

**DEPARTMENT
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 such as the seismic retrofit of City Hall and affordable housing. The Public Affairs Office is located in the City Manager's Office to support community relations. The Housing and Community Development Division has been transferred to the City Manager's Office to support new citywide initiatives for affordable housing opportunities.

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

During fiscal year 2005, the City Manager's Office provided strategic leadership on critical City issues including response to the state budget crisis, planning for the seismic retrofit of City Hall and temporary relocation of employees, managing high-growth development throughout the city, implementation of recommendations from the affordable housing task force including the development of a second units ordinance, consideration of the relocation of an NFL football team to the Rose Bowl, expansion of the citywide clean-up program to include abandoned shopping carts, adoption of the Land Use Element, Mobility Element, and Central District Specific Plan, and continued efforts to provide for the needs of day laborers while protecting the surrounding neighborhoods.

Summary of Appropriations and Revenues

	FY 2003 Actual	FY 2004 Actual	FY 2005 Adopted	FY 2005 Revised	FY 2006 Recommended
FTEs	16.75	15.75	12.00	12.67	37.35
Appropriations	1,923,000	1,929,914	1,945,307	2,123,243	35,438,294

Summary of Appropriations and Revenues					
	FY 2003	FY 2004	FY 2005	FY 2005	FY 2006
	Actual	Actual	Adopted	Revised	Recommended
Sources by Fund					
General	1,900,000	1,906,109	1,921,502	2,099,438	2,166,709
Light and Power	14,950	15,473	15,473	15,473	15,937
Water	8,050	8,332	8,332	8,332	8,582
Rental Assistance Program					10,692,663
Supportive Housing Programs					3,555,500
Community Development					
Block Grant					2,791,285
PCDC – Affordable Housing					7,999,518
Fund Balance (various funds)					8,208,100
Total Sources by Fund	1,923,000	1,929,914	1,945,307	2,123,243	35,438,294

Departmental Results Statements

Result 1: Maintain financial health of the City.

	FY 2004			FY 2005	FY 2006
	Actual	Target	% Target	Target	Target
Measure 1.1 Bond 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 2004			FY 2005	FY 2006
	Actual	Target	% Target	Target	Target
Measure 2.1 Response to employee survey of "Pasadena is a great place to work"					
A. 90%	90%	90%	100%	90%	90%
Measure 2.2 Turnover rate (excluding regular service retirements)					
A. 6% annual turnover rate	4.0%	6.0%	150%	6%	6%
Measure 2.3 Employees are evaluated annually.					
A. 85% of employee evaluations completed at least once annually	85.0%	85.0%	100%	85.0%	85.0%

City Manager

Result 3: Expanded access to affordable, decent safe and sanitary housing by low and moderate income persons, including the elderly and those with special needs.

	FY 2004			FY 2005	FY 2006
	Actual	Target	% Target	Target	Target
Measure 3.1 Number of affordable housing units under construction or under contract, with approved public financing awaiting construction.					
A. 152 affordable housing units under construction, completed, or in negotiation.	171	152	113%	152	152
Measure 3.2 Number of units provided with home ownership assistance.					
A. 32 units provided with ownership financing assistance.	23	32	72%	32	32
Measure 3.3 Occupancy rate maintained in Section 8 Program.					
A. 95% (quarterly) (98% in FY05) occupancy rate of the 1,315 households assisted in the Section 8 Program.	98%	95%	103%	98%	98%
Measure 3.4 Number of households assisted through the Supportive Housing Program					
A. 144 households assisted through the Supportive Housing Program.	152	144	106%	n/a	n/a
A. 95% occupancy rate for the 150 households assisted by the Supportive Housing Program.	New in fiscal year 2005			95%	95%
Measure 3.5 Distribution of Community Development Block Grant (CDBG) funds.					
A. Allocate 90% of the CDBG funds.	100%	90%	111%	90%	90%

Changes from Prior Year

- *Organizational/Program Changes:* The Housing and Community Development Division has transferred from the Planning and Development Department to the City Manager's Office. The Affordable Housing Program has been moved from the Planning and Development, PCDC Division to the City Manager's Office.
- *Cost Changes:* The organizational transfer of the Housing and Community Development Division and the Affordable Housing Program from the Planning and Development Department totaled \$33,247,066. This is an administrative issue and has no impact on the overall budget.
- *FTE Changes:* The Department has transferred in 24.90 FTEs from the Planning and Development Department. This is an administrative process and has no impact on the overall budget. See Division narratives for additional information.

**DIVISION
SUMMARY
City Manager**

Mission Statement

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Program Description

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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 Department Summary.

Summary of Appropriations and Revenues

	FY 2003 Actual	FY 2004 Actual	FY 2005 Adopted	FY 2005 Revised	FY 2006 Recommended
FTEs	16.750	15.750	12.000	12.67	12.45
Appropriations	1,923,000	1,929,914	1,945,307	2,123,243	2,191,228
Sources by Fund					
General	1,900,000	1,906,109	1,921,502	2,099,438	2,166,709
Light & Power	14,950	15,473	15,473	15,473	15,937
Water	8,050	8,332	8,332	8,332	8,582
Total Sources by Fund	1,923,000	1,929,914	1,945,307	2,123,243	2,191,228

Changes from Prior Year

- *Cost Changes:* The change from fiscal year revised 2005 budget is a net increase of \$67,985. The change includes the net elimination of .22 position totaling \$12,982, scheduled increases in salary and benefit rates totaling \$89,691, and decreases in Internal Services charges of \$34,688.
- *FTE Changes:* The Division added .33 Project Manager and eliminated .50 Executive Secretary (C) and .05 Assistant City Manager. The Executive Secretary position was transferred to the Information Services Department. The Assistant City Manager position was allocated to the Housing Division.

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, and the seismic retrofit of City Hall. 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, and the implementation of phase II of the Gold Line light rail.

DIVISION SUMMARY

Housing and Community Development

Mission Statement

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

Program Description

The Housing and Community Development Division, through the Pasadena Community Development Commission (PCDC), Community Development Block Grant (CDBG) program, Emergency Shelter Grant (ESG), Section 8 Housing Choice Voucher program, Supportive Housing programs, Low and Moderate Income Housing Trust Funds, City's Inclusionary Housing program and State of California loans and grants, supports a myriad of active affordable housing initiatives where financial assistance is made available directly or indirectly to very low, low and moderate-income households. Activities include the assessment of community housing and economic needs, selection of local service providers to receive federal monies, provision of affordable housing opportunities and the monitoring of these activities to determine their success in addressing community needs. These efforts are being undertaken to create neighborhood vitality and livability while fostering economic prosperity for the City, its residents and businesses.

Major Accomplishments

During fiscal year 2005, the Division accomplished the following:

Housing Production

- Initiated construction of the Orange Grove Gardens (39 rental units)
- Initiated construction of the Cypress Avenue Town homes (4 town homes)
- Implemented Heritage Homeownership Program (2 homes)
- Initiated rehabilitation/construction of the Parke Street Apartments (12 rental units)
- Implemented the Green Hotel (139 rental units)
- Implemented the Inclusionary Housing Program (269 units)
- Implemented Homeownership Assistance Programs (14 low/moderate income homebuyers)
- Implemented Rebuilding Together Pasadena (12 homes)
- Adoption of the Inclusionary Housing Program Amendments
- Implemented Housing Project Management System (HPM)

Community Development

- Implemented Human/Public Services (18 agencies/15,000 clients assisted)
- Implemented Neighborhood Housing Rehabilitation Programs (64 units/70 yards)
- Implemented Emergency and Bad Weather Shelters (1,500 households assisted)
- Implemented Economic Development Programs (7 programs/4,000 jobs created or retained)
- Implemented the Code Enforcement Inspections (4,000 inspections performed)
- Implemented Tenant Protection Ordinance
- Adoption of the Five Year Consolidated Plan

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 (6 rental units)
- Implemented the Public Housing Authority (PHA) Annual Plan
- Implemented the Section Eight Management Assessment Program (SEMAP - 98% rating)

Supportive Housing Program

- Implemented Supportive Housing Program (152 low-income households assisted)
- Initiated the 10 Year Strategy to End Homelessness
- Implemented the Homeless Management Information System (HMIS)

Summary of Appropriations and Revenues

	FY 2003 Actual*	FY 2004 Actual*	FY 2005 Adopted*	FY 2005 Revised*	FY 2006 Recommended
FTEs	23.90	23.90	23.90	24.90	24.90
Appropriations	24,377,185	28,683,374	26,368,160	26,368,160	33,247,066
Sources by Fund					
Rental Assistance Program	11,560,076	15,840,169	10,310,571	10,310,571	10,692,663
Supportive Housing Programs			3,475,000	3,475,000	3,555,500
Community Development					
Block Grant	2,881,647	2,961,996	2,740,191	2,740,191	2,791,285
PCDC – Affordable Housing	9,707,916	9,653,663	9,441,070	9,441,070	7,999,518
Fund Balance (various funds)	227,546	227,546	401,328	401,328	8,208,100
Total Sources by Fund	24,377,185	28,683,374	26,368,160	26,368,160	33,247,066

*Prior year data provided for comparison purposes only.

Changes from Prior Year

- *Organization/Program Changes:* The Housing and Community Development Division transferred from the Planning and Development Department to the City Manager Department. In addition the Affordable Housing Program has been moved from the Planning and Development Department, PCDC Division.
- *Cost Changes:* The organizational transfer of the Housing and Community Development Division and Affordable Housing Program totaled \$33,247,066, which includes an increase of \$6,878,906 over fiscal year 2005 and is primarily related to increases in the Housing Opportunity Fund for affordable housing assistance, \$6,148,045 and scheduled increases in salary and benefit rates totaling \$310,814.
- *FTE Changes:* The Department has transferred in 24.90 FTEs from the Planning and Development Department. This is an administrative process and has no impact on the overall budget. In addition .05 Director of Planning and Development was eliminated and .05 Assistant City Manager added.

Future Outlook

The City's approach to the provision of affordable housing and community development opportunities shall be through increased delivery of public and non-public services, continued preservation of the existing affordable housing stock and implementation of inclusionary requirements or incentives for new affordable housing production with a focus on the housing and economic assistance needs of very low, low and moderate income tenants, owners, and prospective homebuyers.

In an effort to achieve these results, the City will be required to pursue new affordable housing initiatives as well as leverage other funding sources. In the long term, prospects are unclear, because the increasing cost of housing in the City is requiring greater subsidies per household. If funding remains constant, with only modest cost of living increases, it is quite probable that the number of households assisted will decrease.

MSI:

DEPARTMENT: City Manager

	FY 2003 ACTUAL	FY 2004 ACTUAL	FY 2005 ADOPTED	FY 2005 REVISED	FY 2006 RECOMMENDED	\$ CHANGE	%
EMPLOYEES							
REGULAR	16,750	15,750	12,000	12,670	37,350	-24,680	
NON-REGULAR	0,000	0,000	0,000	0,000	0,000	0,000	
TOTAL EMPLOYEES	16,750	15,750	12,000	12,670	37,350	-24,680	
PERSONNEL							
8005 Regular Pay - PERS	779,491	766,110	957,141	1,047,707	2,746,263	1,698,556	162.1%
8010 Non Benefit Employees		20,633			9,146	9,146	#DIV/0!
8011 Overtime Pay	8,245	16,669	0	0	383	383	4.6%
8018 PST-Part Time Employees -PARS	522	144	0	0	0	0	0.0%
8020 Management Benefit		514					
8023 Auto Allowance	16,386	15,300	15,489	15,489	21,181	5,692	36.7%
8024 Personal Dvlpmt Allowance	5,750	5,375	7,250	7,250	11,087	3,837	52.9%
8027 Workers' Compensation	18,310	45,227	27,470	30,069	166,510	136,441	453.8%
8031 General Liability	11,018	7,252	10,529	11,525	16,504	4,979	43.2%
8037 Miscellaneous Pay	2,440		0	0	0	0	0.0%
8038 PERS-Employee Portion	55,264	55,072	67,000	73,340	192,238	118,898	162.1%
8040 PERS-City Portion	0		11,485	16,294	145,826	129,532	795.0%
8041 PARS-City Portion	70	1,099	0	0	0	0	0.0%
8044 Life Insurance	1,233	1,216	1,244	1,334	2,745	1,411	105.8%
8045 Dental Insurance	5,573	5,256	5,641	5,954	17,035	11,081	186.1%
8046 Medicare-City Contributn	10,195	11,303	10,433	11,475	31,587	20,112	175.3%
8047 Long Term Disability	3,371	3,180	4,116	4,496	15,299	10,803	240.3%
8048 Child Care Subsidies					462		0.0%
8049 Emp Opt Ben Fd (EBOF)	75,559	84,640	94,681	99,967	321,210	221,243	221.3%
8050 Benefits (VHS)	168,093	173,637	0	0	25,454	25,454	15.1%
8054 Vision Care	19	42	0	0	0	0	0.0%
8056 Accrued payroll		12,901	0	0	0	0	0.0%
*** TOTAL PERSONNEL	1,161,539	1,225,570	1,212,479	1,324,900	3,722,930	2,398,030	181.0%
SERVICES AND SUPPLIES							
8101 Materials & Supplies	31,848	20,162	30,394	30,394	53,394	23,000	75.7%
8105 Lease Payments				8,538	143,961	135,423	1586.1%
8107 Equipment Lease Payments	3,697	111	4,500	4,500	14,000	9,500	211.1%
8108 Computer Related Supplies	582	2,042	10,200	10,200	26,200	16,000	156.9%
8109 Equip Purchases Under \$1,000	1,285	4,122	8,500	10,000	39,800	29,800	0.0%
8110 Outside Printing and Duplicating	31,927	36,936	31,300	31,300	41,300	10,000	31.9%
8112 Legal Advertising	0		0	0	5,900	5,900	0.0%
8113 Photo Copy Machine Maint	5,611	9,609	5,500	5,500	8,500	3,000	54.5%
8114 Other Contract Services	367,760	323,012	286,960	342,437	435,874	93,437	27.3%
8115 Consultant Services	30,273	39,792	53,000	53,000	135,500	82,500	155.7%
8116 Contract Maintenance	899	200	550	550	550	0	0.0%
8124 Dues and Memberships	4,041	4,341	5,950	5,950	9,750	3,800	63.9%
8125 Special Civic Events	5,020	9,583	12,000	12,000	12,000	0	0.0%
8127 Conferences & Meetings	21,816	16,149	11,557	11,557	19,557	8,000	69.2%
8128 Mileage	84	116	0	0	3,000	3,000	3571.4%
8129 Education	245		0	0	2,000	2,000	816.3%
8130 Training Costs	389		1,560	1,560	1,560	0	0.0%
8134 Data Processing	252		0	0	0	0	0.0%

MSI:

DEPARTMENT: City Manager

	FY 2003 ACTUAL	FY 2004 ACTUAL	FY 2005 ADOPTED	FY 2005 REVISED	FY 2006 RECOMMENDED	\$ CHANGE	%
8135 Reference Matis Subscriptions	1,432	5,758	3,500	3,500	6,800	3,300	230.4%
8140 Telephone	1,412	1,253	5,900	5,900	5,900	0	0.0%
8142 Electric	675	5,511	0	0	0	0	0.0%
8144 Postage	49,721	50,888	42,821	42,821	58,921	16,100	32.4%
8184 Current Year Indirect Costs					232,050	232,050	#DIV/0!
8218 Vehicle Rental	127	44	0	0	0	0	0.0%
8290 Cell Phone Reimbsmnt		-587					
*** TOTAL SERVICES AND SUPPLIES	559,096	529,042	514,192	579,707	1,256,517	676,810	116.8%
EQUIPMENT							
8504 Equipment	0	0	0	0	3,000	3,000	#DIV/0!
8506 Computer Equipment	0	0	0	0	2,000	2,000	#DIV/0!
*** TOTAL EQUIPMENT	0	0	0	0	5,000	5,000	#DIV/0!
*** SUBTOTAL	1,720,635	0	1,726,671	1,904,607	4,984,447	3,079,840	161.7%
INTERNAL SERVICE CHARGES							
8601 IS-Structural Maintenance	21,972	21,972	21,928	21,928	22,690	762	3.5%
8602 IS-Tenant Improvements	3,849	479	0	0	0	0	0.0%
8603 IS-Lockshop	45	119	0	0	0	0	0.0%
8604 IS-Utilities & Insurance HSEKPING	13,092	12,996	13,001	13,001	13,058	57	0.4%
8605 IS-Housekeeping Serv	18,732	18,444	18,346	18,346	17,795	-551	-3.0%
8606 IS-Floors and Windows	0	800	800	800	800	0	0.0%
8607 IS-Printing	13,524	16,443	25,400	25,400	48,282	22,882	90.1%
8608 IS-Mail Services	1,656	2,088	2,095	2,095	5,424	3,329	158.9%
8609 IS-Telephones	27,973	29,343	19,762	19,762	38,417	18,655	94.4%
8611 IS-Application Devel & Support	13,950	540	0	0	31,226	31,226	223.8%
8612 IS-PC and Network Services	34,421	26,748	72,897	72,897	46,108	-26,789	-36.7%
8616 IS-Fleet Maint - Equip Maintenance	1,068	5,559	0	0	0	0	0.0%
8620 Bldg Preventive Maintenance	6,360	6,360	7,886	7,886	7,922	36	0.5%
8622 IS-Telephone - Usage	6,191	6,423	5,500	5,500	16,833	11,333	206.1%
8623 IS-PC Training	130	200	3,000	3,000	8,798	5,798	193.3%
8624 IS-Enterprise Network	12,948	16,236	16,366	16,366	43,307	26,941	164.6%
8632 IS-GIS (Geographic Info)	12,426	3,372	3,450	3,450	0	-3,450	-100.0%
8634 IS-Security Srvcs City Hall	14,028	7,980	8,205	8,205	10,130	1,925	23.5%
8641 IS-MS Licensing					4,162	4,162	#DIV/0!
*** TOTAL INTERNAL SERVICE CHARGE:	202,365	175,302	218,636	218,636	314,952	96,316	44.1%
*** TOTAL BUDGET	1,923,000	1,929,914	1,945,307	2,123,243	5,299,399	3,176,156	149.6%
REVENUE							
6227 HUD - CDBG					466,854	466,854	#DIV/0!
6230 HUD - Section 8					1,286,494	1,286,494	#DIV/0!
6724 Inclusionary Housing Fund					250,000	250,000	#DIV/0!
9165 General Fund-Unspecified	1,900,000	1,906,109	1,921,502	2,099,438	2,166,709	67,271	3.2%
9219 Light and Power Fund	14,950	15,473	15,473	15,473	15,937	464	3.1%
9345 Pasadena Community Dev Comm					1,104,823	1,104,823	#DIV/0!
9565 Water Fund	8,050	8,332	8,332	8,332	8,582	250	3.1%
*** TOTAL FUNDING	1,923,000	1,929,914	1,945,307	2,123,243	5,299,399	3,176,156	149.6%

GRAIL ANALYSIS

MSI:

FUND: General Fund

DEPARTMENT: City Manager

	FY 2003 ACTUAL	FY 2004 ACTUAL	FY 2005 ADOPTED	FY 2005 REVISED	FY 2006 RECOMMENDED	\$ CHANGE	%
EMPLOYEES							
REGULAR	16,750	15,750	12,000	12,670	12,450	0,220	
NON-REGULAR	0,000	0,000	0,000	0,000	0,000	0,000	
TOTAL EMPLOYEES	16,750	15,750	12,000	12,670	12,450	0,220	
PERSONNEL							
8005 Regular Pay - PERS	779,491	766,110	957,141	1,047,707	1,109,106	61,399	5.8
8010 Non Benefit Employees	0	20,633	0	0	0	0	0.0
8011 Overtime Pay	8,245	16,669	0	0	0	0	0.0
8018 PST-Part Time Employees - PARS	522	144	0	0	0	0	0.0
8020 Management Benefit	0	514	0	0	0	0	0.0
8023 Auto Allowance	16,386	15,300	15,489	15,489	16,578	1,089	7.0
8024 Personal Dvlpmt Allowance	5,750	5,375	7,250	7,250	6,250	-1,000	-13.7
8027 Workers' Compensation	18,310	45,227	27,470	30,069	27,839	-2,230	-7.4
8031 General Liability	11,018	7,252	10,529	11,525	0	-11,525	-100.0
8037 Miscellaneous Pay	2,440	0	0	0	0	0	0.0
8038 PERS-Employee Portion	55,264	55,072	67,000	73,340	77,637	4,297	5.8
8040 PERS-City Portion	0	0	11,485	16,294	58,894	42,600	261.4
8041 PARS-City Portion	70	1,099	0	0	0	0	0.0
8044 Life Insurance	1,233	1,216	1,244	1,334	1,109	-225	-16.8
8045 Dental Insurance	5,573	5,256	5,641	5,954	5,677	-277	-4.6
8046 Medicare-City Contributn	10,195	11,303	10,433	11,475	12,755	1,280	11.1
8047 Long Term Disability	3,371	3,180	4,116	4,496	4,658	162	3.6
8049 Emp Opt Ben Fd (EOBF)	75,559	84,640	94,681	99,967	107,070	7,103	7.1
8050 Benefits (VHS)	168,093	173,637	0	0	0	0	0.0
8054 Vision Care	19	42	0	0	0	0	0.0
8056 Accrued payroll	0	12,901	0	0	0	0	0.0
*** TOTAL PERSONNEL	1,161,539	1,225,570	1,212,479	1,324,900	1,427,573	102,673	7.7
SERVICES AND SUPPLIES							
8101 Materials & Supplies	31,848	20,162	30,394	30,394	30,394	0	0.0
8105 Lease Payments	0	0	0	8,538	8,538	0	0.0
8107 Equipment Lease Payments	3,697	111	4,500	4,500	4,500	0	0.0
8108 Computer Related Supplies	582	2,042	10,200	10,200	10,200	0	0.0
8109 Equipt Purchases Under \$10,000	1,285	4,122	8,500	10,000	10,000	0	0.0
8110 Outside Printing and Duplicating	31,927	36,936	31,300	31,300	31,300	0	0.0
8113 Photo Copy Machine Maint	5,611	9,609	5,500	5,500	5,500	0	0.0
8114 Other Contract Services	367,760	323,012	286,960	342,437	342,437	0	0.0
8115 Consultant Services	30,273	39,792	53,000	53,000	53,000	0	0.0
8116 Contract Maintenance	899	200	550	550	550	0	0.0
8124 Dues and Memberships	4,041	4,341	5,950	5,950	5,950	0	0.0
8125 Special Civic Events	5,020	9,583	12,000	12,000	12,000	0	0.0
8127 Conferences & Meetings	21,816	16,149	11,557	11,557	11,557	0	0.0
8128 Mileage	84	116	0	0	0	0	0.0
8129 Education	245	0	0	0	0	0	0.0
8130 Training Costs	389	0	1,560	1,560	1,560	0	0.0

GRAIL ANALYSIS

MSI:
FUND: General Fund

DEPARTMENT: City Manager

	FY 2003 ACTUAL	FY 2004 ACTUAL	FY 2005 ADOPTED	FY 2005 REVISED	FY 2006 RECOMMENDED	\$ CHANGE	%
8134 Data Processing Development	252	0	0	0	0	0	0.0
8135 Reference Matls Subscriptions	1,432	5,758	3,500	3,500	3,500	0	0.0
8140 Telephone	1,412	1,253	5,900	5,900	5,900	0	0.0
8142 Electric	675	5,511	0	0	0	0	0.0
8144 Postage	49,721	50,888	42,821	42,821	42,821	0	0.0
8218 Vehicle Rental	127	44	0	0	0	0	0.0
8290 Cell Phone Reimbsmnt	0	-587	0	0	0	0	0.0
*** TOTAL SERVICES AND SUPPLIES	559,096	529,042	514,192	579,707	579,707	0	0.0
EQUIPMENT							
*** TOTAL EQUIPMENT	0	0	0	0	0	0	0.0
*** SUBTOTAL	1,720,635	1,754,612	1,726,671	1,904,607	2,007,280	102,673	5.3
INTERNAL SERVICE CHARGES							
8601 IS-Structural Maintenance	21,972	21,972	21,928	21,928	22,690	762	3.4
8602 IS-Tenant Improvements	3,849	479	0	0	0	0	0.0
8603 IS-Lockshop	45	119	0	0	0	0	0.0
8604 IS-Utilities & Insurance - HSEKPING	13,092	12,996	13,001	13,001	13,058	57	0.4
8605 IS-Housekeeping Serv	18,732	18,444	18,346	18,346	17,795	-551	-3.0
8606 IS-Floors and Windows	0	0	800	800	800	0	0.0
8607 IS-Printing	13,524	16,443	25,400	25,400	25,400	0	0.0
8608 IS-Mail Services	1,656	2,088	2,095	2,095	1,764	-331	-15.7
8609 IS-Telephones	27,973	29,343	19,762	19,762	22,680	2,918	14.7
8611 IS-Application Devel & Support	13,950	540	0	0	0	0	0.0
8612 IS-PC&Net Desktop Services	34,421	26,748	72,897	72,897	37,342	-35,555	-48.7
8616 IS-Fleet Maint - Equip Maintenance	1,068	5,559	0	0	0	0	0.0
8620 Bldg Preventive Maintenance	6,360	6,360	7,886	7,886	7,922	36	0.4
8622 IS-Telephone - Usage	6,191	6,423	5,500	5,500	5,500	0	0.0
8623 IS-PC Training	130	200	3,000	3,000	3,000	0	0.0
8624 IS-Enterprise Network	12,948	16,236	16,366	16,366	14,476	-1,890	-11.5
8632 IS-GIS (Geographic Info)	12,426	3,372	3,450	3,450	0	-3,450	-100.0
8634 IS-Security Srvcs City Hall	14,028	7,980	8,205	8,205	10,130	1,925	23.4
8641 IS-MS Licensing	0	0	0	0	1,391	1,391	0.0
*** TOTAL INTERNAL SERVICE CHARGES	202,365	175,302	218,636	218,636	183,948	-34,688	-15.8
*** TOTAL BUDGET	1,923,000	1,929,914	1,945,307	2,123,243	2,191,228	67,985	3.2
REVENUE							
9165 General Fund-Unspecified	1,900,000	1,906,109	1,921,502	2,099,438	2,166,709	67,271	3.2
9219 Light and Power Fund	14,950	15,473	15,473	15,473	15,937	464	2.9
9565 Water Fund	8,050	8,332	8,332	8,332	8,582	250	3.0

GRAIL ANALYSIS

MSI:
FUND: General Fund

DEPARTMENT: City Manager

	FY 2003 ACTUAL	FY 2004 ACTUAL	FY 2005 ADOPTED	FY 2005 REVISED	FY 2006 RECOMMENDED	\$ CHANGE	%
*** TOTAL FUNDING	1,923,000	1,929,914	1,945,307	2,123,243	2,191,228	67,985	3.2

GRAIL ANALYSIS

MSI:

DEPARTMENT: City Manager-Housing

	FY 2003 ACTUAL	FY 2004 ACTUAL	FY 2005 ADOPTED	FY 2005 REVISED	FY 2006 RECOMMENDED	\$ CHANGE	%
EMPLOYEES	25.900	26.070	24.900	24.900	24.900	0.000	
REGULAR	0.000	0.000	0.000	0.000	0.000	0.000	
NON-REGULAR	25.900	26.070	24.900	24.900	24.900	0.000	
TOTAL EMPLOYEES							
PERSONNEL							
8005 Regular Pay - PERS	1,087,087	1,113,256	1,528,436	1,528,436	1,637,157	108,721	7.1
8010 Non Benefit Employees	0	0	9,146	9,146	9,146	0	0.0
8011 Overtime Pay	3,615	8,917	372	372	383	11	2.9
8018 PST-Part Time Employees - PARS	5,730	12,112	0	0	0	0	0.0
8023 Auto Allowance	8,255	7,490	4,603	4,603	4,603	0	0.0
8024 Personal Dvlpmt Allowance	4,751	4,250	3,337	3,337	4,837	1,500	44.9
8027 Workers' Compensation	36,673	58,710	51,845	51,845	138,671	86,826	167.4
8031 General Liability	1,092	1,687	1,682	1,682	16,503	14,821	881.1
8036 Vacation Pay	0	872	0	0	0	0	0.0
8038 PERS-Employee Portion	75,461	78,328	106,990	106,990	114,601	7,611	7.1
8040 PERS-City Portion	0	0	18,342	18,342	86,932	68,590	373.9
8041 PARS-City Portion	230	485	0	0	0	0	0.0
8044 Life Insurance	968	961	1,988	1,988	1,637	-351	-17.6
8045 Dental Insurance	10,109	9,634	11,707	11,707	11,358	-349	-2.9
8046 Medicare-City Contributn	12,932	13,020	16,663	16,663	18,832	2,169	13.0
8047 Long Term Disability	5,281	5,268	7,795	7,795	10,641	2,846	36.5
8048 Child Care Subsidies	462	0	462	462	462	0	0.0
8049 Emp Opt Ben Fd (EOBF)	119,490	145,136	196,462	196,462	214,140	17,678	8.9
8050 Benefits (VHS)	235,215	242,332	24,713	24,713	25,454	741	2.9
*** TOTAL PERSONNEL	1,607,351	1,702,458	1,984,543	1,984,543	2,295,357	310,814	15.6
SERVICES AND SUPPLIES							
8101 Materials & Supplies	34,631	19,980	17,108	17,108	23,000	5,892	34.4
8105 Lease Payments	0	1,500	0	0	135,423	135,423	0.0
8107 Equipment Lease Payments	13,922	563	5,000	5,000	9,500	4,500	90.0
8108 Computer Related Supplies	4,888	0	7,000	7,000	16,000	9,000	128.5
8109 Equipt Purchases Under \$10,000	1,806	6,286	1,000	1,000	29,800	28,800	2880.0
8110 Outside Printing and Duplicating	4,238	0	6,500	6,500	10,000	3,500	53.8
8112 Legal Advertising	7,490	10,166	4,899	4,899	5,900	1,001	20.4
8113 Photo Copy Machine Maint	0	0	3,000	3,000	3,000	0	0.0
8114 Other Contract Services	202,673	157,288	63,085	63,085	93,437	30,352	48.1
8115 Consultant Services	140,688	124,258	53,052	53,052	82,500	29,448	55.5
8116 Contract Maintenance	336	0	0	0	0	0	0.0
8117 Data Processing Operations	0	0	75,000	75,000	0	-75,000	-100.0
8118 Outside Legal Services	0	0	10,000	10,000	0	-10,000	-100.0
8121 Computer(PC) Maint/Repair	622	0	0	0	0	0	0.0
8122 Support to Advisory Committees	1,067	0	0	0	0	0	0.0
8124 Dues and Memberships	2,077	1,046	4,600	4,600	3,800	-800	-17.3
8125 Special Civic Events	83	640	0	0	0	0	0.0

GRAIL ANALYSIS

MSI:

DEPARTMENT: City Manager-Housing

	FY 2003 ACTUAL	FY 2004 ACTUAL	FY 2005 ADOPTED	FY 2005 REVISED	FY 2006 RECOMMENDED	\$ CHANGE	%
8126 Conf & Mtgs - Comm & Committees	329	1,426	1,000	1,000	0	-1,000	-100.0
8127 Conferences & Meetings	5,790	12,270	8,000	8,000	8,000	0	0.0
8128 Mileage	1,511	1,631	2,300	2,300	3,000	700	30.4
8129 Education	3,068	400	2,000	2,000	2,000	0	0.0
8135 Reference Matls Subscriptions	2,858	87	3,000	3,000	3,300	300	10.0
8140 Telephone	398	0	6,000	6,000	0	-6,000	-100.0
8143 City Hall Space Rental	154,560	157,083	110,715	110,715	0	-110,715	-100.0
8144 Postage	19,626	17,620	14,800	14,800	16,100	1,300	8.7
8149 Fiscal Agent/Bank Fees & Charges	0	1,085	0	0	0	0	0.0
8184 Current Year - Indirect Costs	193,596	233,875	225,291	225,291	232,050	6,759	3.0
8218 Vehicle Rental	161	11	1,000	1,000	0	-1,000	-100.0
*** TOTAL SERVICES AND SUPPLIES	796,418	747,215	624,350	624,350	676,810	52,460	8.4
EQUIPMENT							
8504 Equipment	0	0	5,000	5,000	3,000	-2,000	-40.0
8506 Computer Equipment	3,416	0	7,058	7,058	2,000	-5,058	-71.6
*** TOTAL EQUIPMENT	3,416	0	12,058	12,058	5,000	-7,058	-58.5
*** SUBTOTAL	2,407,185	2,449,673	2,620,951	2,620,951	2,977,167	356,216	13.5
INTERNAL SERVICE CHARGES							
8601 IS-Structural Maintenance	24,036	24,036	0	0	0	0	0.0
8602 IS-Tenant Improvements	2,077	1,832	0	0	0	0	0.0
8603 IS-Lockshop	728	283	0	0	0	0	0.0
8604 IS-Utilities & Insurance - HSEKPING	14,340	14,220	0	0	0	0	0.0
8605 IS-Housekeeping Serv	20,172	20,172	0	0	0	0	0.0
8607 IS-Printing	27,889	28,842	22,240	22,240	22,882	642	2.8
8608 IS-Mail Services	2,976	3,444	3,445	3,445	3,660	215	6.2
8609 IS-Telephones	12,660	10,296	13,014	13,014	15,737	2,723	20.9
8611 IS-Application Devel & Support	20,475	1,440	45,050	45,050	31,226	-13,824	-30.6
8612 IS-PC&Net Desktop Services	14,335	0	0	0	8,766	8,766	0.0
8620 Bldg Preventive Maintenance	6,948	6,948	0	0	0	0	0.0
8622 IS-Telephone - Usage	24,932	23,073	11,333	11,333	11,333	0	0.0
8623 IS-PC Training	130	0	5,798	5,798	5,798	0	0.0
8624 IS-Enterprise Network	23,256	24,636	26,913	26,913	28,831	1,918	7.1
8626 IS-Mail - Direct Request	199	0	0	0	0	0	0.0
8632 IS-GIS (Geographic Info)	5,268	5,520	9,271	9,271	0	-9,271	-100.0
8634 IS-Security Srvcs City Hall	15,348	8,736	0	0	0	0	0.0
8641 IS-MS Licensing	0	0	0	0	2,771	2,771	0.0
*** TOTAL INTERNAL SERVICE CHARGES	215,769	173,478	137,064	137,064	131,004	-6,060	-4.4
*** TOTAL BUDGET	2,622,954	2,623,151	2,758,015	2,758,015	3,108,171	350,156	12.6

GRAIL ANALYSIS

MSI:

DEPARTMENT: City Manager-Housing

	FY 2003 ACTUAL	FY 2004 ACTUAL	FY 2005 ADOPTED	FY 2005 REVISED	FY 2006 RECOMMENDED	\$ CHANGE	%
REVENUE							
6227 HUD- CDBG	450,237	462,562	450,000	450,000	466,854	16,854	3.7
6230 HUD - Section 8	1,488,609	1,450,377	1,280,327	1,280,327	1,286,494	6,167	0.4
6724 Inclusionary Hous Fund	0	0	0	0	250,000	250,000	0.0
9345 Pasadena Comm Dev Comm	684,108	710,212	956,830	956,830	1,104,823	147,993	15.4
9422 Reimburse from Supp Hous	0	0	70,858	70,858	0	-70,858	-100.0
*** TOTAL FUNDING	2,622,954	2,623,151	2,758,015	2,758,015	3,108,171	350,156	12.6

HOUSING DIVISION
FISCAL YEAR 2005-2006 PROPOSED OPERATING BUDGET

FUND NAME	TOTALS	HOUSING ADMINISTRATION	AFFORDABLE HOUSING	RENTAL ASSISTANCE PROGRAM	SUPPORTIVE HOUSING PROGRAMS	COMMUNITY DEVELOPMENT BLOCK GRANT	MEMO HOUSING PRODUCTION
FTE EXPENDITURES		2.21		13.00	3.21	3.38	3.10
Administration							
Personnel	1,902,720	212,706	-	1,047,330	262,941	379,743	392,637
Service and supplies	333,460	108,600	-	96,015	85,008	43,837	221,004
Internal Service Charges	115,004	27,778	-	60,591	11,665	14,970	16,000
Abatement / Indirect Cost	122,346	-	-	82,558	11,484	28,304	-
Equipment	5,000	2,000	-	-	3,000	-	0
Total Administration *	2,478,530	351,084	-	1,286,494	374,098	466,854	629,641
Debt Service							
Section 108	313,448	-	-	-	-	313,448	-
Tax Allocation Bonds	1,668,768	-	1,668,768	-	-	-	0
Advance and Loan City	0	-	-	-	-	-	-
Total Debt Service	1,982,216	0	1,668,768	-	-	313,448	0
Project / Program	28,786,320		13,853,044	9,648,891	3,181,402	2,102,983	0
TOTAL EXPENDITURES	33,247,066	351,084	15,521,812	10,935,385	3,555,500	2,883,285	629,641
REVENUES							
Projected fund balance July 1, 2005	8,761,411		8,209,411	460,000	-	92,000	0
Other Revenues							
HUD - Section 8	10,682,663	-	-	10,682,663	-	-	-
HUD - C D B G	2,662,285	-	-	-	-	2,662,285	-
HUD - HOME	1,387,107	-	1,112,107	-	275,000	-	0
HUD - Emergency Shelter	99,321	-	99,321	-	-	-	-
HUD - Shelter Plus Care	420,000	-	-	-	420,000	-	-
HUD - Supportive Housing Services	2,560,000	-	-	-	2,560,000	-	-
HUD - HOPWA	160,500	-	-	-	160,500	-	-
CAL - HOME / EAGR / LGTF/HELP	500,000	-	500,000	-	-	-	-
Incremental property tax	0	-	-	-	-	-	-
Sales tax	0	-	-	-	-	-	-
Program Income	129,000	-	-	-	-	129,000	-
Inclusionary Housing InLieu Fee	1,609,001	-	1,609,001	-	-	-	250,000
Investment income	250,000	-	240,000	10,000	-	-	-
Transfer from other project area	3,411,768	351,084	2,920,684	-	140,000	-	-
Other sources	1,167,321	-	1,167,321	-	-	-	0
Total other revenues	25,038,966	351,084	7,648,434	10,692,663	3,555,500	2,791,285	629,641
Projected fund balance June 30, 2006	553,311	-	336,033	217,278	-	-	-

* Included in Budget Goals

AFFORDABLE HOUSING

	Acct	Totals	Debt Service Fund	General	Rental Rehab	Rental Compliance Monitoring	BWS/ES/ERAD	Home Ownership Program	Rebuilding Together Pasadena	Housing Opportunity Fund
PROJECT EXPENDITURES										
Legal (outside consultant)	8118	5,000	5,000	-	-	-	-	-	-	-
Financial Fees / audit	8149	50,000	-	50,000	-	-	-	-	-	-
Planning and engineering	8164	100,000	-	50,000	-	-	-	50,000	-	-
Project management	8005	629,641	-	-	54,107	50,000	-	50,000	-	475,534
Operation of acquired property	8171	10,000	-	10,000	-	-	-	-	-	-
Rehabilitation	8172	590,000	-	-	550,000	-	-	-	40,000	-
Emergency shelter service/Transitional	8170	338,642	-	-	-	-	338,642	-	-	-
Affordable housing assistance	8167	10,823,993	-	-	-	-	-	2,470,000	-	8,353,993
Debt Service - Principal	8683	1,172,924	1,172,924	-	-	-	-	-	-	-
Debt Service - Interest	8677	495,844	495,844	-	-	-	-	-	-	-
Transfer for Admin. Cost	8165	401,084	-	351,084	-	-	-	-	-	50,000
Transfer to DSF	8722	1,115,768	-	1,115,768	-	-	-	-	-	-
Transfer to Supportive Housing Svcs.	8706	140,000	-	140,000	-	-	-	-	-	-
Total Expenditures		15,872,896	1,673,768	1,716,852	604,107	50,000	338,642	2,570,000	40,000	8,879,527
REVENUE										
Projected fund balance (7/1/05)		8,209,411	-	-	250,000	-	100,000	-	-	7,859,411
Other revenues										
Tax Increment (transfers)	6844	2,156,000	-	1,644,885	-	50,000	40,000	100,000	40,000	281,115
Federal grant - HOME (221)	6229	1,112,107	558,000	-	354,107	-	-	200,000	-	-
Federal grant - ESG (224)	6234	99,321	-	-	-	-	99,321	-	-	-
CAL - HOME	6484	500,000	-	-	-	-	-	500,000	-	-
Rental income	6977	168,000	-	168,000	-	-	-	-	-	-
Investment earnings	6931	240,000	-	240,000	-	-	-	-	-	-
Transfer from HT- Gen	6844	1,115,768	1,115,768	-	-	-	-	-	-	-
Repayment of Housing Loans	7023	900,000	-	-	-	-	-	900,000	-	-
Inclusionary Housing In-Lieu Fee	6724	1,609,001	-	-	-	-	-	870,000	-	739,001
FNMA Investment earnings	6931	99,321	-	-	-	-	99,321	-	-	-
Total other revenues		7,999,518	1,673,768	2,052,885	354,107	50,000	238,642	2,570,000	40,000	1,020,116
Projected fund balance (6/30/06)		336,033	-	336,033	-	-	-	-	-	-

RENTAL ASSISTANCE PROGRAM - SECTION 8					
	Acct	Totals	Admin	Housing Assistance	
PROJECT EXPENDITURES					
Administration					
Personnel	Various	1,047,330	1,047,330	-	-
Supplies & Services	Various	96,015	96,015	-	-
Internal Service charges	Various	60,591	60,591	-	-
Indirect cost	8184	82,558	82,558	-	-
Equipment	8506	0	-	-	-
Total Admin cost		1,286,494	1,286,494	-	-
Program					
Housing Assistance Payments	8105	9,648,891	-	9,648,891	-
Operating Cost		-	-	-	-
Supportive Service	8177	-	-	-	-
Total program cost		9,648,891	-	9,648,891	-
Total Expenditures		10,935,385	1,286,494	9,648,891	-
REVENUE					
Projected fund balance (7/1/05)		460,000	460,000	-	-
Other Revenues					
HUD - Section 8	6230	10,582,663	1,033,772	9,648,891	-
Investment earnings	6926	10,000	10,000	-	-
Total other revenues		10,692,663	1,043,772	9,648,891	-
Projected fund balance (6/30/06)		217,278	217,278	-	-

SUPPORTIVE HOUSING SERVICES PROGRAMS							
	Acct	Totals	SHS	SPC	SHP	HOME	HOPWA
PROJECT EXPENDITURES							
Administration							
Personnel	Various	262,941	57,441		120,000	75,000	10,500
Supplies & Services	Various	85,008	11,075	2,503	71,430		
Internal Service charges	Various	11,665			11,665		
Indirect cost	8184	11,484	11,484				
Equipment	8506	3,000			3,000		
Total Admin cost		374,098	80,000	2,503	206,095	75,000	10,500
Program							
Housing Assistance Payments	8105	1,417,287		402,497	664,790	200,000	150,000
Operating Cost	8188	559,355			559,355		
Supportive Service	8188	1,204,760		75,000	1,129,760		
Total program cost		3,181,402	-	477,497	2,353,905	200,000	150,000
Total Expenditures		3,555,500	80,000	480,000	2,560,000	275,000	160,500
REVENUE							
Projected fund balance (7/1/05)		-	-	-	-	-	-
Other Revenues							
HUD - HOME (221)	6229	275,000	-	-	-	275,000	-
HUD - Shelter Plus	6233	420,000	-	420,000	-	-	-
HUD - Supportive Housing	6236	2,560,000	-	-	2,560,000	-	-
Los Angeles - HOPWA (HUD)	6235	160,500	-	-	-	-	160,500
Transfer from Affordable Housing	6872	140,000	80,000	60,000	-	-	-
Total other revenues		3,555,500	80,000	480,000	2,560,000	275,000	160,500
Projected fund balance (6/30/06)		-	-	-	-	-	-

COMMUNITY DEVELOPMENT BLOCK GRANT						
	Acct	Totals	Administration	Non-Public Service	Public Service	Debt Service
PROJECT EXPENDITURES						
Administration						
Personnel	Various	379,743	379,743	-	-	-
Supplies & services	Various	43,837	43,837	-	-	-
Internal service charges	Various	14,970	14,970	-	-	-
Indirect cost	8184	28,304	28,304	-	-	-
Equipment	8506	-	-	-	-	-
Total administration cost		466,854	466,854	-	-	-
Program						
Non-public service	8170	1,683,283	-	1,683,283	-	-
Public service	8188	419,700	-	-	419,700	-
Debt service	8677	313,448	-	-	-	313,448
Total program cost		2,416,431	-	1,683,283	419,700	313,448
Total expenditures		2,883,285	466,854	1,683,283	419,700	313,448
REVENUE						
Projected fund balance (7/1/05)		92,000	-	92,000	-	-
Other Revenues						
HUD - CDBG	6227	2,662,285	466,854	1,481,633	400,350	313,448
Program income	7060	129,000	-	109,650	19,350	-
Total other revenues		2,791,285	466,854	1,591,283	419,700	313,448
Projected fund balance (6/30/06)		1	-	-	-	-

DEPARTMENT SUMMARY Finance

Mission Statement

To develop, recommend and implement fiscal policies and to ensure that the fiscal policies and procedures of the City are consistently monitored, reviewed and adhered to in order to guarantee the financial integrity and solvency of the City and its related agencies. As the Department is responsible for the overall financial management of the City of Pasadena, its goal is to ensure that generally accepted accounting standards are maintained and upheld.

Program Description

The Department of Finance plays a key role in every financial transaction of the City, ranging from cash management to debt management and budget planning to budgetary controls. Services provided by the Department include: fiscal oversights, accounting and analysis, debt management, investments, purchasing, result-based budgeting, risk management, cash management, cashiering, collections, accounts receivable, accounts payable, payroll, employee compensation, workers' compensation, safety, printing, management analysis and auditing. In addition, the Department also manages the City's Information Technology Services. The Information Technology Services Division provides customer-driven 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 also works closely with the Pasadena Center Operating Company in developing a financing plan to assist in the funding of the anticipated \$70 million renovation project and the Rose Bowl Operating Company in ensuring its financial stability, including providing financial impact analysis support for the project to potentially bring an NFL franchise to the facility.

- **Make Water and Power Utilities Market-Competitive**

Along with the Department of Water and Power (PWP), the Department of Finance assists in monitoring of the financial strength of PWP and analyzes various strategies to reduce costs and improve efficiencies. It also closely monitors the status of the Reserve for Stranded Investment, as well as investing Reserve funds.

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

The Department continually searches for ways of improving City services while reducing costs. The Department's financial system provides timely and complete financial information directly to departments. The business license system has streamlined the processing of business license accounts and enhanced customer service. The success of the Purchasing Card Program allows departments to make faster purchases without a lot of unnecessary paperwork and processes, and vendors receive payment more timely. An upgrade to the City's payroll system should further simplify the bi-weekly employee payment process. Additionally, 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.

Major Accomplishments

During fiscal year 2005, the City was once again 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, 2004. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting. In addition, the City was awarded the Certificate of Award for Outstanding Financial Reporting from the California Society of Municipal Finance Officers (CSMFO) for the fiscal year ended June 30, 2004. The Certificate of Award was issued in recognition of the City's high level of quality in the financial statements, which were prepared in accordance with required professional standards and reporting criteria. The Comprehensive Annual Financial Report was prepared in conformance with Governmental Accounting Standards Board (GASB) Statement 34. The City received the Award for Excellence in Operational Budgeting from the CSMFO for the City's fiscal year 2005 Operating Budget. The Department completed a \$41 million bond issue to provide additional funding to the City's Fire and Police Retirement system. The Department continued to work closely with the RBOC in analyzing the fiscal impact of bringing an NFL team to the Rose Bowl. The Department completed major improvements to the Highline Payroll system and began the implementation of a web-based time entry system in order to further streamline the payroll process. The Information Technology Services Division played a critical role planning and preparing six locations for the City Hall retrofit move-out phase. Over 423 staff, 395 desktop units, 200 local printers, 45 network printers and 80 servers were moved with virtually no down time to customers. This was done seamlessly allowing customers to continue production and services during the entire process. Finally, the Department successfully made the case to two of the three financial rating agencies to obtain a credit rating upgrade. The City's current General Obligation Bond rating is AA+.

Summary of Appropriations and Revenues

	FY 2003 Actual	FY 2004 Actual	FY 2005 Adopted	FY 2005 Revised	FY 2006 Recommended
FTEs					
Finance	82.150	80.150	78.150	78.150	77.150
Workers' Comp & Safety	6.000	8.500	9.000	9.000	9.000
General Liability	2.000	2.000	2.000	2.000	2.000
Printing Services	7.000	7.000	7.000	7.000	7.000
Information Technology	35.500	36.000	39.000	42.000	44.000
Grants FTEs (memo only)	5.600	5.600	5.600	5.600	5.600
Total FTEs	138.250	139.250	140.750	143.750	144.750
Appropriations					
Finance	7,621,555	7,388,495	8,321,163	8,333,663	8,924,753
Workers' Comp & Safety	428,656	638,119	828,801	1,203,801	1,263,075
General Liability	179,785	195,343	203,330	203,330	214,325
Printing Services	868,250	890,629	1,057,568	1,057,568	1,105,207
Information Technology	6,043,657	6,616,632	7,703,448	7,703,448	8,558,405
Grants (memo only)*	0	0	511,467	511,467	564,743
Total Appropriations	15,141,903	15,729,218	18,114,310	18,501,810	20,065,765
Sources by Fund					
General Fund	7,621,555	7,388,495	8,321,163	8,333,663	8,924,753
Worker's Compensation Fund	428,656	638,119	828,801	1,203,801	1,263,075
General Liability Fund	179,785	195,343	203,330	203,330	214,325
Printing Services Fund	868,250	890,629	1,057,568	1,057,568	1,105,207
Information Technology Funds	6,043,657	6,616,632	7,703,448	7,703,448	8,558,405
Total Sources	15,141,903	15,729,218	18,114,310	18,501,810	20,065,765

- 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 2004			FY 2005	FY 2006
		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	67% avg.	100%	67%	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 2004			FY 2005	FY 2006
		Actual	Target	% Target	Target	Target
Measure 2.1 Prepare accurate payroll checks						
A.	100% of all employees are accurately compensated the 1st time	97% avg.	100%	97%	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 2004			FY 2005	FY 2006
		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						
A.	95% of budget journal vouchers will be captured and prepared before closing of each respective month for which the budget amendment was approved	99% avg.	95%	104%	95%	95%

Finance

		FY 2004			FY 2005	FY 2006
		Actual	Target	% Target	Target	Target
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	79% avg.	100%	79%	100%	100%
	B. The general ledger accounting cycle will be closed by October 15 th for months July through September	New measure beginning in FY 2006				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	2.5	125%	2.5	2.5
Measure 3.5 Prepare financial reports for Water and Power in a timely manner						
	A. Financial reports will prepared for the Water and Power Director of Finance & Admin within 4 working days after month-end close	86%	100%	86%	100%	100%

Finance

Result 4: Qualify the City's 2003-2004 Comprehensive Annual Financial Reports for the Government Finance Officer's Association (GFOA) of the United States and Canada award, and the California Society of Municipal Finance Officers (CSMFO) award.

		FY 2004			FY 2005	FY 2006
		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	12/10/2003	12/31/2003	100%	12/31/2004	12/31/2005
Measure 4.2 Receive top recognition for the City's comprehensive Annual Financial Report from CSMFO						
	A. The City will submit and receive the CSMFO Certificate of Achievement for Excellence in Financial Reporting by the 12/10 deadline	12/9/2003	12/10/2003	100%	12/10/2004	12/10/2005

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 2004			FY 2005	FY 2006
		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	New measure beginning in FY 2005			8	8
Measure 5.3 Evaluate Finance/Accounting policies						
	A. One written policy will be evaluated each quarter	0	4	0%	4	4

Finance

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

		FY 2004			FY 2005	FY 2006
		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%	101%	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	90% avg.	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	90% avg.	90%	100%	90%	90%

Result 7: Create a safe workforce.

		FY 2004			FY 2005	FY 2006
		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	90%	100%	90%	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%	N/A

Finance

		FY 2004			FY 2005	FY 2006
		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	90%	100%	90%	100%	100%
Measure 7.4 Return to Work Program will be offered to employees						
A.	90% of employees released to modified duty will be placed in modified duty assignments	New measure beginning in FY 2004			90%	90%

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

		FY 2004			FY 2005	FY 2006
		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	99%	98%	101%	98%	98%
B.	98% of the time, the main telephone switch will be available	98%	98%	100%	98%	98%
C.	98% of the time, voicemail will be available	99%	98%	101%	98%	98%

Changes From Prior Year

- **Cost Changes:** The change from the fiscal year 2005 revised budget is \$1,563,955, primarily attributable to the following:
 1. The Personnel budget increased \$857,905 for negotiated salary and benefit rate changes and \$46,214 for position reclassifications. Additional increases in the Personnel budget included \$172,529 for the addition of two positions in ITSD for a Management Analyst II and an Information Technology Analyst II, and \$94,025 for a full year's funding for a Senior Information Systems Engineer, Information Technology Analyst II and Information Technology Technician II approved by the City Council October 11, 2004. A Staff Assistant II position in General Accounting was eliminated and funds were reallocated from Services and Supplies to provide \$58,900 in funding for two Staff Assistant II positions in Payroll that were funded for one-half year in fiscal year 2005 and to upgrade a position in the Budget Office at a cost of \$18,115.
 2. The Services and Supplies budget increased \$228,417 for the licensing of Microsoft software as approved by Council on January 31, 2005, \$35,000 for consulting services to provide a wireless environment study, \$12,600 for interest-only equipment lease payments in Printing Services, and \$6,024 from the allocation

Finance

for costs of services from the General Fund. In addition, the General Accounting budget decreased (\$50,000) for reallocation of \$18,400 to Payroll to cover contract maintenance for the new online timekeeping system and funding for Personnel cost increases.

3. Internal Service Charges increased \$65,826 for various Citywide cost adjustments.
- *FTE Changes:* There was a net increase of 1.00 FTE from the fiscal year 2005 revised budget. One vacant Staff Assistant II position in General Accounting was eliminated to add back funding for two Staff Assistant II positions in Payroll that were funded for one-half year in fiscal year 2005. There was an increase in ITSD of 1.00 Management Analyst II and 1.00 Information Technology Analyst II. Reclassifications approved during fiscal year 2005 are detailed under the applicable division descriptions.

Future Outlook

The Department of Finance is proactively working with the Planning and Development Department as new development projects emerge throughout the City, as well as 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 revenues. 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. In response, the Department of Finance will continue to emphasize customer service while constantly seeking ways to improve services. Strong fiscal leadership is the "Number One" focus of the Department of Finance.

**DIVISION
SUMMARY**
Finance Administration

Mission Statement

To provide leadership to the Department and financial management for the City Council, to ensure that the fiscal policies and procedures of the City are well established and maintained at the highest standards.

Program Description

The Administration Division is responsible for providing staff support to the City Council Finance Committee, as well as reporting on the financial condition of the City to executive management, the City Council and the public. The Division is also responsible for the bi-weekly distribution of payroll, and 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, development negotiations, debt administration, and major revenue audits. The Internal Audit function performs financial and other audits as necessary to maintain adequate systems of internal control, safeguard assets and ensure the preparation of accurate financial reports as well as secures independent audits. In addition, the Division coordinates the activities of four other divisions within the Department: Budget and Purchasing, 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, along with the Fire and Police Retirement System and the staffing of the Deferred Compensation Oversight Committee. Together the sections of this division comprise a core informational resource within the Department and the City.

Major Accomplishments

During fiscal year 2005, the Division completed the implementation of major improvements to the Highline Payroll System which will reduce the amount of staff time it takes to process payroll every two weeks and began the implementation of a web-based time entry system. A \$41 million bond issue was completed to provide additional funding to the City's Fire and Police Retirement system. Also, the Division worked closely with the RBOC in analyzing the fiscal impact of bringing an NFL team to the Rose Bowl.

Summary of Appropriations and Revenues

	FY 2003 Actual	FY 2004 Actual	FY 2005 Adopted	FY 2005 Revised	FY 2006 Recommended
FTEs	16.000	16.000	17.500	17.500	17.500
Appropriations	2,706,436	2,751,616	3,012,400	3,024,900	3,247,023
Sources by Fund					
General Fund	2,706,436	2,721,280	2,995,357	3,007,857	3,229,469
Workers' Compensation Fund	0	30,336	17,043	17,043	17,554
– Transfer					
Total Sources	2,706,436	2,751,616	3,012,400	3,024,900	3,247,023

Changes From Prior Year

- *Cost Changes:* The Personnel budget increased \$131,335 for negotiated salary and benefit rate changes, \$58,900 with offsetting decreases in General Accounting to add back funding for two Staff Assistant II positions in Payroll that were funded for one-half year in fiscal year 2005, and \$4,059 for reclassifications. The Services and Supplies budget increased \$18,400 for contract maintenance costs related to the new online timekeeping system with offsetting decreases in General Accounting. Internal Service Charges increased \$9,429 for various Citywide cost adjustments.
- *FTE Changes:* The job title for a vacant Management Analyst IV position in Administration was changed to a Senior Internal Auditor, and a vacant Operations Assistant position in Payroll was upgraded to a Principal Operations Assistant during fiscal year 2005 to meet current business needs.

Future Outlook

Pursuing opportunities that place the City in a stronger financial position is the vision of the Administration Division. An upgrade to the integrated financial system helps in achieving this goal by making financial data available throughout the City with direct and immediate access in multiple formats to meet the needs of City departments. The Division continues to strive to identify areas of inefficiencies and recommend ways to improve services in an effort to minimize waste and maximize the use of City revenues. Future projects of the Division include advanced technological support for a parking citation system, and implementation of a web-based time and labor management software application which will allow and encourage employee self-service for the completion of timerolls, leave requests and approvals, and confirmation of available leave balances. In addition, the Division plans to complete a cost-of-service study for all City fees in order to ensure that, where appropriate, the City is fully recovering its costs to provide services.

**DIVISION
SUMMARY**

Workers' Compensation and Safety

Mission Statement

To administer all Workers' Compensation benefits in the most expeditious, cost-efficient manner within the context of the laws of the State of California, and to administer the Injury and Illness Prevention and Return-to-Work Programs, as well as reduce employee injuries, public liability and property losses.

Program Description

Through the Workers' Compensation Program, employees or their dependents are compensated for injury, disability, or death sustained in the course of employment. In accordance with Workers' Compensation Laws of California, the Workers' Compensation Section processes claims and coordinates benefit delivery to injured workers, ensuring that they receive all benefits to which they are entitled. In addition, the Workers' Compensation and Safety Division compiles data to comply with State reporting mandates, as well as provide City management with reports as a tool for accident prevention and cost containment.

Major Accomplishments

The Workers' Compensation Section continuously reviews and examines its internal workflow processes in order to streamline duplication of effort in claim administration. An interface between the Workers' Compensation bill review provider and in-house staff has been completed and is currently in place. This interface simplifies and enhances the bill payment function and significantly decreases data entry for the Staff Assistants. The second phase of the interface between the Workers' Compensation Section, the Accounts Payable staff and PeopleSoft software is in the final stages of implementation. This phase will eliminate the voucher processing system and totally automate the bill paying function between Workers' Compensation and Accounts Payable. Cost containment continues to be a major workers' compensation issue. Accordingly, an independent auditor was hired for the purpose of evaluating the program and recommending changes to improve efficiency and service. The results of the auditor's findings and recommended actions were presented to the Finance Committee and full City Council. Throughout the year, the Workers' Compensation staff participated in various training workshops to enhance their claims administration skills due to the law changes contained in SB899. In addition, Workers' Compensation and Administrative staff continue to closely monitor local and State reform efforts, and participate as appropriate. Pasadena also continues to network with the nearby cities of Glendale, Burbank, Torrance and Santa Monica to exchange ideas on the multiple workers' compensation issues, including cost control, modified work, and legislative changes, to name a few.

The Safety Section continues to be responsible for the Citywide Return-to-Work Program, along with continued administration of Gainsharing, the workers' compensation, sick leave, and vehicle accident improvement program. Additionally, the Safety staff maintains a Citywide safety-training database, and continues to manage a lifting evaluation component in the pre-employment medical exams, a Citywide After-hours Drug-screen Program and a Confined Space Program for the Power Plant. Safety staff constructed a Safety section website to distribute and make available safety policy and procedures, forms, training materials, etc. On a routine basis, the Safety staff conducts random drug tests under the Federal Department of Transportation regulations, administers the Citywide motor vehicle safety program, updates OSHA Transportation regulations, performs facility safety inspections, ergonomic evaluations and maintains an ergonomic lab, prepares various job safety analyses and reports, conducts accident investigations and implements corrective actions, develops and implements Emergency Response and Evacuation Plans, and conducts Defensive Driver Training Courses for City employees who drive City or personal vehicles for City business. Safety staff is also involved in the expanded diversity programs for City staff.

Summary of Appropriations and Revenues

	FY 2003 Actual	FY 2004 Actual	FY 2005 Adopted	FY 2005 Revised	FY 2006 Recommended
FTEs	8.500	8.500	9.000	9.000	9.000
Appropriations	618,251	638,119	828,801	1,203,801	1,263,075
WC Payments (Memo)*	7,357,853	6,779,138	8,000,000	8,000,000	8,000,000
Sources by Fund					
Workers' Compensation Fund	428,656	638,119	828,801	1,203,801	1,263,075
Workers' Compensation Fund - Transfer	189,595	0	0	0	0
Workers' Comp (Memo)*	7,357,853	6,779,138	8,000,000	8,000,000	8,000,000
Total Sources	618,251	638,119	828,801	1,203,801	1,263,075

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

Changes From Prior Year

- *Cost Changes:* The Personnel budget increased \$52,761 for negotiated salary and benefit rate changes and \$2,565 for a reclassification. Internal Services Charges increased \$3,948 for various Citywide cost adjustments.
- *FTE Changes:* A Staff Assistant I in Workers Compensation was reclassified to a Staff Assistant II during fiscal year 2005.

Future Outlook

The Workers' Compensation and Safety Division is committed to continual review and improvement of the program for the purpose of strengthening the systems already in place, enhancing program efficiency, and mitigating extraneous costs. Several areas of concentration currently highlighted, include: 1) technological systems and workflow efficiencies, 2) internal claims handling, medical management and control, and cost containment, 3) legislation impacting the Workers' Compensation System, 4) City policies, benefits, and compensation packages, 5) physical fitness standards and incentives, 6) formal modified work programs, and 7) employee education on safety issues. It is expected that continued positive and proactive actions within the Workers' Compensation and Safety Division will produce successful results and savings to the City of Pasadena.

Effective May 2005, administration of Police and Fire Department workers' compensation claims will transition to a third party administrator, Hazelrigg Risk Management Services, Inc. All claims administration for these two departments will be transferred, including indemnity, medical only and future medical transactions. City Workers' Compensation staff will continue to administer all non-safety related claims as well as provide contract oversight services for the Hazelrigg agreement.

**DIVISION
SUMMARY**
General Liability

Mission Statement

To protect the City's resources from risks of accidental loss, not including workers compensation losses or deliberately assumed costs of employee benefits.

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 General Liability 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, assistance to the City Attorney in preparation of the City's defense on litigated cases, the marketing of the City's insurance programs through municipal purchasing groups in order to obtain premium savings, and the coordination of liability investigation and evaluation with the Departments, Workers' Compensation and Safety Division, Accounts Receivable Section, and the City Attorney.

Summary of Appropriations and Revenues

	FY 2003 Actual	FY 2004 Actual	FY 2005 Adopted	FY 2005 Revised	FY 2006 Recommended
FTEs	2.000	2.000	2.000	2.000	2.000
Appropriations	179,785	195,343	203,330	203,330	214,325
GL Payments (Memo)*	3,185,309	2,926,420	3,000,000	3,000,000	3,000,000
Sources by Fund					
General Liability Fund	179,785	195,343	203,330	203,330	214,325
General Liability (Memo)*	3,185,309	2,926,420	3,000,000	3,000,000	3,000,000
Total Sources	179,785	195,343	203,330	203,330	214,325

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

Changes From Prior Year

- *Cost Changes:* The budget increased by \$10,300 resulting from negotiated salary and benefit rate changes.
- *FTE Changes:* There was no change in the number of FTEs from the fiscal year 2005 revised budget.

Future Outlook

The insurance market conditions are improving. Premiums remain high and coverage tends to be less than in past years, but premiums are expected to edge lower. The past two years, the City declined excess liability and excess workers' compensation insurance from Municipality Insurance Purchasing Groups because of huge increases in premiums with less coverage, choosing to go without and handle risk through self-insurance until market conditions improve. The General Liability Division will continue to advise departments on risk transfer mechanisms by reviewing contract terms, providing assistance in the enforcement of insurance 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 efforts 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 claimed 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.

**DIVISION
SUMMARY**
Budget and Purchasing

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, and to coordinate the acquisition and payment for labor, materials, supplies and services in support of City operations in an efficient manner which adds value and maximizes taxpayer dollars.

The Budget and Purchasing Division is responsible for the preparation of the City's Operating Budget as well as all procurement activities within the City. The Division maintains the City's vendor list and serves as a resource to other City departments. The Division also includes the City's Print Shop. 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. As the City continues its era of results-oriented budgeting, the Budget Section 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, program and service audits, and revenue analysis for proposed new funding sources. The purchasing staff is responsible for all procurement activities within the City and to this end assists departments in preparing bid specifications and requests for proposals as well as negotiating contract terms. This Division is also responsible for all accounts payable activities within the City.

Major Accomplishments

A major accomplishment of the Budget and Purchasing Division was the adoption of the fiscal year 2005 Operating Budget, balanced and on time, along with the timely completion of Quarterly Monitoring Reports. The City has received an Award for Excellence in Operational Budgeting from the California Society of Municipal Finance Officers (CSMFO) for the fiscal year 2005. The division is coordinating a cost of service study that will ensure that charges for City services are in-line with the cost of providing those services. The Division continues to participate in union negotiations to provide detailed financial information and support, and provided direct assistance to departmental administration for special fiscal-related projects. In the area of procurement, 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, all the while maintaining a high level of customer service and satisfaction.

Summary of Appropriations and Revenues

	FY 2003 Actual	FY 2004 Actual	FY 2005 Adopted	FY 2005 Revised	FY 2006 Recommended
FTEs	25.750	25.750	22.750	22.750	22.750
Appropriations	2,185,086	2,261,959	2,482,849	2,482,849	2,713,217
Sources by Fund					
General Fund	1,316,836	1,371,330	1,425,281	1,425,281	1,608,010
Printing Services Fund	868,250	890,629	1,057,568	1,057,568	1,105,207
Total Sources	2,185,086	2,261,959	2,482,849	2,482,849	2,713,217

Changes From Prior Year

- *Cost Changes:* The Personnel budget increased \$169,213 as the result of negotiated salary and benefit rate changes, \$23,723 for reclassifications and \$18,115 with offsetting decreases in General Accounting to upgrade a position in the Budget Office. The Services and Supplies budget for Printing Services increased \$6,300 for an interest-only equipment lease payment to replace the digital copier and \$6,300 for an interest-only equipment lease payment to purchase a new offset print system. Internal Service Charges increased \$6,237 for various Citywide cost adjustments.
- *FTE Changes:* Two Management Analyst IIIs in the Budget Office were reclassified to Management Analyst IVs during fiscal year 2005 and a Staff Assistant IV position was upgraded to a Management Analyst II to meet current business needs.

Future Outlook

The Budget and Purchasing Division will continue to support City operations through the development and monitoring of the Operating Budget as well as through the timely and efficient acquisition of labor, materials, supplies and services.

**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 the bond indentures, as well as obtain a reasonable 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, and segregated smaller portfolios, as well as investments held with trustees for a total of \$575 million. The Treasury Division manages the bonded indebtedness for the General Fund, Water and Power Department, and PCDC for a total of 31 financing issues with original face amounts of about \$772 million and current outstanding bonds of \$665 million, with reserve funds of \$25 million. In addition to these services, the section 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, lease revenues and revenues from loans.

The Cash Management unit provides Citywide cashiering services, processing of utility payments, the monitoring, billing, renewing, collecting, processing, and investigating of approximately 13,000 business license accounts with annual revenue of \$4.3 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, NSF checks and other miscellaneous accounts. This unit has over 3,000 active accounts and anticipates collecting \$1,200,000 in delinquent revenues.

Major Accomplishments

The Treasury and Cash Management Division accomplished the following during fiscal year 2005: 1) upgraded the on-line banking and cash management system, 2) upgraded the City's investment tracking and management system, 3) implemented a new business license system and overnight parking citation system, 4) implemented electronic dissemination of annual disclosure reports, and 5) achieved outstanding performances in the City's investment portfolios.

Summary of Appropriations and Revenues

	FY 2003 Actual	FY 2004 Actual	FY 2005 Adopted	FY 2005 Revised	FY 2006 Recommended
FTEs	28.000	28.500	29.000	29.000	29.000
Appropriations	2,054,065	2,096,962	2,435,130	2,435,130	2,613,661
Sources by Fund					
General Fund	1,988,607	1,977,773	2,311,770	2,311,770	2,486,601
Building Services Fund – Transfer	0	51,767	53,579	53,579	55,186
Parking Meter–Old Pasadena - Trans	47,253	48,671	50,374	50,374	51,885
Parking Meter-Civic Center- Trans	18,205	18,751	19,407	19,407	19,989
Total Sources	2,054,065	2,096,962	2,435,130	2,435,130	2,613,661

Changes From Prior Year

- *Cost Changes:* The Personnel budget increased \$157,121 for negotiated salary and benefit rate changes and \$9,609 for a reclassification. Internal Service Charges increased \$11,801 for various Citywide cost adjustments.
- *FTE Changes:* One vacant Staff Assistant III position was upgraded to a Principal Operations Specialist during fiscal year 2005 to meet current business needs.

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 paramedics service, false alarms, utility users tax, franchise tax, bed 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, as well as prepares other governmental reports.

Major Accomplishments

The City has been 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, 2004. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting. In addition, the City has been awarded the Certificate of Award for Outstanding Financial Reporting from the California Society of Municipal Finance Officers' (CSMFO) for the fiscal year ended June 30, 2004. The Certificate of Award was issued in recognition of the City's high level of quality in the annual financial statements, which were prepared in accordance with required professional standards and reporting criteria. The Comprehensive Annual Financial Report was prepared in conformance with Governmental Accounting Standards Board (GASB) Statement 34.

Summary of Appropriations and Revenues

	FY 2003 Actual	FY 2004 Actual	FY 2005 Adopted	FY 2005 Revised	FY 2006 Adopted
FTEs	16.900	16.900	15.900	15.900	14.900
Grants FTEs (memo)	5.600	5.600	5.600	5.600	5.600
Total FTEs	22.500	22.500	21.500	21.500	20.500
General Fund	1,354,623	1,168,587	1,448,352	1,448,352	1,456,059
Grants (memo)*	-	-	511,467	511,467	564,743

* For information only, amount not included in total.

Finance

Changes From Prior Year

- *Cost Changes:* The Personnel budget increased \$105,892 for negotiated salary and benefit rate changes and decreased (\$52,400) resulting from the elimination of a vacant Staff Assistant II position to add back funding for two Staff Assistant II positions in Payroll that were funded for one-half year in fiscal year 2005. The Services and Supplies budget decreased (\$50,000) to offset increased costs in Payroll and the Budget Office. Internal Service Charges increased \$4,215 for various Citywide cost adjustments.
- *FTE Changes:* There was a decrease of 1.00 FTE from the fiscal year 2005 revised budget. One vacant Staff Assistant II position was eliminated to provide a full-year's funding for two Staff Assistant II positions in Payroll that were funded for one-half year in fiscal year 2005.

Future Outlook

The future outlook for the Accounting and Financial Analysis Division is challenging. The Governmental Accounting Standards Board (GASB) continues to introduce changes in reporting requirements for the public sector. The most recent statement issued by the GASB is Statement No. 46, "Net Assets Restricted by Enabling Legislation." This statement clarifies that a legally enforceable enabling legislation restriction is one that a party external to the government – such as citizens, public interest groups, or the judiciary - can compel a government to honor. The City is required to comply with this requirement in fiscal 2006.

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 City Council, departments, and residents 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 is comprised of dedicated IT professionals working together delivering quality services to its customers. What is important to know is that the projects identified below support ITSD's vision. Simply stated, "Our vision is to support our customers by enabling them, through technology, to carry out the duties of public service missions." Many of the items listed below may not make much sense to the average reader. However, valuable resources are used and continue to be used to complete these and many future projects.

ITSD has successfully implemented the following customer projects in fiscal year 2005: Animal License upgrade; Tidemark, E-connect, and Crystal Reports upgrades; Business Licenses System replacement; Payroll System upgrade, Class, and Interlink upgrades; Legal Solutions upgrade; Paramedic Billing replacement; Case Management and PC Documentation replacement; Interactive Voice Response/Interactive Web Response replacement.

ITSD internal projects completed this fiscal year include: Microsoft Licensing – Citywide compliance with software and operating licenses; GIS – enhancing and maintaining land-based data; Fiber Ring – connection of multiple city sites including the Health Department to the City's fiber ring, moving closer to the goal of having all City communications connected to its own assets; Enhancements/Upgrades – Microsoft Exchange and domain migrations and secure area network (SAN) upgrade; Life Cycle Replacements – NT Server, other servers and network equipment; Leases, Licenses – connected additional JPL, Caltech and Time Warner Telecom facilities to the City's fiber ring; Franchise Management – processed Champion Broadband franchise application; Wireless Technologies – evaluated wireless technologies that would extend desktop capabilities to City field staff and vehicles.

Summary of Appropriations and Revenues

	FY 2003 Actual	FY 2004 Actual	FY 2005 Adopted	FY 2005 Revised	FY 2006 Recommended
FTEs	35.500	36.000	39.000	42.000	44.000
Appropriations	6,043,657	6,616,632	7,703,448	7,703,448	8,558,405
Sources by Fund					
General Fund	105,000	110,250	115,763	115,763	121,551
Computing and Communication Fund	5,644,323	6,204,276	7,112,313	7,188,313	8,054,338
Telecommunications Fund	205,201	237,962	415,503	339,503	382,516
Building Services Fund	89,133	64,144	59,869	59,869	0
Total Sources	6,043,657	6,616,632	7,703,448	7,703,448	8,558,405

Changes From Prior Year

- Cost Changes:* The Personnel budget increased \$283,683 for negotiated salary and benefit rate changes, \$92,144 for the addition of an Information Technology Analyst II in GIS Application Development and Support, \$80,385 for the addition of a Management Analyst II in ITSD Projects, and \$6,258 for a reclassification. In addition, \$94,025 was added to the Personnel budget for a full year's funding for a Senior Information Systems Engineer, Information Technology Analyst II and Information Technology Technician II approved by Council October 11, 2004. The Services and Supplies budget increased \$228,417 for the licensing of Microsoft software as approved by Council January 31, 2005, \$35,000 for consulting services to provide a wireless environment study and \$5,544 from the allocation for costs of services from the General Fund. Internal Service Charges increased \$29,501 for various Citywide cost adjustments.
- FTE Changes:* There was an increase of 2.00 FTEs from the fiscal year 2005 revised budget. An Information Technology Analyst II was added to the GIS Application Development and Support budget to provide for higher customer demands and increased growth on the system and a Management Analyst II was added to the ITSD Projects budget to support Citywide technology projects and cable franchise management issues. In addition, a Management Analyst I was reclassified to a Management Analyst II during fiscal year 2005.
- Organization/Program Changes:* The Microsoft Software (MS) Licensing cost pool was added during fiscal year 2005 as approved by Council on January 31, 2005. The five-year licensing agreement for Microsoft software will facilitate software licensing and related issues through an annual renewal process.
- Funding/Revenue Changes:* The GIS Application Development and Support budget allocations were changed from network login IDs to actual usage beginning with fiscal year 2006 to more accurately reflect departments' utilization of ITSD resources. Anticipated Telecommunication Fund revenues of \$382,516 generated by fiber network leases and wireless licenses are being transferred to the Computing and Communications Fund in fiscal year 2006 to support the ITSD Projects budget.

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 in a unique position to support the City's use of technology. ITSD continues to make improvements in service and effectiveness, and recognizes the increased potential for technological growth in the City. Service improvements and cost savings created through speedier information retrieval, increased accuracy and expanded accessibility to information, as well as elimination of redundant work and condensed business processes will continue to be reviewed. The Division will continue to partner with other City departments by:

1. providing technical support that improves the ability to provide services to the community,
2. providing a means of sharing information, and
3. monitoring technology trends, issues and legislation.

GRAIL ANALYSIS

DEPARTMENT: Finance and ITSD
MSI:

	FY 2003 ACTUAL	FY 2004 ACTUAL	FY 2005 ADOPTED	FY 2005 REVISED	FY 2006 RECOMMENDED	\$ CHANGE	%
EMPLOYEES							
REGULAR	132,650	133,650	135,150	138,150	139,150	1,000	
NON-REGULAR	0,000	0,000	0,000	0,000	0,000	0,000	
TOTAL EMPLOYEES	132,650	133,650	135,150	138,150	139,150	1,000	
PERSONNEL							
8005 Regular Pay - PERS	5,256,217	5,792,491	8,478,521	8,694,689	9,222,492	527,803	6.0
8011 Overtime Pay	76,185	123,242	34,523	34,523	35,231	708	2.0
8018 PST-Part Time Employees - PARS	135,459	109,586	0	0	0	0	0.0
8020 Management Benefit	1,104	3,166	0	0	0	0	0.0
8023 Auto Allowance	20,973	17,946	29,796	29,796	32,820	3,024	10.1
8024 Personal Dvlpmt Allowance	32,750	34,250	39,656	39,656	42,250	2,594	6.5
8027 Workers' Compensation	185,936	216,679	274,702	281,705	309,874	28,169	9.9
8028 Workers' Comp (4850 Benefit)	0	787	0	0	0	0	0.0
8031 General Liability	20,548	25,830	0	0	18,445	18,445	0.0
8038 PERS-Employee Portion	371,202	410,309	593,498	608,629	645,576	36,947	6.0
8040 PERS-City Portion	0	0	101,742	103,983	489,714	385,731	370.9
8041 PARS-City Portion	4,093	4,189	0	0	0	0	0.0
8044 Life Insurance	5,221	5,446	11,023	11,307	9,224	-2,083	-18.4
8045 Dental Insurance	53,464	57,654	63,521	64,931	63,450	-1,481	-2.2
8046 Medicare-City Contributn	54,850	63,344	92,809	95,293	106,464	11,171	11.7
8047 Long Term Disability	49,440	51,027	79,698	81,736	81,158	-578	-0.7
8048 Child Care Subsidies	328	0	864	864	864	0	0.0
8049 Emp Opt Ben Fd (EOBF)	575,617	734,489	1,066,334	1,090,004	1,196,690	106,686	9.7
8050 Benefits (VHS)	1,162,990	1,271,897	0	0	0	0	0.0
8054 Vision Care	0	70	0	0	0	0	0.0
8056 Accrued payroll	0	105,582	0	0	0	0	0.0
9950 Defunded Positions	0	0	-110,627	-204,652	-74,100	130,552	-63.7
*** TOTAL PERSONNEL	8,006,377	9,027,984	10,756,060	10,932,464	12,180,152	1,247,688	11.4
SERVICES AND SUPPLIES							
8101 Materials & Supplies	492,309	473,532	551,581	551,581	565,911	14,330	2.5
8103 Uniforms	0	700	0	0	850	850	0.0
8105 Lease Payments	14,898	15,260	26,300	26,300	26,300	0	0.0
8107 Equipment Lease Payments	39,447	70,964	81,900	81,900	144,500	62,600	76.4
8108 Computer Related Supplies	56,518	304,141	98,630	98,630	107,630	9,000	9.1
8109 Equipt Purchases Under \$10,000	64,534	196,525	91,500	91,500	116,700	25,200	27.5
8110 Outside Printing and Duplicating	13,531	16,187	17,484	17,484	17,484	0	0.0
8112 Legal Advertising	5,971	3,311	2,600	2,600	2,600	0	0.0
8113 Photo Copy Machine Maint	79,345	72,672	90,383	90,383	89,883	-500	-0.5
8114 Other Contract Services	1,854,555	1,334,381	1,273,813	1,585,313	1,513,162	-72,151	-4.5
8115 Consultant Services	204,462	66,787	360,699	285,699	328,699	43,000	15.0
8116 Contract Maintenance	8,279	202,772	325,311	325,311	572,128	246,817	75.8
8117 Data Processing Operations	46,555	22,738	71,822	71,822	71,822	0	0.0
8121 Computer(PC) Maint/Repair	14,355	20,390	0	0	0	0	0.0
8122 Support to Advisory Committees	106	0	0	0	0	0	0.0

GRAIL ANALYSIS

DEPARTMENT: Finance and ITSD
MSI:

	FY 2003 ACTUAL	FY 2004 ACTUAL	FY 2005 ADOPTED	FY 2005 REVISED	FY 2006 RECOMMENDED	\$ CHANGE	%
EMPLOYEES							
REGULAR	132.650	133.650	135.150	138.150	139.150	1.000	
NON-REGULAR	0.000	0.000	0.000	0.000	0.000	0.000	
TOTAL EMPLOYEES	132.650	133.650	135.150	138.150	139.150	1.000	
PERSONNEL							
8005 Regular Pay - PERS	5,256,217	5,792,491	8,478,521	8,694,689	9,222,492	527,803	6.0
8011 Overtime Pay	76,185	123,242	34,523	34,523	35,231	708	2.0
8018 PST-Part Time Employees - PARS	135,459	109,586	0	0	0	0	0.0
8020 Management Benefit	1,104	3,166	0	0	0	0	0.0
8023 Auto Allowance	20,973	17,946	29,796	29,796	32,820	3,024	10.1
8024 Personal Dvlpmt Allowance	32,750	34,250	39,656	39,656	42,250	2,594	6.5
8027 Workers' Compensation	185,936	216,679	274,702	281,705	309,874	28,169	9.9
8028 Workers' Comp (4850 Benefit)	0	787	0	0	0	0	0.0
8031 General Liability	20,548	25,830	0	0	18,445	18,445	0.0
8038 PERS-Employee Portion	371,202	410,309	593,498	608,629	645,576	36,947	6.0
8040 PERS-City Portion	0	0	101,742	103,983	489,714	385,731	370.9
8041 PARS-City Portion	4,093	4,189	0	0	0	0	0.0
8044 Life Insurance	5,221	5,446	11,023	11,307	9,224	-2,083	-18.4
8045 Dental Insurance	53,464	57,654	63,521	64,931	63,450	-1,481	-2.2
8046 Medicare-City Contributn	54,850	63,344	92,809	95,293	106,464	11,171	11.7
8047 Long Term Disability	49,440	51,027	79,698	81,736	81,158	-578	-0.7
8048 Child Care Subsidies	328	0	864	864	864	0	0.0
8049 Emp Opt Ben Fd (EOBF)	575,617	734,489	1,066,334	1,090,004	1,196,690	106,686	9.7
8050 Benefits (VHS)	1,162,990	1,271,897	0	0	0	0	0.0
8054 Vision Care	0	70	0	0	0	0	0.0
8056 Accrued payroll	0	105,582	0	0	0	0	0.0
9950 Defunded Positions	0	0	-110,627	-204,652	-74,100	130,552	-63.7
*** TOTAL PERSONNEL	8,006,377	9,027,984	10,756,060	10,932,464	12,180,152	1,247,688	11.4
SERVICES AND SUPPLIES							
8101 Materials & Supplies	492,309	473,532	551,581	551,581	565,911	14,330	2.5
8103 Uniforms	0	700	0	0	850	850	0.0
8105 Lease Payments	14,898	15,260	26,300	26,300	26,300	0	0.0
8107 Equipment Lease Payments	39,447	70,964	81,900	81,900	144,500	62,600	76.4
8108 Computer Related Supplies	56,518	304,141	98,630	98,630	107,630	9,000	9.1
8109 Equipt Purchases Under \$10,000	64,534	196,525	91,500	91,500	116,700	25,200	27.5
8110 Outside Printing and Duplicating	13,531	16,187	17,484	17,484	17,484	0	0.0
8112 Legal Advertising	5,971	3,311	2,600	2,600	2,600	0	0.0
8113 Photo Copy Machine Maint	79,345	72,672	90,383	90,383	89,883	-500	-0.5
8114 Other Contract Services	1,854,555	1,334,381	1,273,813	1,585,313	1,513,162	-72,151	-4.5
8115 Consultant Services	204,462	66,787	360,699	285,699	328,699	43,000	15.0
8116 Contract Maintenance	8,279	202,772	325,311	325,311	572,128	246,817	75.8
8117 Data Processing Operations	46,555	22,738	71,822	71,822	71,822	0	0.0
8121 Computer(PC) Maint/Repair	14,355	20,390	0	0	0	0	0.0
8122 Support to Advisory Committees	106	0	0	0	0	0	0.0

GRAIL ANALYSIS

DEPARTMENT: Finance and ITSD
MSI:

	FY 2003 ACTUAL	FY 2004 ACTUAL	FY 2005 ADOPTED	FY 2005 REVISED	FY 2006 RECOMMENDED	\$ CHANGE	%
8124 Dues and Memberships	13,747	16,996	16,706	16,706	16,051	-655	-3.9
8125 Special Civic Events	757	407	0	0	0	0	0.0
8126 Conf & Mtgs - Comm & Committees	346	285	0	0	0	0	0.0
8127 Conferences & Meetings	47,897	43,205	53,862	53,862	52,962	-900	-1.6
8128 Mileage	2,934	3,464	6,195	6,195	5,895	-300	-4.8
8129 Education	35,412	24,966	109,126	83,722	87,826	4,104	4.9
8130 Training Costs	1,670	829	2,000	2,000	2,000	0	0.0
8133 Medicl Pay Doctors-Workr Comp	16,520	6,306	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	9,605	8,931	18,235	18,235	18,535	300	1.6
8136 Library Books	196	841	0	0	0	0	0.0
8137 Gas and Lubricants	0	5	0	0	0	0	0.0
8138 Gas	107	0	0	0	0	0	0.0
8140 Telephone	1,253,234	1,049,736	1,152,083	1,152,083	1,050,500	-101,583	-8.8
8142 Electric	2,598	4,657	0	0	5,600	5,600	0.0
8144 Postage	94,791	88,153	78,895	78,895	78,895	0	0.0
8149 Fiscal Agent/Bank Fees & Charges	0	544	0	0	0	0	0.0
8154 Audio Visual Materials	0	0	100	100	100	0	0.0
8163 City Cost Abatement	15,001	0	0	0	0	0	0.0
8177 Program Expenditures	250,316	273,277	490,892	490,892	505,621	14,729	3.0
8178 Program Expenditure Recovery	-60,864	-84,368	0	0	0	0	0.0
8218 Vehicle Rental	321	293	1,396	1,396	1,396	0	0.0
8276 Software	1,283	2,495	0	0	0	0	0.0
8290 Cell Phone Reimbsmnt	0	-915	0	0	0	0	0.0
8677 Interest	0	0	14,936	14,936	14,936	0	0.0
*** TOTAL SERVICES AND SUPPLIES	4,580,736	4,240,467	4,940,449	5,151,545	5,401,986	250,441	4.8
EQUIPMENT							
8504 Equipment	64,183	224,495	0	0	0	0	0.0
8505 Automotive Equipment	41,779	0	0	0	0	0	0.0
8506 Computer Equipment	594,105	23,978	0	0	0	0	0.0
8507 Contra Capital	-567,672	-224,495	0	0	0	0	0.0
8801 Depreciation	409,462	500,892	546,572	546,572	546,572	0	0.0
*** TOTAL EQUIPMENT	541,857	524,870	546,572	546,572	546,572	0	0.0
*** SUBTOTAL	13,128,970	13,793,321	16,243,081	16,630,581	18,128,710	1,498,129	9.0
INTERNAL SERVICE CHARGES							
8601 IS-Structural Maintenance	145,560	145,524	140,727	140,727	145,624	4,897	3.4
8602 IS-Tenant Improvements	7,177	6,221	15,100	15,100	15,100	0	0.0
8603 IS-Lockshop	910	210	1,065	1,065	1,065	0	0.0
8604 IS-Utilities & Insurance - HSEKPING	86,724	86,100	83,440	83,440	83,806	366	0.4
8605 IS-Housekeeping Serv	114,984	113,376	109,037	109,037	105,758	-3,279	-3.0
8606 IS-Floors and Windows	532	0	2,447	2,447	2,447	0	0.0
8607 IS-Printing	103,589	127,440	128,568	128,568	126,368	-2,200	-1.7
8608 IS-Mail Services	16,908	18,804	19,218	19,218	21,245	2,027	10.5

GRAIL ANALYSIS

DEPARTMENT: Finance and ITSD
MSI:

	FY 2003 ACTUAL	FY 2004 ACTUAL	FY 2005 ADOPTED	FY 2005 REVISED	FY 2006 RECOMMENDED	\$ CHANGE	%
8609 IS-Telephones	170,223	156,338	155,782	155,782	203,677	47,895	30.7
8610 IS-System Management HP3000-HP957	167,580	125,196	91,940	91,940	57,678	-34,262	-37.2
8611 IS-Application Devel & Support	227,685	200,768	125,875	125,875	135,426	9,551	7.5
8612 IS-PC&Net Desktop Services	17,520	30,600	18,055	18,055	61,138	43,083	238.6
8613 IS-Radio and Data Communicatn	2,244	1,680	2,129	2,129	2,447	318	14.9
8615 IS-Auto Body Repair	0	896	0	0	0	0	0.0
8616 IS-Fleet Maint - Equip Maintenance	10,402	10,879	10,921	10,921	5,937	-4,984	-45.6
8617 IS-Fleet Maint - Equip Replacement	18,015	25,338	24,962	24,962	17,877	-7,085	-28.3
8618 IS-Fleet Fuel/Lubricant	2,657	3,324	5,228	5,228	2,200	-3,028	-57.9
8619 IS-ITSD Administration	660	0	0	0	0	0	0.0
8620 Bldg Preventive Maintenanc e	42,024	42,024	50,612	50,612	50,835	223	0.4
8621 IS-Radio - Direct Request	0	618	5,300	5,300	2,900	-2,400	-45.2
8622 IS-Telephone - Usage	120,726	155,216	125,261	125,261	106,518	-18,743	-14.9
8623 IS-PC Training	12,250	1,400	8,696	8,696	8,696	0	0.0
8624 IS-Enterprise Network	123,758	136,716	137,422	137,422	154,311	16,889	12.2
8625 IS-Telephone Additions	33	0	0	0	0	0	0.0
8626 IS-Mail - Direct Request	2,353	442	2,522	2,522	2,372	-150	-5.9
8629 IS-K460 (PeopleSoft)	131,580	0	0	0	0	0	0.0
8630 IS-AD&S PS,P2K,Park Citat	359,076	469,506	521,608	521,608	537,646	16,038	3.0
8632 IS-GIS (Geographic Info)	20,304	16,410	32,653	32,653	2,194	-30,459	-93.2
8634 IS-Security Srvcs City Ha ll	90,204	51,348	52,661	52,661	65,011	12,350	23.4
8635 IS-ITSD Projects-Basic	5,650	0	0	0	0	0	0.0
8641 IS-MS Licensing	0	0	0	0	18,779	18,779	0.0
8677 Interest	11,605	9,523	0	0	0	0	0.0
*** TOTAL INTERNAL SERVICE CHARGES	2,012,933	1,935,897	1,871,229	1,871,229	1,937,055	65,826	3.5
*** TOTAL BUDGET	15,141,903	15,729,218	18,114,310	18,501,810	20,065,765	1,563,955	8.4
REVENUE							
6809 Building Services Fund - Transfer	0	51,767	53,579	53,579	55,186	1,607	2.9
6860 Transfer from Workers' Compensation Fund	189,595	30,336	17,043	17,043	17,554	511	2.9
6963 Prking Mtr - Old Pasa	47,253	48,671	50,374	50,374	51,885	1,511	2.9
6964 Prking Mtr - Civic Ctr	18,205	18,751	19,407	19,407	19,989	582	2.9
7155 Printing Services Fund	868,250	890,629	1,057,568	1,057,568	1,105,207	47,639	4.5
7163 Worker's Compensation Cit y Contribution	428,656	638,119	828,801	1,203,801	1,263,075	59,274	4.9
7166 Liability Insurance City Contribution	179,785	195,343	203,330	203,330	214,325	10,995	5.4
9038 Building Services Fund	89,133	64,144	59,869	59,869	0	-59,869	-100.0
9165 General Fund-Unspecified	7,471,502	7,349,220	8,296,523	8,309,023	8,901,690	592,667	7.1
9408 Telecommunications Fund	205,201	237,962	415,503	339,503	382,516	43,013	12.6
9500 Computing & Communication	5,644,323	6,204,276	7,112,313	7,188,313	8,054,338	866,025	12.0
*** TOTAL FUNDING	15,141,903	15,729,218	18,114,310	18,501,810	20,065,765	1,563,955	8.4

GRAIL ANALYSIS

MSI:
FUND: Information Purposes Only

VACANCY FACTOR: 0.000
RETIREMENT BENEFIT
8040 8043 8042 8038 8039 PERS LTD FPRS SPERS LIAB: 0.0000 0.0020
0.0531 0.1000 0.1996 0.0700 0.0900 0.0088 0.0094 0.0094 WCMP: 0.0324 0.0336

PROGRAM: Grants Accounting DEPARTMENT: Finance Department ACCOUNT: 32220
SECTION: Grants Accounting SUB-DEPARTMENT: Accounting and Financial Services

	FY 2003 ACTUAL	FY 2004 ACTUAL	FY 2005 ADOPTED	FY 2005 REVISED	FY 2006 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	380,124	380,124	407,115	26,991	7.1
8024 Personal Dvlpmt Allowance	0	0	2,000	2,000	2,500	500	25.0
8027 Workers' Compensation	0	0	12,316	12,316	13,679	1,363	11.0
8031 General Liability	0	0	0	0	814	814	0.0
8038 PERS-Employee Portion	0	0	26,609	26,609	28,498	1,889	7.0
8040 PERS-City Portion	0	0	4,561	4,561	21,618	17,057	373.9
8044 Life Insurance	0	0	494	494	407	-87	-17.6
8045 Dental Insurance	0	0	2,632	2,632	2,554	-78	-2.9
8046 Medicare-City Contributn	0	0	4,143	4,143	4,682	539	13.0
8047 Long Term Disability	0	0	3,573	3,573	3,583	10	0.2
8049 Emp Opt Ben Fd (EOBF)	0	0	44,184	44,184	48,160	3,976	8.9
*** TOTAL PERSONNEL	0	0	480,636	480,636	533,610	52,974	11.0
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	492,636	492,636	545,610	52,974	10.7
INTERNAL SERVICE CHARGES							
8601 IS-Structural Maintenance	0	0	4,486	4,486	4,642	156	3.4
8603 IS-Lockshop	0	0	785	785	785	0	0.0
8604 IS-Utilities & Insurance - HSEKPING	0	0	2,660	2,660	2,671	11	0.4
8605 IS-Housekeeping Serv	0	0	3,753	3,753	3,640	-113	-3.0
8609 IS-Telephones	0	0	3,856	3,856	3,703	-153	-3.9
8620 Bldg Preventive Maintenance	0	0	1,613	1,613	1,620	7	0.4

GRAIL ANALYSIS

MSI:
FUND: Information Purposes Only

PROGRAM: Grants Accounting
SECTION: Grants Accounting

DEPARTMENT: Finance Department
SUB-DEPARTMENT: Accounting and Financial Services

ACCOUNT: 32220

	FY 2003 ACTUAL	FY 2004 ACTUAL	FY 2005 ADOPTED	FY 2005 REVISED	FY 2006 RECOMMENDED	\$ CHANGE	%
8634 IS-Security Srvcs City Ha ll	0	0	1,678	1,678	2,072	394	23.4
*** TOTAL INTERNAL SERVICE CHARGES	0	0	18,831	18,831	19,133	302	1.6
*** TOTAL BUDGET	0	0	511,467	511,467	564,743	53,276	10.4
REVENUE							
3571 Grants	0	0	511,467	511,467	564,743	53,276	10.4
*** TOTAL FUNDING	0	0	511,467	511,467	564,743	53,276	10.4

GRAIL ANALYSIS

MSI:

DEPARTMENT: Finance Department
 SUB-DEPARTMENT: Finance Administration

	FY 2003 ACTUAL	FY 2004 ACTUAL	FY 2005 ADOPTED	FY 2005 REVISED	FY 2006 RECOMMENDED	\$ CHANGE	%
EMPLOYEES							
REGULAR	16,000	16,000	17,500	17,500	17,500	0,000	
NON-REGULAR	0,000	0,000	0,000	0,000	0,000	0,000	
TOTAL EMPLOYEES	16,000	16,000	17,500	17,500	17,500	0,000	
PERSONNEL							
8005 Regular Pay - PERS	693,385	821,836	1,184,412	1,184,412	1,246,237	61,825	5.2
8011 Overtime Pay	20,835	19,621	0	0	0	0	0.0
8018 PST-Part Time Employees - PARS	21,900	11,936	0	0	0	0	0.0
8023 Auto Allowance	7,502	7,044	7,044	7,044	11,844	4,800	68.1
8024 Personal Dvlpmt Allowance	5,000	5,500	5,749	5,749	6,500	751	13.0
8027 Workers' Compensation	37,767	27,569	38,374	38,374	41,874	3,500	9.1
8031 General Liability	0	0	0	0	2,493	2,493	0.0
8038 PERS-Employee Portion	49,254	58,824	82,909	82,909	87,236	4,327	5.2
8040 PERS-City Portion	0	0	14,213	14,213	66,175	51,962	365.5
8041 PARS-City Portion	893	511	0	0	0	0	0.0
8044 Life Insurance	904	984	1,540	1,540	1,246	-294	-19.0
8045 Dental Insurance	7,130	7,775	8,225	8,225	7,980	-245	-2.9
8046 Medicare-City Contributn	9,480	10,873	12,910	12,910	14,331	1,421	11.0
8047 Long Term Disability	7,696	8,892	11,134	11,134	10,967	-167	-1.4
8049 Emp Opt Ben Fd (EOBF)	72,980	97,122	138,075	138,075	150,500	12,425	8.9
8050 Benefits (VHS)	154,144	179,678	0	0	0	0	0.0
8054 Vision Care	0	18	0	0	0	0	0.0
8056 Accrued payroll	0	13,347	0	0	0	0	0.0
9950 Defunded Positions	0	0	-51,496	-51,496	0	51,496	-100.0
*** TOTAL PERSONNEL	1,088,870	1,271,530	1,453,089	1,453,089	1,647,383	194,294	13.3
SERVICES AND SUPPLIES							
8101 Materials & Supplies	38,845	43,965	61,179	61,179	61,179	0	0.0
8108 Computer Related Supplies	2,702	58,191	1,930	1,930	1,930	0	0.0
8109 Equipt Purchases Under \$10,000	32,046	35,530	54,400	54,400	54,400	0	0.0
8110 Outside Printing and Duplicating	973	230	2,150	2,150	2,150	0	0.0
8112 Legal Advertising	5,717	807	0	0	0	0	0.0
8113 Photo Copy Machine Maint	10,804	10,214	13,000	13,000	13,000	0	0.0
8114 Other Contract Services	222,810	104,807	64,850	77,350	77,350	0	0.0
8115 Consultant Services	86,624	31,055	132,199	132,199	132,199	0	0.0
8116 Contract Maintenance	851	190,609	266,731	266,731	285,131	18,400	6.8
8121 Computer(PC) Maint/Repair	1,463	0	0	0	0	0	0.0
8124 Dues and Memberships	847	2,906	2,650	2,650	2,650	0	0.0
8125 Special Civic Events	707	325	0	0	0	0	0.0
8126 Conf & Mtgs - Comm & Committees	-652	-625	0	0	0	0	0.0
8127 Conferences & Meetings	11,118	8,028	2,445	2,445	2,445	0	0.0
8128 Mileage	2,160	363	2,000	2,000	2,000	0	0.0
8129 Education	7,292	3,034	12,840	12,840	12,840	0	0.0
8130 Training Costs	287	440	0	0	0	0	0.0

GRAIL ANALYSIS

MSI:

DEPARTMENT: Finance Department
SUB-DEPARTMENT: Finance Administration

	FY 2003 ACTUAL	FY 2004 ACTUAL	FY 2005 ADOPTED	FY 2005 REVISED	FY 2006 RECOMMENDED	\$ CHANGE	%
8135 Reference Mats Subscriptions	1,446	579	1,775	1,775	1,775	0	0.0
8136 Library Books	0	337	0	0	0	0	0.0
8140 Telephone	411	0	0	0	0	0	0.0
8144 Postage	38,135	33,598	32,000	32,000	32,000	0	0.0
8149 Fiscal Agent/Bank Fees & Charges	0	544	0	0	0	0	0.0
8178 Program Expenditure Recovery	-43,364	0	0	0	0	0	0.0
8218 Vehicle Rental	160	55	0	0	0	0	0.0
8276 Software	593	0	0	0	0	0	0.0
8290 Cell Phone Reimbsmnt	0	-385	0	0	0	0	0.0
*** TOTAL SERVICES AND SUPPLIES	421,975	524,607	650,149	662,649	681,049	18,400	2.7
EQUIPMENT							
8506 Computer Equipment	145,940	23,978	0	0	0	0	0.0
*** TOTAL EQUIPMENT	145,940	23,978	0	0	0	0	0.0
*** SUBTOTAL	1,656,785	1,820,115	2,103,238	2,115,738	2,328,432	212,694	10.0
INTERNAL SERVICE CHARGES							
8601 IS-Structural Maintenance	23,364	23,352	23,310	23,310	24,122	812	3.4
8602 IS-Tenant Improvements	1,587	35	0	0	0	0	0.0
8603 IS-Lockshop	215	97	0	0	0	0	0.0
8604 IS-Utilities & Insurance - HSEKPING	13,884	13,812	13,821	13,821	13,881	60	0.4
8605 IS-Housekeeping Serv	19,908	19,596	19,503	19,503	18,916	-587	-3.0
8607 IS-Printing	15,769	26,227	28,000	28,000	28,000	0	0.0
8608 IS-Mail Services	2,076	2,124	2,128	2,128	2,573	445	20.9
8609 IS-Telephones	27,375	25,182	18,316	18,316	17,588	-728	-3.9
8610 IS-System Management HP3000-HP957	167,580	125,196	91,940	91,940	57,678	-34,262	-37.2
8611 IS-Application Devel & Support	218,865	164,520	90,000	90,000	90,000	0	0.0
8612 IS-PC&Net Desktop Services	5,628	20,352	8,255	8,255	52,838	44,583	540.0
8613 IS-Radio and Data Communicatn	1,272	1,116	1,570	1,570	1,662	92	5.8
8615 IS-Auto Body Repair	0	896	0	0	0	0	0.0
8620 Bldg Preventive Maintenance	6,744	6,744	8,383	8,383	8,420	37	0.4
8622 IS-Telephone - Usage	2,282	2,102	22,261	22,261	22,261	0	0.0
8623 IS-PC Training	4,800	1,400	6,905	6,905	6,905	0	0.0
8624 IS-Enterprise Network	17,586	16,500	16,626	16,626	21,110	4,484	26.9
8629 IS-K460 (PeopleSoft)	131,580	0	0	0	0	0	0.0
8630 IS-AD&S PS,P2K,Park Citat	359,076	461,946	521,608	521,608	537,646	16,038	3.0
8632 IS-GIS (Geographic Info)	15,156	11,820	27,813	27,813	2,194	-25,619	-92.1
8634 IS-Security Srvcs City Hall	14,904	8,484	8,723	8,723	10,769	2,046	23.4
8641 IS-MS Licensing	0	0	0	0	2,028	2,028	0.0

GRAIL ANALYSIS

MSI:

DEPARTMENT: Finance Department
SUB-DEPARTMENT: Finance Administration

	FY 2003 ACTUAL	FY 2004 ACTUAL	FY 2005 ADOPTED	FY 2005 REVISED	FY 2006 RECOMMENDED	\$ CHANGE	%
*** TOTAL INTERNAL SERVICE CHARGES	1,049,651	931,501	909,162	909,162	918,591	9,429	1.0
*** TOTAL BUDGET	2,706,436	2,751,616	3,012,400	3,024,900	3,247,023	222,123	7.3
REVENUE							
6860 Transfer from Workers' Compensation Fund	0	30,336	17,043	17,043	17,554	511	2.9
9165 General Fund-Unspecified	2,706,436	2,721,280	2,995,357	3,007,857	3,229,469	221,612	7.3
*** TOTAL FUNDING	2,706,436	2,751,616	3,012,400	3,024,900	3,247,023	222,123	7.3

GRAIL ANALYSIS

MSI:

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

	FY 2003 ACTUAL	FY 2004 ACTUAL	FY 2005 ADOPTED	FY 2005 REVISED	FY 2006 RECOMMENDED	\$ CHANGE	%
EMPLOYEES							
REGULAR	8,500	8,500	9,000	9,000	9,000	0,000	
NON-REGULAR	0,000	0,000	0,000	0,000	0,000	0,000	
TOTAL EMPLOYEES	8,500	8,500	9,000	9,000	9,000	0,000	
PERSONNEL							
8005 Regular Pay - PERS	283,620	318,802	510,655	510,655	533,178	22,523	4.4
8011 Overtime Pay	0	2,886	0	0	0	0	0.0
8018 PST-Part Time Employees - PARS	58,633	16,086	0	0	0	0	0.0
8023 Auto Allowance	2,400	1,200	3,456	3,456	3,456	0	0.0
8024 Personal Dvlpmt Allowance	2,500	2,000	2,732	2,732	2,750	18	0.6
8027 Workers' Compensation	-37,196	32,511	16,545	16,545	17,914	1,369	8.2
8028 Workers' Comp (4850 Benefit)	0	787	0	0	0	0	0.0
8031 General Liability	0	0	0	0	1,067	1,067	0.0
8038 PERS-Employee Portion	23,315	23,880	35,746	35,746	37,322	1,576	4.4
8040 PERS-City Portion	0	0	6,128	6,128	28,311	22,183	361.9
8041 PARS-City Portion	896	379	0	0	0	0	0.0
8044 Life Insurance	304	315	664	664	533	-131	-19.7
8045 Dental Insurance	3,568	3,868	4,230	4,230	4,104	-126	-2.9
8046 Medicare-City Contributn	5,169	5,163	5,567	5,567	6,132	565	10.1
8047 Long Term Disability	3,895	3,673	4,800	4,800	4,692	-108	-2.2
8048 Child Care Subsidies	328	0	0	0	0	0	0.0
8049 Emp Opt Ben Fd (EOBF)	35,559	44,792	71,010	71,010	77,400	6,390	8.9
8050 Benefits (VHS)	74,833	72,168	0	0	0	0	0.0
8056 Accrued payroll	0	8,014	0	0	0	0	0.0
*** TOTAL PERSONNEL	457,824	536,524	661,533	661,533	716,859	55,326	8.3
SERVICES AND SUPPLIES							
8101 Materials & Supplies	6,348	4,745	5,500	5,500	5,500	0	0.0
8108 Computer Related Supplies	440	0	0	0	0	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	0	0	4,500	4,500	4,500	0	0.0
8114 Other Contract Services	45,998	34,824	49,500	424,500	424,500	0	0.0
8115 Consultant Services	31,200	0	3,000	3,000	3,000	0	0.0
8117 Data Processing Operations	0	0	20,772	20,772	20,772	0	0.0
8124 Dues and Memberships	1,985	1,065	2,500	2,500	2,500	0	0.0
8126 Conf & Mtgs - Comm & Committees	0	900	0	0	0	0	0.0
8127 Conferences & Meetings	272	2,414	1,800	1,800	1,800	0	0.0
8128 Mileage	279	291	350	350	350	0	0.0
8129 Education	2,808	1,754	3,050	3,050	3,050	0	0.0
8130 Training Costs	0	50	1,000	1,000	1,000	0	0.0
8133 Medicl Pay Doctors-Workr Comp	16,520	6,306	1,000	1,000	1,000	0	0.0
8135 Reference Matls	1,757	1,634	2,060	2,060	2,060	0	0.0

GRAIL ANALYSIS

MSI:

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

	FY 2003 ACTUAL	FY 2004 ACTUAL	FY 2005 ADOPTED	FY 2005 REVISED	FY 2006 RECOMMENDED	\$ CHANGE	%
Subscriptions							
8136 Library Books	0	397	0	0	0	0	0.0
8144 Postage	2,587	2,101	3,000	3,000	3,000	0	0.0
*** TOTAL SERVICES AND SUPPLIES	110,194	56,481	107,132	482,132	482,132	0	0.0
EQUIPMENT							
8801 Depreciation	1,151	1,151	0	0	0	0	0.0
*** TOTAL EQUIPMENT	1,151	1,151	0	0	0	0	0.0
*** SUBTOTAL	569,169	594,156	768,665	1,143,665	1,198,991	55,326	4.8
INTERNAL SERVICE CHARGES							
8601 IS-Structural Maintenance	8,316	8,316	8,296	8,296	8,584	288	3.4
8602 IS-Tenant Improvements	45	0	0	0	0	0	0.0
8603 IS-Lockshop	0	0	175	175	175	0	0.0
8604 IS-Utilities & Insurance - HSEKPING	4,956	4,920	4,919	4,919	4,940	21	0.4
8605 IS-Housekeeping Serv	6,984	6,972	6,941	6,941	6,732	-209	-3.0
8606 IS-Floors and Windows	0	0	300	300	300	0	0.0
8607 IS-Printing	8,348	3,413	8,230	8,230	8,230	0	0.0
8608 IS-Mail Services	972	1,140	1,131	1,131	1,323	192	16.9
8609 IS-Telephones	2,853	4,020	3,856	3,856	3,703	-153	-3.9
8611 IS-Application Devel & Support	0	0	3,675	3,675	3,675	0	0.0
8620 Bldg Preventive Maintenanc ce	2,400	2,400	2,984	2,984	2,997	13	0.4
8622 IS-Telephone - Usage	991	1,010	2,473	2,473	2,473	0	0.0
8623 IS-PC Training	260	0	1,219	1,219	1,219	0	0.0
8624 IS-Enterprise Network	7,620	8,760	12,833	12,833	14,857	2,024	15.7
8625 IS-Telephone Additions	33	0	0	0	0	0	0.0
8634 IS-Security Srvcs City Ha ll	5,304	3,012	3,104	3,104	3,833	729	23.4
8641 IS-MS Licensing	0	0	0	0	1,043	1,043	0.0
*** TOTAL INTERNAL SERVICE CHARGES	49,082	43,963	60,136	60,136	64,084	3,948	6.5
*** TOTAL BUDGET	618,251	638,119	828,801	1,203,801	1,263,075	59,274	4.9
REVENUE							
6860 Transfer from Workers' Compensation Fund	189,595	0	0	0	0	0	0.0
7163 Worker's Compensation Cit y Contribution	428,656	638,119	828,801	1,203,801	1,263,075	59,274	4.9
*** TOTAL FUNDING	618,251	638,119	828,801	1,203,801	1,263,075	59,274	4.9

GRAIL ANALYSIS

MSI:

DEPARTMENT: Finance Department
SUB-DEPARTMENT: General Liability

	FY 2003 ACTUAL	FY 2004 ACTUAL	FY 2005 ADOPTED	FY 2005 REVISED	FY 2006 RECOMMENDED	\$ CHANGE	%
EMPLOYEES							
REGULAR	2.000	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	2.000	2.000	2.000	2.000	2.000	0.000	
PERSONNEL							
8005 Regular Pay - PERS	107,465	117,783	134,638	134,638	138,673	4,035	2.9
8011 Overtime Pay	0	962	0	0	0	0	0.0
8018 PST-Part Time Employees - PARS	0	34	0	0	0	0	0.0
8023 Auto Allowance	1,776	1,776	4,032	4,032	2,256	-1,776	-44.0
8024 Personal Dvlpmt Allowance	500	500	500	500	500	0	0.0
8027 Workers' Compensation	5,674	3,935	4,362	4,362	4,659	297	6.8
8031 General Liability	0	0	0	0	277	277	0.0
8038 PERS-Employee Portion	7,530	8,261	9,425	9,425	9,707	282	2.9
8040 PERS-City Portion	0	0	1,616	1,616	7,364	5,748	355.6
8041 PARS-City Portion	0	2	0	0	0	0	0.0
8044 Life Insurance	82	83	175	175	139	-36	-20.5
8045 Dental Insurance	941	967	940	940	912	-28	-2.9
8046 Medicare-City Contributn	544	571	1,468	1,468	1,595	127	8.6
8047 Long Term Disability	1,178	1,265	1,266	1,266	1,220	-46	-3.6
8049 Emp Opt Ben Fd (EOBF)	10,892	14,072	15,780	15,780	17,200	1,420	8.9
8050 Benefits (VHS)	23,159	25,390	0	0	0	0	0.0
8056 Accrued payroll	0	1,752	0	0	0	0	0.0
*** TOTAL PERSONNEL	159,741	177,353	174,202	174,202	184,502	10,300	5.9
SERVICES AND SUPPLIES							
8101 Materials & Supplies	1,874	896	1,200	1,200	1,200	0	0.0
8105 Lease Payments	1,048	0	0	0	0	0	0.0
8107 Equipment Lease Payments	61	191	0	0	0	0	0.0
8114 Other Contract Services	0	715	7,850	7,850	7,850	0	0.0
8115 Consultant Services	0	267	0	0	0	0	0.0
8117 Data Processing Operations	0	0	500	500	500	0	0.0
8121 Computer(PC) Maint/Repair	0	90	0	0	0	0	0.0
8124 Dues and Memberships	310	155	500	500	500	0	0.0
8127 Conferences & Meetings	270	533	0	0	0	0	0.0
8129 Education	0	0	1,000	1,000	1,000	0	0.0
8135 Reference Matls Subscriptions	1,168	1,194	1,050	1,050	1,050	0	0.0
8144 Postage	276	232	350	350	350	0	0.0
8218 Vehicle Rental	0	0	105	105	105	0	0.0
8276 Software	21	0	0	0	0	0	0.0
*** TOTAL SERVICES AND SUPPLIES	5,028	4,273	12,555	12,555	12,555	0	0.0
EQUIPMENT							
*** TOTAL EQUIPMENT	0	0	0	0	0	0	0.0
*** SUBTOTAL	164,769	181,626	186,757	186,757	197,057	10,300	5.5

GRAIL ANALYSIS

MSI:

DEPARTMENT: Finance Department
SUB-DEPARTMENT: General Liability

	FY 2003 ACTUAL	FY 2004 ACTUAL	FY 2005 ADOPTED	FY 2005 REVISED	FY 2006 RECOMMENDED	\$ CHANGE	%
INTERNAL SERVICE CHARGES							
8601 IS-Structural Maintenance	2,124	2,124	2,120	2,120	2,194	74	3.4
8604 IS-Utilities & Insurance - HSEKPING	1,272	1,260	1,257	1,257	1,262	5	0.3
8605 IS-Housekeeping Serv	1,788	1,788	1,774	1,774	1,720	-54	-3.0
8606 IS-Floors and Windows	0	0	147	147	147	0	0.0
8607 IS-Printing	958	369	1,939	1,939	1,939	0	0.0
8608 IS-Mail Services	264	264	266	266	294	28	10.5
8609 IS-Telephones	2,820	2,676	2,892	2,892	2,777	-115	-3.9
8620 Bldg Preventive Maintenance	612	612	762	762	766	4	0.5
8622 IS-Telephone - Usage	1,794	1,792	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	2,028	2,064	2,078	2,078	2,413	335	16.1
8634 IS-Security Svcs City Hall	1,356	768	793	793	979	186	23.4
8641 IS-MS Licensing	0	0	0	0	232	232	0.0
*** TOTAL INTERNAL SERVICE CHARGES	15,016	13,717	16,573	16,573	17,268	695	4.1
*** TOTAL BUDGET	179,785	195,343	203,330	203,330	214,325	10,995	5.4
REVENUE							
7166 Liability Insurance City Contribution	179,785	195,343	203,330	203,330	214,325	10,995	5.4
*** TOTAL FUNDING	179,785	195,343	203,330	203,330	214,325	10,995	5.4

GRAIL ANALYSIS

MSI:

DEPARTMENT: Finance Department
SUB-DEPARTMENT: Budget and Purchasing

	FY 2003 ACTUAL	FY 2004 ACTUAL	FY 2005 ADOPTED	FY 2005 REVISED	FY 2006 RECOMMENDED	\$ CHANGE	%
EMPLOYEES							
REGULAR	25.750	25.750	22.750	22.750	22.750	0.000	
NON-REGULAR	0.000	0.000	0.000	0.000	0.000	0.000	
TOTAL EMPLOYEES	25.750	25.750	22.750	22.750	22.750	0.000	
PERSONNEL							
8005 Regular Pay - PERS	916,058	972,576	1,290,187	1,290,492	1,408,789	118,297	9.1
8011 Overtime Pay	449	8,892	0	0	0	0	0.0
8018 PST-Part Time Employees - PARS	21,988	19,063	0	0	0	0	0.0
8023 Auto Allowance	2,544	2,544	5,088	5,088	5,088	0	0.0
8024 Personal Dvlpmt Allowance	4,500	5,000	6,500	6,500	5,000	-1,500	-23.0
8027 Workers' Compensation	49,532	32,926	41,802	41,812	47,335	5,523	13.2
8031 General Liability	0	0	0	0	2,818	2,818	0.0
8038 PERS-Employee Portion	63,293	68,713	90,314	90,335	98,615	8,280	9.1
8040 PERS-City Portion	0	0	15,483	15,133	74,806	59,673	394.3
8041 PARS-City Portion	925	763	0	0	0	0	0.0
8044 Life Insurance	919	951	1,677	1,680	1,409	-271	-16.1
8045 Dental Insurance	11,640	11,236	10,693	10,693	10,374	-319	-2.9
8046 Medicare-City Contributn	9,642	10,430	14,063	14,066	16,201	2,135	15.1
8047 Long Term Disability	10,432	10,832	12,127	12,135	12,398	263	2.1
8049 Emp Opt Ben Fd (EOBF)	105,922	134,719	179,498	179,498	195,650	16,152	8.9
8050 Benefits (VHS)	202,154	213,698	0	0	0	0	0.0
8056 Accrued payroll	0	15,387	0	0	0	0	0.0
*** TOTAL PERSONNEL	1,399,998	1,507,730	1,667,432	1,667,432	1,878,483	211,051	12.6
SERVICES AND SUPPLIES							
8101 Materials & Supplies	214,890	181,258	235,000	235,000	235,000	0	0.0
8105 Lease Payments	13,084	14,960	24,800	24,800	24,800	0	0.0
8107 Equipment Lease Payments	9,750	41,137	38,000	38,000	50,600	12,600	33.1
8108 Computer Related Supplies	107	117	1,200	1,200	1,200	0	0.0
8109 Equipt Purchases Under \$10,000	60	180	5,500	5,500	5,500	0	0.0
8110 Outside Printing and Duplicating	670	298	0	0	0	0	0.0
8112 Legal Advertising	254	361	0	0	0	0	0.0
8113 Photo Copy Machine Maint	66,808	60,147	68,383	68,383	68,383	0	0.0
8114 Other Contract Services	226,362	204,543	179,731	179,731	179,731	0	0.0
8115 Consultant Services	0	0	10,000	10,000	10,000	0	0.0
8116 Contract Maintenance	1,386	535	0	0	0	0	0.0
8117 Data Processing Operations	0	55	0	0	0	0	0.0
8121 Computer(PC) Maint/Repair	267	0	0	0	0	0	0.0
8124 Dues and Memberships	450	1,040	1,300	1,300	1,300	0	0.0
8125 Special Civic Events	50	82	0	0	0	0	0.0
8126 Conf & Mtgs - Comm & Committees	0	10	0	0	0	0	0.0
8127 Conferences & Meetings	4,590	7,378	1,401	1,401	1,401	0	0.0
8128 Mileage	328	2,439	0	0	0	0	0.0

GRAIL ANALYSIS

MSI:

DEPARTMENT: Finance Department
SUB-DEPARTMENT: Budget and Purchasing

	FY 2003 ACTUAL	FY 2004 ACTUAL	FY 2005 ADOPTED	FY 2005 REVISED	FY 2006 RECOMMENDED	\$ CHANGE	%
8129 Education	379	199	640	640	640	0	0.0
8130 Training Costs	76	39	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	87	101	250	250	250	0	0.0
8136 Library Books	196	107	0	0	0	0	0.0
8144 Postage	3,103	2,660	3,600	3,600	3,600	0	0.0
8163 City Cost Abatement	15,001	0	0	0	0	0	0.0
8177 Program Expenditures	0	15,451	15,991	15,991	16,471	480	3.0
8218 Vehicle Rental	17	33	0	0	0	0	0.0
8276 Software	593	0	0	0	0	0	0.0
*** TOTAL SERVICES AND SUPPLIES	558,508	533,130	589,796	589,796	602,876	13,080	2.2
EQUIPMENT							
8801 Depreciation	6,693	5,838	14,500	14,500	14,500	0	0.0
*** TOTAL EQUIPMENT	6,693	5,838	14,500	14,500	14,500	0	0.0
*** SUBTOTAL	1,965,199	2,046,698	2,271,728	2,271,728	2,495,859	224,131	9.8
INTERNAL SERVICE CHARGES							
8601 IS-Structural Maintenance	37,464	37,452	37,380	37,380	38,680	1,300	3.4
8602 IS-Tenant Improvements	1,380	0	0	0	0	0	0.0
8603 IS-Lockshop	98	0	105	105	105	0	0.0
8604 IS-Utilities & Insurance - HSEKPING	22,344	22,188	22,163	22,163	22,261	98	0.4
8605 IS-Housekeeping Serv	31,932	31,428	31,274	31,274	30,334	-940	-3.0
8606 IS-Floors and Windows	0	0	2,000	2,000	2,000	0	0.0
8607 IS-Printing	32,758	40,204	24,630	24,630	24,630	0	0.0
8608 IS-Mail Services	3,348	3,432	3,425	3,425	3,344	-81	-2.3
8609 IS-Telephones	17,892	17,560	20,244	20,244	19,440	-804	-3.9
8611 IS-Application Devel & Support	0	5,130	10,000	10,000	10,000	0	0.0
8612 IS-PC&Net Desktop Services	203	0	0	0	0	0	0.0
8620 Bldg Preventive Maintenanc e	10,824	10,824	13,443	13,443	13,502	59	0.4
8621 IS-Radio - Direct Request	0	0	500	500	500	0	0.0
8622 IS-Telephone - Usage	5,335	5,724	4,713	4,713	4,713	0	0.0
8623 IS-PC Training	4,850	0	500	500	500	0	0.0
8624 IS-Enterprise Network	26,136	26,544	26,758	26,758	27,444	686	2.5
8634 IS-Security Srvcs City Ha ll	23,916	13,620	13,986	13,986	17,268	3,282	23.4
8641 IS-MS Licensing	0	0	0	0	2,637	2,637	0.0
8677 Interest	1,407	1,155	0	0	0	0	0.0
*** TOTAL INTERNAL SERVICE CHARGES	219,887	215,261	211,121	211,121	217,358	6,237	2.9
*** TOTAL BUDGET	2,185,086	2,261,959	2,482,849	2,482,849	2,713,217	230,368	9.2
REVENUE							

GRAIL ANALYSIS

MSI:

DEPARTMENT: Finance Department
SUB-DEPARTMENT: Budget and Purchasing

	FY 2003 ACTUAL	FY 2004 ACTUAL	FY 2005 ADOPTED	FY 2005 REVISED	FY 2006 RECOMMENDED	\$ CHANGE	%
7155 Printing Services Fund	868,250	890,629	1,057,568	1,057,568	1,105,207	47,639	4.5
9165 General Fund-Unspecified	1,316,836	1,371,330	1,425,281	1,425,281	1,608,010	182,729	12.8
*** TOTAL FUNDING	2,185,086	2,261,959	2,482,849	2,482,849	2,713,217	230,368	9.2

GRAIL ANALYSIS

MSI:

DEPARTMENT: Finance Department
SUB-DEPARTMENT: Treasury/Cash Management

	FY 2003 ACTUAL	FY 2004 ACTUAL	FY 2005 ADOPTED	FY 2005 REVISED	FY 2006 RECOMMENDED	\$ CHANGE	%
EMPLOYEES							
REGULAR	28.000	28.500	29.000	29.000	29.000	0.000	
NON-REGULAR	0.000	0.000	0.000	0.000	0.000	0.000	
TOTAL EMPLOYEES	28.000	28.500	29.000	29.000	29.000	0.000	
PERSONNEL							
8005 Regular Pay - PERS	998,465	1,055,951	1,426,785	1,426,785	1,500,894	74,109	5.1
8011 Overtime Pay	29,940	29,324	4,221	4,221	4,221	0	0.0
8018 PST-Part Time Employees - PARS	31,822	26,572	0	0	0	0	0.0
8023 Auto Allowance	2,544	2,544	5,088	5,088	5,088	0	0.0
8024 Personal Dvlpmt Allowance	3,750	3,250	3,750	3,750	3,750	0	0.0
8027 Workers' Compensation	54,399	36,035	46,228	46,228	50,430	4,202	9.0
8031 General Liability	0	0	0	0	3,001	3,001	0.0
8038 PERS-Employee Portion	70,289	73,726	99,875	99,875	105,063	5,188	5.1
8040 PERS-City Portion	0	0	17,121	17,121	79,697	62,576	365.4
8041 PARS-City Portion	1,364	1,076	0	0	0	0	0.0
8044 Life Insurance	982	1,007	1,854	1,854	1,501	-353	-19.0
8045 Dental Insurance	11,129	11,987	13,630	13,630	13,224	-406	-2.9
8046 Medicare-City Contributn	10,263	10,641	15,598	15,598	17,308	1,710	10.9
8047 Long Term Disability	11,061	11,442	13,412	13,412	13,208	-204	-1.5
8049 Emp Opt Ben Fd (EOBF)	127,733	166,643	228,810	228,810	249,400	20,590	8.9
8050 Benefits (VHS)	222,027	233,284	0	0	0	0	0.0
8056 Accrued payroll	0	18,984	0	0	0	0	0.0
9950 Defunded Positions	0	0	-59,131	-59,131	-62,814	-3,683	6.2
*** TOTAL PERSONNEL	1,575,768	1,682,466	1,817,241	1,817,241	1,983,971	166,730	9.1
SERVICES AND SUPPLIES							
8101 Materials & Supplies	59,966	57,376	62,425	62,425	62,425	0	0.0
8105 Lease Payments	766	300	1,500	1,500	1,500	0	0.0
8107 Equipment Lease Payments	29,636	29,636	43,900	43,900	43,900	0	0.0
8108 Computer Related Supplies	2,481	2,848	0	0	0	0	0.0
8109 Equipt Purchases Under \$10,000	852	585	0	0	0	0	0.0
8110 Outside Printing and Duplicating	3,791	10,529	15,334	15,334	15,334	0	0.0
8112 Legal Advertising	0	247	2,600	2,600	2,600	0	0.0
8114 Other Contract Services	106,782	32,716	150,710	150,710	150,710	0	0.0
8115 Consultant Services	0	0	13,500	13,500	13,500	0	0.0
8116 Contract Maintenance	4,972	10,558	58,580	58,580	58,580	0	0.0
8117 Data Processing Operations	41,816	22,683	38,000	38,000	38,000	0	0.0
8121 Computer(PC) Maint/Repair	12,625	19,525	0	0	0	0	0.0
8124 Dues and Memberships	60	670	1,250	1,250	1,250	0	0.0
8126 Conf & Mtgs - Comm & Committees	894	0	0	0	0	0	0.0
8127 Conferences & Meetings	2,575	1,581	2,562	2,562	2,562	0	0.0
8128 Mileage	152	190	1,795	1,795	1,795	0	0.0
8129 Education	309	0	5,000	5,000	5,000	0	0.0

GRAIL ANALYSIS

MSI:

DEPARTMENT: Finance Department
SUB-DEPARTMENT: Treasury/Cash Management

	FY 2003 ACTUAL	FY 2004 ACTUAL	FY 2005 ADOPTED	FY 2005 REVISED	FY 2006 RECOMMENDED	\$ CHANGE	%
8135 Reference Matls Subscriptions	325	0	1,800	1,800	1,800	0	0.0
8140 Telephone	167	203	0	0	0	0	0.0
8144 Postage	50,212	49,107	33,837	33,837	33,837	0	0.0
8154 Audio Visual Materials	0	0	100	100	100	0	0.0
8178 Program Expenditure Recovery	-17,500	0	0	0	0	0	0.0
8218 Vehicle Rental	11	33	415	415	415	0	0.0
8276 Software	76	0	0	0	0	0	0.0
*** TOTAL SERVICES AND SUPPLIES	300,968	238,787	433,308	433,308	433,308	0	0.0
EQUIPMENT							
8506 Computer Equipment	2,378	0	0	0	0	0	0.0
*** TOTAL EQUIPMENT	2,378	0	0	0	0	0	0.0
*** SUBTOTAL	1,879,114	1,921,253	2,250,549	2,250,549	2,417,279	166,730	7.4
INTERNAL SERVICE CHARGES							
8601 IS-Structural Maintenance	27,132	27,132	27,073	27,073	28,015	942	3.4
8602 IS-Tenant Improvements	412	192	5,100	5,100	5,100	0	0.0
8603 IS-Lockshop	0	0	785	785	785	0	0.0
8604 IS-Utilities & Insurance - HSEKPING	16,176	16,056	16,052	16,052	16,123	71	0.4
8605 IS-Housekeeping Serv	23,136	22,776	22,651	22,651	21,972	-679	-2.9
8606 IS-Floors and Windows	157	0	0	0	0	0	0.0
8607 IS-Printing	19,076	28,736	32,069	32,069	32,069	0	0.0
8608 IS-Mail Services	3,504	3,720	3,658	3,658	4,263	605	16.5
8609 IS-Telephones	24,349	23,205	21,690	21,690	20,365	-1,325	-6.1
8620 Bldg Preventive Maintenance	7,836	7,836	9,737	9,737	9,780	43	0.4
8622 IS-Telephone - Usage	6,084	6,170	4,688	4,688	4,688	0	0.0
8624 IS-Enterprise Network	27,420	28,860	28,575	28,575	34,982	6,407	22.4
8626 IS-Mail - Direct Request	2,353	442	2,372	2,372	2,372	0	0.0
8630 IS-AD&S PS,P2K,Park Citat	0	720	0	0	0	0	0.0
8634 IS-Security Srvcs City Hall	17,316	9,864	10,131	10,131	12,507	2,376	23.4
8641 IS-MS Licensing	0	0	0	0	3,361	3,361	0.0
*** TOTAL INTERNAL SERVICE CHARGES	174,951	175,709	184,581	184,581	196,382	11,801	6.3
*** TOTAL BUDGET	2,054,065	2,096,962	2,435,130	2,435,130	2,613,661	178,531	7.3
REVENUE							
6809 Building Services Fund - Transfer	0	51,767	53,579	53,579	55,186	1,607	2.9
6963 Prking Mtr - Old Pasa	47,253	48,671	50,374	50,374	51,885	1,511	2.9
6964 Prking Mtr - Civic Ctr	18,205	18,751	19,407	19,407	19,989	582	2.9
9165 General Fund-Unspecified	1,988,607	1,977,773	2,311,770	2,311,770	2,486,601	174,831	7.5
*** TOTAL FUNDING	2,054,065	2,096,962	2,435,130	2,435,130	2,613,661	178,531	7.3

GRAIL ANALYSIS

MSI:

DEPARTMENT: Finance Department
SUB-DEPARTMENT: Accounting and Financial Services

	FY 2003 ACTUAL	FY 2004 ACTUAL	FY 2005 ADOPTED	FY 2005 REVISED	FY 2006 RECOMMENDED	\$ CHANGE	%
EMPLOYEES							
REGULAR	16,900	16,900	15,900	15,900	14,900	1,000	
NON-REGULAR	0.000	0.000	0.000	0.000	0.000	0.000	
TOTAL EMPLOYEES	16.900	16.900	15.900	15.900	14.900	1.000	
PERSONNEL							
8005 Regular Pay - PERS	790,853	696,291	996,458	996,458	1,002,939	6,481	0.6
8011 Overtime Pay	2	11,623	6,678	6,678	6,678	0	0.0
8018 PST-Part Time Employees - PARS	0	36	0	0	0	0	0.0
8020 Management Benefit	1,104	3,166	0	0	0	0	0.0
8023 Auto Allowance	1,663	294	2,544	2,544	2,544	0	0.0
8024 Personal Dvlpmt Allowance	7,750	6,750	7,750	7,750	7,750	0	0.0
8027 Workers' Compensation	41,716	23,242	32,285	32,285	33,699	1,414	4.3
8031 General Liability	2	0	0	0	2,006	2,006	0.0
8038 PERS-Employee Portion	55,471	48,984	69,752	69,752	70,206	454	0.6
8040 PERS-City Portion	0	0	11,957	11,957	53,257	41,300	345.4
8041 PARS-City Portion	0	2	0	0	0	0	0.0
8044 Life Insurance	806	680	1,296	1,296	1,003	-293	-22.6
8045 Dental Insurance	8,775	7,596	7,473	7,473	6,794	-679	-9.0
8046 Medicare-City Contributn	6,880	6,238	10,950	10,950	11,611	661	6.0
8047 Long Term Disability	8,918	7,635	9,366	9,366	8,825	-541	-5.7
8049 Emp Opt Ben Fd (EOBF)	85,442	87,315	125,451	125,451	128,140	2,689	2.1
8050 Benefits (VHS)	170,429	150,058	0	0	0	0	0.0
8054 Vision Care	0	22	0	0	0	0	0.0
8056 Accrued payroll	0	13,697	0	0	0	0	0.0
*** TOTAL PERSONNEL	1,179,811	1,063,629	1,281,960	1,281,960	1,335,452	53,492	4.1
SERVICES AND SUPPLIES							
8101 Materials & Supplies	6,753	1,516	3,715	3,715	3,715	0	0.0
8108 Computer Related Supplies	0	35	0	0	0	0	0.0
8109 Equipt Purchases Under \$10,000	1,562	0	2,000	2,000	2,000	0	0.0
8110 Outside Printing and Duplicating	7,935	5,124	0	0	0	0	0.0
8112 Legal Advertising	0	1,588	0	0	0	0	0.0
8114 Other Contract Services	46,445	67,653	54,747	54,747	4,747	-50,000	-91.3
8116 Contract Maintenance	1,070	1,070	0	0	0	0	0.0
8117 Data Processing Operations	0	0	12,550	12,550	12,550	0	0.0
8121 Computer(PC) Maint/Repair	0	775	0	0	0	0	0.0
8124 Dues and Memberships	1,300	5,035	606	606	606	0	0.0
8126 Conf & Mtgs - Comm & Committees	104	0	0	0	0	0	0.0
8127 Conferences & Meetings	4,510	268	5,654	5,654	5,654	0	0.0
8128 Mileage	0	68	350	350	350	0	0.0
8129 Education	0	250	596	596	596	0	0.0
8130 Training Costs	300	300	0	0	0	0	0.0
8135 Reference Matls	431	610	1,300	1,300	1,300	0	0.0

GRAIL ANALYSIS

MSI:

DEPARTMENT: Finance Department
SUB-DEPARTMENT: Accounting and Financial Services

	FY 2003 ACTUAL	FY 2004 ACTUAL	FY 2005 ADOPTED	FY 2005 REVISED	FY 2006 RECOMMENDED	\$ CHANGE	%
Subscriptions							
8144 Postage	222	199	5,158	5,158	5,158	0	0.0
8178 Program Expenditure Recovery	0	-84,368	0	0	0	0	0.0
8218 Vehicle Rental	0	11	0	0	0	0	0.0
8276 Software	0	2,495	0	0	0	0	0.0
*** TOTAL SERVICES AND SUPPLIES	70,632	2,629	86,676	86,676	36,676	-50,000	-57.6
EQUIPMENT							
*** TOTAL EQUIPMENT	0	0	0	0	0	0	0.0
*** SUBTOTAL	1,250,443	1,066,258	1,368,636	1,368,636	1,372,128	3,492	0.2
INTERNAL SERVICE CHARGES							
8601 IS-Structural Maintenance	14,772	14,772	10,255	10,255	10,613	358	3.4
8602 IS-Tenant Improvements	175	0	0	0	0	0	0.0
8603 IS-Lockshop	45	0	0	0	0	0	0.0
8604 IS-Utilities & Insurance - HSEKPING	8,796	8,736	6,081	6,081	6,108	27	0.4
8605 IS-Housekeeping Serv	12,528	12,396	8,580	8,580	8,322	-258	-3.0
8607 IS-Printing	13,693	8,248	11,500	11,500	11,500	0	0.0
8608 IS-Mail Services	2,064	2,988	2,992	2,992	3,161	169	5.6
8609 IS-Telephones	18,305	17,412	11,568	11,568	11,108	-460	-3.9
8620 Bldg Preventive Maintenance	4,272	4,272	3,689	3,689	3,705	16	0.4
8622 IS-Telephone - Usage	3,580	3,877	3,653	3,653	3,653	0	0.0
8623 IS-PC Training	390	0	0	0	0	0	0.0
8624 IS-Enterprise Network	16,140	17,424	17,560	17,560	19,180	1,620	9.2
8630 IS-AD&S PS,P2K,Park Citat	0	6,840	0	0	0	0	0.0
8634 IS-Security Srvcs City Hall	9,420	5,364	3,838	3,838	4,738	900	23.4
8641 IS-MS Licensing	0	0	0	0	1,843	1,843	0.0
*** TOTAL INTERNAL SERVICE CHARGES	104,180	102,329	79,716	79,716	83,931	4,215	5.2
*** TOTAL BUDGET	1,354,623	1,168,587	1,448,352	1,448,352	1,456,059	7,707	0.5
REVENUE							
9165 General Fund-Unspecified	1,354,623	1,168,587	1,448,352	1,448,352	1,456,059	7,707	0.5
*** TOTAL FUNDING	1,354,623	1,168,587	1,448,352	1,448,352	1,456,059	7,707	0.5

GRAIL ANALYSIS

MSI:
FUND: Information Purposes Only

DEPARTMENT: Finance Department
SUB-DEPARTMENT: Accounting and Financial Services

	FY 2003 ACTUAL	FY 2004 ACTUAL	FY 2005 ADOPTED	FY 2005 REVISED	FY 2006 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	380,124	380,124	407,115	26,991	7.1
8024 Personal Dvlpmt Allowance	0	0	2,000	2,000	2,500	500	25.0
8027 Workers' Compensation	0	0	12,316	12,316	13,679	1,363	11.0
8031 General Liability	0	0	0	0	814	814	0.0
8038 PERS-Employee Portion	0	0	26,609	26,609	28,498	1,889	7.0
8040 PERS-City Portion	0	0	4,561	4,561	21,618	17,057	373.9
8044 Life Insurance	0	0	494	494	407	-87	-17.6
8045 Dental Insurance	0	0	2,632	2,632	2,554	-78	-2.9
8046 Medicare-City Contributn	0	0	4,143	4,143	4,682	539	13.0
8047 Long Term Disability	0	0	3,573	3,573	3,583	10	0.2
8049 Emp Opt Ben Fd (EOBF)	0	0	44,184	44,184	48,160	3,976	8.9
*** TOTAL PERSONNEL	0	0	480,636	480,636	533,610	52,974	11.0
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	492,636	492,636	545,610	52,974	10.7
INTERNAL SERVICE CHARGES							
8601 IS-Structural Maintenance	0	0	4,486	4,486	4,642	156	3.4
8603 IS-Lockshop	0	0	785	785	785	0	0.0
8604 IS-Utilities & Insurance - HSEKPING	0	0	2,660	2,660	2,671	11	0.4
8605 IS-Housekeeping Serv	0	0	3,753	3,753	3,640	-113	-3.0
8609 IS-Telephones	0	0	3,856	3,856	3,703	-153	-3.9
8620 Bldg Preventive Maintenance	0	0	1,613	1,613	1,620	7	0.4
8634 IS-Security Srvcs City Hall	0	0	1,678	1,678	2,072	394	23.4
*** TOTAL INTERNAL SERVICE CHARGES	0	0	18,831	18,831	19,133	302	1.6
*** TOTAL BUDGET	0	0	511,467	511,467	564,743	53,276	10.4

GRAIL ANALYSIS

MSI:
FUND: Information Purposes Only

DEPARTMENT: Finance Department
SUB-DEPARTMENT: Accounting and Financial Services

	FY 2003 ACTUAL	FY 2004 ACTUAL	FY 2005 ADOPTED	FY 2005 REVISED	FY 2006 RECOMMENDED	\$ CHANGE	%
REVENUE							
3571 Grants	0	0	511,467	511,467	564,743	53,276	10.4
*** TOTAL FUNDING	0	0	511,467	511,467	564,743	53,276	10.4

GRAIL ANALYSIS

MSI:
FUND: Computing & Communications

DEPARTMENT: Information Technology Services Division

	FY 2003 ACTUAL	FY 2004 ACTUAL	FY 2005 ADOPTED	FY 2005 REVISED	FY 2006 RECOMMENDED	\$ CHANGE	%
EMPLOYEES							
REGULAR	35.500	36.000	39.000	42.000	44.000	2.000	
NON-REGULAR	0.000	0.000	0.000	0.000	0.000	0.000	
TOTAL EMPLOYEES	35.500	36.000	39.000	42.000	44.000	2.000	
PERSONNEL							
8005 Regular Pay - PERS	1,466,371	1,809,252	2,935,386	3,151,249	3,391,782	240,533	7.6
8011 Overtime Pay	24,959	49,934	23,624	23,624	24,332	708	2.9
8018 PST-Part Time Employees - PARS	1,116	35,859	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	8,750	11,250	12,675	12,675	16,000	3,325	26.2
8027 Workers' Compensation	34,044	60,461	95,106	102,099	113,963	11,864	11.6
8031 General Liability	20,546	25,830	0	0	6,783	6,783	0.0
8038 PERS-Employee Portion	102,050	127,921	205,477	220,587	237,427	16,840	7.6
8040 PERS-City Portion	0	0	35,224	37,815	180,104	142,289	376.2
8041 PARS-City Portion	15	1,456	0	0	0	0	0.0
8044 Life Insurance	1,224	1,426	3,817	4,098	3,393	-705	-17.2
8045 Dental Insurance	10,281	14,225	18,330	19,740	20,062	322	1.6
8046 Medicare-City Contributn	12,872	19,428	32,253	34,734	39,286	4,552	13.1
8047 Long Term Disability	6,260	7,288	27,593	29,623	29,848	225	0.7
8048 Child Care Subsidies	0	0	864	864	864	0	0.0
8049 Emp Opt Ben Fd (EOBF)	137,089	189,826	307,710	331,380	378,400	47,020	14.1
8050 Benefits (VHS)	316,244	397,621	0	0	0	0	0.0
8054 Vision Care	0	30	0	0	0	0	0.0
8056 Accrued payroll	0	34,401	0	0	0	0	0.0
9950 Defunded Positions	0	0	0	-94,025	-11,286	82,739	-87.9
*** TOTAL PERSONNEL	2,144,365	2,788,752	3,700,603	3,877,007	4,433,502	556,495	14.3
SERVICES AND SUPPLIES							
8101 Materials & Supplies	163,633	183,776	182,562	182,562	196,892	14,330	7.8
8103 Uniforms	0	700	0	0	850	850	0.0
8107 Equipment Lease Payments	0	0	0	0	50,000	50,000	0.0
8108 Computer Related Supplies	50,788	242,950	95,500	95,500	104,500	9,000	9.4
8109 Equipt Purchases Under \$10,000	30,014	160,230	20,500	20,500	45,700	25,200	122.9
8110 Outside Printing and Duplicating	162	6	0	0	0	0	0.0
8112 Legal Advertising	0	308	0	0	0	0	0.0
8113 Photo Copy Machine Maint	1,733	2,311	4,500	4,500	4,000	-500	-11.1
8114 Other Contract Services	1,206,158	889,123	766,425	690,425	668,274	-22,151	-3.2
8115 Consultant Services	86,638	35,465	202,000	127,000	170,000	43,000	33.8
8116 Contract Maintenance	0	0	0	0	228,417	228,417	0.0
8117 Data Processing Operations	4,739	0	0	0	0	0	0.0
8122 Support to Advisory Committees	106	0	0	0	0	0	0.0
8124 Dues and Memberships	8,795	6,125	7,900	7,900	7,245	-655	-8.2
8127 Conferences & Meetings	24,562	23,003	40,000	40,000	39,100	-900	-2.2

GRAIL ANALYSIS

MSI:
FUND: Computing & Communications

DEPARTMENT: Information Technology Services Division

	FY 2003 ACTUAL	FY 2004 ACTUAL	FY 2005 ADOPTED	FY 2005 REVISED	FY 2006 RECOMMENDED	\$ CHANGE	%
8128 Mileage	15	113	1,700	1,700	1,400	-300	-17.6
8129 Education	24,624	19,729	86,000	60,596	64,700	4,104	6.7
8130 Training Costs	1,007	0	0	0	0	0	0.0
8135 Reference Matls Subscriptions	4,391	4,813	10,000	10,000	10,300	300	3.0
8137 Gas and Lubricants	0	5	0	0	0	0	0.0
8138 Gas	107	0	0	0	0	0	0.0
8140 Telephone	1,252,656	1,049,533	1,152,083	1,152,083	1,050,500	-101,583	-8.8
8142 Electric	2,598	4,657	0	0	5,600	5,600	0.0
8144 Postage	256	256	950	950	950	0	0.0
8177 Program Expenditures	250,316	257,826	474,901	474,901	489,150	14,249	3.0
8218 Vehicle Rental	133	161	876	876	876	0	0.0
8290 Cell Phone Reimbmnt	0	-530	0	0	0	0	0.0
8677 Interest	0	0	14,936	14,936	14,936	0	0.0
*** TOTAL SERVICES AND SUPPLIES	3,113,431	2,880,560	3,060,833	2,884,429	3,153,390	268,961	9.3
EQUIPMENT							
8504 Equipment	64,183	224,495	0	0	0	0	0.0
8505 Automotive Equipment	41,779	0	0	0	0	0	0.0
8506 Computer Equipment	445,787	0	0	0	0	0	0.0
8507 Contra Capital	-567,672	-224,495	0	0	0	0	0.0
8801 Depreciation	401,618	493,903	532,072	532,072	532,072	0	0.0
*** TOTAL EQUIPMENT	385,695	493,903	532,072	532,072	532,072	0	0.0
*** SUBTOTAL	5,643,491	6,163,215	7,293,508	7,293,508	8,118,964	825,456	11.3
INTERNAL SERVICE CHARGES							
8601 IS-Structural Maintenance	32,388	32,376	32,293	32,293	33,416	1,123	3.4
8602 IS-Tenant Improvements	3,578	5,994	10,000	10,000	10,000	0	0.0
8603 IS-Lockshop	552	113	0	0	0	0	0.0
8604 IS-Utilities & Insurance - HSEKPING	19,296	19,128	19,147	19,147	19,231	84	0.4
8605 IS-Housekeeping Serv	18,708	18,420	18,314	18,314	17,762	-552	-3.0
8606 IS-Floors and Windows	375	0	0	0	0	0	0.0
8607 IS-Printing	12,987	20,243	22,200	22,200	20,000	-2,200	-9.9
8608 IS-Mail Services	4,680	5,136	5,618	5,618	6,287	669	11.9
8609 IS-Telephones	76,629	66,283	77,216	77,216	128,696	51,480	66.6
8611 IS-Application Devel & Support	8,820	31,118	22,200	22,200	31,751	9,551	43.0
8612 IS-PC&Net Desktop Services	11,689	10,248	9,800	9,800	8,300	-1,500	-15.3
8613 IS-Radio and Data Communicatn	972	564	559	559	785	226	40.4
8616 IS-Fleet Maint - Equip Maintenance	10,402	10,879	10,921	10,921	5,937	-4,984	-45.6
8617 IS-Fleet Maint - Equip Replacement	18,015	25,338	24,962	24,962	17,877	-7,085	-28.3
8618 IS-Fleet Fuel/Lubricant	2,657	3,324	5,228	5,228	2,200	-3,028	-57.9
8619 IS-ITSD Administration	660	0	0	0	0	0	0.0
8620 Bldg Preventive Maintenanc	9,336	9,336	11,614	11,614	11,665	51	0.4

GRAIL ANALYSIS

MSI:

FUND: Computing & Communications

DEPARTMENT: Information Technology Services Division

	FY 2003 ACTUAL	FY 2004 ACTUAL	FY 2005 ADOPTED	FY 2005 REVISED	FY 2006 RECOMMENDED	\$ CHANGE	%
ce							
8621 IS-Radio - Direct Request	0	618	4,800	4,800	2,400	-2,400	-50.0
8622 IS-Telephone - Usage	100,660	134,541	85,000	85,000	66,257	-18,743	-22.0
8623 IS-PC Training	1,950	0	0	0	0	0	0.0
8624 IS-Enterprise Network	26,828	36,564	32,992	32,992	34,325	1,333	4.0
8626 IS-Mail - Direct Request	0	0	150	150	0	-150	-100.0
8632 IS-GIS (Geographic Info)	5,148	4,590	4,840	4,840	0	-4,840	-100.0
8634 IS-Security Srvcs City Ha ll	17,988	10,236	12,086	12,086	14,917	2,831	23.4
8635 IS-ITSD Projects-Basic	5,650	0	0	0	0	0	0.0
8641 IS-MS Licensing	0	0	0	0	7,635	7,635	0.0
8677 Interest	10,198	8,368	0	0	0	0	0.0
*** TOTAL INTERNAL SERVICE CHARGES	400,166	453,417	409,940	409,940	439,441	29,501	7.1
*** TOTAL BUDGET	6,043,657	6,616,632	7,703,448	7,703,448	8,558,405	854,957	11.0
REVENUE							
9038 Building Services Fund	89,133	64,144	59,869	59,869	0	-59,869	-100.0
9165 General Fund-Unspecified	105,000	110,250	115,763	115,763	121,551	5,788	4.9
9408 Telecommunications Fund	205,201	237,962	415,503	339,503	382,516	43,013	12.6
9500 Computing & Communication	5,644,323	6,204,276	7,112,313	7,188,313	8,054,338	866,025	12.0
*** TOTAL FUNDING	6,043,657	6,616,632	7,703,448	7,703,448	8,558,405	854,957	11.0

DEPARTMENT SUMMARY

Fire

Mission Statement

To provide protection of life, property, and the environment from the effects of fires, medical emergencies, and hazards, combined with 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, neighborhoods and other citizen groups in disaster preparedness and mitigation.

Departmental Relationship to City Council Goals

- **Assuring Community Safety and Security**

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 high quality 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 was successful again in obtaining grant funding for additional anti-terrorism equipment from the Department of Homeland Security totaling \$1,391,084 million. In addition, the Fire Department coordinated and provided the following accomplishments during the past fiscal year:

- Department reorganized into two bureaus: 1) Bureau of Operations and 2) Bureau of Prevention and Administrative Services
- Submitted to FEMA the city's first federally required hazard mitigation plan
- Provided Standardized Emergency Management System (SEMS) training to Emergency Operations Center staff and City departments
- Coordinated citywide blood drive in partnership with the American Red Cross
- Developed and published a five-year strategic plan for the Department
- Compliant with National Fire Incident Reporting System (NFIRS)
- Hosted a regional training class for area fire departments
- Redesigned the Fire Company Inspection Program to include inspection districts for truck companies
- Redrew the Fire Company Inspection Districts to distribute the inspection workload more evenly between fire companies
- Redesigned the Nuisance Fire Alarm program

Summary of Appropriations and Revenues

	FY 2003 Actual	FY 2004 Actual	FY 2005 Adopted	FY 2005 Revised	FY 2006 Recommended
FTEs	174.50	176.50	176.50	176.50	176.50
Appropriations	24,228,105	26,777,615	29,756,814	30,152,934	32,152,607
General Fund	24,228,105	26,777,615	29,756,814	30,152,934	32,152,607

Departmental Results Statements

Result 1: Protect property from fire and other hazards.

	FY 2004			FY 2005	FY 2006
	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	73%	90%	81%	90%	90%
Measure 1.2 Percent of fire loss versus property at risk. Protect property by minimizing the spread of fire.					
A. Maintain a 10% or less fire loss for total property at risk	1%	10%	1%	10%	n/a
A. Contain fire to the room or area found upon arrival of suppression crew(s), 90% of the time.	New for fiscal year 2006				90%

Result 2: Minimize the effects of illness and injury.

	FY 2004			FY 2005	FY 2006
	Actual	Target	% Target	Target	Target
Measure 2.1 Timeliness of response to emergency medical calls for service					
A. Arrive at the scene of the emergency within 5 minutes of dispatch 90% of the time	80%	90%	89%	90%	n/a
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.	New for fiscal year 2006				90%

		FY 2004			FY 2005	FY 2006
		Actual	Target	% Target	Target	Target
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.	New for fiscal year 2006.					90%

Result 3: Minimize hazards in buildings.

		FY 2004			FY 2005	FY 2006
		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	42	43	98%	43	43	
B. 255 institutional, educational and residential care facilities	333	255	131%	255	255	
C. 320 public assembly occupancies	403	320	126%	320	320	
D. 240 hazardous material occupancies	513	240	214%	240	240	
E. 100% of all new construction sites	100%	100%	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%	111%	90%	90%	
B. 90% of institutional, educational and residential care facilities	99%	90%	110%	90%	90%	
C. 90% of public assembly occupancies	91%	90%	101%	90%	90%	
D. 90% of hazardous materials occupancies	95%	90%	105%	90%	90%	
E. 100% of all new construction sites	100%	100%	100%	100%	100%	

Result 4: Minimize hazards in brush area.

	FY 2004			FY 2005	FY 2006
	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	431	2,200	20%	2,200	2,200

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

	FY 2004			FY 2005	FY 2006
	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		90%		90%	90%

Changes from Prior Year

- *Cost Changes:* The fiscal year 2006 budget represents an increase of \$1,999,673 or 6.6% over the revised fiscal year 2005 budget. The majority of this increase is in the Personnel category. Personnel costs increased \$1,892,390 due to negotiated/anticipated salary and benefit increases with like adjustments to Position Coverage, other increases include Services, Supplies and Equipment, \$73,306 and Internal Service Charges, \$33,977.
- *FTE Changes:* The Department reduced 1.0 FTE, Staff Assistant III and added 1.0 FTE, Technical Specialist. Please refer to Division pages for more detailed information.

Future Outlook

Efforts to involve more of our community in disaster preparedness training (City Staff, citizens, and businesses) will continue to be a focus, particularly in recognition of the threat of terrorist activity and the emphasis on homeland defense systems. The effort to acquire federal "Homeland Defense" funds to better prepare Pasadena for terrorist acts against potential targets within the City will continue to be a priority.

Overall, the Fire Department will continue to seek efficient, cost effective methods to deliver the best possible service to the community.

Division Summary

Fire Administration

Mission Statement

The mission of Administration is to support the success of our employees through sound financial practices, staff support and personnel services, and to provide leadership in citywide 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. It provides administrative support for all divisions 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 Dispatching partnership. This 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) training program and serves as the department's public information officer and the city's Area C liaison.

Major Accomplishments

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

- Developed and published a five-year strategic plan for the Department
- Began implementation of reorganizing the Department into two bureaus
- Participated in the city-wide cost of service study of existing fees
- Participated in a Finance audit of the department's overtime usage and related budget
- Collaborated with Department of Finance to automate payroll for the Department
- Collaborated with the Human Resources Department for entry-level fire fighter recruitment, which resulted in the hiring of seven (7) new fire fighters
- Provided Standardized Emergency Management System (SEMS) training to EOC staff and City departments
- Coordinated citywide blood drive in partnership with the American Red Cross
- Submitted to FEMA on behalf of the City, the first federally required hazard mitigation plan

Summary of Appropriations and Revenues

	FY 2003 Actual	FY 2004 Actual	FY 2005 Adopted	FY 2005 Revised	FY 2006 Recommended
FTEs	7.5	8.5	8.5	8.5	3.0
Appropriations	1,672,622	1,854,444	2,171,172	2,180,606	527,271
General Fund	1,672,622	1,854,444	2,171,172	2,180,606	527,271

Changes from Prior Year

- *Organizational/Program Changes:* Administrative services functions have been transferred to a new division, Fire Prevention and Administrative Services and the Disaster Services function has been transferred into this division. This is an administrative issue and has no impact on the overall budget.
- *Cost Changes:* The fiscal year 2006 budget represents a decrease of \$1,581,335 over the revised fiscal year 2005 revised budget. The organizational transfer of these functions totaled \$1,578,649. This is an administrative issue and has no impact on the overall budget. In addition this division reduced 1.0 FTE totaling \$66,808.
- *FTE Changes:* The Department has transferred 4.0 FTEs to the Fire Prevention and Administrative Services Division and 1.5 FTE to Fire Operations. In addition 1.0 FTE was transferred into this division for Disaster Services. This is an administrative issue and has no impact on the overall budget. The Division has reduced 1.0 FTE, a Staff Assistant III.

Future Outlook

Fire Administration will seek funding for the rebuilding of Fire Station 33 to accommodate its mixed gender fire force, administrative staff, inspection staff and community meeting room. As 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, radios, apparatus and homeland defense. 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.

Emergency Management will continue to prepare and train city employees and the community to handle an emergency or disaster at home or in the workplace. Emergency Management will continue its efforts to recruit and train community volunteers to serve as a branch of the Fire Department to assist with emergency conditions. Emergency Management will continue to serve as a city liaison and coordinator to Area C.

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

Program Description

The Operations Bureau responds to fire, medical, flood, earthquake, hazardous material and extrication incidents, and also provides non-emergency public assists. The Operations Bureau includes fire operations, emergency medical services, training, and acts as Verdugo Communications Center liaison. Operations concentrates on, the most traditional elements of, the Department mission. Operations perform all duties related to responding to emergencies.

While maintaining constant readiness for fire responses, this division provides 24-hour emergency medical services for "on scene" emergency medical aid 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 medical and first aid coverage for special events; medical-legal record custody and initiation of service billing orders; field training services for emergency medical technician students; coordination of a citizens' volunteer Emergency Medical Services Reserve Unit; and court litigation process follow-through as required.

The Operations Bureau 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. Training administers all Fire Department training and educational activities and issues related to personnel safety.

Major Accomplishments

The Operations Bureau was successful in the replacement of all its mobile data terminals with mobile laptop units that provide increased emergency response capabilities.

Other achievements include:

- Development of a new Fire Department Emergency (all risk) Response Plan
- Received a \$20,000 grant to procure additional electronic equipment for the Emergency Operations Center (EOC)
- Developed a Pasadena Emergency Response Team (PERT) Program CD to make information electronically available to the citizenry at large
- Continued participation in regular Emergency Operations Center section meetings
- Delivery of PERT training to citizen, neighborhood and volunteer groups
- Developed and implemented a fire station maintenance program to ensure a healthy and safe working environment for all personnel
- Performed a complete safety inspection of personnel protective equipment (PPE). As a result, equipment was ordered and distribution is underway to those members in need of replacement. Additionally, the PPE inventory was updated
- The division completed apparatus specifications for one ladder truck, two pumper trucks and one Urban Search and Rescue vehicle

- Implemented the Firehouse Software program to comply with the National Fire Incident Reporting System (NFIRS)
- The Training Division hosted a regional training class for area fire departments
- The Training Division completed an audit of professional qualifications for all officers and fire engineers to access compliance with California Incident Command Certification System (CICCS)
- Computer upgrades were completed to electronically capture all training records
- Completed and submitted a proposal for fire service delivery to the City of South Pasadena
- A pilot program was launched to provide an area wide unified fire response plan with neighboring cities
Under the plan, the city boundaries become invisible and the closest available resource will be dispatched to incidents

Summary of Appropriations and Revenues

	FY 2003 Actual	FY 2004 Actual	FY 2005 Adopted	FY 2005 Revised	FY 2006 Recommended
FTEs	154.0	154.0	154.0	154.0	155.5
Appropriations	21,075,278	23,203,432	25,739,436	26,126,122	28,099,759
General Fund	21,075,278	23,203,432	25,739,436	26,126,122	28,099,759

Changes from Prior Year

- *Organizational/Program Changes:* The Support Services Division has been transferred into this division. This is an administrative issue and has no impact on the overall budget.
- *Cost Changes:* The fiscal year 2006 budget represents an increase of \$1,973,637 over the revised fiscal year 2005 budget. The majority of this increase is in the Personnel category. Personnel costs increased \$1,816,115 due to negotiated/anticipated salary and benefit increases with like adjustments to Position Coverage, other increases include Services, Supplies and Equipment, \$57,000 and Internal Service Charges, \$100,522. The organizational transfer of the Support Services function totaled \$195,836. This is an administrative issue and has no impact on the overall budget.
- *FTE Changes:* The Department transferred 1.0 FTE from Support Services and .5 FTE from Administrative Services into this division. This is an administrative issue and has no impact on the overall budget.

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 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. These increased call volumes are largely due to increased density within the City of Pasadena. The need to add additional resources will likely become imminent in the near future. The Operations Division will continue to deliver traditional emergency response services as effectively as possible and expanding 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 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 Division will continue to be involved in monitoring legislative activities that have the potential to impact EMS delivery in Pasadena. Operations Division members will continue to participate in coalitions that are formed to protect the level of service enjoyed by this community and our region.

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

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 code enforcement designed to create a safe community.

Program Description

The purpose of this program is to proactively reduce the likelihood of fire and burns 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 division oversees the department's budget, procurement, payroll, accounting and information services.

Major Accomplishments

Prevention and Administrative Services Bureau was largely involved in several on-going projects related to inspecting and regulating safety processes, procedures and environments throughout the City. These included Trio Apartments, Del Mar Station, City Hall Retro Fit and many others. In addition, the members of this Division were heavily involved in the following routine activities:

- All public assemblies, high-rise, institutional occupancies were inspected for compliance with federal, state and local fire codes
- All new construction and tenant improvements were plan checked and inspected
- Conducted plan checks and inspections in the hazardous materials storage and handling occupancies and for underground storage tanks
- Delivered public education programs to each elementary school in the Pasadena Unified School District
- During Fire Prevention Week, each school conducted a fire drill witnessed by fire department personnel
- All occupancies in the brush "Fire Hazard Zone" were surveyed for compliance
- Continued to follow-up on City Resources Against Slum Housing (CRASH) issues.
- Record keeping for engine company inspection programs was streamlined with the addition of the Firehouse Software occupancy management module
- Redesigned the Fire Company Inspection Program to include inspection districts for truck companies
- Redrew the Fire Company Inspection Districts to distribute the inspection workload more evenly between fire companies
- Redesigned the Nuisance Fire Alarm program
- Hired staff for Fire Plan Check at the Permit Center to help organize plan check and provide assistance full time at the counter

Summary of Appropriations and Revenues

	FY 2003 Actual	FY 2004 Actual	FY 2005 Adopted	FY 2005 Revised	FY 2006 Recommended
FTEs	12.0	13.0	13.0	13.0	18.0
Appropriations	1,297,024	1,551,117	1,683,072	1,683,072	3,525,577
General Fund	1,297,024	1,551,117	1,683,072	1,683,072	3,525,577

Changes from Prior Year

- *Organizational/Program Changes:* The administrative services function has been transferred into this division. This is an administrative issue and has no impact on the overall budget.
- *Cost Changes:* The fiscal year 2006 budget represents an increase of \$1,842,505 over the revised fiscal year 2005 budget. The addition of 1.0 FTE totaled \$70,045. The organizational transfer of the administrative services function totaled \$1,578,649. This is an administrative issue and has no impact on the overall budget.
- *FTE Changes:* The department has transferred 4.0 FTE's from the Administration Division. This is an administrative issue and has no impact on the overall budget. The division added 1.0 FTE, Technical Specialist to support plan check services.

Future Outlook

Prevention and Administrative Services Bureau seeks to improve its inspection services, fee collection and public fire education delivery to the citizens of Pasadena. The Bureau will work jointly with the City Building Official and the Permit Center to improve plan check services. The Bureau will expand the use of Planning and Development Department's automated records management system to monitor and track plan check and related inspection activity. Fire and Environmental Safety will review and modify the existing Municipal Fire Code and submit it to City Council for their review and consideration for adoption.

In addition the Bureau through management of department personnel records, fiscal and information technology services continually seeks to improve the efficiency and quality of its services to the Department as a whole. The Bureau anticipates upgrading the department staffing and payroll system (Telestaff) software, investigate and implement occupancy management program through the use of "Tidemark, and complete the Hazardous Brush Survey Program.

GRAIL ANALYSIS

MSI:
FUND: General Fund

DEPARTMENT: Fire Department

	FY 2003 ACTUAL	FY 2004 ACTUAL	FY 2005 ADOPTED	FY 2005 REVISED	FY 2006 RECOMMENDED	\$ CHANGE	%
EMPLOYEES							
REGULAR	174.500	176.500	176.500	176.500	176.500	0.000	
NON-REGULAR	0.000	0.000	0.000	0.000	0.000	0.000	
TOTAL EMPLOYEES	174.500	176.500	176.500	176.500	176.500	0.000	
PERSONNEL							
8005 Regular Pay - PERS	331,219	411,017	767,293	774,793	814,628	39,835	5.1
8007 Regular Pay - FPRS	1,162,059	1,012,533	1,659,937	1,659,937	0	-1,659,937	-100.0
8008 Regular Pay-SPERS	9,002,856	9,797,497	12,170,585	12,183,152	14,205,204	2,022,052	16.5
8010 Non Benefit Employees	0	45,754	0	0	0	0	0.0
8011 Overtime Pay	940,163	820,828	12,219	12,219	12,219	0	0.0
8013 FirePolice Post Retirement Medical Benefit	185,248	220,829	416,640	416,640	429,230	12,590	3.0
8014 Position Coverage	2,168,937	2,536,587	2,506,674	2,871,306	3,301,748	430,442	14.9
8015 Holiday Schedule Pay-FPRS	49,653	29,005	158,939	158,939	0	-158,939	-100.0
8016 Holiday Sched Pay-SPERS	361,984	367,692	541,633	541,633	720,758	179,125	33.0
8018 PST-Part Time Employees - PARS	138	18	0	0	0	0	0.0
8024 Personal Dvlpmt Allowance	11,250	11,500	11,500	11,500	13,500	2,000	17.3
8027 Workers' Compensation	1,086,351	1,127,194	1,331,320	1,333,150	1,901,510	568,360	42.6
8031 General Liability	104,961	157,124	408,738	409,300	375,498	-33,802	-8.2
8038 PERS-Employee Portion	24,981	39,662	53,710	54,236	57,023	2,787	5.1
8039 SPERS-Employee Portion	870,874	946,743	1,095,576	1,096,707	1,278,468	181,761	16.5
8040 PERS-City Portion	0	0	9,209	9,607	43,257	33,650	350.2
8041 PARS-City Portion	6	-19	0	0	0	0	0.0
8042 SPERS-City Portion	238,644	1,042,316	2,429,746	2,432,215	2,791,322	359,107	14.7
8043 FPRS-City Portion	179,764	167,337	165,744	165,744	0	-165,744	-100.0
8044 Life Insurance	14,637	14,049	18,978	18,998	15,019	-3,979	-20.9
8045 Dental Insurance	141,484	140,425	142,433	142,433	139,593	-2,840	-1.9
8046 Medicare-City Contributn	95,266	105,024	132,194	136,617	159,517	22,900	16.7
8047 Long Term Disability	32,679	34,590	45,253	45,315	46,562	1,247	2.7
8048 Child Care Subsidies	1,006	958	1,006	1,006	1,006	0	0.0
8049 Emp Opt Ben Fd (EOBF)	1,230,882	1,385,824	1,736,657	1,736,657	1,798,432	61,775	3.5
8050 Benefits (VHS)	2,261,919	2,418,595	0	0	0	0	0.0
8054 Vision Care	11	47	0	0	0	0	0.0
8056 Accrued payroll	0	240,480	0	0	0	0	0.0
*** TOTAL PERSONNEL	20,496,972	23,073,609	25,815,984	26,212,104	28,104,494	1,892,390	7.2
SERVICES AND SUPPLIES							
8101 Materials & Supplies	437,629	404,230	426,145	426,145	491,970	65,825	15.4
8103 Uniforms	0	487	0	0	0	0	0.0
8105 Lease Payments	215,953	210,804	208,692	208,692	219,235	10,543	5.0
8106 Rent Expense	19,735	29,007	29,217	29,217	31,618	2,401	8.2
8107 Equipment Lease Payments	0	0	5,000	5,000	5,000	0	0.0
8108 Computer Related Supplies	2,889	2,575	42,250	42,250	42,050	-200	-0.4
8109 Equipt Purchases Under \$10,000	23,739	168,755	256,614	256,614	324,814	68,200	26.5
8110 Outside Printing and Duplicating	2,094	2,288	0	0	2,000	2,000	0.0

GRAIL ANALYSIS

MSI:
FUND: General Fund

DEPARTMENT: Fire Department

	FY 2003 ACTUAL	FY 2004 ACTUAL	FY 2005 ADOPTED	FY 2005 REVISED	FY 2006 RECOMMENDED	\$ CHANGE	%
8112 Legal Advertising	123	122	0	0	200	200	0.0
8113 Photo Copy Machine Maint	0	34	4,000	4,000	4,000	0	0.0
8114 Other Contract Services	652,762	702,530	711,526	711,526	729,288	17,762	2.4
8115 Consultant Services	43,643	43,691	30,000	30,000	33,300	3,300	11.0
8116 Contract Maintenance	424	0	0	0	0	0	0.0
8117 Data Processing Operations	6,872	5,858	10,000	10,000	10,000	0	0.0
8124 Dues and Memberships	4,418	4,431	8,620	8,620	8,920	300	3.4
8125 Special Civic Events	1,963	1,680	0	0	0	0	0.0
8126 Conf & Mtgs - Comm & Committees	200	30	0	0	0	0	0.0
8127 Conferences & Meetings	7,357	6,217	21,300	21,300	21,800	500	2.3
8128 Mileage	155	125	2,200	2,200	2,075	-125	-5.6
8129 Education	19,860	28,699	33,546	33,546	33,546	0	0.0
8130 Training Costs	9,085	1,675	23,600	23,600	24,200	600	2.5
8135 Reference Matls Subscriptions	986	6,183	10,000	10,000	12,000	2,000	20.0
8136 Library Books	252	90	0	0	0	0	0.0
8137 Gas and Lubricants	365	2,242	0	0	0	0	0.0
8140 Telephone	18,069	18,240	22,600	22,600	22,600	0	0.0
8141 Refuse Collection	10,540	10,029	8,200	8,200	8,200	0	0.0
8144 Postage	1,522	1,839	3,300	3,300	3,300	0	0.0
8150 Cash Over and Short	0	-29	0	0	0	0	0.0
8154 Audio Visual Materials	832	0	0	0	0	0	0.0
8218 Vehicle Rental	77	11	500	500	500	0	0.0
8290 Cell Phone Reimbsmnt	0	-2,524	0	0	0	0	0.0
*** TOTAL SERVICES AND SUPPLIES	1,481,544	1,649,319	1,857,310	1,857,310	2,030,616	173,306	9.3
EQUIPMENT							
8504 Equipment	246,646	0	100,000	100,000	0	-100,000	-100.0
8506 Computer Equipment	52,028	0	0	0	0	0	0.0
*** TOTAL EQUIPMENT	298,674	0	100,000	100,000	0	-100,000	-100.0
*** SUBTOTAL	22,277,190	24,722,928	27,773,294	28,169,414	30,135,110	1,965,696	6.9
INTERNAL SERVICE CHARGES							
8601 IS-Structural Maintenance	250,824	272,928	272,406	272,406	281,887	9,481	3.4
8602 IS-Tenant Improvements	3,500	2,750	10,000	10,000	10,000	0	0.0
8603 IS-Lockshop	440	244	500	500	500	0	0.0
8604 IS-Utilities & Insurance - HSEKPING	149,604	161,508	161,515	161,515	162,224	709	0.4
8606 IS-Floors and Windows	330	0	1,500	1,500	1,500	0	0.0
8607 IS-Printing	13,657	17,361	22,691	22,691	22,691	0	0.0
8608 IS-Mail Services	22,692	23,196	23,475	23,475	25,946	2,471	10.5
8609 IS-Telephones	101,120	97,410	87,725	87,725	86,090	-1,635	-1.8
8610 IS-System Management HP3000-HP957	3,144	2,952	0	0	0	0	0.0
8611 IS-Application Devel & Support	0	810	452	452	452	0	0.0
8612 IS-PC&Net Desktop	13,764	22,380	56,153	56,153	32,465	-23,688	-42.1

GRAIL ANALYSIS

MSI:
FUND: General Fund

DEPARTMENT: Fire Department

	FY 2003 ACTUAL	FY 2004 ACTUAL	FY 2005 ADOPTED	FY 2005 REVISED	FY 2006 RECOMMENDED	\$ CHANGE	%
Services							
8613 IS-Radio and Data Communicatn	95,352	94,512	138,194	138,194	120,106	-18,088	-13.0
8615 IS-Auto Body Repair	5,884	3,843	1,700	1,700	1,700	0	0.0
8616 IS-Fleet Maint - Equip Maintenance	324,758	372,420	352,438	352,438	352,438	0	0.0
8617 IS-Fleet Maint - Equip Replacement	556,940	560,086	405,542	405,542	405,542	0	0.0
8618 IS-Fleet Fuel/Lubricant	74,242	95,498	65,118	65,118	108,688	43,570	66.9
8620 Bldg Preventive Maintenance	72,492	72,492	97,971	97,971	98,405	434	0.4
8621 IS-Radio - Direct Request	4,240	10,665	0	0	0	0	0.0
8622 IS-Telephone - Usage	61,371	43,647	61,928	61,928	61,928	0	0.0
8623 IS-PC Training	780	0	3,079	3,079	3,079	0	0.0
8624 IS-Enterprise Network	177,168	179,904	183,402	183,402	212,913	29,511	16.0
8632 IS-GIS (Geographic Info)	17,844	19,248	37,731	37,731	8,484	-29,247	-77.5
8635 IS-ITSD Projects-Basic	769	833	0	0	0	0	0.0
8641 IS-MS Licensing	0	0	0	0	20,459	20,459	0.0
*** TOTAL INTERNAL SERVICE CHARGES	1,950,915	2,054,687	1,983,520	1,983,520	2,017,497	33,977	1.7
*** TOTAL BUDGET	24,228,105	26,777,615	29,756,814	30,152,934	32,152,607	1,999,673	6.6
REVENUE							
6176 Underground Tank Permits/ Fees	21,294	25,492	22,000	22,000	22,000	0	0.0
6601 Emergency Medical Fees	2,647,814	2,507,090	2,800,000	2,800,000	3,300,000	500,000	17.8
6630 Miscellaneous Permits & Inspections	166,025	249,407	182,000	182,000	250,000	68,000	37.3
6631 Hazardous Materials Fees	156,391	173,758	190,000	190,000	190,000	0	0.0
6674 Inspection Permits State	44,870	30,596	55,000	55,000	45,000	-10,000	-18.1
6682 Fire Charges For Services	9,885	6,128	7,500	7,500	5,075	-2,425	-32.3
9165 General Fund-Unspecified	21,181,826	23,785,144	26,500,314	26,896,434	28,340,532	1,444,098	5.3
*** TOTAL FUNDING	24,228,105	26,777,615	29,756,814	30,152,934	32,152,607	1,999,673	6.6

GRAIL ANALYSIS

MSI:
FUND: General Fund

DEPARTMENT: Fire Department
SUB-DEPARTMENT: Fire Operations

	FY 2003 ACTUAL	FY 2004 ACTUAL	FY 2005 ADOPTED	FY 2005 REVISED	FY 2006 RECOMMENDED	\$ CHANGE	%
EMPLOYEES							
REGULAR	154.000	154.000	154.000	154.000	155.500	1.500	
NON-REGULAR	0.000	0.000	0.000	0.000	0.000	0.000	
TOTAL EMPLOYEES	154.000	154.000	154.000	154.000	155.500	1.500	
PERSONNEL							
8005 Regular Pay - PERS	109,653	106,896	127,968	127,968	155,480	27,512	21.4
8007 Regular Pay - FPRS	950,522	805,854	1,536,308	1,536,308	0	-1,536,308	-100.0
8008 Regular Pay-SPERS	8,283,200	9,011,144	11,234,966	11,247,533	13,167,285	1,919,752	17.0
8011 Overtime Pay	893,205	775,450	0	0	0	0	0.0
8013 FirePolice Post Retirement Medical Benefit	175,201	207,856	393,305	393,305	403,548	10,243	2.6
8014 Position Coverage	2,155,026	2,472,912	2,506,674	2,871,306	3,301,748	430,442	14.9
8015 Holiday Schedule Pay-FPRS	49,653	29,005	158,939	158,939	0	-158,939	-100.0
8016 Holiday Sched Pay-SPERS	359,213	367,692	541,633	541,633	720,758	179,125	33.0
8018 PST-Part Time Employees - PARS	105	0	0	0	0	0	0.0
8024 Personal Dvlpmt Allowance	7,000	6,500	0	0	7,750	7,750	0.0
8027 Workers' Compensation	967,038	997,266	1,176,411	1,177,557	1,686,662	509,105	43.2
8031 General Liability	93,433	138,935	361,178	361,530	333,070	-28,460	-7.8
8038 PERS-Employee Portion	7,569	7,557	8,958	8,958	10,883	1,925	21.4
8039 SPERS-Employee Portion	811,909	889,325	1,011,371	1,012,502	1,185,056	172,554	17.0
8040 PERS-City Portion	0	0	1,536	1,536	8,256	6,720	437.5
8041 PARS-City Portion	5	0	0	0	0	0	0.0
8042 SPERS-City Portion	222,486	976,993	2,242,997	2,245,466	2,587,371	341,905	15.2
8043 FPRS-City Portion	150,126	137,250	153,381	153,381	0	-153,381	-100.0
8044 Life Insurance	13,418	12,890	16,769	16,782	13,323	-3,459	-20.6
8045 Dental Insurance	129,689	127,770	129,689	129,689	128,217	-1,472	-1.1
8046 Medicare-City Contributn	83,836	92,438	117,541	121,878	142,505	20,627	16.9
8047 Long Term Disability	28,810	30,347	39,988	40,027	41,301	1,274	3.1
8048 Child Care Subsidies	1,006	958	1,006	1,006	1,006	0	0.0
8049 Emp Opt Ben Fd (EOBF)	1,120,447	1,240,188	1,516,900	1,516,900	1,586,100	69,200	4.5
8050 Benefits (VHS)	2,013,493	2,138,600	0	0	0	0	0.0
8056 Accrued payroll	0	216,531	0	0	0	0	0.0
*** TOTAL PERSONNEL	18,626,043	20,790,357	23,277,518	23,664,204	25,480,319	1,816,115	7.6
SERVICES AND SUPPLIES							
8101 Materials & Supplies	373,248	336,605	327,948	327,948	397,548	69,600	21.2
8103 Uniforms	0	438	0	0	0	0	0.0
8105 Lease Payments	4,209	8,093	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	2,333	2,505	17,500	17,500	17,500	0	0.0
8109 Equipt Purchases Under \$10,000	13,441	162,172	237,114	237,114	305,314	68,200	28.7
8110 Outside Printing and Duplicating	1,965	1,792	0	0	1,000	1,000	0.0
8112 Legal Advertising	123	122	0	0	200	200	0.0
8113 Photo Copy Machine Maint	0	34	1,000	1,000	1,000	0	0.0

GRAIL ANALYSIS

MSI:
FUND: General Fund

DEPARTMENT: Fire Department
SUB-DEPARTMENT: Fire Operations

	FY 2003 ACTUAL	FY 2004 ACTUAL	FY 2005 ADOPTED	FY 2005 REVISED	FY 2006 RECOMMENDED	\$ CHANGE	%
8114 Other Contract Services	40,519	63,035	76,426	76,426	75,426	-1,000	-1.3
8115 Consultant Services	18,493	10,371	25,000	25,000	28,300	3,300	13.2
8116 Contract Maintenance	424	0	0	0	0	0	0.0
8117 Data Processing Operations	2,970	608	0	0	0	0	0.0
8124 Dues and Memberships	3,083	2,220	6,020	6,020	6,020	0	0.0
8125 Special Civic Events	545	1,385	0	0	0	0	0.0
8127 Conferences & Meetings	5,541	2,915	18,700	18,700	18,700	0	0.0
8128 Mileage	66	81	0	0	0	0	0.0
8129 Education	18,439	27,169	22,546	22,546	22,546	0	0.0
8130 Training Costs	7,505	875	0	0	0	0	0.0
8135 Reference Mats Subscriptions	20	0	4,000	4,000	4,000	0	0.0
8137 Gas and Lubricants	295	1,816	0	0	0	0	0.0
8140 Telephone	822	0	2,000	2,000	17,700	15,700	785.0
8141 Refuse Collection	10,540	10,029	8,200	8,200	8,200	0	0.0
8144 Postage	14	5	1,300	1,300	1,300	0	0.0
8154 Audio Visual Materials	832	0	0	0	0	0	0.0
8218 Vehicle Rental	66	0	0	0	0	0	0.0
*** TOTAL SERVICES AND SUPPLIES	505,493	632,270	752,754	752,754	909,754	157,000	20.8
EQUIPMENT							
8504 Equipment	213,291	0	100,000	100,000	0	-100,000	-100.0
8506 Computer Equipment	34,588	0	0	0	0	0	0.0
*** TOTAL EQUIPMENT	247,879	0	100,000	100,000	0	-100,000	-100.0
*** SUBTOTAL	19,379,415	21,422,627	24,130,272	24,516,958	26,390,073	1,873,115	7.6
INTERNAL SERVICE CHARGES							
8601 IS-Structural Maintenance	250,824	272,928	272,406	272,406	281,887	9,481	3.4
8602 IS-Tenant Improvements	3,500	2,750	10,000	10,000	10,000	0	0.0
8603 IS-Lockshop	312	190	500	500	500	0	0.0
8604 IS-Utilities & Insurance - HSEKPING	149,604	161,508	161,515	161,515	162,224	709	0.4
8606 IS-Floors and Windows	330	0	1,500	1,500	1,500	0	0.0
8607 IS-Printing	7,650	9,048	6,275	6,275	6,275	0	0.0
8608 IS-Mail Services	19,632	3,984	20,482	20,482	22,785	2,303	11.2
8609 IS-Telephones	48,764	36,700	34,222	34,222	33,325	-897	-2.6
8615 IS-Auto Body Repair	5,884	3,843	1,700	1,700	1,700	0	0.0
8616 IS-Fleet Maint - Equip Maintenance	324,758	372,420	352,438	352,438	352,438	0	0.0
8617 IS-Fleet Maint - Equip Replacement	556,940	560,086	405,542	405,542	405,542	0	0.0
8618 IS-Fleet Fuel/Lubricant	74,242	95,498	65,118	65,118	108,688	43,570	66.9
8620 Bldg Preventive Maintenance	72,492	72,492	97,971	97,971	98,405	434	0.4
8621 IS-Radio - Direct Request	4,240	10,665	0	0	0	0	0.0
8622 IS-Telephone - Usage	18,794	19,280	19,472	19,472	19,472	0	0.0
8623 IS-PC Training	780	0	0	0	0	0	0.0

GRAIL ANALYSIS

MSI:
FUND: General Fund

DEPARTMENT: Fire Department
SUB-DEPARTMENT: Fire Operations

	FY 2003 ACTUAL	FY 2004 ACTUAL	FY 2005 ADOPTED	FY 2005 REVISED	FY 2006 RECOMMENDED	\$ CHANGE	%
8624 IS-Enterprise Network	156,348	158,772	160,023	160,023	186,978	26,955	16.8
8635 IS-ITSD Projects-Basic	769	641	0	0	0	0	0.0
8641 IS-MS Licensing	0	0	0	0	17,967	17,967	0.0
*** TOTAL INTERNAL SERVICE CHARGES	1,695,863	1,780,805	1,609,164	1,609,164	1,709,686	100,522	6.2
*** TOTAL BUDGET	21,075,278	23,203,432	25,739,436	26,126,122	28,099,759	1,973,637	7.5
REVENUE							
6601 Emergency Medical Fees	2,647,814	2,507,090	2,800,000	2,800,000	3,300,000	500,000	17.8
9165 General Fund-Unspecified	18,427,464	20,696,342	22,939,436	23,326,122	24,799,759	1,473,637	6.3
*** TOTAL FUNDING	21,075,278	23,203,432	25,739,436	26,126,122	28,099,759	1,973,637	7.5

GRAIL ANALYSIS

MSI:
FUND: General Fund

DEPARTMENT: Fire Department
SUB-DEPARTMENT: Fire Prev & Admin Service

	FY 2003 ACTUAL	FY 2004 ACTUAL	FY 2005 ADOPTED	FY 2005 REVISED	FY 2006 RECOMMENDED	\$ CHANGE	%
EMPLOYEES							
REGULAR	12.000	13.000	13.000	13.000	18.000	5.000	
NON-REGULAR	0.000	0.000	0.000	0.000	0.000	0.000	
TOTAL EMPLOYEES	12.000	13.000	13.000	13.000	18.000	5.000	
PERSONNEL							
8005 Regular Pay - PERS	41,796	35,069	241,213	241,213	536,416	295,203	122.3
8007 Regular Pay - FPRS	95,871	100,151	0	0	0	0	0.0
8008 Regular Pay-SPERS	569,940	672,539	781,048	781,048	870,159	89,111	11.4
8011 Overtime Pay	34,111	46,830	5,175	5,175	5,175	0	0.0
8013 FirePolice Post Retirement Medical Benefit	10,047	11,856	23,335	23,335	25,682	2,347	10.0
8014 Position Coverage	13,911	56,055	0	0	0	0	0.0
8016 Holiday Sched Pay-SPERS	2,771	0	0	0	0	0	0.0
8024 Personal Dvlpmt Allowance	1,500	2,500	1,000	1,000	3,750	2,750	275.0
8027 Workers' Compensation	73,237	80,345	93,230	93,230	178,072	84,842	91.0
8031 General Liability	7,076	11,308	28,623	28,623	35,165	6,542	22.8
8038 PERS-Employee Portion	4,198	10,968	16,885	16,885	37,549	20,664	122.3
8039 SPERS-Employee Portion	45,911	49,735	70,294	70,294	78,314	8,020	11.4
8040 PERS-City Portion	0	0	2,895	2,895	28,483	25,588	883.8
8042 SPERS-City Portion	12,581	58,911	155,897	155,897	170,986	15,089	9.6
8043 FPRS-City Portion	13,489	14,842	0	0	0	0	0.0
8044 Life Insurance	764	760	1,329	1,329	1,406	77	5.7
8045 Dental Insurance	7,790	9,273	7,910	7,910	10,008	2,098	26.5
8046 Medicare-City Contributn	8,042	7,435	8,487	8,487	13,525	5,038	59.3
8047 Long Term Disability	2,219	2,536	3,169	3,169	4,360	1,191	37.5
8049 Emp Opt Ben Fd (EOBF)	72,866	93,271	126,182	126,182	181,732	55,550	44.0
8050 Benefits (VHS)	152,489	174,072	0	0	0	0	0.0
8054 Vision Care	11	47	0	0	0	0	0.0
8056 Accrued payroll	0	16,642	0	0	0	0	0.0
*** TOTAL PERSONNEL	1,170,620	1,455,145	1,566,672	1,566,672	2,180,782	614,110	39.1
SERVICES AND SUPPLIES							
8101 Materials & Supplies	34,814	17,443	48,720	48,720	78,522	29,802	61.1
8105 Lease Payments	0	0	0	0	219,235	219,235	0.0
8106 Rent Expense	0	0	0	0	31,618	31,618	0.0
8108 Computer Related Supplies	556	0	4,500	4,500	12,500	8,000	177.7
8109 Equipt Purchases Under \$10,000	346	150	2,500	2,500	7,500	5,000	200.0
8110 Outside Printing and Duplicating	99	466	0	0	1,000	1,000	0.0
8113 Photo Copy Machine Maint	0	0	0	0	3,000	3,000	0.0
8114 Other Contract Services	25,092	26,566	10,000	10,000	643,762	633,762	6337.6
8115 Consultant Services	25,150	3,550	5,000	5,000	5,000	0	0.0
8117 Data Processing Operations	3,750	5,250	0	0	10,000	10,000	0.0
8124 Dues and Memberships	20	200	1,000	1,000	1,300	300	30.0
8125 Special Civic Events	670	410	0	0	0	0	0.0

GRAIL ANALYSIS

PAGE:

MSI:
FUND: General Fund

DEPARTMENT: Fire Department
SUB-DEPARTMENT: Fire Prev & Admin Service

	FY 2003 ACTUAL	FY 2004 ACTUAL	FY 2005 ADOPTED	FY 2005 REVISED	FY 2006 RECOMMENDED	\$ CHANGE	%
8127 Conferences & Meetings	847	0	600	600	1,100	500	83.3
8128 Mileage	30	0	1,000	1,000	2,075	1,075	107.5
8129 Education	777	2,125	6,000	6,000	11,000	5,000	83.3
8130 Training Costs	0	0	600	600	6,200	5,600	933.3
8135 Reference Matls Subscriptions	0	5,831	3,000	3,000	6,500	3,500	116.6
8137 Gas and Lubricants	50	43	0	0	0	0	0.0
8140 Telephone	0	0	0	0	2,400	2,400	0.0
8144 Postage	1,465	1,737	1,500	1,500	1,750	250	16.6
*** TOTAL SERVICES AND SUPPLIES	93,666	63,771	84,420	84,420	1,044,462	960,042	1137.2
EQUIPMENT							
8506 Computer Equipment	5,993	0	0	0	0	0	0.0
*** TOTAL EQUIPMENT	5,993	0	0	0	0	0	0.0
*** SUBTOTAL	1,270,279	1,518,916	1,651,092	1,651,092	3,225,244	1,574,152	95.3
INTERNAL SERVICE CHARGES							
8607 IS-Printing	3,763	3,018	6,500	6,500	12,111	5,611	86.3
8608 IS-Mail Services	1,692	1,596	1,729	1,729	3,161	1,432	82.8
8609 IS-Telephones	4,236	10,260	6,748	6,748	50,914	44,166	654.5
8611 IS-Application Devel & Support	0	0	0	0	452	452	0.0
8612 IS-PC&Net Desktop Services	0	0	0	0	32,465	32,465	0.0
8613 IS-Radio and Data Communicatn	0	0	0	0	120,106	120,106	0.0
8622 IS-Telephone - Usage	4,874	4,763	3,495	3,495	42,456	38,961	1114.7
8623 IS-PC Training	0	0	0	0	3,079	3,079	0.0
8624 IS-Enterprise Network	12,180	12,372	13,508	13,508	24,729	11,221	83.0
8632 IS-GIS (Geographic Info)	0	0	0	0	8,484	8,484	0.0
8635 IS-ITSD Projects-Basic	0	192	0	0	0	0	0.0
8641 IS-MS Licensing	0	0	0	0	2,376	2,376	0.0
*** TOTAL INTERNAL SERVICE CHARGES	26,745	32,201	31,980	31,980	300,333	268,353	839.1
*** TOTAL BUDGET	1,297,024	1,551,117	1,683,072	1,683,072	3,525,577	1,842,505	109.4
REVENUE							
6176 Underground Tank Permits/ Fees	21,294	25,492	22,000	22,000	22,000	0	0.0
6630 Miscellaneous Permits & Inspections	166,025	249,407	182,000	182,000	250,000	68,000	37.3
6631 Hazardous Materials Fees	156,391	173,758	190,000	190,000	190,000	0	0.0
6674 Inspection Permits State	44,870	30,596	55,000	55,000	45,000	-10,000	-18.1
6682 Fire Charges For Services	9,885	6,128	7,500	7,500	5,075	-2,425	-32.3
9165 General Fund-Unspecified	898,559	1,065,736	1,226,572	1,226,572	3,013,502	1,786,930	145.6
*** TOTAL FUNDING	1,297,024	1,551,117	1,683,072	1,683,072	3,525,577	1,842,505	109.4

GRAIL ANALYSIS

MSI:
FUND: General Fund

DEPARTMENT: Fire Department
SUB-DEPARTMENT: Fire Admin.

	FY 2003 ACTUAL	FY 2004 ACTUAL	FY 2005 ADOPTED	FY 2005 REVISED	FY 2006 RECOMMENDED	\$ CHANGE	%
EMPLOYEES							
REGULAR	7.500	8.500	8.500	8.500	3.000	5.500	
NON-REGULAR	0.000	0.000	0.000	0.000	0.000	0.000	
TOTAL EMPLOYEES	7.500	8.500	8.500	8.500	3.000	5.500	
PERSONNEL							
8005 Regular Pay - PERS	179,770	269,052	398,112	405,612	122,732	-282,880	-69.7
8008 Regular Pay-SPERS	149,716	113,814	154,571	154,571	167,760	13,189	8.5
8010 Non Benefit Employees	0	45,754	0	0	0	0	0.0
8011 Overtime Pay	10,910	-1,452	7,044	7,044	7,044	0	0.0
8014 Position Coverage	0	7,620	0	0	0	0	0.0
8018 PST-Part Time Employees - PARS	33	18	0	0	0	0	0.0
8024 Personal Dvlpmt Allowance	2,000	2,500	10,500	10,500	2,000	-8,500	-80.9
8027 Workers' Compensation	34,105	38,783	50,404	51,088	36,776	-14,312	-28.0
8031 General Liability	3,295	5,390	15,475	15,685	7,263	-8,422	-53.6
8038 PERS-Employee Portion	13,214	21,137	27,867	28,393	8,591	-19,802	-69.7
8039 SPERS-Employee Portion	13,054	7,683	13,911	13,911	15,098	1,187	8.5
8040 PERS-City Portion	0	0	4,778	5,176	6,518	1,342	25.9
8041 PARS-City Portion	1	-19	0	0	0	0	0.0
8042 SPERS-City Portion	3,577	6,412	30,852	30,852	32,965	2,113	6.8
8044 Life Insurance	359	319	719	726	290	-436	-60.0
8045 Dental Insurance	3,166	2,954	3,995	3,995	1,368	-2,627	-65.7
8046 Medicare-City Contributn	3,388	5,151	6,166	6,252	3,487	-2,765	-44.2
8047 Long Term Disability	1,303	1,387	1,713	1,736	901	-835	-48.0
8049 Emp Opt Ben Fd (EOBF)	29,821	44,761	83,725	83,725	30,600	-53,125	-63.4
8050 Benefits (VHS)	71,011	82,966	0	0	0	0	0.0
8056 Accrued payroll	0	7,307	0	0	0	0	0.0
*** TOTAL PERSONNEL	518,723	661,537	809,832	819,266	443,393	-375,873	-45.8
SERVICES AND SUPPLIES							
8101 Materials & Supplies	29,567	50,182	49,477	49,477	15,900	-33,577	-67.8
8103 Uniforms	0	49	0	0	0	0	0.0
8105 Lease Payments	211,744	202,711	208,692	208,692	0	-208,692	-100.0
8106 Rent Expense	19,735	29,007	29,217	29,217	0	-29,217	-100.0
8108 Computer Related Supplies	0	70	20,250	20,250	12,050	-8,200	-40.4
8109 Equipt Purchases Under \$10,000	9,952	6,433	17,000	17,000	12,000	-5,000	-29.4
8110 Outside Printing and Duplicating	30	30	0	0	0	0	0.0
8113 Photo Copy Machine Maint	0	0	3,000	3,000	0	-3,000	-100.0
8114 Other Contract Services	587,031	612,929	625,100	625,100	10,100	-615,000	-98.3
8115 Consultant Services	0	29,770	0	0	0	0	0.0
8117 Data Processing Operations	152	0	10,000	10,000	0	-10,000	-100.0
8124 Dues and Memberships	1,315	2,011	1,600	1,600	1,600	0	0.0
8125 Special Civic Events	748	-115	0	0	0	0	0.0
8126 Conf & Mtgs - Comm &	200	30	0	0	0	0	0.0

GRAIL ANALYSIS

MSI:
FUND: General Fund

DEPARTMENT: Fire Department
SUB-DEPARTMENT: Fire Admin.

	FY 2003 ACTUAL	FY 2004 ACTUAL	FY 2005 ADOPTED	FY 2005 REVISED	FY 2006 RECOMMENDED	\$ CHANGE	%
Committees							
8127 Conferences & Meetings	969	3,302	2,000	2,000	2,000	0	0.0
8128 Mileage	59	44	1,200	1,200	0	-1,200	-100.0
8129 Education	189	-595	5,000	5,000	0	-5,000	-100.0
8130 Training Costs	1,580	800	23,000	23,000	18,000	-5,000	-21.7
8135 Reference Matls	966	352	3,000	3,000	1,500	-1,500	-50.0
Subscriptions							
8136 Library Books	252	90	0	0	0	0	0.0
8137 Gas and Lubricants	20	383	0	0	0	0	0.0
8140 Telephone	17,247	18,240	20,600	20,600	2,500	-18,100	-87.8
8144 Postage	43	97	500	500	250	-250	-50.0
8150 Cash Over and Short	0	-29	0	0	0	0	0.0
8218 Vehicle Rental	11	11	500	500	500	0	0.0
8290 Cell Phone Reimbsmnt	0	-2,524	0	0	0	0	0.0
*** TOTAL SERVICES AND SUPPLIES	881,810	953,278	1,020,136	1,020,136	76,400	-943,736	-92.5
EQUIPMENT							
8504 Equipment	33,355	0	0	0	0	0	0.0
8506 Computer Equipment	11,447	0	0	0	0	0	0.0
*** TOTAL EQUIPMENT	44,802	0	0	0	0	0	0.0
*** SUBTOTAL	1,445,335	1,614,815	1,829,968	1,839,402	519,793	-1,319,609	-71.7
INTERNAL SERVICE CHARGES							
8603 IS-Lockshop	128	54	0	0	0	0	0.0
8607 IS-Printing	2,244	5,295	9,916	9,916	4,305	-5,611	-56.5
8608 IS-Mail Services	1,368	17,484	1,131	1,131	0	-1,131	-100.0
8609 IS-Telephones	48,120	49,562	46,755	46,755	1,851	-44,904	-96.0
8610 IS-System Management HP3000-HP957	3,144	2,952	0	0	0	0	0.0
8611 IS-Application Devel & Support	0	810	452	452	0	-452	-100.0
8612 IS-PC&Net Desktop Services	13,764	22,380	56,153	56,153	0	-56,153	-100.0
8613 IS-Radio and Data Communicatn	95,352	94,512	138,194	138,194	0	-138,194	-100.0
8622 IS-Telephone - Usage	37,703	19,604	38,961	38,961	0	-38,961	-100.0
8623 IS-PC Training	0	0	3,079	3,079	0	-3,079	-100.0
8624 IS-Enterprise Network	7,620	7,728	8,832	8,832	1,206	-7,626	-86.3
8632 IS-GIS (Geographic Info)	17,844	19,248	37,731	37,731	0	-37,731	-100.0
8641 IS-MS Licensing	0	0	0	0	116	116	0.0
*** TOTAL INTERNAL SERVICE CHARGES	227,287	239,629	341,204	341,204	7,478	-333,726	-97.8
*** TOTAL BUDGET	1,672,622	1,854,444	2,171,172	2,180,606	527,271	-1,653,335	-75.8
REVENUE							
9165 General Fund-Unspecified	1,672,622	1,854,444	2,171,172	2,180,606	527,271	-1,653,335	-75.8
*** TOTAL FUNDING	1,672,622	1,854,444	2,171,172	2,180,606	527,271	-1,653,335	-75.8

GRAIL ANALYSIS

MSI:
FUND: General Fund

DEPARTMENT: Fire Department
SUB-DEPARTMENT: Fire Admin.

FY 2003 ACTUAL	FY 2004 ACTUAL	FY 2005 ADOPTED	FY 2005 REVISED	FY 2006 RECOMMENDED	\$ CHANGE	%
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GRAIL ANALYSIS

MSI:

FUND: General Fund

DEPARTMENT: Fire Department

SUB-DEPARTMENT: Support Services

	FY 2003 ACTUAL	FY 2004 ACTUAL	FY 2005 ADOPTED	FY 2005 REVISED	FY 2006 RECOMMENDED	\$ CHANGE	%
EMPLOYEES							
REGULAR	1.000	1.000	1.000	1.000	0.000	1.000	
NON-REGULAR	0.000	0.000	0.000	0.000	0.000	0.000	
TOTAL EMPLOYEES	1.000	1.000	1.000	1.000	0.000	1.000	
PERSONNEL							
8007 Regular Pay - FPRS	115,666	106,528	123,629	123,629	0	-123,629	-100.0
8011 Overtime Pay	1,937	0	0	0	0	0	0.0
8013 FirePolice Post Retirement Medical Benefit	0	1,117	0	0	0	0	0.0
8024 Personal Dvlpmt Allowance	750	0	0	0	0	0	0.0
8027 Workers' Compensation	11,971	10,800	11,275	11,275	0	-11,275	-100.0
8031 General Liability	1,157	1,491	3,462	3,462	0	-3,462	-100.0
8043 FPRS-City Portion	16,149	15,245	12,363	12,363	0	-12,363	-100.0
8044 Life Insurance	96	80	161	161	0	-161	-100.0
8045 Dental Insurance	839	428	839	839	0	-839	-100.0
8047 Long Term Disability	347	320	383	383	0	-383	-100.0
8049 Emp Opt Ben Fd (EOBF)	7,748	7,604	9,850	9,850	0	-9,850	-100.0
8050 Benefits (VHS)	24,926	22,957	0	0	0	0	0.0
*** TOTAL PERSONNEL	181,586	166,570	161,962	161,962	0	-161,962	-100.0
SERVICES AND SUPPLIES							
8114 Other Contract Services	120	0	0	0	0	0	0.0
8129 Education	455	0	0	0	0	0	0.0
*** TOTAL SERVICES AND SUPPLIES	575	0	0	0	0	0	0.0
EQUIPMENT							
*** TOTAL EQUIPMENT	0	0	0	0	0	0	0.0
*** SUBTOTAL	182,161	166,570	161,962	161,962	0	-161,962	-100.0
INTERNAL SERVICE CHARGES							
8608 IS-Mail Services	0	132	133	133	0	-133	-100.0
8609 IS-Telephones	0	888	0	0	0	0	0.0
8624 IS-Enterprise Network	1,020	1,032	1,039	1,039	0	-1,039	-100.0
*** TOTAL INTERNAL SERVICE CHARGES	1,020	2,052	1,172	1,172	0	-1,172	-100.0
*** TOTAL BUDGET	183,181	168,622	163,134	163,134	0	-163,134	-100.0
REVENUE							
9165 General Fund-Unspecified	183,181	168,622	163,134	163,134	0	-163,134	-100.0
*** TOTAL FUNDING	183,181	168,622	163,134	163,134	0	-163,134	-100.0