

**DEPARTMENT
SUMMARY**
Finance

Mission Statement

To develop and monitor fiscal policies and procedures that ensure a financially strong and effective city government which maintains 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 and effective workers compensation, safety, and printing programs.

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:

- **Support and Promote the Local Economy**

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.

- **Maintain Fiscal Responsibility and Stability**

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.

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Major Accomplishments

During fiscal year 2009, the City 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, 2008. 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 2009 Operating Budget and an award for Excellence in Public Communications for the fiscal year 2009 Budget in Brief. The Department implemented the home based business audit program by sharing data with the State Franchise Tax Board, and exceeded the targeted goal of collecting bad debt in the amount of \$1.5 million owed to the City. The City continues to hold a current General Obligation Bond rating of AAA which is the highest rating given by Standard and Poor's.

Summary of Appropriations and Revenues

	FY 2007 Actual	FY 2008 Actual	FY 2009 Adopted	FY 2009 Revised	FY 2010 Recommended
FTEs					
Finance	77.150	77.650	78.650	78.650	72.650
Workers' Comp & Safety	9.000	8.000	8.000	8.000	8.000
Printing Services	7.000	7.000	7.000	7.000	7.000
Information Technology	45.000	48.000	47.500	47.500	42.500
Grants FTEs	5.600	5.600	5.600	5.600	5.600
Total FTEs	143.750	146.250	146.750	146.750	135.750
Appropriations					
Finance	8,817,083	9,353,511	10,105,373	10,105,373	9,456,014
Workers' Comp & Safety	946,148	1,309,770	1,367,418	1,367,418	1,353,325
Printing Services	1,131,472	1,102,790	1,389,007	1,389,007	1,227,732
Information Technology	7,938,698	8,894,427	9,832,015	9,832,015	9,109,289
Capital	0	1,552,026	0	0	407,000
Grants (memo only)*	0	0	615,211	615,211	607,446
Total Appropriations	18,833,401	22,212,524	22,693,813	22,693,813	21,553,360
Sources by Fund					
General Fund	8,817,083	9,353,511	10,105,373	10,105,373	9,456,014
Worker's Compensation Fund	946,148	1,309,770	1,367,418	1,367,418	1,353,325
Printing Services Fund	1,131,472	1,102,790	1,389,007	1,389,007	1,227,732
Information Technology Funds	7,938,698	8,894,427	9,832,015	9,832,015	9,109,289
Capital	0	1,552,026	0	0	407,000
Total Sources	18,833,401	22,212,524	22,693,813	22,693,813	21,553,360

* For information only, amount not included in total.

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Departmental Results Statements

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

		FY 2008			FY 2009	FY 2010
		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	99%	100%	99%	100%	100%
Measure 1.2 Update and present the Five-Year Financial Plan						
	A. Five Year Financial Plan will be presented to the Finance Committee within 30 days after quarter-end for the 2 nd and 3 rd quarters and within 75 days after 1 st and 4 th quarters	88%	100%	88%	100%	100%

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

		FY 2008			FY 2009	FY 2010
		Actual	Target	% Target	Target	Target
Measure 2.1 Prepare accurate payroll checks						
	A. 100% of all employees are accurately compensated the 1st time	99%	100%	99%	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 2008			FY 2009	FY 2010
		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						

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		FY 2008			FY 2009	FY 2010
		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	100%	100%	100%	100%	100%
	B. The general ledger accounting cycle will be closed by October 15 th for months July through September	10/15/07	10/15/07	100%	10/15/08	10/15/09
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 75 days after year-end	10/15/07	10/15/07	100%	10/15/08	10/15/09
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	3	4	100%	N/A	N/A

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		FY 2008			FY 2009	FY 2010
		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 for FY 2009			3	3

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

		FY 2008			FY 2009	FY 2010
		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 December 31 deadline	12/6/2007	12/31/2007	100%	12/31/2008	12/31/2009

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 2008			FY 2009	FY 2010
		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	0	4	0%	4	4

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

		FY 2008			FY 2009	FY 2010
		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	96%	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	95%	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 2008			FY 2009	FY 2010
		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	75%	100%	75%	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	0%	100%	0%	100%	100%

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		FY 2008			FY 2009	FY 2010
		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	80%	100%	80%	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	100%	100%	100%	100%	100%

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

		FY 2008			FY 2009	FY 2010
		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%

Result 9: Maintain Financial Health of the City

		FY 2008			FY 2009	FY 2010
		Actual	Target	% Target	Target	Target
Measure 1.1 Bond rating/City Credit Rating						
	A. AA	AAA	AA	100%	AA	AA
Measure 1.2 Annual management audit letter						
	A. Unconditional approval	UA	UA	100%	UA	UA

Changes From Prior Year

- *Cost Changes:* The decrease from the fiscal year 2009 revised budget is \$1,547,453 primarily attributable to the following:
 1. The Personnel budget decreased by \$913,413 due to a decrease of .50 limited term Management Analyst II from ITSD and the elimination of 10.5 FTEs as a result of the Managed Savings Plan for fiscal year 2010.
 2. The Services and Supplies budget decreased by \$431,250 as a result of the Managed Savings Plan for fiscal year 2010.
 3. The Principal and Interest budget decreased \$79,986 for Printing Services equipment .
 4. The Depreciation budget decreased \$124,777 per annual schedules.
 5. The Internal Service Charges budget increased \$1,973 for citywide cost adjustments in various internal service rates.

- *FTE Changes:* There was a decrease of .50 FTE from the fiscal year 2009 revised budget; ITSD decreased .50 Management Analyst II. The Department eliminated 10.5 FTEs including 1.0 City Auditor, 1.0 City Treasurer (position will be combined with Deputy Director), 1.0 Accountant from Treasury Division, 1.0 Business Tax License Inspector from Treasury Division, 1.0 Staff Assistant II from Payroll Section, 1.0 Staff Assistant III from Accounts Receivable Section, and 1.5 Operations Assistant, 1.0 IT Analyst II, 1.0 IT Analyst III, and 1.0 Department Information System Analyst III from ITSD.

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, and 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

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 2007 Actual	FY 2008 Actual	FY 2009 Adopted	FY 2009 Revised	FY 2010 Recommended
FTEs	25.500	24.000	25.000	25.000	19.000
Appropriations	4,075,182	4,503,837	4,929,931	4,929,931	4,066,002
WC Payments (Memo)*	10,528,269	7,825,842	9,500,000	9,500,000	9,785,000
Sources by Fund					
General Fund	3,110,778	3,175,263	3,543,709	3,543,709	2,693,121
Workers' Compensation Fund	18,256	18,804	18,804	18,804	19,556
– Transfer					
Workers' Compensation Fund	946,148	1,309,770	1,367,418	1,367,418	1,353,325
WC (Memo)*	10,528,269	7,825,842	9,500,000	9,500,000	9,785,000
Total Sources	4,075,182	4,503,837	4,929,931	4,929,931	4,066,002

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

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Changes From Prior Year

- *Cost Changes:* The decrease from fiscal year 2009 revised budget is due to the Payroll Section moving to the Accounting and Analysis Division. The net Personnel budget decrease of \$82,196 is due to moving five Payroll FTEs to Accounting and Analysis Division and the elimination of one City Auditor position as a result of the Managed Savings Plan for fiscal year 2010. Services and Supplies also decreased \$176,539 as a result of the Managed Savings Plan. Internal Service Charges increased \$52,016 for various citywide cost adjustments.
- *FTE Changes:* The Division moved 5.0 Payroll FTEs to Accounting and Analysis Division and eliminated 1.0 City Auditor position.

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 2010 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 and annual updates to the General Fee Schedule.

Major Accomplishments

A major accomplishment of the Budget Division was the adoption of the fiscal year 2009 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 2009 from the Government Finance Officers Association (GFOA). This is the second 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 2009 as well as an award for Excellence in Public Communications for the fiscal year 2009 Budget in Brief. The Division implemented PowerPlan CityVision, a new budgeting software. 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 2007 Actual	FY 2008 Actual	FY 2009 Adopted	FY 2009 Revised	FY 2010 Recommended
FTEs	6.000	6.000	6.000	6.000	6.000
Appropriations	685,117	746,107	823,883	823,883	848,294
General Fund	685,117	746,107	823,883	823,883	848,294

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Changes From Prior Year

- *Cost Changes:* The Personnel budget increased \$26,854 due to equity adjustments offset by the reclassification of a Management Analyst IV to a Management Analyst III as a result of the Managed Savings Plan for fiscal year 2010. Internal Services decreased \$2,443 for various citywide cost adjustments in internal service rates.
- *FTE Changes:* A Management Analyst IV was reclassified to a Management Analyst III.

Future Outlook

The Budget Division will continue to support City operations through the development and monitoring of the Operating Budget. During fiscal year 2010 the Budget Division will continue to implement new aspects of the new budgeting software. In addition the Division will provide additional assistance in reporting and monitoring costs and revenues during these challenging economic times.

**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. The Division also modified the City's Purchasing Card policies and procedures to meet and exceed revised audit requirements. Accounts Payable continues to reduce the number of printed checks and increase efficiencies by expanding e-payable solutions. Printing Services instituted the use of 100% recycled paper. The Purchasing, Payables and Printing Division is committed to sustaining superior customer service and satisfaction while maintaining the highest level of professional and ethical standards.

Summary of Appropriations and Revenues

	FY 2007 Actual	FY 2008 Actual	FY 2009 Adopted	FY 2009 Revised	FY 2010 Recommended
FTEs	18.750	18.750	17.750	17.750	17.750
Appropriations	2,147,285	2,156,905	2,445,140	2,445,140	2,288,245
Sources by Fund					
General Fund	1,015,810	1,054,115	1,056,133	1,056,133	1,060,513
Printing Services Fund	1,131,472	1,102,790	1,389,007	1,389,007	1,227,732
Total Sources	2,147,285	2,156,905	2,445,140	2,445,140	2,288,245

Finance

Changes From Prior Year

- *Cost Changes:* Personnel budget increased \$4,587 due to equity adjustments. Services and Supplies decreased \$91,850 as a result of the Managed Savings Plan for fiscal year 2010. Principal and Interest decreased \$79,986 for Printing Services equipment. Internal Services increased \$10,354 for various citywide cost adjustments in internal service rates.

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 \$603 million. The Treasury Section 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 \$735 million, with reserve funds of \$47 million as of December 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 cashiering services, processing of utility payments, the monitoring, billing, renewing, collecting, processing, investigating and issuance of over 16,000 business licenses 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, non-sufficient-fund returned checks and other miscellaneous accounts. This unit has over 5,000 active accounts and anticipates collecting \$1.5 million in delinquent revenues.

Major Accomplishments

The Treasury and Cash Management Division accomplished the following during fiscal year 2009: 1) completed the electronic dissemination of annual bond disclosure reports, 2) achieved competitive returns on the City's investment portfolios, 3) completed the Intermountain Power Project debt defeasance transaction, 4) implemented the home based business audit program by sharing data with the State Franchise Tax Board, 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, 7) Completed the \$71.45 million refunding of the 2003 City Hall Variable Rate Demand Certificates of Participation, 8) Refunded the Paseo Colorado bonds and amended the indenture to allow the City to buy its own bonds, 9) secured an \$8 million equipment lease financing and 10) Obtained new credit enhancement by substituting the letter of credit bank on the Rose Bowl Lease Revenue Bonds.

Summary of Appropriations and Revenues

	FY 2007 Actual	FY 2008 Actual	FY 2009 Adopted	FY 2009 Revised	FY 2010 Recommended
FTEs	29.000	30.000	31.000	31.000	28.500
Appropriations	2,585,300	2,904,872	3,043,227	3,043,227	2,758,526
Sources by Fund					
General Fund	2,453,160	2,768,765	2,842,320	2,842,320	2,543,865
Building Services Fund – Transfer	57,393	59,116	123,916	123,916	131,787
Parking Meter–Old Pasadena – Transfer	53,960	55,579	55,579	55,579	59,826
Parking Meter-Civic Center- Transfer	20,789	21,412	21,412	21,412	23,048
Total Sources	2,585,302	2,904,872	3,043,227	3,043,227	2,758,526

Changes From Prior Year

- *Cost Changes:* The Personnel budget decreased \$280,395 due to the elimination of 3.0 FTEs as a result of the Managed Savings Plan for fiscal year 2010 offset by the transfer in of .50 Work Experience Aide from Accounting and Analysis Division. Internal Services decreased \$4,306 for various citywide cost adjustments in internal service rates.
- *FTE Changes:* The Department eliminated 3.0 FTEs, including 1.0 City Treasurer, 1.0 Accountant, and 1.0 Business License Tax Inspector and increased .50 Work Experience Aide.

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. The Payroll Section of this division produces the biweekly distribution of payroll.

This Division coordinates the external audit of City financial statements and 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 for the Comprehensive Annual Financial Report for the fiscal year ended June 30, 2008. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting.

Summary of Appropriations and Revenues

	FY 2007 Actual	FY 2008 Actual	FY 2009 Adopted	FY 2009 Revised	FY 2010 Recommended
FTEs	13.900	13.900	13.900	13.900	16.400
Grants FTEs	5.600	5.600	5.600	5.600	5.600
Total FTEs	19.500	19.500	19.500	19.500	22.000
Appropriations	1,401,816	1,454,349	1,619,617	1,619,617	2,076,003
Sources by Fund					
General Fund	1,401,816	1,454,349	1,619,617	1,619,617	2,076,003
Grants (memo)*	0	0	615,211	615,211	607,446
Total Sources	1,401,816	1,454,349	1,619,617	1,619,617	2,076,003

* For information only, amount not included in total.

Finance

Changes From Prior Year

- *Cost Changes:* The increase from fiscal year 2009 revised budget is due to the Payroll Section transferring from Administration Division. The net Personnel budget decreased \$188,566 due to elimination of 2.0 FTEs as a result of the Managed Savings Plan for fiscal year 2010 and the transfer out of .50 Work Experience Aide to the Treasury and Cash Management Division. This is offset by moving 5.0 Payroll FTEs from Administration Division. Internal Services decreased \$12,259 for various citywide cost adjustments in internal service rates.
- *FTE Changes:* The Department eliminated 2.0 FTEs, including 1.0 Staff Assistant II and 1.0 Staff Assistant III and transferred .50 Work Experience Aide to the Treasury and Cash Management Division. Also, 5.0 FTEs were transferred in from the Payroll Section.

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. 53 "Accounting and Financial Reporting for Derivative Instruments", Statement No. 51 "Accounting and Financial Reporting for Intangible Assets", and Statement No. 45 "Accounting and Financial Reporting by Employers for Post employment Benefits Other than Pensions."

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

The Information Technology Services Division (ITSD) continued to provide quality services to its customers. ITSD has successfully implemented the following customer projects in fiscal year 2009: implemented a new Integrated Voice & Web Response (IVR/IWR) system to provide information and payment services over the phone and through the internet; acquired City Council approval to install the Interagency Communications Interoperability System (ICIS) radio system for the remainder of the City, including Police, Water & Power, Transportation and Public Works. ICIS is a digital radio system that allows interoperability with other cities and meets future Federal requirements; updated the Scheduling Application for the Fire Department; rolled out a new enterprise wireless system including a new Citrix system to standardize the delivery of citywide applications to desktop and wireless users; completed implementation of lifecycle updates for the City's central telephone and call center (ACD) systems located at Police, for the other main telephone systems at Public Health, Water & Power's dispatch and power plant, Villa Parke and the Jackie Robinson Center; evaluated a citywide electronic payment solution; completed a citywide Microsoft training program; and completed various departmental office rearrangement and move projects.

The Information Technology Services Division internal projects completed in fiscal year 2009 include: deployed the eDirectory (online internal City telephone directory) enhancement, which included the addition of an employee self service update/correction function, automatic notification to department approvers, a tutorial, easy to use interface and enhancements, and all sections of the retired paper directory; installed Virtual Machine (VMWare) server infrastructure to reduce support and energy costs; implemented a fiber optic network records management software; replaced iMAP, the internal GIS mapping system; completed Life Cycle Replacements for servers and network equipment; expanded after-hours technical support for enterprise systems; and managed the transition of services provided by Charter Communications as the company shifted from a local to a State franchise; upgraded JPL's fiber connection.

Summary of Appropriations and Revenues

	FY 2007 Actual	FY 2008 Actual	FY 2009 Adopted	FY 2009 Revised	FY 2010 Recommended
FTEs	45.000	48.000	47.500	47.500	42.500
Appropriations	7,938,698	8,894,427	9,832,015	9,832,015	9,109,289
Capital	0	1,552,026	0	0	407,000
Total Appropriations	7,938,698	10,446,453	9,832,015	9,832,015	9,516,289
Sources by Fund					
General Fund	127,628	0	0	0	0
Computing and Communication Fund	7,586,783	8,894,427	9,260,692	9,334,239	8,707,333
Capital	0	1,552,026	0	0	407,000
Telecommunications Fund	224,287	0	571,323	497,776	401,956
Total Sources	7,938,698	10,446,453	9,832,015	9,832,015	9,516,289

Changes From Prior Year

- *Cost Changes:* The Personnel budget decreased \$393,698 due to a decrease of .50 limited term Management Analyst II in ITSD Projects Section and the elimination of 4.5 FTEs as a result of the Managed Savings Plan for fiscal year 2010. Services and Supplies budget decreased \$162,861 and Depreciation decreased \$124,777 both due to the Managed Savings Plan. Internal Services decreased \$41,390 due to various citywide cost adjustments in internal service rates.
- *FTE Changes:* There was a decrease of .50 FTE from the fiscal year 2009 revised budget; a .50 Management Analyst II position for limited term support of projects was eliminated from the ITSD Projects Section. The division also eliminated 4.5 positions, including 1.5 Operation Assistant, 1.0 IT Analyst II, 1.0 IT Analyst III, and 1.0 Department Information System Analyst III.

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 2010, 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, 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; deploy Desktop Thin Clients to increase desktop lifecycle and reduce costs; monitor the performance of the cellular wireless broadband services used by the City to ensure they meet

Finance

Police Heliport and Substation and the Northwest. Programs office; implementation of a service desk application to manage technology related service calls and repairs; improve the security and reliability of the City's fiber optic network; update the GIS database to deploy new mapping tools; evaluation of network security appliances; ongoing implementation of Information Technology Infrastructure Library (ITIL) to streamline and improve service delivery to customers; assess and implement Windows Server 2008 technologies; consolidate database infrastructure to improve service management and reduce licensing costs; and review City's voicemail system to begin planning for required updates. Resources permitting, ITSD intends to consider Voice Over Internet Protocol (VOIP) devices on the data network and unified messaging to improve office productivity.

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.

Finance Department – ITSD

The Capital Improvement Program for the Information Technology Services Division of the Finance Department is focused on maintaining and improving the City's core technological infrastructure including the enterprise network, telephone, radio/microwave and fiber systems, while advancing new technologies that improve operational efficiencies, public safety and customer service at a reduced cost.

DISCRIPTION	FY2007	FY2008	FY2009	FY2009	FY2010	\$CHANGE	%
	ACTUAL	ACTUAL	ADOPTED	REVISED	RECOMMEND		
8005 Regular Pay - PERS	7,376,924	7,488,130	10,500,708	10,500,708	9,709,444	-791,264	(7.5%)
8010 Non Benefit Employees	19,973	27,745	0	0	0	0	0.0%
8011 Overtime Pay	57,139	67,906	37,974	37,974	38,966	992	2.6%
8012 Overtime Subject To PERS	405	452	0	0	0	0	0.0%
8018 PST-Part Time Employees-	46,535	39,798	0	0	11,329	11,329	100.0%
8023 Auto Allowance	20,420	16,444	21,511	21,511	16,930	-4,581	(21.3%)
8024 Personal Devlpmnt Allowan	41,500	45,463	43,500	43,500	35,949	-7,551	(17.4%)
8027 Workers' Compensation	227,806	155,111	155,409	155,409	164,051	8,642	5.6%
8030 Jury Duty	0	41	0	0	0	0	0.0%
8031 General Liability	22,204	15,057	10,503	10,503	29,648	19,145	182.3%
8037 Miscellaneous Pay	12,523	13,124	0	0	0	0	0.0%
8038 Employee Portion-PERS	384,335	290,471	735,049	735,049	336,090	-398,959	(54.3%)
8040 City Portion-PERS	742,745	885,097	739,250	739,250	1,073,017	333,767	45.1%
8041 City Portion-PARS	1,889	1,734	0	0	467	467	100.0%
8044 Life Insurance	5,669	5,248	10,502	10,502	7,917	-2,585	(24.6%)
8045 Dental Insurance	67,872	69,490	68,317	68,317	66,413	-1,904	(2.8%)
8046T Medicare Total	92,154	95,291	152,810	152,810	143,502	-9,308	(6.1%)
8047 Long Term Disability	17,985	20,920	17,850	17,850	18,777	927	5.2%
8048 Child Care Subsidies	0	0	864	864	0	-864	(100.0%)
8049 Medical	1,081,338	1,182,100	1,369,155	1,369,155	1,297,488	-71,667	(5.2%)
8050 Benefits	1,184,175	1,351,607	0	0	0	0	0.0%
8053 W & P Severance Pay	0	6,986	0	0	0	0	0.0%
8054 Vision Care	250	341	0	0	0	0	0.0%
8055 Health Care Spending	300	210	0	0	0	0	0.0%
8056 Accrued Payroll Expense	14,884	86,372	0	0	0	0	0.0%
8058 Benefits Admin.	400,854	408,103	0	0	0	0	0.0%
T8700 Total Personnel	11,819,879	12,273,241	13,863,402	13,863,402	12,949,989	-913,413	(6.6%)
8101 Materials And Supplies	495,719	835,089	508,319	508,319	440,869	-67,450	(13.3%)
8103 Uniforms	753	148	750	750	950	200	26.7%
8105 Lease Payments	7,387	7,132	11,300	11,300	1,500	-9,800	(86.7%)
8106 Rent Expense	0	295,043	294,000	294,000	294,000	0	0.0%
8107 Equipment Lease Payment	57,841	34,603	71,900	71,900	43,900	-28,000	(38.9%)
8108 Computer Related Supplies	75,573	98,142	55,030	55,030	40,430	-14,600	(26.5%)
8109 Equip Purchases Under \$1,	524,016	459,965	104,650	104,650	112,660	8,010	7.7%
8110 Outside Printing & Duplicati	9,871	4,075	17,684	17,684	17,684	0	0.0%
8112 Legal and Other Advertisin	7,360	15,850	2,600	2,600	2,600	0	0.0%
8113 Photo Copy Machine Maint	67,006	71,733	88,383	88,383	88,383	0	0.0%
8114 Other Contract Services	1,948,124	2,363,541	1,937,175	1,937,175	2,062,392	125,217	6.5%
8115 Consultant Services	138,006	126,386	191,099	191,099	26,500	-164,599	(86.1%)
8116 Contract Maintenance	220,965	243,437	372,939	372,939	343,711	-29,228	(7.8%)
8117 Data Processing Operation	35,316	26,022	71,322	71,322	50,550	-20,772	(29.1%)
8121 Computer (PC) Maint/Repa	11,265	13,038	0	0	0	0	0.0%
8124 Dues And Memberships	9,162	19,362	19,006	19,006	19,206	200	1.1%
8125 Special Civic Events	12	450	0	0	300	300	100.0%
8126 Conf & Mtgs- Comm & Co	1,471	467	0	0	0	0	0.0%
8127 Conf & Mtgs-City Departme	36,321	165,540	38,870	38,870	31,070	-7,800	(20.1%)
8128 Mileage	2,530	3,181	7,845	7,845	6,870	-975	(12.4%)
8129 Education	72,733	26,660	23,126	23,126	23,126	0	0.0%
8130 Training Costs	5,579	94,156	152,247	152,247	74,350	-77,897	(51.2%)
8133 Medicl Pay Doctors-Workr	1,306	1,388	1,000	1,000	1,000	0	0.0%
8134 Data Processing Developm	0	0	3,000	3,000	0	-3,000	(100.0%)
8135 Reference Matis Subscripti	4,049	6,690	9,285	9,285	9,235	-50	(0.5%)
8136 Library Books	0	121	0	0	0	0	0.0%
8137 Gasoline and Lubricants	17	15	0	0	0	0	0.0%
8140 Telephone	865,215	867,273	968,100	968,100	805,050	-163,050	(16.8%)
8142 Electric	5,753	5,960	6,000	6,000	6,500	500	8.3%
8144 Postage	89,037	96,152	90,305	90,305	90,155	-150	(0.2%)
8149 Fiscal Agent/Bank Fees &	2,989	2,989	0	0	0	0	0.0%
8150 Cash Over and Short	0	0	0	0	0	0	0.0%
8154 Audio Visual Materials	0	0	100	100	100	0	0.0%
8177 Program Expenditures	1,879,001	2,090,462	559,961	559,961	581,655	21,694	3.9%
8178 Program Expenditure Reco	-622,542	-772,349	0	0	0	0	0.0%
8186 Discounts Lost	1,494	2,013	0	0	0	0	0.0%
8187 Discounts Earned	-10,858	-33,417	0	0	0	0	0.0%
8212 Permits and Fees	0	166	0	0	0	0	0.0%
8218 Vehicle Rental	443	416	415	415	415	0	0.0%
8276 Software	377	0	0	0	0	0	0.0%
8290 Cell Phone Reimbursement	-5,218	-4,169	0	0	0	0	0.0%
T8800 Total Services & Supplie	5,938,073	7,167,728	5,606,411	5,606,411	5,175,161	-431,250	(7.7%)
8504 Equipment	24,898	362,111	0	0	0	0	0.0%
8508 Computer Equipment	566,880	796,819	0	0	0	0	0.0%
8507 Contra Capital	-591,777	-1,028,919	0	0	0	0	0.0%
T8900 Total Equipment	0	130,010	0	0	0	0	0.0%
8601 IS-Structural Maintenance	157,202	172,358	161,092	161,092	151,070	-10,022	(6.2%)
8602 IS-Tenant Improvements	6,960	23,791	14,200	14,200	10,151	-4,049	(28.5%)
8603 IS-Lockshop	346	11,758	1,065	1,065	1,065	0	0.0%

DISCRIPTION	FY2007	FY2008	FY2009	FY2009	FY2010	\$CHANGE	%
	ACTUAL	ACTUAL	ADOPTED	REVISED	RECOMMEND		
8604 IS-Utilities & Insurance-Hse	83,088	84,060	85,486	85,486	108,986	23,500	27.5%
8605 IS-Houskeeping Services	108,455	113,615	110,219	110,219	95,692	-14,527	(13.2%)
8606 IS-Floors And Windows	0	970	2,300	2,300	2,300	0	0.0%
8607 IS-Printing	123,288	156,179	121,229	121,229	118,729	-2,500	(2.1%)
8608 IS-Mail - Basic Services	23,696	23,862	24,278	24,278	23,857	-421	(1.7%)
8609 IS-Telephones - Basic	140,162	134,251	127,711	127,711	104,821	-22,890	(17.9%)
8610 IS-Computer Ops-HP3000-	77,922	52,486	53,780	53,780	55,619	1,839	3.4%
8611 IS-ADS - Direct Request	156,638	57,982	148,916	148,916	112,527	-36,389	(24.4%)
8612 IS-PC Direct Request	52,392	207,292	204,030	204,030	214,954	10,924	5.4%
8613 IS-Radio-Basic Services	6,500	5,697	2,928	2,928	2,864	-64	(2.2%)
8615 IS-Auto Body Repair	0	1,471	0	0	0	0	0.0%
8616 IS-Fleet Maint-Equip Maint	4,405	7,110	7,790	7,790	7,790	0	0.0%
8617 IS-Fleet Maint-Equip Repla	16,749	16,749	17,400	17,400	17,400	0	0.0%
8618 IS-Fleet Maint-Fuel	2,820	4,847	3,600	3,600	5,600	2,000	55.6%
8620 IS-Building Preventive Main	50,069	51,565	48,726	48,726	46,400	-2,326	(4.8%)
8621 IS-Radio - Direct Request	0	255	500	500	500	0	0.0%
8622 IS-Telephones - Usage	96,695	93,629	109,045	109,045	121,418	12,373	11.3%
8623 IS-PC Training	0	0	8,624	8,624	19,236	10,612	123.1%
8624 IS-Enterprise Network	152,798	167,179	191,095	191,095	189,679	-1,416	(0.7%)
8626 IS-Mail Direct Request	5,651	7,751	2,372	2,372	3,271	899	37.9%
8630 IS-AD&S-PeopleSoft	635,403	628,052	643,849	643,849	692,651	48,802	7.6%
8632 IS-AD&S-GIS	3,737	4,227	4,159	4,159	1,813	-2,346	(56.4%)
8634 IS-Security Srvcs at CityHal	66,841	72,029	76,405	76,405	67,248	-9,157	(12.0%)
8641 IS-MS Licensing	18,129	17,971	18,278	18,278	15,410	-2,868	(15.7%)
T9000 Total Internal Service C	1,989,944	2,117,135	2,189,077	2,189,077	2,191,060	1,973	0.1%
8676 Principal	0	0	411,502	411,502	346,858	-64,644	(15.7%)
8677 Interest	55,753	39,189	44,192	44,192	28,850	-15,342	(34.7%)
T9100 Total Principal & Interes	55,753	39,189	455,694	455,694	375,708	-79,986	(17.6%)
8801 Depreciation	434,075	485,221	579,229	579,229	454,452	-124,777	(21.5%)
T9300 Total Other Expenses	434,075	485,221	579,229	579,229	454,452	-124,777	(21.5%)
T8000 Total Expense	20,237,726	22,212,524	22,693,813	22,693,813	21,146,360	-1,547,453	(6.8%)

FY 2010 - 2014 Capital Improvement Program
Recommended Appropriations for FY 2010 and New Projects by Department

		Total Estimated Costs	Appropriated Through FY 2009	Recommended FY 2010	FY 2011-2014 Estimated Costs
Finance Department - ITSD					
Technology Projects					
71127	Information Technology Services Division (ITSD) Equipment	4,848,608	4,441,608	407,000	0
		4,848,608	4,441,608	407,000	0
Totals:		4,848,608	4,441,608	407,000	0

Employee Distribution By Position

Entity: D32 - Finance
 Account: FTE - FTE
 Period: JUL, 2010
 Scenario: RECOMMEND

<u>Code</u>	<u>Description</u>	<u>Total</u>
10091	DIRECTOR OF FINANCE	1.000
20301	DEPUTY FINANCE DIRECTOR (C)	1.000
20302	BUDGET ADMINISTRATOR (C)	1.000
20314	CHIEF INFO TECH OFFICER (C)	1.000
20401	CONTROLLER	1.000
20521	PURCHASING ADMINISTRATOR	1.000
30681	TELECOMMUNICATIONS SUPERVISOR	2.000
31111	PRINCIPAL ACCOUNTANT	3.000
35571	CENTRAL SERVICES SUPERVISOR	1.000
36021	MANAGEMENT ANALYST V	2.000
37031	DEPT INFO SYSTEMS ANALYST III	1.000
37051	OFFICE SUPPORT SUPERVISOR	1.000
37291	MUNICIPAL SERVICES SUPERVISOR	1.000
39501	TELECOMMUNICATIONS MANAGER	1.000
39502	INFO. TECH. OPERATIONS MANAGER	1.000
39503	APP. DEV. & SVCS. SUPERVISOR	1.000
39507	PAYROLL SERVICES MANAGER (C)	1.000
41441	ACCOUNTANT	4.000
41741	MANAGEMENT ANALYST IV	5.000
41861	SENIOR ACCOUNTANT	9.000
41871	MANAGEMENT ANALYST III	1.000
44061	WORKERS COMP CLAIMS EXAMINER	3.000
44321	COLLECTIONS SPECIALIST	2.000
44351	INFO TECHNOLOGY TECHN II	2.000
45371	SAFETY OFFICER (C)	1.000
45901	SENIOR INTERNAL AUDITOR	1.000
45911	INFORMATION TECH ANALYST II	7.000
45921	DATABASE ADMINISTRATOR	3.000
45931	INFORMATION TECH ANALYST III	6.000
45941	INFORMATION TECH ANALYST I	2.000
47081	DEPT INFO SYSTEMS ANALYST II	3.000
47211	MANAGEMENT ANALYST II	7.000
47251	MANAGEMENT ANALYST III (C)	1.000
47252	NETWORK SYSTEMS SUPERVISOR	1.000
47321	INFO TECH PLANN & PROG MGR	1.000
57071	SENIOR INFO SYSTEMS ENGINEER	2.000
66711	STAFF ASSISTANT II (C)	1.000
72291	INFO TECHNOLOGY TECHN III	7.000
72301	DUPLICATING MACHINE OPERATOR	1.500
72471	PRESS OPERATOR	1.000
72530	GRAPHICS PRODUCTION TECHNICIAN	1.000
72571	SENIOR PRESS OPERATOR	1.000
121731	STAFF ASSISTANT II	1.000
121741	STAFF ASSISTANT III	20.000
121761	OPERATIONS ASSISTANT	3.500
121771	TECHNICAL SPECIALIST	3.000
124601	STAFF ASSISTANT IV	3.000
124641	CUSTOMER SERVICE REP I	1.000
126781	PRINCIPAL OPERATIONS SPEC	1.000
141941	WORKERS COMPENSATION SUPERV	1.000
156201	BUSINESS TAX INSPECTOR	3.000
156372	GRAPHIC ARTIST	1.500
156381	PURCHASING ASSISTANT	1.000
156391	SENIOR PURCHASING ASSISTANT	1.750
164040	WORK EXPERIENCE AIDE	0.500

Total 135.750

FY2010 - Managed Savings April 16, 2009

Department	Description of Managed Saving	Service Impacts	Vacant or Filled	Tier 1 FTE Impact	Tier 1 Recommended	Tier 2 FTE Impact	Tier 2
1 Finance	Eliminate City Auditor position - Contract Services to be used for this function	Eliminating this position will reduce the number of audits that will be performed.	Vacant	1.00	181,413		
2	Salary savings as a result of combining Deputy Director and Treasurer function	The duties of these positions will be combined and may reduce time for special projects and may be absorbed elsewhere.	Vacant	1.00	180,000		
3	Eliminate Staff Assistant II - Payroll - Vacant	Special projects and general support for the department will not be provided. The Payroll division is sufficiently staffed.	Vacant	1.00	64,245		
4	Eliminate Staff Assistant III - AR - Vacant	The outsourcing of Paramedic billing will provide this service and will expedite the process.	Vacant	1.00	69,666		
5	Eliminate Business License Tax Inspector position	This revenue generating position will slow the process of performing site visits upon noncompliant businesses and following up on leads provided by the State Franchise Board and reviewing those businesses outside the City but performing services inside the City limits. Duties related to special events are also handled by this position.	Vacant	1.00	76,589		
6	Salary savings reduce MA IV to MA III in Budget	The division will perform duties with a MA III and assistance from remaining staff.			15,332		
7	Salary savings from Accountant position in Treasury	A portion of the duties would be distributed to other positions.	Vacant	1.00	97,386		
8	Defund Tech Specialist - AR - Filled	The outsourcing of Paramedic billing will provide this service and will expedite the process.	Filled			1.00	75,412
9	Salary savings from Staff Asst III- Business License	This revenue generating position processes new and delinquent business license payments and assists with customer services needs.	Filled			1.00	69,666
Total Personnel				6.00	684,631	2.00	145,078

FY2010 - Managed Savings April 16, 2009

Department	Description of Managed Saving	Service Impacts	Vacant or Filled	Tier 1 FTE Impact	Tier 1 Recommended	Tier 2 FTE Impact	Tier 2
Total Services Supplies Equipment				126,539			50,000
Total General Fund				6.00	811,170	2.00	195,078
1	Finance - ITSD - Computing & Communications	Eliminate 1.0 FTE Operation Assistant Position Eliminating this position would place an added burden on existing staff to do more with less, particularly in the Network Section.	Vacant	1.00	75,963		
2		Eliminate .50 FTE Operation Assistant Position Eliminating this position would place an added burden on existing staff to do more with less, particularly in the Network Section.	Vacant	0.50	37,982		
3		Eliminate IT Analyst II Eliminating this position would place an added burden on existing staff to do more with less, particularly in the Network Section.	Vacant	1.00	108,917		
4		Eliminate Dept Info Sys Analyst III Eliminating this position would place an added burden on existing staff to do more with less, particularly in the Network Section.	Vacant	1.00	121,863		
5		Eliminate IT Analyst III The Eliminating of this position in the AD&S Section won't have an effect on operations as it's been vacant since April 2007, and there has not been enough billable projects to support the cost thereof.	Vacant	1.00	125,193		
Total Personnel				4.50	469,918		
Total Services Supplies Equipment					287,638		
Total Computing & Comm Fund				4.50	757,556		
Printing							
Total Services Supplies Equipment					91,850		0

FY2010 - Managed Savings April 16, 2009

Department	Description of Managed Saving	Service Impacts	Vacant or Filled	Tier 1 FTE Impact	Tier 1 Recommended	Tier 2 FTE Impact	Tier 2
Total Printing Services Fund							
					91,850		
1 Finance - Workers Compensation Fund	Defund 1.0 Claims Examiner position - Filled	By defunding 1.0 Claims Examiner this would increase the case loads for the other two Claims Examiners. This could result in increased penalty expenses and reduced customer service.	Filled			1.00	103,601
Total Personnel							
-							
Total Services Supplies Equipment							
50,000							
Total Workers' Compensation Fund							
50,000 1.00 103,601							
Total Finance							
10.50 1,710,576 3.00 298,679							