

RETIREMENT BENEFIT					LTD					
8040	8043	8042	8038	8039	PERS	FPRS	SPERS	LIAB:	0.0000	0.0000
0.0704	0.0000	0.0700	0.0700	0.0900	0.0017	0.0017	0.0017	WCMP:	0.0163	0.0157

PROGRAM: City Attorney
SECTION: City Attorney

DEPARTMENT: City Attorney
SUB-DEPARTMENT: City Attorney

ACCOUNT: 181000

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
EMPLOYEES							
REGULAR	18,000	18,000	19,000	19,000	19,000	0,000	
NON-REGULAR	0,000	0,000	0,000	0,000	0,000	0,000	
TOTAL EMPLOYEES	18,000	18,000	19,000	19,000	19,000	0,000	
PERSONNEL							
8005 Regular Pay - PERS	1,553,156	1,589,833	2,078,912	2,078,912	2,278,677	199,765	9.6
8011 Overtime Pay	56	32	0	0	0	0	0.0
8018 PST-Part Time Employees - PARS	0	118	0	0	0	0	0.0
8023 Auto Allowance	22,902	22,609	27,696	27,696	27,696	0	0.0
8024 Personal Dvlpmt Allowance	8,250	8,250	8,750	8,750	11,000	2,250	25.7
8027 Workers' Compensation	4,038	33,348	33,886	33,886	35,775	1,889	5.5
8038 PERS-Employee Portion	121,590	91,727	145,524	145,524	159,507	13,983	9.6
8040 PERS-City Portion	132,035	165,035	160,284	160,284	160,419	135	0.0
8041 PARS-City Portion	0	5	0	0	0	0	0.0
8044 Life Insurance	1,628	1,383	2,079	2,079	2,279	200	9.6
8045 Dental Insurance	8,491	8,455	7,825	7,825	7,825	0	0.0
8046 Medicare-City Contributn	22,789	23,261	30,144	30,144	33,041	2,897	9.6
8047 Long Term Disability	25,521	3,493	3,534	3,534	3,874	340	9.6
8049 Emp Opt Ben Fd (EOBF)	155,263	164,603	173,850	173,850	184,300	10,450	6.0
8050 Benefits (VHS)	250,058	255,963	0	0	0	0	0.0
8054 Vision Care	87	87	0	0	0	0	0.0
8056 Accrued payroll	9,638	336	0	0	0	0	0.0
8058 Benefits Administration	84,647	86,646	0	0	0	0	0.0
*** TOTAL PERSONNEL	2,400,149	2,455,184	2,672,484	2,672,484	2,904,393	231,909	8.6
SERVICES AND SUPPLIES							
8101 Materials & Supplies	14,095	11,962	13,606	13,606	13,606	0	0.0
8105 Lease Payments	8,710	0	6,765	6,765	6,765	0	0.0
8107 Equipment Lease Payments	0	11,026	10,479	10,479	10,479	0	0.0
8108 Computer Related Supplies	1,936	993	6,000	6,000	6,000	0	0.0
8109 Equipt Purchases Under \$10,000	1,906	0	0	0	0	0	0.0
8110 Outside Printing and Duplicating	144	1,557	0	0	0	0	0.0
8112 Legal Advertising	413	0	0	0	0	0	0.0
8113 Photo Copy Machine Maint	1,266	2,183	2,500	2,500	2,500	0	0.0
8114 Other Contract Services	58,190	57,094	62,000	62,000	62,000	0	0.0
8115 Consultant Services	0	310	0	0	0	0	0.0
8117 Data Processing Operations	0	482	0	0	0	0	0.0

GRAIL ANALYSIS

MSI:
FUND: General Fund

PROGRAM: City Attorney
SECTION: City Attorney

DEPARTMENT: City Attorney
SUB-DEPARTMENT: City Attorney

ACCOUNT: 181000

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
8118 Outside Legal Services	555,769	907,459	1,046,071	1,046,071	1,046,071	0	0.0
8121 Computer(PC) Maint/Repair	0	0	800	800	800	0	0.0
8124 Dues and Memberships	5,258	6,803	6,500	6,500	6,500	0	0.0
8125 Special Civic Events	-435	7,918	0	0	0	0	0.0
8127 Conferences & Meetings	15,087	13,663	10,000	10,000	10,000	0	0.0
8128 Mileage	384	547	1,000	1,000	1,000	0	0.0
8129 Education	3,291	853	2,500	2,500	2,500	0	0.0
8135 Reference Matls Subscriptions	19,229	14,667	22,000	22,000	22,000	0	0.0
8140 Telephone	207	367	2,000	2,000	2,000	0	0.0
8144 Postage	2,747	2,536	2,000	2,000	2,000	0	0.0
8217 Litigation Expenses	71,258	110,772	100,000	100,000	100,000	0	0.0
8218 Vehicle Rental	0	312	0	0	0	0	0.0
*** TOTAL SERVICES AND SUPPLIES	759,455	1,151,504	1,294,221	1,294,221	1,294,221	0	0.0
EQUIPMENT							
8506 Computer Equipment	0	0	8,000	8,000	8,000	0	0.0
*** TOTAL EQUIPMENT	0	0	8,000	8,000	8,000	0	0.0
*** SUBTOTAL	3,159,604	3,606,688	3,974,705	3,974,705	4,206,614	231,909	5.8
INTERNAL SERVICE CHARGES							
8601 IS-Structural Maintenance	17,617	19,309	27,935	27,935	35,279	7,344	26.2
8602 IS-Tenant Improvements	120	188	0	0	0	0	0.0
8603 IS-Lockshop	0	1,169	50	50	50	0	0.0
8604 IS-Utilities & Insurance - HSEKPING	10,140	10,200	14,164	14,164	18,721	4,557	32.1
8605 IS-Housekeeping Serv	13,816	14,402	18,415	18,415	24,138	5,723	31.0
8607 IS-Printing	8,642	11,160	6,034	6,034	6,034	0	0.0
8608 IS-Mail Services	2,499	2,988	2,988	2,988	3,154	166	5.5
8609 IS-Telephones	12,891	12,895	15,763	15,763	14,082	-1,681	-10.6
8611 IS-Application Devel & Support	672	2,248	452	452	452	0	0.0
8612 IS-PC&Net Service Center	20,427	30,503	37,319	37,319	52,043	14,724	39.4
8620 Bldg Preventive Maintenance	6,150	6,150	8,357	8,357	10,671	2,314	27.6
8622 IS-Telephone - Usage	2,766	2,720	6,197	6,197	6,197	0	0.0
8623 IS-PC Training	0	0	3,078	3,078	3,078	0	0.0
8624 IS-Enterprise Network	20,507	21,467	24,285	24,285	27,353	3,068	12.6
8632 IS-GIS (Geographic Info)	0	1,342	1,153	1,153	942	-211	-18.3
8634 IS-Security Srvcs City Hall	7,865	8,210	11,674	11,674	11,674	0	0.0
8641 IS-MS Licensing	1,970	2,028	1,997	1,997	2,058	61	3.0
*** TOTAL INTERNAL SERVICE CHARGES	126,082	146,979	179,861	179,861	215,926	36,065	20.0
*** TOTAL BUDGET	3,285,686	3,753,667	4,154,566	4,154,566	4,422,540	267,974	6.4
REVENUE							

GRAIL ANALYSIS

MSI:
FUND: General Fund

PROGRAM: City Attorney
SECTION: City Attorney

DEPARTMENT: City Attorney
SUB-DEPARTMENT: City Attorney

ACCOUNT: 181000

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
6132 Services to RBOC	56,684	58,951	60,720	60,720	62,845	2,125	3.4
6753 Services to PCDC	140,410	146,027	150,408	150,408	155,673	5,265	3.5
9165 General Fund-Unspecified	2,948,180	3,402,661	3,793,030	3,793,030	4,048,349	255,319	6.7
9219 Light and Power Fund	91,266	94,918	97,765	97,765	101,187	3,422	3.5
9565 Water Fund	49,146	51,110	52,643	52,643	54,486	1,843	3.5
*** TOTAL FUNDING	3,285,686	3,753,667	4,154,566	4,154,566	4,422,540	267,974	6.4

GRAIL ANALYSIS

MSI:
FUND: General Fund

ACCOUNT: 182000

PROGRAM: CITY PROSECUTOR
SECTION: City Prosecutor

DEPARTMENT: City Attorney
SUB-DEPARTMENT: City Attorney

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
EMPLOYEES							
REGULAR	13.250	14.000	14.000	14.000	14.000	0.000	
NON-REGULAR	0.000	0.000	0.000	0.000	0.000	0.000	
TOTAL EMPLOYEES	13.250	14.000	14.000	14.000	14.000	0.000	
PERSONNEL							
8005 Regular Pay - PERS	957,657	1,055,285	1,412,154	1,412,154	1,500,386	88,232	6.2
8011 Overtime Pay	428	404	4,643	4,643	4,808	165	3.5
8012 Overtime Subject to PERS	0	175	0	0	0	0	0.0
8018 PST-Part Time Employees - PARS	7,525	5,039	0	0	0	0	0.0
8023 Auto Allowance	4,500	4,500	3,072	3,072	3,072	0	0.0
8024 Personal Dvlpmt Allowance	7,000	6,500	6,750	6,750	6,750	0	0.0
8027 Workers' Compensation	16,987	22,302	23,018	23,018	23,556	538	2.3
8037 Miscellaneous Pay	1,921	0	0	0	0	0	0.0
8038 PERS-Employee Portion	70,651	61,960	98,851	98,851	105,027	6,176	6.2
8040 PERS-City Portion	78,556	101,488	108,877	108,877	105,627	-3,250	-2.9
8041 PARS-City Portion	301	339	0	0	0	0	0.0
8044 Life Insurance	1,137	1,160	1,412	1,412	1,500	88	6.2
8045 Dental Insurance	5,735	5,973	6,776	6,776	6,776	0	0.0
8046 Medicare-City Contributn	12,704	13,987	20,544	20,544	21,825	1,281	6.2
8047 Long Term Disability	15,816	2,240	2,401	2,401	2,551	150	6.2
8049 Emp Opt Ben Fd (EOBF)	103,185	103,541	128,100	128,100	135,800	7,700	6.0
8050 Benefits (VHS)	154,183	169,901	0	0	0	0	0.0
8054 Vision Care	142	150	0	0	0	0	0.0
8056 Accrued payroll	9,302	456	0	0	0	0	0.0
8058 Benefits Administration	52,192	57,513	0	0	0	0	0.0
*** TOTAL PERSONNEL	1,499,922	1,612,913	1,816,598	1,816,598	1,917,678	101,080	5.5
SERVICES AND SUPPLIES							
8101 Materials & Supplies	6,693	11,463	13,071	13,071	13,071	0	0.0
8105 Lease Payments	130,048	134,912	0	0	0	0	0.0
8107 Equipment Lease Payments	331	1,532	4,200	4,200	4,200	0	0.0
8108 Computer Related Supplies	1,434	861	3,855	3,855	3,855	0	0.0
8109 Equipt Purchases Under \$10,000	6,622	806	0	0	0	0	0.0
8110 Outside Printing and Duplicating	210	0	200	200	200	0	0.0
8114 Other Contract Services	27,395	46,770	63,515	63,515	63,515	0	0.0
8117 Data Processing Operations	13,111	10,325	13,111	13,111	13,111	0	0.0
8124 Dues and Memberships	7,160	4,335	5,415	5,415	5,415	0	0.0
8127 Conferences & Meetings	10	1,573	4,623	4,623	4,623	0	0.0
8128 Mileage	0	0	195	195	195	0	0.0
8129 Education	3,868	3,238	6,775	6,775	6,775	0	0.0
8135 Reference Matls Subscriptions	22,623	22,185	23,015	23,015	23,015	0	0.0

GRAIL ANALYSIS

MSI:
FUND: General Fund

PROGRAM: CITY PROSECUTOR
SECTION: City Prosecutor

DEPARTMENT: City Attorney
SUB-DEPARTMENT: City Attorney

ACCOUNT: 182000

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
8140 Telephone	0	0	1,000	1,000	1,000	0	0.0
8144 Postage	1,261	1,203	2,147	2,147	2,147	0	0.0
8187 Discount Earned	0	-33	0	0	0	0	0.0
8217 Litigation Expenses	22	0	0	0	0	0	0.0
8218 Vehicle Rental	22	33	0	0	0	0	0.0
*** TOTAL SERVICES AND SUPPLIES	220,810	239,203	141,122	141,122	141,122	0	0.0
EQUIPMENT							
8506 Computer Equipment	0	0	8,000	8,000	8,000	0	0.0
*** TOTAL EQUIPMENT	0	0	8,000	8,000	8,000	0	0.0
*** SUBTOTAL	1,720,732	1,852,116	1,965,720	1,965,720	2,066,800	101,080	5.1
INTERNAL SERVICE CHARGES							
8601 IS-Structural Maintenance	0	0	21,726	21,726	26,580	4,854	22.3
8602 IS-Tenant Improvements	240	130	0	0	0	0	0.0
8603 IS-Lockshop	0	0	124	124	124	0	0.0
8604 IS-Utilities & Insurance - HSEKPING	0	0	11,016	11,016	14,105	3,089	28.0
8605 IS-Housekeeping Serv	0	0	14,321	14,321	18,186	3,865	26.9
8607 IS-Printing	18,260	19,477	13,965	13,965	13,965	0	0.0
8608 IS-Mail Services	1,874	2,200	2,200	2,200	2,324	124	5.6
8609 IS-Telephones	9,530	11,004	13,661	13,661	13,560	-101	-0.7
8611 IS-Application Devel & Support	0	0	1,432	1,432	1,432	0	0.0
8612 IS-PC&Net Service Center	4,268	0	0	0	0	0	0.0
8620 Bldg Preventive Maintenance	0	0	6,500	6,500	8,040	1,540	23.6
8622 IS-Telephone - Usage	3,768	3,540	5,483	5,483	5,483	0	0.0
8623 IS-PC Training	0	0	1,509	1,509	1,509	0	0.0
8624 IS-Enterprise Network	15,380	15,802	18,888	18,888	20,155	1,267	6.7
8625 IS-Telephone Additions	0	0	4,066	4,066	4,066	0	0.0
8626 IS-Mail - Direct Request	30	30	0	0	0	0	0.0
8632 IS-GIS (Geographic Info)	0	1,189	1,103	1,103	832	-271	-24.5
8634 IS-Security Srvcs City Hall	0	0	9,079	9,079	9,079	0	0.0
8641 IS-MS Licensing	1,478	1,493	1,553	1,553	1,516	-37	-2.3
*** TOTAL INTERNAL SERVICE CHARGES	54,828	54,865	126,626	126,626	140,956	14,330	11.3
*** TOTAL BUDGET	1,775,560	1,906,981	2,092,346	2,092,346	2,207,756	115,410	5.5
REVENUE							
9165 General Fund-Unspecified	1,775,560	1,906,981	2,092,346	2,092,346	2,207,756	115,410	5.5
*** TOTAL FUNDING	1,775,560	1,906,981	2,092,346	2,092,346	2,207,756	115,410	5.5

GRAIL ANALYSIS

MSI:
FUND: General Liability Fund

PROGRAM: City Attorney
SECTION: General Liability

DEPARTMENT: City Attorney
SUB-DEPARTMENT: City Attorney

ACCOUNT: 183000

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
EMPLOYEES							
REGULAR	0.000	2.000	2.000	2.000	2.000	0.000	
NON-REGULAR	0.000	0.000	0.000	0.000	0.000	0.000	
TOTAL EMPLOYEES	0.000	2.000	2.000	2.000	2.000	0.000	
PERSONNEL							
8005 Regular Pay - PERS	0	119,066	147,431	147,431	152,527	5,096	3.4
8010 Non Benefit Employees	0	4,900	0	0	0	0	0.0
8023 Auto Allowance	0	1,776	2,256	2,256	2,256	0	0.0
8024 Personal Dvlpmnt Allowance	0	500	500	500	500	0	0.0
8027 Workers' Compensation	0	2,480	236	236	2,395	2,159	914.8
8031 General Liability	0	0	442	442	0	-442	-100.0
8038 PERS-Employee Portion	0	6,132	10,320	10,320	10,677	357	3.4
8040 PERS-City Portion	0	11,835	11,367	11,367	10,738	-629	-5.5
8044 Life Insurance	0	67	147	147	153	6	4.0
8045 Dental Insurance	0	1,003	968	968	968	0	0.0
8046 Medicare-City Contributn	0	610	2,138	2,138	2,212	74	3.4
8047 Long Term Disability	0	258	251	251	259	8	3.1
8049 Emp Opt Ben Fd (EOBF)	0	15,562	18,300	18,300	19,400	1,100	6.0
8050 Benefits (VHS)	0	19,170	0	0	0	0	0.0
8056 Accrued payroll	0	2,171	0	0	0	0	0.0
8058 Benefits Administration	0	6,489	0	0	0	0	0.0
*** TOTAL PERSONNEL	0	192,019	194,356	194,356	202,085	7,729	3.9
SERVICES AND SUPPLIES							
8101 Materials & Supplies	0	416	1,200	1,200	1,200	0	0.0
8109 Eqipt Purchases Under \$10,000	0	871	0	0	0	0	0.0
8114 Other Contract Services	0	241	7,850	7,850	7,850	0	0.0
8117 Data Processing Operations	0	0	500	500	500	0	0.0
8124 Dues and Memberships	0	410	500	500	500	0	0.0
8129 Education	0	0	1,000	1,000	1,000	0	0.0
8135 Reference Matls Subscriptions	0	1,507	1,050	1,050	1,050	0	0.0
8144 Postage	0	238	350	350	350	0	0.0
8218 Vehicle Rental	0	0	105	105	105	0	0.0
*** TOTAL SERVICES AND SUPPLIES	0	3,683	12,555	12,555	12,555	0	0.0
EQUIPMENT							
*** TOTAL EQUIPMENT	0	0	0	0	0	0	0.0
*** SUBTOTAL	0	195,702	206,911	206,911	214,640	7,729	3.7
INTERNAL SERVICE CHARGES							
8601 IS-Structural Maintenance	0	2,404	3,107	3,107	1,798	-1,309	-42.1
8604 IS-Utilities & Insurance	0	1,272	1,575	1,575	954	-621	-39.4

GRAIL ANALYSIS

MSI:
FUND: General Liability Fund

ACCOUNT: 183000

PROGRAM: City Attorney
SECTION: General Liability

DEPARTMENT: City Attorney
SUB-DEPARTMENT: City Attorney

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
- HSEKPING							
8605 IS-Housekeeping Serv	0	1,793	2,048	2,048	1,230	-818	-39.9
8606 IS-Floors and Windows	0	0	147	147	147	0	0.0
8607 IS-Printing	0	69	1,939	1,939	1,939	0	0.0
8608 IS-Mail Services	0	332	332	332	332	0	0.0
8609 IS-Telephones	0	3,386	4,729	4,729	3,129	-1,600	-33.8
8620 Bldg Preventive Maintenance	0	766	929	929	544	-385	-41.4
8622 IS-Telephone - Usage	0	1,914	2,473	2,473	2,473	0	0.0
8623 IS-PC Training	0	0	72	72	72	0	0.0
8624 IS-Enterprise Network	0	2,385	2,698	2,698	2,879	181	6.7
8634 IS-Security Srvcs City Hall	0	1,022	1,298	1,298	1,298	0	0.0
8641 IS-MS Licensing	0	225	222	222	217	-5	-2.2
*** TOTAL INTERNAL SERVICE CHARGES	0	15,568	21,569	21,569	17,012	-4,557	-21.1
*** TOTAL BUDGET	0	211,270	228,480	228,480	231,652	3,172	1.3
REVENUE							
7166 Liability Insurance City Contribution	0	211,270	228,480	228,480	231,652	3,172	1.3
*** TOTAL FUNDING	0	211,270	228,480	228,480	231,652	3,172	1.3

**DEPARTMENT
SUMMARY**
City Clerk

Mission Statement

To ensure the City's elections and legislative processes are open and public by providing a link between citizens and government through the dissemination of information; and to ensure the preservation and integrity of official records that are stored and maintained for legal and business purposes.

Program Description

The City Clerk Department is responsible for the preparation and distribution of City Council agendas; maintains accurate records and legislative history of City Council actions; provides safe keeping and storage of the City's official records and archives; provides records retrieval and legislative research for City departments and the public; performs centralized processing of all legal notices; maintains filings of campaigns and statements of economic interests; administers local elections; oversees the City's centralized Records Management Program and the City's optical imaging system; and provides mail services to City departments.

Departmental Relationship to City Council Goals:

• **Create a More Effective, Cost Efficient Government**

The City Clerk Department, in support of the Council's goal of "creating a more effective, cost-efficient government," will continue to convert documents/records into the Citywide optical imaging system. This provides for faster and more efficient ways to retrieve and research information in an electronic format. Weekly Council meeting agendas, accompanying agenda reports and recaps of Council meeting actions are provided on the Internet giving greater accessibility for the public, media, and City departments. The Department will continue to concentrate on streamlining the efficiency of the imaging system by providing support and maintenance services to its customer departments.

Major Accomplishments

During Fiscal Year 2008, the Official Records Division provided staff support for City Council meetings and four Council standing committees; coordinated a Special Municipal Election (administered by the County Clerk) with one local measure on the February 5, 2008 ballot; staffed and provided minutes for the Youth Development and Violence Prevention Committee and the Heritage Square Developers Selection Process Ad Hoc Committee; administered an employee election for the Deferred Compensation Oversight Committee; prior to destruction, audited for quality control City Clerk subject files converted to electronic format; created a stand-alone scanning station to enable increased scanning productivity of City Clerk records including contracts, resolutions, and ordinances; and provided legislative research services to City departments and the public.

During Fiscal Year 2008, the Records Management Division imported more than 6,000 building permits into the Citywide Imaging System (Questys), destroyed over 1,200 cartons of eligible records, and relocated the Records Center from Highland Plastics to both City Hall and an off-site storage facility. While staff continues with the conversion project to convert eligible records from paper format to digital format, the relocation to City Hall offices has severely limited the storage space available for many City departments. This has resulted in a large increase in

City Clerk

the past year of the number of cartons sent to the Records Center for storage, which currently stands at 3,000 cartons in storage at City Hall and 6,000 cartons stored at the off-site storage facility. To address this issue, staff met with all City departments to discuss the process of scanning files directly into the Questys system, setting up Questys imaging retrieval stations for each department, and updating each department's retention schedule.

Summary of Appropriations and Revenues

	FY 2006 Actual	FY 2007 Actual	FY 2008 Adopted	FY 2008 Revised	FY 2009 Recommended
FTEs	16.500	16.500	16.500	16.500	16.500
Appropriations	1,773,598	2,660,870	2,115,856	2,115,856	2,878,594
Sources by Fund					
General	1,406,418	2,276,626	1,618,320	1,618,320	2,364,695
Mail Service	367,180	384,355	497,536	497,536	513,899
Total Sources by Fund	1,773,598	2,660,981	2,115,856	2,115,856	2,878,594

Departmental Results Statements

Result 1: Provide access to information to ensure an informed citizenry, Council and staff.

	Actual	FY 2007 Target	% Target	FY 2008 Target	FY 2009 Target
Measure 1.1 Availability of Council/Commission minutes in electronic format					
A. Recap of Council/Commission meeting actions available on the Internet by 5:30 p.m. one day following each Council meeting	38	38	100%	100%	100%
B. Council minutes submitted for approval within 2 weeks of each meeting	24	44	55%	100%	100%
C. Council/Commission minutes posted on the Internet within 3 days of approval	38	38	100%	100%	100%

City Clerk

Result 2: Pasadena voters will be informed on ballot issues.

	Actual	FY 2007 Target	% Target	FY 2008 Target	FY 2009 Target
Measure 2.1 Availability of election information on Internet Web page					
A. Post municipal election information (seats up for election, nomination filing period, candidate qualification, etc.) one year in advance of future election		N/A		03/03/08	N/A
B. Post list of qualified candidates and measures within 1 week of qualification	1 day	Within 1 week	100%	N/A Non-election year	Within 1 day
C. Post semi-official election results next day following election, and final results 1 day after conclusion of official canvas	Same Day	Within 1 day	100%	N/A Non-election year	Within 1 day
Measure 2.2 Availability of campaign information to media/public					
A. Campaign information available within 1 day of filing of campaign statements	259	259	100%	100%	100%
Measure 2.3 Timeline for mailing sample ballot to all registered voters					
A. Sample ballots mailed prior to 21 days before election				N/A Non-election year	
Primary	31 days	21 days	100%		100 %
General	25 days	21 days	100%		100 %

Result 3: City business records will be stored in the Records Management Center for easy access, ensuring their preservation and integrity.

	Actual	FY 2007 Target	% Target	FY 2008 Target	FY 2009 Target
Measures 3.1 Timeliness of retrieval of research records requests					
A. Reduce average response time from 2+ to 1 day	488	494	99%	100%	100%
Measure 3.2 Annual survey of customers regarding satisfaction with turn-around time					
A. Customers satisfied with turnaround time on retrieval of documents 100% of the time (data available 3rd Qtr.)	91	95	96%	100%	100%

Changes from Prior Year

- *Cost Changes:* The net increase of \$762,738 is attributable to: \$725,044 in an election year cost that includes \$55,167 in personnel, \$634,337 in services & supplies, and \$35,540 in internal service charges; \$49,422 for anticipated salary/benefit adjustments for the Official Records/Records Management programs; an increase of \$16,363 related to the Mail Services program; and a (\$40,966) decrease in internal service adjustments primarily due to less square footage than anticipated for the Official Records program in the return to City Hall. Additionally, an enhancement of \$12,875 was added to the Records Management program to cover the added contract cost for an offsite commercial facility for records storage.
- *Operational/Service Level Changes:* Two elections are scheduled for FY 2009. These include a primary election in March, 2009 and a general election in April, 2009. The elections will include seats for Council Members of Districts 3, 5, and 7 and Board of Education Seats 1, 3, 5, and 7.

Future Outlook

The City Clerk's Department will continue to pursue opportunities which will enhance the ability to provide accurate and timely information to the City Council, City Manager, all City departments and the general public.

MSI:

DEPARTMENT: City Clerk

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
EMPLOYEES							
REGULAR	16.500	16.500	16.500	16.500	16.500	0.000	
NON-REGULAR	0.000	0.000	0.000	0.000	0.000	0.000	
TOTAL EMPLOYEES	16.500	16.500	16.500	16.500	16.500	0.000	
PERSONNEL							
8005 Regular Pay - PERS	738,401	824,548	1,037,766	1,037,766	1,090,151	52,385	5.0
8011 Overtime Pay	4,599	19,934	1,899	1,899	19,967	18,068	951.4
8018 PST-Part Time Employees - PARS	6,665	17,954	0	0	27,000	27,000	0.0
8023 Auto Allowance	9,600	9,600	10,100	10,100	10,100	0	0.0
8024 Personal Dvlpmt Allowance	4,000	4,000	3,000	3,000	4,000	1,000	33.3
8027 Workers' Compensation	99,690	39,277	47,945	47,945	50,272	2,327	4.8
8031 General Liability	19,372	25,275	12,453	12,453	13,406	953	7.6
8037 Miscellaneous Pay	765	1,137	0	0	0	0	0.0
8038 PERS-Employee Portion	55,211	45,033	72,644	72,644	76,311	3,667	5.0
8040 PERS-City Portion	62,794	84,076	80,012	80,012	76,747	-3,265	-4.0
8041 PARS-City Portion	273	772	0	0	1,080	1,080	0.0
8044 Life Insurance	730	848	1,038	1,038	1,091	53	5.1
8045 Dental Insurance	7,004	8,159	7,986	7,986	7,986	0	0.0
8046 Medicare-City Contributn	9,510	10,786	15,075	15,075	16,096	1,021	6.7
8047 Long Term Disability	7,390	1,981	1,765	1,765	1,853	88	4.9
8048 Child Care Subsidies	0	3	135	135	135	0	0.0
8049 Emp Opt Ben Fd (EOBF)	127,051	145,489	150,975	150,975	160,050	9,075	6.0
8050 Benefits (VHS)	118,882	132,753	0	0	0	0	0.0
8054 Vision Care	56	7	0	0	0	0	0.0
8056 Accrued payroll	5,565	1,555	0	0	0	0	0.0
8058 Benefits Administration	40,242	44,939	0	0	0	0	0.0
*** TOTAL PERSONNEL	1,317,800	1,418,126	1,442,793	1,442,793	1,556,245	113,452	7.8
SERVICES AND SUPPLIES							
8101 Materials & Supplies	23,097	24,585	23,786	23,786	29,586	5,800	24.3
8106 Rent Expense	0	0	16,800	16,800	29,675	12,875	76.6
8108 Computer Related Supplies	280	15,184	2,000	2,000	2,000	0	0.0
8109 Equipt Purchases Under \$10,000	6,993	4,646	8,500	8,500	10,500	2,000	23.5
8110 Outside Printing and Duplicating	11,530	17,974	20,000	20,000	20,200	200	1.0
8112 Legal Advertising	2,878	15,308	7,000	7,000	20,000	13,000	185.7
8113 Photo Copy Machine Maint	6,946	6,115	8,980	8,980	10,180	1,200	13.3
8114 Other Contract Services	192,122	825,566	169,336	169,336	705,536	536,200	316.6
8115 Consultant Services	15,803	0	0	0	0	0	0.0
8118 Outside Legal Services	5,572	3,529	0	0	0	0	0.0
8124 Dues and Memberships	1,093	1,148	1,140	1,140	1,540	400	35.0
8127 Conferences & Meetings	3,816	3,120	4,538	4,538	5,425	887	19.5
8128 Mileage	184	0	330	330	330	0	0.0
8129 Education	902	150	1,352	1,352	1,552	200	14.7
8130 Training Costs	0	0	1,400	1,400	1,400	0	0.0
8132 Video Productions	0	6,940	0	0	8,000	8,000	0.0
8135 Reference Matls	352	187	736	736	736	0	0.0

GRAIL ANALYSIS

04/18/2008 12:44
PAGE: 2

MSI:

DEPARTMENT: City Clerk

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
Subscriptions							
8144 Postage	6,708	81,036	5,050	5,050	75,000	69,950	1385.1
8156 Insurance	0	2,219	0	0	2,500	2,500	0.0
8163 City Cost Abatement	0	8,952	9,221	9,221	9,543	322	3.4
8186 Discounts Lost	-42	0	0	0	0	0	0.0
8187 Discount Earned	0	-37	0	0	0	0	0.0
8218 Vehicle Rental	765	570	0	0	0	0	0.0
8677 Interest	2,101	1,055	6,000	6,000	6,000	0	0.0
*** TOTAL SERVICES AND SUPPLIES	281,100	1,018,247	286,169	286,169	939,703	653,534	228.3
EQUIPMENT							
8504 Equipment	24,898	0	0	0	0	0	0.0
8506 Computer Equipment	0	0	6,500	6,500	6,500	0	0.0
8507 Contra Capital	-24,898	0	0	0	0	0	0.0
8801 Depreciation	12,197	8,800	11,923	11,923	11,923	0	0.0
*** TOTAL EQUIPMENT	12,197	8,800	18,423	18,423	18,423	0	0.0
*** SUBTOTAL	1,611,097	2,445,173	1,747,385	1,747,385	2,514,371	766,986	43.8
INTERNAL SERVICE CHARGES							
8601 IS-Structural Maintenance	23,467	25,720	93,316	93,316	73,829	-19,487	-20.8
8602 IS-Tenant Improvements	155	441	0	0	0	0	0.0
8603 IS-Lockshop	0	3	100	100	100	0	0.0
8604 IS-Utilities & Insurance - HSEKPING	13,500	13,596	47,313	47,313	39,179	-8,134	-17.1
8605 IS-Housekeeping Serv	12,745	13,411	61,512	61,512	50,513	-10,999	-17.8
8606 IS-Floors and Windows	0	0	500	500	500	0	0.0
8607 IS-Printing	24,609	41,796	22,085	22,085	37,085	15,000	67.9
8608 IS-Mail Services	2,256	2,656	2,739	2,739	8,739	6,000	219.0
8609 IS-Telephones	14,511	13,764	16,289	16,289	16,124	-165	-1.0
8611 IS-Application Devel & Support	7,312	33,874	1,130	1,130	14,130	13,000	1150.4
8612 IS-PC&Net Service Center	14,683	17,689	14,635	14,635	18,167	3,532	24.1
8616 IS-Fleet Maint - Equip Maintenance	1,549	2,237	5,781	5,781	5,931	150	2.5
8617 IS-Fleet Maint - Equip Replacement	2,523	2,523	5,023	5,023	5,023	0	0.0
8618 IS-Fleet Fuel/Lubricant	2,562	2,619	2,247	2,247	2,247	0	0.0
8620 Bldg Preventive Maintenance	8,192	8,192	27,917	27,917	22,331	-5,586	-20.0
8622 IS-Telephone - Usage	2,267	2,114	1,713	1,713	1,713	0	0.0
8623 IS-PC Training	0	0	561	561	561	0	0.0
8624 IS-Enterprise Network	18,516	19,081	22,262	22,262	23,755	1,493	6.7
8626 IS-Mail - Direct Request	265	0	0	0	0	0	0.0
8632 IS-GIS (Geographic Info)	1,134	2,701	2,520	2,520	2,972	452	17.9
8634 IS-Security Svcs City Hall	10,476	10,936	38,997	38,997	38,997	0	0.0
8635 IS-ITSD Projects-Basic	0	540	0	0	540	540	0.0
8641 IS-MS Licensing	1,779	1,804	1,831	1,831	1,787	-44	-2.4
*** TOTAL INTERNAL SERVICE CHARGES	162,501	215,697	368,471	368,471	364,223	-4,248	-1.1

GRAIL ANALYSIS

MSI:

DEPARTMENT: City Clerk

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
*** TOTAL BUDGET	1,773,598	2,660,870	2,115,856	2,115,856	2,878,594	762,738	36.0
REVENUE							
6603 Elections Reimbursement	3,508	378,475	10,463	10,463	225,000	214,537	2050.4
6675 Imaging charges	45,264	49,218	49,218	49,218	49,218	0	0.0
7154 Mail Services Fund	367,180	384,244	497,536	497,536	513,899	16,363	3.2
9165 General Fund-Unspecified	1,357,646	1,848,933	1,558,639	1,558,639	2,090,477	531,838	34.1
*** TOTAL FUNDING	1,773,598	2,660,870	2,115,856	2,115,856	2,878,594	762,738	36.0

**DEPARTMENT
SUMMARY**
City Council

Mission Statement

The mission of the Mayor and City Council is to provide leadership for the community through the establishment of policies, which will lead to (1) the enhancement of the quality of life for Pasadena residents, businesses, non-profit institutions and agencies, and other stakeholders, and (2) the maintenance of a strong and stable fiscal condition.

The seven goals of the City Council for fiscal year 2009 are:

- Assure a Safe and Secure Community
- Foster Economic Prosperity
- Protect and Enhance Neighborhood Vitality and Livability
- Focus on Planning, Programming and Reinvesting in our Pasadena Parks and Open Space
- Maintain and reinvest in the City's physical assets to assure their availability for future generations
- Operate an Effective and Cost Efficient Government
- Protect and Enhance Pasadena's Economic, Ethic and Cultural Diversity

Major Accomplishments

During fiscal year 2008, the City pursued various policies and projects which the Council approved to meet the needs of residents, businesses and visitors. The more significant included: Implementation of the City's commitments under the U.S. Conference of Mayors Climate Protection Agreement; formation of a City initiative, in cooperation with other agencies, regarding youth development and violence prevention; completion of the Green Space Element of the General Plan and a Master Plan for parks; more than 50 percent completion of the Conference Center; and voter approval of continuation of the utility users tax on telephone services in the face of certain administrative changes and court rulings. The Council also pursued the preservation and production of affordable housing and collaboration with the Pasadena Unified School District.

Summary of Appropriations and Revenues

	FY 2006 Actual	FY 2007 Actual	FY 2008 Adopted	FY 2008 Revised	FY 2009 Recommended
FTEs	10.000	10.000	10.000	10.000	10.000
Appropriations	1,577,940	1,725,052	1,886,422,	1,893,817	2,008,894
Source by Fund					
General Fund	1,577,940	1,725,052	1,866,422	1,893,817	2,008,894

Changes From Prior Year

- *Cost Changes:* The fiscal year 2009 budget represents a net increase of \$115,077 or 6.08% over the revised fiscal year 2008 budget. The increase is related to anticipated salary and benefit adjustments for Council staff and Field Representatives. Other increases in the Services and Supplies category include annual CPI increases and Internal Services costs for the move back to City Hall.

Future Outlook

During the next fiscal year, the Council intends to formulate a capital improvement strategy for the Rose Bowl; prepare an Open Space and Conservation Element of the General Plan, to be followed by Housing Mobility and Land Use Elements; study rate approaches for electric and water service and other municipal services in light of significantly changing costs and availability; and review financial reporting requirements to facilitate their understanding both for management purposes on the part of the Council and for general public understanding. The Council will continue to explore state and federal legislative proposals that will retain or strengthen local control and otherwise serve the best interest of the community.

GRAIL ANALYSIS

04/21/2008 10:19
PAGE: 1

MSI:
FUND: General Fund

DEPARTMENT: City Council

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
EMPLOYEES							
REGULAR	10.000	10.000	10.000	10.000	10.000	0.000	
NON-REGULAR	0.000	0.000	0.000	0.000	0.000	0.000	
TOTAL EMPLOYEES	10.000	10.000	10.000	10.000	10.000	0.000	
PERSONNEL							
8005 Regular Pay - PERS	228,502	216,973	288,346	295,741	305,351	9,610	3.2
8010 Non Benefit Employees	0	24,920	0	0	0	0	0.0
8011 Overtime Pay	0	216	0	0	0	0	0.0
8018 PST-Part Time Employees - PARS	1,786	296	5,175	5,175	5,175	0	0.0
8024 Personal Dvlpmt Allowance	1,000	500	1,000	1,000	1,000	0	0.0
8038 PERS-Employee Portion	17,073	12,016	20,184	20,184	21,375	1,191	5.9
8040 PERS-City Portion	19,421	21,835	22,232	22,232	21,497	-735	-3.3
8041 PARS-City Portion	5	94	207	207	207	0	0.0
8044 Life Insurance	1,769	1,717	1,751	1,751	1,805	54	3.0
8045 Dental Insurance	3,719	4,006	4,840	4,840	4,840	0	0.0
8046 Medicare-City Contributn	2,591	3,122	4,181	4,181	4,428	247	5.9
8047 Long Term Disability	1,047	434	490	490	519	29	5.9
8049 Emp Opt Ben Fd (EOBF)	102,089	107,527	112,000	112,000	120,000	8,000	7.1
8050 Benefits (VHS)	36,788	34,933	0	0	0	0	0.0
8056 Accrued payroll	1,646	-237	0	0	0	0	0.0
8058 Benefits Administration	12,454	11,825	0	0	0	0	0.0
*** TOTAL PERSONNEL	429,890	440,177	460,406	467,801	486,197	18,396	3.9
SERVICES AND SUPPLIES							
8101 Materials & Supplies	28,439	16,430	72,001	72,001	72,001	0	0.0
8108 Computer Related Supplies	24	17	0	0	0	0	0.0
8109 Equipt Purchases Under \$10,000	3,948	848	26,500	26,500	26,500	0	0.0
8113 Photo Copy Machine Maint	4,704	4,525	7,083	7,083	7,083	0	0.0
8114 Other Contract Services	628,238	709,862	631,467	631,467	656,726	25,259	4.0
8115 Consultant Services	158,296	163,289	268,787	268,787	276,984	8,197	3.0
8124 Dues and Memberships	69,798	72,099	67,595	67,595	69,217	1,622	2.3
8125 Special Civic Events	3,764	4,180	10,000	10,000	10,000	0	0.0
8127 Conferences & Meetings	24,626	46,068	27,000	27,000	31,000	4,000	14.8
8129 Education	0	650	500	500	500	0	0.0
8130 Training Costs	0	350	15,000	15,000	15,000	0	0.0
8132 Video Productions	2,000	0	20,000	20,000	20,000	0	0.0
8135 Reference Matls	557	486	300	300	300	0	0.0
Subscriptions							
8136 Library Books	0	172	0	0	0	0	0.0
8144 Postage	45,247	32,006	40,000	40,000	40,000	0	0.0
8152 Foreign Cities	835	29,212	15,000	15,000	15,000	0	0.0
Affiliation							
8212 Permits and Fees	62	0	0	0	0	0	0.0
8218 Vehicle Rental	22	61	0	0	0	0	0.0
*** TOTAL SERVICES AND SUPPLIES	970,560	1,080,255	1,201,233	1,201,233	1,240,311	39,078	3.2

GRAIL ANALYSIS

04/21/2008 10:19
PAGE: 2

MSI:
FUND: General Fund

DEPARTMENT: City Council

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
EQUIPMENT							
*** TOTAL EQUIPMENT	0	0	0	0	0	0	0.0
*** SUBTOTAL	1,400,450	1,520,432	1,661,639	1,669,034	1,726,508	57,474	3.4
INTERNAL SERVICE CHARGES							
8601 IS-Structural Maintenance	26,573	29,125	42,904	42,904	60,035	17,131	39.9
8602 IS-Tenant Improvements	228	993	2,000	2,000	2,000	0	0.0
8603 IS-Lockshop	0	0	200	200	200	0	0.0
8604 IS-Utilities & Insurance - HSEKPING	15,288	15,396	21,753	21,753	31,858	10,105	46.4
8605 IS-Housekeeping Serv	21,266	22,481	28,282	28,282	41,076	12,794	45.2
8606 IS-Floors and Windows	0	0	1,000	1,000	1,000	0	0.0
8607 IS-Printing	30,494	44,850	29,000	29,000	29,000	0	0.0
8608 IS-Mail Services	1,470	3,671	1,660	1,660	1,660	0	0.0
8609 IS-Telephones	11,571	8,465	11,034	11,034	10,953	-81	-0.7
8612 IS-PC&Net Service Center	25,149	36,976	32,517	32,517	41,828	9,311	28.6
8620 Bldg Preventive Maintenance	9,277	9,277	12,835	12,835	18,159	5,324	41.4
8621 IS-Radio - Direct Request	48	0	0	0	0	0	0.0
8622 IS-Telephone - Usage	2,034	2,134	5,273	5,273	5,273	0	0.0
8623 IS-PC Training	0	0	3,135	3,135	3,135	0	0.0
8624 IS-Enterprise Network	12,063	11,926	13,492	13,492	14,396	904	6.7
8626 IS-Mail - Direct Request	9,002	5,578	0	0	0	0	0.0
8632 IS-GIS (Geographic Info)	0	238	659	659	2,801	2,142	325.0
8634 IS-Security Srvcs City Hall	11,868	12,383	17,929	17,929	17,929	0	0.0
8641 IS-MS Licensing	1,159	1,127	1,110	1,110	1,083	-27	-2.4
*** TOTAL INTERNAL SERVICE CHARGES	177,490	204,620	224,783	224,783	282,386	57,603	25.6
*** TOTAL BUDGET	1,577,940	1,725,052	1,886,422	1,893,817	2,008,894	115,077	6.0
REVENUE							
9165 General Fund-Unspecified	1,577,940	1,725,052	1,886,422	1,893,817	2,008,894	115,077	6.0
*** TOTAL FUNDING	1,577,940	1,725,052	1,886,422	1,893,817	2,008,894	115,077	6.0

**DIVISION
SUMMARY
City Manager**

Mission Statement

To implement City Council policy directives, provide leadership, manage City operations to deliver efficient and effective government service, and to strengthen communication and partnership with the community.

Program Description

The City Manager's Office provides oversight and direction to all City programs to ensure that they meet the needs of the community and respond to City Council goals. The City Manager also provides direct leadership on critical issues and affordable housing needs. The Public Affairs Office supports community relations. The City Manager's Office provides staff support to the Legislative Policy Committee. The Cultural Affairs Office is the Pasadena's facilitator for art, design, and cultural initiatives.

Departmental Relationship to City Council Goals

Leadership and direction from the City Manager's Office ensures that all departments are responding to City Council goals, applying policy consistently, identifying key issues that need Council direction, keeping abreast of the changing needs of the community, and planning the services, programs and projects that will ensure Pasadena maintains its status and character as a great community in which to live, work and play.

Major Accomplishments

Please refer to the Major Accomplishments section under the City Department's Summaries.

Summary of Appropriations and Revenues

	FY 2006 Actual	FY 2007 Actual	FY 2008 Adopted	FY 2008 Revised	FY 2009 Recommended
FTEs	12.87	13.00	13.00	16.00	16.00
Appropriations	2,458,042	2,442,945	2,654,795	3,206,698	3,391,766
Sources by Fund					
General	2,433,523	2,417,446	2,628,531	3,074,309	3,258,930
Light & Power	15,937	16,574	17,071	17,071	17,071
Capital Public Art Fund				25,376	25,525
Cultural Arts Trust Fund				80,749	81,047
Water	8,582	8,925	9,193	9,193	9,193
Total Sources by Fund	2,458,042	2,442,945	2,654,795	3,206,698	3,391,766

City Manager

Departmental Results Statements

Result 1: Maintain financial health of the City.

	FY 2007			FY 2008	FY 2009
	Actual	Target	% Target	Target	Target
Measure 1.1 Bond rating/City Credit Rating					
A. AA	AA+	AA	100%	AA	AA
Measure 1.2 Annual management audit letter					
A. Unconditioned approval.	UA	UA	100%	UA	UA

Result 2: Create environment to maintain stable workforce.

	FY 2007			FY 2008	FY 2009
	Actual	Target	% Target	Target	Target
Measure 2.1 Response to employee survey of "Pasadena is a great place to work" (biennial survey)					
A. 90%	90%	90%	100%	n/a	90%
Measure 2.2 Turnover rate (excluding regular service retirements)					
A. 6% annual turnover rate.	6.0%	6.0%	100%	6%	6%
Measure 2.3 Employees are evaluated annually.					
A. 95% of employee evaluations completed at least once annually.	96.0%	95.0%	100%	95.0%	95.0%

Result 3: Improve entertainment and cultural opportunities for those who live, work in and visit Pasadena.

	FY 2007			FY 2008	FY 2009
	Actual	Target	% Target	Target	Target
Measure 1.1 Support cultural organizations, artists and art education through annual funding.					
A. Distribute 100% of General Fund monies	100%	100%	100%	100%	100%
Measure 1.2 Support and develop cultural tourism opportunities.					
A. Produce 2 Art Night events annually	2	2	100%	2	2

Changes from Prior Year

- **Cost Changes:** The change from fiscal year revised 2008 budget is an increase of \$185,067. The change includes scheduled increases in salary and benefit rates totaling \$114,007, decreases in Services and Supplies, \$59,958, and increases in Internal Services charges of \$131,018.

City Manager

- *FTE Changes:* A total of 3.0 FTE's were transferred from Planning and Development to the City Manager Department for Cultural Affairs. In addition, 1.0, Project Manager was transferred to the Human Services and Recreation Department for the First Source programs.
- *Organizational/Program Changes:* The Cultural Affairs Division was transferred to the City Manager Department from Planning and Development Department and the First Source Program was transferred to Human Services and Recreation Department. This is an administrative issue and has no impact on the overall budget. In addition, the Housing Division was reclassified as a Department and is represented under a separate tab in this document.

Future Outlook

Future issues expected to impact the City Manager's Office continue to include protection of local revenues, strategic response to the State budget deficit and rising costs, strong pressure for development, traffic and environmental issues associated with development. Additional issues will include identification of funding for parks and open space, implementation of the Arroyo Seco master plans, the identification of new affordable housing initiatives, implementation of the Green Building Program; and the implementation of phase II of the Gold Line light rail.

GRAIL ANALYSIS

04/24/2008 13:34

PAGE: 1

MSI:

DEPARTMENT: City Manager

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
EMPLOYEES							
REGULAR	12.870	13.000	13.000	16.000	16.000	0.000	
NON-REGULAR	0.000	0.000	0.000	0.000	0.000	0.000	
TOTAL EMPLOYEES	12.870	13.000	13.000	16.000	16.000	0.000	
PERSONNEL							
8005 Regular Pay - PERS	880,105	1,006,103	1,303,114	1,525,652	1,600,132	74,480	4.8
8010 Non Benefit Employees	19,456	0	0	0	0	0	0.0
8011 Overtime Pay	1,827	2,554	0	10,000	10,000	0	0.0
8018 PST-Part Time Employees - PARS	236	251	0	0	0	0	0.0
8020 Management Benefit	3,184	256	0	0	0	0	0.0
8023 Auto Allowance	15,504	17,400	18,300	22,812	22,812	0	0.0
8024 Personal Dvlpmt Allowance	6,900	5,525	6,500	7,500	7,500	0	0.0
8027 Workers' Compensation	23,409	5,465	14,074	23,866	49,962	26,096	109.3
8031 General Liability	0	0	0	6,009	5,293	-716	-11.9
8037 Miscellaneous Pay	358	0	0	0	0	0	0.0
8038 PERS-Employee Portion	67,493	59,013	101,672	117,249	123,046	5,797	4.9
8040 PERS-City Portion	75,602	106,808	100,470	117,627	112,650	-4,977	-4.2
8041 PARS-City Portion	10	-779	0	0	0	0	0.0
8044 Life Insurance	1,321	1,417	1,303	1,526	1,599	73	4.7
8045 Dental Insurance	5,477	5,764	6,292	7,744	7,744	0	0.0
8046 Medicare-City Contributn	11,890	13,952	18,896	22,268	23,347	1,079	4.8
8047 Long Term Disability	5,186	4,722	2,215	2,594	2,720	126	4.8
8049 Emp Opt Ben Fd (EOBF)	108,019	116,678	145,600	173,051	185,100	12,049	6.9
8050 Benefits (VHS)	141,608	161,982	0	0	0	0	0.0
8054 Vision Care	97	150	0	0	0	0	0.0
8056 Accrued payroll	7,448	2,362	0	0	0	0	0.0
8058 Benefits Administration	47,936	54,833	0	0	0	0	0.0
*** TOTAL PERSONNEL	1,423,066	1,564,456	1,718,436	2,037,898	2,151,905	114,007	5.5
SERVICES AND SUPPLIES							
8101 Materials & Supplies	60,758	39,900	31,119	41,401	36,219	-5,182	-12.5
8105 Lease Payments	27,035	17,075	17,588	17,588	1,128	-16,460	-93.5
8107 Equipment Lease Payments	3,506	3,423	4,500	4,500	4,500	0	0.0
8108 Computer Related Supplies	1,383	6,151	1,700	1,700	1,700	0	0.0
8109 Equipt Purchases Under \$10,000	11,873	4,740	10,000	10,000	10,000	0	0.0
8110 Outside Printing and Duplicating	32,451	31,850	31,300	35,550	35,550	0	0.0
8112 Legal Advertising	23	0	0	0	0	0	0.0
8113 Photo Copy Machine Maint	6,016	4,383	5,500	5,500	5,500	0	0.0
8114 Other Contract Services	424,562	396,409	441,427	462,637	419,405	-43,232	-9.3
8115 Consultant Services	159,594	79,182	68,000	133,000	135,380	2,380	1.7
8116 Contract Maintenance	331	110	550	550	550	0	0.0
8122 Support to Advisory Committees	0	0	0	9,200	7,402	-1,798	-19.5
8123 Moving Expenses	1,229	0	0	0	0	0	0.0
8124 Dues and Memberships	7,623	3,798	5,950	8,550	8,550	0	0.0
8125 Special Civic Events	7,770	21,959	12,000	12,000	12,000	0	0.0

MSI:

DEPARTMENT: City Manager

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
8127 Conferences & Meetings	11,022	10,916	11,557	18,057	18,057	0	0.0
8128 Mileage	505	546	0	500	500	0	0.0
8129 Education	755	614	0	0	0	0	0.0
8130 Training Costs	3,000	0	1,560	1,560	6,560	5,000	320.5
8135 Reference Matls Subscriptions	2,344	2,131	3,500	3,500	3,500	0	0.0
8140 Telephone	874	3,494	5,900	5,900	5,900	0	0.0
8142 Electric	7,212	8,060	0	0	0	0	0.0
8144 Postage	58,160	54,792	52,250	54,650	54,684	34	0.0
8150 Cash Over and Short	10	0	0	0	0	0	0.0
8153 Grants-In-Aid	0	0	0	109,000	108,000	-1,000	-0.9
8178 Program Expenditure Recovery	-255	0	0	0	0	0	0.0
8187 Discount Earned	-100	0	0	0	0	0	0.0
8212 Permits and Fees	62	0	0	0	0	0	0.0
8218 Vehicle Rental	72	55	0	0	300	300	0.0
8290 Cell Phone Reimbmnt	-981	-329	0	0	0	0	0.0
*** TOTAL SERVICES AND SUPPLIES	826,834	689,259	704,401	935,343	875,385	-59,958	-6.4
EQUIPMENT							
*** TOTAL EQUIPMENT	0	0	0	0	0	0	0.0
*** SUBTOTAL	2,249,900	2,253,715	2,422,837	2,973,241	3,027,290	54,049	1.8
INTERNAL SERVICE CHARGES							
8601 IS-Structural Maintenance	22,690	24,869	37,247	37,247	71,587	34,340	92.1
8602 IS-Tenant Improvements	4,730	605	0	0	0	0	0.0
8603 IS-Lockshop	584	160	0	0	0	0	0.0
8604 IS-Utilities & Insurance - HSEKPING	13,056	13,152	18,885	18,885	37,989	19,104	101.1
8605 IS-Housekeeping Serv	18,893	19,878	24,552	24,552	48,980	24,428	99.4
8606 IS-Floors and Windows	0	0	800	800	800	0	0.0
8607 IS-Printing	37,224	24,513	25,400	26,900	26,900	0	0.0
8608 IS-Mail Services	1,764	2,067	2,158	2,158	2,158	0	0.0
8609 IS-Telephones	25,496	20,492	17,865	17,865	21,383	3,518	19.6
8611 IS-Application Devel & Support	4,249	3,352	0	0	0	0	0.0
8612 IS-PC&Net Service Center	37,342	39,657	50,399	50,399	87,992	37,593	74.5
8620 Bldg Preventive Maintenance	7,922	7,922	11,143	11,143	21,653	10,510	94.3
8622 IS-Telephone - Usage	4,679	5,296	5,500	5,500	5,500	0	0.0
8623 IS-PC Training	0	0	3,000	3,000	3,000	0	0.0
8624 IS-Enterprise Network	14,476	14,848	17,539	17,539	18,716	1,177	6.7
8626 IS-Mail - Direct Request	30	0	0	0	0	0	0.0
8632 IS-GIS (Geographic Info)	0	442	461	461	844	383	83.0
8634 IS-Security Srvcs City Hall	10,130	10,574	15,566	15,566	15,566	0	0.0
8641 IS-MS Licensing	4,877	1,403	1,443	1,443	1,408	-35	-2.4
*** TOTAL INTERNAL SERVICE CHARGES	208,142	189,230	231,958	233,458	364,476	131,018	56.1
*** TOTAL BUDGET	2,458,042	2,442,945	2,654,795	3,206,699	3,391,766	185,067	5.7

GRAIL ANALYSIS

04/24/2008 13:34
PAGE: 3

MSI:

DEPARTMENT: City Manager

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
REVENUE							
9165 General Fund-Unspecified	2,433,523	2,417,446	2,628,531	3,074,309	3,258,930	184,621	6.0
9219 Light and Power Fund	15,937	16,574	17,071	17,071	17,071	0	0.0
9482 Capital Public Art Fund	0	0	0	25,376	25,525	149	0.5
9483 Cultural Arts Trust Fund	0	0	0	80,749	81,047	298	0.3
9565 Water Fund	8,582	8,925	9,193	9,193	9,193	0	0.0
*** TOTAL FUNDING	2,458,042	2,442,945	2,654,795	3,206,698	3,391,766	185,068	5.7

**DEPARTMENT
SUMMARY**
Finance

Mission Statement

To develop fiscal policies that ensure a financially strong and effective city government. Implement financial policies and procedures that are consistently monitored and reviewed in order to maintain the financial integrity of the City and its related agencies. Being responsible for the overall financial and accounting management of the City, the Finance Department ensures that generally accepted accounting standards are followed and appropriate internal controls are in place to safeguard City assets. The Finance Department also provides and maintains a secure and reliable technological infrastructure.

Program Description

The Department of Finance plays a key role in every financial transaction of the City, ranging from cash handling to debt management; from financial forecasting to budgetary controls. Services provided by the Department include: fiscal oversight, accounting and analysis, debt management, investments, purchasing, budgeting, cash management, cashiering, collections, accounts receivable, accounts payable, payroll, Workers' Compensation, safety, printing, management analysis and internal auditing. In addition, the Department also manages the City's Information Technology Services. The Information Technology Services Division (ITSD) provides services to City departments covering a wide spectrum of technology and systems.

Departmental Relationship to City Council Goals:

- **Foster Economic Prosperity**

The Department of Finance works closely with all departments to provide financial and economic data related to the City. The Department analyzes proposals and assists in the preparation of economic development agreements, works with the City's Business Improvement Districts to ensure the proper collection of their annual assessments, and serves as a resource to the general Pasadena business community on issues as needed. The Department participates in developing financing plans for major City projects. Finance also works closely with the Pasadena Center Operating Company and the Rose Bowl Operating Company to develop financing plans for major improvements.

- **Operate an Effective and Cost Efficient Government**

Finance continually searches for ways to improve City services while reducing costs. The Department's financial system provides timely and complete financial information directly to departments. The business license system streamlines the processing of business license accounts and enhances customer service. The Purchasing Card Program allows departments to make faster purchases without a lot of unnecessary paperwork and processes, and vendors receive payment more timely. The Department has developed numerous financial plans for major City funds to provide the City Council with a long-range financial picture regarding the fiscal solvency of these funds. These documents are refined on a quarterly basis to serve as an important planning tool as monetary decisions are made. Additionally, purchasing policies have been implemented to achieve urban sustainability as promoted by the United Nations Green Cities Declaration and Urban Environmental Accords, beginning with the purchase of alternative fuel vehicles, paper with higher content recycled matter, green light bulbs and janitorial supplies that are free of toxins.

Finance

Major Accomplishments

During fiscal year 2008, the City, for the first time, received the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award. The City once again was awarded the Certificate of Achievement for Excellence in Financial Reporting by the GFOA for the Comprehensive Annual Financial Report for the fiscal year ended June 30, 2007. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting. The City received the Award for Excellence in Operational Budgeting from the California Society of Municipal Finance Officers (CSMFO) for the City's fiscal year 2008 Operating Budget and an award for Excellence in Public Communications for the fiscal year 2008 Budget in Brief. The Department completed the issuance of \$135 million in refinancing for the renovation of the Pasadena Conference Center. The Department continued the implementation of a web-based time entry system in order to further streamline the payroll process. In addition to maintaining the City's technology infrastructure the Information Technology Services Division also successfully coordinated and implemented the Fire Department migration to Interagency Communications Interoperability System (ICIS), which is a digital radio system that allows intercity and interagency radio communication between member cities and meets future Federal requirements. The City's current General Obligation Bond rating was upgraded from AA to AAA which is the highest rating given by Standard and Poor's. Electric revenue bonds in the amount of \$58.5 million were also issued this year.

Summary of Appropriations and Revenues

	FY 2006 Actual	FY 2007 Actual	FY 2008 Adopted	FY 2008 Revised	FY 2009 Recommended
FTEs					
Finance	77.150	77.150	77.650	77.650	78.650
Workers' Comp & Safety	9.000	9.000	8.000	8.000	8.000
General Liability	2.000	0.000	0.000	0.000	0.000
Printing Services	7.000	7.000	7.000	7.000	7.000
Information Technology	44.000	45.000	48.000	48.000	47.500
Grants FTEs (memo only)	5.600	5.600	5.600	5.600	5.600
Total FTEs	144.750	143.750	146.250	146.250	146.750
Appropriations					
Finance	8,765,460	8,817,083	9,850,182	9,850,182	10,105,373
Workers' Comp & Safety	1,333,696	946,148	1,371,515	1,371,515	1,367,418
General Liability	205,527	0	0	0	0
Printing Services	1,058,740	1,131,472	1,700,103	1,700,103	1,389,007
Information Technology	7,762,652	7,938,698	9,694,159	9,694,159	9,832,015
Grants (memo only)*	0	0	599,132	599,132	615,211
Total Appropriations	19,126,075	18,833,401	22,615,959	22,615,959	22,693,813
Sources by Fund					
General Fund	8,765,460	8,817,083	9,850,182	9,850,182	10,105,373
Worker's Compensation Fund	1,333,696	946,148	1,371,515	1,371,515	1,367,418
General Liability	205,527	0	0	0	0
Printing Services Fund	1,058,740	1,131,472	1,700,103	1,700,103	1,389,007
Information Technology Funds	7,762,652	7,938,698	9,694,159	9,694,159	9,832,015
Total Sources	19,126,075	18,833,401	22,615,959	22,615,959	22,693,813

* For information only, amount not included in total.

Finance

Departmental Results Statements

Result 1: City leaders are well informed to make sound financial decisions.

		FY 2007			FY 2008	FY 2009
		Actual	Target	% Target	Target	Target
Measure 1.1 Provide revenue and expenditure information to all departments in a timely manner						
	A. With the exception of the 1 st and 4 th quarters, revenue and expenditure information will be available online (nVision) to all departments within 5 business days after month-end close	100%	100%	100%	100%	100%
Measure 1.2 Update and present the Five-Year Financial Plan						
	A. Five Year Financial Plan will be presented within 30 days after quarter-end for the 2 nd and 3 rd quarters and within 2 ½ months after 1 st and 4 th quarters	100%	100%	100%	100%	100%

Result 2: Employees will be accurately compensated with proper accounting for benefits.

		FY 2007			FY 2008	FY 2009
		Actual	Target	% Target	Target	Target
Measure 2.1 Prepare accurate payroll checks						
	A. 100% of all employees are accurately compensated the 1st time	99.9%	100%	99.9%	100%	100%

Result 3: Meaningful and timely financial information is provided to departmental and outside customers in order to assist in the managing of budgets.

		FY 2007			FY 2008	FY 2009
		Actual	Target	% Target	Target	Target
Measure 3.1 Timely capture and analyze agenda reports that approve budget amendments and prepare and input related budget journal vouchers						

Finance

		FY 2007			FY 2008	FY 2009
		Actual	Target	% Target	Target	Target
	A. 95% of budget journal vouchers will be captured and prepared before closing of each respective month for which the budget amendment was approved	95%	95%	100%	95%	95%
Measure 3.2 Timely summarize the Utility Users' Tax (UUT)						
	A. All utility tax payments will be summarized by the end of each month	100%	100%	100%	100%	100%
	B. Follow-up will be initiated by the 10 th of next month with those companies that have not paid	100%	100%	100%	100%	100%
Measure 3.3 Close the general ledger in a timely fashion each month in order to facilitate the access to financial information						
	A. The general ledger accounting cycle will be closed within 7 working days after month-end for months October through May	92%	100%	92%	100%	100%
	B. The general ledger accounting cycle will be closed by October 15 th for months July through September	10/11/06	10/15/06	100%	100%	100%
Measure 3.4 Close the year-end general ledger accounting cycle in a timely fashion in order to facilitate the access to year-end financial information						
	A. The year-end general ledger accounting cycle will be closed within 2 ½ months after year-end	2.5	2.5	100%	2.5	2.5
Measure 3.5 Prepare financial reports for Water and Power Department in a timely manner						
	A. Financial reports will be prepared for the Water and Power Department within 4 working days after month-end close	1.5	4	100%	N/A	N/A

Finance

		FY 2007			FY 2008	FY 2009
		Actual	Target	% Target	Target	Target
	A. Financial reports will be prepared for the Water and Power Department within 3 working days after month-end close	New Target beginning in FY 2008			3	3

Result 4: Qualify the City's Comprehensive Annual Financial Reports for the Government Finance Officer's Association (GFOA) of the United States and Canada award.

		FY 2007			FY 2008	FY 2009
		Actual	Target	% Target	Target	Target
Measure 4.1 Receive top recognition for the City's comprehensive Annual Financial Report from GFOA						
	A. The City will submit and receive the GFOA Certificate of Achievement for Excellence in Financial Reporting by the 12/31 deadline	12/6/2006	12/31/2006	100%	12/31/2007	12/31/2008

Result 5: Provide a reasonable level of assurance that proper internal control policies and procedures are in place and are followed for high risk cash handling cycles.

		FY 2007			FY 2008	FY 2009
		Actual	Target	% Target	Target	Target
Measure 5.1 Audit petty cash locations						
	A. All petty cash handling locations in the City will be audited by August 31 st of each year	100%	100%	100%	100%	100%
Measure 5.2 Perform operational audits of departmental activities						
	A. Two operational audits will be conducted each quarter	8	8	100%	8	8
Measure 5.3 Evaluate Finance/Accounting policies						
	A. One written policy will be evaluated each quarter	4	4	100%	4	4

Finance

Result 6: Customer service in Cashiering, Business Licenses and Parking Citations is efficiently and effectively provided.

		FY 2007			FY 2008	FY 2009
		Actual	Target	% Target	Target	Target
Measure 6.1 Customers are satisfied with services provided						
	A. A 95% overall customer satisfaction rating will be achieved based on random surveys conducted each quarter	97%	95%	100%	95%	95%
Measure 6.2 Customers are served in a timely fashion						
	A. A wait-in-line time of 3 minutes or less will be achieved 90% of the time based on physical observation and viewing of security camera tapes	94%	90%	100%	90%	90%
Measure 6.3 Customers experience an efficient transaction with City cashiers						
	A. Cashier transaction time will be reduced to less than one minute 90% of the time based on data from the cashier software system	96%	90%	100%	90%	90%

Result 7: Create a safe workforce.

		FY 2007			FY 2008	FY 2009
		Actual	Target	% Target	Target	Target
Measure 7.1 Employees will receive safety training						
	A. 100% of field employees in Police, Fire, Water & Power, and Public Works will attend training each year covering safe work practices	100%	100%	100%	100%	100%
Measure 7.2 Accident reduction baselines and goals will be reported to City departments						
	A. 100% of City departments will receive reported accident reduction goals and actuals on a semi-annual basis	100%	100%	100%	100%	100%

Finance

		FY 2007			FY 2008	FY 2009
		Actual	Target	% Target	Target	Target
Measure 7.3 City facilities will be inspected for safety						
A.	100% of City facilities will be inspected for compliance with safety regulations on an annual basis	100%	100%	100%	100%	100%
Measure 7.4 Return to Work Program will be offered to employees						
A.	A return to work program will be developed and implemented	New target for FY 2008			100%	100%

Result 8: Provide, establish and maintain a secure and reliable technological infrastructure.

		FY 2007			FY 2008	FY 2009
		Actual	Target	% Target	Target	Target
Measure 8.1 The infrastructure will be available to all users						
A.	98% of the time, the Network will be available	100%	98%	100%	98%	98%
B.	98% of the time, the main telephone switch will be available	100%	98%	100%	98%	98%
C.	98% of the time, voicemail will be available	100%	98%	100%	98%	98%

Changes From Prior Year

- **Cost Changes:** The change from the fiscal year 2008 revised budget is \$(43,923) primarily attributable to the following:
 1. The Personnel budget increased by \$400,823 due to anticipated salary and benefit rate changes and the addition of one Staff Assistant II for Treasury/Cash Management.
 2. The Services and Supplies budget increased by \$12,000 due to the increase in postal rates in 2008.
 3. The Equipment budget decreased (\$399,771) due to the elimination of one-time funding for printing equipment offset by an increase in Depreciation.
 4. The Internal Service Charges budget decreased (\$56,975) for citywide cost adjustments in various internal service charges and vehicle maintenance, replacement and fuel costs.
- **FTE Changes:** There was an increase of 1.00 FTE from the fiscal year 2008 revised budget. One Staff Assistant II (Cashier) position was added to Treasury/Cash Management.

Finance

Future Outlook

The Department of Finance is proactively working with departments as new projects emerge throughout the City, as well as working with the two Operating Companies with respect to major initiatives being undertaken by both. The Department is also actively involved in legislation as it impacts local government revenue and finances. As new reporting requirements are introduced by the Governmental Accounting Standards Board (GASB), State laws change, revenues become more unstable and expenses continue to grow; the need for constant monitoring of the City's financial affairs will only intensify. Strong fiscal leadership and excellent customer service are the two key areas of focus in the Department of Finance.

**DIVISION
SUMMARY**
Finance Administration

Mission Statement

To provide leadership within the Department, as well as fiscal and financial leadership to City officials and departmental operations. To ensure that the fiscal integrity of the City is maintained at the highest standards.

Program Description

The Administration Division is responsible for monitoring and reporting on the fiscal well-being of the City to executive management, the City Council and the public. This Division also provides staff support to the City Council Finance Committee. The Division is also responsible for technological support to the Department and users of the financial systems. The Division directs and implements all aspects of the City's financial policies. It also coordinates its long range financial planning, and debt administration. The Internal Audit section performs financial and other audits as necessary to maintain adequate systems of internal control, safeguard assets and ensure the preparation of accurate financial reports. In addition, the Division coordinates the activities of five other divisions within the Department: Budget, Purchasing, Payables and Printing, Treasury and Cash Management, Accounting and Financial Analysis, and the Information Technology Services Division. The Deferred Compensation Program, Workers' Compensation and Safety are also monitored through the Administration Division. Together the sections of this division comprise a core informational resource within the Department and the City.

Major Accomplishments

During fiscal year 2008 the Division completed a \$135 million refinancing bond issue to support capital improvements at the Pasadena Conference Center. Continued to provide support to the Finance Committee and to the City Council, City Manager and City departments on new issues.

Summary of Appropriations and Revenues

	FY 2006 Actual	FY 2007 Actual	FY 2008 Adopted	FY 2008 Revised	FY 2009 Recommended
FTEs	26.500	25.500	24.000	24.000	24.000
Appropriations	4,680,698	4,075,182	4,733,969	4,733,969	4,843,061
WC Payments (Memo)*	7,324,773	10,528,269	9,500,000	9,500,000	9,500,000
Sources by Fund					
General Fund	3,123,921	3,110,778	3,343,650	3,343,650	3,456,839
Workers' Compensation Fund	17,554	18,256	18,804	18,804	18,804
– Transfer					
Workers' Compensation Fund	1,333,696	946,148	1,371,515	1,371,515	1,367,418
WC (Memo)*	7,324,773	10,528,269	9,500,000	9,500,000	9,500,000
General Liability	205,527	0	0	0	0
Total Sources	4,680,698	4,075,182	4,733,969	4,733,969	4,843,061

*For information only, the amount (which includes employee benefit contributions) is not included in the total.

Finance

Changes From Prior Year

- *Cost Changes:* The Personnel budget increased \$114,138 for anticipated salary and benefit rate changes. Internal Service Charges decreased (\$5,055) for various citywide cost adjustments.

Future Outlook

Pursuing opportunities that place the City in a stronger fiscal position is the vision of the Administration Division. The Division continues to strive to recommend ways to improve services provided to both internal and external customers through effective, efficient service delivery. Key priorities for fiscal year 2009 include reestablishing an effective internal audit function; implementing a return to work program for employees on limited duty due to work related injury, and supporting the City Manager's effort to undertake a zero-based budget analysis.

**DIVISION
SUMMARY**
Budget

Mission Statement

To provide ongoing financial and analytical support to the City Manager, the City Council and departments in the preparation and monitoring of the City's budget.

Program Description

The Budget Division is responsible for the preparation and oversight of the City's Operating Budget. The budget staff is accountable for managing a budget process that meets the changing needs of the City's fiscal situation, as well as meeting the unique needs of the departments that make up the City. Analysis of expenditures and revenues is essential in both preparing and monitoring the Operating Budget. The Division updates and monitors the General Fund five year financial plan to support the City Council goal of "operating an effective and cost efficient government". As the City continues its era of results-oriented budgeting, the Budget Division provides guidance, resources and monitoring to ensure that this initiative is successfully maintained. In addition to budgeting services, this section also provides departments with analytical support for special studies, including: policy and process review for efficiency, and revenue analysis for proposed new fees and funding sources.

Major Accomplishments

A major accomplishment of the Budget Division was the adoption of the fiscal year 2008 Operating Budget, balanced and on time, along with the timely completion of Quarterly Monitoring Reports. The City has received the Distinguished Budget Presentation Award for fiscal year 2008 from the Government Finance Officers Association. This is the first time the City has received this prestigious award. The City also received an Award for Excellence in Budgeting from the California Society of Municipal Finance Officers (CSMFO) for the fiscal year 2008 as well as an award for Excellence in Public Communications for the fiscal year 2008 Budget in Brief. The Division continued to provide detailed financial information and support for union negotiations, and provided direct assistance to departmental administration for special fiscal-related projects. In addition, the Division completed the annual cost of service analysis and recommended changes to the General Fee Schedule.

Summary of Appropriations and Revenues

	FY 2006 Actual	FY 2007 Actual	FY 2008 Adopted	FY 2008 Revised	FY 2009 Recommended
FTEs	6.000	6.000	6.000	6.000	6.000
Appropriations	784,268	685,118	814,299	814,299	823,883
General Fund	784,268	685,118	814,299	814,299	823,883

Changes From Prior Year

- *Cost Changes:* Personnel budget increased \$20,525 as the result of anticipated salary and benefit rate changes and Internal Services decreased (\$10,941) for various citywide cost adjustments in internal service charges.

Finance

Future Outlook

The Budget Division will continue to support City operations through the development and monitoring of the Operating Budget. During fiscal year 2009 the Budget Division will implement new budgeting software to replace the current antiquated system.

**DIVISION
SUMMARY**

Purchasing, Payables and Printing

Mission Statement

To coordinate the acquisition and payment for labor, materials, supplies and services; and provide cost effective reprographic services of the highest quality in a timely and professional manner in support of City operations which adds value and maximizes taxpayer dollars.

Program Description

The Purchasing, Payables and Printing Division is responsible for all procurement activities, accounts payable activities, and printing services within the City. As part of the City's action plan to achieve urban sustainability as promoted by the United Nations Green Cities Declaration and Urban Environmental Accords the Division is implementing green purchasing policies for City purchases beginning with the purchase of alternative fuel vehicles, paper with higher content recycled matter, green light bulbs and janitorial supplies that are free of toxins. The Division also maintains the City's vendor list and serves as a resource to other City departments. The purchasing staff is responsible for all procurement activities and to this end assists departments in preparing bid specifications and requests for proposals as well as negotiating contract terms. Purchasing administers the Competitive Bidding and Purchasing, Living Wage, and Salvage Ordinances. Purchasing also processes all City Purchase Orders and manages the City's Purchasing Card Program.

Major Accomplishments

The Division continued to expand the use of e-commerce to maximize efficiency, and planned, coordinated and hosted a business-to-business contracting event in association with the Chamber of Commerce as well as a "Green Purchasing Open House" all the while maintaining a high level of customer service and satisfaction. To comply with enhanced environmental requirements, the Division also purchased new digital printing equipment which uses less energy, produces less heat, consumes less toner and eliminates the use of toxic fuser oil.

Summary of Appropriations and Revenues

	FY 2006 Actual	FY 2007 Actual	FY 2008 Adopted	FY 2008 Revised	FY 2009 Recommended
FTEs	17.750	18.750	18.750	18.750	17.750
Appropriations	1,966,426	2,147,285	2,832,992	2,832,992	2,443,933
Sources by Fund					
General Fund	907,686	1,015,813	1,132,889	1,132,889	1,054,926
Printing Services Fund	1,058,740	1,131,472	1,700,103	1,700,103	1,389,007
Total Sources	1,966,426	2,147,285	2,832,992	2,832,992	2,443,933

Finance

Changes From Prior Year

- *Cost Changes:* Personnel budget decreased (\$50,854) due to the transfer out of one Management Analyst II position offset by an increase in anticipated salary and benefit rates. Equipment decreased (\$460,000) due to the elimination of a one-time purchase of printing equipment in fiscal year 2008 as well as a \$60,229 increase in Depreciation expense. Internal Services increased \$61,566 for various citywide cost adjustments in internal service charges.
- *FTE Changes:* One Management Analyst II position was transferred out to Treasury during fiscal year 2008.

Future Outlook

The Purchasing, Payables and Printing Division will continue to support City operations through the timely and efficient acquisition of labor, materials, supplies and services. The Purchasing Section will play a lead role as the City moves towards the procurement of more environmentally friendly goods and materials. The Printing Section will continue to provide cost effective, environmentally sensitive, timely and professional reprographic services of the highest quality.

**DIVISION
SUMMARY**
Treasury and Cash Management

Mission Statement

To prudently manage the City's cash, portfolio of investments, and bond issues in accordance with the City's investment policy, the State Government Code, and bond indentures, as well as obtain a reasonable competitive rate of return on investments, and provide excellent customer service to external and internal clients.

Program Description

The Treasury Section provides prudent investment management of the City's pooled portfolio, Capital Endowment Portfolio, Stranded Investment Reserve Fund, Pasadena Community Development Commission (PCDC), and segregated smaller portfolios, as well as investments held with trustees for a total of \$657 million. The Treasury Division manages the bonded indebtedness for the General Fund, Water and Power Department, and PCDC for a total of 30 financing issues with original face amounts of about \$1 billion and current outstanding bonds of \$822 million, with reserve funds of \$47 million as of March 31, 2008. In addition to these services, the section participates in issuing municipal bonds, provides financial analysis and planning, actuarial analysis and cash flows relating to the funding of the Fire and Police Retirement System and SB481. This section also provides financial management services to PCDC such as financing of various redevelopment projects, financial reporting, monitoring tax increment revenues and lease revenues.

The Cash Management unit provides Citywide cashing services, processing of utility payments, the monitoring, billing, renewing, collecting, processing, and investigating of approximately 16,000 business license accounts with annual revenue of \$5.3 million, and the processing of over 130,000 parking tickets annually. This section provides essential customer service and plays an integral role in the City's overall cash management strategy.

The Collections unit is responsible for collecting and administering delinquent accounts for the City including civil citations, paramedic accounts, utility accounts, code enforcement, special taxes, district assessment fees, not sufficient fund returned checks and other miscellaneous accounts. This unit has over 5,000 active accounts and anticipates collecting \$1,500,000 in delinquent revenues.

Major Accomplishments

The Treasury and Cash Management Division accomplished the following during fiscal year 2008: 1) completed the electronic dissemination of annual bond disclosure reports, 2) achieved competitive returns on the City's investment portfolios, 3) restructured the Power Reserve Portfolio to comply with the debt defeasance plan for the Power Fund, 4) completed the Bizlink system enhancement, the City's business license software, to improve system processing, 5) completed all arbitrage rebate analyses on outstanding bond issues, 6) exceeded the targeted goal of collecting bad debt in the amount of \$1.5 million owed to the City, and 7) worked with the IRS in an audit of the 2003 Certificates of Participation, City Hall Project which resulted in no qualifications, 8) completed the issuance of the City of Pasadena Water Revenue Bonds, 2007 Series, in the amount of \$21,550,000 and structured the investment of the bond proceeds, 9) completed the issuance of the City of Pasadena Electric Revenue Bonds, 2008 Series, in the amount of \$58,555,000 and structured the investment of the bond proceeds, 10) completed the issuance of 2008A Refunding Certificates of Participation in the amount of \$134,720,000 to restructure the 2006 Conference Center COP, Auction Rate Bonds 11) completed the 2008B Refunding Certificates of Participation in the amount of \$29.1 million in order to restructure the 2004 Series A & B Auction Rate Bonds.

Summary of Appropriations and Revenues

	FY 2006 Actual	FY 2007 Actual	FY 2008 Adopted	FY 2008 Revised	FY 2009 Recommended
FTEs	29.000	29.000	30.000	30.000	32.000
Appropriations	2,449,773	2,585,302	2,952,857	2,952,857	3,131,304
Sources by Fund					
General Fund	2,322,713	2,453,160	2,816,750	2,816,750	2,930,397
Building Services Fund – Transfer	55,186	57,393	59,116	59,116	123,916
Parking Meter–Old Pasadena - Transfer	51,885	53,960	55,579	55,579	55,579
Parking Meter-Civic Center- Transfer	19,989	20,789	21,412	21,412	21,412
Total Sources	2,449,773	2,585,302	2,952,857	2,952,857	3,131,304

Changes From Prior Year

- *Cost Changes:* Personnel budget increased \$225,498 due to the transfer in of one Management Analyst II position, the addition of one Staff Assistant III, and an increase in anticipated salary and benefit rates. Postage increased by \$12,000 due to the increase in postal rates. Internal Services decreased (\$59,051) for various citywide cost adjustments in internal service charges.
- *FTE Changes:* One Management Analyst II position was transferred in from Purchasing and one Staff Assistant II (Cashier) was added during fiscal year 2008.

Future Outlook

The Treasury and Cash Management Division will continue to pursue opportunities that place the City in a stronger financial position. With sound investment strategies and careful administration of all areas of cash management, the goal will be to maintain a fiscally healthy City.

**DIVISION
SUMMARY**
Accounting and Financial Analysis

Mission Statement

To ensure that timely and accurate financial information is provided to the City Council, City staff, residents, credit providers, and grant providers.

Program Description

The Accounting and Financial Analysis Division is responsible for collecting, analyzing, recording, and reporting all financial transactions of the City in accordance with all applicable accounting, City and other governmental requirements, standards and/or guidelines. This Division is also responsible for billing and collecting grants as well as other miscellaneous City revenues.

Specific areas of accounting and financial reporting responsibilities include General City, Utilities, Grants (Federal, State and Local), Pasadena Community Development Commission, and Parking Operations. The Accounts Receivable Section of this division performs billing and receivables management for paramedic services, false alarms, utility users' tax, franchise tax, transient occupancy tax, zoning parking contracts, occupancy inspections, and property damage.

This Division prepares the City's Comprehensive Annual Financial Report, develops and prepares periodic financial reports for management, conducts all grants-related fiscal monitoring, and prepares other governmental reports.

Major Accomplishments

The City expects to be awarded the Certificate of Achievement for Excellence in Financial reporting by the Government Finance Officers Association (GFOA) for the Comprehensive Annual Financial Report for the fiscal year ended June 30, 2007. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting.

Summary of Appropriations and Revenues

	FY 2006 Actual	FY 2007 Actual	FY 2008 Adopted	FY 2008 Revised	FY 2009 Recommended
FTEs	13.900	13.900	13.900	13.900	13.900
Grants FTEs	5.600	5.600	5.600	5.600	5.600
Total FTEs	19.500	19.500	19.500	19.500	19.500
Appropriations	1,482,258	1,401,816	1,587,683	1,587,683	1,619,617
Sources by Fund					
General Fund	1,482,258	1,401,816	1,587,683	1,587,683	1,619,617
Grants (memo)*	0	0	599,132	599,132	615,211
Total Sources	1,482,258	1,401,816	1,587,683	1,587,683	1,619,617

* For information only, amount not included in total.

Finance

Changes From Prior Year

- *Cost Changes:* Personnel budget increased \$74,355 as the result of anticipated salary and benefit rate changes and Internal Services decreased (\$42,421) for various citywide cost adjustments in internal service charges.

Future Outlook

The future outlook for the Accounting and Financial Analysis Division remains challenging. The Governmental Accounting Standards Board (GASB) has increased the complexity and details required for public sector financial reporting. The most recent statements issued by the GASB are Statement No. 44, "Economic Condition Reporting: The Statistical Section," Statement No. 45, "Accounting and Financial Reporting by Employers for Postemployment Benefits Other than Pensions," Statement No. 46, "Net Assets Restricted by Enabling Legislation," Statement No. 47, "Accounting for Termination Benefits," Statement No. 48, "Sales and Pledges of Receivable and Future Revenues and Intra-Equity Transfer of Assets and Future Revenues," Statement No. 50, "Pension Disclosures-an amendment of GASB Statements No. 25 and No. 27."

The Division is committed to facing such challenges and to continue providing timely, accurate financial information to City management and the City Council.

**DIVISION
SUMMARY**
Information Technology Services
Division

Mission Statement

To provide the municipal organization reliable, cost effective, high quality technology-based business solutions, and achieve these solutions with trained, self-motivated and capable professionals working together, and in partnership with its customers, in an empowering environment.

Program Description

The Information Technology Services Division (ITSD) provides customer-driven services to City departments in areas utilizing networks, desktops, application development, radio/telephone, and voice services. These services are of the highest quality possible and are consistent with customers' needs, schedules, and budgets.

Major Accomplishments

ITSD continued to provide quality services to its customers. ITSD has successfully implemented the following customer projects in fiscal year 2008: provided follow-up City Hall move back services including moving and reconnecting of voice, data, network and cable TV services; implemented a citywide SPAM solution; coordinated and implemented Fire Department migration to ICIS (Interagency Communications Interoperability System), which is a digital radio system that allows inter-city and interagency radio communication between member cities and meets future Federal requirements. This included programming of 360 radios, creation of training materials for use in training 225 Fire personnel, Verdugo dispatch staff, and "train the trainer" sessions at Fire departments in ten other cities; completed work on the CAD/RMS server implementation for the Police network; installed a cellular wireless broadband network for use by City departments to access City applications; installed a Permit Center queuing system for Planning & Development; issued an on-line customer service survey to all departments; installed the IT Communicator for the Fire Department; developed a Request for Proposal for data conversion as part of the GIS Phase II project for Water & Power; completed Citywide Microsoft training program; and completed various departmental office rearrangement and move projects.

ITSD internal projects completed in fiscal year 2008 include: replaced iMAP, the internal GIS mapping system; installed a new tape library; upgraded web-based City telephone directory to provide on-line access to all employees; replaced the Storage Area Network (SAN) and Information Lifecycle Management (ILM) systems; completed the Backup Phase II project; continued work on expanding the Citrix system citywide; reviewed the feasibility of utilizing Virtual Machine (VM) Ware; completed Life Cycle Replacements for servers and network equipment; and renewed the City's fiber license agreement with Raytheon, Jet Propulsion Laboratory and the California Institute of Technology.

Summary of Appropriations and Revenues

	FY 2006 Actual	FY 2007 Actual	FY 2008 Adopted	FY 2008 Revised	FY 2009 Recommended
FTEs	44.000	45.000	48.000	48.000	47.500
Appropriations	7,762,652	7,938,698	9,694,159	9,694,159	9,832,015
Sources by Fund					
General Fund	121,551	127,628	134,010	134,010	0
Computing and Communication Fund	7,303,575	7,586,783	9,089,701	9,089,701	9,260,692
Telecommunications Fund	337,526	224,287	470,448	470,448	571,323
Total Sources	7,762,652	7,938,698	9,694,159	9,694,159	9,832,015

Changes From Prior Year

- *Cost Changes:* Personnel budget increased \$110,122 as the result of anticipated salary and benefit rate changes offset by a (.50 FTE) decrease in ITSD Projects Division. Services and Supplies budget decreased (\$24,573) and Internal Services increased \$52,307 due to various citywide cost adjustments in internal service charges.
- *FTE Changes:* There was a decrease of (.50 FTE) from the fiscal year 2008 budget. A Management Analyst II position for limited term support of projects was reduced from 1.0 FTE to .50 FTE.
- *Organization/Program Changes:* .50 FTE Limited Term Management Analyst II in the amount of \$39,550 was approved in fiscal year 2009 using telecommunications fund. ITSD had 1.0 FTE Limited Term Management Analyst II approved in fiscal year 2008, but that position expired. The net change in headcount is (.50 FTE). (ITSD had 1.0 FTE Limited Term Management Analyst II approved for fiscal year 2008. Since that position expired in fiscal year 2008, the .50 FTE Management Analyst II enhancement request in fiscal year 2009 was intended to extend this position for only half a year).
- *Funding/Revenue Change:* The anticipated general fund revenue associated with the fiber network leases and wireless licenses will not be transferred to the Telecommunication Fund in fiscal year 2009. The Department will review telecommunication fund in fiscal year 2010 for possible transfer of Franchise Fees.

Future Outlook

Technology is a critical tool for change and key to the provision of improved and cost-effective services to the community. With insight into the requirements of the City and expertise in communications and information technologies, ITSD is the leader in support of the City's use of technology. In fiscal year 2009, ITSD has the following major projects planned: complete the enhancement of the City's radio system by migrating the Police, Water & Power, Transportation and Public Works departments to ICIS (Interagency Communications Interoperability System), which will allow interoperability with other cities and meet future Federal requirements; complete the upgrade to the Emergency Medical Services (EMS) billing System for the Fire Department; monitor the performance of the City's cellular wireless broadband network for assessment of City department's increasing need for wireless connectivity; expand VM Ware infrastructure; install/implement new Interactive Voice Response (IVR); complete expansion of Citrix citywide; install/implement lifecycle updates for the telephones and Call Center (ACD) Systems; implement a fiber records management software to administer fiber engineering and design

Finance

operations; install new telecommunications infrastructure for the new Water & Power Building at the City Yards including technology for a new Emergency Operations Center, and providing telecommunication services at a temporary site during construction; ongoing implementation of Information Technology Infrastructure Library (ITIL) to streamline and improve service delivery to customers; implement eGov transaction based applications, like CLASS and eConnect (eApply and ePay); and continue to replace outdated telephone sets with the newer model that was deployed at City Hall during the move-back. Powered by projects like these, ITSD will continue to make improvements in service and effectiveness and recognize the increased potential for technological growth in the City.

GRAIL ANALYSIS

MSI:

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
EMPLOYEES							
REGULAR	139,150	138,150	140,650	140,650	141,150	0,500	
NON-REGULAR	0,000	0,000	0,000	0,000	0,000	0,000	
TOTAL EMPLOYEES	139,150	138,150	140,650	140,650	141,150	0,500	
PERSONNEL							
8005 Regular Pay - PERS	6,997,658	7,355,123	10,078,911	10,078,911	10,498,313	419,402	4.1
8010 Non Benefit Employees	0	19,973	0	0	0	0	0.0
8011 Overtime Pay	68,970	57,139	37,155	37,155	37,974	819	2.2
8012 Overtime Subject to PERS	0	405	0	0	0	0	0.0
8018 PST-Part Time Employees - PARS	164,732	46,536	0	0	0	0	0.0
8020 Management Benefit	1,343	0	0	0	0	0	0.0
8023 Auto Allowance	27,438	20,420	21,776	21,776	24,320	2,544	11.6
8024 Personal Dvlpmt Allowance	42,875	41,500	42,000	42,000	43,500	1,500	3.5
8027 Workers' Compensation	331,549	227,807	157,232	157,232	155,374	-1,858	-1.1
8031 General Liability	14,324	22,204	20,156	20,156	10,500	-9,656	-47.9
8037 Miscellaneous Pay	35,855	12,523	0	0	0	0	0.0
8038 PERS-Employee Portion	525,004	384,335	705,520	705,520	734,881	29,361	4.1
8040 PERS-City Portion	565,514	742,746	777,084	777,084	739,084	-38,000	-4.8
8041 PARS-City Portion	6,593	1,890	0	0	0	0	0.0
8044 Life Insurance	6,081	5,668	10,078	10,078	10,500	422	4.1
8045 Dental Insurance	61,928	67,870	68,075	68,075	68,317	242	0.3
8046 Medicare-City Contributn	87,804	92,154	146,683	146,683	152,775	6,092	4.1
8047 Long Term Disability	68,588	17,986	17,134	17,134	17,845	711	4.1
8048 Child Care Subsidies	0	0	864	864	864	0	0.0
8049 Emp Opt Ben Fd (EOBF)	973,780	1,081,339	1,286,950	1,286,950	1,369,155	82,205	6.3
8050 Benefits (VHS)	1,126,560	1,184,172	0	0	0	0	0.0
8054 Vision Care	213	251	0	0	0	0	0.0
8055 Health Care Spending	1,680	300	0	0	0	0	0.0
8056 Accrued payroll	46,223	14,881	0	0	0	0	0.0
8058 Benefits Administration	381,353	400,856	0	0	0	0	0.0
*** TOTAL PERSONNEL	11,536,065	11,798,078	13,369,618	13,369,618	13,863,402	493,784	3.6
SERVICES AND SUPPLIES							
8101 Materials & Supplies	364,992	471,112	505,411	505,411	508,319	2,908	0.5
8103 Uniforms	0	753	650	650	750	100	15.3
8105 Lease Payments	28,481	7,388	11,300	11,300	11,300	0	0.0
8106 Rent Expense	0	0	294,000	294,000	294,000	0	0.0
8107 Equipment Lease Payments	33,799	57,841	71,900	71,900	71,900	0	0.0
8108 Computer Related Supplies	52,754	57,839	103,230	103,230	55,030	-48,200	-46.6
8109 Equipt Purchases Under \$10,000	182,952	159,053	104,850	104,850	104,650	-200	-0.1
8110 Outside Printing and Duplicating	12,113	9,870	17,684	17,684	17,684	0	0.0
8112 Legal Advertising	7,013	7,275	2,600	2,600	2,600	0	0.0
8113 Photo Copy Machine Maint	94,934	67,006	88,883	88,883	88,383	-500	-0.5
8114 Other Contract Services	1,866,845	1,896,523	1,664,693	1,664,693	1,937,175	272,482	16.3
8115 Consultant Services	154,969	75,194	190,999	190,999	191,099	100	0.0
8116 Contract Maintenance	517,882	220,964	558,939	558,939	372,939	-186,000	-33.2
8117 Data Processing Operations	28,340	35,318	71,322	71,322	71,322	0	0.0

GRAIL ANALYSIS

MSI:

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
8121 Computer(PC) Maint/Repair	11,846	11,265	0	0	0	0	0.0
8124 Dues and Memberships	12,243	9,162	19,706	19,706	19,006	-700	-3.5
8125 Special Civic Events	1,901	12	3,000	3,000	0	-3,000	-100.0
8126 Conf & Mtgs - Comm & Committees	472	1,471	0	0	0	0	0.0
8127 Conferences & Meetings	84,302	36,321	50,270	50,270	38,870	-11,400	-22.6
8128 Mileage	2,369	2,529	7,695	7,695	7,845	150	1.9
8129 Education	33,161	72,733	23,126	23,126	23,126	0	0.0
8130 Training Costs	18,199	5,579	126,000	126,000	152,247	26,247	20.8
8133 Medicl Pay Doctors-Workr Comp	20,199	1,306	1,000	1,000	1,000	0	0.0
8134 Data Processing Development	0	0	3,000	3,000	3,000	0	0.0
8135 Reference Matls Subscriptions	5,940	4,049	12,285	12,285	9,285	-3,000	-24.4
8136 Library Books	480	0	0	0	0	0	0.0
8137 Gas and Lubricants	0	17	0	0	0	0	0.0
8140 Telephone	990,388	865,213	1,003,068	1,003,068	968,100	-34,968	-3.4
8142 Electric	5,335	5,753	5,600	5,600	6,000	400	7.1
8144 Postage	90,700	89,036	78,905	78,905	90,305	11,400	14.4
8149 Fiscal Agent/Bank Fees & Charges	10,417	0	0	0	0	0	0.0
8154 Audio Visual Materials	0	0	100	100	100	0	0.0
8177 Program Expenditures	505,621	525,846	541,622	541,622	559,961	18,339	3.3
8178 Program Expenditure Recovery	0	-55,783	0	0	0	0	0.0
8186 Discounts Lost	0	1,494	0	0	0	0	0.0
8187 Discount Earned	-17	-10,858	0	0	0	0	0.0
8218 Vehicle Rental	154	443	415	415	415	0	0.0
8276 Software	753	77	0	0	0	0	0.0
8290 Cell Phone Reimbsmnt	-2,586	-5,219	0	0	0	0	0.0
8676 Principal	0	0	447,840	447,840	411,502	-36,338	-8.1
8677 Interest	27,178	55,753	64,585	64,585	44,192	-20,393	-31.5
*** TOTAL SERVICES AND SUPPLIES	5,164,129	4,682,335	6,074,678	6,074,678	6,062,105	-12,573	-0.2
EQUIPMENT							
8504 Equipment	320,063	24,898	460,000	460,000	0	-460,000	-100.0
8506 Computer Equipment	653,559	566,880	0	0	0	0	0.0
8507 Contra Capital	-973,622	-591,776	0	0	0	0	0.0
8801 Depreciation	372,189	433,925	519,000	519,000	579,229	60,229	11.6
*** TOTAL EQUIPMENT	372,189	433,927	979,000	979,000	579,229	-399,771	-40.8
*** SUBTOTAL	17,072,383	16,914,340	20,423,296	20,423,296	20,504,736	81,440	0.3
INTERNAL SERVICE CHARGES							
8601 IS-Structural Maintenance	150,266	157,202	182,831	182,831	161,092	-21,739	-11.8
8602 IS-Tenant Improvements	79,640	6,959	14,200	14,200	14,200	0	0.0
8603 IS-Lockshop	638	346	1,065	1,065	1,065	0	0.0
8604 IS-Utilities & Insurance - HSEKPING	86,472	83,088	92,700	92,700	85,486	-7,214	-7.7
8605 IS-Housekeeping Serv	109,488	108,455	120,518	120,518	110,219	-10,299	-8.5
8606 IS-Floors and Windows	1,295	0	2,300	2,300	2,300	0	0.0
8607 IS-Printing	128,091	123,288	122,429	122,429	121,229	-1,200	-0.9

MSI:

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
8608 IS-Mail Services	21,245	23,696	23,860	23,860	24,278	418	1.7
8609 IS-Telephones	215,827	140,112	121,767	121,767	127,711	5,944	4.8
8610 IS-System Management HP3000-HP957	57,678	77,922	52,486	52,486	53,780	1,294	2.4
8611 IS-Application Devel & Support	168,820	85,655	145,943	145,943	148,916	2,973	2.0
8612 IS-PC&Net Service Center	61,858	52,392	207,292	207,292	204,030	-3,262	-1.5
8613 IS-Radio and Data Communicatn	2,493	6,499	2,523	2,523	2,928	405	16.0
8616 IS-Fleet Maint - Equip Maintenance	3,094	4,405	7,500	7,500	7,790	290	3.8
8617 IS-Fleet Maint - Equip Replacement	16,748	16,748	17,400	17,400	17,400	0	0.0
8618 IS-Fleet Fuel/Lubricant	2,727	2,820	3,600	3,600	3,600	0	0.0
8620 Bldg Preventive Maintenanc e	52,455	50,069	54,698	54,698	48,726	-5,972	-10.9
8621 IS-Radio - Direct Request	199	0	2,900	2,900	500	-2,400	-82.7
8622 IS-Telephone - Usage	96,421	96,696	112,045	112,045	109,045	-3,000	-2.6
8623 IS-PC Training	0	0	8,624	8,624	8,624	0	0.0
8624 IS-Enterprise Network	150,356	152,798	167,179	167,179	191,095	23,916	14.3
8626 IS-Mail - Direct Request	5,910	5,651	2,372	2,372	2,372	0	0.0
8630 IS-AD&S PS,P2K, Park Citat	549,406	635,403	628,052	628,052	643,849	15,797	2.5
8632 IS-GIS (Geographic Info)	2,194	3,737	4,002	4,002	4,159	157	3.9
8634 IS-Security Srvcs City Ha ll	67,083	66,841	76,405	76,405	76,405	0	0.0
8641 IS-MS Licensing	23,138	18,129	17,972	17,972	18,278	306	1.7
8801 Depreciation	150	150	0	0	0	0	0.0
*** TOTAL INTERNAL SERVICE CHARGES	2,053,692	1,919,061	2,192,663	2,192,663	2,189,077	-3,586	-0.1
*** TOTAL BUDGET	19,126,075	18,833,401	22,615,959	22,615,959	22,693,813	77,854	0.3
REVENUE							
6809 Building Services Fund - Transfer	55,186	57,393	59,116	59,116	123,916	64,800	109.6
6860 Transfer from Workers' Compensation Fund	17,554	18,256	18,804	18,804	18,804	0	0.0
6963 Prking Mtr - Old Pasa	51,885	53,960	55,579	55,579	55,579	0	0.0
6964 Prking Mtr - Civic Ctr	19,989	20,789	21,412	21,412	21,412	0	0.0
7078 Proceeds of Capital Lease	0	0	460,000	460,000	0	-460,000	-100.0
7155 Printing Services Fund	1,058,740	1,131,472	1,240,103	1,240,103	1,389,007	148,904	12.0
7163 Worker's Compensation Cit y Contribution	1,333,696	946,148	1,371,515	1,371,515	1,367,418	-4,097	-0.2
7166 Liability Insurance City Contribution	205,527	0	0	0	0	0	0.0
9165 General Fund-Unspecified	8,742,397	8,794,313	9,829,281	9,829,281	9,885,662	56,381	0.5
9408 Telecommunications Fund	337,526	224,287	470,448	470,448	571,323	100,875	21.4
9500 Computing & Communication	7,303,575	7,586,783	9,089,701	9,089,701	9,260,692	170,991	1.8
*** TOTAL FUNDING	19,126,075	18,833,401	22,615,959	22,615,959	22,693,813	77,854	0.3

FUND: General Fund

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
EMPLOYEES							
REGULAR	77.150	77.150	77.650	77.650	78.650	1.000	
NON-REGULAR	0.000	0.000	0.000	0.000	0.000	0.000	
TOTAL EMPLOYEES	77.150	77.150	77.650	77.650	78.650	1.000	
PERSONNEL							
8005 Regular Pay - PERS	3,877,563	4,000,550	5,269,001	5,269,001	5,560,092	291,091	5.5
8011 Overtime Pay	36,980	41,393	10,899	10,899	10,899	0	0.0
8018 PST-Part Time Employees - PARS	26,760	25,914	0	0	0	0	0.0
8020 Management Benefit	1,343	0	0	0	0	0	0.0
8023 Auto Allowance	22,010	17,876	18,032	18,032	20,576	2,544	14.1
8024 Personal Dvlpmt Allowance	22,750	21,125	22,500	22,500	22,500	0	0.0
8027 Workers' Compensation	177,629	123,696	82,197	82,197	82,289	92	0.1
8031 General Liability	7,807	12,079	10,537	10,537	5,560	-4,977	-47.2
8037 Miscellaneous Pay	18,987	0	0	0	0	0	0.0
8038 PERS-Employee Portion	292,189	209,985	368,829	368,829	389,207	20,378	5.5
8040 PERS-City Portion	313,240	403,548	406,240	406,240	391,433	-14,807	-3.6
8041 PARS-City Portion	1,026	1,088	0	0	0	0	0.0
8044 Life Insurance	3,788	3,446	5,268	5,268	5,560	292	5.5
8045 Dental Insurance	35,203	38,068	37,583	37,583	38,067	484	1.2
8046 Medicare-City Contributn	45,053	45,863	76,558	76,558	80,780	4,222	5.5
8047 Long Term Disability	37,368	9,703	8,958	8,958	9,452	494	5.5
8049 Emp Opt Ben Fd (EOBF)	562,905	621,331	710,498	710,498	762,905	52,407	7.3
8050 Benefits (VHS)	624,225	644,089	0	0	0	0	0.0
8054 Vision Care	22	38	0	0	0	0	0.0
8055 Health Care Spending	1,680	165	0	0	0	0	0.0
8056 Accrued payroll	19,165	5,850	0	0	0	0	0.0
8058 Benefits Administration	211,305	218,030	0	0	0	0	0.0
*** TOTAL PERSONNEL	6,338,998	6,443,837	7,027,100	7,027,100	7,379,320	352,220	5.0
SERVICES AND SUPPLIES							
8101 Materials & Supplies	87,529	112,519	142,319	142,319	142,319	0	0.0
8105 Lease Payments	5,211	4,350	11,300	11,300	11,300	0	0.0
8107 Equipment Lease Payments	29,636	29,636	43,900	43,900	43,900	0	0.0
8108 Computer Related Supplies	6,621	8,519	3,130	3,130	3,130	0	0.0
8109 Equipt Purchases Under \$10,000	53,252	51,785	56,900	56,900	56,900	0	0.0
8110 Outside Printing and Duplicating	6,944	7,983	17,484	17,484	17,484	0	0.0
8112 Legal Advertising	6,810	7,225	2,600	2,600	2,600	0	0.0
8113 Photo Copy Machine Maint	11,691	10,178	14,383	14,383	14,383	0	0.0
8114 Other Contract Services	390,273	341,950	241,538	241,538	241,538	0	0.0
8115 Consultant Services	123,975	65,194	145,699	145,699	145,699	0	0.0
8116 Contract Maintenance	236,000	223,975	343,711	343,711	343,711	0	0.0
8117 Data Processing Operations	28,340	32,063	50,550	50,550	50,550	0	0.0
8121 Computer(PC) Maint/Repair	11,846	11,265	0	0	0	0	0.0
8124 Dues and Memberships	2,537	6,085	5,206	5,206	5,206	0	0.0
8125 Special Civic Events	0	12	0	0	0	0	0.0
8126 Conf & Mtgs - Comm & Committees	472	571	0	0	0	0	0.0

GRAIL ANALYSIS

FUND: General Fund

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
8127 Conferences & Meetings	26,923	17,201	10,870	10,870	10,870	0	0.0
8128 Mileage	933	970	4,145	4,145	4,145	0	0.0
8129 Education	4,794	1,609	19,076	19,076	19,076	0	0.0
8130 Training Costs	135	0	0	0	0	0	0.0
8134 Data Processing Development	0	0	3,000	3,000	3,000	0	0.0
8135 Reference Matls Subscriptions	1,472	992	4,975	4,975	4,975	0	0.0
8136 Library Books	480	0	0	0	0	0	0.0
8137 Gas and Lubricants	0	8	0	0	0	0	0.0
8140 Telephone	0	689	0	0	0	0	0.0
8144 Postage	87,618	87,165	74,495	74,495	86,495	12,000	16.1
8149 Fiscal Agent/Bank Fees & Charges	10,417	0	0	0	0	0	0.0
8154 Audio Visual Materials	0	0	100	100	100	0	0.0
8218 Vehicle Rental	55	355	415	415	415	0	0.0
8276 Software	0	77	0	0	0	0	0.0
8290 Cell Phone Reimbsmnt	-888	-698	0	0	0	0	0.0
*** TOTAL SERVICES AND SUPPLIES	1,133,076	1,021,678	1,195,796	1,195,796	1,207,796	12,000	1.0
EQUIPMENT							
*** TOTAL EQUIPMENT	0	0	0	0	0	0	0.0
*** SUBTOTAL	7,472,074	7,465,515	8,222,896	8,222,896	8,587,116	364,220	4.4
INTERNAL SERVICE CHARGES							
8601 IS-Structural Maintenance	84,738	87,786	152,898	152,898	98,302	-54,596	-35.7
8602 IS-Tenant Improvements	2,055	1,058	5,100	5,100	5,100	0	0.0
8603 IS-Lockshop	490	291	890	890	890	0	0.0
8604 IS-Utilities & Insurance - HSEKPING	48,780	46,404	77,523	77,523	52,167	-25,356	-32.7
8605 IS-Housekeeping Serv	66,543	65,480	100,787	100,787	67,259	-33,528	-33.2
8607 IS-Printing	110,767	116,527	106,199	106,199	106,199	0	0.0
8608 IS-Mail Services	12,312	13,737	13,737	13,737	13,820	83	0.6
8609 IS-Telephones	70,077	65,660	83,544	83,544	73,538	-10,006	-11.9
8610 IS-System Management HP3000-HP957	57,678	77,922	52,486	52,486	53,780	1,294	2.4
8611 IS-Application Devel & Support	42,872	5,939	100,000	100,000	100,000	0	0.0
8612 IS-PC&Net Service Center	52,838	44,092	34,392	34,392	31,130	-3,262	-9.4
8613 IS-Radio and Data Communicatn	1,662	2,054	1,496	1,496	1,673	177	11.8
8620 Bldg Preventive Maintenanc e	29,580	27,960	45,742	45,742	29,734	-16,008	-34.9
8622 IS-Telephone - Usage	14,279	13,841	34,615	34,615	34,615	0	0.0
8623 IS-PC Training	0	0	6,905	6,905	6,905	0	0.0
8624 IS-Enterprise Network	94,317	92,008	104,089	104,089	119,851	15,762	15.1
8626 IS-Mail - Direct Request	5,910	5,651	2,372	2,372	2,372	0	0.0
8630 IS-AD&S PS,P2K,Park Citat	549,406	635,403	628,052	628,052	643,849	15,797	2.5
8632 IS-GIS (Geographic Info)	2,194	3,737	4,002	4,002	4,159	157	3.9
8634 IS-Security Srvcs City Ha ll	37,830	37,325	63,896	63,896	63,896	0	0.0
8641 IS-MS Licensing	9,058	8,693	8,561	8,561	9,018	457	5.3

GRAIL ANALYSIS

FUND: General Fund

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
*** TOTAL INTERNAL SERVICE CHARGES	1,293,386	1,351,568	1,627,286	1,627,286	1,518,257	-109,029	-6.7
*** TOTAL BUDGET	8,765,460	8,817,083	9,850,182	9,850,182	10,105,373	255,191	2.5
REVENUE							
6809 Building Services Fund - Transfer	55,186	57,393	59,116	59,116	123,916	64,800	109.6
6860 Transfer from Workers' Compensation Fund	17,554	18,256	18,804	18,804	18,804	0	0.0
6963 Prking Mtr - Old Pasa	51,885	53,960	55,579	55,579	55,579	0	0.0
6964 Prking Mtr - Civic Ctr	19,989	20,789	21,412	21,412	21,412	0	0.0
9165 General Fund-Unspecified	8,620,846	8,666,685	9,695,271	9,695,271	9,885,662	190,391	1.9
*** TOTAL FUNDING	8,765,460	8,817,083	9,850,182	9,850,182	10,105,373	255,191	2.5

GRAIL ANALYSIS

FUND: General Liability Fund

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
EMPLOYEES							
REGULAR	2.000	0.000	0.000	0.000	0.000	0.000	
NON-REGULAR	0.000	0.000	0.000	0.000	0.000	0.000	
TOTAL EMPLOYEES	2.000	0.000	0.000	0.000	0.000	0.000	
PERSONNEL							
8005 Regular Pay - PERS	118,331	0	0	0	0	0	0.0
8023 Auto Allowance	1,776	0	0	0	0	0	0.0
8024 Personal Dvlpmt Allowance	500	0	0	0	0	0	0.0
8027 Workers' Compensation	5,384	0	0	0	0	0	0.0
8031 General Liability	237	0	0	0	0	0	0.0
8037 Miscellaneous Pay	255	0	0	0	0	0	0.0
8038 PERS-Employee Portion	8,573	0	0	0	0	0	0.0
8040 PERS-City Portion	9,608	0	0	0	0	0	0.0
8044 Life Insurance	81	0	0	0	0	0	0.0
8045 Dental Insurance	859	0	0	0	0	0	0.0
8046 Medicare-City Contributn	593	0	0	0	0	0	0.0
8047 Long Term Disability	1,107	0	0	0	0	0	0.0
8049 Emp Opt Ben Fd (EOBF)	16,267	0	0	0	0	0	0.0
8050 Benefits (VHS)	19,051	0	0	0	0	0	0.0
8056 Accrued payroll	-1,193	0	0	0	0	0	0.0
8058 Benefits Administration	6,449	0	0	0	0	0	0.0
*** TOTAL PERSONNEL	187,878	0	0	0	0	0	0.0
SERVICES AND SUPPLIES							
8101 Materials & Supplies	66	0	0	0	0	0	0.0
8114 Other Contract Services	692	0	0	0	0	0	0.0
8124 Dues and Memberships	680	0	0	0	0	0	0.0
8135 Reference Matls Subscriptions	1,177	0	0	0	0	0	0.0
8144 Postage	256	0	0	0	0	0	0.0
*** TOTAL SERVICES AND SUPPLIES	2,871	0	0	0	0	0	0.0
EQUIPMENT							
*** TOTAL EQUIPMENT	0	0	0	0	0	0	0.0
*** SUBTOTAL	190,749	0	0	0	0	0	0.0
INTERNAL SERVICE CHARGES							
8601 IS-Structural Maintenance	2,194	0	0	0	0	0	0.0
8604 IS-Utilities & Insurance - HSEKPING	1,260	0	0	0	0	0	0.0
8605 IS-Housekeeping Serv	1,720	0	0	0	0	0	0.0
8607 IS-Printing	364	0	0	0	0	0	0.0
8608 IS-Mail Services	294	0	0	0	0	0	0.0
8609 IS-Telephones	2,777	0	0	0	0	0	0.0
8620 Bldg Preventive Maintenan ce	766	0	0	0	0	0	0.0
8622 IS-Telephone - Usage	1,779	0	0	0	0	0	0.0
8624 IS-Enterprise Network	2,413	0	0	0	0	0	0.0
8634 IS-Security Srvcs City Ha ll	979	0	0	0	0	0	0.0

GRAIL ANALYSIS

FUND: General Liability Fund

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
8641 IS-MS Licensing	232	0	0	0	0	0	0.0
*** TOTAL INTERNAL SERVICE CHARGES	14,778	0	0	0	0	0	0.0
*** TOTAL BUDGET	205,527	0	0	0	0	0	0.0
REVENUE							
7166 Liability Insurance City Contribution	205,527	0	0	0	0	0	0.0
*** TOTAL FUNDING	205,527	0	0	0	0	0	0.0

GRAIL ANALYSIS

FUND: Printing Services Fund

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
EMPLOYEES							
REGULAR	7.000	7.000	7.000	7.000	7.000	0.000	
NON-REGULAR	0.000	0.000	0.000	0.000	0.000	0.000	
TOTAL EMPLOYEES	7.000	7.000	7.000	7.000	7.000	0.000	
PERSONNEL							
8005 Regular Pay - PERS	257,771	295,021	370,449	370,449	377,935	7,486	2.0
8011 Overtime Pay	505	-111	0	0	0	0	0.0
8018 PST-Part Time Employees - PARS	26,549	0	0	0	0	0	0.0
8024 Personal Dvlpmt Allowance	500	500	500	500	500	0	0.0
8027 Workers' Compensation	12,937	9,048	5,779	5,779	5,593	-186	-3.2
8031 General Liability	569	885	741	741	378	-363	-48.9
8037 Miscellaneous Pay	255	0	0	0	0	0	0.0
8038 PERS-Employee Portion	18,307	14,898	25,931	25,931	26,455	524	2.0
8040 PERS-City Portion	21,331	29,802	28,562	28,562	26,607	-1,955	-6.8
8041 PARS-City Portion	1,061	0	0	0	0	0	0.0
8044 Life Insurance	164	160	370	370	378	8	2.1
8045 Dental Insurance	2,959	3,293	3,388	3,388	3,388	0	0.0
8046 Medicare-City Contributn	3,489	3,672	5,372	5,372	5,480	108	2.0
8047 Long Term Disability	2,739	720	630	630	642	12	1.9
8049 Emp Opt Ben Fd (EOBF)	45,773	49,877	64,050	64,050	67,900	3,850	6.0
8050 Benefits (VHS)	41,501	47,498	0	0	0	0	0.0
8056 Accrued payroll	2,428	844	0	0	0	0	0.0
8058 Benefits Administration	14,049	16,079	0	0	0	0	0.0
*** TOTAL PERSONNEL	452,887	472,186	505,772	505,772	515,256	9,484	1.8
SERVICES AND SUPPLIES							
8101 Materials & Supplies	195,689	216,295	220,000	220,000	220,000	0	0.0
8105 Lease Payments	23,270	3,038	0	0	0	0	0.0
8107 Equipment Lease Payments	4,163	26,475	28,000	28,000	28,000	0	0.0
8108 Computer Related Supplies	4,667	1,106	0	0	0	0	0.0
8109 Equipt Purchases Under \$10,000	1,171	4,488	5,000	5,000	5,000	0	0.0
8110 Outside Printing and Duplicating	4,749	1,887	0	0	0	0	0.0
8112 Legal Advertising	173	27	0	0	0	0	0.0
8113 Photo Copy Machine Maint	78,953	54,657	67,000	67,000	67,000	0	0.0
8114 Other Contract Services	169,740	200,510	171,000	171,000	171,000	0	0.0
8124 Dues and Memberships	0	0	600	600	600	0	0.0
8127 Conferences & Meetings	0	0	1,200	1,200	1,200	0	0.0
8129 Education	399	0	0	0	0	0	0.0
8130 Training Costs	0	0	1,000	1,000	1,000	0	0.0
8135 Reference Matls Subscriptions	0	75	150	150	150	0	0.0
8144 Postage	2	1	100	100	100	0	0.0
8177 Program Expenditures	16,471	17,130	17,645	17,645	17,645	0	0.0
8186 Discounts Lost	0	1,494	0	0	0	0	0.0
8187 Discount Earned	0	-2,193	0	0	0	0	0.0
8676 Principal	0	0	130,000	130,000	130,000	0	0.0
8677 Interest	15,447	9,712	19,000	19,000	19,000	0	0.0
*** TOTAL SERVICES AND SUPPLIES	514,894	534,702	660,695	660,695	660,695	0	0.0

GRAIL ANALYSIS

FUND: Printing Services Fund

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
EQUIPMENT							
8504 Equipment	320,063	24,898	460,000	460,000	0	-460,000	-100.0
8507 Contra Capital	-320,063	-24,898	0	0	0	0	0.0
8801 Depreciation	4,202	36,028	14,500	14,500	74,729	60,229	415.3
*** TOTAL EQUIPMENT	4,202	36,028	474,500	474,500	74,729	-399,771	-84.2
*** SUBTOTAL	971,983	1,042,916	1,640,967	1,640,967	1,250,680	-390,287	-23.7
INTERNAL SERVICE CHARGES							
8601 IS-Structural Maintenance	21,334	23,382	13,092	13,092	43,640	30,548	233.3
8602 IS-Tenant Improvements	4,288	1,730	0	0	0	0	0.0
8604 IS-Utilities & Insurance - HSEKPING	12,264	12,360	6,638	6,638	23,158	16,520	248.8
8605 IS-Housekeeping Serv	16,731	17,441	8,630	8,630	29,859	21,229	245.9
8606 IS-Floors and Windows	0	0	2,000	2,000	2,000	0	0.0
8608 IS-Mail Services	1,029	1,162	1,162	1,162	1,162	0	0.0
8609 IS-Telephones	4,166	5,079	6,305	6,305	7,302	997	15.8
8620 Bldg Preventive Maintenance	7,447	7,447	3,917	3,917	13,200	9,283	236.9
8621 IS-Radio - Direct Request	0	0	500	500	500	0	0.0
8622 IS-Telephone - Usage	719	786	700	700	700	0	0.0
8623 IS-PC Training	0	0	500	500	500	0	0.0
8624 IS-Enterprise Network	8,444	8,438	9,444	9,444	10,077	633	6.7
8634 IS-Security Svcs City Hall	9,524	9,942	5,471	5,471	5,471	0	0.0
8641 IS-MS Licensing	811	789	777	777	758	-19	-2.4
*** TOTAL INTERNAL SERVICE CHARGES	86,757	88,556	59,136	59,136	138,327	79,191	133.9
*** TOTAL BUDGET	1,058,740	1,131,472	1,700,103	1,700,103	1,389,007	-311,096	-18.2
REVENUE							
7078 Proceeds of Capital Lease	0	0	460,000	460,000	0	-460,000	-100.0
7155 Printing Services Fund	1,058,740	1,131,472	1,240,103	1,240,103	1,389,007	148,904	12.0
*** TOTAL FUNDING	1,058,740	1,131,472	1,700,103	1,700,103	1,389,007	-311,096	-18.2

GRAIL ANALYSIS

MSI:

DEPARTMENT: Information Technology Services Division

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
EMPLOYEES							
REGULAR	44,000	45,000	48,000	48,000	47,500	0,500	
NON-REGULAR	0,000	0,000	0,000	0,000	0,000	0,000	
TOTAL EMPLOYEES	44,000	45,000	48,000	48,000	47,500	0,500	
PERSONNEL							
8005 Regular Pay - PERS	2,363,003	2,656,393	3,883,591	3,883,591	3,985,427	101,836	2.6
8010 Non Benefit Employees	0	19,973	0	0	0	0	0.0
8011 Overtime Pay	31,485	15,857	26,256	26,256	27,075	819	3.1
8012 Overtime Subject to PERS	0	405	0	0	0	0	0.0
8018 PST-Part Time Employees - PARS	79,285	228	0	0	0	0	0.0
8023 Auto Allowance	2,544	2,544	2,544	2,544	2,544	0	0.0
8024 Personal Dvlpmt Allowance	16,625	17,000	16,250	16,250	17,750	1,500	9.2
8027 Workers' Compensation	111,124	81,615	60,585	60,585	58,984	-1,601	-2.6
8031 General Liability	4,884	7,969	7,766	7,766	3,987	-3,779	-48.6
8037 Miscellaneous Pay	15,593	12,523	0	0	0	0	0.0
8038 PERS-Employee Portion	176,940	138,016	271,850	271,850	278,979	7,129	2.6
8040 PERS-City Portion	190,236	267,824	299,425	299,425	280,574	-18,851	-6.2
8041 PARS-City Portion	3,221	9	0	0	0	0	0.0
8044 Life Insurance	1,754	1,796	3,884	3,884	3,987	103	2.6
8045 Dental Insurance	19,079	22,093	23,232	23,232	22,990	-242	-1.0
8046 Medicare-City Contributn	32,559	36,464	56,693	56,693	58,180	1,487	2.6
8047 Long Term Disability	23,392	6,495	6,601	6,601	6,774	173	2.6
8048 Child Care Subsidies	0	0	864	864	864	0	0.0
8049 Emp Opt Ben Fd (EOBF)	295,286	346,383	439,202	439,202	460,750	21,548	4.9
8050 Benefits (VHS)	380,444	427,677	0	0	0	0	0.0
8054 Vision Care	191	213	0	0	0	0	0.0
8055 Health Care Spending	0	135	0	0	0	0	0.0
8056 Accrued payroll	24,804	4,936	0	0	0	0	0.0
8058 Benefits Administration	128,786	144,775	0	0	0	0	0.0
*** TOTAL PERSONNEL	3,901,235	4,211,323	5,098,743	5,098,743	5,208,865	110,122	2.1
SERVICES AND SUPPLIES							
8101 Materials & Supplies	74,151	136,443	137,592	137,592	140,500	2,908	2.1
8103 Uniforms	0	753	650	650	750	100	15.3
8106 Rent Expense	0	0	294,000	294,000	294,000	0	0.0
8107 Equipment Lease Payments	0	1,730	0	0	0	0	0.0
8108 Computer Related Supplies	41,466	48,214	100,100	100,100	51,900	-48,200	-48.1
8109 Equipt Purchases Under \$10,000	128,529	102,780	33,850	33,850	33,650	-200	-0.5
8110 Outside Printing and Duplicating	420	0	200	200	200	0	0.0
8112 Legal Advertising	30	23	0	0	0	0	0.0
8113 Photo Copy Machine Maint	2,073	2,171	3,000	3,000	2,500	-500	-16.6
8114 Other Contract Services	717,592	1,146,035	790,023	790,023	1,062,505	272,482	34.4
8115 Consultant Services	30,994	10,000	42,300	42,300	42,400	100	0.2
8116 Contract Maintenance	281,882	-3,011	186,000	186,000	0	-186,000	-100.0
8117 Data Processing Operations	0	2,995	0	0	0	0	0.0

GRAIL ANALYSIS

MSI:

DEPARTMENT: Information Technology Services Division

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
8124 Dues and Memberships	6,609	2,369	11,400	11,400	10,700	-700	-6.1
8125 Special Civic Events	1,626	0	3,000	3,000	0	-3,000	-100.0
8127 Conferences & Meetings	55,522	18,438	36,400	36,400	25,000	-11,400	-31.3
8128 Mileage	735	462	3,200	3,200	3,350	150	4.6
8129 Education	27,387	70,090	0	0	0	0	0.0
8130 Training Costs	17,949	4,909	124,000	124,000	150,247	26,247	21.1
8135 Reference Mats	1,064	380	5,100	5,100	2,100	-3,000	-58.8
Subscriptions							
8140 Telephone	990,388	864,444	1,003,068	1,003,068	968,100	-34,968	-3.4
8142 Electric	5,335	5,753	5,600	5,600	6,000	400	7.1
8144 Postage	1,036	389	1,310	1,310	710	-600	-45.8
8177 Program Expenditures	489,150	508,716	523,977	523,977	542,316	18,339	3.5
8178 Program Expenditure Recovery	0	-55,783	0	0	0	0	0.0
8187 Discount Earned	-17	-8,665	0	0	0	0	0.0
8218 Vehicle Rental	99	66	0	0	0	0	0.0
8276 Software	753	0	0	0	0	0	0.0
8290 Cell Phone Reimbsmnt	-1,644	-4,521	0	0	0	0	0.0
8676 Principal	0	0	317,840	317,840	281,502	-36,338	-11.4
8677 Interest	11,731	46,041	45,585	45,585	25,192	-20,393	-44.7
*** TOTAL SERVICES AND SUPPLIES	2,884,860	2,901,221	3,668,195	3,668,195	3,643,622	-24,573	-0.6
EQUIPMENT							
8506 Computer Equipment	653,559	566,880	0	0	0	0	0.0
8507 Contra Capital	-653,559	-566,878	0	0	0	0	0.0
8801 Depreciation	367,987	397,897	504,500	504,500	504,500	0	0.0
*** TOTAL EQUIPMENT	367,987	397,899	504,500	504,500	504,500	0	0.0
*** SUBTOTAL	7,154,082	7,510,443	9,271,438	9,271,438	9,356,987	85,549	0.9
INTERNAL SERVICE CHARGES							
8601 IS-Structural Maintenance	33,416	36,625	0	0	12,624	12,624	0.0
8602 IS-Tenant Improvements	73,297	4,171	9,100	9,100	9,100	0	0.0
8603 IS-Lockshop	148	55	0	0	0	0	0.0
8604 IS-Utilities & Insurance - HSEKPING	19,224	19,356	0	0	6,698	6,698	0.0
8605 IS-Housekeeping Serv	17,762	18,517	0	0	8,637	8,637	0.0
8606 IS-Floors and Windows	1,295	0	0	0	0	0	0.0
8607 IS-Printing	12,324	3,496	8,000	8,000	6,800	-1,200	-15.0
8608 IS-Mail Services	6,287	7,303	7,467	7,467	7,968	501	6.7
8609 IS-Telephones	134,831	64,381	26,664	26,664	41,655	14,991	56.2
8611 IS-Application Devel & Support	125,948	79,716	43,268	43,268	46,241	2,973	6.8
8612 IS-PC&Net Service Center	9,020	8,300	172,900	172,900	172,900	0	0.0
8613 IS-Radio and Data Communicatn	831	4,445	1,027	1,027	1,255	228	22.2
8616 IS-Fleet Maint - Equip Maintenance	3,094	4,405	7,500	7,500	7,790	290	3.8
8617 IS-Fleet Maint - Equip Replacement	16,748	16,748	17,400	17,400	17,400	0	0.0
8618 IS-Fleet Fuel/Lubricant	2,727	2,820	3,600	3,600	3,600	0	0.0

GRAIL ANALYSIS

04/30/2008 17:25
PAGE: 3

MSI:

DEPARTMENT: Information Technology Services Division

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
8620 Bldg Preventive Maintenance	11,665	11,665	0	0	3,818	3,818	0.0
8621 IS-Radio - Direct Request	199	0	2,400	2,400	0	-2,400	-100.0
8622 IS-Telephone - Usage	78,518	81,428	74,257	74,257	71,257	-3,000	-4.0
8624 IS-Enterprise Network	34,325	41,618	41,503	41,503	49,650	8,147	19.6
8634 IS-Security Srvcs City Hall	14,917	15,573	0	0	0	0	0.0
8641 IS-MS Licensing	11,994	7,633	7,635	7,635	7,635	0	0.0
*** TOTAL INTERNAL SERVICE CHARGES	608,570	428,255	422,721	422,721	475,028	52,307	12.3
*** TOTAL BUDGET	7,762,652	7,938,698	9,694,159	9,694,159	9,832,015	137,856	1.4
REVENUE							
9165 General Fund-Unspecified	121,551	127,628	134,010	134,010	0	-134,010	-100.0
9408 Telecommunications Fund	337,526	224,287	470,448	470,448	571,323	100,875	21.4
9500 Computing & Communication	7,303,575	7,586,783	9,089,701	9,089,701	9,260,692	170,991	1.8
*** TOTAL FUNDING	7,762,652	7,938,698	9,694,159	9,694,159	9,832,015	137,856	1.4

GRAIL ANALYSIS

FUND: Information Purposes Only

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
EMPLOYEES							
REGULAR	5.600	5.600	5.600	5.600	5.600	0.000	
NON-REGULAR	0.000	0.000	0.000	0.000	0.000	0.000	
TOTAL EMPLOYEES	5.600	5.600	5.600	5.600	5.600	0.000	
PERSONNEL							
8005 Regular Pay - PERS	0	0	443,897	443,897	459,114	15,217	3.4
8024 Personal Dvlpmt Allowance	0	0	2,500	2,500	2,500	0	0.0
8027 Workers' Compensation	0	0	6,925	6,925	6,795	-130	-1.8
8031 General Liability	0	0	888	888	459	-429	-48.3
8038 PERS-Employee Portion	0	0	31,073	31,073	32,138	1,065	3.4
8040 PERS-City Portion	0	0	34,224	34,224	32,322	-1,902	-5.5
8044 Life Insurance	0	0	444	444	459	15	3.3
8045 Dental Insurance	0	0	2,710	2,710	2,710	0	0.0
8046 Medicare-City Contributn	0	0	6,437	6,437	6,657	220	3.4
8047 Long Term Disability	0	0	755	755	780	25	3.3
8049 Emp Opt Ben Fd (EOBF)	0	0	51,240	51,240	54,320	3,080	6.0
*** TOTAL PERSONNEL	0	0	581,093	581,093	598,254	17,161	2.9
SERVICES AND SUPPLIES							
8101 Materials & Supplies	0	0	3,500	3,500	3,500	0	0.0
8109 Equipt Purchases Under \$10,000	0	0	6,000	6,000	6,000	0	0.0
8127 Conferences & Meetings	0	0	2,000	2,000	2,000	0	0.0
8135 Reference Matls Subscriptions	0	0	500	500	500	0	0.0
*** TOTAL SERVICES AND SUPPLIES	0	0	12,000	12,000	12,000	0	0.0
EQUIPMENT							
*** TOTAL EQUIPMENT	0	0	0	0	0	0	0.0
*** SUBTOTAL	0	0	593,093	593,093	610,254	17,161	2.8
INTERNAL SERVICE CHARGES							
8603 IS-Lockshop	0	0	785	785	785	0	0.0
8609 IS-Telephones	0	0	5,254	5,254	4,172	-1,082	-20.5
*** TOTAL INTERNAL SERVICE CHARGES	0	0	6,039	6,039	4,957	-1,082	-17.9
*** TOTAL BUDGET	0	0	599,132	599,132	615,211	16,079	2.6
REVENUE							
3571 Grants	0	0	599,132	599,132	615,211	16,079	2.6
*** TOTAL FUNDING	0	0	599,132	599,132	615,211	16,079	2.6

GRAIL ANALYSIS

04/30/2008 17:26
PAGE: 4

MSI:

DEPARTMENT: Finance Department
SUB-DEPARTMENT: Worker's Comp & Safety

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
EMPLOYEES							
REGULAR	9.000	9.000	8.000	8.000	8.000	0.000	
NON-REGULAR	0.000	0.000	0.000	0.000	0.000	0.000	
TOTAL EMPLOYEES	9.000	9.000	8.000	8.000	8.000	0.000	
PERSONNEL							
8005 Regular Pay - PERS	380,990	403,159	555,870	555,870	574,859	18,989	3.4
8018 PST-Part Time Employees - PARS	32,138	20,394	0	0	0	0	0.0
8023 Auto Allowance	1,108	0	1,200	1,200	1,200	0	0.0
8024 Personal Dvlpmt Allowance	2,500	2,875	2,750	2,750	2,750	0	0.0
8027 Workers' Compensation	24,475	13,448	8,671	8,671	8,508	-163	-1.8
8031 General Liability	827	1,271	1,112	1,112	575	-537	-48.2
8037 Miscellaneous Pay	765	0	0	0	0	0	0.0
8038 PERS-Employee Portion	28,995	21,436	38,910	38,910	40,240	1,330	3.4
8040 PERS-City Portion	31,099	41,572	42,857	42,857	40,470	-2,387	-5.5
8041 PARS-City Portion	1,285	793	0	0	0	0	0.0
8044 Life Insurance	294	266	556	556	575	19	3.4
8045 Dental Insurance	3,828	4,416	3,872	3,872	3,872	0	0.0
8046 Medicare-City Contributn	6,110	6,155	8,060	8,060	8,335	275	3.4
8047 Long Term Disability	3,982	1,068	945	945	977	32	3.3
8049 Emp Opt Ben Fd (EOBF)	53,549	63,748	73,200	73,200	77,600	4,400	6.0
8050 Benefits (VHS)	61,339	64,908	0	0	0	0	0.0
8056 Accrued payroll	1,019	3,251	0	0	0	0	0.0
8058 Benefits Administration	20,764	21,972	0	0	0	0	0.0
*** TOTAL PERSONNEL	655,067	670,732	738,003	738,003	759,961	21,958	2.9
SERVICES AND SUPPLIES							
8101 Materials & Supplies	7,557	5,855	5,500	5,500	5,500	0	0.0
8109 Equipt Purchases Under \$10,000	0	0	9,100	9,100	9,100	0	0.0
8113 Photo Copy Machine Maint	2,217	0	4,500	4,500	4,500	0	0.0
8114 Other Contract Services	588,548	208,028	462,132	462,132	462,132	0	0.0
8115 Consultant Services	0	0	3,000	3,000	3,000	0	0.0
8116 Contract Maintenance	0	0	29,228	29,228	29,228	0	0.0
8117 Data Processing Operations	0	260	20,772	20,772	20,772	0	0.0
8124 Dues and Memberships	2,417	708	2,500	2,500	2,500	0	0.0
8125 Special Civic Events	275	0	0	0	0	0	0.0
8126 Conf & Mtgs - Comm & Committees	0	900	0	0	0	0	0.0
8127 Conferences & Meetings	1,857	682	1,800	1,800	1,800	0	0.0
8128 Mileage	701	1,097	350	350	350	0	0.0
8129 Education	581	1,034	4,050	4,050	4,050	0	0.0
8130 Training Costs	115	670	1,000	1,000	1,000	0	0.0
8133 Medicl Pay Doctors-Workr Comp	20,199	1,306	1,000	1,000	1,000	0	0.0
8135 Reference Matls Subscriptions	2,227	2,602	2,060	2,060	2,060	0	0.0

GRAIL ANALYSIS

04/30/2008 17:26
PAGE: 5

MSI:

DEPARTMENT: Finance Department
SUB-DEPARTMENT: Worker's Comp & Safety

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
8137 Gas and Lubricants	0	9	0	0	0	0	0.0
8140 Telephone	0	80	0	0	0	0	0.0
8144 Postage	1,788	1,481	3,000	3,000	3,000	0	0.0
8218 Vehicle Rental	0	22	0	0	0	0	0.0
8290 Cell Phone Reimbsmnt	-54	0	0	0	0	0	0.0
*** TOTAL SERVICES AND SUPPLIES	628,428	224,734	549,992	549,992	549,992	0	0.0
EQUIPMENT							
*** TOTAL EQUIPMENT	0	0	0	0	0	0	0.0
*** SUBTOTAL	1,283,495	895,466	1,287,995	1,287,995	1,309,953	21,958	1.7
INTERNAL SERVICE CHARGES							
8601 IS-Structural Maintenance	8,584	9,409	16,841	16,841	6,526	-10,315	-61.2
8603 IS-Lockshop	0	0	175	175	175	0	0.0
8604 IS-Utilities & Insurance - HSEKPING	4,944	4,968	8,539	8,539	3,463	-5,076	-59.4
8605 IS-Housekeeping Serv	6,732	7,017	11,101	11,101	4,464	-6,637	-59.7
8606 IS-Floors and Windows	0	0	300	300	300	0	0.0
8607 IS-Printing	4,636	3,265	8,230	8,230	8,230	0	0.0
8608 IS-Mail Services	1,323	1,494	1,494	1,494	1,328	-166	-11.1
8609 IS-Telephones	3,976	4,992	5,254	5,254	5,216	-38	-0.7
8611 IS-Application Devel & Support	0	0	2,675	2,675	2,675	0	0.0
8620 Bldg Preventive Maintenanc e	2,997	2,997	5,039	5,039	1,974	-3,065	-60.8
8622 IS-Telephone - Usage	1,126	641	2,473	2,473	2,473	0	0.0
8623 IS-PC Training	0	0	1,219	1,219	1,219	0	0.0
8624 IS-Enterprise Network	10,857	10,734	12,143	12,143	11,517	-626	-5.1
8634 IS-Security Srvcs City Ha ll	3,833	4,001	7,038	7,038	7,038	0	0.0
8641 IS-MS Licensing	1,043	1,014	999	999	867	-132	-13.2
8801 Depreciation	150	150	0	0	0	0	0.0
*** TOTAL INTERNAL SERVICE CHARGES	50,201	50,682	83,520	83,520	57,465	-26,055	-31.1
*** TOTAL BUDGET	1,333,696	946,148	1,371,515	1,371,515	1,367,418	-4,097	-0.2
REVENUE							
7163 Worker's Compensation Cit y Contribution	1,333,696	946,148	1,371,515	1,371,515	1,367,418	-4,097	-0.2
*** TOTAL FUNDING	1,333,696	946,148	1,371,515	1,371,515	1,367,418	-4,097	-0.2

DEPARTMENT SUMMARY

Fire

Mission Statement

To provide protection of life, property, and the environment from the effects of fires, medical emergencies, and hazards; we engage the community in our mission through progressive community outreach.

Program Description

Through Fire Administration and eight strategically located fire stations, the Fire Department strives to maintain a safe community and contribute to an improved quality of life by providing the highest possible level of emergency services. Public safety services provided by the Department include: fire prevention and suppression; emergency medical services (paramedics); elimination of fire and life safety hazards in buildings; enforcement of State and City Fire Codes; hazardous vegetation management; regulation and disclosure of hazardous materials storage, handling and use; underground chemical storage tank inspections and permits; inspections of public assembly facilities and high rise buildings; maintenance of fire protection equipment and systems; special event planning to ensure the safety of the public; disaster preparedness planning; and training of businesses, City staff, neighborhoods and other citizens' groups in disaster preparedness and mitigation.

Departmental Relationship to City Council Goals:

- **Assure a Safe and Secure Community**

The Fire Department directly supports the City Council's goal of Assuring Community Safety and Security through its efforts to protect life and preserve property by providing exceptional emergency medical care, superior fire protection, responsive and aggressive code enforcement, and quality customer-centered public education. The Department continues to focus on community participation and prevention education efforts.

Major Accomplishments

The Fire Department coordinated and provided the following accomplishments during FY2008:

- Continue to maintain a heightened awareness of the need for community self-sustenance. The Department continued to direct public and media outreach efforts toward preparing our community through Pasadena Emergency Response Team (PERT) training. The Fire Department trained approximately 1,200 area residents and workforce members in various modules of PERT, as well as conducting full 12-hour PERT courses. In addition, the Police and Fire Departments collaborated on more than 40 neighborhood association presentations focusing on the disaster preparedness module of PERT.
- The Department continues to lead efforts to ensure that State- and Federally-mandated Standardized Emergency Management System (SEMS) and National Incident Management (NIMS) training is given to all City personnel
- The Fire Department continues to work closely with the Transportation Department to install a traffic signal preemption program throughout the City to reduce Fire response times. The successful demonstration project last year proved the efficacy of this technology
- The Fire Department continues to collaborate with Human Resources Department to effectively administer entry-level firefighter and promotional examination processes
- Conducted three citywide Emergency Operation Center (EOC) exercises
- Finalized and received formal approval from the Governor's Office of Emergency Services for the City-wide disaster response plan (Multi-Hazard Functional Plan; MHFP)
- Continues collaboration with the Pasadena Police Department volunteer group to provide FIREWATCH during times of high fire hazard

Fire

- Continued to work with the Accessibility & Disability Commission on Disaster Preparedness and Response issues
- Installed, placed into use and provided training to City staff for an enhanced emergency notification system, known as PLEAS or the Pasadena Local Emergency Alert System, to enhance communication within City staff and between the City and its citizens.

Summary of Appropriations and Revenues

	FY 2006 Actual	FY 2007 Actual	FY 2008 Adopted	FY 2008 Revised	FY 2009 Recommended
FTEs	177.500	181.500	186.500	186.500	188.500
Appropriations	29,674,182	36,797,733	38,192,433	38,192,433	40,511,919
General Fund	29,674,182	36,797,733	38,192,433	38,192,433	40,511,919

Fire

Departmental Results Statements

Result 1: Protect property from fire and other hazards.

		FY 2007			FY 2008	FY 2009
		Actual	Target	% Target	Target	Target
Measure 1.1 Timeliness of response to reports of fire. Protect human life from the adverse effects of fire.						
A. First unit to arrive at the scene within 5 minutes of being dispatched 90% of the time	81%	90%	90%	90%	90%	90%
Measure 1.2 Percent of fire loss versus property at risk. Protect property by minimizing the spread of fire.						
A. Contain fire to the room or area found upon arrival of suppression crew(s), 90% of the time.	100%	90%	100%	90%	90%	90%

Result 2: Minimize the effects of illness and injury.

		FY 2007			FY 2008	FY 2009
		Actual	Target	% Target	Target	Target
Measure 2.1 Timeliness of response to basic life support emergency medical calls.						
A. First responders with basic life support (BLS) and an automatic external defibrillator capability to arrive within 5 minutes of being dispatched, 90% of the time.	90%	90%	100%	90%	90%	90%
Measure 2.2 Timeliness of response to advance life support emergency medical calls.						
A. First responders with advance life support (ALS) capability to arrive within 8 minutes of being dispatched, 90% of the time.	98%	90%	100%	90%	90%	90%

Fire

Result 3: Minimize hazards in buildings.

	FY 2007			FY 2008	FY 2009
	Actual	Target	% Target	Target	Target
Measure 3.1 Number of existing buildings and new construction sites that will be inspected					
A. 43 high rise structures	94	43	100%	43	43
B. 255 institutional, educational and residential care facilities	102	255	40%	255	255
C. 320 public assembly occupancies	178	320	56%	320	320
D. 240 hazardous material occupancies	315	240	100%	240	240
E. 100% of all new construction sites	722	722	100%	100%	100%
Measure 3.2 Percent and number of existing buildings and new construction that comply with fire and life safety regulations					
A. 90% of high rise structures	100%	90%	100%	90%	90%
B. 90% of institutional, educational and residential care facilities	87%	90%	97%	90%	90%
C. 90% of public assembly occupancies	100%	90%	100%	90%	90%
D. 90% of hazardous materials occupancies	82	90%	91%	90%	90%
E. 100% of all new construction sites	90%	100%	90%	100%	100%
Measure 3.3 Check and process Fire plan checks expeditiously.					
A. 90% of all Fire plan checks processed within 30 days of receipt	89%	90%	99%	90%	90%
B. 90% compliance of the 478 three-story or taller structures not considered "hi-rise" and their tenant occupancies	New for fiscal year 2008			90%	90%

Result 4: Minimize hazards in brush area.

	FY 2007			FY 2008	FY 2009
	Actual	Target	% Target	Target	Target
Measure 4.1 A select number of homes will be surveyed for compliance with the Hazardous Vegetation Ordinance					
A. At least 2,200 homes will be surveyed	2,189	2,200	99%	2,200	2,200

Result 5: Pasadena residents are satisfied with fire and emergency medical services.

	FY 2007			FY 2008	FY 2009
	Actual	Target	% Target	Target	Target
Measure 5.1 Survey of residents regarding satisfaction with fire and emergency medical services					
A. At least 90% of the residents responding are "satisfied" or "very satisfied" with fire and emergency medical services	No survey in FY07			90%	N/A

Changes from Prior Year

- **Cost Changes:** The fiscal year 2009 budget represents a net increase of \$2,319,486 or 6.0% over the revised fiscal year 2008 budget. The majority of this increase is in the Personnel category. Personnel costs increased \$1,794,139 for negotiated/anticipated salary and benefit increases with like adjustments to Position Coverage and the addition of 2.0 FTEs. Increases in Internal Service Charges of \$186,516 for annual rate adjustment and fuel. In addition there is a small decrease in Equipment, \$22,000 for the one-time purchase of a vehicle, and an increase in Services and Supplies, \$360,831 which includes a one-time cost of \$118,455 for fire and protective equipment and supplies.
- **FTE Changes:** The net increase of 2.0 FTEs includes 2.0 Building Inspectors in the amount of \$204,746 to meet the annual inspection workload.

Future Outlook

With the increasing potential for a major earthquake, threat of terrorist activity and a continued emphasis on homeland defense systems, disaster preparedness efforts will focus on community involvement, which will include training and development of City staff, citizens and local businesses to enhance our abilities. The Department will continue to seek Federal funding to enhance Pasadena's efforts toward assuring a safe and secure community. Additionally, the Department will increase facility security by installing security gates at four fire stations located on major thoroughfares.

Overall, the Department will continue to seek efficient, cost effective methods to deliver the best possible services to the community. The Department will collaborate with Human Resources to ensure the ongoing Lateral Firefighter/Paramedic process is continued, and the Department's annual personnel evaluation system and appraisal forms are utilized appropriately. Steps have been taken to improve the paramedic billing process by converting Fire Department data input to a Zoll Medical Corporation (ZOLL) electronic format that is compatible with City billing.

**Division
Summary
Fire Administration**

Mission Statement

The mission of Fire Administration is to provide leadership and a vision for the Department that is consistent with City Council policies and community expectations; encourage the success of our members by budgeting for training opportunities and state of the art equipment; and provide leadership in City-wide emergency management.

Program Description

Fire Administration strives to foster and maintain relationships and partnerships with other City departments, various community groups, professional organizations, surrounding jurisdictions and other governmental agencies in ways that contribute to the best possible service delivery. Additionally, this division provides administrative oversight and coordination of emergency management planning, training and operations for the City.

Fire Administration's overall responsibilities consist of sound fiscal management, personnel management, emergency scene management, department-wide administration and emergency management coordination. Fire Administration provides overall planning, control and administration of all Fire Department activities, including administrative support for all bureaus and sections of the Department. Fire Administration is ultimately responsible for all agenda reports, training approval, budgeting, procurement, payroll, information technology management and personnel actions. The Division participates in administrative oversight of the Verdugo Fire Communications Center.

The Division's Emergency Management Coordinator delivers and coordinates training for all city employees in the areas of emergency management (disaster preparedness) and specific training for Emergency Operation Center (EOC) responders. In addition, the Emergency Management Coordinator provides citizen disaster training through the Pasadena Emergency Response Team (PERT) program and serves as the Department's public information officer and the City's Area C liaison.

Major Accomplishments

Fire Administration continued to improve internal and external services, and expanded the role of the Fire Department in the community. In addition, the Division accomplished the following:

- The Department took the lead to ensure State- and Federally-mandated Standardized Emergency Management System (SEMS) and National Incident Management (NIMS) training was given to all city personnel
- Coordinated three citywide Emergency Operation Center exercises
- Conducted over 40 Disaster Preparedness presentations throughout the community, including City Council, Council Districts, Neighborhood Associations, Businesses, Schools and City Departments
- Finalized and received formal approval from the Governor's Office of Emergency Services for the Citywide disaster response plan (Multi-Hazard Functional Plan; MHFP)
- Continued to collaborate with the Pasadena Police Department volunteer group for FIREWATCH during times of high fire hazard
- Continued to work with the Accessibility & Disability Commission in Disaster Preparedness and Response.

Summary of Appropriations and Revenues

	FY 2006 Actual	FY 2007 Actual	FY 2008 Adopted	FY 2008 Revised	FY 2009 Recommended
FTEs	3.000	3.000	3.000	3.000	3.000
Appropriations	579,907	646,447	594,145	594,145	626,890
General Fund	579,907	646,447	594,145	594,145	626,890

Changes from Prior Year

- *Cost Changes:* The net increase of \$32,481 from the revised fiscal year 2008 budget is attributable to higher personnel costs due to negotiated/anticipated salary rate and benefit adjustments.

Future Outlook

Fire Administration will continue to facilitate meetings with the Department's Strategic Plan Committee Chairs ensuring that the strategic initiatives are accomplished. Fire Administration continues to seek funding for the rebuilding of Fire Station 33 to accommodate its mixed gender fire force, administrative staff, inspection staff and a community meeting room. In a joint effort with the Operations Bureau, Fire Administration will seek additional funding from Federal grant programs in the area of anti-terrorism, personnel safety and wellness training equipment, emergency communication radios, apparatus and homeland defense. To that end, the Department will continue to work with the Police Department and the City Manager's Office to plan for a joint Police/Fire Training Center. Fire Administration will focus on employee training and development that will add value to the services delivered to the community. Oversight will be given to planning for improvements in existing systems to ensure consistency and accountability. The Department will collaborate with Human Resources to ensure that the ongoing Lateral Firefighter/Paramedic process is continued and to ensure that the Department's annual personnel evaluation system and appraisal forms are utilized appropriately.

Emergency Management will continue to train City employees and the community to prepare, respond to and recover from an emergency or disaster and assist fire personnel after a disaster occurs. The Emergency Management Coordinator will continue to serve as the liaison for Area C Disaster Management and Department Public Information Officer (PIO).

Overall, Fire Administration continues to explore, evaluate and adopt programs to improve service and expand the role of the Fire Department in the community, which includes getting neighborhood fire stations more involved in neighborhood activities. Administrative staff will continue to look for methods to improve service delivery while enhancing or maintaining existing service levels.

Division Summary Operations

Mission Statement

The mission of the Operations Bureau is to maintain a constant state of readiness to respond to all requests for services through training, maintenance of equipment, and a desire to serve our community.

Program Description

The Operations Bureau responds to all emergencies, including fire, medical, flood, earthquake, hazardous material and extrication incidents, and also provides non-emergency public assistance. The Operations Bureau includes fire operations, emergency medical services, training, and acts as Verdugo Fire Communications Center liaison.

The Operations Division concentrates on the most traditional elements of the Department's mission, in that the Operations Bureau is responsible for all duties related to responding to emergencies. While maintaining constant readiness for fire and other emergency responses, this division provides 24-hour emergency medical services for on-scene emergency medical care and transportation to medical facilities as necessary. This service is provided through the maintenance of a paramedic program, emergency medical technician program, in-service medical training, planning, staffing, and operation of emergency medical coverage for special events, medical-legal record custody and initiation of service billing orders, field training services for emergency medical technician students and mobile intensive care nurses (MICNs), coordination of a citizens' volunteer Emergency Medical Services Reserve Unit (EMSR); and court litigation process follow-through as required.

The Operations Bureau's functions also include fire prevention and hazard abatement, pre-fire planning, public education, a considerable amount of in-service training, as well as logistical support in the areas of facility maintenance, communications, equipment maintenance, and apparatus replacement and maintenance. The Training Division administers all Fire Department training and educational activities and issues related to personnel safety.

Major Accomplishments

- Conducted two Training Academies and two Lateral Academies that trained 24 new firefighters for the City to compensate for attrition
- Chair Urban Search and Rescue (USAR) Regional Task Force (RTF) for Region 1, Operational Area "C" and received formal "typing" from the Governor's Office of Emergency Services as RTF 4, the fourth in the state
- Member of the Governor's Office of Emergency Services (OES)/State Fire Trench Rescue curriculum committee
- Took delivery and placed into service three replacement rescue ambulances, two replacement pumpers, and one replacement ladder truck
- Collaborated with the Transportation Department to develop a Traffic Signal Pre-emption Program implementation plan
- Continued the Zoll Data Collection Project, which will streamline paramedic billing efforts with Finance
- Created an industry-leading female firefighter recruitment program and established recruiting relationships with 100% of all fire academies within California to ensure the largest possible pool of qualified individuals are recruited to Pasadena Fire
- Completed required construction necessary to upgrade Fire Station 33 to provide proper accommodations for female firefighters and to provide enhanced security
- Completed required construction to provide enhanced security at Fire Station 38
- Reviewed and updated training materials for Pasadena Emergency Response Team training.

Summary of Appropriations and Revenues

	FY 2006 Actual	FY 2007 Actual	FY 2008 Adopted	FY 2008 Revised	FY 2009 Recommended
FTEs	155.500	158.500	161.500	161.500	161.500
Appropriations	25,495,084	31,658,174	32,681,524	32,681,524	34,571,056
General Fund	25,495,084	31,658,174	32,681,524	32,681,524	34,571,056

Changes from Prior Year

- *Cost Changes:* The fiscal year 2009 budget represents an increase of \$1,889,532 over the revised fiscal year 2008 budget. The majority of this increase is in the Personnel category. Personnel costs increased \$1,440,960 due to negotiated/anticipated salary and benefit increases with like adjustments to Position Coverage. Other increases include Internal Service Charges, \$160,117 for annual rate adjustments and fuel. In addition, the increase in Services and Supplies is \$288,455, which includes a one time cost of \$58,455 associated with Urban Search and Rescue protective equipment and required annual CPI increases to contracts.

Future Outlook

Operations, by necessity, will continue to deliver the traditional emergency response services as effectively as possible. Operations will work closely with the City's Transportation Department to implement use of technology, such as the use of traffic signal pre-emption, to improve response times to emergencies.

The Operations Bureau continues to experience sharp spikes in requests for emergency services, as has been the case during the past decade. The need to add additional resources will continue to be assessed. The Operations Bureau will continue to deliver traditional emergency response services as effectively as possible and expand the role of emergency medical services (EMS), as these types of responses account for over 74% of the overall emergency call volume. Adequately responding to these types of calls requires continuous training in emergency medicine, staying abreast of ongoing developments as well as looking for ways to improve the method of service delivery. Further, as the scope of incidents that fire operations is expected to respond to expands, (e.g., terrorism), it is anticipated that the types and amount of in-service training will also continue to expand.

Statewide, delivery of EMS remains the most active of the varied services provided by fire departments. Likewise, given the new responses to terrorism, EMS responses also continue to be the most rapidly changing and politically challenging, as they are an integral part of the terrorism response issue. The Operations Bureau will continue to be involved in monitoring legislative activities that have the potential to impact EMS delivery in Pasadena. Operations Bureau members will continue to participate in coalitions that are formed to protect the level of service enjoyed by this community and our region. Implementation of the Pasadena Fire Department strategic plan will continue during this fiscal period and through fiscal year 2010. The Department will reach several significant milestones in concert with the strategic plan in the coming year including, but not limited to, the development of a Master Plan for Fire Department Facilities.

The Operations Bureau will continue to move toward employing additional paramedic trained firefighters. Furthermore, our current configuration and service delivery model will be evaluated to assess overall effectiveness.

**Division
Summary**
Prevention and Administrative Services

Mission Statement

The mission of the Fire Prevention and Administrative Services Bureau is to prevent injury to people and prevent damage to the natural and built environment within the City of Pasadena. This division uses a customer-centered approach to public education, plan review, code development, and inspection, which is designed to prevent harm to our community. In addition, the Division provides service to Department staff through sound financial practices and personnel services.

Program Description

The purpose of this Division is to actively reduce the likelihood of fire, burns, and environmental emergencies, and to mitigate the potential severity of those events that do occur. Safety and prevention is accomplished through plan review, inspections of buildings and premises; hazardous vegetation mitigation; monitoring and regulating the storage handling and use of hazardous materials; preparing and revising laws and codes; public education; fire investigation; and the enforcement of fire and hazardous materials regulations.

In addition, this Bureau oversees the department's budget, procurement, payroll, accounting and information technology services.

Major Accomplishments

The Division is involved in on going programs related to inspecting and regulating safety processes, procedures and environments throughout the City. Of significant importance to these activities this year was Fire Department plan check and inspection of several large projects being built in the City, including the Pasadena Conference Center Project. In addition, the Bureau was heavily involved in the following activities:

- Collaboration with the Planning and Development Department to complete amendment and adoption of the new California Fire & Building Codes
- All public assemblies, high-rise, institutional occupancies were inspected for compliance with Federal, State, and local fire codes
- All new construction and tenant improvement projects were plan checked and inspected for compliance
- Plan checks, inspections and approvals were conducted in hazardous materials storage and handling occupancies and for aboveground and underground storage tanks
- Public education programs were delivered to each elementary school in the Pasadena Unified School District.
- During Fire Prevention Week, all public elementary schools within the City conducted fire drills that were witnessed by the Fire Department personnel. Private elementary schools were witnessed conducting fire drills upon request
- All occupancies in the Brush Fire Hazard Zone were surveyed for compliance
- Followed up on compliance inspections and engine company referrals
- Responded as part of CRASH team community issues
- Arson fires were investigated and resultant cases were managed
- Under the Fire Company Inspection Program, the Fire Department experienced increases in the volume of fire company inspections in business, mercantile and residential occupancies
- Occupancies producing nuisance fire alarms were billed and fees collected, reducing these types of calls by approximately 4%
- Upgraded the -citywide emergency notification system, now known as the Pasadena Local Emergency Alert System, or PLEAS

Fire

- Continued transitioning the Fire Prevention small vehicle fleet to hybrid or other similar high-efficiency, low pollution vehicles and thereby reducing fuel consumption by 40%-50% per vehicle.

Summary of Appropriations and Revenues

	FY 2006 Actual	FY 2007 Actual	FY 2008 Adopted	FY 2008 Revised	FY 2009 Recommended
FTEs	19.000	20.000	22.000	22.000	24.000
Appropriations	3,599,191	4,493,112	4,916,764	4,916,764	5,313,973
General Fund	3,599,191	4,493,112	4,916,764	4,916,764	5,313,973

Changes from Prior Year

- **Cost Changes:** The fiscal year 2009 budget represents a net increase of \$397,209 over the revised fiscal year 2008 budget. The addition of 2.0 FTEs totaled \$204,746. The remaining increase in the Personnel category, \$115,952, is primarily attributable to negotiated/anticipated salary and benefit increases. Other increases include Services and Supplies, \$72,376, and citywide internal services rate adjustments, \$26,135. In addition, there was a decrease in Equipment of \$22,000 related to a one-time automobile purchase in fiscal year 2008.
- **FTE Changes:** An increase of 2.0 FTEs, Building Inspectors, to meet the annual inspection workload.

Future Outlook

Fire Prevention and Administrative Services will seek to improve inspection services, fee collection and public fire education delivery to the citizens of Pasadena. Staff, will work jointly with the City Building Official and the Permit Center to improve plan check services, expand the use of the Planning and Development Department's automated records management system for monitoring and tracking plan check and related inspection activity.

MSI:
FUND: General Fund

DEPARTMENT: Fire Department

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
EMPLOYEES							
REGULAR	177.500	181.500	186.500	186.500	188.500	2.000	
NON-REGULAR	0.000	0.000	0.000	0.000	0.000	0.000	
TOTAL EMPLOYEES	177.500	181.500	186.500	186.500	188.500	2.000	
PERSONNEL							
8005 Regular Pay - PERS	640,191	789,422	992,679	992,679	1,110,228	117,549	11.8
8007 Regular Pay - FPRS	106,247	13,671	0	0	0	0	0.0
8008 Regular Pay-SPERS	10,430,528	13,014,109	16,835,034	16,835,034	17,831,768	996,734	5.9
8011 Overtime Pay	42,761	136,841	24,049	24,049	12,219	-11,830	-49.1
8012 Overtime Subject to PERS	383	0	0	0	0	0	0.0
8013 FirePolice Post Retirement Medical Benefit	336,740	386,479	479,476	479,476	529,081	49,605	10.3
8014 Position Coverage	3,864,064	4,491,456	3,526,890	3,526,890	3,667,966	141,076	4.0
8016 Holiday Sched Pay-SPERS	430,303	536,959	792,521	792,521	832,318	39,797	5.0
8024 Personal Dvlpmt Allowance	12,375	11,750	14,500	14,500	14,500	0	0.0
8027 Workers' Compensation	1,363,572	2,121,031	2,394,260	2,394,260	2,466,250	71,990	3.0
8031 General Liability	279,420	317,795	89,139	89,139	37,885	-51,254	-57.4
8037 Miscellaneous Pay	1,275	0	0	0	0	0	0.0
8038 PERS-Employee Portion	51,743	40,606	75,094	75,094	87,636	12,542	16.7
8039 SPERS-Employee Portion	1,041,321	1,329,725	1,675,496	1,675,496	1,769,006	93,510	5.5
8040 PERS-City Portion	58,079	77,904	82,711	82,711	88,138	5,427	6.5
8042 SPERS-City Portion	2,273,344	3,139,124	3,945,792	3,945,792	4,137,704	191,912	4.8
8043 FPRS-City Portion	15,889	1,396	0	0	0	0	0.0
8044 Life Insurance	13,962	13,076	17,828	17,828	18,941	1,113	6.2
8045 Dental Insurance	127,310	131,903	149,375	149,375	150,343	968	0.6
8046 Medicare-City Contributn	131,869	170,566	321,483	321,483	340,090	18,607	5.7
8047 Long Term Disability	36,647	23,143	30,308	30,308	32,201	1,893	6.2
8048 Child Care Subsidies	511	0	1,006	1,006	1,006	0	0.0
8049 Emp Opt Ben Fd (EOBF)	1,503,821	1,617,395	1,858,882	1,858,882	1,973,382	114,500	6.1
8050 Benefits (VHS)	1,799,471	2,224,569	0	0	0	0	0.0
8054 Vision Care	230	253	0	0	0	0	0.0
8056 Accrued payroll	189,725	-19,413	0	0	0	0	0.0
8058 Benefits Administration	609,137	753,040	0	0	0	0	0.0
*** TOTAL PERSONNEL	25,360,918	31,322,800	33,306,523	33,306,523	35,100,662	1,794,139	5.3
SERVICES AND SUPPLIES							
8101 Materials & Supplies	508,080	669,188	491,970	491,970	711,425	219,455	44.6
8103 Uniforms	7,332	1,053	0	0	0	0	0.0
8105 Lease Payments	219,124	246,171	226,994	226,994	244,486	17,492	7.7
8106 Rent Expense	29,894	29,566	33,344	33,344	33,970	626	1.8
8107 Equipment Lease Payments	0	425,057	430,058	430,058	430,058	0	0.0
8108 Computer Related Supplies	16,336	26,919	42,922	42,922	42,922	0	0.0
8109 Equipt Purchases Under \$10,000	246,959	250,934	330,814	330,814	390,814	60,000	18.1
8110 Outside Printing and Duplicating	2,551	398	2,000	2,000	2,000	0	0.0
8112 Legal Advertising	156	484	200	200	200	0	0.0
8113 Photo Copy Machine Maint	0	0	1,500	1,500	1,500	0	0.0

GRAIL ANALYSIS

MSI:

FUND: General Fund

DEPARTMENT: Fire Department

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
8114 Other Contract Services	862,485	845,557	832,438	832,438	895,696	63,258	7.5
8115 Consultant Services	32,233	27,622	126,300	126,300	126,300	0	0.0
8117 Data Processing Operations	5,325	5,625	0	0	0	0	0.0
8121 Computer(PC) Maint/Repair	0	75	0	0	0	0	0.0
8124 Dues and Memberships	10,519	14,722	10,920	10,920	10,920	0	0.0
8125 Special Civic Events	1,729	503	0	0	0	0	0.0
8126 Conf & Mtgs - Comm & Committees	0	162	0	0	0	0	0.0
8127 Conferences & Meetings	36,336	33,251	21,800	21,800	21,800	0	0.0
8128 Mileage	323	10	2,075	2,075	2,075	0	0.0
8129 Education	41,691	54,525	28,546	28,546	28,546	0	0.0
8130 Training Costs	6,314	17,969	23,200	23,200	23,200	0	0.0
8135 Reference Matls Subscriptions	1,590	2,902	12,000	12,000	12,000	0	0.0
8136 Library Books	324	419	0	0	0	0	0.0
8137 Gas and Lubricants	521	357	0	0	0	0	0.0
8140 Telephone	24,334	31,831	22,600	22,600	22,600	0	0.0
8141 Refuse Collection	11,266	11,946	8,200	8,200	8,200	0	0.0
8144 Postage	2,311	5,483	3,300	3,300	3,300	0	0.0
8150 Cash Over and Short	-22	-1	0	0	0	0	0.0
8218 Vehicle Rental	0	0	500	500	500	0	0.0
8290 Cell Phone Reimbsmnt	-620	-38	0	0	0	0	0.0
*** TOTAL SERVICES AND SUPPLIES	2,067,091	2,702,690	2,651,681	2,651,681	3,012,512	360,831	13.6
EQUIPMENT							
8504 Equipment	0	388,249	0	0	0	0	0.0
8505 Automotive Equipment	0	22,564	22,000	22,000	0	-22,000	-100.0
*** TOTAL EQUIPMENT	0	410,813	22,000	22,000	0	-22,000	-100.0
*** SUBTOTAL	27,428,009	34,436,303	35,980,204	35,980,204	38,113,174	2,132,970	5.9
INTERNAL SERVICE CHARGES							
8601 IS-Structural Maintenance	281,887	308,956	301,096	301,096	317,992	16,896	5.6
8602 IS-Tenant Improvements	6,743	1,079	10,000	10,000	10,000	0	0.0
8603 IS-Lockshop	1,428	271	500	500	500	0	0.0
8604 IS-Utilities & Insurance - HSEKPING	162,228	163,296	152,662	152,662	158,134	5,472	3.5
8606 IS-Floors and Windows	13,256	6,947	1,500	1,500	1,500	0	0.0
8607 IS-Printing	18,152	37,164	22,691	22,691	22,691	0	0.0
8608 IS-Mail Services	25,946	29,465	30,129	30,129	30,959	830	2.7
8609 IS-Telephones	86,340	82,516	80,916	80,916	83,449	2,533	3.1
8611 IS-Application Devel & Support	2,736	7,622	4,452	4,452	4,452	0	0.0
8612 IS-PC&Net Service Center	32,465	41,101	37,685	37,685	38,454	769	2.0
8613 IS-Radio and Data Communicatn	122,750	165,650	194,904	194,904	211,694	16,790	8.6
8615 IS-Auto Body Repair	4,181	4,364	1,700	1,700	1,700	0	0.0
8616 IS-Fleet Maint - Equip Maintenance	447,656	393,024	379,188	379,188	392,039	12,851	3.3

MSI:
FUND: General Fund

DEPARTMENT: Fire Department

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
8617 IS-Fleet Maint - Equip Replacement	480,681	548,158	421,874	421,874	443,874	22,000	5.2
8618 IS-Fleet Fuel/Lubricant	163,385	173,311	141,206	141,206	224,654	83,448	59.0
8620 Bldg Preventive Maintenance	98,405	98,405	90,077	90,077	90,136	59	0.0
8621 IS-Radio - Direct Request	1,988	404	0	0	0	0	0.0
8622 IS-Telephone - Usage	54,091	50,933	61,928	61,928	61,928	0	0.0
8623 IS-PC Training	0	0	3,079	3,079	3,079	0	0.0
8624 IS-Enterprise Network	212,913	211,684	244,876	244,876	268,492	23,616	9.6
8625 IS-Telephone Additions	0	356	0	0	0	0	0.0
8626 IS-Mail - Direct Request	0	956	0	0	0	0	0.0
8632 IS-GIS (Geographic Info)	8,484	15,764	11,628	11,628	12,819	1,191	10.2
8641 IS-MS Licensing	20,458	20,004	20,138	20,138	20,199	61	0.3
*** TOTAL INTERNAL SERVICE CHARGES	2,246,173	2,361,430	2,212,229	2,212,229	2,398,745	186,516	8.4
*** TOTAL BUDGET	29,674,182	36,797,733	38,192,433	38,192,433	40,511,919	2,319,486	6.0
REVENUE							
6176 Underground Tank Permits/Fees	22,617	21,479	22,660	22,660	54,420	31,760	140.1
6601 Emergency Medical Fees	2,771,783	4,095,283	4,137,796	4,137,796	4,554,214	416,418	10.0
6630 Miscellaneous Permits & Inspections	307,791	471,632	933,298	933,298	825,298	-108,000	-11.5
6631 Hazardous Materials Fees	183,255	183,682	244,719	244,719	265,698	20,979	8.5
6657 Billables Fire Dept	0	0	0	0	31,079	31,079	0.0
6674 Inspection Permits State	82,503	127,161	95,287	95,287	166,911	71,624	75.1
6682 Fire Charges For Services	16,500	34,393	26,216	26,216	44,251	18,035	68.7
6809 Building Services Fund - Transfer	0	0	21,000	21,000	0	-21,000	-100.0
7048 Reimb Fire Hydrant Maint	0	0	113,572	113,572	115,390	1,818	1.6
9165 General Fund-Unspecified	26,289,733	31,864,103	32,597,885	32,597,885	34,454,658	1,856,773	5.6
*** TOTAL FUNDING	29,674,182	36,797,733	38,192,433	38,192,433	40,511,919	2,319,486	6.0

MSI:

FUND: General Fund

DEPARTMENT: Fire Department

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
EMPLOYEES							
REGULAR	3.000	3.000	3.000	3.000	3.000	0.000	
NON-REGULAR	0.000	0.000	0.000	0.000	0.000	0.000	
TOTAL EMPLOYEES	3.000	3.000	3.000	3.000	3.000	0.000	
PERSONNEL							
8005 Regular Pay - PERS	110,818	115,207	139,900	139,900	144,664	4,764	3.4
8008 Regular Pay-SPERS	149,592	166,483	191,984	191,984	211,120	19,136	9.9
8011 Overtime Pay	0	0	7,044	7,044	7,044	0	0.0
8024 Personal Dvlpmt Allowance	2,000	2,000	2,000	2,000	2,000	0	0.0
8027 Workers' Compensation	31,770	43,539	44,572	44,572	46,324	1,752	3.9
8031 General Liability	6,510	6,478	1,659	1,659	712	-947	-57.0
8037 Miscellaneous Pay	255	0	0	0	0	0	0.0
8038 PERS-Employee Portion	8,157	5,715	9,793	9,793	10,127	334	3.4
8039 SPERS-Employee Portion	15,258	17,532	19,198	19,198	21,112	1,914	9.9
8040 PERS-City Portion	8,890	11,251	10,787	10,787	10,185	-602	-5.5
8042 SPERS-City Portion	33,311	41,250	45,212	45,212	49,381	4,169	9.2
8044 Life Insurance	407	417	332	332	356	24	7.2
8045 Dental Insurance	1,414	1,361	1,452	1,452	1,452	0	0.0
8046 Medicare-City Contributn	3,413	3,892	4,915	4,915	5,261	346	7.0
8047 Long Term Disability	2,208	2,163	564	564	605	41	7.2
8049 Emp Opt Ben Fd (EOBF)	24,717	26,263	29,150	29,150	30,700	1,550	5.3
8050 Benefits (VHS)	41,926	45,352	0	0	0	0	0.0
8056 Accrued payroll	40,310	1,469	0	0	0	0	0.0
8058 Benefits Administration	14,193	15,353	0	0	0	0	0.0
*** TOTAL PERSONNEL	495,149	505,725	508,562	508,562	541,043	32,481	6.3
SERVICES AND SUPPLIES							
8101 Materials & Supplies	17,930	15,336	15,900	15,900	15,900	0	0.0
8103 Uniforms	0	133	0	0	0	0	0.0
8108 Computer Related Supplies	363	608	12,050	12,050	12,050	0	0.0
8109 Equipt Purchases Under \$10,000	0	0	12,000	12,000	12,000	0	0.0
8110 Outside Printing and Duplicating	173	0	0	0	0	0	0.0
8114 Other Contract Services	35,640	30,599	10,100	10,100	10,100	0	0.0
8121 Computer(PC) Maint/Repair	0	75	0	0	0	0	0.0
8124 Dues and Memberships	1,906	3,751	1,600	1,600	1,600	0	0.0
8126 Conf & Mtgs - Comm & Committees	0	162	0	0	0	0	0.0
8127 Conferences & Meetings	12,620	10,736	2,000	2,000	2,000	0	0.0
8128 Mileage	104	10	0	0	0	0	0.0
8129 Education	1,600	10	0	0	0	0	0.0
8130 Training Costs	3,720	11,094	18,000	18,000	18,000	0	0.0
8135 Reference Matls	0	0	1,500	1,500	1,500	0	0.0
Subscriptions							
8137 Gas and Lubricants	0	34	0	0	0	0	0.0
8140 Telephone	613	1,506	2,500	2,500	2,500	0	0.0
8144 Postage	148	137	250	250	250	0	0.0

GRAIL ANALYSIS

04/23/2008 19:30
PAGE: 2MSI:
FUND: General Fund

DEPARTMENT: Fire Department

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
8150 Cash Over and Short	-1	-1	0	0	0	0	0.0
8218 Vehicle Rental	0	0	500	500	500	0	0.0
8290 Cell Phone Reimbsmnt	-387	-17	0	0	0	0	0.0
*** TOTAL SERVICES AND SUPPLIES	74,429	74,173	76,400	76,400	76,400	0	0.0
EQUIPMENT							
*** TOTAL EQUIPMENT	0	0	0	0	0	0	0.0
*** SUBTOTAL	569,578	579,898	584,962	584,962	617,443	32,481	5.5
INTERNAL SERVICE CHARGES							
8607 IS-Printing	5,484	11,513	4,305	4,305	4,305	0	0.0
8608 IS-Mail Services	0	498	498	498	498	0	0.0
8609 IS-Telephones	1,851	41,065	0	0	0	0	0.0
8611 IS-Application Devel & Support	0	7,622	0	0	0	0	0.0
8622 IS-Telephone - Usage	1,672	1,935	0	0	0	0	0.0
8624 IS-Enterprise Network	1,206	3,578	4,047	4,047	4,319	272	6.7
8641 IS-MS Licensing	116	338	333	333	325	-8	-2.4
*** TOTAL INTERNAL SERVICE CHARGES	10,329	66,549	9,183	9,183	9,447	264	2.8
*** TOTAL BUDGET	579,907	646,447	594,145	594,145	626,890	32,745	5.5
REVENUE							
9165 General Fund-Unspecified	579,907	646,447	594,145	594,145	626,890	32,745	5.5
*** TOTAL FUNDING	579,907	646,447	594,145	594,145	626,890	32,745	5.5

MSI:

FUND: General Fund

DEPARTMENT: Fire Department

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
EMPLOYEES							
REGULAR	155.500	158.500	161.500	161.500	161.500	0.000	
NON-REGULAR	0.000	0.000	0.000	0.000	0.000	0.000	
TOTAL EMPLOYEES	155.500	158.500	161.500	161.500	161.500	0.000	
PERSONNEL							
8005 Regular Pay - PERS	118,039	143,490	168,051	168,051	173,893	5,842	3.4
8008 Regular Pay-SPERS	9,565,123	11,964,851	15,443,302	15,443,302	16,290,233	846,931	5.4
8011 Overtime Pay	37,621	120,676	0	0	0	0	0.0
8012 Overtime Subject to PERS	383	0	0	0	0	0	0.0
8013 FirePolice Post Retirement Medical Benefit	316,039	361,069	448,879	448,879	498,484	49,605	11.0
8014 Position Coverage	3,762,841	4,382,114	3,526,890	3,526,890	3,667,966	141,076	4.0
8016 Holiday Sched Pay-SPERS	429,315	533,558	792,521	792,521	832,318	39,797	5.0
8024 Personal Dvlpmt Allowance	5,500	5,750	7,750	7,750	7,750	0	0.0
8027 Workers' Compensation	1,181,329	1,864,192	2,096,604	2,096,604	2,143,630	47,026	2.2
8031 General Liability	242,076	278,492	78,057	78,057	32,929	-45,128	-57.8
8038 PERS-Employee Portion	8,690	7,099	11,764	11,764	12,172	408	3.4
8039 SPERS-Employee Portion	963,232	1,222,899	1,544,331	1,544,331	1,629,023	84,692	5.4
8040 PERS-City Portion	10,319	13,441	12,957	12,957	12,243	-714	-5.5
8042 SPERS-City Portion	2,102,866	2,887,293	3,636,898	3,636,898	3,810,285	173,387	4.7
8044 Life Insurance	12,461	11,671	15,611	15,611	16,463	852	5.4
8045 Dental Insurance	113,175	116,976	135,475	135,475	135,475	0	0.0
8046 Medicare-City Contributn	116,861	149,969	288,996	288,996	303,984	14,988	5.1
8047 Long Term Disability	30,319	18,498	26,540	26,540	27,988	1,448	5.4
8048 Child Care Subsidies	511	0	1,006	1,006	1,006	0	0.0
8049 Emp Opt Ben Fd (EOBF)	1,317,784	1,415,199	1,615,000	1,615,000	1,695,750	80,750	5.0
8050 Benefits (VHS)	1,558,968	1,949,443	0	0	0	0	0.0
8056 Accrued payroll	119,078	-10,315	0	0	0	0	0.0
8058 Benefits Administration	527,724	659,906	0	0	0	0	0.0
*** TOTAL PERSONNEL	22,540,254	28,096,271	29,850,632	29,850,632	31,291,592	1,440,960	4.8
SERVICES AND SUPPLIES							
8101 Materials & Supplies	446,943	596,355	388,548	388,548	617,003	228,455	58.7
8103 Uniforms	6,029	0	0	0	0	0	0.0
8105 Lease Payments	7,547	16,249	0	0	0	0	0.0
8107 Equipment Lease Payments	0	0	5,000	5,000	5,000	0	0.0
8108 Computer Related Supplies	14,213	15,999	18,500	18,500	18,500	0	0.0
8109 Equipt Purchases Under \$10,000	229,109	231,606	311,314	311,314	371,314	60,000	19.2
8110 Outside Printing and Duplicating	49	134	1,000	1,000	1,000	0	0.0
8112 Legal Advertising	0	90	200	200	200	0	0.0
8113 Photo Copy Machine Maint	0	0	1,000	1,000	1,000	0	0.0
8114 Other Contract Services	169,553	154,750	90,526	90,526	90,526	0	0.0
8115 Consultant Services	32,233	22,094	121,300	121,300	121,300	0	0.0
8117 Data Processing Operations	0	375	0	0	0	0	0.0
8124 Dues and Memberships	7,274	9,538	8,020	8,020	8,020	0	0.0

GRAIL ANALYSIS

04/23/2008 19:31
PAGE: 2

MSI:
FUND: General Fund

DEPARTMENT: Fire Department

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
8125 Special Civic Events	974	268	0	0	0	0	0.0
8127 Conferences & Meetings	22,230	20,060	18,700	18,700	18,700	0	0.0
8128 Mileage	7	0	0	0	0	0	0.0
8129 Education	32,161	48,048	22,546	22,546	22,546	0	0.0
8130 Training Costs	857	6,710	0	0	0	0	0.0
8135 Reference Matls Subscriptions	631	1,887	4,000	4,000	4,000	0	0.0
8136 Library Books	324	419	0	0	0	0	0.0
8137 Gas and Lubricants	255	128	0	0	0	0	0.0
8140 Telephone	21,653	29,460	17,700	17,700	17,700	0	0.0
8141 Refuse Collection	11,266	11,946	8,200	8,200	8,200	0	0.0
8144 Postage	429	723	1,300	1,300	1,300	0	0.0
8290 Cell Phone Reimbsmnt	-233	-21	0	0	0	0	0.0
*** TOTAL SERVICES AND SUPPLIES	1,003,504	1,166,818	1,017,854	1,017,854	1,306,309	288,455	28.3
EQUIPMENT							
8504 Equipment	0	388,249	0	0	0	0	0.0
8505 Automotive Equipment	0	22,564	0	0	0	0	0.0
*** TOTAL EQUIPMENT	0	410,813	0	0	0	0	0.0
*** SUBTOTAL	23,543,758	29,673,902	30,868,486	30,868,486	32,597,901	1,729,415	5.6
INTERNAL SERVICE CHARGES							
8601 IS-Structural Maintenance	281,887	308,956	301,096	301,096	317,992	16,896	5.6
8602 IS-Tenant Improvements	6,743	1,079	10,000	10,000	10,000	0	0.0
8603 IS-Lockshop	1,428	271	500	500	500	0	0.0
8604 IS-Utilities & Insurance - HSEKPING	162,228	163,296	152,662	152,662	158,134	5,472	3.5
8606 IS-Floors and Windows	13,256	6,947	1,500	1,500	1,500	0	0.0
8607 IS-Printing	5,266	7,195	6,275	6,275	6,275	0	0.0
8608 IS-Mail Services	22,785	25,813	26,311	26,311	26,809	498	1.8
8609 IS-Telephones	33,575	24,063	25,746	25,746	26,078	332	1.2
8611 IS-Application Devel & Support	0	0	4,000	4,000	4,000	0	0.0
8613 IS-Radio and Data Communicatn	2,644	5,402	0	0	0	0	0.0
8615 IS-Auto Body Repair	4,181	4,364	1,700	1,700	1,700	0	0.0
8616 IS-Fleet Maint - Equip Maintenance	447,656	393,024	379,188	379,188	392,039	12,851	3.3
8617 IS-Fleet Maint - Equip Replacement	480,681	548,158	421,874	421,874	443,874	22,000	5.2
8618 IS-Fleet Fuel/Lubricant	163,385	173,311	141,206	141,206	224,654	83,448	59.0
8620 Bldg Preventive Maintenanc e	98,405	98,405	90,077	90,077	90,136	59	0.0
8621 IS-Radio - Direct Request	1,988	404	0	0	0	0	0.0
8622 IS-Telephone - Usage	20,274	20,257	19,472	19,472	19,472	0	0.0
8624 IS-Enterprise Network	186,978	185,447	213,845	213,845	232,500	18,655	8.7
8625 IS-Telephone Additions	0	356	0	0	0	0	0.0
8641 IS-MS Licensing	17,966	17,524	17,586	17,586	17,492	-94	-0.5
*** TOTAL INTERNAL SERVICE CHARGES	1,951,326	1,984,272	1,813,038	1,813,038	1,973,155	160,117	8.8

GRAIL ANALYSIS

04/23/2008 19:31
PAGE: 3MSI:
FUND: General Fund

DEPARTMENT: Fire Department

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
*** TOTAL BUDGET	25,495,084	31,658,174	32,681,524	32,681,524	34,571,056	1,889,532	5.7
REVENUE							
6601 Emergency Medical Fees	2,771,783	4,095,283	4,137,796	4,137,796	4,554,214	416,418	10.0
6630 Miscellaneous Permits & Inspections	0	0	14,900	14,900	0	-14,900	-100.0
9165 General Fund-Unspecified	22,723,301	27,562,891	28,528,828	28,528,828	30,016,842	1,488,014	5.2
*** TOTAL FUNDING	25,495,084	31,658,174	32,681,524	32,681,524	34,571,056	1,889,532	5.7

MSI:
FUND: General Fund

DEPARTMENT: Fire Department

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
EMPLOYEES							
REGULAR	19.000	20.000	22.000	22.000	24.000	2.000	
NON-REGULAR	0.000	0.000	0.000	0.000	0.000	0.000	
TOTAL EMPLOYEES	19.000	20.000	22.000	22.000	24.000	2.000	
PERSONNEL							
8005 Regular Pay - PERS	411,334	530,725	684,728	684,728	791,671	106,943	15.6
8007 Regular Pay - FPRS	106,247	13,671	0	0	0	0	0.0
8008 Regular Pay-SPERS	715,813	882,775	1,199,748	1,199,748	1,330,415	130,667	10.8
8011 Overtime Pay	5,140	16,165	17,005	17,005	5,175	-11,830	-69.5
8013 FirePolice Post Retirement Medical Benefit	20,701	25,410	30,597	30,597	30,597	0	0.0
8014 Position Coverage	101,223	109,342	0	0	0	0	0.0
8016 Holiday Sched Pay-SPERS	988	3,401	0	0	0	0	0.0
8024 Personal Dvlpmt Allowance	4,875	4,000	4,750	4,750	4,750	0	0.0
8027 Workers' Compensation	150,473	213,300	253,084	253,084	276,296	23,212	9.1
8031 General Liability	30,834	32,825	9,423	9,423	4,244	-5,179	-54.9
8037 Miscellaneous Pay	1,020	0	0	0	0	0	0.0
8038 PERS-Employee Portion	34,896	27,792	53,537	53,537	65,337	11,800	22.0
8039 SPERS-Employee Portion	62,831	89,294	111,967	111,967	118,871	6,904	6.1
8040 PERS-City Portion	38,870	53,212	58,967	58,967	65,710	6,743	11.4
8042 SPERS-City Portion	137,167	210,581	263,682	263,682	278,038	14,356	5.4
8043 FPRS-City Portion	15,889	1,396	0	0	0	0	0.0
8044 Life Insurance	1,094	988	1,885	1,885	2,122	237	12.5
8045 Dental Insurance	12,721	13,566	12,448	12,448	13,416	968	7.7
8046 Medicare-City Contributn	11,595	16,705	27,572	27,572	30,845	3,273	11.8
8047 Long Term Disability	4,120	2,482	3,204	3,204	3,608	404	12.6
8049 Emp Opt Ben Fd (EOBF)	161,320	175,933	214,732	214,732	246,932	32,200	14.9
8050 Benefits (VHS)	198,577	229,774	0	0	0	0	0.0
8054 Vision Care	230	253	0	0	0	0	0.0
8056 Accrued payroll	30,337	-10,567	0	0	0	0	0.0
8058 Benefits Administration	67,220	77,781	0	0	0	0	0.0
*** TOTAL PERSONNEL	2,325,515	2,720,804	2,947,329	2,947,329	3,268,027	320,698	10.8
SERVICES AND SUPPLIES							
8101 Materials & Supplies	43,207	57,497	87,522	87,522	78,522	-9,000	-10.2
8103 Uniforms	1,303	920	0	0	0	0	0.0
8105 Lease Payments	211,577	229,922	226,994	226,994	244,486	17,492	7.7
8106 Rent Expense	29,894	29,566	33,344	33,344	33,970	626	1.8
8107 Equipment Lease Payments	0	425,057	425,058	425,058	425,058	0	0.0
8108 Computer Related Supplies	1,760	10,312	12,372	12,372	12,372	0	0.0
8109 Equipt Purchases Under \$10,000	17,850	19,328	7,500	7,500	7,500	0	0.0
8110 Outside Printing and Duplicating	2,329	264	1,000	1,000	1,000	0	0.0
8112 Legal Advertising	156	394	0	0	0	0	0.0
8113 Photo Copy Machine Maint	0	0	500	500	500	0	0.0
8114 Other Contract Services	657,292	660,208	731,812	731,812	795,070	63,258	8.6
8115 Consultant Services	0	5,528	5,000	5,000	5,000	0	0.0

GRAIL ANALYSIS

04/23/2008 19:31

PAGE: 2

MSI:

FUND: General Fund

DEPARTMENT: Fire Department

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
8117 Data Processing Operations	5,325	5,250	0	0	0	0	0.0
8124 Dues and Memberships	1,339	1,433	1,300	1,300	1,300	0	0.0
8125 Special Civic Events	755	235	0	0	0	0	0.0
8127 Conferences & Meetings	1,486	2,455	1,100	1,100	1,100	0	0.0
8128 Mileage	212	0	2,075	2,075	2,075	0	0.0
8129 Education	7,930	6,467	6,000	6,000	6,000	0	0.0
8130 Training Costs	1,737	165	5,200	5,200	5,200	0	0.0
8135 Reference Matls Subscriptions	959	1,015	6,500	6,500	6,500	0	0.0
8137 Gas and Lubricants	266	195	0	0	0	0	0.0
8140 Telephone	2,068	865	2,400	2,400	2,400	0	0.0
8144 Postage	1,734	4,623	1,750	1,750	1,750	0	0.0
8150 Cash Over and Short	-21	0	0	0	0	0	0.0
*** TOTAL SERVICES AND SUPPLIES	989,158	1,461,699	1,557,427	1,557,427	1,629,803	72,376	4.6
EQUIPMENT							
8505 Automotive Equipment	0	0	22,000	22,000	0	-22,000	-100.0
*** TOTAL EQUIPMENT	0	0	22,000	22,000	0	-22,000	-100.0
*** SUBTOTAL	3,314,673	4,182,503	4,526,756	4,526,756	4,897,830	371,074	8.1
INTERNAL SERVICE CHARGES							
8607 IS-Printing	7,402	18,456	12,111	12,111	12,111	0	0.0
8608 IS-Mail Services	3,161	3,154	3,320	3,320	3,652	332	10.0
8609 IS-Telephones	50,914	17,388	55,170	55,170	57,371	2,201	3.9
8611 IS-Application Devel & Support	2,736	0	452	452	452	0	0.0
8612 IS-PC&Net Service Center	32,465	41,101	37,685	37,685	38,454	769	-2.0
8613 IS-Radio and Data Communicatn	120,106	160,248	194,904	194,904	211,694	16,790	8.6
8622 IS-Telephone - Usage	32,145	28,741	42,456	42,456	42,456	0	0.0
8623 IS-PC Training	0	0	3,079	3,079	3,079	0	0.0
8624 IS-Enterprise Network	24,729	22,659	26,984	26,984	31,673	4,689	17.3
8626 IS-Mail - Direct Request	0	956	0	0	0	0	0.0
8632 IS-GIS (Geographic Info)	8,484	15,764	11,628	11,628	12,819	1,191	10.2
8641 IS-MS Licensing	2,376	2,142	2,219	2,219	2,382	163	7.3
*** TOTAL INTERNAL SERVICE CHARGES	284,518	310,609	390,008	390,008	416,143	26,135	6.7
*** TOTAL BUDGET	3,599,191	4,493,112	4,916,764	4,916,764	5,313,973	397,209	8.0
REVENUE							
6176 Underground Tank Permits/ Fees	22,617	21,479	22,660	22,660	54,420	31,760	140.1
6630 Miscellaneous Permits & Inspections	307,791	471,632	918,398	918,398	825,298	-93,100	-10.1
6631 Hazardous Materials Fees	183,255	183,682	244,719	244,719	265,698	20,979	8.5
6657 Billables Fire Dept	0	0	0	0	31,079	31,079	0.0
6674 Inspection Permits State	82,503	127,161	95,287	95,287	166,911	71,624	75.1
6682 Fire Charges For Services	16,500	34,393	26,216	26,216	44,251	18,035	68.7

GRAIL ANALYSIS

MSI:
FUND: General Fund

DEPARTMENT: Fire Department

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
6809 Building Services Fund - Transfer	0	0	21,000	21,000	0	-21,000	-100.0
7048 Reimb Fire Hydrant Maint	0	0	113,572	113,572	115,390	1,818	1.6
9165 General Fund-Unspecified	2,986,525	3,654,765	3,474,912	3,474,912	3,810,926	336,014	9.6
*** TOTAL FUNDING	3,599,191	4,493,112	4,916,764	4,916,764	5,313,973	397,209	8.0

DEPARTMENT SUMMARY Housing

Mission Statement

To build viable urban communities with decent housing, suitable living environments, and accessible economic opportunities, for persons of low, moderate and middle income, as well as reduce/prevent homelessness.

Program Description

Housing and Community Development supports a myriad of active affordable/workforce housing initiatives where financial assistance is made available directly or indirectly to very low, low, moderate, and middle income households. The department's revenue sources are comprised primarily of locally generated monies (redevelopment tax increment funds and Inclusionary housing funds) and federal entitlements (e.g., Section 8 Housing Choice Voucher Program, Community Development Block Grant, Home Investment Partnerships, Emergency Shelter Grant, and Supportive Housing funds). In addition, the Housing and Community Development Department receives grant and loan funds through State programs on a competitive basis. Activities include the assessment of community housing and economic needs, provision of goods and services by local businesses and non-profits, provision of affordable/workforce housing opportunities, and the monitoring of these activities to determine their success in meeting housing and community development needs. These efforts are directed toward creating neighborhood vitality, livability and an improved quality of life for residents while also fostering economic prosperity for the City, its residents and businesses.

Departmental Relationship To City Council Goals (General Plan Principles):

- **Growth Will Be Targeted To Serve Community Needs and Enhance the Quality of Life**

The four major programs offered by the Housing & Community Development Division include Housing Production; Rental Assistance; Supportive Housing; and, Community Development. All four programs are primarily designed to meet basic housing needs either with ownership or rental opportunities. The assistance provided to low and moderate income families not only enhances the quality of life but also improves and stabilizes neighborhoods which benefits all residents.

- **Change Will Be Harmonized To Preserve Pasadena's Historic Character and Environment**

All assisted housing projects are reviewed for compatibility within the neighborhood in which the development is proposed. The quality of the housing development is also a major consideration and all projects are reviewed and assessed to ensure that the quality of the development enhances the neighborhood. While density is a major tool for maximizing the number of units produced with limited dollars, projects are reviewed for consistency and compatibility with existing density and height limitations. The goal is to provide affordable housing while contributing to the stability and existing character of the neighborhood.

Every neighborhood in Pasadena is able to trace its history through the number of historic homes that remain throughout the community. To the extent possible, notable historic homes are relocated when new affordable housing is to be developed. Or, as recently occurred, the historic units are integrated into the new development. The historic homes contribute to the quality of the neighborhoods and remind many of the craftsmanship that contributed to the long and useful life of these residential units.

- **Economic Vitality Will Be Promoted To Provide Jobs, Services, Revenues and Opportunities**

The housing development projects provide employment through the City's first source hiring ordinance. Several of the sub-recipients of the Block Grant program provide job training, counseling and other services to enhance the employability of residents. The Inclusionary Housing Ordinance generates in-lieu fees that are invested in affordable housing projects. The City supports permanent supportive housing that includes on-site services in job training and referral. Pasadena Development Corporation provides start-up and bridge loans for small local business owners and entrepreneurs. Pasadena Economic Center provides business incubator office space and services to small local businesses. Both of these non-profit organizations are funded through the Block Grant program.

- **Pasadena Will Be Promoted As A Healthy Family Community**

The programs provided by the Housing & Community Development Division promote healthy families both literally and figuratively. The housing production division provides ownership and rental housing opportunities for low and moderate income households. In recent years this division has provided workforce housing that reaches a segment of the population such as teachers, police, fire fighters and others that have been priced out of the residential market in Pasadena.

For those paying well beyond the HUD recommended 30% of income for housing, the Section 8 Program which subsidizes the difference between the amount the family can afford and the market rate cost, provides security and stability. The assistance provided through the Section 8 program also allows the family to devote funds to other critical needs such as healthcare, food and other daily needs.

For the homeless, the bad weather program combined with the transitional and permanent supportive housing provides shelter from the harsh realities of living on the street. With more and more families becoming homeless this program provides family stability and the support services necessary to get the family back on track to permanent housing and employment.

The Community Development Block Grant Program provides sub-recipient grants to non-profit agencies that provide critical services to low income families. The non-profits also provide services such as job training, educational assistance as well as culture and the arts.

- **Pasadena Will Be A City Where People Circulate Without Cars**

The majority of the new affordable housing developments are required to be located within walking distance of major thoroughfares. The purpose is to provide access to bus lines and, in the City of Pasadena, to the Gold Line light rail system. Many low income families do not have the financial resources that allow purchase and maintenance of an automobile and must rely on public transit. Additionally, the Pasadena ARTS bus system provides transit to and from neighborhoods to access goods and services such as medical, educational, retail, marketing, entertainment, etc. The senior facilities and Emergency Shelter Care programs provide van service to goods and services.

- **Pasadena Will Be Promoted As A Cultural, Scientific, Corporate, Entertainment And Educational Center For The Region**

A primary objective of the Housing division is to create housing opportunities that allows targeted segments of the community to reside and work in the City. Many of the non-profits funded through the Block Grant

Housing

program provide educational and counseling programs that contribute to the work force needed to staff the many levels of employments needs of the scientific, corporate and educational entities that are located within the City.

- **Community Participation Will Be A Permanent Part Of Achieving A Greater City**

All of the programs provided by the Housing & Community Development Division include community participation as an integral component. The Rental Assistance Program prepares a Section 8 annual plan which is reviewed and approved by several advisory bodies before proceeding to the City Council for approval. Federal Section 8 policy requires the establishment of a Resident Advisory Board (RAB) which is comprised of residents with Section 8 vouchers. The RAB meets annually to discuss and approve the program goals and objectives.

The Community Development Block Grant program also requires an Annual Plan and the Consolidated Annual Performance and Evaluation Report (CAPER). These reports are prepared annually to describe City of Pasadena HUD funded activities as well as other housing and community development programs implemented by the city. The Annual Action Plan reports activities for the coming program year to HUD and at the conclusion of a program year the CAPER is prepared to demonstrate the expenditure of funds and achievement of goals pursuant to the five year Consolidated Plan.

The projects undertaken by Housing Production are reviewed by several public advisory bodies as warranted which may include redevelopment area project committees, the Northwest Commission, the Community Development Committee, Planning Commission and other review bodies as required.

The staff of the Supportive Housing program coordinates and convenes the monthly meeting of the Pasadena Housing and Homeless Network at which emergency shelter, transitional housing, and permanent supportive programs are reviewed and approved.

Major Accomplishments

During fiscal year 2008, the Division accomplished the following:

Housing Production

- Selected developer for Heritage Square project and completed land acquisition of project site
- Completed construction of new units at Fair Oaks Court (37 affordable ownership units)
- Entered into contract to extend affordability restrictions at Green Hotel (138 affordable senior rental units)
- Entered into development and loan agreement for the Allen/Brigden project (1 affordable and 2 workforce ownership units)
- Entered into development and loan agreement for the Lamanda Park project (18 affordable rental units)
- Implemented the Inclusionary Housing program (132 affordable units completed, under construction, or placed under contract)
- Implemented the Homeownership Opportunities Program (11 low/moderate income homebuyers assisted)
- Initiated a counseling and intervention program to minimize residential property foreclosures due to the sub-prime mortgage collapse.

Housing

Community Development

- Implemented Human/Public Services (21 agencies/20,000 clients assisted)
- Implemented Neighborhood Housing Rehabilitation Programs (64 units/58 yards)
- Implemented Emergency and Bad Weather Shelters (1,500 households assisted)
- Implemented Economic Development Programs (5 programs/1,638 jobs created or retained)
- Implemented the Code Enforcement Inspections (4,400 inspections performed)
- Implemented Rebuilding Together Pasadena (10 homes)
- Implemented Tenant Protection Ordinance.

Rental Assistance Program

- Implemented the Section 8 Housing Choice Voucher Program (1,500 low income households assisted)
- Implemented the Section 8 Project-based Rental Assistance Program (44 rental units)
- Implemented the Public Housing Authority (PHA) 2008-2009 Annual Plan
- Implemented the Section Eight Management Assessment Program (SEMAP - 100% rating)
- Implemented the Section 8 Housing Choice Voucher Program open enrollment.
- Implemented the Section 8 Housing Choice Voucher Program 2008 Administrative Plan.

Supportive Housing Program

- Implemented Supportive Housing Program (152 low-income households assisted)
- Implemented the 10 Year Strategy to End Homelessness (20% reduction in point-in-time homeless count since 2005)
- Initiated the Homeless Prevention Program (70 households assisted).

Summary of Appropriations and Revenues

	FY 2006 Actual	FY 2007 Actual	FY 2008 Adopted	FY 2008 Revised	FY 2009 Recommended
FTEs	25.050	26.050	26.050	26.050	27.050
Appropriations	23,339,074	19,909,122	37,083,017	37,083,017	31,095,668
Sources by Fund					
Rental Assistance Program	10,555,966	11,012,293	11,184,470	11,184,470	12,151,692
Supportive Housing Programs	2,104,115	1,137,114	2,669,392	2,669,392	2,893,525
Community Development Block Grant	2,832,245	2,696,145	2,480,199	2,480,199	2,536,079
Affordable Housing	7,846,748	5,063,570	8,892,949	8,892,949	10,234,320
Fund Balance (various funds)			11,856,007	11,856,007	3,280,052
Total Sources by Fund	23,339,074	19,909,122	37,083,017	37,083,017	31,095,668

Housing

Result 1: Expanded access to affordable, decent, safe and sanitary housing by low and moderate income persons, including the elderly and those with special needs.

	FY 2007			FY 2008	FY 2009
	Actual	Target	% Target	Target	Target
Measure 1.1 Number of affordable housing units under construction or under contract, with approved public financing awaiting construction.					
A. Affordable housing units under construction, completed, or in negotiation.	178	152	100%	134	247
Measure 1.2 Number of units provided with home ownership assistance.					
A. Units provided with ownership financing assistance.	7	24	29%	15	13
Measure 1.3 Occupancy rate maintained in Section 8 HCV Program.					
A. Percentage occupancy rate of the 1,315 households assisted in the Section 8 Program.	94%	95%	99%	95%	95%
Measure 1.4 Occupancy maintained in the Supportive Housing Program					
A. Occupancy rate for the 150 households assisted by the Supportive Housing Program.	95%	95%	100%	95%	95%
Measure 1.5 Distribution of Community Development Block Grant (CDBG) funds.					
A. Percentage of CDBG funds expended.	95%	95%	100%	95%	95%

Changes from Prior Year

- Cost Changes:** The net decrease is \$5,987,349 from the fiscal year 2008 Revised Budget. The variance is primarily attributable to increases in salary and benefit rates totaling \$243,824, Services and Supplies, \$8,700, internal services due to annual rate adjustment, \$2,539, rental assistance section 8 program, \$781,930, Supportive Housing Services \$111,467, CDBG program \$23,562, and debt services associated with CDBG Section 108 loans, \$94,791. The stated increases are offset by decreases in Affordable Housing Production Funds primarily related to the Housing Opportunity Program, \$7,163,602, Affordable Housing Production tax allocation bonds, \$90,560.
- FTE Changes:** There is a net increase of 1.0 FTE due to creation of one new Director of Housing position to oversee the Housing Department, an increase of 1.0 FTE Executive Secretary position to support the Director of Housing position, and the transfer of the Housing Administrator position from the Housing Department to the City Manager's Department.
- Organization Changes:** The Housing and Community Development Division was under the City Manager's budget in fiscal year 2008. Beginning in fiscal year 2009, the Housing and Community Development Division will separate from the City Manager's Department and establish its own department budget in fiscal year 2009. There is no impact to the overall budget since this is an internal administrative decision.

Future Outlook

The City's approach to the provision of affordable/workforce housing and community development opportunities shall be through the increased delivery of public and non-public services, preservation of the existing affordable housing stock, implementation of inclusionary requirements and the provision of incentives for the preservation, construction and financing of affordable housing opportunities with a focus on the housing and economic assistance needs of very low, low and moderate and middle-income tenants, owners, and prospective homebuyers. Moving forward, positioning the organization to more proactively identify affordable housing development opportunities, and greater incorporation of "green" building practices in such projects will be important objectives.

In an effort to achieve these results, the City shall pursue its new affordable/workforce housing initiatives as well as leverage other funding sources. It will be important to identify and secure funding sources which may not have been considered previously, including private foundation sources. In the long term, prospects are good if the City continues to engage in the use of new tools to overcome the increasing cost of housing while also recognizing the need for greater subsidies per household. If new funding resources and leveraged financing can be accessed, it is expected that the number of households assisted will be increased.

GRAIL ANALYSIS

MSI:

DEPARTMENT: Housing Department

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
EMPLOYEES							
REGULAR	25.050	26.050	26.050	26.050	27.050	1.000	
NON-REGULAR	0.000	0.000	0.000	0.000	0.000	0.000	
TOTAL EMPLOYEES	25.050	26.050	26.050	26.050	27.050	1.000	
PERSONNEL							
8005 Regular Pay - PERS	1,358,834	1,537,039	1,830,367	1,830,367	1,988,872	158,505	8.6
8010 Non Benefit Employees	1,741	0	9,146	9,146	9,146	0	0.0
8011 Overtime Pay	93	833	407	407	421	14	3.4
8012 Overtime Subject to PERS	0	502	0	0	0	0	0.0
8018 PST-Part Time Employees - PARS	150	89	0	0	0	0	0.0
8023 Auto Allowance	7,480	7,662	7,056	7,056	7,056	0	0.0
8024 Personal Dvlpmt Allowance	6,250	6,000	5,250	5,250	5,250	0	0.0
8027 Workers' Compensation	51,574	8,295	19,884	19,884	67,962	48,078	241.7
8031 General Liability	12,199	0	1,682	1,682	1,682	0	0.0
8036 Vacation Pay	468	0	0	0	0	0	0.0
8037 Miscellaneous Pay	3,045	0	0	0	0	0	0.0
8038 PERS-Employee Portion	99,200	79,143	128,127	128,127	139,222	11,095	8.6
8040 PERS-City Portion	110,096	155,394	141,121	141,121	140,018	-1,103	-0.7
8041 PARS-City Portion	4	28	0	0	0	0	0.0
8044 Life Insurance	1,131	1,099	1,831	1,831	1,989	158	8.6
8045 Dental Insurance	11,120	12,858	12,611	12,611	13,095	484	3.8
8046 Medicare-City Contributn	15,690	18,003	26,547	26,547	28,844	2,297	8.6
8047 Long Term Disability	9,536	3,274	3,112	3,112	3,381	269	8.6
8048 Child Care Subsidies	237	0	462	462	462	0	0.0
8049 Emp Opt Ben Fd (EOBF)	195,551	235,650	238,358	238,358	262,385	24,027	10.0
8050 Benefits (VHS)	218,620	247,508	27,267	27,267	27,267	0	0.0
8057 Defunded Positions	0	3	0	0	0	0	0.0
8058 Benefits Administration	73,803	83,718	0	0	0	0	0.0
*** TOTAL PERSONNEL	2,176,822	2,397,098	2,453,228	2,453,228	2,697,052	243,824	9.9
SERVICES AND SUPPLIES							
8101 Materials & Supplies	41,019	49,684	18,968	18,968	18,968	0	0.0
8105 Lease Payments	0	0	135,423	135,423	135,423	0	0.0
8107 Equipment Lease Payments	12,296	0	9,500	9,500	9,500	0	0.0
8108 Computer Related Supplies	0	182	16,000	16,000	16,000	0	0.0
8109 Equipt Purchases Under \$10,000	14,260	3,308	29,800	29,800	29,800	0	0.0
8110 Outside Printing and Duplicating	0	21,878	10,000	10,000	10,000	0	0.0
8112 Legal Advertising	3,465	1,465	5,900	5,900	5,900	0	0.0
8113 Photo Copy Machine Maint	696	0	3,000	3,000	3,000	0	0.0
8114 Other Contract Services	306,542	98,195	143,437	143,437	143,437	0	0.0
8115 Consultant Services	130,216	124,256	107,337	107,337	107,337	0	0.0
8118 Outside Legal Services	98	0	0	0	0	0	0.0
8124 Dues and Memberships	4,647	5,150	3,800	3,800	3,800	0	0.0
8125 Special Civic Events	215	2,483	0	0	0	0	0.0
8126 Conf & Mtgs - Comm & Committees	49	2,219	0	0	0	0	0.0

MSI:

DEPARTMENT: Housing Department

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
8127 Conferences & Meetings	10,705	20,231	8,000	8,000	8,000	0	0.0
8128 Mileage	1,684	2,215	3,000	3,000	3,000	0	0.0
8129 Education	409	1,548	2,000	2,000	2,000	0	0.0
8130 Training Costs	70	0	0	0	0	0	0.0
8135 Reference Matls Subscriptions	300	450	3,300	3,300	3,300	0	0.0
8137 Gas and Lubricants	25	34	0	0	0	0	0.0
8139 Water	0	3,280	0	0	0	0	0.0
8140 Telephone	0	588	0	0	0	0	0.0
8142 Electric	0	1,818	0	0	0	0	0.0
8143 City Hall Space Rental	138,414	133,609	0	0	0	0	0.0
8144 Postage	6,418	13,420	15,779	15,779	15,779	0	0.0
8149 Fiscal Agent/Bank Fees & Charges	210,639	0	0	0	0	0	0.0
8160 Housing Assistance Fee	0	17,416	0	0	0	0	0.0
8166 Real Estate Acquisition	0	32	0	0	0	0	0.0
8177 Program Expenditures	132,672	45,393	0	0	0	0	0.0
8184 Current Year - Indirect C osts	110,862	292,913	248,571	248,571	257,271	8,700	3.5
8186 Discounts Lost	0	65	0	0	0	0	0.0
8218 Vehicle Rental	44	149	0	0	0	0	0.0
8276 Software	0	1,480	0	0	0	0	0.0
*** TOTAL SERVICES AND SUPPLIES	1,125,745	843,461	763,815	763,815	772,515	8,700	1.1
EQUIPMENT							
8504 Equipment	0	0	3,000	3,000	3,000	0	0.0
8506 Computer Equipment	0	0	2,000	2,000	2,000	0	0.0
*** TOTAL EQUIPMENT	0	0	5,000	5,000	5,000	0	0.0
*** SUBTOTAL	3,302,567	3,240,559	3,222,043	3,222,043	3,474,567	252,524	7.8
INTERNAL SERVICE CHARGES							
8602 IS-Tenant Improvements	4,335	10,465	0	0	0	0	0.0
8607 IS-Printing	35,525	44,015	22,882	22,882	22,882	0	0.0
8608 IS-Mail Services	4,101	4,219	4,324	4,324	4,324	0	0.0
8609 IS-Telephones	18,828	22,766	31,526	31,526	29,728	-1,798	-5.7
8611 IS-Application Devel & Support	1,248	9,452	31,226	31,226	31,226	0	0.0
8612 IS-PC&Net Service Center	9,500	0	0	0	0	0	0.0
8622 IS-Telephone - Usage	7,049	7,792	11,333	11,333	11,333	0	0.0
8623 IS-PC Training	0	0	5,798	5,798	5,798	0	0.0
8624 IS-Enterprise Network	31,244	29,880	35,146	35,146	37,503	2,357	6.7
8626 IS-Mail - Direct Request	669	1,016	0	0	0	0	0.0
8632 IS-GIS (Geographic Info)	0	2,497	2,783	2,783	4,832	2,049	73.6
8641 IS-MS Licensing	3,003	4,350	2,891	2,891	2,822	-69	-2.3
*** TOTAL INTERNAL SERVICE CHARGES	115,502	136,452	147,909	147,909	150,448	2,539	1.7
*** TOTAL BUDGET	3,418,069	3,377,011	3,369,952	3,369,952	3,625,015	255,063	7.5
REVENUE							
6227 HUD- CDBG	438,722	418,951	466,854	466,854	460,983	-5,871	-1.2

GRAIL ANALYSIS

MSI:

DEPARTMENT: Housing Department

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
6230 HUD - Section 8	1,309,302	0	1,374,126	1,374,126	1,428,958	54,832	3.9
6231 HUD Management Fees	0	1,202,121	0	0	0	0	0.0
6724 Inclusionary Hous Fund	250,000	539,471	595,755	595,755	621,662	25,907	4.3
6792 Servs to Affordable Hsg	0	44,393	0	0	0	0	0.0
6926 Investment Earnings	0	57,696	0	0	0	0	0.0
6933 Pool Invest-Unrealized Gn	0	14,359	0	0	0	0	0.0
6976 Tenants Rents	0	36,362	0	0	0	0	0.0
9345 Pasadena Comm Dev Comm	1,420,045	1,063,656	933,217	933,217	1,113,412	180,195	19.3
*** TOTAL FUNDING	3,418,069	3,377,009	3,369,952	3,369,952	3,625,015	255,063	7.5

**HOUSING DEPARTMENT
FISCAL YEAR 2008-2009 PROPOSED OPERATING BUDGET**

FUND NAME	TOTALS	HOUSING ADMINISTRATION	AFFORDABLE HOUSING PRODUCTION	RENTAL ASSISTANCE	SUPPORTIVE HOUSING SERVICES	COMMUNITY DEVELOPMENT
FTE	27.05	3.51	3.7	13	3.61	3.23
EXPENDITURES						
Administration						
Personnel	2,697,052	397,101	457,391	1,120,436	341,699	380,425
Service and Supplies	515,244	138,437	111,300	146,015	85,008	34,484
Indirect Costs	257,271	-	121,628	91,531	-	31,380
Internal Service Charges	150,448	29,330	22,342	70,976	13,106	14,694
Equipment	5,000	2,000	-	-	3,000	-
Total Administration	3,625,015	566,868	712,661	1,428,958	455,545	460,983
Debt Service						
Section 108	427,070	-	-	-	-	427,070
Tax Allocation Bonds	1,579,438	-	1,579,438	-	-	-
Total Debt Service	2,006,508	-	1,579,438	-	-	427,070
Project/Program	25,464,145	-	10,598,803	10,722,734	2,437,980	1,704,628
TOTAL EXPENDITURES	31,095,668	566,868	12,890,902	12,151,692	2,893,525	2,592,681
REVENUES						
Projected Fund Balance (7/1/08)	10,074,665	-	7,732,999	2,285,064	-	56,602
Other Revenues						
HUD - Section 8	11,620,318	-	-	11,620,318	-	-
HUD - CDBG	2,204,222	-	-	-	-	2,204,222
HUD - HOME	1,172,210	-	812,210	-	360,000	-
HUD - Emergency Shelter	97,516	-	97,516	-	-	-
HUD - ESS	41,212	-	-	41,212	-	-
HUD - Shelter Plus	627,672	-	-	-	627,672	-
HUD - Supportive Housing	1,077,679	-	-	-	1,077,679	-
HUD - HOPWA (Los Angeles)	55,000	-	-	-	55,000	-
State Grant - CAL HOME	600,000	-	600,000	-	-	-
Tax Increment - LMIHTF	3,098,102	566,868	2,531,234	-	-	-
Program Income	200,000	-	-	-	-	200,000
Repayment of Housing Loans	1,759,066	-	1,759,066	-	-	-
Inclusionary Housing In Lieu Fee	2,670,671	-	2,670,671	-	-	-
Investment Income	175,317	-	175,317	-	-	-
Transfer from Projects/Programs	1,021,438	-	1,021,438	-	-	-
Transfer from other funds	1,395,193	-	-	490,162	773,174	131,857
Total Other Revenues	27,815,616	566,868	9,667,452	12,151,692	2,893,525	2,536,079
Projected Fund Balance (6/30/09)	6,794,613	-	4,509,549	2,285,064	-	-

**HOUSING DEPARTMENT
FISCAL YEAR 2008-2009 PROPOSED OPERATING BUDGET**

AFFORDABLE HOUSING PRODUCTION										
	Acct	Totals	Debt Service Fund	General	Rental Rehabilitation & Development	Compliance Monitoring	Bad Weather & Emergency Shelters	Home Ownership Program	Rebuilding Together Pasadena	Housing Opportunity Fund
PROJECT EXPENDITURES			459990	51011	51301	51012	51501	51402	51501	51334
Legal (Outside Counsel)	8118	-	-	-	-	-	-	-	-	-
Financial Fees/Audit	8149	-	-	-	-	-	-	-	-	-
Consultant Svcs. Enhancement	8164	565,685	-	350,586	-	74,999	-	140,000	-	-
Project Management	Various	712,661	-	712,661	-	-	-	-	-	-
Rehabilitation	8172	508,148	-	-	448,148	-	-	-	60,000	-
Emergency Shelter Service	8170	256,000	-	-	-	-	256,000	-	-	-
Affordable Housing Assistance	8167	6,852,439	-	-	-	-	-	2,625,000	-	4,227,439
Debt Service - Principal	8683	1,381,876	1,381,876	-	-	-	-	-	-	-
Debt Service - Interest	8677	197,562	197,562	-	-	-	-	-	-	-
Transfer for Admin. Cost	8165	566,868	-	566,868	-	-	-	-	-	-
Transfer to DSF	8722	1,021,438	-	1,021,438	-	-	-	-	-	-
Transfer to CDBG TI		131,857	-	131,857	-	-	-	-	-	-
Transfer to Rental Assistance		490,162	-	490,162	-	-	-	-	-	-
Transfer to SHP-PM & SPC(Inc)		198,174	-	198,174	-	-	-	-	-	-
Transfer to SHP HPF(Casa Maria)		475,000	-	475,000	-	-	-	-	-	-
Transfer to SHP-ERAP(CasaMaria)	8706	100,000	-	100,000	-	-	-	-	-	-
Total Expenditures		13,457,770	1,579,438	4,046,746	448,148	74,999	256,000	2,765,000	60,000	4,227,439
REVENUE										
Projected Fund Balance (7/1/08)		7,732,999	-	760,502	448,148	-	-	495,870	-	6,028,479
Other Revenues										
Tax Increment (Transfers)	6844	3,098,102	-	2,823,103	-	74,999	-	140,000	60,000	-
Federal Grant - ESG		97,516	-	-	-	-	97,516	-	-	-
Federal Grant - HOME		812,210	558,000	-	-	-	-	254,210	-	-
State Grant - CAL HOME	6484	600,000	-	-	-	-	-	600,000	-	-
Investment Earnings	6931	175,317	-	175,317	-	-	-	-	-	-
Transfer from HT - General	6844	1,021,438	1,021,438	-	-	-	-	-	-	-
Repayment of Housing Loans	7023	1,759,066	-	910,000	-	-	-	849,066	-	-
Inclusionary Housing In-Lieu Fee	6724	2,670,671	-	637,373	-	-	158,484	425,854	-	1,448,960
Total Other Revenues		10,234,320	1,579,438	4,545,793	-	74,999	256,000	2,269,130	60,000	1,448,960
Projected Fund Balance (6/30/09)		4,509,549	-	1,259,549	-	-	-	-	-	3,250,000

**HOUSING DEPARTMENT
FISCAL YEAR 2008-2009 PROPOSED OPERATING BUDGET**

RENTAL ASSISTANCE PROGRAM - SECTION 8						
	Acct	Totals	Admin	Housing Assistance	FSS	
PROJECT EXPENDITURES						
Administration						
Personnel	Various	1,120,436	1,120,436	-	-	
Supplies & Services	Various	146,015	146,015	-	-	
Indirect Costs	Various	91,531	91,531	-	-	
Internal Service Charges	8184	70,976	70,976	-	-	
Equipment	8506	-	-	-	-	
Total Admin Costs		1,428,958	1,428,958	-	-	
Program						
Housing Assistance Payments	8105	10,590,615	-	10,590,615	-	
Operating Costs		90,907	90,907	-	-	
Supportive Services	8177	41,212	-	-	41,212	
Total Program Costs		10,722,734	90,907	10,590,615	41,212	
Total Expenditures		12,151,692	1,519,865	10,590,615	41,212	
REVENUE						
Projected Fund Balance (7/1/08)		2,285,064	-	2,285,064	-	
Other Revenues						
HUD - Section 8	6230	11,620,318	1,029,703	10,590,615	-	
HUD - FSS		41,212	-	-	41,212	
Transfer from IHTF		490,162	490,162	-	-	
Investment Earnings	6926	-	-	-	-	
Total Other Revenues		12,151,692	1,519,865	10,590,615	41,212	
Projected Fund Balance (6/30/09)		2,285,064	-	2,285,064	-	

**HOUSING DEPARTMENT
FISCAL YEAR 2008-2009 PROPOSED
OPERATING BUDGET**

COMMUNITY DEVELOPMENT PROGRAM							
	Acct	Totals	Administration	Non-Public Services	Public Services	Debt Service	
PROJECT EXPENDITURES							
Administration							
Personnel	Various	380,425	380,425	-	-	-	-
Supplies & Services	Various	34,484	34,484	-	-	-	-
Indirect Costs	Various	31,380	31,380	-	-	-	-
Indirect Cost/Internal Service Charges	8184	14,694	14,694	-	-	-	-
Equipment	8506	-	-	-	-	-	-
Total Administration Cost		460,983	460,983	-	-	-	-
Program							
Non-public Services	8170	1,192,257	-	1,192,257	-	-	-
Public Services	8188	360,653	-	-	360,653	-	-
Debt Service	8677	427,070	-	-	-	427,070	-
Other Expense		151,718	151,718	-	-	-	-
Total Program Cost		2,131,698	151,718	1,192,257	360,653	427,070	-
Total Expenditures		2,592,681	612,701	1,192,257	360,653	427,070	-
REVENUE							
Projected Fund Balance (7/1/08)		56,602	-	56,602	-	-	-
Other Revenues							
HUD - CDBG	6227	2,204,222	480,844	965,655	330,653	427,070	-
Transfer from HTF		131,857	131,857	-	-	-	-
Program Income	7060	200,000	-	170,000	30,000	-	-
Total Other Revenues		2,536,079	612,701	1,135,655	360,653	427,070	-
Projected Fund Balance (6/30/09)		-	-	-	-	-	-

**DEPARTMENT
SUMMARY**
Human Resources

Mission Statement

As a strategic partner with City departments, the Human Resources Department seeks to provide a full range of professional services in a timely and cost-efficient manner. The Department will actively attract, retain, and develop qualified productive employees, while ensuring that each individual has an equal opportunity to succeed in the organization.

Program Description

The strategic role of the Human Resources Administration Division is to administer the design and implementation of formal policies and procedures, programs, and systems within the City; to ensure that employer-employee relations are managed in the most cost-effective and timely manner; to negotiate and implement employment terms and policies, including compensation and benefits, that ensure the City's ability to recruit and retain the qualified personnel imperative to the delivery of high quality services in a customer-driven service environment.

The Labor Relations Division is responsible for overseeing and administering the labor relations program for the City of Pasadena which includes negotiating and implementing the City's labor agreements with unions, developing comprehensive bargaining strategy for presentation to the Council for its approval, and for negotiating successor memoranda of understanding (MOU) within Council approved bargaining parameters. This Division is also responsible for consulting on labor relations matters and assisting City Departments in resolving grievances arising from the application and interpretation of MOU language.

The Employee Relations Division is responsible for maintaining and updating the City Personnel Policy and Procedure Manual; handling the City's unemployment insurance claims; providing consultation on personnel conflicts and disciplinary matters; maintaining effective employer-employee relations in the most cost-effective and timely manner; providing consultation on policy issues and applicable regulations; ensuring that the City embraces Title VII of the Civil Rights Act of 1964, the related provisions of the California Fair Employment and Housing Act, and the Americans with Disabilities Act.

The Employment Services Division is responsible for the primary functions of Recruitment and Selection. Additionally, this Division provides consultation services to department managers in areas of employment policy issues and applicable laws and regulations; oversees employee records management; reviews and approves personnel actions; provides job placement counseling and conducts exit interviews.

The Compensation, Classification and Benefits Division is responsible for administration of the compensation and classification systems, performing market and equity studies, and classification studies. Additionally this Division has responsibility for administering and implementing the City's benefit plans, oversight of benefit enrollments, and providing consultation to department managers on organizational structure, and to employees in the areas of benefits and retirement.

The Organization Development and Training Division is responsible for developing organizational performance by providing consulting, facilitation and other professional services to departments and for developing individual performance by providing education and training services to employees, thereby enhancing the value of the workforce. The Division additionally administers the Tuition Reimbursement Program and the New Employee

Human Resources

Orientation Program. The Division also provides individual career development, coaching and consulting services as required.

Departmental Relationship to City Council Goals:

- **Operate an Effective and Cost Efficient Government**

The Human Resources Department works in partnership with the City Council in operating a more effective, cost-efficient government by providing consultation on policy issues, contractual matters and Federal and State employment regulations. Additionally, the Department works to ensure that employer-employee relations are managed in the most cost-effective and timely manner. The Department negotiates and implements employment terms and policies that ensure the ability to recruit and retain qualified personnel. Achievement of these goals is imperative to the City's ability to provide high quality, customer service to the residents of the City of Pasadena.

Major Accomplishments

During fiscal year 2008, the Human Resources Department's major accomplishments in specific program areas include the following:

Labor Relations: The Division successfully negotiated mutually beneficial successor MOU with American Federation of State, County, and Municipal Employees; the Pasadena Police Sergeant's Association, and the Pasadena Management Association, and began contract negotiations with the Pasadena Association of Clerical and Technical Employees. As part of the Division's goal to administer the City's labor relations program in an efficient and cost effective manner, the Division streamlined the process for finalizing, printing and placing the MOU online, standardizing and simplifying the format and language content of MOU. The Division began implementation of a process to develop global bargaining strategy and bargaining positions with the goal of streamlining the process for obtaining Council approval for bargaining parameters. Additionally, Labor Relations provided leadership in the ongoing negotiations on Retiree Health with the Coalition of City Unions.

Employee Relations: The Division continues to be a strategic partner with client departments through equitable application of the laws, rules and regulations under which the City operates and recommends corrective action where necessary. Employee Relations limits, and in many cases, eliminates employment-related liability which would negatively impact the City. The Division works as a team to educate new employees as well as new and existing supervisors about applicable laws, policies and procedures. This is accomplished through participation in New Employee Orientation, Essentials of Supervision, group and one-on-one training. The Division continues to assist departments and employees in returning employees to work from injuries through reasonable accommodation and the interactive process, sometimes assisting the employee through the disability retirement process. Employee Relations processes grievances and discrimination complaints, investigating those issues or complaints and providing recommended plans of action for departments. The Division is also responsible for review and distribution of the Manual of Personnel Rules, Practices and Procedures.

Employment Services: During fiscal year 2008 the division processed approximately 16,000 applications, the major percentage of which were received online. This represents a 100% increase in the number of applications received in fiscal year 2007, and is directly attributable to the internet-based recruitment management application system implemented in this budget year. Use of the software integrates the process of online job applications, completion of staffing requests, online application review by the hiring authority, applicant and recruitment tracking, scoring of tests and certification of eligibility lists. Further enhancements to the efficiency of the Division's processes are planned through use of this technology. Public Safety hiring for Police and Fire continued at a steady pace. Outreach efforts continued through attendance at various job fairs, and collaboration with the school district and community organizations. The Division continues to play an important role in New Employee

Human Resources

Orientation, and in providing training on the Application and Interview Process. A review of policies related to employment and recruitment practices was initiated and will continue on an ongoing basis.

Classification, Compensation and Benefits: With the new Division manager in place in fiscal year 2008, emphasis was placed on the number of reclassification requests pending, with a 40% reduction goal being achieved. Oversight was provided to an outside expert retained to review the Fair Labor Standards Act status of specific classifications. The Division continued to complete numerous salary surveys related to the Salary Resolution and MOU negotiations, as well as those requested by outside agencies. Job descriptions were created for new classifications and ongoing guidance provided to departments on organizational structure and reorganizations. In the Benefits area, the Division continues to offer professional assistance to employees. During fiscal year 2008 approximately 1,640 employees were assisted, with efficiency and focus being sustained through enhanced processes and techniques, and through the continued use of available technology. Over 1,794 employees are enrolled in benefits provided by the City, and more than 250 employees changed benefits during the annual Open Enrollment. The Division began the process for online benefits enrollment and real time benefits statements. The Division also began the process of expanding the health and wellness aspect of health care to all employees with the introduction of a second Health Fair and increased emphasis on preventive care and wellness.

Organization Development & Training: The Division continues to conduct New Employee Orientation on a monthly basis. Nearly all (99%) of new employees attend within the first 45 days of their employment. The Division provided over 600 managers and supervisors with two hours of training in sexual harassment prevention, and provided classroom and online Sexual Harassment Prevention training to 98% of non-supervisory employees. Staff continued the Inclusive Workplace initiative, and conducted the award-winning Crucial Conversations, Crucial Confrontations and Covey Leadership programs as well as training in supervisory, management and leadership skills. The Division provides organization development consulting services for City departments, and recommends or provides coaching and facilitation services to improve interpersonal effectiveness. The Division also brokers external consulting/training services to help departments meet specific needs.

Administration: During fiscal year 2008, the Division successfully completed recruitment for Director of Transportation, a key Executive position, and initiated a search for a City Manager. Two key Division Manager positions within the Human Resources Department were filled in 2008. A Human Resources Manager of Compensation, Classification and Benefits, and a Human Resources Manager of Organizational Development and Training were hired. The Administration Division completed the facilitation of a series of meetings of a Task Force whose members represent a number of Pasadena groups such as Women at Work, League of Women Voters, and others, to discuss and comment on the City's current hiring and promotion practices and procedures. Administration provided oversight of the implementation of a Coalition Bargaining Group comprised of representatives from all non-safety groups to discuss the issue of retirement benefits.

In the area of efficiency through the use of technology, the Division continues to administer the Human Resource Information System (HRIS) functions of the HRIS/Payroll system, and provide staff to the System Project Team. In fiscal year 2008 the Division implemented the Employee Benefits page on the Intranet, placing enrollment forms online and providing Health Fair and Open Enrollment information to all employees. The Division began the discovery and planning stage of an upgrade to the HRIS that will enhance and streamline current processes and provide additional services to employees.

Human Resources

Summary of Appropriations and Revenues

	FY 2006 Actual	FY 2007 Actual	FY 2008 Adopted	FY 2008 Revised	FY 2009 Recommended
FTEs	25.800	26.150	26.800	26.800	26.800
Appropriations	3,268,021	3,289,713	3,656,962	3,656,962	3,752,149
Sources by Fund					
General	2,704,296	2,728,600	2,911,392	2,911,392	3,007,094
Benefits	563,725	561,113	745,570	745,570	745,055
Total Sources	3,268,021	3,289,713	3,656,962	3,656,962	3,752,149

Departmental Results Statements

Result 1: Establish (hire, promote, retain) a productive workforce.

	FY 2007			FY 2008	FY 2009
	Actual	Target	% Target	Target	Target
Measure 1.1 Satisfaction of hiring officials on quality of open and competitive recruitment/selection processes conducted.					
A. 90% of hiring departments satisfied with the processes and level of customer service provided by the Employment Services team.	90%	90%	100%	90%	90%
Measure 1.2 Employees satisfaction with City's compensation plan.					
A. Employee attitude survey shows 80% satisfaction rate on City's Compensation Plan (biennial survey).	N/A	N/A	N/A	80%	N/A
Measure 1.3 Cycle time for completing an open recruitment process.					
A. 80% of the open recruitments will be completed within 90 calendar days.	87%	80%	100%	80%	80%
Measure 1.4 Cycle time for completing a promotional recruitment.					
A. 80% of the promotional recruitments will be completed within 45 calendar days.	83%	80%	100%	80%	80%

Human Resources

	Actual	FY 2007 Target	% Target	FY 2008 Target	FY 2009 Target
Measure 1.5 Percentage of entry-level new hires that are residents of the City of Pasadena.					
A. 65% of the individuals hired into entry-level positions will be residents of the San Gabriel Valley at their time of hire.	52%	65%	80%	65%	65%
Measure 1.6 The Personnel Rules, Practices and Procedures relating to Recruitment and Selection will be reviewed each quarter and amended as necessary.					
A. 25% of impacted policies and procedures will be reviewed and updated in accordance with current requirements.	25%	25%	100%	25%	25%

Result 2: Through organizational development and training strategies, ensure a productive well-trained and multi-skilled workforce.

	Actual	FY 2007 Target	% Target	FY 2008 Target	FY 2009 Target
Measure 2.1 Number of all training programs conducted during the year.					
A. 500 employees will complete at least three hours of skill development training.	1,015	300	100%	500	500
B. 100% of newly appointed supervisors and managers will receive mandatory training on the Prevention of Sexual Harassment and Discrimination within six months of appointment.	735	600	100%	100%	100%
Measure 2.3 New employee orientations.					
A. 100% of new hires will receive New Employee orientation within 45 days of their appointment.	100%	100%	100%	100%	100%

Result 3: Respond, investigate and resolve employee complaints and provide training to City Managers on how to effectively address labor-management issues.

	Actual	FY 2007 Target	% Target	FY 2008 Target	FY 2009 Target
Measure 3.1 Distribution of citywide Labor Relations Handbook.					

Human Resources

	Actual	FY 2007 Target	% Target	FY 2008 Target	FY 2009 Target
A. 100% of City Managers and supervisors receive a copy of the Employee Relations Handbook.	100%	100%	100%	100%	100%
Measure 3.2 Manage disability leaves of absence to ensure compliance with current law and to maintain staffing effectiveness.					
A. 100% of requests from departments regarding employee disability return-to-work requests will receive a response within 30 days of receipt of required information.	100%	100%	100%	100%	100%
Measure 3.3 Response to employee complaints.					
A. 90% of employee complaints will be investigated and concluded within 90 days.	92%	90%	100%	90%	90%
Measure 3.4 Maintain the City's Manual of Rules, Practices and Procedures in compliance with applicable laws and regulations.					
A. A minimum of two policies per quarter will be reviewed and reissued as necessary.	10	8	100%	8	8

Result 4: The City work environment will be free of sexual harassment and discrimination.

	Actual	FY 2007 Target	% Target	FY 2008 Target	FY 2009 Target
Measure 4.1 Employee attitude survey regarding sexual harassment and discrimination in the workplace (biennial).					
A. 100% of employees respond "no" when asked if they have personally experienced sexual harassment within the past 24 months.	88%	100%	88%	N/A	100%
B. 100% of employees respond "no" when asked if they have personally experienced discrimination in the City workplace within the past 24 months.	77%	100%	77%	N/A	100%

Human Resources

	Actual	FY 2007 Target	% Target	FY 2008 Target	FY 2009 Target
C. 100% of the employees believe that the workplace is free of sexual harassment.	94%	100%	94%	N/A	100%
D. 100% of the employees believe that the workplace is free of discrimination.	87%	100%	87%	N/A	100%

Result 5: The City will strive to create a work environment where Classification, Compensation and Benefits Administration serves to attract and retain a positive and productive workforce.

	Actual	FY 2007 Target	% Target	FY 2008 Target	FY 2009 Target
Measure 5.1 Percentage of eligible individuals timely enrolled in benefits appropriate to their classification and bargaining unit.					
A. 90% of all eligible individuals are enrolled correctly within 45 days of hire.	96%	90%	100%	90%	90%
B. 90% of reclassifications are completed within 90 days of being received in Human Resources.	New target for fiscal year 2009				90%
C. The Division will conduct a minimum of two Health Fairs per fiscal year, to emphasize general Wellness and preventive care.	New target for fiscal year 2009				2

Result 6: City building and City sponsored events in Pasadena will be accessible to people with disabilities and reasonable accommodations will be provided.

	Actual	FY 2007 Target	% Target	FY 2008 Target	FY 2009 Target
Measure 6.1 Coordination of accessibility issues for City facilities and events, educate and train managers and supervisors on reasonable accommodations.					
A. Coordinate accessible viewing areas for the Rose Parade to accommodate 1,500 visitors to the event.	2,100	1,500	100%	1,500	1,500

Human Resources

Result 7: Foster a collaborative working relationship with the City's labor unions.

	Actual	FY 2007 Target	% Target	FY 2008 Target	FY 2009 Target
Measure 7.1 Establish a Labor Relations program that is consistent with the City's goals and objectives, and that fosters good labor relations with the unions.					
A. 100% percent of MOU documents finalized and printed within 45 work days of Council approval.		New target for fiscal year 2008		100%	100%
B. Process 100% of non-disciplinary grievances arising from MOU interpretation or application within the time frame set forth in the MOU's.		New target for fiscal year 2008		100%	100%

Changes from Prior Year

Cost Changes: The change from the fiscal year 2008 revised budget is attributable to higher personnel costs due to negotiated salary rate and benefit adjustments totaling \$127,032 offset by a decrease of \$72,126 for General Liability. Services and Supplies increased by \$25,000 for consulting services for HRIS training. Internal Service Charges increased by \$15,281 for citywide cost adjustments in various internal service charges.

Future Outlook

As the organization continues to work in an ever-changing environment, the Human Resources Department will strive to expand its role as a partner with other departments by helping to meet the goal of creating a more effective, cost-efficient government. Human Resources will accomplish this by expanding its expertise and knowledge in all areas of human resource management through continuous education of staff. The Department will strengthen its consultation services to departments in the areas of policy development, contractual matters and applicable Federal and State regulations, the prevention of violation of the Civil Rights Act of 1964, Title VII, and the Americans with Disabilities Act of 1990. The Department will, on an ongoing basis, continue to introduce new methods to educate, develop and enhance the skills of the City's workforce, and creatively attract and retain the best-qualified employees. The Compensation, Classification and Benefits Division will implement new technology in the ongoing effort to streamline and enhance the Classification and Compensation processes as well as the Employee Benefits enrollment and strategic planning process. The Human Resources Department will continue to source and introduce new technology to provide better service to employees and departments in all areas.

In addition, the Department will be a key contributor in the development of a productive, inclusive workplace. The Department will actively implement programs and participate in processes that will assist in preventing costly employment-related legal cases from occurring.

MSI:

DEPARTMENT: Human Resources

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
EMPLOYEES							
REGULAR	25.800	26.150	26.800	26.800	26.800	0.000	
NON-REGULAR	0.000	0.000	0.000	0.000	0.000	0.000	
TOTAL EMPLOYEES	25.800	26.150	26.800	26.800	26.800	0.000	
PERSONNEL							
8005 Regular Pay - PERS	1,432,628	1,557,154	2,074,572	2,074,572	2,171,389	96,817	4.6
8011 Overtime Pay	2,842	156	0	0	0	0	0.0
8018 PST-Part Time Employees - PARS	25,912	14,642	0	0	0	0	0.0
8023 Auto Allowance	13,492	14,193	15,489	15,489	15,489	0	0.0
8024 Personal Dvlpmt Allowance	9,650	8,650	9,150	9,150	9,150	0	0.0
8027 Workers' Compensation	47,841	40,852	46,470	46,470	60,583	14,113	30.3
8030 Jury Duty	0	574	0	0	0	0	0.0
8031 General Liability	58,342	66,016	82,983	82,983	10,857	-72,126	-86.9
8034 Sick pay	0	1,639	0	0	0	0	0.0
8035 Holiday Pay	0	10,845	0	0	0	0	0.0
8036 Vacation Pay	0	8,411	0	0	0	0	0.0
8037 Miscellaneous Pay	255	66	0	0	0	0	0.0
8038 PERS-Employee Portion	112,468	88,939	145,219	145,219	151,998	6,779	4.6
8040 PERS-City Portion	125,224	160,149	159,950	159,950	152,866	-7,084	-4.4
8041 PARS-City Portion	1,111	587	0	0	0	0	0.0
8044 Life Insurance	1,639	1,553	2,075	2,075	2,173	98	4.7
8045 Dental Insurance	10,388	10,905	12,971	12,971	12,971	0	0.0
8046 Medicare-City Contributn	21,031	22,416	30,082	30,082	31,486	1,404	4.6
8047 Long Term Disability	34,910	5,149	3,526	3,526	3,692	166	4.7
8049 Emp Opt Ben Fd (EOBF)	206,016	228,622	245,221	245,221	259,960	14,739	6.0
8050 Benefits (VHS)	230,653	250,701	0	0	0	0	0.0
8054 Vision Care	104	217	0	0	0	0	0.0
8055 Health Care Spending	625	688	0	0	0	0	0.0
8056 Accrued payroll	16,223	-2,733	0	0	0	0	0.0
8058 Benefits Administration	78,079	84,866	0	0	0	0	0.0
*** TOTAL PERSONNEL	2,429,433	2,575,257	2,827,708	2,827,708	2,882,614	54,906	1.9
SERVICES AND SUPPLIES							
8101 Materials & Supplies	32,884	31,287	29,649	29,649	29,649	0	0.0
8108 Computer Related Supplies	2,548	769	5,717	5,717	5,717	0	0.0
8109 Equipt Purchases Under \$10,000	3,825	2,990	9,000	9,000	9,000	0	0.0
8110 Outside Printing and Duplicating	524	0	300	300	300	0	0.0
8112 Legal Advertising	47,962	26,210	40,208	40,208	40,208	0	0.0
8113 Photo Copy Machine Maint	16,472	18,784	17,763	17,763	17,763	0	0.0
8114 Other Contract Services	295,953	256,778	224,500	224,500	224,500	0	0.0
8115 Consultant Services	74,620	44,516	80,614	80,614	105,614	25,000	31.0
8117 Data Processing Operations	0	0	300	300	300	0	0.0
8118 Outside Legal Services	5,572	3,529	0	0	0	0	0.0
8122 Support to Advisory Committees	860	370	2,000	2,000	2,000	0	0.0

MSI:

DEPARTMENT: Human Resources

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
8124 Dues and Memberships	6,471	2,748	5,300	5,300	5,300	0	0.0
8125 Special Civic Events	0	107	0	0	0	0	0.0
8127 Conferences & Meetings	28,016	19,309	7,141	7,141	7,141	0	0.0
8128 Mileage	3,835	883	500	500	500	0	0.0
8129 Education	0	1,875	3,600	3,600	3,600	0	0.0
8130 Training Costs	32,332	28,863	27,748	27,748	27,748	0	0.0
8135 Reference Matls Subscriptions	3,975	1,416	3,088	3,088	3,088	0	0.0
8136 Library Books	0	3,080	0	0	0	0	0.0
8144 Postage	10,489	7,922	7,638	7,638	7,638	0	0.0
8154 Audio Visual Materials	0	0	400	400	400	0	0.0
8156 Insurance	6,179	0	0	0	0	0	0.0
8218 Vehicle Rental	221	388	0	0	0	0	0.0
8272 Tuition Reimbursement	44,580	38,297	35,000	35,000	35,000	0	0.0
*** TOTAL SERVICES AND SUPPLIES	617,318	490,121	500,466	500,466	525,466	25,000	4.9
EQUIPMENT							
*** TOTAL EQUIPMENT	0	0	0	0	0	0	0.0
*** SUBTOTAL	3,046,751	3,065,378	3,328,174	3,328,174	3,408,080	79,906	2.4
INTERNAL SERVICE CHARGES							
8601 IS-Structural Maintenance	27,126	29,731	41,311	41,311	43,317	2,006	4.8
8602 IS-Tenant Improvements	263	110	3,067	3,067	3,067	0	0.0
8603 IS-Lockshop	352	70	1,057	1,057	1,057	0	0.0
8604 IS-Utilities & Insurance - HSEKPING	15,612	15,708	20,944	20,944	22,985	2,041	9.7
8605 IS-Housekeeping Serv	21,274	22,176	27,232	27,232	29,637	2,405	8.8
8606 IS-Floors and Windows	0	0	1,773	1,773	1,773	0	0.0
8607 IS-Printing	37,659	39,639	50,742	50,742	50,742	0	0.0
8608 IS-Mail Services	3,499	4,284	4,284	4,284	4,450	166	3.8
8609 IS-Telephones	18,421	17,102	18,915	18,915	19,818	903	4.7
8611 IS-Application Devel & Support	13,008	0	42,223	42,223	42,223	0	0.0
8612 IS-PC&Net Service Center	26,125	37,285	36,130	36,130	39,322	3,192	8.8
8620 Bldg Preventive Maintenance	9,470	9,470	12,358	12,358	13,101	743	6.0
8622 IS-Telephone - Usage	3,081	2,441	8,035	8,035	8,035	0	0.0
8623 IS-PC Training	0	0	5,733	5,733	5,733	0	0.0
8624 IS-Enterprise Network	28,769	30,770	34,808	34,808	38,582	3,774	10.8
8632 IS-GIS (Geographic Info)	0	0	49	49	61	12	24.4
8634 IS-Security Srvcs City Hall	12,109	12,641	17,263	17,263	17,263	0	0.0
8641 IS-MS Licensing	4,502	2,908	2,864	2,864	2,903	39	1.3
*** TOTAL INTERNAL SERVICE CHARGES	221,270	224,335	328,788	328,788	344,069	15,281	4.6
*** TOTAL BUDGET	3,268,021	3,289,713	3,656,962	3,656,962	3,752,149	95,187	2.6
REVENUE							
7162 Benefits Fund City Contributions	563,725	561,113	745,570	745,570	745,055	-515	-0.0

MSI:

DEPARTMENT: Human Resources

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
9165 General Fund-Unspecified	2,704,296	2,728,600	2,911,392	2,911,392	3,007,094	95,702	3.2
*** TOTAL FUNDING	3,268,021	3,289,713	3,656,962	3,656,962	3,752,149	95,187	2.6

**DEPARTMENT
SUMMARY**
Human Services and Recreation

Mission Statement

The mission of the Human Services and Recreation Department is to improve and restore the well being of Pasadena residents, particularly those with limited resources or at risk of abuse, neglect or exploitation. More specifically, the mission focuses on developing neighborhood leadership and linkages, providing job training and career advancement opportunities for unemployed or underemployed youth and adults, encouraging self-sufficiency, and promoting positive use of recreation and leisure time. Accomplishment of this mission is through the delivery of direct services and collaboration with Pasadena's human service providers, local businesses, funding agencies, City departments, other government agencies, neighborhood associations, residents, and others.

Program Description

The Human Services and Recreation Department serves as a catalyst, facilitator, collaborator, and direct provider of services at various locations throughout Pasadena. Department programs and services are designed to promote self-sufficiency and an improved quality of life in vulnerable populations, and to address gaps in the existing "safety net" for Pasadena residents with limited resources and who are at risk of abuse, neglect or exploitation. Direct social services, recreational and educational activities are delivered at Villa Parke Center, Jackie Robinson Center, Victory Park, Robinson Park, Washington Park, Jefferson Park, La Pintoresca Park, McDonald Park, and 14 Pasadena Unified School District elementary school sites. Job search assistance, job assessment, training and placement services are provided at the One Stop Career Center and the Center's affiliate sites. The Neighborhood Connections office provides a range of neighborhood-building information, linkage and support services. The Parks Reservation Desk works with individuals and groups to schedule use of City parks and community center facilities. Additional recreation, job training, and other human services are provided through contracts or partnerships with local human service organizations, neighborhood groups, educational institutions, recreation providers and other qualified agencies.

Departmental Relationship to City Council Goals:

• **Assure a Safe and Secure Community**

The Department supports this goal through services and activities that increase the positive use of parks and community facilities, promote positive use of leisure time, prevent delinquency, support and strengthen families, and assist neighborhoods in identifying and solving neighborhood problems using tools such as Safe Streets Now.

• **Foster Economic Prosperity**

The Department supports this goal through providing extensive job search assistance, employment assessment, training and placement services for unemployed and underemployed youth and adults. The scope of these services includes the One Stop Career Center and the Center's affiliate sites throughout the Foothill community, the Summer ROSE Youth Jobs Program, and includes work with new businesses to promote employment of local residents through local job fairs and related activities.

• **Protect and Enhance Neighborhood Vitality and Livability**

Programs and activities provided through Neighborhood Connections, neighborhood parks, after school programs, and various recreation and human service efforts support vitality and livability of Pasadena.

Human Services and Recreation

- **Focus on Planning, Programming and Reinvesting in Pasadena Parks and Open Space**

Expanded programs in the parks, both on the fields and in the park centers including summer day camps, swim programs, and sports leagues, as well as participation in such efforts as the Citywide Green Space Element and Recreation and Parks Master Plan, further the goal of programming and planning our parks. Park reservations encourages local individuals and groups to plan and conduct picnics, barbecues, sports events, youth performances, and other positive events in City park facilities, while assuring availability for passive or casual, walk-on use of parks.

- **Operate an Effective and Cost Efficient Government**

The upgrade of the technology used by the Department to improve service delivery (including additional computers and computer training, cell phones, and an upgraded permit/reservation system including Interactive Voice Response), along with Department customer survey and evaluation efforts, support this goal.

Major Accomplishments

The Department offers a wide range of recreation, education, employment, neighborhood building, and social services that are key to the quality of life and enrich Pasadena as a family community. For example, an average of 1,200 elementary school-age children participated daily in safe, supervised play and homework time at 13 after school sites Citywide last year. During fiscal year 2007, more than 2,500 youth participated in weekly teams and sports leagues in basketball, soccer, baseball, and flag football, while 2,300 youth participated in cheerleading, dance, gymnastics, tennis, golf, volleyball, self-defense, and arts and crafts, during after school and weekend hours. Adult sports leagues, fitness classes and related drop-in activities served 6,500 participants in 2007. The Adaptive Recreation Program served an average of 375 participants per month in dances, arts and crafts, drama, music, sports, field trips and picnics, and new cooperative agreements with other local service providers support expanded opportunities for horseback riding, comedy club and more. Summer swimming lessons and open swim hours provided aquatic opportunities for 550 children, youth and adults each summer day at five locations Citywide: Blair and Pasadena High Schools, Robinson Park, Villa Parke and CORAL Center. Special events ranged from Youth Month (with some 65 events for teens offered throughout August 2007), to safe, supervised holiday events for children and families, to various conferences on key local issues and assistance with grant applications for various local service providers. Neighborhood Services continued to support developing neighborhood organizations as well as provided information and technical assistance in response to requests related to public nuisance properties through Safe Streets Now. The three neighborhood parks (Jefferson, La Pintoresca and Washington) provided summer recreation programs to approximately 350 children and youth, while working in close cooperation with local neighborhood associations, businesses, and community based organizations to expand and improve positive park use and park facilities. The Summer ROSE program provided paid summer jobs to 218 youth for summer 2007, with 88% of these participants returning to continue their education or transition to ongoing employment. Additional neighborhood activities included Family Fun Day, block parties, and neighborhood picnics. Jackie Robinson and Villa Parke Centers provided services to promote and improve self-sufficiency and well-being to an average of 1,200 persons per day, including: consumer education, conflict resolution, welfare advocacy, family violence counseling sessions, immigration assistance, senior citizen programs, parenting classes, a health fair, recreation, literacy, arts, and culture programs. Robinson Park and Victory Park provided a variety of programs and activities, including fitness classes, music classes, tutoring, arts and crafts, martial arts, gymnastics, dance and senior citizen programs/classes which averaged 450 daily participants. The Career Services Division has consistently achieved a high level of performance in client enrollments, job placement and retention rates, and earnings for program graduates, including meeting or exceeding all performance standards as set forth by the U.S. Department of Labor and State of California Employment Development Department (EDD). The One Stop Center served 4,000 clients per quarter in 2007, with participation in assisted job search, skills development workshops, employment assessment and individualized job training and related services. For fiscal year 2007, the One Stop Center had a job placement rate of 67% for adults, 62% for displaced workers, and 59% for youth.

Summary of Appropriations and Revenues

	FY 2006 Actual	FY 2007 Actual	FY 2008 Adopted	FY 2008 Revised	FY 2009 Recommended
Operating FTEs	112.605	111.555	112.565	112.565	113.565
Grant FTEs	34.650	34.650	34.650	34.650	34.650
Total FTEs	147.255	146.205	147.215	147.215	148.215
Appropriations					
Operating	7,903,291	8,465,550	9,370,085	9,376,403	9,936,155
WIA Grant	3,112,511	3,425,225	3,720,000	3,720,000	3,812,983
Total	11,015,802	11,890,775	13,090,085	13,096,403	13,749,138
Sources by Fund					
General Fund	7,779,851	8,319,140	9,220,277	9,226,595	9,786,347
Human Svcs Endowment	123,440	146,410	149,808	149,808	149,808
WIA Grant	3,112,511	3,425,225	3,720,000	3,720,000	3,812,983
Total Sources	11,015,802	11,890,775	13,090,085	13,096,403	13,749,138

Departmental Results Statements

Result 1: Persons who are unemployed, underemployed or displaced from jobs secure paid employment.

	FY 2007			FY 2008	FY 2009
	Actual	Target	% Target	Target	Target
Measure 1.1 Rate of job placement for WIA adult clients					
A. 69%	67%	69%	97%	69%	69%
Measure 1.2 Rate of job placement for WIA dislocated workers					
A. 70%	62%	70%	89%	70%	70%
Measure 1.3 Rate of job placement for WIA youth					
A. 60%	59%	60%	98%	60%	60%
Measure 1.4 Youth diploma or equivalent rate					
A. 55%	84%	55%	100%	55%	55%
Measure 1.5 Number of users of One Stop Center Services, including participants in job development activities and job search workshops					
A. 6,500 participants per quarter	4,000	6,500	62%	N/A	N/A
A. 4,000 participants per quarter	New Target beginning in FY 2008			4,000	4,000

Human Services and Recreation

		FY 2007			FY 2008	FY 2009
		Actual	Target	% Target	Target	Target
Measure 1.6 Number of youth trained and employed by Summer ROSE Program						
A.	135	218	135	100%	150	287
Measure 1.7 Rate of Summer ROSE workers continuing education and/or employment after summer work experience						
A.	85%	88%	85%	100%	85%	85%

Result 2: Expand supply and use of programs and activities that promote and support appropriate care and development of children, youth, families, seniors and neighborhoods.

		FY 2007			FY 2008	FY 2009
		Actual	Target	% Target	Target	Target
Measure 2.1 Collaborate with local Child Care Resource and Referral Agency-Child Care Information Service (CCIS) to improve the quality of childcare being delivered to Pasadena families						
A.	Conduct Professional Training for 100 childcare providers annually to assist in obtaining professional growth hours as required by the Child Development Permit Matrix	138	100	100%	100	100
Measure 2.2 Household ratings based by users of neighborhood park, recreation and community center programs, regarding number and capacity of safe, quality, affordable programs offered for children, youth, teenagers, adults and seniors throughout the City per quarter.						
A.	50,000 units of service at neighborhood park, recreation and community centers per quarter	106,834	50,000	100%	50,000	50,000
B.	85% of participants rate neighborhood park services as satisfactory or above	91%	85%	100%	85%	85%
C.	85% of participants rate recreation and community center services as satisfactory or above	88%	85%	100%	85%	85%

Human Services and Recreation

Result 3: Pasadena residents, with particular focus on persons of limited income, are informed about available resources to promote the welfare and well-being of children, youth, seniors, families and neighborhoods.

		FY 2007			FY 2008	FY 2009
		Actual	Target	% Target	Target	Target
Measure 3.1 Ratings of forums, conferences, neighborhood meetings and related events by attendees						
	A. 85% of participants rate activity as satisfactory or above	93%	85%	100%	85%	85%
	B. 90% of planned forums/seminars are implemented as per operational plans	94%	90%	100%	90%	90%

Changes From Prior Year

- Cost Changes:** The change from the fiscal year 2008 revised budget is \$559,752 excluding the Workforce Investment Act (WIA) grant, primarily attributable to the following:
 - The Personnel budget increased \$340,780 due to the transfer of one Project Manager to the Career Services Division and for anticipated salary and benefit rate changes.
 - Additions to the Services and Supplies budget include the transfer of \$72,550 for the First Source Program, \$31,000 to increase the number of participants in the Summer ROSE youth jobs program from 237 to 287 and \$29,000 for a Short Term Job Developer also for the Summer ROSE youth jobs program. And, an increase of \$20,000 for Materials and Supplies for the Pasadena Youth Council.
 - Internal Service Charges increased \$66,419 for Citywide cost adjustments in various internal service charges including a \$39,048 increase in Information Technology Services and a \$22,471 increase in Building Maintenance and Housekeeping due to increase in square footage as a result of the move back to City Hall.
- FTE Changes:** There was an increase of 1.00 FTE from the fiscal year 2008 revised budget. One Project Manager was transferred from the City Manager's Office to Career Services for the First Source program.
- Organizational/Program Changes:** The First Source program was transferred from the City Manager's Office to Human Services and Recreation. This is an administrative issue and the department budget has been adjusted accordingly.

Future Outlook

Three major areas of impact over the next several years include: a) continuing impact of welfare reform, including requirements for increased work hours along with decreased Federal funding for job training, b) increased demand for services coupled with decreased ability to pay for those services, and c) increased demand for safe, supervised activities for children and youth during non-school hours, at affordable rates and in accessible locations.

The decreased availability of entry-level, living wage jobs continues to be a particular problem for welfare recipients who have "timed out" of the cash assistance program and have not developed marketable job skills nor secured regular employment, as well as youth and young adults with limited or no job experience. The general trend in reductions of aid and benefit programs continues to create a significant increase in the demand for job training and jobs, affordable childcare and after school programs, support services for disabled and frail elderly legal

Human Services and Recreation

immigrants, affordable housing, food, shelter and transportation. While the Career Services Division/Foothill Employment and Training Consortium continues to implement Workforce Investment Act services for the foothill area, and has established a network of affiliate sites throughout the foothill community along with an effective private-sector lead Workforce Investment Board, reductions in Federal WIA funding have further limited the job training opportunities for unemployed persons and workers displaced due to downsizing or relocations of local businesses out of Southern California. Department leadership continues to promote workable policies and practices in implementing welfare reform. Replication of successful models from other jurisdictions will be critical to the future quality of life in Pasadena, particularly in the areas of employment, human services, recreation and neighborhoods. Continued grant applications to fund such programs focus on job training for employment challenged populations such as young adults aging out of the foster care system.

Increasing service demands coupled with decreasing ability to pay remains a major challenge for clients and their dependents. Further, the need for additional positive activities and supervision for children and youth during non-school hours is also growing, particularly as more parents enter the workforce.

**DIVISION
SUMMARY**
Administration

Mission Statement

The mission of the Administration Division is to manage the overall planning, organization and oversight of the Human Services and Recreation Department.

Program Description

The Administration Program coordinates administrative oversight and provides a wide range of human services to numerous populations with special needs, along with operating the City parks reservation system and overseeing the contracted School Crossing Guards Program.

Major Accomplishments

The Department continues to reorganize, as needed, to better balance workloads as well as link directly related services and activities. Expanded use of technology has contributed to improved communication and customer service, vendor payments and reports, safety and staff communications among field sites (playgrounds, centers, etc.) and an improved parks reservation system. Demand for use of City park facilities continues to grow. Collaborative efforts with PUSD have resulted in better coordination, scheduling and use of City and PUSD fields and facilities. The Department continued an effective working relationship with the Recreation and Parks Commission and with the Human Services Commission, including various activities related to funding allocation and review of contract performance of non-profit providers funded by CDBG, ESG and Human Services Endowment Fund. Proposals were submitted for additional grants to public and private funding sources to expand programs and human services resources, in most cases in collaboration with community partners. Following the City's Cost of Service study, a revised and updated fee system and use policies was developed and adopted by City Council and implemented in FY 2008.

Summary of Appropriations and Revenues

	FY 2006 Actual	FY 2007 Actual	FY 2008 Adopted	FY 2008 Revised	FY 2009 Recommended
Operating FTEs	6.500	6.500	7.500	7.000	7.000
Appropriations	956,852	1,069,943	1,284,499	1,248,430	1,319,817
General Fund	956,852	1,069,943	1,284,499	1,248,430	1,319,817

Changes From Prior Year

- *Cost Changes:* The budget increased \$27,662 for anticipated salary and benefit rate changes, and Internal Service Charges increased \$43,725 for Citywide cost adjustments in various internal service charges.
- *FTE Changes:* (.50 FTE) Graduate Management Intern was deleted from Administration and .50 FTE Program Coordinator I was added to Citywide Recreation and Human Services Division.

Future Outlook See description in Department Summary.

**DIVISION
SUMMARY**

Career Services Division

Mission Statement

The mission of the Career Services Division is to provide an employment and training system which is responsive to the needs of employers *and* job seekers. This Division will accomplish its mission by establishing a public - private partnership that will provide high quality programs and services that address the demands of the local labor market. Results will include the effective match of eligible, qualified job seekers with living wage career-oriented jobs, with specialized support services for persons who are unemployed, underemployed or facing a work layoff.

Program Description

The Career Services Division administers the Federal Workforce Investment Act (WIA). The WIA of 1998 repealed the Job Training Partnership Act (JTPA) and rewrote Federal statutes governing job training, adult education and literacy, and vocational rehabilitation programs. The purpose of the WIA is to enable each state and locality to develop a unified training system that will increase the employment, retention, and earnings of participants, and as a result improve the quality of the workforce, reduce welfare dependency, and enhance the competitiveness of the nation.

The cornerstone of the WIA is the One Stop service delivery system, which unifies numerous training, education and employment programs into a single, customer-friendly system. One Stop centers offer a wide spectrum of services, ranging from self-service activities such as using a computer to update a resume or get information from an automated job bank, to intensive staff-assisted services such as counseling, and include access to training services. A network of affiliate sites further extends the One Stop Center services to local communities and neighborhoods. Training services are provided through Individual Training Accounts. Funding for youth programs under the act are integrated into a single funding stream for comprehensive, year-round activities.

The Foothill Workforce Investment Board (WIB) and Policy Board of elected officials oversee the management of WIA and other employment training programs. The Foothill service delivery area includes Pasadena, Arcadia, Duarte, Monrovia, Sierra Madre and South Pasadena with some services to residents of Altadena under a contract with the County of Los Angeles.

Major Accomplishments

The Career Services Division has consistently achieved a high level of performance in client enrollments, job placement and retention rates, and earnings for program graduates, including the receipt of incentive awards for meeting or exceeding all performance standards as set forth by the U.S. Department of Labor and State of California Employment Development Department (EDD). For the year ended June 30, 2007, 67% of adult clients and 62% of dislocated workers were successfully placed in employment upon leaving the program. For youth, 84% completed their diploma or equivalency (GED) upon exiting the program, and 59% of youth were successfully placed in jobs. Job fairs to solicit local applicants and to connect local residents with employment opportunities were held throughout the year at various locations throughout the six-city consortium. A network of affiliate sites continues to provide job search, assessment and other self-directed and informational services to all job seekers regardless of eligibility. In addition, the Mobile One Stop (a customized 37-foot vehicle with ten computer work stations) further extends the services of the One Stop service delivery system, playing a key role in local job fairs, and going on-site to employer locations to provide upgraded training to current employees or to deliver a variety of services to employees of companies that are experiencing layoffs or closure.

Human Services and Recreation

The number of job seekers per quarter using one or more services offered at the main One Stop Center averaged 4,000 persons per quarter for fiscal year 2007. In addition to the services offered through WIA, on-site partners including the Employment Development Department, the Department of Rehabilitation, and Job Corps offer their services at the Center. A new grant focused on employment for foster youth emancipating from the foster care system was implemented for fiscal year 2006 and continued in fiscal year 2007 and 2008. Additional accomplishments include updates to the Foothill WIB website (www.foothilletc.org), and implementation of a campaign marketing the services and opportunities of the One Stop Center to employers and to job seekers. Increased coordination with City Business Development offices has enhanced linkage of Pasadena businesses to the employment services available through the Foothill WIB. New grants secured include a Layoff Aversion Project and an Auto Tech Job Training Project.

Summary of Appropriations and Revenues

	FY 2006 Actual	FY 2007 Actual	FY 2008 Adopted	FY 2008 Revised	FY 2009 Recommended
Operating FTEs	0.000	0.000	0.000	0.000	1.000
Grant FTEs	34.650	34.650	34.650	34.650	34.650
Total FTEs	34.650	34.650	34.650	34.650	35.650
Appropriations	3,112,511	3,425,225	3,720,000	3,720,000	4,013,558
Sources by Fund					
General Fund	0	0	0	0	200,575
WIA Grant	3,112,511	3,425,225	3,720,000	3,720,000	3,812,983
Total Sources	3,112,511	3,425,225	3,720,000	3,720,000	4,013,558

Changes From Prior Year

- Cost Changes:* The Personnel budget increased \$221,005 due to one Project Manager position transferred in from the City Manager's Office for the First Source Program and for anticipated salary and benefit rate changes. Services and Supplies budget increased \$72,553 due to Other Contract Services and annual lease payment related to the transfer of the First Source Program to the Career Services Division.

Future Outlook

The Career Services Division will continue to improve and augment employment and training services available to job seekers and area businesses. With this goal in mind, the Division intends to aggressively seek additional employment and training funds in order to provide quality programs and services. Grants for fiscal years 2007-2009 focus on employment for foster youth "aging out" of the foster care system, a layoff aversion program and job training in the Auto Tech Industry. Promoting maximum linkage between local job training services and employers in the local job market is also a key focus area, to ensure that job seekers are trained to meet the specific skills and requirements of local employers. Future plans include continued marketing of the services of the One Stop service delivery system to job seekers and employers; an expanded Business Services Unit to assist local employers with their workforce needs; and linkage with local community colleges, trades-related unions and employers to promote local apprenticeship opportunities as well as mid-career training for incumbent workers in various trades. A key activity for fiscal year 2009 will be the integration of the First Source Program with the Career Services Division.

**DIVISION
SUMMARY**

Neighborhoods, Community and Recreation Centers Division

Mission Statement

The mission of the Neighborhood, Community and Recreation Centers Division is to promote healthy individuals, families, and neighborhoods by developing neighborhood leadership and supporting neighborhood problem solving, and to provide quality affordable leisure, social, cultural, recreational, and crisis intervention services which promote self-sufficiency and encourage positive use of neighborhood parks and centers.

Program Description

Neighborhood Services preserves the quality of life by encouraging and supporting neighborhood organizations in the resolution of their problems, and by providing leisure, social, cultural and recreational services and activities.

Major Accomplishments

Throughout fiscal year 2008, Neighborhood Connections compiled and sent monthly mailings to neighborhood leaders informing them of community events, opportunities, public hearings, and key policy issues. In between mailings, as needed, electronic notices of key events and activities are sent by e-mail to local neighborhood leaders. A directory of neighborhood associations and contacts is continually updated and distributed community wide, and the Neighborhood Leadership Institute developed and expanded leadership skills of Pasadena residents. The Division participated with several neighborhood leaders in the national Neighborhoods USA (NUSA) conference as well as various community task forces addressing issues such as expanding dispute resolution or mediation services, Health Partnership and MAP (an initiative to increase access to health services and to improve the health of the residents of Pasadena), decreasing substance abuse, and supporting Youth Month. Neighborhood Services continued to provide information and technical assistance in response to requests related to public nuisance properties through Safe Streets Now. The three neighborhood parks (Jefferson, La Pintesca and Washington) provided summer recreation programs to approximately 350 children and youth, while working in close cooperation year-round with local neighborhood associations, businesses, and community based organizations to expand and improve positive park use and park facilities. Additional neighborhood activities included Family Fun Day, block parties, and neighborhood picnics. Jackie Robinson and Villa Parke Centers served an average of 1,200 persons per day with programs to promote and improve self-sufficiency and well-being, including: consumer education, conflict resolution, welfare advocacy, family violence counseling sessions, immigration assistance, senior citizen programs, parenting classes, a health fair, recreation, literacy, arts, and culture programs. Robinson Park and Victory Park provided a variety of programs and activities, including fitness classes, music classes, tutoring, arts and crafts, martial arts, gymnastics, dance and senior citizen programs/classes which averaged 450 daily participants. The Summer ROSE Youth Jobs Program employed 218 teens from low and mid income households in summer 2007, developing marketable job skills and experience.

Summary of Appropriations and Revenues

	FY 2006 Actual	FY 2007 Actual	FY 2008 Adopted	FY 2008 Revised	FY 2009 Recommended
Operating FTEs	46.456	46.406	46.906	46.906	46.906
Appropriations	4,045,198	4,285,623	4,721,782	4,721,782	4,890,705
General Fund	4,045,198	4,285,623	4,721,782	4,721,782	4,890,705

Changes From Prior Year

- *Cost Changes:* The budget increased \$87,973 for anticipated salary and benefit rate changes. Additions to the Services and Supplies budget include \$31,000 to increase the number of participants in the Summer ROSE youth jobs program from 237 to 287 and \$29,000 for a Short Term Job Developer also for the Summer ROSE youth jobs program. Internal Service Charges increased \$20,950 for Citywide cost adjustments in various internal service charges.

Future Outlook

Demand for services will continue to grow, as local government looks to neighborhoods to be viable partners in solving neighborhood problems. Key to such efforts is additional outreach and leadership development in neighborhoods that to date are without organizations or associations. Further, welfare reform will continue to create additional burdens on the community centers, as "safety net" services funded by Federal, State and County sources continue to be reduced or eliminated and as major changes in policies, practices, forms, etc., create confusion among recipients and applicants. Efforts to develop partnerships and to identify additional funding sources and other resources continue with a goal of increased revenue support, including capital support to bring to life such projects as the new Robinson Park Master Plan and Washington Park Master Plan. Key focus areas include prevention and early intervention with gang-involved youth and young adults or those at risk of such involvement; expanded Summer ROSE youth jobs to the business sector, and consideration of a new teen center in Northwest Pasadena.

**DIVISION
SUMMARY**

Citywide Recreation and Human Services Division

Mission Statement

The mission of the Citywide Recreation and Human Services Division is to create a total recreation environment that encompasses not only the physical, educational and social dimensions of traditional programs, but also the aesthetic and environmental assets of Pasadena. The Division seeks to establish Pasadena's recreation programs as the clear standard of innovation and excellence in local government, and to lead and inspire the entire community to become involved in the pursuit of these goals. Further, the Division strives to serve as a catalyst and facilitator in encouraging collaboration, coordination, and cooperation to ensure effective human service delivery and to promote projects that result in healthy individuals, families, and neighborhoods.

Program Description

The Citywide Recreation component of the Division provides a range of programs, events and opportunities that are designed to encourage persons of all ages and abilities to participate in positive and developmentally appropriate recreation and leisure activities. Activities are made available at locations throughout Pasadena, including the delivery of direct services by Department staff as well as contracted services with local providers. A key focus is promoting access to such positive activities and services for limited income households. Sample programs include sports leagues and classes in gymnastics, flag football, basketball, soccer, cheerleading, baseball, summer day camps, adaptive programs, aquatics (swim lessons and open swim), and after school supervised playground activities at 14 sites throughout the City.

The Human Services Coordination (HSC) component of the Division serves as a catalyst, facilitator and coordinator in the Pasadena human service community. HSC has a particular focus on the following issues: children and youth, childcare, women's issues, seniors, human relations, and implementation of the City Child Care Policy and the Policy on Children, Youth and Families. Key workplan items include efforts to promote a family-friendly community and staffing the Senior Commission, the Commission on the Status of Women, and the Human Relations Commission. HSC monitors the Human Service Endowment Fund programs and the operating agreement with the Pasadena Senior Center, and serves as the City liaison for the Summer Food Program for children and youth.

Major Accomplishments

An average of 1,300 elementary school-age children participated daily in after school activities at 14 sites Citywide, and were provided homework assistance and the opportunity for safe, supervised play on local playgrounds this past year. During fiscal year 2007, more than 2,500 youth participated in weekly teams and sports leagues in basketball, soccer, baseball, and flag football, while 2,300 youth participated in cheerleading, dance, gymnastics, tennis, golf, volleyball, self-defense, and arts and crafts, during after school and weekend hours. Adult sports leagues, fitness classes and related drop-in activities served 6,500 participants in 2007. The Adaptive Recreation Program served an average of 400 participants per month in dances, arts and crafts, drama, music, sports, field trips and picnics, and new cooperative agreements with other local service providers support expanded opportunity for Adaptive Recreation participants. Summer swimming lessons and open swim hours provided aquatic opportunities for hundreds of children, youth, adults and families each summer day at five locations Citywide: Blair and Pasadena High School, Robinson Park, Villa Parke and CORAL Center. Special events ranged from Youth Month (with some 65 events for teens offered throughout August 2007), to safe, supervised holiday events for children and families, to various conferences on key local issues and assisting with grant applications for various local service providers.

Human Services and Recreation

The Division was active in the Partnership for Children, Youth and Families, Child Care Coalition, Pasadena LEARNs, Health Partnership, MAP, Children's Planning, Recreation and Parks Master Plan, and related community coalitions and collaboratives. Direct services address domestic violence, including group counseling for victims and perpetrators and care for their children. Staff monitored contract compliance and performance, and provided technical assistance to the Human Service Endowment Fund recipient agencies. Major events included the Child Care Conference, Employer of the Year Award for Working Parents, the Senior Conference and the Human Relations "Peace Through Music Benefit Concert". Youth Month for August 2007 delivered 60 activities to an estimated 5,000 youth that were designed to educate, entertain and keep youth safe. Evaluations for Youth Month revealed that 100% of participants rated the programs as satisfactory or better. The Summer Food Program served an average of 4,000 meals to children and youth on summer weekdays at various locations Citywide (including City parks and centers). Key resource information was distributed community wide with the Survival Guide, Summer Resource Directory for Youth, and related materials.

Summary of Appropriations and Revenues

	FY 2006 Actual	FY 2007 Actual	FY 2008 Adopted	FY 2008 Revised	FY 2009 Recommended
Operating FTEs	59.649	58.649	58.159	58.659	58.659
Appropriations	2,901,241	3,109,984	3,363,804	3,406,191	3,525,058
Sources by Fund					
General Fund	2,777,801	2,963,574	3,213,996	3,256,383	3,375,250
Human Services Endowment	123,440	146,410	149,808	149,808	149,808
Total Sources	2,901,241	3,109,984	3,363,804	3,406,191	3,525,058

Changes From Prior Year

- **Cost Changes:** The budget increased \$97,123 for anticipated salary and benefit rate changes. Additions to the Services and Supplies budget include \$20,000 for materials and supplies for the Pasadena Youth Council. Internal Service Charges increased \$1,744 for Citywide cost adjustments in various internal service charges.
- **FTE Changes:** .50 FTE Program Coordinator I was added to Citywide Recreation and Human Services Division and (.50 FTE) Graduate Management Intern was deleted from Administration.

Future Outlook

As demand continues to grow, Citywide Recreation continues to explore and pursue opportunities for partnerships and funding to support expanded recreation and leisure activities. The After School Playground and Youth Sports Programs are of particular focus, which are experiencing significantly greater demand but limited ability of participants to provide financial support. Additional enrichment opportunities for children and youth remain a primary focus for expansion.

Continued implementation of welfare reform, addressing the demand for safe, affordable programs for children and youth in Pasadena, and implementation of the City's Policy on Children, Youth and Families will be key issues for fiscal year 2009 for Human Services and Citywide Recreation.

MSI:

DEPARTMENT: Human Services and Recreation Dept

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
EMPLOYEES							
REGULAR	96.650	96.650	98.650	98.650	99.650	1.000	
NON-REGULAR	50.605	49.555	48.565	48.565	48.565	0.000	
TOTAL EMPLOYEES	147.255	146.205	147.215	147.215	148.215	1.000	
PERSONNEL							
8005 Regular Pay - PERS	3,742,404	3,989,412	5,502,600	5,507,949	5,786,611	278,662	5.0
8011 Overtime Pay	6,111	6,135	0	0	0	0	0.0
8018 PST-Part Time Employees - PARS	922,316	979,808	1,581,872	1,581,872	1,623,705	41,833	2.6
8020 Management Benefit	239	63	0	0	0	0	0.0
8023 Auto Allowance	12,132	12,132	12,132	12,132	12,132	0	0.0
8024 Personal Dvlpmt Allowance	18,000	18,375	18,750	18,750	18,750	0	0.0
8027 Workers' Compensation	79,762	86,533	150,899	151,013	171,180	20,167	13.3
8031 General Liability	9,328	9,942	14,166	14,178	7,412	-6,766	-47.7
8037 Miscellaneous Pay	6,830	0	0	0	0	0	0.0
8038 PERS-Employee Portion	273,582	211,622	385,181	385,555	405,062	19,507	5.0
8040 PERS-City Portion	304,130	398,209	424,251	424,627	407,375	-17,252	-4.0
8041 PARS-City Portion	35,460	39,221	63,274	63,274	64,947	1,673	2.6
8044 Life Insurance	3,357	3,261	5,504	5,510	5,786	276	5.0
8045 Dental Insurance	39,409	42,249	67,373	67,373	67,857	484	0.7
8046 Medicare-City Contributn	55,796	59,946	80,228	80,305	84,348	4,043	5.0
8047 Long Term Disability	71,272	24,938	9,353	9,363	9,837	474	5.0
8049 Emp Opt Ben Fd (EOBF)	633,244	690,041	872,811	872,811	963,473	90,662	10.3
8050 Benefits (VHS)	602,528	642,297	0	0	0	0	0.0
8054 Vision Care	225	76	0	0	0	0	0.0
8056 Accrued payroll	27,212	11,099	0	0	0	0	0.0
8058 Benefits Administration	203,959	217,359	0	0	0	0	0.0
*** TOTAL PERSONNEL	7,047,296	7,442,718	9,188,394	9,194,712	9,628,475	433,763	4.7
SERVICES AND SUPPLIES							
8101 Materials & Supplies	191,449	294,269	216,043	216,043	236,043	20,000	9.2
8103 Uniforms	0	612	0	0	0	0	0.0
8105 Lease Payments	118,515	128,726	111,096	111,096	128,172	17,076	15.3
8107 Equipment Lease Payments	1,355	1,436	0	0	0	0	0.0
8108 Computer Related Supplies	18,781	15,570	17,750	17,750	17,750	0	0.0
8109 Equipt Purchases Under \$10,000	17,477	17,410	48,800	48,800	48,800	0	0.0
8110 Outside Printing and Duplicating	11,920	9,802	18,720	18,720	18,720	0	0.0
8112 Legal Advertising	5,477	39,507	850	850	850	0	0.0
8113 Photo Copy Machine Maint	6,363	11,215	24,200	24,200	24,200	0	0.0
8114 Other Contract Services	695,362	1,038,591	1,819,349	1,819,349	1,934,826	115,477	6.3
8115 Consultant Services	12,196	2,460	5,300	5,300	5,300	0	0.0
8116 Contract Maintenance	0	0	150	150	150	0	0.0
8117 Data Processing Operations	4,915	1,271	15,000	15,000	15,000	0	0.0
8122 Support to Advisory Committees	229	7	1,100	1,100	1,100	0	0.0
8124 Dues and Memberships	7,546	7,476	5,850	5,850	5,850	0	0.0

MSI:

DEPARTMENT: Human Services and Recreation Dept

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
8125 Special Civic Events	7,295	17,848	44,710	44,710	44,710	0	0.0
8126 Conf & Mtgs - Comm & Committees	0	0	4,500	4,500	4,500	0	0.0
8127 Conferences & Meetings	33,600	38,110	26,114	26,114	26,114	0	0.0
8128 Mileage	9,273	10,131	15,699	15,699	15,699	0	0.0
8129 Education	2,847	1,711	1,708	1,708	1,708	0	0.0
8130 Training Costs	68,724	126,972	640	640	640	0	0.0
8132 Video Productions	26	0	0	0	0	0	0.0
8135 Reference Matls Subscriptions	1,933	432	3,875	3,875	3,875	0	0.0
8136 Library Books	204	0	0	0	0	0	0.0
8140 Telephone	4,615	1,599	2,760	2,760	2,760	0	0.0
8141 Refuse Collection	5,314	5,984	4,220	4,220	4,220	0	0.0
8144 Postage	16,469	18,154	20,863	20,863	20,863	0	0.0
8145 Taxes, Payroll and other	40,984	37,076	0	0	0	0	0.0
8146 Wages	348,160	319,956	0	0	0	0	0.0
8147 Workers' Compensation	56,009	22,893	0	0	0	0	0.0
8149 Fiscal Agent/Bank Fees & Charges	8,064	7,491	0	0	0	0	0.0
8150 Cash Over and Short	-66	-58	0	0	0	0	0.0
8151 Insurance	2,861	0	0	0	0	0	0.0
8177 Program Expenditures	7,725	8,875	5,500	5,500	5,500	0	0.0
8183 Unabsorbed Indirect Costs	742,934	664,676	0	0	0	0	0.0
8184 Current Year - Indirect Costs	-294,983	-318,202	0	0	0	0	0.0
8187 Discount Earned	294,983	318,202	0	0	0	0	0.0
8188 Grants-Subcontractors	-40	-1,449	0	0	0	0	0.0
8212 Permits and Fees	89,427	86,058	0	0	0	0	0.0
8218 Vehicle Rental	279	0	0	0	0	0	0.0
8287 Support Svcs - Childcare	514	592	0	0	0	0	0.0
8290 Cell Phone Reimbsmnt	400	1,780	0	0	0	0	0.0
*** TOTAL SERVICES AND SUPPLIES	-3,435	-3,507	0	0	0	0	0.0
	2,535,701	2,933,676	2,414,797	2,414,797	2,567,350	152,553	6.3
EQUIPMENT							
*** TOTAL EQUIPMENT	0	0	0	0	0	0	0.0
*** SUBTOTAL	9,582,997	10,376,394	11,603,191	11,609,509	12,195,825	586,316	5.0
INTERNAL SERVICE CHARGES							
8601 IS-Structural Maintenance	376,107	412,220	408,213	408,213	410,540	2,327	0.5
8602 IS-Tenant Improvements	36,362	12,742	6,076	6,076	6,076	0	0.0
8603 IS-Lockshop	1,566	2,025	1,700	1,700	1,700	0	0.0
8604 IS-Utilities & Insurance - HSEKPING	211,224	212,616	201,838	201,838	212,766	10,928	5.4
8605 IS-Housekeeping Serv	289,530	296,692	259,373	259,373	270,916	11,543	4.4
8606 IS-Floors and Windows	1,046	4,946	11,949	11,949	11,949	0	0.0
8607 IS-Printing	69,085	79,095	74,695	74,695	74,695	0	0.0
8608 IS-Mail Services	21,626	24,446	24,275	24,275	24,438	163	0.6
8609 IS-Telephones	43,555	91,377	84,069	84,069	82,929	-1,140	-1.3
8611 IS-Application Devel &	3,499	3,254	75	75	75	0	0.0

MSI:

DEPARTMENT: Human Services and Recreation Dept

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
Support							
8612 IS-PC&Net Service Center	10,364	19,597	50,033	50,033	74,403	24,370	48.7
8616 IS-Fleet Maint - Equip Maintenance	100	0	100	100	100	0	0.0
8618 IS-Fleet Fuel/Lubricant	476	475	0	0	0	0	0.0
8620 Bldg Preventive Maintenance	128,127	128,127	119,224	119,224	121,277	2,053	1.7
8622 IS-Telephone - Usage	35,913	27,040	23,758	23,758	23,758	0	0.0
8623 IS-PC Training	0	0	1,712	1,712	1,712	0	0.0
8624 IS-Enterprise Network	177,898	175,613	197,257	197,257	211,935	14,678	7.4
8626 IS-Mail - Direct Request	413	123	0	0	0	0	0.0
8632 IS-GIS (Geographic Info)	0	1,342	1,136	1,136	2,911	1,775	156.2
8633 IS-IVR (Interactive Voice Response)	2,331	1,545	0	0	0	0	0.0
8634 IS-Security Srvcs City Hall	2,128	2,221	5,188	5,188	5,188	0	0.0
8641 IS-MS Licensing	21,455	18,885	16,223	16,223	15,945	-278	-1.7
*** TOTAL INTERNAL SERVICE CHARGES	1,432,805	1,514,381	1,486,894	1,486,894	1,553,313	66,419	4.4
*** TOTAL BUDGET	11,015,802	11,890,775	13,090,085	13,096,403	13,749,138	652,735	4.9
REVENUE							
9165 General Fund-Unspecified	7,779,851	8,319,140	9,220,277	9,226,595	9,786,347	559,752	6.0
9188 Human Services Endowment Fund	123,440	146,410	149,808	149,808	149,808	0	0.0
9681 WIA Grant	3,112,511	3,425,225	3,720,000	3,720,000	3,812,983	92,983	2.4
*** TOTAL FUNDING	11,015,802	11,890,775	13,090,085	13,096,403	13,749,138	652,735	4.9

MSI:

DEPARTMENT: Human Services and Recreation Dept

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
EMPLOYEES							
REGULAR	67.000	67.000	69.000	69.000	69.000	0.000	
NON-REGULAR	45.605	44.555	43.565	43.565	43.565	0.000	
TOTAL EMPLOYEES	112.605	111.555	112.565	112.565	112.565	0.000	
PERSONNEL							
8005 Regular Pay - PERS	2,723,088	2,907,869	3,586,956	3,592,305	3,709,472	117,167	3.2
8011 Overtime Pay	6,111	6,135	0	0	0	0	0.0
8018 PST-Part Time Employees - PARS	904,163	940,315	1,260,841	1,260,841	1,291,425	30,584	2.4
8020 Management Benefit	239	63	0	0	0	0	0.0
8023 Auto Allowance	9,588	9,588	9,588	9,588	9,588	0	0.0
8024 Personal Dvlpmt Allowance	14,750	13,875	15,500	15,500	15,500	0	0.0
8027 Workers' Compensation	62,021	70,053	103,258	103,372	115,522	12,150	11.7
8031 General Liability	7,253	7,700	9,693	9,705	5,003	-4,702	-48.4
8037 Miscellaneous Pay	5,299	0	0	0	0	0	0.0
8038 PERS-Employee Portion	202,980	152,078	251,086	251,460	259,662	8,202	3.2
8040 PERS-City Portion	223,581	292,209	276,555	276,931	261,144	-15,787	-5.7
8041 PARS-City Portion	34,733	37,641	50,433	50,433	51,656	1,223	2.4
8044 Life Insurance	2,412	2,394	3,588	3,594	3,709	115	3.1
8045 Dental Insurance	27,440	29,073	50,602	50,602	50,602	0	0.0
8046 Medicare-City Contributn	43,519	46,504	52,451	52,528	54,229	1,701	3.2
8047 Long Term Disability	55,475	7,807	6,096	6,106	6,306	200	3.2
8049 Emp Opt Ben Fd (EOBF)	461,522	499,749	603,933	603,933	665,838	61,905	10.2
8050 Benefits (VHS)	438,418	468,168	0	0	0	0	0.0
8054 Vision Care	0	4	0	0	0	0	0.0
8056 Accrued payroll	27,212	11,099	0	0	0	0	0.0
8058 Benefits Administration	148,406	158,415	0	0	0	0	0.0
*** TOTAL PERSONNEL	5,398,210	5,660,739	6,280,580	6,286,898	6,499,656	212,758	3.3
SERVICES AND SUPPLIES							
8101 Materials & Supplies	164,497	256,761	206,043	206,043	226,043	20,000	9.7
8105 Lease Payments	27,732	38,772	46,096	46,096	46,096	0	0.0
8107 Equipment Lease Payments	1,355	1,436	0	0	0	0	0.0
8108 Computer Related Supplies	2,774	6,216	12,450	12,450	12,450	0	0.0
8109 Equipt Purchases Under \$10,000	10,105	11,411	48,800	48,800	48,800	0	0.0
8110 Outside Printing and Duplicating	8,780	9,235	15,220	15,220	15,220	0	0.0
8112 Legal Advertising	262	0	350	350	350	0	0.0
8113 Photo Copy Machine Maint	5,484	11,029	17,200	17,200	17,200	0	0.0
8114 Other Contract Services	602,341	746,403	1,179,901	1,179,901	1,239,901	60,000	5.0
8115 Consultant Services	0	0	300	300	300	0	0.0
8116 Contract Maintenance	0	0	150	150	150	0	0.0
8117 Data Processing Operations	3,635	148	0	0	0	0	0.0
8122 Support to Advisory Committees	229	7	1,100	1,100	1,100	0	0.0
8124 Dues and Memberships	1,310	735	4,350	4,350	4,350	0	0.0
8125 Special Civic Events	5,514	14,720	44,710	44,710	44,710	0	0.0

GRAIL ANALYSIS

MSI:

DEPARTMENT: Human Services and Recreation Dept

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
8126 Conf & Mtgs - Comm & Committees	0	0	500	500	500	0	0.0
8127 Conferences & Meetings	16,213	17,579	18,114	18,114	18,114	0	0.0
8128 Mileage	7,244	7,701	10,199	10,199	10,199	0	0.0
8129 Education	1,389	15	1,708	1,708	1,708	0	0.0
8130 Training Costs	0	220	640	640	640	0	0.0
8132 Video Productions	26	0	0	0	0	0	0.0
8135 Reference Matls Subscriptions	239	332	2,875	2,875	2,875	0	0.0
8136 Library Books	204	0	0	0	0	0	0.0
8140 Telephone	4,615	1,599	2,760	2,760	2,760	0	0.0
8141 Refuse Collection	5,314	5,984	4,220	4,220	4,220	0	0.0
8144 Postage	15,034	16,142	16,863	16,863	16,863	0	0.0
8145 Taxes, Payroll and other	25,227	23,057	0	0	0	0	0.0
8146 Wages	142,938	136,842	0	0	0	0	0.0
8147 Workers' Compensation	33,756	14,019	0	0	0	0	0.0
8149 Fiscal Agent/Bank Fees & Charges	2,769	2,497	0	0	0	0	0.0
8150 Cash Over and Short	-66	-58	0	0	0	0	0.0
8187 Discount Earned	-40	-424	0	0	0	0	0.0
8212 Permits and Fees	279	0	0	0	0	0	0.0
8218 Vehicle Rental	459	526	0	0	0	0	0.0
8290 Cell Phone Reimbsmnt	-3,435	-3,507	0	0	0	0	0.0
*** TOTAL SERVICES AND SUPPLIES	1,086,183	1,319,397	1,634,549	1,634,549	1,714,549	80,000	4.8
EQUIPMENT							
*** TOTAL EQUIPMENT	0	0	0	0	0	0	0.0
*** SUBTOTAL	6,484,393	6,980,136	7,915,129	7,921,447	8,214,205	292,758	3.6
INTERNAL SERVICE CHARGES							
8601 IS-Structural Maintenance	376,107	412,220	408,213	408,213	410,540	2,327	0.5
8602 IS-Tenant Improvements	36,362	12,652	6,076	6,076	6,076	0	0.0
8603 IS-Lockshop	1,417	1,871	1,700	1,700	1,700	0	0.0
8604 IS-Utilities & Insurance - HSEKPING	211,224	212,616	201,838	201,838	212,766	10,928	5.4
8605 IS-Housekeeping Serv	289,530	296,692	259,373	259,373	270,916	11,543	4.4
8606 IS-Floors and Windows	0	4,946	11,949	11,949	11,949	0	0.0
8607 IS-Printing	58,511	51,756	51,065	51,065	51,065	0	0.0
8608 IS-Mail Services	21,626	24,446	24,275	24,275	24,438	163	0.6
8609 IS-Telephones	43,011	91,377	84,069	84,069	82,929	-1,140	-1.3
8611 IS-Application Devel & Support	3,499	3,254	75	75	75	0	0.0
8612 IS-PC&Net Service Center	10,364	19,597	50,033	50,033	74,403	24,370	48.7
8620 Bldg Preventive Maintenance	128,127	128,127	119,224	119,224	121,277	2,053	1.7
8622 IS-Telephone - Usage	34,895	26,131	15,550	15,550	15,550	0	0.0
8623 IS-PC Training	0	0	1,712	1,712	1,712	0	0.0
8624 IS-Enterprise Network	177,898	175,613	197,257	197,257	211,935	14,678	7.4
8626 IS-Mail - Direct Request	413	123	0	0	0	0	0.0
8632 IS-GIS (Geographic Info)	0	1,342	1,136	1,136	2,911	1,775	156.2

MSI:

DEPARTMENT: Human Services and Recreation Dept

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
8633 IS-IVR (Interactive Voice Response)	2,331	1,545	0	0	0	0	0.0
8634 IS-Security Srvcs City Hall	2,128	2,221	5,188	5,188	5,188	0	0.0
8641 IS-MS Licensing	21,455	18,885	16,223	16,223	15,945	-278	-1.7
*** TOTAL INTERNAL SERVICE CHARGES	1,418,898	1,485,414	1,454,956	1,454,956	1,521,375	66,419	4.5
*** TOTAL BUDGET	7,903,291	8,465,550	9,370,085	9,376,403	9,735,580	359,177	3.8
REVENUE							
9165 General Fund-Unspecified	7,779,851	8,319,140	9,220,277	9,226,595	9,585,772	359,177	3.8
9188 Human Services Endowment Fund	123,440	146,410	149,808	149,808	149,808	0	0.0
*** TOTAL FUNDING	7,903,291	8,465,550	9,370,085	9,376,403	9,735,580	359,177	3.8

GRAIL ANALYSIS

FUND: General Fund

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
EMPLOYEES							
REGULAR	67.000	67.000	69.000	69.000	69.000	0.000	
NON-REGULAR	45.605	44.555	43.565	43.565	43.565	0.000	
TOTAL EMPLOYEES	112.605	111.555	112.565	112.565	112.565	0.000	
PERSONNEL							
8005 Regular Pay - PERS	2,723,088	2,907,869	3,586,956	3,592,305	3,709,472	117,167	3.2
8011 Overtime Pay	6,111	6,135	0	0	0	0	0.0
8018 PST-Part Time Employees - PARS	904,163	940,315	1,260,841	1,260,841	1,291,425	30,584	2.4
8020 Management Benefit	239	63	0	0	0	0	0.0
8023 Auto Allowance	9,588	9,588	9,588	9,588	9,588	0	0.0
8024 Personal Dvlpmt Allowance	14,750	13,875	15,500	15,500	15,500	0	0.0
8027 Workers' Compensation	62,021	70,053	103,258	103,372	115,522	12,150	11.7
8031 General Liability	7,253	7,700	9,693	9,705	5,003	-4,702	-48.4
8037 Miscellaneous Pay	5,299	0	0	0	0	0	0.0
8038 PERS-Employee Portion	202,980	152,078	251,086	251,460	259,662	8,202	3.2
8040 PERS-City Portion	223,581	292,209	276,555	276,931	261,144	-15,787	-5.7
8041 PARS-City Portion	34,733	37,641	50,433	50,433	51,656	1,223	2.4
8044 Life Insurance	2,412	2,394	3,588	3,594	3,709	115	3.1
8045 Dental Insurance	27,440	29,073	50,602	50,602	50,602	0	0.0
8046 Medicare-City Contributn	43,519	46,504	52,451	52,528	54,229	1,701	3.2
8047 Long Term Disability	55,475	7,807	6,096	6,106	6,306	200	3.2
8049 Emp Opt Ben Fd (EOBF)	461,522	499,749	603,933	603,933	665,838	61,905	10.2
8050 Benefits (VHS)	438,418	468,168	0	0	0	0	0.0
8054 Vision Care	0	4	0	0	0	0	0.0
8056 Accrued payroll	27,212	11,099	0	0	0	0	0.0
8058 Benefits Administration	148,406	158,415	0	0	0	0	0.0
*** TOTAL PERSONNEL	5,398,210	5,660,739	6,280,580	6,286,898	6,499,656	212,758	3.3
SERVICES AND SUPPLIES							
8101 Materials & Supplies	164,497	256,761	206,043	206,043	226,043	20,000	9.7
8105 Lease Payments	27,732	38,772	46,096	46,096	46,096	0	0.0
8107 Equipment Lease Payments	1,355	1,436	0	0	0	0	0.0
8108 Computer Related Supplies	2,774	6,216	12,450	12,450	12,450	0	0.0
8109 Equipt Purchases Under \$10,000	10,105	11,411	48,800	48,800	48,800	0	0.0
8110 Outside Printing and Duplicating	8,780	9,235	15,220	15,220	15,220	0	0.0
8112 Legal Advertising	262	0	350	350	350	0	0.0
8113 Photo Copy Machine Maint	5,484	11,029	17,200	17,200	17,200	0	0.0
8114 Other Contract Services	478,901	599,993	1,030,093	1,030,093	1,090,093	60,000	5.8
8115 Consultant Services	0	0	300	300	300	0	0.0
8116 Contract Maintenance	0	0	150	150	150	0	0.0
8117 Data Processing Operations	3,635	148	0	0	0	0	0.0
8122 Support to Advisory Committees	229	7	1,100	1,100	1,100	0	0.0
8124 Dues and Memberships	1,310	735	4,350	4,350	4,350	0	0.0
8125 Special Civic Events	5,514	14,720	44,710	44,710	44,710	0	0.0
8126 Conf & Mtgs - Comm & Committees	0	0	500	500	500	0	0.0

GRAIL ANALYSIS

FUND: General Fund

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
8127 Conferences & Meetings	16,213	17,579	18,114	18,114	18,114	0	0.0
8128 Mileage	7,244	7,701	10,199	10,199	10,199	0	0.0
8129 Education	1,389	15	1,708	1,708	1,708	0	0.0
8130 Training Costs	0	220	640	640	640	0	0.0
8132 Video Productions	26	0	0	0	0	0	0.0
8135 Reference Matls Subscriptions	239	332	2,875	2,875	2,875	0	0.0
8136 Library Books	204	0	0	0	0	0	0.0
8140 Telephone	4,615	1,599	2,760	2,760	2,760	0	0.0
8141 Refuse Collection	5,314	5,984	4,220	4,220	4,220	0	0.0
8144 Postage	15,034	16,142	16,863	16,863	16,863	0	0.0
8145 Taxes, Payroll and other	25,227	23,057	0	0	0	0	0.0
8146 Wages	142,938	136,842	0	0	0	0	0.0
8147 Workers' Compensation	33,756	14,019	0	0	0	0	0.0
8149 Fiscal Agent/Bank Fees & Charges	2,769	2,497	0	0	0	0	0.0
8150 Cash Over and Short	-66	-58	0	0	0	0	0.0
8187 Discount Earned	-40	-424	0	0	0	0	0.0
8212 Permits and Fees	279	0	0	0	0	0	0.0
8218 Vehicle Rental	459	526	0	0	0	0	0.0
8290 Cell Phone Reimbsmnt	-3,435	-3,507	0	0	0	0	0.0
*** TOTAL SERVICES AND SUPPLIES	962,743	1,172,987	1,484,741	1,484,741	1,564,741	80,000	5.3
EQUIPMENT							
*** TOTAL EQUIPMENT	0	0	0	0	0	0	0.0
*** SUBTOTAL	6,360,953	6,833,726	7,765,321	7,771,639	8,064,397	292,758	3.7
INTERNAL SERVICE CHARGES							
8601 IS-Structural Maintenance	376,107	412,220	408,213	408,213	410,540	2,327	0.5
8602 IS-Tenant Improvements	36,362	12,652	6,076	6,076	6,076	0	0.0
8603 IS-Lockshop	1,417	1,871	1,700	1,700	1,700	0	0.0
8604 IS-Utilities & Insurance - HSEKPING	211,224	212,616	201,838	201,838	212,766	10,928	5.4
8605 IS-Housekeeping Serv	289,530	296,692	259,373	259,373	270,916	11,543	4.4
8606 IS-Floors and Windows	0	4,946	11,949	11,949	11,949	0	0.0
8607 IS-Printing	58,511	51,756	51,065	51,065	51,065	0	0.0
8608 IS-Mail Services	21,626	24,446	24,275	24,275	24,438	163	0.6
8609 IS-Telephones	43,011	91,377	84,069	84,069	82,929	-1,140	-1.3
8611 IS-Application Devel & Support	3,499	3,254	75	75	75	0	0.0
8612 IS-PC&Net Service Center	10,364	19,597	50,033	50,033	74,403	24,370	48.7
8620 Bldg Preventive Maintenanc e	128,127	128,127	119,224	119,224	121,277	2,053	1.7
8622 IS-Telephone - Usage	34,895	26,131	15,550	15,550	15,550	0	0.0
8623 IS-PC Training	0	0	1,712	1,712	1,712	0	0.0
8624 IS-Enterprise Network	177,898	175,613	197,257	197,257	211,935	14,678	7.4
8626 IS-Mail - Direct Request	413	123	0	0	0	0	0.0
8632 IS-GIS (Geographic Info)	0	1,342	1,136	1,136	2,911	1,775	156.2
8633 IS-IVR (Interactive Voice Response)	2,331	1,545	0	0	0	0	0.0
8634 IS-Security Srvcs City Ha ll	2,128	2,221	5,188	5,188	5,188	0	0.0

GRAIL ANALYSIS

FUND: General Fund

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
8641 IS-MS Licensing	21,455	18,885	16,223	16,223	15,945	-278	-1.7
*** TOTAL INTERNAL SERVICE CHARGES	1,418,898	1,485,414	1,454,956	1,454,956	1,521,375	66,419	4.5
*** TOTAL BUDGET	7,779,851	8,319,140	9,220,277	9,226,595	9,585,772	359,177	3.8
REVENUE							
9165 General Fund-Unspecified	7,779,851	8,319,140	9,220,277	9,226,595	9,585,772	359,177	3.8
*** TOTAL FUNDING	7,779,851	8,319,140	9,220,277	9,226,595	9,585,772	359,177	3.8

GRAIL ANALYSIS

FUND: Human Services Endowment Fund

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
EMPLOYEES							
REGULAR	0.000	0.000	0.000	0.000	0.000	0.000	
NON-REGULAR	0.000	0.000	0.000	0.000	0.000	0.000	
TOTAL EMPLOYEES	0.000	0.000	0.000	0.000	0.000	0.000	
PERSONNEL							
*** TOTAL PERSONNEL	0	0	0	0	0	0	0.0
SERVICES AND SUPPLIES							
8114 Other Contract Services	123,440	146,410	149,808	149,808	149,808	0	0.0
*** TOTAL SERVICES AND SUPPLIES	123,440	146,410	149,808	149,808	149,808	0	0.0
EQUIPMENT							
*** TOTAL EQUIPMENT	0	0	0	0	0	0	0.0
*** SUBTOTAL	123,440	146,410	149,808	149,808	149,808	0	0.0
INTERNAL SERVICE CHARGES							
*** TOTAL INTERNAL SERVICE CHARGES	0	0	0	0	0	0	0.0
*** TOTAL BUDGET	123,440	146,410	149,808	149,808	149,808	0	0.0
REVENUE							
9188 Human Services Endowment Fund	123,440	146,410	149,808	149,808	149,808	0	0.0
*** TOTAL FUNDING	123,440	146,410	149,808	149,808	149,808	0	0.0

GRAIL ANALYSIS

FUND: Workforce Investment Act Fund

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
EMPLOYEES							
REGULAR	29.650	29.650	29.650	29.650	30.650	1.000	
NON-REGULAR	5.000	5.000	5.000	5.000	5.000	0.000	
TOTAL EMPLOYEES	34.650	34.650	34.650	34.650	35.650	1.000	
PERSONNEL							
8005 Regular Pay - PERS	1,019,316	1,081,543	1,915,644	1,915,644	2,077,139	161,495	8.4
8018 PST-Part Time Employees - PARS	18,153	39,493	321,031	321,031	332,280	11,249	3.5
8023 Auto Allowance	2,544	2,544	2,544	2,544	2,544	0	0.0
8024 Personal Dvlpmt Allowance	3,250	4,500	3,250	3,250	3,250	0	0.0
8027 Workers' Compensation	17,741	16,480	47,641	47,641	55,658	8,017	16.8
8031 General Liability	2,075	2,242	4,473	4,473	2,409	-2,064	-46.1
8037 Miscellaneous Pay	1,531	0	0	0	0	0	0.0
8038 PERS-Employee Portion	70,602	59,544	134,095	134,095	145,400	11,305	8.4
8040 PERS-City Portion	80,549	106,000	147,696	147,696	146,231	-1,465	-0.9
8041 PARS-City Portion	727	1,580	12,841	12,841	13,291	450	3.5
8044 Life Insurance	945	867	1,916	1,916	2,077	161	8.4
8045 Dental Insurance	11,969	13,176	16,771	16,771	17,255	484	2.8
8046 Medicare-City Contributn	12,277	13,442	27,777	27,777	30,119	2,342	8.4
8047 Long Term Disability	15,797	17,131	3,257	3,257	3,531	274	8.4
8049 Emp Opt Ben Fd (EOBF)	171,722	190,292	268,878	268,878	297,635	28,757	10.6
8050 Benefits (VHS)	164,110	174,129	0	0	0	0	0.0
8054 Vision Care	225	72	0	0	0	0	0.0
8058 Benefits Administration	55,553	58,944	0	0	0	0	0.0
*** TOTAL PERSONNEL	1,649,086	1,781,979	2,907,814	2,907,814	3,128,819	221,005	7.6
SERVICES AND SUPPLIES							
8101 Materials & Supplies	26,952	37,508	10,000	10,000	10,000	0	0.0
8103 Uniforms	0	612	0	0	0	0	0.0
8105 Lease Payments	90,783	89,954	65,000	65,000	82,076	17,076	26.2
8108 Computer Related Supplies	16,007	9,354	5,300	5,300	5,300	0	0.0
8109 Equipt Purchases Under \$10,000	7,372	5,999	0	0	0	0	0.0
8110 Outside Printing and Duplicating	3,140	567	3,500	3,500	3,500	0	0.0
8112 Legal Advertising	5,215	39,507	500	500	500	0	0.0
8113 Photo Copy Machine Maint	879	186	7,000	7,000	7,000	0	0.0
8114 Other Contract Services	93,021	292,188	639,448	639,448	694,925	55,477	8.6
8115 Consultant Services	12,196	2,460	5,000	5,000	5,000	0	0.0
8117 Data Processing Operations	1,280	1,123	15,000	15,000	15,000	0	0.0
8124 Dues and Memberships	6,236	6,741	1,500	1,500	1,500	0	0.0
8125 Special Civic Events	1,781	3,128	0	0	0	0	0.0
8126 Conf & Mtgs - Comm & Committees	0	0	4,000	4,000	4,000	0	0.0
8127 Conferences & Meetings	17,387	20,531	8,000	8,000	8,000	0	0.0
8128 Mileage	2,029	2,430	5,500	5,500	5,500	0	0.0
8129 Education	1,458	1,696	0	0	0	0	0.0
8130 Training Costs	68,724	126,752	0	0	0	0	0.0
8135 Reference Matls Subscriptions	1,694	100	1,000	1,000	1,000	0	0.0

GRAIL ANALYSIS

FUND: Workforce Investment Act Fund

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
8144 Postage	1,435	2,012	4,000	4,000	4,000	0	0.0
8145 Taxes, Payroll and other	15,757	14,019	0	0	0	0	0.0
8146 Wages	205,222	183,114	0	0	0	0	0.0
8147 Workers' Compensation	22,253	8,874	0	0	0	0	0.0
8149 Fiscal Agent/Bank Fees & Charges	5,295	4,994	0	0	0	0	0.0
8151	2,861	0	0	0	0	0	0.0
8156 Insurance	7,725	8,875	5,500	5,500	5,500	0	0.0
8177 Program Expenditures	742,934	664,676	0	0	0	0	0.0
8183 Unabsorbed Indirect Costs	-294,983	-318,202	0	0	0	0	0.0
8184 Current Year - Indirect Costs	294,983	318,202	0	0	0	0	0.0
8187 Discount Earned	0	-1,025	0	0	0	0	0.0
8188 Grants-Subcontractors	89,427	86,058	0	0	0	0	0.0
8218 Vehicle Rental	55	66	0	0	0	0	0.0
8287 Support Svcs - Childcare	400	1,780	0	0	0	0	0.0
*** TOTAL SERVICES AND SUPPLIES	1,449,518	1,614,279	780,248	780,248	852,801	72,553	9.2
EQUIPMENT							
*** TOTAL EQUIPMENT	0	0	0	0	0	0	0.0
*** SUBTOTAL	3,098,604	3,396,258	3,688,062	3,688,062	3,981,620	293,558	7.9
INTERNAL SERVICE CHARGES							
8602 IS-Tenant Improvements	0	90	0	0	0	0	0.0
8603 IS-Lockshop	149	154	0	0	0	0	0.0
8606 IS-Floors and Windows	1,046	0	0	0	0	0	0.0
8607 IS-Printing	10,574	27,339	23,630	23,630	23,630	0	0.0
8609 IS-Telephones	544	0	0	0	0	0	0.0
8616 IS-Fleet Maint - Equip Maintenance	100	0	100	100	100	0	0.0
8618 IS-Fleet Fuel/Lubricant	476	475	0	0	0	0	0.0
8622 IS-Telephone - Usage	1,018	909	8,208	8,208	8,208	0	0.0
*** TOTAL INTERNAL SERVICE CHARGES	13,907	28,967	31,938	31,938	31,938	0	0.0
*** TOTAL BUDGET	3,112,511	3,425,225	3,720,000	3,720,000	4,013,558	293,558	7.8
REVENUE							
9165 General Fund-Unspecified	0	0	0	0	200,575	200,575	0.0
9681 WIA Grant	3,112,511	3,425,225	3,720,000	3,720,000	3,812,983	92,983	2.4
*** TOTAL FUNDING	3,112,511	3,425,225	3,720,000	3,720,000	4,013,558	293,558	7.8

GRAIL ANALYSIS

04/29/2008 13:52
PAGE: 1

MSI:
FUND: General Fund

DEPARTMENT: Human Services and Recreation Dept

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
EMPLOYEES							
REGULAR	6.500	6.500	7.500	7.000	7.000	0.000	
NON-REGULAR	0.000	0.000	0.000	0.000	0.000	0.000	
TOTAL EMPLOYEES	6.500	6.500	7.500	7.000	7.000	0.000	
PERSONNEL							
8005 Regular Pay - PERS	388,253	439,873	551,187	524,722	547,644	22,922	4.3
8011 Overtime Pay	1,781	1,630	0	0	0	0	0.0
8018 PST-Part Time Employees - PARS	2,351	59	0	0	0	0	0.0
8023 Auto Allowance	4,500	4,500	4,500	4,500	4,500	0	0.0
8024 Personal Dvlpmt Allowance	3,000	2,500	11,750	11,750	11,750	0	0.0
8027 Workers' Compensation	6,679	7,753	11,741	11,177	12,651	1,474	13.1
8031 General Liability	781	880	1,102	1,050	547	-503	-47.9
8037 Miscellaneous Pay	484	0	0	0	0	0	0.0
8038 PERS-Employee Portion	28,837	24,188	38,583	36,730	38,335	1,605	4.3
8040 PERS-City Portion	32,983	44,785	42,497	40,633	38,554	-2,079	-5.1
8041 PARS-City Portion	99	2	0	0	0	0	0.0
8044 Life Insurance	433	435	551	525	547	22	4.1
8045 Dental Insurance	2,622	2,940	3,630	3,388	3,388	0	0.0
8046 Medicare-City Contributn	4,932	5,548	7,992	7,608	7,941	333	4.3
8047 Long Term Disability	6,028	959	937	893	931	38	4.2
8049 Emp Opt Ben Fd (EOBF)	52,597	60,354	68,625	64,050	67,900	3,850	6.0
8050 Benefits (VHS)	62,509	70,819	0	0	0	0	0.0
8056 Accrued payroll	4,102	76	0	0	0	0	0.0
8058 Benefits Administration	21,160	23,973	0	0	0	0	0.0
*** TOTAL PERSONNEL	624,131	691,274	743,095	707,026	734,688	27,662	3.9
SERVICES AND SUPPLIES							
8101 Materials & Supplies	9,420	19,019	19,290	19,290	19,290	0	0.0
8105 Lease Payments	7,115	0	0	0	0	0	0.0
8108 Computer Related Supplies	1,267	322	5,450	5,450	5,450	0	0.0
8109 Equipt Purchases Under \$10,000	324	6,411	10,800	10,800	10,800	0	0.0
8110 Outside Printing and Duplicating	1,385	0	1,500	1,500	1,500	0	0.0
8112 Legal Advertising	0	0	350	350	350	0	0.0
8113 Photo Copy Machine Maint	816	881	3,700	3,700	3,700	0	0.0
8114 Other Contract Services	182,255	206,193	289,397	289,397	289,397	0	0.0
8117 Data Processing Operations	3,635	0	0	0	0	0	0.0
8122 Support to Advisory Committees	0	0	300	300	300	0	0.0
8124 Dues and Memberships	50	0	600	600	600	0	0.0
8125 Special Civic Events	0	136	1,000	1,000	1,000	0	0.0
8126 Conf & Mtgs - Comm & Committees	0	0	500	500	500	0	0.0
8127 Conferences & Meetings	1,480	399	4,955	4,955	4,955	0	0.0
8128 Mileage	249	427	1,700	1,700	1,700	0	0.0

MSI:
FUND: General Fund

DEPARTMENT: Human Services and Recreation Dept

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
8129 Education	221	0	700	700	700	0	0.0
8135 Reference Matls Subscriptions	0	0	500	500	500	0	0.0
8140 Telephone	384	205	0	0	0	0	0.0
8144 Postage	701	678	750	750	750	0	0.0
8150 Cash Over and Short	-66	-58	0	0	0	0	0.0
8218 Vehicle Rental	0	22	0	0	0	0	0.0
8290 Cell Phone Reimbsmnt	248	110	0	0	0	0	0.0
*** TOTAL SERVICES AND SUPPLIES	209,484	234,745	341,492	341,492	341,492	0	0.0
EQUIPMENT							
*** TOTAL EQUIPMENT	0	0	0	0	0	0	0.0
*** SUBTOTAL	833,615	926,019	1,084,587	1,048,518	1,076,180	27,662	2.6
INTERNAL SERVICE CHARGES							
8601 IS-Structural Maintenance	14,632	16,036	22,106	22,106	28,412	6,306	28.5
8602 IS-Tenant Improvements	0	0	350	350	350	0	0.0
8603 IS-Lockshop	25	0	100	100	100	0	0.0
8604 IS-Utilities & Insurance - HSEKPING	3,204	3,216	6,076	6,076	9,987	3,911	64.3
8605 IS-Housekeeping Serv	11,475	11,962	14,568	14,568	19,440	4,872	33.4
8607 IS-Printing	3,280	4,350	5,500	5,500	5,500	0	0.0
8608 IS-Mail Services	5,902	6,831	6,831	6,831	6,997	166	2.4
8609 IS-Telephones	7,352	16,083	16,289	16,289	11,474	-4,815	-29.5
8611 IS-Application Devel & Support	3,115	3,254	75	75	75	0	0.0
8612 IS-PC&Net Service Center	10,364	19,597	50,033	50,033	74,403	24,370	48.7
8620 Bldg Preventive Maintenance	1,940	1,940	3,714	3,714	5,693	1,979	53.2
8622 IS-Telephone - Usage	1,336	1,262	6,650	6,650	6,650	0	0.0
8623 IS-PC Training	0	0	1,212	1,212	1,212	0	0.0
8624 IS-Enterprise Network	49,639	49,075	55,518	55,518	60,680	5,162	9.2
8632 IS-GIS (Geographic Info)	0	1,342	1,136	1,136	2,911	1,775	156.2
8633 IS-IVR (Interactive Voice Response)	2,331	1,545	0	0	0	0	0.0
8634 IS-Security Srvcs City Ha LL	2,128	2,221	5,188	5,188	5,188	0	0.0
8641 IS-MS Licensing	6,514	5,210	4,566	4,566	4,565	-1	-0.0
*** TOTAL INTERNAL SERVICE CHARGES	123,237	143,924	199,912	199,912	243,637	43,725	21.8
*** TOTAL BUDGET	956,852	1,069,943	1,284,499	1,248,430	1,319,817	71,387	5.7
REVENUE							
9165 General Fund-Unspecified	956,852	1,069,943	1,284,499	1,248,430	1,319,817	71,387	5.7
*** TOTAL FUNDING	956,852	1,069,943	1,284,499	1,248,430	1,319,817	71,387	5.7

MSI:

DEPARTMENT: Human Services and Recreation Dept
SUB-DEPARTMENT: Career Services Division

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
EMPLOYEES							
REGULAR	29,650	29,650	29,650	29,650	30,650	1,000	
NON-REGULAR	5,000	5,000	5,000	5,000	5,000	0,000	
TOTAL EMPLOYEES	34,650	34,650	34,650	34,650	35,650	1,000	
PERSONNEL							
8005 Regular Pay - PERS	1,019,316	1,081,543	1,915,644	1,915,644	2,077,139	161,495	8.4
8018 PST-Part Time Employees - PARS	18,153	39,493	321,031	321,031	332,280	11,249	3.5
8023 Auto Allowance	2,544	2,544	2,544	2,544	2,544	0	0.0
8024 Personal Dvlpmt Allowance	3,250	4,500	3,250	3,250	3,250	0	0.0
8027 Workers' Compensation	17,741	16,480	47,641	47,641	55,658	8,017	16.8
8031 General Liability	2,075	2,242	4,473	4,473	2,409	-2,064	-46.1
8037 Miscellaneous Pay	1,531	0	0	0	0	0	0.0
8038 PERS-Employee Portion	70,602	59,544	134,095	134,095	145,400	11,305	8.4
8040 PERS-City Portion	80,549	106,000	147,696	147,696	146,231	-1,465	-0.9
8041 PARS-City Portion	727	1,580	12,841	12,841	13,291	450	3.5
8044 Life Insurance	945	867	1,916	1,916	2,077	161	8.4
8045 Dental Insurance	11,969	13,176	16,771	16,771	17,255	484	2.8
8046 Medicare-City Contributn	12,277	13,442	27,777	27,777	30,119	2,342	8.4
8047 Long Term Disability	15,797	17,131	3,257	3,257	3,531	274	8.4
8049 Emp Opt Ben Fd (EOBF)	171,722	190,292	268,878	268,878	297,635	28,757	10.6
8050 Benefits (VHS)	164,110	174,129	0	0	0	0	0.0
8054 Vision Care	225	72	0	0	0	0	0.0
8058 Benefits Administration	55,553	58,944	0	0	0	0	0.0
*** TOTAL PERSONNEL	1,649,086	1,781,979	2,907,814	2,907,814	3,128,819	221,005	7.6
SERVICES AND SUPPLIES							
8101 Materials & Supplies	26,952	37,508	10,000	10,000	10,000	0	0.0
8103 Uniforms	0	612	0	0	0	0	0.0
8105 Lease Payments	90,783	89,954	65,000	65,000	82,076	17,076	26.2
8108 Computer Related Supplies	16,007	9,354	5,300	5,300	5,300	0	0.0
8109 Equipt Purchases Under \$10,000	7,372	5,999	0	0	0	0	0.0
8110 Outside Printing and Duplicating	3,140	567	3,500	3,500	3,500	0	0.0
8112 Legal Advertising	5,215	39,507	500	500	500	0	0.0
8113 Photo Copy Machine Maint	879	186	7,000	7,000	7,000	0	0.0
8114 Other Contract Services	93,021	292,188	639,448	639,448	694,925	55,477	8.6
8115 Consultant Services	12,196	2,460	5,000	5,000	5,000	0	0.0
8117 Data Processing Operations	1,280	1,123	15,000	15,000	15,000	0	0.0
8124 Dues and Memberships	6,236	6,741	1,500	1,500	1,500	0	0.0
8125 Special Civic Events	1,781	3,128	0	0	0	0	0.0
8126 Conf & Mtgs - Comm & Committees	0	0	4,000	4,000	4,000	0	0.0
8127 Conferences & Meetings	17,387	20,531	8,000	8,000	8,000	0	0.0
8128 Mileage	2,029	2,430	5,500	5,500	5,500	0	0.0
8129 Education	1,458	1,696	0	0	0	0	0.0

MSI:

DEPARTMENT: Human Services and Recreation Dept
SUB-DEPARTMENT: Career Services Division

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
8130 Training Costs	68,724	126,752	0	0	0	0	0.0
8135 Reference Mats Subscriptions	1,694	100	1,000	1,000	1,000	0	0.0
8144 Postage	1,435	2,012	4,000	4,000	4,000	0	0.0
8145 Taxes, Payroll and other	15,757	14,019	0	0	0	0	0.0
8146 Wages	205,222	183,114	0	0	0	0	0.0
8147 Workers' Compensation	22,253	8,874	0	0	0	0	0.0
8149 Fiscal Agent/Bank Fees & Charges	5,295	4,994	0	0	0	0	0.0
8151	2,861	0	0	0	0	0	0.0
8156 Insurance	7,725	8,875	5,500	5,500	5,500	0	0.0
8177 Program Expenditures	742,934	664,676	0	0	0	0	0.0
8183 Unabsorbed Indirect Costs	-294,983	-318,202	0	0	0	0	0.0
8184 Current Year - Indirect C osts	294,983	318,202	0	0	0	0	0.0
8187 Discount Earned	0	-1,025	0	0	0	0	0.0
8188 Grants-Subcontractors	89,427	86,058	0	0	0	0	0.0
8218 Vehicle Rental	55	66	0	0	0	0	0.0
8287 Support Svcs - Childcare	400	1,780	0	0	0	0	0.0
*** TOTAL SERVICES AND SUPPLIES	1,449,518	1,614,279	780,248	780,248	852,801	72,553	9.2
EQUIPMENT							
*** TOTAL EQUIPMENT	0	0	0	0	0	0	0.0
*** SUBTOTAL	3,098,604	3,396,258	3,688,062	3,688,062	3,981,620	293,558	7.9
INTERNAL SERVICE CHARGES							
8602 IS-Tenant Improvements	0	90	0	0	0	0	0.0
8603 IS-Lockshop	149	154	0	0	0	0	0.0
8606 IS-Floors and Windows	1,046	0	0	0	0	0	0.0
8607 IS-Printing	10,574	27,339	23,630	23,630	23,630	0	0.0
8609 IS-Telephones	544	0	0	0	0	0	0.0
8616 IS-Fleet Maint - Equip Maintenance	100	0	100	100	100	0	0.0
8618 IS-Fleet Fuel/Lubricant	476	475	0	0	0	0	0.0
8622 IS-Telephone - Usage	1,018	909	8,208	8,208	8,208	0	0.0
*** TOTAL INTERNAL SERVICE CHARGES	13,907	28,967	31,938	31,938	31,938	0	0.0
*** TOTAL BUDGET	3,112,511	3,425,225	3,720,000	3,720,000	4,013,558	293,558	7.8
REVENUE							
9165 General Fund-Unspecified	0	0	0	0	200,575	200,575	0.0
9681 WIA Grant	3,112,511	3,425,225	3,720,000	3,720,000	3,812,983	92,983	2.4
*** TOTAL FUNDING	3,112,511	3,425,225	3,720,000	3,720,000	4,013,558	293,558	7.8

MSI:

DEPARTMENT: Human Services and Recreation Dept
SUB-DEPARTMENT: Citywide Recreation and Human Services D

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
EMPLOYEES							
REGULAR	19.200	19.200	19.700	20.200	20.200	0.000	
NON-REGULAR	40.449	39.449	38.459	38.459	38.459	0.000	
TOTAL EMPLOYEES	59.649	58.649	58.159	58.659	58.659	0.000	
PERSONNEL							
8005 Regular Pay - PERS	865,482	907,600	1,086,635	1,118,449	1,153,231	34,782	3.1
8011 Overtime Pay	2,019	2,540	0	0	0	0	0.0
8018 PST-Part Time Employees - PARS	835,162	879,035	1,120,575	1,120,575	1,148,060	27,485	2.4
8020 Management Benefit	0	63	0	0	0	0	0.0
8023 Auto Allowance	2,544	2,544	2,544	2,544	2,544	0	0.0
8024 Personal Dvlpmt Allowance	5,000	4,500	2,750	2,750	2,750	0	0.0
8027 Workers' Compensation	29,075	33,353	47,014	47,692	53,161	5,469	11.4
8031 General Liability	3,400	3,575	4,412	4,476	2,303	-2,173	-48.5
8037 Miscellaneous Pay	2,160	0	0	0	0	0	0.0
8038 PERS-Employee Portion	66,900	46,439	76,064	78,291	80,726	2,435	3.1
8040 PERS-City Portion	71,644	90,826	83,779	86,019	81,186	-4,833	-5.6
8041 PARS-City Portion	31,946	35,175	44,823	44,823	45,923	1,100	2.4
8044 Life Insurance	713	723	1,088	1,120	1,153	33	2.9
8045 Dental Insurance	8,910	9,509	24,834	25,076	25,076	0	0.0
8046 Medicare-City Contributon	20,939	22,216	15,757	16,218	16,723	505	3.1
8047 Long Term Disability	25,788	3,385	1,846	1,900	1,960	60	3.1
8049 Emp Opt Ben Fd (EOBF)	126,965	139,535	154,802	159,377	191,637	32,260	20.2
8050 Benefits (VHS)	139,344	146,125	0	0	0	0	0.0
8056 Accrued payroll	16,443	7,122	0	0	0	0	0.0
8058 Benefits Administration	47,167	49,399	0	0	0	0	0.0
*** TOTAL PERSONNEL	2,301,601	2,383,664	2,666,923	2,709,310	2,806,433	97,123	3.5
SERVICES AND SUPPLIES							
8101 Materials & Supplies	104,626	157,313	113,630	113,630	133,630	20,000	17.6
8105 Lease Payments	0	4,269	6,362	6,362	6,362	0	0.0
8107 Equipment Lease Payments	1,355	0	0	0	0	0	0.0
8108 Computer Related Supplies	546	758	1,500	1,500	1,500	0	0.0
8109 Equipt Purchases Under \$10,000	2,348	0	21,400	21,400	21,400	0	0.0
8110 Outside Printing and Duplicating	7,249	7,590	13,720	13,720	13,720	0	0.0
8113 Photo Copy Machine Maint	1,635	1,513	3,200	3,200	3,200	0	0.0
8114 Other Contract Services	296,820	361,332	314,872	314,872	314,872	0	0.0
8115 Consultant Services	0	0	300	300	300	0	0.0
8117 Data Processing Operations	0	35	0	0	0	0	0.0
8122 Support to Advisory Committees	229	7	800	800	800	0	0.0
8124 Dues and Memberships	765	195	2,700	2,700	2,700	0	0.0
8125 Special Civic Events	4,056	12,615	40,210	40,210	40,210	0	0.0
8127 Conferences & Meetings	9,543	12,240	7,592	7,592	7,592	0	0.0
8128 Mileage	6,854	7,003	6,099	6,099	6,099	0	0.0

MSI:

DEPARTMENT: Human Services and Recreation Dept
SUB-DEPARTMENT: Citywide Recreation and Human Services D

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
8129 Education	422	15	8	8	8	0	0.0
8132 Video Productions	26	0	0	0	0	0	0.0
8135 Reference Matls Subscriptions	95	95	1,125	1,125	1,125	0	0.0
8140 Telephone	2,241	587	0	0	0	0	0.0
8141 Refuse Collection	0	156	0	0	0	0	0.0
8144 Postage	3,572	5,788	5,525	5,525	5,525	0	0.0
8187 Discount Earned	-40	0	0	0	0	0	0.0
8212 Permits and Fees	279	0	0	0	0	0	0.0
8218 Vehicle Rental	11	0	0	0	0	0	0.0
8290 Cell Phone Reimbsmnt	-2,086	-1,638	0	0	0	0	0.0
*** TOTAL SERVICES AND SUPPLIES	440,546	569,873	539,043	539,043	559,043	20,000	3.7
EQUIPMENT							
*** TOTAL EQUIPMENT	0	0	0	0	0	0	0.0
*** SUBTOTAL	2,742,147	2,953,537	3,205,966	3,248,353	3,365,476	117,123	3.6
INTERNAL SERVICE CHARGES							
8601 IS-Structural Maintenance	5,503	6,031	5,877	5,877	5,818	-59	-1.0
8602 IS-Tenant Improvements	2,123	2,034	4,226	4,226	4,226	0	0.0
8603 IS-Lockshop	413	424	400	400	400	0	0.0
8604 IS-Utilities & Insurance - HSEKPING	3,168	3,168	2,978	2,978	3,086	108	3.6
8605 IS-Housekeeping Serv	8,027	4,499	3,873	3,873	3,979	106	2.7
8606 IS-Floors and Windows	0	0	3,449	3,449	3,449	0	0.0
8607 IS-Printing	32,588	31,230	21,930	21,930	21,930	0	0.0
8608 IS-Mail Services	9,014	9,903	9,741	9,741	9,655	-86	-0.8
8609 IS-Telephones	6,943	14,689	15,236	15,236	12,520	-2,716	-17.8
8620 Bldg Preventive Maintenance	1,921	1,921	1,759	1,759	1,759	0	0.0
8622 IS-Telephone - Usage	8,020	4,057	2,233	2,233	2,233	0	0.0
8623 IS-PC Training	0	0	500	500	500	0	0.0
8624 IS-Enterprise Network	73,246	71,136	79,128	79,128	83,728	4,600	5.8
8626 IS-Mail - Direct Request	217	60	0	0	0	0	0.0
8641 IS-MS Licensing	7,911	7,295	6,508	6,508	6,299	-209	-3.2
*** TOTAL INTERNAL SERVICE CHARGES	159,094	156,447	157,838	157,838	159,582	1,744	1.1
*** TOTAL BUDGET	2,901,241	3,109,984	3,363,804	3,406,191	3,525,058	118,867	3.4
REVENUE							
9165 General Fund-Unspecified	2,777,801	2,963,574	3,213,996	3,256,383	3,375,250	118,867	3.6
9188 Human Services Endowment Fund	123,440	146,410	149,808	149,808	149,808	0	0.0
*** TOTAL FUNDING	2,901,241	3,109,984	3,363,804	3,406,191	3,525,058	118,867	3.4

GRAIL ANALYSIS

MSI:

DEPARTMENT: Human Services and Recreation Dept
SUB-DEPARTMENT: Neighborhoods, Community & Recreation Ce

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
EMPLOYEES							
REGULAR	41.300	41.300	41.800	41.800	41.800	0.000	
NON-REGULAR	5.156	5.106	5.106	5.106	5.106	0.000	
TOTAL EMPLOYEES	46.456	46.406	46.906	46.906	46.906	0.000	
PERSONNEL							
8005 Regular Pay - PERS	1,469,353	1,560,396	1,949,134	1,949,134	2,008,597	59,463	3.0
8011 Overtime Pay	2,311	1,965	0	0	0	0	0.0
8018 PST-Part Time Employees - PARS	66,650	61,221	140,266	140,266	143,365	3,099	2.2
8020 Management Benefit	239	0	0	0	0	0	0.0
8023 Auto Allowance	2,544	2,544	2,544	2,544	2,544	0	0.0
8024 Personal Dvlpmt Allowance	6,750	6,875	1,000	1,000	1,000	0	0.0
8027 Workers' Compensation	26,267	28,947	44,503	44,503	49,710	5,207	11.7
8031 General Liability	3,072	3,245	4,179	4,179	2,153	-2,026	-48.4
8037 Miscellaneous Pay	2,655	0	0	0	0	0	0.0
8038 PERS-Employee Portion	107,243	81,451	136,439	136,439	140,601	4,162	3.0
8040 PERS-City Portion	118,954	156,598	150,279	150,279	141,404	-8,875	-5.9
8041 PARS-City Portion	2,688	2,464	5,610	5,610	5,733	123	2.1
8044 Life Insurance	1,266	1,236	1,949	1,949	2,009	60	3.0
8045 Dental Insurance	15,908	16,624	22,138	22,138	22,138	0	0.0
8046 Medicare-City Contributn	17,648	18,740	28,702	28,702	29,565	863	3.0
8047 Long Term Disability	23,659	3,463	3,313	3,313	3,415	102	3.0
8049 Emp Opt Ben Fd (EOBF)	281,960	299,860	380,506	380,506	406,301	25,795	6.7
8050 Benefits (VHS)	236,565	251,224	0	0	0	0	0.0
8054 Vision Care	0	4	0	0	0	0	0.0
8056 Accrued payroll	6,667	3,901	0	0	0	0	0.0
8058 Benefits Administration	80,079	85,043	0	0	0	0	0.0
*** TOTAL PERSONNEL	2,472,478	2,585,801	2,870,562	2,870,562	2,958,535	87,973	3.0
SERVICES AND SUPPLIES							
8101 Materials & Supplies	50,451	80,429	73,123	73,123	73,123	0	0.0
8105 Lease Payments	20,617	34,503	39,734	39,734	39,734	0	0.0
8107 Equipment Lease Payments	0	1,436	0	0	0	0	0.0
8108 Computer Related Supplies	961	5,136	5,500	5,500	5,500	0	0.0
8109 Equipt Purchases Under \$10,000	7,433	5,000	16,600	16,600	16,600	0	0.0
8110 Outside Printing and Duplicating	146	1,645	0	0	0	0	0.0
8112 Legal Advertising	262	0	0	0	0	0	0.0
8113 Photo Copy Machine Maint	3,033	8,635	10,300	10,300	10,300	0	0.0
8114 Other Contract Services	123,266	178,878	575,632	575,632	635,632	60,000	10.4
8116 Contract Maintenance	0	0	150	150	150	0	0.0
8117 Data Processing Operations	0	113	0	0	0	0	0.0
8124 Dues and Memberships	495	540	1,050	1,050	1,050	0	0.0
8125 Special Civic Events	1,458	1,969	3,500	3,500	3,500	0	0.0
8127 Conferences & Meetings	5,190	4,940	5,567	5,567	5,567	0	0.0
8128 Mileage	141	271	2,400	2,400	2,400	0	0.0

GRAIL ANALYSIS

MSI:

DEPARTMENT: Human Services and Recreation Dept
SUB-DEPARTMENT: Neighborhoods, Community & Recreation Ce

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
8129 Education	746	0	1,000	1,000	1,000	0	0.0
8130 Training Costs	0	220	640	640	640	0	0.0
8135 Reference Matls Subscriptions	144	237	1,250	1,250	1,250	0	0.0
8136 Library Books	204	0	0	0	0	0	0.0
8140 Telephone	1,990	807	2,760	2,760	2,760	0	0.0
8141 Refuse Collection	5,314	5,828	4,220	4,220	4,220	0	0.0
8144 Postage	10,761	9,676	10,588	10,588	10,588	0	0.0
8145 Taxes, Payroll and other	25,227	23,057	0	0	0	0	0.0
8146 Wages	142,938	136,842	0	0	0	0	0.0
8147 Workers' Compensation	33,756	14,019	0	0	0	0	0.0
8149 Fiscal Agent/Bank Fees & Charges	2,769	2,497	0	0	0	0	0.0
8187 Discount Earned	0	-424	0	0	0	0	0.0
8218 Vehicle Rental	448	504	0	0	0	0	0.0
8290 Cell Phone Reimbsmnt	-1,597	-1,979	0	0	0	0	0.0
*** TOTAL SERVICES AND SUPPLIES	436,153	514,779	754,014	754,014	814,014	60,000	7.9
EQUIPMENT							
*** TOTAL EQUIPMENT	0	0	0	0	0	0	0.0
*** SUBTOTAL	2,908,631	3,100,580	3,624,576	3,624,576	3,772,549	147,973	4.0
INTERNAL SERVICE CHARGES							
8601 IS-Structural Maintenance	355,972	390,153	380,230	380,230	376,310	-3,920	-1.0
8602 IS-Tenant Improvements	34,239	10,618	1,500	1,500	1,500	0	0.0
8603 IS-Lockshop	979	1,447	1,200	1,200	1,200	0	0.0
8604 IS-Utilities & Insurance - HSEKPING	204,852	206,232	192,784	192,784	199,693	6,909	3.5
8605 IS-Housekeeping Serv	270,028	280,231	240,932	240,932	247,497	6,565	2.7
8606 IS-Floors and Windows	0	4,946	8,500	8,500	8,500	0	0.0
8607 IS-Printing	22,643	16,176	23,635	23,635	23,635	0	0.0
8608 IS-Mail Services	6,710	7,712	7,703	7,703	7,786	83	1.0
8609 IS-Telephones	28,716	60,605	52,544	52,544	58,935	6,391	12.1
8611 IS-Application Devel & Support	384	0	0	0	0	0	0.0
8620 Bldg Preventive Maintenance	124,266	124,266	113,751	113,751	113,825	74	0.0
8622 IS-Telephone - Usage	25,539	20,812	6,667	6,667	6,667	0	0.0
8624 IS-Enterprise Network	55,013	55,402	62,611	62,611	67,527	4,916	7.8
8626 IS-Mail - Direct Request	196	63	0	0	0	0	0.0
8641 IS-MS Licensing	7,030	6,380	5,149	5,149	5,081	-68	-1.3
*** TOTAL INTERNAL SERVICE CHARGES	1,136,567	1,185,043	1,097,206	1,097,206	1,118,156	20,950	1.9
*** TOTAL BUDGET	4,045,198	4,285,623	4,721,782	4,721,782	4,890,705	168,923	3.5
REVENUE							
9165 General Fund-Unspecified	4,045,198	4,285,623	4,721,782	4,721,782	4,890,705	168,923	3.5
*** TOTAL FUNDING	4,045,198	4,285,623	4,721,782	4,721,782	4,890,705	168,923	3.5

MSI:

DEPARTMENT: Human Services and Recreation Dept
SUB-DEPARTMENT: Neighborhoods, Community & Recreation Ce

FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
-------------------	-------------------	--------------------	--------------------	------------------------	-----------	---

**Department
Summary**

Libraries and Information Services

Mission Statement

The freedom to know is the foundation of our democracy. The mission of the Pasadena Public Library, a basic municipal service, is to be an information center for the Pasadena community in order to preserve and encourage the free expression of ideas essential to an informed citizenry.

Program Description

Pasadena's libraries enhance and enrich the lives of her citizens. Through the Central Library and nine branch libraries, a major effort is devoted to ensure the delivery and access of quality information to all Pasadena residents. The Library provides a wide variety of services, programs, and collections at the neighborhood level to meet the community's information needs utilizing the latest in technology. In addition to circulating a wide range of materials in a variety of formats, the Library sponsors an array of programs for adults and children, service to the home based, preschool story hours and the Summer Reading Program for children and teens. It also provides extensive reference and information resources, supported by a large reference collection. Almost 77% of all Pasadena residents possess library cards and nearly 3,500 patrons use one of Pasadena's libraries daily. The annual average number of library materials checked out per resident is 12.7, compared to the national average of 7.2. From preschool through retired citizens, libraries meet the informational needs of all Pasadenans.

Departmental Relationship to City Council Goals/ Guiding Principles of the General Plan:

• **Protect and Enhance Neighborhood Vitality And Livability**

The Pasadena Public Library plays a significant role in meeting the educational and recreational needs of the community and is essential to the quality of life of Pasadena's residents. The community's support to financially maintain the presence of a Central Library and nine branch libraries affirms the importance of the Library; in turn the Library provides clean and inviting facilities, thus contributing to the vitality and livability of the surrounding community. Through its work with the Library Commission, Friends of the Library, Pasadena Public Library Foundation and other community groups, the Library continues to maximize community resources and enhance library services at the neighborhood level. The branch libraries prove essential to neighborhood vitality and livability by serving as neighborhood information centers, providing collections and programs which address specific community needs, and serving as meeting places for community groups. Additionally, the Library continues to establish partnerships with Neighborhood Associations in an ongoing effort to preserve the City's neighborhood heritage. All libraries collaborate with neighborhood groups and organizations to present events like ArtNight, the Latino Heritage parade, job fairs, and back-to-school nights. The Library actively contributes to neighborhood vitality and livability in a variety of other ways: the Municipal Information Service (MIS) disseminates City and other local/neighborhood information to each library site; collections are tailored to neighborhood needs; and staff members are active in engaging community groups such as Head Start, Child Care Information Service, and the Flintridge Foundation.

The Pasadena Public Library and the Pasadena Unified School District (PUSD) continue to partner in providing library services for all public schools in Pasadena. Library and district staff have established a working relationship to promote library skills instruction and reading enrichment to elementary and middle school students. Class visits to the Library continue to be a priority. Support for Pasadena Learns after school programs and homework tutoring for students also take place at neighborhood libraries. The Library also provides special loan privileges for teachers and students to further bring library materials into the classrooms. Other services provided by the Library for Pasadena schools include storytelling,

Libraries and Information Services

special programs, homework support and outreach to preschools and pre-kindergarten and in-service training sessions for PUSD teachers. A special online service, Live Homework Help, provides live tutor assistance in English from 1pm to 10pm daily and in Spanish from Sunday through Thursday from 1pm to 7pm to students in grades four to entry level college. The Library also provides both the technological infrastructure and the electronic information to enhance and supplement instruction via the Internet. The libraries stand ready to work with the schools to ensure online 24/7 access to information for all students.

- **Foster Economic Prosperity and Vitality**

The City's website fosters economic prosperity and vitality by linking citizens to government, educational sites, social services and job information. The website provides specific information pages targeting both the business community and visitors to Pasadena. The Business web page offers specific information on business assistance, economic development and business opportunities with the City. The visitors' page offers a variety of relevant information on city attractions and events. Over four million "virtual" users visit the City's website annually. A business consortium furthers communication within the business community and career center/job information is available at each library site. Neighborhood branches work within their communities to meet business needs. For example, the La Pintoresca Branch provides counseling and job readiness skills for those attempting to re-enter the job market. An active collaboration with Women at Work enhances this effort.

- **Operate an Effective and Cost Efficient Government**

Municipal Information Services provides needed research to city staff in a cost-effective and efficient manner. Staff continues to identify procedures that hinder cost-effective service and works to dissolve those barriers for better external and internal customer service. The Department continues to focus on the technical advancement of the City's web project. This project allows citizens to view and download information about the City and communicate with City officials. The Library also manages the computer catalog system for both Pasadena and Glendale libraries.

- **Community Collaborations That Promote Pasadena as a Cultural and Educational Center**

The Library continued to work with Pasadena's City of Learning to promote the community as a lifelong learning educational environment. In addition, the Library works with the Arts and Cultures Committee, the Flintridge Foundation, PUSD and a host of other organizations to integrate into the community's fabric. This year saw the beginning of a joint effort with the Huntington Library Art Collections, and Botanical Gardens in which citizens can "check out" a museum pass enabling up to four people to visit the Huntington at no cost. We hope this collaboration will grow to include other areas museums and galleries, encouraging the cultural aspects of the City to be enjoyed by all. The Library was actively involved in other community-wide programming events such as ArtNight. The Library's own community-wide reading celebration, "One City, One Story", continues to be a success. As a part of the City's emphasis on arts and culture, the Library co-sponsored a discussion series with One Colorado to participate in SKIN: An Arts Festival in October.

Major Accomplishments

Organizational Effectiveness and Communication

The Library continues to evaluate and redefine library services in light of the community's needs and priorities and redirects resources accordingly. To that end, the position of a Communications Director was created. This position provides for a single office for press and media contact, and gives a unified voice to library publicity and internal communication. This director also works actively to ensure that outreach opportunities are utilized to best advantage in getting the Library's story out.

Libraries and Information Services

Services to Teens

This summer, the Library introduced *Try it @t your Library* as part of the City's initiative to engage teens in positive activities. This summer camp was a great success and has been incorporated into the ongoing summer program schedule. Three focus groups meetings with teens were held in March, 2008. Findings showed that teens are generally satisfied with library services, and also indicated programming areas they would like to see enhanced in libraries.

Maximizing Technology to Improve Customer Service

The Library made significant progress on a number of key technological initiatives designed to enhance service to patrons and increase operational efficiencies. Most notable was the launch of Vocera, a hands-free voice communication system. Vocera enhances communication between staff within the building and with customers calling for assistance. It gives the Reference staff greater mobility to move beyond a service desk and provide customers with assistance wherever they may be located.

Launching of the City's WEB redesign

Work began on the City Website Redesign and Implementation Project. The Request for Proposal (RFP) process was completed and a vendor selected. This project promises to transform the way that we present information about city services and will set the stage for a new era in online interaction with the community that we serve.

Summary of Appropriations and Revenues

	FY 2006 Actual	FY 2007 Actual	FY 2008 Adopted	FY 2008 Revised	FY 2009 Recommended
FTEs	119.770	120.270	121.770	121.770	121.770
Appropriations	10,646,100	11,398,386	11,952,344	11,936,278	12,542,335
Sources by Fund:					
Library Special Tax	1,665,433	1,791,072	1,850,176	1,850,176	2,239,596
General Fund	8,219,987	8,543,240	9,190,813	9,190,813	9,860,268
Prop A	0	0	2,000	2,000	0
Library Services Fund	231,182	546,680	243,336	243,336	257,616
Fund Balance	529,498	517,394	666,019	649,953	184,855
Total Sources	10,646,100	11,398,386	11,952,344	11,936,278	12,542,335

Departmental Results Statements

Result 1: The Library will provide services and resources necessary for a literate and well-informed community.						
		FY 2007			FY 2008	FY 2009
		Actual	Target	% Target	Target	Target
Measure 1.1 Number of people using Pasadena's libraries annually.						
A.	Over 1.2 million people will visit Pasadena's libraries annually.	1,225,101	1,200,000	100%	1,200,000	1,200,000
Measure 1.2 People visiting Pasadena's libraries via the web annually.						
A.	Over 600,000 visits will be made to the Library's website.	591,152	500,000	100%	600,000	600,000

Libraries and Information Services

	FY 2007			FY 2008	FY 2009
	Actual	Target	% Target	Target	Target
Measure 1.3 Number of items circulated annually.					
A. Over 1.8 million items will circulate annually.	1,819,340	1,700,000	100%	1,800,000	1,800,000
Measure 1.4 Survey of library patrons regarding satisfaction with library collections and resources.					
A. 90% or above of patrons are satisfied with library collections and resources.	92%	90%	100%	90%	90%
Measure 1.5 Survey of library patrons regarding overall quality of library service.					
A. 90% or above of patrons are satisfied with the overall quality of library services.	97%	90%	100%	90%	90%
Result 2: Children and young adults have opportunity to read.					
Measure 2.1 Number of children and young adults participating annually in related programs.					
A. Over 85,000 children and young adults participate in programs annually.	93,234	75,000	100%	85,000	85,000
Measure 2.2 Number of children and young adults participating in summer reading programs.					
A. Over 7,000 children and young adults participate in the Summer Reading programs.	7,338	7,000	100%	7,000	7,000
Measure 2.3 Number of children's and young adult's items circulated annually.					
A. Over 700,000 children and young adult items circulate annually.	770,968	700,000	100%	700,000	700,000
Measure 2.4 Survey of Library patrons regarding satisfaction with programs for children.					
A. 90% or above of patrons satisfied with programs.	92%	90%	100%	90%	90%

Changes From Prior Year

- Cost Changes:** Annual increases in the Consumer Price Index (CPI) rate establish the yearly revenue increases to the base budget of the Libraries and Information Services Department (the Library Special Tax and the General Fund Transfer), pursuant to the Library Special Tax ordinance. Fiscal Year 2009 began the first year of a 15-year new ordinance approved by the voters of the City of Pasadena which calls for an increase in the Special Tax rate as well as a one time per parcel increase. The General Fund is required to contribute 80% of appropriations at fiscal year 2007 service levels. The general fund contribution will increase annually, from then on, by the CPI. Other increases include a transfer to the Building Maintenance Fund of \$57,000 for green power and enhancements to the book budget and teen programs totaling \$160,000.

Libraries and Information Services

- *Revenue Changes:* The State has not adopted its fiscal year 2009 budget at this time, and the Pasadena Library system remains at risk of further loss of State funds. An additional General Fund transfer, as mentioned above, is part of a new 15-year ordinance.

Future Outlook

The Library will continue to focus on service priorities in the following areas: Popular reading, general information; Lifelong learning; Government information and local resources; and information literacy. The Library will also continue to enhance and build community collaborations, enhancing city dollars with community support. The Library will build on the branch networks, making each facility specific to the needs of that neighborhood. The Library will work to enhance and build the City's web presence, bringing greater usability and ease to online services for our citizens. The Library's work with PUSD will continue with an eye to developing pilot programs for greater student participation. And through all these efforts, the Library will continue to evaluate and align both staff and services to best meet public demands.

**PROGRAM
SUMMARY**
Administration

Mission Statement

The Administration Program provides vision and leadership ensuring the successful implementation of the Department's mission with a focus on the effective management of all library operations, leading service improvement initiatives and maintaining open communication with the community.

Program Description

The Administration Program is responsible for maintaining the Library's infrastructure and providing the resources, both fiscal and human, that support and promote the successful delivery of service to the community. Administration directs the development, planning, financing, and staffing of programs and services in support of the Library's mission. Additionally, Administration maintains communication with the community through the Library Commission, Friends of the Library, and the Pasadena Public Library Foundation and fosters community collaborations.

Major Accomplishments

Improved communication both internal and external continues to be an area of emphasis. In addition to the newly created Communications Officer position, the Library has also begun a collaboration with Alliant University to develop a communications plan that will enhance our internal information sharing and ensure that all workers have the data they need to perform optimally and to ensure their personal growth within the organization. We are guided by Marianne Bergland of the City's Human Resources Department and are actively working with an entire class of students on analysis and process.

The Library continues to improve and enhance its facilities. Construction began on the first floor reference area. Infrastructure improvements will include much needed heating, air conditioning and electrical upgrades. Fresh interior paint and new carpet will be added this summer and will brighten the overall atmosphere in anticipation of the new Internet Commons which will open in Fall 2008.

Summary of Appropriations and Revenues

	FY 2006 Actual	FY 2007 Actual	FY 2008 Adopted	FY 2008 Revised	FY 2009 Recommended
Operating FTEs	12.500	13.500	13.500	13.500	13.500
Appropriations	2,342,298	2,663,496	2,667,901	2,669,831	2,809,583

Changes From Prior Year

- *Cost Changes:* The net increase of \$139,752 in this program's budget is due primarily to a transfer of \$57,000 for green power, increased internal service charges and anticipated salary and benefit increases.

Future Outlook

Please refer to the Departmental Summary section for future outlook.

**PROGRAM
SUMMARY**
Information Access
Services

Mission Statement

Information Access Services (IAS) shares the department-wide mission, with a focus on responding to adult information needs by developing collections, services and staff that support an informed citizenry.

Program Description

The IAS Division has three main areas of emphasis: 1) reference services 2) circulation services, and 3) database management and collections. The Reference Services Section responds to information inquiries asked in person, by telephone, and via the Internet. Staff selects and maintains the Library's adult collections, including local history; provides in-depth research for citizens as well as for city officials and staff through the Municipal Information Service (MIS); develops and maintains electronic local information resources, including the Pasadena Community Information Directory and Pasadena News Index; and manages the centralized Page Pool. The Circulation Services Section provides borrower services at the Central Library, and coordinates circulation services library-wide by overseeing the development and implementation of policies and procedures and related staff training. The Database Management and Collections Section orders, receives, catalogs and processes all new materials for the Library's collections, maintains the integrity of the Library's catalog, and oversees collection development library-wide.

Major Accomplishments

The Reference Section continued to offer high-level customer service, answering an average of 7,000 information requests each month. The Library's reorganization in FY 2007 allowed the section to more fully focus its resources on the delivery of reference services. Vocera, a hands-free voice communication system, was implemented this year and enhances communication between staff within the building and with customers calling for assistance. Vocera gives the Reference staff greater mobility to move beyond a service desk and provide customers with assistance wherever they may be located. The section continued to place emphasis on developing and providing greater access to local information collections. Considerable progress was made updating organization records in the Pasadena Community Information Directory. Reference staff continued to be trained on the legal resources that were added to the reference collection last year through the Library's ongoing partnership with the Los Angeles Law Library.

Circulation Services continued to provide strong customer support at the Central Library where more than 65,000 items were circulated every month. As part of the Library's FY 2007 reorganization plan, the head of Circulation was redefined and recruited at the Librarian II classification, providing the unit with more appropriate level management, and facilitating greater coordination between the circulation operations at the Central and branch libraries. This year, Circulation began issuing receipts to customers that itemize materials borrowed and list the corresponding due dates.

The Database Management Section continued to acquire, receive, catalog and process more than 3,000 volumes each month for the collections located at the Central and branch libraries. The unit supported many collection enhancements as outlined in the Program Summary for Library Books and Materials. A number of recommendations from an outside workflow analysis conducted on the unit last year were implemented and resulted in greater efficiency.

Summary of Appropriations and Revenues

	FY 2006 Actual	FY 2007 Actual	FY 2008 Adopted	FY 2008 Revised	FY 2009 Recommended
Operating FTEs	56.520	53.020	53.020	53.020	53.020
Appropriations	3,231,406	3,344,642	3,406,215	3,359,468	3,498,754

Changes From Prior Year

- *Cost Changes:* The net increase of \$139,286 in this program's budget is primarily due to anticipated salary and benefit increases.

Future Outlook

The Division will continue to provide citizens with high quality services and collections. The Division will continue to emphasize the use of technology to support information delivery and access. The unit will continue to explore and adopt creative and innovative methods for delivering services with a focus on streamlining operations for greater efficiency. The Division will continue to place emphasis on developing and training a high-performance and service-oriented staff to meet the many challenges and opportunities of information delivery.

**PROGRAM
SUMMARY**
Community Services

Mission Statement

The Community Services Program shares the department-wide mission, responding to the pulse of Pasadena's diverse community with neighborhood access to books and global information. Community Services focuses on children and youth services, programs for adults, neighborhood services and information literacy for all ages.

Program Description

The Community Services Program consists of nine branch libraries, Children's, Youth, Literacy, Adult Programming, and Volunteer Services. The branch libraries serve as neighborhood information centers for people of all ages and provide general reference, electronic resources, readers' advisory, homework assistance, and neighborhood information. Children's Services provides library service to children in the Central Library Children's Room and the branches. Children's Services also manages grants for outreach to daycares to promote emergent literacy. Literacy programs include one-on-one and computer assisted tutoring in basic literacy, computer skills, language skills, numeracy and workplace literacy. Community Services provides programs for all ages that address specific community needs including school services, story times, homework support, and outreach to preschools, as well as regular book groups, films and programs for adults and families. In addition, Community Services present the Library's major programs such as Summer Reading Club, Poetry Month, Children and Teen's Book Weeks, ArtNights, and One City, One Story.

Major Accomplishments

Children enjoyed almost 3,600 programs, including storytellers, preschool visits, after school programs, and instructional visits with their classes. Over 6,500 children and teens participated in the two Summer Reading Clubs, funded by the Friends of the Library. Special programs and incentives were offered for Teen Read Week and Children's Book Week. Children celebrated April's Poetry Month with "Limericks Out Loud @ Your Library". Youth hours were provided for the Technology Learning Center at Central, the Villa Parke computer lab and the Ray Batiste Technology Learning Center at La Pintoresca Branch Library, which expanded its hours from 20 to 40 per week. The Library continued the online program "Live Homework Help for 4th - 12th Grade and College Introduction Level Students." Outreach to Headstart included twenty Head Start site visits each month, and the "First Five" grant through Child Care Information Services provided two storytellers to visit daycare sites for 20 hours each week. Unfortunately, the grant which funded this effort was not renewed via the California State Library for 2008-2009. With additional funding from City Council last summer, six "Try It @ Your Library" programs were held specifically for teens, in areas of drama, art, and film. The Library continued to work with other departments to meet the need of city employees as they relate to workplace literacy. The Library continues to place an emphasis on adult programming along with an added focus on outreach to the community. The Library's community-wide reading celebration, "One City, One Story", featuring *Easter Island* by Jennifer Vanderbes, was a success. This year, in addition to the Author's Forum, the Library presented an exciting slate of programs, lectures and films centering around Easter Island. The Library was actively involved in other community-wide programming events such as ArtNight which drew more than 900 people each time. Other adult programming included the popular Los Angeles Opera series, an author talk featuring travel legends, Arthur and Pauline Frommer and one featuring Jenna Bush, in partnership with Vroman's Bookstore. Two new services, Book Kits for book clubs to check out, and free passes to the Huntington Library Art Collections, and Botanical Gardens, are heavily used. Exhibits were varied and included a special collection designed and mounted by the China Sister Cities Committee to celebrate Chinese New Year. The Library's Volunteer Program continued to be active with a pool of 150 volunteers

Libraries and Information Services

who contributed more than 1,600 hours of monthly support for library programs and services. These activities and events continue to keep the Library in the limelight of City services.

Summary of Appropriations and Revenues

	FY 2006 Actual	FY 2007 Actual	FY 2008 Adopted	FY 2008 Revised	FY 2009 Recommended
Operating FTEs	45.500	46.500	48.000	48.000	48.000
Appropriations	3,217,816	3,354,544	3,703,021	3,688,897	3,915,217

Changes From Prior Year

- *Cost Changes:* The increase of \$226,320 in this program's budget is primarily due to an increase for teen programs, book purchases and anticipated salary and benefit increases.

Future Outlook

Community Services will continue to serve the Pasadena community, with an emphasis on neighborhood access to information and resources, providing class visits to PUSD, private and preschools, programming for all ages and emphasizing literacy. In addition, Community Services will manage and present "One City, One Story", ArtNight, adult programming and classes, volunteer services, exhibits, and outreach to the community.

**PROGRAM
SUMMARY**

Technology and Information Systems

Mission Statement

The Technology and Information Systems (TIS) Program shares the department-wide mission, with a focus on providing strategic direction on technology issues, managing the Department's technology infrastructure, leading technology innovation initiatives, and providing technical support to patrons and staff.

Program Description

The TIS Program is organized into three operating units: Web Services, Integrated Library Systems, and Information Technology Operations. The Web Services unit is responsible for management of both the City of Pasadena website and the Library sub-web. The Integrated Library Systems unit manages the shared Horizon Information Management System (IMS) used by both the Pasadena and Glendale Public Libraries under the terms of a joint powers agreement. Finally, the IT Operations unit manages the Department's technology infrastructure and provides direct client care support at the Central and branch libraries.

Major Accomplishments

During fiscal year 2008, the Technology and Information Systems Division made significant progress on a number of key initiatives designed to enhance service to patrons and increase operational efficiencies. Most notable was the launch of the Vocera wireless voice over IP (WVOIP) system. The Vocera system utilizes lightweight, wireless, and wearable communication badges that allow staff members to roam the library interacting with customers while maintaining the ability to communicate with each other or to take incoming calls from the public. Multimedia presentation systems were installed at the San Rafael & Hill Avenue branch libraries and will be used to support computer demonstrations, movie screenings, and public training activities. The PC Reservation system was expanded to the Hill Avenue and La Pintoresca branch libraries allowing these locations to more effectively manage their public computing resources.

Work began on the City Website Redesign & Implementation Project. The Request for Proposal (RFP) process was completed and a vendor selected. The vendor will assist department staff in the implementation of a new Content Management System (CMS) that will greatly reduce the administrative overhead currently required to manage the City's growing web presence.

The joint powers agreement between the Pasadena and Glendale Public Libraries came up for renewal this year after a ten year term. The new agreement will be structured for a shorter duration thus allowing the two institutions to explore other potential arrangements in the coming years.

The ongoing focus on maintaining a strong technology infrastructure was a high priority once again this past year and a number of upgrades improving the performance and reliability of internal systems were completed. Finally, the Division has continued to support citywide technology initiatives through active participation in various project teams and committees.

Summary of Appropriations and Revenues

	FY 2006 Actual	FY 2007 Actual	FY 2008 Adopted	FY 2008 Revised	FY 2009 Recommended
Operating FTEs	5.250	7.250	7.250	7.250	7.250
Appropriations	718,288	775,964	916,711	913,586	939,285

Change From Prior Year

- *Cost Changes:* The net increase of \$25,699 in this program's budget is primarily due to anticipated increases in salary and benefits.

Future Outlook

The Technology and Information Systems Division will continue to provide strategic direction to the Department's technology initiatives and will lead the effort to maintain the technology infrastructure in keeping with the replacement cycles outlined in the Department's public and staff technology plans. The Division will continue work on the City Website Redesign and Implementation Project. This project promises to transform the way that we present information about city services and will set the stage for a new era in online interaction with the community that we serve.

**PROGRAM
SUMMARY**
Library Books & Materials

Mission Statement

The Book Purchase Account allows the Library to further its department-wide mission.

Program Description

The Book Purchase Account supports the acquisition of collection materials for the Central and branch libraries, including books, audiovisual media, electronic databases, digital books, newspapers, periodicals, and reference tools. These materials support Research and Government Information Services, Children's and Young Adult Services, Community Branch Services, Electronic Information Services, as well as, Project and Programs Services.

Major Accomplishments

The Library Books and Materials budget received a 2.5% increase over the previous year in an effort to help offset rising collection costs, which for some formats, increased as much as 7% annually. The Library continued to refine the new selection model introduced last year that emphasizes a system-wide approach and eliminates unnecessary duplication of effort in building strong collections. The Library continued to emphasize the purchase of multiple copies of bestsellers, along with children's materials, adult non-fiction, and electronic resources accessible via the Library's website. The elimination of duplicate formats in the reference collection continued to be stressed in an effort to maximize spending dollars. The Library's government document collection was relocated from the lower to the main level reference at Central Library thus enhancing its ease of use. A collection of book group kits were developed to support local adult reading clubs. Each kit contains multiple copies of the featured book along with discussion questions and other supplementary materials. Several new electronic resources were added this year including Auto Repair Reference Center that offers practical how-to information, Ancestry Library Edition and HeritageQuest Online for genealogy research, and Los Angeles Times historical database offering digital reproductions from the newspaper back to 1881.

Summary of Appropriations and Revenues

	FY 2006 Actual	FY 2007 Actual	FY 2008 Adopted	FY 2008 Revised	FY 2009 Recommended
Operating FTEs	0.0	0.0	0.0	0.0	0.0
Appropriations	1,046,292	1,259,740	1,014,327	1,060,327	1,135,327

Changes From Prior Year

- *Cost Changes:* The increase of \$75,000 is due to planned book purchases.

Future Outlook

Enhancing and updating the Library's book and materials collection will continue to be a top service priority of the Library. The Library will continue to evaluate and select electronic resources and other emerging formats to meet the needs of the changing community. The marketing of collections will continue to be a high priority next fiscal year.

**PROGRAM
SUMMARY**

Library Projects and Grants

Mission Statement

The Library Projects and Grants account allows the Library to further its department-wide mission.

Program Description

The Projects and Grants account was created to facilitate the tracking of both revenue and expenditures for the miscellaneous revenue generated by the Library in the form of Federal and State grants as well as private gifts. This revenue is used to support a variety of Library Services including the Library's collections and programs such as the Pasadena Reads Literacy Program.

Major Accomplishments

Grant funds supported the continued development of the collection including the literacy collection. Additional grant funds were used in support of the Pasadena Reads Literacy Program and various children's programs including the Summer Reading Club and Children's Book Week.

Summary of Appropriations and Revenues

	FY 2006 Actual	FY 2007 Actual	FY 2008 Adopted	FY 2008 Revised	FY 2009 Recommended
Operating FTEs	0.0	0.0	0.0	0.0	0.0
Appropriations	0	244,169	244,169	244,169	244,169

Changes From Prior Year

- *Cost Changes:* There are no anticipated changes.

MSI:

FUND: Library Services Fund

DEPARTMENT: Department of Libraries & Info Services

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
EMPLOYEES							
REGULAR	97.200	98.450	99.950	99.950	99.950	0.000	
NON-REGULAR	22.570	21.820	21.820	21.820	21.820	0.000	
TOTAL EMPLOYEES	119.770	120.270	121.770	121.770	121.770	0.000	
PERSONNEL							
8005 Regular Pay - PERS	4,279,022	4,555,632	5,563,488	5,581,934	5,778,040	196,106	3.5
8011 Overtime Pay	8,587	6,233	0	0	0	0	0.0
8012 Overtime Subject to PERS	0	575	0	0	0	0	0.0
8018 PST-Part Time Employees - PARS	445,787	474,025	501,741	501,741	516,893	15,152	3.0
8023 Auto Allowance	11,544	12,144	17,114	17,114	17,114	0	0.0
8024 Personal Dvlpmt Allowance	23,500	21,750	22,800	22,800	22,800	0	0.0
8027 Workers' Compensation	66,265	79,014	105,535	105,393	147,302	41,909	39.7
8030 Jury Duty	0	211	0	0	0	0	0.0
8037 Miscellaneous Pay	10,203	0	0	0	0	0	0.0
8038 PERS-Employee Portion	308,772	238,263	389,445	390,735	404,462	13,727	3.5
8040 PERS-City Portion	347,228	457,642	428,945	392,968	406,774	13,806	3.5
8041 PARS-City Portion	18,193	19,206	20,069	20,069	20,676	607	3.0
8044 Life Insurance	3,767	3,419	5,563	5,582	5,777	195	3.4
8045 Dental Insurance	38,693	39,843	58,937	58,937	58,937	0	0.0
8046 Medicare-City Contributn	52,907	56,995	80,671	80,938	83,782	2,844	3.5
8047 Long Term Disability	32,507	10,769	9,458	9,489	9,822	333	3.5
8049 Emp Opt Ben Fd (EOBF)	666,842	733,807	1,114,196	1,114,196	1,181,169	66,973	6.0
8050 Benefits (VHS)	688,922	733,456	0	0	0	0	0.0
8054 Vision Care	120	281	0	0	0	0	0.0
8058 Benefits Administration	233,207	248,282	0	0	0	0	0.0
*** TOTAL PERSONNEL	7,236,066	7,691,547	8,317,962	8,301,896	8,653,548	351,652	4.2
SERVICES AND SUPPLIES							
8101 Materials & Supplies	154,627	129,894	88,371	88,371	103,571	15,200	17.2
8107 Equipment Lease Payments	649	31	0	0	0	0	0.0
8108 Computer Related Supplies	7,165	19,715	0	0	0	0	0.0
8109 Equipt Purchases Under \$10,000	55,603	163,800	110,630	110,630	110,630	0	0.0
8110 Outside Printing and Duplicating	1,429	18	0	0	0	0	0.0
8114 Other Contract Services	233,561	575,953	452,889	452,889	522,689	69,800	15.4
8115 Consultant Services	0	0	15,238	15,238	15,238	0	0.0
8116 Contract Maintenance	71,992	115,508	90,000	90,000	90,000	0	0.0
8117 Data Processing Operations	95,414	100,024	95,000	95,000	95,000	0	0.0
8124 Dues and Memberships	2,821	1,350	4,600	4,600	4,600	0	0.0
8125 Special Civic Events	3,855	501	0	0	0	0	0.0
8126 Conf & Mtgs - Comm & Committees	90	0	0	0	0	0	0.0
8127 Conferences & Meetings	37,428	26,642	10,000	10,000	10,000	0	0.0
8128 Mileage	634	577	2,300	2,300	2,300	0	0.0
8129 Education	8,441	-922	5,000	5,000	5,000	0	0.0

GRAIL ANALYSIS

MSI:

FUND: Library Services Fund

DEPARTMENT: Department of Libraries & Info Services

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
8130 Training Costs	398	4,702	0	0	0	0	0.0
8135 Reference Mats Subscriptions	102,544	100,464	106,075	106,075	106,075	0	0.0
8136 Library Books	943,781	932,721	954,252	954,252	1,029,252	75,000	7.8
8137 Gas and Lubricants	0	15	0	0	0	0	0.0
8140 Telephone	1,189	3,611	10,000	10,000	10,000	0	0.0
8141 Refuse Collection	16,364	17,424	17,658	17,658	17,658	0	0.0
8144 Postage	33,860	52,913	30,000	30,000	30,000	0	0.0
8150 Cash Over and Short	29	0	0	0	0	0	0.0
8156 Insurance	1,144	2,767	500	500	500	0	0.0
8178 Program Expenditure Recovery	-34,717	-292,687	0	0	0	0	0.0
8186 Discounts Lost	0	10	0	0	0	0	0.0
8187 Discount Earned	0	-5,287	0	0	0	0	0.0
8212 Permits and Fees	121	0	0	0	0	0	0.0
8218 Vehicle Rental	66	44	0	0	0	0	0.0
8276 Software	2,576	4,097	0	0	0	0	0.0
8290 Cell Phone Reimbsmnt	-672	-1,062	0	0	0	0	0.0
8710 Transf To Bldg Maint Fd	0	0	0	0	57,000	57,000	0.0
*** TOTAL SERVICES AND SUPPLIES	1,740,392	1,952,823	1,992,513	1,992,513	2,209,513	217,000	10.8
EQUIPMENT							
*** TOTAL EQUIPMENT	0	0	0	0	0	0	0.0
*** SUBTOTAL	8,976,458	9,644,370	10,310,475	10,294,409	10,863,061	568,652	5.5
INTERNAL SERVICE CHARGES							
8601 IS-Structural Maintenance	504,721	553,187	539,116	539,116	533,559	-5,557	-1.0
8602 IS-Tenant Improvements	10,115	40,435	5,000	5,000	5,000	0	0.0
8603 IS-Lockshop	1,440	2,771	0	0	0	0	0.0
8604 IS-Utilities & Insurance - HSEKPING	290,460	292,392	273,343	273,343	283,140	9,797	3.5
8605 IS-Housekeeping Serv	364,135	379,417	326,779	326,779	335,681	8,902	2.7
8606 IS-Floors and Windows	0	1,430	0	0	0	0	0.0
8607 IS-Printing	44,119	37,470	28,444	28,444	28,444	0	0.0
8608 IS-Mail Services	17,482	19,882	19,963	19,963	20,214	251	1.2
8609 IS-Telephones	84,871	78,798	92,477	92,477	98,573	6,096	6.5
8612 IS-PC&Net Service Center	9,805	2,527	2,561	2,561	7,325	4,764	186.0
8615 IS-Auto Body Repair	800	0	500	500	500	0	0.0
8616 IS-Fleet Maint - Equip Maintenance	826	1,357	1,900	1,900	2,048	148	7.7
8617 IS-Fleet Maint - Equip Replacement	2,440	2,440	1,559	1,559	1,559	0	0.0
8618 IS-Fleet Fuel/Lubricant	1,802	1,850	1,376	1,376	1,376	0	0.0
8620 Bldg Preventive Maintenance	176,196	176,195	161,284	161,284	161,388	104	0.0
8622 IS-Telephone - Usage	16,972	19,772	20,000	20,000	20,000	0	0.0
8623 IS-PC Training	0	0	4,429	4,429	4,429	0	0.0
8624 IS-Enterprise Network	143,458	142,836	162,265	162,265	175,304	13,039	8.0
8632 IS-GIS (Geographic Info)	0	1,257	873	873	734	-139	-15.9

MSI:

FUND: Library Services Fund

DEPARTMENT: Department of Libraries & Info Services

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
*** TOTAL INTERNAL SERVICE CHARGES	1,669,642	1,754,016	1,641,869	1,641,869	1,679,274	37,405	2.2
*** TOTAL BUDGET	10,646,100	11,398,386	11,952,344	11,936,278	12,542,335	606,057	5.0
REVENUE							
3195 Fund Balance	529,498	517,394	666,019	649,953	184,855	-465,098	-71.5
6007 Library Special Tax	1,665,433	1,791,072	1,850,176	1,850,176	2,239,597	389,421	21.0
6806 Contributions From GF	0	0	18,000	18,000	0	-18,000	-100.0
6815 Trnsfr fr Trnsprt Sls Tax	0	0	2,000	2,000	0	-2,000	-100.0
9165 General Fund-Unspecified	8,219,987	8,543,240	9,172,813	9,172,813	9,860,269	687,456	7.4
9207 Lib Srvcs Fund	231,182	546,680	243,336	243,336	257,614	14,278	5.8
*** TOTAL FUNDING	10,646,100	11,398,386	11,952,344	11,936,278	12,542,335	606,057	5.0

**DEPARTMENT
SUMMARY**
Planning and Development

Mission Statement

To champion economic vitality and promote the production of affordable housing while enhancing safe, livable neighborhoods, which reflect, preserve and enhance Pasadena's unique cultural and historic character. To promote informed decision-making which facilitates sustainable development, affordable housing and reinvestment in the community.

Program Description

Planning and Development's core services include the provision of all Permit Center services five days per week, facilitating citizen participation in the land use decision making process, promoting business attraction and retention, promotion of job growth within Pasadena, and stimulation of commercial and neighborhood revitalization as well as the rehabilitation of affordable housing.

Departmental Relationship to City Council Goals:

- **Foster Economic Prosperity**

The Planning and Development Department directly supports economic investment through the expeditious and accurate processing of entitlements, plans and permits and serving as a cultural destination through the development and delivery of arts services, and through redevelopment programs as well as business retention and attraction efforts. The Department's efforts to promote economic prosperity focus on providing small businesses with funding and creating jobs for low-to-moderate income residents with financial assistance from the City's Community Development Block Grant (CDBG) Program. Redevelopment efforts are found in the Fair Oaks, Lincoln Avenue, Lake/Washington, Villa Parke, Old Pasadena and Downtown project areas. Civic Center/Mid-Town Project development activities include recruitment of retail tenant prospects and creation of jobs through business retention, expansion and recruitment efforts. Effective promotion and marketing of State Tax Credits and local incentives in the Enterprise Zone support these efforts.

- **Create Neighborhood Livability and Vitality**

Planning and Development supports and encourages neighborhood livability and vitality by involving the entire community in the planning process for specific plans, the update of the General Plan and the revision of the Zoning Code, abating building, housing and zoning code violations, and providing neighborhood revitalization services such as the provision of affordable, safe and sanitary housing to low and moderate income households through home ownership, home rehabilitation, rental assistance and construction of affordable housing programs.

Major Accomplishments

During fiscal year 2008, the Department worked with the community, neighborhoods, developers, various commissions, committees and the City Council to accomplish the following:

- Adoption of the Green Space Element and Parks Master Plan
- Adoption of Amendment to Huntington Hospital Master Plan to provide for expanded emergency facility
- Preparation of a draft Environmental Impact Report for Art Center College of Design
- Preparation of a draft update of the Housing Element of the General Plan
- Implemented Cultural Nexus priorities, including establishment of the Cultural Data Project which facilitates application to the Grants program and will provide previously inaccessible data about arts and cultural organizations for future funding priorities

Planning and Development Department

- Produced the City's first comprehensive Public Art Walking Tour brochure as a marketing and arts educational tool for residents and tourists
- Produced the Cultural Access and Equity Standards (and Summit) which serve as guidelines for expanding access to the arts for the community
- Adoption of the Internal Code Council (ICC) building codes
- Adoption of the changes to the Building Services Fund fees as part of the ICC code upgrade
- Adoption of the amendments to the Green Building Ordinance, expanded thresholds for compliance to the Silver level, (from the Certified level), Water Conservation measures augmented from suggested to mandatory
- Modified the abandoned shopping cart ordinance to allow issuance of citations and imposition of cart containment
- Plan checked and inspected \$280 million in construction activity
- Continued issuing more than 80% of permit applications received on an over the counter basis
- Issued 3,000 building permits and performed 28,000 building inspections
- Implemented new queuing system at the Permit Center to enhance customer service
- Maintenance Assistance and Services to Homeowners (MASH) cleaned 67 yards
- Maintenance Assistance and Services to Homeowners (MASH) completed major and minor repairs on 28 houses
- Continued to respond to graffiti abatement reports within 24 hours, 95% of the time
- Abated 35,000 instances of graffiti
- Placed fifteen MASH Trainees in regular jobs in the public and private sectors
- MASH painted and completed lead paint stabilization on 24 housing units
- Investigated 4,447 code complaints, of which 76% were abated within 60 days
- Conducted 1,504 single family home and/or duplex inspections under the Occupancy Program
- Conducted 6,120 proactive multi-family rental inspections
- Executed initial lease documents for the Art Center's South Campus expansion
- Played key role in retaining four significant local companies
- Successful technical direction (logistics and permits) for the PCOC's Amgen Tour of California
- Preparation of promotional materials to expand filming in the Enterprise Zone
- Attraction and retention of 40 new businesses in the Enterprise Zone (21 new companies have started to use the EZ Hiring Credits since January 1, 2008)
- Conducted two Enterprise Zone Breakfast for businesses within the Enterprise Zone
- Provided exposure and work opportunities for 50 area high school students through the Ambassador program at 52 events this year
- Completed six Enterprise Zone Workshops
- Participated in Art Night with 32 Ambassadors serving as docents
- Awarded Enterprise Zone final designation and approval of new targeted employment area on February 14, 2008. Increased the number of event opportunities for the Ambassador program to 50 high school students
- Voluntary participation of thirty five 35 professional speakers at the Lunch with the Future program along with an increased participation of 40 male students in the program
- Created Business Mentoring program for the Ambassadors. Five companies have signed contracts and 14 students will be referred to these businesses
- Implemented procedures to merge the five-Northwest Redevelopment Project Areas
- Completed four schematic designs for the Orange Grove Corridor Storefront Improvement Program
- Increased marketing of Northwest through partnering with the Pasadena Convention and Visitors Bureau.

Planning and Development Department

Summary of Appropriations and Revenues

	FY 2006 Actual	FY 2007 Actual	FY 2008 Adopted	FY 2008 Revised	FY 2009 Recommended
FTEs	126.000	130.000	131.000	128.000	128.000
Code Enforcement Task (memo only)	6.000	6.000	3.000	3.000	3.000
MASH FTEs (memo only)	77.000	77.000	80.000	80.000	80.000
Total FTEs	209.000	213.000	214.000	211.000	211.000
Appropriations	43,120,459	42,131,963	43,382,455	42,836,762	45,927,734
Code Enforcement Task Force *	219,293	233,754	240,433	240,433	241,592
MASH (memo only)*		625,774	2,297,169	2,297,169	2,348,798
Sources by Fund					
General Fund	8,364,278	9,019,000	9,364,294	8,924,726	8,994,353
Building Services Fund	4,744,547	4,898,443	5,933,845	5,933,845	5,926,370
Building Services Fund - Transfer	434,322	449,513	462,998	462,998	479,203
Pasadena Community Development					
Development Commission	29,577,312	27,454,735	27,515,193	27,515,193	30,527,808
Capital Public Art Fund		310,272	25,376		
Cultural Arts Trust Fund			80,749		
Community Development					
Block Grant Funds	219,293	859,529	847,000	847,000	844,000
Other City funds (memo only)*			1,690,602	1,690,602	1,746,390
Total Sources	43,120,459	42,131,963	43,382,455	42,836,762	45,927,734

*This line item not included in totals.

Departmental Results Statements

Results 1: Pasadena promotes economic development activity and supports diverse employment opportunities

	FY 2007 Actual	FY2007 Target	FY2007 % Target	FY2008 Target	FY2009 Target
Measure 1.1 Act as liaison to the business community and local institutions to facilitate strong relations with the City.					
A. Annually host/sponsor 18 outreach events	19	18	100%	18	18

Planning and Development Department

	FY 2007 Actual	FY2007 Target	FY2007 % Target	FY2008 Target	FY2009 Target
B. Participate in meetings of Business Improvement Districts, Chamber of Commerce, Workforce Investment Board, etc.	48	50	96%	50	50

Measure 1.2 Provide opportunities for filming within the City with minimal impact to residents.

A. Coordinate filming days without complaints	95%	95%	100%	95%	95%
---	-----	-----	------	-----	-----

Measure 1.3 Promote Enterprise Zone employment and tax credits.

A. Issue Enterprise Zone vouchers for hiring tax credits	1471	1000	100%	1000	1000
B. Issue 1,000 Enterprise Zone cards to residents in the targeted employment area annually	1194	1000	100%	1000	1000

Results 2: Plans that are implemented to promote economic vitality in Pasadena.

Measure 2.1 Completion of planning entitlement application processing.

A. 90 days or less, from environmental determination to public hearing. Designation of complete environmental review (Day 1) and process for Commission/Public Meeting (Day 2-90).	99%	90%	100%	90%	90%
--	-----	-----	------	-----	-----

Measure 2.2 Plans will be checked as expeditiously as possible.

A. 80% checked over the counter	85%	80%	100%	80%	80%
B. Balance of complete set of plans is checked in 4 weeks or less 100% of the time.	82%	100%	82%	100%	100%

Planning and Development Department

	FY 2007 Actual	FY2007 Target	FY2007 % Target	FY2008 Target	FY2009 Target
Measure 2.3 Develop master plans that include community participation.					
A. Customer satisfaction with opportunities to participate in planning and overall development in Pasadena	72%	80%	90%	80%	80%

Result 3: Enhance safe, livable neighborhoods.

Measure 3.1 Compliance with code enforcement, graffiti abatement and MASH regulations.					
A. Abate, refer to Enforcement prosecutor 80% of code enforcement cases within 60 days	75%	80%	94%	80%	80%
B. Customer satisfaction with timely response of code enforcement officers to issues in their neighborhood	71%	80%	89%	80%	80%
Measure 3.2 Provide maintenance assistance services to homeowners.					
A. Remove reported graffiti within 24 hours	95%	90%	100%	90%	90%
B. Provide painting, yard clean up, and repair to 110 properties annually	121	110	100%	110	110

Changes from Prior Year

- Cost Changes:** The net increase from fiscal year revised 2008 budget, \$3,090,971, includes higher personnel costs related to anticipated salary and benefit rate increases, \$121,047. Other budget changes include decrease in services and supplies primarily due to the Housing Element Program, \$63,265, decrease in program costs mainly due to the elimination of the Halstead Sycamore Project Area, \$613,044, increase in debt service requirements, \$3,592,713 and increase in internal service charges, \$53,521, for annual rate adjustments. In addition, the Cultural Affairs Division was transferred to City Manager Department in revised 2008 Budget, \$545,694.
- FTE Changes:** 3.0 FTE's were transferred from the Planning and Development to the City Manager Department for the Cultural Affairs Programs. These are administrative issues and have no impact on the overall budget.

Future Outlook

Construction activity will continue and will likely remain at the current level, in terms of volume, next fiscal year, but the relative size of proposed projects will decrease slightly, with a resulting decrease in valuation and revenues.

Planning and Development Department

DIVISION SUMMARY Administration

Mission Statement

Administration's role is to serve the Department staff and the public by ensuring smooth progress through the development, personnel, real estate and financial management processes.

Program Description

Administration provides overall coordination and administration of the City's planning, building, redevelopment, cultural affairs, Northwest, and neighborhood revitalization agendas. The Director and senior management staff take responsibility for ensuring continuous evaluation and improvement of customer service provided, making corrections/changes where needed and enhancing services where possible within the approved budget. The Administrative Division is also charged with the responsible and responsive management of the department's financial, personnel, workers compensation, facilities management, disaster response, legislative research and advocacy, purchasing and safety functions.

Major Accomplishments

During fiscal year 2008, Administration provided the following services to ensure that the divisions of Planning and Development were able to move ahead with an ambitious work program:

- Provided managerial leadership and direction for the Department's planning, code enforcement, job training, neighborhood revitalization, cultural affairs, redevelopment, technology and development programs
- Continued to negotiate the balance between growth and its impact upon the built environment to the satisfaction of the stakeholders involved in Pasadena
- Managed twenty-five recruitments
- Conducted ongoing disaster response training (National Incident Management Systems and Pasadena specific) for Department staff.

Summary of Appropriations and Revenues

	FY 2006	FY 2007	FY 2008	FY 2008	FY 2009
	Actual	Actual	Adopted	Revised	Recommended
FTEs	6.230	7.380	7.630	7.630	7.630
Appropriations	1,622,174	1,678,767	1,831,144	1,831,144	1,849,081
General Fund	1,622,174	1,678,767	1,831,144	1,831,144	1,849,081

Changes from Prior Year

- *Cost Changes:* The net increase from fiscal year revised 2008 budget, \$17,937, is due to higher personnel costs related to anticipated increases in salary and benefit rates \$8,696, and increases in internal services charges, \$9,241, for annual rate adjustments..

Future Outlook

Please refer to the Future Outlook section under the Department Summary.

**DIVISION
SUMMARY**

Building and Neighborhood Revitalization

Mission Statement

Leading edge service for safer, greener and more livable neighborhoods.

Program Description

The Building and Neighborhood Revitalization Division provides development review and permit services for our customers, embodying the highest levels of customer service: facilitating when possible, regulating when needed, and providing a single point of contact. The Division also ensures a safe, clean, attractive and healthy living environment by:

- Ensuring maintenance of qualified commercial and residential properties;
- Ensuring compliance with building, green building, property maintenance, zoning and housing codes;
- Ensuring that the City is free of graffiti.

Major Accomplishments

During fiscal year 2008, the Division accomplished the following:

- Adoption of the Internal Code Council (ICC) building codes
- Adoption of the changes to the Building Services Fund fees as part of the ICC code upgrade
- Adoption of the amendments to the Green Building Ordinance, expanded thresholds for compliance to the Silver level, (from the Certified level), Water Conservation measures augmented from suggested to mandatory
- All Plan Check and Inspection staff trained in the new ICC codes
- Published the second edition of the Green City Report
- Modified the abandoned shopping cart ordinance to allow issuance of citations and imposition of cart containment
- Plan checked and inspected \$280 million in construction activity
- Continued issuing more than 80% of permit applications received on an over the counter basis
- Issued 3,000 building permits and performed 28,000 building inspections
- Maintenance Assistance and Services to Homeowners (MASH) cleaned 67 yards
- Maintenance Assistance and Services to Homeowners (MASH) completed major and minor repairs on 28 houses
- Continued to respond to graffiti abatement reports within 24 hours, 95% of the time
- Abated 35,000 instances of graffiti
- Placed fifteen MASH Trainees in regular jobs in the public and private sectors
- MASH painted and completed lead paint stabilization on 24 housing units
- Investigated 4,447 code complaints, of which 76% were abated within 60 days
- Conducted 1,504 single family home and/or duplex inspections under the Occupancy Program
- Conducted 6,120 proactive multi-family rental inspections.

Planning and Development Department

Summary of Appropriations and Revenues

	FY 2006 Actual	FY 2007 Actual	FY 2008 Adopted	FY 2008 Revised	FY 2009 Recommended
FTEs	58.320	61.920	62.920	62.920	62.920
Code Enforcement Task					
Force (Memo)	6.000	6.000	3.000	3.000	3.000
MASH (Memo)	77.000	77.000	80.000	80.000	80.000
Total FTEs	141.320	144.920	145.920	145.920	145.920
Appropriations	6,711,252	6,886,278	8,139,260	8,139,260	8,164,420
Code Enforcement Task (Memo)*	219,293	233,754	240,433	240,433	241,592
MASH (Memo)*		625,774	2,297,169	2,297,169	2,348,798
Sources by Fund					
General Fund	1,966,705	1,987,835	2,205,415	2,205,415	2,238,050
Building Services Fund	4,744,547	4,898,443	5,933,845	5,933,845	5,926,370
Community Development					
Block Grant (Memo)*	219,293	859,529	847,000	847,000	844,000
Other City Funds (Memo)*			1,690,602	1,690,602	1,746,390
Total Sources	6,711,252	6,886,278	8,139,260	8,139,260	8,164,420

*This line item not included in totals.

Changes from Prior Year

- **Cost Changes:** The net increase from fiscal year revised 2008 budget, \$25,160, is due to higher personnel costs related to anticipated salary and benefit rate increases, \$50,640, decreases in services and supplies primarily due to the Housing Element program, \$100,000, and increases in internal service costs, \$74,520, for annual rate adjustments..

Future Outlook

Development activity will increase modestly, however it is anticipated revenues will drop slightly based upon the decrease in size and type of project. Large projects anticipated for fiscal year 2009 include: Humane Society, All Saints Expansion, Fuller Worship center, Chandler School Development, Caltech Cahill Center for Astrophysics, Ambassador Campus . Polytechnic Underground parking, and the Noise Within.

In fiscal year 2009 the Department will continue to increase its efforts to maintain the built environment, especially with regard to the preservation of the City's affordable housing stock.

**DIVISION
SUMMARY**
Cultural Affairs Division

Mission Statement

Cultural Affairs is the City of Pasadena's facilitator for art, design, and cultural initiatives. The Division promotes Pasadena in Southern California and nationally as a center of American cultural history as well as a vibrant arena for the creation of new visual and performing art and design.

Program Description

The Cultural Affairs Division enhances the economic health of Pasadena by marketing Pasadena as a cultural destination through its multi-institutional initiative, "Cultural Pasadena", supporting the arts through the General Fund annual grants program and the Downtown Cultural Trust Fund, managing the Private Development Public Art Program and the City Capital Improvement Program (CIP) Public Art Program.

Major Accomplishments

During fiscal year 2008, the Division accomplished the following:

- Implemented Cultural Nexus priorities, including establishment of the Cultural Data Project which facilitates application to the Grants program and will provide previously inaccessible data about arts and cultural organizations for future funding priorities
- Produced the City's first comprehensive Public Art Walking Tour brochure as a marketing and arts educational tool for residents and tourists
- Produced the Cultural Access and Equity Standards (and Summit) which serve as guidelines for expanding access to the arts for the community.
- Managed 68 ongoing public art projects.

Summary of Appropriations and Revenues

	FY 2006 Actual	FY 2007 Actual	FY 2008 Adopted	FY 2008 Revised	FY 2009 Recommended
FTEs	4.000	4.000	3.000	0.000	0.000
Appropriations	461,246	842,307	545,693	0	0
General Fund	461,246	532,035	439,568	0	0
Capital Public Art Fund		310,272	25,376	0	0
Cultural Arts Trust Fund		0	80,749	0	0
Total Sources	461,246	842,307	545,693	0	0

Changes from Prior Year

- *Organizational Changes:* The Cultural Affairs unit was transferred from the Planning and Development Department to the City Manager Department. This is an administrative issue and has no impact on the budget.

Future Outlook

The major project for the division for fiscal year 2009 will be the start of the implementation of the Citywide cultural plan. This is a comprehensive plan to identify and prioritize opportunities for public art funded through the Capital Improvement Program (CIP) and private development, identify cultural opportunities in neighborhoods, survey cultural facility needs, assess the strength of cultural institutions, survey the needs of working artists and the impact of art education, and recommend implementation tools. The plan is intended to provide a ten-year blueprint for strengthening support of the City's nationally recognized cultural industry.

**DIVISION
SUMMARY**

Economic Development

Mission Statement

Pursue quality jobs, goods and services for our community. Encourage investments in Pasadena that are consistent with the principals of the General Plan and produce revenue.

Program Description

Economic Development reflects a combination of City-wide economic development and redevelopment program activities. Programs in Economic Development fall within four basic sections: Business Outreach, Business Districts, Real Estate Management and Filming/Special Events. Each of these programs strives to secure ongoing local investment that sustains a healthy job market, provides quality amenities, and creates stable tax revenues. These efforts involve regular contact with property owners, business representatives, local institutions, and residents. In addition to serving in an ombudsman capacity with the business community, this division works closely with local institutions such as Caltech, Jet Propulsion Lab, Huntington Medical Research Institute, local hospitals and Art Center. This division also staffs the Council's Economic Development and Technology Committee.

Business Outreach Programs include: (1) the regular business breakfast events, (2) the Art of Small business workshops, (3) office building outreach events, (4) City ads/marketing, and (5) Rose Bowl outreach events. Special projects are also managed such as Walnut rail right-of-way acquisition.

Business Districts Efforts include the creation of Business Improvement Districts (BID), the monitoring of BID contracts, the tracking of business district issues, and the facilitation of retail recruitment efforts.

Filming and Special Events- Pasadena remains a popular location for still and motion picture projects, and a wide variety of special events. This section coordinates the logistics and City permits that allow producers/promoters to conduct their activities safely, and with minimal impacts on business owners and residential areas.

Real Estate Management- The City of Pasadena has a real estate portfolio of over 440 properties that need to be managed and coordinated with various departments, tenants, and other agencies. Ongoing Real Estate duties include support for Housing, utility and public works projects. In addition, this section negotiates and manages another 15 locations where the City is the tenant.

The Pasadena Community Development Commission's (PCDC) program activities focus on the identification, development and/or revitalization of commercial and neighborhood project areas within Pasadena. PCDC stimulates commercial revitalization within specified redevelopment project areas through business attraction and retention, job growth, and creation of improvements to selected commercial and/or public land parcels and spaces.

Major Accomplishments

During fiscal year 2008, the Division accomplished the following:

- Maintained ongoing programs and services that support local entrepreneurs
- Developed and updated phased improvement program
- Executed initial lease documents for the Art Center's South Campus expansion
- Played key role in retaining four significant local companies
- Successful technical direction (logistics and permits) for the PCOC's Amgen Tour of California
- Creation of Filming Procedures and fee schedule for the newly refurbished City Hall

Planning and Development Department

- Preparation of promotional materials to expand filming in the Enterprise Zone
- Issued an average of 10 film permits per week.

Summary of Appropriations and Revenues

	FY 2006 Actual	FY 2007 Actual	FY 2008 Adopted	FY 2008 Revised	FY 2009 Recommended
FTEs	20.450	20.700	21.050	21.050	21.050
Appropriations	30,084,501	28,040,054	28,104,151	28,104,151	31,106,905
Sources by Fund					
General Fund	507,189	585,319	588,958	588,958	579,097
Pasadena Community Development Commission	29,577,312	27,454,735	27,515,193	27,515,193	30,527,808
Total Sources	30,084,501	28,040,054	28,104,151	28,104,151	31,106,905

Changes from Prior Year

- *Cost Changes:* The net increase from fiscal year revised 2008 budget of \$2,979,668 is primarily related to decrease in program costs mainly due to elimination of the Halstead Sycamore Project Area, \$613,044, and increase in debt service requirements, \$3,592,713. In addition increases due to higher personnel costs related to anticipated salary and benefit rate changes, \$35,791, and an increase in Services and Supplies, \$17,535. The Internal Service charges decreased by (\$30,240) due to annual rate adjustments..

Future Outlook

Pasadena's economic development activities cover a variety of programs. Business district support, business outreach, filming permits, special events and redevelopment are elements of the effort that promote quality services for local residents and businesses while keeping City revenues healthy. The Pasadena Community Development Commission (PCDC) was established with a mission "To enhance the economic stability of the City through economic development and affordable housing programs." The PCDC focuses on the identification, development and/or revitalization of commercial and neighborhood project areas within Pasadena. The PCDC is responsible for the activities of seven redevelopment project areas located at important locations in the City.

Although Pasadena has had one of the strongest commercial and retail centers in the Los Angeles Basin, significant economic issues have evolved. Local companies such and IndyMac, Countrywide, Earthlink, and Western Asset have reduced their workforce and have experienced serious impacts as the economy has slowed. Regional shopping districts in Pasadena are facing serious competition from projects in adjacent cities. Keeping our market share will be a challenge.

**DIVISION
SUMMARY**

**Enterprise Zone and
Northwest Programs**

Mission Statement

To enhance the general economic health of the City through efforts which support attraction, retention and expansion of businesses and to support and foster community growth and partnership in Northwest Pasadena.

Program Description

Enterprise Zone and Northwest Programs attracts, retains, and promotes businesses and job opportunities for residents through area marketing, zone formation, and commercial enhancement. The Northwest Programs provides advocacy for the residents in the northwest quadrant of the City and manages critical issues in the areas such as Enterprise Zone, the Fair Oaks/Orange Grove and North Lake Specific Plans, the Lincoln Avenue Revitalization Corridor and the five redevelopment project areas (Lake/Washington, Fair Oaks, Villa Parke, Orange Grove and Lincoln Avenue). These programs support the Council's goal to foster economic prosperity.

Major Accomplishments

During fiscal year 2008, the Division accomplished the following:

- Issued 50 Enterprise Zone cards
- Issued 901 Tax Credit Vouchers
- Attraction and retention of 40 new businesses in the Enterprise Zone (21 new companies have started to use the EZ Hiring Credits since January 1, 2008)
- Conducted two Enterprise Zone Breakfast for businesses within the Enterprise Zone
- Provided exposure and work opportunities for 50 area high school students through the Ambassador program at 52 events this year
- Assisted with review of the ordinance implementing the amendments to the North Lake Avenue Specific Plan
- Completed six Enterprise Zone Workshops
- Provided staff support for bi-weekly meetings for the Northwest Commission
- Provided staff support for monthly meetings for the Fair Oaks and Lincoln Avenue Project Area Committees
- Coordinated and staffed quarterly North Lake Working Group meetings
- Completed 15 plan checks for development projects
- Reviewed 25 development proposals (including CDBG)
- Facilitated the issuance of three building permits to assist new businesses with tenant improvements or development projects
- Participated in Art Night with 32 Ambassadors serving as docents
- Awarded Enterprise Zone final designation and approval of new targeted employment area on February 14, 2008
- Voluntary participation of 35 professional speakers at the Lunch with the Future program along with an increased participation of 40 male students in the program
- Created Business Mentoring program for the Ambassadors. Five companies have signed contracts and 14 students will be referred to these businesses
- Implemented procedures to merge the five-Northwest Redevelopment Project Areas
- Continued to market development opportunity sites to commercial and residential developers and real estate brokers

Planning and Development Department

- Completed four schematic designs for the Orange Grove Corridor Storefront Improvement Program
- Coordinated and staffed monthly North Lake Village Business Association meetings. Fostered communication between North Lake Business Association and Old Town Management Company and South Lake Business Association to learn how to become a Business Improvement District
- Organized meet and greet model to market Enterprise Zone and Northwest Programs Office to Northwest Businesses
- Increased marketing of Northwest through partnering with the Pasadena Convention and Visitors Bureau
- Increased Enterprise Zone awareness among Pasadena Chamber of Commerce, San Gabriel Valley Black Business Association, and San Gabriel Valley SBDC
- Co-hosted Developer Breakfast to market joint opportunities between First Source Local Hiring and Enterprise Zone Programs
- Fostered cooperation between private property owners and developers to successfully broker real estate transactions for redevelopment efforts.

Summary of Appropriations and Revenues

	FY 2006	FY 2007	FY 2008	FY 2008	FY 2009
	Actual	Actual	Adopted	Revised	Recommended
FTEs	3.000	3.000	3.400	3.400	3.400
Appropriations	368,500	705,092	566,820	566,820	588,155
General Fund	368,500	705,092	566,820	566,820	588,155

Changes from Prior Year

- *Cost Changes:* The increase from fiscal year revised 2008 budget, \$21,334, is due to higher personnel costs related to anticipated salary and benefit rate increases, \$2,134, and increases in services and supplies primarily due to legal advertising for Enterprise Zone related to Brown Act and Consultant Services associated with Northwest Ambassadors to assist with the Renaissance Festival, \$19,200.

Future Outlook

During fiscal year 2009, the Northwest Programs Office will aggressively work to identify development opportunities in Northwest Pasadena and particularly along Lincoln Corridor, Lake Avenue, Fair Oaks Ave, and Orange Grove Boulevard. Staff will continue to work with property owners to foster cooperation in an effort to develop commercial and residential projects throughout Northwest Pasadena. Outreach to businesses within the Enterprise Zone will continue to ensure the use of State and local incentives. Cooperation with other economic development agencies will be increased to ensure local businesses and their employees achieve maximum benefits. In addition, staff will work closely with the First Source Project Manager to implement the First Source Ordinance to increase training and job opportunities for local residents.

Northwest Programs will continue to provide support for the future of the youths of the Northwest which is an important component to the revitalization of this area. The Ambassador Program and Lunch with the Future created as part of the Enterprise Zone to promote career awareness among high school youth and expose them to business opportunities, will remain an integral part of the effort.

Planning and Development Department

New and innovative financing programs, along with creative business partnerships and cooperation must be encouraged to ensure continued investment within the project areas. The Northwest Commission and the Project Area Committees will increase their roles in developing these partnerships.

During the past year, Northwest Pasadena has experienced significant growth opportunities representing millions in new capital investment, hundreds of new job opportunities, and significant investment in housing development and rehabilitation. These investments in Northwest Pasadena have resulted in significant gains in residential and commercial property values. The Northwest Office will continue to increase this economic revitalization by providing support for new development projects, completion of streetscape improvements and the retention and attraction of new businesses.

**DIVISION
SUMMARY**
Planning

Mission Statement

To champion economic vitality and safe, livable neighborhoods that reflect, preserve and enhance Pasadena's unique cultural and historic character. To promote informed decision-making that facilitates balancing the costs and benefits of new development.

Program Description

The Planning Division is responsible for managing the General Plan and Zoning Code and for providing staff support to the Cultural Heritage, Design and Planning Commissions as well as the Zoning Hearing Officers and the Zoning Board of Appeals. The Division staffs the Permit Center and performs plan review and processes applications for land use entitlements.

Major Accomplishments

During fiscal year 2008, the Division processed through to approval the following projects:

- Adoption of the Green Space Element and Parks Master Plan
- Adoption of Amendment to Huntington Hospital Master Plan to provide for expanded emergency facility
- Preparation of a draft EIR for Art Center College of Design
- Preparation of a draft update of the Housing Element of the General Plan.

Summary of Appropriations and Revenues

	FY 2006	FY 2007	FY 2008	FY 2008	FY 2009
	Actual	Actual	Adopted	Revised	Recommended
FTEs	34.000	33.000	33.000	33.000	33.000
Appropriations	3,872,786	3,979,465	4,195,387	4,195,387	4,219,173
Sources by Fund					
General Fund	3,438,464	3,529,952	3,732,389	3,732,389	3,739,970
Building Services Fund					
Transfer	434,322	449,513	462,998	462,998	479,203
Total Sources	3,872,786	3,979,465	4,195,387	4,195,387	4,219,173

Changes from Prior Year

- *Cost Changes:* The net increase from fiscal year revised 2008 budget, \$23,786, is due to higher personnel costs related to anticipated salary and benefit rate increases.

Planning and Development Department

Future Outlook

The Planning Division will undertake a process to review and amend the East Pasadena specific plan, and the associated public participation activities, and will also be dedicated to the update of the Housing Element, the Art Center Master Development Plan, and the Conservation Element, while managing major workload created by the design review and implementation activity for a number of major projects (Cogent/Broadreach, Sares Regis, Ambassador West, etc.).

GRAIL ANALYSIS

04/29/2008 12:17
PAGE: 1

MSI:

DEPARTMENT: Planning and Development Department

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
EMPLOYEES							
REGULAR	135,000	139,000	142,000	139,000	139,000	0,000	
NON-REGULAR	74,000	74,000	72,000	72,000	72,000	0,000	
TOTAL EMPLOYEES	209,000	213,000	214,000	211,000	211,000	0,000	
PERSONNEL							
8005 Regular Pay - PERS	6,825,252	7,416,747	10,503,890	10,281,354	10,667,553	386,199	3.7
8010 Non Benefit Employees	4,722	0	0	0	0	0	0.0
8011 Overtime Pay	93,838	99,299	94,177	84,177	85,792	1,615	1.9
8018 PST-Part Time Employees - PARS	82,490	95,127	1,306,058	1,306,058	1,351,768	45,710	3.4
8020 Management Benefit	5,605	0	0	0	0	0	0.0
8023 Auto Allowance	35,426	40,125	56,371	51,859	51,859	0	0.0
8024 Personal Dvlpmt Allowance	38,150	41,275	43,663	42,663	42,663	0	0.0
8027 Workers' Compensation	591,613	399,374	519,737	509,944	176,784	-333,160	-65.3
8031 General Liability	62,163	127,788	320,126	314,117	277,703	-36,414	-11.5
8037 Miscellaneous Pay	15,831	0	0	0	0	0	0.0
8038 PERS-Employee Portion	498,826	380,281	735,271	719,694	746,730	27,036	3.7
8040 PERS-City Portion	555,520	748,056	809,848	792,691	750,995	-41,696	-5.2
8041 PARS-City Portion	3,408	4,091	52,243	52,243	54,071	1,828	3.4
8044 Life Insurance	5,309	5,087	10,504	10,281	10,668	387	3.7
8045 Dental Insurance	51,026	55,489	70,742	69,290	69,290	0	0.0
8046 Medicare-City Contributon	81,839	91,986	153,672	150,300	155,924	5,624	3.7
8047 Long Term Disability	51,027	18,737	17,855	17,477	18,134	657	3.7
8048 Child Care Subsidies	297	516	309	309	309	0	0.0
8049 Emp Opt Ben Fd (EOBF)	886,704	1,030,716	1,302,452	1,275,001	1,391,050	116,049	9.1
8050 Benefits (VHS)	1,098,748	1,192,086	18,188	18,188	18,188	0	0.0
8054 Vision Care	163	396	0	0	0	0	0.0
8056 Accrued payroll	18,962	-1,381	0	0	0	0	0.0
8058 Benefits Administration	371,934	403,580	0	0	0	0	0.0
*** TOTAL PERSONNEL	11,378,853	12,149,375	16,015,106	15,695,646	15,869,481	173,835	1.1
SERVICES AND SUPPLIES							
8101 Materials & Supplies	175,922	240,722	326,144	315,862	315,193	-669	-0.2
8103 Uniforms	369	230	0	0	2,000	2,000	0.0
8105 Lease Payments	33,535	37,815	30,000	30,000	30,000	0	0.0
8107 Equipment Lease Payments	7,710	8,318	40,677	40,677	40,677	0	0.0
8108 Computer Related Supplies	8,448	5,493	47,530	47,530	17,130	-30,400	-63.9
8109 Equipt Purchases Under \$10,000	51,248	77,712	96,544	96,544	91,487	-5,057	-5.2
8110 Outside Printing and Duplicating	18,959	2,228	41,075	36,825	30,025	-6,800	-18.4
8112 Legal Advertising	18,021	20,868	24,000	24,000	44,203	20,203	84.1
8113 Photo Copy Machine Maint	69,546	73,675	43,255	43,255	58,250	14,995	34.6
8114 Other Contract Services	537,440	578,569	514,323	499,323	461,715	-37,608	-7.5
8115 Consultant Services	1,033,879	1,173,131	1,070,217	1,005,217	921,374	-83,843	-8.3
8117 Data Processing Operations	213,432	80,168	741,532	741,532	750,453	8,921	1.2
8118 Outside Legal Services	17,026	10,582	5,000	5,000	5,000	0	0.0
8121 Computer(PC) Maint/Repair	2,005	2,488	7,000	7,000	5,000	-2,000	-28.5

MSI:

DEPARTMENT: Planning and Development Department

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
8122 Support to Advisory Committees	28,951	25,517	35,240	26,040	26,040	0	0.0
8124 Dues and Memberships	24,764	24,991	18,742	16,142	21,012	4,870	30.1
8125 Special Civic Events	15,697	21,160	25,000	25,000	10,000	-15,000	-60.0
8126 Conf & Mtgs - Comm & Committees	1,948	1,890	0	0	500	500	0.0
8127 Conferences & Meetings	58,723	60,340	78,398	71,898	85,989	14,091	19.5
8128 Mileage	802	819	10,127	9,627	12,802	3,175	32.9
8129 Education	23,496	8,442	15,661	15,661	16,561	900	5.7
8130 Training Costs	0	0	20,000	20,000	20,000	0	0.0
8132 Video Productions	0	3,200	1,200	1,200	0	-1,200	-100.0
8135 Reference Matls Subscriptions	424	4,272	7,990	7,990	5,250	-2,740	-34.2
8136 Library Books	600	0	0	0	0	0	0.0
8137 Gas and Lubricants	18	213	0	0	0	0	0.0
8139 Water	0	3,127	0	0	3,500	3,500	0.0
8140 Telephone	8,148	1,689	39,896	39,896	38,546	-1,350	-3.3
8141 Refuse Collection	1,889	2,797	0	0	3,005	3,005	0.0
8142 Electric	4,134	4,534	0	0	4,500	4,500	0.0
8143 City Hall Space Rental	0	0	124,307	124,307	124,307	0	0.0
8144 Postage	60,240	56,804	35,831	33,431	57,855	24,424	73.0
8150 Cash Over and Short	-18	80	0	0	100	100	0.0
8153 Grants-In-Aid	101,000	100,000	109,000	0	0	0	0.0
8154 Audio Visual Materials	0	0	100	100	100	0	0.0
8162 Refund of Funds Held by City	0	177,750	0	0	0	0	0.0
8164 Planning	0	1,199	0	0	0	0	0.0
8165 PCDC-Admin Service Charges	0	-840,873	0	0	0	0	0.0
8171 Operation of Acquired Property	0	4,796	0	0	0	0	0.0
8172 Rehabilitation	0	276	0	0	0	0	0.0
8177 Program Expenditures	9,266	7,012	0	0	0	0	0.0
8184 Current Year - Indirect Costs	467,689	486,397	500,990	500,990	518,525	17,535	3.5
8187 Discount Earned	0	-1,168	0	0	0	0	0.0
8212 Permits and Fees	47	0	0	0	0	0	0.0
8218 Vehicle Rental	5,007	6,544	2,300	2,300	2,983	683	29.6
8290 Cell Phone Reimbsmnt	-2,756	-1,655	0	0	0	0	0.0
*** TOTAL SERVICES AND SUPPLIES	2,997,609	2,472,152	4,012,079	3,787,347	3,724,082	-63,265	-1.6
EQUIPMENT							
8505 Automotive Equipment	14,939	18,432	0	0	0	0	0.0
*** TOTAL EQUIPMENT	14,939	18,432	0	0	0	0	0.0
*** SUBTOTAL	14,391,401	14,639,959	20,027,185	19,482,993	19,593,563	110,570	0.5
INTERNAL SERVICE CHARGES							
8601 IS-Structural Maintenance	152,295	144,151	186,750	186,750	170,112	-16,638	-8.9
8602 IS-Tenant Improvements	5,559	71,034	6,000	6,000	6,000	0	0.0
8603 IS-Lockshop	792	1,551	700	700	700	0	0.0

MSI:

DEPARTMENT: Planning and Development Department

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
8604 IS-Utilities & Insurance - HSEKPING	76,679	76,188	94,685	94,685	90,271	-4,414	-4.6
8605 IS-Housekeeping Serv	115,150	101,471	117,424	117,424	110,557	-6,867	-5.8
8606 IS-Floors and Windows	22,519	25,924	400	400	400	0	0.0
8607 IS-Printing	126,870	140,114	114,801	113,301	113,301	0	0.0
8608 IS-Mail Services	27,309	34,694	35,027	35,027	35,524	497	1.4
8609 IS-Telephones	125,453	149,512	131,359	131,359	135,081	3,722	2.8
8611 IS-Application Devel & Support	28,964	6,332	9,300	9,300	9,300	0	0.0
8612 IS-PC&Net Service Center	48,202	31,458	13,263	13,263	10,650	-2,613	-19.7
8615 IS-Auto Body Repair	3,994	2,245	0	0	0	0	0.0
8616 IS-Fleet Maint - Equip Maintenance	47,870	46,279	16,428	16,428	19,038	2,610	15.8
8617 IS-Fleet Maint - Equip Replacement	5,580	5,580	23,020	23,020	23,020	0	0.0
8618 IS-Fleet Fuel/Lubricant	42,844	46,079	49,105	49,105	65,198	16,093	32.7
8620 Bldg Preventive Maintenanc e	53,164	45,914	55,869	55,869	51,454	-4,415	-7.9
8622 IS-Telephone - Usage	27,014	24,035	25,126	25,126	25,126	0	0.0
8623 IS-PC Training	0	0	780	780	780	0	0.0
8624 IS-Enterprise Network	152,384	150,266	172,695	172,695	188,592	15,897	9.2
8626 IS-Mail - Direct Request	1,136	1,048	0	0	0	0	0.0
8631 IS-AD&S Tidemark	67,610	0	0	0	0	0	0.0
8632 IS-GIS (Geographic Info)	244,845	288,883	259,750	259,750	309,413	49,663	19.1
8633 IS-IVR (Interactive Voice Response)	23,169	20,083	20,000	20,000	20,000	0	0.0
8634 IS-Security Srvcs City Ha ll	9,256	0	19,334	19,334	19,334	0	0.0
8641 IS-MS Licensing	14,616	14,199	14,202	14,202	14,188	-14	-0.0
*** TOTAL INTERNAL SERVICE CHARGES	1,423,274	1,427,040	1,366,018	1,364,518	1,418,039	53,521	3.9
*** TOTAL BUDGET	15,814,675	16,066,999	21,393,203	20,847,511	21,011,602	164,091	0.7
REVENUE							
6139 Constr. Review & Inspect.	4,744,547	4,898,443	5,933,845	5,933,845	5,926,370	-7,475	-0.1
6809 Building Services Fund - Transfer	434,322	449,513	462,998	462,998	479,203	16,205	3.5
9165 General Fund-Unspecified	8,364,278	9,019,000	9,364,294	8,924,726	8,994,353	69,627	0.7
9345 Pasadena Comm Dev Comm	2,271,528	1,389,771	2,988,339	2,988,339	3,021,286	32,947	1.1
9421 Reimbursement from CDBG	0	0	847,000	847,000	844,000	-3,000	-0.3
9482 Capital Public Art Fund	0	310,272	25,376	0	0	0	0.0
9483 Cultural Arts Trust Fund	0	0	80,749	0	0	0	0.0
9801 Other City Funds	0	0	1,690,602	1,690,602	1,746,390	55,788	3.2
*** TOTAL FUNDING	15,814,675	16,066,999	21,393,203	20,847,510	21,011,602	164,092	0.7

MSI:
FUND: Information Purposes Only

DEPARTMENT: Planning and Development Department

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
EMPLOYEES							
REGULAR	11.000	11.000	11.000	11.000	11.000	0.000	
NON-REGULAR	72.000	72.000	72.000	72.000	72.000	0.000	
TOTAL EMPLOYEES	83.000	83.000	83.000	83.000	83.000	0.000	
PERSONNEL							
8005 Regular Pay - PERS	0	0	674,185	674,185	696,616	22,431	3.3
8018 PST-Part Time Employees - PARS	0	0	1,260,314	1,260,314	1,306,024	45,710	3.6
8024 Personal Dvlpmt Allowance	0	0	2,500	2,500	2,500	0	0.0
8027 Workers' Compensation	0	0	85,131	85,131	29,452	-55,679	-65.4
8031 General Liability	0	0	52,231	52,231	46,061	-6,170	-11.8
8038 PERS-Employee Portion	0	0	47,193	47,193	48,763	1,570	3.3
8040 PERS-City Portion	0	0	51,980	51,980	49,042	-2,938	-5.6
8041 PARS-City Portion	0	0	50,413	50,413	52,241	1,828	3.6
8044 Life Insurance	0	0	674	674	696	22	3.2
8045 Dental Insurance	0	0	7,338	7,338	7,338	0	0.0
8046 Medicare-City Contributn	0	0	9,775	9,775	10,101	326	3.3
8047 Long Term Disability	0	0	1,146	1,146	1,184	38	3.3
8049 Emp Opt Ben Fd (EOBF)	0	0	103,800	103,800	149,450	45,650	43.9
*** TOTAL PERSONNEL	0	0	2,346,680	2,346,680	2,399,468	52,788	2.2
SERVICES AND SUPPLIES							
8101 Materials & Supplies	0	0	97,550	97,550	97,550	0	0.0
8107 Equipment Lease Payments	0	0	40,677	40,677	40,677	0	0.0
8108 Computer Related Supplies	0	0	1,000	1,000	1,000	0	0.0
8109 Equipt Purchases Under \$10,000	0	0	1,000	1,000	1,000	0	0.0
8110 Outside Printing and Duplicating	0	0	4,525	4,525	4,525	0	0.0
8112 Legal Advertising	0	0	3,500	3,500	3,500	0	0.0
8114 Other Contract Services	0	0	2,000	2,000	2,000	0	0.0
8127 Conferences & Meetings	0	0	8,000	8,000	8,000	0	0.0
8128 Mileage	0	0	3,352	3,352	3,352	0	0.0
8140 Telephone	0	0	16,516	16,516	16,516	0	0.0
8144 Postage	0	0	890	890	890	0	0.0
*** TOTAL SERVICES AND SUPPLIES	0	0	179,010	179,010	179,010	0	0.0
EQUIPMENT							
*** TOTAL EQUIPMENT	0	0	0	0	0	0	0.0
*** SUBTOTAL	0	0	2,525,690	2,525,690	2,578,478	52,788	2.0
INTERNAL SERVICE CHARGES							
8618 IS-Fleet Fuel/Lubricant	0	0	11,912	11,912	11,912	0	0.0
*** TOTAL INTERNAL SERVICE CHARGES	0	0	11,912	11,912	11,912	0	0.0
*** TOTAL BUDGET	0	0	2,537,602	2,537,602	2,590,390	52,788	2.0

MSI:

FUND: Information Purposes Only

DEPARTMENT: Planning and Development Department

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
REVENUE							
9421 Reimbursement from CDBG	0	0	847,000	847,000	844,000	-3,000	-0.3
9801 Other City Funds	0	0	1,690,602	1,690,602	1,746,390	55,788	3.2
*** TOTAL FUNDING	0	0	2,537,602	2,537,602	2,590,390	52,788	2.0

GRAIL ANALYSIS

MSI:

DEPARTMENT: Planning and Development Department

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
EMPLOYEES							
REGULAR	124,000	128,000	131,000	128,000	128,000	0,000	
NON-REGULAR	2,000	2,000	0,000	0,000	0,000	0,000	
TOTAL EMPLOYEES	126,000	130,000	131,000	128,000	128,000	0,000	
PERSONNEL							
8005 Regular Pay - PERS	6,825,252	7,416,747	9,829,705	9,607,169	9,970,937	363,768	3.7
8010 Non Benefit Employees	4,722	0	0	0	0	0	0.0
8011 Overtime Pay	93,838	99,299	94,177	84,177	85,792	1,615	1.9
8018 PST-Part Time Employees - PARS	82,490	95,127	45,744	45,744	45,744	0	0.0
8020 Management Benefit	5,605	0	0	0	0	0	0.0
8023 Auto Allowance	35,426	40,125	56,371	51,859	51,859	0	0.0
8024 Personal Dvlpmt Allowance	38,150	41,275	41,163	40,163	40,163	0	0.0
8027 Workers' Compensation	591,613	399,374	434,606	424,813	147,332	-277,481	-65.3
8031 General Liability	62,163	127,788	267,895	261,886	231,642	-30,244	-11.5
8037 Miscellaneous Pay	15,831	0	0	0	0	0	0.0
8038 PERS-Employee Portion	498,826	380,281	688,078	672,501	697,967	25,466	3.7
8040 PERS-City Portion	555,520	748,056	757,868	740,711	701,953	-38,758	-5.2
8041 PARS-City Portion	3,408	4,091	1,830	1,830	1,830	0	0.0
8044 Life Insurance	5,309	5,087	9,830	9,607	9,972	365	3.7
8045 Dental Insurance	51,026	55,489	63,404	61,952	61,952	0	0.0
8046 Medicare-City Contributn	81,839	91,986	143,897	140,525	145,823	5,298	3.7
8047 Long Term Disability	51,027	18,737	16,709	16,331	16,950	619	3.7
8048 Child Care Subsidies	297	516	309	309	309	0	0.0
8049 Emp Opt Ben Fd (EOBF)	886,704	1,030,716	1,198,652	1,171,201	1,241,600	70,399	6.0
8050 Benefits (VHS)	1,098,748	1,192,086	18,188	18,188	18,188	0	0.0
8054 Vision Care	163	396	0	0	0	0	0.0
8056 Accrued payroll	18,962	-1,381	0	0	0	0	0.0
8058 Benefits Administration	371,934	403,580	0	0	0	0	0.0
*** TOTAL PERSONNEL	11,378,853	12,149,375	13,668,426	13,348,966	13,470,013	121,047	0.9
SERVICES AND SUPPLIES							
8101 Materials & Supplies	175,922	240,722	228,594	218,312	217,643	-669	-0.3
8103 Uniforms	369	230	0	0	2,000	2,000	0.0
8105 Lease Payments	33,535	37,815	30,000	30,000	30,000	0	0.0
8107 Equipment Lease Payments	7,710	8,318	0	0	0	0	0.0
8108 Computer Related Supplies	8,448	5,493	46,530	46,530	16,130	-30,400	-65.3
8109 Equipt Purchases Under \$10,000	51,248	77,712	95,544	95,544	90,487	-5,057	-5.2
8110 Outside Printing and Duplicating	18,959	2,228	36,550	32,300	25,500	-6,800	-21.0
8112 Legal Advertising	18,021	20,868	20,500	20,500	40,703	20,203	98.5
8113 Photo Copy Machine Maint	69,546	73,675	43,255	43,255	58,250	14,995	34.6
8114 Other Contract Services	537,440	578,569	512,323	497,323	459,715	-37,608	-7.5
8115 Consultant Services	1,033,879	1,173,131	1,070,217	1,005,217	921,374	-83,843	-8.3
8117 Data Processing Operations	213,432	80,168	741,532	741,532	750,453	8,921	1.2
8118 Outside Legal Services	17,026	10,582	5,000	5,000	5,000	0	0.0
8121 Computer(PC) Maint/Repair	2,005	2,488	7,000	7,000	5,000	-2,000	-28.5

MSI:

DEPARTMENT: Planning and Development Department

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
8122 Support to Advisory Committees	28,951	25,517	35,240	26,040	26,040	0	0.0
8124 Dues and Memberships	24,764	24,991	18,742	16,142	21,012	4,870	30.1
8125 Special Civic Events	15,697	21,160	25,000	25,000	10,000	-15,000	-60.0
8126 Conf & Mtgs - Comm & Committees	1,948	1,890	0	0	500	500	0.0
8127 Conferences & Meetings	58,723	60,340	70,398	63,898	77,989	14,091	22.0
8128 Mileage	802	819	6,775	6,275	9,450	3,175	50.5
8129 Education	23,496	8,442	15,661	15,661	16,561	900	5.7
8130 Training Costs	0	0	20,000	20,000	20,000	0	0.0
8132 Video Productions	0	3,200	1,200	1,200	0	-1,200	-100.0
8135 Reference Matls Subscriptions	424	4,272	7,990	7,990	5,250	-2,740	-34.2
8136 Library Books	600	0	0	0	0	0	0.0
8137 Gas and Lubricants	18	213	0	0	0	0	0.0
8139 Water	0	3,127	0	0	3,500	3,500	0.0
8140 Telephone	8,148	1,689	23,380	23,380	22,030	-1,350	-5.7
8141 Refuse Collection	1,889	2,797	0	0	3,005	3,005	0.0
8142 Electric	4,134	4,534	0	0	4,500	4,500	0.0
8143 City Hall Space Rental	0	0	124,307	124,307	124,307	0	0.0
8144 Postage	60,240	56,804	34,941	32,541	56,965	24,424	75.0
8150 Cash Over and Short	-18	80	0	0	100	100	0.0
8153 Grants-In-Aid	101,000	100,000	109,000	0	0	0	0.0
8154 Audio Visual Materials	0	0	100	100	100	0	0.0
8162 Refund of Funds Held by City	0	177,750	0	0	0	0	0.0
8164 Planning	0	1,199	0	0	0	0	0.0
8165 PCDC-Admin Service Charges	0	-840,873	0	0	0	0	0.0
8171 Operation of Acquired Property	0	4,796	0	0	0	0	0.0
8172 Rehabilitation	0	276	0	0	0	0	0.0
8177 Program Expenditures	9,266	7,012	0	0	0	0	0.0
8184 Current Year - Indirect Costs	467,689	486,397	500,990	500,990	518,525	17,535	3.5
8187 Discount Earned	0	-1,168	0	0	0	0	0.0
8212 Permits and Fees	47	0	0	0	0	0	0.0
8218 Vehicle Rental	5,007	6,544	2,300	2,300	2,983	683	29.6
8290 Cell Phone Reimbsmnt	-2,756	-1,655	0	0	0	0	0.0
*** TOTAL SERVICES AND SUPPLIES	2,997,609	2,472,152	3,833,069	3,608,337	3,545,072	-63,265	-1.7
EQUIPMENT							
8505 Automotive Equipment	14,939	18,432	0	0	0	0	0.0
*** TOTAL EQUIPMENT	14,939	18,432	0	0	0	0	0.0
*** SUBTOTAL	14,391,401	14,639,959	17,501,495	16,957,303	17,015,085	57,782	0.3
INTERNAL SERVICE CHARGES							
8601 IS-Structural Maintenance	152,295	144,151	186,750	186,750	170,112	-16,638	-8.9
8602 IS-Tenant Improvements	5,559	71,034	6,000	6,000	6,000	0	0.0
8603 IS-Lockshop	792	1,551	700	700	700	0	0.0

MSI:

DEPARTMENT: Planning and Development Department

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
8604 IS-Utilities & Insurance - HSEKPING	76,679	76,188	94,685	94,685	90,271	-4,414	-4.6
8605 IS-Housekeeping Serv	115,150	101,471	117,424	117,424	110,557	-6,867	-5.8
8606 IS-Floors and Windows	22,519	25,924	400	400	400	0	0.0
8607 IS-Printing	126,870	140,114	114,801	113,301	113,301	0	0.0
8608 IS-Mail Services	27,309	34,694	35,027	35,027	35,524	497	1.4
8609 IS-Telephones	125,453	149,512	131,359	131,359	135,081	3,722	2.8
8611 IS-Application Devel & Support	28,964	6,332	9,300	9,300	9,300	0	0.0
8612 IS-PC&Net Service Center	48,202	31,458	13,263	13,263	10,650	-2,613	-19.7
8615 IS-Auto Body Repair	3,994	2,245	0	0	0	0	0.0
8616 IS-Fleet Maint - Equip Maintenance	47,870	46,279	16,428	16,428	19,038	2,610	15.8
8617 IS-Fleet Maint - Equip Replacement	5,580	5,580	23,020	23,020	23,020	0	0.0
8618 IS-Fleet Fuel/Lubricant	42,844	46,079	37,193	37,193	53,286	16,093	43.2
8620 Bldg Preventive Maintenan ce	53,164	45,914	55,869	55,869	51,454	-4,415	-7.9
8622 IS-Telephone - Usage	27,014	24,035	25,126	25,126	25,126	0	0.0
8623 IS-PC Training	0	0	780	780	780	0	0.0
8624 IS-Enterprise Network	152,384	150,266	172,695	172,695	188,592	15,897	9.2
8626 IS-Mail - Direct Request	1,136	1,048	0	0	0	0	0.0
8631 IS-AD&S Tidemark	67,610	0	0	0	0	0	0.0
8632 IS-GIS (Geographic Info)	244,845	288,883	259,750	259,750	309,413	49,663	19.1
8633 IS-IVR (Interactive Voice Response)	23,169	20,083	20,000	20,000	20,000	0	0.0
8634 IS-Security Srvcs City Ha ll	9,256	0	19,334	19,334	19,334	0	0.0
8641 IS-MS Licensing	14,616	14,199	14,202	14,202	14,188	-14	-0.0
*** TOTAL INTERNAL SERVICE CHARGES	1,423,274	1,427,040	1,354,106	1,352,606	1,406,127	53,521	3.9
*** TOTAL BUDGET	15,814,675	16,066,999	18,855,601	18,309,909	18,421,212	111,303	0.6
REVENUE							
6139 Constr. Review & Inspect.	4,744,547	4,898,443	5,933,845	5,933,845	5,926,370	-7,475	-0.1
6809 Building Services Fund - Transfer	434,322	449,513	462,998	462,998	479,203	16,205	3.5
9165 General Fund-Unspecified	8,364,278	9,019,000	9,364,294	8,924,726	8,994,353	69,627	0.7
9345 Pasadena Comm Dev Comm	2,271,528	1,389,771	2,988,339	2,988,339	3,021,286	32,947	1.1
9482 Capital Public Art Fund	0	310,272	25,376	0	0	0	0.0
9483 Cultural Arts Trust Fund	0	0	80,749	0	0	0	0.0
*** TOTAL FUNDING	15,814,675	16,066,999	18,855,601	18,309,908	18,421,212	111,304	0.6

GRAIL ANALYSIS

MSI:

FUND: Information Purposes Only

VACANCY FACTOR: 0.100

RETIREMENT BENEFIT					LTD					
8040	8043	8042	8038	8039	PERS	FPRS	SPERS	LIAB:	0.0270	0.0230
0.0704	0.0000	0.0700	0.0700	0.0900	0.0017	0.0000	0.0000	WCMP:	0.0440	0.0147

PROGRAM: Code Enforcement Task Force
SECTION: Code Enforcement Task Force

DEPARTMENT: Planning and Development Department CCOUNT: 50776
SUB-DEPARTMENT: Inspection Services Division

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
EMPLOYEES							
REGULAR	3.000	3.000	3.000	3.000	3.000	0.000	
NON-REGULAR	3.000	3.000	0.000	0.000	0.000	0.000	
TOTAL EMPLOYEES	6.000	6.000	3.000	3.000	3.000	0.000	
PERSONNEL							
8005 Regular Pay - PERS	0	0	177,897	177,897	183,438	5,541	3.1
8027 Workers' Compensation	0	0	7,840	7,840	2,710	-5,130	-65.4
8031 General Liability	0	0	4,803	4,803	4,219	-584	-12.1
8038 PERS-Employee Portion	0	0	12,453	12,453	12,841	388	3.1
8040 PERS-City Portion	0	0	13,716	13,716	12,914	-802	-5.8
8044 Life Insurance	0	0	178	178	183	5	2.8
8045 Dental Insurance	0	0	82	82	82	0	0.0
8046 Medicare-City Contributn	0	0	2,579	2,579	2,660	81	3.1
8047 Long Term Disability	0	0	302	302	312	10	3.3
8049 Emp Opt Ben'Fd (EOBF)	0	0	3,150	3,150	4,800	1,650	52.3
*** TOTAL PERSONNEL	0	0	223,000	223,000	224,159	1,159	0.5
SERVICES AND SUPPLIES							
8101 Materials & Supplies	0	0	2,150	2,150	2,150	0	0.0
8108 Computer Related Supplies	0	0	1,000	1,000	1,000	0	0.0
8109 Equipt Purchases Under \$10,000	0	0	1,000	1,000	1,000	0	0.0
8110 Outside Printing and Duplicating	0	0	3,525	3,525	3,525	0	0.0
8112 Legal Advertising	0	0	1,500	1,500	1,500	0	0.0
8114 Other Contract Services	0	0	2,000	2,000	2,000	0	0.0
8128 Mileage	0	0	3,352	3,352	3,352	0	0.0
8140 Telephone	0	0	2,016	2,016	2,016	0	0.0
8144 Postage	0	0	890	890	890	0	0.0
*** TOTAL SERVICES AND SUPPLIES	0	0	17,433	17,433	17,433	0	0.0
EQUIPMENT							
*** TOTAL EQUIPMENT	0	0	0	0	0	0	0.0
*** SUBTOTAL	0	0	240,433	240,433	241,592	1,159	0.4
INTERNAL SERVICE CHARGES							
*** TOTAL INTERNAL SERVICE CHARGES	0	0	0	0	0	0	0.0
*** TOTAL BUDGET	0	0	240,433	240,433	241,592	1,159	0.4

MSI:
FUND: Information Purposes Only

ACCOUNT: 50776

PROGRAM: Code Enforcement Task Force
SECTION: Code Enforcement Task Force

DEPARTMENT: Planning and Development Department
SUB-DEPARTMENT: Inspection Services Division

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
REVENUE							
9421 Reimbursement from CDBG	0	0	235,000	235,000	241,592	6,592	2.8
9801 Other City Funds	0	0	5,433	5,433	0	-5,433	-100.0
*** TOTAL FUNDING	0	0	240,433	240,433	241,592	1,159	0.4

GRAIL ANALYSIS

MSI:
FUND: Information Purposes Only

ACCOUNT: 448200

PROGRAM: MASH
SECTION: MASH

DEPARTMENT: Planning and Development Department
SUB-DEPARTMENT: Inspection Services Division

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
EMPLOYEES							
REGULAR	8.000	8.000	8.000	8.000	8.000	0.000	
NON-REGULAR	69.000	69.000	72.000	72.000	72.000	0.000	
TOTAL EMPLOYEES	77.000	77.000	80.000	80.000	80.000	0.000	
PERSONNEL							
8005 Regular Pay - PERS	0	0	496,288	496,288	513,178	16,890	3.4
8018 PST-Part Time Employees - PARS	0	0	1,260,314	1,260,314	1,306,024	45,710	3.6
8024 Personal Dvlpmt Allowance	0	0	2,500	2,500	2,500	0	0.0
8027 Workers' Compensation	0	0	77,291	77,291	26,742	-50,549	-65.4
8031 General Liability	0	0	47,428	47,428	41,842	-5,586	-11.7
8038 PERS-Employee Portion	0	0	34,740	34,740	35,922	1,182	3.4
8040 PERS-City Portion	0	0	38,264	38,264	36,128	-2,136	-5.5
8041 PARS-City Portion	0	0	50,413	50,413	52,241	1,828	3.6
8044 Life Insurance	0	0	496	496	513	17	3.4
8045 Dental Insurance	0	0	7,256	7,256	7,256	0	0.0
8046 Medicare-City Contributn	0	0	7,196	7,196	7,441	245	3.4
8047 Long Term Disability	0	0	844	844	872	28	3.3
8049 Emp Opt Ben Fd (EOBF)	0	0	100,650	100,650	144,650	44,000	43.7
*** TOTAL PERSONNEL	0	0	2,123,680	2,123,680	2,175,309	51,629	2.4
SERVICES AND SUPPLIES							
8101 Materials & Supplies	0	0	95,400	95,400	95,400	0	0.0
8107 Equipment Lease Payments	0	0	40,677	40,677	40,677	0	0.0
8110 Outside Printing and Duplicating	0	0	1,000	1,000	1,000	0	0.0
8112 Legal Advertising	0	0	2,000	2,000	2,000	0	0.0
8127 Conferences & Meetings	0	0	8,000	8,000	8,000	0	0.0
8140 Telephone	0	0	14,500	14,500	14,500	0	0.0
*** TOTAL SERVICES AND SUPPLIES	0	0	161,577	161,577	161,577	0	0.0
EQUIPMENT							
*** TOTAL EQUIPMENT	0	0	0	0	0	0	0.0
*** SUBTOTAL	0	0	2,285,257	2,285,257	2,336,886	51,629	2.2
INTERNAL SERVICE CHARGES							
8618 IS-Fleet Fuel/Lubricant	0	0	11,912	11,912	11,912	0	0.0
*** TOTAL INTERNAL SERVICE CHARGES	0	0	11,912	11,912	11,912	0	0.0
*** TOTAL BUDGET	0	0	2,297,169	2,297,169	2,348,798	51,629	2.2
REVENUE							
9421 Reimbursement from CDBG	0	0	612,000	612,000	602,408	-9,592	-1.5
9801 Other City Funds	0	0	1,685,169	1,685,169	1,746,390	61,221	3.6
*** TOTAL FUNDING	0	0	2,297,169	2,297,169	2,348,798	51,629	2.2

GRAIL ANALYSIS

MSI:
FUND: Information Purposes Only

ACCOUNT: 448200

PROGRAM: MASH
SECTION: MASH

DEPARTMENT: Planning and Development Department
SUB-DEPARTMENT: Inspection Services Division

FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
-------------------	-------------------	--------------------	--------------------	------------------------	-----------	---

GRAIL ANALYSIS

MSI:
FUND: General Fund

ACCOUNT: 441000

VACANCY FACTOR: 0.020
 RETIREMENT BENEFIT
 8040 8043 8042 8038 8039 PERS LTD FPRS SPERS LIAB: 0.0270 0.0230
 0.0704 0.0000 0.0700 0.0700 0.0900 0.0017 0.0000 0.0000 WCMP: 0.0440 0.0147

PROGRAM: Administration DEPARTMENT: Planning and Development Department
 SECTION: Administration SUB-DEPARTMENT: Administration Division

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
EMPLOYEES							
REGULAR	6.230	7.380	7.630	7.630	7.630	0.000	
NON-REGULAR	0.000	0.000	0.000	0.000	0.000	0.000	
TOTAL EMPLOYEES	6.230	7.380	7.630	7.630	7.630	0.000	
PERSONNEL							
8005 Regular Pay - PERS	440,636	485,671	643,307	643,307	668,598	25,291	3.9
8011 Overtime Pay	784	1,303	0	0	0	0	0.0
8018 PST-Part Time Employees - PARS	1,684	9,171	0	0	0	0	0.0
8023 Auto Allowance	8,439	2,160	6,059	6,059	6,059	0	0.0
8024 Personal Dvlpmt Allowance	4,500	2,200	5,088	5,088	5,088	0	0.0
8027 Workers' Compensation	41,401	26,432	28,305	28,305	9,828	-18,477	-65.2
8031 General Liability	3,981	8,412	17,369	17,369	15,378	-1,991	-11.4
8037 Miscellaneous Pay	1,786	0	0	0	0	0	0.0
8038 PERS-Employee Portion	34,310	24,941	45,031	45,031	46,802	1,771	3.9
8040 PERS-City Portion	36,782	49,702	49,599	49,599	47,069	-2,530	-5.1
8041 PARS-City Portion	72	368	0	0	0	0	0.0
8044 Life Insurance	437	417	643	643	669	26	4.0
8045 Dental Insurance	3,457	3,928	3,693	3,693	3,693	0	0.0
8046 Medicare-City Contributn	4,061	4,511	9,328	9,328	9,695	367	3.9
8047 Long Term Disability	3,644	1,677	1,094	1,094	1,137	43	3.9
8049 Emp Opt Ben Fd (EOBF)	52,363	61,898	69,815	69,815	74,011	4,196	6.0
8050 Benefits (VHS)	70,942	78,193	0	0	0	0	0.0
8056 Accrued payroll	966	5,228	0	0	0	0	0.0
8058 Benefits Administration	24,014	26,434	0	0	0	0	0.0
*** TOTAL PERSONNEL	734,259	792,646	879,331	879,331	888,027	8,696	0.9
SERVICES AND SUPPLIES							
8101 Materials & Supplies	19,260	11,645	32,849	32,849	12,000	-20,849	-63.4
8107 Equipment Lease Payments	114	0	0	0	0	0	0.0
8108 Computer Related Supplies	3,795	998	13,000	13,000	1,000	-12,000	-92.3
8109 Equipt Purchases Under \$10,000	26,662	2,335	30,248	30,248	21,750	-8,498	-28.0
8110 Outside Printing and Duplicating	8	296	450	450	0	-450	-100.0
8112 Legal Advertising	836	456	3,000	3,000	1,000	-2,000	-66.6
8113 Photo Copy Machine Maint	19,306	20,586	16,275	16,275	33,000	16,725	102.7
8114 Other Contract Services	62,686	95,416	65,300	65,300	65,300	0	0.0
8115 Consultant Services	22,417	29,945	11,843	11,843	18,000	6,157	51.9
8117 Data Processing Operations	1,732	1,976	45,234	45,234	49,405	4,171	9.2

GRAIL ANALYSIS

ACCOUNT: 441000

MSI:
FUND: General Fund

PROGRAM: Administration
SECTION: Administration

DEPARTMENT: Planning and Development Department
SUB-DEPARTMENT: Administration Division

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
8118 Outside Legal Services	313	0	5,000	5,000	5,000	0	0.0
8121 Computer(PC) Maint/Repair	966	1,623	3,500	3,500	1,500	-2,000	-57.1
8124 Dues and Memberships	890	2,238	480	480	2,500	2,020	420.8
8125 Special Civic Events	51	-13	0	0	0	0	0.0
8127 Conferences & Meetings	5,514	7,671	1,926	1,926	8,000	6,074	315.3
8128 Mileage	77	60	0	0	0	0	0.0
8129 Education	6,000	0	600	600	1,500	900	150.0
8135 Reference Matls Subscriptions	335	329	600	600	600	0	0.0
8136 Library Books	100	0	0	0	0	0	0.0
8139 Water	0	3,127	0	0	3,500	3,500	0.0
8140 Telephone	0	143	1,500	1,500	150	-1,350	-90.0
8141 Refuse Collection	0	791	0	0	1,000	1,000	0.0
8142 Electric	4,134	4,534	0	0	4,500	4,500	0.0
8144 Postage	630	2,672	1,200	1,200	3,000	1,800	150.0
8150 Cash Over and Short	-8	80	0	0	100	100	0.0
8218 Vehicle Rental	609	177	0	0	200	200	0.0
8290 Cell Phone Reimbsmnt	-120	-453	0	0	0	0	0.0
*** TOTAL SERVICES AND SUPPLIES	176,307	186,632	233,005	233,005	233,005	0	0.0
EQUIPMENT							
*** TOTAL EQUIPMENT	0	0	0	0	0	0	0.0
*** SUBTOTAL	910,566	979,278	1,112,336	1,112,336	1,121,032	8,696	0.7
INTERNAL SERVICE CHARGES							
8601 IS-Structural Maintenance	88,284	96,762	94,300	94,300	93,328	-972	-1.0
8602 IS-Tenant Improvements	1,452	390	1,000	1,000	1,000	0	0.0
8603 IS-Lockshop	10	75	600	600	600	0	0.0
8604 IS-Utilities & Insurance - HSEKPING	50,796	51,144	53,548	53,548	51,988	-1,560	-2.9
8605 IS-Housekeeping Serv	63,855	65,874	56,484	56,484	58,022	1,538	2.7
8607 IS-Printing	2,911	3,359	63,588	63,588	63,588	0	0.0
8608 IS-Mail Services	25,016	25,934	26,001	26,001	26,067	66	0.2
8609 IS-Telephones	71,314	77,122	76,714	76,714	80,840	4,126	5.3
8611 IS-Application Devel & Support	768	0	4,000	4,000	4,000	0	0.0
8612 IS-PC&Net Service Center	26,844	31,458	13,263	13,263	10,650	-2,613	-19.7
8617 IS-Fleet Maint - Equip. Replacement	0	0	4,020	4,020	4,020	0	0.0
8620 Bldg Preventive Maintenance	30,820	30,820	28,212	28,212	28,229	17	0.0
8622 IS-Telephone - Usage	7,847	7,464	14,277	14,277	14,277	0	0.0
8624 IS-Enterprise Network	88,277	87,333	99,340	99,340	106,576	7,236	7.2
8626 IS-Mail - Direct Request	0	60	0	0	0	0	0.0
8631 IS-AD&S Tidemark	45,234	0	0	0	0	0	0.0
8632 IS-GIS (Geographic Info)	199,698	213,442	175,291	175,291	176,846	1,555	0.8
8641 IS-MS Licensing	8,482	8,252	8,170	8,170	8,018	-152	-1.8

GRAIL ANALYSIS

MSI:
FUND: General Fund

ACCOUNT: 441000

PROGRAM: Administration
SECTION: Administration

DEPARTMENT: Planning and Development Department
SUB-DEPARTMENT: Administration Division

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
*** TOTAL INTERNAL SERVICE CHARGES	711,608	699,489	718,808	718,808	728,049	9,241	1.2
*** TOTAL BUDGET	1,622,174	1,678,767	1,831,144	1,831,144	1,849,081	17,937	0.9
REVENUE							
9165 General Fund-Unspecified	1,622,174	1,678,767	1,831,144	1,831,144	1,849,081	17,937	0.9
*** TOTAL FUNDING	1,622,174	1,678,767	1,831,144	1,831,144	1,849,081	17,937	0.9

MSI:

DEPARTMENT: Planning and Development Department

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
EMPLOYEES							
REGULAR	56.320	59.920	62.920	62.920	62.920	0.000	
NON-REGULAR	2.000	2.000	0.000	0.000	0.000	0.000	
TOTAL EMPLOYEES	58.320	61.920	62.920	62.920	62.920	0.000	
PERSONNEL							
8005 Regular Pay - PERS	2,898,726	3,128,117	4,374,570	4,374,571	4,534,011	159,440	3.6
8010 Non Benefit Employees	4,722	0	0	0	0	0	0.0
8011 Overtime Pay	50,090	57,144	68,432	68,432	69,497	1,065	1.5
8018 PST-Part Time Employees - PARS	39,045	49,637	19,397	19,397	19,397	0	0.0
8020 Management Benefit	4,446	0	0	0	0	0	0.0
8023 Auto Allowance	9,588	15,582	16,644	16,644	16,644	0	0.0
8024 Personal Dvlpmt Allowance	12,900	14,075	11,000	11,000	11,000	0	0.0
8027 Workers' Compensation	274,975	168,213	193,389	193,388	66,990	-126,398	-65.3
8031 General Liability	26,438	54,109	118,662	118,662	104,753	-13,909	-11.7
8037 Miscellaneous Pay	4,682	0	0	0	0	0	0.0
8038 PERS-Employee Portion	209,000	160,103	306,219	306,219	317,381	11,162	3.6
8040 PERS-City Portion	236,763	310,116	337,279	337,279	319,194	-18,085	-5.3
8041 PARS-City Portion	1,589	2,246	776	776	776	0	0.0
8044 Life Insurance	2,121	2,031	4,375	4,375	4,534	159	3.6
8045 Dental Insurance	24,055	25,055	30,453	30,453	30,453	0	0.0
8046 Medicare-City Contributn	31,900	37,141	64,423	64,423	66,751	2,328	3.6
8047 Long Term Disability	21,075	7,200	7,436	7,436	7,708	272	3.6
8048 Child Care Subsidies	0	0	309	309	309	0	0.0
8049 Emp Opt Ben Fd (EOBF)	405,310	470,728	575,718	575,718	610,324	34,606	6.0
8050 Benefits (VHS)	466,695	501,617	0	0	0	0	0.0
8054 Vision Care	116	299	0	0	0	0	0.0
8056 Accrued payroll	3,279	2,836	0	0	0	0	0.0
8058 Benefits Administration	157,980	170,000	0	0	0	0	0.0
*** TOTAL PERSONNEL	4,885,495	5,176,249	6,129,082	6,129,082	6,179,722	50,640	0.8
SERVICES AND SUPPLIES							
8101 Materials & Supplies	89,673	124,398	148,627	148,627	138,841	-9,786	-6.5
8103 Uniforms	369	230	0	0	2,000	2,000	0.0
8107 Equipment Lease Payments	7,096	7,684	0	0	0	0	0.0
8108 Computer Related Supplies	2,921	2,239	20,600	20,600	6,000	-14,600	-70.8
8109 Equip Purchases Under \$10,000	14,987	42,711	55,006	55,006	53,047	-1,959	-3.5
8110 Outside Printing and Duplicating	5,518	30	3,500	3,500	6,500	3,000	85.7
8112 Legal Advertising	0	1,576	0	0	0	0	0.0
8113 Photo Copy Machine Maint	39,946	42,642	18,480	18,480	20,500	2,020	10.9
8114 Other Contract Services	253,948	229,515	63,345	63,345	61,345	-2,000	-3.1
8115 Consultant Services	615,399	570,200	443,128	443,128	343,128	-100,000	-22.5
8117 Data Processing Operations	211,700	78,192	696,298	696,298	696,298	0	0.0
8118 Outside Legal Services	11,141	7,053	0	0	0	0	0.0
8121 Computer(PC) Maint/Repair	958	0	3,500	3,500	3,500	0	0.0
8122 Support to Advisory	42	114	1,500	1,500	1,500	0	0.0

GRAIL ANALYSIS

MSI:

DEPARTMENT: Planning and Development Department

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
Committees							
8124 Dues and Memberships	2,185	2,235	4,120	4,120	5,420	1,300	31.5
8125 Special Civic Events	483	1,595	0	0	0	0	0.0
8126 Conf & Mtgs - Comm & Committees	400	400	0	0	0	0	0.0
Subscriptions							
8127 Conferences & Meetings	10,445	20,002	40,450	40,450	41,750	1,300	3.2
8128 Mileage	33	146	5,000	5,000	5,000	0	0.0
8129 Education	7,587	7,313	14,168	14,168	14,168	0	0.0
8130 Training Costs	0	0	20,000	20,000	20,000	0	0.0
8132 Video Productions	0	3,200	0	0	0	0	0.0
8135 Reference Matls	-1,328	514	2,500	2,500	2,500	0	0.0
Gas and Lubricants							
8137 Gas and Lubricants	18	213	0	0	0	0	0.0
Telephone							
8140 Telephone	8,124	1,104	21,880	21,880	21,880	0	0.0
Refuse Collection							
8141 Refuse Collection	1,889	2,006	0	0	2,005	2,005	0.0
Postage							
8144 Postage	8,930	14,167	6,435	6,435	23,155	16,720	259.8
Program Expenditures							
8177 Program Expenditures	9,266	7,012	0	0	0	0	0.0
Vehicle Rental							
8218 Vehicle Rental	870	393	1,000	1,000	1,000	0	0.0
Cell Phone Reimbsmnt							
8290 Cell Phone Reimbsmnt	-2,365	-1,202	0	0	0	0	0.0
*** TOTAL SERVICES AND SUPPLIES	1,300,235	1,165,682	1,569,537	1,569,537	1,469,537	-100,000	-6.3
EQUIPMENT							
8505 Automotive Equipment	14,939	18,432	0	0	0	0	0.0
*** TOTAL EQUIPMENT	14,939	18,432	0	0	0	0	0.0
*** SUBTOTAL	6,200,669	6,360,363	7,698,619	7,698,619	7,649,259	-49,360	-0.6
INTERNAL SERVICE CHARGES							
8601 IS-Structural Maintenance	43,237	47,389	46,184	46,184	45,707	-477	-1.0
8602 IS-Tenant Improvements	1,377	34,959	5,000	5,000	5,000	0	0.0
8603 IS-Lockshop	680	1,476	0	0	0	0	0.0
8604 IS-Utilities & Insurance - HSEKPING	24,888	25,044	23,416	23,416	24,255	839	3.5
8605 IS-Housekeeping Serv	34,995	35,597	30,443	30,443	31,273	830	2.7
8606 IS-Floors and Windows	22,519	7,400	400	400	400	0	0.0
8607 IS-Printing	41,178	58,754	27,000	27,000	27,000	0	0.0
8608 IS-Mail Services	0	6,195	6,461	6,461	6,793	332	5.1
8609 IS-Telephones	42,105	40,003	45,713	45,713	45,375	-338	-0.7
8611 IS-Application Devel & Support	18,060	1,724	5,300	5,300	5,300	0	0.0
8612 IS-PC&Net Service Center	15,636	0	0	0	0	0	0.0
8615 IS-Auto Body Repair	3,994	2,245	0	0	0	0	0.0
8616 IS-Fleet Maint - Equip Maintenance	47,870	46,279	16,428	16,428	19,038	2,610	15.8
8617 IS-Fleet Maint - Equip Replacement	5,580	5,580	19,000	19,000	19,000	0	0.0
8618 IS-Fleet Fuel/Lubricant	42,844	46,079	37,193	37,193	53,286	16,093	43.2
8620 Bldg Preventive Maintenance	15,094	15,094	13,816	13,816	13,825	9	0.0
8622 IS-Telephone - Usage	10,489	7,773	3,000	3,000	3,000	0	0.0
8624 IS-Enterprise Network	45,019	44,507	52,510	52,510	58,910	6,400	12.1

MSI:

DEPARTMENT: Planning and Development Department

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
8626 IS-Mail - Direct Request	0	87	0	0	0	0	0.0
8631 IS-AD&S Tidemark	22,376	0	0	0	0	0	0.0
8632 IS-GIS (Geographic Info)	45,147	75,441	84,459	84,459	132,567	48,108	56.9
8633 IS-IVR (Interactive Voice Response)	23,169	20,083	20,000	20,000	20,000	0	0.0
8641 IS-MS Licensing	4,326	4,206	4,318	4,318	4,432	114	2.6
*** TOTAL INTERNAL SERVICE CHARGES	510,583	525,915	440,641	440,641	515,161	74,520	16.9
*** TOTAL BUDGET	6,711,252	6,886,278	8,139,260	8,139,260	8,164,420	25,160	0.3
REVENUE							
6139 Constr. Review & Inspect.	4,744,547	4,898,443	5,933,845	5,933,845	5,926,370	-7,475	-0.1
9165 General Fund-Unspecified	1,966,705	1,987,835	2,205,415	2,205,415	2,238,050	32,635	1.4
*** TOTAL FUNDING	6,711,252	6,886,278	8,139,260	8,139,260	8,164,420	25,160	0.3

GRAIL ANALYSIS

MSI:
FUND: Information Purposes Only

ACCOUNT: 50776

VACANCY FACTOR: 0.100

RETIREMENT BENEFIT					LTD					
8040	8043	8042	8038	8039	PERS	FPRS	SPERS	LIAB:	0.0270	0.0230
0.0704	0.0000	0.0700	0.0700	0.0900	0.0017	0.0000	0.0000	WCMP:	0.0440	0.0147

PROGRAM: Code Enforcement Task Force
SECTION: Code Enforcement Task Force

DEPARTMENT: Planning and Development Department
SUB-DEPARTMENT: Inspection Services Division

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
EMPLOYEES							
REGULAR	3.000	3.000	3.000	3.000	3.000	0.000	
NON-REGULAR	3.000	3.000	0.000	0.000	0.000	0.000	
TOTAL EMPLOYEES	6.000	6.000	3.000	3.000	3.000	0.000	
PERSONNEL							
8005 Regular Pay - PERS	0	0	177,897	177,897	183,438	5,541	3.1
8027 Workers' Compensation	0	0	7,840	7,840	2,710	-5,130	-65.4
8031 General Liability	0	0	4,803	4,803	4,219	-584	-12.1
8038 PERS-Employee Portion	0	0	12,453	12,453	12,841	388	3.1
8040 PERS-City Portion	0	0	13,716	13,716	12,914	-802	-5.8
8044 Life Insurance	0	0	178	178	183	5	2.8
8045 Dental Insurance	0	0	82	82	82	0	0.0
8046 Medicare-City Contributn	0	0	2,579	2,579	2,660	81	3.1
8047 Long Term Disability	0	0	302	302	312	10	3.3
8049 Emp Opt Ben Fd (EOBF)	0	0	3,150	3,150	4,800	1,650	52.3
*** TOTAL PERSONNEL	0	0	223,000	223,000	224,159	1,159	0.5
SERVICES AND SUPPLIES							
8101 Materials & Supplies	0	0	2,150	2,150	2,150	0	0.0
8108 Computer Related Supplies	0	0	1,000	1,000	1,000	0	0.0
8109 Equipt Purchases Under \$10,000	0	0	1,000	1,000	1,000	0	0.0
8110 Outside Printing and Duplicating	0	0	3,525	3,525	3,525	0	0.0
8112 Legal Advertising	0	0	1,500	1,500	1,500	0	0.0
8114 Other Contract Services	0	0	2,000	2,000	2,000	0	0.0
8128 Mileage	0	0	3,352	3,352	3,352	0	0.0
8140 Telephone	0	0	2,016	2,016	2,016	0	0.0
8144 Postage	0	0	890	890	890	0	0.0
*** TOTAL SERVICES AND SUPPLIES	0	0	17,433	17,433	17,433	0	0.0
EQUIPMENT							
*** TOTAL EQUIPMENT	0	0	0	0	0	0	0.0
*** SUBTOTAL	0	0	240,433	240,433	241,592	1,159	0.4
INTERNAL SERVICE CHARGES							
*** TOTAL INTERNAL SERVICE CHARGES	0	0	0	0	0	0	0.0
*** TOTAL BUDGET	0	0	240,433	240,433	241,592	1,159	0.4

MSI:
FUND: Information Purposes Only

ACCOUNT: 50776

PROGRAM: Code Enforcement Task Force
SECTION: Code Enforcement Task Force

DEPARTMENT: Planning and Development Department
SUB-DEPARTMENT: Inspection Services Division

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
REVENUE							
9421 Reimbursement from CDBG	0	0	235,000	235,000	241,592	6,592	2.8
9801 Other City Funds	0	0	5,433	5,433	0	-5,433	-100.0
*** TOTAL FUNDING	0	0	240,433	240,433	241,592	1,159	0.4

GRAIL ANALYSIS

MSI:
FUND: Information Purposes Only

ACCOUNT: 448200

PROGRAM: MASH
SECTION: MASH

DEPARTMENT: Planning and Development Department
SUB-DEPARTMENT: Inspection Services Division

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
EMPLOYEES							
REGULAR	8.000	8.000	8.000	8.000	8.000	0.000	
NON-REGULAR	69.000	69.000	72.000	72.000	72.000	0.000	
TOTAL EMPLOYEES	77.000	77.000	80.000	80.000	80.000	0.000	
PERSONNEL							
8005 Regular Pay - PERS	0	0	496,288	496,288	513,178	16,890	3.4
8018 PST-Part Time Employees - PARS	0	0	1,260,314	1,260,314	1,306,024	45,710	3.6
8024 Personal Dvlpmt Allowance	0	0	2,500	2,500	2,500	0	0.0
8027 Workers' Compensation	0	0	77,291	77,291	26,742	-50,549	-65.4
8031 General Liability	0	0	47,428	47,428	41,842	-5,586	-11.7
8038 PERS-Employee Portion	0	0	34,740	34,740	35,922	1,182	3.4
8040 PERS-City Portion	0	0	38,264	38,264	36,128	-2,136	-5.5
8041 PARS-City Portion	0	0	50,413	50,413	52,241	1,828	3.6
8044 Life Insurance	0	0	496	496	513	17	3.4
8045 Dental Insurance	0	0	7,256	7,256	7,256	0	0.0
8046 Medicare-City Contributn	0	0	7,196	7,196	7,441	245	3.4
8047 Long Term Disability	0	0	844	844	872	28	3.3
8049 Emp Opt Ben Fd (EOBF)	0	0	100,650	100,650	144,650	44,000	43.7
*** TOTAL PERSONNEL	0	0	2,123,680	2,123,680	2,175,309	51,629	2.4
SERVICES AND SUPPLIES							
8101 Materials & Supplies	0	0	95,400	95,400	95,400	0	0.0
8107 Equipment Lease Payments	0	0	40,677	40,677	40,677	0	0.0
8110 Outside Printing and Duplicating	0	0	1,000	1,000	1,000	0	0.0
8112 Legal Advertising	0	0	2,000	2,000	2,000	0	0.0
8127 Conferences & Meetings	0	0	8,000	8,000	8,000	0	0.0
8140 Telephone	0	0	14,500	14,500	14,500	0	0.0
*** TOTAL SERVICES AND SUPPLIES	0	0	161,577	161,577	161,577	0	0.0
EQUIPMENT							
*** TOTAL EQUIPMENT	0	0	0	0	0	0	0.0
*** SUBTOTAL	0	0	2,285,257	2,285,257	2,336,886	51,629	2.2
INTERNAL SERVICE CHARGES							
8618 IS-Fleet Fuel/Lubricant	0	0	11,912	11,912	11,912	0	0.0
*** TOTAL INTERNAL SERVICE CHARGES	0	0	11,912	11,912	11,912	0	0.0
*** TOTAL BUDGET	0	0	2,297,169	2,297,169	2,348,798	51,629	2.2
REVENUE							
9421 Reimbursement from CDBG	0	0	612,000	612,000	602,408	-9,592	-1.5
9801 Other City Funds	0	0	1,685,169	1,685,169	1,746,390	61,221	3.6
*** TOTAL FUNDING	0	0	2,297,169	2,297,169	2,348,798	51,629	2.2

GRAIL ANALYSIS

MSI:
FUND: Information Purposes Only

ACCOUNT: 448200

PROGRAM: MASH
SECTION: MASH

DEPARTMENT: Planning and Development Department
SUB-DEPARTMENT: Inspection Services Division

FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
-------------------	-------------------	--------------------	--------------------	------------------------	-----------	---

GRAIL ANALYSIS

MSI:
FUND: General Fund

ACCOUNT: 446200

VACANCY FACTOR: 0.020

RETIREMENT BENEFIT					LTD					
8040	8043	8042	8038	8039	PERS	FPRS	SPERS	LIAB:	0.0270	0.0230
0.0704	0.0000	0.0700	0.0700	0.0900	0.0017	0.0000	0.0000	WCMP:	0.0440	0.0147

PROGRAM: Economic Development
SECTION: Economic Development

DEPARTMENT: Planning and Development Department
SUB-DEPARTMENT: Economic Development

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
EMPLOYEES							
REGULAR	5,000	5,000	5,000	5,000	5,000	0,000	
NON-REGULAR	0,000	0,000	0,000	0,000	0,000	0,000	
TOTAL EMPLOYEES	5,000	5,000	5,000	5,000	5,000	0,000	
PERSONNEL							
8005 Regular Pay - PERS	253,768	296,654	362,936	362,936	375,352	12,416	3.4
8011 Overtime Pay	487	713	0	0	0	0	0.0
8018 PST-Part Time Employees - PARS	1,460	1,680	0	0	0	0	0.0
8024 Personal Dvlpmt Allowance	1,500	2,500	2,000	2,000	2,000	0	0.0
8027 Workers' Compensation	23,889	15,588	15,969	15,969	5,518	-10,451	-65.4
8031 General Liability	2,297	5,072	9,799	9,799	8,633	-1,166	-11.8
8037 Miscellaneous Pay	510	0	0	0	0	0	0.0
8038 PERS-Employee Portion	18,541	14,998	25,406	25,406	26,275	869	3.4
8040 PERS-City Portion	20,515	30,232	27,982	27,982	26,425	-1,557	-5.5
8041 PARS-City Portion	61	68	0	0	0	0	0.0
8044 Life Insurance	224	224	363	363	375	12	3.3
8045 Dental Insurance	1,287	1,810	2,420	2,420	2,420	0	0.0
8046 Medicare-City Contributn	3,754	4,896	5,263	5,263	5,443	180	3.4
8047 Long Term Disability	1,862	743	617	617	638	21	3.4
8049 Emp Opt Ben Fd (EOBF)	34,303	44,295	45,750	45,750	48,500	2,750	6.0
8050 Benefits (VHS)	40,857	47,761	0	0	0	0	0.0
8054 Vision Care	23	24	0	0	0	0	0.0
8056 Accrued payroll	250	4,327	0	0	0	0	0.0
8058 Benefits Administration	13,830	16,052	0	0	0	0	0.0
*** TOTAL PERSONNEL	419,418	487,637	498,505	498,505	501,579	3,074	0.6
SERVICES AND SUPPLIES							
8101 Materials & Supplies	9,162	26,848	13,750	13,750	24,147	10,397	75.6
8108 Computer Related Supplies	937	195	2,800	2,800	0	-2,800	-100.0
8110 Outside Printing and Duplicating	575	122	0	0	2,000	2,000	0.0
8112 Legal Advertising	0	10	0	0	0	0	0.0
8114 Other Contract Services	8,596	51,997	40,805	40,805	29,000	-11,805	-28.9
8115 Consultant Services	39,378	0	0	0	0	0	0.0
8124 Dues and Memberships	5,355	3,800	400	400	1,650	1,250	312.5
8125 Special Civic Events	0	135	0	0	0	0	0.0
8127 Conferences & Meetings	3,085	1,947	1,257	1,257	4,338	3,081	245.1
8128 Mileage	0	123	250	250	250	0	0.0
8129 Education	0	10	500	500	500	0	0.0
8144 Postage	464	394	3,806	3,806	1,200	-2,606	-68.4

GRAIL ANALYSIS

ACCOUNT: 446200

MSI:
FUND: General Fund

PROGRAM: Economic Development
SECTION: Economic Development

DEPARTMENT: Planning and Development Department
SUB-DEPARTMENT: Economic Development

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
8218 Vehicle Rental	553	343	0	0	483	483	0.0
*** TOTAL SERVICES AND SUPPLIES	68,105	85,924	63,568	63,568	63,568	0	0.0
EQUIPMENT							
*** TOTAL EQUIPMENT	0	0	0	0	0	0	0.0
*** SUBTOTAL	487,523	573,561	562,073	562,073	565,147	3,074	0.5
INTERNAL SERVICE CHARGES							
8601 IS-Structural Maintenance	0	0	11,314	11,314	4,642	-6,672	-58.9
8605 IS-Housekeeping Serv	0	0	7,458	7,458	3,176	-4,282	-57.4
8607 IS-Printing	8,611	6,131	0	0	0	0	0.0
8609 IS-Telephones	0	36	0	0	0	0	0.0
8611 IS-Application Devel & Support	10,136	4,608	0	0	0	0	0.0
8620 Bldg Preventive Maintenanc e	0	0	3,385	3,385	1,404	-1,981	-58.5
8622 IS-Telephone - Usage	919	983	0	0	0	0	0.0
8634 IS-Security Srvc City Ha ll	0	0	4,728	4,728	4,728	0	0.0
*** TOTAL INTERNAL SERVICE CHARGES	19,666	11,758	26,885	26,885	13,950	-12,935	-48.1
*** TOTAL BUDGET	507,189	585,319	588,958	588,958	579,097	-9,861	-1.6
REVENUE							
9165 General Fund-Unspecified	507,189	585,319	588,958	588,958	579,097	-9,861	-1.6
*** TOTAL FUNDING	507,189	585,319	588,958	588,958	579,097	-9,861	-1.6

**PASADENA COMMUNITY DEVELOPMENT COMMISSION
FISCAL YEAR 2008-2009 PROPOSED OPERATING BUDGET**

PROJECT AREA	TOTALS	CENTRAL AREA	NEIGHBORHOOD REVITALIZATION
FTE	16.05		
EXPENDITURES			
Administration			
Personnel	1,985,418	1,676,686	308,732
Service and supplies	378,997	320,063	58,934
Internal Service Charges	138,346	116,833	21,513
Abatement / Indirect Cost	518,525	437,894	80,631
Equipment	-	-	-
Total Administration	3,021,286	2,551,476	469,810
Debt Service			
Tax Allocation Bonds	2,351,408	-	2,351,408
Advance and Loan City	18,688,336	18,409,947	278,388
Total Debt Service	21,039,744	18,409,947	2,629,797
Project / Program	6,466,778	5,067,288	1,399,490
Total Expenditures	30,527,808	26,028,711	4,499,097
REVENUES			
Projected fund balance July 1, 2008	13,833,576	6,706,421	7,127,155
Other Revenues			
General fund	800,000	800,000	-
Incremental property tax	28,067,075	24,162,940	3,904,135
Investment income	465,000	235,000	230,000
Transfer from other project area	645,426	58,279	587,147
Other sources *	1,186,806	950,902	235,904
Total other revenues	31,164,308	26,207,122	4,957,186
Projected fund balance June 30, 2009	14,470,076	6,884,832	7,585,244

**PASADENA COMMUNITY DEVELOPMENT COMMISSION
FISCAL YEAR 2008-2009 PROPOSED OPERATING BUDGET**

	Total Neighborhood Revitalization Area	NEIGHBORHOOD REVITALIZATION AREA					CENTRAL AREA		
		FAIR OAKS	LAKE WASHINGTON	LINCOLN	VILLA PARKE	ORANGE GROVE	Total Central Area	DOWNTOWN	OLD PASADENA
PROJECT EXPENDITURES									
Legal (out side)	-	-	-	-	-	-	-	-	-
Financial Fees / Audit	20,000	5,000	5,000	5,000	5,000	5,000	-	-	
Planning	199,000	-	50,000	57,500	55,000	36,500	635,000	1,109,204	
Real Estate Acquisition	-	-	-	-	-	-	-	-	
Operation of acquired property	30,904	30,904	-	-	-	-	-	-	
Rehabilitation	60,000	-	-	60,000	-	-	25,000	-	
Public Improvement	-	-	-	-	-	-	-	922,530	
Debt service - principal	615,000	125,000	60,000	224,000	206,000	206,000	-	-	
Debt service - interest	1,458,020	722,272	460,925	83,543	93,329	93,329	18,305,358	43,902	
Payment to City - Participation	160,000	30,000	130,000	-	-	-	-	-	
Payment to COP 96	118,388	-	22,937	47,726	47,726	47,726	60,687	-	
Administration Costs	469,810	96,681	49,247	67,677	160,128	96,077	2,122,151	429,325	
Transfer to DSF/Other	587,147	96,120	48,961	310,047	132,019	132,019	58,279	-	
Transfer to Affordable Housing Fd	780,828	165,484	77,669	52,067	315,205	170,403	800,000	1,517,275	
Total Expenditures	4,499,097	1,271,461	904,738	272,695	1,263,149	787,054	22,006,475	4,022,235	
REVENUES									
Projected fund balance (7/1/08)	7,127,155	467,167	783,687	1,199,137	3,193,297	1,483,867	2,395,538	4,310,883	
Other Revenues									
Incremental property tax	3,904,135	827,421	388,343	260,333	1,576,024	852,015	19,105,358	5,057,582	
General Fund - City	-	-	-	-	-	-	800,000	-	
Rental income	30,904	30,904	-	-	-	-	950,902	-	
Investment earnings	230,000	45,000	20,000	30,000	85,000	50,000	150,000	85,000	
Transfer Other Project Area	587,147	96,120	48,961	-	310,047	132,019	58,279	-	
Reimb. from developer	205,000	75,000	130,000	-	-	-	-	-	
Total other revenues	4,957,186	1,074,445	587,304	290,333	1,971,071	1,034,034	21,064,539	5,142,582	
Projected fund balance (6/30/09)	7,585,244	270,151	466,252	1,216,775	3,901,219	1,730,847	1,453,602	5,431,230	

**PASADENA COMMUNITY DEVELOPMENT COMMISSION
FISCAL YEAR 2008-2009 PROPOSED OPERATING BUDGET**

		FAIR OAKS PROJECT AREA				ORANGE GROVE			
	Acct	Totals	Debt Service Fund	General		Debt Service Fund	General & Merger	Northwest Community Plan	Marketing Northwest
PROJECT EXPENDITURES									
Legal (out side)	8118	-	459990	452210	-	-	452225	-	-
Financial fees and audit	8149	5,000	5,000	-	-	5,000	-	-	-
Planning	8164	-	-	-	-	-	1,500	10,000	25,000
Real estate acquisition	8166	-	-	-	-	-	-	-	-
Capital Project (Prior Year)		-	-	-	-	-	-	-	-
Operation of acquired property	8171	30,904	-	30,904	-	-	-	-	-
Rehabilitation	8172	-	-	-	-	-	-	-	-
Debt service - principal	8684	125,000	125,000	-	-	206,000	-	-	-
Debt service - interest	8677	722,272	722,272	-	-	93,329	-	-	-
Payment to City Advances	8680	30,000	30,000	-	-	-	-	-	-
Payment to COP 96	8683	-	-	-	-	47,726	-	-	-
Administration Costs	8165	96,681	-	96,681	-	-	96,077	-	-
Transfer for to Other funds	6722	96,120	96,120	-	-	132,019	-	-	-
Transfer to Affordable Housing Fd	8723	165,484	165,484	-	-	170,403	-	-	-
Total Expenditures		1,271,461	1,143,876	127,585	-	654,477	97,577	10,000	25,000
REVENUE									
Projected fund balance (7/1/08)		467,167	1,973,201	(1,506,034)	-	1,483,867	-	-	-
Other Revenues									
Tax Incremental property tax	6006	827,421	827,421	-	-	852,015	-	-	-
General fund (City)	6807	-	-	-	-	-	-	-	-
Rental income	6977	30,904	-	30,904	-	-	-	-	-
Investment earnings	6931	45,000	45,000	-	-	50,000	-	-	-
Reimbursement from Developers	7026	75,000	30,000	45,000	-	-	-	-	-
Transfer from DSF	6844	96,120	902,421	96,120	-	902,015	97,019	10,000	25,000
Total other revenues		1,074,445	902,421	172,024	-	1,731,405	-	-	-
Projected fund balance (6/30/09)		270,151	1,731,746	(1,461,595)	-	-	-	-	-

**PASADENA COMMUNITY DEVELOPMENT COMMISSION
FISCAL YEAR 2008-2009 PROPOSED OPERATING BUDGET**

LAKE WASHINGTON PROJECT AREA							
	Acct	Totals	Debt Service Fund	General	Parking Study	Lake Avenue Business District	MEMO Washington Theater Retail
PROJECT EXPENDITURES							
Legal (out side)	8118	-	-	452215	-	452251	452239
Financial fees and audit	8149	5,000	5,000	-	-	-	-
Planning	8164	50,000	-	-	40,000	10,000	15,000
Real estate acquisition	8166	-	-	-	-	-	-
Capital Project (Prior Year)		-	-	-	-	-	360,000
Operation of acquired property	8171	-	-	-	-	-	-
Rehabilitation	8172	-	-	-	-	-	-
Debt service - principal	8684	60,000	60,000	-	-	-	-
Debt service - interest	8677	460,925	460,925	-	-	-	-
Payment to City Advances	8680	130,000	-	130,000	-	-	-
Payment to COP 96	8683	22,937	22,937	-	-	-	-
Administration Costs	8165	49,247	-	49,247	-	-	-
Transfer for to Other funds	6722	48,961	48,961	-	-	-	-
Transfer to Affordable Housing Fd	8723	77,669	77,669	-	-	-	-
Total Expenditures		904,738	675,492	179,247	40,000	10,000	375,000
REVENUE							
Projected fund balance (7/1/08)		783,687	552,293	181,394	40,000	10,000	375,000
Other Revenues							
Tax incremental property tax	6006	388,343	388,343	-	-	-	-
General fund (City)	6807	-	-	-	-	-	-
Rental income	6977	-	-	-	-	-	-
Investment earnings	6931	20,000	20,000	-	-	-	-
Reimbursement from Developers	7026	130,000	-	130,000	-	-	-
Transfer from DSF	6844	48,961	-	48,961	-	-	-
Total other revenues		587,304	408,343	178,961	-	-	-
Projected fund balance (6/30/09)		466,252	285,144	181,108	-	-	-

**PASADENA COMMUNITY DEVELOPMENT COMMISSION
FISCAL YEAR 2008-2009 PROPOSED OPERATING BUDGET**

		BUSINESS DEVELOPMENT PROGRAM - Memo Only					
		Acct	Totals	Business Outreach	Economic Collaboration	Marketing Advertising	Technology Initiatives
PROJECT EXPENDITURES							
Legal and financial	8118	-	-	451310	451320	451330	451340
Financial fees and audit	8149	-	-	-	-	-	-
Planning	8164	225,000	225,000	40,000	10,000	90,000	85,000
Real estate acquisition	8166	-	-	-	-	-	-
Operation of acquired property	8171	-	-	-	-	-	-
Rehabilitation	8172	-	-	-	-	-	-
Public improvement	8276	-	-	-	-	-	-
Debt service - interest	8677	-	-	-	-	-	-
Payment to City Advances	8677	-	-	-	-	-	-
Payment to COP 96	8680	-	-	-	-	-	-
Administration Costs	8165	-	-	-	-	-	-
Transfer to Affordable Housing Fd	8717	-	-	-	-	-	-
Total Expenditures		225,000	225,000	40,000	10,000	90,000	85,000
REVENUE							
Projected fund balance (7/1/08)		-	-	-	-	-	-
Other Revenues		-	-	-	-	-	-
Tax incremental property tax	6006	-	-	-	-	-	-
General fund (transfer)	6807	-	-	-	-	-	-
Rental income	6977	225,000	225,000	40,000	10,000	90,000	85,000
Investment earnings	6931	-	-	-	-	-	-
Miscellaneous revenue	7023	-	-	-	-	-	-
Total other revenues		225,000	225,000	40,000	10,000	90,000	85,000
Projected fund balance (6/30/09)		-	-	-	-	-	-

**PASADENA COMMUNITY DEVELOPMENT COMMISSION
FISCAL YEAR 2008-2009 PROPOSED OPERATING BUDGET**

CENTRAL AREA - OLD PASADENA									
	Acct	Totals	General	Retail Recruitment & Survey	Management Support	Development/ Parking Opportunities	Memo Right of Way Capital Improvement		
PROJECT EXPENDITURES									
Legal and financial	8149	-	452123	452126	452127	452147	452146		
Planning	8164	1,109,204	-	20,000	89,204	1,000,000	-		
Real estate acquisition	8166	-	-	-	-	-	-		
Operation of acquired property	8166	-	-	-	-	-	-		
Capital Project (Prior Year)		-	-	-	-	-	222,000		
Rehabilitation	8171	-	-	-	-	-	-		
Public improvement	8276	922,530	922,530	-	-	-	-		
Interest / City Advances	8677	43,902	43,902	-	-	-	-		
Administration Costs	8165	429,325	429,325	-	-	-	-		
Transfer to Affordable Housing Fd	8723	1,517,275	1,517,275	-	-	-	-		
Total Expenditures		4,022,235	2,913,031	20,000	89,204	1,000,000	222,000		
REVENUE									
Projected fund balance (7/1/08)		4,310,883	3,201,679	20,000	89,204	1,000,000	222,000		
Other Revenues									
Tax incremental property tax	6006	5,057,582	5,057,582	-	-	-	-		
Sales Tax	6008	-	-	-	-	-	-		
Investment earnings	6931	85,000	85,000	-	-	-	-		
Total other revenues		5,142,582	5,142,582	-	-	-	-		
Projected fund balance (6/30/09)		5,431,230	5,431,230	-	-	-	-		

GRAIL ANALYSIS

MSI:
FUND: General Fund

ACCOUNT: 444100

VACANCY FACTOR: 0.070
RETIREMENT BENEFIT
8040 8043 8042 8038 8039 PERS LTD FPRS SPERS LIAB: 0.0270 0.0230
0.0704 0.0000 0.0700 0.0700 0.0900 0.0017 0.0000 0.0000 WCMP: 0.0440 0.0147

PROGRAM: Planning Administration DEPARTMENT: Planning and Development Department
SECTION: Planning Administration SUB-DEPARTMENT: Planning Division

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
EMPLOYEES							
REGULAR	34.000	33.000	33.000	33.000	33.000	0.000	
NON-REGULAR	0.000	0.000	0.000	0.000	0.000	0.000	
TOTAL EMPLOYEES	34.000	33.000	33.000	33.000	33.000	0.000	
PERSONNEL							
8005 Regular Pay - PERS	1,978,866	2,055,632	2,539,500	2,539,500	2,629,622	90,122	3.5
8011 Overtime Pay	14,490	24,611	10,295	10,295	10,659	364	3.5
8018 PST-Part Time Employees - PARS	24,887	28,222	26,347	26,347	26,347	0	0.0
8020 Management Benefit	1,159	0	0	0	0	0	0.0
8023 Auto Allowance	3,360	3,360	9,312	9,312	9,312	0	0.0
8024 Personal Dvlpmt Allowance	12,500	12,000	12,750	12,750	12,750	0	0.0
8027 Workers' Compensation	187,530	111,417	112,929	112,929	39,075	-73,854	-65.3
8031 General Liability	18,033	35,425	69,292	69,292	61,101	-8,191	-11.8
8037 Miscellaneous Pay	6,047	0	0	0	0	0	0.0
8038 PERS-Employee Portion	144,867	104,444	177,765	177,765	184,074	6,309	3.5
8040 PERS-City Portion	159,574	208,144	195,795	195,795	185,125	-10,670	-5.4
8041 PARS-City Portion	1,037	1,141	1,054	1,054	1,054	0	0.0
8044 Life Insurance	1,481	1,379	2,539	2,539	2,630	91	3.5
8045 Dental Insurance	12,968	13,627	15,972	15,972	15,972	0	0.0
8046 Medicare-City Contributn	26,978	27,960	36,972	36,972	38,284	1,312	3.5
8047 Long Term Disability	14,606	4,959	4,317	4,317	4,470	153	3.5
8048 Child Care Subsidies	297	516	0	0	0	0	0.0
8049 Emp Opt Ben Fd (EOBF)	254,923	274,177	301,950	301,950	320,100	18,150	6.0
8050 Benefits (VHS)	318,562	330,957	0	0	0	0	0.0
8054 Vision Care	24	73	0	0	0	0	0.0
8056 Accrued payroll	6,791	5,697	0	0	0	0	0.0
8058 Benefits Administration	107,836	112,032	0	0	0	0	0.0
*** TOTAL PERSONNEL	3,296,816	3,355,773	3,516,789	3,516,789	3,540,575	23,786	0.6
SERVICES AND SUPPLIES							
8101 Materials & Supplies	25,818	49,492	9,540	9,540	16,379	6,839	71.6
8107 Equipment Lease Payments	0	183	0	0	0	0	0.0
8108 Computer Related Supplies	0	1,221	0	0	0	0	0.0
8109 Equipt Purchases Under \$10,000	5,220	6,636	0	0	5,400	5,400	0.0
8110 Outside Printing and Duplicating	12,007	741	18,450	18,450	12,000	-6,450	-34.9
8112 Legal Advertising	13,294	17,536	14,500	14,500	21,703	7,203	49.6
8114 Other Contract Services	61,245	44,994	31,300	31,300	32,000	700	2.2
8115 Consultant Services	325,995	317,946	544,246	544,246	544,246	0	0.0

GRAIL ANALYSIS

MSI:
FUND: General Fund

ACCOUNT: 444100

PROGRAM: Planning Administration
SECTION: Planning Administration

DEPARTMENT: Planning and Development Department
SUB-DEPARTMENT: Planning Division

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
8122 Support to Advisory Committees	21,861	16,606	7,140	7,140	7,140	0	0.0
8124 Dues and Memberships	2,095	375	2,640	2,640	2,640	0	0.0
8125 Special Civic Events	7,526	17,121	25,000	25,000	10,000	-15,000	-60.0
8126 Conf & Mtgs - Comm & Committees	1,548	1,600	0	0	0	0	0.0
8127 Conferences & Meetings	15,969	11,462	8,292	8,292	9,540	1,248	15.0
8128 Mileage	623	369	100	100	1,800	1,700	1700.0
8129 Education	6,409	957	0	0	0	0	0.0
8132 Video Productions	0	0	1,200	1,200	0	-1,200	-100.0
8135 Reference Matls Subscriptions	502	2,768	2,190	2,190	150	-2,040	-93.1
8140 Telephone	0	106	0	0	0	0	0.0
8144 Postage	25,277	19,369	14,000	14,000	15,600	1,600	11.4
8187 Discount Earned	0	-1,100	0	0	0	0	0.0
8212 Permits and Fees	47	0	0	0	0	0	0.0
8218 Vehicle Rental	2,781	4,210	0	0	0	0	0.0
*** TOTAL SERVICES AND SUPPLIES	528,217	512,592	678,598	678,598	678,598	0	0.0
EQUIPMENT							
*** TOTAL EQUIPMENT	0	0	0	0	0	0	0.0
*** SUBTOTAL	3,825,033	3,868,365	4,195,387	4,195,387	4,219,173	23,786	0.5
INTERNAL SERVICE CHARGES							
8602 IS-Tenant Improvements	2,340	34,595	0	0	0	0	0.0
8603 IS-Lockshop	44	0	0	0	0	0	0.0
8606 IS-Floors and Windows	0	18,524	0	0	0	0	0.0
8607 IS-Printing	44,850	36,520	0	0	0	0	0.0
8609 IS-Telephones	0	21,459	0	0	0	0	0.0
8622 IS-Telephone - Usage	0	2	0	0	0	0	0.0
8624 IS-Enterprise Network	270	0	0	0	0	0	0.0
8626 IS-Mail - Direct Request	249	0	0	0	0	0	0.0
*** TOTAL INTERNAL SERVICE CHARGES	47,753	111,100	0	0	0	0	0.0
*** TOTAL BUDGET	3,872,786	3,979,465	4,195,387	4,195,387	4,219,173	23,786	0.5
REVENUE							
6809 Building Services Fund - Transfer	434,322	449,513	462,998	462,998	479,203	16,205	3.5
9165 General Fund-Unspecified	3,438,464	3,529,952	3,732,389	3,732,389	3,739,970	7,581	0.2
*** TOTAL FUNDING	3,872,786	3,979,465	4,195,387	4,195,387	4,219,173	23,786	0.5

**DEPARTMENT
SUMMARY**
Police

Mission Statement

To be a world-class public safety agency that embraces the values of excellence, innovation, and integrity; to maintain public trust, dedicating Department efforts to being a part of the community through improved communication, mutual setting of priorities and shared commitment to community policing; to seek to improve the quality of life for all residents of Pasadena through a proactive team approach to timely and innovative interventions in community problems.

Program Description

The Police Department provides law enforcement services to the community of Pasadena. Through the Community Service Policing model, each division in the Department is focused on providing effective, quality service to assure a secure community. By using such diverse resources as the Air Operations Section, K-9 Officers, Neighborhood Action Team (NAT) and Homeless Outreach and Psychiatric Evaluation (HOPE) team, the Department has the ability to respond to calls for service in numerous dimensions. Each Section — Patrol, Community Services, Administrative Services, Event Planning, Traffic, Special Enforcement, Air Operations, Crimes Against Persons, Crimes Against Property, Communications, Technical Services, Records, Evidence and Property, Jail, and Counter Terrorism provides a distinct service, oriented to the community policing effort. In addition, these programs provide law enforcement services mandated by State and Federal agencies.

Departmental Relationship to City Council Goals:

• **Assure a Safe and Secure Community**

The Police Department directly supports the City Council Goal to Assure a Safe and Secure Community. It is accomplishing this directive by providing effective, quality service. The Police Department is continuing to enhance Community Service Policing and decentralizing traditional law enforcement services. Problem solving and partnerships with community organizations and residents will be the focus of community safety and crime prevention efforts. In addition, regional partnerships such as Foothill Air Support Team (FAST), Los Angeles Interagency Metropolitan Police Apprehension Crime Team (LA IMPACT), Los Angeles Regional Internet Crimes Against Children (ICAC) Task Force, and Los Angeles High Intensity Drug Traffic Area (LA HIDTA) are helping to ensure that the Department can maximize the services provided. The area of Internet crime is one the Department anticipates devoting an increased amount of time and resources to in the years ahead.

Major Accomplishments

Once again, reported major crimes remain at or near 50-year lows. The events of September 11, 2001, continue to impact the City's policing activities. The Counter Terrorism Section maintains critical information links that will help to ensure that the Department has access to all available information from Federal, State and Local law enforcement agencies to ensure the safety and security of the community. Grant funding in the amount of \$1.7 million has been obtained to provide equipment, training, and security enhancements to better protect the community and first responders. Unprecedented levels of planning continued into this year's Tournament of Roses Parade. Parade Watch remains a viable community partnership to aid in providing for a safe environment for all along the parade route. The Community Mediation Program became operational last year. A partnership with the Pasadena Police Department, Western Justice Center, and Dispute Resolution Services aims to more effectively mediate disputes between residents and the police employees who serve them through face to face mediation facilitated by a trained neutral party. Initial reports indicate that the program is very successful. A civilian jail administrator was hired to replace a sworn lieutenant who had served in that role and expand the civilian career

Police

ladder opportunities for civilians. The cities of Sierra Madre and La Verne joined FAST as we continue to grow this regional partnership. The Police Assessment Resource Center (PARC) conducted an historic study of the Department and the community, concluding that police officers and residents have great respect for each other, the Department, and the type of services provided. Finally, the value of the Pasadena policing model and the staff that implements it was demonstrated when two of four commanders were selected by area cities to serve as the new Chief's of Police.

Summary of Appropriations and Revenues

	FY 2006 Actual	FY 2007 Actual	FY 2008 Adopted	FY 2008 Revised	FY 2009 Recommended
FTEs	387.050	394.050	401.050	405.050	408.050
Appropriations	50,627,660	53,381,055	58,571,536	58,960,269	62,187,795
Sources by Fund					
General Fund	47,705,647	50,560,063	55,299,118	55,687,851	58,830,221
Burglar Alarm Fines	245,766	291,878	256,679	256,679	256,679
Old Pasadena Parking Meter	301,693	313,661	328,707	328,707	341,755
Fund Transfer					
Asset Forfeiture Fund	234,709	149,842	342,273	342,273	342,605
L A Impact Fund	90,641	100,273	120,582	120,582	122,035
Justice Assistance/Local Law	199,551	44,877	44,877	44,877	44,877
Enforcement Block Grant					
Public Safety Augmentation	1,278,576	1,293,037	1,517,937	1,517,937	1,568,024
Fund					
Foothill Air Support Fund	265,909	287,211	302,790	302,790	310,033
Supplemental Law	305,168	340,213	358,573	358,573	371,566
Enforcement Fund					
Total Sources	50,627,660	53,381,055	58,571,536	58,960,269	62,187,795

Police

Departmental Results Statements

Result 1: A safe community for those who live, work and play in Pasadena.

		FY 2007			FY 2008	FY2009
		Actual	Target	% Target	Target	Target
Measure 1.1 Survey of residents regarding how safe they feel in Pasadena.						
	A. 75% of residents feel "safe" or "very safe" within the City	72%	75%	96%	N/A	75%
Measure 1.2 Survey of residents regarding satisfaction with Police services.						
	A. 85% of residents feel "satisfied" or "very satisfied" with the overall service provided by the Police Department	77%	85%	91%	N/A	85%
Measure 1.3 Number of specialized traffic enforcement programs to reduce traffic accidents throughout the City.						
	A. Perform 1,000 hours of specialized traffic programs to include enforcement, traffic surveys, and public education programs per quarter	5,229	4,000	100%	4,000	4,000
Measure 1.4 Attend community meetings to inform residents about traffic hazards and emerging crime trends.						
	A. Attend one community meeting per quarter in each of the five Community Service Areas	61	20	100%	20	N/A
	A. Attend two community meetings per quarter in each of the five Community Service Areas	New measure and target beginning in FY 2009				40
Measure 1.5 Number of Neighborhood Services programs designed to inform residents/business watches about crime prevention and Homeland Security.						
	A. Schedule six Neighborhood – Business Watches per quarter to discuss their assistance with crime prevention and homeland security	45	24	100%	N/A	N/A
Measure 1.5 Number of Neighborhood Services programs designed to inform residents/business watches about crime prevention and emergency preparedness.						
	A. Conduct 25 Neighborhood/ Business Watch programs per quarter to inform residents and/or businesses about crime prevention and emergency preparedness	New measure beginning in FY 2008			100	100

Police

		FY 2007			FY 2008	FY2009
		Actual	Target	% Target	Target	Target
Measure 1.6 Number of Neighborhood Outreach Programs designed to enhance park safety.						
	A. Create one Park Watch Program per year	2	1	100%	N/A	N/A
Measure 1.6 Number of Neighborhood Outreach Programs designed to enhance park safety.						
	A. Maintain existing number of Park Watches and schedule one Park Watch meeting each quarter	New measure beginning in FY 2008			4	N/A
	A. Host two safety prevention programs per quarter at Pasadena parks	New target beginning in FY 2009				8

Result 2: Absence of violence by youth in Pasadena.

		FY 2007			FY 2008	FY 2009
		Actual	Target	% Target	Target	Target
Measure 2.1 Identify and monitor hard core gang members.						
	A. 50 hard-core gang members per year will be identified and closely monitored	50	50	100%	50	N/A
Measure 2.1 Identify and monitor active gang members.						
	A. 50 gang members per year will be identified and closely monitored	New measure and target beginning in FY 2009				50
Measure 2.2 Seize unlawfully possessed firearms.						
	A. Confiscate and recover at least 100 firearms for the year	134	100	100%	100	N/A
	A. As a department, confiscate and recover at least 100 firearms for the year	Verbiage change beginning in FY 2009				100
Measure 2.3 Number of youth participating in police sponsored programs.						
	A. Average 125 youth per quarter to participate in the following: Youth Advisor At Risk Program, PAL, Junior Public Safety Academy, Summer Youth Leadership Conference, CPA – Teen Edition, and Police Explorer Post	440	500	88%	500	500

Police

		FY 2007			FY 2008	FY 2009
		Actual	Target	% Target	Target	Target
Measure 2.4 Number of first-time offenders referred to the Youth Accountability Board.						
	A. 72 first-time offenders will be referred to the Youth Accountability Board per year	162	72	100%	72	72
	B. Maintain a recidivism rate of less than 20% for program graduates referred to the Youth Accountability Board	16%	20%	100%	N/A	N/A
	B. Maintain a recidivism rate of less than 16% for program graduates referred to the Youth Accountability Board	New target beginning in FY 2008			16%	16%

Result 3: High quality, cost-effective community safety and crime prevention for the people who live and work in, and visit Pasadena.

		FY 2007			FY 2008	FY 2009
		Actual	Target	% Target	Target	Target
Measure 3.1 Neighborhood Action Team to establish Special Policing Districts to address problematic liquor stores and their impact on quality of life.						
	A. Identify one non-conforming problem liquor store per quarter as a project	4	4	100%	N/A	N/A
	A. Conduct quarterly audits to determine status of non-conforming liquor stores	New measure beginning in FY 2008			4	N/A
Measure 3.1 As a department, monitor problematic liquor stores and their impact on quality of life.						
	A. Conduct quarterly inspections of liquor stores to evaluate status and crime impact in neighborhoods	New measure and target beginning in FY 2009				4
Measure 3.2 Alternate service options for police responses.						
	A. Redirect 750 reports per quarter to non-sworn personnel for processing	3,273	3,000	100%	3,000	3,000
	B. Further reduce police reports through the implementation of an online citizen reporting system	New measure and target beginning in FY 2009, specific number of reports to be reduced will be determined during FY 2009				TBD
Measure 3.3 Augment the organization's ability to provide services through increased use of volunteers.						

Police

		FY 2007			FY 2008 Target	FY 2009 Target
		Actual	Target	% Target		
	A. Volunteers to provide 2,500 hours of services to the organization per quarter	14,608	10,000	100%	N/A	N/A
	A. Volunteers to provide 4,300 hours of services to the organization per quarter	New target beginning in FY 2008			17,200	17,200

Changes From Prior Year

- **Cost Changes:** The change from the fiscal year 2008 revised budget is \$3,227,526 primarily attributable to the following:
 1. The Personnel budget increased by \$3,314,114 due to anticipated salary and benefit rate changes including \$142,800 for two Police Specialist III positions for the Records Division and \$161,662 for one Police Sergeant to provide security for the Water and Power Department. Overtime expense decreased by (\$106,941) due to elimination of one-time STEP Grant funding.
 2. The Services and Supplies budget increased by \$347,243 including \$267,943 for annual helicopter lease payment, \$38,600 for ammunition and range clean up costs, \$30,000 for training, \$29,500 for fuel and lubricants, \$7,092 for uniforms and equipment, and \$5,000 for supplies for the Police Volunteer Program. A decrease of (\$30,892) is due to the elimination of one-time funding of Local Detention Facility Grant and STEP Grant.
 3. The Equipment budget decreased (\$514,140) due to the elimination of one-time funding for in-car videos (\$374,140) and one-time funding for four vehicles (\$140,000).
 4. The Internal Service Charges budget increased by \$80,309 for citywide cost adjustments in various internal service charges and vehicle maintenance, replacement and fuel costs.
- **FTE Changes:** There was an increase of 3.00 FTEs from the fiscal year 2008 revised budget. Two Police Specialist III positions were added to the Records Division to keep up with clerical handling of police reports and one Police Sergeant was added to Patrol to enhance community policing efforts and provide additional security to the Water and Power Department.

Future Outlook

The Police Department is addressing the future policing needs of the community by: decentralizing law enforcement service delivery in an effort to reduce crime and provide a more secure community; implementation of the third 5-year Public Safety Strategic Plan; utilizing new methods of deployment and modifying service requirements; and coordinating the total resources of the Department in implementing the Community Service Policing concept. The major goals outlined in the 5-year Strategic Plan are: Implementation of Values Based Policing, Expansion of Community Policing, Improve Traffic and Transportation Related Issues, Provide Security From Acts of Terrorism, Increase Civilian Career Development, Improve Employee Training and Development, and Pursue Effective and Necessary Technology. In 2008, the Police Department has continued work on the next 5-year strategic plan covering the years 2008 to 2012. The Police Department is committed to providing measured public safety services, ensuring that the rights of all are respected and protected. The Department will continue to assess new and better ways to prepare for the future policing needs of the community. One of the Department's major challenges will be the review and possible reallocation of priorities given existing resources. Traffic and neighborhood quality of life issues will be at the forefront of the Department's policing efforts. The safety and

Police

security of students in the PUSD are a major concern. Regional partnerships will continue to be developed to leverage cost effective services. The Department anticipates that the use of DNA technology will allow it to revisit unsolved murder cases and bring closure to many victims' families.

**DIVISION
SUMMARY**
Administration

Mission Statement

The mission of the Chief's Office is to provide overall leadership, planning, staff assistance, control and management for the Pasadena Police Department. It is also responsible for maintaining effective liaison with various residents, community and civic groups and other City departments for the mutual goal of public safety. The establishment of Community Service Policing will further the ultimate mission of providing a safe community.

Program Description

The Chief's Office coordinates the activities of all divisions within the Police Department. This office also provides staff support to the divisions and to the City Council Public Safety Committee.

Major Accomplishments

The Department strengthened its concept in the delivery of police service through Community Service Policing, which divides the City into five geographic areas each with its own Lieutenant and cadre of assigned officers. The objective of the program is to deliver optimum service and involve the community in problem solving.

Community involvement with the Department continues at high levels. Over 150 volunteers provide a total of over 14,000 hours of service to the Department in areas such as clerical support, help with special events, and patrolling and reporting quality of life issues such as abandoned vehicles and bulky trash in residential neighborhoods.

Succession planning has been facilitated through the training of all management staff. This has been invaluable as there has been significant turnover at the command and administrator levels during the past two years.

Summary of Appropriations and Revenues

	FY 2006 Actual	FY 2007 Actual	FY 2008 Adopted	FY 2008 Revised	FY 2009 Recommended
FTEs	47.000	45.000	46.000	46.000	45.000
Appropriations	6,622,904	6,732,697	7,283,339	7,283,339	7,568,724
Sources by Fund					
General Fund	4,604,900	4,949,605	5,064,556	5,064,556	5,286,529
Asset Forfeiture Fund	234,709	149,842	342,273	342,273	342,605
Justice Assistance Grant	199,551	0	0	0	0
Public Safety Augmentation Fund	1,278,576	1,293,037	1,517,937	1,517,937	1,568,024
Supplemental Law Enforcement Fund	305,168	340,213	358,573	358,573	371,566
Total Sources	6,622,904	6,732,697	7,283,339	7,283,339	7,568,724

Changes From Prior Year

- *Cost Changes:* The Personnel budget increased by \$220,556 for anticipated salary and benefit rate changes offset by one Police Officer transferred out to the Criminal Investigation Division. The Service and Supplies budget increased by \$68,600 due to an increase of \$38,600 for ammunition and range clean up costs and \$30,000 for training not reimbursed by POST.
- *FTE Changes:* There was a decrease of 1.00 FTE from the fiscal year 2008 budget. One Police Officer transferred from Administration to Criminal Investigations Division.

Future Outlook

This Office will continue to focus on its primary objective to reduce youth violence by striving to fulfill the Chief's stated goal of "no more dead children" on the streets of Pasadena. Through Community Service Policing and a coordinated series of partnerships, that goal is attainable. The economic picture will necessitate that the Police Department continue to seek ways and means in which service delivery is not compromised. Grant funding and regional partnerships will be closely monitored toward that end. The development of our new management team and future leaders will be at the forefront of our efforts this year. The Department will continue to seek ways to enhance career opportunities for civilian personnel as well. Traffic and neighborhood quality of life issues will continue to be the focus of our field policing efforts through the year.

**DIVISION
SUMMARY**
Air Operations

Mission Statement

The mission of the Air Operations Section is to provide support to ground officers and to proactively identify criminal activity and problem areas from its airborne platform to the Pasadena community and its regional law enforcement partners.

Program Description

Air Operations, which is a component of Support Operations, provides aerial patrol and response to emergency calls for service, and is also used to monitor day-to-day traffic, as well as traffic around major events. Air Operations supports several City departments including the Pasadena Fire Department in brush surveys and fire management, Public Works, Code Compliance, Planning Division and the City Attorney's Office with aerial photography. This Section participates in the Los Angeles Interagency Metropolitan Police Apprehension Crime Task Force (LA IMPACT), managing and maintaining its air operations on a cost recovery basis. Additionally, the Section provides regional helicopter service to neighboring cities through the Foothill Air Support Team (FAST) and works annually with the San Gabriel Valley Mosquito Control District to eradicate standing water and the West Nile Virus. Last year the district rented the City's aircraft and the operation covered the entire San Gabriel Valley. This year the district will again contract with Pasadena to provide aircraft for locating dirty pools and standing water throughout the San Gabriel Valley.

Major Accomplishments

The Air Operations Section has completed a seventh year of providing police air patrols to the cities of Alhambra, Arcadia, Covina, Monrovia and West Covina. In the past two years the section added Glendora, La Verne, San Marino, Sierra Madre and South Pasadena to the FAST program. The regional patrol program continues to be a great success as a resource to assist these agencies in reducing crime and providing a quick response to crimes in progress. The FAST program allows for the dilution of costs for each of the cities, including Pasadena.

The section has received \$460,000 in funds that the FAST program applied for through the State Homeland Security Grant Program (SHSGP). These funds will be used to replace the aging forward looking infrared system and upgrade all the aircraft radios to support digital, trunked and multi-band communications. This new versatile communications system delivers maximum performance and the most up to date technology as may be required by Federal, Military, State and Local agencies for first responders.

Summary of Appropriations and Revenues

	FY 2006 Actual	FY 2007 Actual	FY 2008 Adopted	FY 2008 Revised	FY 2009 Recommended
FTEs	15.000	15.000	15.000	15.000	15.000
Appropriations	2,488,857	2,788,981	2,867,670	2,867,670	3,304,445
Sources by Fund					
General Fund	2,132,307	2,401,497	2,444,298	2,444,298	2,872,377
L A Impact Fund	90,641	100,273	120,582	120,582	122,035
Foothill Air Support Fund	265,909	287,211	302,790	302,790	310,033
Total Sources	2,488,857	2,788,981	2,867,670	2,867,670	3,304,445

Changes From Prior Year

- *Cost Changes:* The Personnel budget increased \$139,244 for anticipated salary and benefit rate changes. The Services and Supplies budget increased by \$297,443 including \$267,943 for annual helicopter lease payment for a new helicopter, and \$29,500 for fuel and lubricants.

Future Outlook

Air Operations will continue to work towards updating its fleet by developing a strategic plan to replace its aging military and commercial helicopters. The future fleet will be structured around providing safer and more capable aircraft.

**DIVISION
SUMMARY**
Support Operations

Mission Statement

The Support Operations Division exists to enforce traffic related issues, planning and staffing of all outside events that require police services, and the continued effort to enlist residents to participate in proactive neighborhood crime prevention and maintain homeland security.

Program Description

The Support Operations Division consists of three sections: Traffic, Event Planning, and Community Services. The Air Operations Division is also a component of Support Operations.

The Traffic Section serves as the principal traffic facilitator and enforcement body relating to traffic matters for the Police Department. This Section investigates all fatal collisions and those collisions involving City property damage, and processes taxicab driver and taxi business applications. The Traffic Section is also involved in educational programs in the local high schools emphasizing driver safety.

The Event Planning Section is responsible for planning and staffing a variety of City sponsored and privately funded events, which require police services ensuring the safety of the community and a successful and trouble-free environment.

The Community Services Section implements the Department's community outreach and crime prevention programs. This Section is also responsible for youth programs, which provide a safe environment for youths to participate in after school activities. Additionally, public education is a key element to what this Section does. Keeping the public apprised in relation to current events is also a key component. The unit closely monitors racial harmony and sensitivity issues. Emergency response and disaster preparedness are offered as well.

Major Accomplishments

The Traffic Section has continued its outreach program aimed at high school students to promote driver safety. Due to the continued housing development in the City, additional training has been provided to all officers in the Section to create a greater pool of expertise while enforcing traffic laws, investigating traffic collisions and determining hazardous traffic areas in the City. The Section was able to secure two grants through the Office of Traffic Safety. The first grant totals \$196,000 and is The Airborne Driving Under The Influence Enforcement and Teen Education grant. Through this grant, the helicopter has been utilized to identify potential DUI drivers from the air. The Teen Education component has allowed the purchase of a trailer equipped with computers and required software to simulate driving under the influence. The second grant is for \$38,000 and is for seatbelt compliance.

The Event Planning Section continues to collaborate with Local, State and Federal law enforcement to ensure the safety of visitors to UCLA football games and the New Year's Tournament of Roses Parade and National Championship BCS Football Game. The Section has continued to provide greater security measures to all of the public events staffed, and continues to be involved in the planning and staffing of hundreds of movie filmings and other special events every year. Further, the California Police Chiefs' Association has selected Pasadena as host for its 2009 annual conference, to be held March 1 through March 5 at the Pasadena Conference Center. This is a major event and planning is already well under way.

Police

The Community Services Section provides leadership and guidance to the successful Pasadena Police Activities League (PAL). The program is a partnership with the Salvation Army – Pasadena Tabernacle. To date, the program has directly impacted the lives of over 1,200 Pasadena area youth by providing avenues for educational, recreational, athletic and creative expression. The PAL Youth Council continues to be the voice of its members with the programs staff. This past year, members of the PAL Youth Council traveled to the State capital to get a first hand look at how our government works and to meet elected officials. There continues to be a strong partnership between the Flintridge Foundation and PAL Program. Regular and ongoing meetings are attended by members of the PAL staff and Flintridge group with the focus of those meetings being PAL youth.

The Citizen Police Academy remains a popular community outreach program. The class offers the public an insider's view of departmental operations and provides opportunities for participants to interact with, and communicate their concerns to, officers who are the instructors. To be active as a volunteer for the Police Department, one must first successfully complete the Citizen's Police Academy. The tremendously positive effect of the program is reflected by the fact that graduates of the 20 CPA classes logged 12,000 volunteer hours. The most recent edition of the Teen Citizen Police Academy concluded in April 2008, graduating 40 youth from the class.

Summary of Appropriations and Revenues

	FY 2006 Actual	FY 2007 Actual	FY 2008 Adopted	FY 2008 Revised	FY 2009 Recommended
FTEs	47.000	47.000	47.000	47.000	48.000
Appropriations	5,372,050	5,688,202	6,144,556	6,144,556	6,462,195
General Fund	5,372,050	5,688,202	6,144,556	6,144,556	6,462,195

Changes From Prior Year

- *Cost Changes:* The Personnel budget increased \$324,146 for anticipated salary and benefit rate changes and the transfer in of one Police Corporal from Criminal Investigation Division. The Services and Supplies budget decreased (\$6,507) due to a \$5,000 increase in materials and supplies for the Police Volunteer program offset by a (\$11,507) decrease due to the elimination of the STEP Grant for traffic safety.
- *FTE Changes:* There was an increase of 1.0 Police Corporal transferred in from Crime Investigation Division.

Future Outlook

The Traffic Section will work closely with neighborhood groups, public works and traffic management teams to mitigate the negative impacts of traffic and traffic violators in the community.

The Event Planning Section will continue to plan for the UCLA Football season, New Year's 2009 celebration and provide staffing for filming in Pasadena.

Finally, the Community Services Section will facilitate residents and community involvement through outreach programs and educational opportunities. With the addition of Traffic and Community Services Sections to the

Police

Support Operations Division, the hope is to have a greater impact on neighborhood traffic problems. Since the PUSD Police Department has been disbanded, this will require a greater involvement of our School Resource Officer with the school population.

**DIVISION
SUMMARY**
Criminal Investigation

Mission Statement

The mission of the Criminal Investigation Division is to provide a coordinated investigation to all matters of criminal activity through the application of highly trained and specialized resources. The Division is responsible for follow-up investigations from initial police reports, investigation of illegal narcotics networks operating in Pasadena, reducing alcoholic beverage violations, and combating prostitution and vice related activity. The Division is also responsible for gathering information about criminals that proactively intervenes in emerging crime problems.

Program Description

The Criminal Investigation Division is made up of the Special Enforcement, Crimes Against Persons, Crimes Against Property Sections and the Special Investigations Unit.

The Special Enforcement Section (SES) is responsible for the suppression of street level crimes, and specifically the suppression of gang and youth violence. SES also monitors serious habitual offenders and serves as the Special Weapons and Tactics (SWAT) team for barricaded suspects and high-risk search warrant service.

The Crimes Against Persons Section provides follow-up investigations for criminal activity committed against residents (homicide, rape, robbery and assaults). The objective of these investigations is to obtain as much information as possible so the District Attorney's or City Prosecutor's Office can successfully prosecute cases. This Section is also responsible for tracking and ensuring that sex registrants comply with State laws regarding residency requirements. The Forensic Unit and Photo Lab provide support for these investigations.

The Crimes Against Property Section provides follow-up investigations for criminal activity that is directed at the theft of personal property (auto theft, burglary, fraud, larceny, identity theft.) The objective of these investigations is to obtain as much information as possible so the District Attorney's or City Prosecutor's Office can successfully prosecute cases. Special Investigations Unit (SIU) operates from within this Section and is responsible for the enforcement of narcotics and vice related laws, which includes monitoring and formulating covert enforcement actions in support of this goal. SIU also provides follow-up investigation on arrests made for narcotics and vice offenses, investigates City of Pasadena applicants for new entertainment oriented businesses, conducts inspections at massage parlors and licenses taxi operators.

Major Accomplishments

The Special Enforcement Section targeted individuals and locations with a high incidence of criminal activity and made a significant number of arrests of serious offenders. Although incidents of gang violence continued sporadically in the City there were fewer major incidents of violence, while gang violence from Pasadena gangs increased in neighboring cities.

The Youth Accountability Board (YAB) continues to be successful in reducing repeat juvenile offenders, with a recidivism rate of less than 20 percent. Detective personnel continued to focus on all facets of emerging crime, aggressively track sex registrants to protect the City's population, a program that most police departments do not provide.

The Section successfully investigated and prosecuted a homicide and attempted homicide for the City of Sierra Madre. This case led to the development of a Memorandum of Understanding (MOU) between Sierra Madre and the Pasadena Police Department to investigate complex cases when needed. This MOU recovers the cost of supplying personnel and positions for additional regional services in the future.

Summary of Appropriations and Revenues

	FY 2006 Actual	FY 2007 Actual	FY 2008 Adopted	FY 2008 Revised	FY 2009 Recommended
FTEs	77.000	80.000	81.000	81.000	84.000
Appropriations	9,860,483	10,752,712	11,515,963	11,515,963	12,495,835
Sources by Fund					
General Fund	9,860,483	10,707,835	11,471,086	11,471,086	12,450,958
Justice Assistance Grant	0	44,877	44,877	44,877	44,877
Total Sources	9,860,483	10,752,712	11,515,963	11,515,963	12,495,835

Changes From Prior Year

- *Cost Changes:* The Personnel budget increased \$979,872 for anticipated salary and benefit rate changes and the transfer out of one Police Corporal to Support Operations, the transfer in of two Police Officers and one Police Sergeant from Field Operations, and the transfer in of one Police Officer from Administration.
- *FTE Changes:* There was a net increase of 3.00 FTEs from the fiscal year 2008 revised budget. One Police Corporal transferred out to Support Operations, two Police Officers and one Police Sergeant transferred in from Field Operations, and one Police Officer transferred in from Administration.

Future Outlook

The Criminal Investigation Division will continue to provide skilled resources in support of the mission of the Police Department. To accomplish this, each of the Division's sections will be utilized as necessary.

The Special Enforcement Section will deploy its personnel into Pasadena neighborhoods to address chronic criminal problems and quality of life issues with the flexibility to handle any emerging crime trend that affects the City at any time.

The Crimes Against Persons Section will vigorously perform assigned duties along with the proactive tracking and updating of individuals required to register as sexual offenders. The Section will identify and adapt to changing crime trends affecting the City. The Section will increase the use of the Youth Accountability Board in an effort to deter youth criminal offenders from committing subsequent criminal offenses. The Section will also look to use emerging technology as a way to improve service and expand investigative potential. The Crimes Against Property Section strives to reduce residential and commercial burglaries, auto thefts, auto burglaries, and identity thefts.

**DIVISION
SUMMARY**
Field Operations

Mission Statement

- To solve neighborhood problems while demonstrating adherence to the core values of the Pasadena Way
- To respond rapidly and effectively to calls for service while balancing the well being and care of Pasadena's citizenry with issues of homeland security

While servicing and respecting the Constitutional rights and privileges of all, the Field Operations Division is the first responder to most calls for service and the provider of preventative patrol services. The Division is comprised of the Patrol Section, whose primary responsibility is preserving public safety. Division personnel also work to promote and develop partnerships using both public and private resources. Division personnel provide the highest levels of ethical public safety to the community and employ innovative problem solving techniques in the pursuit of achieving the Divisional mission.

Program Description

Under the Community Service Area (CSA) policing program, personnel assigned to the Patrol Section are responsible for responding to calls for service and for working with the community to develop permanent solutions to problems that impact the quality of life in their respective neighborhoods. In addition to Patrol, specialized units including Park Safety Specialists (PSS), Neighborhood Action Team (NAT), Homeless Outreach Psychiatric Evaluation (HOPE) team, and K-9s work to support the Department's overall mission.

Major Accomplishments

The Neighborhood Action Team was first implemented in August 2000 and has established strong community relationships since that time. NAT has successfully worked special policing districts and projects by focusing its resources on designated problem areas. NAT accomplished excellent results by resolving neighborhood crime problems and improving the quality of life. NAT continued to work with store owners, residents and community groups to mitigate the impact of liquor stores and to ensure the continued monitoring of activity. NAT and PSS were instrumental in reducing calls for service in City parks and establishing a safe and crime-free environment for everyone.

The HOPE team achieved remarkable results in reducing the number of hours utilized by patrol officers responding to calls for service involving the mentally ill and homeless. HOPE continued to be recognized for their outreach and assistance in improving people's lives, while maintaining healthy relationships with business and community organizations.

In July of 2006, Council provided funding for police services on Pasadena Unified School District campuses located within city limits. The Safe Schools Team (SST) was created and consists of one lieutenant, one sergeant, five officers, one detective and a gang specialist. This team has continued to balance outreach and enforcement, while establishing relationships with students and partnerships with campus administrators. Accordingly, police officers assigned to the school campuses utilized the principles of community policing while functioning under the philosophy of prevention, intervention and enforcement.

The Safe Schools Team has been highly praised by students, teachers, administrators and the PUSD Board of Directors for its high level of services and engagement with the students. The team was successful in reducing

Police

crime on campus and providing other elements of the department such as investigations, outreach and mediation. Safe Schools Team established ongoing communication channels with all PUSD campuses that enhanced relationships with parents and staff.

Summary of Appropriations and Revenues

	FY 2006 Actual	FY 2007 Actual	FY 2008 Adopted	FY 2008 Revised	FY 2009 Recommended
FTEs	125.250	131.250	132.250	136.250	134.250
Appropriations	15,828,909	16,475,458	19,052,207	19,398,940	20,045,974
Sources by Fund					
General Fund	15,527,216	16,161,797	18,723,500	19,070,233	19,704,219
Old Pasadena Parking Meter	301,693	313,661	328,707	328,707	341,755
Fund Transfer					
Total Sources	15,828,909	16,475,458	19,052,207	19,398,940	20,045,974

Changes From Prior Year

- *Cost Changes:* The Personnel budget increased \$1,154,082 for the addition of one Police Sergeant and for anticipated salary and benefit rate changes offset by the transfer out of two Police Officers and one Police Sergeant to the Criminal Investigation Division. Service and Supplies budget increased \$7,092 due to uniforms and a taser for the additional Police Sergeant. The Equipment budget decreased (\$514,140) including (\$374,140) for the elimination of one-time purchase of the in-car video systems and (\$140,000) for the elimination of one-time funding for four vehicles included in the fiscal year 2008 budget.
- *FTE Changes:* There was a net decrease of 2.00 FTEs from the fiscal year 2008 revised budget. Two Police Officers and one Police Sergeant were transferred out to the Criminal Investigation Division and one Police Sergeant was added to Patrol to enhance community policing efforts and provide additional security to the Water and Power Department.

Future Outlook

The Patrol Section will continue to analyze and improve the concept of Community Service Area policing. Service Area Commanders will continue to refine and interpret crime data within their respective areas in the ongoing effort to more effectively utilize and deploy available resources.

**DIVISION
SUMMARY**
Strategic Services

Mission Statement

The mission of the Strategic Services Division is to ensure that all essential support functions of policing are provided expeditiously, concentrating on a high level of customer service in order to meet the needs of residents, businesses and the criminal justice system. This Division is responsible for a wide range of services including crime analysis, maintenance and storage of evidence and property, information, evidence and property processing, information systems management, data entry and retrieval, receiving and dispatching 9-1-1 calls, as well as receiving other calls for police service and assigning the appropriate police resource. The Division maintains custody of prisoners in a safe and humane environment, managing a court sanctioned inmate worker program within standards established by the California State Board of Corrections. This Division serves as an emerging hub for high technology systems and regional services.

Program Description

The Strategic Services Division is responsible for property and evidence management, computer information services to 300 Police Department users of a Computer Aided Dispatch (CAD) Records Management System (RMS) along with desktop support and other non-emergency police services; provides for the booking, processing, detention and transportation of 10,000 arrestees per year, serving as a regional Type I Jail booking and housing facility for other agencies which generates in excess of \$500,000 in revenue per year. The Division provides data entry to State and Federal mandated police records systems as well as oversight of warrant and extradition systems, dissemination of police records information pursuant to the Public Records Act, while it processes and distributes over 100,000 incoming records, police reports and citations each year. The Communications Section processes approximately 360,000 incoming and outgoing emergency and non-emergency telephone calls including over 50,000 9-1-1 calls.

Major Accomplishments

The Technical Services Section continues the CAD/RMS/MDC Replacement project implementation with an anticipated implementation date in the third quarter of fiscal year 2008. The Jail Section increased its revenues from the previous year and has already benefited from the State's new revenue replacement fund for Type I jail facilities. Additionally, the Jail Section has become a certified DNA collection point for the County of Los Angeles. Replacement of the Department's digital radios continues as Homeland Security funds become available.

Summary of Appropriations and Revenues

	FY 2006 Actual	FY 2007 Actual	FY 2008 Adopted	FY 2008 Revised	FY 2009 Recommended
FTEs	75.800	75.800	79.800	79.800	81.800
Appropriations	10,454,457	10,943,005	11,707,801	11,749,801	12,310,622
Sources by Fund					
General Fund	10,208,691	10,651,127	11,451,122	11,493,122	12,053,943
Burglar Alarm Fines	245,766	291,878	256,679	256,679	256,679
Total Sources	10,454,457	10,943,005	11,707,801	11,749,801	12,310,622

Changes From Prior Year

- *Cost Changes:* The Personnel budget increased \$496,214 for anticipated salary and benefit rate changes and the addition of two Police Specialist III's for the Records Division. The Services and Supplies budget decreased (\$19,385) due to the elimination of one-time funding of Local Detention Facility Grant. The Internal Service Charges budget increased \$83,992 for Citywide cost adjustments in various internal service charges including \$56,091 for vehicle maintenance, replacement, and fuel costs.
- *FTE Changes:* Two Police Specialist III positions were added for the Records Division to efficiently disseminate the amount of incoming workload that is generated by department personnel, thereby relieving the burden of overtime monies paid out to stay current with the clerical handling of police reports.

Future Outlook

The Strategic Services Division will continue to pursue regional police services by enhancing the technology within the Department and engaging in partnerships with other public and private agencies to reduce the cost of services. The Division will continue to pursue systems interoperability, including emergency preparedness, particularly for radio systems and technology transfer opportunities with Federal, State and Local agencies.

GRAIL ANALYSIS

MSI:

DEPARTMENT: Police Department

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
EMPLOYEES							
REGULAR	378.800	385.800	392.800	396.800	399.800	3.000	
NON-REGULAR	8.250	8.250	8.250	8.250	8.250	0.000	
TOTAL EMPLOYEES	387.050	394.050	401.050	405.050	408.050	3.000	
PERSONNEL							
8005 Regular Pay - PERS	5,540,199	5,704,348	7,723,158	7,723,158	8,120,305	397,147	5.1
8007 Regular Pay - FPRS	235,222	113,318	0	0	0	0	0.0
8008 Regular Pay-SPERS	16,712,283	17,511,927	23,481,356	23,810,236	25,199,517	1,389,281	5.8
8010 Non Benefit Employees	104,584	146,413	0	0	0	0	0.0
8011 Overtime Pay	1,541,647	1,860,119	1,821,008	1,848,467	1,741,526	-106,941	-5.7
8012 Overtime Subject to PERS	156,698	123,283	159,884	159,884	166,008	6,124	3.8
8013 FirePolice Post Retirement Medical Benefit	562,983	588,662	686,900	686,900	747,889	60,989	8.8
8014 Position Coverage	582,759	989,565	665,531	665,531	662,173	-3,358	-0.5
8016 Holiday Sched Pay-SPERS	279,776	286,325	503,641	503,641	526,760	23,119	4.5
8018 PST-Part Time Employees - PARS	442,876	476,882	192,944	192,944	228,625	35,681	18.4
8020 Management Benefit	1,856	670	0	0	0	0	0.0
8023 Auto Allowance	5,553	6,768	6,768	6,768	9,024	2,256	33.3
8024 Personal Dvlpmt Allowance	45,969	47,375	49,875	49,875	49,875	0	0.0
8027 Workers' Compensation	3,455,640	2,679,471	2,555,755	2,582,526	2,962,329	379,803	14.7
8031 General Liability	481,538	476,228	533,757	539,348	369,032	-170,316	-31.5
8037 Miscellaneous Pay	1,196	0	0	0	0	0	0.0
8038 PERS-Employee Portion	390,436	299,221	540,623	540,623	568,423	27,800	5.1
8039 SPERS-Employee Portion	1,663,030	1,750,092	2,348,135	2,381,023	2,519,953	138,930	5.8
8040 PERS-City Portion	444,845	573,675	595,457	595,457	571,669	-23,788	-3.9
8041 PARS-City Portion	17,648	20,269	7,718	7,718	9,146	1,428	18.5
8042 SPERS-City Portion	3,634,933	4,123,184	5,529,862	5,606,788	5,894,167	287,379	5.1
8043 FPRS-City Portion	31,169	18,308	0	0	0	0	0.0
8044 Life Insurance	15,640	23,246	31,201	31,530	33,321	1,791	5.6
8045 Dental Insurance	192,202	196,964	194,617	192,619	198,005	5,386	2.7
8046 Medicare-City Contributn	296,689	324,157	498,142	503,309	528,037	24,728	4.9
8047 Long Term Disability	134,852	56,358	53,046	53,605	56,641	3,036	5.6
8049 Emp Opt Ben Fd (EOBF)	2,561,389	2,868,907	3,429,390	3,462,990	3,909,268	446,278	12.8
8050 Benefits (VHS)	3,620,145	3,756,659	0	0	0	0	0.0
8054 Vision Care	69	237	0	0	0	0	0.0
8056 Accrued payroll	108,428	251,296	0	0	0	0	0.0
8057 Defunded Positions	0	0	-117,308	-387,361	0	387,361	-100.0
8058 Benefits Administration	1,225,454	1,271,662	0	0	0	0	0.0
*** TOTAL PERSONNEL	44,487,708	46,545,589	51,491,460	51,757,579	55,071,693	3,314,114	6.4
SERVICES AND SUPPLIES							
8101 Materials & Supplies	744,141	1,075,653	915,492	915,492	948,612	33,120	3.6
8103 Uniforms	100,474	94,383	177,080	187,694	189,759	2,065	1.1
8105 Lease Payments	22,263	26,963	46,032	46,032	46,032	0	0.0
8106 Rent Expense	17,388	-955	0	0	0	0	0.0
8107 Equipment Lease Payments	2,133	1,752	65,000	65,000	332,943	267,943	412.2
8108 Computer Related Supplies	1,957	12,229	21,457	21,457	25,457	4,000	18.6
8109 Equipt Purchases Under	103,255	134,986	123,210	123,210	123,210	0	0.0

GRAIL ANALYSIS

MSI:

DEPARTMENT: Police Department

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
\$10,000							
8110 Outside Printing and Duplicating	12,451	19,378	12,000	12,000	12,000	0	0.0
8112 Legal Advertising	541	311	0	0	0	0	0.0
8113 Photo Copy Machine Maint	65,255	100,020	65,536	65,536	65,536	0	0.0
8114 Other Contract Services	519,606	514,384	578,368	578,368	558,983	-19,385	-3.3
8115 Consultant Services	11,750	365	15,000	15,000	15,000	0	0.0
8117 Data Processing Operations	75,327	84,463	106,500	106,500	106,500	0	0.0
8124 Dues and Memberships	4,631	5,541	1,726	1,726	1,726	0	0.0
8125 Special Civic Events	9	2,520	0	0	0	0	0.0
8126 Conf & Mtgs - Comm & Committees	13	0	72	72	72	0	0.0
8127 Conferences & Meetings	67,771	65,790	25,986	25,986	25,986	0	0.0
8128 Mileage	58	144	0	0	0	0	0.0
8129 Education	2,316	3,191	1,150	1,150	1,150	0	0.0
8130 Training Costs	65,972	68,238	3,956	3,956	33,956	30,000	758.3
8135 Reference Mats Subscriptions	1,905	1,984	500	500	500	0	0.0
8136 Library Books	93	2,111	0	0	0	0	0.0
8137 Gas and Lubricants	134,837	151,611	135,130	135,130	164,630	29,500	21.8
8138 Gas	157	1	0	0	0	0	0.0
8140 Telephone	47,241	59,261	56,600	56,600	56,600	0	0.0
8141 Refuse Collection	9,813	10,624	8,500	8,500	8,500	0	0.0
8142 Electric	5,142	6,503	5,500	5,500	5,500	0	0.0
8144 Postage	22,258	23,807	20,450	20,450	20,450	0	0.0
8154 Audio Visual Materials	0	0	1,125	1,125	1,125	0	0.0
8156 Insurance	46,776	15,147	37,400	37,400	37,400	0	0.0
8163 City Cost Abatement	26,208	26,208	26,208	26,208	26,208	0	0.0
8177 Program Expenditures	26,031	23,952	31,000	31,000	31,000	0	0.0
8178 Program Expenditure Recovery	-44,635	-51,260	0	0	0	0	0.0
8187 Discount Earned	0	-1,903	0	0	0	0	0.0
8218 Vehicle Rental	59	144	1,272	1,272	1,272	0	0.0
8288 Recruitment	2,000	3,750	4,740	4,740	4,740	0	0.0
8290 Cell Phone Reimbsmnt	-6,694	-5,892	0	0	0	0	0.0
*** TOTAL SERVICES AND SUPPLIES	2,088,502	2,475,404	2,486,990	2,497,604	2,844,847	347,243	13.9
EQUIPMENT							
8504 Equipment	10,000	26,133	374,140	374,140	0	-374,140	-100.0
8505 Automotive Equipment	74,073	121,861	95,000	165,000	25,000	-140,000	-84.8
*** TOTAL EQUIPMENT	84,073	147,994	469,140	539,140	25,000	-514,140	-95.3
*** SUBTOTAL	46,660,283	49,168,987	54,447,590	54,794,323	57,941,540	3,147,217	5.7
INTERNAL SERVICE CHARGES							
8601 IS-Structural Maintenance	435,274	477,073	464,938	464,938	460,144	-4,794	-1.0
8602 IS-Tenant Improvements	18,266	41,277	20,693	20,693	20,693	0	0.0
8603 IS-Lockshop	1,688	2,120	10,000	10,000	10,000	0	0.0
8604 IS-Utilities & Insurance - HSEKPING	250,476	252,168	235,733	235,733	244,182	8,449	3.5

GRAIL ANALYSIS

MSI:

DEPARTMENT: Police Department

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
8605 IS-Housekeeping Serv	231,272	241,015	207,079	207,079	212,721	5,642	2.7
8606 IS-Floors and Windows	39,071	17,614	13,817	13,817	13,817	0	0.0
8607 IS-Printing	74,125	85,251	72,705	72,705	72,705	0	0.0
8608 IS-Mail Services	56,892	64,245	65,412	65,412	67,072	1,660	2.5
8609 IS-Telephones	232,011	231,631	281,109	281,109	279,550	-1,559	-0.5
8611 IS-Application Devel & Support	0	0	25,092	25,092	25,092	0	0.0
8612 IS-PC&Net Service Center	121,933	105,048	52,457	52,457	33,250	-19,207	-36.6
8613 IS-Radio and Data Communicatn	183,775	276,670	207,623	207,623	185,755	-21,868	-10.5
8615 IS-Auto Body Repair	19,021	18,280	12,527	12,527	12,527	0	0.0
8616 IS-Fleet Maint - Equip Maintenance	514,703	558,653	555,232	560,032	566,785	6,753	1.2
8617 IS-Fleet Maint - Equip Replacement	682,401	721,042	725,884	746,284	746,284	0	0.0
8618 IS-Fleet Fuel/Lubricant	338,003	341,547	337,944	354,744	410,835	56,091	15.8
8620 Bldg Preventive Maintenance	151,952	151,953	139,093	139,093	139,182	89	0.0
8621 IS-Radio - Direct Request	9,630	13,504	17,000	17,000	17,000	0	0.0
8622 IS-Telephone - Usage	87,910	84,265	94,412	94,412	94,412	0	0.0
8623 IS-PC Training	0	0	5,122	5,122	5,122	0	0.0
8624 IS-Enterprise Network	468,631	463,252	531,642	531,642	581,684	50,042	9.4
8632 IS-GIS (Geographic Info)	5,485	6,574	4,710	4,710	3,682	-1,028	-21.8
8641 IS-MS Licensing	44,858	58,886	43,722	43,722	43,761	39	0.0
*** TOTAL INTERNAL SERVICE CHARGES	3,967,377	4,212,068	4,123,946	4,165,946	4,246,255	80,309	1.9
*** TOTAL BUDGET	50,627,660	53,381,055	58,571,536	58,960,269	62,187,795	3,227,526	5.4
REVENUE							
6225 Justice Assistance/Local Law Enforcement Grant	199,551	44,877	44,877	44,877	44,877	0	0.0
6406 Public Safety Augmentation Fund	1,278,576	1,293,037	1,517,937	1,517,937	1,568,024	50,087	3.2
6407 Supplemental Law Enforcement (AB 3229)	305,168	340,213	358,573	358,573	371,566	12,993	3.6
6545 L.A. Impact Fund	90,641	100,273	120,582	120,582	122,035	1,453	1.2
6717 Foothill Air Support	265,909	287,211	302,790	302,790	310,033	7,243	2.3
6852 Old Pasadena Parking Meter Fund Transfer	301,693	313,661	328,707	328,707	341,755	13,048	3.9
9030 Asset Forfeiture Fund	234,709	149,842	342,273	342,273	342,605	332	0.0
9165 General Fund-Unspecified	47,705,647	50,560,063	55,299,118	55,687,851	58,830,221	3,142,370	5.6
9168 Burglar Alarm Fines	245,766	291,878	256,679	256,679	256,679	0	0.0
*** TOTAL FUNDING	50,627,660	53,381,055	58,571,536	58,960,269	62,187,795	3,227,526	5.4

GRAIL ANALYSIS

MSI:

DEPARTMENT: Police Department

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
EMPLOYEES							
REGULAR	45.000	45.000	46.000	46.000	45.000	1.000	
NON-REGULAR	0.000	0.000	0.000	0.000	0.000	0.000	
TOTAL EMPLOYEES	45.000	45.000	46.000	46.000	45.000	1.000	
PERSONNEL							
8005 Regular Pay - PERS	639,725	726,331	912,415	912,415	942,955	30,540	3.3
8007 Regular Pay - FPRS	129,081	0	0	0	0	0	0.0
8008 Regular Pay-SPERS	2,284,181	2,500,022	3,226,245	3,226,245	3,320,033	93,788	2.9
8011 Overtime Pay	57,427	65,470	127,921	127,921	131,884	3,963	3.0
8012 Overtime Subject to PERS	350	1,121	0	0	0	0	0.0
8013 FirePolice Post Retirement Medical Benefit	76,019	75,531	94,629	94,629	98,874	4,245	4.4
8014 Position Coverage	5,736	9,724	4,334	4,334	4,499	165	3.8
8016 Holiday Sched Pay-SPERS	25,213	24,472	74,061	74,061	76,415	2,354	3.1
8018 PST-Part Time Employees - PARS	47	0	0	0	0	0	0.0
8020 Management Benefit	1,607	670	0	0	0	0	0.0
8024 Personal Dvlpmt Allowance	10,156	11,250	11,750	11,750	11,750	0	0.0
8027 Workers' Compensation	460,091	367,049	336,888	336,888	376,423	39,535	11.7
8031 General Liability	64,114	64,527	70,357	70,357	46,893	-23,464	-33.3
8037 Miscellaneous Pay	735	0	0	0	0	0	0.0
8038 PERS-Employee Portion	44,936	36,928	63,870	63,870	66,008	2,138	3.3
8039 SPERS-Employee Portion	229,746	250,370	322,624	322,624	332,003	9,379	2.9
8040 PERS-City Portion	51,483	70,822	70,348	70,348	66,384	-3,964	-5.6
8041 PARS-City Portion	2	0	0	0	0	0	0.0
8042 SPERS-City Portion	501,565	589,893	759,781	759,781	776,556	16,775	2.2
8043 FPRS-City Portion	14,135	0	0	0	0	0	0.0
8044 Life Insurance	2,924	3,281	4,137	4,137	4,263	126	3.0
8045 Dental Insurance	23,369	24,254	22,264	22,264	21,780	-484	-2.1
8046 Medicare-City Contributn	27,728	30,882	63,002	63,002	64,900	1,898	3.0
8047 Long Term Disability	18,735	8,355	7,035	7,035	7,247	212	3.0
8049 Emp Opt Ben Fd (EOBF)	334,927	372,816	386,400	386,400	429,750	43,350	11.2
8050 Benefits (VHS)	491,149	519,443	0	0	0	0	0.0
8056 Accrued payroll	14,835	67,461	0	0	0	0	0.0
8058 Benefits Administration	166,258	175,835	0	0	0	0	0.0
*** TOTAL PERSONNEL	5,676,274	5,996,507	6,558,061	6,558,061	6,778,617	220,556	3.3
SERVICES AND SUPPLIES							
8101 Materials & Supplies	233,288	245,591	214,905	214,905	253,505	38,600	17.9
8103 Uniforms	94,965	87,774	170,080	170,080	166,080	-4,000	-2.3
8105 Lease Payments	22,263	26,963	29,280	29,280	29,280	0	0.0
8107 Equipment Lease Payments	1,635	1,638	0	0	0	0	0.0
8108 Computer Related Supplies	0	0	0	0	4,000	4,000	0.0
8109 Equipt Purchases Under \$10,000	77,824	49,627	76,000	76,000	76,000	0	0.0
8110 Outside Printing and Duplicating	0	1,661	1,000	1,000	1,000	0	0.0
8114 Other Contract Services	123,978	129,288	129,805	129,805	129,805	0	0.0
8115 Consultant Services	11,750	365	15,000	15,000	15,000	0	0.0

GRAIL ANALYSIS

MSI:

DEPARTMENT: Police Department

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
8124 Dues and Memberships	3,817	2,797	0	0	0	0	0.0
8125 Special Civic Events	47	1,425	0	0	0	0	0.0
8126 Conf & Mtgs - Comm & Committees	13	0	72	72	72	0	0.0
8127 Conferences & Meetings	49,673	39,914	15,795	15,795	15,795	0	0.0
8128 Mileage	23	35	0	0	0	0	0.0
8129 Education	-510	75	0	0	0	0	0.0
8130 Training Costs	64,337	62,636	0	0	30,000	30,000	0.0
8135 Reference Matls Subscriptions	313	276	0	0	0	0	0.0
8136 Library Books	0	2,111	0	0	0	0	0.0
8137 Gas and Lubricants	0	419	0	0	0	0	0.0
8140 Telephone	11,230	11,100	12,000	12,000	12,000	0	0.0
8142 Electric	2,924	3,591	3,000	3,000	3,000	0	0.0
8144 Postage	612	128	0	0	0	0	0.0
8218 Vehicle Rental	11	0	0	0	0	0	0.0
8288 Recruitment	2,000	3,750	4,740	4,740	4,740	0	0.0
8290 Cell Phone Reimbsmnt	0	-109	0	0	0	0	0.0
*** TOTAL SERVICES AND SUPPLIES	700,193	671,055	671,677	671,677	740,277	68,600	10.2
EQUIPMENT							
8504 Equipment	0	14,900	0	0	0	0	0.0
8505 Automotive Equipment	24,941	24,999	25,000	25,000	25,000	0	0.0
*** TOTAL EQUIPMENT	24,941	39,899	25,000	25,000	25,000	0	0.0
*** SUBTOTAL	6,401,408	6,707,461	7,254,738	7,254,738	7,543,894	289,156	3.9
INTERNAL SERVICE CHARGES							
8602 IS-Tenant Improvements	680	4,385	0	0	0	0	0.0
8607 IS-Printing	696	0	0	0	0	0	0.0
8608 IS-Mail Services	2,058	2,324	2,324	2,324	2,324	0	0.0
8609 IS-Telephones	0	253	0	0	0	0	0.0
8616 IS-Fleet Maint - Equip Maintenance	0	0	5,000	5,000	0	-5,000	-100.0
8618 IS-Fleet Fuel/Lubricant	0	0	835	835	835	0	0.0
8624 IS-Enterprise Network	16,888	16,696	18,888	18,888	20,155	1,267	6.7
8641 IS-MS Licensing	1,623	1,578	1,554	1,554	1,516	-38	-2.4
*** TOTAL INTERNAL SERVICE CHARGES	21,945	25,236	28,601	28,601	24,830	-3,771	-13.1
*** TOTAL BUDGET	6,423,353	6,732,697	7,283,339	7,283,339	7,568,724	285,385	3.9
REVENUE							
6406 Public Safety Augmentation Fund	1,278,576	1,293,037	1,517,937	1,517,937	1,568,024	50,087	3.2
6407 Supplemental Law Enforcement (AB 3229)	305,168	340,213	358,573	358,573	371,566	12,993	3.6
9030 Asset Forfeiture Fund	234,709	149,842	342,273	342,273	342,605	332	0.0
9165 General Fund-Unspecified	4,604,900	4,949,605	5,064,556	5,064,556	5,286,529	221,973	4.3
*** TOTAL FUNDING	6,423,353	6,732,697	7,283,339	7,283,339	7,568,724	285,385	3.9

GRAIL ANALYSIS

MSI:
FUND: Justice Assistance Grant

ACCOUNT: 401600

VACANCY FACTOR: 0.000

RETIREMENT BENEFIT					LTD					
8040	8043	8042	8038	8039	PERS	FPRS	SPERS	LIAB:	0.0170	0.0110
0.0704	0.1000	0.2339	0.0700	0.1000	0.0017	0.0017	0.0017	WCMP:	0.0814	0.0883

PROGRAM: Justice Assistance Grant
SECTION: Justice Assistance Grant

DEPARTMENT: Police Department
SUB-DEPARTMENT: Administration

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
EMPLOYEES							
REGULAR	2.000	0.000	0.000	0.000	0.000	0.000	
NON-REGULAR	0.000	0.000	0.000	0.000	0.000	0.000	
TOTAL EMPLOYEES	2.000	0.000	0.000	0.000	0.000	0.000	
PERSONNEL							
8005 Regular Pay - PERS	34,189	0	0	0	0	0	0.0
8008 Regular Pay-SPERS	71,403	0	0	0	0	0	0.0
8011 Overtime Pay	960	0	0	0	0	0	0.0
8013 FirePolice Post Retirement Medical Benefit	2,417	0	0	0	0	0	0.0
8014 Position Coverage	133	0	0	0	0	0	0.0
8027 Workers' Compensation	15,913	0	0	0	0	0	0.0
8031 General Liability	2,217	0	0	0	0	0	0.0
8038 PERS-Employee Portion	2,393	0	0	0	0	0	0.0
8039 SPERS-Employee Portion	7,061	0	0	0	0	0	0.0
8040 PERS-City Portion	2,842	0	0	0	0	0	0.0
8042 SPERS-City Portion	15,416	0	0	0	0	0	0.0
8044 Life Insurance	54	0	0	0	0	0	0.0
8045 Dental Insurance	1,932	0	0	0	0	0	0.0
8046 Medicare-City Contributn	503	0	0	0	0	0	0.0
8047 Long Term Disability	604	0	0	0	0	0	0.0
8049 Emp Opt Ben Fd (EOBF)	15,820	0	0	0	0	0	0.0
8050 Benefits (VHS)	17,000	0	0	0	0	0	0.0
8058 Benefits Administration	5,755	0	0	0	0	0	0.0
*** TOTAL PERSONNEL	196,612	0	0	0	0	0	0.0
SERVICES AND SUPPLIES							
*** TOTAL SERVICES AND SUPPLIES	0	0	0	0	0	0	0.0
EQUIPMENT							
*** TOTAL EQUIPMENT	0	0	0	0	0	0	0.0
*** SUBTOTAL	196,612	0	0	0	0	0	0.0
INTERNAL SERVICE CHARGES							
8608 IS-Mail Services	294	0	0	0	0	0	0.0
8624 IS-Enterprise Network	2,413	0	0	0	0	0	0.0
8641 IS-MS Licensing	232	0	0	0	0	0	0.0
*** TOTAL INTERNAL SERVICE CHARGES	2,939	0	0	0	0	0	0.0
*** TOTAL BUDGET	199,551	0	0	0	0	0	0.0

GRAIL ANALYSIS

MSI:
FUND: Justice Assistance Grant

ACCOUNT: 401600

PROGRAM: Justice Assistance Grant
SECTION: Justice Assistance Grant

DEPARTMENT: Police Department
SUB-DEPARTMENT: Administration

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
REVENUE							
6225 Justice Assistance/Local Law Enforcement Grant	199,551	0	0	0	0	0	0.0
*** TOTAL FUNDING	199,551	0	0	0	0	0	0.0

MSI:

PROGRAM: Air Operations

DEPARTMENT: Police Department
SUB-DEPARTMENT: Administration

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
EMPLOYEES							
REGULAR	15,000	15,000	15,000	15,000	15,000	0,000	
NON-REGULAR	0,000	0,000	0,000	0,000	0,000	0,000	
TOTAL EMPLOYEES	15,000	15,000	15,000	15,000	15,000	0,000	
PERSONNEL							
8005 Regular Pay - PERS	173,404	218,592	262,329	262,329	274,061	11,732	4.4
8008 Regular Pay-SPERS	826,111	872,418	1,060,654	1,060,654	1,132,206	71,552	6.7
8011 Overtime Pay	107,468	115,677	92,082	92,082	94,111	2,029	2.2
8012 Overtime Subject to PERS	534	507	1,267	1,267	1,310	43	3.3
8013 FirePolice Post Retirement Medical Benefit	25,765	26,586	31,561	31,561	33,848	2,287	7.2
8014 Position Coverage	22,352	28,475	36,322	36,322	36,940	618	1.7
8016 Holiday Sched Pay-SPERS	17,162	18,247	38,524	38,524	39,821	1,297	3.3
8018 PST-Part Time Employees - PARS	11,025	0	0	0	0	0	0.0
8020 Management Benefit	249	0	0	0	0	0	0.0
8024 Personal Dvlpmt Allowance	1,625	1,625	2,125	2,125	2,125	0	0.0
8027 Workers' Compensation	152,288	122,546	107,691	107,691	124,173	16,482	15.3
8031 General Liability	21,221	21,821	22,490	22,490	15,468	-7,022	-31.2
8038 PERS-Employee Portion	12,160	11,274	18,362	18,362	19,185	823	4.4
8039 SPERS-Employee Portion	82,243	87,547	106,065	106,065	113,221	7,156	6.7
8040 PERS-City Portion	13,987	22,372	20,226	20,226	19,294	-932	-4.6
8041 PARS-City Portion	441	-63	0	0	0	0	0.0
8042 SPERS-City Portion	179,546	206,216	249,784	249,784	264,823	15,039	6.0
8044 Life Insurance	511	1,035	1,322	1,322	1,407	85	6.4
8045 Dental Insurance	7,716	8,185	7,260	7,260	7,260	0	0.0
8046 Medicare-City Contributn	13,335	14,929	21,622	21,622	22,887	1,265	5.8
8047 Long Term Disability	6,035	2,714	2,250	2,250	2,390	140	6.2
8049 Emp Opt Ben Fd (EOBF)	95,009	117,894	126,750	126,750	143,400	16,650	13.1
8050 Benefits (VHS)	160,922	175,652	0	0	0	0	0.0
8054 Vision Care	0	169	0	0	0	0	0.0
8056 Accrued payroll	9,442	7,047	0	0	0	0	0.0
8058 Benefits Administration	54,473	59,460	0	0	0	0	0.0
*** TOTAL PERSONNEL	1,995,024	2,140,925	2,208,686	2,208,686	2,347,930	139,244	6.3
SERVICES AND SUPPLIES							
8101 Materials & Supplies	238,723	390,657	408,888	408,888	408,888	0	0.0
8103 Uniforms	1,232	0	0	0	0	0	0.0
8107 Equipment Lease Payments	0	0	0	0	267,943	267,943	0.0
8108 Computer Related Supplies	32	0	0	0	0	0	0.0
8109 Equipt Purchases Under \$10,000	11,868	3,338	0	0	0	0	0.0
8110 Outside Printing and Duplicating	1,085	1,286	0	0	0	0	0.0
8112 Legal Advertising	491	50	0	0	0	0	0.0
8114 Other Contract Services	14,765	11,194	11,850	11,850	11,850	0	0.0
8124 Dues and Memberships	490	1,110	926	926	926	0	0.0
8125 Special Civic Events	14	450	0	0	0	0	0.0

MSI:

PROGRAM: Air Operations

DEPARTMENT: Police Department
SUB-DEPARTMENT: Administration

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
8127 Conferences & Meetings	894	8,054	0	0	0	0	0.0
8128 Mileage	35	36	0	0	0	0	0.0
8129 Education	828	356	0	0	0	0	0.0
8130 Training Costs	1,635	2,979	3,956	3,956	3,956	0	0.0
8135 Reference Mats Subscriptions	0	0	500	500	500	0	0.0
8136 Library Books	30	0	0	0	0	0	0.0
8137 Gas and Lubricants	134,555	150,846	135,130	135,130	164,630	29,500	21.8
8141 Refuse Collection	1,377	362	0	0	0	0	0.0
8144 Postage	2,700	3,412	1,500	1,500	1,500	0	0.0
8156 Insurance	46,776	15,147	37,400	37,400	37,400	0	0.0
8163 City Cost Abatement	26,208	26,208	26,208	26,208	26,208	0	0.0
8177 Program Expenditures	17,973	23,952	31,000	31,000	31,000	0	0.0
8178 Program Expenditure Recovery	-12,333	0	0	0	0	0	0.0
8187 Discount Earned	0	-628	0	0	0	0	0.0
*** TOTAL SERVICES AND SUPPLIES	489,378	638,809	657,358	657,358	954,801	297,443	45.2
EQUIPMENT							
*** TOTAL EQUIPMENT	0	0	0	0	0	0	0.0
*** SUBTOTAL	2,484,402	2,779,734	2,866,044	2,866,044	3,302,731	436,687	15.2
INTERNAL SERVICE CHARGES							
8607 IS-Printing	190	0	0	0	0	0	0.0
8608 IS-Mail Services	295	166	166	166	166	0	0.0
8613 IS-Radio and Data Communicatn	0	7,185	0	0	0	0	0.0
8621 IS-Radio - Direct Request	1,298	592	0	0	0	0	0.0
8622 IS-Telephone - Usage	28	0	0	0	0	0	0.0
8624 IS-Enterprise Network	2,412	1,192	1,350	1,350	1,440	90	6.6
8641 IS-MS Licensing	232	112	110	110	108	-2	-1.8
*** TOTAL INTERNAL SERVICE CHARGES	4,455	9,247	1,626	1,626	1,714	88	5.4
*** TOTAL BUDGET	2,488,857	2,788,981	2,867,670	2,867,670	3,304,445	436,775	15.2
REVENUE							
6545 L.A. Impact Fund	90,641	100,273	120,582	120,582	122,035	1,453	1.2
6717 Foothill Air Support	265,909	287,211	302,790	302,790	310,033	7,243	2.3
9165 General Fund-Unspecified	2,132,307	2,401,497	2,444,298	2,444,298	2,872,377	428,079	17.5
*** TOTAL FUNDING	2,488,857	2,788,981	2,867,670	2,867,670	3,304,445	436,775	15.2

MSI:

DEPARTMENT: Police Department
SUB-DEPARTMENT: Support Operations Division

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
EMPLOYEES							
REGULAR	41.000	41.000	41.000	41.000	42.000	1.000	
NON-REGULAR	6.000	6.000	6.000	6.000	6.000	0.000	
TOTAL EMPLOYEES	47.000	47.000	47.000	47.000	48.000	1.000	
PERSONNEL							
8005 Regular Pay - PERS	338,704	336,941	411,569	411,569	425,838	14,269	3.4
8007 Regular Pay - FPRS	0	74,639	0	0	0	0	0.0
8008 Regular Pay-SPERS	2,311,531	2,325,208	3,076,256	3,076,256	3,363,921	287,665	9.3
8011 Overtime Pay	160,964	286,152	329,727	329,727	147,449	-182,278	-55.2
8012 Overtime Subject to PERS	444	31	0	0	0	0	0.0
8013 FirePolice Post Retirement Medical Benefit	76,443	77,022	91,511	91,511	99,899	8,388	9.1
8014 Position Coverage	1,283	10,916	0	0	0	0	0.0
8016 Holiday Sched Pay-SPERS	7,230	3,534	6,339	6,339	6,528	189	2.9
8018 PST-Part Time Employees - PARS	106,649	127,651	142,054	142,054	147,014	4,960	3.4
8024 Personal Dvlpmt Allowance	4,375	4,375	4,375	4,375	4,375	0	0.0
8027 Workers' Compensation	415,462	323,616	295,472	295,472	347,617	52,145	17.6
8031 General Liability	57,894	57,289	61,708	61,708	43,305	-18,403	-29.8
8038 PERS-Employee Portion	22,402	17,695	28,810	28,810	29,809	999	3.4
8039 SPERS-Employee Portion	217,381	228,813	307,625	307,625	336,392	28,767	9.3
8040 PERS-City Portion	26,603	32,485	31,732	31,732	29,979	-1,753	-5.5
8041 PARS-City Portion	4,267	5,106	5,682	5,682	5,881	199	3.5
8042 SPERS-City Portion	474,574	539,643	724,459	724,459	786,821	62,362	8.6
8043 FPRS-City Portion	7,562	12,460	0	0	0	0	0.0
8044 Life Insurance	1,846	2,798	3,488	3,488	3,790	302	8.6
8045 Dental Insurance	22,664	22,488	22,748	22,748	23,232	484	2.1
8046 Medicare-City Contributn	34,833	39,554	55,446	55,446	57,184	1,738	3.1
8047 Long Term Disability	15,967	6,529	5,929	5,929	6,442	513	8.6
8049 Emp Opt Ben Fd (EOBF)	303,086	332,825	394,800	394,800	458,400	63,600	16.1
8050 Benefits (VHS)	426,687	440,623	0	0	0	0	0.0
8056 Accrued payroll	3,121	39,484	0	0	0	0	0.0
8058 Benefits Administration	144,438	149,155	0	0	0	0	0.0
*** TOTAL PERSONNEL	5,186,410	5,497,032	5,999,730	5,999,730	6,323,876	324,146	5.4
SERVICES AND SUPPLIES							
8101 Materials & Supplies	56,035	124,906	62,816	62,816	56,309	-6,507	-10.3
8103 Uniforms	3,022	6,364	7,000	7,000	7,000	0	0.0
8107 Equipment Lease Payments	119	0	0	0	0	0	0.0
8108 Computer Related Supplies	86	0	0	0	0	0	0.0
8109 Equipt Purchases Under \$10,000	102	0	0	0	0	0	0.0
8112 Legal Advertising	50	0	0	0	0	0	0.0
8114 Other Contract Services	72,606	56,689	71,850	71,850	71,850	0	0.0
8124 Dues and Memberships	90	542	400	400	400	0	0.0
8125 Special Civic Events	58	525	0	0	0	0	0.0
8127 Conferences & Meetings	730	4,467	363	363	363	0	0.0
8129 Education	1,435	0	0	0	0	0	0.0

GRAIL ANALYSIS

MSI:

DEPARTMENT: Police Department
SUB-DEPARTMENT: Support Operations Division

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
8130 Training Costs	0	2,623	0	0	0	0	0.0
8135 Reference Mats Subscriptions	0	-64	0	0	0	0	0.0
8137 Gas and Lubricants	117	150	0	0	0	0	0.0
8154 Audio Visual Materials	0	0	1,125	1,125	1,125	0	0.0
8177 Program Expenditures	8,058	0	0	0	0	0	0.0
8178 Program Expenditure Recovery	0	-21,685	0	0	0	0	0.0
8187 Discount Earned	0	-1,275	0	0	0	0	0.0
8218 Vehicle Rental	0	0	1,272	1,272	1,272	0	0.0
*** TOTAL SERVICES AND SUPPLIES	142,508	173,242	144,826	144,826	138,319	-6,507	-4.4
EQUIPMENT							
8504 Equipment	10,000	11,233	0	0	0	0	0.0
8505 Automotive Equipment	24,910	0	0	0	0	0	0.0
*** TOTAL EQUIPMENT	34,910	11,233	0	0	0	0	0.0
*** SUBTOTAL	5,363,828	5,681,507	6,144,556	6,144,556	6,462,195	317,639	5.1
INTERNAL SERVICE CHARGES							
8607 IS-Printing	7,870	740	0	0	0	0	0.0
8613 IS-Radio and Data Communicatn	352	4,562	0	0	0	0	0.0
8621 IS-Radio - Direct Request	0	1,393	0	0	0	0	0.0
*** TOTAL INTERNAL SERVICE CHARGES	8,222	6,695	0	0	0	0	0.0
*** TOTAL BUDGET	5,372,050	5,688,202	6,144,556	6,144,556	6,462,195	317,639	5.1
REVENUE							
9165 General Fund-Unspecified	5,372,050	5,688,202	6,144,556	6,144,556	6,462,195	317,639	5.1
*** TOTAL FUNDING	5,372,050	5,688,202	6,144,556	6,144,556	6,462,195	317,639	5.1

GRAIL ANALYSIS

MSI:

DEPARTMENT: Police Department
SUB-DEPARTMENT: Criminal Investigation Division

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
EMPLOYEES							
REGULAR	77.000	80.000	81.000	81.000	84.000	3.000	
NON-REGULAR	0.000	0.000	0.000	0.000	0.000	0.000	
TOTAL EMPLOYEES	77.000	80.000	81.000	81.000	84.000	3.000	
PERSONNEL							
8005 Regular Pay - PERS	708,189	825,265	933,005	933,005	960,869	27,864	2.9
8007 Regular Pay - FPRS	27,528	0	0	0	0	0	0.0
8008 Regular Pay-SPERS	4,228,371	4,599,655	5,924,460	5,924,460	6,464,635	540,175	9.1
8010 Non Benefit Employees	0	5,307	0	0	0	0	0.0
8011 Overtime Pay	444,192	482,510	409,664	409,664	430,700	21,036	5.1
8012 Overtime Subject to PERS	17,322	14,924	3,654	3,654	3,784	130	3.5
8013 FirePolice Post Retirement Medical Benefit	138,591	157,278	174,014	174,014	193,762	19,748	11.3
8014 Position Coverage	38,914	39,951	77,545	77,545	80,254	2,709	3.4
8016 Holiday Sched Pay-SPERS	11,236	14,159	73,062	73,062	76,729	3,667	5.0
8024 Personal Dvlpmt Allowance	6,875	7,375	7,875	7,875	7,875	0	0.0
8027 Workers' Compensation	748,093	614,091	558,198	558,198	655,672	97,474	17.4
8031 General Liability	104,245	108,447	116,577	116,577	81,680	-34,897	-29.9
8038 PERS-Employee Portion	46,520	40,154	65,311	65,311	67,261	1,950	2.9
8039 SPERS-Employee Portion	421,219	460,983	592,447	592,447	646,464	54,017	9.1
8040 PERS-City Portion	52,825	75,778	71,934	71,934	67,645	-4,289	-5.9
8042 SPERS-City Portion	921,525	1,085,649	1,395,211	1,395,211	1,512,078	116,867	8.3
8043 FPRS-City Portion	2,869	0	0	0	0	0	0.0
8044 Life Insurance	2,842	5,562	6,857	6,857	7,425	568	8.2
8045 Dental Insurance	43,549	46,668	39,204	39,204	40,656	1,452	3.7
8046 Medicare-City Contributn	66,485	76,603	107,611	107,611	116,246	8,635	8.0
8047 Long Term Disability	29,043	12,604	11,657	11,657	12,623	966	8.2
8049 Emp Opt Ben Fd (EOBF)	526,100	618,743	680,400	680,400	802,200	121,800	17.9
8050 Benefits (VHS)	799,225	873,006	0	0	0	0	0.0
8056 Accrued payroll	29,342	35,009	0	0	0	0	0.0
8058 Benefits Administration	270,546	295,520	0	0	0	0	0.0
*** TOTAL PERSONNEL	9,685,646	10,495,241	11,248,686	11,248,686	12,228,558	979,872	8.7
SERVICES AND SUPPLIES							
8101 Materials & Supplies	39,717	90,196	58,552	58,552	58,552	0	0.0
8103 Uniforms	867	245	0	0	0	0	0.0
8107 Equipment Lease Payments	379	114	0	0	0	0	0.0
8108 Computer Related Supplies	541	214	0	0	0	0	0.0
8109 Equipt Purchases Under \$10,000	0	10,903	0	0	0	0	0.0
8110 Outside Printing and Duplicating	263	0	0	0	0	0	0.0
8114 Other Contract Services	160,902	171,238	201,247	201,247	201,247	0	0.0
8124 Dues and Memberships	70	1,010	100	100	100	0	0.0
8125 Special Civic Events	-450	0	0	0	0	0	0.0
8127 Conferences & Meetings	4,595	10,593	7,228	7,228	7,228	0	0.0
8129 Education	0	1,035	150	150	150	0	0.0
8137 Gas and Lubricants	15	53	0	0	0	0	0.0

MSI:

DEPARTMENT: Police Department
SUB-DEPARTMENT: Criminal Investigation Division

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
8144 Postage	121	0	0	0	0	0	0.0
8178 Program Expenditure Recovery	-32,302	-28,462	0	0	0	0	0.0
*** TOTAL SERVICES AND SUPPLIES	174,718	257,139	267,277	267,277	267,277	0	0.0
EQUIPMENT							
*** TOTAL EQUIPMENT	0	0	0	0	0	0	0.0
*** SUBTOTAL	9,860,364	10,752,380	11,515,963	11,515,963	12,495,835	979,872	8.5
INTERNAL SERVICE CHARGES							
8607 IS-Printing	119	0	0	0	0	0	0.0
8608 IS-Mail Services	0	332	0	0	0	0	0.0
*** TOTAL INTERNAL SERVICE CHARGES	119	332	0	0	0	0	0.0
*** TOTAL BUDGET	9,860,483	10,752,712	11,515,963	11,515,963	12,495,835	979,872	8.5
REVENUE							
6225 Justice Assistance/Local Law Enforcement Grant	0	44,877	44,877	44,877	44,877	0	0.0
9165 General Fund-Unspecified	9,860,483	10,707,835	11,471,086	11,471,086	12,450,958	979,872	8.5
*** TOTAL FUNDING	9,860,483	10,752,712	11,515,963	11,515,963	12,495,835	979,872	8.5

GRAIL ANALYSIS

MSI:

DEPARTMENT: Police Department
SUB-DEPARTMENT: Field Operations

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
EMPLOYEES							
REGULAR	123.000	129.000	130.000	134.000	132.000	2.000	
NON-REGULAR	2.250	2.250	2.250	2.250	2.250	0.000	
TOTAL EMPLOYEES	125.250	131.250	132.250	136.250	134.250	2.000	
PERSONNEL							
8005 Regular Pay - PERS	709,158	649,297	764,718	764,718	788,528	23,810	3.1
8007 Regular Pay - FPRS	78,613	38,679	0	0	0	0	0.0
8008 Regular Pay-SPERS	6,752,835	7,032,664	9,961,738	10,290,618	10,669,975	379,357	3.6
8010 Non Benefit Employees	81,787	85,704	0	0	0	0	0.0
8011 Overtime Pay	700,731	756,247	769,803	797,262	843,053	45,791	5.7
8012 Overtime Subject to PERS	35,281	25,694	0	0	0	0	0.0
8013 FirePolice Post Retirement Medical Benefit	237,772	246,184	288,484	288,484	314,383	25,899	8.9
8014 Position Coverage	269,163	396,697	413,313	413,313	433,997	20,684	5.0
8016 Holiday Sched Pay-SPERS	213,582	214,864	311,655	311,655	327,267	15,612	5.0
8018 PST-Part Time Employees - PARS	267,508	322,396	50,890	50,890	53,166	2,276	4.4
8024 Personal Dvlpmt Allowance	13,063	12,375	13,000	13,000	13,000	0	0.0
8027 Workers' Compensation	1,176,681	889,853	877,276	904,047	1,016,480	112,433	12.4
8031 General Liability	163,969	160,886	183,215	188,806	126,628	-62,178	-32.9
8037 Miscellaneous Pay	206	0	0	0	0	0	0.0
8038 PERS-Employee Portion	43,042	32,177	53,530	53,530	55,197	1,667	3.1
8039 SPERS-Employee Portion	681,843	704,308	996,174	1,029,062	1,066,998	37,936	3.6
8040 PERS-City Portion	51,047	64,377	58,960	58,960	55,512	-3,448	-5.8
8041 PARS-City Portion	10,545	14,107	2,036	2,036	2,127	91	4.4
8042 SPERS-City Portion	1,490,923	1,659,206	2,345,990	2,422,916	2,495,707	72,791	3.0
8043 FPRS-City Portion	6,603	5,848	0	0	0	0	0.0
8044 Life Insurance	4,759	8,180	10,726	11,055	11,459	404	3.6
8045 Dental Insurance	64,877	69,936	64,009	62,011	64,977	2,966	4.7
8046 Medicare-City Contributn	110,840	116,613	177,208	182,375	189,411	7,036	3.8
8047 Long Term Disability	46,212	19,625	18,235	18,794	19,479	685	3.6
8049 Emp Opt Ben Fd (EOBF)	782,430	890,100	1,110,900	1,144,500	1,282,088	137,588	12.0
8050 Benefits (VHS)	1,214,038	1,243,023	0	0	0	0	0.0
8054 Vision Care	45	45	0	0	0	0	0.0
8056 Accrued payroll	32,732	84,228	0	0	0	0	0.0
8057 Defunded Positions	0	0	-62,629	-332,682	0	332,682	-100.0
8058 Benefits Administration	410,963	420,775	0	0	0	0	0.0
*** TOTAL PERSONNEL	15,651,248	16,164,088	18,409,231	18,675,350	19,829,432	1,154,082	6.1
SERVICES AND SUPPLIES							
8101 Materials & Supplies	35,217	73,761	21,977	21,977	23,004	1,027	4.6
8103 Uniforms	0	0	0	10,614	16,679	6,065	57.1
8105 Lease Payments	0	0	16,752	16,752	16,752	0	0.0
8106 Rent Expense	17,388	-955	0	0	0	0	0.0
8107 Equipment Lease Payments	0	0	65,000	65,000	65,000	0	0.0
8108 Computer Related Supplies	108	49	0	0	0	0	0.0
8109 Equipt Purchases Under \$10,000	11,632	57,097	47,210	47,210	47,210	0	0.0

GRAIL ANALYSIS

MSI:

DEPARTMENT: Police Department
SUB-DEPARTMENT: Field Operations

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
8110 Outside Printing and Duplicating	43	0	0	0	0	0	0.0
8114 Other Contract Services	71,140	58,514	45,397	45,397	45,397	0	0.0
8124 Dues and Memberships	0	-70	0	0	0	0	0.0
8127 Conferences & Meetings	10,113	-165	0	0	0	0	0.0
8128 Mileage	0	73	0	0	0	0	0.0
8129 Education	0	1,502	0	0	0	0	0.0
8135 Reference Matls Subscriptions	1,592	1,772	0	0	0	0	0.0
8137 Gas and Lubricants	150	143	0	0	0	0	0.0
8138 Gas	157	1	0	0	0	0	0.0
8140 Telephone	0	39	0	0	0	0	0.0
8142 Electric	2,218	2,912	2,500	2,500	2,500	0	0.0
8218 Vehicle Rental	0	33	0	0	0	0	0.0
*** TOTAL SERVICES AND SUPPLIES	149,758	194,706	198,836	209,450	216,542	7,092	3.3
EQUIPMENT							
8504 Equipment	0	0	374,140	374,140	0	-374,140	-100.0
8505 Automotive Equipment	24,222	96,862	70,000	140,000	0	-140,000	-100.0
*** TOTAL EQUIPMENT	24,222	96,862	444,140	514,140	0	-514,140	-100.0
*** SUBTOTAL	15,825,228	16,455,656	19,052,207	19,398,940	20,045,974	647,034	3.3
INTERNAL SERVICE CHARGES							
8602 IS-Tenant Improvements	0	7,840	0	0	0	0	0.0
8609 IS-Telephones	0	839	0	0	0	0	0.0
8613 IS-Radio and Data Communicatn	2,431	10,168	0	0	0	0	0.0
8621 IS-Radio - Direct Request	1,250	955	0	0	0	0	0.0
*** TOTAL INTERNAL SERVICE CHARGES	3,681	19,802	0	0	0	0	0.0
*** TOTAL BUDGET	15,828,909	16,475,458	19,052,207	19,398,940	20,045,974	647,034	3.3
REVENUE							
6852 Old Pasadena Parking Meter Fund Transfer	301,693	313,661	328,707	328,707	341,755	13,048	3.9
9165 General Fund-Unspecified	15,527,216	16,161,797	18,723,500	19,070,233	19,704,219	633,986	3.3
*** TOTAL FUNDING	15,828,909	16,475,458	19,052,207	19,398,940	20,045,974	647,034	3.3

GRAIL ANALYSIS

MSI:

DEPARTMENT: Police Department
SUB-DEPARTMENT: Strategic Services Division

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
EMPLOYEES							
REGULAR	75.800	75.800	79.800	79.800	81.800	2.000	
NON-REGULAR	0.000	0.000	0.000	0.000	0.000	0.000	
TOTAL EMPLOYEES	75.800	75.800	79.800	79.800	81.800	2.000	
PERSONNEL							
8005 Regular Pay - PERS	2,936,830	2,947,922	4,439,122	4,439,122	4,728,054	288,932	6.5
8008 Regular Pay-SPERS	237,851	181,960	232,003	232,003	248,747	16,744	7.2
8010 Non Benefit Employees	22,797	55,402	0	0	0	0	0.0
8011 Overtime Pay	69,905	154,063	91,811	91,811	94,329	2,518	2.7
8012 Overtime Subject to PERS	102,767	81,006	154,963	154,963	160,914	5,951	3.8
8013 Fire/Police Post Retirement Medical Benefit	5,976	6,061	6,701	6,701	7,123	422	6.2
8014 Position Coverage	245,178	503,802	134,017	134,017	106,483	-27,534	-20.5
8016 Holiday Sched Pay-SPERS	5,353	11,049	0	0	0	0	0.0
8018 PST-Part Time Employees - PARS	57,647	26,835	0	0	28,445	28,445	0.0
8023 Auto Allowance	5,553	6,768	6,768	6,768	9,024	2,256	33.3
8024 Personal Dvlpmt Allowance	9,875	10,375	10,750	10,750	10,750	0	0.0
8027 Workers' Compensation	487,112	362,316	380,230	380,230	441,964	61,734	16.2
8031 General Liability	67,878	63,258	79,410	79,410	55,058	-24,352	-30.6
8037 Miscellaneous Pay	255	0	0	0	0	0	0.0
8038 PERS-Employee Portion	218,983	160,993	310,740	310,740	330,963	20,223	6.5
8039 SPERS-Employee Portion	23,537	18,071	23,200	23,200	24,875	1,675	7.2
8040 PERS-City Portion	246,058	307,841	342,257	342,257	332,855	-9,402	-2.7
8041 PARS-City Portion	2,393	1,119	0	0	1,138	1,138	0.0
8042 SPERS-City Portion	51,384	42,577	54,637	54,637	58,182	3,545	6.4
8044 Life Insurance	2,704	2,390	4,671	4,671	4,977	306	6.5
8045 Dental Insurance	28,095	25,433	39,132	39,132	40,100	968	2.4
8046 Medicare-City Contributn	42,965	45,576	73,253	73,253	77,409	4,156	5.6
8047 Long Term Disability	18,256	6,531	7,940	7,940	8,460	520	6.5
8049 Emp Opt Ben Fd (EOBF)	504,017	536,529	730,140	730,140	793,430	63,290	8.6
8050 Benefits (VHS)	511,124	504,912	0	0	0	0	0.0
8054 Vision Care	24	23	0	0	0	0	0.0
8056 Accrued payroll	18,956	18,067	0	0	0	0	0.0
8057 Defunded Positions	0	0	-54,679	-54,679	0	54,679	-100.0
8058 Benefits Administration	173,021	170,917	0	0	0	0	0.0
*** TOTAL PERSONNEL	6,096,494	6,251,796	7,067,066	7,067,066	7,563,280	496,214	7.0
SERVICES AND SUPPLIES							
8101 Materials & Supplies	141,161	150,542	148,354	148,354	148,354	0	0.0
8103 Uniforms	388	0	0	0	0	0	0.0
8108 Computer Related Supplies	1,190	11,966	21,457	21,457	21,457	0	0.0
8109 Equipt Purchases Under \$10,000	1,829	14,021	0	0	0	0	0.0
8110 Outside Printing and Duplicating	11,060	16,431	11,000	11,000	11,000	0	0.0
8112 Legal Advertising	0	261	0	0	0	0	0.0
8113 Photo Copy Machine Maint	65,255	100,020	65,536	65,536	65,536	0	0.0

GRAIL ANALYSIS

MSI:

DEPARTMENT: Police Department
SUB-DEPARTMENT: Strategic Services Division

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
8114 Other Contract Services	76,215	87,461	118,219	118,219	98,834	-19,385	-16.3
8117 Data Processing Operations	75,327	84,463	106,500	106,500	106,500	0	0.0
8124 Dues and Memberships	164	152	300	300	300	0	0.0
8125 Special Civic Events	340	120	0	0	0	0	0.0
8127 Conferences & Meetings	1,766	2,927	2,600	2,600	2,600	0	0.0
8129 Education	563	223	1,000	1,000	1,000	0	0.0
8136 Library Books	63	0	0	0	0	0	0.0
8140 Telephone	36,011	48,122	44,600	44,600	44,600	0	0.0
8141 Refuse Collection	8,436	10,262	8,500	8,500	8,500	0	0.0
8144 Postage	18,825	20,267	18,950	18,950	18,950	0	0.0
8178 Program Expenditure Recovery	0	-1,113	0	0	0	0	0.0
8218 Vehicle Rental	48	111	0	0	0	0	0.0
8290 Cell Phone Reimbsmnt	-6,694	-5,783	0	0	0	0	0.0
*** TOTAL SERVICES AND SUPPLIES	431,947	540,453	547,016	547,016	527,631	-19,385	-3.5
EQUIPMENT							
*** TOTAL EQUIPMENT	0	0	0	0	0	0	0.0
*** SUBTOTAL	6,528,441	6,792,249	7,614,082	7,614,082	8,090,911	476,829	6.2
INTERNAL SERVICE CHARGES							
8601 IS-Structural Maintenance	435,274	477,073	464,938	464,938	460,144	-4,794	-1.0
8602 IS-Tenant Improvements	17,586	29,052	20,693	20,693	20,693	0	0.0
8603 IS-Lockshop	1,688	2,120	10,000	10,000	10,000	0	0.0
8604 IS-Utilities & Insurance - HSEKPING	250,476	252,168	235,733	235,733	244,182	8,449	3.5
8605 IS-Housekeeping Serv	231,272	241,015	207,079	207,079	212,721	5,642	2.7
8606 IS-Floors and Windows	39,071	17,614	13,817	13,817	13,817	0	0.0
8607 IS-Printing	65,250	84,511	72,705	72,705	72,705	0	0.0
8608 IS-Mail Services	54,245	61,423	62,922	62,922	64,582	1,660	2.6
8609 IS-Telephones	232,011	230,539	281,109	281,109	279,550	-1,559	-0.5
8611 IS-Application Devel & Support	0	0	25,092	25,092	25,092	0	0.0
8612 IS-PC&Net Service Center	121,933	105,048	52,457	52,457	33,250	-19,207	-36.6
8613 IS-Radio and Data Communicatn	180,992	254,755	207,623	207,623	185,755	-21,868	-10.5
8615 IS-Auto Body Repair	19,021	18,280	12,527	12,527	12,527	0	0.0
8616 IS-Fleet Maint - Equip Maintenance	514,703	558,653	550,232	555,032	566,785	11,753	2.1
8617 IS-Fleet Maint - Equip Replacement	682,401	721,042	725,884	746,284	746,284	0	0.0
8618 IS-Fleet Fuel/Lubricant	338,003	341,547	337,109	353,909	410,000	56,091	15.8
8620 Bldg Preventive Maintenance	151,952	151,953	139,093	139,093	139,182	89	0.0
8621 IS-Radio - Direct Request	7,082	10,564	17,000	17,000	17,000	0	0.0
8622 IS-Telephone - Usage	87,882	84,265	94,412	94,412	94,412	0	0.0
8623 IS-PC Training	0	0	5,122	5,122	5,122	0	0.0
8624 IS-Enterprise Network	446,918	445,364	511,404	511,404	560,089	48,685	9.5

GRAIL ANALYSIS

04/29/2008 20:05
PAGE: 12

MSI:

DEPARTMENT: Police Department
SUB-DEPARTMENT: Strategic Services Division

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
8632 IS-GIS (Geographic Info)	5,485	6,574	4,710	4,710	3,682	-1,028	-21.8
8641 IS-MS Licensing	42,771	57,196	42,058	42,058	42,137	79	0.1
*** TOTAL INTERNAL SERVICE CHARGES	3,926,016	4,150,756	4,093,719	4,135,719	4,219,711	83,992	2.0
*** TOTAL BUDGET	10,454,457	10,943,005	11,707,801	11,749,801	12,310,622	560,821	4.7
REVENUE							
9165 General Fund-Unspecified	10,208,691	10,651,127	11,451,122	11,493,122	12,053,943	560,821	4.8
9168 Burglar Alarm Fines	245,766	291,878	256,679	256,679	256,679	0	0.0
*** TOTAL FUNDING	10,454,457	10,943,005	11,707,801	11,749,801	12,310,622	560,821	4.7

**DEPARTMENT
SUMMARY
Public Health**

Mission Statement

Health is broadly defined to mean both the absence of disease, and the presence of well-being -- physical, social, economic, mental and spiritual. The Pasadena Public Health Department (PPHD) is responsible for ensuring a healthy community through legally mandated services, essential public health functions and enforcement of the state Health and Safety Code, and administration of other policies, statutes, regulations, and programs. PPHD improves quality of life, community health and well being through disease prevention services and health promotion activities.

Program Description

Public health is an organized community-wide effort of partnerships and collaborations which assure opportunities to enhance optimal health for present and future generations. As guardians of the public's health, the PPHD perform many critical activities that promote healthy behaviors and positive outcomes for individuals, families and the community. PPHD's main goals are to protect residents from illness, disability, injury and environmental hazards. As one of only three city-based health jurisdictions in the State, PPHD is well-positioned to quickly respond to and address health issues in Pasadena because programs and services are locally designed to target specific community needs.

Making Pasadena a healthier city is a complex challenge that can only be achieved through a plan of broad action items that engage and involve many levels of the community, beginning with individual residents and families and including an array of public and private agencies and other stakeholders. In striving to respond to community health needs, the Department is guided by a clear vision, models, best practices, and is supported by public policy, and community values.

To meet the needs of a growing and diverse community, accomplish its goal of providing legally mandated and core public health services, and to ensure performance and health standards are met, PPHD continuously conducts health assessments, collaborates for healthcare assurance and develops policy. Tailored to the unique characteristics and assets of Pasadena, the scope of programmatic and clinical services spans the ten essential public health services, which are national standards that define public health practice:

1. Monitor health status to identify community problems;
2. Diagnose and investigate health problems and health hazards in the community;
3. Inform, educate, and empower people about health issues;
4. Mobilize community partnerships and action to identify and solve health problems;
5. Develop policies and plans that support individual and community health efforts;
6. Enforce laws and regulations that protect health and ensure safety;
7. Link people to needed personal health services and assure the provision of health care when otherwise unavailable;
8. Assure a competent public health and personal health care workforce;
9. Evaluate effectiveness, accessibility, and quality of personal and population-based health services;
10. Research for new insights and innovative solutions to health problems.

Working with a host of local, regional, state, and federal partners and stakeholders, the Department champions interventions and strategies that resolve public health problems and create long term, sustainable improvements in the community's health.

Departmental Relationship to City Council Goals:

The Department is comprised of five divisions engaged in public health activities that support the accomplishment of major citywide goals. Since public health encourages comprehensive approaches to community issues, the Department provides leadership, engages in partnerships, and develops and supports policies that facilitate attainment of City Council priorities. The Department also strives to achieve outcomes in support of local, state and national public health goals. Examples of achievements related to two City Council priorities include:

Public Health Department

- **Protect and Enhance Neighborhood Vitality and Livability**

1. The Department actively supports the Community Health Alliance of Pasadena (CHAP). A federally funded qualified health center (FQHC). Staff collaborated to improve services for homeless clients at Union Station, proving the Department's Mobile Clinic for medical visiting and co-locating HIV prevention education, testing and counseling services. Every week, 15 clients were served through this partnership.
2. The MAP Campaign, a strategic planning effort to improve community health and quality of life, continued implementation of the first year Community Health Action Plan, focusing on sustainability to ensure forward movement for the community's highest ranked health priorities: 1) Increasing Access to Health & Social Services; 2) Integrating Wellness and Healthy Lifestyles in the Community; 3) Improving Workforce Development in Public Health and Healthcare; and 4) Engaging Youth and Community in Civic Participation. The MAP Campaign, along with the MAP Community Health Action Plan, integrates with City and community strategic planning efforts currently underway.
3. The Department participated in Pasadena green and sustainable community efforts by: developing local definitions of organic food and locally grown food for the Green City Action Plan; piloting the Live Well – Meet Well program amongst public health staff who arrange meals and refreshments for meetings to select healthier and locally grown food options; providing technical assistance and education about outdoor tobacco smoke, lead dust, noise and other environmental health issues; raising awareness about the impact of climate change on the public's health during National Public Health Week with a series of events and activities including a youth poster contest, community exhibits, advertisements in local movie theaters and staff workshops.
4. The Tobacco Control Program continues to respond to requests from other cities and communities for technical assistance on Pasadena's efforts to improve outdoor air quality. Additionally, as a result of successful collaborative efforts with two multiple-units home owner's association groups that resulted in voluntary 100% smoke-free policies, other area home owner's associations and tenants have contacted the program for assistance with initiating similar efforts.

- **Assure a Safe and Secure Community**

1. The Pasadena Public Health Department's Bioterrorism and Emergency Preparedness Project continued to work with city departments, community organizations, businesses, schools, faith based organizations, residents, and other partners to prepare the local area for public health emergencies including acts of bioterrorism. Two large scale pandemic influenza exercises were conducted in the fall and spring to test and update public health preparedness and response plans, education and outreach materials, surveillance tools, specialized equipment and supplies, and communication systems. Strengthening our local area preparedness ensures that our communities remain vital and are able to respond appropriately and in a coordinated effort to minimize the impact of a potential public health disaster.
2. The Department continued medical oversight of services to the public responding quickly to CHDP provider complaints ensuring timely notifications of public health threats, and enforcing compliance with selected communicable disease reporting requirements.

- **Protect and Enhance Pasadena's Economic, Ethnic and Cultural Diversity**

1. The MAP Campaign, in collaboration with regional youth coalitions, helped to launch the 2007 Youth Summit, training nearly 200 youth to be leaders and participants in the Neighborhood Connections conference and in other community efforts.

Public Health Department

- Over the past year, the Department has provided internship opportunities to 60 youth, including high school, college and graduate level students, meeting formal requirements such as community health nursing practicum's, Master of Public Health (MPH) internships, PUSD community service, and magnet school internships.

Major Accomplishments

In addition to the activities detailed above, examples of other major accomplishments are discussed in the program summary sections of the Department Division descriptions that follow.

Summary of Appropriations and Revenues

	FY 2006 Actual	FY 2007 Actual	FY 2008 Adopted	FY 2008 Revised	FY 2009 Recommended
FTEs	102,700	112,120	106,800	108,800	103,100
Appropriations	11,430,250	12,247,094	13,062,096	13,175,695	12,457,255
Sources by Category:					
Building Licenses & Permits	38,700	39,000	30,000	30,000	30,000
Charges For Services	1,024,762	973,402	787,740	787,740	692,627
Charges For Services-External	44,000	44,000	44,000	44,000	44,000
Federal Grants Direct	895,328	90,619	0	0	0
Federal Grants indirect State	3,832,723	4,862,468	4,694,136	4,694,136	4,520,392
Fund Balance – Use/(Source)	285,249	197,534	2,650	2,650	0
Intergovernmental-Local	27,233	26,925	27,233	27,233	27,233
Miscellaneous Revenue	105,423	812,235	1,048,280	1,048,280	292,957
Non Bldg Licenses & Permit	632,475	670,380	619,922	619,622	642,860
Operating Transfers	1,049,561	1,007,114	1,086,985	1,086,985	1,929,628
Sales Tax	644,942	664,290	875,326	875,326	625,523
State Grant Direct	441,004	434,920	496,923	643,454	402,919
State Non Grant Direct	3,297,968	3,417,898	3,349,201	3,349,201	3,249,116
Total Sources	12,319,368	13,240,785	13,062,096	13,208,627	12,457,255

Departmental Results Statements

Result 1: Healthy mothers who deliver healthy babies.						
		FY 2007			FY 2008	FY 2009
		Actual	Target	% Target	Target	Target
Measure 1.1 Infant mortality rates						
A.	The overall infant mortality rate for PPHD prenatal clients is less than 4.0 per 1,000 live births in 2007, as compared to Pasadena's overall infant mortality rate of 1.6 per 1,000 births in 2005.	2.4	4.0	100%	4.0	4.0

Public Health Department

	FY 2007			FY 2008	FY 2009
	Actual	Target	% Target	Target	Target
B. The infant mortality rate for African-Americans in PPHD's Black Infant Health program is less than 11 per 1,000 live births in 2007, as compared to Pasadena's 5-year average (1997-2001) African-American infant mortality rate of 13.6 per 1,000.	0	11	100%	11	11
Measure 1.2 Low birth weight rates					
A. The overall low birth weight rate for PPHD prenatal clients is less than the Healthy People 2010 goal of 5%, as compared to Pasadena's low birth weight of 2.6 in 2005.	3.8%	5%	100%	5%	5%
B. The low birth weight rates for African-Americans in PPHD's Black Infant Health program is less than 11% of PPHD's live births in 2006, as compared to Pasadena's overall African-American low birth weight rate of 10.7% in 2004.	16.5%	11%	67%	11%	11%
Measure 1.3 Access to care.					
A. 95% of PPHD's new prenatal clients will receive an initial appointment within two weeks of request.	Not Assessed	-	-	95%	95%
Measure 1.4 Breastfeeding rates					
A. The overall postpartum breastfeeding rate for PPHD's WIC clients is 38% as compared to the State of California's WIC program rate of 38%.	40.9%	38%	100%	38%	38%
Result 2: Increase the proportion of persons with health insurance.					
Measure 2.1 Health insurance enrollment and retention.					
A. PPHD will enroll 1,200 children, youth and their parents in free or low cost health insurance.	1,980	1,200	100%	1,200	1,200

Public Health Department

	FY 2007			FY 2008	FY 2009
	Actual	Target	% Target	Target	Target
B. PPHD will assist 400 children, youth and their parents to retain their current health insurance program.	401	400	100%	400	400
Result 3: No occurrence of preventable disease in Pasadena residents.					
Measure 3.1 Incidence rate of preventable disease					
A. The number of tuberculosis cases in Pasadena per 100,000 in 2008 is 11 or less compared to the 2006 rate of 14.	5 per 100,000	11	100%	< 11	< 11
B. 100% of persons exposed to active tuberculosis cases will be identified, followed and screened to prevent additional cases of tuberculosis.	100%	90%	100%	100%	100%
C. The number of reportable sexually transmitted disease cases in Pasadena per 100,000 in 2007 is 200 or less compared with 243 in 2006.	611 per 100,000	200 per 100,000	100%	200 per 100,000	200 per 100,000
Result 4: Youth (11 to 17 years old) live a tobacco-free lifestyle.					
Measure 4.1 Retailer compliance					
A. Achieve a Tobacco Control Program sales to minors compliance rate of 95%	96%	95%	100%	95%	95%
Measure 4.2 Retailer signage compliance	91%	100%	91%	100%	100%
Result 5: Pasadena restaurants will be clean and safe for residents to dine.					
Measure 5.1 Restaurant cleanliness					
A. 87% of all restaurant inspections will receive a score of 90 points or higher, as compared with 84% for restaurants inspected that are inspected by the County of Los Angeles Department of Health Services.	91%	87%	100%	87%	87%
Measure 5.2 Incidence of food borne illness involving restaurants.					
A. The number of food borne illness cases involving two or more individuals is two or less per quarter during FY 2007.	2	8	100%	<=8	<=8
Measure 5.3 Safe food handling					

Public Health Department

		FY 2007			FY 2008	FY 2009
		Actual	Target	% Target	Target	Target
	A. Thirty food service workers will be provided food safety training on a quarterly basis under the Food Safety Recognition Program.	117	120	98%	120	120
Measure 5.4 Critical Risk Violations						
	A. 93% of food establishments inspected will have no critical risk violations that may lead to food borne illness	97%	93%	100%	93%	93%

Fiscal Year 2009 Budget Highlights

During fiscal year 2009, the Department will continue to work to enhance its infrastructure and capacity to provide public health programs and services through an interdisciplinary team approach with the goal of increasing funding streams to strengthen core functions. In the face of increasing costs and declining resources, greater emphasis will be placed on identifying new funding sources. The Department will leverage resources and serve as a conduit to partners to implement and fund effective service delivery strategies and alternatives for the medically underserved; will expand partnerships and seek new funding sources to sustain long-term health improvement efforts and to underwrite rising core operating costs; and will leverage support, relationships and assets to more effectively accomplish the public health mission.

- **Cost Changes:** Total appropriations have decreased 5.4% or \$718,440 due mainly to lower personnel costs, a 17% reduction in Services and Supplies mainly for limited-term staffing services and a 5.4% reduction in Internal Service charges. Due to the State's budget reductions and other grant reductions, the Public Health Department is facing significant revenue reductions.
- **FTE Changes:** As a result of declining revenues, net FTEs have decreased by 5.70 FTEs. The decrease is comprised of limited term, grant funded positions.
- **Revenues:** The Public Health Fund remains balanced; however, estimated allocations from individual revenue sources continue to be volatile. The general fund will make a one-time contribution to the Public Health fund of \$850,000 to offset State and other revenue sources.

Future Outlook

PPHD will focus on improving capacity to address the fundamental and essential public health services that ensure a safe and healthy community, create conditions in which individuals can be healthy and further community health goals.

Relying on the strengths and interdependencies among all components of the local public health system, PPHD is better prepared for bioterrorism and other public health emergency response than five years ago; however, additional enhanced public health preparedness is needed due to decades of under funding. Following the guidance of the California Department of Public Health (CDPH), Centers for Diseases Control and Prevention and the Office of Homeland Security, PPHD will continue to build capacity and capability in core competencies, with concentrated attention on infectious diseases, pandemic influenza planning; staff and provider education and training; public health and medical provider coordination; public health surveillance, detection and epidemiologic investigation and reporting; and risk communication and health information dissemination.

PPHD will continue to pursue other infrastructure goals, such as: (a) increasing community awareness of public health and the Public Health Department; (b) assessing and upgrading public health information systems that facilitate planning, policy development, quality assurance and public health service coordination across the public and private

Public Health Department

sectors; (c) enhancing academic partnerships that support participatory research projects; (d) addressing workforce development and training; (e) strengthening oversight and enforcement of Health Safety Codes and Regulations; (f) increasing utilization of programs that are driven by community involvement and serve broader public health purposes; and, (g) assessing customer service and methods for maintaining and strengthening service to the community.

To assure healthcare access and usage of eligibility based health insurance programs, PPHD will continue to lead collaborative and partnerships that focus on bringing the uninsured and underinsured into appropriate clinics and services. One example is the Pasadena Healthcare Consortium which helped implement a practice management system that links PPHD clinics to CHAP and Huntington Memorial Hospital. Expansion to a community health records that is supported by both the practice management system and electronic medical records systems will help the participating providers offer a seamless system of services to patients who seek a variety of health and social services.

Staff from throughout the Department will continue to serve on committees and participate in efforts that have grown out of the Map Campaign Community Health Action Plan. Progress toward achieving the community health improvement goals prioritized in the Action Plan will continue to be and driven by and sustained with broad community involvement.

Department services are primarily supported by grants from a wide range of sources, fees for services, and health services, realignment funds. Most of the funding comes from sources outside of the City, and funding decisions made at federal and State levels often impact the availability of funding for local health programs. Grant funds are often categorical in nature and are provided to address specific community health problems. Over time, the Department's expenses have increased while revenues have remained relatively flat. Increasing fund development and exploring creative financing for public health efforts will be critical to ensure on-going performance of core public health and safety services.

In light of economic and funding challenges, the Department will concentrate on maintaining essential services while developing and leveraging diverse and sufficient resources to achieve public health goals of the community.

**PROGRAM
SUMMARY**
Administration Division

Mission Statement

The Administration Division supports the Department mission and operations by providing executive leadership and medical direction to the Department and maintaining an infrastructure that supports and motivates successful planning, evaluation, service delivery and community partnerships. This Division provides central administrative support, coordination and direction for the entire Department.

Program Description

The Division supports and guides the operations of all divisions and programs, facilitating activities that contribute to achieving citywide goals and fulfilling the Department mission. The Division directs the development, planning, financing, administration, staffing and execution of programs, activities, and services that value and support public health and improve community linkages and partnerships. The Administration Division helps establish and communicate the Department vision, and advocates for resources, policy and legislation that facilitate organizational development, high quality, effective service delivery and improved community health status. In addition to general administrative functions and staff, the Division includes three operating programs with a combined budget of \$937,470 – fully 39% of the Administration Division budget. The Bioterrorism and Emergency Preparedness program develops, coordinates and implements activities to accomplish community-wide public health preparedness, surveillance, response and recovery objectives. Vital Records is an operating unit of the Administration Division responsible for maintaining permanent vital statistics records, and issuing burial permits and certified copies of birth and death records. The Pasadena Healthcare Link and Consortium provides 24/7 nurse advice, healthcare and social service referrals and appointments and develops, coordinates and implements integrated and coordinated efforts to improve access and services for the uninsured and underinsured. The Division also encompasses billing and cashiering functions and information technology coordination for the Department.

Major Accomplishments

- Program staff facilitated/supported the Pasadena Healthcare Consortium and the Pasadena Healthcare Link (PHiL), a call center that provides callers with medical triage nurse advice, social services referrals and appointments with Consortium members. An average of 143 clients were served each month by triage advice nurses and/or Care Managers. Located at six Consortium sites, care managers worked closely throughout the year to enhance referral and information sharing processes. In addition, Care Managers updated and populated the call center database and made follow-up calls to support individuals' efforts access to healthcare and social services. During the past year, the Pasadena Healthcare Consortium strengthened integration of the local healthcare infrastructure to improve access to care for the uninsured and underinsured through better coordinated healthcare services and referrals in the greater Pasadena area. The Consortium is focusing on sustainability efforts to ensure that this pilot program will continue.
- The sixth year of the Centers for Disease Control and Prevention (CDC) bioterrorism and emergency response preparedness grant activities were undertaken by the program team including the Health Officer, Epidemiologist, Program Coordinator and Management Analyst, and with the support of senior management staff. In a landmark effort to prepare the Pasadena community for a public health emergency, the Bioterrorism and Public Health Emergency Preparedness program staff guided three full-scale public health emergency exercises in 2007 and one exercise in April 2008. Partnerships with numerous governmental agencies, community-based organizations, academic institutions and other stakeholders were strengthened and expanded through outreach and education efforts in order to ensure comprehensive and beneficial exercise scenarios. These full-scale exercises increased capacity in readiness operations and efficiency to provide mass influenza vaccinations and medication dispensing through a Point of Distribution (POD).

Public Health Department

- Ensured all Department staff received and passed the National Incident Management System (NIMS) IS 100 and IS 700 courses, and that staff assigned functional leads in emergency response successfully completed NIMS IS 200 and IS 800.
- Guided the department to manage cost increases via staffing reallocations and service realignments, implementing a proactive fiscal monitoring program for appropriate responses to programmatic and budget changes in order to avoid the need for further cuts.
- The Division implemented a web-based Electronic Death Registration System which is a State-wide program that allows state and local offices of vital records, funeral homes, the coroner's office, physicians and hospitals to process the filling of death certificates and issuance of disposition permits efficiently.
- The Division's Vital Records Office provided nearly 84,500 units of services generating birth and death certificates, disposition permits to the public, mortuaries and government agencies.
- Provided leadership and modeled responsiveness to Requests for Proposals in applying for new funding and sustainability funding, reviewing and editing eight applications for grants.

Summary of Appropriations and Revenues

	FY 2006 Actual	FY 2007 Actual	FY 2008 Adopted	FY 2008 Revised	FY 2009 Recommended
FTEs	16.000	20.110	18.700	18.700	17.750
Appropriations	2,393,756	3,043,124	2,815,959	2,798,650	2,358,777

Changes From Prior Year

- *Cost Changes:* The net decrease of \$439,873 is due mainly to lower personnel costs, reductions in contract services for limited-term staffing and reductions in Internal Service charges.
- *FTE Changes:* FTEs will decrease 2.41 as a result of internal changes in resources.

Future Outlook

In addition to priorities discussed in the Departmental Summary, the Administration Division will coordinate and direct planning, decision making, and execution of strategies to sustain critical public health and safety net services. Staff will work with other stakeholders to create unique opportunities to serve the public and meet their health needs. The Department will continue to assess and monitor urgent care access and identify possible partnerships and community solutions to address this issue. Administration will continue to identify and pursue funding opportunities across a broad spectrum of public health focus areas and implement additional department-wide operational efficiencies to assure optimal budget performance. Exploration into developing and establishing a health indicators/health status data clearinghouse to provide up-to-date, comprehensive and useful data, including neighborhood level data will continue. Ongoing leadership, coordination and oversight for bioterrorism and emergency response preparedness mitigation, planning, response and recovery will be provided.

The Division will conduct an internal strategic planning process over the next two years involving community stakeholders and employees to identify significant public health issues and trends and re-establish local public health mission, values and guiding principles. Strategic objectives will be developed as part of this effort to help guide the Department in addressing public health issues that must be confronted over the next three-to-five years. The strategic planning process will include the assessment and reorganization of programs and clinics and development of program performance measures, including outcome results, efficiency, demand, and output measures. The program structure and

Public Health Department

performance measures will serve as a foundation for aligning Department program and service objectives, budget allocations and performance data at the program level.

The Department remains committed to improving the community's health and safety by addressing local public health issues and remains focused on maintaining a core of public health services.

**PROGRAM
SUMMARY**
Environmental Health
Division

Mission Statement

The Environmental Health Division supports the Department mission by influencing, promoting and maintaining a healthy environment, ensuring that all homes are safe and healthy, our air and water are clean, retail food facilities are safe and clean and vector-borne diseases are eliminated.

Program Description

This Division is responsible for enforcing California Health and Safety Codes and Municipal Codes related to all food facilities, street vending of food, public swimming pools, noise control and vector control.

The Department protects the public from the risk of food-borne illness by inspecting restaurants regularly to ensure the cleanliness of food facilities. The frequency of inspections is prioritized by risk with an emphasis on inspecting facilities that handle higher quantities of potentially hazardous foods and where serious food handling violations may have been found to exist in the past. The goal of the Environmental Health Division is to inspect each and every restaurant and other food preparation facilities at least twice annually.

Vector Control Specialist in the Division conduct abatement activities so that the public can live in an environment with a reduced prevalence of mosquitoes, rodents, and other disease-causing vectors which may carry West Nile Virus, Plague and St. Louis encephalitis. In addition, Division staff removes Africanized Honeybees from public property, including city-owned facilities, city trees and public parks.

Major Accomplishments

- Division staff continued collaboration with Planning and Permitting Department to strengthen the Childhood Lead Poisoning Prevention Program (CLPPP) by using Code Compliance Officers to identify lead hazards in housing units. CLPPP has successfully worked with the Planning and Permitting Department to have access to renovation permits and is now sending informational letters and literature to permit recipients.
- The Division completed a comprehensive review of the Noise Restrictions Ordinance with an updated noise ordinance submitted for approval by the City Council. The revised noise ordinance will include an interior noise standard for multiple housing units, clarification on the use of amplified sound equipment on public properties, and additional exemptions.
- In collaboration with the Pasadena Humane Society and SPCA, the Mandatory Spaying/Neutering of Pit Bull and Pit Bull Mixes Ordinance was adopted by the City Council. The ordinance will require pit bulls and pit bull mixes to be spayed or neutered to reduce the population of this dog breed in the shelter. Exemptions to the ordinance will include pit bulls used for showing and pit bulls under the age of 4 months.
- The Division conducted nearly 2,000 inspections of food service establishments to ensure safe food handling and preparation is maintained throughout the City. As the result of the food inspection program, only one food-borne illness incident involving two or more individuals was reported during the fiscal year.

Summary of Appropriations and Revenues

	FY 2006 Actual	FY 2007 Actual	FY 2008 Adopted	FY 2008 Revised	FY 2009 Recommended
FTEs	8.850	8.870	8.880	8.880	8.890
Appropriations	1,885,974	1,917,452	1,991,472	1,987,519	2,082,155

Public Health Department

Changes From Prior Year

- *Cost Changes:* The net increase of \$94,636 is due mainly to anticipated, negotiated increases to salaries and benefits, increases in service contracts and increases in Internal Service charges.
- *FTE Changes:* FTEs will increase 0.01 as a result of changes in resources and programs.

Future Outlook

In addition to priorities discussed in the Departmental summary, the Environmental Health Division will continue to focus on efforts to improve the health of the community through education and health code enforcement. The Division will continue to strengthen connections with residents to address neighborhood issues, such as animal control and vector control, and improve environmental conditions by limiting the community's exposure to potentially harmful infestations.

The Division will continue to work enhancing Childhood Lead Poisoning Prevention Program in partnership with the Water, Planning and Permitting Departments by collaborating on educational literature and by sponsoring training to Code Enforcement staff to recognize lead-based paint hazards in and around housing units. In addition, the Division continues to serve on the City's Green Team to support and participate on activities that further Pasadena's Green City Action Plan such as reducing the use of pesticides in the Division's Vector Control Program.

**PROGRAM
SUMMARY**

Disease Prevention and Control Division

Mission Statement

The Disease Prevention and Control Division supports the Department mission by seeking to improve the health and wellness of Pasadena residents by conducting epidemiological investigations and outbreak control for known and suspected cases of communicable diseases. The Division also provides access to immunizations for vaccine preventable diseases, provides access to medical treatment for communicable diseases, including operation of the HIV/AIDS medical outpatient clinic, and educates the public on safe health practices in order to decrease the incidence of communicable disease in the community.

Program Description

The activities of this Division include: public health field nursing to conduct epidemiological investigation of communicable diseases, counseling and education of infected individuals; tuberculosis control program; sexually transmitted disease surveillance, HIV/AIDS surveillance, testing, education and prevention activities and HIV/AIDS medical outpatient services; travel and adult immunizations; Targeted Case Management; improving childhood immunization rates; and Public Health Laboratory clinical I testing and analysis.

Major Accomplishments

- The Andrew Escajeda Clinic, which provides comprehensive HIV/AIDS medical outpatient services, received new funding through the Minority AIDS Initiative (MAI) from the Los Angeles County's Office of AIDS Programs and Policy to deliver social support case management services to the HIV/AIDS infected and affected population. The MAI program will utilize a holistic approach to case managing the multiple and complex needs of clients. Program staff continued to target at risk populations for HIV testing and counseling to identify HIV infection and move patients into care more efficiently through the use of rapid testing methods.
- HIV Counseling & Testing Program averaged approximately 125 HIV Rapid Oral Tests a month and continued to provide increased testing services in spite of changes in service hours per week. The program fostered successful partnerships with Pasadena City College, AIDS Service Center, IMPACT, Grandview Foundation, Union Station, Day Labor Center of Pasadena, Casa de Las Amigas, and the Pasadena Recovery Center. All agencies received HIV Rapid Oral Test, screening and educational counseling for high risk individuals. In addition, counselors distributed educational materials, condoms and other risk-reduction items.
- The Immunization Program received funding from Kaiser Permanente for planning a pilot immunization program SPII (Scholastic Partnership for Immunization Initiatives). It is a program which engages, educates and empowers the adolescent population of the City toward recognizing and advocating for maintaining up-to-date recommended immunizations for their age group. Program activities are designed to help high school students learn and excel in group dynamics, team building, cultural awareness, conflict resolution, public speaking, public health collaboration, and project involvement. The Program received notification of collaborative funding for the SPII project from the State, validating that PPHD is at the forefront of addressing immunization needs and issues among youth.
- Psychiatric services in the Andrew Escajeda Clinic received a budget augmentation of \$20, 500 to ensure continued delivery of quality services from a licensed psychiatrist. A programmatic audit by Los Angeles County Office of AIDS Programs and Policy (OAPP) resulted in an overall compliance rate of 99%, however, it was noted that for an appointment new clients had to wait a month. To address the emergent nature of clients' mental health issues, OAPP decided to provide additional funding, allowing an increase to the psychiatrist's time by 20 hours per month and eliminating the appointment backlog.

Public Health Department

- Two more grants were awarded by OAPP to target at-risk individuals in need of testing, HIV and STD education and to continue to prevent the spread of HIV and STDs. Comprehensive Risk Reduction Counseling Services (CRCS) and Health Education Risk Reduction (HERR). These programs offer individualized client-centered counseling for adopting and maintaining HIV risk-reduction behaviors to individuals that are at high risk for acquiring HIV and STDs.
- The Division conducted comprehensive food-borne illness outbreak investigations including one in collaboration with the Los Angeles County Department of Public Health and the Centers for Disease Control and Prevention concerning a popular food establishment. Over 150 individuals including food service workers at the restaurant and patrons were investigated as possible shigellosis cases.
- The Division held five community flu clinics at five sites throughout the City including a new clinic at a church in Pasadena. Overall, over 800 flu shots were provided to individuals at these community flu clinics. In addition to the flu clinics, the Division administered over 5,400 immunizations through its Adult and Travel Clinic.
- The Division provided 1,777 public health nurse home visits to provide residents with targeted case management, health education and promotion issues such as prenatal care, breast feeding, directly observed therapy for tuberculosis, and to assist clients with accessing healthcare and social service resources.

Summary of Appropriations and Revenues

	FY 2006 Actual	FY 2007 Actual	FY 2008 Adopted	FY 2008 Revised	FY 2009 Recommended
FTEs	34.750	35.830	33.170	35.170	27.900
Appropriations	3,389,169	3,312,470	3,746,683	3,880,127	3,302,078

Changes From Prior Year

- *Cost Changes:* The net decrease of \$578,049 is due to personnel cost decreases, reductions in various services and supplies and a decrease in Internal Service charges.
- *FTE Changes:* FTEs will decrease by a net 7.27 as a result of changes in resources and programs.

Future Outlook

In addition to priorities discussed in the Departmental Summary, the Communicable Disease Prevention and Control Division will continue to vigilantly monitor the health status of the community, stay abreast of new developments or current trends in bioterrorism and emergency preparedness, focus on needs identified in the 2002 Quality of Life Index, the evolving Healthy People 2010 goals and the MAP Campaign. The continued threat of bioterrorism, anticipated Pandemic Influenza, and advent of Extremely Drug Resistant Tuberculosis are shaping and shifting the practice of public health by demanding increased capacity to perform expert communicable disease surveillance and monitoring, meeting adequate surge capacity needs, and expanding community collaborations. Through improved case management services, staff will: provide continuity of care for low-income clients, disenfranchised clients, the elderly, the homeless, and individuals with chronic diseases; contribute to decrease mortality and morbidity among vulnerable target populations; and, generate sustainable funding for potential program expansion.

Through on-going community partnerships, the Division will work collaboratively to assure and/or provide the necessary immunizations throughout the life span from birth to senior years and ensure that vaccine-preventable diseases are abated. The Travel and Adult Immunization Clinic will continue to enhance marketing and outreach efforts to the surrounding communities to meet the needs of travelers and keep adults up-to-date with their immunization status.

- These important services will continue to promote support programs that encourage the public's health and well being, by targeting the City's at-risk community with the support they need to limit the spread of illness. Combined, these services will improve HIV/AIDS patient outcomes and will ensure maximum access to care.

**PROGRAM
SUMMARY**
Maternal and Child Health
Division

Mission Statement

The Maternal and Child Health Division (MCH) supports the Department's mission by providing outreach and access to health services and related clinical and referral services for low-income pregnant women, their infants, children and families in order to decrease maternal and child morbidity and mortality, and improve health outcomes in the City

Program Description

This Division provides clinical services, conducts outreach, provides education and operates the Women, Infants and Children (WIC) nutrition program to improve maternal and child health in the community. The Division also provides consultation and certification to other community providers of comprehensive prenatal services and child health disability prevention services, and participates in a community Health Access Task Force which works to address the issue of uninsured or underinsured children in our community. The Childhood Lead Poisoning Prevention Program provides community outreach and education, case manages children identified with lead poisoning and assists health care providers in their responsibilities to screen and counsel children and families about lead exposure prevention.

Major Accomplishments

- The State funded Health Care Program for Children in Foster Care (HCPCFC) is staffed by a full time Public Health Nurse to provide consultation to 384 Pasadena foster care cases eliminating reliance on Los Angeles County for this service.
- The Childhood Health and Disability Prevention Program (CHDP) deliver health assessments and services to low income children and youth. PPHD monitors 21 Pasadena CHDP pediatric doctors' compliance with State mandates to ensure children in Pasadena are referred to appropriate services to meet their health care needs. CHDP responds immediately to any concerns about the quality of healthcare services received in pediatric doctors' offices in Pasadena.
- Clinic staff provided 2,691 immunizations for childhood vaccine preventable diseases to nearly 400 children.
- The Division's Women, Infants and Children (WIC) Program received \$921,337 in funding. Due to the economic downturn, the WIC Program serves the community at 100% capacity and provides 5,800 clients with nutrition services each month.
- The CLPPP successfully transitioned from the Communicable Disease Control and Prevention Division to the MCAH Division to improve the link between healthcare providers and children and their families. This move has enabled access to the wider community of service providers in the City, and is opening doors to additional venues for education and outreach. CLPPP staff was interviewed by Fox 11 TV for a program on lead in toys which aired in late November increasing awareness about childhood lead poisoning prevention.
- The Prenatal Clinic which serves women with high-risk pregnancies and pregnant teens and provided 7,717 visits to 1,004 women. The Comprehensive Perinatal Service Provider Clinic is the largest safety net provider in the Pasadena Community, and focuses on improving the outcome of every pregnancy by providing medical and support services to eligible women.
- The Black Infant Health (BIH) Program, which focuses on reducing African American infant mortality and its causes, provided over 100 homeless women, substance abusers, or victims of domestic violence with intensive case management and education.

Public Health Department

- The MCH Allocation program partnered with Young and Healthy and USC to provide free teeth screenings for children up to 5 years old. Parents are educated on the cause and effects of cavities, cavity prevention for infants and young children, and establishing healthy dental care habits.

Summary of Appropriations and Revenues

	FY 2006 Actual	FY 2007 Actual	FY 2008 Adopted	FY 2008 Revised	FY 2009 Recommended
FTEs	32.675	37.135	34.250	34.250	37.960
Appropriations	2,999,197	3,091,756	3,423,778	3,410,767	3,702,382

Changes From Prior Year

- *Cost Changes:* The net increase of \$291,615 is due mainly to anticipated, negotiated increases in personnel costs.
- *FTE Changes:* FTEs will increase by 3.71 as a result of internal changes in resources.

Future Outlook

In addition to priorities discussed in the Departmental summary, the MCH Division will undertake the fourth year of implementing a five-year MCAH plan to guide overall program and funding decisions by the Division and its collaborating partners. The priority issues identified in this plan are: obesity in children, access to healthcare, low birth weight and mental health. These issues will continue to be collaboratively addressed with members of the MCAH Collaborative, which includes the Pasadena Unified School District (PUSD), Young & Healthy Pasadena, CHAP, Bill Moore Clinic, Huntington Memorial Hospital and the Health promotion and Policy Development Division. MCH Division programs will continue to strengthen coordination efforts with CHAP to provide continuity of services for low-income pregnant women and their infants.

In response to Proposition 98, the MCH Division will collaborate with PUSD and Young & Healthy to obtain dental screening for all children entering kindergarten and to identify and obtain resources to ensure these children receive the necessary treatment identified during the initial dental assessment. The Division will continue to partner with the Pasadena Healthcare Consortium and the MAP Campaign to address current and future efforts, such as the PHIL line, towards assisting clients to navigate and access the health care system effectively in the Pasadena community. Elimination of childhood lead poisoning in our city continues to be a goal of PPHD. The MCAH Division will continue to work towards the overall reduction of lead exposure in children from multiple sources, including unsafe work practices in pre-1978 housing a priority. Additionally, the Division's MCAHO and BIH Programs will collaborate and host a Green Celebrate Healthy Babies and Families Health Conference to educate families on healthy living for themselves, their babies and children. The Division and all of its programs will continue to work to improve services for women, infants, children, and adolescents in the Pasadena community.

**PROGRAM
SUMMARY**

Health Promotion
and Policy Development Division

Mission Statement

The Health Promotion and Policy Development Division supports the Department mission and seeks to improve the health and wellness of the Pasadena community through the promotion of healthy behavior, development of policies to promote sustained health improvement, assessment of community needs and assets, the mobilization of communities for action, and monitoring of population health status.

Program Description

This Division addresses the broad scope of behaviors and conditions which impact personal and community health issues such as: tobacco, alcohol and other drug use; nutrition and physical activity; community safety; and other vital quality of life and health promotion needs. The Division facilitates community assessments and planning; coordinates Department-wide marketing and public information campaigns; conducts media relations; leads grant seeking; and seeds community-based research and demonstration projects.

Major Accomplishments

- In summer 2007, Division staff partnered with Blair Academy and NATHA neighborhood group to implement the fourth session of Healthy Ambitions, an eight week public health internship program. A total of 12 students participated in weekly interactive educational sessions and "shadowing" staff in the field, with six students participating in 30 hour/week internships with various public health programs, both at PPHD and at health based community-based organizations, to encourage students to seek careers in public health.
- Division staff coordinated the second session of the Pasadena Youth Radio (PYR), a project in partnership with Waverly High School and Pasadena Unified School District's Blair Health Academy, that gives students the opportunity to frame and express their thoughts in fun, creative and articulate ways, while giving them needed tools to advocate for themselves on local quality of life issues important to them. Fourteen students participated in a the 10-week series, producing youth- hosted radio stories and interviews that will be streamed on the City website by Summer 2008.
- The Tobacco Control Program staff continues to work closely with the Business License section and Police Department to monitor the Tobacco Retailing Licensing Ordinance. Since March 2005, when enforcement of the ordinance began, the illegal sales rate has dropped from a baseline of 20% to a relatively stable rate of 6.0%. Over half of the conducted compliance checks have resulted in zero illegal sales. As one of the first cities to adopt such an ordinance, staff continues to be asked for technical assistance from other communities, including the cities of Los Angeles, Burbank, Sierra Madre, and Glendale.
- The Nutrition and Physical Activity Program continues to grow, reaching more people with information on eating better and increasing physical activity. Nutrition education classes, taught in English and Spanish, reached over 2,000 participants in the City. The Program also reached over 21,000 individuals through conferences, health fairs and other outreach events. The program is also undertaking a Communities of Excellence local assessment utilizing a State-wide model to examine food resources and accessibility.
- The Pasadena Recovery Center, one of the longest running substance abuse recovery programs serving the Pasadena community, continues to provide drunk driver/DUI classes, individual counseling, recovery discussion groups and other interventions and supportive-service referrals. The community prevention and recovery program (individual and group counseling) targets individuals who might not otherwise receive recovery services due to an inability to pay. The Recovery Center provided an average of 73 individual and group services per month.

Public Health Department

- The Division coordinates editing and reviews all public relations and communications materials for all Department programs, services and special events. Over the course of the past year, the Division has reviewed over 220 flyers, brochures, newsletters, online media, and other outreach materials with an additional 50 different new materials distributed as parts of media campaign efforts, including news articles, media alerts and press releases and paid advertising (through print, radio, electronic and other media forms). An estimated 155,000 people have been reached with these various health education and outreach communications.

Summary of Appropriations and Revenues

	FY 2006 Actual	FY 2007 Actual	FY 2008 Adopted	FY 2008 Revised	FY 2009 Recommended
FTEs	10.425	10.175	11.800	11.800	10.600
Appropriations	762,154	882,292	1,084,204	1,098,632	1,011,863

Changes From Prior Year

- *Cost Changes:* The net decrease of \$86,769 is due mainly to reductions in personnel costs, services and supplies and internal service charges.
- *FTE Changes:* FTEs will decrease by 1.20 as a result of internal resource allocations.

Future Outlook

In addition to Departmental priorities, the Health Promotion and Policy Division will continue to pursue funding for projects and activities consistent with its mission and key programmatic areas. Planning for an online update to the Quality of Life Index will be a priority. The Division will continue to play a lead role in coordinating department-wide efforts around fund development, convening grant writing teams and providing training and staff to improve outcomes of funding requests. The Division will enhance and expand partnerships with the community and will participate in the community driven MAP Campaign Community Health Action Plan activities. By periodically evaluating the Department's strategic marketing and communications efforts, the Division will continue to help increase visibility of the department and its many programs and services. The Division will also participate in the department's bioterrorism and emergency response preparedness and planning efforts, with a particular emphasis on risk communication and public information dissemination. Policy and program development and evaluation in tobacco control and food security and physical activity will continue.

GRAIL ANALYSIS

MSI:
FUND: Health Services Fund
DEPARTMENT: Health Department

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
EMPLOYEES							
REGULAR	102.700	111.920	106.100	108.100	103.100	5.000	
NON-REGULAR	0.000	0.200	0.700	0.700	0.000	0.700	
TOTAL EMPLOYEES	102.700	112.120	106.800	108.800	103.100	5.700	
PERSONNEL							
8005 Regular Pay - PERS	4,372,702	4,823,313	6,500,930	6,586,482	6,494,695	-91,787	-1.3
8011 Overtime Pay	28,974	31,802	664	12,258	23,182	10,924	89.1
8012 Overtime Subject to PERS	0	-430	0	0	0	0	0.0
8018 PST-Part Time Employees - PARS	56,638	85,476	35,029	35,029	0	-35,029	-100.0
8023 Auto Allowance	16,633	15,836	15,060	15,060	15,060	0	0.0
8024 Personal Dvlpmt Allowance	29,494	26,913	28,900	28,900	28,900	0	0.0
8027 Workers' Compensation	178,780	100,785	72,550	73,496	96,772	23,276	31.6
8031 General Liability	53,104	88,359	118,817	121,895	124,443	2,548	2.0
8036 Vacation Pay	44	0	0	0	0	0	0.0
8037 Miscellaneous Pay	9,392	0	0	0	0	0	0.0
8038 PERS-Employee Portion	316,876	250,171	455,066	461,053	454,629	-6,424	-1.3
8040 PERS-City Portion	357,536	483,018	507,432	469,901	463,441	-6,460	-1.3
8041 PARS-City Portion	2,266	3,978	1,401	1,401	0	-1,401	-100.0
8044 Life Insurance	4,042	3,817	6,503	6,590	6,495	-95	-1.4
8045 Dental Insurance	42,544	47,222	51,690	52,658	49,900	-2,758	-5.2
8046 Medicare-City Contributn	59,965	67,097	94,270	95,682	94,508	-1,174	-1.2
8047 Long Term Disability	22,466	11,863	11,054	11,200	11,040	-160	-1.4
8049 Emp Opt Ben Fd (EOBF)	721,885	827,846	922,752	941,052	945,593	4,541	0.4
8050 Benefits (VHS)	704,005	776,959	0	0	0	0	0.0
8054 Vision Care	370	488	0	0	0	0	0.0
8055 Health Care Spending	33	1,375	0	0	0	0	0.0
8058 Benefits Administration	238,313	262,948	0	0	0	0	0.0
*** TOTAL PERSONNEL	7,216,062	7,908,836	8,822,118	8,912,657	8,808,658	-103,999	-1.1
SERVICES AND SUPPLIES							
8101 Materials & Supplies	394,248	498,596	453,721	476,781	441,842	-34,939	-7.3
8102 Tool Room Operation Exp.	0	1,292	0	0	0	0	0.0
8103 Uniforms	117	0	0	0	0	0	0.0
8104 Nutrition Education	3,089	3,864	500	500	500	0	0.0
Materials							
8105 Lease Payments	258,000	199,473	199,474	199,474	199,473	-1	-0.0
8107 Equipment Lease Payments	1,900	2,133	0	0	2,500	2,500	0.0
8108 Computer Related Supplies	1,290	2,506	1,432	1,432	1,700	268	18.7
8109 Equipt Purchases Under \$10,000	47,495	34,167	17,450	17,450	18,150	700	4.0
8110 Outside Printing and Duplicating	16,567	22,907	17,788	17,788	7,951	-9,837	-55.3
8112 Legal Advertising	1,113	27,171	0	0	0	0	0.0
8113 Photo Copy Machine Maint	14,563	11,285	19,740	19,740	18,000	-1,740	-8.8
8114 Other Contract Services	2,247,535	2,269,497	2,080,446	2,080,446	1,733,249	-347,197	-16.6
8115 Consultant Services	68,520	16,710	20,750	20,750	1,482	-19,268	-92.8
8117 Data Processing	62	0	0	0	0	0	0.0

MSI:
FUND: Health Services Fund
DEPARTMENT: Health Department

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
Operations							
8118 Outside Legal Services	55,707	35,283	0	0	0	0	0.0
8124 Dues and Memberships	13,081	19,756	11,585	11,585	17,661	6,076	52.4
8125 Special Civic Events	3,303	2,402	0	0	0	0	0.0
8126 Conf & Mtgs - Comm & Committees	0	40	1,600	1,600	1,600	0	0.0
8127 Conferences & Meetings	63,510	71,203	50,056	50,056	42,235	-7,821	-15.6
8128 Mileage	19,045	22,065	25,263	25,263	27,896	2,633	10.4
8129 Education	6,488	30,634	13,096	13,096	11,850	-1,246	-9.5
8130 Training Costs	1,662	4,048	11,319	11,319	13,223	1,904	16.8
8131 Health Grants - Special Needs	19,014	19,614	273,341	273,341	114,175	-159,166	-58.2
8134 Data Processing Development	5,372	6,180	13,000	13,000	13,000	0	0.0
8135 Reference Mats Subscriptions	862	948	6,050	6,050	5,350	-700	-11.5
8136 Library Books	723	643	0	0	0	0	0.0
8137 Gas and Lubricants	51	1,020	0	0	0	0	0.0
8140 Telephone	0	-732	16,200	16,200	22,006	5,806	35.8
8141 Refuse Collection	6,547	6,951	6,600	6,600	6,600	0	0.0
8144 Postage	9,681	15,341	16,715	16,715	17,718	1,003	6.0
8150 Cash Over and Short	-82	0	0	0	0	0	0.0
8177 Program Expenditures	3,613	14,255	2,200	2,200	2,200	0	0.0
8186 Discounts Lost	-254	963	0	0	0	0	0.0
8187 Discount Earned	0	-1,132	0	0	0	0	0.0
8212 Permits and Fees	0	162	0	0	0	0	0.0
8218 Vehicle Rental	169	144	100	100	100	0	0.0
*** TOTAL SERVICES AND SUPPLIES	3,262,991	3,339,389	3,258,426	3,281,486	2,720,461	-561,025	-17.0
EQUIPMENT							
8505 Automotive Equipment	60,088	0	0	0	0	0	0.0
*** TOTAL EQUIPMENT	60,088	0	0	0	0	0	0.0
*** SUBTOTAL	10,539,141	11,248,225	12,080,544	12,194,143	11,529,119	-665,024	-5.4
INTERNAL SERVICE CHARGES							
8601 IS-Structural Maintenance	186,121	203,994	198,806	198,806	196,756	-2,050	-1.0
8602 IS-Tenant Improvements	8,446	4,399	500	500	500	0	0.0
8603 IS-Lockshop	1,090	822	607	607	610	3	0.4
8604 IS-Utilities & Insurance - HSEKPING	107,113	107,820	100,799	100,799	104,411	3,612	3.5
8605 IS-Housekeeping Serv	146,237	152,158	131,049	131,049	134,619	3,570	2.7
8606 IS-Floors and Windows	0	0	2,600	2,600	2,600	0	0.0
8607 IS-Printing	22,763	48,001	21,513	21,513	20,567	-946	-4.3
8608 IS-Mail Services	13,956	17,164	17,310	17,310	17,729	419	2.4
8609 IS-Telephones	117,395	133,233	151,326	151,326	138,732	-12,594	-8.3
8611 IS-Application Devel & Support	6,493	1,724	1,500	1,500	1,500	0	0.0
8612 IS-PC&Net Service Center	35,203	42,214	80,995	80,995	24,480	-56,515	-69.7
8613 IS-Radio and Data	2,645	5,136	3,741	3,741	6,694	2,953	78.9

MSI:

FUND: Health Services Fund

DEPARTMENT: Health Department

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
Communicatn							
8615 IS-Auto Body Repair	1,452	989	0	0	0	0	0.0
8616 IS-Fleet Maint - Equip Maintenance	8,430	26,089	9,452	9,452	9,881	429	4.5
8617 IS-Fleet Maint - Equip Replacement	7,031	10,000	9,837	9,837	7,031	-2,806	-28.5
8618 IS-Fleet Fuel/Lubricant	4,007	4,423	6,681	6,681	5,100	-1,581	-23.6
8620 Bldg Preventive Maintenanc e	64,974	64,974	59,475	59,475	59,514	39	0.0
8621 IS-Radio - Direct Request	0	1,697	0	0	0	0	0.0
8622 IS-Telephone - Usage	21,216	20,511	23,897	23,897	24,327	430	1.7
8623 IS-PC Training	0	0	1,542	1,542	1,551	9	0.5
8624 IS-Enterprise Network	114,622	123,314	140,678	140,678	153,753	13,075	9.2
8626 IS-Mail - Direct Request	30	0	0	0	0	0	0.0
8632 IS-GIS (Geographic Info)	3,035	10,158	7,675	7,675	6,214	-1,461	-19.0
8641 IS-MS Licensing	18,850	20,049	11,569	11,569	11,567	-2	-0.0
*** TOTAL INTERNAL SERVICE CHARGES	891,109	998,869	981,552	981,552	928,136	-53,416	-5.4
*** TOTAL BUDGET	11,430,250	12,247,094	13,062,096	13,175,695	12,457,255	-718,440	-5.4
REVENUE							
3195 Fund Balance	285,249	197,534	2,650	2,650	0	-2,650	-100.0
6008 Retail Sales Tax	644,942	664,290	875,326	875,326	625,523	-249,803	-28.5
6136 Envir Hlth Plan Check Fee	38,700	39,000	30,000	30,000	30,000	0	0.0
6177 Leaf Blower Certificates	4,000	15,000	6,000	6,000	6,000	0	0.0
6179 Envir Health Food Estab.	523,475	558,495	533,000	533,000	533,000	0	0.0
6180 Envir Health Misc Permit Fees-NonBuilding License	86,000	73,000	70,000	70,000	70,000	0	0.0
6188 Tobacco Retailer Lic	19,000	23,885	10,622	10,622	33,860	23,238	218.7
6223 USDA Summer Lunch Inspect	6,000	0	0	0	0	0	0.0
6243 HRSA Grant	889,328	90,619	0	0	0	0	0.0
6266 Child Hlth Disb Prev Local Admin	6,210	1,078	1,078	1,078	970	-108	-10.0
6267 Epsdt-Local Administrat	304,306	331,386	335,270	335,270	298,248	-37,022	-11.0
6268 Medical Adm Claim SB910	335,000	445,000	670,238	670,238	383,906	-286,332	-42.7
6269 Prevntv Health & Hlth Svc-314D	5,610	5,610	0	0	0	0	0.0
6273 Women-Infant-Children	695,000	727,200	779,720	779,720	961,479	181,759	23.3
6276 St MCH/Prenatal Care Grnt	221,482	250,465	221,482	221,482	192,378	-29,104	-13.1
6277 Black Infant Health Grant	505,872	680,865	544,268	544,268	512,367	-31,901	-5.8
6278 Immunization Grant	60,312	60,312	66,413	66,413	70,157	3,744	5.6
6298 CHDP Foster Care Grant	95,079	147,247	124,388	124,388	123,414	-974	-0.7
6311 California Nutrition Net	98,019	99,192	107,576	107,576	106,408	-1,168	-1.0
6332 HIV Ed Risk & Case Mgt	0	134,899	149,127	149,127	161,240	12,113	8.1
6333 HIV Prev Case Mgt	0	57,800	70,000	70,000	70,000	0	0.0
6334 Targeted Case Management	0	0	0	0	87,000	87,000	0.0
6351 HUD Pacific Clinics	0	55,000	55,000	55,000	0	-55,000	-100.0
6352 L.A. Co. Alcoholism Rehab	202,337	202,337	205,512	205,512	202,337	-3,175	-1.5
6356 LA Co Alcoholism CAL/Wks	21,473	19,465	19,894	19,894	18,494	-1,400	-7.0
6358 HIV Early Intervention	933,042	929,015	933,042	933,042	826,351	-106,691	-11.4

GRAIL ANALYSIS

MSI:

FUND: Health Services Fund

DEPARTMENT: Health Department

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
3/99 - 2/00							
6364 Bioterrorism and ER	348,981	715,597	411,128	411,128	380,643	-30,485	-7.4
6369 Minority AIDS Initiative	0	0	0	0	125,000	125,000	0.0
6378 Motor Vehicle In Lieu Tax	1,989,945	2,109,340	1,965,416	1,965,416	1,922,166	-43,250	-2.2
6394 Medi-Cal Escajeda Clinic	7,000	7,000	7,000	7,000	11,545	4,545	64.9
6395 Medi-Cal Chest Clinic	7,500	3,432	7,500	7,500	5,500	-2,000	-26.6
6396 Medi-Cal Immunization	400	0	0	0	0	0	0.0
6397 Medi-Cal Prenatal Clinic	951,422	1,024,326	1,137,715	1,137,715	1,095,186	-42,529	-3.7
6399 Medi-Cal Child Hlh Clinic	7,000	90,000	0	0	0	0	0.0
6400 Child Health Disability Prevention (CHDP)	135,000	16,000	0	0	0	0	0.0
6401 AIDS Drug Assistant Program (ADA)	10,401	8,500	8,000	8,000	7,200	-800	-10.0
6402 AIDS - A.T.S.	60,000	60,000	69,941	69,941	54,000	-15,941	-22.7
6403 State Assistance AB 8 Fun ds	9,300	9,300	9,000	9,000	8,100	-900	-10.0
6416 Immunization Collaboratio	120,000	90,000	90,000	90,000	120,500	30,500	33.8
6431 Medicare Andrew Esceda Clinic	0	0	54,629	54,629	24,919	-29,710	-54.3
6453 TB Local Assistance	33,030	33,030	32,825	32,825	29,727	-3,098	-9.4
6454 Lead Prevention Grant	127,375	120,186	111,589	111,589	105,156	-6,433	-5.7
6455 Tobacco Control	150,000	151,907	163,628	163,628	150,262	-13,366	-8.1
6457 AIDS State Block Grant	34,000	34,000	34,433	34,433	30,162	-4,271	-12.4
6458 AIDS- Education Grant	79,955	79,955	138,341	284,872	73,116	-211,756	-74.3
6470 TB Homeless Grant	8,953	8,151	8,416	8,416	7,574	-842	-10.0
6473 Chlamydia Grant	7,691	7,691	7,691	7,691	6,922	-769	-9.9
6559 Alcohol Recovery-Gen Rel	27,233	26,925	27,233	27,233	27,233	0	0.0
6564 Immunization Registry	35,000	33,333	23,553	23,553	0	-23,553	-100.0
6568 Healthy Kids	50,000	50,000	50,000	50,000	52,500	2,500	5.0
6569 Minority Immunization	264,190	62,333	0	0	0	0	0.0
6636 Vital Statistics Fees	113,000	120,000	123,000	123,000	125,000	2,000	1.6
6639 STD Clinic Fees	12,000	0	0	0	0	0	0.0
6640 HIV Testing Fees	5,035	5,448	26,600	26,600	28,710	2,110	7.9
6641 Chest Clinic Fees	18,000	19,000	18,000	18,000	1,286	-16,714	-92.8
6642 Child Health Clinic Fees	5,000	17,000	0	0	0	0	0.0
6643 Travel Clinic Fees	394,070	531,110	424,457	424,457	358,815	-65,642	-15.4
6644 Alcoholism Fees & Charges	14,071	4,617	1,500	1,500	1,000	-500	-33.3
6646 First Offender Program	86,868	109,012	91,954	91,954	87,827	-4,127	-4.4
6685 Vital Statistics Improvmt	7,740	14,549	16,416	16,416	25,189	8,773	53.4
6712 DUI Wet/Reckless AB762	19,788	0	1,500	1,500	0	-1,500	-100.0
6728 Medicare Adult Vaccines	0	0	8,000	8,000	8,000	0	0.0
6731 HealthNet Child Health Clinic	0	7,000	0	0	0	0	0.0
6734 Pre Employment Screening	0	0	960	960	2,500	1,540	160.4
6736 Pregnancy Testing	0	0	1,800	1,800	1,800	0	0.0
6752 Services to Water & Power Environmental Health	44,000	44,000	44,000	44,000	44,000	0	0.0
6806 Contributions From GF	1,049,561	1,007,114	1,086,985	1,086,985	1,929,628	842,643	77.5
6969 Property Rental - Misc.	0	0	12,000	12,000	12,000	0	0.0
7054 Miscellaneous Health Revs	105,423	200,728	235,557	235,557	280,957	45,400	19.2

GRAIL ANALYSIS

MSI:
FUND: Health Services Fund
DEPARTMENT: Health Department

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
9154 Fund Raising - Health	0	611,507	800,723	800,723	0	-800,723	-100.0
*** TOTAL FUNDING	12,319,368	13,240,785	13,062,096	13,208,627	12,457,255	-751,372	-5.6

**DEPARTMENT
SUMMARY
Public Works**

Mission Statement

The Department of Public Works is the caretaker of the community's infrastructure. Its goal is to preserve and enhance Pasadena's resources for existing and future generations.

The Department strives to continuously support and improve a world-class quality of life in Pasadena. Using sound management practices, it provides innovative, proactive, and responsive services to its customers—Pasadena's citizens, businesses, visitors, and fellow employees.

Program Description

The Department of Public Works performs the following services: 1) Maintenance of the City's buildings, facilities, vehicles and equipment; 2) Building security, housekeeping and fleet replacement; 3) Management and oversight (including design, inspection and permit issuance) for the City's infrastructure improvement projects, major building remodeling projects, street lights and traffic signal engineering, and design of all park and non-park landscaped areas; 4) Preparation, management and oversight of Pasadena's Capital Improvement Program (CIP) budget; 5) Maintenance and development of the Arroyo Seco for trail, stream and habitat restoration, and the enhancement of active and passive recreation; 6) Maintenance of the City's urban forest, including tree maintenance and planting; 7) Maintenance and improvements of Pasadena's parks; and 8) Refuse and recycling collection, street and roadway maintenance, sewer and storm drain cleaning, street lights and traffic signal maintenance, and street painting.

Departmental Relationship to City Council Goals:

• **Foster Economic Prosperity**

The Engineering Division fosters economic prosperity by providing design oversight and coordination of the City's infrastructure and capital improvement projects.

The Facilities Capital Projects Division fosters economic prosperity by managing and providing capital project design, overseeing construction for new and major remodeling of City-owned building projects.

• **Protect and Enhance Neighborhood Vitality and Livability**

To address this goal, the Engineering Division: designs roads, bridges, sanitary sewers with sufficient capacity and storm drainage systems to prevent flooded streets; designs traffic signals at appropriate intersections; manages the use of the public right-of-way; and oversees the City's infrastructure and capital improvement projects to assure high-quality and safe public infrastructure.

The Street Maintenance and Integrated Waste Management Division creates neighborhood vitality and livability by providing effective and timely residential and commercial refuse collection and recycling collection, waste reduction planning and programming, street sweeping, and street lights, roadway repair and traffic signal maintenance.

The Parks and Natural Resources Division maintains and trims street trees and manages contracts for the upkeep of median islands.

• **Focus on Planning, Programming and Reinvesting in Pasadena's Parks and Open Space**

The Parks and Natural Resources Division maintains the City's urban forest, parks (including the Arroyo Seco) and non-park landscaped areas; develops park master plans to guide the development of

Public Works

improvements at various parks; designs, manages and oversees all park capital improvement projects; and actively seeks funding opportunities to enhance the redevelopment of existing park assets as well as the acquisition or development of new park facilities and open space.

- **Operate an Effective and Cost Efficient Government**

By providing safe and clean workplaces, reliable vehicles and equipment, repairing and constructing public spaces, the Building Systems and Fleet Management Division lays the foundation for City employees to meet City Council's goal of "operating an effective and cost efficient government."

The Finance and Management Services Division supports the City Council goal by producing the City's CIP budget and the Department's operating budget, and insuring proper financial management of the resources provided to the Department; it also tracks legislation related to Public Works which could potentially impact the City of Pasadena.

The Facilities Capital Projects Division manages the City's capital improvement projects in a manner that ensures cost efficiency and quality comparable to private enterprise.

Major Accomplishments

The Department of Public Works accomplished the following during Fiscal Year 2008:

- Acquired a Gold Leadership in Energy and Environmental Design (LEED) Certification for City Hall. LEED recognizes buildings that meet high standards in sustainable sites, water efficiency, energy and atmosphere, materials and resources, indoor environmental quality, and innovation and design
- Designed and constructed a new restroom at Hamilton park
- Replaced the skate park equipment at La Pintoresca Park
- Installed new exercise and play equipment at Memorial Park
- Completed site improvements at McKinley and Linda Vista schools
- Completed landscape beautification projects at: Villa Parke, Victory Park Community Center, Washington Park and Brookside Park
- Conducted a household hazardous waste event which collected 17,000 gallons of household hazardous waste, 39,000 pounds of electronics waste, and 1,000 batteries
- Recycled 2,365 gallons of oil and received payments of over \$900 under the Industrial Oil Generators program
- Collected 16,957 tons of yard waste which was recycled and used as alternate dirt cover at Scholl Canyon
- Rehabilitated Avenue 64 pavement and completed Phase 2 of the undergrounding street lighting project;
- Installed traffic signals at Lake Avenue and Rio Grande Street and Orange Grove Boulevard and Garfield Avenue
- Repaired slopes and walls on Rose Bowl Drive at Rosemont Avenue, Inverness Drive at Edgehill Place, Arroyo Boulevard at Grand Avenue and La Casitias Del Arroyo
- Achieved approximately 40 percent complete construction drawings for the Water and Power Warehouse/EOC project
- Completed the compressed natural gas (CNG) fuel station installation
- Purchased six residential automated side-loaders and two commercial front-loaders compressed natural gas vehicles to replace diesel vehicles
- Installed ADA drinking fountains at Allendale, Lamanda Park, La Pintoresca, and Santa Catalina libraries;
- Replaced cooling towers at the Hale Building and the Community Health Center
- Secured City Council approval for the Sewer Facility Charge that will generate approximately \$300,000 a year to mitigate new developments' impacts on the City's sewer system

Public Works

- Adopted a revised sewer fee structure which will result in increased maintenance and upgrade proactive replacement of the City sewer infrastructure.

Summary of Appropriations and Revenues

	FY 2006 Actual	FY 2007 Actual	FY 2008 Adopted	FY 2008 Revised	FY 2009 Recommended
Operating FTEs	261,740	262,780	269,680	273,680	274,130
Capital FTEs (Memo only)	95,570	97,530	98,630	98,630	99,180
Total FTEs	357,310	360,310	368,310	372,310	373,310
Appropriations					
Operating	46,089,973	46,581,109	49,036,297	49,317,005	51,489,110
Capital (Memo only)*			11,001,442	10,964,594	11,093,527
Sources by Fund					
General	19,767,785	19,722,827	21,165,880	21,172,753	22,020,465
Gas Tax	607,549	514,958	728,072	728,072	816,897
Refuse	9,188,468	9,284,882	9,877,827	9,877,827	10,439,023
Sewer	1,178,793	1,119,787	1,264,370	1,538,205	1,720,789
Building Maintenance.	6,775,685	7,267,810	7,578,436	7,578,436	7,795,347
Fleet Maintenance	8,571,693	8,670,845	8,421,712	8,421,712	8,696,589
Total Sources by Fund	46,089,973	46,581,109	49,036,297	49,317,005	51,489,110

* For information only, amount not included in total.

DEPARTMENT RESULTS STATEMENTS

Result 1: Private development and capital improvement projects are supportive of Pasadena's strategic vision of growth and sustainability.

	FY 2007			FY 2008	FY 2009
	Actual	Target	% Target	Target	Target
Measure 1.1 Permits issued for City's public right-of-way infrastructure					
A. Number of permits issued for public right-of-way	1,323	1,150	100%	1,150	1,150
Measure 1.2 Responsiveness to the Water and Power Department's permit and plan checking process					
A. Number of permits issues internally to Water and Power Department	281	250	100%	250	250

Public Works

		FY 2007			FY 2008	FY 2009
		Actual	Target	% Target	Target	Target
Measure 1.3 Implementation of the City's capital improvement program (Public Works Projects only)						
A. Number of active capital projects						
Number in design stage		31	34	94%	34	34
Number in construction stage		57	69	83%	69	69
B. Percent of Projects on schedule per CIP Workplan		67%	90%	74%	90%	90%
Result 2: City maintained parks and open spaces beautify Pasadena and are safe, functional and durable.						
Measure 2.1 Maintenance of City parks						
A. *Percent of restrooms cleaned twice a day						100%
B. *Percent of parks on which trash pickup occurred on a daily basis						100%
C. *Percent of turf area mowed weekly						100%
D. *Percent of playground inspections completed monthly						100%
Measure 2.2 Restoration of park trails						
A. Number of linear feet of trails restored		2,123	600	100%	600	600
Measure 2.3 Maintain and enhance City trees						
A. Number of tree prunings conducted (all prune types)		15,363	15,500	99%	15,500	15,500
Result 3. City buildings and facilities are safe, modern and aesthetically pleasing.						
Measure 3.1 Perform maintenance and repair of City buildings						
A. *Percent of total customer maintenance repair requests completed						95%

Public Works

		FY 07			FY 2008	FY 2009
		Actual	Target	% Target	Target	Target
Measure 3.2 Annual CIP Building Maintenance Workplan						
A.	Percent of the annual capital Building Maintenance Workplan Projects completed	95%	100%	95%	100%	100%
Measure 3.3 Level of satisfaction with the quality of housekeeping services for City-maintained buildings and facilities						
A.	Percent of customers satisfied with Housekeeping services	41%	90%	46%	90%	90%

Result 4: Pasadena's residents, business and visitors benefit from refuse collection, parks, and street cleaning services that reflect a world-class quality of life.

		FY 2007			FY 2008	FY 2009
		Actual	Target	% Target	Target	Target
Measure 4.1 City streets are well maintained						
A.	Miles of streets slurried	13.5	14	96%	10	14
B.	Miles of streets resurfaced	5	3	100%	3	3
C.	Number of sidewalk elevation repairs completed	633	1,500	42%	1,500	1,500
D.	*Number of curb miles swept bi-weekly					24,000
E.	*Number of curb miles swept per enhanced sweeping schedule (enhanced curb miles swept above and beyond the normal bi-weekly schedule)					2,600
Measure 4.2 Sewers and storm drains are well maintained						
A.	Linear feet of sewer pipe repaired/replaced	2,381	2,500	95%	2,500	2,500
B.	Linear feet of pipe cleaned/flushed	1,640,813	1,636,800	100%	1,636,800	1,636,800
C.	Number of sewer spills (does not include private property spills)	4	0	n/a	0	0
Measure 4.3 Streets are sufficiently lit for traffic and pedestrian safety						
A.	Number of new street lights installed	130	190	68%	190	150

Public Works

	FY 2007			FY 2008	FY 2009
	Actual	Target	% Target	Target	Target
Measure 4.4 Efficient trash and recycling collection that reduces the City's waste stream					
A. Number of tons of recycling collected (includes all City managed programs)	127,943	139,076	92%	139,076	139,076
B. Number of tons of waste disposed (includes all City managed programs)	103,587	115,900	89%	115,900	115,900
C. Calif. Integ. Wst. Mgmt. Board Certified percent of waste diverted from landfills (includes all City managed programs)	61%	56%	100%	61%	63%

Result 5: City vehicles provide safe, reliable and cost-efficient support for municipal programs and services.

	FY 2007			FY 2008	FY 2009
	Actual	Target	% Target	Target	Target
Measure 5.1 Provide customers with a basic level of service vehicles					
A. Percent of City service fleet vehicles available (Police, Fire, Street Sweepers and refuse)	91%	90%	100%	90%	90%

*New targets for FY 2009

Changes from Prior Year

Cost Changes: The net increase of \$2,172,105 is attributable to: higher personnel costs for salary, PMA salary equity increases, and reclassification adjustments at \$554,128 and benefit/burden adjustments at \$977,923 that included a significant rate adjustment in the workers' compensation for the Solid Waste Operations, Roadway and Sewer Maintenance programs; a net increase in services and supplies adjustments for \$30,154; the elimination of a one-time cost in equipment for a tractor and a truck (\$103,000); citywide internal services rate adjustments at \$139,722; added budget enhancements for all funds at \$764,871; and budget reductions of (\$191,693). Provided separately below are the details to the services/supplies adjustments, the added enhancements, and the budget reductions.

The following adjustments were included in the services and supplies base budget: \$61,383 increase in electric and water utilities; \$46,886 increase in the housekeeping contract cost; and the elimination of a one-time costs related to the Arlington Garden irrigation enhancement (\$30,000), a consultant to develop a water conservation plant palette (\$25,000) and materials and supplies reductions related to the refuse programs (\$23,115).

The following General Fund budget enhancements were added for fiscal year 2009: \$20,000 in overtime to treat Africanize bees in the parks, which must be done at night when bees are inside the hive and are less aggressive; \$19,682 to maintain park amenities at the Linda Vista School site; \$74,267 for the City's portion in a multi-agency city/county cost-sharing agreement for the U.S Army Corp of Engineers Watershed Feasibility Study; and \$102,000 to purchase the Asset Maintenance Management System (AMMS) that will track/provide

Public Works

statistics for service requests, work orders, customer contacts, and provide for management of assets/infrastructure (also see Non-General Fund enhancement share of cost).

Additionally, the following Non-General Fund items were added to the Public Works Department: \$34,000 in Gas Tax and \$34,000 in Sewer Funds in a cost-sharing with the General Fund to purchase the Asset Maintenance Management System; \$71,318 in the Sewer Fund for a Management Analyst IV position to support the state mandated National Pollutant Discharge Elimination System (NPDES) Engineering Design Oversight program; \$35,184 in the Residential Solid Waste program and \$25,000 in the Commercial Solid Waste program for part-time workers to fill in when needed; \$49,500 in refuse funds to replace 900 aging containers for residential customers; \$138,520 in compressed natural gas added to the fleet maintenance program due to the installation of the City's compressed natural gas fueling station at the Yards; \$60,534 to restore funding for a 1.0 Security Ranger that was unfunded during the move out of City Hall; \$43,866 in contract cost for an additional 3,276 hours in evening security coverage at City Hall; and \$57,000 in Library funds allocated to the building maintenance utilities account for green power.

Two reduction changes were included for fiscal year 2009: \$113,000 in contract cost was eliminated in the Building Maintenance program related to the Health Center that will be recovered through billable charges and a \$78,693 decrease in personnel cost due to the transfer of a 0.55 PW Supervisor from the Building Maintenance Fund to the Capital Project Fund. Also, \$50,000 from the Building Maintenance Fund will be transferred to the Capital Project program as an Interfund Transfer to cover overhead costs on pre-development CIP projects.

- *FTE Changes:* 1.0 Management Analyst IV was added to the Engineering Design Oversight program to provide support for the NPDES program. Funding for a 1.0 Security Ranger was restored in the Security Services program and a 0.55 PW Supervisor was transferred to the Capital Projects. Additionally, during FY 2008, 3.0 Public Works Maintenance Worker II's and 1.0 Public Works Maintenance Worker III positions were added to the Sewer program budget to improve the City's aging sewer system.

**DIVISION
SUMMARY****Finance and Management Services****Mission Statement**

The Finance and Management Services (FMS) Division provides timely, high-quality financial and management reports, information and support services. Further, it helps the Department of Public Works meet its primary goal of serving the citizens of Pasadena.

Program Description

The FMS Division provides the following services: 1) Production of the Department's operating budget and monthly revenue and expenditure reports; 2) Preparation of the City's Capital Improvement Program budget; 3) Projection and monitoring of department revenues; 4) Maintenance and administration of employee personnel files, reports and information; 5) Processing of purchasing-related documents and monitoring of purchase order balance status; 6) Procurement and management of information technology resources and training of staff on software; 7) Monitoring of state and federal legislation that may impact the Department of Public Works; 8) Centralized word-processing for the Department and other City officials; and 9) Preparation of miscellaneous reports, studies and analysis as needed.

Major Accomplishments

During fiscal year 2008, FMS provided the following financial, management and administrative support: 1) Prepared the Department's FY 2009 operating budget; 2) Prepared the City's FY 2009-2014 Capital Improvement Program budget; 3) Provided financial information to the Department's divisions; 4) Prepared and distributed the Department's Annual Report; 5) Prepared and distributed the Departmental Newsletter to all Public Works employees bi-monthly; 6) Secured City Council approval for the Sewer Use Charge rate adjustment; 7) Secured approval of a new Sewer Facility Charge that will generate approximately \$300,000 a year to mitigate new developments' impacts on the City's sewer system; and 8) Provided technical support for servers, personal computers, and special projects which included the installation of technology, cameras and intercom system for an unmanned parking garage and the installation of a vehicle-marking-system camera for parking enforcement.

Summary of Appropriations and Revenues

	FY 2006 Actual	FY 2007 Actual	FY 2008 Adopted	FY 2008 Revised	FY 2009 Recommended
Operating FTEs	4.590	4.540	4.540	4.540	4.540
Capital FTEs (Memo only)	8.410	7.460	7.460	7.460	7.460
Total FTEs	13.000	12.000	12.000	12.000	12.000
Appropriations	503,909	523,341	593,586	600,459	576,226
Capital (Memo only)*	-	-	732,583	736,259	727,925
General Fund	503,909	523,341	593,586	600,459	576,226

* For information only, amount not included in total.

Changes from Prior Year

- *Cost Changes:* The net decrease of (\$24,233) is attributable to a decrease in workers' compensation and general liability rate adjustments that were offset by higher negotiated salary/benefit rate adjustments (\$10,801) and a decrease in internal services adjustments primarily related to building maintenance charges (\$13,432).

Future Outlook

The FMS Division will continue to provide the Department with the requisite support services to ensure that the Division meets its ultimate goal of serving the City's citizens and customers. In addition, continue to provide integral support services with high quality division management reports and key division program revenue and expenditure reports.

**DIVISION
SUMMARY**

Engineering

Mission Statement

The mission of the Engineering Division is to ensure quality design, oversight, construction and renovation of the City's infrastructure to secure a high quality of life for Pasadena's residents, businesses and visitors.

Program Description

The Engineering Division performs the following services: 1) Design of roads and bridges; 2) Installation of traffic signals at appropriate intersections; 3) Design of sanitary sewers with sufficient capacity and storm drainage systems to prevent flooded streets; 4) Management of the use of the public right-of-way through issuance of permits and imposition of conditional requirements on individuals and parties wishing to access the public right-of-way; 5) Design oversight and coordination of the City's infrastructure/capital improvement projects to assure high-quality and safe City infrastructure; and 6) Post-design engineering work, surveying, project inspection and contract administrative functions for capital improvements.

Major Accomplishments

The Engineering Division accomplished the following during fiscal year 2008: 1) Rehabilitated Avenue 64 pavement and completed Phase 2 of the undergrounding street lighting project; 2) Repaired slopes and walls on Rose Bowl Drive at Rosemont Avenue, Inverness Drive at Edgehill Place, Arroyo Boulevard at Grand Avenue and La Casitias Del Arroyo; 3) Resurfaced 3.6 miles and slurry sealed 17.3 miles of street; 4) Constructed Phase 1 and Phase 2 of the 710 mitigation Intelligent Transportation System project; 5) Televised phase IV of the sewer inspection program; 6) Improved drainage of flat streets; 7) Completed the Arroyo Parkway middle sewer project; 8) Relined Green Street sewer; 9) Completed Phase 1 of the Arroyo Parkway Streetscape Enhancements project from Colorado to California Boulevards; 10) Installed a traffic island on El Molino Street; 11) Completed the Pasadena High School Pick-Up and Drop-Off Plan – Phase II; 12) Installed traffic signals at Lake Avenue and Rio Grande Street, and Orange Grove Boulevard and Garfield Avenue; 14) Completed the East Colorado Boulevard pedestrian street lighting project; and 15) Completed the residential streetlight projects on Lamora Road, Estado Street and Hermanos Street.

Summary of Appropriations and Revenues

	FY 2006 Actual	FY 2007 Actual	FY 2008 Adopted	FY 2008 Revised	FY 2009 Recommended
Operating FTEs	14.400	13.890	13.790	13.790	14.790
Capital FTEs (Memo only)	47.160	47.670	47.770	47.770	47.770
Total FTEs	61.560	61.560	61.560	61.560	62.560
Appropriations	1,914,686	1,986,882	1,951,521	1,951,521	1,962,065
Capital (Memo only)*	-	-	6,159,108	6,133,245	5,996,083
Sources by Fund					
General	1,914,686	1,986,882	1,951,521	1,951,521	1,962,065
Total Sources by Fund	1,914,686	1,986,882	1,951,521	1,951,521	1,962,065

* For information only, amount not included in total.

Public Works

Changes from Prior Year

- *Cost Change:* The net increase of \$10,544 is attributable to: a decrease in personnel cost (\$33,778) as a result of a lower burden rate in workers' compensation and general liability that were offset by higher negotiated salary/benefit rate adjustments; a net decrease in internal services adjustments (\$26,996) primarily related to structural maintenance, utilities, housekeeping and telephones charges; and the addition of 1.0 Management Analyst IV position at \$71,318 to support the state mandated National Pollutant Discharge Elimination System (NPDES) program. This position will be funded by the Sewer Fund and the cost of this position was offset by reducing \$50,000 in consultant cost.
- *FTE Changes:* A 1.0 Management Analyst IV was added to the Engineering Design Oversight program.

Future Outlook

Engineering will continue to provide high-quality and safe City infrastructure through outstanding design and a qualified inspection staff.

Public Works

DIVISION SUMMARY

Parks and Natural Resources

Mission Statement

The Parks and Natural Resources (PNR) Division is committed to planning, protecting, maintaining and enhancing the City's parks, open spaces, natural parklands and urban forest. This commitment also includes providing for the preservation and sensitive management of these precious resources. The PNR Division is dedicated to protecting these unique public assets for the pleasure of present and future generations.

Program Description

The PNR Division performs the following services on an on-going basis: 1) Maintenance and enhancement of the City's park and non-park landscaped areas, using both park and turf enhancement maintenance programs, irrigation and playground equipment replacement and retrofit programs, and on-going maintenance; 2) Preservation of habitat for the enjoyment of humans and wildlife through the restoration of natural habitats and streamcourses, through the careful development and operation of the Arroyo Seco; 3) Regeneration and maintenance of the City's urban forest, including public education outreach, small tree care, tree pruning, insect and disease monitoring, removal, and replanting efforts using neighborhood volunteers; 4) Community outreach on tree, park and natural resource issues; 5) Park planning and design; and 6) Administration of park-related capital projects.

Major Accomplishments

During fiscal year 2008, the PNR Division accomplished the following: 1) Installed new exercise and play equipment at Memorial Park; 2) Completed site improvements at McKinley and Linda Vista schools; 3) Installed sports courts on two basketball courts at Robinson Park; 4) Designed and constructed a new restroom at Hamilton Park; 5) Resurfaced Pasadena High School tennis courts as part of a joint use agreement with the Pasadena Unified School District ; 6) Completed landscape beautification projects at the following medians/public rights-of-way: Washington Boulevard and Glen Avenue, two medians on Fair Oaks Boulevard and five locations within the Linda Vista community; 7) Completed landscape beautification projects at Villa Parke, Victory Park Community Center, Washington Park and Brookside Park; 8) Added approximately 660 trees to the urban forest; 9) Applied for approximately \$2.2 million in grant funding; 10) Installed new exercise equipment in Washington Park; 11) Completed parking and landscape improvements to Parking Lot I at the Rose Bowl Aquatic Center; 12) Replaced the skate park equipment at La Pintoresca Park; 13) Replaced the tennis courts at Grant Park; 14) Renovated the pond at the Norton Simon Museum including cleaning the bio-filter, refilling the pond and re-establishing the aquatic plant life; and 15) Renovated both lawn bowling greens at Central Park.

Summary of Appropriations and Revenues

	FY 2006 Actual	FY 2007 Actual	FY 2008 Adopted	FY 2008 Revised	FY 2009 Recommended
Operating FTEs	75.800	77.400	80.400	80.400	80.400
Capital FTEs (Memo only)	8.200	9.600	10.600	10.600	10.600
Total FTEs	84.000	87.000	91.000	91.000	91.000
Appropriations	10,173,927	10,058,588	10,945,043	10,945,043	11,265,324
Capital (Memo only)*			1,014,342	1,009,488	1,062,590
General Fund	10,173,927	10,058,588	10,945,043	10,945,043	11,265,324

* For information only, amount not included in total.

Public Works

Changes from Prior Year

- *Cost Changes:* The net increase of \$320,281 is attributable to: an increase due to negotiated salary and benefit/burden rate adjustments at \$314,464; a decrease in services/supplies/equipment (\$130,000) consisting of the elimination of a one-time cost for a consultant to develop a water conservation plant palette, an irrigation system enhancement for the Arlington Garden and funding for a tractor in the Hahamongna Operating program; an increase in internal service rate adjustments related to building maintenance and Information Technology Services rates for \$21,868; and added budget enhancements for \$113,949 as detailed in the next paragraph.

The following enhancements were added for Fiscal Year 2009: \$20,000 in overtime to treat Africanize bees in the parks, which must be done at night when bees are inside the hive and are less aggressive; \$19,682 to maintain park amenities at the Linda Vista School site; and \$74,267 for the City's portion in a multi-agency city/county cost-sharing agreement for the U.S Army Corp of Engineers Watershed Feasibility Study.

Future Outlook

The PNR Division continues to provide a high level of service to the community. Staff, in coordination and communication with City commissions, committees, and neighborhoods, will continue to support one of the seven major goals of the City Council, "Focus on Planning, Programming and Reinvesting in Pasadena's Parks and Open Space", and implement projects identified in the City's Green Space, Recreation and Parks Master Plan.

**DIVISION
SUMMARY**

Street Maintenance and Integrated Waste Management

Mission Statement

The Street Maintenance and Integrated Waste Management (SMIWM) Division is committed to ensuring a safe and healthy city by providing accessible streets; quality maintenance of the City's roadway, sewer, and storm drain infrastructure; efficient street sweeping, refuse and recycling collection along with litter and abandoned item removal.

Program Description

The SMIWM Division performs the following services: 1) Residential and commercial refuse collection and recycling; 2) Waste reduction planning and programming, and non-exclusive solid waste franchise management and oversight; 3) Street and roadway maintenance; 4) Street sweeping, 5) Storm drain and sewer cleaning and maintenance; 6) Street light and traffic signal maintenance and traffic sign maintenance and replacement; and 7) Street striping and marking.

Major Accomplishments

The SMIWM Division accomplished the following during fiscal year 2008: 1) Entered into a contract with an electronics waste recycler to hold quarterly electronics waste collections events and collected 37 tons of e-waste for reuse and recycling; 2) Implemented a battery recycling program and collected approximately 1,400 pounds of batteries; 3) Conducted a household hazardous waste event which collected 17,000 gallons of household hazardous waste, 39,000 pounds of electronics waste, and 1,000 batteries; 4) Recycled 2,365 gallons of oil and received payments of over \$900 under the Industrial Oil Generators program; 5) Collected and recycled 40,066 pounds of material from the New Year events and UCLA games held at the Rose Bowl; 6) Implemented a florescent light and high intensity discharge light recycling program resulting in over 5,562 lights recycled; 7) Swept 49,000 curb miles and collected 227 tons of street sweeping debris; 8) Flushed and/or root cut 336 miles of the sewer collection system; 9) Completed the repair and re-painting of the street light standards in the southeast area of Lambardy Rd., Arden Rd., Holiday Rd; and the northwest area of La Crescenta Drive; 10) Purchased six residential automated side-loaders and two commercial front-loaders compressed natural gas vehicles; 11) Collected 10,912 tons of recyclable commodities from the residential curbside recycling collection program, representing a 1,275 ton increase in tonnage over 2007; 12) Collected 16,957 tons of yard waste which was processed and used as alternative daily cover at the Scholl Canyon Landfill; 13) Reduced yard waste contamination by 482 tons over 2007 saving the department \$13,000; and 14) Increased the productivity of each residential driver to 700 households per day per route as compared to 600 households per day in 2007.

Summary of Appropriations and Revenues

	FY 2006 Actual	FY 2007 Actual	FY 2008 Adopted	FY 2008 Revised	FY 2009 Recommended
FTEs	105.750	105.750	107.750	111.750	111.750
Appropriations	17,668,063	17,515,702	19,052,672	19,326,507	20,679,946
Sources by Fund					
General	6,693,253	6,596,075	7,182,403	7,182,403	7,703,237
Gas Tax	607,549	514,958	728,072	728,072	816,897

Public Works

Sources by Fund	FY 2006 Actual	FY 2007 Actual	FY 2008 Adopted	FY 2008 Revised	FY 2009 Recommended
Refuse	9,188,468	9,284,882	9,877,827	9,877,827	10,439,023
Sewer	1,178,793	1,119,787	1,264,370	1,538,205	1,720,789
Total Sources by Fund	17,668,063	17,515,702	19,052,672	19,326,507	20,679,946

Changes from Prior Year

- Cost Changes:* The net increase of \$1,353,439 is primarily attributable to: an increase due to negotiated salary/benefit rate adjustments at \$922,350 that included a significant rate adjustment in workers' compensation for the Solid Waste Operations, Roadway and Sewer Maintenance programs; a net decrease in service and supplies for a one-time cost in the solid waste program (\$23,115); an increase in internal service rate adjustments for \$174,520 that primarily reflects the added funding for fleet maintenance charges and the allocation for compressed natural gas; and added budget enhancements for \$279,684 as detailed below.

The following enhancements were included for Fiscal Year 2009: \$102,000 in General Funds and \$34,000 each in Sewer and in Gas Tax to purchase an Asset Maintenance Management System (AMMS); \$35,184 for the Residential Solid Waste program and \$25,000 in the Commercial Solid Waste program for a total of six part-time workers to fill in when needed; and \$49,500 in refuse funds to replace 900 aging containers for residential customers.

FTE Changes: During FY 2008, approved by Council on February 25, 2008, 3.0 Public Works Maintenance Worker II and 1.0 Public Works Maintenance Worker III positions were added to the Sewer program to improve the City's aging sewer system.

Future Outlook

The SMIWM Division will continue to maintain the City's extensive street, sidewalk, sewer, lighting and traffic control infrastructure while providing the best customer service possible in the most efficient and cost-effective manner. Street maintenance, traffic control, and refuse and recycling collection will continue to emphasize excellent service within budgetary constraints. Traffic control and street maintenance activities will continue to search for new technologies such as Light Emitting Diode (LED) and thermoplastic to maintain and improve the sustainability of the City infrastructure in the most efficient and cost-effective way possible. New technology to reduce energy consumption and demand on street lights and traffic signals are also being incorporated into future capital projects. The primary focus in fiscal year 2009 will be providing Public Works services in the most environmentally responsible manner possible. Accordingly, emphasis will continue to be placed on recycling street sweeping material, recycling bulky and abandoned items, implementation of the Construction and Demolition Debris Ordinance, increasing franchise diversion rates, and outreach and education to the public.

**DIVISION
SUMMARY**

Building Systems and Fleet Management

Mission Statement

The Building Systems and Fleet Management Division (BSFMD) is committed to providing quality, cost-effective maintenance, repairs, modifications, and upgrades for City-owned buildings, facilities, vehicles and motorized equipment. With pride, BSFMD helps ensure a safe and hazard-free environment for the employees, residents, and visitors of Pasadena.

Program Description

BSFMD performs the following services: 1) Maintenance and repair of all City-owned facilities and centers, including infrastructure repair and modification, and structural and cosmetic remodeling; 2) Maintenance of a durable and reliable fleet of fuel-powered vehicles and equipment; 3) Timely and cost-efficient replacement of City vehicles and equipment; 4) Security at the City Yards, City Hall and Villa Parke Community Center; 5) Provision of housekeeping services for a safe, presentable and clean environment for the occupants and users of the City's most widely used buildings and facilities; and 6) Fuel Management for the City's Fleet at various locations throughout the City.

Major Accomplishments

BSFMD accomplished the following during fiscal year 2008: 1) Prepared/painted the main lobby, hallway, rest rooms, and the kitchen and senior lunch areas at Robinson Park Center; 2) Installed ADA drinking fountains at Allendale, Lamanda Park, La Pintoresca, and Santa Catalina libraries; 3) Replaced cooling towers at the Hale Building and the Community Health Center; 4) Completed roof repairs at the Central and Lamanda Park libraries and Fire Station #39; 5) Replaced the pool boiler and related piping to meet SCAQMD requirements at Robinson Park Center; 6) Replaced the deteriorated plumbing at Allendale Library; 7) Replaced exterior lighting on the east side of the building and pool area at Villa Parke Community Center; 8) Replaced exterior pole lighting on the perimeter entry way of the Rose Bowl Aquatic Center; 9) Repaired the apparatus room ceiling at Fire Station #38; 10) BSFMD retired seven unleaded fuel vehicles and replaced them with hybrid vehicles. This brings the City's fleet total to 65 alternative fuel vehicles (nine percent of the total number of vehicles) including 31 hybrid vehicles, 11 fully electric vehicles, seven dual fuel vehicles (diesel/CNG) and 16 clean natural gas vehicles. In addition, 108 vehicles or 77 percent of the diesel vehicles use bio diesel fuel; and 11) Completed the installation of a CNG station at the City Yards. This station includes 20 CNG time-fill dispensers, five fast-fill dispensers, and a storage area for CNG fuel vessels.

Summary of Appropriations and Revenues

	FY 2006 Actual	FY 2007 Actual	FY 2008 Adopted	FY 2008 Revised	FY 2009 Recommended
Operating FTEs	59.500	59.500	61.500	61.500	60.950
Capital FTEs (Memo)	27.500	27.500	27.500	27.500	28.050
Total FTEs	87.000	87.000	89.000	89.000	89.000
Appropriations	15,347,378	15,938,655	16,000,148	16,000,148	16,491,936
Capital (Memo only)*	-	-	2,184,230	2,178,226	2,428,472

Public Works

	FY 2006 Actual	FY 2007 Actual	FY 2008 Adopted	FY 2008 Revised	FY 2009 Recommended
Sources by Fund					
Building Maintenance	6,775,685	7,267,810	7,578,436	7,578,436	7,795,347
Fleet Maintenance	8,571,693	8,670,845	8,421,712	8,421,712	8,696,589
Total Sources by Fund	15,347,378	15,938,655	16,000,148	16,000,148	16,491,936

* For information only, amount not included in total.

Changes from the Prior Year

- Cost Changes:** The increase of \$491,788 is attributable to: an increase due to negotiated salary and benefit rate adjustments at \$336,041; an increase adjustment in the housekeeping contract for \$46,886; rate increases for the water and electric utilities for \$61,383; the elimination of one-time cost for a utility truck (\$28,000); a decrease in citywide internal services rate adjustments (\$32,749) primarily due to a lower enterprise network charges; added budget enhancements for \$299,920; and budget reductions (\$191,693). The budget enhancements and reductions are detailed below.

The following enhancements were included: \$138,520 funding in compressed natural gas was added to the fleet maintenance program; \$60,534 (includes a partial offset by eliminating \$21,980 in contract cost) to restore funding for a 1.0 Security Ranger that was unfunded during the move out of City Hall; \$43,866 in contract cost for an additional 3,276 hours in evening security coverage at City Hall; and \$57,000 in Library funds allocated to the building maintenance utilities account for green power. Additionally, the garage rate was adjusted to \$75 per hour from \$70 per hour to offset the rise in personnel costs. This adjustment is comparable to other near-by cities and to outside local city garages.

The following reductions were included: the elimination of contract services cost related to the Health Center (\$113,000) where the expenses for the facilities will be recovered through the billable activity and the transfer of a 0.55 PW Supervisor-Electrical from the Building Maintenance program to the Capital Projects (\$78,693).

- FTE Changes:** Funding for a 1.0 Security Ranger was restored in the Security Services program. This position was defunded during the move from City Hall.

Future Outlook

The BSFMD Division looks forward to fiscal year 2009 with an eye toward fulfilling its mission by continuing to play a key role in the protection and preservation of the City's investment in buildings, facilities, vehicles and equipment. This will be done by reinforcing and strengthening the Division's business principles of: 1) Providing cost-effective, efficient services coupled with excellent customer service; 2) Providing an environment of opportunity for all employees; and 3) Fostering an atmosphere that promotes and teaches safe work habits through an employee driven team approach.

BSFMD will continue its planned Building Maintenance Program to address building deficiencies and to ensure facilities meet current maintenance requirements, and building and safety standards. Planned building maintenance projects for fiscal year 2009 include: 1) Prepare/paint reference section, public restrooms, and northeast entrance at the Central Library; 2) Partial upgrade of main fire detection system at Central Library; 3) Replace front door, entry way, and windows at Hill Library; 3) Replace deteriorated roof and install an automated ADA main front door at Lamanda Library; 4) Replace the front doors, reglaze windows, and paint all exterior windows and patio doors at La Pintoresca Library; 5) Begin a two-year project of installing exhaust fans at all fire stations; 6) Replace HVAC systems at Fire Station #32 and the Fleet Maintenance Building; 7) Replace hangar doors at the Police Heliport; 8) Continue the partial roof replacement at the Public Works Building; and 9) Replace the exterior light poles around the pool at the Rose Bowl Aquatic Center.

Public Works

BSFMD will continue its Green Fleet Initiative with the planned purchases of six new hybrid vehicles and two new CNG vehicles. In addition to these planned purchases, the fleet replacement program will include the replacement of non-emergency vehicles in the Police and Fire Departments, with comparable hybrid vehicles as vehicle life cycles are completed.

In addition, BSFMD will do its part to meet the goals outlined in the United Nations Urban Environmental Accords initiative. This division contributes to these efforts through its vehicle purchasing practices, which are aimed at replacing the oldest, most inefficient City vehicles for maximum fuel efficiency; purchasing and installing green light bulbs throughout city buildings for energy efficiency; continuing the installation of automated controls for building HVAC systems; and implementing green cleaning practices through the housekeeping program and its contractor to reduce pollutants into the atmosphere.

**DIVISION
SUMMARY**

Facilities Capital Projects

Mission Statement

The Facilities Capital Projects Division provides timely and high quality oversight of the design and construction of municipal facilities in conformance with City sustainability policies.

Program Description

The Facilities Capital Projects Division manages and provides capital project design, construction, schedule and project budgets for new and major remodeling projects.

Major Accomplishments

During fiscal year 2008, Facilities Capital Projects accomplished the following: 1) Completed design work for the Pasadena Ice Rink Facility; 2) Achieved approximately 50 percent construction progress for the Glenarm Power Plant - Phase 2 project; 3) Achieved approximately 40 percent complete construction drawings for the Water and Power Warehouse/EOC project; and 4) Obtained an extension for the Pasadena Bicycle Station grant funds.

Summary of Appropriations and Revenues

	FY 2006 Actual	FY 2007 Actual	FY 2008 Adopted	FY 2008 Revised	FY 2009 Recommended
Capital FTEs	4.000	5.000	5.000	5.000	5.000
Appropriations					
Capital projects (Memo only)	-	-	804,557	801,105	770,091
Sources by Fund					
Capital projects (Memo only)	-	-	804,557	801,105	770,091

Changes from the Prior Year

- *Cost Change:* The net decrease of (\$31,014) is primarily attributable to reduced personnel cost resulting from a lower rate in workers' compensation and general liability costs (\$24,559) and a decrease in internal service charge adjustments (\$6,455).

Future Outlook

The Division will continue to manage/or coordinate capital projects including: 1) Commence construction on the Pasadena Ice Rink Facility; 2) Begin construction for the Water and Power Warehouse/EOC; 3) Complete construction on Glenarm Power Plant – Phase 2; 4) Complete design work for Urgent Care Center and Public Safety Training Facility; 5) Begin construction work for the Pasadena Bicycle Station; and 6) Begin design work for the new Water and Power Administration Facility.

GRAIL ANALYSIS

MSI:

DEPARTMENT: Public Works Department

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
EMPLOYEES							
REGULAR	257.780	258.820	265.720	269.720	270.170	0.450	
NON-REGULAR	3.960	3.960	3.960	3.960	3.960	0.000	
TOTAL EMPLOYEES	261.740	262.780	269.680	273.680	274.130	0.450	
PERSONNEL							
8005 Regular Pay - PERS	11,174,141	11,630,176	15,037,718	15,220,891	15,849,417	628,526	4.1
8010 Non Benefit Employees	95,256	81,162	0	0	0	0	0.0
8011 Overtime Pay	1,008,534	1,085,533	631,417	631,417	662,314	30,897	4.8
8012 Overtime Subject to PERS	40,681	37,078	58,762	58,762	60,375	1,613	2.7
8018 PST-Part Time Employees - PARS	724,844	790,667	223,758	223,758	302,832	79,074	35.3
8020 Management Benefit	1,843	0	0	0	0	0	0.0
8023 Auto Allowance	13,786	14,666	15,044	15,044	15,044	0	0.0
8024 Personal Dvlpmt Allowance	33,863	35,425	31,535	31,535	32,785	1,250	3.9
8027 Workers' Compensation	1,479,758	1,171,733	1,439,100	1,459,923	2,560,177	1,100,254	75.3
8031 General Liability	1,106,496	1,166,741	808,871	818,578	565,342	-253,236	-30.9
8037 Miscellaneous Pay	8,758	19,017	0	0	0	0	0.0
8038 PERS-Employee Portion	815,402	614,533	1,052,641	1,065,463	1,109,458	43,995	4.1
8040 PERS-City Portion	914,134	1,165,759	1,159,410	1,171,906	1,115,801	-56,105	-4.7
8041 PARS-City Portion	31,503	36,607	8,951	8,951	12,113	3,162	35.3
8044 Life Insurance	7,940	7,534	15,036	15,219	15,852	633	4.1
8045 Dental Insurance	124,896	127,346	130,526	132,462	132,680	218	0.1
8046 Medicare-City Contributn	138,191	147,957	228,056	230,712	240,298	9,586	4.1
8047 Long Term Disability	149,957	31,134	25,566	25,878	26,947	1,069	4.1
8048 Child Care Subsidies	223	0	0	0	0	0	0.0
8049 Emp Opt Ben Fd (EOBF)	1,872,078	2,024,166	2,440,671	2,477,271	2,632,158	154,887	6.2
8050 Benefits (VHS)	1,798,962	1,872,360	0	0	0	0	0.0
8054 Vision Care	277	427	0	0	0	0	0.0
8056 Accrued payroll	77,781	12,576	0	0	0	0	0.0
8058 Benefits Administration	608,982	633,417	0	0	0	0	0.0
*** TOTAL PERSONNEL	22,228,286	22,706,014	23,307,062	23,587,770	25,333,593	1,745,823	7.4
SERVICES AND SUPPLIES							
8101 Materials & Supplies	3,463,048	3,634,724	2,572,811	2,572,811	2,578,005	5,194	0.2
8103 Uniforms	4,374	4,698	9,400	9,400	9,400	0	0.0
8107 Equipment Lease Payments	17,449	14,933	704,641	704,641	704,641	0	0.0
8108 Computer Related Supplies	46,735	42,603	61,563	61,563	231,563	170,000	276.1
8109 Equipt Purchases Under \$10,000	101,606	40,735	75,000	75,000	75,000	0	0.0
8110 Outside Printing and Duplicating	10,183	7,590	2,630	2,630	2,630	0	0.0
8112 Legal Advertising	6,920	1,985	834	834	834	0	0.0
8113 Photo Copy Machine Maint	10,234	15,175	21,405	21,405	25,855	4,450	20.7
8114 Other Contract Services	6,994,417	6,065,702	6,383,278	6,383,278	6,378,791	-4,487	-0.0
8115 Consultant Services	114,784	81,786	109,800	109,800	34,800	-75,000	-68.3
8117 Data Processing Operations	11,241	8,869	5,747	5,747	5,747	0	0.0
8118 Outside Legal Services	27,856	17,643	0	0	0	0	0.0
8121 Computer(PC) Maint/Repair	94	0	200	200	200	0	0.0

GRAIL ANALYSIS

MSI:

DEPARTMENT: Public Works Department

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
8122 Support to Advisory Committees	101	0	870	870	870	0	0.0
8123 Moving Expenses	0	169	0	0	0	0	0.0
8124 Dues and Memberships	6,449	6,966	15,170	15,170	15,170	0	0.0
8125 Special Civic Events	4,906	9,940	0	0	30,000	30,000	0.0
8126 Conf & Mtgs - Comm & Committees	6,307	5,391	2,000	2,000	2,000	0	0.0
8127 Conferences & Meetings	9,591	24,664	20,549	20,549	22,049	1,500	7.2
8128 Mileage	382	946	1,345	1,345	1,345	0	0.0
8129 Education	17,018	22,910	47,331	47,331	48,331	1,000	2.1
8130 Training Costs	30	1,379	2,372	2,372	2,372	0	0.0
8134 Data Processing Development	0	0	2,600	2,600	2,600	0	0.0
8135 Reference Matls Subscriptions	6,869	2,526	6,566	6,566	6,566	0	0.0
8136 Library Books	1,314	907	0	0	0	0	0.0
8137 Gas and Lubricants	2,318,927	2,394,787	2,039,215	2,039,215	2,039,215	0	0.0
8138 Gas	185,445	160,480	179,820	179,820	318,340	138,520	77.0
8139 Water	760,003	956,104	751,474	751,474	756,474	5,000	0.6
8140 Telephone	49,545	56,650	45,879	45,879	45,879	0	0.0
8141 Refuse Collection	109,941	120,182	113,573	113,573	113,573	0	0.0
8142 Electric	3,113,418	3,169,153	3,362,753	3,362,753	3,476,136	113,383	3.3
8144 Postage	25,089	16,171	20,101	20,101	20,101	0	0.0
8154 Audio Visual Materials	0	0	1,020	1,020	1,020	0	0.0
8156 Insurance	120,574	160,950	164,000	164,000	164,000	0	0.0
8178 Program Expenditure Recovery	-2,094,595	-1,653,275	0	0	0	0	0.0
8186 Discounts Lost	-431	749	0	0	0	0	0.0
8187 Discount Earned	-1	-1,167	0	0	0	0	0.0
8212 Permits and Fees	113,184	142,424	125,000	125,000	125,000	0	0.0
8218 Vehicle Rental	704	625	2,270	2,270	2,270	0	0.0
8290 Cell Phone Reimbsmnt	-8,360	-9,219	0	0	0	0	0.0
8677 Interest	84,592	151,491	336,753	336,753	336,753	0	0.0
*** TOTAL SERVICES AND SUPPLIES	15,639,943	15,678,346	17,187,970	17,187,970	17,577,530	389,560	2.2
EQUIPMENT							
8504 Equipment	28,614	574,438	139,425	139,425	64,425	-75,000	-53.7
8505 Automotive Equipment	1,652,103	2,731,903	2,291,837	2,291,837	2,263,837	-28,000	-1.2
8506 Computer Equipment	0	0	13,550	13,550	13,550	0	0.0
8507 Contra Capital	-1,693,097	-3,375,609	0	0	0	0	0.0
8801 Depreciation	2,234,580	2,243,264	0	0	0	0	0.0
*** TOTAL EQUIPMENT	2,222,200	2,173,996	2,444,812	2,444,812	2,341,812	-103,000	-4.2
*** SUBTOTAL	40,090,429	40,558,356	42,939,844	43,220,552	45,252,935	2,032,383	4.7
INTERNAL SERVICE CHARGES							
8601 IS-Structural Maintenance	447,024	489,953	502,103	502,103	479,982	-22,121	-4.4
8602 IS-Tenant Improvements	135,377	165,728	12,600	12,600	12,600	0	0.0
8603 IS-Lockshop	861	1,570	2,500	2,500	2,500	0	0.0
8604 IS-Utilities & Insurance - HSEKPING	233,148	234,660	232,036	232,036	231,279	-757	-0.3

MSI:

DEPARTMENT: Public Works Department

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
8605 IS-Housekeeping Serv	136,093	141,064	128,472	128,472	120,140	-8,332	-6.4
8606 IS-Floors and Windows	0	35,654	6,100	6,100	6,100	0	0.0
8607 IS-Printing	68,598	70,103	67,292	67,292	67,292	0	0.0
8608 IS-Mail Services	39,544	44,860	45,265	45,265	46,577	1,312	2.8
8609 IS-Telephones	141,786	121,708	136,614	136,614	137,693	1,079	0.7
8611 IS-Application Devel & Support	0	438	754	754	754	0	0.0
8612 IS-PC&Net Service Center	29,620	11,861	10,473	10,473	11,083	610	5.8
8613 IS-Radio and Data Communicatn	144,765	97,092	72,948	72,948	65,264	-7,684	-10.5
8615 IS-Auto Body Repair	17,044	11,240	18,050	18,050	18,050	0	0.0
8616 IS-Fleet Maint - Equip Maintenance	2,152,669	2,138,012	2,256,929	2,256,929	2,324,022	67,093	2.9
8617 IS-Fleet Maint - Equip Replacement	877,244	882,620	852,853	852,853	852,853	0	0.0
8618 IS-Fleet Fuel/Lubricant	838,662	772,945	904,454	904,454	904,454	0	0.0
8620 Bldg Preventive Maintenanc e	156,055	156,055	143,829	143,829	145,494	1,665	1.1
8621 IS-Radio - Direct Request	7,861	2,254	0	0	0	0	0.0
8622 IS-Telephone - Usage	31,741	34,612	61,705	61,705	61,705	0	0.0
8623 IS-PC Training	0	0	3,415	3,415	3,415	0	0.0
8624 IS-Enterprise Network	358,095	354,726	404,589	404,589	403,929	-660	-0.1
8626 IS-Mail - Direct Request	753	545	0	0	0	0	0.0
8632 IS-GIS (Geographic Info)	124,222	196,506	173,216	173,216	172,650	-566	-0.3
8634 IS-Security Srvcs City Ha ll	23,976	25,028	26,979	26,979	26,979	0	0.0
8641 IS-MS Licensing	34,406	33,519	33,277	33,277	30,387	-2,890	-8.6
8642 IS Compressed Natural Gas	0	0	0	0	110,973	110,973	0.0
*** TOTAL INTERNAL SERVICE CHARGES	5,999,544	6,022,753	6,096,453	6,096,453	6,236,175	139,722	2.2
*** TOTAL BUDGET	46,089,973	46,581,109	49,036,297	49,317,005	51,489,110	2,172,105	4.4
REVENUE							
6461 Calif Waste Mngt Board	0	0	0	0	37,733	37,733	0.0
6541 LA Co-Proposition A-Parks Reimbursements	0	0	131,307	131,307	135,902	4,595	3.4
6751 Services to Power	42,827	44,540	65,499	65,499	67,792	2,293	3.5
6755 Svcs-Sewer Fund	193,460	198,000	201,539	201,539	205,792	4,253	2.1
6756 Srvcs to Buldng Maint. Fd	0	0	0	0	14,928	14,928	0.0
6757 Services to Civic Center Pkgng Mtr Fund	17,196	17,884	18,421	18,421	19,066	645	3.5
6758 Services to Gas Tax Fund	497,971	493,190	550,888	550,888	568,920	18,032	3.2
6767 Svcs-Refuse Collctn Fund	49,534	51,515	53,061	53,061	54,918	1,857	3.4
6779 Services to Water Fund	23,508	24,448	64,426	64,426	66,681	2,255	3.5
6783 Services to Parking Ops Fund	0	0	1,061	1,061	1,098	37	3.4
6788 Services to Playhouse Parking Fund	0	0	2,122	2,122	2,196	74	3.4
6807 Transfer From GF	50,403	52,419	158,992	158,992	219,387	60,395	37.9
6814 Trns Fr Underground Util Fund	41,681	43,348	44,649	44,649	46,212	1,563	3.5

GRAIL ANALYSIS

MSI:

DEPARTMENT: Public Works Department

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
6829 Trnfr Fr Benefits/Insuran e	0	0	0	0	10,967	10,967	0.0
6843 Transfer from Parking Ope rations	99,740	109,480	117,000	117,000	117,000	0	0.0
6858 Transfer from Library Fd	0	0	0	0	57,000	57,000	0.0
6963 Prking Mtr - Old Pasa	24,592	25,576	26,343	26,343	27,265	922	3.5
6969 Property Rental - Misc.	540,000	540,000	540,000	540,000	540,000	0	0.0
7023 Misc Revenue Prog. Income	0	13,000	24,000	24,000	24,000	0	0.0
7059 Vending Machine Revenue	45,000	45,000	0	0	0	0	0.0
7208 Security Services City Ha ll	153,367	159,503	262,978	262,978	274,978	12,000	4.5
9163 Gas Tax - Maintenance	607,549	514,958	728,072	728,072	816,897	88,825	12.2
9165 General Fund-Unspecified	16,497,497	16,368,099	17,520,404	17,527,277	18,206,732	679,455	3.8
9219 Light and Power Fund	83,004	86,324	88,914	88,914	92,026	3,112	3.5
9403 Refuse Collection Fees	9,188,468	9,271,882	9,768,827	9,768,827	10,292,290	523,463	5.3
9406 Refuse Fund	359,435	376,283	388,549	388,549	399,479	10,930	2.8
9457 Sales Tax - Prop. A	7,311	7,603	7,831	7,831	8,105	274	3.4
9475 Sewer Fund	2,753,108	2,749,898	2,970,844	3,244,679	3,550,317	305,638	9.4
9565 Water Fund	44,712	46,500	47,895	47,895	49,571	1,676	3.4
9600 Building Maintenance Fund	6,118,046	6,587,749	6,744,814	6,744,814	6,796,104	51,290	0.7
9700 Fleet Maintenance Fund	8,651,564	8,753,910	8,507,861	8,507,861	8,785,754	277,893	3.2
*** TOTAL FUNDING	46,089,973	46,581,109	49,036,297	49,317,005	51,489,110	2,172,105	4.4

MSI:

FUND: Project Management Fund

DEPARTMENT: Public Works Department

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
EMPLOYEES							
REGULAR	87.570	89.530	90.630	90.630	91.180	0.550	
NON-REGULAR	8.000	8.000	8.000	8.000	8.000	0.000	
TOTAL EMPLOYEES	95.570	97.530	98.630	98.630	99.180	0.550	
PERSONNEL							
8005 Regular Pay - PERS	0	0	6,896,814	6,897,476	7,182,392	284,916	4.1
8018 PST-Part Time Employees - PARS	0	0	293,274	293,274	302,957	9,683	3.3
8023 Auto Allowance	0	0	9,417	9,417	9,417	0	0.0
8024 Personal Dvlpmt Allowance	0	0	15,825	15,825	15,825	0	0.0
8027 Workers' Compensation	0	0	585,028	584,781	457,767	-127,014	-21.7
8031 General Liability	0	0	381,075	381,110	261,985	-119,125	-31.2
8038 PERS-Employee Portion	0	0	482,776	482,823	502,767	19,944	4.1
8040 PERS-City Portion	0	0	531,744	494,387	505,640	11,253	2.2
8041 PARS-City Portion	0	0	11,731	11,731	12,118	387	3.2
8044 Life Insurance	0	0	6,897	6,898	7,182	284	4.1
8045 Dental Insurance	0	0	47,736	47,736	48,002	266	0.5
8046 Medicare-City Contributn	0	0	100,003	100,013	104,144	4,131	4.1
8047 Long Term Disability	0	0	11,724	11,725	12,209	484	4.1
8049 Emp Opt Ben Fd (EOBF)	0	0	902,466	902,466	962,046	59,580	6.6
*** TOTAL PERSONNEL	0	0	10,276,510	10,239,662	10,384,451	144,789	1.4
SERVICES AND SUPPLIES							
8101 Materials & Supplies	0	0	37,400	37,400	37,400	0	0.0
8107 Equipment Lease Payments	0	0	37,634	37,634	37,634	0	0.0
8108 Computer Related Supplies	0	0	16,230	16,230	16,230	0	0.0
8110 Outside Printing and Duplicating	0	0	1,220	1,220	1,220	0	0.0
8113 Photo Copy Machine Maint	0	0	8,100	8,100	8,100	0	0.0
8114 Other Contract Services	0	0	55,970	55,970	55,970	0	0.0
8115 Consultant Services	0	0	11,731	11,731	11,731	0	0.0
8124 Dues and Memberships	0	0	1,812	1,812	1,812	0	0.0
8127 Conferences & Meetings	0	0	8,006	8,006	8,006	0	0.0
8128 Mileage	0	0	1,020	1,020	1,020	0	0.0
8129 Education	0	0	10,240	10,240	10,240	0	0.0
8130 Training Costs	0	0	6,960	6,960	6,960	0	0.0
8135 Reference Matls Subscriptions	0	0	4,650	4,650	4,650	0	0.0
8144 Postage	0	0	80	80	80	0	0.0
8676 Principal	0	0	49,911	49,911	49,911	0	0.0
*** TOTAL SERVICES AND SUPPLIES	0	0	250,964	250,964	250,964	0	0.0
EQUIPMENT							
8504 Equipment	0	0	3,200	3,200	3,200	0	0.0
8506 Computer Equipment	0	0	3,000	3,000	3,000	0	0.0
*** TOTAL EQUIPMENT	0	0	6,200	6,200	6,200	0	0.0
*** SUBTOTAL	0	0	10,533,674	10,496,826	10,641,615	144,789	1.3

MSI:

FUND: Project Management Fund

DEPARTMENT: Public Works Department

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
INTERNAL SERVICE CHARGES							
8601 IS-Structural Maintenance	0	0	80,091	80,091	58,098	-21,993	-27.4
8603 IS-Lockshop	0	0	120	120	120	0	0.0
8604 IS-Utilities & Insurance - HSEKPING	0	0	40,608	40,608	29,452	-11,156	-27.4
8605 IS-Housekeeping Serv	0	0	42,335	42,335	27,228	-15,107	-35.6
8607 IS-Printing	0	0	15,323	15,323	15,323	0	0.0
8608 IS-Mail Services	0	0	14,546	14,546	14,563	17	0.1
8609 IS-Telephones	0	0	39,406	39,406	36,509	-2,897	-7.3
8611 IS-Application Devel & Support	0	0	18,838	18,838	18,838	0	0.0
8613 IS-Radio and Data Communicatn	0	0	2,245	2,245	3,765	1,520	67.7
8616 IS-Fleet Maint - Equip Maintenance	0	0	41,788	41,788	41,818	30	0.0
8618 IS-Fleet Fuel/Lubricant	0	0	17,357	17,357	17,357	0	0.0
8620 Bldg Preventive Maintenanc e	0	0	30,446	30,446	16,613	-13,833	-45.4
8622 IS-Telephone - Usage	0	0	13,339	13,339	13,339	0	0.0
8623 IS-PC Training	0	0	546	546	546	0	0.0
8624 IS-Enterprise Network	0	0	81,531	81,531	126,299	44,768	54.9
8634 IS-Security Srvcs City Ha ll	0	0	22,543	22,543	22,543	0	0.0
8641 IS-MS Licensing	0	0	6,706	6,706	9,501	2,795	41.6
*** TOTAL INTERNAL SERVICE CHARGES	0	0	467,768	467,768	451,912	-15,856	-3.3
*** TOTAL BUDGET	0	0	11,001,442	10,964,594	11,093,527	128,933	1.1
REVENUE							
9073 Capital Projects Fund	0	0	11,001,442	10,964,594	11,093,527	128,933	1.1
*** TOTAL FUNDING	0	0	11,001,442	10,964,594	11,093,527	128,933	1.1

MSI:

DEPARTMENT: Public Works Department
SUB-DEPARTMENT: Finance and Management

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
EMPLOYEES							
REGULAR	4.590	4.540	4.540	4.540	4.540	0.000	
NON-REGULAR	0.000	0.000	0.000	0.000	0.000	0.000	
TOTAL EMPLOYEES	4.590	4.540	4.540	4.540	4.540	0.000	
PERSONNEL							
8005 Regular Pay - PERS	256,953	266,346	354,957	360,625	371,584	10,959	3.0
8011 Overtime Pay	0	307	0	0	0	0	0.0
8012 Overtime Subject to PERS	263	-284	0	0	0	0	0.0
8018 PST-Part Time Employees - PARS	36	48	0	0	0	0	0.0
8020 Management Benefit	120	0	0	0	0	0	0.0
8023 Auto Allowance	1,566	2,026	2,544	2,544	2,544	0	0.0
8024 Personal Dvlpmt Allowance	500	2,000	1,075	1,075	1,075	0	0.0
8027 Workers' Compensation	36,439	26,043	25,663	26,073	8,175	-17,898	-68.6
8031 General Liability	24,181	25,041	18,813	19,113	13,005	-6,108	-31.9
8037 Miscellaneous Pay	255	0	0	0	0	0	0.0
8038 PERS-Employee Portion	21,766	14,344	24,847	25,244	26,011	767	3.0
8040 PERS-City Portion	18,080	27,039	27,367	27,367	26,160	-1,207	-4.4
8041 PARS-City Portion	1	2	0	0	0	0	0.0
8044 Life Insurance	246	270	355	361	372	11	3.0
8045 Dental Insurance	1,738	2,420	2,197	2,197	2,197	0	0.0
8046 Medicare-City Contributn	2,970	2,974	5,147	5,229	5,388	159	3.0
8047 Long Term Disability	1,310	604	603	613	632	19	3.0
8049 Emp Opt Ben Fd (EOBF)	31,992	40,504	41,541	41,541	44,038	2,497	6.0
8050 Benefits (VHS)	41,782	42,882	0	0	0	0	0.0
8056 Accrued payroll	-1,773	4,178	0	0	0	0	0.0
8058 Benefits Administration	14,144	14,516	0	0	0	0	0.0
*** TOTAL PERSONNEL	452,569	471,260	505,109	511,982	501,181	-10,801	-2.1
SERVICES AND SUPPLIES							
8101 Materials & Supplies	2,604	3,486	4,617	4,617	4,617	0	0.0
8108 Computer Related Supplies	2,740	1,029	4,500	4,500	4,500	0	0.0
8112 Legal Advertising	269	0	0	0	0	0	0.0
8113 Photo Copy Machine Maint	2,962	2,858	3,000	3,000	3,000	0	0.0
8114 Other Contract Services	1,197	5,171	1,100	1,100	1,100	0	0.0
8124 Dues and Memberships	389	245	500	500	500	0	0.0
8127 Conferences & Meetings	1,950	147	467	467	467	0	0.0
8128 Mileage	68	0	50	50	50	0	0.0
8129 Education	0	160	250	250	250	0	0.0
8130 Training Costs	0	64	500	500	500	0	0.0
8135 Reference Matls	0	0	50	50	50	0	0.0
Subscriptions							
8144 Postage	4	0	0	0	0	0	0.0
8218 Vehicle Rental	0	11	50	50	50	0	0.0
8290 Cell Phone Reimbsmnt	0	-61	0	0	0	0	0.0
*** TOTAL SERVICES AND SUPPLIES	12,183	13,110	15,084	15,084	15,084	0	0.0
EQUIPMENT							

GRAIL ANALYSIS

MSI:

DEPARTMENT: Public Works Department
SUB-DEPARTMENT: Finance and Management

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
*** TOTAL EQUIPMENT	0	0	0	0	0	0	0.0
*** SUBTOTAL	464,752	484,370	520,193	527,066	516,265	-10,801	-2.0
INTERNAL SERVICE CHARGES							
8601 IS-Structural Maintenance	7,144	7,830	19,292	19,292	14,003	-5,289	-27.4
8604 IS-Utilities & Insurance - HSEKPING	4,116	4,140	9,782	9,782	7,531	-2,251	-23.0
8605 IS-Housekeeping Serv	5,603	5,841	12,717	12,717	9,581	-3,136	-24.6
8606 IS-Floors and Windows	0	0	150	150	150	0	0.0
8607 IS-Printing	3,112	3,629	457	457	457	0	0.0
8608 IS-Mail Services	698	762	754	754	754	0	0.0
8609 IS-Telephones	6,192	4,656	7,356	7,356	5,737	-1,619	-22.0
8620 Bldg Preventive Maintenanc ce	2,494	2,494	5,772	5,772	4,236	-1,536	-26.6
8622 IS-Telephone - Usage	328	299	2,250	2,250	2,250	0	0.0
8623 IS-PC Training	0	0	172	172	172	0	0.0
8624 IS-Enterprise Network	5,730	5,474	6,125	6,125	6,536	411	6.7
8634 IS-Security Srvcs City Ha ll	3,189	3,329	8,062	8,062	8,062	0	0.0
8641 IS-MS Licensing	551	517	504	504	492	-12	-2.3
*** TOTAL INTERNAL SERVICE CHARGES	39,157	38,971	73,393	73,393	59,961	-13,432	-18.3
*** TOTAL BUDGET	503,909	523,341	593,586	600,459	576,226	-24,233	-4.0
REVENUE							
6758 Services to Gas Tax Fund	8,002	8,322	8,572	8,572	8,872	300	3.4
9165 General Fund-Unspecified	275,005	282,810	342,735	349,608	319,263	-30,345	-8.6
9406 Refuse Fund	67,893	73,080	76,250	76,250	76,250	0	0.0
9475 Sewer Fund	75,873	78,908	82,329	82,329	85,211	2,882	3.5
9600 Building Maintenance Fund	34,572	35,955	37,514	37,514	38,827	1,313	3.5
9700 Fleet Maintenance Fund	42,564	44,266	46,186	46,186	47,803	1,617	3.5
*** TOTAL FUNDING	503,909	523,341	593,586	600,459	576,226	-24,233	-4.0

MSI:
FUND: Project Management Fund

DEPARTMENT: Public Works Department
SUB-DEPARTMENT: Finance and Management

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
EMPLOYEES							
REGULAR	8.410	7.460	7.460	7.460	7.460	0.000	
NON-REGULAR	0.000	0.000	0.000	0.000	0.000	0.000	
TOTAL EMPLOYEES	8.410	7.460	7.460	7.460	7.460	0.000	
PERSONNEL							
8005 Regular Pay - PERS	0	0	482,534	487,918	505,925	18,007	3.6
8023 Auto Allowance	0	0	763	763	763	0	0.0
8027 Workers' Compensation	0	0	34,887	35,277	11,130	-24,147	-68.4
8031 General Liability	0	0	25,574	25,860	17,707	-8,153	-31.5
8038 PERS-Employee Portion	0	0	33,777	34,154	35,415	1,261	3.6
8040 PERS-City Portion	0	0	37,203	34,350	35,617	1,267	3.6
8044 Life Insurance	0	0	483	488	506	18	3.6
8045 Dental Insurance	0	0	3,611	3,611	3,611	0	0.0
8046 Medicare-City Contributn	0	0	6,997	7,075	7,336	261	3.6
8047 Long Term Disability	0	0	820	829	860	31	3.7
8049 Emp Opt Ben Fd (EOBF)	0	0	68,259	68,259	72,362	4,103	6.0
*** TOTAL PERSONNEL	0	0	694,908	698,584	691,232	-7,352	-1.0
SERVICES AND SUPPLIES							
8101 Materials & Supplies	0	0	2,000	2,000	2,000	0	0.0
8108 Computer Related Supplies	0	0	1,800	1,800	1,800	0	0.0
8114 Other Contract Services	0	0	8,153	8,153	8,153	0	0.0
8115 Consultant Services	0	0	3,058	3,058	3,058	0	0.0
8124 Dues and Memberships	0	0	250	250	250	0	0.0
8127 Conferences & Meetings	0	0	700	700	700	0	0.0
8129 Education	0	0	1,500	1,500	1,500	0	0.0
8135 Reference Matls Subscriptions	0	0	75	75	75	0	0.0
*** TOTAL SERVICES AND SUPPLIES	0	0	17,536	17,536	17,536	0	0.0
EQUIPMENT							
*** TOTAL EQUIPMENT	0	0	0	0	0	0	0.0
*** SUBTOTAL	0	0	712,444	716,120	708,768	-7,352	-1.0
INTERNAL SERVICE CHARGES							
8607 IS-Printing	0	0	3,595	3,595	3,595	0	0.0
8608 IS-Mail Services	0	0	1,404	1,404	1,238	-166	-11.8
8609 IS-Telephones	0	0	1,576	1,576	1,565	-11	-0.6
8622 IS-Telephone - Usage	0	0	1,125	1,125	1,125	0	0.0
8623 IS-PC Training	0	0	86	86	86	0	0.0
8624 IS-Enterprise Network	0	0	11,414	11,414	10,740	-674	-5.9
8641 IS-MS Licensing	0	0	939	939	808	-131	-13.9
*** TOTAL INTERNAL SERVICE CHARGES	0	0	20,139	20,139	19,157	-982	-4.8
*** TOTAL BUDGET	0	0	732,583	736,259	727,925	-8,334	-1.1

GRAIL ANALYSIS

MSI:
FUND: Project Management Fund

DEPARTMENT: Public Works Department
SUB-DEPARTMENT: Finance and Management

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
REVENUE							
9073 Capital Projects Fund	0	0	732,583	736,259	727,925	-8,334	-1.1
*** TOTAL FUNDING	0	0	732,583	736,259	727,925	-8,334	-1.1

MSI:

DEPARTMENT: Public Works Department
SUB-DEPARTMENT: Engineering Division

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
EMPLOYEES							
REGULAR	14.190	13.680	13.580	13.580	14.580	1.000	
NON-REGULAR	0.210	0.210	0.210	0.210	0.210	0.000	
TOTAL EMPLOYEES	14.400	13.890	13.790	13.790	14.790	1.000	
PERSONNEL							
8005 Regular Pay - PERS	878,522	933,768	1,138,227	1,138,227	1,266,226	127,999	11.2
8010 Non Benefit Employees	9,098	14,868	0	0	0	0	0.0
8011 Overtime Pay	6,349	8,120	0	0	0	0	0.0
8012 Overtime Subject to PERS	638	372	0	0	0	0	0.0
8018 PST-Part Time Employees - PARS	4,429	3,034	19,165	19,165	20,060	895	4.6
8020 Management Benefit	89	0	0	0	0	0	0.0
8024 Personal Dvlpmt Allowance	5,488	3,675	4,810	4,810	4,810	0	0.0
8027 Workers' Compensation	122,871	96,913	83,684	83,684	28,304	-55,380	-66.1
8031 General Liability	81,946	88,061	61,354	61,354	45,032	-16,322	-26.6
8037 Miscellaneous Pay	855	0	0	0	0	0	0.0
8038 PERS-Employee Portion	72,429	48,197	79,676	79,676	88,636	8,960	11.2
8040 PERS-City Portion	65,420	93,992	87,758	87,758	89,142	1,384	1.5
8041 PARS-City Portion	161	123	767	767	802	35	4.5
8044 Life Insurance	590	603	1,138	1,138	1,266	128	11.2
8045 Dental Insurance	6,711	7,740	6,674	6,674	7,158	484	7.2
8046 Medicare-City Contributn	8,459	9,896	16,504	16,504	18,360	1,856	11.2
8047 Long Term Disability	4,914	2,316	1,935	1,935	2,153	218	11.2
8049 Emp Opt Ben Fd (EOBF)	114,946	129,502	126,180	126,180	143,463	17,283	13.6
8050 Benefits (VHS)	141,030	150,329	0	0	0	0	0.0
8054 Vision Care	29	119	0	0	0	0	0.0
8056 Accrued payroll	9,555	-864	0	0	0	0	0.0
8058 Benefits Administration	47,740	50,879	0	0	0	0	0.0
*** TOTAL PERSONNEL	1,582,269	1,641,643	1,627,872	1,627,872	1,715,412	87,540	5.3
SERVICES AND SUPPLIES							
8101 Materials & Supplies	19,621	68,246	19,852	19,852	19,852	0	0.0
8107 Equipment Lease Payments	1,790	2,115	245	245	245	0	0.0
8108 Computer Related Supplies	4,527	6,438	8,725	8,725	8,725	0	0.0
8109 Equipt Purchases Under \$10,000	481	40	0	0	0	0	0.0
8110 Outside Printing and Duplicating	2,631	1,583	830	830	830	0	0.0
8112 Legal Advertising	806	0	0	0	0	0	0.0
8113 Photo Copy Machine Maint	194	219	3,755	3,755	3,755	0	0.0
8114 Other Contract Services	64,691	43,451	26,025	26,025	26,025	0	0.0
8115 Consultant Services	102,373	75,488	84,100	84,100	34,100	-50,000	-59.4
8121 Computer(PC) Maint/Repair	94	0	200	200	200	0	0.0
8124 Dues and Memberships	1,263	1,285	1,000	1,000	1,000	0	0.0
8126 Conf & Mtgs - Comm & Committees	0	0	500	500	500	0	0.0
8127 Conferences & Meetings	1,071	7,549	624	624	624	0	0.0
8128 Mileage	29	701	15	15	15	0	0.0

GRAIL ANALYSIS

MSI:

DEPARTMENT: Public Works Department
SUB-DEPARTMENT: Engineering Division

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
8129 Education	0	766	276	276	276	0	0.0
8130 Training Costs	30	300	1,872	1,872	1,872	0	0.0
8135 Reference Matls Subscriptions	568	374	510	510	510	0	0.0
8136 Library Books	799	0	0	0	0	0	0.0
8139 Water	139	542	0	0	0	0	0.0
8140 Telephone	2,930	3,190	0	0	0	0	0.0
8144 Postage	98	92	100	100	100	0	0.0
8218 Vehicle Rental	11	66	0	0	0	0	0.0
8290 Cell Phone Reimbsmnt	-316	-416	0	0	0	0	0.0
*** TOTAL SERVICES AND SUPPLIES	203,830	212,029	148,629	148,629	98,629	-50,000	-33.6
EQUIPMENT							
8506 Computer Equipment	0	0	9,550	9,550	9,550	0	0.0
*** TOTAL EQUIPMENT	0	0	9,550	9,550	9,550	0	0.0
*** SUBTOTAL	1,786,099	1,853,672	1,786,051	1,786,051	1,823,591	37,540	2.1
INTERNAL SERVICE CHARGES							
8601 IS-Structural Maintenance	27,539	30,183	37,844	37,844	26,887	-10,957	-28.9
8603 IS-Lockshop	90	542	0	0	0	0	0.0
8604 IS-Utilities & Insurance - HSEKPING	15,840	15,960	21,444	21,444	14,268	-7,176	-33.4
8605 IS-Housekeeping Serv	21,597	22,514	27,881	27,881	18,396	-9,485	-34.0
8607 IS-Printing	8,691	9,637	13,294	13,294	13,294	0	0.0
8608 IS-Mail Services	1,933	2,390	2,305	2,305	2,289	-16	-0.6
8609 IS-Telephones	11,000	9,064	12,612	12,612	9,910	-2,702	-21.4
8613 IS-Radio and Data Communicatn	831	133	0	0	0	0	0.0
8620 Bldg Preventive Maintenanc ce	9,614	9,614	6,167	6,167	8,443	2,276	36.9
8621 IS-Radio - Direct Request	191	0	0	0	0	0	0.0
8622 IS-Telephone - Usage	1,579	1,544	5,907	5,907	5,907	0	0.0
8623 IS-PC Training	0	0	57	57	57	0	0.0
8624 IS-Enterprise Network	15,864	17,174	18,740	18,740	19,853	1,113	5.9
8634 IS-Security Srvcs City Ha ll	12,294	12,833	17,677	17,677	17,677	0	0.0
8641 IS-MS Licensing	1,524	1,622	1,542	1,542	1,493	-49	-3.1
*** TOTAL INTERNAL SERVICE CHARGES	128,587	133,210	165,470	165,470	138,474	-26,996	-16.3
*** TOTAL BUDGET	1,914,686	1,986,882	1,951,521	1,951,521	1,962,065	10,544	0.5
REVENUE							
6751 Services to Power	42,827	44,540	45,876	45,876	47,482	1,606	3.5
6758 Services to Gas Tax Fund	10,000	10,000	10,000	10,000	10,000	0	0.0
6779 Services to Water Fund	23,508	24,448	25,181	25,181	26,062	881	3.4
6814 Trns Fr Underground Util Fund	41,681	43,348	44,649	44,649	46,212	1,563	3.5
9165 General Fund-Unspecified	1,405,680	1,432,691	1,371,723	1,371,723	1,291,007	-80,716	-5.8
9457 Sales Tax - Prop. A	7,311	7,603	7,831	7,831	8,105	274	3.4

GRAIL ANALYSIS

MSI:

DEPARTMENT: Public Works Department
SUB-DEPARTMENT: Engineering Division

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
9475 Sewer Fund	383,679	424,252	446,261	446,261	533,197	86,936	19.4
*** TOTAL FUNDING	1,914,686	1,986,882	1,951,521	1,951,521	1,962,065	10,544	0.5

MSI:

FUND: Project Management Fund

DEPARTMENT: Public Works Department

SUB-DEPARTMENT: Engineering Division

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
EMPLOYEES							
REGULAR	45.160	45.670	45.770	45.770	45.770	0.000	
NON-REGULAR	2.000	2.000	2.000	2.000	2.000	0.000	
TOTAL EMPLOYEES	47.160	47.670	47.770	47.770	47.770	0.000	
PERSONNEL							
8005 Regular Pay - PERS	0	0	3,860,097	3,860,097	3,988,509	128,412	3.3
8018 PST-Part Time Employees - PARS	0	0	163,878	163,878	169,632	5,754	3.5
8023 Auto Allowance	0	0	5,088	5,088	5,088	0	0.0
8024 Personal Dvlpmt Allowance	0	0	15,525	15,525	15,525	0	0.0
8027 Workers' Compensation	0	0	290,933	290,933	91,480	-199,453	-68.5
8031 General Liability	0	0	213,270	213,270	145,535	-67,735	-31.7
8038 PERS-Employee Portion	0	0	270,208	270,208	279,196	8,988	3.3
8040 PERS-City Portion	0	0	297,613	271,750	280,790	9,040	3.3
8041 PARS-City Portion	0	0	6,555	6,555	6,785	230	3.5
8044 Life Insurance	0	0	3,861	3,861	3,988	127	3.2
8045 Dental Insurance	0	0	23,120	23,120	23,120	0	0.0
8046 Medicare-City Contributn	0	0	55,971	55,971	57,833	1,862	3.3
8047 Long Term Disability	0	0	6,562	6,562	6,780	218	3.3
8049 Emp Opt Ben Fd (EOBF)	0	0	437,097	437,097	463,369	26,272	6.0
*** TOTAL PERSONNEL	0	0	5,649,778	5,623,915	5,537,630	-86,285	-1.5
SERVICES AND SUPPLIES							
8101 Materials & Supplies	0	0	29,400	29,400	29,400	0	0.0
8107 Equipment Lease Payments	0	0	37,634	37,634	37,634	0	0.0
8108 Computer Related Supplies	0	0	12,230	12,230	12,230	0	0.0
8110 Outside Printing and Duplicating	0	0	1,220	1,220	1,220	0	0.0
8113 Photo Copy Machine Maint	0	0	6,900	6,900	6,900	0	0.0
8114 Other Contract Services	0	0	11,640	11,640	11,640	0	0.0
8124 Dues and Memberships	0	0	1,412	1,412	1,412	0	0.0
8127 Conferences & Meetings	0	0	4,106	4,106	4,106	0	0.0
8128 Mileage	0	0	1,020	1,020	1,020	0	0.0
8129 Education	0	0	8,240	8,240	8,240	0	0.0
8130 Training Costs	0	0	6,960	6,960	6,960	0	0.0
8135 Reference Matls Subscriptions	0	0	1,500	1,500	1,500	0	0.0
8144 Postage	0	0	80	80	80	0	0.0
8676 Principal	0	0	49,911	49,911	49,911	0	0.0
*** TOTAL SERVICES AND SUPPLIES	0	0	172,253	172,253	172,253	0	0.0
EQUIPMENT							
8504 Equipment	0	0	3,200	3,200	3,200	0	0.0
8506 Computer Equipment	0	0	3,000	3,000	3,000	0	0.0
*** TOTAL EQUIPMENT	0	0	6,200	6,200	6,200	0	0.0
*** SUBTOTAL	0	0	5,828,231	5,802,368	5,716,083	-86,285	-1.4

MSI:

FUND: Project Management Fund

DEPARTMENT: Public Works Department

SUB-DEPARTMENT: Engineering Division

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
INTERNAL SERVICE CHARGES							
8601 IS-Structural Maintenance	0	0	50,607	50,607	30,656	-19,951	-39.4
8603 IS-Lockshop	0	0	120	120	120	0	0.0
8604 IS-Utilities & Insurance - HSEKPING	0	0	25,659	25,659	14,889	-10,770	-41.9
8605 IS-Housekeeping Serv	0	0	33,358	33,358	19,196	-14,162	-42.4
8607 IS-Printing	0	0	11,240	11,240	11,240	0	0.0
8608 IS-Mail Services	0	0	7,913	7,913	7,930	17	0.2
8609 IS-Telephones	0	0	20,491	20,491	21,905	1,414	6.9
8611 IS-Application Devel & Support	0	0	300	300	300	0	0.0
8613 IS-Radio and Data Communicatn	0	0	2,245	2,245	3,765	1,520	67.7
8616 IS-Fleet Maint - Equip Maintenance	0	0	41,788	41,788	41,818	30	0.0
8618 IS-Fleet Fuel/Lubricant	0	0	17,357	17,357	17,357	0	0.0
8620 Bldg Preventive Maintenanc e	0	0	21,626	21,626	8,312	-13,314	-61.5
8622 IS-Telephone - Usage	0	0	8,276	8,276	8,276	0	0.0
8623 IS-PC Training	0	0	230	230	230	0	0.0
8624 IS-Enterprise Network	0	0	64,315	64,315	68,771	4,456	6.9
8634 IS-Security Srvcs City Ha ll	0	0	20,062	20,062	20,062	0	0.0
8641 IS-MS Licensing	0	0	5,290	5,290	5,173	-117	-2.2
*** TOTAL INTERNAL SERVICE CHARGES	0	0	330,877	330,877	280,000	-50,877	-15.3
*** TOTAL BUDGET	0	0	6,159,108	6,133,245	5,996,083	-137,162	-2.2
REVENUE							
9073 Capital Projects Fund	0	0	6,159,108	6,133,245	5,996,083	-137,162	-2.2
*** TOTAL FUNDING	0	0	6,159,108	6,133,245	5,996,083	-137,162	-2.2

MSI:

DEPARTMENT: Public Works Department
SUB-DEPARTMENT: Park Division

Park Maintenance

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
EMPLOYEES							
REGULAR	73.800	75.400	78.400	78.400	78.400	0.000	
NON-REGULAR	2.000	2.000	2.000	2.000	2.000	0.000	
TOTAL EMPLOYEES	75.800	77.400	80.400	80.400	80.400	0.000	
PERSONNEL							
8005 Regular Pay - PERS	2,855,434	2,835,946	4,172,845	4,172,845	4,326,434	153,589	3.6
8010 Non Benefit Employees	86,158	66,294	0	0	0	0	0.0
8011 Overtime Pay	243,036	265,483	141,739	141,739	166,802	25,063	17.6
8012 Overtime Subject to PERS	1,892	0	0	0	0	0	0.0
8018 PST-Part Time Employees - PARS	342,763	340,877	113,320	113,320	126,141	12,821	11.3
8023 Auto Allowance	2,544	2,544	2,544	2,544	2,544	0	0.0
8024 Personal Dvlpmt Allowance	10,000	11,000	8,400	8,400	9,150	750	8.9
8027 Workers' Compensation	110,478	100,208	180,876	180,876	361,550	180,674	99.8
8031 General Liability	297,209	297,964	227,167	227,167	155,841	-71,326	-31.3
8037 Miscellaneous Pay	2,587	4,774	0	0	0	0	0.0
8038 PERS-Employee Portion	206,433	141,224	292,099	292,099	302,849	10,750	3.6
8040 PERS-City Portion	234,815	284,512	321,727	321,727	304,581	-17,146	-5.3
8041 PARS-City Portion	15,428	17,708	4,533	4,533	5,046	513	11.3
8044 Life Insurance	2,068	1,943	4,172	4,172	4,327	155	3.7
8045 Dental Insurance	33,826	31,901	38,913	38,913	38,913	0	0.0
8046 Medicare-City Contributn	36,538	37,213	62,562	62,562	65,152	2,590	4.1
8047 Long Term Disability	31,983	7,993	7,095	7,095	7,355	260	3.6
8049 Emp Opt Ben Fd (EOBF)	503,098	509,764	733,340	733,340	777,560	44,220	6.0
8050 Benefits (VHS)	459,648	456,727	0	0	0	0	0.0
8054 Vision Care	46	0	0	0	0	0	0.0
8056 Accrued payroll	20,741	6,963	0	0	0	0	0.0
8058 Benefits Administration	155,609	154,367	0	0	0	0	0.0
*** TOTAL PERSONNEL	5,652,334	5,575,405	6,311,332	6,311,332	6,654,245	342,913	5.4
SERVICES AND SUPPLIES							
8101 Materials & Supplies	577,407	508,772	461,101	461,101	465,801	4,700	1.0
8107 Equipment Lease Payments	5,289	8,832	18,000	18,000	18,000	0	0.0
8108 Computer Related Supplies	9,863	11,168	4,200	4,200	4,200	0	0.0
8109 Equipt Purchases Under \$10,000	1,138	4,980	0	0	0	0	0.0
8110 Outside Printing and Duplicating	5,485	3,214	0	0	0	0	0.0
8112 Legal Advertising	1,938	578	0	0	0	0	0.0
8113 Photo Copy Machine Maint	0	0	1,000	1,000	1,000	0	0.0
8114 Other Contract Services	1,475,723	1,396,564	1,619,516	1,619,516	1,670,316	50,800	3.1
8115 Consultant Services	121	0	25,000	25,000	0	-25,000	-100.0
8117 Data Processing Operations	1,039	997	0	0	0	0	0.0
8122 Support to Advisory Committees	101	0	870	870	870	0	0.0
8123 Moving Expenses	0	169	0	0	0	0	0.0
8124 Dues and Memberships	1,870	3,737	7,745	7,745	7,745	0	0.0

GRAIL ANALYSIS

MSI:

DEPARTMENT: Public Works Department
SUB-DEPARTMENT: Park Division

Park Maintenance

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
8125 Special Civic Events	2,861	9,309	0	0	0	0	0.0
8126 Conf & Mtgs - Comm & Committees	4,600	5,196	1,500	1,500	1,500	0	0.0
8127 Conferences & Meetings	1,729	10,065	5,142	5,142	5,142	0	0.0
8128 Mileage	285	0	600	600	600	0	0.0
8129 Education	6,406	7,201	12,425	12,425	12,425	0	0.0
8130 Training Costs	0	64	0	0	0	0	0.0
8135 Reference Matls Subscriptions	564	416	1,220	1,220	1,220	0	0.0
8137 Gas and Lubricants	2,898	80	0	0	0	0	0.0
8138 Gas	939	1,125	1,800	1,800	1,800	0	0.0
8139 Water	609,313	779,189	638,374	638,374	638,374	0	0.0
8140 Telephone	21,732	15,673	15,079	15,079	15,079	0	0.0
8141 Refuse Collection	99,010	107,091	100,559	100,559	100,559	0	0.0
8142 Electric	185,493	206,919	223,930	223,930	223,930	0	0.0
8144 Postage	4,887	3,148	1,374	1,374	1,374	0	0.0
8154 Audio Visual Materials	0	0	210	210	210	0	0.0
8156 Insurance	94	126	0	0	0	0	0.0
8178 Program Expenditure Recovery	-1,783	-5,486	0	0	0	0	0.0
8186 Discounts Lost	0	-10	0	0	0	0	0.0
8187 Discount Earned	0	-739	0	0	0	0	0.0
8212 Permits and Fees	0	322	0	0	0	0	0.0
8218 Vehicle Rental	0	55	0	0	0	0	0.0
8290 Cell Phone Reimbsmnt	-5,025	-5,828	0	0	0	0	0.0
*** TOTAL SERVICES AND SUPPLIES	3,013,977	3,072,927	3,139,645	3,139,645	3,170,145	30,500	0.9
EQUIPMENT							
8504 Equipment	0	0	82,425	82,425	7,425	-75,000	-90.9
8505 Automotive Equipment	11,842	0	35,760	35,760	35,760	0	0.0
8506 Computer Equipment	0	0	4,000	4,000	4,000	0	0.0
*** TOTAL EQUIPMENT	11,842	0	122,185	122,185	47,185	-75,000	-61.3
*** SUBTOTAL	8,678,153	8,648,332	9,573,162	9,573,162	9,871,575	298,413	3.1
INTERNAL SERVICE CHARGES							
8601 IS-Structural Maintenance	110,922	121,574	122,581	122,581	117,261	-5,320	-4.3
8602 IS-Tenant Improvements	105,243	89,397	1,600	1,600	1,600	0	0.0
8603 IS-Lockshop	676	617	800	800	800	0	0.0
8604 IS-Utilities & Insurance - HSEKPING	39,684	39,960	37,356	37,356	38,696	1,340	3.5
8605 IS-Housekeeping Serv	27,393	27,976	24,033	24,033	24,687	654	2.7
8606 IS-Floors and Windows	0	18,671	0	0	0	0	0.0
8607 IS-Printing	9,328	10,209	9,554	9,554	9,554	0	0.0
8608 IS-Mail Services	12,298	13,944	14,442	14,442	15,106	664	4.5
8609 IS-Telephones	29,624	30,942	23,119	23,119	24,513	1,394	6.0
8613 IS-Radio and Data Communicatn	37,818	25,840	24,689	24,689	20,499	-4,190	-16.9
8615 IS-Auto Body Repair	4,691	780	4,200	4,200	4,200	0	0.0
8616 IS-Fleet Maint - Equip	415,638	351,263	417,037	417,037	430,512	13,475	3.2

MSI:

DEPARTMENT: Public Works Department
SUB-DEPARTMENT: Park Division

Park Maintenance

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
Maintenance							
8617 IS-Fleet Maint - Equip Replacement	346,981	351,780	354,416	354,416	354,416	0	0.0
8618 IS-Fleet Fuel/Lubricant	192,459	167,085	159,518	159,518	159,518	0	0.0
8620 Bldg Preventive Maintenance	38,722	38,722	35,445	35,445	35,468	23	0.0
8621 IS-Radio - Direct Request	2,165	332	0	0	0	0	0.0
8622 IS-Telephone - Usage	10,313	10,975	14,908	14,908	14,908	0	0.0
8623 IS-PC Training	0	0	1,151	1,151	1,151	0	0.0
8624 IS-Enterprise Network	101,331	100,178	117,378	117,378	131,005	13,627	11.6
8626 IS-Mail - Direct Request	753	545	0	0	0	0	0.0
8641 IS-MS Licensing	9,735	9,466	9,654	9,654	9,855	201	2.0
*** TOTAL INTERNAL SERVICE CHARGES	1,495,774	1,410,256	1,371,881	1,371,881	1,393,749	21,868	1.5
*** TOTAL BUDGET	10,173,927	10,058,588	10,945,043	10,945,043	11,265,324	320,281	2.9
REVENUE							
6541 LA Co-Proposition A-Parks Reimbursements	0	0	131,307	131,307	135,902	4,595	3.4
6751 Services to Power	0	0	19,623	19,623	20,310	687	3.5
6755 Svcs-Sewer Fund	80,000	80,000	80,000	80,000	80,000	0	0.0
6779 Services to Water Fund	0	0	39,245	39,245	40,619	1,374	3.5
6783 Services to Parking Ops Fund	0	0	1,061	1,061	1,098	37	3.4
6788 Services to Playhouse Parking Fund	0	0	2,122	2,122	2,196	74	3.4
6969 Property Rental - Misc.	540,000	540,000	540,000	540,000	540,000	0	0.0
7059 Vending Machine Revenue	45,000	45,000	0	0	0	0	0.0
9165 General Fund-Unspecified	9,508,927	9,393,588	10,131,685	10,131,685	10,445,199	313,514	3.0
*** TOTAL FUNDING	10,173,927	10,058,588	10,945,043	10,945,043	11,265,324	320,281	2.9

GRAIL ANALYSIS

MSI:

FUND: Project Management Fund

DEPARTMENT: Public Works Department

SUB-DEPARTMENT: Park Division

Park Maintenanac

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
EMPLOYEES							
REGULAR	8.200	9.600	10.600	10.600	10.600	0.000	
NON-REGULAR	0.000	0.000	0.000	0.000	0.000	0.000	
TOTAL EMPLOYEES	8.200	9.600	10.600	10.600	10.600	0.000	
PERSONNEL							
8005 Regular Pay - PERS	0	0	724,273	724,273	749,443	25,170	3.4
8027 Workers' Compensation	0	0	30,564	30,564	60,855	30,291	99.1
8031 General Liability	0	0	38,387	38,386	26,230	-12,156	-31.6
8038 PERS-Employee Portion	0	0	50,699	50,699	52,461	1,762	3.4
8040 PERS-City Portion	0	0	55,842	50,989	52,761	1,772	3.4
8044 Life Insurance	0	0	724	724	749	25	3.4
8045 Dental Insurance	0	0	5,130	5,130	5,130	0	0.0
8046 Medicare-City Contributn	0	0	10,502	10,502	10,867	365	3.4
8047 Long Term Disability	0	0	1,231	1,231	1,274	43	3.4
8049 Emp Opt Ben Fd (EOBF)	0	0	96,990	96,990	102,820	5,830	6.0
*** TOTAL PERSONNEL	0	0	1,014,342	1,009,488	1,062,590	53,102	5.2
SERVICES AND SUPPLIES							
*** TOTAL SERVICES AND SUPPLIES	0	0	0	0	0	0	0.0
EQUIPMENT							
*** TOTAL EQUIPMENT	0	0	0	0	0	0	0.0
*** SUBTOTAL	0	0	1,014,342	1,009,488	1,062,590	53,102	5.2
INTERNAL SERVICE CHARGES							
*** TOTAL INTERNAL SERVICE CHARGES	0	0	0	0	0	0	0.0
*** TOTAL BUDGET	0	0	1,014,342	1,009,488	1,062,590	53,102	5.2
REVENUE							
9073 Capital Projects Fund	0	0	1,014,342	1,009,488	1,062,590	53,102	5.2
*** TOTAL FUNDING	0	0	1,014,342	1,009,488	1,062,590	53,102	5.2

MSI:

DEPARTMENT: Public Works Department
SUB-DEPARTMENT: Street Maintenance and Integrated Wast

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
EMPLOYEES							
REGULAR	104.000	104.000	106.000	110.000	110.000	0.000	
NON-REGULAR	1.750	1.750	1.750	1.750	1.750	0.000	
TOTAL EMPLOYEES	105.750	105.750	107.750	111.750	111.750	0.000	
PERSONNEL							
8005 Regular Pay - PERS	3,977,802	4,215,387	5,746,736	5,924,241	6,097,103	172,862	2.9
8011 Overtime Pay	514,556	554,260	397,548	397,548	399,861	2,313	0.5
8012 Overtime Subject to PERS	33,869	32,371	43,783	43,783	44,509	726	1.6
8018 PST-Part Time Employees - PARS	194,636	235,589	91,273	91,273	156,631	65,358	71.6
8023 Auto Allowance	2,332	2,544	2,756	2,756	2,756	0	0.0
8024 Personal Dvlpmt Allowance	8,250	9,125	7,500	7,500	8,000	500	6.6
8027 Workers' Compensation	788,174	612,271	671,372	691,785	1,479,635	787,850	113.8
8031 General Liability	388,038	418,364	309,414	318,821	218,881	-99,940	-31.3
8037 Miscellaneous Pay	2,765	13,667	0	0	0	0	0.0
8038 PERS-Employee Portion	281,579	233,326	402,272	414,697	426,798	12,101	2.9
8040 PERS-City Portion	326,148	413,866	443,073	455,569	429,238	-26,331	-5.7
8041 PARS-City Portion	9,587	11,468	3,651	3,651	6,265	2,614	71.5
8044 Life Insurance	2,678	2,391	5,748	5,925	6,098	173	2.9
8045 Dental Insurance	47,864	48,960	52,153	54,089	54,089	0	0.0
8046 Medicare-City Contributn	50,112	54,485	89,727	92,301	94,853	2,552	2.7
8047 Long Term Disability	69,890	10,757	9,770	10,072	10,366	294	2.9
8048 Child Care Subsidies	223	0	0	0	0	0	0.0
8049 Emp Opt Ben Fd (EOBF)	720,985	796,348	961,330	997,930	1,059,392	61,462	6.1
8050 Benefits (VHS)	640,426	678,678	0	0	0	0	0.0
8054 Vision Care	17	139	0	0	0	0	0.0
8056 Accrued payroll	23,752	2,741	0	0	0	0	0.0
8058 Benefits Administration	216,792	229,707	0	0	0	0	0.0
*** TOTAL PERSONNEL	8,300,475	8,576,444	9,238,106	9,511,941	10,494,475	982,534	10.3
SERVICES AND SUPPLIES							
8101 Materials & Supplies	543,154	642,630	747,633	747,633	748,127	494	0.0
8107 Equipment Lease Payments	1,428	60	686,396	686,396	686,396	0	0.0
8108 Computer Related Supplies	16,471	11,670	42,558	42,558	212,558	170,000	399.4
8109 Equipt Purchases Under \$10,000	24,918	314	52,900	52,900	52,900	0	0.0
8110 Outside Printing and Duplicating	237	1,017	1,400	1,400	1,400	0	0.0
8112 Legal Advertising	73	356	700	700	700	0	0.0
8113 Photo Copy Machine Maint	6,833	6,155	6,800	6,800	11,250	4,450	65.4
8114 Other Contract Services	2,901,271	2,316,824	2,509,893	2,509,893	2,498,834	-11,059	-0.4
8115 Consultant Services	0	0	700	700	700	0	0.0
8117 Data Processing Operations	0	65	0	0	0	0	0.0
8118 Outside Legal Services	22,284	14,114	0	0	0	0	0.0
8124 Dues and Memberships	1,520	1,413	4,775	4,775	4,775	0	0.0
8125 Special Civic Events	1,610	631	0	0	30,000	30,000	0.0
8126 Conf & Mtgs - Comm &	1,707	195	0	0	0	0	0.0

MSI:

DEPARTMENT: Public Works Department
 SUB-DEPARTMENT: Street Maintenance and Integrated West

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
Committees							
8127 Conferences & Meetings	2,222	2,376	9,904	9,904	11,404	1,500	15.1
8128 Mileage	0	15	30	30	30	0	0.0
8129 Education	8,470	9,026	23,587	23,587	24,587	1,000	4.2
8130 Training Costs	0	887	0	0	0	0	0.0
8134 Data Processing Development	0	0	2,600	2,600	2,600	0	0.0
8135 Reference Matls Subscriptions	959	65	3,236	3,236	3,236	0	0.0
8136 Library Books	49	0	0	0	0	0	0.0
8137 Gas and Lubricants	748	23,651	0	0	0	0	0.0
8138 Gas	0	0	1,100	1,100	1,100	0	0.0
8139 Water	18,193	18,053	13,100	13,100	13,100	0	0.0
8140 Telephone	13,944	29,493	24,000	24,000	24,000	0	0.0
8142 Electric	1,720,786	1,741,941	1,885,861	1,885,861	1,885,861	0	0.0
8144 Postage	15,046	6,714	13,100	13,100	13,100	0	0.0
8154 Audio Visual Materials	0	0	560	560	560	0	0.0
8178 Program Expenditure Recovery	-1,272	-1,585	0	0	0	0	0.0
8186 Discounts Lost	-230	11	0	0	0	0	0.0
8187 Discount Earned	0	-33	0	0	0	0	0.0
8212 Permits and Fees	111,235	142,102	125,000	125,000	125,000	0	0.0
8218 Vehicle Rental	682	482	2,200	2,200	2,200	0	0.0
8290 Cell Phone Reimbsmnt	-828	-329	0	0	0	0	0.0
8677 Interest	74,873	93,777	336,753	336,753	336,753	0	0.0
*** TOTAL SERVICES AND SUPPLIES	5,486,383	5,062,090	6,494,786	6,494,786	6,691,171	196,385	3.0
EQUIPMENT							
8504 Equipment	0	27,593	0	0	0	0	0.0
8505 Automotive Equipment	0	2,010,366	0	0	0	0	0.0
8507 Contra Capital	0	-2,010,366	0	0	0	0	0.0
8801 Depreciation	685,319	638,007	0	0	0	0	0.0
*** TOTAL EQUIPMENT	685,319	665,600	0	0	0	0	0.0
*** SUBTOTAL	14,472,177	14,304,134	15,732,892	16,006,727	17,185,646	1,178,919	7.3
INTERNAL SERVICE CHARGES							
8601 IS-Structural Maintenance	99,363	108,907	106,136	106,136	105,043	-1,093	-1.0
8602 IS-Tenant Improvements	8,480	7,007	8,500	8,500	8,500	0	0.0
8603 IS-Lockshop	95	411	700	700	700	0	0.0
8604 IS-Utilities & Insurance - HSEKPING	57,228	57,552	53,811	53,811	55,742	1,931	3.5
8605 IS-Housekeeping Serv	49,954	52,199	35,543	35,543	36,512	969	2.7
8606 IS-Floors and Windows	0	15,733	2,500	2,500	2,500	0	0.0
8607 IS-Printing	37,374	34,341	35,405	35,405	35,405	0	0.0
8608 IS-Mail Services	15,325	17,555	17,555	17,555	17,887	332	1.8
8609 IS-Telephones	28,091	25,834	29,950	29,950	30,252	302	1.0
8611 IS-Application Devel & Support	0	0	754	754	754	0	0.0
8613 IS-Radio and Data	73,847	61,874	43,022	43,022	42,255	-767	-1.7

GRAIL ANALYSIS

MSI:

DEPARTMENT: Public Works Department
SUB-DEPARTMENT: Street Maintenance and Integrated West

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
Communicatn							
8615 IS-Auto Body Repair	7,571	7,419	13,500	13,500	13,500	0	0.0
8616 IS-Fleet Maint - Equip Maintenance	1,638,118	1,694,540	1,710,154	1,710,154	1,759,626	49,472	2.8
8617 IS-Fleet Maint - Equip Replacement	422,538	422,184	390,749	390,749	390,749	0	0.0
8618 IS-Fleet Fuel/Lubricant	567,682	518,760	672,004	672,004	672,004	0	0.0
8620 Bldg Preventive Maintenanc e	34,688	34,688	31,751	31,751	31,773	22	0.0
8621 IS-Radio - Direct Request	5,409	1,922	0	0	0	0	0.0
8622 IS-Telephone - Usage	4,851	4,851	12,762	12,762	12,762	0	0.0
8623 IS-PC Training	0	0	574	574	574	0	0.0
8624 IS-Enterprise Network	125,758	126,118	142,675	142,675	155,119	12,444	8.7
8634 IS-Security Svcs City Ha ll	7,430	7,756	0	0	0	0	0.0
8641 IS-MS Licensing	12,084	11,917	11,735	11,735	11,670	-65	-0.5
8642 IS Compressed Natural Gas	0	0	0	0	110,973	110,973	0.0
*** TOTAL INTERNAL SERVICE CHARGES	3,195,886	3,211,568	3,319,780	3,319,780	3,494,300	174,520	5.2
*** TOTAL BUDGET	17,668,063	17,515,702	19,052,672	19,326,507	20,679,946	1,353,439	7.0
REVENUE							
6461 Calif Waste Mngt Board	0	0	0	0	37,733	37,733	0.0
6755 Svcs-Sewer Fund	113,460	118,000	121,539	121,539	125,792	4,253	3.4
6757 Services to Civic Center Pkgng Mtr Fund	17,196	17,884	18,421	18,421	19,066	645	3.5
6758 Services to Gas Tax Fund	479,969	474,868	532,316	532,316	550,048	17,732	3.3
6767 Svcs-Refuse Collectn Fund	49,534	51,515	53,061	53,061	54,918	1,857	3.4
6807 Transfer From GF	0	0	85,000	85,000	85,000	0	0.0
6963 Prking Mtr - Old Pasa	24,592	25,576	26,343	26,343	27,265	922	3.5
7023 Misc Revenue Prog. Income	0	13,000	24,000	24,000	24,000	0	0.0
9163 Gas Tax - Maintenance	607,549	514,958	728,072	728,072	816,897	88,825	12.2
9165 General Fund-Unspecified	4,734,638	4,615,817	5,082,411	5,082,411	5,538,635	456,224	8.9
9403 Refuse Collection Fees	9,188,468	9,271,882	9,768,827	9,768,827	10,292,290	523,463	5.3
9406 Refuse Fund	218,566	227,308	234,127	234,127	242,321	8,194	3.4
9475 Sewer Fund	2,234,091	2,184,894	2,378,555	2,652,390	2,865,981	213,591	8.0
*** TOTAL FUNDING	17,668,063	17,515,702	19,052,672	19,326,507	20,679,946	1,353,439	7.0

MSI:

DEPARTMENT: Public Works Department
SUB-DEPARTMENT: Building Systems and Fleet Management

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
EMPLOYEES							
REGULAR	59.500	59.500	61.500	61.500	60.950	0.550	
NON-REGULAR	0.000	0.000	0.000	0.000	0.000	0.000	
TOTAL EMPLOYEES	59.500	59.500	61.500	61.500	60.950	0.550	
PERSONNEL							
8005 Regular Pay - PERS	3,067,272	3,212,037	3,446,710	3,446,710	3,596,483	149,773	4.3
8011 Overtime Pay	244,593	257,363	92,130	92,130	95,651	3,521	3.8
8012 Overtime Subject to PERS	4,019	4,619	14,979	14,979	15,866	887	5.9
8018 PST-Part Time Employees - PARS	182,980	211,119	0	0	0	0	0.0
8020 Management Benefit	1,634	0	0	0	0	0	0.0
8023 Auto Allowance	2,544	2,544	2,400	2,400	2,400	0	0.0
8024 Personal Dvlpmt Allowance	8,125	8,125	7,750	7,750	7,750	0	0.0
8027 Workers' Compensation	402,592	318,254	464,618	464,618	678,298	213,680	45.9
8031 General Liability	302,273	321,642	182,676	182,676	125,877	-56,799	-31.0
8037 Miscellaneous Pay	2,041	576	0	0	0	0	0.0
8038 PERS-Employee Portion	221,665	167,081	241,270	241,270	251,753	10,483	4.3
8040 PERS-City Portion	256,303	328,513	265,742	265,742	253,192	-12,550	-4.7
8041 PARS-City Portion	6,326	7,306	0	0	0	0	0.0
8044 Life Insurance	2,058	2,018	3,445	3,445	3,597	152	4.4
8045 Dental Insurance	33,841	35,203	29,766	29,766	29,500	-266	-0.8
8046 Medicare-City Contributn	37,818	40,735	51,531	51,531	53,767	2,236	4.3
8047 Long Term Disability	40,237	8,074	5,860	5,860	6,115	255	4.3
8049 Emp Opt Ben Fd (EOBF)	488,186	532,889	562,725	562,725	591,215	28,490	5.0
8050 Benefits (VHS)	493,832	516,907	0	0	0	0	0.0
8054 Vision Care	185	169	0	0	0	0	0.0
8056 Accrued payroll	25,201	-1,306	0	0	0	0	0.0
8058 Benefits Administration	167,167	174,863	0	0	0	0	0.0
*** TOTAL PERSONNEL	5,990,892	6,148,731	5,371,602	5,371,602	5,711,464	339,862	6.3
SERVICES AND SUPPLIES							
8101 Materials & Supplies	2,317,068	2,401,670	1,328,471	1,328,471	1,328,471	0	0.0
8103 Uniforms	4,374	4,698	9,400	9,400	9,400	0	0.0
8107 Equipment Lease Payments	6,768	1,841	0	0	0	0	0.0
8108 Computer Related Supplies	12,546	10,743	1,080	1,080	1,080	0	0.0
8109 Equipt Purchases Under \$10,000	75,069	35,443	22,100	22,100	22,100	0	0.0
8110 Outside Printing and Duplicating	1,830	1,776	0	0	0	0	0.0
8112 Legal Advertising	3,834	1,051	134	134	134	0	0.0
8113 Photo Copy Machine Maint	0	5,844	5,350	5,350	5,350	0	0.0
8114 Other Contract Services	2,546,694	2,300,207	2,221,744	2,221,744	2,177,516	-44,228	-1.9
8115 Consultant Services	12,290	6,298	0	0	0	0	0.0
8117 Data Processing Operations	10,202	4,834	5,747	5,747	5,747	0	0.0
8118 Outside Legal Services	5,572	3,529	0	0	0	0	0.0
8124 Dues and Memberships	1,266	158	450	450	450	0	0.0
8125 Special Civic Events	435	0	0	0	0	0	0.0

MSI:

DEPARTMENT: Public Works Department
SUB-DEPARTMENT: Building Systems and Fleet Management

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
8127 Conferences & Meetings	839	2,267	1,412	1,412	1,412	0	0.0
8128 Mileage	0	30	640	640	640	0	0.0
8129 Education	2,142	5,757	10,575	10,575	10,575	0	0.0
8130 Training Costs	0	64	0	0	0	0	0.0
8135 Reference Mats	4,617	1,660	1,300	1,300	1,300	0	0.0
Subscriptions							
8136 Library Books	466	907	0	0	0	0	0.0
8137 Gas and Lubricants	2,315,281	2,371,056	2,039,215	2,039,215	2,039,215	0	0.0
8138 Gas	184,506	159,355	176,920	176,920	315,440	138,520	78.2
8139 Water	132,358	158,320	100,000	100,000	105,000	5,000	5.0
8140 Telephone	10,939	8,146	6,800	6,800	6,800	0	0.0
8141 Refuse Collection	10,931	13,091	13,014	13,014	13,014	0	0.0
8142 Electric	1,207,139	1,220,293	1,252,962	1,252,962	1,366,345	113,383	9.0
8144 Postage	273	766	337	337	337	0	0.0
8154 Audio Visual Materials	0	0	250	250	250	0	0.0
8156 Insurance	120,480	160,824	164,000	164,000	164,000	0	0.0
8178 Program Expenditure	-2,091,540	-1,646,204	0	0	0	0	0.0
Recovery							
8186 Discounts Lost	-201	748	0	0	0	0	0.0
8187 Discount Earned	-1	-395	0	0	0	0	0.0
8212 Permits and Fees	1,949	0	0	0	0	0	0.0
8218 Vehicle Rental	11	11	0	0	0	0	0.0
8290 Cell Phone Reimbsmnt	-2,191	-2,585	0	0	0	0	0.0
8677 Interest	9,719	57,714	0	0	0	0	0.0
*** TOTAL SERVICES AND SUPPLIES	6,905,665	7,289,917	7,361,901	7,361,901	7,574,576	212,675	2.8
EQUIPMENT							
8504 Equipment	28,614	546,845	57,000	57,000	57,000	0	0.0
8505 Automotive Equipment	1,640,261	721,537	2,256,077	2,256,077	2,228,077	-28,000	-1.2
8507 Contra Capital	-1,693,097	-1,365,243	0	0	0	0	0.0
8801 Depreciation	1,549,261	1,605,257	0	0	0	0	0.0
*** TOTAL EQUIPMENT	1,525,039	1,508,396	2,313,077	2,313,077	2,285,077	-28,000	-1.2
*** SUBTOTAL	14,421,596	14,947,044	15,046,580	15,046,580	15,571,117	524,537	3.4
INTERNAL SERVICE CHARGES							
8601 IS-Structural Maintenance	199,675	218,849	213,282	213,282	211,083	-2,199	-1.0
8602 IS-Tenant Improvements	21,609	69,324	2,500	2,500	2,500	0	0.0
8603 IS-Lockshop	0	0	1,000	1,000	1,000	0	0.0
8604 IS-Utilities & Insurance	114,912	115,668	108,138	108,138	112,014	3,876	3.5
- HSEKPING							
8605 IS-Housekeeping Serv	29,678	30,587	26,342	26,342	27,060	718	2.7
8606 IS-Floors and Windows	0	1,250	3,300	3,300	3,300	0	0.0
8607 IS-Printing	5,395	5,408	6,458	6,458	6,458	0	0.0
8608 IS-Mail Services	9,040	9,877	9,877	9,877	10,209	332	3.3
8609 IS-Telephones	49,789	45,287	55,695	55,695	50,591	-5,104	-9.1
8611 IS-Application Devel & Support	0	394	0	0	0	0	0.0
8613 IS-Radio and Data Communicatn	8,165	9,245	5,237	5,237	2,510	-2,727	-52.0

GRAIL ANALYSIS

MSI:

DEPARTMENT: Public Works Department
SUB-DEPARTMENT: Building Systems and Fleet Management

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
8615 IS-Auto Body Repair	4,782	3,041	350	350	350	0	0.0
8616 IS-Fleet Maint - Equip Maintenance	98,913	92,209	129,738	129,738	133,884	4,146	3.1
8617 IS-Fleet Maint - Equip Replacement	107,725	108,656	107,688	107,688	107,688	0	0.0
8618 IS-Fleet Fuel/Lubricant	78,521	87,100	72,932	72,932	72,932	0	0.0
8620 Bldg Preventive Maintenance	69,706	69,706	63,806	63,806	63,848	42	0.0
8621 IS-Radio - Direct Request	96	0	0	0	0	0	0.0
8622 IS-Telephone - Usage	10,100	11,450	19,127	19,127	19,127	0	0.0
8623 IS-PC Training	0	0	1,068	1,068	1,068	0	0.0
8624 IS-Enterprise Network	107,361	103,755	117,377	117,377	88,537	-28,840	-24.5
8641 IS-MS Licensing	10,315	9,805	9,653	9,653	6,660	-2,993	-31.0
*** TOTAL INTERNAL SERVICE CHARGES	925,782	991,611	953,568	953,568	920,819	-32,749	-3.4
*** TOTAL BUDGET	15,347,378	15,938,655	16,000,148	16,000,148	16,491,936	491,788	3.0
REVENUE							
6756 Srvcs to Buldg Maint. Fd	0	0	0	0	14,928	14,928	0.0
6807 Transfer From GF	50,403	52,419	73,992	73,992	134,387	60,395	81.6
6829 Trnfr Fr Benefits/Insurance	0	0	0	0	10,967	10,967	0.0
6843 Transfer from Parking Operations	99,740	109,480	117,000	117,000	117,000	0	0.0
6858 Transfer from Library Fd	0	0	0	0	57,000	57,000	0.0
7208 Security Services City Hall	153,367	159,503	262,978	262,978	274,978	12,000	4.5
9165 General Fund-Unspecified	261,984	262,829	281,427	281,427	288,321	6,894	2.4
9219 Light and Power Fund	83,004	86,324	88,914	88,914	92,026	3,112	3.5
9406 Refuse Fund	36,308	37,760	38,893	38,893	40,254	1,361	3.4
9565 Water Fund	44,712	46,500	47,895	47,895	49,571	1,676	3.4
9600 Building Maintenance Fund	6,046,167	6,512,995	6,667,337	6,667,337	6,715,915	48,578	0.7
9700 Fleet Maintenance Fund	8,571,693	8,670,845	8,421,712	8,421,712	8,696,589	274,877	3.2
*** TOTAL FUNDING	15,347,378	15,938,655	16,000,148	16,000,148	16,491,936	491,788	3.0

MSI:

FUND: Project Management Fund

DEPARTMENT: Public Works Department

SUB-DEPARTMENT: Building Systems and Fleet Management

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
EMPLOYEES							
REGULAR	21.500	21.500	21.500	21.500	22.050	0.550	
NON-REGULAR	6.000	6.000	6.000	6.000	6.000	0.000	
TOTAL EMPLOYEES	27.500	27.500	27.500	27.500	28.050	0.550	
PERSONNEL							
8005 Regular Pay - PERS	0	0	1,262,378	1,257,656	1,359,603	101,947	8.1
8018 PST-Part Time Employees - PARS	0	0	129,396	129,396	133,325	3,929	3.0
8027 Workers' Compensation	0	0	187,611	186,974	281,566	94,592	50.5
8031 General Liability	0	0	73,764	73,514	52,252	-21,262	-28.9
8038 PERS-Employee Portion	0	0	88,365	88,035	95,171	7,136	8.1
8040 PERS-City Portion	0	0	97,329	97,344	95,716	-1,628	-1.6
8041 PARS-City Portion	0	0	5,176	5,176	5,333	157	3.0
8044 Life Insurance	0	0	1,262	1,258	1,360	102	8.1
8045 Dental Insurance	0	0	13,310	13,310	13,576	266	1.9
8046 Medicare-City Contributn	0	0	18,304	18,236	19,714	1,478	8.1
8047 Long Term Disability	0	0	2,146	2,138	2,311	173	8.0
8049 Emp Opt Ben Fd (EOBF)	0	0	251,625	251,625	272,085	20,460	8.1
*** TOTAL PERSONNEL	0	0	2,130,666	2,124,662	2,332,012	207,350	9.7
SERVICES AND SUPPLIES							
*** TOTAL SERVICES AND SUPPLIES	0	0	0	0	0	0	0.0
EQUIPMENT							
*** TOTAL EQUIPMENT	0	0	0	0	0	0	0.0
*** SUBTOTAL	0	0	2,130,666	2,124,662	2,332,012	207,350	9.7
INTERNAL SERVICE CHARGES							
8601 IS-Structural Maintenance	0	0	23,547	23,547	23,304	-243	-1.0
8604 IS-Utilities & Insurance - HSEKPING	0	0	11,939	11,939	12,367	428	3.5
8605 IS-Housekeeping Serv	0	0	5,063	5,063	5,201	138	2.7
8608 IS-Mail Services	0	0	4,565	4,565	4,565	0	0.0
8620 Bldg Preventive Maintenance	0	0	7,044	7,044	7,049	5	0.0
8622 IS-Telephone - Usage	0	0	1,406	1,406	1,406	0	0.0
8624 IS-Enterprise Network	0	0	0	0	39,590	39,590	0.0
8641 IS-MS Licensing	0	0	0	0	2,978	2,978	0.0
*** TOTAL INTERNAL SERVICE CHARGES	0	0	53,564	53,564	96,460	42,896	80.0
*** TOTAL BUDGET	0	0	2,184,230	2,178,226	2,428,472	250,246	11.4
REVENUE							
9073 Capital Projects Fund	0	0	2,184,230	2,178,226	2,428,472	250,246	11.4
*** TOTAL FUNDING	0	0	2,184,230	2,178,226	2,428,472	250,246	11.4

MSI:
FUND: Project Management Fund
DEPARTMENT: Public Works Department
SUB-DEPARTMENT: Capital Projects

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
EMPLOYEES							
REGULAR	4.000	5.000	5.000	5.000	5.000	0.000	
NON-REGULAR	0.000	0.000	0.000	0.000	0.000	0.000	
TOTAL EMPLOYEES	4.000	5.000	5.000	5.000	5.000	0.000	
PERSONNEL							
8005 Regular Pay - PERS	0	0	515,104	515,104	521,585	6,481	1.2
8023 Auto Allowance	0	0	2,256	2,256	2,256	0	0.0
8027 Workers' Compensation	0	0	37,242	37,242	11,475	-25,767	-69.1
8031 General Liability	0	0	27,301	27,301	18,255	-9,046	-33.1
8038 PERS-Employee Portion	0	0	36,057	36,057	36,511	454	1.2
8040 PERS-City Portion	0	0	39,715	36,263	36,720	457	1.2
8044 Life Insurance	0	0	515	515	522	7	1.3
8045 Dental Insurance	0	0	2,420	2,420	2,420	0	0.0
8046 Medicare-City Contributn	0	0	7,469	7,469	7,563	94	1.2
8047 Long Term Disability	0	0	876	876	887	11	1.2
8049 Emp Opt Ben Fd (EOBF)	0	0	45,750	45,750	48,500	2,750	6.0
*** TOTAL PERSONNEL	0	0	714,705	711,253	686,694	-24,559	-3.4
SERVICES AND SUPPLIES							
8101 Materials & Supplies	0	0	5,000	5,000	5,000	0	0.0
8108 Computer Related Supplies	0	0	2,000	2,000	2,000	0	0.0
8113 Photo Copy Machine Maint	0	0	1,200	1,200	1,200	0	0.0
8114 Other Contract Services	0	0	32,118	32,118	32,118	0	0.0
8127 Conferences & Meetings	0	0	3,000	3,000	3,000	0	0.0
8135 Reference Matls Subscriptions	0	0	3,000	3,000	3,000	0	0.0
*** TOTAL SERVICES AND SUPPLIES	0	0	46,318	46,318	46,318	0	0.0
EQUIPMENT							
*** TOTAL EQUIPMENT	0	0	0	0	0	0	0.0
*** SUBTOTAL	0	0	761,023	757,571	733,012	-24,559	-3.2
INTERNAL SERVICE CHARGES							
8601 IS-Structural Maintenance	0	0	5,937	5,937	4,138	-1,799	-30.3
8604 IS-Utilities & Insurance - HSEKPING	0	0	3,010	3,010	2,196	-814	-27.0
8605 IS-Housekeeping Serv	0	0	3,914	3,914	2,831	-1,083	-27.6
8607 IS-Printing	0	0	488	488	488	0	0.0
8608 IS-Mail Services	0	0	664	664	830	166	25.0
8609 IS-Telephones	0	0	17,339	17,339	13,039	-4,300	-24.7
8620 Bldg Preventive Maintenanc ce	0	0	1,776	1,776	1,252	-524	-29.5
8622 IS-Telephone - Usage	0	0	1,969	1,969	1,969	0	0.0
8623 IS-PC Training	0	0	115	115	115	0	0.0
8624 IS-Enterprise Network	0	0	5,397	5,397	7,198	1,801	33.3
8634 IS-Security Srvcs City Ha	0	0	2,481	2,481	2,481	0	0.0

GRAIL ANALYSIS

MSI:
FUND: Project Management Fund

DEPARTMENT: Public Works Department
SUB-DEPARTMENT: Capital Projects

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
LL							
8641 IS-MS Licensing	0	0	444	444	542	98	22.0
*** TOTAL INTERNAL SERVICE CHARGES	0	0	43,534	43,534	37,079	-6,455	-14.8
*** TOTAL BUDGET	0	0	804,557	801,105	770,091	-31,014	-3.8
REVENUE							
9073 Capital Projects Fund	0	0	804,557	801,105	770,091	-31,014	-3.8
*** TOTAL FUNDING	0	0	804,557	801,105	770,091	-31,014	-3.8

**DEPARTMENT
SUMMARY**

Transportation

Mission Statement

The Department of Transportation is committed to achieving the safe, efficient and convenient movement of people and goods within Pasadena, while concurrently ensuring a balance between land use and transportation to maintain a livable community in which cars are not necessary to travel within the City.

The Department has identified five core values to achieve its mission by guiding both program design and project development. These core values are:

- *Connectivity:* To promote ease of access to local and regional transportation services
- *Safety:* To promote programs and transportation design features to enhance user safety
- *Quality:* To promote environmentally friendly and convenient transportation services
- *Partnership:* To inform and engage the community in the collaborative development of services and programs
- *Diversity:* Recognize the distinctive needs of the community and deliver appropriate services

Program Description

The Department of Transportation is a complementary team designed to execute a variety of diverse, interrelated activities that sustain, promote, and enhance the community. The team performs services in these key areas: 1) management and operation of efficient traffic mobility and circulation utilizing the Traffic Management Center (TMC) 300 traffic signals; 2) neighborhood protection from non-local traffic, speeding and parking intrusion; 3) management and planning for Dial-A-Ride (DAR), Pasadena Area Rapid Transit System (ARTS), and city-wide public transit access; 4) manage the employee rideshare program (Prideshare) and provide leadership to the Pasadena Transportation Management Association (TMA); 5) oversight, management and operation of city-wide parking facilities, both on and off street, including nine parking garages, four surface lots, over 1,200 parking meters, and enhancement of municipal parking code enforcement; 6) review, negotiate and recommend transportation measures for city-wide developments, inclusive of traffic, parking, Congestion Management Program (CMP) and Transportation Demand Management (TDM) compliance; and 7) review and identify issues/impacts caused by mobility and land use city-wide and prescribe appropriate mitigation measures.

One of the guiding principles to the General Plan states that "Pasadena will be a city where people can circulate without cars." To advance this goal, the Department developed a Pedestrian Plan that consists of policies, guidelines and implementation that encourages pedestrian activity, promotes pedestrian-friendly places and enhances pedestrian safety at signalized intersections.

Departmental Relationship to City Council Goals:

• **Foster Economic Prosperity**

The Department of Transportation fosters economic prosperity by management of efficient traffic mobility and circulation throughout the City as well as securing grants to enhance traffic mobility and safety.

• **Protect and Enhance Neighborhood Vitality and Livability**

The Department of Transportation ensures the balance between land use and transportation to maintain a livable community in which cars are not necessary for mobility throughout the City.

Major Accomplishments

In the area of operations, the Department of Transportation team answered the needs of the business and residential community by performing the following activities in fiscal year 2008:

- Awarded \$2.6 million in grant funds from Metropolitan Transit Authority (MTA) to continue with the implementation of Intelligent Transportation Systems (ITS) Master Plan
- Coordinated relocation of City's Traffic Management Center from the modular building back to City Hall
- Updated the Engineering and Traffic study for over 50 street segments in the City and initiated a parking study for North Lake Avenue
- Completed the Bicycle and Pedestrian Safety Program called Safe Rides and Strides (SRS) Phase 2, a project funded by Office of Traffic Safety (OTS) to promote bicycle and pedestrian safety including a) developed and implemented the "Stay Left to be Right" pedestrian safety campaign around the Rose Bowl recreational loop, b) hosted six pedestrian safety/bicycle rodeos at local schools and one at the Amgen Tour of California Fitness Festival reaching over 900 children, c) distributed and properly fitted over 300 free bicycle helmets for children in the community, d) upgraded the Traffic Collision database to provide more functionality, e) procured two fixed driver speed feedback electronic signs and a laptop for speed education and enforcement, and f) through this grant the Police Department conducted three red light enforcement and three speed/aggressive driver enforcement programs
- Developed Transportation management plans to better manage and coordinate large construction and special events
- Completed the installation of flashing yellow arrow traffic signals at Glenarm Street and Arroyo Parkway
- Enhanced operations at the Paseo Colorado garages to support the Paseo Colorado urban village including converting to a paperless validation system and relocating a pay-on-foot machine to the Los Robles garage in preparation for automated garage operations; at the Holly Street garage facility by installing new digital security cameras, and repair and painting of stairs and stairwells; and at Old Pasadena garages by re-stripping parking spaces, installing speed humps, replacing a roll up door and painting the exterior of the Delacey and School House garages
- Enhanced the parking revenue control system at Shoppers Lane surface lots (South Lake Parking District) by installing 26 new pay-by-space meters, established the South Lake Parking meter zone that included the installation of 30 on-street meters from Green Avenue to California Avenue, and upgraded on-street meter control system in the Civic Center and Old Pasadena meter districts with the installation of 30 multi-space meters
- Processed over 7,000 annual overnight and daytime parking permit applications and over 900 applications for preferential permit parking
- Continued to repair and replace broken parking meters within 24 hours (excluding weekends and holidays) and perform routine quarterly maintenance on every parking meter and added one additional Parking Meter Mechanic assigned to maintain 49 new multi-space meters that will service 800 parking spaces between Shoppers Lane parking lot and South Lake Avenue on-street parking
- Responded to constituent questions received through City website within 24 hours
- Launched marketing of transit to a large number of employers through the "Try Transit" program
- Implemented "Mystery Rider" program to evaluate and improve customer service on the Pasadena ARTS service, adopted ticket book program and community based outreach that informed residents of

Transportation

the services offered by Pasadena ARTS, and began work on the Short Range Transit Plan for the Pasadena ARTS services

- Updated Transit Division web pages that included detailed information on bus stop locations and information in Spanish
- Transportation Demand Management (TDM) provided improvements for compliance to the Trip Reduction Ordinance which Council adopted in February, 2008
- Began public outreach and implementation of the Council adopted Traffic Reduction Strategies
- The following planning elements were completed: 1) Traffic Calming measures on South El Molino and Daisy/Villa Area Neighborhood Traffic Management Program, which included a redesigned 5-way intersection to improve traffic safety 2) installed over 40 speed humps citywide 3) completed expansion of Preferential Permit Parking District "C".

Summary of Appropriations and Revenues

	FY 2006 Actual	FY 2007 Actual	FY 2008 Adopted	FY 2008 Revised	FY 2009 Recommended
Operating FTEs	39.250	39.250	41.250	41.250	44.370
Capital FTEs (Memo only)	4.750	4.750	4.750	4.750	3.630
	44.000	44.000	46.000	46.000	48.000
Appropriations	24,450,507	25,372,645	28,130,732	28,702,465	30,124,261
Capital (Memo only)*	-	-	519,829	519,964	398,862
Sources by Fund					
General	3,730,038	4,274,994	4,621,707	4,625,209	5,416,304
Parking Operation	469,192	516,669	751,017	751,017	843,381
Sales Tax - Prop A	2,303,065	2,487,298	2,481,035	2,485,423	2,546,329
Prop C Sales Tax	4,427,686	4,139,275	4,591,564	4,595,952	4,672,253
Parking Meter-Old Pasadena	999,717	825,210	1,051,121	1,052,322	1,073,616
Parking Meter- Civic Center	345,868	347,148	352,892	354,093	364,860
So Lake Parking District	205,325	202,370	238,504	240,906	271,968
So Lake Parking Meter Operations	0	0	147,000	202,000	75,044
West Gateway Prkg Dstrct	247,680	247,680	262,639	262,639	262,639
Playhouse Parking	249,021	260,586	368,196	368,196	372,773
Plaza Las Fuentes Parking	2,433,922	2,523,304	3,029,348	3,029,348	3,135,986
Old Pasadena Prkng Structure	3,989,547	4,271,832	4,877,845	5,040,753	5,205,327
Paseo Colorado Prkng Structures	5,049,446	5,276,279	5,357,864	5,361,471	5,363,486
Del Mar Gold Line Station Prkg	0	0	0	333,136	520,295
Total Sources by Fund	24,450,507	25,372,645	28,130,732	28,702,465	30,124,261

* For information only, amount not included in total.

Transportation

Departmental Results Statements

Result 1: Pasadena's residents, businesses and visitors benefit from transit mobility, public transit and parking services that reflect a world-class quality of life.

	Actual	FY 2007 Target	% Target	FY 2008 Target	FY 2009 Target
Measure 1.1 Ensure that citizens' requests concerning citywide traffic related matters are completed in a reasonable period of time					
A. 85% of citizens' requests for traffic investigations will be completed within 7 weeks	80%	85%	94%	85%	85%
Measure 1.2 Improve the efficiency and accessibility of transit services throughout the City					
A. Carry an average of 26 passengers per hour on Local ARTS lines	39.5	26	100%	26	26
B. Carry an average of 10 passengers per hour on Feeder ARTS lines	10	10	100%	10	10
C. Carry an average of 3 passengers per hour on the Dial-A-Ride service	3	3	100%	3	3
Measure 1.3 Ensure that citizens' inquiries and requests on parking related matters are responded to in a reasonable period of time					
A. 90% of all inquiries to the parking call center will be responded to within 24 hours	100%	90%	100%	90%	90%
B. 80% of all overnight parking permit field investigations will be completed within 3 weeks	86%	80%	100%	80%	80%
Measure 1.4 Inspect all parking meters and ensure that they are in good working condition					
A. Routinely check 100 parking meters per week	1,114	1,200	93%	1,200	1,200

Changes from Prior Year

- **Cost Change:** The net increase from the fiscal year 2008 revised budget of \$1,421,796 is attributable to: higher personnel costs for anticipated salary/benefit increases and reclassification adjustments at \$197,494; an increase in services and supplies base budget adjustments at \$153,586; an increase in city-wide internal services charges adjustments excluding internal service enhancement (fuel) that is discussed separately

Transportation

under enhancements for \$98,683; the elimination of a one-time cost (\$195,000) for a license plate reader and for the purchase/installation of multi-space parking meters on South Lake Ave; and added budget enhancements for all funds totaling \$1,167,033. The details for the services and supplies adjustments and enhancements are provided below.

The following services and supplies adjustments are included in the Department's base budget: \$9,607 increase for lease payments at the Park Center Building; \$41,354 increase in city abatements; \$102,022 increase in the Plaza Las Fuentes Parking Garage contract; \$34,203 increase in debt service requirements related to the Del Mar Parking Garage and the South Lake Parking Meter Operations; and the funding of \$33,600 for the Trip Reduction Cash-Out program under contract services was transferred to the personnel trip reduction incentive pay account where the charges will be posted.

The following General Fund enhancements were added: \$159,467 for 1.0 Principal Engineer for the Traffic Management Center (TMC); \$150,000 for the transfer 1.12 FTEs from the Capital Traffic Engineering and Operations to the General Fund Planning and Development program due to lost funding from the Neighborhood Traffic Management Project (NTMP); \$250,000 to cover the cost for updating the Mobility Element in the General Plan; \$50,000 for the maintenance/repair and to ensure maximum/optimal operation of the Intelligent Transportation System (ITS); \$25,000 for a hybrid car including \$3,785 in maintenance/fuel cost; and \$35,000 for maintenance/upkeep of the Temporary Overnight Parking Exemption Kiosk (TOPEK) and Temporary Overnight Parking Exemption Online (TOPEO) systems.

The Non-General Fund enhancements were added as follow: \$91,056 in Parking Operation funds for a 1.0 Management Analyst II for administration and implementation of the City's Employee Trip Reduction; \$25,000 in Prop C funds to conduct field work and marketing programs; \$31,605 in Prop C funds for increased fuel cost for the ARTS Circulator; \$160,120 in Old Pasadena Parking Structure Fund for increases in parking management, security, and repairs and maintenance costs; \$25,000 in South Lake Parking funds to implement credit card payment processing and to upgrade the monitoring of multi-space meters at Shopper's Lane; and \$161,000 in Del Mar Gold Line Station Parking Fund to cover expenses derived from garage operations such as parking management, security, insurance, and utilities.

- FTE Changes: A 1.0 Principal Engineer position was added to the Traffic Operations program and a 1.0 Management Analyst II was added to the Prideshare program. A 0.30 Transportation Services Manager, a 0.22 Senior Planner, and a 0.60 Associate Engineer were transferred from the Capital Traffic Engineering/Operations to the General Fund Planning & Development program.

Future Outlook

The Transportation team is committed to addressing the concerns and needs of the City and its residents through efforts in planning, development and operations. Operational enhancements for fiscal year 2009 will include 1) complete the remaining intersections for the Photo Red Light Program; 2) complete Lake/Del Mar ITS project; 3) implement and deploy the new Traffic Control System as part of the 710 ITS project; 4) implement new traffic signal synchronization improvements as part of LA County's project along Fair Oaks and Del Mar mobility corridors; 5) complete the following transportation related capital improvement projects: a) Rose Bowl Access Management Project, b) battery back-up project, c) Metro Rapid bus project and d) Lake and Del Mar ITS project; 6) complete design and award the following projects: a) SAFETEA-LU (Safe, Accountable, Flexible, Efficient, Transportation Equity Act: A legacy for Users) and implement the ITS Master Plan Phase 1 and b) Lake Avenue ITS project; 7) complete the Transportation Management Plan to better manage major construction projects and large special events; 8) install single-head parking meters (removed from Colorado Boulevard as part of FY 2008 on-street parking meter enhancements) to expanded Old Pasadena Parking Meter Zone District; 9) install new on-street multi-space parking meters in the newly established South Lake Parking Meter District; 10) upgrade existing fire alarm/suppression, repair stairs and landings, replace existing interior garage support system, repair

Transportation

existing water supply lines and paint the interior in Old Pasadena Garages; 11) install a new emergency power generator in the Paseo Colorado subterranean garage; 12) continue marketing and planning efforts for the Pasadena ARTS such as marketing the service to large employers; 13) expand the relationship with large residential complexes through the "Mystery Rider" program and community outreach; 13) complete short range Transit Plan and update the Mobility Element; 14) implement regulations placed on new development as part of the update to the City's Trip Reduction Ordinance; 15) continue public outreach and implementation of Council adopted Traffic Reduction Strategies; 16) work on four Neighborhood Traffic Management Program (NTMP) areas; 17) develop new Bicycle Master Plan and design Bicycle Boulevard on North Marengo Avenue; and 18) install approximately 20 speed humps citywide.

GRAIL ANALYSIS

MSI:

DEPARTMENT: Transportation Department

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
EMPLOYEES							
REGULAR	39.250	39.250	41.250	41.250	44.370	3.120	
NON-REGULAR	0.000	0.000	0.000	0.000	0.000	0.000	
TOTAL EMPLOYEES	39.250	39.250	41.250	41.250	44.370	3.120	
PERSONNEL							
8005 Regular Pay - PERS	2,128,609	2,331,100	3,228,004	3,249,326	3,681,060	431,734	13.2
8011 Overtime Pay	20,426	16,367	0	0	0	0	0.0
8012 Overtime Subject to PERS	192	0	0	0	0	0	0.0
8018 PST-Part Time Employees - PARS	8,798	25,786	0	0	0	0	0.0
8021 Trip reduction incentive pay	0	0	0	0	33,600	33,600	0.0
8023 Auto Allowance	7,055	5,754	5,400	5,400	5,400	0	0.0
8024 Personal Dvlpmt Allowance	12,750	12,250	11,913	11,913	11,663	-250	-2.0
8027 Workers' Compensation	40,395	11,848	34,228	34,454	44,921	10,467	30.3
8031 General Liability	14,963	21,211	22,617	22,769	44,195	21,426	94.1
8037 Miscellaneous Pay	4,590	0	0	0	0	0	0.0
8038 PERS-Employee Portion	158,751	122,572	225,962	227,454	257,673	30,219	13.2
8040 PERS-City Portion	171,625	235,031	248,877	249,611	259,147	9,536	3.8
8041 PARS-City Portion	34	1,040	0	0	0	0	0.0
8044 Life Insurance	1,803	1,816	3,227	3,250	3,681	431	13.2
8045 Dental Insurance	18,069	20,479	19,964	19,964	21,474	1,510	7.5
8046 Medicare-City Contributn	29,063	31,672	46,806	47,115	53,375	6,260	13.2
8047 Long Term Disability	12,974	6,497	5,487	5,523	6,258	735	13.3
8049 Emp Opt Ben Fd (EOBF)	278,820	328,352	377,439	377,439	430,388	52,949	14.0
8050 Benefits (VHS)	342,705	375,307	0	0	0	0	0.0
8054 Vision Care	39	187	0	0	0	0	0.0
8056 Accrued payroll	9,492	8,237	0	0	0	0	0.0
8058 Benefits Administration	116,009	127,044	0	0	0	0	0.0
*** TOTAL PERSONNEL	3,377,162	3,682,550	4,229,924	4,254,218	4,852,835	598,617	14.0
SERVICES AND SUPPLIES							
8101 Materials & Supplies	107,255	116,941	144,671	155,671	156,271	600	0.3
8103 Uniforms	171	1,630	2,100	2,100	2,100	0	0.0
8105 Lease Payments	330,661	390,765	406,172	406,172	406,172	0	0.0
8106 Rent Expense	303,238	279,956	240,201	240,201	249,808	9,607	3.9
8107 Equipment Lease Payments	0	69,561	0	0	0	0	0.0
8108 Computer Related Supplies	16,996	26,677	10,500	10,500	10,500	0	0.0
8109 Equipt Purchases Under \$10,000	25,451	19,909	97,071	97,071	97,071	0	0.0
8110 Outside Printing and Duplicating	75	437	1,988	1,988	1,988	0	0.0
8111 Educational Printing and Duplicating	266	0	0	0	0	0	0.0
8112 Legal Advertising	1,004	1,884	1,200	1,200	1,200	0	0.0
8113 Photo Copy Machine Maint	2,170	2,278	3,109	3,109	3,109	0	0.0
8114 Other Contract Services	10,385,192	10,264,817	11,313,390	11,636,421	12,250,243	613,822	5.2
8115 Consultant Services	204,137	62,625	211,086	211,086	211,086	0	0.0
8117 Data Processing	137	0	0	0	0	0	0.0

GRAIL ANALYSIS

MSI:

DEPARTMENT: Transportation Department

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
Operations							
8118 Outside Legal Services	22,288	14,116	0	0	0	0	0.0
8122 Support to Advisory Committees	1,975	2,460	4,000	4,000	4,000	0	0.0
8124 Dues and Memberships	45,483	34,693	50,700	50,700	50,700	0	0.0
8125 Special Civic Events	705	926	0	0	0	0	0.0
8126 Conf & Mtgs - Comm & Committees	184	51	2,500	2,500	2,500	0	0.0
8127 Conferences & Meetings	9,191	15,039	16,595	16,595	16,595	0	0.0
8128 Mileage	118	179	750	750	750	0	0.0
8129 Education	451	89	0	0	0	0	0.0
8130 Training Costs	4,190	4,064	21,000	21,000	21,000	0	0.0
8135 Reference Matls Subscriptions	2,363	884	800	800	800	0	0.0
8137 Gas and Lubricants	0	33,561	0	0	0	0	0.0
8139 Water	18,539	17,966	18,100	28,565	28,565	0	0.0
8140 Telephone	8,652	9,112	5,200	5,200	5,200	0	0.0
8141 Refuse Collection	11,026	11,707	10,000	10,000	10,000	0	0.0
8142 Electric	573,243	454,908	657,450	672,450	672,450	0	0.0
8144 Postage	7,052	7,983	7,725	7,725	7,725	0	0.0
8145 Taxes, Payroll and other	14,002	13,545	17,050	17,050	17,050	0	0.0
8149 Fiscal Agent/Bank Fees & Charges	190,013	177,413	254,500	254,500	254,500	0	0.0
8154 Audio Visual Materials	0	0	500	500	500	0	0.0
8156 Insurance	232,031	325,145	348,935	357,575	357,555	-20	-0.0
8163 City Cost Abatement	1,118,825	1,093,559	1,120,381	1,140,381	1,181,735	41,354	3.6
8178 Program Expenditure Recovery	-263	-8,915	0	0	0	0	0.0
8186 Discounts Lost	0	20	0	0	0	0	0.0
8187 Discount Earned	0	-26	0	0	0	0	0.0
8212 Permits and Fees	34,357	0	0	0	0	0	0.0
8218 Vehicle Rental	66	11	0	0	0	0	0.0
8290 Cell Phone Reimbsmnt	-4,790	-4,057	0	0	0	0	0.0
8296 Parking Management	790,941	900,844	947,728	1,022,728	1,032,000	9,272	0.9
8297 Security	344,719	392,055	396,000	455,303	488,000	32,697	7.1
8298 Repairs & Maintenance	190,457	329,717	93,229	118,229	319,200	200,971	169.9
8299 Trash Compactor	48,253	18,811	94,500	94,500	11,100	-83,400	-88.2
8300 Public Relations	30,591	15,831	25,000	25,000	25,000	0	0.0
8676 Principal	0	0	2,567,172	2,567,172	2,611,601	44,429	1.7
8677 Interest	3,200,343	3,462,339	2,541,243	2,541,243	2,531,017	-10,226	-0.4
8678 Amortized Discount	203,695	201,194	68,600	68,600	68,600	0	0.0
8705 Transfers to General Fund	100,000	100,000	0	0	0	0	0.0
*** TOTAL SERVICES AND SUPPLIES	18,575,453	18,862,704	21,701,146	22,248,585	23,107,691	859,106	3.8
EQUIPMENT							
8503 Improvements Non-Building	814,721	275,757	135,000	135,000	0	-135,000	-100.0
8504 Equipment	0	107,000	0	0	0	0	0.0
8505 Automotive Equipment	24,568	77,030	75,000	75,000	40,000	-35,000	-46.6
8507 Contra Capital	-814,721	-275,757	0	0	0	0	0.0
8801 Depreciation	1,428,473	1,535,222	972,000	972,000	972,000	0	0.0
*** TOTAL EQUIPMENT	1,453,041	1,719,252	1,182,000	1,182,000	1,012,000	-170,000	-14.3

GRAIL ANALYSIS

MSI:

DEPARTMENT: Transportation Department

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
*** SUBTOTAL	23,405,656	24,264,506	27,113,070	27,684,803	28,972,526	1,287,723	4.6
INTERNAL SERVICE CHARGES							
8601 IS-Structural Maintenance	0	0	0	0	13,503	13,503	0.0
8602 IS-Tenant Improvements	100,428	103,382	43,000	43,000	43,000	0	0.0
8603 IS-Lockshop	183	271	0	0	0	0	0.0
8604 IS-Utilities & Insurance - HSEKPING	0	0	0	0	7,166	7,166	0.0
8605 IS-Housekeeping Serv	32,518	36,708	38,180	38,180	47,419	9,239	24.1
8607 IS-Printing	68,599	94,395	107,169	107,169	107,169	0	0.0
8608 IS-Mail Services	6,323	7,139	7,305	7,305	7,638	333	4.5
8609 IS-Telephones	30,020	43,949	53,070	53,070	46,942	-6,128	-11.5
8611 IS-Application Devel & Support	600	0	2,598	2,598	2,598	0	0.0
8612 IS-PC&Net Service Center	5,538	928	183	183	1,494	1,311	716.3
8613 IS-Radio and Data Communicatn	10,390	13,450	10,475	10,475	19,245	8,770	83.7
8615 IS-Auto Body Repair	2,788	3,827	0	0	0	0	0.0
8616 IS-Fleet Maint - Equip Maintenance	93,292	54,791	20,027	20,027	32,065	12,038	60.1
8617 IS-Fleet Maint - Equip Replacement	31,740	32,942	17,005	17,005	17,005	0	0.0
8618 IS-Fleet Fuel/Lubricant	503,445	536,804	567,025	567,025	599,630	32,605	5.7
8620 Bldg Preventive Maintenanc e	0	0	0	0	4,084	4,084	0.0
8621 IS-Radio - Direct Request	1,456	0	0	0	0	0	0.0
8622 IS-Telephone - Usage	43,514	44,922	50,103	50,103	50,103	0	0.0
8623 IS-PC Training	0	0	1,288	1,288	1,288	0	0.0
8624 IS-Enterprise Network	51,871	51,281	59,365	59,365	66,225	6,860	11.5
8625 IS-Telephone Additions	0	90	0	0	0	0	0.0
8626 IS-Mail - Direct Request	0	124	0	0	0	0	0.0
8632 IS-GIS (Geographic Info)	22,160	31,290	35,987	35,987	52,633	16,646	46.2
8641 IS-MS Licensing	4,986	4,846	4,882	4,882	4,981	99	2.0
8642 IS Compressed Natural Gas	0	0	0	0	27,547	27,547	0.0
8705 Transfers to General Fund	35,000	35,000	0	0	0	0	0.0
8745	0	12,000	0	0	0	0	0.0
*** TOTAL INTERNAL SERVICE CHARGES	1,044,851	1,108,139	1,017,662	1,017,662	1,151,735	134,073	13.1
*** TOTAL BUDGET	24,450,507	25,372,645	28,130,732	28,702,465	30,124,261	1,421,796	4.9
REVENUE							
6004 Lake/Wash Spcl Assmt Dist	27,620	27,620	27,620	27,620	27,620	0	0.0
6527 Proposition C Sales Tax	3,665,497	2,882,496	3,224,532	3,228,920	3,305,221	76,301	2.3
6542 Pasadena Community Devel Comm	869,321	886,705	904,441	904,441	922,530	18,089	2.0
6761 Svcs to Trans Sales Tax Prop A	242,505	225,425	215,246	215,246	222,810	7,564	3.5
6762 Svcs to So, Lake Parking	27,138	28,222	29,116	29,116	30,147	1,031	3.5
6763 Svcs to Sales Tax Prop C	68,340	54,490	56,124	56,124	58,089	1,965	3.5
6768 Svcs to Old Pas Prkg Str	33,543	72,010	74,171	74,171	76,767	2,596	3.5

GRAIL ANALYSIS

MSI:

DEPARTMENT: Transportation Department

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
6781 Services to Building Srvc	52,094	129,120	132,994	132,994	137,649	4,655	3.5
6788 Services to Playhouse Parking Fund	28,874	30,029	35,220	35,220	36,464	1,244	3.5
6807 Transfer From GF	0	0	10,320	10,320	10,320	0	0.0
6815 Trnsfr fr Trnsprt Sls Tax	25,000	510,000	610,000	610,000	610,000	0	0.0
6816 Old Pas Structure Prkg Fd	47,942	0	0	0	0	0	0.0
6837 Transfer from Air Quality	152,069	174,785	179,408	179,408	179,408	0	0.0
6840 Transfer from Downtown	0	115,000	115,000	281,568	115,000	-166,568	-59.1
6851 Paseo Colorado Parking Fu d	5,049,446	5,276,279	5,357,864	5,361,471	5,363,486	2,015	0.0
6861 Transfer from Plaza Las F uentes	0	0	0	55,000	0	-55,000	-100.0
6891 Transfer from Old Pas Cap Proj	0	0	0	166,568	0	-166,568	-100.0
6909 Photo Red Light Traffic Fines	412,352	682,000	0	0	0	0	0.0
6951 Plaza Las Fuentes Parking	2,487,886	2,579,424	3,087,198	3,087,198	3,195,595	108,397	3.5
6957 Parking Operations Fund	296,177	320,938	517,263	517,263	609,627	92,364	17.8
6963 Prking Mtr - Old Pasa	1,020,303	832,798	1,058,937	1,060,138	1,081,706	21,568	2.0
6964 Prking Mtr - Civic Ctr	368,865	371,065	377,526	378,727	390,356	11,629	3.0
6992 West Gateway Parking	247,680	247,680	252,319	252,319	252,319	0	0.0
6999 Playhouse Parking Fund	249,021	145,586	251,074	251,074	255,577	4,503	1.7
7064 ARTS Farebox	420,412	405,000	405,000	405,000	405,000	0	0.0
7502 Metered Parking So. Lake	0	0	147,000	147,000	75,044	-71,956	-48.9
7503 Del Mar Parking	0	0	0	0	520,295	520,295	0.0
9165 General Fund-Unspecified	3,029,806	3,301,178	4,369,416	4,372,918	5,142,137	769,219	17.5
9320 Old Pas. Structure Parkin g Fund	3,120,226	3,385,127	3,973,404	4,136,312	4,282,797	146,485	3.5
9457 Sales Tax - Prop. A	2,303,065	2,487,298	2,481,035	2,485,423	2,546,329	60,906	2.4
9493 So. Lake Parking District	205,325	202,370	238,504	240,906	271,968	31,062	12.8
*** TOTAL FUNDING	24,450,507	25,372,645	28,130,732	28,702,465	30,124,261	1,421,796	4.9

GRAIL ANALYSIS

04/18/2008 12:43
PAGE: 1

MSI:

FUND: Project Management Fund

DEPARTMENT: Transportation Department

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
EMPLOYEES							
REGULAR	4.750	4.750	4.750	4.750	3.630	1.120	
NON-REGULAR	0.000	0.000	0.000	0.000	0.000	0.000	
TOTAL EMPLOYEES	4.750	4.750	4.750	4.750	3.630	1.120	
PERSONNEL							
8005 Regular Pay - PERS	0	0	399,467	399,581	303,503	-96,078	-24.0
8024 Personal Dvlpmt Allowance	0	0	1,925	1,925	1,925	0	0.0
8027 Workers' Compensation	0	0	4,238	4,239	3,707	-532	-12.5
8031 General Liability	0	0	2,805	2,806	3,651	845	30.1
8038 PERS-Employee Portion	0	0	27,963	27,971	21,245	-6,726	-24.0
8040 PERS-City Portion	0	0	30,799	30,807	21,367	-9,440	-30.6
8044 Life Insurance	0	0	399	400	304	-96	-24.0
8045 Dental Insurance	0	0	2,299	2,299	1,757	-542	-23.5
8046 Medicare-City Contributn	0	0	5,792	5,794	4,401	-1,393	-24.0
8047 Long Term Disability	0	0	679	679	516	-163	-24.0
8049 Emp Opt Ben Fd (EOBF)	0	0	43,463	43,463	35,211	-8,252	-18.9
*** TOTAL PERSONNEL	0	0	519,829	519,964	397,587	-122,377	-23.5
SERVICES AND SUPPLIES							
*** TOTAL SERVICES AND SUPPLIES	0	0	0	0	0	0	0.0
EQUIPMENT							
*** TOTAL EQUIPMENT	0	0	0	0	0	0	0.0
*** SUBTOTAL	0	0	519,829	519,964	397,587	-122,377	-23.5
INTERNAL SERVICE CHARGES							
8616 IS-Fleet Maint - Equip Maintenance	0	0	0	0	1,275	1,275	0.0
*** TOTAL INTERNAL SERVICE CHARGES	0	0	0	0	1,275	1,275	0.0
*** TOTAL BUDGET	0	0	519,829	519,964	398,862	-121,102	-23.2
REVENUE							
9073 Capital Projects Fund	0	0	519,829	519,964	398,862	-121,102	-23.2
*** TOTAL FUNDING	0	0	519,829	519,964	398,862	-121,102	-23.2

**DEPARTMENT
SUMMARY**
Water and Power

Mission Statement

As a community-owned utility, it is the mission of Pasadena Water and Power (PWP) to provide superior customer service, reliable electricity, and quality water at reasonable rates and in an environmentally responsible manner.

A partner in Pasadena's prosperous future, PWP is an integral part of the City's resources and a valued community asset committed to improving the quality of life in Pasadena.

Program Description

PWP supplies electricity and water to residents and businesses in Pasadena, as well as to other areas outside of the city limits. Providing high quality service at reasonable rates is the main goal of this community-owned, full-service utility. In addition, PWP also supports other Pasadena improvements and activities by contributing to the City's General Fund.

Departmental Relationship to City Council Goals:

- **Assure a Safe and Secure Community**

PWP will continue to ensure the delivery of high quality water by monitoring, sampling, and testing its water in accordance with all applicable laws and regulations. Ongoing implementation of the Water Master Plan will maintain and improve the water system infrastructure to ensure the reliability of the distribution system and maintain high quality water. In addition, PWP has placed a greater emphasis on safety, power reliability, and its emergency response capabilities.

An Electric Distribution System Inspection Program has been implemented that is consistent with the California Public Utilities Commission's General Order 165. This inspection program has been implemented in order to ensure safety for employees and the public, enhance the reliability of the power distribution system, and to extend the useful life of the power distribution system assets. In addition, data collecting techniques have been implemented that will provide increased data quality and quantity.

- **Focus on Planning, Programming and Reinvesting in Our Parks and Open Space**

PWP has assumed responsibility for the management of the spreading grounds within the Hahamongna Watershed Park and is helping to enhance and improve the environment as well as making the best and most efficient use of the natural resources in Pasadena.

- **Operate A More Effective and Cost Efficient Government**

PWP is committed to improving efficiencies and facilitating appropriate management decisions related to costs. Decision support systems have been developed and implemented to ensure that necessary information is available. Long term historical trends and future-oriented financial plans are being used to make strategic changes whenever necessary. A strategic marketing group has been created to improve customer service with a focus on customer satisfaction and retention. In addition, PWP continues to support the Fiber Optics Communication Program, a commitment to technology which will enable the utility to better serve the needs of the community.

Major Accomplishments

Water and Power major accomplishments include the following:

Water and Power

- Successfully issued \$58 million Series 2008 Power Revenue Bonds to fund the on-going implementation of the Electric Distribution System Master Plan (EDSMP)
- Completed construction of new capacitor banks and control house at Santa Anita Substation
- Completed construction of four new feeders from Glenarm IV
- Completed construction of oil containment facilities at Brookside and Santa Anita Substations, and at TM Goodrich Receiving Station
- Implemented the Council approved utilization plan of the Stranded Investment Reserve Fund by transferring the second of two transfers of \$5 million to the Power Fund to mitigate increased energy cost.
- Approved and finalized with Public Works the construction plans for the new two-story PWP building which will also house the new Emergency Operations Center (EOC) and the PWP Department Operation Center (DOC)
- Continued to assist the City Hall retrofit project team in pursuing certification from the U.S. Green Building Council's Leadership in Energy and Environmental Design (LEED) program. City Hall received the gold level LEED certification as a result
- Continued to promote the Green Power Program in which 1,470 residential customers and 37 commercial customers have subscribed to an electric service from 100% renewable resources for a premium fee. Three large customers, Kaiser Permanente, Caltech Housing, and Huntington Memorial Hospital, have committed to 4 mW of green power
- Developed and implemented an extensive public education campaign (press conference, media relations, direct mail, flyers etc.) to alert customers about the City's projected water shortage and conservation measures stipulated in Water Shortage Plan I, which went into effect in December 2007. Launched a new water conservation marketing campaign in conjunction with the water shortage
- Implemented commercial water rebates to various customer segments that resulted in over 110 acre feet, or nearly 36 million gallons in water savings. This included installation of over 500 high-efficiency toilets in multi-family units and commercial buildings, resulting in 25.5 acre-feet in water savings
- Promoted the Mayor's 10% Water Use Reduction challenge and monitored the citywide progress toward that goal
- Completed design and procurement of new switchgear for Eastern Substation
- Designed over 75 projects converting sections of the 4 kV distribution systems to 17 kV in the Chester, Eastern, Fair Oaks and Santa Anita circuits; and completed construction of several projects on the Chester circuit
- Completed redesign of Los Robles Underground System
- Replaced more than 8,000 customer electric meters with new Automated Meter Reading (AMR) and added 740 new electric meters to accommodate system growth
- Collected over \$3.7 million of combined electric and water customer aid to construction
- Received the Tree Line USA Award for power line clearance practices for the sixth consecutive year
- Replaced 7,000 water meters as part of the Meter Replacement Program
- Completed the design of the well collector pipeline that will collect water from seven wells for storage in the Jones Reservoir
- Selected a vendor to provide equipment for the Monk Hill Perchlorate Treatment Plant, which will initially treat four of the five groundwater wells that flow into Sunset Reservoir.
- Conducted mandatory *Labor Relations 101* training with 122 of the department's managers, supervisors, and lead personnel
- Completed mandatory supervisory and lead worker training courses specific to 24 department employees (12 employees per course) through the *Fundamentals of Supervision and Lead Worker Program* training
- Successfully trained 30 Power Plant employees through *MindLeaders*, a company offering hundreds of courses on a variety of business topics. *Mindleaders* has proven to be a helpful tool in enhancing employee skill sets through personalized learning that supports organizational success

Water and Power

- Successfully launched a PWP succession plan by implementing staff reorganization in the Power Production division and creating a knowledge transfer system
- Successfully sold excess local capacity and system resource adequacy attributes yielding a revenue increase of over \$400,000
- Successfully completed the transition of real-time scheduling and trading from PWP staff to ACES Power Marketing in accordance with the target of September 2008
- Successfully awarded contracts to build the new state-of-the-art outdoor racking system of inventory parts as outlined in the Warehouse Modernization Plan
- Completed and deployed 45% of water and power GIS conversion data in the system
- Successfully implemented the new Warehouse Bar Coding Inventory Management System
- Negotiated a contract with MWD for a conjunctive use groundwater storage project. Once completed, the project will recharge the groundwater basin for future use, and will provide an interconnection between PWP and Foothill Municipal Water District.

Summary of Appropriations and Revenues

	FY2006 Actual	FY2007 Actual	FY2008 Adopted	FY 2008 Revised	FY 2009 Recommended
FTEs					
Operating	280.32	287.92	290.92	288.80	290.80
Capital (Memo)	121.68	127.08	132.08	134.20	137.20
Total FTEs	402.00	415.00	423.00	423.00	428.00
Appropriations					
Operating	202,771,465	202,761,363	204,349,106	202,615,962	236,151,047
Capital (Memo)*			14,551,779	14,742,336	16,503,701
Revenues by Fund					
Power Fund (Incl. PBC)	163,487,549	171,089,771	181,041,926	181,041,926	201,516,311
Water Fund	40,657,333	42,279,875	45,055,190	45,055,190	47,046,967
Total Revenues	204,144,882	213,369,646	226,097,116	226,097,116	248,563,278

*This line item not included in total.

Departmental Results Statements

Result 1: The City-owned power utility will be competitive.

	FY 2007			FY 2008	FY 2009
	Actual	Target	% Target	Target	Target
Measure 1.1 Rates of the City-owned power utility compared with competitors (Annualized Average)					
A. Residential electric rates will be comparable with those of selected neighboring utilities. (Pasadena's rate is in the target column)	\$74.09	\$73.90	100%	\$78.53	\$83.79
Result 2: Electrical power interruptions will be minimal.					

Water and Power

	Actual	FY 2007 Target	% Target	FY 2008 Target	FY 2009 Target
Measure 2.1 System Average Interruption Duration Index (SAIDI)					
A. 120 minutes (SAIDI)	0.3836	120	100%	120	120
Measure 2.2 System Average Interruption Frequency Index (SAIFI)					
A. 1.5 service interruptions per year (SAIFI)	0.0016	1.5	100%	1.5	1.5
Result 3: The City's water utility will be competitive.					
Measure 3.1 Rates of the City water customers compared with competitors. (Annualized Average)					
A. Residential water rates will be comparable with those of selected neighboring utilities. (Pasadena's rate is in the target column)	\$40.78	\$35.85	100%	\$39.54	\$44.78
Result 4: The City's water supply will be safe and free of contamination.					
Measure 4.1 Compliance with primary drinking water regulation					
A. 100% compliance	100%	100%	100%	100%	100%
Measure 4.2 Number of chemical and bacteriological analyses annually					
A. More than 36,000 per year	35,880	20,800	100%	20,000	36,000
Measure 4.3 Required certificates maintained					
A. 100% at all times	100%	100%	100%	100%	100%
Result 5: Residential and commercial electric and water customers will receive excellent service.					
Measure 5.1 Timeliness of plan checks					
A. 90% of all plans check requests will be completed two working days before the customer's required date.	90%	90%	100%	90%	90%
Measure 5.2 Accuracy of meter readings					
A. 99.95% of meter readings will be accurate	99.97%	99.95%	100%	99.95%	99.95%
Measure 5.3 Cycle time from meter reading to billing					
A. Average 5 working days turnaround time from meter reading to billing	5	5	100%	5	5
Measure 5.4 Cycle time for high-bill complaint investigation					

Water and Power

	Actual	FY 2007 Target	% Target	FY 2008 Target	FY 2009 Target
A. Average 5 working days turnaround time for high-bill complaint investigation	5	5	100%	5	5
Result 6: The City's water mains shall be upgraded on a continual basis.					
Measure 6.1 Number of miles upgraded on an annual basis					
A. 8.0 miles per year beginning in FY05	7.4	8	92%	8	8
Measure 6.2 Number of valves exercised on annual basis					
A. 5,000 valves per year	6,035	5000	100%	5,000	5,000
Measure 6.3 Number of water meters replaced on an annual basis					
A. 7,000 meters per year	7,048	7000	100%	7,000	7,000
Result 7: The Electric Distribution Master Plan Goals shall be implemented.					
Measure 7.1 Number of new Feeders and Communication Circuits installed.					
A. Feeders & Communication Circuits installed.	0	4	0%	4	4
Measure 7.2 Number of fault indicators installed.					
A. Fault indicators installed.	21	60	35%	30	30
Measure 7.3 Number of Switchgear Upgrades for Power System Facilities.					
A. 34kV Circuit Breakers to be replaced.	6	14	43%	12	12
Measure 7.4 Number of Wood Utility Pole Replacement/Reinforcement.					
A. Overhead Poles to be replaced.	22	65	34%	65	65
B. Number feet of overhead conductors to be replaced.	73,300	58,000	100%	40,000	40,000
Measure 7.5 Number of Oil Containment Facilities to Construct.					
A. Oil Containment Facility to be constructed.	0	2	0%	2	2
Measure 7.6 Number of miles of Cable Replacement and testing.					
A. Miles of cable replaced.	13.6	10	100%	5	5
Measure 7.7 Number of Capacity & Reliability Equipment installed.					
A. Substation Switches replaced.	9	10	90%	5	5
B. Miles of Underground Cable Replaced.	11.5	4	100%	2	2

Water and Power

	Actual	FY 2007 Target	% Target	FY 2008 Target	FY 2009 Target
C. Underground Transformers replaced.	127	30	100%	30	30
D. Underground Switches replaced.	54	14	100%	10	10
Measure 7.8 Number of Electric Meters Installed/Replaced.					
A. Electric meters Installed.	7,984	6,000	100%	6,000	6,000
Measure 7.9 Number of Underground Vaults Replaced.					
A. Underground vaults replaced.	7	20	35%	20	20

Changes from Prior Year

- *Cost Changes:* The \$33,535,085 net increase in operations from the fiscal year 2008 revised operating budget is due to higher personnel costs resulting from negotiated salary and benefit adjustments; 1.00 additional FTE; increased service and supplies expense associated with higher purchased power and water costs as well as increased rebate programs; increases in equipment and internal service charges, associated, respectively, with higher depreciation and network services, printing and tenant improvements.
- *FTE Changes:* There is 1.0 additional FTE approved for the fiscal year 2009 operating budget as well as 4.0 FTEs approved for the capital budget.

Future Outlook

As a partner in Pasadena's prosperous future, PWP will continue to focus on financial health and stability by implementing the appropriate measurements, controls, and procedures, while maintaining a General Fund transfer that provides the City a reasonable return on capital. PWP will also continue to conduct competitive analysis to position or reposition itself within the market. Consistent with Pasadena's environmental initiative, PWP will continue to provide funding towards energy efficiency and photovoltaic programs in order to ensure that the utility meets certain state goals, assists its customers in reducing carbon footprint, and remains an active participant in focused on protecting the environment.

The Electric Distribution System Master Plan (EDSMP) implementation and spending plan for specific projects is in the third year of a five-year construction plan, with projects prioritized by the State of the System report. PWP will continue to invest in technology such as GIS, and automated meter technology programs, and will begin the seismic upgrade of all power facilities, while continuing to maintain an aggressive program of inspections and maintenance to ensure a high level of performance reliability.

PWP will also continue to meet the goals of an aggressive Capital Improvement Program as outlined in the Water Distribution System Master Plan. The Cross Town Well Collector Pipeline will begin construction in fiscal year 2009 and will transport water supply from west of the City to the Jones Reservoir in east Pasadena.

Following the results of the study conducted to evaluate the seismic and structural stability of the City's reservoirs, it is anticipated that major repairs and upgrades will be needed on nearly all 13 of Pasadena's reservoirs. In addition, substantial resources will also be required in future years to upgrade the water storage facilities. In fiscal year 2009, seismic retrofit work will continue on Windsor and Sheldon reservoirs, while the Water Delivery Business Unit will continue its third year of a five-year program to replace all old meters with more accurate and efficient automatic meter read meters (AMR).

PROGRAM SUMMARY
General Manager's Office

Program Description

The General Management function of the utility provides general administration, guidance and oversight to the five operational business units of PWP with direct responsibility for the Customer Relations and Legislative/Regulatory Affairs affecting the utility. It also functions as the intermediary between PWP and the City Manager, the City Council, and other City departments; and various external private and public agencies. The General Manager's Office is committed to ensuring that PWP succeeds in a competitive marketplace and continually restructures the utility to effectively address core business concerns.

Major Accomplishments

The General Manger's Office continued to provide strong direction in major infrastructure upgrade endeavors, including both Water and Power Distribution master plans. The division continued to modify PWP's business plan and manage the utility to improve internal and external communication, reduce costs, and maintain competitiveness in the ever-changing California energy market. The General Manager's Office will continue to manage the internal affairs affecting PWP through its Employee/Labor Relations, and external affairs through its Legislative/Regulatory and Customer Relations programs.

In an effort to proactively address succession planning, PWP embarked on a major training initiative this fiscal year both to prepare its staff to take on key roles when retirements occur, and to become a learning organization that strives to continuously enhance its professional skills and abilities.

- Conducted mandatory supervisory training for the department's managers, supervisors, and lead personnel (122 supervisors were required to attend the *Labor Relations 101* course)
- Completed the mandatory supervisory and lead worker training courses specific to 24 department employees (12 employees per course) through the *Fundamentals of Supervision* and *Lead Worker Program* training
- Successfully trained 30 Power Plant employees through *MindLeaders*, a company offering hundreds of courses on a variety of business topics. *Mindleaders* has proven to be a helpful tool in enhancing employee skill sets through personalized learning that supports organizational success.

For additional accomplishments, please refer to the Major Accomplishments under the Department Summary.

Summary of Appropriations and Revenues

	FY 2006 Actual	FY 2007 Actual	FY 2008 Adopted	FY 2008 Revised	FY 2009 Recommended
Operating FTEs	18.450	18.450	18.450	18.450	18.450
Appropriations	2,572,082	2,947,358	3,759,546	3,754,667	4,163,711

Changes from Prior Year

- *Cost Changes:* The net change of \$409,044 from the fiscal year 2008 revised operating budget is due mainly to anticipated negotiated increases in salaries and benefits and multiple Services and Supplies accounts.

Future Outlook

Recent legislative and regulatory developments have increased PWP's focus on reliability and on environmental compliance affecting the utility industry. PWP will continue to conduct competitive analysis to appropriately position or reposition itself within the market while addressing important environmental issues through its resource investment, procurement, and operating decisions. Potential alliances with companies specializing in certain aspects of utility operations will continue to be explored in order to ensure that PWP takes advantage of all opportunities that promote environmental protection, better service and lower costs to the customer. For additional information, please refer to the Future Outlook section under the Department Summary.

PWP will continue in its succession planning efforts by further executing *MindLeaders* to the general PWP staff (approximately 350 employees) beginning in the current fiscal year and throughout the early part of the upcoming 2009 fiscal year. In addition, PWP will continue to mandate City sponsored supervisory and lead worker training courses throughout fiscal year 2009 as a means of further addressing employee retention and transfer of critical job knowledge.

PROGRAM SUMMARY
General Manager's Office
Customer Relations

Program Description

The Customer Relations section provides value-added, personable customer service to Pasadena electric and water customers. With extensive product offerings to meet its customers' rapidly evolving needs in the new conservation-focused economy, the Customer Relations section strives to match and exceed the services of large utility providers. It monitors shifting market conditions, emerging technologies and new outreach strategies in order to readily respond to the changing needs of customers. It develops, implements and promotes environmental programs and services aimed at reducing customers' electricity and water consumption. Using both broad-based and person-to-person public outreach methods to all customer segments, from large commercial customers to low-income customers, the Customer Relations Section is PWP's frontline in informing and advising the public and the City on water and energy conservation issues and programs. It is a vital player in accomplishing the goals of the City's Green City Action Plan.

Major Accomplishments

- Continued to assist the City Hall retrofit project team in pursuing certification from the U.S. Green Building Council's Leadership in Energy and Environmental Design (LEED) program. City Hall received the gold level LEED certification as a result
- Implemented commercial water rebates to various customer segments that resulted in over 110 acre feet, or nearly 36 million gallons in water savings. This included installation of over 500 high-efficiency toilets in multi-family units and commercial buildings, resulting in 25.5 acre-feet in water savings
- Assisted PUSD in the conversion of irrigation controllers to the newer weather-based technology at over 20 sites
- Promoted the Mayor's 10% water use reduction challenge and monitored the citywide progress toward that goal
- Developed and implemented an extensive public education campaign (press conference, media relations, direct mail, flyers etc.) to alert customers about the City's projected water shortage and conservation measures stipulated in Water Shortage Plan I, which went into effect in December 2007. Launched a new water conservation marketing campaign in conjunction with the water shortage
- Developed and implemented the Pasadena Solar Initiative, a solar energy rebate program designed to help the City install 14 megawatts of solar power by 2017
- Developed and implemented the Energy Efficiency Partnering Program, which provides rebate incentives to encourage customers to pursue energy efficiency retrofit projects for permanently installed equipment and systems such as HVAC, lighting, motors, compressors, etc
- Initiated a pilot demonstration program ("direct install program"), which subsidizes a customer's adoption of an emerging energy or water efficiency technology. The program was fully subscribed within one week and thus extended by an additional \$75,000
- Continued to promote the Green Power Program in which 1470 residential customers and 37 commercial customers have subscribed to an electric service from 100% renewable resources for a premium fee. Three large customers, Kaiser Permanente, Caltech Housing, and Huntington Memorial Hospital, have committed to 4 mW of green power

Water and Power

- Continued the use of Customer Relationship Management Software (CRM) as an account management tool which is essential in scheduling, tracking, and creating customer contacts and also generating customer service management reports. The number of contacts made in fiscal year 2008 was 3,845
- Created and/or continued marketing outreach campaigns to promote new and existing rebate and incentive programs, water and energy conservation, the Green Power Program, and various supporting events through media/public relations; and advertising through movie screen slideshows, radio broadcast, public access television, internet advertising, direct mail, bus shelters ads, newsprint ads, bill inserts, bus headers, flyers, posters, and monthly newsletters
- As a major component of its public outreach strategy, Customer Relations coordinated 50 public events and educational workshops to promote its programs and educate the public on conservation issues. A small sampling of these events includes California-friendly landscaping workshop series for residents, a landscaping workshop for commercial customers and homeowners associations, solar energy workshops, business efficiency workshops, World Water Day, Lights Out, Walk About Pasadena, Greening the Earth Day, Public Power Day, Black History Festival, National Night Out, and Water Awareness Day. Over 10,000 PWP customers participated in these events
- Hosted the department's first-ever Energy & Water Efficiency Expo for Pasadena Businesses to educate commercial customers on PWP efficiency programs, and provide a forum for discussion on the challenges and opportunities for "greening" business in Pasadena. The expo was well attended by 100 of PWP's top commercial customers
- Developed new content for and maintained the Department's website
- Provided inter-departmental communications assistance and public outreach services to various other sections within the Department to support communications goals for internal programs, such as water quality reports, water mainline upgrades, the vault inspection program, etc.

Summary of Appropriations and Revenues

	FY 2006 Actual	FY 2007 Actual	FY 2008 Adopted	FY 2008 Revised	FY 2009 Recommended
Operating FTEs					
Appropriations					

Note: Appropriations and FTEs for this unit are shown above under General Manager's Office.

Future Outlook

The Customer Relations Section, working closely with the Public Benefits Section, has positioned itself into a valued source of information and personalized services. The myriad of programs and customer support mechanisms offered are of high quality and great benefit to PWP customers. The Customer Relations Section will continue to promote energy efficiency and water conservation to meet the City's aggressive environmental goals through its evolving rebate incentive programs. In addition, customers will benefit from PWP's research and demonstration programs aimed at exposing our customers to cutting edge technology that will provide greater efficiency and savings for years to come.

PROGRAM SUMMARY
General Manager's Office
Public Benefit Charge Program

Program Description

In accordance with Assembly Bill 1890, the Public Benefit Charge Program was created in 1998 and its initial time frame was extended until 2011. The purpose of the program is to support electric customers by funding programs that improve energy efficiency, provide assistance to low-income households, promote renewable energy technology, and demonstrate emerging energy-related technologies.

Major Accomplishments

- *Energy Efficiency Business Programs*
 - Provided more than \$1,500,000 in cash rebates to business customers for retrofits that are saving over 4.5 GWh and reducing load by 1.2 MW through programs such as Energy Efficiency Partnering, High Performance Building, High Efficiency Compressor, and new Small Business Food Service Pilot.
 - Conducted over 75 onsite energy surveys and provided customers with information on how to reduce their energy use.

- *Energy Efficiency Residential Programs*
 - Provided more than 53,000 customers with over \$600,000 in cash rebates through programs such as Energy Star, Efficient Cooling, Cool Trees, Refrigerator Retirement, and new Pool Pump. The combined programs are saving customers approximately 4.94 GWh's
 - Provided over 100,000 Compact Fluorescent Light bulbs (CFL's) to customers as part of the Residential Lighting Distribution
 - Conducted 130 onsite and 105 online surveys via the Home Energy Suite and Southern California Public Power Authority (SCPPA).

- *Energy Efficiency School Programs*
 - Provided funds for emerging energy efficiency technology measures implemented throughout schools in the Pasadena Unified School District (PUSD)
 - Co-sponsored the Armory Center for the Arts "Children Investigate the Environment Program".

- *Energy Efficiency Municipal Facility Programs*
 - Provided contribution to the General Fund for efficient equipment retrofits installed during the City Hall Seismic Retrofit Project
 - Funded staff to verify credits that earned City Hall a gold level green building designation (LEED)
 - Exchanged incandescent holiday lights for efficient LED light strings on the City Hall Christmas tree and in several city offices
 - Partnered with BSFMD to demonstrate new lighting technologies in libraries and street lights
 - Set aside funds for the upcoming LED Street Signal Retrofit, Pasadena Center Chiller Retrofit, and the Ice Skating Center facility.

- *Income Qualified Residential Programs*
 - Continued to provide programs such as the Electric Utility Assistance Program (EUAP) to assist low-income customers, by providing electric rate relief of about \$200,000 to over 3,600 residential customers

Water and Power

- The Project A.P.P.L.E. program provided over 400 low-income customers “one-time” emergency financial assistance
- The Torchere Exchange Program provided efficient lighting fixtures and lamps
- The Refrigerator Exchange Program removed and replaced 100 old inefficient refrigerator units for recycling
- Reserved funds for the Efficient Affordable Housing Pilot program for efficient equipment and appliances, and for building design upgrades above Title 24 requirements (Fair Oaks Court).
- *Emerging Energy Technology (RD&D) Programs*
 - Provided funds of about \$150,000 for demonstrating and encouraging various energy efficiency and demand response emerging technologies
 - Installed new EV chargers at the office building where PWP Engineering can utilize zero-emission transportation
 - Continued to provide incentives for the LEED certification and designation of sustainable building design and construction
- *Renewable Energy Projects*
 - Provided over \$500,000 for customer-sited photovoltaic system installations through the new Pasadena Solar Initiative, a 10-year program designed to encourage 14MW of local renewable solar energy capacity
 - Reserved funds for Lake Ave. Station and Public Works Emergency Backup PV systems. PWP also promoted the Green Power Program for potential new customers and supported demonstrations of PV technology at community events.

Summary of Appropriations and Revenues

	FY 2006 Actual	FY 2007 Actual	FY 2008 Adopted	FY 2008 Revised	FY 2009 Recommended
Operating FTEs	6.550	6.550	6.550	6.550	6.550
Appropriations	3,354,805	3,111,112	3,427,490	3,425,104	7,100,000

Changes from Prior Year

- *Cost Changes:* The net change of \$3,674,896 from the fiscal year 2008 Revised Budget is mainly attributed to aggressive rebate programs, approved by Council, related to the Green Initiative and State-wide requirements as well as anticipated negotiated increases in salaries and benefits.

Future Outlook

Low-income assistance expenditures are expected to increase due to EUAP program outreach. In addition, increases in energy efficiency program revenue and funding for all customer classes are expected as a result of city and state environmental goals. PWP will continue to offer its customers various programs and incentives such as Energy Star, Energy Efficiency Partnering, and Efficient School and Municipal Building rebates. Customers will also continue to receive assistance with high bill investigations and energy use assessments. PWP will continue to team up with SCPA for cost-effective purchasing, direct install and regional research and development projects which showcase the commitment of municipal utilities to meeting state environmental goals. PWP will continue to work with other City departments and community based organizations to increase awareness and provide outreach to customers for environmentally friendly programs such as Kidspace Children's Museum and Eaton Canyon Nature Center. Current city and state legislation mandates additional funding for energy efficiency and solar programs, which may be funded from non PBC sources, such as the Energy Charge Fund. Results of studies conducted last year will provide recommendations for expanded energy efficiency programs.

PROGRAM SUMMARY

Finance, Administration and Customer Service

Business Unit

Finance and Administration Group

Program Description

The Finance and Administration Section plans and oversees the finance, administrative support, and cross-functional operations and systems for PWP. The overall goal is to implement a fiscally responsible and cost-effective manner; gather, organize and process data in order to supply relevant information to be used in decision making; provide financial analysis and administrative support to other business units on an as-needed basis; develop and execute an overall financial strategy for PWP that supports business strategies and captures maximum benefits for the City; and ensure PWP's financial integrity. Functions include budgeting, financial analysis and planning, rates, capital financing, risk management, information systems, warehousing and materials management, safety, training, and management analysis.

The Energy Settlements Section validates the multitude of energy transactions required to support effective retail and wholesale operations. The Section interacts with the California Independent System Operator (CAISO) and other energy partners to process the daily transactions and confirm the economic agreements made between the transacting parties. The Section is also responsible for performing analysis on wholesale operations and providing reports to monitor and improve overall business unit performance.

The Strategic Planning Section is responsible for developing PWP's long term resource plan, negotiating long-term energy contracts, and monitoring energy industry regulatory changes. This section provides the long-term vision required to ensure that adequate supply is available into the future to meet the energy requirements for Pasadena customers.

Major Accomplishments

- Successfully issued \$58 million Series 2008 Power Revenue Bonds to fund the on-going implementation of the Electric Distribution System Master Plan (EDSMP)
- Implemented the Council approved utilization plan of the Stranded Investment Reserve Fund by transferring the second of two transfers of \$5 million to the Power Fund to mitigate increased energy cost.
- Approved and finalized with Public Works the construction plans of the new two-story PWP building, which will also house the new Emergency Operations Center (EOC) and the PWP Department Operation Center (DOC)
- Continued to implement water and electric rate adjustments to recover increasing operating cost
- Continued to update and revise the Power Cost Adjustment Charge, Transmission Access Charge, Purchased Water Adjustment Charge and the Capital Improvement Charge to enable PWP to adjust to changes in energy and water prices
- Installed and implemented new Market Redesign Technology Upgrade (MRTU) nMarket software in order to meet the challenges of a new MRTU California electricity market
- Developed and implemented key software interfaces with our existing trade management software and nMarket system to facilitate communication between ISO and Pasadena
- Developed and implemented trading data interface between the PWP and Aces Power Marketing, a third party which manages PWP's real-time operations
- Scheduled and completed key training opportunities to prepare Pasadena for the new (MRTU) California electric market
- Successfully implemented the new material Warehouse Bar Coding Inventory Management System

Water and Power

- Started transferring all non-inventory items such as electric meters, transformers, switches and primary cable handled by Electrical Test and Power Engineering to the new warehouse bar coding inventory system
- Successfully awarded contracts to build the new state-of-the-art outdoor racking system of inventory parts as outlined in the Warehouse Modernization Plan
- Achieved crane certification for two Warehouse Light Equipment Operators as mandated by the State of California
- Completed and deployed 45% of water and power GIS conversion data in the system
- Started work on the IVR and IWR application with the selected contractor
- Successfully implemented approximately 25 virtual servers in the VMware Infrastructures saving about \$125,000 in server cost
- Completed the use of LexisNexis-Accurate Positive ID Program which cleaned up social security number data in the ECIS
- Processed over 692 vendor purchase orders and contracts valued approximately \$47 million
- Continued to monitor the Taxpayer Protection Amendment of 2000 (Oaks Initiative).

Summary of Appropriations and Revenues

	FY 2006 Actual	FY 2007 Actual	FY 2008 Adopted	FY 2008 Revised	FY 2009 Recommended
Operating FTEs	32.000	35.000	35.000	35.000	37.000
Appropriations	32,411,247	17,781,052	27,672,574	27,495,674	28,030,830

Changes from Prior Year

- *Cost Changes:* The net change of \$535,156 from the fiscal year 2008 revised budget is due mainly to anticipated, negotiated increases in salaries and benefits, increases in equipment, depreciation and reductions in Services and Supplies.
- *FTE Changes:* There are 2.00 additional FTEs reflected in this budget. A Department Information Systems Analyst III was approved, as a new hire, for the operating budget and a Department Information Systems Analyst II was transferred from the capital budget.

Future Outlook

PWP continues to restructure its business systems and processes to effectively manage and comply with the ever-increasing business-critical legal, environmental, and political requirements facing the utility. PWP also continues to update its business strategies, creating a conducive environment for its employees and stakeholders, while seeking better ways to improve upon its services.

PWP continues to improve its financial decision-making system and its financial operations data integrity, resulting in increased monitoring and evaluation of expenses. In addition, PWP continues to update its financial plan to reflect adjustments to the changing economy and department needs as necessary.

In fiscal year 2009, PWP will continue to monitor and recommend electric and water rate adjustments to support the rising operating costs associated with fuel, energy, water, and capital expenses. In addition, PWP has contracted a consultant to conduct a cost-of-service study of the current water rate components. The study, which involves rate review of the Purchased Water Adjustment Charge (PWAC), Commodity Charge (including distribution and customer), and the Capital Improvement Charge (CIC), will enable PWP to assess and recommend rate

Water and Power

adjustments to make the water operation financially sound. Furthermore, PWP is planning to conduct a cost of service study during fiscal year 2009 to review the current electric rate components.

PWP is continuing to work with City staff and consultants to implement a comprehensive plan detailing space usage and seismic retrofitting of the warehouse. The utility will continue to pursue technological advances to aid in productivity, supply procurement, financial planning, and the security of electric and water infrastructures. The GIS project for both electric and water will continue with the implementation of the eight applications, GIS infrastructure, and data conversion, and is expected to be completed in the year 2010.

PROGRAM SUMMARY
Finance, Administration and Customer Service
Business Unit
Customer Service Group

Program Description

The Customer Services Group strives to provide the highest level of service to the customer. Customers can access account information and make credit card payments through the automated 24/7 phone payment service. In addition, they can use the website at www.PWPWeb.com to access accounts and make credit card payments 24/7, obtain rate and utility rebate information, and much more.

In an annual benchmarking survey, Customer Service reports activity related to meter reading, the call center, billing, and credit operations to national investor owned utilities, with the objective of achieving the highest performance results.

A state-of-the-art Customer Information System (CIS) is the backbone of the customer service operation. The CIS system holds customer accounts, billing, credit, and payment history on each customer, while integrating with meter reading software and handheld devices to generate customer invoices. Customer Service works closely with the Customer Relations group on solutions related to conservation and environmental concerns, and the Water and Electric Meter Shops on issues related to metering. The goal is to meet or exceed customer expectation in an accurate, timely, safe, reliable, and responsible manner, while facilitating the economic growth of the City.

Major Accomplishments

- Upgraded the Itron Multi-Vendor Reading System (MV-RS) to version 7.8.6 to support Electrical Optical Probe Meters that store interval data which supports the Load Research Program.
- Captured and downloaded Interval Data from MV-90 Meter Reads and Optical Probe Meter Reads to the load research project.
- Developing and reviewing specifications for the Interactive Voice Response (IVR) and the Interactive Web Response (IWR) to meet PWP requirements. The new system will improve customer service and enhance the ability of customers to communicate with PWP.
- Upgraded the Alliance Data Systems Software from V7R3 to V7R6, which will enhance the background batch processing, plus will add comment history and meter set-up options.
- Conducted a successful pilot program of Itron's MC Lite drive-by meter reading system.
- Upgraded RouteSmart Routing Software for Meter Reading.
- Attained an overall first quartile ranking in the annual PA Consulting Benchmark Survey done on municipalities and investor owned utilities (IOU).
- Answered more than 99,000 calls, processed over 705,000 bills, completed 681,000 meter reads and processed 41,000 service orders during fiscal year 2008.
- Processed 14,000 credit card payments through the automated phone system and 49,000 credit card payments through PWPWeb. Web transactions continue to grow each year.
- Collected \$220 million through bill remittance, payment center, and credit card transactions.

Water and Power

Summary of Appropriations and Revenues

	FY 2006 Actual	FY 2007 Actual	FY 2008 Adopted	FY 2008 Revised	FY 2009 Recommended
Operating FTEs	40.000	40.000	40.000	40.000	40.000
Appropriations	5,230,936	4,822,896	6,083,920	6,082,798	6,535,308

Changes from Prior Year

- *Cost Changes:* The net change of \$452,510 is due mainly to anticipated, negotiated increases to salaries and benefits as well as multiple accounts for Services and Supplies, Equipment purchases and Internal Services.

Future Outlook

The Customer Service Group is a vital link between PWP and the customers of the community. Customer Service is consistently evaluating products and services that will enhance PWP's ability to serve its customers. The combination of top-flight call center, billing, credit, and field operations has resulted in PWP's ability to deliver high quality, cost-effective customer services. Projects underway that will be completed in FY09 are the implementation of IVR/IWR. IWR will enable customers to sign up or disconnect service via the web 24/7, as well as make online payments. The collections group will benefit from the new IVR automated out-dial capability to make soft collection calls to delinquent customers. Web based versus terminal based credit card transactions will be evaluated to enhance security and privacy issues. The Credit and Collections Group will consistently promote the A.P.P.L.E. program to customers requiring payment assistance for their utility bills. Customer Service, in partnership with Customer Relations, will continue to process Green Power applications, which will increase the number of customers using renewable wind power. It will also manage and bill solar customer usage, while helping to promote energy and water conservation programs.

PROGRAM SUMMARY

Power Supply Business Unit

Program Description

The Power Supply Business Unit (PSBU) produces and procures electric energy for PWP's customers, sells excess resources in wholesale markets, verifies energy transactions, manages energy and transmission contracts, and plans for future energy needs. The business unit is comprised of three sections:

- 1) Power Production (Operations, Maintenance and Engineering)
- 2) Wholesale Energy Trading and Scheduling
- 3) Environment and Resource Planning

The Power Production Section operates and maintains Pasadena's local generation resources located at the Broadway and Glenarm properties. By maintaining high availability of these resources, Power Production provides electric customers with access to a flexible and cost-effective source of electric power. When not used for Pasadena loads, these resources are sold into wholesale energy markets and the California ISO ancillary services markets, providing additional value to customers from wholesale revenues.

The Wholesale Energy Trading and Scheduling Section is responsible for the procurement of power to serve customers, and for natural gas to use at the Broadway and Glenarm generation units and at the Magnolia Power Plant located in Burbank, CA. The section is also responsible for marketing excess energy and transmission effectively to optimize the assets owned by the City. PWP participates in the California Independent System Operator (CAISO) market as a Scheduling Coordinator and a Participating Transmission Owner. The Wholesale Energy Trading and Scheduling Section is responsible for communicating with the CAISO to provide reliable and economical energy to Pasadena customers.

The Environmental and Resource Planning Section is responsible for developing the long-term resource plan; negotiating long term energy contracts; and monitoring regulatory changes in energy environmental and other industries. The section provides the long-term vision required to ensure that an adequate power supply is available to meet Pasadena's current and future energy requirements.

Major Accomplishments

- Successfully launched a PWP succession plan by implementing staff reorganization in the Power Production division and creating a knowledge transfer system
- Provided *MindLeaders* training and initiated a Technical Library at the Power Plant
- Increased optimization of excess transmission capacity which contributed to a \$ 500,000 net revenue increase.
- Successfully sold excess local capacity and system resource adequacy attributes yielding a revenue increase of over \$400,000
- Successfully completed the transition of real-time scheduling and trading from PWP staff to ACES Power Marketing in accordance with the target of September 2008
- Successfully completed development and implementation of interfaces between PWP's scheduling, trading and settlements software and ACES Power Marketing
- Installed and implemented new Market Redesign Technology Upgrade (MRTU) Market software to meet the challenges of a new MRTU California electricity market
- Actively participated in CAISO MRTU market simulation for future MRTU implementation
- Initiated work for Penstock Seismic assessment related to the Azusa Hydro Renewals and Replacement CIP

Water and Power

- Completed patch test to determine the work scope for Penstock recoating related to the Azusa Hydro Renewals and Replacement CIP
- Awarded contract and initiated work for a noise study at the Power Plant.

Summary of Appropriations and Revenues

	FY 2006 Actual	FY 2007 Actual	FY 2008 Adopted	FY 2008 Revised	FY 2009 Recommended
Operating FTEs	43.000	44.800	46.800	46.800	46.800
Appropriations	108,435,156	105,170,112	109,628,302	109,493,946	128,948,718

Changes from Prior Year

- *Cost Changes:* The net change of \$19,454,772 from the fiscal year 2008 Revised Budget is mainly due to anticipated, negotiated increases in salaries and benefits as well as over \$18 million in purchased energy and fuel costs.

Future Outlook

Greenhouse Gas (GHG) Legislation: AB32 requires statewide GHG emissions to be reduced to 1990 levels by 2020. The rules for GHG reduction for the electric sector will be implemented beginning in 2012. Currently, the rule making is in progress. The electric sector is expected to reduce GHG emissions far more than initially planned. PWP's GHG emissions are relatively high as it uses a considerable amount of power from its coal fired Intermountain Power Plant. Given the regulatory uncertainty and the current proposals under consideration, AB32 poses a potentially significant financial impact to PWP

PSBU continues to work on augmenting the renewable portfolio through evaluation of renewable projects including potential wind, bio-mass, solar and geothermal projects.

The California Independent System Operator (CAISO) will implement the Market Redesign and Technology Upgrade (MRTU) program beginning in late 2008. This new method of conducting wholesale energy trading in the CAISO markets includes the creation of a "day-ahead" wholesale market, a "locational" marginal pricing scheme to reflect the impact of transmission congestion, and will provide incentives for new transmission investment. MRTU represents a substantial operational and financial risk to PWP as the utility has no experience with "locational" marginal pricing or the associated exposures to the highly volatile costs of transmitting energy to Pasadena. Similarly, the market structure will likely have a substantial impact on how Pasadena's local generation plants may operate, and how they are compensated for energy output when fiscal consequences are unknown.

The ongoing California market regulatory changes are a reminder that local generation continues to be a valuable resource that enables utilities such as PWP to maintain a sense of independence from market dynamics. The increasing natural gas prices indicate an ongoing need for improvements and updates to local generation units. Since three out of five of PWP's local natural gas units are over 40 years old, the Integrated Resource Plan should confirm the need to improve the efficiency and reliability of the local power plant by replacing the older units with newer generation technology.

PROGRAM SUMMARY
Power Delivery Business Unit

Program Description

The purpose of the Power Delivery Business Unit is to deliver safe and reliable electric service to our customers; install, operate, and maintain overhead and underground lines, stations, customer meters, and associated equipment at the lowest possible cost and at the highest level of service, with minimal service interruptions.

Major Accomplishments

In fiscal year 2008, Power Delivery continued work on the Electric Distribution System Master Plan (EDSMP). In addition to the capital projects, Power Delivery completed an average of 55 customer projects per month, and completed all necessary operation and maintenance projects.

- Completed construction of new capacitor banks and control house at Santa Anita Substation
- Designed over 75 projects converting sections of the 4 kV distribution systems to 17 kV in the Chester, Eastern, Fair Oaks and Santa Anita circuits and completed construction of several projects on the Chester circuit
- Completed construction of oil containment facilities at Brookside and Santa Anita Substations and at TM Goodrich Receiving Station
- Completed design and procurement of new switchgear for Eastern Substation
- Updated the model of the electric distribution system and prepared a State of the System Report
- Completed construction of four new feeders from Glenarm IV
- Completed redesign of Los Robles Underground System
- Installed 10 new 34-kV circuit breakers
- Completed a seismic assessment of all power facilities
- Completed a cross tie-line study of the electric system
- Installed more than 8,000 customers electric meters
- Dispatched 660 active customer work orders
- Collected over \$3 million of customer aid to construction
- Added 740 new electric meters to accommodate system growth
- Received the Tree Line USA Award for power line clearance practices for the sixth consecutive year.

Summary of Appropriations and Revenues

	FY2006 Actual	FY2007 Actual	FY 2008 Adopted	FY 2008 Revised	FY 2009 Recommended
Operating FTEs	94.210	95.010	95.010	92.890	92.890
Appropriations	20,106,550	42,320,037	24,781,874	24,144,894	29,127,911

Changes from Prior Year

- *Cost Changes:* The net change of \$4,983,017 from the fiscal year 2008 revised budget is due mainly to anticipated, negotiated increases in salaries and benefits as well as interest payments due on bonds issued in fiscal year 2008.

Future Outlook

Capital spending on the Master Plan will continue in fiscal year 2009. We have prioritized projects based on the State of the System reports, and funds have been allocated for two more capital improvement projects: Seismic Upgrade of all power facilities and Distribution System enhancements. Seismic retrofitting will begin at Goodrich and Glenarm. New switchgear will be installed at Eastern Substation and new substations will be designed for Hastings and Chester substations to add capacity to those circuits. Conversion of the 4 kV electric distribution systems to 17 kV will continue on the Chester, Eastern, Fair Oaks and Santa Anita circuits. Two new oil containment projects will be completed. Approximately \$8,000,000 is allocated for cable and switch replacement and other projects to improve the system capacity and reliability. All inspection programs will continue, and we anticipate that customer projects will continue at the same pace in 2009.

PROGRAM SUMMARY
Water Delivery Business Unit

Program Description

The Water Delivery Business Unit (WDBU) constructs, operates and maintains the water system infrastructure that enables it to provide and deliver the highest quality water at low and competitive rates in an environmentally responsible and cost-effective manner.

Major Accomplishments

- Continued the implementation of the Water Distribution System Master Plan
- Completed major water main replacement and/or rehabilitation program by replacing nearly eight miles of aging water mains
- Replaced 7,000 water meters as part of the meter replacement program
- Completed the design of the well collector pipeline that will collect water from seven wells for storage in the Jones Reservoir
- Selected a vendor to provide equipment for the Monk Hill Perchlorate Treatment Plant, which will initially treat four of the five groundwater wells that flow into Sunset Reservoir
- Negotiated a contract with MWD for the conjunctive use groundwater storage project. Once completed, the project will recharge the groundwater basin for future use. The project will also provide an interconnection between PWP and Foothill Municipal Water District
- Completed design work for the retrofit of the electrical systems at the Jones and Glorieta Booster pumps. Construction should be completed mid- FY 2009
- Modified design of the Windsor reservoir retrofit to accommodate solar panels on the reservoir's roof.

Summary of Appropriations and Revenues

	FY 2006 Actual	FY 2007 Actual	FY 2008 Adopted	FY 2008 Revised	FY 2009 Recommended
Operating FTEs	46.110	48.110	49.110	49.110	49.110
Appropriations	30,660,689	26,608,796	28,995,400	28,218,879	32,244,569

Changes from Prior Year

- *Cost Changes:* The net change of \$4,025,690 from the fiscal year 2008 Revised Budget is due mainly to anticipated, negotiated increases in salaries and benefits as well as over \$3 million in purchased water.

Future Outlook

The Water Delivery Business Unit will continue to meet the goals of an aggressive Capital Improvement Program as outlined in the Water System Master Plan. The City's aging water infrastructure will be updated to provide the fire flow, water quality, and supply reliability demands of its customers.

Following the result of the seismic and structural study of the City's reservoirs, it is anticipated that major repairs and upgrades will be needed on nearly all of the City's 13 reservoirs. Substantial resources will be required in the next five years to upgrade the water storage facilities. In fiscal year 2009, work will commence on Windsor and Sheldon reservoirs.

Water and Power

The well collector pipeline will be installed and deliver water from seven City wells to the Jones reservoir. The 4.7 mile project will be included as part of the Master Plan goal for the annual replacement or rehabilitation of eight miles of main.

Water quality regulations will continue to increase and impose more stringent requirements on water agencies. The Water Delivery Business Unit continues to be proactive in keeping abreast of upcoming regulations. New regulations may require substantial capital investments into the water infrastructure. PWP will be installing two new perchlorate treatment plants beginning in fiscal year 2009.

In FY 2009, the Water Delivery Business Unit will continue in its fourth year of a five-year program to replace all old méters with new accurate and efficient automatic meter read meters (AMR).

GRAIL ANALYSIS

MSI:

DEPARTMENT: Water and Power

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
EMPLOYEES							
REGULAR	402.000	415.000	423.000	423.000	428.000	5.000	
NON-REGULAR	0.000	0.000	0.000	0.000	0.000	0.000	
TOTAL EMPLOYEES	402.000	415.000	423.000	423.000	428.000	5.000	
PERSONNEL							
8005 Regular Pay - PERS	15,419,183	16,189,470	31,456,950	31,574,881	33,499,501	1,924,620	6.0
8011 Overtime Pay	1,496,178	1,689,207	2,593,814	2,593,814	3,196,843	603,029	23.2
8012 Overtime Subject to PERS	96,745	88,564	54,855	54,855	14,128	-40,727	-74.2
8014 Position Coverage	63	0	0	0	0	0	0.0
8018 PST-Part Time Employees - PARS	98,578	48,538	0	0	0	0	0.0
8020 Management Benefit	3,244	14	0	0	0	0	0.0
8023 Auto Allowance	32,890	36,736	34,504	34,504	34,504	0	0.0
8024 Personal Dvlpmt Allowance	60,750	65,063	29,500	29,500	29,500	0	0.0
8027 Workers' Compensation	1,475,278	776,207	1,582,283	1,588,216	2,475,614	887,398	55.8
8031 General Liability	248,206	324,731	786,422	789,372	937,984	148,612	18.8
8037 Miscellaneous Pay	35,463	35,189	0	0	0	0	0.0
8038 PERS-Employee Portion	1,122,731	887,441	2,201,986	2,210,241	2,344,964	134,723	6.0
8040 PERS-City Portion	1,261,915	1,606,205	2,425,330	2,222,870	2,358,364	135,494	6.0
8041 PARS-City Portion	4,004	2,111	0	0	0	0	0.0
8044 Life Insurance	11,808	11,301	31,456	31,573	33,498	1,925	6.0
8045 Dental Insurance	141,908	143,396	204,732	204,732	207,152	2,420	1.1
8046 Medicare-City Contributn	185,487	203,163	494,532	496,241	532,302	36,061	7.2
8047 Long Term Disability	69,872	36,635	53,475	53,676	56,950	3,274	6.0
8048 Child Care Subsidies	0	22	0	0	0	0	0.0
8049 Emp Opt Ben Fd (EOBF)	2,143,923	2,260,507	3,870,454	3,870,454	4,151,600	281,146	7.2
8050 Benefits (VHS)	2,481,707	2,606,247	0	0	0	0	0.0
8054 Vision Care	311	519	0	0	0	0	0.0
8055 Health Care Spending	165	165	0	0	0	0	0.0
8056 Accrued payroll	70,457	23,827	0	0	0	0	0.0
8058 Benefits Administration	840,080	882,235	0	0	0	0	0.0
*** TOTAL PERSONNEL	27,300,946	27,917,493	45,820,293	45,754,929	49,872,904	4,117,975	9.0
SERVICES AND SUPPLIES							
8101 Materials & Supplies	1,507,709	1,735,428	2,136,022	2,136,022	2,165,610	29,588	1.3
8103 Uniforms	94,144	84,965	127,113	127,113	149,254	22,141	17.4
8104 Nutrition Education Materials	594	815	0	0	10,000	10,000	0.0
8105 Lease Payments	23,669	311,091	0	0	0	0	0.0
8106 Rent Expense	725,276	839,260	1,209,728	1,209,728	1,311,974	102,246	8.4
8107 Equipment Lease Payments	35,824	76,116	38,324	38,324	40,235	1,911	4.9
8108 Computer Related Supplies	20,421	30,914	84,220	84,220	71,553	-12,667	-15.0
8109 Equipt Purchases Under \$10,000	171,414	128,881	314,507	314,507	451,425	136,918	43.5
8110 Outside Printing and Duplicating	28,669	55,603	64,020	64,020	96,396	32,376	50.5
8112 Legal Advertising	3,969	6,354	4,650	4,650	7,303	2,653	57.0
8113 Photo Copy Machine Maint	35,600	16,419	71,089	71,089	65,828	-5,261	-7.4
8114 Other Contract Services	2,505,859	2,357,509	3,565,973	3,565,973	3,855,029	289,056	8.1

GRAIL ANALYSIS

MSI:

DEPARTMENT: Water and Power

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
8115 Consultant Services	402,510	551,313	2,008,385	2,008,385	1,808,635	-199,750	-9.9
8116 Contract Maintenance	999,762	966,562	1,433,762	1,433,762	1,914,472	480,710	33.5
8118 Outside Legal Services	452,171	422,787	768,427	768,427	1,097,219	328,792	42.7
8120 Architect Fees	0	8	0	0	0	0	0.0
8121 Computer(PC) Maint/Repair	1,656	788	38,575	38,575	36,996	-1,579	-4.0
8122 Support to Advisory Committees	12,000	12,000	12,000	12,000	12,000	0	0.0
8124 Dues and Memberships	173,829	124,678	238,255	238,255	202,063	-36,192	-15.1
8125 Special Civic Events	98,572	187,166	132,700	132,700	164,200	31,500	23.7
8126 Conf & Mtgs - Comm & Committees	11,576	7,388	7,026	7,026	800	-6,226	-88.6
8127 Conferences & Meetings	128,075	152,643	309,400	309,400	394,762	85,362	27.5
8128 Mileage	2,968	1,380	23,063	23,063	24,516	1,453	6.3
8129 Education	144	0	8,125	8,125	8,519	394	4.8
8130 Training Costs	212,369	221,023	509,898	509,898	969,982	460,084	90.2
8131 Health Grants - Special Needs	0	135	0	0	0	0	0.0
8132 Video Productions	0	3,650	10,000	10,000	15,000	5,000	50.0
8134 Data Processing Development	1,707	1,855	2,000	2,000	2,000	0	0.0
8135 Reference Mats Subscriptions	20,921	23,147	70,116	70,116	53,094	-17,022	-24.2
8136 Library Books	0	21	0	0	0	0	0.0
8137 Gas and Lubricants	0	374	0	0	0	0	0.0
8138 Gas	490,402	214,834	797,482	797,482	686,962	-110,520	-13.8
8139 Water	9,746,611	12,276,630	12,946,521	12,946,521	16,110,420	3,163,899	24.4
8140 Telephone	73,029	93,278	123,433	123,433	149,710	26,277	21.2
8141 Refuse Collection	12,468	13,633	16,763	16,763	17,913	1,150	6.8
8142 Electric	2,140,801	2,572,382	2,555,953	2,555,953	2,684,750	128,797	5.0
8143 City Hall Space Rental	0	39	0	0	0	0	0.0
8144 Postage	188,834	197,368	294,970	294,970	355,456	60,486	20.5
8145 Taxes, Payroll and other	37,271	32,011	33,200	33,200	34,031	831	2.5
8149 Fiscal Agent/Bank Fees & Charges	6,450	4,850	3,000	3,000	3,000	0	0.0
8150 Cash Over and Short	-1	0	0	0	0	0	0.0
8156 Insurance	190,818	277,001	279,400	279,400	304,400	25,000	8.9
8175 Material Overhead	-1,389,079	-2,103,249	-1,150,000	-1,150,000	-1,150,000	0	0.0
8176 Utility Rebates	1,280,527	1,064,482	2,206,024	2,206,024	4,244,872	2,038,848	92.4
8177 Program Expenditures	4,139,542	4,432,105	4,577,456	4,577,456	4,840,753	263,297	5.7
8178 Program Expenditure Recovery	-16,860	0	0	0	0	0	0.0
8179 Prepayment of Costs	61,163	61,163	63,000	63,000	62,000	-1,000	-1.5
8186 Discounts Lost	-7,750	1,283	0	0	0	0	0.0
8187 Discount Earned	-807	-8,004	0	0	0	0	0.0
8212 Permits and Fees	156,721	89,128	199,100	199,100	206,600	7,500	3.7
8213 Purch. Power-long term	42,656,536	45,944,102	46,669,590	46,669,590	41,928,244	-4,741,346	-10.1
8214 Overtime Meals	17,217	9,913	27,493	27,493	26,899	-594	-2.1
8215 Direct Installtion Rebate	0	0	0	0	1,216,000	1,216,000	0.0
8216 Utility Assistance Rebate	250,872	301,599	500,000	500,000	580,000	80,000	16.0
8217 Litigation Expenses	0	702	0	0	0	0	0.0
8218 Vehicle Rental	25,408	958	72,100	72,100	86,800	14,700	20.3

MSI:

DEPARTMENT: Water and Power

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
8219	780	0	0	0	0	0	0.0
8222 Purch. Power-short term	22,232,670	12,931,207	7,043,757	7,043,757	18,803,774	11,760,017	166.9
8223 Purch. Power-Transmission	10,917,591	11,732,500	10,763,579	10,763,579	11,968,000	1,204,421	11.1
8224 Purch. Power-Ancillary Sv	836,633	710,475	1,112,055	1,112,055	1,673,500	561,445	50.4
8226 Whls Energy for Resale	0	0	1,033,364	1,033,364	1,033,364	0	0.0
8228 Outside Services-intrafnd	-373,217	-413,875	173,000	173,000	173,000	0	0.0
8229 Gas/Fuel-short term	5,415,749	6,739,334	8,321,663	8,321,663	10,895,840	2,574,177	30.9
8230 Advertising	122,938	178,245	237,906	237,906	311,500	73,594	30.9
8232	0	32	0	0	0	0	0.0
8272 Tuition Reimbursement	35	0	0	0	0	0	0.0
8283 Emission Trading Allowanc	0	0	0	0	350,000	350,000	0.0
8284 Fuel Burned for Whlse Sal	944,358	784,668	0	0	1,755,814	1,755,814	0.0
8290 Cell Phone Reimbmnt	-8,673	-11,892	-4,800	-4,800	-6,320	-1,520	31.6
8291 Purchased Power Renewbl	1,314,976	3,569,729	7,256,736	7,256,736	9,718,000	2,461,264	33.9
8292 ISO GMC Energy Exp	288,226	262,926	501,648	501,648	600,000	98,352	19.6
8293 ISO Energy Services	1,066,685	-477,949	826,288	826,288	874,740	48,452	5.8
8294 ISO GMC Transmission Exp	1,216,586	1,394,866	1,192,204	1,192,204	1,500,000	307,796	25.8
8295 ISO System TAC	3,678,325	3,932,207	3,983,687	3,983,687	4,452,940	469,253	11.7
8298 Repairs & Maintenance	525	0	0	0	0	0	0.0
8301 Gas/Fuel - Long Term	934,031	156,768	0	0	100,000	100,000	0.0
8304 ISO Transmission Congest	0	0	0	0	150,000	150,000	0.0
8677 Interest	8,205,094	8,265,489	8,792,152	8,792,152	10,774,933	1,982,781	22.5
8678 Amortized Discount	-47,835	-45,257	-47,835	-47,835	-38,310	9,525	-19.9
8705 Transfers to General Fund	23,223,145	7,956,351	13,302,922	13,302,922	13,690,444	387,522	2.9
8731 Transfers to Hahamongna	540,000	540,000	540,000	540,000	540,000	0	0.0
8802 Warehouse Store Issues	498,670	545,491	906,341	906,341	684,368	-221,973	-24.4
8803 Equipment Usage	7,154,863	337,144	267,052	267,052	308,321	41,269	15.4
8876 Bad Debt Expense	532,547	795,366	975,293	975,293	1,009,428	34,135	3.5
8877 Equipment Clearing	-804,067	-872,379	-700,000	-700,000	-750,000	-50,000	7.1
8879 Loss-Early Retrmt of Debt	108,464	108,464	108,464	108,464	108,464	0	0.0
*** TOTAL SERVICES AND SUPPLIES	155,730,680	132,916,391	149,988,339	149,988,339	177,999,475	28,011,136	18.6
EQUIPMENT							
8504 Equipment	0	0	321,000	321,000	557,000	236,000	73.5
8505 Automotive Equipment	0	0	1,038,000	1,038,000	947,000	-91,000	-8.7
8506 Computer Equipment	0	0	41,100	41,100	21,700	-19,400	-47.2
8801 Depreciation	16,995,190	39,113,490	18,728,400	17,251,173	20,099,227	2,848,054	16.5
*** TOTAL EQUIPMENT	16,995,190	39,113,490	20,128,500	18,651,273	21,624,927	2,973,654	15.9
*** SUBTOTAL	200,026,816	199,947,374	215,937,132	214,394,541	249,497,306	35,102,765	16.3
INTERNAL SERVICE CHARGES							
8601 IS-Structural Maintenance	201,097	220,407	217,397	217,397	217,399	2	0.0
8602 IS-Tenant Improvements	43,226	37,419	27,500	27,500	62,000	34,500	125.4
8603 IS-Lockshop	3,262	2,423	0	0	0	0	0.0
8604 IS-Utilities & Insurance - HSEKPING	115,740	116,496	108,908	108,908	115,365	6,457	5.9
8605 IS-Housekeeping Serv	66,848	69,684	61,722	61,722	64,944	3,222	5.2
8607 IS-Printing	120,206	117,835	111,692	111,692	165,950	54,258	48.5
8608 IS-Mail Services	53,360	66,733	67,284	68,568	70,218	1,650	2.4
8609 IS-Telephones	263,877	218,603	292,143	292,143	293,109	966	0.3

MSI:

DEPARTMENT: Water and Power

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
8611 IS-Application Devel & Support	10,008	7,488	19,428	19,428	19,428	0	0.0
8612 IS-PC&Net Service Center	28,959	3,301	4,299	4,299	10,264	5,965	138.7
8613 IS-Radio and Data Communicatn	132,994	143,001	96,142	96,142	107,522	11,380	11.8
8615 IS-Auto Body Repair	10,500	13,112	20,791	20,791	20,910	119	0.5
8616 IS-Fleet Maint - Equip Maintenance	488,013	526,878	575,133	575,133	593,699	18,566	3.2
8618 IS-Fleet Fuel/Lubricant	347,850	357,679	384,955	384,955	412,266	27,311	7.0
8620 Bldg Preventive Maintenance	70,202	70,202	65,035	65,035	65,757	722	1.1
8621 IS-Radio - Direct Request	7,663	2,845	0	0	0	0	0.0
8622 IS-Telephone - Usage	126,754	119,340	135,687	135,687	135,687	0	0.0
8623 IS-PC Training	0	0	2,101	2,101	2,122	21	0.9
8624 IS-Enterprise Network	437,885	479,420	557,209	557,209	608,965	51,756	9.2
8626 IS-Mail - Direct Request	19,617	18,047	22,100	22,100	22,600	500	2.2
8632 IS-GIS (Geographic Info)	87,361	77,037	60,476	60,476	48,072	-12,404	-20.5
8633 IS-IVR (Interactive Voice Response)	60,753	55,616	85,264	85,264	73,970	-11,294	-13.2
8634 IS-Security Srvcs City Hall	299	313	1,382	1,382	1,381	-1	-0.0
8641 IS-MS Licensing	48,175	62,098	45,825	45,825	45,814	-11	-0.0
8802 Warehouse Store Issues	0	21,924	0	0	0	0	0.0
8803 Equipment Usage	0	4	0	0	0	0	0.0
8878	0	6,084	0	0	0	0	0.0
*** TOTAL INTERNAL SERVICE CHARGES	2,744,649	2,813,989	2,962,473	2,963,757	3,157,442	193,685	6.5
*** TOTAL BUDGET	202,771,465	202,761,363	218,899,605	217,358,298	252,654,748	35,296,450	16.2
REVENUE							
6755 Svcs-Sewer Fund	24,519	25,500	26,265	26,265	29,384	3,119	11.8
6759 Svcs-Undrgrnd Utilities	33,048	34,370	35,401	35,401	39,640	4,239	11.9
6767 Svcs-Refuse Collectn Fund	164,363	170,937	176,065	176,065	197,027	20,962	11.9
6926 Investment Earnings	3,660,896	3,092,402	3,168,674	3,168,674	3,097,234	-71,440	-2.2
6929 Investment Earnings - Bonds	125,000	175,000	0	0	75,000	75,000	0.0
6933 Pool Invest-Unrealized Gn	250,000	0	0	0	0	0	0.0
6938 Invest Earn - Strand Inv	6,196,141	6,157,598	6,342,326	6,342,326	6,532,596	190,270	3.0
6939 SIS-Unrealized Gain/Loss	750,000	0	0	0	0	0	0.0
6950 Rental Income JPL Parking	540,000	540,000	540,000	540,000	540,000	0	0.0
6977 Rental Income	43,430	41,000	36,500	36,500	32,500	-4,000	-10.9
7018 Salvage Sales	42,006	51,000	101,500	101,500	183,000	81,500	80.2
7029 Other Contributions-Pri.	3,081,000	4,500,000	4,650,000	4,650,000	5,050,000	400,000	8.6
7035 Garnishment Fees	1,000	0	0	0	0	0	0.0
7092 Res Adequacy Capacity	0	0	0	0	350,000	350,000	0.0
7094 ISO Transmission Rev	250,000	100,000	100,000	100,000	100,000	0	0.0
7095 PTO-TRR	12,980,004	9,984,279	10,484,279	10,484,279	8,706,959	-1,777,320	-16.9
7101 Base Rate-Residential-Single Family	11,170,645	14,619,147	16,196,322	16,196,322	16,963,605	767,283	4.7
7102 Base Rate-Sm C&I Service	5,902,909	7,725,202	7,905,311	7,905,311	8,069,450	164,139	2.0
7103 Base Rate-Med C&I-Second	7,145,684	9,306,260	10,121,808	10,121,808	10,485,258	363,450	3.5

GRAIL ANALYSIS

MSI:

DEPARTMENT: Water and Power

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
7104 Base Rate-Med C&I Primary	271,402	353,465	384,468	384,468	398,168	13,700	3.5
7109 Base Rate-Street Lighting	554,565	725,765	813,822	813,822	697,342	-116,480	-14.3
7110 Whls Pwr Sales-short term	0	0	1,137,316	1,137,316	1,137,316	0	0.0
7114 Misc Service/Reconnection	200,000	425,000	375,000	375,000	225,000	-150,000	-40.0
7115 Other Sales & Service	140,000	140,000	120,000	120,000	120,000	0	0.0
7120 Fire Protection-Sur Insid	50,000	125,000	142,664	142,664	148,837	6,173	4.3
7122 Fire Protection Sur Out	15,000	21,000	20,819	20,819	21,717	898	4.3
7175 Public Benefit Charge	3,550,000	3,400,000	3,400,000	3,400,000	7,100,000	3,700,000	108.8
7185 Whls Transmission Sales	1,032,307	1,032,000	1,062,960	1,062,960	1,084,219	21,259	2.0
7186 Whls Ancillary Svcs Sales	4,000,000	3,750,000	3,024,303	3,024,303	2,600,000	-424,303	-14.0
7210 Recovered Energy Cost-Res	21,093,997	23,119,562	24,164,650	24,164,650	28,768,793	4,604,143	19.0
7211 Rec Energy Ct-Sm Comm&Ind	11,559,327	12,664,517	11,771,469	11,771,469	13,567,436	1,795,967	15.2
7212 Rec Energy Ct-Med C&I Sec	16,106,349	17,588,826	18,915,390	18,915,390	21,068,228	2,152,838	11.3
7213 Rec Energy Ct-Med C&I Pri	1,315,775	1,438,904	1,549,927	1,549,927	1,923,317	373,390	24.0
7214 Rec Energy Ct-Lrg C&I Sec	19,263,765	21,021,805	23,184,040	23,184,040	26,568,903	3,384,863	14.6
7215 Rec Energy Ct-Lrg C&I Pri	7,698,138	8,429,517	9,310,143	9,310,143	11,846,858	2,536,715	27.2
7216 Rec Energy Ct- ST&TS	1,197,194	1,310,001	1,338,742	1,338,742	1,395,230	56,488	4.2
7217 Rec Trans Ct-Sm Comm &Ind	2,864,747	2,879,071	2,036,556	2,036,556	2,012,703	-23,853	-1.1
7218 Rec Trans Ct-Med C&I Pri	231,640	232,798	164,758	164,758	167,229	2,471	1.4
7219 Rec Trans Ct-Lrg C&I Secd	3,421,944	3,439,058	2,495,831	2,495,831	2,636,737	140,906	5.6
7235 Base Rate-Lg C&I Primary	2,368,902	3,084,784	3,355,353	3,355,353	3,472,095	116,742	3.4
7236 Base Rate-Large C&I Secnd	6,682,001	8,701,302	9,463,771	9,463,771	9,798,851	335,080	3.5
7239 Muncpl Sls-Summer Teir 1	72,965	72,136	71,077	71,077	66,756	-4,321	-6.0
7240 Muncpl Sls-Summer Tier 2	293,766	290,430	331,276	331,276	268,770	-62,506	-18.8
7241 Municipal Standby Chrgs	188,902	188,902	188,902	188,902	278,857	89,955	47.6
7250 InsideCity Standby Chgs	4,976,753	4,976,753	4,976,753	4,976,753	7,005,963	2,029,210	40.7
7251 InsideCity Summer-Tier 1	1,488,996	1,472,089	1,450,467	1,450,467	1,362,301	-88,166	-6.0
7252 InsideCity Summer-Tier 2	5,986,700	5,918,721	7,020,286	7,020,286	5,477,306	-1,542,980	-21.9
7253 InsideCity Summer-Tier 3	2,260,128	2,234,464	2,201,645	2,201,645	2,067,819	-133,826	-6.0
7254 InsideCity Winter-Tier 1	1,151,697	1,138,619	1,121,896	1,121,896	1,053,702	-68,194	-6.0
7255 InsideCity Winter-Tier 2	3,971,350	3,926,255	3,868,588	3,868,588	3,633,437	-235,151	-6.0
7256 InsideCity winter-Tier 3	1,127,092	1,114,294	1,097,927	1,097,927	1,031,190	-66,737	-6.0
7257 InsideCity Fire Protctn	842,540	842,540	842,540	842,540	868,592	26,052	3.0
7258 OutsideCity Standby Chgs	1,030,232	1,030,232	1,030,232	1,030,232	1,447,323	417,091	40.4
7259 OutsideCity Sum-Tier 1	352,885	348,878	343,754	343,754	322,859	-20,895	-6.0
7260 OutsideCity Sum-Tier 2	1,435,805	1,419,501	1,644,678	1,644,678	1,313,636	-331,042	-20.1
7261 OutsideCity Sum Tier 3	905,562	895,280	882,130	882,130	828,510	-53,620	-6.0
7262 OutsideCity Win-Tier 1	265,034	262,025	258,176	258,176	242,483	-15,693	-6.0
7263 OutsideCity Win-Tier 2	827,868	818,468	806,447	806,447	757,427	-49,020	-6.0
7264 OutsideCity Win-Tier 3	344,497	340,585	335,583	335,583	315,185	-20,398	-6.0
7266 CIC-Inside City	5,123,526	6,398,032	7,804,083	7,804,083	7,154,164	-649,919	-8.3
7267 CIC-Outside City	1,279,506	1,597,801	1,851,279	1,851,279	1,786,639	-64,640	-3.4
7268 CIC-Municipal	252,974	315,903	385,303	385,303	353,237	-32,066	-8.3
7269 MunicipSls Summer-Tier 3	122,133	120,746	118,973	118,973	111,741	-7,232	-6.0
7270 MunicipSls Winter-Tier 1	56,169	55,532	54,716	54,716	51,390	-3,326	-6.0
7271 MunicipSls Winter-Tier 2	191,027	188,858	186,084	186,084	174,773	-11,311	-6.0
7272 MunicipSls Winter-Tier 3	57,597	56,943	56,107	56,107	52,697	-3,410	-6.0
7274 WtrSls/Lses to Oth Agen	0	0	0	0	300,000	300,000	0.0
7285 PWAC Public Wtr Access Ch	2,903,223	2,077,105	2,046,598	2,046,598	5,286,039	3,239,441	158.2
7291 Recovd Trans-Over/Under	0	-4,500,000	0	0	0	0	0.0
7292 Whsle Energy Sales - ISO	1,557,290	750,000	714,260	714,260	1,246,638	532,378	74.5

MSI:

DEPARTMENT: Water and Power

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 REVISED	FY 2009 RECOMMENDED	\$ CHANGE	%
7295 Recvd Trans Costs (Resid)	3,819,167	3,838,263	2,656,221	2,656,221	2,780,546	124,325	4.6
7296 Rec Trans Ct-Sm Comm&Ind	2,138,316	2,149,008	1,313,907	1,313,907	1,328,775	14,868	1.1
7297 Rec Trans Ct - ST&TS	216,828	217,912	146,548	146,548	134,435	-12,113	-8.2
7299 Rec Trans Ct-Lrg C&I Pri	1,389,904	1,396,853	1,013,565	1,013,565	1,095,875	82,310	8.1
7301 Mrchndise Jobng & Cntrct	340,000	350,000	465,000	465,000	575,000	110,000	23.6
7302 Misc Non-Op Income	420,000	230,000	175,000	175,000	155,000	-20,000	-11.4
7305 Bad Debt Recovery	201,752	266,448	285,682	285,682	293,581	7,899	2.7
7306 Fire Hydrant Installatio	90,000	200,000	325,000	325,000	200,000	-125,000	-38.4
7310 JPL VOC Reimbursement	200,000	225,000	300,000	300,000	350,000	50,000	16.6
7315 Service Fees-intrafund	425,000	0	0	0	0	0	0.0
7316 Service Fees-Interfund	45,000	0	0	0	0	0	0.0
7318 Reclaimed Water Reimb.	25,000	0	0	0	0	0	0.0
7319 Back Flow & Fire Flow	0	0	0	0	75,000	75,000	0.0
7966 Bank Merchant Fees	-210,000	-260,000	-390,000	-390,000	-495,000	-105,000	26.9
*** TOTAL FUNDING	204,144,882	213,369,646	226,097,116	226,097,116	248,563,278	22,466,162	9.9

**DEPARTMENT
SUMMARY**

Pasadena Center Operating Company

Mission Statement

The mission of the Pasadena Center Operating Company is to generate revenues for Pasadena by marketing and providing quality facilities and services for meetings, shows and cultural events.

Program Description

The Pasadena Center Operating Company (PCOC) is responsible for the operations and maintenance of the Pasadena Civic Auditorium, the Conference Building, the East Pavilion and the Convention and Visitors Bureau. The PCOC has embarked on a \$142.4 million convention center expansion. The project is on schedule and within budget. When completed in April of 2009, the state-of-the-art convention center will feature 60,000 square feet of exhibit space, 28 meeting rooms and a new 25,000 square foot ballroom. The 47,000-square-foot Exhibition Hall has been demolished as part of the construction. Events have been moved to the East pavilion, a 26,000 square foot facility located on the property. The 18-room Conference Building (28,000 square feet) provides ideal settings for conventions, trade shows, conferences, theater presentations and receptions. The Conference Building was closed from July through mid-September to accommodate a major interior renovation. Other services include an automated Box Office, audio / visual, teleconferencing and other technology conveniences for clients. Boston Culinary Group, the on-site catering service, provides food and beverage for banquets, cocktail receptions, weddings, and all concessions for public events.

The 17,000 square foot historic ballroom which currently houses the Pasadena Ice Rink is expected to revert back to PCOC sometime in the future after a new ice rink is constructed. It is anticipated that this facility will be renovated as funds become available.

The 3,000 seat Civic Auditorium serves as home for the Pasadena Symphony, Speaker's Series, ballet, musicals, comedy, pop concerts and international, national and local special events.

The parking garage has been affected by the construction. We have 300 fewer parking spaces available than in the past. The garage continues to provide convenient and adjacent parking for over 500 cars. After full completion of the project, removal of the east pavilion and the construction of surface parking on the east plaza, our parking capacity will be restored to previous levels.

The Center's client retention level is high and the Center offers dates more than one year into the future to higher-rated conventions and trade shows. Space rental discounts are offered to encourage usage and to generate Transient Occupancy Tax and Tourism Business Improvement District revenue.

The Pasadena Convention and Visitors Bureau (CVB) is dedicated to marketing Pasadena as a desirable meeting, convention and tourism destination. The CVB's destination experts solicit meetings and conventions from associations and corporations, both regionally and nationally, that require meeting space and hotel room nights. These room nights generate significant tax dollars that directly impact Pasadena's general fund.

The CVB offers a multitude of complimentary services to meeting planners, including site selection assistance, a computerized convention housing system, promotional materials and more. The CVB markets Pasadena's world-class attributes to visitors regionally, nationally and internationally through extensive media relations efforts. The organization's Visitor Center assists walk-in, call-in and online visitors by offering current destination information and materials, including the annual Visitors Guide, Simply More Value Card, and Simply More Architecture brochure.

Departmental Relationship to City Council Goals

- **Foster Economic Prosperity**

Two of PCOC's results statements include:

Visitors and tourists will select Pasadena for their destination.

Convention planners and exhibitors will hold their events at the Pasadena Convention Center.

For fiscal year 2008, the CVB has set a goal of 30,000 definite room nights. As of April 2, 2008, the CVB has booked 20,402 definite room nights, representing 68% of the annual goal.

In addition, nearly 29 million national readers were reached through media exposure efforts that reflect 57% of the annual established target. In the first eight months of fiscal year 2008 the Exhibition and Conference Buildings earned \$419,838 or 61.4% of the annual target in sales revenue. The Civic Auditorium earned \$390,147 or 80.4% of the annual target in sales revenue.

Major Accomplishments

The expansion project is well underway with a completion date of April 2009. On the east side of the Civic Auditorium, the conference building interior renovation is complete. Work is continuing on the new exterior facade and new administrative offices. The conference building will be substantially completed in late 2008. In front of the Civic Auditorium, the new stairs and balustrade have been installed. Grading has been completed for the installation of the new paving for the grand plaza which will be constructed in sections. The center section will be completed and reopened by early May, 2008. On the west side of the Civic Auditorium, the new ballroom and exhibit hall are taking shape. The lower level slab and loading docks are complete. The plaza level slab is 90% complete and will be completed in early April, 2008. Steel erection is well underway and is expected to be complete by early summer. When completed, the state-of-art convention center will feature 60,000 square feet of exhibit space, 28 meeting rooms and a new 25,000 square foot ballroom.

Due to its efforts, the CVB substantially enhanced Pasadena's economy by contributing to an average hotel occupancy rate of 77.5% for calendar year 2007. The Pasadena Convention and Visitors Bureau operated the 24th Annual Holiday Hotline from December 28, 2007 through January 2, 2008. Over this period, 70 volunteers answered 2,071 calls from visitors coming to the Rose Parade and Rose Bowl Game. Through the CVB's intense publicity efforts, the Holiday Hotline information reached more than 1.2 million television viewers over the course of its operation.

Summary of Appropriations and Revenues

	FY 2006 Actual	FY 2007 Actual	FY 2008 Adopted	FY 2008 Revised	FY 2009 Recommended
FTEs	98.00	98.00	98.00	98.00	98.00
Appropriations	11,362,971	11,663,369	10,757,949	11,234,288	12,230,339
Sources By Fund					
PCOC Share of TOT	5,301,897	5,355,584	5,570,305	5,570,832	5,765,811
Tourism Business Imp District Tax	2,008,743	2,450,470	2,388,395	2,552,610	2,641,951
PCOC Space Rental	1,152,238	911,290	684,110	719,952	947,442
PCOC Civic Auditorium	523,985	519,109	485,000	535,000	551,688
PCOC Other Rental Income	76,963	93,645	77,000	85,000	100,000
PCOC Parking Fees	1,369,949	1,106,786	713,000	891,302	1,162,124
PCOC Box Office Income	184,198	72,227	50,000	50,000	88,432
PCOC Misc./Other Income	440,069	875,376	570,142	604,592	707,891
PCOC Food & Beverage Comm	304,929	248,882	220,000	225,000	265,000
Total Sources	11,362,971	11,663,369	10,757,949	11,234,288	12,230,339

Departmental Results Statements

Result 1: Visitors and tourists will select Pasadena for their destination.

	FY 2007			FY 2008	FY 2009
	Actual	Target	% Target	Target	Target
Measure 1.1 Hotel occupancy					
A. Develop definite hotel room night bookings annually	26,067	25,000	100%	30,000	35,000
B. Develop tentative hotel room night bookings annually	104,044	75,000	100%	80,000	85,000
Measure 1.2 Media exposure					
A. Reach 50 million readers nationally	49,080,883	50,000,000	98%	50,000,000	50,000,000

Result 2: Exhibitors and convention planners will hold their events at the Pasadena Convention Center.

Measure 2.1 Use of Conference Building					
A. Annual Day-use of Conference Building	329	330	100%	240	300
Measure 2.2 Use of Pavilion /Exhibition Building					

Pasadena Center Operating Company

	FY 2007			FY 2008	FY 2009
	Actual	Target	% Target	Target	Target
A. Annual Day-use of Exhibition Building	160	220	73%	208	215
Measure 2.3 Gross revenue for Conference and Exhibition Buildings					
A. \$925,000 in gross rental revenue	\$911,290	\$925,000	99%	\$684,110	\$947,442
Measure 2.4 Use of Civic Auditorium and Gold Room					
A 180-day use of Civic Auditorium and Gold Room	173	207	84%	156	160
B. \$500,000 in gross rental revenue	\$519,109	\$550,000	94%	\$535,000	\$551,688

Changes From Prior Year

- Cost Changes:* PCOC's budgeted increase for expenses is primarily related to gearing up for the expansion opening. Sales and marketing activities including advertising and grand opening activities are programmed in order to increase awareness of the project and attract new events to maximize occupancy when the facilities open. Initiatives include the roll-out of our new "Pasadena: Simply More" brand, an upgraded web-site and web marketing program and targeted advertising. Operating expenses have also increased as we prepare to operate a larger facility and meet the required standards of customer service.
- FTE Changes:* There are no FTE changes for FY 2009.
- Revenue Changes:* PCOC's total revenue is based on non-operating revenue (Transit Occupancy Tax and Tourism Business Improvement District Tax collected by the City) and operating revenue (generated by the Center). PCOC's share of the Transient Occupancy Tax is expected to increase by \$195,506 in fiscal year 2009 (when compared to the budgeted amount for fiscal year 2008) based on estimates of the actual amount to be collected. In addition, PCOC's revenue generated by the Tourism Business Improvement District Tax is estimated to be \$2,641,951 for fiscal year 2009. Operating revenue is expected to increase by \$491,771 due to an increase in available space with the expansion opening in the last quarter. The Parking Garage revenue is also expected to increase by \$449,124 based upon additional event activity and additional inventory beneath the new exhibit hall.

Future outlook

The key priorities for fiscal year 2009 will be to capitalize on our sales and media outreach efforts to maximize the number of visitors to the city, increasing the number of meeting and convention, business and leisure visitors. Targeted sales efforts to attract long-term meeting and convention bookings utilizing the new center and Pasadena's hotels are underway. We have also implemented a comprehensive tourism marketing strategy that maximizes the potential of Pasadena as a desirable tourism destination, positioning Pasadena's cultural tourism assets as a "must-see" for visitors to Pasadena and the Greater Los Angeles area. The priority of the convention center will be to maintain current levels of business while under construction and aggressively pursue short-term bookings for the expanded facilities to maximize occupancy as the project is completed.

Pasadena Center Operating Company

**REVENUE AND EXPENSE STATEMENT
ADOPTED BUDGET – FISCAL YEAR 2009**

	FY 2006 Actual	FY 2007 Actual	FY 2008 Adopted	FY 2008 Revised	FY 2009 Recommended
Support & Revenues:					
Operating Revenues:					
Rental-Ex/Conf Bldgs	\$1,152,238	\$911,290	\$684,110	\$719,952	\$947,442
Rental-Civic Auditorium	\$523,985	\$519,109	\$485,000	\$535,000	\$551,688
Rental-Ice Skating Center	\$76,963	\$93,645	\$77,000	\$85,000	\$100,000
Rental-Parking Garage	\$1,369,949	\$1,106,786	\$713,000	\$891,302	\$1,162,124
Income-Box Office Fees	\$184,198	\$72,227	\$50,000	\$50,000	\$ 88,432
Income-Miscellaneous/Center	\$440,069	\$875,376	\$570,142	\$604,592	\$707,891
Income Food and Beverage Comm	\$304,929	\$248,882	\$220,000	\$225,000	\$265,000
Total Operating Revenues	\$4,052,331	\$3,827,315	\$2,799,249	\$3,110,846	\$3,822,577
Non-Operating Revenues:					
Transient Occupancy Tax	\$5,301,897	\$5,355,584	\$5,570,305	\$5,570,832	\$5,765,811
Tourism Business Imp District Tax	\$2,008,743	\$2,450,470	\$2,388,395	\$2,552,610	\$2,641,951
Total PCOC Revenues	\$11,362,971	\$11,633,369	\$10,757,949	\$11,234,288	\$12,230,339
Expenses:					
Convention Operations:					
Wages & Benefits	\$3,032,022	\$3,111,486	\$3,305,455	\$3,336,369	\$3,511,237
Advertising	\$1,040	\$4,438	\$12,000	\$6,000	\$45,000
Other Promotional Exp	\$67,951	\$83,871	\$57,000	\$44,550	\$144,400
Other Operating Expenses	\$1,605,589	\$1,621,260	\$1,798,072	\$3,065,103	\$3,257,760
Eng Repairs/Maintenance	\$314,275	\$357,593	\$144,000	\$221,000	\$326,800
Interest Expense	\$55,415	\$1,680,958	\$49,864	\$50,938	\$47,541
Deferred Maint/Equipment	\$0	\$0	\$0	\$0	\$0
Pre-Expansion Costs	\$0	\$0	\$0	\$0	\$0
Total Center Expenses	\$5,076,292	\$6,859,606	\$5,366,391	\$6,723,960	\$7,332,738
Convention & Visitors Bureau:					
Wages & Benefits	\$778,629	\$834,418	\$1,098,787	\$1,038,721	\$1,155,330
Advertising	\$338,817	\$183,495	\$303,500	\$308,148	\$299,894
Other Promotional Exp	\$491,509	\$624,087	\$639,815	\$679,989	\$659,565
Other Operating Expenses	\$191,602	\$231,315	\$187,177	\$175,057	\$118,956
Total CVB Expenses	\$1,800,556	\$1,873,315	\$2,229,278	\$2,201,915	\$2,233,745
Parking Garage:					
Wages & Benefits	\$379,782	\$382,859	\$441,932	\$396,470	\$430,121
Other Operating Expenses	\$12,328	\$12,580	\$16,950	\$14,492	\$31,860
Total Garage Expenses	\$392,110	\$395,439	\$458,882	\$410,962	\$461,981
Total PCOC Expenses	\$7,268,958	\$9,128,360	\$8,054,551	\$9,336,837	\$10,028,464
Net PCOC Operations	\$4,094,013	\$2,505,009	\$2,703,398	\$1,897,451	\$2,201,875
Allocated to Expansion Costs Reserve (from TOT Revenues)	\$4,094,013	\$2,505,009	\$2,703,398	\$1,897,451	\$2,201,875
Net PCOC Operations	\$0	\$0	\$0	\$0	\$0

**DEPARTMENT
SUMMARY**

Rose Bowl Operating Company

Mission Statement

The mission of the Rose Bowl Operating Company (RBOC) is to improve the quality of life in Pasadena by providing top quality entertainment and by generating revenue through the operation of a world-class stadium and a professional quality golf course complex.

Vision Statement

"The Rose Bowl" is the internationally recognized symbol of Pasadena and the historic centerpiece of the Central Arroyo.

The Rose Bowl Operating Company is responsible for the governance and stewardship of the Rose Bowl and Brookside Golf Courses. The Rose Bowl Operating Company will ensure that the Rose Bowl remains a world class destination for sporting and entertainment events for all of Pasadena's residents and visitors. It will ensure that the Brookside Golf Courses will retain their reputation as two of the finest municipal golf courses in Southern California.

The economic health of the Rose Bowl is vital to Pasadena. The Rose Bowl Operating Company will maintain its commitment to financial solvency, while preserving the dignity and historical significance of the stadium in a majestic park environment. The Rose Bowl will continue to be recognized as one of the nation's premier football venues.

The Rose Bowl will continue to be a good neighbor and a good partner to the entire Pasadena community. The Rose Bowl represents the future of Pasadena and must be preserved and enhanced for generations to come.

Program Description

The RBOC is a California non-profit, public benefit corporation, founded in 1995 by an act of the Pasadena City Council. The RBOC's primary purpose is to enhance economic and civic value to the City of Pasadena by managing a world-class stadium and a professional quality golf course complex in a residential open-space neighborhood. The RBOC is responsible to the residents of Pasadena to inform them of potential environmental impacts from the operation of the stadium, to take all reasonable preventive measures and to seek feedback from those impacted.

The Rose Bowl's multifaceted events have included the annual New Year's Rose Bowl Football Game including the 2002 and 2006 BCS National Championship Games, 1984 Olympics Soccer Finals, 1994 Men's World Cup Soccer, 1999 Women's World Cup Soccer Finals, five (5) Super Bowl football games, UCLA home football games, a variety of concerts and other activities such as the monthly R.G. Canning Flea Market, car shows and filmings, all of which generate revenue for the Rose Bowl Fund.

In addition, the RBOC is responsible for the management of the Brookside Golf complex through concessionaire contracts with American Golf Corporation and John Wells Pro Shop.

Company Relationship to City Council Goals

- **Operate an Effective and Cost Efficient Government.**

The specific activities that have contributed to the achievement of this goal include the improvement of customer service and the on-going development and implementation of better financial reporting and oversight.

Rose Bowl Operating Company

Summary of Appropriations and Revenue

	FY 2006 Actual	FY 2007 Actual	FY 2008 Adopted	FY 2008 Revised	FY 2009 Adopted
FTEs	20.0	20.0	21.0	21.0	22.0
Appropriations	\$9,833,509	\$10,881,402	\$9,948,041	\$9,948,041	\$11,828,078
Revenue By Fund:					
Rose Bowl	\$10,228,586	\$8,940,420	\$6,661,879	\$6,661,879	\$8,395,164
Golf Course	\$2,954,882	\$3,268,458	\$3,118,564	\$3,118,564	\$3,549,615
Total Revenue	\$13,183,468	\$12,208,878	\$9,780,443	\$9,780,443	\$11,944,779

Departmental Results Statements

Result 1: The Rose Bowl is an excellent stadium that operates competitively with other venues, safely and in harmony with its surrounding neighborhood.

	FY 2007			FY 2008	FY 2009
	Actual	Target	% Target	Target	Target
Measure 1.1 Number of community hotline complaints					
A. Keep number of community complaints to 5 or fewer per quarter (20 per year).	1.5	5.0	100%	5.0	5.0
Measure 1.2 Timeliness of clean-up of surrounding neighborhoods					
A. Clean surrounding neighborhoods within 24 hours of event	24	24	100%	24	24
Measure 1.3 Timeliness of response to reported disturbances related to events					
A. Respond to disturbances in a very short period of time	100%	100%	100%	100%	100%
Measure 1.4 Stadium Revenue					
A. Goal for Net Income (Loss) before Operating Transfers	\$(966,282)	\$(2,730,133)	100%	\$(2,243,805)	\$(2,309,950)

Result 2: Services at Rose Bowl events satisfy customer requirements.

Measure 2.1 Survey of tenants, contractors, event participants and attendees regarding satisfaction with services at events

A. Develop method of measurement and baseline for satisfaction with services at events with 4.0 being "excellent", 3.0 "above average", 2.0 "average" and 1.0 "poor"	2.4	3.0	80%	3.0	3.0
--	-----	-----	-----	-----	-----

Result 3: The playing conditions of the golf course satisfy customer requirements.

Measure 3.1 Contract requirements for playing conditions of golf courses

A. 100% compliance with contract requirements	100%	100%	100%	100%	100%
---	------	------	------	------	------

Rose Bowl Operating Company

		FY 2007			FY 2008	FY 2009
		Actual	Target	% Target	Target	Target
	B. American Golf completes contracted capital improvements	100%	100%	100%	100%	100%
Measure 3.2 Survey of individual golfers and Men's and Women's golf clubs regarding satisfaction with playing conditions and aesthetics of golf course						
	A. Develop baseline for customer satisfaction	2.8	3.0	93%	3.0	3.0
Measure 3.3 Revenue						
	A. Increase Golf Course Net Income (Loss) before Operating Transfers by a minimum of 2% in FY 2009	\$2,293,757	\$2,095,715	100%	\$2,076,207	\$2,426,652
Measure 3.4 Comparison of revenue figures with those of other golf courses						
	A. Gather data from other golf courses regarding number of rounds played, using RBOC budget as a target	139,984	184,047	76%	100%	100%
	B. Gather data from other golf courses regarding green fees, using these competitors' average as a target	\$4,592,871	\$3,652,162	100%	100%	100%
	C. Gather data from other golf courses regarding cart rental fees, using these competitors' average as a target	\$1,162,124	\$856,852	100%	100%	100%
Result 4: Brookside clubhouse pro shop and restaurant are appealing, attractive and clean.						
Measure 4.1 Survey of individual golfers satisfaction with quality and appeal of pro shop merchandise						
	A. Develop baseline for customer satisfaction with quality and appeal of pro shop merchandise	3.73	3.0	100%	100%	100%
Measure 4.2 Survey of individual golfers regarding satisfaction with quality and delivery of food services						
	A. Develop baseline for customer satisfaction with quality and delivery of food service	3.25	3.0	100%	100%	100%

Changes From Prior Year

- Cost Changes:** The change from the FY 2008 budget reflects an overall expense increase of \$1,880,037. This is partly due to a general 3.5% increase for general operating expenses with the exception of water and electric which reflect 10% and 17% increases, respectively. Also, there will be an extra, 7th UCLA home football game against USC resulting in an increase in event expenses of about \$340,000. Further, although not requiring a cash outlay, depreciation expense will increase by well over \$800,000 mostly due to the new Locker Room & Media Center being placed in service.

Rose Bowl Operating Company

- *FTE Changes:* There is an increase of 1.0 FTE. In that the stadium industry typically hires seasonal employees, and shows this cost as a "General & Administrative" as opposed to "Salaries & Benefits", there will not be a direct financial impact. The revenue generated from minor events continues to grow which warrants the need for an additional staff member for the entire year.
- *Revenue Changes:* There is also an overall revenue increase from the FY 2008 budget of \$2,164,336. More specifically, revenue from the golf course complex is expected to grow by about \$431,051. Also, the fact that both the New Year's Rose Bowl Game and UCLA actually did better than budgeted in FY 2008 is reflected in this increase. Further, the UCLA/USC game is budgeted to alone show a Gross Event Income of \$1,018,165. On a full-accrual, GAAP basis, overall "Net Income (Loss) Before Operating Transfers" for the RBOC is projected to increase by about \$284,299 from the FY 2008 budget to FY 2009.

Future Outlook

The employees of the RBOC will use their best efforts in continuing to pursue those opportunities that will maximize and improve the RBOC's financial position.

**DIVISION
SUMMARY
Brookside Golf Course**

Mission Statement

The mission of the Brookside Golf Course is to improve the quality of life in Pasadena by providing top quality entertainment and by generating revenue through the operation of a professional quality golf course complex.

Program Description

The RBOC is responsible for the management of the Brookside Golf Course complex through concessionaire contracts with American Golf Corporation and John Wells Pro Shop.

Major Accomplishments

- Continued to conduct and tally surveys with customers of the Pro Shop, Restaurant and Golf Course at Brookside to determine where improvements can be made.
- On track to earn highest revenue from both the golf course and the restaurant.
- Refurbished three men's and women's restrooms located on the courses utilizing the "10% of Green Fees" set-aside.
- Completed Phase 5 of the Golf Course Master Plan, involving the fairway bunker renovation for both golf courses, with funding from the Golf Course Master Plan and the "10% of Green Fees" set-aside.
- Continued to collect the "4% of Golf Course Revenue" from American Golf Corporation, approximately \$245,000 to fund the multi-year Golf Course Master Plan
- Continued to collect and remit to the City, the "10% of Green Fees" from American Golf Corporation, which is earmarked for capital improvements in the Arroyo Seco, approximately, \$318,000.

Summary of Appropriations and Revenue

	FY 2006 Actual	FY 2007 Actual	FY 2008 Adopted	FY 2008 Revised	FY 2009 Adopted
FTEs	2.85	2.85	2.85	2.85	2.85
Appropriations	\$884,321	\$974,700	\$1,042,357	\$1,042,357	\$1,122,964
Golf Course Revenue	\$2,954,882	\$3,268,458	\$3,118,564	\$3,118,564	\$3,549,615

Changes From Prior Year

- *Cost Changes:* Expenses for the golf course complex are budgeted to increase by about \$80,607 which for the most part reflects a 3.5% increase in general operating expenses with the exception of water & electric.
- *FTE Changes:* There are no FTE changes for FY 2008.
- *Revenue Changes:* Income generated by the golf course complex is expected to grow by about \$431,051. This includes approximately \$60,000 generated from a planned green fees increase, about \$70,000 in higher restaurant revenue with the balance coming from Investment Income earned mostly on designated cash balances. Of the \$3,549,615 in revenue shown above, \$244,515 and \$318,123 is restricted and represents the "4% of Golf Course Revenue" which helps fund the Golf Course Master Plan and the "10% of Green Fees" which is for capital improvements in the Arroyo Seco, respectively. On a full-accrual, GAAP basis, overall "Net Income (Loss) Before Operating Transfers" for the Golf Course is projected to increase by about \$350,444 from the FY 2008 budget to FY 2009.

**DIVISION
SUMMARY**
Rose Bowl Stadium

Mission Statement

The mission of the Rose Bowl Stadium is to improve the quality of life in Pasadena by providing top quality entertainment and by generating revenue through the operation of a world-class stadium.

Program Description

The Rose Bowl Stadium's primary purpose is to enhance economic and civic value to the City of Pasadena by managing a world-class stadium in a residential open-space neighborhood. The RBOC is responsible to the residents of Pasadena to inform them of potential environmental impacts from the operation of the stadium, to take all reasonable preventative measures and to seek feedback from those impacted. The Rose Bowl's multifaceted events have included the annual New Year's Rose Bowl Football Game, 1984 Olympics Soccer, 1994 Men's World Cup Soccer, 1999 Women's World Cup Soccer, five (5) Super Bowl football games, UCLA home football games, a variety of concerts and other activities such as the monthly R.G. Canning Flea Market and Car Shows, all of which generate revenue for the Rose Bowl Fund.

Major Accomplishments

- Continued to expand community outreach by having a series of community meetings, inviting neighborhood associations, as well as organizations that have shown interest in the Rose Bowl.
- Forged ahead with Phase 2 of the Strategic Work Plan with the intention of securing commitments from the RBOC's major tenants.
- Continued to streamline, improve and customize its financial statements as full-accrual, stadium format particularly by developing and utilizing specialized report writing and "paperless office" software.
- In conjunction with the City's Finance Department continued to pool any idle cash with the City's funds in an effort to obtain a better return on its investments.
- Beginning with fiscal year 2000 and combined with the Golf Course operations, the RBOC as a whole, will have generated a Net Income before Operating Transfers for the past nine fiscal years.
- For the ninth consecutive year beginning with fiscal year 1999, obtained an unqualified opinion from the independent auditors on its separate company financial statements and schedules, the latest fiscal year being fiscal year 2007.
- As part of the new 20-year agreement with the UCLA Bruins football team, completed construction of the new locker room facilities & media center in August 2007, in time for the first home UCLA football game in September 2007.
- Continued a now 81 year tradition by staging an annual July 4th / Independence Day event, this time with the California Philharmonic. Also booked a similar event for July 4, 2008 for upcoming fiscal year 2009.
- Staged the 94th Tournament of Roses football game between highly ranked USC and Illinois, with USC prevailing with a score of 49 to 17.
- Hosted the quarterfinals, semi-finals and finals of Drum Corps International.
- Produced a successful, inaugural Rose Bowl Half Marathon.

Summary of Appropriations and Revenue

	FY 2006 Actual	FY 2007 Actual	FY 2008 Adopted	FY 2008 Revised	FY 2009 Adopted
FTEs	17.15	17.15	18.15	18.15	19.15
Appropriations	\$8,949,188	\$9,906,702	\$8,905,684	\$8,905,684	\$10,705,114
Rose Bowl Revenue	\$10,228,586	\$8,940,420	\$6,661,879	\$6,661,879	\$8,395,164

Changes From Prior Year

- *Cost Changes:* The change from the FY 2008 budget includes an overall expense increase of \$1,799,430. This is partly due to a general 3.5% increase in general operating expenses with the exception of water and electric which reflect 10% and 17% increases, respectively. Also, there will be an extra and 7th UCLA home football game against USC resulting in an increase in event expenses of about \$340,000. Further, although not requiring a cash outlay, depreciation expense will increase by well over \$800,000 mostly due to the new Locker Room & Media Center being placed in service.
- *FTE Changes:* There is an increase of 1.0 FTE. In that the stadium industry typically hires seasonal employees, and shows this cost as a "General & Administrative" as opposed to "Salaries & Benefits", there will not be a direct financial impact. The revenue generated from minor events continues to grow which warrants the need for an additional staff member for the entire year.
- *Revenue Changes:* There is also an overall revenue increase from the fiscal year 2008 budget of \$1,733,285, which reflects the fact that again both the New Year's Rose Bowl Game and UCLA actually performed better than budgeted in fiscal year 2008. UCLA again had a good preseason marketing campaign for its 2007 season (FY 2008) and should have an even better one for the 2008 season (FY 2009) in light of the hiring of its new coaches Rick Neuheisel and Norm Chow. Also, the extra 7th UCLA home game against USC is budgeted to increase Gross Event Income by \$1,018,165. Further Net Event Income generated from special events, filmings, car shows and other minor unbooked events is also being budgeted at about \$24,000 higher, in that the new locker room and media center are now complete and there is no longer any resulting noise and debris generated by this project which adversely impacted these events during FY 2007. Overall "Net Income (Loss) Before Operating Transfers" should decrease by about \$66,145 from FY 2008 Budget.

EXHIBIT A - The Budget In Brief
Statement of Expenses by Fund