

**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 2005			FY 2006	FY 2007
	Actual	Target	% Target	Target	Target
<b>Measure 3.1 Number of affordable housing units under construction or under contract, with approved public financing awaiting construction.</b>					
A. 152 affordable housing units under construction, completed, or in negotiation.	241	152	100%	152	152
<b>Measure 3.2 Number of units provided with home ownership assistance.</b>					
A. 32 units provided with ownership financing assistance.	11	32	34%	32	32
<b>Measure 3.3 Occupancy rate maintained in Section 8 Program.</b>					
A. 98% occupancy rate of the 1,315 households assisted in the Section 8 Program.	97%	98%	99%	98%	98%
<b>Measure 3.4 Number of households assisted through the Supportive Housing Program</b>					
A. 95% occupancy rate for the 150 households assisted by the Supportive Housing Program.	94%	95%	99%	95%	95%
<b>Measure 3.5 Distribution of Community Development Block Grant (CDBG) funds.</b>					
A. Allocate 90% of the CDBG funds.	95%	90%	100%	90%	90%

**Changes from Prior Year**

- **Cost Changes:** The net increase of \$4,019,719 from fiscal year revised 2006 budget is primarily attributable to increases in the Housing Opportunity Fund for Affordable Housing Assistance, \$3,410,473, the Home Ownership Program, \$505,000, Rental Assistance of \$321,343 for housing assistance payments and debt service requirements, \$245,285. Other increases include higher personnel costs due to anticipated salary rate and benefit adjustments totaling \$23,309, increases in Services and Supplies, \$72,056 and increases to citywide internal services totaling, \$4,872. There was also a decrease in CDBG funds of \$260,864 and a reduction of \$420,000 in Shelter Plus grant funds.
- **FTE Changes:** The .13 FTE increase includes .08 Management Analyst IV (for a total of .50 FTE to City Manager's Office and .50 FTE Management Analyst IV to the City Clerk Office) to implement the Taxpayer's Protection Amendment and .05 Management Analyst III in Public Affairs to include benefits for this position.

**DIVISION  
SUMMARY**  
City Manager

**Mission Statement**

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

**Program Description**

The City Manager's Office provides oversight and direction to all City programs to ensure that they meet the needs of the community and respond to City Council goals. The City Manager also provides direct leadership on critical issues such as the seismic retrofit of City Hall and affordable housing needs. The Public Affairs Office is located in the City Manager's Office to support community relations.

**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 2004 Actual	FY 2005 Actual	FY 2006 Adopted	FY 2006 Revised	FY 2007 Recommended
FTEs	15.750	12.67	12.45	12.87	13.00
Appropriations	1,929,914	2,021,587	2,191,228	2,324,764	2,405,357
<b>Sources by Fund</b>					
General	1,906,109	1,997,068	2,166,709	2,300,245	2,379,858
Light & Power	15,473	15,937	15,937	15,937	16,574
Water	8,332	8,582	8,582	8,582	8,925
Total Sources by Fund	1,929,914	2,021,587	1,945,307	2,324,764	2,405,357

**Changes from Prior Year**

- *Cost Changes:* The change from fiscal year revised 2006 budget is an increase of \$80,593. The change includes the increase of .13 position totaling \$13,170, scheduled increases in salary and benefit rates totaling \$51,494, increases in Services and Supplies, \$11,807 and Internal Services charges of \$4,122.
- *FTE Changes:* The .13 FTE increase includes .08 Management Analyst IV (for a total of .50 FTE to City Manager's Office and .50 FTE Management Analyst IV to the City Clerk Office) to implement the Taxpayer's Protection Amendment and .05 Management Analyst III in Public Affairs to include benefits for this position.

**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, implementation of the Green Building Program; 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**

Housing and Community Development, via the Pasadena Community Development Commission's (PCDC) Low and Moderate Income Housing Trust Funds, Community Development Block Grant (CDBG), Emergency Shelter Grant (ESG), Section 8 Housing Choice Voucher, Supportive Housing programs, and the City's Inclusionary Housing, Workforce Housing, Density Bonus, Affordable Housing Fee Waiver programs as well as 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, moderate, and middle-income households. Activities include the assessment of community housing and economic needs, provision of goods and services by local businesses and non-profits, provision of affordable housing opportunities and the monitoring of these activities to determine their success in meeting housing and community development 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 2006, 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

## City Manager

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### 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 (15 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)
- Implemented the 10 Year Strategy to End Homelessness
- Implemented the Homeless Management Information System (HMIS)
- Initiated the Homeless Prevention Program

### Summary of Appropriations and Revenues

	FY 2004	FY 2005	FY 2006	FY 2006	FY 2006
	Actual	Actual	Adopted	Revised	Recommended
FTEs	26.07	24.90	25.05	25.05	25.05
Appropriations	28,683,374	20,207,933	33,265,614	33,285,614	37,091,204
Sources by Fund					
Rental Assistance Program	15,840,169	10,738,067	10,692,663	10,692,663	11,050,400
Supportive Housing Programs		2,775,815	3,555,500	3,555,500	2,733,860
Community Development					
Block Grant	2,961,996	2,797,998	2,791,285	2,791,285	2,468,527
PCDC – Affordable Housing	9,653,663	3,896,053	7,999,518	8,019,518	10,932,267
Fund Balance (various funds)	227,546		8,226,648	8,226,648	9,906,150
Total Sources by Fund	28,683,374	20,207,933	33,265,614	33,285,614	37,091,204

### Changes from Prior Year

- *Cost Changes:* The net increase of \$3,805,590 from fiscal year 2006 Revised Budget is attributable to increases in the Housing Opportunity Fund for Affordable Housing Assistance, \$3,410,473, the Home Ownership Program, \$505,000, Rental Assistance for housing assistance payments of \$321,343 and debt service requirements of \$245,285. There was also a decrease in CDBG funds of \$260,864 and a reduction of \$420,000 in Shelter Plus grant funds.

### Future Outlook

The City's approach to the provision of affordable housing and community development opportunities shall be through the 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 and middle-income tenants, owners, and prospective homebuyers.

## **City Manager**

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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.

GRAIL ANALYSIS

MSI: City Manager Department

	FY 2004 ACTUAL	FY 2005 ACTUAL	FY 2006 ADOPTED	FY 2006 REVISED	FY 2007 RECOMMENDED	\$ CHANGE	%
<b>EMPLOYEES</b>							
REGULAR	41,820	37,570	37,500	37,920	38,050	0,130	
NON-REGULAR	0,000	0,000	0,000	0,000	0,000	0,000	
<b>TOTAL EMPLOYEES</b>	<b>41,820</b>	<b>37,570</b>	<b>37,500</b>	<b>37,920</b>	<b>38,050</b>	<b>0,130</b>	
<b>PERSONNEL</b>							
8005 Regular Pay - PERS	1,879,366	1,866,670	2,760,179	2,795,184	2,928,953	133,769	4.7
8010 Non Benefit Employees	20,633	22,096	9,146	9,146	9,146	0	0.0
8011 Overtime Pay	25,586	3,061	383	383	399	16	4.1
8018 PST-Part Time Employees - PARS	12,256	3,722	0	0	0	0	0.0
8020 Management Benefit	514	2,992	0	0	0	0	0.0
8023 Auto Allowance	22,790	16,531	21,181	21,181	23,367	2,186	10.3
8024 Personal Dvlpmt Allowance	9,625	8,400	11,087	11,087	11,750	663	5.9
8027 Workers' Compensation	103,937	75,918	167,682	168,561	11,767	-156,794	-93.0
8031 General Liability	8,939	8,131	16,628	16,628	1,682	-14,946	-89.8
8036 Vacation Pay	872	0	0	0	0	0	0.0
8038 PERS-Employee Portion	133,400	137,653	193,212	195,663	205,026	9,363	4.7
8040 PERS-City Portion	0	47,523	146,565	148,423	214,986	66,563	44.8
8041 PARS-City Portion	1,584	148	0	0	0	0	0.0
8044 Life Insurance	2,177	2,193	2,760	2,795	2,929	134	4.7
8045 Dental Insurance	14,890	15,059	17,103	17,295	17,354	59	0.3
8046 Medicare-City Contributn	24,323	23,650	31,747	32,150	42,476	10,326	32.1
8047 Long Term Disability	8,448	10,534	15,389	15,536	4,394	-11,142	-71.7
8048 Child Care Subsidies	0	252	462	462	462	0	0.0
8049 Emp Opt Ben Fd (EOBF)	229,776	248,783	322,500	326,112	308,205	-17,907	-5.4
8050 Benefits (VHS)	415,969	351,740	25,454	25,454	26,473	1,019	4.0
8054 Vision Care	42	48	0	0	0	0	0.0
8056 Accrued payroll	12,901	3,966	0	0	0	0	0.0
8058 Benefits Administration	0	51,110	0	0	0	0	0.0
<b>*** TOTAL PERSONNEL</b>	<b>2,928,028</b>	<b>2,900,180</b>	<b>3,741,478</b>	<b>3,786,060</b>	<b>3,809,369</b>	<b>23,309</b>	<b>0.6</b>
<b>SERVICES AND SUPPLIES</b>							
8101 Materials & Supplies	40,142	51,616	53,394	54,119	55,087	968	1.7
8105 Lease Payments	1,500	60,549	143,961	152,499	152,499	0	0.0
8106 Rent Expense	0	1,475	0	0	0	0	0.0
8107 Equipment Lease Payments	674	9,455	14,000	14,000	14,000	0	0.0
8108 Computer Related Supplies	2,042	914	26,200	26,200	26,200	0	0.0
8109 Equipt Purchases Under \$10,000	10,408	9,100	39,800	39,800	39,800	0	0.0
8110 Outside Printing and Duplicating	36,936	31,055	41,300	41,300	41,300	0	0.0
8112 Legal Advertising	10,166	4,753	5,900	5,900	5,900	0	0.0
8113 Photo Copy Machine Maint	9,609	16,722	8,500	8,500	8,500	0	0.0
8114 Other Contract Services	480,300	414,991	435,874	515,565	575,143	59,578	11.5
8115 Consultant Services	164,050	162,289	135,500	135,500	135,500	0	0.0
8116 Contract Maintenance	200	880	550	550	550	0	0.0
8117 Data Processing Operations	0	2,400	0	0	0	0	0.0
8122 Support to Advisory Committees	0	224	0	0	0	0	0.0
8124 Dues and Memberships	5,387	7,085	9,750	9,750	9,750	0	0.0

GRAIL ANALYSIS

MSI:

	FY 2004 ACTUAL	FY 2005 ACTUAL	FY 2006 ADOPTED	FY 2006 REVISED	FY 2007 RECOMMENDED	\$ CHANGE	%
8125 Special Civic Events	10,223	13,323	12,000	12,000	12,000	0	0.0
8126 Conf & Mtgs - Comm & Committees	1,426	0	0	0	0	0	0.0
8127 Conferences & Meetings	28,419	21,091	19,557	19,557	19,557	0	0.0
8128 Mileage	1,747	2,065	3,000	3,000	3,000	0	0.0
8129 Education	400	468	2,000	2,000	2,000	0	0.0
8130 Training Costs	0	0	1,560	1,560	1,560	0	0.0
8135 Reference Matls Subscriptions	5,845	2,291	6,800	6,800	6,800	0	0.0
8137 Gas and Lubricants	0	19	0	0	0	0	0.0
8139 Water	0	1,251	0	0	0	0	0.0
8140 Telephone	1,253	922	5,900	5,900	5,900	0	0.0
8142 Electric	5,511	6,270	0	0	0	0	0.0
8143 City Hall Space Rental	157,083	85,076	0	0	0	0	0.0
8144 Postage	68,508	58,155	58,921	58,921	61,150	2,229	3.7
8149 Fiscal Agent/Bank Fees & Charges	1,085	31,369	0	0	0	0	0.0
8150 Cash Over and Short	0	4	0	0	0	0	0.0
8160 Housing Assistance Fee	0	13,918	0	0	0	0	0.0
8164 Planning	0	31,912	0	0	0	0	0.0
8184 Current Year - Indirect Costs	233,875	113,783	232,050	232,050	241,331	9,281	3.9
8218 Vehicle Rental	55	227	0	0	0	0	0.0
8290 Cell Phone Reimsmnt	-587	-1,488	0	0	0	0	0.0
*** TOTAL SERVICES AND SUPPLIES	1,276,257	1,154,164	1,256,517	1,345,471	1,417,527	72,056	5.3
<b>EQUIPMENT</b>							
8504 Equipment	0	28,745	3,000	3,000	3,000	0	0.0
8506 Computer Equipment	0	0	2,000	2,000	2,000	0	0.0
*** TOTAL EQUIPMENT	0	28,745	5,000	5,000	5,000	0	0.0
*** SUBTOTAL	4,204,285	4,083,089	5,002,995	5,136,531	5,231,896	95,365	1.8
<b>INTERNAL SERVICE CHARGES</b>							
8601 IS-Structural Maintenance	46,008	27,078	22,690	22,690	24,870	2,180	9.6
8602 IS-Tenant Improvements	2,311	26,505	0	0	0	0	0.0
8603 IS-Lockshop	402	416	0	0	0	0	0.0
8604 IS-Utilities & Insurance - HSEKPING	27,216	16,049	13,058	13,058	13,145	87	0.6
8605 IS-Housekeeping Serv	38,616	27,918	17,795	17,795	18,550	755	4.2
8606 IS-Floors and Windows	0	4,258	800	800	800	0	0.0
8607 IS-Printing	45,285	48,118	48,282	48,282	48,282	0	0.0
8608 IS-Mail Services	5,532	5,540	5,424	5,424	6,226	802	14.7
8609 IS-Telephones	39,639	37,108	38,417	38,417	41,053	2,636	6.8
8611 IS-Application Devel & Support	1,980	9,826	31,226	31,226	31,226	0	0.0
8612 IS-PC&Net Desktop Services	26,748	72,896	46,108	46,108	39,657	-6,451	-13.9
8616 IS-Fleet Maint - Equip Maintenance	5,559	542	0	0	0	0	0.0
8620 Bldg Preventive Maintenance	13,308	9,739	7,922	7,922	7,922	0	0.0
8621 IS-Radio - Direct Request	0	546	0	0	0	0	0.0

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GRAIL ANALYSIS

MSI:

	FY 2004 ACTUAL	FY 2005 ACTUAL	FY 2006 ADOPTED	FY 2006 REVISED	FY 2007 RECOMMENDED	\$ CHANGE	%
8622 IS-Telephone - Usage	29,496	16,338	16,833	16,833	16,833	0	0.0
8623 IS-PC Training	200	0	8,798	8,798	8,798	0	0.0
8624 IS-Enterprise Network	40,872	43,279	43,307	43,307	44,723	1,416	3.2
8626 IS-Mail - Direct Request	0	304	0	0	0	0	0.0
8632 IS-GIS (Geographic Info)	8,892	15,005	0	0	2,939	2,939	0.0
8634 IS-Security Srvcs City Ha ll	16,716	10,133	10,130	10,130	10,574	444	4.3
8641 IS-MS Licensing	0	0	4,162	4,162	4,226	64	1.5
*** TOTAL INTERNAL SERVICE CHARGES	348,780	371,598	314,952	314,952	319,824	4,872	1.5
*** TOTAL BUDGET	4,553,065	4,454,687	5,317,947	5,451,483	5,551,720	100,237	1.8
REVENUE							
6227 HUD- CDBG	462,562	473,678	466,854	466,854	460,732	-6,122	-1.3
6230 HUD - Section 8	1,450,377	1,256,377	1,286,494	1,286,494	1,316,328	29,834	2.3
6724 Inclusionary Hous Fund	0	137,905	250,000	250,000	575,000	325,000	130.0
9165 General Fund-Unspecified	1,906,109	1,997,068	2,166,709	2,300,245	2,379,858	79,613	3.4
9219 Light and Power Fund	15,473	15,937	15,937	15,937	16,574	637	3.9
9345 Pasadena Comm Dev Comm	710,212	565,140	1,123,371	1,123,371	794,303	-329,068	-29.2
9565 Water Fund	8,332	8,582	8,582	8,582	8,925	343	3.9
*** TOTAL FUNDING	4,553,065	4,454,687	5,317,947	5,451,483	5,551,720	100,237	1.8

GRAIL ANALYSIS

MSI:  
FUND: General Fund

DEPARTMENT: City Manager

	FY 2004 ACTUAL	FY 2005 ACTUAL	FY 2006 ADOPTED	FY 2006 REVISED	FY 2007 RECOMMENDED	\$ CHANGE	%
<b>EMPLOYEES</b>							
REGULAR	15,750	12,670	12,450	12,870	13,000	0,130	
NON-REGULAR	0,000	0,000	0,000	0,000	0,000	0,000	
<b>TOTAL EMPLOYEES</b>	<b>15,750</b>	<b>12,670</b>	<b>12,450</b>	<b>12,870</b>	<b>13,000</b>	<b>0,130</b>	
<b>PERSONNEL</b>							
8005 Regular Pay - PERS	766,110	739,095	1,109,106	1,144,111	1,204,494	60,383	5.2
8010 Non Benefit Employees	20,633	0	0	0	0	0	0.0
8011 Overtime Pay	16,669	1,948	0	0	0	0	0.0
8018 PST-Part Time Employees - PARS	144	275	0	0	0	0	0.0
8020 Management Benefit	514	2,992	0	0	0	0	0.0
8023 Auto Allowance	15,300	9,866	16,578	16,578	16,578	0	0.0
8024 Personal Dvlpmt Allowance	5,375	4,150	6,250	6,250	6,500	250	4.0
8027 Workers' Compensation	45,227	32,969	27,839	28,718	4,818	-23,900	-83.2
8031 General Liability	7,252	8,131	0	0	0	0	0.0
8038 PERS-Employee Portion	55,072	58,548	77,637	80,088	84,314	4,226	5.2
8040 PERS-City Portion	0	20,169	58,894	60,752	88,410	27,658	45.5
8041 PARS-City Portion	1,099	11	0	0	0	0	0.0
8044 Life Insurance	1,216	1,220	1,109	1,144	1,205	61	5.3
8045 Dental Insurance	5,256	5,149	5,677	5,869	5,928	59	1.0
8046 Medicare-City Contributn	11,303	10,355	12,755	13,158	17,465	4,307	32.7
8047 Long Term Disability	3,180	4,138	4,658	4,805	1,807	-2,998	-62.3
8049 Emp Opt Ben Fd (EOBF)	84,640	92,244	107,070	110,682	105,300	-5,382	-4.8
8050 Benefits (VHS)	173,637	140,030	0	0	0	0	0.0
8054 Vision Care	42	48	0	0	0	0	0.0
8056 Accrued payroll	12,901	3,966	0	0	0	0	0.0
8058 Benefits Administration	0	19,258	0	0	0	0	0.0
*** TOTAL PERSONNEL	1,225,570	1,154,562	1,427,573	1,472,155	1,536,819	64,664	4.3
<b>SERVICES AND SUPPLIES</b>							
8101 Materials & Supplies	20,162	30,883	30,394	31,119	31,119	0	0.0
8105 Lease Payments	0	0	8,538	17,076	17,076	0	0.0
8107 Equipment Lease Payments	111	0	4,500	4,500	4,500	0	0.0
8108 Computer Related Supplies	2,042	835	10,200	10,200	10,200	0	0.0
8109 Equipt Purchases Under \$10,000	4,122	5,041	10,000	10,000	10,000	0	0.0
8110 Outside Printing and Duplicating	36,936	31,055	31,300	31,300	31,300	0	0.0
8112 Legal Advertising	0	29	0	0	0	0	0.0
8113 Photo Copy Machine Maint	9,609	8,037	5,500	5,500	5,500	0	0.0
8114 Other Contract Services	323,012	336,857	342,437	422,128	431,706	9,578	2.2
8115 Consultant Services	39,792	109,399	53,000	53,000	53,000	0	0.0
8116 Contract Maintenance	200	880	550	550	550	0	0.0
8124 Dues and Memberships	4,341	6,057	5,950	5,950	5,950	0	0.0
8125 Special Civic Events	9,583	12,953	12,000	12,000	12,000	0	0.0
8127 Conferences & Meetings	16,149	15,740	11,557	11,557	11,557	0	0.0
8128 Mileage	116	543	0	0	0	0	0.0
8129 Education	0	289	0	0	0	0	0.0

GRAIL ANALYSIS

MSI:  
FUND: General Fund

DEPARTMENT: City Manager

	FY 2004 ACTUAL	FY 2005 ACTUAL	FY 2006 ADOPTED	FY 2006 REVISED	FY 2007 RECOMMENDED	\$ CHANGE	%
8130 Training Costs	0	0	1,560	1,560	1,560	0	0.0
8135 Reference Matls Subscriptions	5,758	1,604	3,500	3,500	3,500	0	0.0
8137 Gas and Lubricants	0	19	0	0	0	0	0.0
8140 Telephone	1,253	922	5,900	5,900	5,900	0	0.0
8142 Electric	5,511	6,270	0	0	0	0	0.0
8144 Postage	50,888	48,157	42,821	42,821	45,050	2,229	5.2
8150 Cash Over and Short	0	4	0	0	0	0	0.0
8218 Vehicle Rental	44	94	0	0	0	0	0.0
8290 Cell Phone Reimbsmnt	-587	-1,206	0	0	0	0	0.0
*** TOTAL SERVICES AND SUPPLIES	529,042	614,462	579,707	668,661	680,468	11,807	1.7
<b>EQUIPMENT</b>							
*** TOTAL EQUIPMENT	0	0	0	0	0	0	0.0
*** SUBTOTAL	1,754,612	1,769,024	2,007,280	2,140,816	2,217,287	76,471	3.5
<b>INTERNAL SERVICE CHARGES</b>							
8601 IS-Structural Maintenance	21,972	21,928	22,690	22,690	24,870	2,180	9.6
8602 IS-Tenant Improvements	479	26,150	0	0	0	0	0.0
8603 IS-Lockshop	119	271	0	0	0	0	0.0
8604 IS-Utilities & Insurance - HSEKPING	12,996	12,996	13,058	13,058	13,145	87	0.6
8605 IS-Housekeeping Serv	18,444	23,611	17,795	17,795	18,550	755	4.2
8606 IS-Floors and Windows	0	0	800	800	800	0	0.0
8607 IS-Printing	16,443	21,321	25,400	25,400	25,400	0	0.0
8608 IS-Mail Services	2,088	2,095	1,764	1,764	2,067	303	17.1
8609 IS-Telephones	29,343	23,964	22,680	22,680	19,892	-2,788	-12.2
8611 IS-Application Devel & Support	540	4,651	0	0	0	0	0.0
8612 IS-PC&Net Desktop Services	26,748	72,896	37,342	37,342	39,657	2,315	6.1
8616 IS-Fleet Maint - Equip Maintenance	5,559	542	0	0	0	0	0.0
8620 Bldg Preventive Maintenanc e	6,360	7,886	7,922	7,922	7,922	0	0.0
8622 IS-Telephone - Usage	6,423	6,230	5,500	5,500	5,500	0	0.0
8623 IS-PC Training	200	0	3,000	3,000	3,000	0	0.0
8624 IS-Enterprise Network	16,236	16,366	14,476	14,476	14,848	372	2.5
8632 IS-GIS (Geographic Info)	3,372	3,450	0	0	442	442	0.0
8634 IS-Security Srvcs City Ha ll	7,980	8,206	10,130	10,130	10,574	444	4.3
8641 IS-MS Licensing	0	0	1,391	1,391	1,403	12	0.8
*** TOTAL INTERNAL SERVICE CHARGES	175,302	252,563	183,948	183,948	188,070	4,122	2.2
*** TOTAL BUDGET	1,929,914	2,021,587	2,191,228	2,324,764	2,405,357	80,593	3.4
<b>REVENUE</b>							
9165 General Fund-Unspecified	1,906,109	1,997,068	2,166,709	2,300,245	2,379,858	79,613	3.4
9219 Light and Power Fund	15,473	15,937	15,937	15,937	16,574	637	3.9

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GRAIL ANALYSIS

MSI:  
FUND: General Fund

DEPARTMENT: City Manager

	FY 2004 ACTUAL	FY 2005 ACTUAL	FY 2006 ADOPTED	FY 2006 REVISED	FY 2007 RECOMMENDED	\$ CHANGE	%
9565 Water Fund	8,332	8,582	8,582	8,582	8,925	343	3.9
*** TOTAL FUNDING	1,929,914	2,021,587	2,191,228	2,324,764	2,405,357	80,593	3.4

GRAIL ANALYSIS

MSI:

DEPARTMENT: City Manager-Housing

	FY 2004 ACTUAL	FY 2005 ACTUAL	FY 2006 ADOPTED	FY 2006 REVISED	FY 2007 RECOMMENDED	\$ CHANGE	%
<b>EMPLOYEES</b>							
REGULAR	26.070	24.900	25.050	25.050	25.050	0.000	
NON-REGULAR	0.000	0.000	0.000	0.000	0.000	0.000	
<b>TOTAL EMPLOYEES</b>	<b>26.070</b>	<b>24.900</b>	<b>25.050</b>	<b>25.050</b>	<b>25.050</b>	<b>0.000</b>	
<b>PERSONNEL</b>							
8005 Regular Pay - PERS	1,113,256	1,127,575	1,651,073	1,651,073	1,724,459	73,386	4.4
8010 Non Benefit Employees	0	22,096	9,146	9,146	9,146	0	0.0
8011 Overtime Pay	8,917	1,113	383	383	399	16	4.1
8018 PST-Part Time Employees - PARS	12,112	3,447	0	0	0	0	0.0
8023 Auto Allowance	7,490	6,665	4,603	4,603	6,789	2,186	47.4
8024 Personal Dvlpmt Allowance	4,250	4,250	4,837	4,837	5,250	413	8.5
8027 Workers' Compensation	58,710	42,949	139,843	139,843	6,949	-132,894	-95.0
8031 General Liability	1,687	0	16,628	16,628	1,682	-14,946	-89.8
8036 Vacation Pay	872	0	0	0	0	0	0.0
8038 PERS-Employee Portion	78,328	79,105	115,575	115,575	120,712	5,137	4.4
8040 PERS-City Portion	0	27,354	87,671	87,671	126,576	38,905	44.3
8041 PARS-City Portion	485	137	0	0	0	0	0.0
8044 Life Insurance	961	973	1,651	1,651	1,724	73	4.4
8045 Dental Insurance	9,634	9,910	11,426	11,426	11,426	0	0.0
8046 Medicare-City Contributn	13,020	13,295	18,992	18,992	25,011	6,019	31.6
8047 Long Term Disability	5,268	6,396	10,731	10,731	2,587	-8,144	-75.8
8048 Child Care Subsidies	0	252	462	462	462	0	0.0
8049 Emp Opt Ben Fd (EOBF)	145,136	156,539	215,430	215,430	202,905	-12,525	-5.8
8050 Benefits (VHS)	242,332	211,710	25,454	25,454	26,473	1,019	4.0
8058 Benefits Administration	0	31,852	0	0	0	0	0.0
<b>*** TOTAL PERSONNEL</b>	<b>1,702,458</b>	<b>1,745,618</b>	<b>2,313,905</b>	<b>2,313,905</b>	<b>2,272,550</b>	<b>-41,355</b>	<b>-1.7</b>
<b>SERVICES AND SUPPLIES</b>							
8101 Materials & Supplies	19,980	20,733	23,000	23,000	23,968	968	4.2
8105 Lease Payments	1,500	60,549	135,423	135,423	135,423	0	0.0
8106 Rent Expense	0	1,475	0	0	0	0	0.0
8107 Equipment Lease Payments	563	9,455	9,500	9,500	9,500	0	0.0
8108 Computer Related Supplies	0	79	16,000	16,000	16,000	0	0.0
8109 Equipt Purchases Under \$10,000	6,286	4,059	29,800	29,800	29,800	0	0.0
8110 Outside Printing and Duplicating	0	0	10,000	10,000	10,000	0	0.0
8112 Legal Advertising	10,166	4,724	5,900	5,900	5,900	0	0.0
8113 Photo Copy Machine Maint	0	8,685	3,000	3,000	3,000	0	0.0
8114 Other Contract Services	157,288	78,134	93,437	93,437	143,437	50,000	53.5
8115 Consultant Services	124,258	52,890	82,500	82,500	82,500	0	0.0
8117 Data Processing Operations	0	2,400	0	0	0	0	0.0
8122 Support to Advisory Committees	0	224	0	0	0	0	0.0
8124 Dues and Memberships	1,046	1,028	3,800	3,800	3,800	0	0.0
8125 Special Civic Events	640	370	0	0	0	0	0.0
8126 Conf & Mtgs - Comm &	1,426	0	0	0	0	0	0.0

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GRAIL ANALYSIS

MSI:

DEPARTMENT: City Manager-Housing

	FY 2004 ACTUAL	FY 2005 ACTUAL	FY 2006 ADOPTED	FY 2006 REVISED	FY 2007 RECOMMENDED	\$ CHANGE	%
<b>Committees</b>							
8127 Conferences & Meetings	12,270	5,351	8,000	8,000	8,000	0	0.0
8128 Mileage	1,631	1,522	3,000	3,000	3,000	0	0.0
8129 Education	400	179	2,000	2,000	2,000	0	0.0
8135 Reference Matls	87	687	3,300	3,300	3,300	0	0.0
<b>Subscriptions</b>							
8139 Water	0	1,251	0	0	0	0	0.0
8143 City Hall Space Rental	157,083	85,076	0	0	0	0	0.0
8144 Postage	17,620	9,998	16,100	16,100	16,100	0	0.0
8149 Fiscal Agent/Bank Fees & Charges	1,085	31,369	0	0	0	0	0.0
8160 Housing Assistance Fee	0	13,918	0	0	0	0	0.0
8164 Planning	0	31,912	0	0	0	0	0.0
8184 Current Year - Indirect Costs	233,875	113,783	232,050	232,050	241,331	9,281	3.9
8218 Vehicle Rental	11	133	0	0	0	0	0.0
8290 Cell Phone Reimbmnt	0	-282	0	0	0	0	0.0
*** TOTAL SERVICES AND SUPPLIES	747,215	539,702	676,810	676,810	737,059	60,249	8.9
<b>EQUIPMENT</b>							
8504 Equipment	0	28,745	3,000	3,000	3,000	0	0.0
8506 Computer Equipment	0	0	2,000	2,000	2,000	0	0.0
*** TOTAL EQUIPMENT	0	28,745	5,000	5,000	5,000	0	0.0
*** SUBTOTAL	2,449,673	2,314,065	2,995,715	2,995,715	3,014,609	18,894	0.6
<b>INTERNAL SERVICE CHARGES</b>							
8601 IS-Structural Maintenance	24,036	5,150	0	0	0	0	0.0
8602 IS-Tenant Improvements	1,832	355	0	0	0	0	0.0
8603 IS-Lockshop	283	145	0	0	0	0	0.0
8604 IS-Utilities & Insurance - HSEKPING	14,220	3,053	0	0	0	0	0.0
8605 IS-Housekeeping Serv	20,172	4,307	0	0	0	0	0.0
8606 IS-Floors and Windows	0	4,258	0	0	0	0	0.0
8607 IS-Printing	28,842	26,797	22,882	22,882	22,882	0	0.0
8608 IS-Mail Services	3,444	3,445	3,660	3,660	4,159	499	13.6
8609 IS-Telephones	10,296	13,144	15,737	15,737	21,161	5,424	34.4
8611 IS-Application Devel & Support	1,440	5,175	31,226	31,226	31,226	0	0.0
8612 IS-PC&Net Desktop Services	0	0	8,766	8,766	0	-8,766	-100.0
8620 Bldg Preventive Maintenance	6,948	1,853	0	0	0	0	0.0
8621 IS-Radio - Direct Request	0	546	0	0	0	0	0.0
8622 IS-Telephone - Usage	23,073	10,108	11,333	11,333	11,333	0	0.0
8623 IS-PC Training	0	0	5,798	5,798	5,798	0	0.0
8624 IS-Enterprise Network	24,636	26,913	28,831	28,831	29,875	1,044	3.6
8626 IS-Mail - Direct Request	0	304	0	0	0	0	0.0
8632 IS-GIS (Geographic Info)	5,520	11,555	0	0	2,497	2,497	0.0
8634 IS-Security Srvc City Hall	8,736	1,927	0	0	0	0	0.0

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GRAIL ANALYSIS

MSI:

DEPARTMENT: City Manager-Housing

	FY 2004 ACTUAL	FY 2005 ACTUAL	FY 2006 ADOPTED	FY 2006 REVISED	FY 2007 RECOMMENDED	\$ CHANGE	%
8641 IS-MS Licensing	0	0	2,771	2,771	2,823	52	1.8
*** TOTAL INTERNAL SERVICE CHARGES	173,478	119,035	131,004	131,004	131,754	750	0.5
*** TOTAL BUDGET	2,623,151	2,433,100	3,126,719	3,126,719	3,146,363	19,644	0.6
REVENUE							
6227 HUD- CDBG	462,562	473,678	466,854	466,854	460,732	-6,122	-1.3
6230 HUD - Section 8	1,450,377	1,256,377	1,286,494	1,286,494	1,316,328	29,834	2.3
6724 Inclusionary Hous Fund	0	137,905	250,000	250,000	575,000	325,000	130.0
9345 Pasadena Comm Dev Comm	710,212	565,140	1,123,371	1,123,371	794,303	-329,068	-29.2
*** TOTAL FUNDING	2,623,151	2,433,100	3,126,719	3,126,719	3,146,363	19,644	0.6

OFFICE OF THE CITY MANAGER  
HOUSING AND COMMUNITY DEVELOPMENT  
FISCAL YEAR 2006-2007 ADOPTED OPERATING BUDGET

FUND NAME	TOTALS	HOUSING ADMINISTRATION	AFFORDABLE HOUSING	RENTAL ASSISTANCE	SUPPORTIVE HOUSING	COMMUNITY DEVELOPMENT
<b>FTE</b>		<b>2.36</b>	<b>3.10</b>	<b>13.00</b>	<b>3.21</b>	<b>3.38</b>
<b>EXPENDITURES</b>						
Administration						
Personnel	2,272,550	234,442	383,940	1,024,962	256,717	372,489
Service and Supplies	495,728	108,600	111,300	146,015	85,008	44,805
Internal Service Charges	241,331	-	114,092	85,860	11,943	29,436
Indirect Cost	131,754	26,058	20,561	59,491	11,642	14,002
Abatement	-	-	-	-	-	-
Equipment	5,000	2,000	-	-	3,000	-
Total Administration	3,146,363	371,100	629,893	1,316,328	368,310	460,732
Debt Service						
Section 108	318,763	-	-	-	-	318,763
Tax Allocation Bonds	1,914,053	-	1,914,053	-	-	-
City Advance and/or Loan	-	-	-	-	-	-
Total Debt Service	2,232,816	-	1,914,053	-	-	318,763
Project/Program	31,712,025	-	17,568,260	9,940,400	2,360,439	1,842,926
<b>TOTAL EXPENDITURES</b>	<b>37,091,204</b>	<b>371,100</b>	<b>20,112,206</b>	<b>11,256,728</b>	<b>2,728,749</b>	<b>2,622,421</b>
<b>REVENUES</b>						
Projected Fund Balance (7/1/06)	10,681,708		10,025,708	496,000		160,000
Other Revenues						
HUD - Section 8	11,040,400	-	-	11,040,400	-	-
HUD - CDBG	2,268,527	-	-	-	-	2,268,527
HUD - HOME	1,317,277	-	942,277	-	375,000	-
HUD - Emergency Shelter	97,442	-	97,442	-	-	-
State Grant - Workforce Reward	200,000	-	200,000	-	-	-
HUD - Supportive Housing	2,038,360	-	-	-	2,038,360	-
HUD - HOPWA (Los Angeles)	150,500	-	-	-	150,500	-
State Loan - HELP	1,000,000	-	1,000,000	-	-	-
Tax Increment - LMIHTF	2,306,053	368,877	1,937,176	-	-	-
Program Income	200,000	-	-	-	-	200,000
Repayment of Housing Loans	500,000	-	500,000	-	-	-
Rental Income	168,000	-	168,000	-	-	-
Inclusionary Housing In Lieu Fee	4,157,442	-	4,157,442	-	-	-
Investment Income	210,000	-	200,000	10,000	-	-
Transfer from Projects/Programs	1,531,053	-	1,361,053	-	170,000	-
Other Sources	-	-	-	-	-	-
<b>Total Other Revenues</b>	<b>27,185,054</b>	<b>368,877</b>	<b>10,563,390</b>	<b>11,050,400</b>	<b>2,733,860</b>	<b>2,468,527</b>
Projected Fund Balance (6/30/07)	775,558	(2,223)	476,892	289,672	5,111	6,106

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OFFICE OF THE CITY MANAGER  
HOUSING AND COMMUNITY DEVELOPMENT  
FISCAL YEAR 2006-2007 ADOPTED OPERATING BUDGET

AFFORDABLE HOUSING PROGRAM										
	Acc't	Totals	Debt Service Fund	General	Rental Rehab	Compliance Monitoring	Bad Weather & Emergency Shelters	Home Ownership Program	Rebuilding Together Pasadena	Housing Opportunity Fund
<b>PROJECT EXPENDITURES</b>										
			689,990	5,101	5,130	5,102	5,150	5,140	5,150	5,133
Legal (Outside Counsel)	8118	75,000	-	-	-	-	-	-	-	75,000
Financial Fees/Audit	8149	55,000	5,000	10,000	-	-	-	-	-	40,000
Planning & Engineering	8164	150,000	-	50,000	-	-	-	-	-	100,000
Project Management	Various	809,277	-	-	59,277	70,000	-	105,000	-	575,000
Operation of Acquired Property	8171	10,000	-	10,000	-	-	-	-	-	-
Rehabilitation	8172	640,000	-	-	580,000	-	-	-	60,000	-
Emergency Shelter Service	8170	254,884	-	-	-	-	254,884	-	-	-
Affordable Housing Assistance	8167	14,470,000	-	-	-	-	-	2,970,000	-	11,500,000
Debt Service - Principal	8683	1,437,808	1,437,808	-	-	-	-	-	-	-
Debt Service - Interest	8677	476,245	476,245	-	-	-	-	-	-	-
Transfer for Admin. Cost	8165	300,000	-	300,000	-	-	-	-	-	-
Transfer to DSF	8722	1,639,053	-	1,639,053	-	-	-	-	-	-
Transfer to Supportive Housing	8706	170,000	-	170,000	-	-	-	-	-	-
Total Expenditures		20,487,267	1,919,053	2,179,053	639,277	70,000	254,884	3,075,000	60,000	12,290,000
<b>REVENUE</b>										
Projected Fund Balance (7/1/06)		10,025,708	-	-	425,000	-	-	1,770,000	-	7,830,708
<b>Other Revenues</b>										
Tax Increment (Transfers)	6844	2,306,053	-	1,811,053	30,000	70,000	-	105,000	60,000	230,000
Federal Grant - ESG		97,442	-	-	-	-	97,442	-	-	-
Federal Grant - HOME		942,277	558,000	-	184,277	-	-	200,000	-	-
State Grant - CAL HOME	6484	-	-	-	-	-	-	-	-	-
State Loan - HELP		1,000,000	-	-	-	-	-	-	-	1,000,000
State Grant - Workforce Reward		200,000	-	-	-	-	-	-	-	200,000
Rental Income	6977	168,000	-	168,000	-	-	-	-	-	-
Investment Earnings	6931	200,000	-	200,000	-	-	-	-	-	-
Transfer from HT - General	6844	1,361,053	1,361,053	-	-	-	-	-	-	-
Repayment of Housing Loans	7023	500,000	-	-	-	-	-	500,000	-	-
Inclusionary Housing In-Lieu Fee		4,157,442	-	-	-	-	157,442	500,000	-	3,500,000
FNMA Investment Earnings	6931	-	-	-	-	-	-	-	-	-
Total Other Revenues		10,932,267	1,919,053	2,179,053	214,277	70,000	254,884	1,305,000	60,000	4,930,000
Projected Fund Balance (6/30/07)		470,708	-	-	-	-	-	-	-	470,708

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OFFICE OF THE CITY MANAGER  
HOUSING AND COMMUNITY DEVELOPMENT  
FISCAL YEAR 2006-2007 ADOPTED OPERATING BUDGET

<b>RENTAL ASSISTANCE PROGRAM - SECTION 8</b>						
	Acct	Totals	Admin	Housing Assistance	FSS	
<b>PROJECT EXPENDITURES</b>						
Administration						
Personnel	Various	1,024,962	1,024,962	-	-	-
Supplies & Services	Various	146,015	146,015	-	-	-
Internal Service Charges	Various	59,491	59,491	-	-	-
Indirect Costs	8184	85,860	85,860	-	-	-
Equipment	8506	-	-	-	-	-
Total Admin Costs		1,316,328	1,316,328	-	-	-
Program						
Housing Assistance Payments	8105	-	-	-	-	-
Operating Costs		9,900,000		9,900,000		
Supportive Services	8177	40,400	-	-	40,400	
Total Program Costs		9,940,400	-	9,900,000	40,400	
Total Expenditures		11,256,728	1,316,328	9,900,000	40,400	
<b>REVENUE</b>						
Projected Fund Balance (7/1/06)		496,000	496,000	-	-	-
Other Revenues						
HUD - Section 8	6230	11,040,400	1,100,000	9,900,000	40,400	
Investment Earnings	6926	10,000	10,000	-	-	-
Total Other Revenues		11,050,400	1,110,000	9,900,000	40,400	
Projected Fund Balance (6/30/07)		289,672	289,672	-	-	-

OFFICE OF THE CITY MANAGER  
HOUSING AND COMMUNITY DEVELOPMENT  
FISCAL YEAR 2006-2007 ADOPTED OPERATING BUDGET

<b>COMMUNITY DEVELOPMENT PROGRAM</b>						
	Acct	Totals	Administration	Non-Public Services	Public Services	Debt Service
<b>PROJECT EXPENDITURES</b>						
Administration						
Personnel	Various	372,489	372,489			-
Supplies & Services	Various	44,805	44,805			-
Internal Service Charges	Various	14,002	14,002			-
Indirect Cost	8184	29,436	29,436			-
Equipment	8506	-	-			-
Total Administration Cost		460,732	460,732			-
Program						
Non-public Services	8170	1,472,647		1,472,647		-
Public Services	8188	370,279			370,279	-
Debt Service	8677	318,763				318,763
Total Program Cost		2,161,689	-	1,472,647	370,279	318,763
Total Expenditures		2,622,421	460,732	1,472,647	370,279	318,763
<b>REVENUE</b>						
Projected Fund Balance (7/1/06)		160,000	-	160,000	-	-
Other Revenues						
HUD - CDBG	6227	2,268,527	466,838	1,112,647	370,279	318,763
Program Income	7060	200,000		200,000		
Total Other Revenues		2,468,527	466,838	1,312,647	370,279	318,763
Projected Fund Balance (6/30/07)		6,106	6,106	-	-	-

OFFICE OF THE CITY MANAGER  
HOUSING AND COMMUNITY DEVELOPMENT  
FISCAL YEAR 2006-2007 ADOPTED OPERATING BUDGET

<b>SUPPORTIVE HOUSING PROGRAM</b>										
	Acct	Totals	Project Management	Shelter Plus Care	Supportive Housing	HOME TBRA	HOME ERAD	HOPWA		
<b>PROJECT EXPENDITURES</b>										
Administration										
Personnel	Various	261,828	57,828		120,000	75,000		9,000		
Supplies & Services	Various	85,008	10,578	3,000	71,430					
Internal Service Charges	Various	11,642			11,642					
Indirect Cost	8184	11,943	11,943							
Equipment	8506	3,000			3,000					
Total Admin Cost		373,421	80,349	3,000	206,072	75,000		9,000		
Program										
Housing Assistance Payments	8105	951,860		230,360	280,000	200,000	100,000	141,500		
Operating Cost	8188	313,928			313,928					
Supportive Service	8188	1,094,651	19,651	75,000	1,000,000					
Total Program Cost		2,360,439	19,651	305,360	1,593,928	200,000	100,000	141,500		
Total Expenditures		2,733,860	100,000	308,360	1,800,000	275,000	100,000	150,500		
<b>REVENUE</b>										
Projected Fund Balance (7/1/06)		-	-	-	-	-	-	-		
Other Revenues										
HUD - HOME (221)	6229	375,000				275,000	100,000			
HUD - Shelter Plus	6233	-								
HUD - Supportive Housing	6236	2,038,360		238,360.00	1,800,000					
HUD - HOPWA ( Los Angeles)	6235	150,500						150,500		
Transfer from Affordable Housing	6872	170,000	100,000	70,000						
Total Other Revenues		2,733,860	100,000	308,360	1,800,000	275,000	100,000	150,500		
Projected Fund Balance (6/30/07)		-	-	-	-	-	-	-		

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**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, 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 (ITSD) 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 its anticipated renovation project and the Rose Bowl Operating Company in ensuring its financial stability.

• **Operate an Effective and 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 further simplifies 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 2006, 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, 2005. 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, 2005. The Certificate of Award was issued in recognition of the City's high level of quality in

## Finance

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 2006 Operating Budget and an award for Excellence in Public Communications for the fiscal year 2006 Budget in Brief. The Department completed the issuance of \$47.3 million in financing for completion of Rose Bowl Stadium improvements and City Hall seismic retrofit project. 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. In addition to maintaining the City's technology infrastructure to minimize down time on critical communication vehicles such as the network and telephones, the Information Technology Services Division was also successful in completing the rollout of MS Office 2003 and providing Citywide training on the MS Office Software, deploying and training Fire personnel on a brand new fleet of upgraded radios, and evaluating proposals from several private wireless companies in response to an RFP to provide WiFi service in the City. The City's current General Obligation Bond rating is AA+.

### Summary of Appropriations and Revenues

	FY 2004 Actual	FY 2005 Actual	FY 2006 Adopted	FY 2006 Revised	FY 2007 Recommended
<b>FTEs</b>					
Finance	80.15	78.15	77.15	77.15	77.150
Workers' Comp & Safety	8.50	9.00	9.00	9.00	9.00
General Liability	2.00	2.00	2.00	2.00	0
Printing Services	7.00	7.00	7.00	7.00	7.00
Information Technology	36.00	42.00	44.00	44.00	45.00
Grants FTEs (memo only)	5.60	5.60	5.60	5.60	5.60
<b>Total FTEs</b>	<b>139.25</b>	<b>143.75</b>	<b>144.75</b>	<b>144.75</b>	<b>143.75</b>
<b>Appropriations</b>					
Finance	7,388,495	8,099,298	8,924,753	8,924,753	9,308,679
Workers' Comp & Safety	638,119	895,296	1,263,075	1,263,075	1,332,864
General Liability	195,343	205,959	214,325	214,325	0
Printing Services	890,629	969,699	1,105,207	1,105,207	1,202,112
Information Technology	6,616,632	7,296,466	8,558,405	8,558,405	8,870,564
Grants (memo only)*	0	0	564,743	564,743	587,284
<b>Total Appropriations</b>	<b>15,729,218</b>	<b>17,466,718</b>	<b>20,065,765</b>	<b>20,065,765</b>	<b>20,714,219</b>
<b>Sources by Fund</b>					
General Fund	7,388,495	8,099,298	8,924,753	8,924,753	9,308,679
Worker's Compensation Fund	638,119	895,296	1,263,075	1,263,075	1,332,864
General Liability	195,343	205,959	214,325	214,325	0
Printing Services Fund	890,629	969,699	1,105,207	1,105,207	1,202,112
Information Technology Funds	6,616,632	7,296,466	8,558,405	8,558,405	8,870,564
<b>Total Sources</b>	<b>15,729,218</b>	<b>17,466,718</b>	<b>20,065,765</b>	<b>20,065,765</b>	<b>20,714,219</b>

\* 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 2005			FY 2006	FY 2007
		Actual	Target	% Target	Target	Target
<b>Measure 1.1 Provide revenue and expenditure information to all departments in a timely manner</b>						
	A. With the exception of the 1 <sup>st</sup> and 4 <sup>th</sup> quarters, revenue and expenditure information will be available online (nVision) to all departments within 5 business days after month-end close	100%	100%	100%	100%	100%
<b>Measure 1.2 Update and present the Five-Year Financial Plan</b>						
	A. Five Year Financial Plan will be presented within 30 days after quarter-end for the 2 <sup>nd</sup> and 3 <sup>rd</sup> quarters and within 2 ½ months after 1 <sup>st</sup> and 4 <sup>th</sup> quarters	100%	100%	100%	100%	100%

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

		FY 2005			FY 2006	FY 2007
		Actual	Target	% Target	Target	Target
<b>Measure 2.1 Prepare accurate payroll checks</b>						
	A. 100% of all employees are accurately compensated the 1st time	99.9%	100%	99.9%	100%	100%

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

		FY 2005			FY 2006	FY 2007
		Actual	Target	% Target	Target	Target
<b>Measure 3.1 Timely capture and analyze agenda reports that approve budget amendments and prepare and input related budget journal vouchers</b>						
	A. 95% of budget journal vouchers will be captured and prepared before closing of each respective month for which the budget amendment was approved	95%	95%	100%	95%	95%